Ladies Ancient Order of Hibernians, Inc.



Official Ritual

Revised 2016

DESCRIPTION PAGE	
INSTRUCTIONS	
SIGN OF COURTESY	
OPTIONAL FLOOR PLAN	
OPENING OF MEETINGS 4	
ACT OF CONSECRATION	
PRAYER BY ARCHBISHOP SHEEN6	
PRAYER TO SAINT MICHAEL THE ARCHANGEL 6	
PLEDGE OF ALLEGIANCE 6	
ORDER OF BUSINESS6	
CLOSING OF MEETINGS	
PRAYER FOR VOCATIONS (LORD OF THE HARVEST)	
INITIATION OF NEW MEMBERS AND SOLEMN OBLIGATION	
INSTALLATION OF OFFICERS10	
SIMPLE FORM OF INSTALLATION10	
INSTITUTION OF A NEW DIVISION12	
CHARTER TRADITIONS AND CARE13	
SUGGESTED FUNERAL HOME AND CHURCH PROCEDURES	
PRAYERS FOR THE DECEASED15	
PROCEDURE FOR SAINT BRIGID'S MASS17	
SAINT BRIGID'S GIFTS	
NATIONAL ANTHEMS OF THE UNITED STATES AND IRELAND	

Table of Contents

Instructions



State Board, County Board, and Division officers shall be furnished with a copy of the latest Ritual at the State Board, County Board, or Division's expense. The Rituals are the property of the respective officers of the State Board, County Board, and Division and must be transferred to the officer's successor within thirty (30) days of the expiration of her term of office.

It is necessary to have a quorum to hold a meeting. When a sufficient number of members to fill all the chairs are present, it will constitute a quorum for the transaction of business, unless otherwise provided for in the State Board, County Board or Division Bylaws.

At the scheduled time for the opening of the meeting, if the Presiding Officer is not present, the Vice President shall call the meeting to order. In the absence of both the President and Vice President, the Recording Secretary will call the meeting to order. Under her direction, the members

Our Lady of Limerick

shall proceed to elect a Presiding Officer, or President *pro-tem*, who shall have all the rights and privileges of the President during the meeting.

The Presiding Officer, or President *pro-tem*, shall appoint members to fill the positions of officers who may be absent. No chair should be vacant during a meeting.

The gavel in the hand of the Presiding Officer is an emblem of authority.

One (1) rap of the gavel calls members to order and seats them when standing.

Two (2) raps of the gavel call the officers.

Three (3) raps of the gavel call the entire membership to rise.

Meetings at each level shall be in compliance with the National Constitution. Divisions shall meet no fewer than eight (8) months in a calendar year (National Constitution, Article XII, Section 5). State Boards are advised to meet four (4) times a year, but a minimum or two (2) times is required (National Constitution, Article X, Section 3). County Boards are advised to meet regularly and shall be in compliance with the County Board Bylaws (Article XI, Section 3).

A statue of Saint Brigid, the flag set and candle shall be placed in a prominent place in the meeting room. A statue of Saint Brigid may be procured through the office of the National Supply Chair of the Ladies Ancient Order of Hibernians Inc.

When there are two (2) flags displayed, the American flag shall always be to the right of the speaker and the Irish flag to the left. When three (3) flags are displayed, the American flag will always be in the middle; the Papal flag is to the right of the speaker and the Irish flag is to the left.

The time for the collection of dues at a meeting shall be at the discretion of each Division.

Raffles, 50/50 raffles, etc., shall be held after adjournment of a meeting and results reported in the Minutes following the Secretary's signature.

"Robert's Rules of Order – Newly Revised" shall govern the method of parliamentary procedure in the absence of National Constitution provisions. Member's responses are printed in italics throughout the Ritual.

SIGN OF COURTESY

When entering, or leaving a meeting room, the Sign of Courtesy is a renewal of your pledge to be obedient to your officers in all things lawful. When retiring, the Sign of Courtesy is re-pledging yourself to respect your vow of silence regarding all transactions at the meeting.

To make the Sign of Courtesy, place your right hand over your heart and give a slight nod of your head.

To gain admittance to a meeting room give two (2) raps at the meeting room door. When the Sentinel opens the door, tell her your name and present your current dues card.

Give the Sign of Courtesy and do not take your place until the Presiding Officer responds with the same sign.

