



# CATHOLIC WAR VETERANS

## RITUAL

### OPENING & CLOSING ~7 Yf Ya c b]Yg

#### ITEMS REQUIRED:

Head Table – large enough for 3 - 5 seats (allows for Distinguished Guests)

Small table for use as Altar

Altar Cloth

Bible

One (1) Vigil candle or two (2) small votive candles

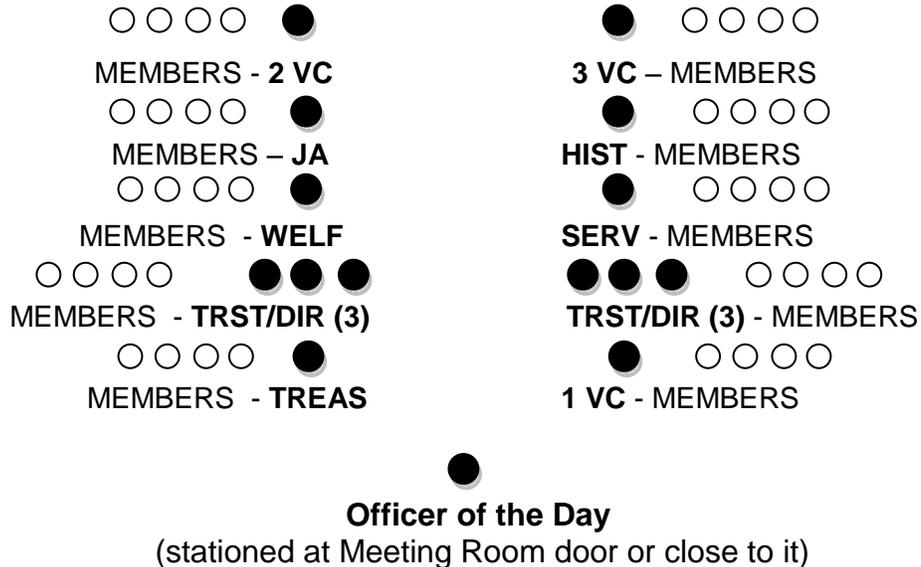
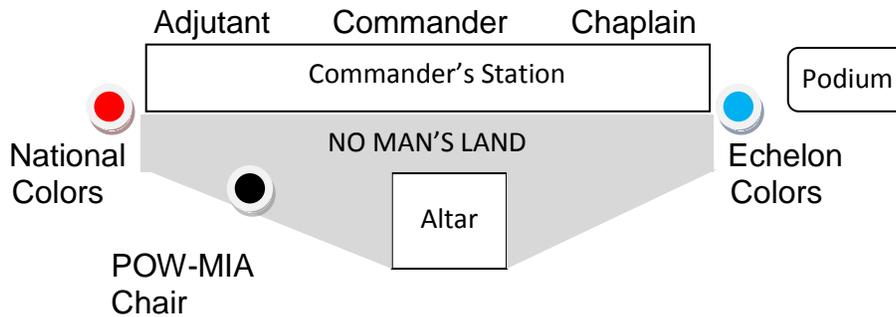
Matches or lighter

Echelon and National Colors - *in rear of room (if using a Colorguard). If full-size Colors are not available or are preposted (not using a Colorguard), a small table-top set of National and Echelon Colors can be used*

St. Sebastian statue, if desired

Recording of “Taps”

## Meeting Room Layout & Officers' Stations



### ***To be used by all Echelons at all Meetings***

*Including Regular, Board and Conventions*

***(Use of a raised platform is to be reserved for banquets and other formal ceremonies ONLY, if the presiding Officer chooses to use. Local Echelons can adapt the use of a Podium and the seating of Officers and Members as dictated by the size of the meeting room.)***

## OPENING & CLOSING CEREMONIES

Opening and closing ceremonies at meetings of all Echelons **MUST** be conducted according to the **latest revised copy of *The Catholic War Veterans Ritual***. Too often it has been the custom of many units to dispense with these ceremonies, until finally no ceremony is held. The results reflect themselves in the falling off of attendance and lack of interest in Catholic War Veterans affairs.

Committee meetings may be held informally with opening and closing prayers.

**During the conduct of the meeting, no alcoholic beverages or food will be consumed, other than water or non-alcoholic beverages.**

*The Commander calls the meeting to order with multiple raps of the gavel.*

**COMMANDER:** Officers, take your respective stations. Officer of the Day, see that the doors to the meeting room are closed, proceed through the membership cards. Introduce visiting members, if there are any.

*(Before proceeding with the meeting, enough time is allowed for the above procedure.)*

**OFFICER OF THE DAY:** Commander, all present are members in good standing. *(He or she gives the names of the visitors or authorized guests.)*

**COMMANDER:** 1<sup>st</sup> Vice-Commander, what is the usual procedure in opening a C.W.V. meeting?

**1st VICE-COMMANDER:** Commander, it is fitting and proper that we open the meeting with prayer, present the Colors, and render the respect due them.

