

ADULT INFORMATION SHEET

Name: _____

Home Address: _____

Mailing Address: _____

Phone Number: Home - _____ Work - _____

Fax Number: _____ Email: _____

To which Masonic Bodies do you belong? (Lodges, York Rite, Scottish Rite, Shrine, Easter Star, Amaranth, White Shrine, etc.)

What Offices do you currently hold? _____

What Offices have you held in the past? _____

To which Masonic Bodies does your Spouse belong?

To which youth organizations do you belong or have belonged? (Girl Scouts, Boy Scouts, youth sporting teams, Masonic youth organizations, etc.)

Do you work full time? YES NO Part time? YES NO

What is your occupation? _____

What is your vocation or hobbies? _____

Do you play a musical instrument? _____ Type? _____

BETHEL GUARDIAN COUNCIL MEETING

DATE: _____

1. LORD'S PRAYER / DEVOTION
2. WELCOME
3. APOLOGIES
4. ROLL CALL
5. COMMUNICATIONS

6. UNFINISHED BUSINESS (presented by Bethel Line Officers)

7. NEW BUSINESS (presented by Bethel Line Officers)

DAUGHTERS EXCUSED FROM MEETING

8. READING OF BGC MEETING MINUTES:
Moved/Seconded

9. TREASURER'S REPORT:
Moved/Seconded

10. ACCOUNTS / BILLS FOR PAYMENT:
Moved/Seconded

11. UNFINISHED BUSINESS:

12. NEW BUSINESS

13. NEXT MEETING: DATE: _____
 TIME: _____
 LOCATION: _____

14. MOTION TO ADJOURN MEETING

ACTION ITEMS:

HOW TO FILL OUT THE ANNUAL REPORT

You will be sent two copies of the Annual Report form as well as a Membership List. This list will include the names of all the members in your Bethel, their addresses and some other information. Please make corrections on this sheet however do not cross any names off the list. Note that the Daughters listed should coincide with the number of Daughters on the Annual Report. **The Membership List must be updated and returned to the Executive Manager** along with the copies of the Annual Report.

1. Time and Place of Meeting:

List the current meeting time, place and address where your meetings are held.

2. First and Second Term Officers:

Please type or print legibly. This information will be retained in a permanent file and it is very important that these names are able to be read.

3. Name and Address of the Bethel Guardian, Associate Bethel Guardian and Guardian Secretary:

Type or print legibly the entire name and address. Please do not list "same as before".

4. Amount sent to Executive Manager for Education/Promotion Funds:

List the total contribution sent to the Executive Manager from both terms during the year (Jan 1, ___ to Dec 31, ___).

Refer to Constitution and Bylaws, B-Bethel 4, Section 4 (a) and (b), which reads:

"Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Education and Promotion Funds."

One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Education Fund and one-third (1/3) forwarded to the Promotion Fund.

Even though the amount contributed is listed annually, your contribution should be sent to the Executive Manager twice a year, immediately following the financial affair.

5. Amount in Treasury:

For insurance purposes it is necessary that the total amount of funds in the Checking and Savings accounts of the Bethel be listed.

6. Signature of the Bethel Guardian and Bethel Guardian Secretary:

Sign and affix the seal of the Bethel to the report only after you have double-checked the figures and have ascertained that all information is correct.

7. Number of members enrolled on January 1 of the previous year:

The Executive Manager will fill in this information with the figures taken from the report submitted for the previous year. **DO NOT CHANGE THIS FIGURE**. If you find that an error was made in the previous report, please contact the Executive Manager for instructions.

8. Increase in Membership:

List each Daughter initiated, reinstated or affiliated during the year. Be sure to type or print legibly the first and last name of the Daughter. Include date of initiation, affiliation or reinstatement. Under the corresponding column, place an "X" or a check mark. Total the number at the bottom of each column. If a Daughter is affiliating from another Bethel, please list the number and location of the Bethel from which she has demitted. This can be done in the space to the right.

9. Total Increases:

This is the total of the initiated, reinstated and affiliated columns. Please double-check these figures prior to forwarding to the Executive Manager.

10. Decrease in Membership:

List each Daughter who has reached Majority, died, demitted (including Bethel number and location, if available), resigned, been suspended or expelled. Type or print legibly the first and last name of the Daughter and include the date that each item occurred. Under the corresponding column, place an "X" or a check mark. Total the number at the bottom of each column. For those who were suspended, expelled or resigned, please give a reason, i.e. non-payment of dues, lack of interest, conduct etc.

11. Total Decreases:

This is the total of the Majority, died, demitted, resigned, suspended or expelled columns. Please double-check these figures prior to forwarding to the Executive Manager.

12. Number of members enrolled as of December 31:

Begin with:

Number of members enrolled on January 1	#7 on example
Add Total Increases	#9 on example
Subtract Total Decreases	#11 on example

This will give you the number of members enrolled as of December 31.