Should you wish to cross the room during the session, rise in place, address the Presiding Officer, request permission, and when passing between the center of the room and the Vice President, give the Presiding Officer the Sign of Courtesy and proceed to your destination. The space between the Presiding Officer and the center table is never to be crossed during a meeting.

If it becomes necessary for you to leave the room, rise in place, address the Presiding Officer, request permission, and when permission is granted, advance to the center of the room, give the Sign of Courtesy to the Presiding Officer and leave quietly.

OPTIONAL FLOOR PLAN

Vice PresidentGuest Speaker/ChaplainPresidentRecording SecretaryTreasurerMissions & Charities OfficerCatholic Action OfficerFinancial SecretaryIrish Historian

A Statue of Saint Brigid, the flag set, and candle shall be placed in a prominent place in the room.

The Sentinel is to be seated at the entrance to the room.

The Mistress-at-Arms is to be seated at the rear of the room.

The floor plan may be made to conform to the meeting site

OPENING OF MEETINGS

Candidates for initiation should be seated with the Mistress-at-Arms.

The Presiding Officer calls the meeting to order with one (1) rap of the gavel.

Presiding Officer: Sisters, God save all here.

Members: God save you kindly, Madam President.

Presiding Officer: This meeting will please come to order.

The Presiding Officer gives two (2) raps of the gavel.

Presiding Officer: Officers, please take your seats. Sentinel, please close the door.

The Presiding Officer gives three (3) raps of the gavel and members shall rise.

<u>Presiding Officer</u>: Sisters, by the power invested in me as chief officer, I open this meeting. I ask you to invoke the assistance of our Patron Saint.

Presiding Officer: In the name of the Father, and of the Son, and of the Holy Spirit.

Together: Amen.

<u>Presiding Officer</u>: Saint Brigid, Patroness of our Order and our advocate before the throne of God, intercede for us that this gathering of your children may be governed by the spirit of Friendship, Unity and Christian Charity. Secure for us the power to control, the wisdom to counsel, so that our actions shall add merit and increase the progress of our people ever struggling on behalf of Holy Church and Motherland

Members: "Our Father," "Hail Mary" and "Glory Be to the Father."

Presiding Officer: Our Lady of Limerick

Members: Protect and guide us

Presiding Officer: Saint Brigid

Members: Pray for us

ACT OF CONSECRATION

(Saying the Act of Consecration as a body is optional)

O, Lady of Limerick, we place ourselves, and the Ladies Ancient Order of Hibernians of which we are members, under your sweet patronage. With love and gratitude, we lay at your feet all our anxieties for our faith and for our dear Motherland. O, make us strong in all things in which your children of the Ladies Ancient Order of Hibernians ought to excel.

In olden times, Ireland was known as the land of Saints and Scholars. Its people held the faith of Patrick with an iron grasp from which neither fire nor sword, life nor death, things present or to come, could separate them.

Your venerable statue, which we earnestly desired to see in the shrine erected to your honor, was buried in the earth for almost fifty years. But now that you are once more with us, may we not all cry out, "Who is she that cometh forth as the morning star, rising fair as the moon, brilliant as the sun, powerful as an army set in battle array?"

She is Our Sweet Lady of Limerick, the city of the violated treaty, coming forth to watch over her children of the Ladies Ancient Order of Hibernians, and protect their interests, and crown Ireland, our Motherland, and make her A Nation Once Again!

Accept us as thy consecrated children, O Lady of Limerick. To God, to you, and to Ireland, we shall be faithful until death

PRAYER BY ARCHBISHOP SHEEN

Jesus, Mary and Joseph, I love you very much. I beg you to spare the life of the unborn baby that I have spiritually adopted who is in danger of abortion. Amen.

PRAYER TO SAINT MICHAEL

(Saying the Prayer to Saint Michael as a body is optional)

Saint Michael, the Archangel, defend us in battle, be our defense against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O Prince of the heavenly host, by the power of God, thrust into Hell Satan and the other evil spirits who prowl around the world for the ruin of souls. Amen. (Pope Leo XIII 1878-1903)

<u>Presiding Officer</u>: Please join me in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

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.

(To sing the National Anthems after the Pledge of Allegiance is optional.)

The Presiding Officer gives three (3) raps of the gavel.

Presiding Officer: Sisters, please be seated.

