

2021 Adult Proficiency Test

RITUAL SECTION

Answer may be found on more than one page (list all page numbers in blank space provided).

Ex. Circle False and list Pages 24 & 25.

1. A Short form of our Ritual is available for opening and closing.

TRUE or FALSE Page #: _____

2. To exemplify the ritualistic work of the Order for adult Masonic organizations, you need a Special Dispensation.

TRUE or FALSE Page #: _____

3. At open meetings for Installation or other purposes, the signs and other Proficiency Lessons of the Order shall not be used.

TRUE or FALSE Page #: _____

4. The Closing Formation may be seen by anyone because it is done after the Bethel has been closed and the doors to the Bethel Room have been opened.

TRUE or FALSE Page #: _____

5. While presiding at a Bethel meeting, the Honored Queen may not take part in the discussion of a motion.

TRUE or FALSE Page #: _____

6. All business and activities shall be approved by the Executive members of the Bethel Guardian Council before being brought up at a Bethel meeting.

TRUE or FALSE Page #: _____

7. Visitors are permitted to enter and leave the Bethel Room through the Preparation Room Door when the meeting is in progress.

TRUE or FALSE Page #: _____

8. After the Officers have entered the Bethel Room, the Outer Guard does not rap on the door to admit late members or visitors until the Inner Guard has informed her that the Bethel meeting is in session.

TRUE or FALSE Page #: _____

9. The Inner Guard must always give raps on the door to permit members and visitors to retire.

TRUE or FALSE Page #: _____

10. During the Opening Ceremony, the Choir marches to its station and is seated when the Bethel Guardian gives one rap of the gavel.

TRUE or FALSE Page #: _____

11. The Marshal does not sing while holding the National Emblem.

TRUE or FALSE Page #: _____

12. When approaching the Altar, the Chaplain waits until the music stops before she kneels.

TRUE or FALSE Page #: _____

13. After the Chaplain has administered the Pledge of Honor for Adults, she takes two steps backward and returns to her station.

TRUE or FALSE Page #: _____

14. A Job's Daughters meeting place is called "Bethel" which means "_____".

Page #: _____

15. Name the three options available for the Closing Formation:

Page #: _____

16. Passing between the Altar and the East Dais is prohibited except as provided in the _____
or _____ Page #: _____

17. The chairs of the Chaplain and Treasurer are placed _____ steps from the Altar; the chairs of the First and Third Messengers are placed _____ steps West of the Treasurer's and Chaplain's chairs; the chairs of the Second and Fourth Messengers are placed _____ steps West of the First and Third Messenger's chairs; the Fifth Messenger's chair is placed _____ steps West of the Second and Fourth Messenger's chairs, in line with the center of the _____ and _____ station.

Page #: _____

18. The Horn of Plenty should face _____. Page #: _____

19. Unless otherwise specified in a ceremony, the _____ is the only item which may be placed between the Honored Queen's pedestal and the Altar. Page #: _____

20. The Dove and its pedestal are positioned on a line with the _____ station and faces _____. The Urn of Incense and its pedestal are on a line with the _____ and the handle of the Urn is to the _____.

Page #: _____

21. The East Line is two steps West of the front of the _____.
The West Line is two steps East of the _____.
The Altar Line is two steps East of the _____.

Page #: _____

22. A single rap of the gavel is used to: (Circle the correct answer(s))

- a. Call the entire assembly to order.
- b. Call up the assembly.
- c. Seat the entire assembly.
- d. Signify a motion is completed.
- e. Signify an Order of Business is completed.

Page #: _____

23. The Attitude of Prayer is assumed by bowing the head slightly and placing the open hands palm to palm, fingers together pointing _____, forearms _____, elbows close to the body.

Page #: _____

24. How many raps of the gavel call up the officers? _____ Page #: _____

25. List the information an Honored Queen may have on the pedestal in the East:

- a. _____
- b. _____
- c. _____
- d. _____

Page #: _____

26. Who is responsible to see that the discussion on an item of business is confined to the point in question?

_____. Page #: _____

27. What is the signal for the Officers in the semicircle to face the American Flag for the National Anthem?

Page #: _____

28. What is the signal for the Daughters and Majority Members to face the Bethel Flag?

Page #: _____

29. When the Pledge Committee and the designated Executive Member of the Bethel Guardian Council retires to obligate an unobligated visitor, who holds the open Bible and gives the pledge to the visitor?

