

WELCOME TO JOB'S DAUGHTERS

This Handbook has been put together as a tool for all Bethel Councils. The information in the Handbook is intended to serve as a guide to assist you in building the leadership of your Bethel with confidence. It is intended that it be shared with everyone involved with the Bethel leadership. It has been constructed to allow the pages to be lifted out and copied.

*It is important to note that this is a guide. **It does not replace the Bylaws.** You should continue to rely on your Bylaws to guide you in the operation of your Bethel.*

The Handbook consists of information that has been useful to Bethels in the state of Washington. If the information has come from the Bylaws, there will be a reference where you can find it for complete review. You can access the Bylaws online at www.iojd.org (click the “Constitution and Bylaws” tab on left menu.) The green, Washington Pages, are also available online at www.waiojd.org.

If your Bethel has information that you feel will be useful to other Bethels, please send it to the Grand Secretary for consideration. We will add new information as this Handbook is revised and updated in the future. If something is working well for you, it will probably be useful to other Bethel Guardian Councils.

Thank you to those who have contributed to this Handbook and to those who have shared and used the contents of this Handbook to strengthen their Bethel.

**WASHINGTON
JOB'S DAUGHTERS
Mission Statement**



We are a ***premier*** organization for ***young women*** that provides a wholesome environment based on the foundation of high morals, love of country, love of family and friends and respect for others throughout the world.

We are a living organization dedicated to meeting the needs of young women ***today*** and their challenges of ***tomorrow***.

We are a ***quality*** organization that fosters a sense of pride in achievement for each and every member as they prepare to become the adult leaders of the future.

BETHEL GUARDIAN COUNCIL

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**GENERAL GUIDELINES
FOR
*PERFORMANCE OF DUTIES***

The Bethel Guardian Council is to provide adult supervision of all Bethel meetings and activities held in the name of the International Order of Job's Daughters for the Bethel they serve.

All Bethel Guardian Council members should be thoroughly familiar with the duties they have to perform. A copy of their duties, along with a current copy of the Bethel Bylaws, should be given to them at the time of their installation. A copy of the bylaws can also be found at www.iojd.org and the Washington Pages at www.waiojd.org.

The Bethel Guardian Council should advise and assist the Daughters in their work to see that they work within the framework of the Bylaws and Ritual. They should teach and guide the Daughters, being cautious to not dominate the activities of the Bethel. The organization is for the Daughters, and they should be allowed to develop projects, which have been approved by the Bethel Guardian Council with as much freedom as possible, as long as they observe the laws and regulations of the Order. It is important that the Daughters be taught to honor the obligations they take at initiation. In order to teach this properly, the Bethel Guardian Council must also honor its obligations in a praise-worthy manner, so that the Daughters will have an excellent example.

YOU AS A COUNCIL MEMBER

Your duty as a Council member shall be to help each Daughter become a happy, confident, and useful member of her Bethel, home, school, and community. Also, it is also your duty to assist each Daughter in learning to work and relax together. Teach them, guide them and help them to learn and to have a good time while they learn.

Your presence as an advisor is what helps to make a good Bethel. You, too, should have a good time as you do things **with**, rather than **for** the Daughters. You should assist the Daughters to learn, starting with what you already know. You should introduce activities and learning that will make their lives more enjoyable as well as more useful to others. When they become interested in an idea new to you, learn along with them by encouraging them, not discouraging them.

Encourage activities that are different from those they have in school or church. You should aid them in living up to the aim and name of Job's Daughters in these activities.

When conflicts arise that the Daughters have difficulty settling themselves, point out the need for fairness, kindness, and unselfishness in finding a reasonable settlement. Your own calm attitude and example can do this. Often it will be necessary for you to help the Daughters talk out their troubles to reach an agreement. You must **not** scold, preach or threaten. **Do** remind, explain, and encourage.

Help the Daughters take responsibility for Bethel affairs. They should feel that this is their organization and that everyone has a part in choosing, planning and carrying out Bethel projects. Teach them how to run the business of the Bethel smoothly.

Every organization has details to manage. You, through your monthly Bethel Guardian Council meetings, help the Daughters to handle as much of this business as is possible for them. Remember - you are an example for these Daughters to emulate! Help them do their share by doing yours. They will do as you do, far sooner than as you say.

Evaluate your leadership as a member of the Bethel Guardian Council. Spend some of your time reflecting on the purposes of Job's Daughters and your responsibilities as a member of the Bethel Guardian Council. Don't be too hard on yourself, but be honest!

CHALLENGES WITH A BETHEL GUARDIAN COUNCIL THAT CAN HAMPER THE GROWTH OF A BETHEL

- Lack of Knowledge. Failure to use: 1. Bylaws 2. Ritual 3. Council Handbook.
- Failure of Council members to fulfill their obligations and duties.
- Failure of the Bethel Guardian and Associate Bethel Guardian to delegate responsibilities to other council members.
- Failure of the Bethel Guardian to allow or cause the Associate Bethel Guardian to be responsible for his duties.
- Failure to lay down the gavel (especially by Jr. Past Bethel Guardians).
- Failure of outgoing Council members to turn over information and properties to the incoming Council Members.
- Failure of outgoing Council members to assist the incoming Council members with information and instructions.
- Lack of proper recognition, cultivation and use of parents: especially parents of new initiates!
- Lack of hospitality toward visitors - both adults and Daughters.
- Bickering and petty differences within the Bethel Guardian Council: especially ones dealing with individual personality conflicts.
- Forgetting that this is a **GIRL'S** organization. Council Members are there to guide them as their counselors and advisors.
- Failure to take advantage of the many tools and opportunities available. That is, failure to attend the workshops and other functions designed to assist Bethel Councils do their best.

HELP THE GRAND COUNCIL BY HELPING YOURSELVES FIRST!!

BETHEL GUARDIAN COUNCIL

GENERAL INFORMATION

The object of the Bethel Guardian Council is to provide adult supervision at all Bethel meetings and activities held in the name of the International Order of Job's Daughters. The Executive Guardian Council is additionally charged with providing instruction according to the principles of the Order at all convocations. Set a good example and see that the members of the Bethel conduct themselves according to the same standards while attending Bethel activities.

MEMBERSHIP

1. Shall consist of no more than nine (9) members (C-BGC 1).
2. Executive Members (5 members total)
 - a. Guardian
 - b. Associate Guardian
 - c. Guardian Secretary
 - d. Guardian Treasurer
 - e. Guardian Director of Music or Guardian Director of Epochs
3. Associate Council Members (4 members total)
 - a. Minimum of two (2) of the following positions
 - I. Promoter of Sociability
 - II. Custodian of Paraphernalia
 - III. Director of Epochs or Director of Music
 - IV. Promoter of Finance
 - b. Plus a maximum of two (2) additional positions from the Above list and/or the following:
 - I. Promoter of Hospitality
 - II. Promoter of Youth Activities
 - III. Promoter of Good Will
 - IV. Promoter of Fraternal Relations
 - V. Director of Promotion

4. Appointed Chairmen (Optional) may fill any unappointed office above Using the title “Chairman” in place of Promoter, Director or Custodian. Chairmen are selected by the Bethel Guardian from those adults not Appointed by the Grand Guardian to Executive or Associate Council Positions.

Qualifications (C-BGC 2)

1. Guardian (female)
 - a. Women who are at least twenty (20) years of age providing they are related to a Master Mason as a :
 - I. Wife
 - II. Daughter
 - III. Granddaughter
 - IV. Great-granddaughter
 - V. Mother
 - VI. Grandmother
 - VII. Sister
 - VIII. Half-sister
 - IX. Niece
 - X. Daughter-in-law
 - XI. Widow
 - b. Members of an organization basing its membership requirements on Masonic relationship or
 - c. Past Bethel Guardians or
 - d. Majority members of Job’s Daughters
2. Associate Guardian (male)
 - a. Master Masons in good standing (at least 21 years of age - WA C-BGC 2.0)
3. All Other members of the Bethel Guardian Council
 - a. Same as above or
 - b. Related to a Bethel Daughter as:
 - I. Parent
 - II. Grandparent
 - III. Stepparent
 - IV. Guardian

SELECTION OF COUNCIL MEMBERS

ANNUAL MEETING

(C-BGC 5)

The purpose of the Annual Meeting is to recommend members of the Bethel Guardian Council for the coming year. This meeting may coincide with a regularly scheduled Bethel Council meeting. The Annual Meeting of the Council shall be held at least thirty (30) days prior to the Annual Session of the Grand Guardian Council.

Executive members of the Council for the ensuing year shall be recommended by secret written ballot of the Executive and Associate Council members present. Ballots shall be tabulated in the presence of those in attendance. Additional ballots shall be taken until a majority recommendation appears for each office.

No more than 4 Associate members shall be recommended and they are to be chosen by secret written ballot of the Executive members present using the same procedure as for Executive Council members.

The names of those recommended for Council positions shall be listed on Form 222 and forwarded to the Vice Grand Guardian.

Bethel Daughters shall also submit, by secret ballot, recommendations concerning those to be selected as Executive Members of the Guardian Council. Thirty days prior to this, the Guardian or Associate Guardian shall notify the Daughters of the date of the ballot. At the meeting preceding the ballot, the Bethel Guardian or Associate Bethel Guardian shall read to the Daughters Supplemental Instructions (SI 8) Recommendation for Executive Members of the Bethel Guardian Council by Bethel Members. These ballots should be taken at least thirty (30) days prior to the Annual Session of the Grand Guardian Council. The ballots, once taken, shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder, who shall mail them to the Vice Grand Guardian. It is suggested that the Guardian Secretary accompany the Recorder to make sure the ballots are properly mailed.

Executive and Associate members are appointed by the incoming Grand Guardian, who shall forward Certificates of Appointment to the incoming Bethel Guardian after installation as Grand Guardian (C-BGC 3).

INSTALLATION OF BETHEL GUARDIAN COUNCIL

All members of the Bethel Guardian Council must be installed annually at a meeting of the Bethel no later than the second meeting in September (WA-C-BGC 4.0). Installing officers shall be selected by the incoming Bethel Guardian. The Installing team shall consist of present or past Bethel Guardians or Associate Bethel Guardians, and may be assisted by the Bethel Daughters. Honored Queen's shall not act as the Installing Officer.

TERM OF OFFICE

The term of office for Council members shall run concurrently with the Grand Guardian Council and shall terminate at the close of Grand Session. They shall, however, retain their office until their successors have been appointed and installed.

No Executive member of a Bethel Guardian Council shall serve more than three (3) consecutive terms in that office, and shall be ineligible for reappointment in said office until a lapse of one (1) year (WA C-BGC 3.0).

DUES

Executive members of the Bethel Guardian Council are required to pay dues to the Grand Guardian Council of \$20.00 per year per member. The dues must be paid to the Grand Secretary no later than September 30. Past Bethel Guardians and Past Associate Bethel Guardians who wish to vote at any Session of the Grand Guardian Council must also pay \$20.00 per year dues.

DEBATE / RIGHT TO VOTE

An adult is not entitled to debate questions arising in a Bethel meeting unless they are an Executive member of the Council or a Majority member of the Bethel (C-Bethel 7).

Each Executive member of the Bethel Guardian Council, who has paid their annual dues, shall have one (1) vote at any session of the Grand Guardian Council. Past Bethel Guardians and Past Associate Bethel Guardians, who have paid their annual dues, also have one (1) vote at any session of the Grand Guardian Council.

ATTENDANCE

Members of the Executive Council are expected to attend all Bethel and Bethel Guardian Council meetings. It is also expected that Council members will attend Bethel functions as often as possible.

An Executive member who fails to attend three (3) Bethel meetings or three (3) meetings of the Bethel Guardian Council, except in case of illness or unavoidable absence, is automatically removed (B-BGC, 6) and a new member shall be selected, appointed by the Grand Guardian, and will be installed at the next regular meeting, or as soon as is convenient (C-BGC, 4).

Associate members of the Council may be invited to attend all monthly meetings of the Bethel Council. An Associate member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed (B-BGC, 6).

BETHEL GUARDIAN COUNCIL MEETINGS

Executive members of the Bethel Guardian Council shall hold regular monthly meetings (C-BGC 4) (not required to meet during the months of July and August). Associate Bethel Guardian Council members and adult committee chairmen may be invited to attend. The five line officers may also meet with the Bethel Guardian Council to discuss necessary business, and it is recommended that they be excused before the meeting continues.

The Bethel Guardian is the presiding officer at Council meetings. It is helpful if she provides a written agenda to those attending to refer to during the meeting.

The Guardian Secretary shall keep accurate minutes, which shall be available for inspection during the Official Visit of the Grand Guardian. Council meeting minutes are a permanent record.

Associate members and adult committee chairmen are entitled to vote on all business pertaining to the Bethel except those matters specifically delegated to the Executive members by the Constitution and Bylaws.

BETHEL GUARDIAN COUNCIL MEETINGS
Suggested Order of Business

Council Meeting for All Council Members and Line Officers

1. Opening - Call to order
2. Roll Call
(can be done silently and recorded by the Secretary in the minutes)
3. Honored Queen and Line Officer reports
(When given they are to be excused)
4. Reports of other visitors *(when given, they are to be excused)*
5. Reading of and action on General Council minutes
6. Guardian Treasurer's report
7. Communications (only those addressed to the Council or requiring Council attention should be read)
8. Reports of Associate Council members and Committee Chairmen
9. Unfinished Business
10. New Business
12. Closing - Motion to adjourn
(Associate Council Members are excused)

Executive Council Meeting

1. Opening - Call to order
2. Roll Call
(can be done silently and recorded by the Secretary in the minutes)
3. Reading of and action on Executive Council Minutes
4. Action on Petitions for Membership (petitions must first have been read at a Bethel meeting)
5. Unfinished Business
6. New Business
7. Discuss and ballot on excuses from daughters for absenteeism from meetings.
8. Closing - Motion to Adjourn

BETHEL GUARDIAN COUNCIL

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Grand Deputy	32
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BETHEL GUARDIAN

The Bethel Guardian is the administrator of the Council. She is there to instruct, teach by example, and encourage the young women in the basic principles as outlined in the Ritual and Bylaws. She needs to encourage the Daughters to plan and organize their activities, money-making projects, etc. She allows the Daughters to make the final arrangements and carry out their approved ideas as long as it is within reason. If they become too ambitious (as they often do), she guides them relative to the ways and means of reaching their goals within reasonable limitations. She should:

1. Call and preside over all meeting of the Bethel Guardian Council. Attend all meetings, insuring that they are opened promptly and closed at a reasonable hour.
2. Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
3. Listen to the Daughters and then council, advise and remain discreet.
4. Confer with the Associate Bethel Guardian and keep him familiar with all of the business of the Bethel and Bethel Guardian Council.
5. Maintain order at all convocations.
6. Encourage the timid and respect the rights of each Daughter.
7. Advise, if possible, with the Executive and Associate members of the Bethel Guardian Council before announcing decisions.
8. Familiarize herself with Robert's Rules of Order, Revised, and properly instruct the Daughters in its use.
9. Be familiar with her duties as outlined in the Constitution and Bylaws of the Supreme, Grand and Bethel Guardian Councils.
10. Remember that you are responsible for the welfare of the Bethel, and you should be aware of all matters pertaining to the Bethel.
11. Endeavor to attend as many of the Bethel activities as time permits. Always arrange for a sufficient number of chaperones.

