Book of Ritual

Of

KAPPA KAPPA KAPPA,
Inc.

2015
Introduction

The “Book of Ritual” provides services for each of the ceremonies of Kappa Kappa Kappa, Inc. The written ritual must be read as directed. It should not be changed. It cannot be quoted or used outside the ceremony unless it is in the public domain. Quotations that can be used outside the ceremony are cited after each passage.

➢ **The Pledge Ceremony**: is used after a person is voted on, has been invited, and has accepted. She is known as a Pledge from the Pledge Ceremony until Initiation.

➢ **The Initiation Ceremony**: is an induction and welcome for new members and instills our history in all members. It should be a special memory for the Initiates.

➢ **The Installation of Officers Ceremony**: honors the commitment of these members who have agreed to serve as officers and shows the support of the chapter.

➢ **The Affiliation Ceremony**: is used to welcome a new affiliate to the chapter. It is a brief ceremony that can be used during a business meeting.

➢ **The Memorial Service**: is a lovely way to remember and pay respects to a Tri Kappa member. Several selections and prayers are available to choose from according to the appropriateness, type of service, and location of the service.

There are also ceremonies for Installation of Active and Associate chapters. Other special ceremonies, not a part of our “Book of Ritual,” can be used to honor member or chapter anniversaries or charter members. These ceremonies can be found in the “Keys for a Successful Chapter” series.

Music arrangements can include the use of the ritual CD, “Let us sing again . . . the songs of Tri Kappa.” which is available from Central Office or on the website. It contains choral and instrumental music.
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**Badge Etiquette**
The official badge can be worn for Tri Kappa functions, private or public. Badges are worn over the heart. As a general rule, the badge is worn on the garment closest to your body. The badge should **never** be worn on a collar, lapel, or as costume jewelry.
OFFICIAL SONG
“TO TRI KAPPA”
Twanette Nutter Fleming

Let us sing again Tri Kappa’s name,
Loyalty we pledge to thee;
Let us now to thee our tributes bring,
Honor, truth and fame,
We are ever loyal Kappa girls
With a purpose strong and true,
Trusting that whate’er our task may be,
Our strength thou wilt renew.

OPENING VERSE
(Ephesians 4:2,3)
We come with all lowliness and meekness, with long-suffering, for-bearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace.

CLOSING VERSE
(Psalms 19:4)
Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, O Lord, my strength and my Redeemer. Amen.

PRAYER
Sarah Wynne Tolbert

Our Heavenly Father,
We thank Thee for our sisterly love.
We thank Thee for the opportunities to learn and to share our knowledge.
Please guide us in our endeavors to serve Thee, in doing little kindnesses and leaving no task undone.
We thank Thee for all Thy gifts and Thy love. Amen.
PLEDGE CEREMONY

The chapter Vice President reviews the history of Tri Kappa and the financial obligations and responsibilities to the candidate(s) before the Pledge ceremony.

Arrangement

The chapter members stand in a circle, representing the outer rim of a wheel. In the center shall be a pedestal or small table covered in white. On top of it shall be a Bible and pledge pins. Fastened to the pedestal shall be three black ribbons alternating with three white ribbons. The members of the chapter shall stand forming an aisle.

The President shall stand next to the table representing the hub. At regular intervals around the rim shall be six members of the chapter who represent spokes of the wheel. Each of the members shall hold one end of a ribbon. The President shall appoint a censor who can be the Vice President or any other member.

A place shall be left for the censor in the rim of the outer wheel at a point nearest the door. The candidate(s) shall enter through this space. Several candidates may be presented at a time; however, each group shall be escorted from the room before the next group is pledged. After the candidate(s) has been ushered into a segment of the wheel between each of the six members, the censor shall take her place and the outer wheel is then complete.
No candles shall be used as they are a part of initiation. Soft music may be played during the ceremony. Musical arrangements should include either a piano, CD player in the room or music downloaded from the website.

**Ceremony**

As the candidate(s) enters the room, the Pledge song is sung by the chapter, performed by a soloist or group, played from the Ritual CD or music downloaded from the website.