Page #: _____

30. Visitors are permitted to enter the Bethel Room during Escort, Introductions, and Honors.

TRUE or FALSE Page #: _____

31. The Mothers', Fathers', and Guardians' Prayer is a required item of business under Good of the Bethel.

TRUE or FALSE Page #: _____

32. In forming the Cross in the Closing Ceremony, what is the "signal" for the Officers in the arms of the Cross to move East from the West Line to a position on a line with the Chaplain?

Page #: _____

33. What Orders of Business can be omitted?

Page #: _____

34. When does the Honored Queen rap the gavel to conclude Reading of the Minutes?

Page #: _____

35. When does the Honored Queen rap the gavel to conclude the Treasurer's Report?

Page #: _____

36. What part of a communication is read first? _____

Page #: _____

37. Explain "Unfinished Business". _____

Page #: _____

38. At what point(s) in a meeting which includes Initiation does the Recorder take her position at the desk?

a. _____

b. _____

Page #: _____

39. The Librarian's Report must be checked by the _____ before it is read to the Bethel. Page #: _____

40. There is an exception to the rule that Daughters drop their hands from the Attitude of Prayer when the Chaplain drops hers. What is the occasion? _____

When do the Daughters drop their hands? _____

Page #: _____

41. When does the Chaplain rise from the kneeling position to close the Bible in the Closing Ceremony?

Page #: _____

42. When the Custodians reach the _____ after removing the chairs, the Bethel Guardian and the Associate Bethel Guardian proceed to the East. Page #: _____

43. If new members have been initiated, _____ ascends the dais. The Associate Bethel Guardian conducts the new members to a position _____.

New members do not _____.

Page #: _____

44. Under what Order of Business is the Proficiency Lessons Examination given? _____

Page #: _____

45. When kneeling in the Cross formation, Officers will kneel on the _____ knee on the first chord, go down on the _____ knee on the second chord and _____ on the third chord.

Page #: _____

46. To rise from the Cross formation, Officers will _____ on the first chord, raise _____ knee on the second chord and _____ on the third chord.

Page #: _____

47. When the Bethel Guardian says "This concludes our ceremony," she then _____ and the Officers, and Bethel Choir if in the West, respond with a _____ and the Bethel Guardian

Page #: _____

48. Who assists the Preparation Committee? _____

List the instructions given to the candidates:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Page #: _____

49. When the Officers come out of the Cross formation, the HQ turns and faces the _____. The Officers march to _____ in front of the HQ and, _____, nod _____ before turning _____ and _____. The HQ responds with a _____ but _____.

Page #: _____

The following section contains multiple choice questions; Circle the best answer(s) provided.

50. During the Opening Ceremony, who hands the gavel to the Bethel Guardian?

- a. Associate Bethel Guardian
- b. Honored Queen

Page #: _____

51. During the Closing Ceremony, who hands the gavel to the Bethel Guardian?

- a. Associate Bethel Guardian
- b. Honored Queen

Page #: _____

52. Which is the correct statement made by the Honored Queen during Escort, Introductions, and Honors?

- a. ---you will conduct our visitor(s) back to the sidelines.
- b. ---you will escort her, him, them to the sidelines.
- c. ---you will conduct our visitor(s) to the sidelines.
- d. ---you will conduct our visitor(s) back to the sidelines.

Page #: _____

53. Which is the correct statement made by the Honored Queen?

- a. It is with great deal of pleasure that I introduce ---
- b. It is with pleasure that I introduce ----
- c. It is with very great pleasure that I introduce ---

Page #: _____

CONSTITUTION & BYLAWS SECTION

Page 6 of 11

Refer to GGC, BGC and Bethel sections of the Constitution and Bylaws!

General Overview: White pages are Supreme law, Yellow pages are Indiana.

