

PART III

Ritual and Special Ceremonies

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## UNIT MEETINGS

### UNIT OFFICERS:

President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, Sergeant-At-Arms, Americanism Officer, Historian, Musician, and Trustees.

### OPENING CEREMONY

**Call to Order:** At the appointed time, the President shall call the meeting to order with one rap of the gavel. Only members in good standing are permitted to take part in the meetings, though visitors and guests may be present with the approval of the membership.

**Posting of Colors:** If the colors are to be advanced the Americanism Officer will carry the American Flag; and if there is a Banner, the Marshal will carry it. They advance to the President's station (Flag to the right of the President as they face you). Just in front of the rostrum the Americanism Officer crosses in front of the Marshal. Both Officers post colors. The flag should be saluted by the Americanism Officer immediately after it is placed in the standard during the Opening Ceremony and just before it is removed from the standard during the Closing Ceremony.

**Pledge of Allegiance:** President: "We will join the Americanism Officer in giving the Pledge of Allegiance to the Flag." (Three raps of the gavel - all rise) The right hand is held over the heart during the entire Pledge of Allegiance.

All: "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with Liberty and justice for all."

The National Anthem may be sung or played at this time.

**Opening Prayer:** At the close of the song and without verbal direction from the Chair, the Chaplain offers an opening prayer in their own words or one of the following suggested prayers.

"O God, we call upon Thee for guidance and help. May we feel Thy nearness in the business of tonight (today) as Thou art an unseen but welcome member. May all we say and do be in accordance with Thy will. Deliver us from all bitterness or resentment which may mar the peace and harmony of our meeting. Teach us to listen to Thy voice that we may be helped to make the right decision for the future of our organization. Guide us and help us to serve Thy people and inspire them to greater and better service. Amen."

"Our Father, bless us as we are assembled here tonight (today) in reverence to Thee and in service to our country. We are grateful for this opportunity of association and companionship. Guide our nation, our President, and all in authority. May they always lead us in the paths of peace and justice. Amen."

**End of Opening Ceremony:** The Patriotic Instructor and Marshal (if there is one) return to their seats. At the rap of the gavel, all are seated.

President: "I now declare this meeting of \_\_\_\_\_ Unit No. \_\_\_\_ Military Order of the Purple Heart Auxiliary duly opened for the transaction of business as may properly be brought before it."

No interruptions should be permitted during the Opening Ceremony. At its conclusion, the Sergeant-at-Arms will admit late comers.

**ORDER OF BUSINESS**

1. Roll Call
2. Introduction of Guests
3. Initiation of New Members
4. Action on Minutes of last meeting
5. Treasurers Report
6. Presentation of Bills
7. Reading of Communications (Letters to the Unit, General Orders, and official letters).
8. Committee Reports
9. Unfinished Business
10. New Business
11. Patriotic Program

**SEATING ARRANGEMENT** - If a seating arrangement is desirable this is suggested:

Secretary	President	Treasurer
Flag		Auxiliary Banner
	Altar	
Chaplain		

Assembly seated here  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

The other Officers may be seated as part of the assembly. The Americanism Officer and Chaplain may be seated with the assembly unless the Unit prefers otherwise. The Sergeant-at-Arms should be seated where they can get to the door easily.

**CLOSING CEREMONY:** If the Flag (and banner) is to be retired, the Americanism Officer will advance to the Flag, remove it from the stand, and stand facing the Unit. The Marshal removes the banner from its stand and also turns to face the Unit. They remain there until the Closing Ceremony is completed.

President: "We will stand with bowed heads in silent tribute to the comrades of our men and women who have made the supreme sacrifice and in honor of those Purple Heart recipients and our members who have departed this life."

**Closing Prayer:** After about a minute, and without verbal direction from the Chair, the Chaplain should end the silent tribute by offering the closing prayer. The following prayers may be used:

“Almighty Father, as we go from this meeting, we ask Thee to go with us, guide and direct us in the paths of righteousness. May Thy blessings be upon us and remain with us. Keep us true to our organization and loyal to each other. Grant us Peace, Joy and Happiness. Amen.”