“A Pledge”
Lorena Sloan Chastain, Orleans Eta

Here’s to our own dear Tri Kappa group,
To you whom we love so dear,
For thro’ ev’ry day
In every way
I’ll always be faithful and true;
And to the colors I pledge my heart,
And promise my loyalty,
True right from the start,
No, never to part
From our own sorority.

**Chapter** *(Immediately after the Pledge song, the chapter repeats the following)*:

“Self is the only prison that can ever bind the soul;
Love is the only angel that can bid the gates unroll,
There is love that stirs the heart and love that gives it rest,
But the love that leads life upward is the noblest and the best.”
*(The Prison & The Angel, Henry Van Dyke, Amer., 1852-1933.)*
President:
The ideal Tri Kappa Chapter is a wheel, the progress of which depends upon each individual member. The spokes represented by the black and white ribbons are Kindness, Unselfishness, Sincerity, Good Temper, Patience, and Service.

➢ 1st Member:
   Kindness: She doeth little kindnesses, which most leave undone or despise.
   (My Love, James Russell Lowell, Amer., 1819-1891.)

➢ 2nd Member:
   Unselfishness: The secret of being loved is in being lovely. And the secret of being lovely is in being unselfish.
   (Paraphrased from Publius Ovidius Naso [Ovid], Roman, 43 B.C.-17 A.D.)

➢ 3rd Member:
   Sincerity: To thine own self be true, and it shall follow as the night the day, thou canst not then be false to any man.
   (Hamlet, William Shakespeare, English, 1564-1616.)

➢ 4th Member:
   Good Temper: Cheerful temper joined with innocence will make beauty attractive, knowledge delightful, and wit good-natured.
   (The Tattler #271, Joseph Addison, English, 1672-1719.)

➢ 5th Member:
   Patience: He loveth best whose heart hath learned to wait.
   (Paraphrased from Robert Herrick, English, 1591-1674.)
6th Member:
Service: We expect to pass through this world but once. Any good thing, therefore, that we may do, or any kindness we may show to any fellow-being, let us do it now. Let us not defer nor neglect it, for we shall pass this way but once.
(H.L. Mencken’s Book of Quotations, Etienne de Grellet, Fr, 1773-1855)

President:
Life has loveliness to sell
All beautiful and splendid things.
Spend all you have for loveliness
Buy it and never count the cost.
(Barter, Sara Teasdale, Amer., 1884-1933.)

(Give the entire pledge before asking candidate(s) to repeat.)

Our pledge is:
I promise active participation
In the work of Tri Kappa
And unfailing devotion
To its interests.
Please repeat after me: (with your hand on the Bible - optional)
(Administers the pledge individually or in unison.)
   I promise active participation
   In the work of Tri Kappa
   And unfailing devotion
   To its interests.

(The censor comes forward and presents the candidate(s) to the President, who shall administer the pledge, after which the President shall place the pin on the candidate(s). The censor escorts the Pledge(s) to a prearranged place in the rim of the wheel.)

Chapter:
Sings the official song, “To Tri Kappa” through once and then the pledge(s) is escorted into another room while the song is repeated.

(All Pledge Ceremony items and decorations used in the ceremony must be removed before the Pledge(s) returns to the room.)
INITIATION CEREMONY

Arrangement
There shall be a table covered in white opposite the entrance to the room. On the table shall be a Bible, at least one lighted candle, a badge, and a white carnation tied with black and white ribbon for each Pledge.

- Chapter officers stand behind the table with the President in the center.
- The members of the chapter shall stand forming an aisle.
- Pledge(s) may stand, sit or kneel during the ceremony.
- The Vice President shall be in charge of the Pledge(s).

There shall be two censors appointed by the President: One shall guard the door, standing inside, and the other shall have charge of the Pledge(s). The outside censor can be the Vice President or any other member. Robes are optional for officers, members, and Pledges. If the chapter chooses to wear robes, the following applies:

- The outside censor shall not be robed. If the Vice President is the outside censor, she shall not be robed, nor take part in the ceremony.
- All of one group shall wear robes (for instance all officers or all officers and all members shall wear robes.)
- No other garment shall show.
- No jewelry except the Tri Kappa badge and wedding rings shall be worn.
The floor of the aisle leading to the table may be covered with white sheeting wide enough for an aisle, from the table to the door. Each edge of the aisle may be outlined with greenery or the greenery could be held by the members. Clusters of flowers may be added. Candles may be held by members in the line or candelabras may be placed at intervals along the edge of the aisle. If candles are used, the room shall be darkened.