AFTER EACH QUESTION, SHOW WHERE YOU FOUND THE ANSWER. Ex C-BGC Article VIII Section 1a

1. A BGC shall consist of not more than nine members, five of whom are _____ members and four are _____ members.

Page #: _____

2. From the list shown below, circle the letter(s) which describe requirements for a person to be eligible for appointment as an Executive member of the BGC:

- a. Master Mason in good standing
- b. Woman over 20, who is the sister-in-law of a Master Mason
- c. Parents of a member
- d. Woman, over 20, member of an organization requiring Masonic Relationship
- e. Majority Member of JDI

Page #: _____

3. Executive members of the BGC shall hold regular _____ meetings (except during vacation period(s)).

Page #: _____

4. Adult committees may be appointed to assist in the operation of a Bethel. When and by whom are the chairpersons of these committees appointed? _____

Page #: _____

5. Executive members are obligated to attend all meetings of the BGC and Associate members and adult committee chairpersons may be invited to attend. TRUE or FALSE Page #: _____

6. The five (5) elective officers of the Bethel shall be invited to meet with the BGC to discuss all business - - - - -

TRUE or FALSE Page #: _____

7. At the Annual Meeting the members of the BGC present shall recommend by _____ ballot the Executive and Associate members of the BGC for the ensuing year.

Page #: _____

8. Who shall attend the Annual Meeting of the BGC, and when shall the meeting be held?

Page #: _____

9. B-BGC Article V, contains instructions regarding vacancies, resignations and removals of BGC members.

TRUE or FALSE Page #: _____

10. A Person may not be installed as a member of a BGC until he/she has been appointed to that office by the Supreme Guardian or Grand Guardian.

TRUE or FALSE Page #: _____

11. If the Office of Bethel Guardian becomes vacant for any cause, the _____
_____ assumes her duties until _____.

Page #: _____

12. The ABG is responsible to see that the Bethel's books are audited. When must the books be audited?

Page #: _____

13. A _____ vote of the _____ members of the BGC present at a _____ or
_____ meeting shall elect petitioners to membership.

Page #: _____

14. In an election where 19 valid ballots are cast, a majority would be _____. In an election where 44 ballots are cast and five are blank, a majority for election would be _____. Page #: _____

15. An officer who reaches 20 years of age before the end of the term is not permitted to vote.

TRUE or FALSE Page #: _____

16. To be eligible for any elective office, a Daughter must have satisfactorily passed the Proficiency Lessons Examination and have been a member of the Bethel and in regular attendance during the entire term in which the election is held unless excused by the Executive members of the BGC.

TRUE or FALSE Page #: _____

17. When explaining to an HQ-elect whom she may select as Installing Officers, what should she be told about those who may serve as:

- a. Installing Officer _____
- b. Installing Musician _____
- c. Other Installing Officers _____

Page #: _____

18. If a vacancy occurs in an appointed office the _____ shall appoint a member to fill the vacancy. The _____ shall approve the appointment and the officer shall be installed at the _____ regular meeting of the Bethel.

Page #: _____

19. An officer shall lose her office and the honors if she is absent from:

- a. Three consecutive meetings without good and sufficient cause.
- b. Three regular meetings without good and sufficient cause.

Page #: _____

20. In regard to the official worship service for a Bethel:

- a. Is it required or optional for the Bethel? _____
- b. How frequently does it occur for a Bethel? _____
- c. Who selects the location of the function? _____
- d. Who approves the location of the function? _____

Page #: _____

21. What is the purpose of the Educational Fund?

Page #: _____

22. Cite the law which states there shall be no pictures taken at a closed Bethel meeting:

Page #: _____

23. What adults may attend a Bethel meeting?

- a. Master Mason in good standing
- b. Parent
- c. Stepparent
- d. Guardian
- e. Grandparent
- f. Woman at least 20 years old who is the wife, daughter, granddaughter, mother, sister, half-sister or widow of a Master Mason
- g. Woman under 20 who is a member of an organization basing its membership on such masonic requirements
- h. Woman under 20, if married, who is eligible to membership in such an organization

Page #: _____

24. The privilege of attending a Bethel meeting may be denied to an adult by the Executive Members of the BGC.

TRUE or FALSE Page #: _____

25. List the jewelry that may be worn with official robes; _____ and/or _____, _____, a _____ and one _____ and approved by the Executive Members of the BGC.

