

2022-2023 Protocol Letter

Official & Grand Visitations



Your Executive Grand Guardian Council Officers are 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 wellbeing 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 Visitation (OV). The Grand Visitation (GV) is our chance to see the Daughters in action as well as an opportunity for the Bethel to honor your Grand and/or Supreme Officers, Choir, and Representatives as well as those adults who are serving as a Grand or Supreme Officer this year.

The following pages provide information and protocol for your OV. **Please take the time to read and review this document prior to your OV so you will have plenty of time to plan and prepare.** You may also want to make copies of this protocol letter for your other Council members and Daughters as some of them have the responsibility of preparing, updating and showing the books that they keep or duties to perform during the meeting. A copy of this protocol letter is available on our website at <http://wajdi.org/forms-references/>.

We sincerely look forward to visiting each Bethel, making new friends, and renewing old acquaintances. Please contact us with any questions or concerns prior to or after our visit to your Bethel.

Cheers,

Josephine Andrews

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Official Visit (OV)

At your Official Visitation (OV) we ask that all Executive and Associate Council attend the book check along with your Deputy. To ensure continuity in the Executive Grand Guardian Council line, we include all the Executive Grand Guardian Council Officers in the book check. We have all been part of a Bethel Guardian Council and 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 particularly important that all your Bethel books be current prior to the OV. If your books are not up to date, we will ask a Grand Deputy or Executive Grand Council Officer to help with updating your books and/or return shortly, so that the inspection may be completed. ***A good tip to prepare for your book check is to review the checklist from last year's OV.**

Agenda: The Bethel's book check is a time for the Grand Guardian Council Executive members to inspect your books by following our OV checklist. We will compare our notes and then hold a discussion about our findings with your Bethel Council. All Executive, Associate Council members and your Deputy 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 those things while we are checking the books and then join us for the discussion period that follows. However, being present during the process will allow us to ask questions and have them answered easily. After the discussion about your books, we would like 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 Under Reorganization, we will ask how you are progressing toward removal from Special Dispensation.

Inspection of your Bethel's Book: The inspection will include the records since your last book check. This means you will need to bring more than one set of books. To ensure that we have all the records necessary for 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. Please remember, we are not here to perform an audit of your books, but to get a snapshot of the state of the Bethels books. ***A good tip to remember is that completely checked books have two Grand Guardians signatures. Any books with only one signature should be brought to the book check.**

Checklist of things you must have available for inspection:

- Bethel Minute and Roll Book (current and previous terms)
- Bethel Cash Books (current and previous terms)
- Bethel Council Minute Book
- Bethel Permanent Record Book & Dues Record Book
 - Avg age of active Daughters? Membership goals? Yearly dues? Initiation fee?
- All Bethel Checkbooks as well as account records for all financial accounts (Checking, Savings, CD, etc)
- Bank Statements since your last book check (matching the cash books for all accounts)

Grand Visitation (GV)

Special Dispensation: If your meeting has been changed to another date, time, or location, you will need to request a special dispensation from the GG. To have a joint meeting you must have a Special Dispensation to move your Charter to the host Bethel location. The \$2.00 Special Dispensation fee is waived for GV's. You may either mail or email your Special Dispensation request to the GG.

Invitations to the Bethel Visitation: Please encourage the Daughters to send out invitations to the Bethel Visitation. Invitations can be sent to the Grand Secretary at grandsecretary.wajdi@gmail.com for distribution and a jpeg to our social media team at socialmedia@wajdi.org to be shared on our Social Media platforms. It is important that the invitations are sent out in a timely manner so plans can be made to attend. Invitations do not need to be elaborate but are appreciated! Daughters are encouraged to create the invitation. Be sure no trademark or copyright issues are on the invites.

Invitations should include the Daughters first name and office only (as a youth protection measure when posting to social media) and the name and office of any adult you wish to honor at the meeting. Remember to include any additional information you wish to share such as meal plans or fun activities that may be planned before or after the GV. ***A good tip is to share Invitations with Adult Masonic Family organizations who meet in your building, who you have a relationship with or want to build a relationship with, MMs, PHQs, PBGs, PABGs, and other adults from your Bethel.**

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

Grand Guardians Gavel and Sounding Block: As a visitor to your Bethel, I would like the Honored Queen to continue to use her gavel and sounding block or if she chooses, I would be honored to share my gavel and sounding block with her.

Grand Guardian's Bible: Prior to or after the meeting, I would be honored to have EVERY Daughter of your Bethel sign my bible. I would love the Daughter to share encouraging words or thoughts along with their name and Bethel number.

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

Introductions and Seating: During the GV, the Grand Guardian and Associate Grand Guardian are escorted to the East as per Ritual (page 51), after the Past Honored Queens. We would appreciate the Other Grand Officers being escorted to the East or East line when space is limited. Introduction of Other Grand Officers should take place after the introduction of any Worshipful Masters (Ritual page 53). Our preference is the Honored Queen introduce the Other Grand Officers. I will be happy to provide an introduction sheet for the Honored Queen, so she can introduce the Other Grand Officers.

If this is out of her comfort zone, Dennis and I would be happy to assist. When the introductions of Other Grand Officers are complete, 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 sit in the East following introductions. If space is limited, please consider inviting the GBHQ & MWJD to sit in the East first.

Ceremonies and Librarian's Report: While we love to see the Daughter's perform their ritual work, it is not necessary to plan a special ceremony for the GV. We are happy to go with the flow and needs of your Bethel for any ceremony you may have scheduled, it is not necessary to change any plans. If you have already planned a special ceremony, please let me know so that we may be better prepared to celebrate the Daughters and Bees. We know that our Daughters are gifted in many ways and appreciate their many talents. We encourage the Daughters to be creative during the Librarian's Report. Do not feel that you must limit yourself only to reading a poem - be creative and have fun!

Honors and Gifts: The GV is an excellent time for you to honor special people from your Bethel. Please take time to recognize any Grand or Supreme Bethel Officers, Choir, Representatives, Grand Officers or others who are special to your Bethel. We understand how hard the Daughters work to raise money for their Bethel and DO NOT WANT the visit of the GG and AGG to be a financial burden. The GGC and GB will be supporting Hearing Improvement Kids Endowment (HIKE) as our philanthropic project this year. It is not required that your Bethel participate, but we sincerely hope you will consider doing so. The MWJD may also have a Philanthropic project you may consider participating in as well. Checks for monetary donations should be made out to GGC. We would appreciate if your Honored Queen could call upon Dennis and I during Presentation as well.

Remarks: The order of Remarks during a GV ONLY should be as follows:

- Remarks 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 and Photographs: We would be honored to join you in the East at the podium to witness the Closing Cross. If space permits, please also invite the Grand Officers, PGG's, PAGG's, and Supreme Officers to the East line to view the Closing Cross.

We recognize that the GV is a very special meeting for the Daughters, but we ask that you make visitors aware 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 taking photographs with each Bethel so that a scrapbook and slide show can be put together for the 202 – 2023 Grand Year.