

INSTALLATION SETUP

Special Regalia Set-up

The following items should be arranged in the Assembly room as follows:

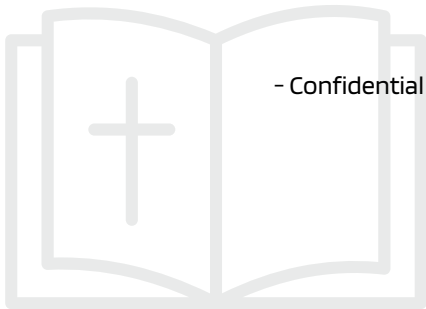
Officer Chairs	Placed in a bow shape behind the colour station chairs One chair per Officer + one for MA (may be adjusted if some are in the Installing Board)
Bible	Closed, placed on Recorder's Desk
Special Dispensation	Placed on Recorder's Desk
List of Officers (i.e. program)	Placed on Recorder's Desk
Colour Ribbons and Altar Jewel	Removed from the Assembly room
Installing Marshal Chair	Placed beside Drill Leader's seat (if DL to be installed)



Officer Jewel placement on Altar

North side (Charity) from East to West:

- WA (gavel)
- WAA (crossed gavels)
- Charity (money bag)
- Hope (anchor)
- Faith (dove)
- Recorder (pen)
- Treasurer (key)
- Chaplain (open Bible)
- Drill Leader (spear)



South side (Hope) from East to West:

- MA (gold circle)
- Choir Director (harp)
- Musician (music note)
- Outer Observer (sword)
- Confidential Observer (crossed swords)
- Service (violet)
- Patriotism (indigo)
- Fidelity (blue)
- Immortality (green)
- Nature (yellow)
- Religion (orange)
- Love (red)



INVITING OFFICER

Special Instructions

You may choose to be escorted to the East by the Marshal, or begin in the East.

Your remarks should include:

- Positive experience or story about Rainbow and its impact OR
- A personal story about the Worthy Advisor-elect
- Explain the meaning of raps
- Request phones be turned off or placed on silent

Inviting others into the room, using the Script on the pedestal:

- If the Grand Worthy Advisor is present, you will invite the Marshal to escort her in to the Assembly room and give a short welcome to her.
- You will invite the Installing Officer to enter and turn the gavel to her.



INSTALLING CHAPLAIN

Special Instructions

Attending the Altar (Opening):

- approach Recorder's desk along the East marching line
- open the Bible
- carry the Bible with two hands, reading the passage "We'll travel together..." (try to time finishing the words as you are facing the Altar and/or placing the Bible on the Altar)
- place Bible on the Altar
- give a slight bow and take a step back
- leave the Altar towards the South (Hope), walking West, then North, then East, following the marching lines to return to your station



Chaplain - Special Instructions

The newly installed Chaplain should attend the Altar when requested by the Worthy Advisor. If there is no Chaplain present, the Installing Chaplain will do so.

Attending the Altar (Closing):

- follows the marching lines along the North, towards the West, then South, entering the Altar from Hope's station
- bows slightly, picks up the Bible, and takes one step back
- carry the open Bible to the Recorders desk with two hands
- using two hands, close the book gently, leaving the spine on the desk, and then slide the Bible onto it's back
- carry the closed Bible with two hands to the Altar with a pen
- stand inside the bow offices until the PWA and PMA sign the Bible
- pick up the Bible and carry it closed back to the Recorder's desk
- return to your station across the East marching line



INSTALLING MARSHAL

Special Instructions

Entrance:

- lead person/group on Charity's side, making it easy to return to your chair
 - Exception: Grand Worthy Advisor (she sits on the Chaplain side in the East)
- take the left arm of a person if they are the only one being walked
- if leading more than one person, lead them in a line single file

Officer Installation:

- after the first Officer, wait at Hope's chair to be instructed on presenting the next person
- take the left hand of the Officer and centre them on the Altar so they are in front of the Bible
- step back after introducing the Officer with your right foot
- place the jewel on the left side of the Officer, regardless of what side of the Altar the jewel is on
- make the triangle with the jewel ribbon before placing the jewel on the Officer



Marshal - Special Instructions

Proclamation:

- raise your right arm, with your hand in a fist, as though you were holding a baton
- name all Officers who are selected but not present, including missing Advisory Board members (the Installing Officer should say the list first)

The newly installed Drill Leader should conduct requested guests to their place at the request of the Worthy Advisor. If there is no Drill Leader present, the Installing Marshal will do so.

- raise your right arm, with your hand in a fist, as though you were holding a baton
- name all Officers who are selected but not present, including missing Advisory Board members (the Installing Officer should say the list first)



INSTALLATION SETUP

Installation Line-Up for Entrances

(south)

Inviting Officer (walk up Hope side)

GWA (Charity side)

Installing Officer (Hope side)

Honour Guard (optional)

Installing Board members (Rainbow Girls/Majority*)

*use judgement based on available chairs in your Assembly room

Officers (in order of seniority, found on page 22 of yellow Ritual)

(north)

Honour Guard (optional)

Installing Board members (Masonic body members or those Installing MA/Advisory Board)



Seating Arrangement in the East

Before Officers are Installed:

In the East (South)	Chaplain	Worthy Advisor	Mother Advisor	In the East (North)
GWA, Installing Board (Rainbow Girls/ Majority)	Installing Chaplain	Installing Officer		Supreme Deputy, Jr. PMA, Installing Board (adults)

After Officers are Installed:

In the East (South)	Chaplain	Worthy Advisor	Mother Advisor	In the East (North)
GWA, Installing Board (Girls), Installing Chaplain, Chaplain	Worthy Advisor*	Installing Officer*	Mother Advisor	Supreme Deputy, Jr. PMA, Installing Board (adults)

*Per the Ritual, the WA and IO switch after the gavel is presented to the WA.

