

# PROTOCOL LETTER FOR OFFICIAL AND GRAND VISITATIONS 2017-2018

Chris and I, as well as the entire Executive Grand Guardian Council are very excited to work with the Daughters and Adults of Washington Job's Daughters during the upcoming year. We take our responsibilities to the Bethels and the Bethel Guardian Councils very seriously and look forward to working with all of you in promoting the growth and well-being of Job's Daughters in Washington.

According to our Bylaws, the Grand Guardian's primary responsibility is to inspect the books and records of each Bethel in the jurisdiction. This is accomplished at your Bethel's Official Visit (OV). The Grand Visitation (GV) is our chance to see your Daughters in action and also an opportunity for you to honor your own Grand and Supreme Bethel Officers, Choir and Representative as well as those adults who are serving as Grand and Supreme Officers this year.

The following pages offer information and protocol for both your Official Visit and Grand Visitation. Please take the time to read and review them prior to your visits so you will have plenty of time to plan and prepare. You may also want to make copies for your other Council members as some of them have the responsibility of preparing, updating and bringing the books that they keep. A copy of this protocol letter can also be found on our website at <http://www.wajdi.org/forms-references/> if you or any adults or Daughters from your Bethel would like a copy to print out or review.

We are sincerely looking forward to visiting all of your Bethels, making new friends and renewing old acquaintances. Please do not hesitate to contact us with any questions or concerns prior to or after our visit to your Bethel.

Jobie love,

Cathy Hutton  
Grand Guardian  
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Chris Elsworth  
Associate Grand Guardian  
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# OFFICIAL VISIT (OV)

Your OV and GV will be scheduled for the same day; therefore, we are asking BOTH the Executive and Associate Council to attend the Official Visit. If you have a Grand Deputy, please extend an invitation for them to join us.

In an effort to ensure continuity in the Executive Grand Council line, we will include all the Executive Grand Guardian Council Officers in the Official Visit. We have all been part of a Bethel Guardian Council before so we understand and appreciate your feelings and concerns. Our role is to give guidance and advice. This is a training process as well as a requirement per our Bylaws. We want our visit to be a positive experience and would be happy to answer any questions prior to or after our visit to your Bethel.

**It is very important that all of your Bethel books be current prior to the Official visit.** If your books are not up to date, we will have to ask a Deputy to come to your Bethel and help with updating them so the inspection may be completed. A good tip to prepare for your OV is to review the checklist from the last year's OV.

**Agenda:** The agenda for the Bethel's Official Visitation is for the Executive members of the Grand Guardian Council including the Grand Guardian and Associate Grand Guardian to inspect your books by following our Official Visit checklist. We will compare our notes and then hold a discussion about our findings with your Bethel Council. All Council members are welcome to be present during any part of this process. If council members have other duties they are responsible for at the Bethel on that day, they can continue with those things while we are checking the books and then join us for the discussion period that follows. However, being present during this process will allow us to ask questions and have them answered immediately. After the discussion about your books, we would be happy to hear a short report about your Bethel's health, traditions, activities and any other things you might wish to discuss. If your Bethel is in Special Dispensation for Reorganization, we will also want to know how you are progressing toward removal from Dispensation.

**Inspection of your Bethel's Books:** The inspection will include the records since your last Official visit. This may mean you will need to bring more than one set of books. To ensure that we have all the records necessary for the inspection, please bring the previous term's record books along with the current books. A good way to tell if you need to bring a book is to look at the signatures on the back of the book. Completely checked books have two Grand Guardians' signatures. Any books with only one signature should be brought to the Official Visit.

**Checklist of things you must have available for inspection:**

- Bethel Minute / Roll Book (current and previous terms)
- Bethel Cash Books (current and previous terms)
- Bethel Council Minute Book
- Bethel Permanent Record Book
- All Bethel checkbooks, savings, CD and other special account records
- Bank statements since your last Official Visit (matching the cash books that have not been signed by two Grand Guardians)
- Electronic complete sets of Constitution and Bylaws
- Dues Record Book

# GRAND VISITATION (GV)

**Special Dispensations:** Remember, if your meeting has been changed to another date, time or location, you will need to request a special dispensation from the Grand Guardian. To have a joint meeting you must have a Special Dispensation to move your Charter to the host Bethel in order to hold a legal meeting. The \$2.00 Special Dispensation fee is waived for Grand Visitations. Because a fee is not required, you may either mail or email your request for the Special Dispensation to the Grand Guardian.

