



DUTIES

Outlined in the Constitution

- To conduct the devotions at each chapter meeting.
- To deliver to your successor all papers and supplies of the office.

RESOURCES

Reference the ALL OFFICERS GENERAL INFORMATION Handout to access the Instructions for Officers of Local Chapters (IOLC) **Chaplain** section and the List of Supplies for Officers of Local Chapters.

RECENT CHANGES THAT HAVE BEARING ON YOUR OFFICE

FROM SEP 2019

- The devotion may now be from an inspirational text which is acceptable to the chapter.
- Reciting the Lord's Prayer is at the chapter's decision.

MEETINGS

Devotions:

The Chaplain may use **any version of the Bible which contains both Old and New testaments or other inspirational text which is acceptable to the chapter.** Devotions are limited to the reading with references, the P.E.O. Prayer and the optional Lord's Prayer.

The reading should not be too long. Keep the tone of the meeting in mind as you select the verses to be read. This is not the time to say why a particular reading was chosen, but you may do so under "For the Good of the Chapter." Choose a reading that is uplifting and inspiring and that reinforces the values of the Sisterhood. Another good choice is a reading relating to the values of Faith, Love, Purity, Justice and Truth.

Say "Let us pray" at the beginning of the P.E.O. Prayer, as that phrase is the transition from the reading to the reciting of the P.E.O. Prayer.

The Lord's Prayer, which is optional is from the King James Version of the Bible and is printed on the Chaplain's prayer page along with the P.E.O. Prayer. This is the version to be recited regardless of the version of the Bible used for Scripture readings for the devotion.

The P.E.O. prayer may be read by the chaplain or the recorded version may be used. If the chapter chooses to recite the Lord's Prayer, they may recite it in unison or use a pre-recorded version.

Suggestions for the Good of the Chapter:

If you want to share additional thoughts about the devotional or inspirational material, it is done in this part of the meeting.

CEREMONY OF INITIATION

The **Ceremony of Initiation** can be performed **in person** or **virtually** and **up to 3 women** can be initiated in one ceremony. Chapters should make use of the materials that have been developed to ensure they are able to conduct their ceremony smoothly and with comfort in this most special experience of P.E.O. sisterhood.

Resources > Resource Library > select Topic *Ceremony of Initiation*

The **Ceremony of Initiation Period of Instruction** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing an **in-person initiation**. (Note: it was developed prior to the virtual option being allowed.) It incorporates several of the options within the ceremony that are now available.

The **Virtual Ceremony of Initiation** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing for a **virtual initiation**. The virtual ceremony has technical guidelines that must be followed and should be understood by any chapter wishing to make use of this option.

The Prompter at a practice and for the ceremony is key. The **Prompter's Booklet** in the President's Book provides **instructions for the ceremony for in-person, virtual and initiating up to 3 women in one ceremony**.

- At the chapter's discretion, **the Ceremony of Initiation may be memorized or read** from the P.E.O. Ceremony of Initiation booklets as provided by International Chapter.
- **Dress for officers** is either all in white top, black slacks/skirt, black shoes or all in white to include shoes.
- **If one officer holds the booklet, all must hold the booklets**. The only **exception is the president** who may be without a booklet if she has memorized her part. No booklets are necessary if all have memorized their parts.
- When revealing the ribbons, **the vice president** places her booklet (if used) on the table and **is the only one touching the emblem**. (Not applicable in a virtual format.)

Practice alone, practice together, practice using all materials and simulating as much as possible what will occur on this special day.