ORDER OF BUSINESS

- 1. Call to Order
- 2. Opening Prayers
- 3. Act of Consecration
- 4. Prayer for the Unborn
- 5. Prayer to Saint Michael
- 6. Pledge of Allegiance & (optional) National Anthems
- 7. Roll Call
- 8. For Divisions, Only: Initiation of New Members
- 9. Reading and Approval of Minutes
- 10. Presentation of Bills
- 11. Reading of Correspondence
- 12. Officers' Reports
- 13. Reading by the Irish Historian

- 14. Committee Reports
- 15. Unfinished Business
- 16. New Business
- 17. Divisions: Proposal(s) and Voting for Membership
- 18. Good and Welfare
- 19. Adjournment
- 20. Closing Prayers

CLOSING OF MEETINGS

The Presiding Officer shall give three (3) raps of the gavel and members shall rise.

<u>Presiding Officer</u>: Sisters, I now declare this meeting closed. Please do not discuss the business of our Order with anyone who is not a member in good standing. Remember that your words and acts outside this room shall always reflect on our society, either for good or evil. We shall now offer our prayers that harmony may ever prevail among us, and that the souls of our deceased members may rest in peace.

<u>Presiding Officer</u>: In the Name of the Father, and of the Son, and of the Holy Spirit.

Together: Amen.

<u>Presiding Officer</u>: Blessed Saint Brigid, guard us against temptation lest we forget our duty to the great principles of Friendship, Unity and Christian Charity, which should guide us on the path of harmony; that the efforts of our people may achieve the elevation of our heritage, the liberation of our Motherland, and assist in the triumph of our Holy Religion.

Presiding Officer: Let us pray for our deceased members.

Members: "Our Father," "Hail Mary" and "The Glory Be to the Father."

PRAYER FOR VOCATIONS (LORD OF THE HARVEST)

Loving and Gracious God, You are the giver of all good gifts. We ask You to look upon us in Your kindness and mercy and grant more laborers to Your vineyard. We especially ask You to send more worthy Priests, Brothers and Sisters into Your Holy Church. You are attentive to those who ask, seek, and knock. Behold Your faithful servants who ask, seek, and knock for the building up of Your household of Faith, which cannot be done without the aid of good Shepherds. Through the intercession of St. Patrick, St. Columba, Saint Brigid and that of the Blessed and Ever-Virgin Mother of Your Son, we beseech You and ask You to hear us O Lord. Amen.

(Copyright © 1994 by Rev. James P. Burns)

Presiding Officer: Our Lady of Knock

Members: Pray for us.

Presiding Officer:	Saint Brigid			
<u>Members</u> :	Pray for us.			
Presiding Officer:	Saint Patrick			
<u>Members</u> :	Pray for us.			
Presiding Officer:	Saint Columcille (pronounced column-keel)			
Members:	Pray for us.			
Presiding Officer:	Saint Oliver Plunkett			
<u>Members</u> :	Pray for us.			
Presiding Officer: In the name of the Father, and of the Son, and of the Holy Spirit.				

Together: Amen.

<u>The Presiding Officer</u> gives one (1) rap of the gavel, gives the Sign of Courtesy and says, Sisters, good night, or Sisters, good day.

INITIATION OF NEW MEMBERS AND SOLEMN OBLIGATION

<u>Presiding Officer</u>: Mistress-at-Arms, please escort the candidates to the Presiding Officer.

<u>Presiding Officer to Candidate(s)</u>: You are about to become a member of an ancient fraternity whose object is to elevate, both socially and morally, the people of our creed and heritage. Will you strive to aid us in this work? If so, answer "I will."

Candidate(s): I will.

<u>Presiding Officer</u>: Mistress-at-Arms, please escort the candidate(s) to the Vice President for instruction in the first principle of our noble Order: Friendship.

<u>Mistress-at-Arms</u> shows the Sign of Courtesy to the Presiding Officer, escorts the candidate(s) to the Vice President, gives the Sign of Courtesy and says: By direction of our respected Presiding Officer, I present this/these candidate(s) for the explanation of the first principle of our Motto.

Friendship

<u>Vice President</u>: Welcome, friend(s), to the ranks of the Ladies Ancient Order of Hibernians, Inc. The Motto of our noble Order is Friendship, Unity and Christian Charity. You are among those who believe that the highest good is to create and foster friendship among Irish people. Friendship: By this Motto we are taught to regard all our members as one family, both rich and poor, the high and the lowly, and to assist one another in sickness and distress. On this principle, the Order unites all its members and endeavors to foster true friendship among those who might otherwise have remained strangers to our noble Order.

