

INDIANA GRAND GUARDIAN COUNCIL



Job's Daughters International

bloom • lead • soar

LINE OFFICER AND HONORED QUEEN'S PLANNING BOOK

Dear Daughters:

A perfect term must have a plan,

A program and a prayer.

Inspiring meetings, fun activities,

Money making projects, education,

Philanthropy, traveling,

And most of all the pervasive

Feeling of Masonic fraternity.

Lots of friendship,

Some work, some play,

Then add your charm and grace

To make your Bethel at all times

A safe and happy sisterhood.

This book is a manual to use to help answer questions and plan for each term as you travel up the line to the station of Honored Queen.

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Reviewed and updated with current Constitution, Bylaws, and SOP's 2022

by:

Jamie Yeadon, G.G., PHQ #110

Tina Wheeler, V.G.G., PHQ #22

Tammy Watson, G. Guide, PHQ #24

Ronda Prather, G.M., PHQ #106

ADULT ELIGIBILITY TO ATTEND BETHEL MEETINGS

Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and [a] a Master Mason in good standing, including under the age of twenty (20) or [b] a direct descendant of a Master Mason (See POL-BOT-2) or [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, stepdaughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or [d] members of an organization basing its membership requirement on Masonic relationship or [e] Past Bethel Guardians or [f] Majority Members of JDI or [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or [i] the husband of a Majority Member.

Attendance of an adult at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the Bethel Guardian Council.

Unobligated visitors must assume the Pledge of Honor for adults found in the Ritual (Page 37-38). During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive member of the BGC shall work with the Pledge Committee.

An Adult is not entitled to debate questions arising in the Bethel meeting unless an Executive member of the BGC or a Majority Member of the Bethel. (SOP Bethel 9, Sec. 4, Attendance, page SOP-Bethel 9.2)

BABIES AND CHILDREN WHO ARE NOT MEMBERS OF JOB'S DAUGHTERS INTERNATIONAL ARE NOT ALLOWED TO ATTEND CLOSED BETHEL MEETINGS.
(Ritual page 18)

THEY MAY BE IN THE BETHEL ROOM UNTIL THEY ARE ASKED AS "ALL THOSE NOT ENTITLED TO REMAIN" TO LEAVE THE ROOM BY THE HONORED QUEEN. (Ritual page 37)

THEY MAY RETURN TO THE BETHEL WHEN THE HONORED QUEEN INSTRUCTS THE INNER GUARD THAT THE BETHEL IS CLOSED AND DIRECTS HER TO INSTRUCT THE OUTER GUARD TO TAKE HER PLACE FOR THE CLOSING CEREMONY. (Ritual page 70)

WHO IS ELIGIBLE TO BETHEL MEMBERSHIP

Girls between the ages of ten (10) or twenty (20) years who are direct descendants of a Master Mason, adopted daughters by law, stepdaughters, step-granddaughters, sisters, half-sisters, step-sisters, sisters-in-law, nieces, grandnieces, or first or second cousins of a Master Mason or so related to his wife or widow, or who are daughters, step-daughters, or step-granddaughters of Majority Members, shall be eligible for membership.

If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.

A woman under the age of twenty (20) who has been married, divorced, whose marriage has been annulled or who is pregnant (except in the case of rape or incest) is not eligible for membership.

A resident of a jurisdiction in which there is a Bethel, shall be eligible to membership only in the jurisdiction of her residence unless a waiver of jurisdiction is obtained from the Grand Guardian of the resident jurisdiction or the Supreme Guardian if the Bethel is under Supreme. (Constitution Bethel, Article IV, Section 1, a-c, Section 2, page C-Bethel-1)

MEETINGS STATED AND (by Dispensation only) Special

Each Bethel shall provide itself with a suitable meeting place, official paraphernalia, and supplies, to enable it to execute its work. (SOP Bethel 12, Section 4, a, page SOP-Bethel-12.2)

There shall be two (2) regular meetings a month except during vacation period. Special meetings may be held by dispensation granted from the Grand Guardian. (Bylaws – Bethel Art XII, page B-Bethel-4)

A special meeting of the Bethel may be called at any time by the Executive members of the Bethel Guardian Council, due notice of said meeting being given to all Bethel members. No business shall be transacted other than stated in the call. (Bylaws IN Bethel, Article XVI section 1b page In-B-Bethel-6)

Special meetings shall be held only by special dispensation granted by the Grand Guardian. (Bylaws – Bethel Art XII, a and b, page B-Bethel-4)

No meeting of the Bethel can be held without the presence of the dispensation or Charter and seven (7) members of the Bethel, including one (1) of the first three officers. There shall also be present at least one (1) Executive member of the Bethel Guardian Council or the Grand Guardian or the Supreme Guardian or Deputy, or an officer of the Grand or Supreme Guardian Council.” No Bethel business can be considered legal unless transacted by a quorum. Meetings by Zoom or other electronic means are allowed. Also, if a Bethel is under promotion, they can meet with less than the quorum

Officers and Bethel Choir shall wear official robes, headbands, white shoes, and white hose at all meetings of the Bethel.: A long white slip shall be worn with the Bethel robe.

Official Regalia shall be worn for the “Ceremony of Installation.” Capes, Crowns, and headbands shall be worn only by members in Official Regalia. (SOP- Bethel, Bethel 11, Section 1, page SOP-Bethel 11.1)

The Ritual prescribed by the Supreme Guardian Council shall be used without alterations for opening and closing each Bethel, for conferring the Epochs, and for other ceremonies. No short form shall be used. Under a Special Dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive members of the BGC and only, opening, initiation, and closing ceremonies exemplified.

A person shall be escorted and/or introduced **ONCE** at which time all titles are given. (Rit. pg. 49)

The Majority Degree, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of our Order may be substituted for initiation at the discretion of the Executive members of the BGC. (SOP-Bethel 9, Section 3, a (2), page SOP-Bethel 9.2)

Money shall be expended only by a majority vote of the members of the Bethel present at the regular meeting and by and with the consent of the Executive members of the BGC. When duly authorized, the Recorder shall issue a warrant which shall be signed by the Honored Queen and the Recorder. (SOP- Bethel 2, Section 3 a (1) page SOP- Bethel 2.1)

Upon receipt of warrant the Guardian Secretary and Guardian Treasurer shall write and sign checks. All checks shall have two signatures. In the even that either the Guardian Secretary or Guardian Treasurer is not available, the Bethel Guardian may sign.”

It is the duty of the Associate Bethel Guardian “to see that the Bethel books are audited, and report made to the Bethel at the close of the term of each Honored Queen.” (Bylaws BGC, Art. II, Section 2 (e), page B-BGC 2)

At open meetings for Installation or other purposes the signs and other Proficiency Lessons of the Order shall not be used. At regular meetings the ritual is secret until the Honored Queen instructs the Inner Guard to notify the Outer Guard that the Bethel is closed. The doors are then opened, and anyone may see the closing formation. The Closing formations may be formed at an open meeting.

Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of the ritualistic work.

The Honored Queen shall preside during the regular meetings of her Bethel. The succession of officers in case of emergency shall be Senior Princess, Junior Princess, Guide, and Marshal.

Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of Job’s Daughters International, with a suitable ceremony during March, the month of her birth. (SOP – Bethel, 9, Section 3 (b))

“Mother” Jacobs, who brought Job’s Daughters to Indiana, celebrated her birthday in March, too – March 22. “To honor the memory of Indiana’s Organizer, each year the Bethels in this Jurisdiction are invited to contribute to the Promotion Fund at least the amount collected in the Coin March closest to the March 22nd birthday of “Mother” Jacobs. (IN SOP-GGC-3, Section 2 (2), page IN SOP-GGC 3 1)

DEMITTS AND AFFILIATIONS

An active member in good standing and clear on the books who desires to withdraw from the Order or who desires to transfer her membership for any reason shall, upon written request to the Executive members of the Bethel Guardian Council, be granted a Demit (form 16a) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance. (SOP Bethel, Article XIV, Section 1-3, page SOP-BETHEL 21.7)

An active member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate, a petition for membership by affiliation (form 15). If application is made within the stated six-month period, it must be accompanied by the Demit and an affiliation fee equal to one-half of the initiation fee. If application is made at a later date, dues from the six months period as well as a Demit and Affiliation fee must accompany the petition. The petition must be investigated in the regular manner and approved by majority vote of the Executive Members of the Bethel Guardian Council present at a regular or special meeting. Thereupon, the petitioner shall upon signing the Permanent Record Book be enrolled as a Member.

A demit (form 16a) shall be attached to a petition for Affiliation (form 15). If the Daughter is elected to membership, the Guardian Secretary of the Bethel shall complete the second, third, and fourth sections of the form and mail them to the officers designated thereon. If the petition is to another Bethel in the same state or province, the fourth section is unnecessary and may be destroyed. The first section shall be permanently attached to the petition for affiliation and retained in the Bethel files.

A member who has demitted from the Order and has passed the age of twenty (20) years, or who has married before that age, may be reinstated as a Majority Member by applying in writing to the Executive members of the Bethel Guardian Council of the Bethel of which she is a member. (SOP-SGC-12, Section 1 (g), page SGC-SOP 12.1)

Application must be accompanied by her Demit (complete form), payment of dues from the date of the Demit to the date of Majority and affiliation fee equal to one-half (1/2) the initiation fee, it must be approved by a majority vote of the Executive members of the Bethel Guardian Council. She shall then become a Majority Member and shall be reinstated on the next semiannual report sent to the Executive Manager (form 11) or sent to the Grand Secretary (form 10). She shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Degree. As a Majority Member, even though married, she is privileged occasionally to fill an office for an absentee, or to act as an Installing Officer provided, provided she has obtained her CAV per the YPP Guidelines. If a member moves to a city in another jurisdiction the Guardian Secretary shall report her name and new address to the Grand Secretary if in a GGC jurisdiction, otherwise to the Executive Manager.

DUAL MEMBERSHIP

Dual membership shall be allowed the Daughter who desires to join a Bethel outside the jurisdiction of her original membership.

The Bethel to which the member has presented her dues receipt shall contact the original Bethel for verification.

She shall be afforded all rights and privileges in each Bethel.

Dues shall be payable to each Bethel. (Bylaws Bethel, Article 2, Section 3 a-d, Pages B-Bethel 1 and 2)

DISCIPLINE

All members shall be under the direct supervision of the Executive members of the Bethel Guardian Council, who shall have the power to investigate, reprimand, suspend, or expel officers or members for cause.

Insubordination, non-payment of dues, shall not exceed a period of one (1) year. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the Bethel Guardian Council.

Conduct that reflects discredit upon Job's Daughters International, or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.

Bethel Members shall have the right to appeal against any act or decision of the Executive members of the Bethel Guardian Council which may abrogate any rights and privileges specifically guaranteed them by their Bethel Bylaws, the Constitution and Bylaws of the Supreme Guardian Council, or the Manual of the Grand Guardian Council. If no appeal is taken within sixty (60) days after the act or decision, the aggrieved shall lose the right to appeal.

Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel Member.

No Member of Job's Daughters International can be suspended or expelled without a trial or hearing before the Executive members of the Bethel Guardian Council. (SOP Bethel 3, Section 1-5, page SOP-BETHEL 3.1 and Article XIII, Section 1-5, page SOP-BETHEL 21.7)

OFFICIAL REGALIA

The official regalia of the order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for the Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.

Exception: Miss IN Job's Daughter and Jr. Miss IN Job's Daughter may wear their cape and crown as a Promotional image except when wearing official regalia.

The robe shall be of light or heavy weight material, with the white cords for Officers, except the Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern supplied through the Supreme Office.

Cords shall be tacked along the bottom of the yoke seam to within three (3) inches of each side of the center front (measured on the curve of the yoke), crossed in center front with a double twist, then around the waist once and tied in a double knot one (1) inch below the natural waistline. The seam at the yoke shoulder may be taped to the under-slip strap if a full slip is worn.

Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the under slip a length of four (4) to six (6) inches from the floor.

Crowns, capes and headbands shall be prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined if desired. No additional trimming shall be used on the capes.

Officers and Bethel Choir shall wear official robes at all meetings and for the Ceremony of Installation. Capes and crowns shall be worn by Bethel members only with the Official robes.

Jewelry worn with official robes shall be limited to regulation membership and/or officers' jewels, awards, a simple wristwatch, and one additional piece of jewelry in keeping with the regalia of the Order and approved by the Executive Bethel Guardian Council members. No costume jewelry shall be worn with the official regalia.

The wearing of Official Regalia at occasions other than in the Masonic Temple and official worship service shall be at the discretion of the Executive members of the BCG. Misuse of official regalia shall be cause for discipline of the Executive members of the BGC by the GG. (SOP Bethel, Article XII, Section 1 and 2, page SOP-BETHEL 21.6)

APPLICATIONS

Members shall be received by application in the form prescribed by the Supreme Guardian Council. Applications shall be received and read at a Bethel meeting held prior to the time for initiation. Visitation blanks shall be referred to a visitation committee consisting of three (3) members of the Bethel and one (1) Executive member of the BGC, who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.

An application may be withdrawn by the consent of the Bethel at the request of the petitioner at any time before the ballot is taken. If the application is withdrawn or rejected the fee shall be returned to the applicant. (SOP Bethel, Article III, Section a & B, Page SOP-BETHEL 21.1 and Bylaws IN Bethel, ARTICLE II, section 1, b (2) page IN B-Bethel 1)

Election to membership shall be by a majority vote of the Executive Members of the BGC present at the regular or special meeting, of the Executive Bethel Guardian Council. The ballot shall be secret.

Per the IN Manual of Rules and Regulations – the initiation fee for membership shall be no less than seven dollars and fifty cents (\$7.50), payable at the time the application is presented. If the application is withdrawn or rejected, the fee shall be returned. Since the application fee varies from Bethel to Bethel, you need to check with your Executive Guardian Council of your Bethel to find the exact amount of the Bethel's initiation fee.

The affiliation fee is one-half (1/2) of the initiation fee. (IN SOP Bethel 2, Section 1 (c))

TERM OF OFFICE

The term of office shall be six (6) months. If the Bethel's Bylaws provide for a vacation period, the remaining months may be divided into two (2) equal terms affording each Honored Queen the same number of meetings. (SOP Bethel, Article VII, Section 1, a and b, page SOP-BETHEL 21.4)

All officers shall serve the term of office to which they were elected or appointed even though they become twenty (20) years of age before the next election.

VACANCIES IN OFFICERS

Should the Honored Queen's station become vacant during the term of office, the Executive members of the Bethel Guardian Council shall appoint a substitute to the office. A Past Honored Queen or if no Past Honored Queen is available, a Majority Member, either of whom has not been married shall be appointed to fill the vacancy, but if over the age of twenty (20) must have her CAV.