Musical arrangements should include either a piano, CD player in the room or music downloaded from the website. The Initiation songs can be performed by a soloist, a group, downloaded from the website or with the use of the Ritual CD. Music may be played softly during the entire ceremony or during the indicated times.

Several Pledges may be presented at a time. Each group shall be escorted from the room before the next group is initiated.

The outside censor announces the Pledge(s) by giving the rap, to which the inside censor replies with the same rap. The outside censor gives the password and the inside censor opens the door. If blindfolds are used to escort the Pledge(s) into the room, the inside censor shall remove the blindfold(s) from her at the edge of the white aisle.
Ceremony

As the Pledge(s) approaches the table, the members repeat the opening verse in unison:

Chapter:
We come with all lowliness and meekness, with long-suffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace. (Ephesians 4:2,3)

President:
Before proceeding, we ask that you not disclose this ceremony. Please repeat after me (with your hand on the Bible - optional):
(Administers the pledge individually or in unison.)

   Upon my honor as a woman
   I do solemnly promise
   never to disclose the ceremonies of this evening.

President:
You are now ready for initiation into Kappa Kappa Kappa, Inc. The name of the chapter is (Greek Name). The flower of Tri Kappa is the white carnation.
The colors are black and white. BLACK, absence of all color, signifies the absence of anything that is evil in our heart. WHITE, blending of all colors, represents the blending of all things good in our lives.
The rap of Tri Kappa is ______________.
The password is ______________.
The grip is ___________. (greeting each Pledge.)
The three Kappas represent our motto _____________________.
(These last four are secret and must never be written.)

**Vice President or member** *(holding up a Tri Kappa badge):*
The emblem of Tri Kappa is a triangle surrounding a single carnation and crossed keys. The three sides of the triangle represent the purpose of Tri Kappa: to promote charity, culture, and education. Jewels on the corners of the triangle symbolize all that is beautiful in people and things. The carnation represents the caring each Tri Kappa feels for others. Of the keys, one shall unlock the hearts of Tri Kappas to all things which ennoble and beautify; the other shall lock the hearts of Tri Kappas against anything sinister or evil. The gold from which the emblem is fashioned shall represent the effort of each Tri Kappa to keep her life sweet and pure.

**Solo:** The following song may be spoken with musical accompaniment, performed by a soloist or group, downloaded from the website or played from the Ritual CD.
"TO THEE, TRI KAPPA"
Helen Corcoran, Washington Beta Zeta
We pledge to thee, Tri Kappa, our loyalty and aid;
Our aim is helping others, our hearts are unafraid.
We bring to thee, Tri Kappa, another helping hand,
Another heart, for faithfulness and honesty to stand.
By helping, loving, giving, each one may do her part
To keep the best and truest in each Tri Kappa heart.
For lives are made for loving, ours to Tri Kappa belong,
Our loyal friendship forever we pledge to thee - in song.

Recording Secretary:
The ideal Tri Kappa is first of all sincere, truthful, unselfish and generous in her thought of others. As a citizen she brings her intellect and judgment to bear weight for the right as she understands it. She is industrious, upholding the dignity of labor; thus developing self-control, strength of will, cheerfulness and content and a hundred other virtues the idle never know.

Corresponding Secretary:
They talk about a woman's sphere as though it had a limit;
There's not a place in Earth or Heaven,
There's not a task to mankind given,
There's not a blessing or a woe,
There's not a whispered yes or no,
There's not a life, death, or birth
That has a feather's weight of worth,
Without a woman in it.
(“The Sphere of a Woman,” C.E. Bowman)
Chapter:
Four things a man must learn to do
If he would make his record true:
To think without confusion clearly,
To love his fellow-men sincerely,
To act from honest motives purely
To trust in God and Heaven securely.
(Four Things by Henry Van Dyke, Amer., 1852-1933.)