<u>Vice President</u>: Mistress-at-Arms, please escort the candidate(s) to the Treasurer for instruction in the second principle of our noble Order: Unity.

<u>Mistress-at-Arms</u> shows the Sign of Courtesy to the Vice President, escorts the candidate(s) to the Treasurer, gives the Sign of Courtesy and says: By direction of our respected Vice President, I present this/these candidate(s) for the explanation of the second principle of our Motto.

Unity

<u>Treasurer</u>: The second principle of our Motto is Unity. It is the foundation of every virtue. The friendship of the individual has little force in the struggle for existence. Unity is needed to bind. Unless there is unity among us, we cannot hope to win the position which the abilities of our people deserve. To be true to one another and united is the greatest aim of the Ladies Ancient Order of Hibernians. While influenced by the principle of unity in our noble Order, hypocrisy and deceit should be unknown among us. Wherever you are, be united, and let such unity be yours, that your conduct will be an honor to the Order, and that you will be most careful to preserve its signs.

<u>Treasurer</u>: Mistress-at-Arms, escort the candidate(s) to the Financial Secretary for the third principle of our Motto: Christian Charity.

<u>Mistress-at-Arms</u> shows the Sign of Courtesy to the Treasurer, escorts the candidate(s) to the Financial Secretary and says: By direction of our respected Treasurer, I present this/these candidate(s) for the explanation of the third principle of our Motto.

Christian Charity

<u>Financial Secretary</u>: Friendship, Unity and Christian Charity: This is our Motto. Christian Charity strengthens and cements Friendship and Unity. Regard the sacred teachings of our Holy Mother, the Church, as your great light and guide; consider her the unerring standard of truth and justice, and regulate your actions by her divine precepts. Be true to one another; help one another in trouble and distress. Above all, be faithful to the trust which is about to be confided to your care, and show fidelity to the principles of our noble Order, by abiding firmly by its Constitution, Ritual and Bylaws, and summon to our ranks only those whom you trust will reflect honor upon the Order.

<u>Financial Secretary</u>: Mistress-at-Arms, please escort the candidate(s) to the Presiding Officer.

<u>Mistress-at-Arms</u> shows the Sign of Courtesy to the Financial Secretary, and then escorts the candidate(s) to the Presiding Officer.

The Presiding Officer gives three (3) raps of the gavel and asks the members to rise.

<u>Presiding Officer</u>: Candidate(s) please place your right hand(s) over your heart(s) and repeat aloud after me, along with your name, this solemn obligation.

I, / (state your name), / do solemnly promise / to support and obey / the Constitution, Ritual and Bylaws / of the Ladies Ancient Order of Hibernians, Inc. / I will not reveal the work of the Order / to any person not entitled. / I will render obedience to my legally elected officers / in all things lawful. / I will be faithful to the members of the Order, / and assist my sisters in sickness and distress, / as far as it lies in my power to do so. / I will not wrong a sister, / or permit one to be wronged, / if in my power to prevent it. / I will always uphold the interest of the Order, / dedicated to Saint Brigid. / To this, I pledge my sacred word of honor.

<u>Presiding Officer</u>: Gives one (1) rap of the gavel and asks all sisters to be seated.

<u>Presiding Officer</u>: You have made this promise of your own free will. Therefore, as the Presiding Officer of this Division, I declare you a member of the Ladies Ancient Order of Hibernians, Inc.

<u>Presiding Officer</u>: Sister(s), I welcome you into Division _____, and I commend you to the friendship of its members.

<u>Presiding Officer</u>: If you wish to gain admittance when the meeting is in session, the Sentinel shall admit you upon presentation of a current dues card. Upon entering, face the Presiding Officer and give her the Sign of Courtesy. The Sign of Courtesy is made by placing your right hand over your heart with a slight nod of your head. The Presiding Officer shall respond with the same sign and you may be seated.

<u>The Presiding Officer</u> may introduce the new members to the membership present.

<u>Presiding Officer</u>: Mistress-at-Arms, conduct our sister(s) to a seat.

INSTALLATION OF OFFICERS

There are two forms of installation. One is a simple form, conducted by the State Board President, County President, or a Sister designated by the President. The other is a more elaborate form in which the installing officer is assisted by a Degree Team. Either form may be used at the will of the State Board, County Board, or Division.