However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the Bethel Guardian Council, a special election may be held to fill such vacancy.

Notice of a special election shall be mailed to all members of the Bethel at least one (1) week prior to the date thereof.

A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately be granted her Majority Member status.

A Bethel officer shall lose her office and the honors thereof if absent three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the Bethel Guardian Council shall determine the validity of the cause. (SOP Bethel, Article X, Section A-C, page SOP-BETHEL 21.5, and Article XIII, Section 2 (a), page SOP-BETHEL 21.7)

VISITING

Active Bethel members desiring to visit another Bethel shall be required to show a dues card and be examined, unless vouched for by a Bethel member or a member of the Grand or Supreme Guardian Council.

Urge the Daughters of your Bethel whenever they have a friend from another Bethel as a guest to introduce her to the Guardian, Associate Guardian, Honored Queen and as many Daughters as possible.

When visiting in another Bethel, you remain seated and do not take part in the ceremony for the Pledge of Honor for Adults.

Whenever the Honored Queen raps her gavel three times EVERYONE in the Bethel arises.

After the Bible is open and the Chaplain is in kneeling position, all Job's Daughters assume the attitude of prayer with the Chaplain. You release it as the Chaplain does. The ONLY exception to this rule is that of the Closing Ceremony Prayer, the Officers and members retain the attitude of prayer until the Chaplain has closed the Bible.

All members of Job's Daughters shall rise and give Honors under Escort, Introductions, and Honors. Majority Members MAY do so. Do not rise when according a hearty welcome.

Whenever the Honored Queen prefaces instructions with "Daughters...", you as a visiting Job's Daughter will participate in that part of the meeting.

SPECIAL DISPENSATIONS

Whenever a meeting is changed, date, time, or location, a special dispensation needs to be requested. This must first happen as a motion in the Bethel meeting to make the change or by a motion during an Executive Bethel Guardian Council meeting. This must be voted on in a Bethel meeting as well. Certain dispensations have a monetary amount that the Bethel must pay to have issued. Others have no fee. See Supreme Constitution and Bylaws SOP Bethel 12.2 section 6 Dispensation. The special dispensation must be requested by the Bethel Guardian Council from the Grand Guardian in advance of the change happening. The Special Dispensation is read as an Order of Business (see the ritual for position in Order) during the changed meeting. (SOP Bethel 18, Section 1-7, page SOP-BETHEL 18.1)

AMENDMENTS TO BYLAWS

EACH Chartered Bethel shall adopt within thirty (30) days from the date of Charter a code of Bylaws conforming with the Constitution and Bylaws of Job's Daughters International and the Manual of Rules and Regulations of the Grand Guardian Council of Indiana and submit one copy to the Grand Guardian and five copies to the Chairman of the Jurisprudence Committee of the Grand Guardian Council for approval. (Bylaws Bethel, Article I, Section 1 page B-Bethel 1)

These bylaws may be amended by presenting to the Bethel in writing the proposed amendment. (signed by three members in good standing) and a copy of the proposed amendment sent to each member of the Bethel, after which it shall lay over at least thirty (30) days before action can be taken. A two-thirds (2/3) vote of the Bethel members voting shall be necessary to adopt such amendment.

One copy of the Bylaws or amendments shall be submitted on Form 50 by the Guardian Secretary to the Grand Guardian and five (5) copies to the Chairman of the Jurisprudence Committee of the Grand Guardian Council of Indiana who shall forward to the other members of the committee. One copy shall be retained by the Grand Guardian, one (1) copy filed in the Grand Secretary's office, and one or more copies as signed and approved by the Grand Guardian and Chairman of the Jurisprudence Committee shall be returned to the Bethel.

Bylaws or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the Grand Guardian Council. Amendments to Bylaws shall be returned to Bethels submitting same within sixty (60) days after receipt of said Bylaw. (SOP Bethel, Article XV, Sections 1 & 2, page SOP-BETHEL- 21.8 and IN SOP Bethel, Article XV, Section 1 (IN b) and Section 2 (IN b and IN c), page IN-SOP-Bethel-21-8)

MAJORITY MEMBERS

Section 1. Majority Member (a) Upon becoming twenty (20) years of age, or married or pregnant prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.

(1) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.

(2) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.

(3) If she becomes pregnant, she shall be entitled to all the rights and privileges of a member except voting and holding office. (b) She shall be exempt from further payment of dues.

(SOP – BETHEL P ARTICLE XVIII SPECIAL MEMBERS, PG SOP-BETHEL 21.9)

MEMBERS OF HONOR

An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the Bethel and given a Member of Honor Certificate (Form 170) by a majority vote of the members of the Bethel and upon approval of the Executive members of the Bethel Guardian Council. (SOP Bethel, Article XVIII, Section 2(a) and IN SOP Bethel, Article XVIII, Section 2(a), page IN-SOP-Bethel-21-10)

USE OF JDI TRADEMARKS

Registered Trademark to be used:



Job's Daughters
INTERNATIONAL

The official emblem, JDI Logo, and the name “Job’s Daughters International” are all registered trademarks of the Order.

The names and phrases “Job’s Daughters”, “IYOB FILIAE”, and “Daughters of Job”, “International Order of Job’s Daughters”, “IOJD”, “JDI”, and “J D International” are protected by Job’s Daughters International and by the Board of Trustees from inappropriate use.

As stated in the Constitution and Bylaws under “Policies – Board of Trustees”, Bethels may use the Three Point Emblem, the JDI Logo or the name, “Job’s Daughters International” for printing stationary, programs, invitation, napkins, and Bylaws without applying for permission.” Permission to use our trademarks for any other purpose must be obtained from the Board of Trustee Liaison by completing Form 280 found on the Supreme Website.

USE OF OTHER TRADEMARKED MATERIAL

It is imperative that JDI members, Bethels, and jurisdictions respect the copyrighted material and trademarks of other individuals, organizations, and corporations. Specifically, this includes the use of cartoon characters, mascots, logos, advertising slogans, etc., without written permission. To copy and reproduce any copyrighted or trademarked material without written permission is **illegal**. This includes copying material from the internet without permission from the owner. (Bylaws SGC, Article VI, Section 2, b (7) on page B-SGC 5, Pol-BOT-4, pages BOT-POL-4.1-4.3)

MARSHAL

This book is designed to help you plan ahead. You should familiarize yourself with all aspects of it so that you are aware of what is coming up and what is expected of you on your journey in the elected line of a Bethel. Guide and Marshal, teamwork is essential for the two of you to perform your duties. Whenever you leave the West to perform any duties requested, you are to listen for the Honored Queen to rap that order of business done, and then return to your station in the West without further instructions, turn toward each other and be seated.

Marshal – You should be completely familiar with the duties of the Marshal as outlined in the ritual under “Preparation of the Bethel Room” on pages 12-15.

You should also be completely familiar with the instructions for the Marshal concerning presentation of and escorting the “National Emblem” (Ritual pages 33-35). These instructions are not optional and should be practiced prior to the first meeting.

If in your Bethel the Marshal or Guide escorts the Bethel Flag into the Bethel room, make sure you know the instructions (Ritual pages 35-37).