BETHEL GUARDIAN, cont.

12. Confer with the Honored Queen before meetings to assure that the meeting is properly planned and coordinated.
13. Every meeting should be planned well in advance, not the night of the Bethel meeting. Every detail of the meeting should be covered completely.
14. Communicate and plan with the Honored Queen between meetings; keep the line of communication open, creating mutual feelings of interest between the Guardian and the Honored Queen.
15. Insure that the Annual Reports and Guardian Council recommendations are filed in a timely manner according to the law.
16. Review with the Guardian Secretary the communications sent to the Bethel.
17. Be careful to insure that the petitioner's investigation is handled properly.
18. Impress on the Daughters the importance of good attendance.
19. Stress the requirement that there must have advance notice of absenteeism in order to be excused (except in the case of an emergency).
20. Set an example of patience, self-control, fairness and kindness so your conduct will be one for the Daughters to emulate.
21. Be sure the five Line Officers come to the Council meetings, and assure them that the Bethel is for the Daughters.
22. The Bethel Guardian is the custodian of the Bethel Charter, the Constitution and Bylaws and all copies of the Proficiency work. She is to insure that the Bethel has sufficient copies of the Constitution and Bylaws (four sets required) and that they are kept current.
23. Be responsible for teaching the ritualistic work (with the assistance of the Director of Epochs). See that the officers are proficient in their work. This will insure that the lessons are given in an impressive and reverent manner.

BETHEL GUARDIAN, cont.

24. Contact parents/legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member. It must be explained to the Daughter and her parents the advantage of keeping their dues paid or being reinstated if they have been dropped for non-payment of dues.
25. Insure that a point system or other method is established for Daughters to earn credit for Merit Awards, if desired by the Bethel members.

ASSOCIATE BETHEL GUARDIAN

The Associate Bethel Guardian is a Master Mason and should keep those Masonic principles in mind at all times. By necessity, he is “second in command” and should always consult with the Bethel Guardian. The Guardian and Associate Bethel Guardian should be united in their efforts for the Good of the Bethel. The Associate Bethel Guardian should:

1. Attend all meetings of the Bethel and the Bethel Guardian Council.
2. Assist the Bethel Guardian in the performance of her duties and assume them in her absence.
3. Be familiar with his duties as outlined in the Constitution and Bylaws of the Supreme Guardian Council, the Manual of Rules and Regulations of the Grand Guardian Council, and the Bylaws of the Bethel.
4. Be well informed of all Bethel activities, so that if it becomes necessary to assume the duties of the Bethel Guardian, he will know the proper procedure.
5. Attend as many of the functions as possible, so he may encourage and assist the Daughters.
6. Be alert for the safety of Daughters while under Bethel supervision**. (Make sure everyone has left the Temple following a meeting and help the Guardian close up.)

ASSOCIATE GUARDIAN, cont.

7. Investigate the Masonic relationship of all petitioners in cooperation with the Bethel Guardian, and the investigating committee.
 - a. Remember, time is of the essence. The petitioner is usually very anxious to join in the activities and meetings.
 - b. The telephone can be employed to quickly verify relationships.
8. Be at the ante-room door before the meetings to check eligibility of adult visitors, and inform unobligated visitors they will be required to take the Pledge of Secrecy. He should do all he can to insure visitors feel welcome. He is to stand and repeat the Pledge of Secrecy with visitors.
9. Assist the Pledge Committee in giving the Pledge of Secrecy to unobligated visitors who arrive after the meeting has started. The Associate Guardian and the three members of the Pledge Committee should leave the Bethel room, give the Pledge of Secrecy, if necessary, and ask the Outer Guard to admit them with the visitors.
10. Escort newly initiated members and their parents to the East after the officers have left the East line. Parents view the closing from up in the East. The Associate Guardian and the initiates stand one step east of East line (Ritual pg. 85).
11. See that the Bethel books are audited at the close of each term (instructions are detailed on the following pages) and a report made to the Bethel at the first meeting of the term (B-BGC 3).
12. Help instruct the Honored Queen in the proper protocol of giving titles of presiding officers of Masonic affiliated bodies in attendance at Bethel meetings.
13. Monitor the tallying of the Bethel elections if a secret ballot is cast. When directed by the Honored Queen, destroy the ballots.

** As a cautionary note - in today's society it would be wise to use extreme discretion when interacting with the Daughters; never allow yourself to be in a situation where you are left alone with a Daughter and use common sense when physical contact is made.

INSTRUCTIONS FOR TERM AUDIT

The audit is the responsibility of the Associate Bethel Guardian. The key here is “responsibility”. He is to insure that the audit is done, but he does not have to do it himself (B-BGC 3 - “... see that the books of the Bethel are audited at the close of each term and a report made to the Bethel at the first meeting after installation.”). The Audit Committee should consist of Adults and Daughters not related to the Bethel Guardian Secretary or Bethel Guardian Treasurer.

At the close of the term, the Guardian Secretary and Guardian Treasurer shall "close their books" by totaling all columns. They shall work together to complete the "audit worksheet" in the back of their books. The Secretary will have the totals for the Receipt columns and the Treasurer will have the totals for the Disbursement columns. Once they have reconciled their books with each other and the bank, the two Financial Record books, all paperwork used to complete these books, all check books, savings books and bank records for the term should be given to the Associate Guardian. He will then see that the Audit is completed.

The Audit Committee should be familiar with the Bethel procedure for receiving and dispersing funds. They should be aware that every financial transaction of the Bethel must go “through” the books. No monies should ever be received or dispersed without a detailed record being made.

For the Audit Committee, the following is a brief outline of how money is received and disbursed.

- All monies coming into the Bethel are given to the Bethel Recorder or Guardian Secretary who records the receipt in detail on the Receipts and Disbursements form. One copy of the form is kept by the person completing the Receipts Cash Book (Recorder or Secretary) and the other is given to the Guardian Treasurer/Bethel Treasurer for entering information in the Disbursement Cash Book. The monies are then given to the Guardian Treasurer/Bethel Treasurer who verifies the amounts. The Guardian Treasurer prepares and makes the bank deposit.
- Disbursements should also follow a specific pattern and be as detailed as possible. All incoming bills are presented to the Guardian Secretary, who sees that the audit committee signs the bills (not form #150). The bills are listed in detail on the Receipts and Disbursements form, assigning a warrant (check) number to each. After the Bethel approves the bills for payment, the list is given to the Bethel Treasurer to write and sign the checks. The checks are then countersigned by the Guardian Treasurer or other Executive Council member. Two signatures are required on all Bethel checks (if the Bethel does not have a Bethel Treasurer, another daughter may sign i.e. Bethel Recorder, Honored Queen).

AUDIT, cont.

The Audit Committee shall review all books and records (warrants and receipts) and to make sure they are in balance with the check book, savings account book and bank statements. If any book or record is not in proper order or balance, it shall be brought up to date immediately so the committee may complete the audit in a timely manner. When it is determined that both Financial Records Books agree and that the bank records are complete, up-to-date and balanced, the Audit Committee shall complete the permanent audit form (in back of cash book) in ink and sign and date the books and bank books after the final entry.

The Audit Committee need only review the Financial Records of the Bethel. The Minute books (Bethel and Council), Permanent Record Book and inventory will be checked by the Grand Guardian at her annual Official Visit.

The Associate Guardian shall give a complete report of the audit at the next regular Bethel meeting. He may use the Audit Form for his report or create a more detailed report as desired by the Bethel. A sample profit and loss statement may be found on the following page. It is not a difficult task to perform but will take some time. It may however give the Bethel a more clear understanding of their financial standing.

**BETHEL 100
PROFIT AND LOSS
TERM ENDING APRIL 30, 1998**

BEGINNING BALANCE **\$798.00**

INCOME

INITIATION FEES	\$14.00
DUES	30.00
DINNERS SERVED FOR LODGE (3)	150.00
FLOWER SALE	550.00
CAR WASH	250.00
JOBIE WEEKEND	450.00
INTEREST	160.00
COIN MARCHES	<u>47.00</u>
	\$1651.00

EXPENSES

ANNUAL REPORT FEES	\$50.00
FLOWERS FOR SALE	327.00
CAR WASH SUPPLIES	12.00
JOBIE WEEKEND	450.00
RENT (\$40.00 MEETING)	400.00
SECRETARY SUPPLIES	8.00
DECORATIONS	27.00
PAST HONORED QUEEN PIN	85.00
NEW RITUALS	20.00
POSTAGE	5.00
GIFTS	50.00
MISCELLANEOUS	<u>14.00</u>
	\$1448.00

ENDING BALANCE **\$1,001.00**

GUARDIAN SECRETARY

The Guardian Secretary should be familiar with her duties as outlined in the Constitution and Bylaws. He/she should study them carefully so he/she will be of assistance to the Bethel Guardian. This position on the Bethel Guardian Council is of the utmost importance and failure of the Guardian Secretary to fulfill their obligations can mean disaster for the Bethel. Attending a School of Instruction would help him/her become familiar with responsibilities. His/her duties are extensive and are divided into two categories: Basic Duties and Extended Requirements.

BASIC DUTIES

1. Attend all Bethel and Bethel Guardian Council meetings. The Guardian Secretary shall be responsible for taking minutes at all Council meetings.
2. Insure that all Bethel correspondence is properly answered.
3. Supervise the work of the Bethel Recorder seeing that she completes the following:
 - a. Bethel meeting minutes
 - b. Attendance records
 - c. The signing of necessary forms
4. Keep record of dues paid.
5. Keep Receipt Cash Book in balance with the Disbursement Cash Book (see instructions following Treasurer's duties).
6. Help the Bethel Guardian with her duties and work closely with her.
7. Order and keep track of Bethel supplies and jewelry.
8. Assist the Bethel Guardian in filling out and submitting reports and forms.
9. Insure that all forms and reports are signed by the proper persons.
10. Keep the Permanent Record Book up to date. See that all new initiates sign it at the meeting of their initiation. Fill out the alpha listing in the back of the book.

GUARDIAN SECRETARY, cont.

11. Fill out the dues receipts and have them signed by the proper persons.
12. Send majority certificate (wallet size) to members as soon as they become 20 or marry - if their dues are current. Prepare majority certificates (4x6 or 8x10) for those Daughters actually going through the Majority ceremony. Please note: these certificates also need the signature of the Grand Guardian and the Grand Secretary. You will need to plan in advance to gather all the proper signatures.
13. Send demits to those requesting demits, if dues are current.
14. Send suspension notices after the Bethel Guardian has made proper notification.
15. Maintain custody of the Bethel seal and insure that it is on all necessary documents.
16. Inform the Guardian of all pertinent communications.

EXTENDED REQUIREMENTS

FINANCIAL RECORD BOOKS (see also AUDIT INSTRUCTIONS, page 16-18 and General Instructions for Cash Books on pages 25 and 26)

1. See that all bills are audited before each meeting and that warrants are drawn.
2. Enter all transactions (including cash received and cash paid out) of Bethel meetings into the Receipt Financial Record Book after each meeting. The "Receipts" book is to be maintained by either the Guardian Secretary or the Bethel Recorder.
3. Include an adequate explanation for each entry in the Cash Book (i.e. include members name as a cross-check for dues paid, etc.)
4. Keep copies of the Memo of Receipts and Bills for a period of one year (Form 150). The amounts should coincide with those listed in the Financial Books.
5. Close the "Receipt" Financial Record Book at the end of each term (see audit instructions following Associate Guardian duties). Then present it, along with other necessary papers, to the Associate Guardian not less than ten (10) days prior to the first meeting after installation (B-BGC 3).

GUARDIAN SECRETARY, cont.

PETITIONS

1. Always have adequate supply of petitions and Masonic Relationship Request forms available.
2. Before petitions are read at a Bethel meeting, the Masonic Relationship must be investigated and the initiation fee collected. The Masonic Relationship form should be attached to the petition.
3. A petition cannot be read the same night as the Petitioner is initiated.
4. Complete the back of each petition before placing it in the permanent file alphabetically or numerically.

INITIATION

1. After the Welcoming Committee consisting of at least 2 daughters and 1 adult has reported to the Bethel Guardian and the Bethel Guardian Council has approved the petition, send a "Notice of Appearance for Initiation" (form 28 or 133) or a letter indicating location, date and time of initiation and the dues payable to the candidate. This letter should also include information for the parents and details about future Bethel activities.
2. Complete Record of Dues (Form 32 or 142) using information obtained from the petition.
3. Fill out the Parent Card (form 44 or 173), if your Bethel uses them, to be given to the parents at the Initiation meeting.
4. Assist the Guardian in preparing a new member packet. Items which may be included are: Ritual, Bethel Bylaws, Bethel calendar, copy of the last Installation program, Bethel roster, Bethel newsletter, parental permission and medical release forms, copy of Mothers', Fathers', and Guardians' Prayer, song card, guidelines for proper robe care, and a copy of general Bethel guidelines (i.e. dress code, etc.).

GUARDIAN SECRETARY, cont.

MEMBERSHIP

1. Following each installation of officers, record each Daughter's office on the back of the "Record of Dues" (form 32 or 142). This will give an up-to-date record of a member's activity in Job's Daughters.
2. Following Majority, demit, or suspension, complete "Record of Dues" (form 32 or 142). If married, record new name and address on back so that the record is complete. After completion of the annual report, this form should be attached to the daughter's petition.
3. To be installed into an office, a members' dues must be paid for the current term. It works best to keep all members on an annual schedule of payment (Jan - Dec).
4. If dues are unpaid, a follow-up letter to the parents is suggested after the Guardian or Guardian Secretary has contacted the Daughter (personally or by telephone).
5. Following a vote by the Bethel Guardian Council, send a "suspension Notice" (form 34 or 212) to those members who have been dropped from membership for non-payment of dues (delinquent more than one year).

REPORTS

1. Consult with the Guardian to avoid missing any deadline.
2. The annual report (form 110) is due January 31 of each year. This report is to be sent to the Grand Secretary along with necessary fees. Checks should be made payable to "Grand Guardian Council".
If this report is late, a twenty dollar (\$20.00) fine shall be levied against the Executive members of the Executive Guardian Council. This fine is to be paid by the council members, not the Bethel.
3. Recommendation of Bethel Guardian Council form (#222) is to be sent to the Vice Grand Guardian.
4. Insure that other reports are completed and returned per instructions given.