13. Fees to be paid:

Put the total number of Daughters **initiated** during the year in this space. A fee of \$10.00 per Daughter must be paid for all Daughters initiated. DO NOT pay this fee for Daughters who were reinstated or affiliated from other Bethels. Multiply the number of Daughters initiated by \$10.00 and carry this across to #13 on the right hand side of the form. For example, 6 Daughters X \$10.00 = \$60.00.

14. Put the total number of Daughters enrolled in the Bethel as of December 31 in this space. Calculate this amount from #12 on the example. A fee of \$12.00 must be paid for each Daughter. This fee includes the new initiates. Multiply the total number of Daughters by \$12.00 and carry this across to #14 on the right hand side of the form. For example, 15 Daughters X \$12.00 = \$180.00.

15. Total Remittance:

Add the amount from #13 and the amount from #14 and this will give you the amount that you need to send to the Executive Manager.

Make Check payable to the **Supreme Guardian Council**.

ELECTION OF LINE OFFICERS

Job's Daughters has five elected officers: Marshal, Guide, Junior Princess, Senior Princess and Honored Queen. A member who has passed her proficiency test and has no unexcused absences during the entire term is eligible for election. Elections are held the second meeting of May and November unless otherwise specified in the Bethel Bylaws. Once elected to the position of Marshal, it takes two and a half (2 1/2) years of dedication and hard work to complete all line responsibilities up to and including Honored Queen. Line officers are expected and encouraged to participate in all functions of the Bethel and to attend Bethel Guardian Council meetings that are held once a month. Voting for elective offices are done by secret ballot. **NO ELECTIONEERING OR CAMPAIGNING IS ALLOWED. A GIRL MAY BE DISQUALIFIED IF SHE OR SOMEONE ELSE CAMPAIGNS FOR HER.** (Electioneering is defined as saying or implying that a daughter should vote for a specific person; or should not vote for a specific person for any elective office.)

The Election of Officers should be started by having the Associate Bethel Guardian or the Bethel Guardian read the rules for Election. (as per Bylaws) and the rules and procedures approved by the Executive Bethel Guardian Council for balloting. (Examples: using correct name and last name or initial if there are duplicate first names; no talking; procedure to determine majority number necessary to elect; questions should be directed to Bethel Guardian or Associate Bethel Guardian; etc.) The first order of business should be to have a member of the Executive BGC read alphabetically the names of those daughters eligible for elective office. After the names are read, any girl not desiring to hold an elective office may stand and withdraw her name from consideration. If a daughter already in the line desires NOT to continue in the line, the appropriate time to make this announcement would be when the Honored Queen announces that they will now be balloting on the position to which that daughter would have progressed. (Example: if the Junior Princess wishes to drop out, she would stand up after the Honored Queen has announced, "We will now be balloting on the position of Senior Princess." The Junior Princess would stand and make a simple announcement such as, "For personal reasons I have decided that I cannot continue in the line and withdraw my name.") When a vacancy in the line occurs, it could mean that each remaining daughter advances an extra position. (Example: If the Junior Princess drops out, the Guide could be elected to Senior Princess; Marshal could then progress to Junior Princess, and the Bethel would then elect a Guide and Marshal.) It is preferable that once in the line, a daughter progresses in the normal order, UNLESS SHE VIOLATES THE OBLIGATION OR BYLAWS; OR FAILS TO SUPPORT THE BETHEL AND TO DO HER JOB TO THE BEST OF HER ABILITY. If a daughter is elected to a position she does not wish to hold, she always has the right to decline that position and still be eligible for election to other offices. (Example: if the Senior Princess drops out and the Junior Princess does not feel she is ready for Honored Queen, she could decline the position of Honored Queen and still be eligible for Senior Princess). Any line office station left vacant may be pro-temmed when necessary by a Past Honored Queen or Majority Member. (C-Bethel 5) The position of Honored Queen, if vacant, could be filled by scheduling with several Past Honored Queens/Majority Members. Other line officer positions, if vacant, could be filled as stated above or when necessary

(Initiation, Majority, special ceremonies or meetings) by a Past Honored Queen or Majority Member.

According to Supreme Bylaws, we are governed by Robert's Rules of Order where applicable. Accordingly, a blank ballot would lower the number of ballots needed to elect. If a daughter does not know who to ballot for, or who would be best for the Bethel in that position, she does not need to cast an illegal ballot (Minnie Mouse). A ballot with the words "NO ONE" written on it is a legal ballot and does not then change the number of ballots needed to elect and is an option to placing a blank ballot.

