



WAHCE Candlelight Installation Ceremony



Equipment:

- Table
- 1 tall white candle and holder – to represent entire organization
- 1 shorter candle and holder for each officer

Suggested Colors: Any colors can be selected by the installing officer.

- Red Candle President
- Yellow President Elect
- Light Blue Vice President of Program
- Dark Blue Vice President of Family & Community Life
- Purple Secretary
- Dark Green Treasurer
- Pink District Directors
- Pink Standing Committee Chairs

Installing Officer:

“We are about to install the leaders of this organization has chosen to carry on the purpose of the Wisconsin Association for Home & Community Education. Our organization’s welfare and standing in the community is greatly affected by the actions of these leaders. They have been elected or appointed because we believe them capable of directing our activities and representing us in any way that may be required.”

“Will the new leaders please come forward?”

They may stand beside the installing officer or in front facing the audience. When leaders have taken their place the installing officer lights the tall white candle and places it in a holder in the center of the table.

“This tall white candle symbolizes the entire organization with all members working together. May the rays of the candlelight symbolize our purpose to strengthen individuals and families through education, leadership development and community service. Let us be loyal to our officers and leaders, always ready to help them whenever called upon, giving them our support so they will consider it a privilege and honor to hold office.”

(Installing Officer turns to leaders to be installed)

“_____ you have been elected as President (President Elect) of this organization. It is your duty to provide leadership to the organization, and represent our members at district and state meetings during your term of office. Are you willing to fulfill the responsibilities and obligation of your position as set forth in our by-laws?”

ANSWER: “I AM”

(Installing Officer) "Please light the _____ candle from the tall candle's flame and place it on the right of the association candle.

"_____ you have been elected as Vice President of Program / Vice President of Family & Community Life. The basis for our organization is education. It is your responsibility to coordinate and give leadership guidance to the education coordinators. Are you willing to fulfill the responsibilities and obligations of your position as set forth in our by-laws?"

ANSWERS: "I DO"

(Installing Officer) _____ you have been elected to the position of Secretary / Treasurer. You must keep accurate records and report to the executive board and to the annual meeting. Do you accept these responsibilities and promise to fulfill them to the best of your ability?"

ANSWER: "I DO"

(Installing Officer)
"Please light the _____ candle

(Installing Officer) _____ as elected District Directors, you are an important part of our organization, providing a communication with the counties. Do you agree to fulfill your responsibilities?"

ANSWER: "I DO"

(Installing Officer) "Please light your _____ candle from the organizational flame and place it to the (right or left) of the Association flame."

(Installing Officer)
"_____ you have been appointed/ elected and have accepted a term as (standing committee name) committee chair. Are you willing to assume this chairmanship?"

IF SO, ANSWER "I DO".

(Repeat the above for other committee chairs if installing)

"Please light one of the _____ candles from the one symbolizing our organization. Let the beam of your candle also light your way and strengthen your vision as you lead your committee."

(Installing Officer)

"Accept this pin-and wear it proudly to all HCE functions, and be ever ready to promote our organization as each opportunity arises.

(Turn to Audience) “As members of Wisconsin Association for Home and Community Education /District/County Association, may our loyalty and support guide these leaders in their leadership roles as we pledge ourselves to be of lasting service to our homes and communities. I now declare our leaders officially installed. May your term be pleasant and productive.”

WELCOME AND THANK YOU

May have all members repeat the Prayer Creed

Note: this is just a sample ceremony. Feel free to adapt any installation Ceremony that you see fit.