Lining up the Bethel Officers at the Preparation Room door (“our little children three, four, five)

Outer Guide	Our
Librarian	Little
Chaplain	Children
Third Messenger	Three
Fourth Messenger	Four
Fifth Messenger	Five
Senior Princess	

Marshal: Duties Specific to my Bethel

GUIDE

Guide – YOU re the introduction for the Candidates to your Bethel. They meet YOU first. YOU direct them through the story. YOU lead the Members of your Bethel in telling the story we all share.

Lining up the Bethel Officers at the Anteroom Door (“In right time, one, two”)

Inner Guard	In
Recorder	Right
Treasurer	Time
First Messenger	One
Second Messenger	Two
Junior Princess	
Honored Queen	

Your confidence in yourself, your ritual work, and your compassion for the candidates is most important. You should make sure that you instill in the candidates that you will not lead them astray during the ceremony in any way.

Each Bethel has specifically designed duties for each elected office. You should add to this section any duty or responsibility that your Bethel requires of you in the office.

Guide: Duties Specific to my Bethel

JUNIOR PRINCESS

This is the term where you make some of the decisions for your term. You must familiarize yourself with the Honored Queen's duties so that you can be ready to make final decisions as Senior Princess. Begin making a list of the things you would like to do during your term, remembering to include the 2/3 project, honoring our founders, and if your Bethel requires it, a money-making project of some kind.

One very important duty of the Junior Princess is to see that the instruction cards are filled out and in the proper order. Each Bethel has its own system for categorizing the introduction cards. You need to become very familiar with your Bethel's system and the rules concerning the order of introductions. Your Grand Deputy should assist you in this task at the Official Visit. Special instructions may not always be in the directory.

The introduction cards should have only Current Titles. Non-JDI titles should not be included. Deputies or Members of Honor are introduced only at the Bethel where it applies. All presiding officers of other Masonic Family Organizations (escort Category 20) are to be escorted. This includes Grand Officers who are presiding Officers. Honored Queens should be familiar with the appropriate honors prior to the Official Visit, the Grand Deputy, Bethel Guardian, or Associate Bethel Guardian shall assist the HQ with the proper pronunciation of names of Grand Officers, Grand Bethel Honored Queen, Miss Indiana Job's Daughters.

Order of Escorts is in the Ritual on pages 49-53. Under section 20 Other to escorted, remember that these must be approved by the Executive Bethel Guardian Council prior to the meeting. Always remember that the Worshipful Master and/or Grand Master of the state of Indiana is the last one Escorted.

Bethel Guardian Council, Bethel Honors should be given to Grand Officers, Bethel Guardian, Associate Bethel Guardians, Past Jurisdictional Guardian, and Past Associate Jurisdictional Guardians. Grand Honors should be given to Supreme Officers, Past Grand Guardians, Past Associate Grand Guardians along with the Grand Bethel Honored Queen and Miss Indiana Job's Daughters. (For the order of these additional categories see the Supreme Constitution and Bylaws under Standard Operating Procedures – Bethel, SOP-BETHEL-6 ESCORT, INTRODUCTIONS, AND HONORS page SOP-BETHEL 6.1)

SENIOR PRINCESS

This is an exciting time for you in the Bethel. You should be finalizing planning for your term and perfecting your plans so that you can smoothly transition from the term you are currently in. The very best way to do this is to make sure your plans are complete and that the Bethel Guardian Council is aware of what you want to do each step of the way. Each term, whether Fall term or Spring term, have certain things that must be done during them per Bylaws.

FALL TERM:

- 1) Installation – After Grand Session – Bethel Bylaws mandate which month to plan for.
- 2) Miss Job’s Daughters Pageant (optional)
- 3) Job A Rama
- 4) Masonic Home Day
- 5) Job’s Daughters Week – October – 2nd full week of the month – plan to do something to make your community more aware of your Bethel. Check the Supreme website for many ideas to do this week, these are often connected to the Supreme Spirit Award.

SPRING TERM:

- 1) Installation – Bethel Bylaws mandate which month to plan for
- 2) Ritual Contest (optional)
- 3) Coronation Ball (optional)
- 4) Honor our founder Mother Mick and Mother Jacobs – March
- 5) Have Bethel do recommendations for Council – April
- 6) Grand Session (optional)

BOTH TERMS:

- 1) The two-thirds (2/3) project
- 2) All Day School of Instruction
- 3) Initiation
- 4) Obligation Ceremony or Majority Ceremony
- 5) Go To Church Sunday
- 6) Election Talk
- 7) Election
- 8) Installation

NOTE: SOP Bethel 9, Meeting Section 3 (a, 2) page SOP-Bethel 9.2) “The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.”

Bethel Installation

INSTALLATION PROTOCOL AND LAW BOOK INFORMATION FOR BETHEL INSTALLATIONS

The Senior Princess will consult with the Executive members of the Bethel Guardian Council regarding her installation plans, the Installing Officers and Committees, as well as her plans for fund raisers, special meetings for the term and her tentative calendar.

Installation shall take place during the months of June and December unless Bethel Bylaws allow for a different time. The first or second meeting in the month of June or December may be an open meeting for the purpose of Installation.

A daughter **shall not be installed** into office unless her dues are paid to the end of the ensuing term ... No officer shall be installed by proxy.

The **Installing Officer** of a Bethel shall be its own retiring Honored Queen.

The other Installing Officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as Installing Officers. (The Executive members of the Bethel Guardian Council shall approve the selection of all other Installing Officers. When it is impossible to fill the station of Musician according to these requirements, a musician without such qualifications may serve provided the Executive members of the Bethel Guardian Council approve.

If an Honored Queen elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person. **She may not serve as the Installing Officer.** When there are not enough Past Honored Queens or Majority Members of a Bethel to serve as Installing Officers, the Honored Queen elect may ask Honored Queens, Past Honored Queens of other Bethels to assist as Installing Officers.

Whenever possible, assisting Installing Officers, i.e., Acting Marshal, Acting Musician, Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of Job's Daughter International. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies.

The Executive members of the Bethel Guardian Council shall approve the selection of all other Installing Officers. The Installation of the Bethel Officers shall be conducted per the Indiana Grand Guardian Council Book of Ceremonies or the Supreme Book of Ceremonies.

There shall be no open flame equipment used, such as candles and/or candelabra at any Bethel Meeting or Installation. Electrified Candles and/or candelabra are permitted.

Bethel room set-up and other details necessary for Installation should be reviewed with the assistance of the Bethel Guardian. (SOP Bethel 8, Section 1& 2, Page SOP-Bethel 8.1)

INSTALLATION PLANNING CHECKLIST

DATE	
TIME	
PLACE	

BE SURE TO RESERVE THE LODGE

COLORS	
FUN EMBLEM	
SERIOUS EMBLEM	
FLOWER	
SONG	
THEME	
MOTTO	
QUOTE	
POEM	
WATCH WORDS	
SCRIPTURE	

INSTALLING OFFICERS

INSTALLING OFFICER	
INSTALING GUIDE	
INSTALLING MARSHAL	
INSTALLING RECORDER	
INSTALLING CHAPLAIN	
INSTALLING MUSICIAN	
INSTALLING SR CUSTODIAN	
INSTALLING JR CUSTODIAN	
ACTING MARSHAL	
ACTING MUSICIAN	

ALL MUST BE PRESENTED TO BETHEL GUARDIAN COUNCIL FOR APPROVAL
CHECKLIST of what to PRESENT to BETHEL GUARDIAN COUNCIL

For INSTALLATION

Items to be presented	Date Presented	Date Approved	Notes, Reminders, Suggestions
Installation date and time			
Theme, colors, choices			
Carrying pieces			
Music			
Installing Officers			
Appointed Officers			
Host/Hostess Mistress/Mast of Ceremonies			
Floor Plan			
Entrance Ceremony			
Flowers			
Program sample/ideas			
Invitations			
Term Calendar Fun projects			
Term Projects/goals (i.e. 2/3 project)			

Please know that you are encouraged to bring your parents to the Council Meetings when your proposals are being presented.