GUARDIAN TREASURER

The Guardian Treasurer shall supervise the work of the Bethel Treasurer and the Bethel Librarian. She shall attend all Bethel meetings and Council meetings. Further, it is the Guardian Treasurer's responsibility to:

1. Instruct the Bethel Treasurer in her duties. Teach her how to do the work and encourage her to do all she is capable of doing. Avoid doing her work for her.
2. Supervise the work of the Librarian by carefully reading her report before she presents it. Encourage her to explore different and appropriate material for her report. While poems are nice, a video, short narrative or a biography could be used. Try to discourage her from using poems that have been read time and again. Encourage her to explore and share her interests.
3. Be sure to give the Bethel Librarian information from the Grand and Supreme Librarians. Encourage her to enter competitions.
4. Enter transactions of the Bethel meetings into the Disbursement Cash Book (completed by either the Guardian Treasurer or Bethel Treasurer). Both cash received and cash paid out should be carefully listed. The Guardian Treasurer's copy of form 150 should be retained for one year. (See additional instructions for audit and cash books on pages 16-18 and 25-26)
5. Insure that two signatures appear on all checks (B-Bethel 4), one of which shall be a Daughter. There should be three or four individuals eligible to sign checks. In addition to the Guardian Treasurer and Bethel Treasurer, these could be the Recorder, Guardian Secretary, Honored Queen or Guardian. Every effort should be made to insure that the Bethel Treasurer fills out all checks and signs them.
6. Deposit all funds as soon after a Bethel meeting as possible. Each deposit should reflect the amount listed on Memo of Receipts (form #150).
7. If a Coin March is taken, it may be deposited at the same time as those listed on the current Memo of Receipts. It should, however, be a separate deposit and is listed as a receipt of the next Bethel meeting.

GUARDIAN TREASURER, cont.

8. If a major money making project is held, the Guardian Treasurer may deposit the receipts prior to the next Bethel meeting when they will be reported. Each deposit must still be listed on the Memo of Receipts. The Promoter of Finance, Bethel Treasurer, and/or another Executive council member may assist in tallying these receipts and should confirm the amount being deposited.
9. The Disbursement Cash Book shall be closed and made available to the Associate Bethel Guardian for audit not less than ten (10) days prior to the first meeting after installation (B-BGC 3).

GENERAL RULES FOR FINANCIAL RECORD BOOKS

- **ALL MONEY MUST go through the Bethel Checking Account.**
- Never deposit money directly into savings or use it to buy things. All checks and cash must first be recorded on the Receipts Form (#150) and deposited into checking. This also applies to money that eventually will go into savings. This helps to create an audit trail of the money and makes finding errors much easier.
- To transfer money from checking to savings, write a check on the Bethel account.
- Record all bank originated transactions (interest, account fees, check charges etc.) separately. Do not include them with other receipt or disbursement transactions.
- When entering disbursements into the RECEIPT RECORD BOOK (Secretary's), always preface the number with a minus (-) sign.
- When entering receipts into the DISBURSEMENT RECORD BOOK (Treasurer's), always preface the number with a plus (+) sign.
- Leave a blank line after each balance entry (the end of each meeting).
- Deposits should be made within five (5) days after the meeting. You should not keep cash or check lying around. This way, if there is a problem with a check, it can be handled quickly.
- Do not mix meeting deposits. If you have funds from two meetings to deposit, make two deposits. Do not lump them together. This will help in matching your deposits to your Form #150.
- It is OK to make multiple deposits for a meeting. If you receive funds just after a meeting, go ahead and deposit them but make sure to account for them on the next Form #150. But do not mix them with a deposit from the previous meeting. This may happen regularly if you have a fund-raiser between meetings. You should go ahead and make the deposit so you will not have cash lying around.
- At the beginning of each TERM, the only balances carried forward are Checking Account Balance, Savings Balance and Adjustments, and Total Treasury Balance (columns 9, 10, 11). All other columns SHOULD BE BLANK.
- At the end of a page, total ALL COLUMNS and record on the bottom of the page. Then carry these totals to the top of the next page. Repeat this step for all pages used during a term. At the end of the term, total all columns and record on the bottom of the page. DO NOT carry these totals to the top of the next page! They are carried to the audit worksheet only.

- The Savings Balance and Adjustments column (#9) should contain the balance of ALL savings, CD's, bonds, etc. accounts as a single lump sum. If you want to keep them separate, keep them in the last pages in the back of the book.
- At the balance entry for each meeting, you should find a matching balance entry in your checkbook.
- It is OK to issue a single check covering more than one expense as long as proper detail is recorded on the FORM #150 and appropriate entries are made in the proper columns of the Receipts Record Book. This works well for checks going to the Grand Guardian Council to pay for several items but please remember to detail the distribution on the Record of Payment form.

TRANSFERRING MONEY FROM SAVINGS TO CHECKING

Treasurer

- record on a separate line in book
- record as a + in Checking Account Balance
- record as a - in Savings Balance and Adjustments
- do not record on any other lines
- record as a deposit in the check book

Secretary

- record on a separate line in book
- record in Misc. and Checking Adjustments
- record as a + in Checking Account Balance
- record as a - in Saving Balance and Adjustments
- do not record on any other lines

TRANSFERRING MONEY FROM CHECKING TO SAVINGS

Treasurer

- record on a separate line in book with the Check number
- record in Misc. and Checking adjustments
- record as a - in Checking Account Balance
- record as a + in Savings Balance and Adjustments
- record in Check Book as a standard check

Secretary

- record in the disbursements line
- because it's a check, it is included in the total of disbursements
- record as a + in the Savings Balance and Adjustments

UN-CASHED CHECKS

Checks that have not been cashed are called “Stale Dated Checks” by the bank. Generally, they are somewhere between 6 months and 1 year old. As a policy, it is best to try and contact the person to whom the check was written and try to get them to cash it or return it. If it is not a check for a large amount you do not have to involve the bank (large is determined by the Bethel). If the check is large and you cannot get the check back or it's lost, you could put a stop payment on it. Banks generally will not cash a check that is dated over 1 year old without contacting the person who wrote the check (if they notice the date).

Treasurer

- record as part of receipts in books
- record in check register on separate line

Secretary

- record on a separate line in book in the Misc. and Checking Adjustments

GUARDIAN DIRECTOR OF MUSIC

This council member may serve on the Associate Council or as the #5 position on the Executive Council (C-BGC 2). This Council position shall be responsible for the musical part of the ceremonies, which is as important as the ritualistic work. She/he shall make themselves familiar with the Constitution and Bylaws as well as the Music Ritual. Other responsibilities of this position are:

1. Encourage the Daughters to sing well, as this will add to the enjoyment of Bethel meetings.
2. Schedule regular choir rehearsals so all officers and choir members learn the Bethel songs. In Bethels without a choir, it is especially important that all officers learn and sing the songs.
3. Instruct the Bethel Musician in her duties and assist when necessary.
4. Instruct the Choir to sit and stand correctly and to be attentive in the meetings.
5. Help the Daughters plan special musical selections for ceremonies or programs.
6. Assist the Installing Musician during Installation.
7. Have a copy of the Music Ritual for Musicians and follow it during the meeting.
8. If the Bethel Musician is absent, find a substitute to take her place at the piano.
9. If no musician, (Daughter or adult) is available at a meeting; a CD of Bethel music may be used. A copy of this would be advisable to have on hand.

DIRECTOR OF EPOCHS

This Council member may serve on Associate Council or as the #5 position (in place of Director of Music) on the Executive Council (C-BGC 2). They shall assist the Bethel Guardian in helping the officers learn their ritualistic work. The Director of Epochs is the only person who should have a Ritual open during a Bethel meeting. Her duties include:

1. Keep a Ritual, a copy of the Proficiency work, and a Book of Ceremonies to assist her/him in the performance of necessary duties.
2. Prompt officers during the Bethel meeting, or train a Daughter who is not an officer to do this work.
3. Assist the proficiency committee in its work and hear the work individually before the meeting in which the Proficiency test is taken.
4. Assist the Daughters whenever a special ceremony is used in a Bethel meeting or is exemplified for any occasion. She or he should make sure the Daughters know their parts and are well rehearsed.

PROMOTER OF SOCIABILITY

This Associate Council member shall work with the Associate Bethel Guardian to insure that all adult visitors are introduced to the Honored Queen before the meeting. This Council member will attempt to see that the Honored Queen has a written list of visitors with their titles to insure that they are properly introduced. Other responsibilities include:

1. Welcome all visitors to the meeting in association with the Associate Guardian.
2. Assist the Associate Bethel Guardian in checking the eligibility of all adult visitors.
3. Assist in planning the social activities of the Bethel.
4. During initiation, remain with the candidates. Be sure the candidates are instructed in the attitude of prayer, kneeling position, how to turn square corners, the nodding of the head when their name is mentioned, the proper way to introduce their parents, and generally answer questions about the order.

CUSTODIAN OF PARAPHERNALIA

This Associate Council member is to insure that the Bethel paraphernalia is kept in good order. This person should alert the Guardian Secretary if items need to be replaced. The Guardian Secretary will then get Council and Bethel approval to order the needed items. This Council member shall also:

1. Train the Marshal, Senior and Junior Custodians to prepare and remove paraphernalia in the Bethel room. Again, the Daughters are to do the work under the supervision of the Custodian of Paraphernalia.
2. Supervise the care and appearance of the Bethel robes. See that officers and choir have Official Regalia for each Bethel meeting. Check headbands, crowns, slips, jewelry, and cosmetics of the Daughters, as well as the general appearance of the robes. (*Ritual pages 11 - 12, Official Regalia, and Dress Code*)
3. Instruct new members in the proper care and fit of their robes.

PROMOTER OF FINANCE

The Promoter of Finance shall assist the Honored Queen and the Bethel in general planning and holding of money-making activities. This Associate Council member shall also:

1. Be responsible for the financial condition of the Bethel.
2. Assist with the Bethel audit at the end of each term.

PROMOTER OF HOSPITALITY

The Promoter of Hospitality shall make every attempt to insure that anyone attending the Bethel meetings feels welcome. She or he will also:

1. Assist the committee selected to prepare refreshments.
2. Assist and encourage all the Daughters to greet everyone who attends their meetings.

DIRECTOR OF PROMOTION

The Director of Promotion shall be concerned with obtaining an increase in Bethel membership. In doing so, this person shall work closely with Bethel, Grand and Supreme membership drives. In accomplishing this end, the Director of Promotion shall also:

1. Assist members of the Council in promoting increased interest in the activities of the Bethel.
2. Work closely with the Promoter of Fraternal Relations.
3. Arrange, when possible, to have publicity about Job's Daughters and the Bethel presented to newspapers, television, radio or any other available media.
4. Advise and encourage eligible adults that they may attend Bethel meetings.

PROMOTER OF FRATERNAL RELATIONS

The Promoter of Fraternal Relations will be the "link" among the other Masonic groups in the area. This Associate Council member shall also be responsible to:

1. Contact the various Masonic organizations and share with them the ideals and purposes of the International Order of Job's Daughters.
2. Arrange, whenever possible, for the Bethel to exemplify the Ritualistic works before Masonic bodies and affiliated organizations.
3. Arrange to have publicity about Job's Daughters inserted into bulletins or publications of Masonic organizations.

DIRECTOR OF PATROL

The Director of Patrol shall supervise the activities of the Drill Team, and in doing so, shall be responsible to:

1. Attend all Drill team practices, meetings and activities.
2. Report to the Executive Council when requested to do so.

PROMOTER OF YOUTH ACTIVITIES

The Promoter of Youth Activities shall supervise the activities of the members of the Bethel. In doing so, this council member shall remember:

1. The future of the Bethel rests in all members, and they must be kept interested and enthusiastic.
2. To encourage interest and participation in all Bethel activities.

PROMOTER OF GOODWILL

The Promoter of Goodwill shall be responsible to insure that the sick and distressed are not forgotten.

The Promoter of Goodwill shall assist the committee (Sunshine) appointed to spread cheer among the ill and/or infirmed and assist with the service and charity projects which have been selected by the Honored Queen and approved by the Council.

COMMITTEE CHAIRMEN

After members of the Bethel Guardian Council are installed, adult committees may be appointed. Committees may use the titles that are not held by an Associate Council member, but shall be called "Chairman" rather than "Promoter" or "Director".

RECOMMENDED GUIDELINES FOR DEPUTIES

RITUAL DEPUTY

- Is a liaison between the Bethel and the Grand Guardian Council.
- Helps a Bethel become thoroughly familiar with **all** Ritualistic Ceremonies.
- Works in **conjunction** with the Guardian and the Director of Epochs in the instruction of the ritualistic work.
- Works through the Bethel Guardian in ALL matters.
- Council meetings are **NOT** to be attended unless to specifically discuss Ritual work and then only with permission of the Guardian and knowledge of the Grand Guardian.

GRAND DEPUTY

- Is appointed when a Bethel is under Special Dispensation for reorganization or due to extenuating circumstances. They are required to monitor and assist the Bethel.
- Performs all duties of a Ritual Deputy.
- Attends Council meetings and Bethel meetings as requested by the Grand Guardian.
- Acts as liaison between the Executive members of the Bethel Guardian Council and the Grand Guardian.
- Has authority to inspect and audit all Bethel books at any time to see that proper procedures are being followed.
- Is responsible for education and guidance of the Executive Bethel Guardian Council members to ensure compliance with the Constitution and Bylaws of the Supreme Guardian Council, the Manual of Rules and Regulations of the Grand Guardian Council and the Uniform Code of Bylaws for the Bethel.
- The Executive Bethel Guardian Council and the members there of shall council with the Grand Deputy in **ALL** matters to the welfare and operation of the Bethel.

DEPUTY GRAND GUARDIAN

The Grand Guardian may appoint a Deputy Grand Guardian to act in her stead and for her in case of her inability to personally be present. These appointments shall be made from Past Grand Guardians, Past Associate Grand Guardians and/or elected officers of the Grand Guardian Council (WA B-GGC 4.13).

THE BETHEL

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**TEN COMMANDMENTS
FOR A
JOB'S DAUGHTER**

1. I will respect the flag of our country and Bethel.
2. I will be on time for all Bethel meetings.
3. I will know my ritual part and speak it clearly.
4. I will respect the Honored Queen and the Altar while the Bethel is in session.
5. I will not chew gum in Bethel meetings.
6. I will not twirl or otherwise play with my cord tassels.
7. I will always have clean and proper white shoes for our Bethel meetings.
8. I will not make other commitments for Bethel meeting nights.
9. I will have a positive attitude.
10. I will conduct myself so as to be known as one of the "Fairest in all the Land."

BASIC PATTERNS OF A WINNER

1. Don't condemn, criticize or complain -- think of ways to improve the situation. The big rewards are paid for finding the solution, not the difficulty.
2. Show real, honest and hearty appreciation...let others know they are loved.
3. Think good thoughts about other people -- and yourself.
4. Give before you get. Always give others a reason to agree with you before asking anything of them (if there were a way that YOU...).
5. Smile often -- it generates enthusiasm, friendliness and goodwill.
6. Remember names. A person's name is the sweetest, most important sound they hear and instantly captures their attention each time it is used.
7. Be an effective communicator by listening. Encourage others to talk about themselves by asking questions (when, where, who, what, how, why?).
8. Think, act and look happy and successful -- and you will begin to think, feel and actually become happy and successful.
9. Never engage in worry conversations or participate in gossip sessions.
10. Always greet others with a positive, cheerful statement -- not the question, "How are you?"
11. Respond to another's question, "How are you?" with an enthusiastic, meaningful "TERRIFIC."
12. Look for and expect GOOD things to happen to you -- inquire of others: "What GOOD things are happening with you today?"