Another suggested prayer which is based on General Washington’s prayer at Valley Forge may be used:

“Almighty God, we earnestly pray that Thou will keep the United States; that Thou will incline the hearts of its citizens to cultivate a spirit of subordination to government; entertain love and affection for one another and for their fellow citizens of the United States at large; and finally that Thou will most graciously be pleased to dispose us all to love and mercy, and to do justice, and conduct ourselves with charity and humility. Amen.”

At the close of the prayer, some suitable patriotic song, such as “America” or “America, the Beautiful” may be sung.

**Retiring the Colors:** If the colors are to be retired they should be carried to the rear of the assembly or out of the room immediately after the song. The assembly should stand at attention with the right hand over the heart while the flag is being retired. The Americanism Officer (and Marshall) then returns to the room.

**Adjournment:** President-“I now declare this meeting adjourned.” (Next meeting date should now be announced)

## **INITIATION CEREMONY**

The President, a Vice President, National or Department Officer may conduct the initiation.

**Initiating Officer:** “The Secretary will call the names of the candidates.”

The Sergeant-at-Arms may present the candidates for initiation, or they may take their places unassisted, standing in front of, and facing the assembly, or in any position desired by the Unit. When the candidates are in place the Initiating Officer continues in these or in similar words of her own.

**Initiating Officer:** “You have been elected to membership in this organization, the Auxiliary to the Order composed of men and women who offered their lives for their country, who have suffered for their country, and who have received for their services the military decoration known as ‘The Purple Heart.’ As an Auxiliary, we are pledged to assist the Order in its historical, educational, and patriotic programs, to aid our parent Chapters, and to assist in the rehabilitation of veterans who have been disabled. Before you become a member of this organization, it will be necessary for you to assume an obligation. You will be asked to promise that you will comply with the Rules of the National and/or Department organization and the Bylaws of this Unit, and that you will strive to become worthy followers of General George Washington who originated the decoration upon which

our organization is founded.

One of the major objectives of our Order is fraternity. It means not only a kindly thought, a happy smile when we meet, a hand held forth in friendly greeting, but it means also that we pledge ourselves to stand by each other in sickness and in trouble; to work together in assisting members of the Chapter and Unit and the families of Patriots who have given their lives for their country; to be charitable in our thoughts as well as in our actions toward fellow members of the Chapter and Unit; and to remember always the obligation which we assume when we become members of this organization.

“Understanding this much of the objects of our Auxiliary, are you willing to take the Obligation to Membership?” (Pause while candidates answer.)

The Initiating Officer raps three times for the assembly to rise during the obligation.

**Initiating Officer:** “Please raise your right hand and repeat after me.”

“I do solemnly promise -- that I will faithfully comply -- with all the laws and procedures -- of the Military Order of the Purple Heart Auxiliary-- and with any Bylaws of this Unit. -- I will never wrong nor harm any member of this Unit or their family -- nor will I permit any wrong to be done to them if I can prevent it. -- I will endeavor at all times -- to aid members and families of -- The Military Order of the Purple Heart and its Auxiliary -- as far as I am able. -- I also promise to uphold and maintain -- the Constitution of the United States of America -- and the Flag of our country. All this I solemnly promise -- upon my honor -- as a member of the Military Order of the Purple Heart Auxiliary.

The Initiating Officer raps once for the assembly to be seated.

The Initiating Officer may continue in these words or in words of their own, expressing the same thought.

**Initiating Officer:** “We welcome you into this Unit and into the Military Order of the Purple Heart Auxiliary. In originating the ‘Badge of Military Merit’ General George Washington likened the men to whom he awarded it as having hearts of purple oak.’ During the Revolution, the only material known to be strong enough to withstand the vibrations in the gun caissons was ‘purple heart oak,’ the heartwood of a tree imported from South America, which was unusually strong and was of purple color. We trust that you too, will show a loyalty likened unto the ‘hearts of purple oak’ in living up to the obligation you have just taken. Always remember that you represent persons who have made the supreme sacrifice or who have been wounded in a live combat.”

(If membership pins are to be formally presented to the newly initiated members, this would be a suitable time for the ceremony. The ceremony for the presentation of membership pins is printed at the close of the Initiation Ceremony.)

**Initiating Officer:** “The members of the Unit wish to welcome you into their membership. Members of Unit #\_\_\_ it is my pleasure to introduce” \_\_\_\_\_(Name the newly initiated members.) (A short recess may be declared to welcome the new members.)