Items to review with Bethel Guardian

Items	Date Completed	Reminders/Notes
Review list of invited Guests		
List of persons receiving flowers		
Presentations – allowed/not allowed		
Your remarks after installation, special introductions, and closing		

APPOINTED OFFICERS

The following is a list of Appointed Officers that will be finalized with the Bethel Guardian Council.

YOU CANNOT PROMISE ANY DAUGHTER A SPECIFIC OFFICE. This is just a worksheet to present to the Council. They may suggest changes so you should listen to and work with your Council members. It is all open to discussion and resolution.

Senior Custodian: _____

Junior Custodian: _____

Recorder: _____

Musician: _____

Librarian: _____

Treasurer: _____

Chaplain: _____

1st Messenger: _____

2nd Messenger: _____

3rd Messenger: _____

4th Messenger: _____

5th Messenger: _____

Inner Guard: _____

Outer Guard: _____

NOTES: _____

BETHEL OFFICERS APPROVED BY BETHEL GUARDIAN COUNCIL

STATION	NAME
Honored Queen	
Senior Princess	
Junior Princess	
Guide	
Marshal	
Recorder	
Treasurer	
Chaplain	
Librarian	
Musician	
First Messenger	
Second Messenger	
Third Messenger	
Fourth Messenger	
Fifth Messenger	
Senior Custodian	
Junior Custodian	
Inner Guard	
Outer Guard	

Be sure to verify all the names are spelled correctly in Installation Program.

HONORED QUEEN

Congratulations – you are the Honored Queen of your Bethel. With this office comes a lot of responsibility. It is your job to carefully plan each meeting and activity for the term. You must organize functions, making sure that the Council approves the dates, times, and cost of these functions before you announce them. You must appoint a Pledge Committee and Auditing Committee and announce them no later than the first meeting of your term. You must have a clear plan for each of your meetings. This includes counseling with the Bethel Guardian several days prior to the meeting to make sure that you know what needs to be brought up under reports, unfinished business, and new business.

You are encouraged to set goals for your term. Goals should be considered prior to the beginning of your term. That way the goals are set in your mind as what you would like to accomplish during that reign, and you can base your decisions with every project on whether or not it helps you get where you want to be! Consider goals that are concrete and can be measured. For instance, initiate 5 new members, or raise \$300.00 in fundraisers, or have at least 3 fun projects that we can invite friends to. Plan tasks/activities that will help you reach your goal. Remember to think about deadlines for your goals and how they relate to one another. For instance, if your fundraisers are to support the girls all going on a King's Island trip, be sure to have your fundraisers early enough that the money is in before the trip. Please be sure to share your goals with your Bethel Guardian Council for feedback, assistance, and approval.

To make your term more enjoyable, it is always a nice idea to have special meeting themes. These are themes for the meeting and can be a lot of fun planning. These meetings can be planned around invited guests or around the daughters of your Bethel. Get the daughters involved in planning these meetings by asking them to make special decorations or learn a special ceremony for the evening. Invited guests are impressed with the fact that you and your officers went to the trouble of doing something extra just for them. Be sure if you want a particular group, like the Masons, Eastern Star, Amaranth, Shrine, or Past Honored Queens, to attend that you send out invitations in advance as they can plan to be there. Here are some ideas for special themes:

- 1) Past Honored Queens Night
- 2) Majority Night
- 3) Masonic Heritage Night
- 4) Eastern Star Night
- 5) Game Night
- 6) Random Acts of Kindness Night
- 7) Jobie-to-Bee Night
- 8) Honor council Night
- 9) Obligation Ceremony Night
- 10) Favorite Stuffed Animal Night
- 11) Pen Pal Night
- 12) Honor Parents/Grandparents Night
- 13) Bethel Birthday Night (date Instituted)
- 14) Check the Internet for obscure holidays

Each term the Bethel is required to have a two-thirds (2/3) money making project. This project is to help fund the Promotion Fund and the Education Fund. You are required to have a money-making project and split the proceeds 3 ways, one-third (1/3) goes to the Bethel, the other two-thirds (2/3) is to be sent to the Grand Secretary to be split between the Education Fund and Promotion Fund.

You must make sure that you have gone over introductions and gotten the council's approval for any of the categories listed under category 20 in the Ritual.

The Honored Queen may have her Order of Business in her planning book, but no part of the ritual may be copied. (Planning sheets for each meeting have been included in this book to assist you.)

Remember that there are certain meetings that are different and that you must be prepared to lead the Bethel through these. One of these is the election of officers. (See the following pages for direction on elections.)

Another one of these is for the Honored queen who will serve during the January to June term; it is Recommendations for Council. Please remember that all the daughters **recommend** the CAV adults for positions on the Bethel Guardian Council as does the Bethel Guardian Council **recommend** CAV adults for Bethel Guardian Council positions but the decision of who will serve in these positions is totally up to the Vice Grand Guardian. Please make sure that your Bethel daughters know that to recommend someone for a position on the Bethel Guardian Council, the daughter or daughters must have the permission of that adult to write their name down.

GO TO CHURCH SUNDAY

There shall be an official worship service during each Bethel Term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the Bethel Guardian Council.

Talk to your minister and see if you could have your Bethel as special guests in the church you attend during your term as Honored Queen. Some of the Bethels make this a family affair and enjoy a "favorite" dish dinner together following the service.

St. John the Baptist and St. John the Evangelist are the two patron saints of Masonry. The Master Masons of Indiana worship together on a Sunday near June 24th (St. John the Baptist's Day) and December 27th (St. John the Evangelist's Day). (SOP Bethel 9, Section 3 (c), page SOP-Bethel 9.2)

Bethel Installation

INSTALLATION PROTOCOL AND LAW BOOK INFORMATION FOR BETHEL INSTALLATIONS

The Senior Princess will consult with the Executive members of the Bethel Guardian Council regarding her installation plans, the Installing Officers, and Committees, as well as her plans for fund raisers, special meetings for the term and her tentative calendar.

Installation shall take place during the months of June and December unless Bethel Bylaws allow for a different time. The first or second meeting in the month of June or December may be an open meeting for the purpose of Installation.

A daughter **shall not be installed** into office unless her dues are paid to the end of the ensuing term ... No officer shall be installed by proxy.

The **Installing Officer** of a Bethel shall be its own retiring Honored Queen.

The other Installing Officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as Installing Officers. (The Executive members of the Bethel Guardian Council shall approve the selection of all other Installing Officers.) When it is impossible to fill the station of Musician according to these requirements, a musician without such qualifications may serve provided the Executive members of the Bethel Guardian Council approve.

If an Honored Queen elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person. **She may not serve as the Installing Officer.** When there are not enough Past Honored Queens or Majority Members of the Bethel to serve as Installing Officers, the Honored Queen elect may ask Honored Queens, Past Honored Queens of other Bethels to assist as Installing Officers.

Whenever possible, assisting Installing Officers, i.e., Acting Marshal, Acting Musician, Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of Job's Daughter International. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies.