**Invitations to the Grand Visitation:** Please encourage the Daughters to send out invitations to the Grand Visitation. These invitations may go out via regular mail or email (copies should be sent to the Grand Secretary, [gsecretary@waidi.org](mailto:gsecretary@waidi.org), for dissemination to other Bethels). It is important that invitations are sent out in a timely manner so that plans can be made. These invitations need not be elaborate, but are appreciated. We suggest that invitations be sent to the Bethels in your area, Grand Officers, Grand Bethel Honored Queen, Grand Bethel Officers and Representatives, Miss Washington Job's Daughter, Past Grand's, Masonic Family Organizations that meet in your building or area and PHQ's, PBG's and PABG's from your Bethel. Remember to include any meal plans or fun activities that may be planned before or after the Visitation.

**Meals and refreshments:** If the Daughters decide to offer a meal and/or have a fundraiser in conjunction with your Grand Visitation, please notify us in advance. We would love to get the information out to our appointed and elected Grand Officers so that they might come to the Grand Visitation more prepared to support the Bethel and their efforts. Please don't feel that you are required to plan a special meal. Do whatever suits your Bethel.

**Grand Guardian's Gavel:** We would be extremely honored if your Honored Queen would use the Grand Guardian's gavel to conduct business during the meeting.

**During the Meeting:** We highly encourage members of other Bethels to travel and help other Bethels when needed. Your Bethel may or may not choose to have protem officers during your Grand Visitation. We encourage you to plan your Grand Visitation to make it a positive experience for all those concerned, especially your Daughters.

**Introductions and Seating:** During the Grand Visitation, the Grand Guardian and Associate Grand Guardian are escorted to the East (as per Ritual) after the Past Honored Queens. We would appreciate the "other Grand Officers" being escorted to the East or if in the case of limited space in the East, to the East line. It would be our pleasure to introduce them. When we have completed introductions, the Honored Queen should ask the Daughters to rise and give Bethel honors to the other Grand Officers.

If invited, we would be honored to be seated in the East. It is also acceptable to honor the Grand Bethel Honored Queen and Miss Washington Job's Daughter by also asking them to sit in the East. If your Bethel has limited seating, we would prefer the Daughters be seated in the East.

**Ceremonies & Librarian's Report:** While we enjoy seeing the Daughter's work, it is not necessary to plan a special ceremony for the Grand Visitation. If you have already scheduled an Initiation, Majority or other ceremony, please do not feel it is necessary to change your plans. We are excited about visiting your Bethel and will enjoy all Ritual work that is done with pride! We know that our Daughters are gifted in many ways.

You must have a Librarian's Report (as per Ritual) and we would sincerely enjoy their talents being shared during the Librarian's Report at the Grand Visitation. Don't be limited to reading poems or stories. Skits, musical selections or any other talents are also very enjoyable and encourages the Daughters to be creative and have fun. As long as the Librarians report will not require Daughters or adults to cross in front of the Bible it is not necessary for you to close the Bible.

**Honors and Gifts:** The Grand Visitation is an excellent time for you to honor special people from your Bethel. Please take time to recognize any Grand or Supreme Officers, Grand or Supreme Bethel Officers, Choir and Representatives from your Bethel. We understand how hard the Daughters work to raise money for their Bethel and DO NOT WANT the visit of the Grand Guardian and Associate Grand Guardian to be a financial burden. Chris and I have chosen Washington Job's Daughters for our philanthropic project. Please let us know what you have chosen to do with your donation. The Grand Bethel Honored Queen and Miss Washington Job's Daughter may also have Philanthropic projects. If you wish, donations can be made to those projects or to their Travel Funds for them to use during their year of travel. Checks for monetary donations should be made out to GGC.

**Remarks:** The order of Remarks for the Grand Visitation should be as follows:

From the floor, as acknowledged by the Honored Queen

- Associate Bethel Guardian
- Bethel Guardian
- Associate Grand Guardian
- Grand Guardian
- Miss Washington Job's Daughter
- Grand Bethel Honored Queen
- Presiding Honored Queen

**Closing Cross & Photographs:** If space permits in your East, we would be honored if you would invite the Grand Officers, Past GG, Past AGG and Supreme Officers to the East to view the closing cross. Please make sure anyone who plans to take a photograph of the Closing Cross is in position to do so before the Daughters kneel for the Cross. This is a special time and should not be disrupted by people moving around the room to take a picture. We recognize that the Grand Visitation is a very special meeting for the Daughters of the Bethel but we ask that you make visitors aware that **photos are not allowed during a closed meeting, even if the Chaplain is asked to close the Bible for a Librarian's report or Presentation.** Photos may be taken once the Honored Queen informs the Outer Guard that the Bethel is closed. We will be soliciting photographs from each Bethel so that a scrapbook and slide show can be put together of our term. From there we would like the Daughters and Grand Officers to gather for a group photo to commemorate the event.