Executive Development Systems, Inc.

BE A WINNER!

MEMBERSHIP RESPONSIBILITIES

A good meeting is the responsibility of all members, not just the chairman (Honored Queen). Here is a list of those things that distinguish a good member from a poor member, and what they do to contribute or detract from a meeting.

A GOOD MEMBER

Shows respect for other members by being on time and bringing necessary equipment to the meetings.

Accepts the responsibility of sharing in the business at hand when a meeting convenes. Understand that participation is essential.

Tries to get other members to express their ideas for the benefit of all, even if it means less time for presenting personal ideas.

Participates according to the "Golden Rule". Listens appreciatively to other's ideas and contributions.

Gives constant, active attention to the group's activity during the meeting.

Knows the purpose of the meeting and helps keep the ideas on track to get things done.

Earns the right to give constructive criticism freely by accepting it honestly.

Checks on assigned responsibilities and receives guidance and authority to carry them out.

A POOR MEMBER

Breaks the spirit of a meeting by always arriving late and unprepared. Keeps completely to self or creates conflict during the meeting.

Lets everyone else do it. Fails to understand the active role which a good member must play. Is content to let others do the work.

Feels so proud of his or her own ideas, that this person dominates discussions without concern for others.

Does not listen to others, or is impatient, sarcastic, or belittling.

Ignores others by sitting apart from group or forming whisper groups with neighbors.

Has a fuzzy idea of purposes but thinks that just being there is sufficient.

Undermines the group and its objectives with petty criticism.

Accepts responsibilities, committee posts, etc but forgets about the assignments.

GENERAL INFORMATION

PURPOSE

The object of Job's Daughters is to band together girls for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

MEMBERSHIP

Those eligible for membership include girls between the ages of ten (10) and twenty (20) who bear a Masonic relationship. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
Master Mason, his wife or widow, a current member of Job's Daughters, or a Majority Member of Job's Daughters. (C-Bethel 1).

HANDLING OF PETITIONS FOR MEMBERSHIP

The Guardian Secretary and other Executive members should have a supply of petitions on hand at all times. Daughters with a prospective member should ask an Executive Council member for a petition. The Bethel number, location and the amount of the initiation fee should be filled in before a petition is given to a prospect.

It is often helpful to attach a Request for Information on Masonic Relationship to each petition, so that the prospective member may have her relative complete the needed information.

Completed petitions must be signed by the petitioner, her parent or legal guardian and by a Master Mason or a woman of proper Masonic relationship (i.e. wife, widow, daughter, etc. of a Master Mason). The Bethel member who is recommending the petitioner must also sign the petition before returning it to an Executive Council Member. The stated initiation fee must also accompany the completed petition and be turned over to the Guardian Secretary before the petition is read.

After a completed petition is received, the Associate Guardian must check Masonic relationship. If Form 134 (Request for Information on Masonic Relationship) is returned with the petition, he needs only verify the information given. Otherwise, he must forward a Form 134 to the Mason and request him to complete and return the form. Time is often of the essence, however, and the telephone can do wonders to assist the Associate Guardian in completing this task. A telephone call to the Grand Lodge of the jurisdiction in which the Mason is/was a member can verify eligibility.

If a petitioner's relationship is to a Majority Member, she must include the maiden name, Bethel number, state or jurisdiction where the Majority Member was a Job's Daughter. The Associate Guardian must then contact the Guardian Secretary of that Bethel to verify the membership. If the majority member is from a Bethel that is no longer chartered, the Associate Guardian must contact the Grand Secretary of the particular jurisdiction for verification.

After verification of proper relationship is received, the Associate Guardian shall initial Form 134, and return it with the petition to the Guardian Secretary so the petition may be read at the next Bethel meeting. The petition must be read at a meeting that is held prior to the date of initiation. The petition may **NOT** be read on the same night that the initiation is to take place.

After the petition is read, it is referred to an investigating committee appointed by the Honored Queen and consisting of three (3) members of the Bethel and one adult. Ideally, the committee will include one elected officer and two other Bethel members. It is often advisable for the recommending member to be on the committee, so that the candidate and her parents know at least one person. It is also advisable that the adult be a member of the Council or a parent with knowledge of the Bethel.

The welcoming committee, under the direction of a Council member or responsible adult, shall arrange with the candidate and her parents for a time for visitation. It is usually better to refer to this as a “visitation”, rather than an “investigation” when talking to the candidate and her parents. (Psychologically, the word is less threatening.) Visitation may occur at the candidate’s home, a committee member’s home, or any other mutually acceptable location.

During the visitation (see following page on Welcoming Committee), the Daughters may visit with the candidate, keeping in mind the questions of Form 27/132 (Report of Committee on Investigation). The adult representing the Bethel should talk with the candidate’s parents, answering any questions they may have and informing them of what they may expect from Job’s Daughters. It is important to note that if there are other children in the family, they are potential members, and the parents may be potential council or committee members.

After the visitation, committee members complete Form 27/132 (Report of Investigating Committee) and submit it to the Bethel Guardian (the forms are NOT to be filled out in the presence of the petitioner and her family). The Bethel Guardian then refers the petition to the Executive Council at a regular or special meeting. Election to membership is by majority vote of the Council present. The Guardian Secretary then completes Form 30/220 (Report on Ballot). The Bethel Guardian then signs the completed form and holds it until the initiation meeting.

The Bethel Guardian or Guardian Secretary shall notify the candidate and her parents of the date and time of initiation. A phone call from the Guardian about the date of the initiation is a nice personal touch; but written verification should follow. This should be done by letter or postcard. There is a form that may be used for this notification (Form 28/133).

WELCOMING MEETING WITH NEW INITIATE

It is the responsibility of the Bethel Guardian to insure at least one adult and two or three daughters visit the initiate and her parents prior to the initiation. This visitation will give the new daughter an opportunity to meet a couple more members prior to their initiation. It also allows the members to answer any questions the initiate or her parents may have. It is recommended that this investigation be referred to as a visitation. By doing so, the candidate and her family may not feel as threatened as they might if they thought they were being “investigated”. It is recommended that each member of the Welcoming Committee be familiar with the 10 landmarks of the organization as found on page 1 of the Constitution and Bylaws.

SUGGESTED ITEMS TO DISCUSS

- Goals and ideals of organization
- Book of Job, basis for Order
- Fun activities, bring photos of some of activities
- Service projects
- Ways and means
- Parent attendance
- Adult advisors needed
- Inform parents they are required to take Pledge of Secrecy at initiation
- Inform parents of eligibility for attendance at a closed meeting
- Appropriate dress for meetings for adults and daughters
- Wearing of robe, where to get white shoes, socks

CONDUCT OF WELCOMING/INVESTIGATION COMMITTEE

- Stress to Welcoming Committee that the initiation is a reverent ceremony and it should not be related to the candidate as anything frivolous
- Be sure welcoming committee dresses appropriately (check Washington Dress Code)
- Be sure when setting up meeting with candidate that at least one of her parents will be there
- Pay attention to candidate and not talk among yourselves about other things

SUGGESTIONS

- It is preferable an Executive Council member and/or Associate Council member go and talk with parents while members talk to candidate
- Explain to parents that all activities are chaperoned and you always need help in that area
- Be sure follow-up is made on new members. Have Honored Queen call candidate before the meeting and tell her you are looking forward to meeting her
- Make new member and parents feel welcome. Invite them to next meeting. Sit with them at refreshments, after meeting
- Appoint Big Sister to new Daughter to answer questions, call her before the next meeting, help her get her robe
- Have Big Sister contact Daughter should she stop attending meetings. Follow-up made by Bethel Guardian

INITIATION

Before the initiation meeting begins, the candidate's parents should be reminded that they will be required to assume the Pledge of Secrecy if they are unobligated. The Promoter of Sociability will stay with the candidates until they are called for initiation. The Promoter of Sociability should inform them of what to expect (i.e. attitude of prayer, kneeling, squaring corners, etc.). Most importantly, she should be sure they are at least at ease and help divert any nervousness they may feel. The Honored Queen may appoint Bethel members to assist the Promoter of Sociability with this duty.

After initiation, when the new member signs the permanent record book, she should be given a packet of information. Items to include will vary by Bethel, but should include a Ritual, the Bethel Bylaws, a song card, Mothers', Fathers' and Guardians' Prayer card, a Bethel handbook and instructions for the proper care of her robe. She should also receive a notice of dues, or a dues receipt for dues if they were paid along with the initiation fee. Collecting the first year's dues with the initiation fee is a good idea, then the new member does not face paying dues as her first order of business.

The new member should be issued her robe as soon as possible after initiation - preferably that same day. She should be allowed to robe up at the next Bethel meeting. This is an important key to helping her feel a part of the Bethel. She should also be scheduled to have help working on her proficiency as soon as possible.

As a general rule, it is wise to avoid placing a new member directly into a floor office before a few meetings have passed. This will allow the new member an opportunity to be more comfortable with her surroundings. New members will generally request their involvement as an officer when they are more comfortable simply being a Job's Daughter.

DECORUM

DRESS

Daughters shall dress in a manner befitting the International Order of Job's Daughters. There is a published state dress code for Daughters that must be followed; but a Bethel may have a dress code more stringent than the state one. Pertaining to their own Bethel activities, however, it is generally accepted that skirts or dresses shall be worn to Bethel meetings, installations and visitations to other Bethels.

Attire for other Bethel activities will be dictated by the event and approved by the Council. If a Daughter has a question about what to wear, she should contact the Honored Queen or an Executive Council member before the event. Council members and chaperones shall also follow the Bethel dress code.

Daughters should remove coats when attending a Bethel meeting. Coats and purses are not to be carried during the Purging ceremony or into the semi-circle when entering or leaving a meeting that is in progress.

REGALIA

(Ritual pg. 11 - Bylaw Pg. B-Bethel 5)

Official regalia shall be worn at all meetings. For the Honored Queen, Senior Princess and Junior Princess, this shall consist of a long white slip (either full or half), long white hose (knee-highs are acceptable), white flat shoes, white robe, capes and crowns. These are to be worn in the prescribed manner as outlined in the Ritual.

For all other officers, the regalia shall consist of the white robe with white cord, long white slip, white hose, white flat shoes and a headband, which is worn on top of the head in line with the ears.

Choir members and uninstalled members regalia shall be the same as the other officers, except that a purple cord is to be used on the robe.

REGALIA, cont.

Members should avoid hair ornaments (barrettes, ribbons, combs, etc.) that will detract from the crown or headband. If barrettes are worn, they should be of a color that will blend with hair color - obviously white or bright colors are not acceptable.

All robes must be three (3) inches from the floor, after the robe is properly tied, and have a four (4) inch hem. It is the responsibility of each Daughter to keep her robe clean and pressed at all times.

Cords must be tacked along the yoke seam to within three (3) inches of each side of the center front (measured on the curve). Cords are crossed in center with a triple twist, then around the waist, crossing in center back and tied in front with a double knot (square knot) one (1) inch below the natural waistline.

For ease in wearing the robe and for a good appearance, bring the cords of the flap inside the back of the robe around the waist and tie in front. The seam at the yoke shoulder may be secured by strap tape snapped around the slip and/or bra straps. The cord is then tied as described above. These precautions help stabilize the robe so the hem does not sag or pull up in front or back.

Undergarments must be white, as colors will show through the robe. The white slip should be between four (4) and six (6) inches from the floor. Remove dark hose rather than wearing them under white hose!

Jewelry worn with official robes is limited to regulation membership and officer's jewels, awards, a wristwatch and one other piece of jewelry in keeping with the regalia and approval by the Executive Council. Earrings are not acceptable, except simple studs if the Daughter's ears are pierced. No other body jewelry shall be worn. Bright nail polish should be removed, for it detracts from the regalia.

Robes and other regalia are not to be worn outside the Bethel except for promotion purposes approved by the Executive Council. Robes should not be worn traveling to and from a function. You should not eat or drink while in your robe.

CONDUCT

Job's Daughters should conduct themselves at all times in a manner befitting our Order. All members are under the direct supervision of the Executive Council, who shall have the power to investigate, reprimand, suspend or expel members for just cause. Conduct that reflects discredit on the International Order of Job's Daughters or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.

Simply put, any conduct which is contrary to the Constitution and Bylaws will be cause for discipline. If a member acts in such a manner, she will be immediately returned to her home from the event if possible. Depending on the nature of the conduct, further action may be considered by the Executive Council within the bylaws of the Order.

MEETINGS

Bethel meetings are to be held at the date and time outlined in the Bethel's Bylaws. Special meetings or a change of meeting date, place or time may be held by a Special Dispensation (request form available from the Grand Secretary) granted by the Grand Guardian.

Members should attend every meeting of the Bethel unless excused by the Guardian for good and sufficient reason. For clarification of what is an acceptable absence, the Daughters should have guidelines drawn by the Executive Council. It is of the utmost importance that Daughters inform the Bethel Guardian if they are unable to attend a regular meeting, so arrangements can be made to fulfill the duties of the Daughter.

Daughters are encouraged to take an active part in Bethel business and should question things they do not understand. Everyone in attendance must remember that the Honored Queen conducts the meeting. Both Daughters and adults must rise and wait to be recognized by the Honored Queen before speaking.

Only Executive Council members and Majority members of the Bethel can debate or discuss matters of business in Bethel meetings (C-Bethel 7). Each Daughter should understand that she must decide matters for herself and vote accordingly. To ensure that there are no distractions at the meetings, it is requested that there be no unnecessary conversation.

MEETINGS, cont.

Anyone, adult or Daughter, who arrives late to a meeting must be admitted by the Inner and Outer Guards. Also, anyone who leaves while a meeting is in progress, must leave by the ante-room door under the supervision of the Inner and Outer Guards. To re-enter, the same procedure must be followed.

SPECIAL DISPENSATIONS

SI-6 1

Requests for Special Dispensations are made to the Grand Guardian only. If a fee is needed, the check should be made payable to the “Grand Guardian Council.”

A special dispensation is the granting of a special privilege to a Bethel by the Grand Guardian. It is therefore necessary to advise the Grand Guardian of the reason for the request, in order that she may ascertain whether or not the request should be granted. It should be a written request. Request forms are available from the Grand Secretary or on the Washington Job’s Daughters web site at www.waiojd.org. Each Bethel generally knows its own needs, and the Grand Guardian rarely questions the validity of a request, so, a special dispensation is generally granted immediately.

Bethels shall pay a fee of two dollars (\$2.00), which shall accompany the request for Special Dispensation for the following reasons:

- To dispense with regular meetings for a vacation period or the extension of such vacation period, when no vacation period is provided for in Bethel Bylaws.
- To elect or install officers at a time other than provided in the Bethel Constitution.
- To dispense with a regular meeting, or to hold a special meeting not provided for in the Bethel Constitution.
- To change a meeting place, or the time of a meeting.
- To change the date of a meeting.