**SUGGESTED CEREMONY FOR  
PRESENTING PINS TO MEMBERS**

**Decorating Officer:** “This tiny pin is the emblem of the Military Order of the Purple Heart Auxiliary. There is a beautiful meaning expressed by the letters, M.O.P.H.A.

M is for Military – Men & Women in uniform – Behind them all, there are Mothers.

O is for Obedience to our Order and respect for Old Glory.

P is for Purity of Thought, or the World, and Patience with each other.

H is for Health which we pray God will send to all of us.

A is for America.

(The pin is presented and the Decorating Officer continues.): “I extend to you the hand of friendship in our organization. We, as you know, differ from all other auxiliaries to veteran organizations in our country. It is an honor, not given to everyone, to join our ranks. Our Auxiliary, is founded upon loyalty of men and women in uniform who loved America so much they were willing to sacrifice their lives. Be proud to wear your tiny pin and always do your bit toward making a better America.”

**INSTITUTION CEREMONY**

A Flag should be provided for use during the ceremony.

A National or Department President (present or past) of the Auxiliary may be delegated by the National President to institute the Unit. Due to distance, or for other reasons, the National President may authorize the local Chapter Commander to institute and install.

**Instituting Officer:** (giving three raps of the gavel for the assembly to stand): “We will join in the Pledge of Allegiance to the Flag.”

(All present recite the Pledge of Allegiance to the Flag as is directed under the opening ceremony.)

**Instituting Officer:** “The Chaplain will lead us in prayer.”

**Acting Chaplain:** “Our Father, bless us as we are assembled here today (tonight) in reverence to Thee, and in service to our country. We are grateful for this opportunity of association and companionship. Guide us in the paths of peace and justice. Amen.”

The Instituting Officer raps once for the assembly to be seated.

(The Pledge of Allegiance to the Flag and the prayer may be omitted if the meeting has already been opened by the Chapter acting as host to the new Unit on this occasion.)

**Instituting Officer:** "I have been authorized by the National President of the Military Order of the Purple Heart Auxiliary, to institute this Unit in accordance with the Constitution of our National Organization.

(The Instituting Officer or someone else chosen previously should tell the story of the Purple Heart in their own words.)

"The Order of the Purple Heart was established by General George Washington during the War of the Revolution, on August 7, 1782, at this headquarters at Newburgh, N.Y. His General Orders read as follows:

"The General, ever desirous to cherish a virtuous ambition in his soldiers, as well as to foster and encourage every species of military merit, directs that, whenever a singularly meritorious action is performed, the author of it shall be permitted to wear on his facings, over the left breast, the figure of a heart in purple cloth or silk, edged with narrow lacing or binding.

The road to glory in a patriot army and a free country is thus open to all.

"The Book of Merit in which the names were to be recorded has never been found, but history does record the names of three recipients of the Badge of Military Merit, Daniel Bissel, William Brown, and Elijah Churchill. Further historical research will surely bring to light the names of other Continental soldiers who also received this singular honor from the hands of General Washington.

"Thus the first honor badge for the enlisted man was born. It is the oldest military decoration of the United States; and except for the Cross of St. George of Russia, it is the oldest military decoration in the world.

Little is known of the early history of the decoration because, subsequent to the Revolution, it seems to have been forgotten. The thousands of musty records hastily rescued from the burning United States Capitol Building in the War of 1812 were examined many years later in an attempt to find some new facts concerning the file and services of Washington. This search revealed Washington's orderly book and the reference to The Badge of Military Merit.

"The 200th anniversary of Washington's birth was selected as the most appropriate time to make public the information so long forgotten. President Hoover in 1932 ordered the reinstatement of this America's oldest military decoration. An order of the War Department dated February 22, 1932, and signed by General MacArthur as Chief of Staff revived the Purple Heart decoration out of respect to the memory and military achievement of George Washington.

"The revived decoration has been changed from the original perishable cloth to a permanent one of metal. It is a heart shaped medal with a center of rich purple enamel and a border of gold. A bust of Washington appears on the obverse. The reverse bears the inscription 'For Military Merit.' The coat of Arms of Washington in its original color decorates the top of the heart. It is suspended from a purple ribbon bordered with white. Thus the order 'becomes a permanent one.' Washington knew that it was the hitherto unheralded common soldier who was the royalty of the American Army. America is indeed a democratic nation whose loyalty is the common man."