The Executive members of the Bethel Guardian Council shall approve the selection of all other Installing Officers. The Installation of the Bethel Officers shall be conducted per the Indiana Grand Guardian Council Book of Ceremonies or the Supreme Book of Ceremonies.

There shall be no open flame equipment used, such as candles and/or candelabra at any Bethel Meeting or Installation. Electrified Candles and/or candelabra are permitted.

Bethel room set-up and other details necessary for Installation should be reviewed with the assistance of the Bethel Guardian. (SOP Bethel 8, Section 1& 2, Page SOP-Bethel 8.1)

BETHEL MEMBERS

Name: _____ cell phone: _____ home phone: _____
Address: _____

Name: _____ cell phone: _____ home phone: _____
Address: _____

Name: _____ cell phone: _____ home phone: _____
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Name: _____ cell phone: _____ home phone: _____
Address: _____

BETHEL GUARDIAN COUNCIL

GUARDIAN

Name: _____ cell phone: _____ home phone: _____
Address: _____

ASSOCIATE GUARDIAN

Name: _____ cell phone: _____ home phone: _____
Address: _____

GUARDIAN SECRETARY

Name: _____ cell phone: _____ home phone: _____
Address: _____

GUARDIAN TREASURER

Name: _____ cell phone: _____ home phone: _____
Address: _____

GUARDIAN DIRECTOR OF (MUSIC, EPOCHS, OR PROMOTION)

Name: _____ cell phone: _____ home phone: _____
Address: _____

OTHER: _____

Name: _____ cell phone: _____ home phone: _____
Address: _____

OTHER: _____

Name: _____ cell phone: _____ home phone: _____
Address: _____

OTHER: _____

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Address: _____

OTHER: _____

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Address: _____

OTHER: _____

Name: _____ cell phone: _____ home phone: _____
Address: _____

BETHEL COMMITTEES

STANDING COMMITTEES (Standard Operating Procedures-Bethel, ARTICLE IX
Committees- Section 1, page SOP-BETHEL 21.5)

After installation, the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:

- (1) Auditing Committee, - *checks and signs the bills before each Bethel Meeting*. Shall be composed of three (3) members. Refer to the Ritual for an explanation of duties.
- (2) Pledge Committee – *leaves the Bethel room to give the Pledge of Honor to late, unobligated visitors*. Shall be composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).

- (3) Proficiency Committee, - *assists Daughters in learning the Proficiency Lessons*. Shall be composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.
- (4) Preparation Committee – *instructs the candidates on what to do and how to answer during Initiation. (ritual page 83)*
Guide, Marshal, 2 members of the Bethel Guardian Council (at least one female and preferable the Promotor of Sociability)

OPTIONAL COMMITTEES:

- ❖ Calling
- ❖ Sunshine
- ❖ Bethel News
- ❖ Hospitality
- ❖ Sociability
- ❖ Philanthropic
- ❖ Activities
- ❖ HIKE

PHILANTHROPIC (CHARITY) PROJECT IDEAS

JOB'S DAUGHTERS INTERNATIONAL

HIKE (Hearing Improved Kids Endowment)
Ethel T. Wead Mick Fund
(maintain Memorial Room at the International Center and our Founder's
Gravesite in Nebraska, leadership training and scholarships)
Miss International and Supreme Bethel Honored Queen Travel Fund

INDIANA JOB'S DAUGHTERS

Job's Daughters Project
(Determined by the Grand Guardian)
Educational Foundation
Education and Promotion Funds
Grand Bethel Scholarship Fund

MASONIC CHARITIES

Shriner's Hospital
Scottish Rite Learning Center
Knights Templar Eye Foundation
Order of Eastern Star – Worthy Grand Matron's Project
Order of the Amaranth – Diabetes

IN OUR COMMUNITY

Food Pantry
Women's/Children Shelters
Meals on Wheels
Nursing Homes
Hospitals
Community Clean-up
Habitat for Humanity
Humane Society

Bethel Guardian Council Meetings – items for you to take to the monthly meetings.

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

OFFICIAL VISIT PLANNING SHEET

Official Visit Date: _____ Time: _____

Place: _____ Bethel(s): _____

Practice Place: _____ Date: _____ Time: _____

Honored Queen(s)

_____ Phone/email: _____
_____ Phone/email: _____

Bethel Guardian(s)

_____ Phone/email: _____
_____ Phone/email: _____

Grand Deputy(s)

_____ Phone/email: _____
_____ Phone/email: _____

Theme: _____

Ceremony: _____

Baby Dedication: _____

Get names of babies and parents to the Grand Guardian:

Purple & White Ribbons for baby(s): _____

Gift from Bethel for Baby(s): _____

Invitations: _____ # needed: _____

Programs: _____ # needed: _____

Vouchers: _____ # needed: _____

List of Officers & Council Members:

Decorations: _____

Dinner/Refreshments (type, time, place, cost): _____

Special Escorts: _____

Coin March donated to: _____

Gifts (GG, AGG, GBHQ, DEPUTY, MISSES, OTHERS?)

Honored Queen (folders for GG, AGG, & GBHQ – nice to include the Misses also)

- 1) Your Picture
- 2) Picture of Bethel, Lodge Building, activities
- 3) Installation invitation and program
- 4) Copies of newsletter or newspaper articles about the Bethel
- 5) Copy of Librarian's Report
- 6) A short note talking about your Bethel and the plans for your term

Librarian's Report: _____

Other Notes: _____

BABY DEDICATION

BABY DEDICATION IS FOR BABIES PRIOR TO SCHOOL AGE AND ONLY BABIES OF MAJORITY MEMBERS'S OF JOB'S DDAUGHTERS

Purple and white ribbons and gift are furnished by the Bethel for each child. The BG sits with the GG on the South side. The ABG sits with the AGG on the north side of the room. The HQ leads, the Sr and Jr Princesses follow, leading remaining Officers. The Officers assume their stations. Musician plays appropriate march music. (Page 145, Plate 17)

HQ: One rap of gavel.* Chaplain, you will attend at the Altar. Three raps of gavel ***

Musician plays "Jesus Loves Me." Chaplain uses customary floor plan to reach Altar, open Bible reverently, then resumes her station without prayer. HQ gives one rap of gavel. *

HQ: Guide and Marshal, you will escort parents and babies west of the Altar.

Guide and Marshal go to Preparation Room in regular manner, line parents with babies behind Guide and ahead of Marshal. Re-enter at the Anteroom door on the South Marching Line to Altar Line, turn and march north, turn west between Altar and station of Chaplain to a point in line with First and Third Messengers chairs. If more than three, form a semicircle between First and Third Messengers chairs. March music.

HQ gives gavel to Sr Princess, descends dais to East Line. GG and BG join HQ on East Line. AGG and ABG leave North side of Bethel room and join HQ, GG, and BG. All walk together, forming a straight line, and stop online east of Altar. GG, AGG, and HQ each speak using Baby Dedication Book furnished by GG.

ABG introduces babies and parents.

SP gives three raps of gavel before prayer and one rap of gavel after prayer. Musician shall play a baby lullaby, or it may be sung during presentation of ribbons and gift. HQ goes west of Altar to tie ribbons on wrist of each baby. GG follows to present Baby Dedication Book and BG presents gift. **DO NOT PLACE GIFTS ON ALTAR.**

When all return to their places in line with AGG and ABG, GG thanks parents, and they all step back together to the East Line and resume their stations.