SPECIAL DISPENSATIONS, cont.

No fee shall be charged for Special Dispensations for the following reasons:

- To hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
- To exemplify the ritualistic ceremony for other Masonic bodies.
- To hold meetings for Official Visits of the Supreme or Grand Guardian.
- To change date or hour of meeting when the scheduled date falls on a legal holiday or during the week of Grand Session or Jobie Weekend.
- When the use of the Temple or hall is required for other purposes.

A Special Dispensation shall be requested by a majority vote at a Bethel meeting. In case of an emergency, the Bethel Guardian shall consult with the elective officers of the Bethel and Executive members of the Bethel Guardian Council.

Special Dispensations are read in the Bethel meeting by the Bethel Recorder immediately following Escort, Introductions and Honors. The dispensation should be placed on the Recorder's desk prior to the meeting. The Honored Queen will ask the Recorder to read the Special Dispensation. The Recorder reads the dispensation in its entirety. The dispensation should be stapled to the minutes of the meeting to which it pertains. If a Bethel as a Dispensation for Reorganization, it must be read at all Bethel meetings.

TERM REQUIREMENTS

- Nine meetings plus Installation.
- Two Initiation Ceremonies, one Obligation Ceremony and one Patriotic Ceremony. The Majority Degree or other appropriate ceremony may be substituted for one initiation ceremony at the discretion of the Executive Members of the BGC provided there are no candidates awaiting initiation. (WA C-Bethel 7.0)
- One Patriotic Ceremony (February and November).
- One Obligation Ceremony.
- One Go-to-Church Sunday (C-Bethel 8).
- One Memorial Ceremony.
- Librarian's report each meeting. If there is no librarian, another member may do it. It is also fun to rotate the responsibility.
- Mother Mick Ceremony during March (C-Bethel 8).
- Educational/Promotional Fund Raiser. The money from this project is due by May 1 and December 1 (B-Bethel 4, WA B-Bethel 4.0).
- Audit report given by the Associate Guardian.

NOT REQUIRED, BUT A GOOD IDEA!

- Proficiency Test. In order to be eligible for a line office, "a Daughter shall have satisfactorily passed the Proficiency Test" (C-Bethel 2). This must be done the meeting BEFORE elections.
- Money Making Projects.
- Membership or Promotion Parties. Have them early in the term and often!
- Fun Activities!!!
- Service Projects.
- Visit Other Bethels
- Participate in Grand Council and Grand Bethel Activities such as Jobie Weekend, Grand Session, Weekend of Fun, International Day, Supreme Session and promotion projects.

PURGING CEREMONY

When there are Daughters to be purged, they should rise and step one step inside the marching lines. The line should move slowly, but continuously along the East Line, giving each girl time to stop, face the Marshal, give the grip, turn, walk to the Guide, stop, face the Guide, give the responses, always turning square corners. There should never be anyone between the Junior Custodian and the Senior Custodian. When the Daughter arrives back at her chair, she is seated immediately.

Instruct the Guide and Marshal that it is their duty to stop any girl who does not know the grip and responses. The Daughter should be referred to the Bethel Guardian for proof of membership, after which she will return to her seat on the sidelines.

The Guide and Marshal do not leave the East Line following Purging until both the North and South lines are cleared.

When purging has been completed, and the North and South lines are cleared, the Guide and Marshal return to their stations by the North and South marching lines. The Junior and Senior Custodians should remain standing until the Guide and Marshal have returned to their stations. The Guide should nod to the others as an indication to be seated. THE HONORED QUEEN DOES NOT RAP TO SEAT THESE OFFICERS. THE RAP OF THE GAVEL IS TO CLOSE THE CEREMONY -- NOT TO SEAT.

The Honored Queen may appoint a member to teach the purging to the new members after initiation and prior to their first meeting.

When there are a large number of members to purge, the Senior and Junior Princesses may also assist the Guide and Marshal. The Guide and Marshal take three (3) steps west of the East line while the Senior and Junior Princesses descend the dais to a position one (1) step East of the East line. Members then form two lines and purging proceeds in the normal manner.

PROFICIENCY TEST

A Proficiency Committee shall be appointed by the Honored Queen. A Bethel Guardian Council member should also assist this committee, preferably the Director of Epochs, who shall hear the work individually before the meeting when the proficiency test is taken.

When the candidates are ready for the Proficiency test, the Committee Chairman should notify the Honored Queen. The Honored Queen then prepares for the test under Good of the Bethel. (Suggestion: try not to schedule this on a special meeting when there are lots of extra people on the sidelines.)

No copies of the Proficiency Work are to be copied from the Official Printed work. A Bethel should need only seven (7) copies of the Proficiency Work. One for the Honored Queen, Senior Princess, Junior Princess, Chaplain, Bethel Guardian, Associate Bethel Guardian and Director of Epochs. The Bethel Guardian shall be responsible for all copies.

Items to be memorized are: signs and responses of each Epoch as given in the Proficiency Work, the Obligation, the Mother's, Father's and Guardian's Prayer, the salutation sign and the grip of the order.

The Proficiency Test shall be taken and passed by all members before they can become an elected officer. Those taking Proficiency on the night of elections are not eligible to stand for elections. Proficiency comes AFTER elections and may NOT be moved to another order of business.

RECOMMENDING MEMBERS OF THE COUNCIL

Bethel members shall submit, by secret ballot, recommendations concerning those to be selected as Executive members of the Bethel Guardian Council. At least thirty (30) days prior to the balloting, the Bethel Guardian or Associate Bethel Guardian shall notify Bethel members of the date of the ballot and read paragraphs 1 and 2 of Supplemental Instructions Number 8 to them. Ballots must be taken on form 221 (Bethel Guardian Council Election Ballot), collected and sealed in an envelope in the presence of the Bethel members by the Recorder or another Daughter who will mail them to the Vice Grand Guardian. It is suggested that the Guardian Secretary accompany the designated Daughter to insure that the Ballots are promptly mailed. Ballots should be taken at least thirty (30) days prior to the Annual Session of the Grand Guardian Council.

MERIT AWARDS

Each Bethel Council is responsible for establishing a Bethel Merit Award system, if the Daughters of the Bethel so desire. A member of Job's Daughters who has given loyal and active support is entitled to recognition. By presenting awards it is hoped to create greater interest and more active participation in Bethel meetings and activities over a longer period of time. The merit awards system is left to the discretion of each Bethel. Some suggestions to consider are:

- You may want to present awards at installation, when there is usually a larger audience.
- If you use a special meeting night to present awards, be sure the event is highly publicized.
- All Bethel members should have a list of criteria for earning any Awards. They should also have an explanation of how points are awarded (i.e. Dues paid on time - 5 points; Proficient in work for the term -- 10 points; attendance at a given event - 5 points, etc.).

PARTICIPATION IN STATE EVENTS

In order for a Bethel and its membership to thrive, it is necessary to develop interaction with neighboring Bethels and other Masonic related groups. A spirit of support and friendship can be beneficial to all involved. It is equally important that the Bethel support and participate in State Activities. As Daughters and Council become acquainted with their peers all over the state, unique friendships develop and a special rapport grows. Members return to their Bethels with increased enthusiasm, which spurs local interest and growth of the Bethel.

GRAND SESSION

Grand Session is held in the month of June each year. It is the annual meeting of the Grand Guardian Council as well as Grand Bethel. The yearly business of Grand Council and Grand Bethel is conducted and new Grand Bethel officers, choir and representatives for the coming year are selected, Grand Council Officers are elected and Installation is held. There are also many competitions for the Daughter or Bethel to participate in, and is a measure of how they “measure up” to given standards. The competitions and activities provided at this Annual Session are great opportunities to make friends from across the state. Invariably, a Bethel will return from Grand Session with renewed enthusiasm.

JOBIE WEEKEND

Jobie Weekend is usually scheduled for March. This weekend is billed as a “fun” weekend for the Daughters. It is a special time when all Daughters from the state can join in two days of close fellowship and special entertainment. There are many state competitions during the weekend, so the Bethels and individual Daughters can exemplify some of their best work, ritualistically as well as artistically.

GRAND BETHEL RECEPTION

Each year a reception honoring all the officers and representatives of our Grand Bethel is held. This is a formal affair, when we can all express our appreciation to those Daughters who have given so much during the year to represent our state at home and away. A fun activity is normally attached to the event, where the Daughters from across the state can enjoy one another informally. Each Bethel contributes \$30.00 toward this reception. The money is due to the Finance Chairman of the Grand Bethel Committee by October 1st (Grand Bethel Rules, Page 7). The check should be made payable to GRAND BETHEL.

SCHOOLS OF INSTRUCTION/LEADERSHIP RETREATS

There is usually at least one School of Instruction (FOR BETHEL GUARDIAN COUNCIL) and a Leadership Retreat (FOR BETHEL LINE OFFICERS) scheduled each year. The Grand Council tries to bring to the Bethel Councils worthwhile information at this time, and has classes during the day to assist new as well as established members of the councils. The daughter's Leadership Retreats are a weekend event full of information to help the Daughters become better leaders of their Bethels.

STATE PHILANTHROPIC PROJECTS

Each year the Grand Guardian and Grand Bethel select a special Philanthropic project to benefit a worthwhile organization. The Daughters are encouraged to support this endeavor, so they will learn the importance of helping those less fortunate than themselves.

GRAND OFFICER RECEPTIONS

Some years there are receptions for the Grand Guardian and the Associate Grand Guardian. These events are sponsored by the Bethel in which they participated as a council member. It is another gala event honoring the individual who has given so much time and love to the Order.

OFFICIAL VISITS AND GRAND VISITATIONS OF THE GRAND GUARDIAN

Each year the Grand Guardian is required to officially visit every Bethel in the State. During the Official Visit or “OV”, the Grand Guardian is required to inspect the Bethel books. It is a time for the Council to share problems with the Grand Guardian, as well as share their joys and successes. The Grand Guardian also takes time to visit a Bethel meeting and this is called a Grand Visitation “GV.” Usually this special meeting includes recognition of the Bethel’s special people: Their own Grand Bethel Girls and Grand Council Officers. Sometimes a dinner or some other special event is planned in honor of the annual visit and is a wonderful time for visiting daughters and adults to visit the Bethel where the “GV” is taking place.

Each Grand Guardian puts out a protocol letter to assist the Bethels in preparing for the visit. This letter should be read by the Guardian and necessary information shared with the Honored Queen and Daughters.

MISS WASHINGTON JOB’S DAUGHTER

Each year a Daughter is selected to represent the Job’s Daughters of Washington and she is known as Miss Washington Job’s Daughter. She is selected from those entering the state competition at an annual pageant (see MWJD Rules and Regulations). Her duties include promoting the interest, welfare and growth of the Order. She also participates in the Supreme pageant for the selection of Miss International Job’s Daughter. The final pageant is held each year at Grand Session.

OTHER SPECIAL EVENTS

There are, from time to time, other special events taking place in the state that are fun and the Bethels are encouraged to attend. There is usually a Reception for the Supreme Guardian when she visits our state and International Day is an annual occurrence. International Day is a celebration of the long, wonderful and positive relationship our state has enjoyed with British Columbia. During the summer, a fun state-wide event is often planned for the Bethels to meet in a relaxed, fun atmosphere (Weekend of Fun).

ELECTION OF BETHEL OFFICERS

The Constitution in Washington State, states that Bethel officers shall be elected at the first meetings in November and April (WA, C-Bethel 3.0). The election shall be by secret ballot (unless there is but one candidate -- see Bylaws - Election Procedure [cherry page 1]) without nomination, starting with the highest office and continuing until the offices of Honored Queen, Senior Princess, Junior Princess, Guide and Marshal have been filled. A majority shall elect, and a majority shall be one more than half of the ballots cast for one candidate. Blank ballots shall not count.

To be eligible for election to an office, a Daughter must have satisfactorily passed the Proficiency Test, been a member of the Bethel during the entire term(6 months) and must have been in regular attendance. Regular attendance is interpreted to mean all absences have been excused by the Executive members of the Bethel Guardian Council.

All Bethel officers are entitled to vote until the end of their term even though they became twenty (20) years of age before the election.

Prior to the beginning of the meeting, two Daughters should be asked to serve as tellers for the Election of Officers. Their job is to pass out ballots, collect them and count them. It would be best if these tellers were not planning on standing for an elected office.

PROCEDURE OF ELECTION OF BETHEL OFFICERS (BYLAWS - STANDING RULES)

NOTE: *Objections to balloting by viva voce vote may be made to the Honored Queen, or the Bethel Guardian, or person assuming the duties of the Bethel Guardian in her absence, or in the meeting immediately prior to election. Members objecting must be present during election for their objection to be valid. If an objection to balloting by viva voce vote has been made, the Honored Queen so states and the election shall be by secret ballot*

If no objection has been made, then elections proceed as follows.

HONORED QUEEN: I will entertain a motion to suspend election by ballot where there is but one candidate to an office.

NOTE: *If there is no motion, the election **MUST** be by secret ballot for all elective officers. The motion must pass unanimously or the ballot shall be by secret ballot.*

ELECTIONS, cont.

HONORED QUEEN: Bethel Guardian, will you please read the names of those Daughters who are eligible for an elective office.

BETHEL GUARDIAN: *(Reads the names of the Daughters eligible.)*

INSTRUCTIONS FOR THE HONORED QUEEN

1. Honored Queen appoints two members of the Bethel to tally the votes. Guardian Secretary also counts ballots, silently, as a check. Tellers approach the Recorder's desk. The Associate Guardian will supervise the tallying of the ballots.

NOTE: *No Daughter aspiring to an office should be appointed to tally the votes. If the Recorder is aspiring, she should be excused.*

2. **HONORED QUEEN:** Members will number off: Please stand and remain standing until all have counted. (The Honored Queen rises, and says "one", Sr. Princess rises and says "two", etc. until all have counted.)

3. Same procedure to be repeated as a double check, this time sitting as each member numbers off (Associate Guardian checks as the count proceeds).

HONORED QUEEN: There are _____ members entitled to vote. A majority of the votes cast for each office is necessary for election. Blanks are NOT counted as votes. However, there is no rule against casting a blank ballot or not voting if members desire. *The majority may vary depending on the number of votes cast for each office.*

HONORED QUEEN: The elective officers of the Bethel are: Honored Queen, Senior Princess, Junior Princess, Guide and Marshal. The tellers will pass out the ballots *(several to each member)* and pencils/pens, and return to the Recorder's Desk. *(Adults DO NOT pass out ballots.)*

HONORED QUEEN: We will now have the election of officers. *(One rap of the gavel.)* The election of officers of the Bethel shall proceed in the following order: 1) Honored Queen, 2) Senior Princess, 3) Junior Princess, 4) Guide 5) Marshal.

NOTE: IF VOTING BY VIVA VOCE VOTE

HONORED QUEEN: All those aspiring to the office of _____ will please rise and state your name. *(pause)* Are there any others aspiring to the office of _____? Since there is but one candidate aspiring to the office of _____, election to the office will be by viva voce vote. *(pause)* All those who are in favor of _____ to be elected to the office of _____ will say aye. Those opposed, nay. By your vote, you have elected _____ to the office of _____. Do you accept this office? *(Proceed in the same manner for the election of all offices where there is but one candidate aspiring.)*

ELECTIONS, cont.