**Instituting Officer:** “The acting Secretary will call the roll of those who are to be members of the new Unit. Each person will rise as their name is called and take their place facing me.”

Instituting Officer continues after everyone is in place:

“You have come here tonight (today) because you desire to become members of this organization, the Auxiliary of the Order of men and women who have offered their lives for their country. We are the parents, spouses, widows, widowers, siblings, children, and grandchildren of veterans, who saw service in the wars of the United States. Because of their valiant service they have been awarded the Order of the Purple Heart, founded by General George Washington in 1782. In order to perpetuate the principles of national patriotism and justice, we have ordained and established the Military Order of the Purple Heart Auxiliary. We pledge ourselves to sponsor those principles of liberty, justice and general welfare that have made the United States the great nation that it is today. We further pledge ourselves to assist the Military Order of the Purple Heart in every way possible.”

“The objects of this organization are patriotic, fraternal, historical and educational, to preserve and strengthen friendship among its members, to assist worthy members and Purple Heart recipients, to perpetuate the memory and history of our Purple Heart dead, to maintain true allegiance to the government of the United States of America, and fidelity to its Constitution and laws.”

“Understanding this much of the purpose of our organization are you willing to take the obligation to membership?” (Pause while candidates answer.)

The Instituting Officer raps three times for the assembly to rise.

**Instituting Officer:** “You will raise your right hand and repeat after me:

I do solemnly promise -- that I will faithfully comply -- with all the laws and procedures-- of the Military Order of the Purple Heart Auxiliary,-- and with any Bylaws of this Unit.-- I will never wrong nor harm any member of this Unit or their family -- nor will I permit any wrong to be done to them if I can prevent it.-- I will endeavor at all times -- to aid members and families of the Military Order of the Purple Heart --and its Auxiliary, -- as far as I am able.-- I also promise to uphold and maintain -- the Constitution of the United States of America -- and the Flag of our country. All this I solemnly promise, -- upon my honor, -- as a member of the Military Order of the Purple Heart Auxiliary.”

The Instituting Officer raps once for the assembly to be seated.

**Instituting Officer:** “We welcome you as members of this newest Unit. We are happy to have you join the great group of individuals-throughout our country who by membership in this organization pledge themselves to be first of all a real aid or Auxiliary to their parent Chapter; to perpetuate the principles of our historical heritage, and to give assistance where it is needed among our fellowmen.”

“By the authority of the National President, I now declare this to be a Unit of the Military Order of the Purple Heart Auxiliary, henceforth to be known as \_\_\_\_\_ Unit No \_\_\_ of the Military Order of the Purple Heart Auxiliary, and entitled to all rights and privileges of this organization, so long as its members comply with our Constitution, Bylaws, Procedures Manual.”



Following this institution, the officers of the new Unit should be installed by the Instituting Officer or by some other National or Department President (past or present) of the Auxiliary or any Unit President (past or present).

### **INSTALLATION OF UNIT OFFICERS**

The Installing Officer may be any Auxiliary National, Department, or Unit President (past or present) who is a member in good standing.

If it is desired that the Officers of the Auxiliary and the Order be installed jointly, the details of the joint installation ceremony should be carefully arranged previous to this meeting.

If the meeting is devoted entirely to the installation ceremony, it should be formally opened according to the suggestions given under OPENING CEREMONY. In this case, the Installation ceremony will follow immediately after the Unit President has declared the meeting open for the transaction of business.

If the Officers to be installed are those of a newly instituted Unit, the installing officer (who may or may not have been the instituting officer) may proceed.

Installing Officer: "Madam or Mr. Secretary, you will call the roll of officers-elect. As each name is called the officer will take their place facing me." When the officers-elect have taken their places, the Installing Officer may continue in these or similar words of their own.

"As I address each officer, I shall ask them to take one step forward while the duties of their office are being given."

TRUSTEES – as Trustees you shall audit the books of the Secretary and Treasurer at least twice a year and more often when necessary. A regular audit shall be made six months after installation, or in med-term; and the final audit just prior to annual installation of officers.

HISTORIAN - It shall be your duty to record and preserve the incidents and events that would be of historical interest to your members in the future, such as the name of officers, special committees and their accomplishments, your outstanding civic, military, and social affairs, and distinguished visitors. Thus, your history will influence and impress the future, as well as the present members.