HQ: Guide and Marshal, you will escort parents and babies outside the Bethel room. (March music) **HQ:** (After Guide and Marshal have returned to their stations.) **Chaplain, you will attend at the Altar.** Three raps of gavel. ***

Chaplain reverently closes the Bible and returns to her station.

One rap of gavel. *

HQ: The officers will retire.

Two raps of gavel. ** HQ leads out, Sr and Jr Princesses follow, remaining officers fall in line. Use reverse procedure of diagram. (Page 145, Plate 17)

AGENDA FOR FIRST JUNE MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Applications of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND JUNE MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST JULY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Read and approve Bethel Guidelines/Recommendations (used to be Standing Rules)
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND JULY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST AUGUST MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND AUGUST MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST SEPTEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND SEPTEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST OCTOBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND OCTOBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST NOVEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. READ ELECTION TALK
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND NOVEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. ELECTION OF LINE OFFICERS
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST DECEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot **(only announce if initiating)**

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND DECEMBER MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST JANUARY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot **(only announce if initiating)**

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Read and approve Bethel Guidelines/Recommendations (used to be Standing Rules)
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND JANUARY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST FEBRUARY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND FEBRUARY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST MARCH MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND MARCH MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Reading of SOP Bethel 12 Section 3 Eligibility and Bethel 15, Section 1 a-e by Bethel Guardian
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST APRIL MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Ballot on Council Recommendations
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND APRIL MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

1. _____
2. _____
3. _____
4. _____

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR FIRST MAY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Read Election Talk
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

AGENDA FOR SECOND MAY MEETING

Date: _____

Theme: _____ Honor Night for: _____

Special Dispensation No [] Yes []

Roll Call

Report on Ballot (**only announce if initiating**)

Ceremony

Reading of Minutes

Treasurer's Report

Communications

Petitions of Membership Reports:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Unfinished Business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

New Business:

1. Election of Line Officers
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Receipts

Bills

Librarian's Report

Mothers', Fathers', and Guardians' Prayer and Song

Good of the Bethel:

- a) Introduction of the parent of new members (if initiated)
- b) Installation of Bethel Officers (if they were not present at Installation)
- c) Installation of Bethel Guardian Council
- d) Proficiency Lessons Examination
- e) Presentations (optional)
- f) Remarks (only those called upon by HQ)
- g) Coin March (optional)

Closing

Election Information

THE MEETING BEFORE ELECTION OF OFFICERS THE ELECTION TALK IS TO BE READ AS THE FIRST ORDER OF NEW BUSINESS.

(SEE ELECTION TALK)

The elective officers of each chartered Bethel shall be: Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

The election shall take place the second meeting in the months of May and November and the Installation shall take place during the months of June and December. (Unless your Bethel Bylaws read differently concerning the month that installation takes place). The first or second meeting in the months of June and December may be for the purpose of installation without formal opening and closing.

Bethels may provide in the Bylaws for the election and installation of Bethel Officers as a time by amendment to their Bylaws. (IN Standard Operating Procedures – Bethel, Article VI, Section 2, page IN-SOP-Bethel-21-4)

Elections shall be from members present, except in case of sickness or other unavoidable absence, in which case the Executive members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee.

The method of balloting shall be secret ballot. (IN C - IN Standard Operating Procedures – Bethel, Article VI, Section 2, 1(c)IN-SOP-Bethel-21-4)

(a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under reorganization.

(b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

An Honored Queen shall not succeed herself in office.

All officers shall serve the term of office to which they were elected or appointed even though they become twenty (20) years of age before the next election.

PLEASE CONSULT WITH YOUR GUARDIAN BEFORE THIS IMPORTANT MEETING AND HAVE HER HELP YOU GET IT ALL OUTLINED IN YOUR NOTEBOOK SO THAT YOU CAN CONDUCT THE ELECTION AS SMOOTHLY AS POSSIBLE. CONSULT ROBERT'S RULES OF ORDER. BE SURE THE COUNCIL IS PREPARED TO CERTIFY WHO IS ELIGIBLE FOR ELECTION. HAVE BALLOTS AND PENCILS READY. BE PREPARED TO APPOINT TWO (2) TO PASS OUT AND COLLECT BALLOTS AS WELL AS THREE (3) TO SERVE AS TELLERS. (Where possible it is a nice gesture to have Past Honored Queens do this under the supervision of your Associate Bethel Guardian.)

ELECTION TALK

(The Honored Queen shall read this at the meeting before the Election of Officers and it does not need to be read again at the time of elections.)

Next meeting, we will hold our Election of Officers to choose those who will lead our Bethel for the next six months. Please plan to be here.

The elected offices are Honored Queen, Senior Princess, Junior Princess, Guide and Marshal. Line officers should be voted up the line: Senior Princess to Honored Queen, Junior Princess to Senior Princess, Guide to Junior Princess and Marshal to Guide. However, if a Daughter has not fulfilled her oath of office, is guilty of moral misconduct, absenteeism, or persistently refuses to do her work, she may be voted out of line. This is a serious matter and should not be done without considerable thought.

To be eligible for any elective office, a Daughter must be a member of the Bethel who has passed her Proficiency Test and been in regular attendance during the entire term in which the elections are held. This means that she must have attended all regular meetings unless excused by the vote of the Executive Members of the Bethel Guardian Council.

When selecting a Daughter for Marshal, your vote may go to any eligible member of our Bethel. When making your choice for Marshal, remember that she will serve our Bethel for two and one-half years and advance to the office of Honored Queen. Some things to consider when choosing a Daughter for this important position are:

1. Does she learn her work each term?
2. Is she enthusiastic and excited about being a Job's Daughter?
3. Does she promote the Order in the community?
4. Is she loyal to the Bethel and its members?
5. Is Job's Daughters a priority in her life?
6. Does she work well with the other members and the adults?

Being a part of the elected line is an honor and a great experience. But two and one-half years is a long time, and it comes with added responsibility and hard work. Daughters in line are expected to give up other things for Job's Daughters. There will be difficult decisions, disappointments, and more is expected of a daughter in an elected position. It is natural to want to see your best friend elected, particularly if you know this is her desire, but please consider the best interests of the Bethel when you cast your vote. Remember - once a girl is in line, your loyalty belongs to her, even though she may not have been your original choice.

Electioneering of any kind is forbidden. You are not allowed to campaign for or against yourself or another Daughter to be elected to an office. Do not discuss your choices with other daughters in the Bethel and be careful of your personal remarks. Our Order is based on fraternal love and kindness and electioneering violates the principles of our Masonic heritage.

If you are not elected, remember when you joined the Order you obligated yourself to be a good Job's Daughter, and remain faithful to the teachings of Job. The Bethel needs other officers, choir and members who are just as important to the success and welfare of the order as the line officers. These officers are the Honored Queen's choice and are selected with consideration to attendance, participation, and suitability for office. The Executive Members of the Bethel Guardian Council must approve her selection.

If you have any questions about elections, please contact our Bethel Guardian.

ELECTION OF OFFICERS

(ELECTION OF OFFICERS IS THE FIRST ORDER OF BUSINESS UNDER 'NEW BUSINESS')

(There should be no conversation in the Bethel Room during the Election)

HONORED QUEEN: Election of Officers. Associate Bethel Guardian, you will please read SOP Bethel 4, Section 1 a-h, including Indiana SOB Bethel 4, Section 1 (c).