NOTE: IF VOTING BY SECRET BALLOT

HONORED QUEEN: All those aspiring to the office of _____ will please rise and state your name. Thank you, you may be seated. You will now cast your ballot for the office of _____.

(The Honored Queen writes her ballot, then after allowing sufficient time for all to write their ballots, says) Tellers, you will collect the ballots. (After the ballots have been collected, the Honored Queen says) Have all balloted who are entitled to do so? (pause) I now declare the ballots closed. (one rap of the gavel) Tellers, you will collect the ballots.

One teller opens the ballot, passes it to the next teller, who reads it quietly. The Bethel Recorder repeats, quietly, counting 1,2,3,4, tally, etc. Be sure it is the BETHEL RECORDER, and not an adult. When through counting, the Recorder ADDS UP THE NUMBER OF VOTES CAST FOR EACH PERSON, TOTALS THEM ALL, AND COUNTING BLANKS SEPARATELY.

THE TOTAL OF ALL VOTES, INCLUDING BLANKS SHOULD NOT EXCEED THE NUMBER OF MEMBERS ELIGIBLE TO VOTE. The Recorder then hands the tally sheet to the Honored Queen, after checking with the Guardian Secretary.

HONORED QUEEN: *Reads the report in FULL. FOR EXAMPLE -*
Number of ballots 35
Number of blanks 2
Number of votes Cast 33

Necessary for Election 17

The Honored Queen reads each Daughter's name and the number votes each received, i.e. Mary Jones, 14; Susie Brown, 10; Jane Doe, 9; Blank, 2. Total 35.

There is no majority, so we will vote again. **The Honored Queen will not elaborate on it any further.** *She then proceeds with the second ballot just as before.*

When a Daughter receives a majority vote, the Honored Queen will read the entire tally as before, except she will announce:

HONORED QUEEN: By your vote, you have elected _____ to the office of _____. Do you accept this office?

HONORED QUEEN: This completes the election of officers. *(One rap of the gavel.)* Associate Guardian, you will destroy the ballots. Tellers, you will please collect the unused ballots and the pencils, then return to your place in the Bethel. *(One rap of the gavel)*

SAMPLE TALLY SHEET

Honored Queen reads the following information, each Daughters name and the number of votes each received.

Number of Ballots _____

Number of Blank Ballots _____

Number of Votes Cast _____

Number of Votes necessary
for Election _____

CANDIDATE	VOTES
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Blank Ballots	_____
TOTAL VOTES CAST	_____

**RESPONSIBILITIES
OF BETHEL OFFICERS
AND STANDING COMMITTEES**

Honored Queen	57
Senior Princess	58
Junior Princess	59
Guide	59
Marshal	59
Chaplain	60
Recorder	60
Treasurer	61
Librarian	61
Senior Custodian	61
Junior Custodian	61
Musician	61
Standing Committees	62

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HONORED QUEEN

The Honored Queen is the leader of the Bethel and should set a good example. She should attend all meetings and functions of the Bethel. Memorize all speaking parts of her office as found in the Ritual and other ceremonies. She works under the guidance of the Guardian and the Guardian Council. She should visit candidates, if possible, and work to help them feel welcome in the Bethel.

She is an ex-officio member of all committees and should attend all Bethel Guardian Council meetings to inform the Council of the wishes of the membership and to seek their guidance on Bethel planning.

The term of the Honored Queen should be planned to include a variety of activities, with approval of the Bethel Guardian Council. Fun activities, fund raising activities and well-planned meetings should be included.

She should meet with the Guardian in advance of each meeting to plan the agenda and become acquainted with all necessary items of business. Care should be taken that the agenda is not too crowded, so the meeting will not be too lengthy.

Duties of the Honored Queen also include: (all MUST be approved by the Executive Guardian Council.)

1. Appoint the appointive Bethel officers with assistance and approval of the Executive Council.
2. Appoint assistant officers to learn the Ritualistic work and substitute for absent officers.
3. Appoint and install a member to fill a vacancy in an appointive office.
4. Preside at all Bethel meetings. If she must leave the East, the succession of officers will be in proper sequence.
5. Plan a fund-raiser within thirty (30) days after her installation for the benefit of the Education/ Promotion fund.
6. Appoint the standing Committees as required in the By-laws (B-Bethel 6 Article VII). Also, such other committees as Bethel tradition dictates.
7. Serve as Installing Officer at the Bethel's installation.
8. Insure all meetings proceed in an orderly fashion. The manner in which she presides sets the tone of the meeting.

HONORED QUEEN, cont.

9. Permit only Bethel members, Executive Council members and Majority members of the Bethel to debate questions during a Bethel meeting.
10. In March, hold a suitable ceremony honoring Mrs. Mick, our founder.
11. Choose a time and place for an official Worship service during her term.
12. Hold at least 2 Initiation Ceremonies, one Obligation Ceremony and one Patriotic Ceremony during her term. The Majority Ceremony or other appropriate Ceremony may be substituted for one of the Initiation Ceremonies (C-Bethel 7.0).
13. Attend to such other duties as your Bethel traditions dictate.

SENIOR PRINCESS

1. Assist the Honored Queen.
2. Be alert to projects, plans, and performance of the Daughters for future reference in planning her term as Honored Queen.
3. Be prepared to preside in case of an emergency.
4. Memorize speaking parts, marching parts and music as found in the Ritual.
5. Attend all meetings and functions of the Bethel.
6. Establish a tentative calendar for her term to be finalized as soon as possible after her election as Honored Queen.
7. Seek approval of selections to appointive offices and committee appointments from the Executive Bethel Council.
8. Plan for the upcoming Installation of Officers. Work closely with the Bethel Guardian Council on this project.
9. Perform such other duties as your Bethel tradition dictates.

JUNIOR PRINCESS

1. Assist the Honored Queen.
2. Perform the same basic functions as the Senior Princess.
3. Attend all meetings and functions of the Bethel.
4. Memorize all speaking part, marching parts and music as found in the Ritual and other ceremonies.
5. Attend to such other duties as your Bethel traditions dictate.

GUIDE

1. She must be particularly familiar with the proper procedures for escorting visitors and the marching lines for regular meetings.
2. Memorize all speaking parts, marching parts and music as found in the Ritual and other ceremonies.
3. She must know well the marching lines and the ritual as it pertains to the Initiation Ceremony.
4. Attend all meetings and functions of the Bethel.
5. Attend to such other duties as your Bethel tradition dictates.

MARSHAL

1. Responsible for setting up the Bethel room. She must therefore be especially familiar with EXACTLY where every piece of paraphernalia is placed and HOW it is positioned (Ritual pgs. 7-11). The Junior and Senior Custodians are to assist.
2. Responsible to see that the paraphernalia is properly returned to storage after each meeting. The Custodian of Paraphernalia should be of assistance in this duty.
3. Memorize all speaking parts, marching parts and music as found in the Ritual and other ceremonies.
4. Escort the American Flag into the Bethel room at each meeting. She should, therefore, be familiar with how to properly present the Flag, and how it is carried.
5. Attend all meetings and functions of the Bethel.
6. Attend to such other matters as your Bethel tradition dictates.

APPOINTIVE OFFICERS

BETHEL CHAPLAIN

1. Know the line for marching from her station to the Altar and have her travel timed so she arrives at the proper time.
2. Remember to NEVER rest her hands or arms on the Altar.
3. Know the “Pledge of Secrecy” for Adults and be prepared at every meeting.

BETHEL RECORDER

1. Work closely with the Guardian Secretary, and ASK her assistance in ALL matters where ANY confusion may occur.
2. Be sure a detailed record of every meeting is kept in legible manner. This usually means that the minutes of the meeting are transcribed from notes or short form to the permanent minute book. Minutes may be typed but the page must be permanently attached to book.
3. Keep a detailed report of money received on the proper forms and insure that a warrant is prepared for each bill.
4. Read the minutes of the previous meeting. Although the minutes need to include the names and titles of those introduced, when reading the minutes the Recorder need only say: “Escort and Introductions as per Attendance Register”.
5. Read all correspondence to the Bethel (READ THE NAME OF THE SENDER FIRST). This usually requires a pre-reading of many items, so that only pertinent information is presented to keep the time of presentation to a minimum. The Guardian Secretary can be of great assistance in determining what NEEDS to be read.
6. Work with the Guardian Secretary to see that the Receipt Cash Book is maintained.

BETHEL TREASURER

1. Work closely with the Guardian Treasurer to help maintain the Bethel's finances.
2. Work with the Guardian Treasurer to see that the Disbursements are paid and the Cash Book is maintained.
3. Be sure that checks are written for each warrant, following approval by the members of the Bethel.

LIBRARIAN

1. Prepare a report to be presented at each meeting. She should be creative, and strive to present something informative and enlightening. Try different ideas. It is NOT necessary for each report to be a poem.
2. Present this report to the Guardian Treasurer for approval.
3. The Librarian's report MUST be given at ALL Bethel meetings. If you do not have a Librarian, have another Bethel member prepare and give the report.

SENIOR AND JUNIOR CUSTODIANS

1. Assist the Marshal in preparing the Bethel room prior to every meeting and removing paraphernalia after the meeting.
2. Remove chairs for the Retiring March.
3. Be familiar with the proper procedure for Purgings.

MUSICIAN

1. Work with the Bethel Officers on timing of floorwork. The music should be played at an easy walking tempo. Work on music timing with the Chaplain.

STANDING COMMITTEES

AUDITING COMMITTEE

This committee shall be responsible for auditing and signing all bills before the meetings. The committee checks and signs all BILLS (not the disbursement form).

PLEDGE COMMITTEE

This Committee is to assist the Associate Guardian in giving the Pledge of Secrecy to unobligated visitors that are late to a meeting (Ritual pgs. 15 -.17).

PROFICIENCY COMMITTEE

This committee shall be responsible for assisting new members in learning the information necessary to pass the Proficiency Test. This Committee will help the new member(s) become acquainted with the members of the Bethel, and make them feel welcome and comfortable. The Director of Epochs may assist this committee. P.H.Q.'s are often helpful as members of this committee.

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B E T H E L M E E T I N G S

BETHEL MEETINGS

An efficient meeting will occur only if it is well planned. The meeting should be planned well in advance of the actual meeting, not the day of, nor minutes before! The Honored Queen must meet with the Guardian at least a few days prior to the meeting to carefully prepare. It is a good idea to have a copy of the minutes of the last meeting at hand, so there will not be any topics from the previous meeting forgotten. Following are some helpful ideas on properly preparing and conducting a meeting.

It is very important that the Honored Queen be familiar with Robert's Rules of Order. A thorough knowledge of these principles will be invaluable in conducting a well run meeting. The Honored Queen should also be fully aware of who may address the assembly and on what issues. She should be instructed in the proper use of the gavel, and be prepared to use it in maintaining order. She should also completely understand that new business brought before the body cannot be considered until the Executive Council has considered the issue. This is necessary to protect the Bethel and give the Council time to advise the Daughters on all aspects of the issue.

On the following page is the proper order of business, and can be used as a guide in preparing for a meeting. After the order of business, there is a page dedicated to explaining how a motion is to come to the floor and how to handle the motion.

The Honored Queen must remember that she is to stand to conduct each order of business. She is seated when others have the floor for reports or remarks. There is to be one rap of the gavel after each order of business, signaling its completion. Headings for each order of business are not to be read. For example, the Honored Queen does not say, "Treasurer's Report", and then proceed to ask for that report. She would say, "Treasurer, you will read the Treasurer's report." This rule applies to all orders of business.

ORDER OF BUSINESS

After the Bethel is declared open, the order of business is as follows:

- 1. Reading of Special Dispensation** (Only when needed)
- 2. Roll Call of Officers, Bethel Choir and Bethel Council**
- 3. Reading of Minutes**
- 4. Treasurer's Report**
- 5. Report of Ballot on Petitions** (Only when having initiation)
- 6. Ceremony of Initiation** (Majority Degree, or other appropriate ceremony in keeping with the ideals of our Order may be substituted.)
- 7. Communications**
- 8. Petitions for Membership**
Welcoming Committee: 3 Daughters _____

Adult _____
- 9. Reports**
 - a.**
 - b.**
 - c.**
 - d.**
 - e.**
- 10. Unfinished Business** (This is any business not completed at a previous meeting.)

11. New Business (Any business brought up at this time must have been approved by the Executive Council. Election of Officers shall be the first order of business under new business.)

12. Receipts of the meeting

13. Bills (Have they been audited?)

14. Librarian's Report

15. Mothers', Fathers' and Guardians' Prayer

16. Good of the Bethel

- a. Introduction of Parents of new members
- b. Installation of Bethel Officers
- c. Installation of Bethel Council
- d. Proficiency Test
- e. Presentations (Optional)
- f. Remarks by those recognized by the Honored Queen
- g. Coin March (Optional)
- h. Memorial Ceremony (One each term)

17. Closing Ceremony

STEPS IN PROCESSING A MOTION

There are eight distinct steps in processing a motion.

1. **Daughter:** Rises and addresses the chair (Honored Queen)
2. **Honored Queen:** Recognizes the member
3. **Daughter #1:** States the motion. “I move that
4. **Daughter #2:** Seconds the Motion. “I second the motion.”
5. **Honored Queen:** “It has been moved by _____ and seconded that
6. **Honored Queen:** “Is there any discussion?” Allows time for discussion
7. **Honored Queen:** “Are you ready for the question: All those in favor of (Restates the Motion), vote in the voting sign of the order (pause). All those opposed same sign.
8. **Honored Queen:** “The motion is carried” (or defeated)
9. It is wise to remember that if there is an amendment to the motion, the amendment must be considered and dealt with before the original motion. When this happens, there are a couple more steps added to the process.
10. **Daughter:** Rises and addresses the chair
11. **Honored Queen:** Recognizes the member
12. **Daughter #1:** States the motion (“I move that...”)
13. **Daughters #2:** Seconds the motion (“I second the motion”)
14. **Honored Queen:** Restates the motion (“It has been moved and seconded
15. **Honored Queen:** Asks for discussion
16. **Daughter #3:** Amends motion (“I move that the motion be amended to...”)
17. **Daughter #4:** Seconds that motion

PROCESSING A MOTION, cont

18. **Honored Queen:** States the amended motion (“It has been moved and seconded that”)
19. **Honored Queen:** Asks for discussion on the amended motion
20. **Honored Queen:** Asks for a vote on the amendment
21. **Honored Queen:** “The motion is carried” (or rejected)
22. **Honored Queen:** Asks for discussion on the motion as amended (if approved).
(Restates the motion as amended)
23. **Honored Queen:** Asks for a vote on the amended motion.
24. **Honored Queen:** States the result of the vote

As can be seen, when there is an amendment to a motion, the steps nearly double. It is certainly possible that a motion can be amended more than once, so each amendment is dealt with as it comes on the floor, and the original motion is the last item to be voted on.

