

**INSTALLATION OF OFFICERS**  
**St. Pius X Altar & Rosary JOY**  
(Jesus first, others second, yourself last)

Will the elected Officers for 20\_\_\_\_\_ - 20\_\_\_\_\_ please come forward?

(Ask each officer to step forward to the podium as they are installed. They then return to their seat and the next officer is called forward.)

\_\_\_\_\_, as Program Chairperson, it will be your duty to coordinate the selection of programs for the coming year. You will serve as the contact person for each speaker, introduce them at the Program and Business Meeting and be responsible for the obtaining and presenting any honorarium. Do you accept the responsibilities of this office?

\_\_\_\_\_, as Membership Chairperson, it will be your duty to welcome members, keep an accurate list of current members and encourage others to join Altar & Rosary JOY. Do you accept the responsibilities of this office?

\_\_\_\_\_, as Corresponding Secretary, it will be your duty to conduct the social correspondence of Altar & Rosary JOY. Do you accept the responsibility of this office?

\_\_\_\_\_, as Recording Secretary, it will be your duty to keep accurate and complete minutes of the Executive Board and Business Meetings as well as any other special meetings. You will provide necessary copies of all minutes to the appropriate members. Do you accept the responsibilities of this office?

\_\_\_\_\_, as Treasurer, it will be your duty to oversee the finances of Altar & Rosary JOY and to provide financial reports to the Executive Board and for the Business Meetings. Do you accept the responsibilities of this office?

\_\_\_\_\_, as Vice-President, it will be your duty to serve as the Circle Liaison and to perform other duties assigned by the president of Altar & Rosary JOY. Do you accept the responsibilities of this office?

\_\_\_\_\_, as President, you will preside at the Executive Board and business meetings of Altar & Rosary JOY, preside at the officer transition meeting and the leadership team meeting, meet as needed with parish staff and perform other duties too numerous to mention. Do you accept the responsibilities of this office?

I now declare the officers of Altar & Rosary JOY duly elected and installed for the 20\_\_ - 20\_\_ year with best wishes and promised support of our membership. Please support these officers by your words of encouragement and your willingness to volunteer for the projects and activities that we undertake.

Congratulations to each of you as you lead us through the coming year!