(The Bethel Guardian makes general remarks before election. It is generally understood and in general practice that a Daughter elected as Marshal shall proceed through the stations to the office of Honored Queen. If there is any reason why she is not qualified, she should be notified before the election to avoid embarrassment and humiliation. Bethel Guardian may read the list of Daughters who are qualified to hold each elective office. She should read this list in alphabetical order and ask the girls to stand as she calls their names in order that the members may be more familiar with those who are eligible.)

(The Honored Queen appoints three members to serve as Tellers. A member of the Bethel Guardian Council supervises the work of the Tellers. This is a good job for the Associate Bethel Guardian. The Tellers and Council Member approach a table placed near the Recorder's desk, or they may use the Recorder's desk and are seated.)

HONORED QUEEN: Members of Bethel No. _____ will rise and count off. *(Honored Queen says "ONE" and is seated. All members follow same procedure, calling out number and sitting as soon as it is called.*

HONORED QUEEN: There are _____ members entitled to vote. A majority of votes cast for each office is necessary for election. Blank ballots are not counted as votes, so the majority may vary depending on the number of votes cast for each office. A majority is more than one-half of the votes cast.

Example: Number of ballots = 50
 Less blank ballots = 4
 Votes cast 46

Number of votes necessary for election:
 $\frac{1}{2}$ of 46 = 23 + 1 = 24 votes

HONORED QUEEN: The Custodians will distribute the ballots.

HONORED QUEEN: You will now mark your ballot for the office of Honored Queen. *(After all members have completed their ballots) Custodians you will collect the ballots. (Use boxes or containers provided. After Custodians have placed the ballots on the teller's table) Have all balloted who desire to do so? (pause) If so, I declare the ballot closed. One rap of the gavel. Tellers, you will count the ballots.*

(First teller opens the ballot and reads the name aloud; second teller repeats the name and tallies the vote, counting 1, 2, 3, 4, tally, etc. Third teller observes. Council Member supervises and tallies the votes silently as a check when all votes have been counted, the chairman of tellers adds the number of votes cast for each person, totals blank ballots separately, also totals ineligible ballots. Ineligible ballots are those which cannot be determined as being cast for a specific person. The total of all votes cast, including blank and ineligible ballots should not exceed the number of members voting. The Chairman of Tellers reads the election report but does not announce the number of votes necessary for election.)

Number of ballots _____
Number of blank ballots (do not count) _____
Number of votes cast (include ineligible) _____

Reads each girl's name and the number of votes she received, and the number of ineligible votes, if any. Then she gives the report to the Honored Queen.

Honored Queen reads the election report:

NUMBER OF BALLOTS _____
NUMBER OF BLANK BALLOTS _____
NUMBER OF VOTES CAST _____
NUMBER OF VOTES NECESSARY _____
FOR ELECTION _____

(Reads each girl's name and number of votes she received.)

HONORED QUEEN: *(if a majority has been reached)* **By your vote you have elected _____**
Honored Queen. Do you accept?

(Honored Queen Elect should stand and reply, "yes, I accept.")

HONORED QUEEN: **I declare _____ elected Honored Queen for the ensuing term.**
or
(If a majority has not been reached.)

HONORED QUEEN: **There being no majority, we will ballot again.**

(It is permissible for a Daughter to stand and withdraw her name. She must do this of her own free will and not be pressured into it. The Honored Queen will reply "Thank You" and nothing else.)

(The same procedure is followed for each elective office.)

The Honored Queen thanks the Tellers and Council member and excuses, then says, **This concludes the Election of Officers. Recorder, you will destroy the ballots. One rap of the gavel.**

Ballot for HQ SP JP G M
(Circle office for which ballot was cast)

Number of ballots _____
Number of blanks _____
Number of ballots cast _____
(Subtract 2nd line from 1st line)
Necessary for Election _____
(simple majority, more than half, based on Ballots cast)

Ballot for HQ SP JP G M
(Circle office for which ballot was cast)

Number of ballots _____
Number of blanks _____
Number of ballots cast _____
(Subtract 2nd line from 1st line)
Necessary for Election _____
(simple majority, more than half, based on Ballots cast)

Ballot for HQ SP JP G M
(Circle office for which ballot was cast)

Number of ballots _____
Number of blanks _____
Number of ballots cast _____
(Subtract 2nd line from 1st line)
Necessary for Election _____
(simple majority, more than half, based on Ballots cast)

Ballot for HQ SP JP G M
(Circle office for which ballot was cast)

Number of ballots _____
Number of blanks _____
Number of ballots cast _____
(Subtract 2nd line from 1st line)
Necessary for Election _____
(simple majority, more than half, based on Ballots cast)

REPORT ON BALLOT

(copy one or two for each office prior to the meeting)

Report on Ballot for the office of _____

Number of Votes Cast _____

Number of Blanks Ballots _____

Number of Votes Cast _____

Number of Votes Necessary for Election _____

Names _____

(only read by the Honored Queen)

By your vote you have elected _____

As _____

_____ do you accept?

I declare _____ elected _____

For the ensuing term.

RECOMMENDATION OF COUNCIL MEMBERS

(ELIGIBILITY)

Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the Bethel Guardian Council. Refer to IN Standard Operating Procedures – Bethel, IN SOP-BETHEL-15 RECOMMENDATION FOR EXECUTIVE MEMBERS OF THE BETHEL GUARDIAN COUNCIL BY BETHEL MEMBERS, page IN-SOP-Bethel 15 1

The ballots shall be taken on Form 221 at the first meeting in April., but not later than forty-five (45) days prior to the Annual Session of the Grand Guardian Council. The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder who shall mail them to the VGG. An Executive Member of the BGC shall accompany her.

ELIGIBILITY

Those eligible for appointment to a BGC shall be at least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the YPP current CAV list provided by the Executive Manager of the Supreme Guardian Council. Executive members who have not passed the Adult Proficiency by the end of their first year shall not be eligible for reappointment to the Executive Bethel Guardian Council.

The Associate Bethel Guardian shall be a Master Mason (See POL-BOT-2) in good standing in his Lodge.

The Bethel Guardian shall be:

[a] a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, stepsister, niece, grand-niece, daughter-in-law, stepdaughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or a member of an organization basing its membership requirement on Masonic relationship

or

[b] a Past Bethel Guardian or
a Majority Member of JDI.

Adults with the eligibility of (a) or (b) above, or who are the parent, grandparent, stepparent, or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian.

A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian shall not serve as an Executive Member of the Bethel Guardian Council.

Council Recommendation Procedures

- 1) At a council meeting, current council members will vote, by secret ballot, to determine those to be recommended.
 - a. All Executive and Associate Council Members vote for Executive Council positions.
 - b. Executive Council Members vote for Associate Council positions.
 - c. Committee Chairman do not vote
- 2) After this council meeting, two copies of form 222 are to be sent to the Vice Grand Guardian () This should happen no later than 60 days prior to the Annual Session. If forms are not received by the VGG by the correct date, the council members (NOT the Bethel) must pay a \$50.00 fine.
- 3) At the first Bethel meeting in April, Daughters will submit their recommendations for the Executive Council. These should be place in the envelope provided, sealed in front of the Daughters, and a Daughter should mail them to the VGG
 - a. At least 30 days prior to this Bethel meeting, the BG or ABG should read the Supplemental Instructions to the Daughters.

NOTE: Committee Chairman are not to be appointed until after the New Council is installed. Chairman appointments must be reported to the Grand Guardian and acknowledged before the appointment takes effect.