BETHEL INSTALLATION

PLANNING

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RECOMMENDED DO'S AND DON'TS FOR BETHEL INSTALLATIONS

The Guardian should work with Honored Queen-elect as early as possible to make sure she understands what is required. Honored Queen - elect must present term plans to the Guardian Council for approval. The Book of Ceremonies, **1993 edition, MUST** be followed.

Stress importance of all installing officers being at practice.

Have a musician who is familiar with Job's Daughters music and knows when to stop and start; play appropriate music for the evening. Contact the musician early - they too need time to prepare.

No pacifier, bibs, or rattles presented to the newly installed Marshal shall be worn in the Bethel meeting or while wearing her robe.

Jewelry can be worn according to by-laws (refer to B-Bethel 5, Sec. 2b).

Escort and Introductions should be handled by retiring Honored Queen. She has had more experience and this is also her last meeting. Remember, **NO HONORS ARE GIVEN.**

DeMolay and/or Rainbow are not permitted to be used in ritual work. Arch of Steel or other special DeMolay Ceremonies may be performed **AFTER** the closing cross (after Guardian announces "This concludes our ceremony"). If Arch of Steel is used, it should be formed from the West line to Altar for Daughters to pass through or at reception.

INSTALLING OFFICERS: 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. Only when there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve. The one exception is: please refer to by-laws, C-Bethel 4, Sec. 2d., where it reads: "A special relative or friend who is a PHQ or MM of another Bethel, **MAY** with the BGC approval, participate as an installing officer, but **NOT THE** installing officer.

It is permissible for the retiring Honored Queen, incoming Honored Queen and the princesses to wear a thin white ribbon around their waist, tied in a square knot. However, the regulation white cord is preferred. **ABSOLUTELY NO FREE FLOWING ROBES!**

There shall be no open flame equipment used during the installation ceremony such as candles and/or candelabra.

INSTALLATION INSTRUCTIONS

1. A Special Dispensation is necessary if the Installation is to be other than on a regularly scheduled meeting day and time. The Daughters must vote on this.
2. Installing Officers must be members of the International Order of Job's Daughters as provided for in the Bylaws [C-Bethel 4, Article X, Section. 2 (b)]. No Children shall be used in any part of the ceremony.
3. Variations are permitted for the Installation of Officers in so far as the incoming and retiring ceremonies and marches are concerned. However, if a retiring march is used that is different than in the Ritual, it shall contain the formation of the closing cross, the square and compass, or a triangle.
4. All plans, arrangements, and programs must have the approval of the Executive members of the Bethel Guardian council. This includes songs, theme, etc.
5. No ritualistic work shall be given at an Open Installation except the closing cross, square and compass, or triangle.
6. The Obligation, prayers, and duties of officers must be as per the Book of Ceremonies.
7. Follow "Escort and Introductions" as outlined in the ritual, except no Honors shall be given.
8. Gloves shall not be worn by anyone taking part in the Installation.
9. Flowers or decorations shall not be worn on capes or robes, but may be carried. This is the only time the Honored Queen may carry her Bible. (Both incoming and outgoing Honored Queens.) Flowers or Decorations will not be placed on the altar or pedestal cloths.
10. The newly installed Honored Queen's parents may be invited to the East to witness the closing cross. (Also the Junior Past Honored Queen's parents)
11. Daughters to be installed, must have their dues paid through the ensuing term. No officer shall be installed by proxy.
12. The Installing Officer shall be the Retiring Honored Queen of their own Bethel. The Installing Officer wears the regulation cape and crown.
13. Be sure the Installing Chaplain has the prayers in plenty of time to have them memorized.

INSTALLATION INSTRUCTIONS, CONT.

14. Floor work should be as per Diagrams 1 - 34 in the Book of Ceremonies.
15. Invitations shall read "Installation of Officers and Bethel Choir". Do not use the word "Public" in your invitation
16. Any Officer not present for Installation shall be installed as soon thereafter as possible at a regular Bethel meeting. Such Installations shall consist of the prayer, obligation, explanation of duties and proclamation as prescribed in the Book of Ceremonies.
17. If the custom of the Bethel allows pictures to be taken during the Installation (as approved by the Executive Council) they shall not detract from the Ceremony. Be sure the photographer is instructed not to cross in front of the Altar, walk about the room during prayers or enter the semi-circle.

INSTALLATION PLANS

CHECK LIST

1. The Bethel Guardian may meet with the Senior Princess and her family fairly early in the term, and well before elections to discuss her up-coming responsibilities.
 - a. Go over all the Installation information, and give her copies of the following pages of work sheets. Be sure everyone understands how to use the sheets.
 - b. Be sure the Senior Princess and her family have a rough copy of the schedule for the ensuing term (Grand Councils, Temple Boards, etc.). They will then have all known dates and activities so the term can be properly scheduled. Also give them a list of requirement for the term.
 - c. Allow plenty of time, so all questions can be fully answered.
2. On election night, after elections, have her pass out the form for the Daughters to request the offices and committees they desire. It is a good idea to give the Honored Queen a list of all offices that have been held by each Daughter so the selection process will be simplified.
3. The Executive Council, the Honored Queen-elect and her parents should meet within one week of elections.
 - a. This is the time to approve the Installation plans, Installing officers, appointed officers, committees, and the term plans.
 - b. Be sure all dates (installation day, practice days, etc.) are set and the Temple location is available.
4. Help and remind the Honored Queen-elect that all invitations must be sent soon!
5. Installation day:
 - a. Bethel room set up?
 - b. Decorations done and up?
 - c. Refreshments taken care of?
 - d. Flowers ready?
 - e. Gifts ready?
 - f. Check the following
 - Make sure the semi-circle can be set within the floor arrangement the Honored Queen - elect has chosen.
 - Pre-set the Bethel Flag.
 - Have the American Flag and Bible in the Preparation Room
 - Extra chairs at hand? Do they interfere with the floor work?
 - Bethel light on prior to Installation.
 - g. Someone to pull chairs?
 - h. Someone to do the lights?

6. Resources:

- a. Book of Ceremonies. Many Bethels also have books of Installation Ceremonies that have been used in their Bethel in the past.
- b. Bethel Traditions.
- c. Ritual Deputy/Grand Deputy. Ask them for help or make them available to the Senior Princess for assistance.
- d. Ritual.
- e. By-laws.
- f. Do's and Don'ts for Bethel Installations.

7. Communicate Plans:

- a. Term Books
- b. Monthly Calendars
- c. Monthly newsletter/letters from the Guardian
- d. Telephone Tree

INSTALLATION PLANS - APPOINTMENT OF OFFICERS

H.Q. Elect _____ Date _____

Theme _____ Colors _____

APPOINTIVE OFFICERS

MUST BE APPROVED BY EXECUTIVE GUARDIAN COUNCIL

1. OUTER GUARD _____
2. INNER GUARD _____
3. JUNIOR CUSTODIAN _____
4. SENIOR CUSTODIAN _____
5. 1ST MESSENGER _____
6. 2ND MESSENGER _____
7. 3RD MESSENGER _____
8. 4TH MESSENGER _____
9. 5TH MESSENGER _____
10. LIBRARIAN _____
11. MUSICIAN _____
12. RECORDER _____
13. TREASURER _____
14. CHAPLAIN _____
15. _____
16. _____
17. _____
18. _____
19. _____

COMMITTEES

MUST BE APPROVED BY EXECUTIVE GUARDIAN COUNCIL

(REQUIRED COMMITTEES - B-Bethel 6, Article VII)

- 1. AUDITING (3 Members) _____
- 2. PLEDGE (3 Members) _____
- 3. PROFICIENCY (3 Members) _____

(OPTIONAL COMMITTEES)

- 4. SUNSHINE _____
- 5. SERVICE HOURS _____
- 6. TELEPHONE _____
- 7. SCRAPBOOK _____
- 8. BIG SISTERS _____
- 9. EDUC. PROMO _____
- 10. CLEAN UP _____
- 11. REFRESHMENTS _____
- 12. GRAND SESSION _____
- 13. JOBIE WEEKEND _____
- 14. DECORATIONS _____
- 15. CORRESPONDENCE _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

REQUEST FOR OFFICE

NAME _____

Please mark three offices and three committees that you are interested in. Mark them "1", "2", and "3" in the order of your preference. Please put a "C" by those committees you would be willing to chair.

OFFICES

- ___ CHAPLAIN
- ___ RECORDER
- ___ TREASURER
- ___ 1ST MESSENGER
- ___ 2ND MESSENGER
- ___ 3RD MESSENGER
- ___ 4TH MESSENGER
- ___ 5TH MESSENGER
- ___ SENIOR CUSTODIAN
- ___ JUNIOR CUSTODIAN
- ___ LIBRARIAN
- ___ INNER GUARD
- ___ OUTER GUARD
- ___ MUSICIAN

COMMITTEES

- ___ AUDITING
- ___ PLEDGE
- ___ PROFICIENCY
- ___ SUNSHINE
- ___ REFRESHMENTS
- ___ DECORATIONS
- ___ NEWSLETTER
- ___ SERVICE HOURS
- ___ TELEPHONE
- ___ SCRAPBOOK
- ___ BIG SISTERS
- ___ GRAND SESSION
- ___ JOBIE WEEKEND
- ___ EDUC. PROMO
- ___ OTHER (LIST)

INSTALLATION CHECK LIST

The following are only suggestions. All items are not required.

ITEM	PRICE	QUANTITY, COLOR, DESCRIPTION
GAVEL	_____	_____
SOUNDING BLK.	_____	_____
ENGRAVING	_____	_____
MASCOT	_____	_____
GUEST BOOK	_____	_____
INVITATIONS	_____	_____
PROGRAMS	_____	_____
CARRY-INS	_____	_____

BETHEL DISPLAY (East Piece)		_____

MUSICIAN	_____	_____
SOLOIST	_____	_____
SONGS	_____	_____

INSTALLATION CHECK LIST

The following are only suggestions. All items are not required.

<u>ITEM</u>	<u>PRICE</u>	<u>QUANTITY, COLOR, DESCRIPTION</u>
RECEPTION		
NAPKINS	_____	_____ _____
CENTERPIECE	_____	_____ _____
DECORATIONS	_____	_____ _____
TABLE CLOTHS	_____	_____ _____
DANCE MUSIC	_____	_____ _____
REFRESHMENTS		
SANDWICHES	_____	_____ _____
SALADS	_____	_____ _____
OTHER (Nuts) (Mints)	_____	_____ _____ _____
PHOTOGRAPHER	_____	_____ _____
VIDEO TAPE	_____	_____ _____

INSTALLATION CHECK LIST

The following are only suggestions. All items are not required.

<u>ITEM</u>	<u>PRICE</u>	<u>QUANTITY, COLOR, DESCRIPTION</u>
CAKE	_____	_____ _____
PUNCH	_____	_____ _____
PUNCH BOWL(S)	_____	_____ _____
PUNCH CUPS	_____	_____ _____
PLATES & CUPS	_____	_____ _____
COFFEE SERVICE ETC.	_____	_____ _____
KITCHEN CREW		_____ _____
COFFEE SERVERS (Tea, etc.)		_____ _____
CAKE SERVERS		_____ _____
PUNCH SERVERS		_____ _____
ADDITIONAL NEEDS	_____	_____ _____

INSTALLATION CHECK LIST

The following are only suggestions. They are not required.

CORSAGES FOR INSTALLING OFFICERS

BOUTONNIERES

1. HONORED QUEEN _____	1. H.Q. ESCORT _____
2. GUIDE _____	2. S.P. ESCORT _____
3. MARSHAL _____	3. J.P. ESCORT _____
4. CHAPLAIN _____	4. GUIDE ESCORT _____
5. READER/HOSTESS _____	5. MARSHAL ESCORT _____
6. RECORDER _____	6. ASSOC GUARD _____
7. SENIOR CUSTODIAN _____	7. _____ _____
8. JUNIOR CUSTODIAN _____	8. _____ _____
9. AMER. FLAG BEARER _____	9. _____ _____
10. CANAD. FLAG BEARER _____	
11. LADY OF THE LIGHTS _____	
12. MUSICIAN _____	
13. SOLOIST _____	22. COFFEE SERVER 2 _____
14. PAGE 1 _____	23. CAKE SERVER 1 _____
15. PAGE 2 _____	24. CAKE SERVER 2 _____
16. PROGRAMS 1 _____	25. GUARDIAN _____
17. PROGRAMS 2 _____	26. HOSTESS _____
18. PUNCH BOWL 1 _____	27. H.Q. ELECT _____
19. PUNCH BOWL 2 _____	28. JR. P.H.Q. MOM _____
20. GUEST BOOK _____	29. H.Q. MOTHER _____
21. COFFEE SERVER 1 _____	30. OTHERS _____

INSTALLATION CHECK LIST - INSTALLING OFFICERS

The 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 BGC shall approve the selections of all other installing officers. 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 such person to serve as one of the installing officers, but not the Installing Officer. Where there are not enough Past Honored Queen or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve. When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve (C-Bethel 4, Article X, Section 2).

1. HONORED QUEEN (RETIRING QUEEN) _____
2. GUIDE _____
3. MARSHAL _____
4. CHAPLAIN _____
5. RECORDER _____
6. SENIOR CUSTODIAN _____
7. JUNIOR CUSTODIAN _____
8. MUSICIAN (IF POSSIBLE) _____

OTHERS WHO ASSIST BUT DO NOT HAVE TO BE PHQ'S

1. HOST or HOSTESS _____
2. READER _____
3. SOLOIST _____
4. AMERICAN FLAG _____
5. CANADIAN FLAG _____
6. LADY OF THE LIGHTS _____
7. PAGES/CHAIR-PULLERS _____
8. GUEST BOOK _____
9. PROGRAMS _____
10. OTHERS _____

INSTALLATION CHECK LIST

The following are only suggestions. They are not required.

GIFTS FOR INSTALLING OFFICERS AND OTHERS WHO HELP

1. HONORED QUEEN _____
2. GUIDE _____
3. MARSHAL _____
4. CHAPLAIN _____
5. READER _____
6. RECORDER _____
7. SENIOR CUSTODIAN _____
8. JUNIOR CUSTODIAN _____
9. AMERICAN FLAG BEARER _____
10. CANADIAN FLAG BEARER _____
11. LADY OF THE LIGHTS _____
12. MUSICIAN _____
13. SOLOIST _____
14. PAGES _____
15. PROGRAMS _____
16. GUEST BOOK _____
17. SERVERS _____
18. KITCHEN CREW _____
19. OTHERS _____

**SPECIAL FORMS
AND
INSTRUCTIONS**

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ESCORT, INTRODUCTION & HONORS

1. See the Ritual for the procedure to be followed. (The proper word is “escort”, not “escorts”)
2. Each guest shall be escorted or introduced only once, at which time all Job’s Daughters titles are given. At a meeting where a special group is being honored, those introduced under specific titles may be reintroduced. (No committee titles are given.)
3. The Associate Guardian and/or the Promoter of Sociability are to check the eligibility of all adult visitors. The Promoter of Sociability should also introduce these guests to the Honored Queen before the meeting if possible. The Honored Queen should also be given a written list of names and titles of guests so they may be properly introduced.
4. The Inner and Outer Guards should check the eligibility of visiting Daughters. It is suggested that these officers introduce any visiting Daughters to the Promoter of Sociability, who should pass the information on to the Honored Queen.
5. It is recommended that there be a quantity of “introduction cards” located at, or close to, the register at every meeting. The visiting guest may then fill out the card with all pertinent titles.
6. When guests are introduced from the East Dais, the officers on the East Line should turn and face the honored guest and turn west when the guest leaves the east (Ritual pg. 69). All officers remain at their stations when giving honors.
7. Pay attention to proper floor work and the spoken word during Escort, Introduction and Honors. Dignity and graciousness on the part of the officers working on this part of the ritual is essential. The Honored Queen and all members should know the proper honors for special guests and how to give them.