MUSICIAN - As Musician, you will render such music as is appropriate during the opening and closing ceremonies and whenever the occasion may require.

MARSHAL – As Marshal you will carry the Unit banner when it is advanced and retired during the opening and closing ceremony. You can also be an aide to the Sergeant-at-Arms and assist the President as may be directed.

AMERICANISM OFFICER – As Americanism Officer it will be your privilege to advance and retire the Flag of our Country during the opening and closing ceremony, Further, as the Americanism Officer you will instruct the members of your Unit in patriotic observances, lead them in the Pledge of Allegiance to the Flag, and guide their observance of special patriotic holidays. In carrying out the

historical program of our organization we trust that you will arrange for some portion of every regular meeting to be devoted to the study of a significant phase of the history of our Nation.

**SERGEANT-AT-ARMS** – As the Sergeant-at-Arms you will be entrusted with the care and safekeeping of the properties of the Unit. You will greet members and visitors as they arrive at the place of meeting. You will see that the physical set-up of the meeting room is convenient and in order before the meeting opens. During the meeting you will answer the door and assist any late comers in finding seats. In this way you act as an aide or host, thus assisting the President and the members of your Unit.

**PARLIAMENTARIAN** – As Parliamentarian you should be familiar with the Constitution and Bylaws, Procedures Manual of our organization and of any Bylaws which your Unit may adopt. Where these do not cover the situation, you shall be governed by Robert's Rules of Order, Newly Revised. You should be ready at all times to give assistance and council in interpreting the Constitution and Bylaws, Procedures Manual of our organization. If you are in doubt over any decision which you are asked to render, you should always call upon the Department Parliamentarian (where Departments exist). If there is still doubt after consultation with the Department Parliamentarian, you may request the assistance of the National Parliamentarian.

**CHAPLAIN** – As Chaplain you will open and close each Unit meeting with either the suggested prayer given in the Ritual or some other prayer which seems appropriate for the occasion, Be mindful at all times that many religions may be represented among the members of your Unit and each view should be held sacred as you ask for spiritual guidance during the Unit meetings. Further, as Chaplain you will assist in visiting the sick and those in need. You will keep an accurate record of deceased members. This record should be sent to the National and Department Chaplain so the names will appear on the roll of honor at the annual memorial service.

**TREASURER** – As Treasurer you will be entrusted with the finances of this Unit. You shall keep an accurate record of receipts, disbursements, and deposits. You shall give proper receipts for all money paid to you and shall pay out money only as ordered by the Unit. Your books should be open for inspection at all times.

**INSPECTOR (National Only)** - It shall be your duty to see that Departments and Units are inspected annually. You shall see that Unit and department meeting are conducted properly; and that books and records are being kept correctly; and to that end you shall offer tactful suggestions or constructive criticism. You shall present a report of your finding to the National Convention.

**MEMBERSHIP OFFICER (National only)** - As membership Officer you shall be in charge of all membership keeping accurate records of all members in the Auxiliary. You shall receive all applications for membership and membership payments. You shall issue all membership cards, rosters and other information concerning our membership, to the proper officers, and perform such other duties as the National Auxiliary, or the President, may so direct.

**SECRETARY** – As Secretary you shall keep an accurate record of the proceedings of each meeting and of all receipts and expenditures. You shall notify the members of all meetings either regular or special. You shall examine all applications for membership to make sure they are complete. You shall

read all official communications at the first meeting following their appearance. Further, you shall attend to all matters of correspondence under direction of the President and the Unit, keeping a copy of all letters for your Unit files. You shall present your books for examination as requested, and perform such other duties as the President may direct or the Bylaws prescribe. Promptness and accuracy should be your watchwords at all times.

**JUNIOR VICE PRESIDENT** – As Junior Vice President you shall assist the President and Senior Vice President in preserving order; in the absence of both you shall preside at Unit meetings. It is therefore in order that you are prepared to assume additional duties when necessary.

**SENIOR VICE PRESIDENT** – As Senior Vice President you will be ready at all times to assist the President. You will act in their place when they are unable to be present and may also serve as membership Chair.