When a guest of a higher office is present, unless she has been formally invited to do the installation, she is to be introduced and then seated.

SIMPLE FORM OF INSTALLATION

The installing officer shall appoint an acting Marshal and Mistress-at-Arms from the membership who shall escort the officers-elect to the installing officer.

The Marshal and Mistress-at-Arms shall place the officers in the form of a cross as shown in the following diagram:

Mistress-at-Arms	Installing Officer President Vice President	Marshal
Missions & Charities Officer	Secretary Financial Secretary	Catholic Action Officer
	Treasurer	
	Irish Historian	
	Mistress-at-Arms	
	Sentinel	

As only Divisions have a Financial Secretary, that position shall be omitted in the lineup for State Board and County Board installations.

<u>Installing Officer</u>: Sisters, you have been selected the chosen ones to guide and inspire this *State Board, County Board or Division* by example and word. The future welfare of our noble Order depends on the efficient administration of your office. Please place your right hand on your heart. The Installing Officer gives three (3) raps of the gravel and says: Sisters, please rise.

<u>Installing Officer</u>: Across from north to south, from east to west, Hibernian friendship extends. In the figure of the cross you stand, faithful children of the true Church, of which the cross is the holy emblem. You unite in earnest resolve to work for the interests of this *State Board, County Board, or Division*. With hands on hearts you pledge your support to the principles of our Motto of Friendship, Unity and Christian Charity. Around you are Sisters who shall be loyal while you deserve the confidence now placed in you. As the cross is the sign of our faith, and typical of the loyalty of our people to Holy Church, by this emblem, I beseech you to take this obligation, fully realizing the importance of its words.

<u>Installing Officer</u>: Repeat aloud after me this solemn obligation: *I*, / (state your name), / do hereby solemnly promise / to support and obey the Constitution, Ritual and Bylaws / of the Ladies Ancient Order of Hibernians, Inc. / and to yield obedience to my superiors / in all things constitutional and lawful; / to cause the same to be obeyed and respected / by those under my control, / and to faithfully and impartially administer the same. / I furthermore solemnly promise, / that I will surrender to my successor, / or to those duly authorized to receive them, / all properties and monies belonging to this State Board, County Board, or Division / that may be in my possession / at the expiration of my term of office, / or when directed to do so / by my superior officer; / and that I shall discharge the duties of my office / to the best of my ability.

<u>The Installing Officer</u> shall direct the Marshal and Mistress-at-Arms to conduct each officer to her seat, starting with the lowest office, where they shall remain standing, except for the President who shall remain standing before the Installing Officer.

<u>Installing Officer</u>: Sisters, you have taken the obligation of office. Be true to it and your administration will be a success. Your sister members look to you for leadership; do not prove unworthy of their trust. You, Madam President, are the Chief. Remember that you must set the standard by which your associates will be guided. I hand you the gavel of authority (the President places her hand on the gavel); use it with justice, patience and charity. May the God of Saint Brigid, Our Lady of Knock, Saint Patrick, Saint Columcille (pronounced column-keel) and Saint Oliver Plunkett inspire your work.

<u>The Mistress-at-Arms and Marshal</u> shall conduct the newly installed President to her seat. Then the Installing Officer asks the newly installed officers to be seated. All others remain standing.

<u>Installing Officer</u>: Sisters, your officers are installed. I ask you to give them your cordial support and cooperation during their term of office and to pledge your support and obedience to the Constitution, Ritual and Bylaws of the Order and these, your officers of this State Board, County Board, or Division.

Members shall place their right hand on their heart and say: I pledge myself.

The Installing officer gives one (1) rap of the gavel and all are to be seated.

Installing Officer: This concludes our installation. Thank you for participing. Marshalls, you are dismissed.

When the installation is completed, it is appropriate to have suitable entertainment.

If a State Board, County Board or Division wishes to have a public installation, the following is suggested:

The President, or some other member of the State Board, County, Board or Division, shall open the public session by an address on the objectives of the Order.

There may be patriotic Irish and/or American music.

There may be an address by a speaker selected by the State Board, County Board or Division followed by music, songs and recitations.

There may be addresses by the Chaplain or others.

No songs or recitations caricaturing the Irish people shall be permitted.