*(Three (3) raps of gavel and all stand at **ATTENTION**.)*

**COMMANDER:** Officer of the Day, prepare the altar and advance the Colors.

When summoned by the Commander (CDR) to prepare the Altar and advance the Colors, the Officer of the Day (OD) should have matches or a lighter available.

The OD advances to the altar with the POW-MIA cover, pauses for a moment, executes a LEFT OBLIQUE to the POW-MIA Chair, places the cover on the chair and renders a HAND SALUTE. OD then executes an ABOUT FACE, followed by a LEFT-OBLIQUE, stopping at front of the altar. He or she turns, faces the CDR, exchanges a HAND SALUTE. If a St. Sebastian statue is used, it shall be placed upright and centered on the Commander's Station.

OD returns to front of altar, lights the votive candles (or the vigil candle), opens the Bible to the place selected by the 1st Vice Commander (1VC), exchanges a HAND SALUTE with the CDR, executes an ABOUT FACE and retires to the rear of the room and readies the Colors to be presented.

If the 1VC is to read a passage from the Bible, he or she proceeds to the altar, exchanges a HAND SALUTE with CDR. Taking the Bible, the 1VC turns to face members and reads the passage selected.

When finished, he or she replaces the Bible, leaving it open. The 1VC exchanges a HAND SALUTE with CDR, executes an ABOUT FACE and retires to his or her station ABOUT FACE and retires to his or her station in the rear of the room.

When 1VC has returned to his/her station, the OD will, without prompting from the CDR: **When using a small set of Colors:** OD will proceed to bring the colors forward.

**When using a Colorguard:** OD will issue to the Color Bearers, the command CARRY-COLORS, followed by FORWARD-MARCH.

**OFFICER OF THE DAY:** (As the Colors reach the first member,) ATTENTION, PRESENT, ARMS.

**All members are standing and, upon command from the OD, render a HAND SALUTE.**

At the command "ATTENTION" the Chaplain or Acting Chaplain proceeds to the right front corner of the altar.

When Color Bearers (or the OD using a small set of Colors) arrive about two feet from the altar, OD gives the command HALT.

**OFFICER OF THE DAY: ORDER, ARMS**

Members drop their salutes, continuing to stand at ATTENTION.

**OFFICER OF THE DAY: PARADE, REST**

*(members stand at Parade Rest)*

**CHAPLAIN:** Let us pray – we now pray for those Veterans who remain held as Prisoners of War or are unaccounted for and are Missing in Action.

**OFFICER OF THE DAY: UNCOVER**

All present remove caps and **place on left shoulder**. The OD gives the Echelon Color Bearer the command "PRESENT, COLORS" as Chaplain begins the prayers.

**CHAPLAIN:** Almighty Father, protect and comfort our fellow Americans, both missing and held captive by the aggressors of freedom, and in your Divine Way let them know that they are not forgotten.

In your wisdom, you have lifted the burden of pain and suffering from so many by calling them to your side. Make their

resting place soft and safe and their raising from it bright and glorious.

We feel a great pain in our hearts for our fellow Americans, both missing and held captive, and we pray daily for the families that suffer the void of their missing loved ones.

May that chair, empty of body, but occupied by the spirit of our missing, constantly remind us of our devotion to those men and women and may God protect and comfort them always. Amen.

(Chaplain starts ***The Lord's Prayer***, members join in) –

**(Chaplain)** - Immaculate Mother of God ...

**(Members respond)** - *Assist us.*

**(Chaplain)** - St. Sebastian...

**(Members respond)** - *Pray for us.*

**(Chaplain)** - May the souls of all departed veterans, through the mercy of God, rest in peace.

**(Members respond)** – *Amen.*

*(Chaplain returns to his station.)*

**OFFICER OF THE DAY:** COVER *(members replace their caps).*

**COMMANDER:** ATTENTION. We will now recite the Pledge of Allegiance

**OFFICER OF THE DAY:** PRESENT, ARMS. *(at conclusion of Pledge)* ORDER, ARMS

**COMMANDER:** We will sing the last stanza of the Star-Spangled Banner. (optional – see Inside Rear Cover)

During the playing of the Star Spangled Banner, members will stand at Attention and, if covered, will salute. **If using a Colorguard** - The Echelon Colors will be dipped during the rendition of the National Anthem, if sung. After the Pledge of Allegiance...