Treasurer:
The aim of Tri Kappa is:
To look up and not down,
Out and not in,
Forward and not back,
And to lend a hand.
(Ten Times One is Ten, Edward Everett Hale, Amer., 1822-1909.)

Solo: The following song may be spoken with musical accompaniment, performed by a soloist or group, downloaded from the website or played from the Ritual CD.
"MY TASK"

E. L. Ashford  (*Use only the first two verses by Maude Louise Ray*)

To love someone more dearly every day
To help a wandering child to find its way,
To ponder o' er a noble thought and pray
And smile when evening falls, and smile when evening falls,
This is my task.

To follow truth as blind men long for light
To do my best from dawn of day 'til night,
To keep my heart fit for His holy sight,
And answer when He calls, and answer when He calls,
This is my task.

**Adviser:**

To be glad of life because it gives you the chance to love and to work and to play and to look up at the stars; to be satisfied with your possessions but not contented with yourself until you have made the best of them; to despise nothing in the world but falsehood and cowardice; to be governed by your admirations rather than by your animosities; to covet nothing that is your neighbor's but his kindness of heart and gentleness of manners; to think seldom of your enemies and often of your friends. . . .these are little guideposts on the foot-path to Peace.

*(The Footpath to Peace, Henry Van Dyke, Amer., 1852-1933.)*
President:
The oath of Kappa Kappa Kappa is:

(Give the entire oath before asking the Pledge(s) to repeat.)

Upon my honor as a woman,
I pledge the sincerest fidelity possible
To Kappa Kappa Kappa,
I shall defend it in every way possible if it needs my help.
I shall support its members and officers,
And so far as I am able,
Insure that its ideals endure forever.

Please repeat after me. (Administers the oath individually or in unison.)

Chapter:
We, the members of Kappa Kappa Kappa, welcome you as a member of (Greek name) Chapter and we pledge to you our affection and our assistance in all your interests.

President:
And now, by virtue of the authority vested in me as President of (Greek name) Chapter, I declare you an initiated member of Kappa Kappa Kappa, Inc. With this flower(s) we pledge to you our affection. (Officers or sponsors present carnations to each new member.)

President:
May this badge be a constant reminder of your pledge of loyalty to Kappa Kappa Kappa, Inc. (Officers or sponsors place badges on each new member.)
Chapter:
Finally, whatsoever things are true,
Whatsoever things are honest,
Whatsoever things are just,
Whatsoever things are pure,
Whatsoever things are lovely,
Whatsoever things are of good report,
If there be any virtue,
If there be any praise,
Think on these things.
(The Bible, Philippians 4:8)

(Chapter sings the official song as the censor escorts the new member(s) out of the room.)

"TO TRI KAPPA"
Twanette Nutter Fleming
Let us sing again Tri Kappa's name,
Loyalty we pledge to thee;
Let us now to thee our tributes bring,
Honor, truth and fame,
We are ever loyal Kappa girls
With a purpose strong and true,
Trusting that whate'er our task may be,
Our strength thou wilt renew.

(All decorations and equipment used in the Initiation ceremony must be removed before the new member(s) may return to the room.)
INSTALLATION OF OFFICERS

The Installing Officer should be the out-going President. In the event that the President succeeds herself, a past president may serve as Installing Officer. Each term (odd year), officers must be elected prior to May 31st and shall be Installed no later than June 30th. In the event that an officer is appointed during the term to fill an unexpired term, only the passages pertaining to her office would be read. This could be done prior to a business meeting.

**Arrangement**

There shall be a table covered in white with a Bible, gavel, chapter president’s badge, at least one lighted candle, and a white carnation tied with black ribbon for each officer.

The chapter members stand in front of the table forming a semi-circle. The Installing Officer stands in the center behind the table. On her right are the officers-elect. On her left may be all the past Presidents, thus forming a complete circle.

The Installing Officer shall appoint a censor. If desired, a candlelight ceremony may also be used. Each officer-elect would hold an unlit candle. Candlelight and greenery would be used in the background and the room darkened. Soft music may be played in the background.
Ceremony

Installing Officer:
Today we meet again to begin (Greek name) Chapter's _____ year. The officers whom we have elected to lead us through this year will be introduced by the censor.