**PRESIDENT** – To you has been given the leadership of your Unit. As its President you represent a cross-section of its membership. They look to you for guidance. Be kind and understanding. Keep in mind that our objectives for existing as an Auxiliary are to serve as an aid to the parent Chapter; to perpetuate the principles of our historical heritage; and to aid in rehabilitation. As President, it will be your duty to appoint all officers and committees not otherwise provided for; to supervise the work of your officers, and to see that the books of the Secretary and Treasurer are audited at regular periods. The National Organization and its officers operate solely to assist and coordinate the activities of the Units. Ask them for guidance at any time.

**INSTALLING OFFICER:**(continuing): “Knowing the duties of your office, are you willing to take the Officers’ obligation?” (Pause while Officers-elect answer).

The Installing Officer gives three raps of the gavel for the assembly to rise during the Officers’ obligation.

**Installing Officer:** “You will raise your right hand and repeat after me”:

“I do solemnly promise -- that I will faithfully discharge -- the duties of the office which I am about to assume, -- according to the Constitution, Bylaws, Procedures Manual -- of the Military Order of the Purple Heart Auxiliary, -- and any Bylaws of this Unit -- to the best of my ability, and that I will at the close of my term -- deliver all books, -- papers, -- money -- and other property belonging to this Unit to my successor. This I pledge on my honor -- as a member of the Military Order of the Purple Heart Auxiliary.”

**The Installing Officer:** (continuing) “The Military Order of the Purple Heart with its Auxiliary is a distinct organization different from any other. We have our own Constitution, Bylaws, and Procedures Manual. Where these are not found to cover a situation, reference should always be made to Robert’s Rules of Order Newly Revised. We do not base our procedure upon that of any other organization.

“You, the new officers of this Unit, have been given positions of honor and responsibility to which your fellow members have elected you. In guiding the activities of the Unit, strive to maintain a

spirit of friendliness and close cooperation with your Chapter so that this Unit will be a real Auxiliary to its Chapter. In doing so, you will also make it an agency for good in your entire community. The Officers, except the President, will be seated.”

“Madam or Mr. President, this Unit is about to be placed in your charge. Guard its interests. Be impartial in your actions toward all Patriots in the Chapter and the members of your Unit. The success of a Unit depends upon the sincere cooperation it gives the Chapter. The first duty is to be a real help to the Chapter. The Charter of this Unit is entrusted to your care. You are personally responsible for its safety. I also place in your care the Constitution, Bylaws, and Procedures Manual of our Organization. You will deliver these to your successor at the close of your term. In handing you this gavel, your symbol of authority, remember the trust that has been placed in you. I now place this Unit in your charge for the new year.”

**Installing Officer:** “It has been a pleasure installing your officers. You have selected them; let us all support them. Only with your help can they accomplish their work. Their success and their failure will be yours.”

“Madam or Mr. President, Officers and Members, I as (Title) proclaim the officers of \_\_\_\_\_ Unit No. \_\_\_\_ duly installed.”

The newly elected President should now take charge of the meeting. Either they or the Chapter Commander should conduct the Closing Ceremony.

## **INSTALLATION OF DEPARTMENT OFFICERS**

**DEPARTMENT OFFICERS:** President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, Historian, Sergeant-at-Arms, Americanism Officer, Marshal, Musician, Trustees,

**Installing Officer:** “You will raise your right hand and repeat after me:

I do solemnly promise --- that I will faithfully discharge --- the duties of the office which I am about to assume --- according to the Constitution, Bylaws, and Procedures Manual --- of the Military Order of the Purple Heart Auxiliary--- and any Bylaws of this Department --- to the best of my ability. And that I will at the close of my term --- deliver all books – papers – money – and other property --- belonging to this Department --- to my successor. This I pledge on my honor --- as a member of the Military Order of the Purple Heart Auxiliary”

## INSTALLATION OF

**NATIONAL OFFICERS:** President, Senior Vice President, Junior Vice President, Region Presidents, Secretary, Treasurer, Membership Officer, Parliamentarian, Chaplain, Historian, Americanism Officer, Sergeant-at-Arms, Marshal, Musician.

**Installing Officer:** "You will raise your right hand and repeat after me."

"I do solemnly promise – that I will faithfully discharge – the duties of the office – which I am about to assume – according to the Constitution, Bylaws, and Procedures Manual– of the Military Order of the Purple Heart Auxiliary – and any Bylaws of this National Auxiliary – to the best of my ability – And that I will at the close of my term – deliver all books – papers -- money -- and other property belonging to this National Auxiliary – to my successor – this I pledge on my honor – as a member of the Military Order of the Purple Heart Auxiliary."