**COMMANDER:** Officer of the Day, post the Colors.

**If using a Color Guard:** OD gives the commands “CARRY COLORS” and “POST COLORS”. The National Color Bearer executes a “LEFT OBLIQUE”, crossing in front of, and before, the Echelon Color Bearer, who executes a “RIGHT OBLIQUE” placing the National Colors to the right of the CDR, and the Echelon Colors to the CDR's left. **If using small set of Colors:** OD moves around the right of the altar and posts the small set of Colors, placing them on the corners of the CDR’s Station, placing the National Colors to the CDR's right, and the Echelon Colors to his or her left.

After posting the Colors, Bearers (or the OD) return to front of the altar, OD gives the command HAND SALUTE followed by ABOUT, FACE and FORWARD, MARCH. When Color Bearers arrive at the rear of the room, OD gives the commands HALT and FALL OUT.

*See Figure 1 in Appendix - Presenting Colors with Colorguard*

#### ***OPTIONS FOR RECITATION OF THE PREAMBLE***

***CDR will announce which method of reciting the Preamble is to be used.***

***Option 1 – Members will repeat each line after the CDR as s/he pauses in between sentences***

***Option 2 – Each member present has a copy of The Preamble and will recite it in unison with the CDR***

**COMMANDER:** Repeat (after / with) me the Preamble of the CATHOLIC WAR VETERANS Constitution.

*(To be read slowly; \*\* designates a pause for repetition by members)*

“We, American Citizens, \*\* members of the Catholic Church, \*\* under the spiritual authority of our Holy Father the Pope, Bishop of Rome\*\* and who have served in the Armed Forces of the United States \*\* in order that we may be bound by a greater spirit of faith and patriotism,\*\* and that we may be of greater service to God and our Country and to one another,\*\* and in order to perpetuate our ideals and ideas,\*\* establish a permanent organization.”

**COMMANDER:** I now declare (Post Number / Chapter / The Dept of) \_\_\_\_\_ open for the transaction of such business as may rightfully come before it.”

*(One rap of the gavel seats the members)*

**COMMANDER:** Officer of the Day, present the Distinguished Guests.

The CDR will summon the OD just after the recitation of the Preamble to the CWV Constitution and give the direction to present the Distinguished Guests. Some Echelons advance guests en masse while others do so individually. Whichever procedure is followed, the OD remains to the right of guests and gives the command FORWARD-MARCH and upon arriving about two feet from the altar gives the command HALT.

**OFFICER OF THE DAY:** Commander, I present \_\_\_\_\_ *(name of Distinguished Guest)*.

The OD escorts the Distinguished Guests to a seat at the CDR’s Station. He or she does so informally without commands making sure to go outside the Echelon Colors, NOT INSIDE to arrive at the CDR’s Station.

In the event Distinguished Guests are to be presented separately, the OD then returns to the rear of the room to escort the others, always rendering the HAND SALUTE when reporting and again the HAND SALUTE and ABOUT FACE when retiring.

When not otherwise engaged, the OD takes his or her station at the entrance to the meeting room to prevent entry of unauthorized persons and to await the further call of the CDR. **In the event other Distinguished Guests arrive during the meeting, the OD will promptly notify the CDR.**

## **Order of Business to be observed in meetings**

1. Opening in due form in prayer
2. Roll Call of Officers
3. Appointment of Committees
4. Reading of Preceding Meeting Minutes & Action on Minutes
5. Report of Officers, Directors and Trustees
6. Reading of Communications
7. Reports of Committees
8. Special Orders
9. Unfinished Business
10. New Business
11. Nominations
12. Election and Installation. The Ceremony of Installation may be deferred for a ***separate*** occasion.
13. Good and Welfare
14. Closing Ceremonies with Prayer

**NOTE:** The order of business may be changed at any time by vote of majority of those present without debate. Balloting on applications and Induction of New Members shall be either after the Opening Ceremony or prior to the Closing Ceremony.

## CEREMONY FOR CLOSING MEETINGS

At the conclusion of the “Good and Welfare” portion of the meeting, the OD should be prepared to retire the Colors.

**If using a Color Guard** - OD gives the command to Color Bearers – FALL IN, FORWARD-MARCH. Upon arrival at the altar, OD gives the command, HALT followed by HAND SALUTE. OD then gives the order RETRIEVE COLORS. National Color Bearer executes a LEFT OBLIQUE and the Post Color Bearer a RIGHT OBLIQUE. After Retrieving Colors, National Color Bearer again executes a LEFT OBLIQUE and the Echelon Color Bearer a RIGHT OBLIQUE so that they return to places in front of facing the altar, National Color on the right and Echelon Color on the left. OD will stand fast at front of the altar.

**If not using a Color Guard** – OD will advance to front of the altar, exchange a HAND SALUTE with CDR. The OD will stand fast at front of altar.