Censor (steps beside each member as she introduces her):
I present to you President-elect (Name); Vice President-elect (Name); Recording Secretary-elect (Name); Corresponding Secretary-elect (Name); Treasurer-elect (Name).

Installing Officer (Addresses new officers):
Yours is the responsibility for directing our chapter's destiny through the coming year. You have been chosen because of your devotion to Tri Kappa and its members, and for your ability to fulfill the duties of your office.

(Turns to each as she defines each officer’s duties:)

(Name), as President, you will preside at all meetings and guide the chapter's activities.
(Name), as Vice President, you will assist the President; supervise the pledging of members, and aid in conducting the chapter's ceremonies.
(Name), as Recording Secretary, you will keep the records of our own members.
(Name), as Corresponding Secretary, you will represent our chapter to the outside world.
(Name), as Treasurer, you will keep the chapter's finances in order.
Installing Officer:
Will the censor bring forward the President-elect?

Censor:
I present to you (Name), President-elect, who is now prepared to receive the oath of office.

Installing Officer (Addressing the President-elect):
With your hand on the Bible (optional), repeat after me the following pledge:

In the presence of the members
of (Greek name) Chapter of Tri Kappa
I do solemnly pledge myself
To fulfill the obligations of my office,
To perform cheerfully and promptly
All the duties of my office as President,
Keeping in mind
The best interests of my chapter
And of the sorority at large.

Installing Officer:
May yours be the voice of justice, of fairness and of absolute equality. (*Installing Officer may then light the candle of the President.*)

Will the censor bring forward the other officers?
Installing Officer (Addressing the officers-elect):
Will you please repeat after me the following pledge? *(This can be done as a group or with each officer-elect taken individually.)*

In the presence of the members
Of (Greek name) Chapter of Tri Kappa
I do solemnly pledge myself
To fulfill the obligations of my office,
To perform cheerfully and promptly
All the duties of my office
Keeping in mind
The best interests of my chapter
And of the sorority at large.

*(Installing Officer may then light the candle of each officer.)*

Installing Officer:
Will the members join with me in pledging support to these new officers?

Chapter:
We, the members of (Greek name) Chapter, of Kappa Kappa Kappa pledge ourselves loyally to support the officers in the performance of their duties.
Installing Officer: (Presents the new President with the gavel and pins the President's badge on her saying:) These are the symbols of your new office. (Presents a carnation to each new officer saying:) With these flowers we pledge to you our support.

(If desired, past Presidents may read selections from the Ritual, such as:)

- "To thine own self be true! …" (Pledge Ceremony)
- "We expect to pass through this world but once…" (Pledge Ceremony)
- "Four things a man must learn to do…" (Initiation Ceremony)
- "Finally, whatsoever things…" (Initiation Ceremony)
AFFILIATION CEREMONY

Arrangement
This ceremony is used to welcome an Affiliate to the chapter. A chapter officer or member should escort the Affiliate to the meeting and sit with her during the meeting. The ceremony would begin after the opening song and verse and prior to roll call.

Ceremony
President:
It is the privilege of [Greek name] Chapter to welcome as one of our members a new affiliate. Will [Name of CorSec or other officer] please escort our new member to the front and present her to our members?

Corresponding Secretary (or other officer):
It is a pleasure to introduce [Name of Affiliate]. She has affiliated with us from [Greek letter] Chapter in [town]. She has fulfilled all the requirements for affiliation according to the procedure set forth by our Bylaws. [Name of Affiliate] was initiated into Tri Kappa on [date] in [Greek letter] Chapter. Since then she has been a member of [list chapters and towns, but use this sentence only if the situation so indicates]. (Share information such as her family, work, interests, or activities.)

President:
[Name of Affiliate], I speak for all the members of [Greek name] Chapter when I say that you are most welcome as one of our members. (Gives Tri Kappa grip). Will the members please stand and repeat with me the Pledge of Loyalty?
Chapter:
We, the members of (Greek name) Chapter, welcome you as a member of our chapter and we pledge to you our affection and our assistance in all your interests.
(New member is escorted to her chair.)