ESCORT, INTRODUCTIONS AND HONORS

- | | | |
|--|-----------------|-----------------------|
| 1. Honored Queens | ESCORTED | Bethel Honors |
| 2. Past Honored Queens* | ESCORTED | Bethel Honors |
| 3. Visiting Princesses & Past Princesses | ESCORTED | Hearty Welcome |
| 4. Supr. Bethel H.Q., Supr. Bethel Officer & Representatives who have not been previously introduced | ESCORTED | Hearty Welcome |
| 5. Miss International Job's Daughter and /or Miss International Congeniality | ESCORTED | Hearty Welcome |
| 6. Gr. Bethel Honored Queen, Gr. Bethel Officers & Representatives who have not been previously introduced | ESCORTED | Hearty Welcome |
| 7. Miss _____ Job's Daughter and/or Miss _____ Congeniality | ESCORTED | Hearty Welcome |
| 8. Visiting Job's Daughters | RISE | Hearty Welcome |
| 9. Majority Members | RISE | Hearty Welcome |
| 10. Supreme Guardian & Associate Supreme Guardian | ESCORTED | Supreme Honors |
| 11. Past Supreme Guardians and Past Associate Supreme Guardians | RISE | Supreme Honors |
| 12. Other Supreme Officers | RISE | Supreme Honors |

13. Gr. Guardian & Assoc. Grand Guardian *(at official visit escort after PHQ's)	ESCORTED	Grand Honors
14. Past Grand Guardians and Past Associate Grand Guardians	RISE	Grand Honors
15. Other Grand Officers	RISE	Bethel Honors
16. Bethel Guardians and Assoc. Bethel Guardians (if visiting BG & ABG are present all may be escorted)	RISE	Bethel Honors
17. Past Bethel Guardians and Past Associate Bethel Guardians	RISE	Bethel Honors
18. Council Members	RISE	Hearty Welcome
19. Grand Master of Masons or his Official Representative	ESCORTED	Hearty Welcome
20. District Deputy Grand Master	ESCORTED	Hearty Welcome
21. Worshipful Masters	ESCORTED	Hearty Welcome
22. Presiding Supreme or Grand Officers of other Masonic Family Organizations	ESCORTED	Hearty Welcome
23. Presiding Officers of other Masonic Family Organizations	RISE	Hearty Welcome
24. Others		

**INTRODUCTORY TITLES FOR LEADERS OF
MASONIC
AFFILIATED ORGANIZATIONS**

SYMBOLIC LODGE (BLUE LODGE)

Worshipful _____, Master of _____ Lodge # _____,
Free and Accepted Masons

GRAND LODGE OF WASHINGTON

Most Worshipful _____, Grand Master of the Most Worshipful
Grand Lodge of Free and Accepted Masons of Washington

AMARANTH COURT

_____ Royal Matron, _____ Court # _____,
Order of the Amaranth

_____ Royal Patron, _____ Court # _____
Order of the Amaranth

AMARANTH GRAND COURT

_____ Grand Royal Matron of the Grand Court of Amaranth of
Washington

_____ Grand Royal Patron of the Grand Court of Amaranth
of Washington

EASTERN STAR CHAPTER

_____ Worthy Matron, _____ Chapter # _____
Order of Eastern Star

_____ Worthy Patron, _____ Chapter # _____
Order of Eastern Star

GRAND CHAPTER, EASTERN STAR

_____ Worthy Grand Matron, Order of the Eastern Star for
Washington

_____ Worthy Grand Patron, Order of the Eastern Star for
Washington

SCOTTISH RITE

_____ Master of Kadosh, _____ Consistory,
Ancient and Accepted Scottish Rite of Freemasonry

_____ Commander of _____ Council of
Kadosh, Ancient and Accepted Scottish Rite of Freemasonry

_____ Wise Master of _____ Chapter
Rose Croix, Ancient and Accepted Scottish Rite of Freemasonry

_____ Venerable Master of _____ Lodge
of Perfection, Ancient and Accepted Scottish Rite of Freemasonry

YORK RITE

_____ High Priest of _____ Chapter # _____
Royal Arch Masons

_____ Master of _____ Council # _____

Cryptic Masons

Commander of _____ Commandery # _____ Knight Templar

SHRINE

Illustrious Sir _____ Potentate of _____ Temple,
Ancient Arabic Nobles of the Order of the Mystic Shrine

WHITE SHRINE

High Priestess _____ of _____ Temple, Order
of the White Shrine of Jerusalem

DAUGHTERS OF THE NILE

Her Majesty _____ Queen of _____ Temple # _____,
Daughters of the Nile

DeMOLAY CHAPTER

_____, Master Councilor, _____ Chapter, Order of
DeMolay

Dad _____, Chapter Advisor, _____ Chapter, Order of
DeMolay

RAINBOW

_____, Worthy Advisor, _____ Assembly # _____,
Order of the Rainbow for Girls

_____, Mother Advisor, _____ Assembly # _____,
Rainbow for Girls

If there is any question about a given title or additional titles to those listed above, then be sure and ask for proper clarification from the guest to be honored.

ROUGH MINUTES FORM

(This form is only an aid for taking minutes. These notes **must** be transcribed in full form to the Minute Book)

Minutes of _____ Regular _____ Special Meeting of Bethel No. _____ of
_____ Washington held on _____ 20 ____ at _____

_____ Masonic Temple at _____ am/pm. Members and Guardian

Council members present as per Attendance Register. _____,

Honored Queen, presided. The meeting was opened in regular form.

ESCORT, INTRODUCTIONS AND HONORS: _____

READING OF SPECIAL DISPENSATION (when required): A special dispensation was read allowing the Bethel to _____

ROLL CALL OF OFFICERS, BETHEL CHOIR & BETHEL GUARDIAN COUNCIL: The roll was called.

MINUTES: The minutes of the previous meeting were read and approved _____ as read OR _____ as corrected.

TREASURER'S REPORT: The Treasurer reported a balance in the checking account of \$ _____ and a savings account balance of \$ _____.

REPORT OF BALLOT ON PETITIONS (when required):: The Report of Ballot on Petitions was read naming _____ as having been approved by the Guardian Council to become members of our Bethel.

CEREMONY OF INITIATION (MAJORITY DEGREE, OBLIGATION CEREMONY, ETC.):

_____, _____, _____
_____, _____, _____ were initiated and
became members of our Bethel. They were escorted to the Recorder's desk to sign the permanent
record book and escorted to chairs reserved for them.

COMMUNICATIONS: Communications were read and placed on file.

PETITIONS FOR MEMBERSHIP: Petitions for membership were received and read from

REPORTS _____

UNFINISHED BUSINESS _____

NEW BUSINESS _____

RECEIPTS OF THE MEETING: Receipts totaling \$ _____ were read.

BILLS: A motion was made by _____ and seconded to pay bills totaling \$ _____. The motion was approved/denied.

LIBRARIAN'S REPORT: The Librarian gave her report on _____

MOTHERS', FATHERS' AND GUARDIANS' PRAYER.

GOOD OF THE BETHEL (introduction of parents of new members; Proficiency Test; Presentations; Remarks; Memorial. Be sure to list names of all those giving proficiency.

There being no further business, the meeting was closed in regular form at _____ a.m. p.m.
Respectfully Submitted,

Honored Queen

Bethel Recorder

AMENDMENTS TO BETHEL BYLAWS
(WA, B-Bethel 7.0)

- Present to the Bethel in writing what change is proposed. Changes allowed are day and/or time of meetings, dues, initiation fee and type of Past Honored Queen pin. This is for a permanent change.
- A copy of the proposed amendment, the amendment as it currently reads and the date the vote will take place must be sent to ALL members of the Bethel.
- A wait of thirty (30) days is required from the time the letters are mailed to when the Bethel votes.
- When the vote is taken, two-thirds of the Bethel members voting at the stated meeting must approve the change.
- After approval by the daughters, the Guardian Secretary completes one original and five copies of form #50.
- All six copies of the proposed amendment must have original signatures and seals on them.
- One of the COPIES is mailed to the Grand Guardian.
- The ORIGINAL of Form #50 and four more copies are sent to the Chairman of Jurisprudence Committee. The Chairman then distributes the amendment to the committee for approval.
- Following approval, the completed copies (with signatures of the Grand Guardian and Jurisprudence committee) are then dispersed to the following: Grand Guardian, Grand Secretary, Chairman of Jurisprudence and THE ORIGINAL AND one or more copies are returned to the Bethel. The approved original is attached to the Bethel Bylaw book in the front of the Permanent Record Book.
- The change goes into effect when the approved and signed copies are returned to the Bethel.
- The amendment change should be returned to the Bethel within sixty days. If you do not receive the amendment in sixty days, call the Jurisprudence chairman.

**BETHEL'S UNDER
SPECIAL DISPENSATION**

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GENERAL INFORMATION
REORGANIZATION OF A BETHEL

(Refer to Supplemental Instruction 18.1)

In order to hold a meeting, a Bethel must have seven members present (C-Bethel 5.) Bethels not already under Special Dispensation for Reorganization should contact the Grand Guardian so she can issue Special Dispensation if seven members are not present at any given meeting. Meetings with less than seven members present **MUST** have an attached Special Dispensation on the minutes for that meeting.

If a Bethel holds three consecutive meetings with less than seven members, the Bethel shall be placed under reorganization by the Grand Guardian. She will issue the Special Dispensation for a period not to exceed her term of office. When a new Grand Guardian takes office, it will be at her discretion to issue a subsequent dispensation to the Bethel.

The Grand Guardian will appoint a Grand Deputy to assist the Bethel in their rebuilding process.

FREQUENTLY ASKED QUESTIONS

REORGANIZATION OF A BETHEL

Why is a Bethel placed under dispensation?

In Supplemental Instruction Number 18:

The bylaws state that the Grand Guardian will place a Bethel under reorganization if the Bethel's membership has declined to a point where the Bethel is unable to hold 3 consecutive meetings.

In order to hold a meeting, there must be present 7 members of the Bethel. (C-Bethel 5)

What are the differences between a regular Bethel and one under reorganization?

1. A Bethel under reorganization does not hold election of officers. The Executive members of the Bethel Guardian council approve officers as recommended by the Honored Queen.
2. The Bethel members only need to dress in official regalia (robes) one meeting per month (however, Bethels should keep in mind that only having robed meetings once a month may not allow the Bethel to complete all the required ceremonies during a term)

How long can a Bethel stay under reorganization?

The initial period of reorganization shall not exceed two years. Each Grand Guardian may only issue a dispensation for her term of office so the second year, the new Grand Guardian must issue a new dispensation. Once the two year period is up, the Grand Guardian must advise with at least 6 members of the Executive Grand Guardian Council and determine if she will revoke the charter of the Bethel or issue another dispensation.

Why should a Bethel fight to come out from dispensation?

The Grand Guardian is not required to reissue dispensations and the Bethel Charter could be revoked once the two year initial period is up. Remember that at least six Executive Grand Guardian Council members must agree to reissue dispensations beyond the two year period. Take action to avoid closure of your Bethel!

WORKING FOR REMOVAL FROM SPECIAL DISPENSATION

Once the Bethel's membership is stabilized, you should be working toward removal from Special Dispensation for Reorganization.

The best way to begin this process is to begin acting like a Bethel NOT under Dispensation. Members should robe up for BOTH meetings each month and complete all ceremonies and term requirements.

Supplemental Instruction Number 18.2 outlines Guidelines for Removal from Reorganization. The decision to remove a Bethel from the reorganization status is at the discretion of the Grand Guardian upon review of the status of the Bethel. A Bethel must be functioning in a manner set forth for all active Bethels and must meet the criteria set forth for removal.

Review the requirements with your Council and Daughters and make plans and goals to move toward removal. In Washington, we ask that a Bethel wishing to be removed from dispensation to make a written request to the Executive Council documenting your successful completion of the requirements.

**REQUIREMENTS FOR
REMOVAL FROM REORGANIZATION
(Refer to Supplemental Instruction 18.2)**

1. Bethel shall hold two meetings a month in Official Regalia.
2. Attendance of at least ten members at no less than three consecutive meetings during the term the removal is requested and no fewer than seven members at any one meeting during the term.
3. Bethel Guardian Council shall meet the following criteria:
 - a. Monthly Bethel Guardian Council meetings held
 - b. Proper minutes kept at each meeting
 - c. Bethel books properly completed after each meeting with special attention given to receipts of each meeting deposited in a timely manner and Checks issued for approved warrants immediately upon approval
 - d. Council working together for the common good of the Daughters and the Bethel
 - e. Registration deadlines consistently met for State Wide Events
 - f. Deadlines met for payment of Education/Promotional Funds, Assessments and Annual membership reports
4. At each Bethel meeting, the following criteria shall be met:
 - a. Bethel minutes kept and read by the Bethel Recorder or another designated Daughter Recorder Protem.
 - b. Treasurer's Report read at each meeting by the Bethel Treasurer or another designated Daughter Treasurer Protem
 - c. Reports given by Daughters on all activities attended
 - d. Roll Call of Bethel Officers, Choir and BGC taken
 - e. Escort, Introductions and Honors done properly
 - f. Motions being made and completed properly
 - g. Honored Queen or another designated Daughter Honored Queen Protem (or another Line Officer) conducting meetings according to the Ritual, Constitution and Bylaws
 - h. Bethel room set up properly
 - i. Official Regalia as per the Constitution and Bylaws being worn by all Daughters (B Bethel 3-4)
 - j. Officers proficient in the Ritual work of their stations

5. All Bethel committees shall be appointed (per Bylaws: B Bethel 4) and Daughters appointed to those committees shall be knowledgeable about their duties and performing them.
6. Newly initiated Daughters shall pass the Proficiency Test within a year of their initiation date
7. Term plans and goals shall be set by the Daughters and the Council, written down, revisited at each BG Council Meeting and revised as necessary. These plans shall include:
 - a. Ongoing Promotion projects and Initiations
 - b. Community Service Projects
 - c. Visits and Invitations to Concordant bodies who meet in your Masonic Center
 - d. Fundraisers including a project each term with funds specifically earmarked for the Educational/Promotional Fund
 - e. Go to Church Sunday
 - f. Fun Projects