Page #: _____

26. The power to investigate, reprimand, suspend or expel Bethel members for cause is under the direct supervision of the _____

Page #: _____

27. List three causes for suspension and two causes for expulsion as identified in the JDI Constitution and Bylaws:

Suspension:

- a. _____
- b. _____
- c. _____

Expulsion:

- a. _____
- b. _____

Page #: _____

28. How may a member suspended two years ago for non-payment of dues be reinstated in the Order?

Page #: _____

29. A member who has been expelled from the Order may be reinstated:
TRUE or FALSE Page #: _____

30. The official robe of a member of JDI shall be of light or heavy materials, made with wing sleeves and yoke dimensions according to the pattern approved by the _____ and _____.
Cords shall be tacked along the _____ of the yoke _____ to within _____ inches of each side of center front (measured on the _____ of the yoke), crossed at center front _____ then passed around the waist _____ and tied at the center front with a _____ knot _____ below natural waistline. Robes shall be a length of _____ inches from the _____ with a _____ inch hem and the under slip a length of _____ to _____ inches from the _____.
Page #: _____

31. It is permissible to wear the official regalia of the Order in public for _____ purposes only and only with _____ of the _____ of the BGC.
Page #: _____

32. Bethel members have the right to appeal against any act or decision of the Executive members of the BGC if such appeal is taken within _____ days after the act or decision.
Page #: _____

33. Members of Honor are adults who have given _____ to the Order. They are elected by a _____ vote of the Bethel members and approved by the _____ of the BGC.
Page #: _____

SPECIAL DISPENSATIONS SECTION

What part of the Constitution and Bylaws can you find the answers for the Special Dispensations Section?

Circle correct answer:

- a. Bylaws – Grand Guardian Council
- b. Constitution – Grand Guardian Council
- c. Bylaws – Bethel
- d. Standard Operating Procedures – Bethel-18
- e. Rules and Regulations – Pageant
- f. Rules and Regulations – Degree of Royal Purple

Circle correct answer and show where found:

1. A PHQ has been properly appointed as 5th Messenger. On the night of the Bethel's Installation, the PHQ served as an Installing Officer. It is desired that the 5th Messenger be installed at the next regular meeting.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

2. The Bethel does not have sufficient active members to fill all stations, therefore, no one could be appointed to the offices of Inner Guard & Outer Guard. After the Installation, two new members were initiated. The HQ, with the approval of the Executive members of the BGC, appointed the new members to fill the vacancies. They must now be installed into their respective office.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

3. The Guide of the Bethel resigns from office after the Bethel's Installation (family moves to another jurisdiction). A special election is to be held.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

4. On the Bethel's meeting night, the Masonic Temple is required by the Masons to hold a special ceremony.

a. It is decided to change the hour of the regular meeting.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

b. It is decided to change the date of the regular meeting.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

d. It is decided to hold the regular meeting at another location.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

5. A Worshipful Master has asked that your Bethel members present a ceremony for the Lodge members. You have been given 20 minutes, after which everyone will join for refreshments. Your Bethel has accepted the invitation.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

6. Bethel plans a dinner to raise funds immediately prior to a Bethel meeting. This will require that the meeting start one hour later than usual.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

7. A regular Bethel meeting falls on a holiday and the Bethel desires to change the meeting date.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

8. Two choir members were not present at the Installation of the Bethel, and two members were initiated at the first meeting of the new term. The Bethel wants to install all four Daughters into the Choir at the next meeting.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

9. The Eastern Star Chapter has asked that the Bethel "put on the JDI Initiation" for them at their special meeting honoring Job's Daughters. (No time limit is imposed)

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

10. The Bethel desires to hold a third meeting in a month to honor the Bethel's birthday.

Dispensation Required: Y or N Fee Required: Y or N Where Found: _____

Name

Bethel Number

Return completed test to:

Edie Dearing PGG
5014 Innsbruck Drive
Fort Wayne, IN 46835

Email: ediedearing2009@comcast.net