President:
We will now have roll call. (Roll call is taken with the Affiliate's name added to the roll. The business meeting follows.)
MEMORIAL SERVICES

There are two services. One is appropriate for public use and the other is for private chapter use. Any or all of the selections listed under the services may be used. There are also three prayer selections to choose from that may be used as the chapter deems appropriate to the memory of the deceased. The selections may be read by one member or several members.

*For Public Use at a Church, Funeral Home, or Gravesite*

**Arrangement**

Arrangements can be made for either a piano, CD player, or downloaded from the website to play instrumental music in the background as the selections are read.

**Ceremony**

*(Members stand and readers step forward - one at each end of the casket. Any or all of the following selections may be read.)*

**Selection 1:**

How precious is Thy steadfast love, O God? The children of men take refuge in the shadow of Thy wings. For with Thee is the fountain of life. In Thy light do we see light?

**Selection 2:**

We have come remembering and honoring (Name), a loyal and devoted member of Tri Kappa. What memorial shall we make for those we love? Through the centuries men have sought to remember in many ways. They have piled high masses of stone on stone…and erected shafts of marble. In memory's name they have
written poems and composed beautiful melodies. They have invested their goods of earth in worthy causes…built buildings…placed plaques…planted trees to grow…in memory's name.

**Selection 3:**
How shall we remember this our friend? By marble shafts or daily deeds? By lofty words or sincere actions? How can we best remember the gaiety, the kindness, the service, the unselfishness of this our friend? Shall we not memorialize her in our minds? Erecting monuments to her in our hearts…lighting there a flame of remembrance. Shall we not resolve to be as kind as she was kind…to serve as she served…to give of ourselves as richly as she gave of herself…to love and laugh and serve…in joyous fellowship…one with the other, remembering that, although she now lives in one world and we in another, both are God's worlds and the bridge that links the two is Love.

**Prayer:** *(Discontinue music. A prayer is chosen from the selections.)*

**Chapter Members:** *(the closing verse, in unison)*
Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, O Lord, my strength and my Redeemer. Amen.
Arrangement
There may be a small table covered in white with gavel, white candle in a holder, and a single white carnation tied with a black ribbon in a vase. Arrangements can be made for either a piano, CD player or music downloaded from the website.

Ceremony
Chapter President (Raps gavel three times and chapter stands):
Death has entered our ranks and we pause to pay tribute to (Name), a loyal and devoted member of Tri Kappa.
(Any or all of the following selections may be read.)

Selection 1:
(As President lights a candle, soft instrumental music of "My Task" begins)
As once a taper was lighted when (Name) began her work in Tri Kappa, now a candle is lighted to signify the beginning of her work in a better world. (Name) lived the life of an ideal Tri Kappa, possessing all the virtues valued by our organization: Kindness, Unselfishness, Sincerity, Good Temper, Patience, and Service. We shall keep in hallowed memory the life of this member, whom we have loved and "lost awhile".

Selection 2:
"They are not dead who live in the hearts they leave behind. In these whom they have blessed, they live a life again, And shall live through the year’s eternal life, and grow Each day more beautiful as time declares their good, forgets the rest, and proves their immortality."
Selection 3:
"As a ship laden with its cargo of goods, amassed by labor, love, and devotion, departs from our shores to another land, so a life departs. For as one sobs "she is gone", another is proclaiming "she cometh". Thus we pause in tribute and gratitude for the contributions and happy memories of our beloved sister."

Selection 4:
In memory of (Name), we the members of (Greek name) Chapter of Tri Kappa, pause to thank our Heavenly Father for the privilege of knowing and sharing in her life. (Name) possessed of the virtues of womanhood, symbolized by the six spokes of the wheel, gave generously of her labor, love and intellect to Tri Kappa for the promotion of its interests. As a humble Christian woman she was tolerant, kind, and loyal. "Each year the Master calleth some of the loved ones to eternal rest. Our hearts, though filled with sadness, cannot but say: He knoweth best."