INSTITUTION OF A NEW DIVISON

<u>Organizer</u>: Ladies, we are assembled here for the purpose of instituting a Division of the Ladies Ancient Order of Hibernians, Inc. an organization which pledges itself to the cause of the Roman Catholic Church, our Country, and to the welfare of the Order.

This Order is a vast sisterhood of women bound together by a solemn obligation for mutual benefit, and its object is to elevate both socially and morally the people of our creed and heritage. The Constitution, Ritual and Bylaws of this Order will always be in accordance with the doctrine and laws of the Roman Catholic Church.

The Motto of this Order is Friendship, Unity and Christian Charity. Friendship should consist in cultivating kindly feelings and assisting one another to the best of our ability. Unity, in combining efforts for mutual support in sickness and distress, and Christian Charity, in loving one another and doing to all as we wish they would do unto us.

The State Board or County Board Officers should assist the State Board or County Board organizer, and take chairs usually occupied by Division officers. A roll of the new members will be called by the State Board or County Board Secretary, after which the organizer will give three (3) raps of the gavel and all will rise.

Organizer: Will you promise to assist in the general welfare of this Order?

Candidates: We will.

<u>Organizer</u>: Place your right hands over your hearts and repeat aloud after me this solemn Obligation: *I*, / (state your name), / do solemnly promise / to support and obey / the Constitution, Ritual and Bylaws / of the Ladies Ancient Order of Hibernians, Inc. / I will not reveal the work of the Order / to anyone not entitled. / I will render obedience to my legally elected officers / in all things lawful. / I will be faithful to the members of the Order / and assist my sisters in sickness and distress, / as far as it lies in my power to do so. / I will always uphold the interest of the Order, / dedicated to Saint Brigid. / To this, I pledge my sacred word of honor. <u>Organizer</u>: Sisters, I hereby declare you Division number ______ of the Ladies Ancient Order of Hibernians, Inc. Your next order of business shall be the election of officers who shall govern your Division.

CHARTER TRADITIONS AND CARE

Your Charter is one of your Division's most valued possessions. Your Charter signifies to all your acceptance into our Order. Yes, we are an Order not a social club or neighborhood organization; we are a National Order of Irish Catholic Women. We have LAOH Divisions across our great country and your Charter signifies that you are now part of our National Organization. Be true to our motto, "Friendship, Unity, and Christian Charity, and your Division will be a success.

All new Divisions should request their Charter by the rules and dates noted in our National Constitution.

After a new Division is established or when two (2) Divisions merge, there may be a ceremony displaying their Charter either publicly or at their meeting. This ceremony should include when possible a blessing of the Charter and when possible the blessing should be done at a Mass. This practice is a wonderful way of telling the public that the LAOH has a new Division and all Irish Catholic Women are encouraged to join.

Many Divisions have a small celebration or some kind of acknowledgement of their Charter Date; that is the date noted on your Charter of when your Division was first instituted. This practice is a great way of teaching your members the history of their Division as well as instilling pride in their Division and our Order.

Please take good care and safeguard your Charter. This Charter belongs to your Division. It is not the property of any one individual. This Charter is the property of the LAOH Inc. We have Divisions that are over 100 years old and who still have their original Charter.

Please take pride in displaying your Charter at meetings and events whenever possible for all to see. Someday, many years from now, future generations of Hibernian Sisters that have followed your example will look upon this Charter in awe and read the names listed with special fondness in knowing who it was that started their LAOH Division.

Have new members read the Charter so they know the history and tradition of their Division and our Order.

It is a custom to drape the Charter in black bunting at the next meeting whenever a Hibernian Sister passes on. If available, the Division may display a photo of the departed Hibernian Sister and say the prayers of our Order.

Some Divisions keep a list attached to the back of their Charter with all the names of their Presidents and years served as a record of their Division history.

Charters are never to be sold. They are the sole property of the LAOH Inc.

If you do not have a permanent, secure place to display your Charter, you need to always know which member has possession of your Charter and where your Charter is being stored. The Mistress-at-Arms is the custodian of the Division Charter unless otherwise specified by the Division

President. It is the Division President's responsibility to know where the Division's Charter is being stored. It is recommended that once a year the Division's minutes should state where the Division's Charter is being stored.

Each Division President is responsible to properly protect and care for the Division's Charter. It is recommended that each Division Charter be placed in a glass frame to protect the Charter from wear and tear and to protect the Charter from fading due to sunlight.