## SPECIAL CEREMONIES

### BURIAL SERVICES - Unit

Chaplain and officers of Unit are to group themselves in rear of chapel or room. Organist should play softly a few minutes before hour set for service. Promptly upon the hour, the Chaplain should walk alone up the center aisle of Chapel, take their place near the casket and face the audience. As soon as they face forward, the President of the Unit and the other officers should go forward in single file and group themselves, according to their number, on either side of the Chaplain. Floral offering from the Unit should already have been placed upon casket, but each officer should carry a single flower or small bunch of flowers, which they hold during ceremony. Soft music should be played during the entire ceremony. As soon as officers have taken their places, the President who should stand next to the Chaplain steps forward and gives the following:

**President:** "Friends, we have come here today (tonight) to pay our respects and loving homage to one who has until recently played a very active part in all of our lives and contributed their full share of usefulness to the world in which they moved. They have done this in the capacity of a (loving parent), (a devoted wife or husband), (an unselfish daughter or son), a loyal friend and an untiring worker in The Purple Heart Auxiliary. Through such activity they will long be remembered and their work will continue to bear fruit. To live in such a manner is to continue the fine fellowship they made. We all believe in a Loving God and in eternal life so realize that what is commonly known as death is only another name for a change that must inevitably come to us all, and lead us ever onward and upward in our fuller expression of God.

"This Unit of the Purple Heart Auxiliary will miss them and we want to publicly express the esteem in which we held them and to gratefully acknowledge the splendid contribution their efforts made in our behalf."

(If it is desired to make personal remarks about them - they should be made here and should concern themselves with the nature of their activity such as holding an office, interest in any special activity, duration of membership, etc.)

**President continues:**

"Our Chaplain will now lead us in prayer."

With this the President steps back and the Chaplain steps forward and prays as follows:

**Chaplain:** "Heavenly Father, we thank Thee for the beautiful companionship we enjoyed with (Member Name), whom we have come here today (tonight) to honor and bid farewell.

We thank Thee for the beautiful memories their unselfish life has left behind us. We thank Thee for the privilege of association we enjoyed over many days and months and years.

Renew our faith today in Thy goodness and wisdom. Help us to keep ever in mind our constant nearness to Thee and the immortality that is ours. Speak to every sorrowing heart present, words of comfort and cheer.

Enable each one in grief today, through Thy spirit, to assume the duties of life as before and to know that regardless of how deep the anguish we may feel, that God is in Heaven and all is right with the world."

(Retaining their position, the Chaplain opens the Bible and says):

"For our comfort let us hear the assuring words of the Psalmist, from the 23rd Psalm."

The Lord is my Shepherd, I shall not want.  
He maketh me to lie down in green pastures;  
He leadeth me beside the still waters,  
He restoreth my soul;  
He leadeth me in the paths of righteousness for His name's sake.  
Yea, thou I walk through the valley of the shadow of death,  
I will fear no evil; for Thou art with me.  
Thou rod and Thy staff, they comfort me. Thou preparest a table  
before me in the presence of mine enemies;  
Thou anointest my head with oil, my cup runneth over,  
Surely goodness and mercy shall follow me all the days of my life  
And I will dwell in the house of the Lord forever.

Read the Psalm slowly and with feeling. At the conclusion, the Chaplain steps back to their former position and either the President or someone they have chosen steps forward and says:

**Speaker:** "Dearly beloved, it is now time to bid you farewell. (You can say either good-night or good-bye, instead of farewell if so desired). In our hearts you will live forever and it will be the duty and obligation of this Unit that you served so faithfully, to stand guard, as it were, over the sacred memories you are leaving with us. May God's beautiful peace be with you forever and ever.

With this the speaker moves to the casket, places their floral emblem on it and other officers move forward and in their turn place theirs. The last speaker leads the others single file down the center aisle. Soft music should be played all the time.