Selection 5:
"She riseth while it is yet night…with the fruit of her hands she planteth a vineyard. She seeketh wool and flax, and worketh willingly with her hands. She is not afraid of the snow, for all her household are clothed with scarlet. She stretcheth out her hands to the poor, yea; she reacheth forth her hands to the needy. She looketh well to the ways of her household and eateth not the bread of idleness. Strength and honor are her clothing and she shall rejoice in time to come. Let her own works praise her in the gates." (Proverbs: 21)
Selection 6:
As the black of the ribbon signifies the absence of evil, so the white of the carnation signifies the blending of all that is good. With this flower, Tri Kappa pays tribute to (Name). (Place white carnation tied with black ribbon in a vase.)

Prayer: (Discontinue music. A prayer is chosen from the selections.)

President: (Raps gavel three times; music stops; candle is extinguished and President asks the chapter members to stand and repeat the closing verse.)

Chapter Members: (the closing verse, in unison)
Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, O Lord, my strength and my Redeemer. Amen.

President: (Raps the gavel once, for the chapter to be seated)
Prayer Selections (Choose one of the following selections.)

Prayer Selection 1:
Let us pray. Our Heavenly Father, we acknowledge before Thee that we understand not Thy mysteries of death nor yet those of life. Grant us the grace to carry high our candles of faith as we tread the sometimes shadowed path. We thank Thee for our friend. Help us to remember her kindly living by the way we live and bind us all into one living and loving fellowship under our Lord, Jesus Christ. Amen.

Prayer Selection 2:
Let us pray. Dear God, the Father of us all, it is with love and praise in our hearts that we humbly assemble here to give thanks to Thee for our association in life with (Name), our sister. Give us strength to meet life courageously and to accept our tasks cheerfully, as she did. May we have kindness in our hearts and let it be manifest, so that it will give strength and solace to the sorrowing hearts of her loved ones. This task of kindness we accept as Tri Kappas. O God, guide, direct, and counsel us as we depart from this last meeting with our sister, (Name). Amen.
Prayer Selection 3:
Let us pray. We give Thee thanks for the good examples of all those Thy servants who have finished their course in faith, do now rest from their labors. Have us to know that we shall be remembered for what we have done for others, not what others have done for us. O God, whose presence is everywhere and whose mercy never fails, we magnify Thee for Thy gifts, especially for the promise of the peace which passes all understanding. Let us not fail those whom we honor by ceasing to do good, or to turn from Thy guiding hand. We know, O Lord, Thy will be done. Amen.
Some Active Chapters are formed by those who are Active or Inactive members; other chapters are formed by a combination of members and non-members. In the case of the latter, the non-members must be initiated after the chapter is installed.

**Arrangement**

There shall be a table covered in white with a Bible, a charter, black ink pen, and gavel.

- The Council President or her designee shall stand in the center behind the table and Council Officers, the Province Officer, and any other state personnel shall stand at her side.
- Members from sponsoring chapters may be seated or stand behind the chairs or space provided for the petitioners.
- A censor shall be appointed by the Council President.
- Candlelight and greenery may be used for an impressive background.
- Musical arrangements should include either a piano, CD player or music downloaded from the website. There shall be soft music playing while all participants take their places.
Ceremony

Council President:
Will the censor please escort the petitioners into the room with the officers-elect first?

(After all are seated or standing) We come today to install a new Active Chapter of Kappa Kappa Kappa, Inc. (and to initiate new members into our sorority). By forming this new Active Chapter in (Town), we hope to strengthen the total interest and work of Tri Kappa and to share with these new members the happiness and sense of reward we have all found in doing for our communities … through Tri Kappa.

Council Vice President (or other Council Officer):
To do things because we love them
To love things because we do them;
Meanwhile, to keep the eyes open, the heart warm,
The pulses swift, as we move across the stage of life.

Council President:
This new Active Chapter will have for its goal:
Unity of purpose with the whole state organization;
Participation in community welfare;
Support of charities;
Stimulation of scholarship interests;
And - the development of good fellowship and sincere cooperation among the Members.
The other chapters in the state extend the hand of welcome to this new chapter, and shall stand ready at all times with sincere encouragement and friendship, for we are one in Tri Kappa.