When a Division disbands, the Division is required to return their Charter, all properties, and monies to the next ruling level of the LAOH Organization, namely, County Board, State Board, or National Board.



SUGGESTED FUNERAL HOME AND CHURCH PROCDEURES

Suggested Funeral Home Procedures

It is imperative for permission to be obtained from the deceased member's family prior to any procedure, i.e. prayer service, placement of sash in coffin, church honor guard, etc. is conducted.

The President of the deceased member's Division shall be responsible for contacting the member's family to obtain permission to meet at the funeral home and ask if the family has any particular requests.

Upon conferring with the family and funeral director, the president shall ascertain the time for members to meet at the funeral home. The Calling Committee shall notify members of the appropriate time.

At the funeral home, members should wear their sashes and/or name badges.

Following coordination with the funeral director, an announcement shall be made that the Prayers for the Deceased shall be said.

After the prayers have been said, the Division President shall place the member's sash in the coffin. In the absence of a sash, a green flower may be placed in the coffin. The President and members may then process to offer their condolences to the family.

Suggested Church Procedures

After conferring with the family and funeral director, the President shall ascertain the time for members to meet at the church. The Calling Committee shall notify members of the appropriate time.

Upon arrival at the church, members shall remain at the back of the church. Following the direction of the funeral director, they may form an Honor Guard by processing up the aisle before the celebrant, family and coffin, then lining up next to a pew on each side of the aisle.

After the coffin and the celebrant are in place and the family seated, the LAOH Honor Guard shall turn, form a double line and process to a seat as directed by the funeral director.

When the Mass has ended, the LAOH Honor Guard shall precede the casket out of the Church and form an Honor Guard at the rear of the Church or follow the directions of the family, the presider, and the funeral director.

At the grave site, members may join in the standard grave site prayers.

PRAYERS FOR THE DECEASED

<u>Leader/Together</u>: In the name of the Father, and of the Son and of the Holy Spirit, and in honor of Saint Patrick, the glorious Apostle of Ireland and Saint Brigid, our Patroness.

<u>Leader</u>: We, members of the Ladies Ancient Order of Hibernians, Inc., grieving the loss of our Sister (say name of the deceased), who during this life was joined with us in the bonds of Friendship, Unity and Christian Charity, come together to offer our prayers for the happy repose of her soul. She has passed to her eternal reward, happy in the consolation of the Faith of her Fathers. We shall meet again when we join her in Tir n'an Og (pronounced Tiernan Og), the place of the blessed, through Jesus Christ our Lord.

Response: Amen.

Leader: Eternal rest grant unto her, O Lord.

Response: And let perpetual light shine upon her.

<u>Leader</u>: May her soul and the souls of all the faithful departed rest in peace.

Response: Amen.

DE PROFUNDIS – PSALM 130 PRAYER FOR PARDON AND MERCY

<u>Leader</u>: Out of the depths. I have cried to you, O Lord; Lord hear my voice. Let your ears be attentive to my voice in supplication.

If you, O Lord, will mark iniquities, Lord, who can stand? But with you is forgiveness, that you may be revered.

I trust in the Lord; my soul trusts in his word. My soul waits for the Lord more than sentinels wait for the dawn.

More than sentinels wait for the dawn, let Israel wait for the Lord, for with the Lord is kindness and with him is plenteous redemption; and he will redeem Israel from all their iniquities.

Eternal rest give unto her, O Lord.

<u>Response</u>: And let perpetual light shine upon her.

Leader: May she rest in peace.

Response: Amen.

Together: Our Father, Hail Mary and Glory Be to the Father.

Leader: Compassionate Lord Jesus.

<u>Response</u>: Grant her rest in peace.

<u>Leader</u>: O God the Creator and Redeemer of all the faithful, grant to the soul of Thy servant departed the remission of her sins, that through our pious supplication she may obtain the reward of eternal bliss, through Christ, our Lord.

Together: Amen.

PSALM 27 TRUST IN GOD

<u>Leader</u>: The Lord is my light and my salvation; whom shall I fear? The Lord is my life's refuge; of whom should I be afraid?

<u>Response</u>: I believe that I shall see the good things of the Lord in the land of the living.

<u>Leader</u>: One thing I ask of the Lord; this I seek: To dwell in the house of the Lord all the days of my life, that I may gaze on the loveliness of the Lord and contemplate his temple.