If the Unit has a good reader, while the flowers are being placed and the officers are moving down

the aisle, the following should be read:

God's Heavenly Flower  
Sometimes God picks the flower  
That is still in full bloom;  
Sometimes the rosebud's chosen  
That we feel He's picked too soon.  
Sometimes the flower is fading  
With petals falling down,  
But God knows the perfect time  
To gather flowers from the ground.  
There is a heavenly garden  
In which God takes great pleasure,  
Because He's placed within it  
The loved ones that we treasure.  
He walks among the blossoms  
Giving them eternal rest,  
And I know that it must please Him  
Because He chose our very best.

#### **MEMORIAL SERVICE FOR DECEASED MEMBERS**

Soft music (Abide With Me)

While music is playing, officers should walk slowly up center aisle to front of room or chapel. The Chaplain and President of Unit should take their places in the center; other officers group themselves at the side of Chaplain and President. Each should carry a flower of some kind. On a stand nearby should be an empty vase. The Chaplain should open the service with the following:

**Chaplain:** "LET US BOW OUR HEAD IN PRAYER"

"Infinite, Eternal Every Present God, we assemble today (tonight) to honor the memory of those who were once a part of this organization and served Thee through their faithful performance of all duties and obligations. It is well, lest we forget, that we pause occasionally to reflect upon these loved ones and to pay reverence to their memories that we may profit by the splendid examples they left us. We thank Thee for all the beautiful memories we cherish and ask Thee to continue Thy protecting care over us and over the families from which they were taken. Grant that we may daily grow in strength and understanding and love for one another. Amen.

Music (Abide With Me) should continue until Chaplain is seated, the music should then be discontinued). This should be the signal for the President to step forward and say:

**President:** "My friends, we are here today (tonight) to pay our respects to the memory of those who have left us during the past year, on the journey which all of us must finally take. Our departed are (read the names slowly and distinctly). It is with a feeling of sadness and loss that we mention the names of our former members. It seems only yesterday that our hearts were gladdened by the

sound of their voices and we echo the longing of the poet who said:

'Oh, for the touch of the vanished hand or the sound of a voice that is still.'

"It is good for us to be here, good for us to pay tribute to those we loved so dearly. If we did not do this our memories would soon become dim and obscure and their influence upon us would no longer be felt. We loved them we still love them. The expression of these thoughts bring them close to us and we feel the full significance of the sentiment.

"To live in hearts we leave behind is not to die."

The President steps back and soft music is again heard. "Blest be the Tie that Bind" would be very appropriate. After the first few strains are played, the person seated on the end should rise, walk to the empty vase, and placing their flower in it say,

"I lovingly offer this flower to the memory of our (friend or friends) in the name of (Name of Purple Heart Unit).

They then walk from the station and down the aisle very slowly, the others following in turn, until only the Chaplain is left. (Each one repeating, if desired, the statement I lovingly offer this flower, etc.) When they have reached the rear of the room, the music should be discontinued which is the sign for the Chaplain to say,

**Chaplain:** "Let us rise and be dismissed with prayer" -- repeat with me The Lord's Prayer.

"Our Father who art in heaven,  
Hallowed be Thy name,  
Thy Kingdom come, Thy will be done,  
On earth, as it is in heaven.  
Give us this day our daily bread,  
Forgive us our trespasses  
as we forgive those who trespass against us,  
And lead us not into temptation,  
But deliver us from evil,  
For Thine is the Kingdom, the Power, and the Glory  
Forever,  
Amen."



## **CLOSING PRAYER**

"Heavenly Father be with each and every one of us  
as we again take up our different duties.  
Help us to know that we will pass this way but once  
and to resolve that any good we find to do,  
any hearts we may be privileged to heal,  
any sorrow we can relieve, to do it now,  
for we know we shall not pass this way again.  
Amen"

## **DRAPING OF THE CHARTER**

Place the Charter in front of the President's station.

**PRESIDENT:** Chaplain, please prepare for the draping of the Charter.

Two raps of gavel. The Chaplain and Marshal leave the room.

(Sacred music should be played during entrance with drape.)

**SERGEANT-AT-ARMS:** Madam or Mr. President, the Chaplain and Marshal.

**PRESIDENT:** You will admit them.

The Marshal enters followed by the Chaplain who carries the black drape over both hands. In front of the President's station, the Marshal steps to one side; the Chaplain drapes the Charter, saying at the same time:

**Chaplain:** "I drape this Charter in memory of (name), who went to their heavenly home on (date).

The Marshal and Chaplain return to their seats. A memorial service may follow the Draping of the Charter.