The petitioners for the (Greek name) Chapter will now sign their charter. Your signature signifies your sincere desire to be of service to Tri Kappa.

(Tri Kappa songs shall be sung or played while charter is being signed.)

Will the officers-elect please come forward? You will sign the charter and then return to your place, where you will remain standing.

(After the officers-elect sign): Will the remainder of the members please come forward and sign the charter?

**Council President:** *(Raps gavel when all have signed)*

As Council President of Tri Kappa, I now declare (Greek name) Chapter of Kappa Kappa Kappa, Inc. duly installed.

Will the censor please escort from the room those who are to be initiated?

*(Room is then prepared for Initiation. After Initiation, the officers should be installed by Council President.)*
INSTALLATION OF ASSOCIATE CHAPTER

Arrangement
Members of the Associate Chapter, Active Chapter and other Tri Kappa members shall be grouped to form the capital letter "A". In the peak of the "A" there shall be a table covered in white with a Bible, a charter, black ink pen, and gavel.

Two black ribbons about six feet long extend from the table to form the two sides of the "A". A white ribbon, long enough to allow the Associate members to stand behind it shall form the cross-piece of the "A".

The Council President or her designee shall stand in the center behind the table. Council Officers, the Province Officer, and other state personnel shall stand at her side. Behind the black ribbon on her right shall stand the guest members. Behind the black ribbon on her left shall stand the members of the Active Chapter.

Candlelight and greenery may be used for an impressive background.

Musical arrangements should include either a piano, CD player, or music downloaded from the website. There shall be soft music playing while all participants take their places.
Ceremony

All Members:
We come with all lowliness and meekness, with long-suffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace. (Ephesians 4:2,3)

Council President:
We have come not to initiate new members into Tri Kappa, but to give those who are already members an opportunity to renew their vows. You will recall that the ideal Tri Kappa CHAPTER is a wheel, the progress of which depends upon each individual member. The ideal Tri Kappa MEMBER is first of all sincere, truthful, unselfish and generous in her thought of others. Thus by forming this Associate Chapter in (Town) we hope to strengthen the work of the Active Chapter, and to give these members a chance to "carry on" and to keep in touch with the work of Tri Kappa.

Province Officer:
To do things because we love them,
To love things because we do them;
Meanwhile, to keep the eyes open, the heart warm,
The pulses swift, as we move across the stage of life.
Council Officer:
Thou must be kind thyself,
If kindness thou wouldst teach
Thy soul must overflow,
If thou another soul would reach
It needs the overflow of heart
To give the lips full speech.
Think kindly and thy thoughts
Shall make the world give heed,
Speak kindly and each word of thine
Shall be a kindly seed,
Give kindly and thy life shall be
A great and noble creed.

Council President:
An Associate Chapter should balance the Active Chapter in unity of purpose, participation in community welfare, support of charities, stimulation of scholarship interests, and development of sincere cooperation among its members. On this occasion, the Active Chapter should give not only the hand of hearty welcome to this newly organized Associate Chapter, but should stand ready at all times with sincere encouragement and friendship, for we are one in Tri Kappa.

Members of the Associate Chapter will now sign the charter. Your signature signifies your sincere desire to be of service to Tri Kappa.

(Tri Kappa songs shall be sung or played while the charter is being signed.)

Will the officers-elect please come forward? You will sign the charter and then return to your place.
(After the officers-elect sign): Will the remainder of the members forming the Associate Chapter please come forward and sign the charter?

(After all members have signed the charter): The members of the Associate Chapter will repeat after me the following pledge:

**Associate Chapter:**
Remembering the ideals of Tri Kappa
We pledge our allegiance
One to another.
We stand with high born purpose
In the heart,
Each one of us
Resolved to do her part.

**Council President** (raps gavel):
As Council President of Tri Kappa, I now declare (Town) Associate Chapter of Kappa Kappa Kappa, Inc. duly installed. Please join me in the closing verse.

**All Members:**
Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, O Lord, my strength and my Redeemer. (Psalms 19:4)
(After the ceremony, the chapter officers are installed by Council President.)