<u>Response</u>: I believe that I shall see the good things of the Lord in the land of the living.

<u>Leader</u>: Hear, O Lord, the sound of my call; have pity on me, and answer me. Of you my heart speaks; you my glance seeks; your presence, O Lord, I seek. Hide not your face from me; do not in anger repel your servant.

<u>Response</u>: I believe that I shall see the good things of the Lord in the land of the living.

<u>Leader</u>: I believe that I shall see the bounty of the Lord in the land of the living. Wait for the Lord with courage; be stouthearted, and wait for the Lord.

<u>Response</u>: I believe that I shall see the good things of the Lord in the land of the living.

Leader: In the name of the Father, and of the son, and of the Holy Spirit.

Response: Amen.

It is at this time that the President places the deceased member's sash, or a flower, in the casket and then she and the members may process to the offer their condolences to the family.

It is advisable for the Catholic Action Officer to make copies of the Prayers for the Deceased from the Ritual and have them available for members' use as needed.

The Catholic Action Officer is responsible for the maintenance of these booklets.

Revisions may be made to these procedures as needed to conform to your Division's requirements.

If you wish to add other prayers or readings to these suggested procedures, you may do so.

Draping the Charter for a deceased member at a meeting may be done to show respect for a deceased member and for those who were unable to attend the wake or funeral to pray together with their sisters. Prior to the meeting, the Charter is removed from the wall and placed on a table or an appropriate place in the room.

The draping may be done just before the business portion of the meeting. All members should stand and recite the *Ritual Prayers for the Deceased* as one of the officers drapes an appropriate scarf over the top of the Charter. The Charter may be left for viewing throughout the meeting then replaced on the wall. It shall remain draped for one month.

PROCEDURE FOR SAINT BRIGID'S MASS

St. Brigid's Feast Day is February 1. Divisions are encouraged to celebrate it with a Mass.

The gifts are to be brought up and placed at the altar before the bread and wine are brought up to the celebrant. To help understand the significance of each gift, a description shall be read as it is presented

SAINT BRIGID'S GIFTS

Saint Brigid Statue: The statue of Saint Brigid is carried at the head of the procession to invoke her blessing on all.

Flags: The flags represent allegiance to our Church, Country, and Motherland.

Candle: The candle is a symbol of our faith nurtured in Ireland throughout history and brought to America.

Saint Brigid Cross: Just as the shamrock is associated with Saint Patrick, so is the cross made of rushes associated with Saint Brigid. Her cross has been described aptly as symbolic of the deep simple faith of the Irish people. This cross is hung on the doors as protection against fire, storms, epidemics, and evil spirits.

Food Basket: The basket of food is a symbol of charity and the willingness to share with our brothers and sisters in faith so that they may have freedom from want. It also symbolizes a blessing on all those who till the soil.

Bride's Brat: The brat is a piece of linen or ribbon hung outside the door on Saint Brigid's Eve and saved throughout the year as a source of healing power. It is believed that Saint Brigid traveled

about blessing homes. Cakes, bread, and butter were left on the windowsill. A sheaf of corn was left for her white cow.

Flowers: The dandelion is known as Saint Brigid's flower because it is the flower of spring and has medicinal value.

NATIONAL ANTHEMS OF THE UNITED STATES AND IRELAND

THE STAR-SPANGLED BANNER

Oh, say can you see by the dawn's early light What so proudly we hailed at the twilight's last gleaming? Whose broad stripes and bright stars, through the perilous fight, O'er the ramparts we watched, were so gallantly streaming? And the rockets' red glare, the bombs bursting in air, Gave proof through the night that our flag was still there. O, say, does that Star-Spangled Banner yet wave O'er the land of the free and the home of the brave?

THE SOLDIER'S SONG

- Verse: We'll sing a song, a soldier's song With cheering, rousing chorus, As 'round our blazing fires we throng, The starry heaven's o'er us. Impatient for the coming fight And as we wait the morning's light Here in the silence of the night, We'll chant a soldier's song.
- Chorus: Soldiers are we, whose lives are pledged to Ireland, Some have come from a land beyond the wave; Sworn to be free, no more our ancient sire land, Shall shelter the despot or the slave. Tonight, we man the Bearna Baoghail, In Erin's cause, come woe or wail; Mid cannons roar and rifles peal, We'll chant a soldier's song.