

Ceremony for the Installation of a Leadership Team

Introductory Rites

The **Presider** prays in these or similar words:

The needs of the Church and the Discalced Carmelite Secular community are many and varied and God shows His goodness by providing for them through the efforts of his individual followers called for that purpose. Today, we ask God to bless our sisters and brothers who have declared their willingness to humbly follow in the footsteps of the Discalced Carmelite saints by serving their community, as we celebrate their installation as responsible leaders.

Prayer of Blessing over the Community

Presider: O God, you have created us in love and saved us in mercy; through the Promises you have called souls into the land of Carmel to reap the fruits thereof and to become a sign of Christ's love for his people. Shower your blessing on this community gathered here in your name and under the patronage of Our Lady of Mount Carmel. Enable them, joined by this dedication to Carmel and by the inspiration of St. Teresa of Jesus and St. John of the Cross, to support one another in fervor of spirit and devotion to prayer. In all we say and do, make us witnesses to Jesus Christ and servants of our brothers and sisters. We ask this through Christ our Lord.

ALL: Amen

Prayer of Blessing over the Outgoing Officers

The **Presider** invites the outgoing officers to step forward. Once they have assembled, he addresses the community in these or similar words:

You have faithfully served the [religious name] Community during your terms of office, leading the members to an increased love of Jesus Christ through your example patterned after that of Mary, his Mother. In gratitude for your diligent efforts on our behalf, we ask the Lord's blessing on each of you.

[They return to their seats.]

Acceptance of Office by the New Officers

The **Presider** then invites the newly approved officers to come forward for their installation. Once they are assembled, the **Moderator** steps forward and the **Presider** addresses the **Moderator** in these or similar words:

[Name], you have been approved by the Provincial Delegate to serve your community as Moderator in its journey to an increased love of Jesus Christ after the example of Mary, his Mother. It shall be your duty to convoke and preside over the meetings of the Community and the Leadership Team, showing a spirit of fraternal service to all and, united with the Leadership Team, to designate those who are to carry out duties necessary for the life of the community. You shall ensure that these duties are faithfully carried out, taking care to promote charity at all times. You shall aid the Director of Formation by your support of her/him, and in her/his absence you will be required to take her/his place temporarily. As a most visible member of the community, it is especially important that you endeavor to live and comport yourself in a way that exemplifies the ideals of the Order. You shall be expected to maintain the Carmelite spirit of the prophet Elijah, a spirit of zeal for the Lord God. Will you accept these responsibilities?

The newly approved **Moderator** replies:

Yes, with the help of God, I accept the duties of my office as Moderator of the community.

The **Presider** then addresses the **Director of Formation**:

[Name], you have been approved by the Provincial Delegate as the Director of Formation. You shall provide for the instruction of candidates and have the responsibility to prepare them for First and Final Promises. You will take the place of the Moderator in the event of her/his absence. The community members look to you for leadership that will help them grow in faith, assisting them to fulfill their baptismal commitments and their Discalced Carmelite Promise. Will you accept these responsibilities?

The newly appointed **Director of Formation** replies:

Yes, with the help of God, I accept the duties of my office as Director of Formation of the community.

The **Presider** then addresses the **Advisor**:

[Name], you have been approved by the Provincial Delegate to serve the community as Advisor. The members place their confidence in you and your ability to promote the ideals of the Discalced Carmelite Seculars. With the Moderator and the Director of Formation, you are the immediate authority of the community. Your joint decisions, within the limits of the Constitutions and Statutes, are to be obeyed by virtue of the Promise. Will you accept these responsibilities?

The newly approved **Advisor** replies:

Yes, with the help of God, I accept the duties of my office as Advisor of the community.

The **Presider** then addresses the newly appointed **Treasurer**:

[Name], you have been approved by the Provincial Delegate to serve as Treasurer of the community. It is your duty to have charge of, and administer, the funds collected under the direction of the Leadership Team and to keep accurate financial records. You are to present a report of the funds to the Council every six months and to the community and the Province once a year. This is a serious responsibility that requires discretion and respect for the confidentiality of the information you collect. Will you accept these responsibilities?

The newly appointed **Treasurer** replies:

Yes, with the help of God, I accept the duties of my office as Treasurer of the community.

[Optional] The **Presider** then addresses the newly appointed **Secretary** for the Community:

[Note: The Secretary position is optional in a community with a Leadership Team. Leadership Team members may take turns serving in this position.]

[Name], you have been appointed Secretary for the Leadership Team. You are to record the minutes of the Team meetings, respecting the confidentiality of the proceedings. If asked, you are also to keep the Community Register and other records secure at all times. This includes having charge of the record books of any elections and of admissions to the Secular Order, to the Promise and the Vows. You are to keep these up to date, and to present them to the Leadership Team and to the community at appropriate times. Will you accept these responsibilities?

The newly appointed **Secretary** replies:

Yes, with the help of God, I accept the duties of my office as Secretary for the Leadership Team.

Prayer of Blessing for the New Officers

The new officers remain standing. The **Presider** says:

Discalced Carmelite Secular communities collaborate in the mission of the Order in various ways. The life and vitality of these local communities depends upon leaders who are willing to give of their time and talent. We join in prayer now for these new officers of the community, asking the Lord's blessing on their efforts. Almighty God, we give you thanks for the many and varied ways in which you build up your Church and the Discalced Carmelite Order. Bless these officers of the [religious name] Community. Grant that they may be of service to the Order and bring honor and glory to your name. We ask this through Christ our Lord.

ALL: Amen