**COMMANDER:** If there be no further business, we will proceed to adjourn. Before we close, our Chaplain (in the absence of the Chaplain, the 1VC) will read the Memorial Verse, “*Our Dead*” written for the CATHOLIC WAR VETERANS, INC., by Rev. Edward Lodge Curran in memory of our departed veterans.

COMMANDER *gives three (3) raps of the gavel –*  
**ALL** *will stand at PARADE REST with head bowed and covered.*

**CHAPLAIN:** Recites the “*OUR DEAD*” Memorial Verse (*Inside Front Cover*)

After the reading of “Our Dead”, observe a moment of silence – *if Taps is sounded*

**If using a Color Guard** – When CDR calls unit to ATTENTION, the OD gives the Color Bearers the command “PRESENT COLORS” and the Echelon Colors remain so during the closing prayers.

**COMMANDER:** ATTENTION

**OFFICER OF THE DAY:** PRESENT, ARMS

(*at conclusion of Taps*) ORDER, ARMS

**COMMANDER:** Our Chaplain will recite the closing prayers.

**OFFICER OF THE DAY: UNCOVER**

*(All present remove caps & place on left shoulder).*

**CHAPLAIN:** Let Us Pray *(members will bow their heads)*

*(Chaplain will choose either prayer for Fr. Kapaun, or Fr. Cappadono, or the Post's Patron Saint, or Saint of the Day or particular cause)*

We pray now Lord, for (your servant -*insert name here*) \_\_\_\_\_

**Fr. Emil Kapaun Prayer**

Lord Jesus, in the midst of the folly of war, your servant Emil gave himself in total service to you through his service and care of his fellow soldiers. We now ask you, Lord Jesus, to manifest to the world, the glory of his sacrifices by signs of miracles and peace. In your name, Lord we ask, for you are the source of our peace, the strength of our service to others, and our final hope. In your name, Lord Jesus, we ask. Amen.

**Fr. Vincent Cappadono Prayer**

May God who has offered healing and strength through the hands of his only Son, Our Lord, and through Christ's many servants, grant us the favor of His healing hand through the intercession of his servant, Fr. Vincent Cappadono – priest, missionary and chaplain, who always sought to heal and comfort the wounded and dying on the field of battle. May we be granted this request on our own field of battle. We pray in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**CHAPLAIN:** We will now say three Hail Mary's for Divine Relief from the "ism's" of our day contrary to a life of faith.

*(Members join in the recitation of the 3 Hail Mary's).*

**(Chaplain)** - Immaculate Mother of God ...

**(Members respond)** - Assist us.

**(Chaplain)** - Mary, Queen of Peace...

**(Members respond)** - Assist us.

**(Chaplain)** - St. Sebastian...

**(Members respond)** -Pray for us.

**(Chaplain)** - May the souls of all departed veterans, through the mercy of God, rest in peace.

**(Members respond)** – Amen.

**OFFICER OF THE DAY:** *(at conclusion of prayers)* COVER  
*(Members replace caps)*

**COMMANDER:** Officer of the Day, secure the altar & retire the Colors

If using a Color Guard - Following the prayers, The OD will close the Bible, extinguish the votive candle (or vigil candles) and retrieve the POW-MIA Chair cover. The OD gives the command to Color Bearers - RETIRE COLORS. The Color Bearers will, in unison, execute the following movements without command: the National Color Bearer executes a RIGHT FACE; the Echelon Color Bearer executes a LEFT FACE. Once they are facing each other, each will again execute the respective facing movement until they are facing the rear of the room. *(Color Bearers are to NEVER execute an ABOUT FACE).*

The OD gives the command FORWARD-MARCH. When at the rear of the room, OD gives Color Bearers the commands: HALT and FALL OUT.

**If not using a Color Guard** – Following the prayers, the OD will close the Bible and extinguish the votive candles (or vigil candle), retrieve the POW/MIA Chair Cover, return to the front of the altar carrying the POW-MIA Chair Cover. The OD exchanges a HAND SALUTE with the CDR and proceeds around right side of the altar. If a St. Sebastian statue is used, the OD shall lay it down on CDR station.

The OD then removes both of the Colors from the CDR's station.

The OD returns with Colors to front of the Altar, and pauses for a moment, executes an ABOUT FACE and retires to the rear of the room.

*(as the Colors reach the first row of members)*

**OFFICER OF THE DAY:** PRESENT, ARMS.

At the command "ATTENTION", all present will render HAND SALUTE, until the OD gives the command...

**OFFICER OF THE DAY:** ORDER, ARMS

*(Members drop their salutes, and continue to stand at Attention)*

**COMMANDER:** I now declare this meeting of (Post Number / Chapter / The Department of ) \_\_\_\_\_ of the CATHOLIC WAR VETERANS of the USA, adjourned.

**NOTES for personal use:**