EXAMPLE:

Blank Ballots		All Ballots Legal
19	Voting Members	19
<u>2</u>	Blank / Illegal	<u>0</u>
17	Legal Ballots	19
9	Needed to Elect	10

ELECTION GUIDELINES

1. Per Supreme Bylaws - The Executive BGC determines procedure to follow for elections (C-Bethel 3; Art. VII, Section 1 f). These procedures are not approved by the girls or Supreme Jurisprudence unless they are made a part of the Bethel Bylaws.
2. Make "Work sheets" for Honored Queen, giving instructions on how to do elections and for Recorder on how the ballot tally is done.
3. The Executive BGC will decide and declare if ballots are illegal or legal (2 girls with same first name, no last name on ballot--ballot is illegal)
4. Tellers don't decide/don't announce how to ballot - Honored Queen gives that information based on information decided by the Executive BGC. (fold ballots once, use first name and last initial/name, etc.)
5. Bethel Recorder tallies and Bethel Custodians are usually tellers. If these daughters are not available another suitable officer is selected.
6. No tallying needs to be done by anyone on sidelines - only tallying should be done by the Bethel Recorder and Guardian Secretary. If anyone else tallies - the Honored Queen can announce no one is to tally. Also, those tally sheets can be collected and destroyed by the Bethel Guardian/Associate Bethel Guardian along with ones done by the Recorder and Guardian Secretary.
7. An EXCUSED absence is recognized only when the Executive BGC rules it as an excused absence.
8. Organized campaigning is prohibited. This specifically refers to posters, parties, a campaign manager or someone speaking on someone's behalf. Under no circumstances should one girl be "put down" merely to promote the elections of another girl. For a daughter to say "Someday when I am Honored Queen..." is NOT electioneering.
9. During the election, the Bethel Guardian (or other Executive BGC member when requested by her to do so) may...
 - a. Give facts or information when requested by a member of the Bethel
 - b. See that the proper election procedures are followed
10. During the actual voting, if a girl receives votes and is not SINCERELY interested in becoming a Line Officer, she can withdraw her name before the next ballot. Also, if after two or three rounds of balloting, a girl's vote total does not increase, she can withdraw her name. At no time does ANYONE tell or suggest to a girl she should withdraw her name for any office.

BETHEL ELECTIONS

ELECTIONS ARE 1ST ORDER OF BUSINESS UNDER NEW BUSINESS

C-BETHEL 3 ARTICLE VII Section 1 (f) Detailed procedure to be followed in conducting election shall be as determined by the Executive members of the BGC.

Honored Queen will call on Bethel Guardian / Associate Bethel Guardian to read election procedures and list of eligible Daughters.

Suggested Election Procedure for Balloting by Secret Ballot:

(1) Three (3) appointed officers act as tellers; two (2) to collect and read ballots; one (1) to tally the votes with the Guardian Secretary assisting. Bethel Guardian / Associate Bethel Guardian supervises.

(2) There is to be NO unnecessary talking during elections.

(3) Honored Queen says: -

(a) **"MEMBERS OF BETHEL NO. ____ WILL RISE AND COUNT OFF"**

Honored Queen says, "one" and is seated. All members follow same procedure, calling out number and sitting as soon as number is called.

(b) **"THERE ARE _____ MEMBERS ENTITLED TO VOTE.**

A MAJORITY OF VOTES CAST FOR EACH OFFICE IS NECESSARY FOR ELECTION."

Blank ballots are not counted as votes. The majority may vary, depending on the number of votes cast for each office. (Majority means "more than half"... more than half of the votes cast by persons legally entitled to vote, **excluding blanks** - Robert's Rules of Order).

(c) **"THE TELLERS WILL DISTRIBUTE THE BALLOTS AND PENCILS"**

(d) **"NO BALLOT IS TO BE CAST UNTIL BALLOTING IS DECLARED OPEN. WRITE FULL NAME LEGIBLY. CAST ONLY ONE BALLOT AT EACH POLLING. BALLOTS ARE TO FOLDED ONLY ONCE."** If two are folded together, both are fraudulent and not counted; if one is blank, the blank is not counted.

(e) **"YOU WILL NOW MARK YOUR BALLOT FOR THE OFFICE OF**

_____.

(f) After allowing time to ballot **"HAVE ALL BALLOTTED WHO DESIRE TO DO SO? IF SO, I DECLARE THE BALLOT CLOSED."** 1 rap of gavel.

(g) **"TELLERS, YOU WILL COLLECT THE BALLOTS**

(4) When the tellers have placed the ballots on the Tellers desk -

"TELLERS, YOU WILL COUNT THE BALLOTS"

(5) When the tellers have finished, they will bring a report of the ballot to the Honored Queen. The Honored Queen will read the report out loud completely. If there is a majority (one half plus one of total number of votes cast, Honored Queen will state:

(6) **"BY YOUR VOTE YOU HAVE ELECTED _____ AS YOUR
_____."**

_____ **DO YOU ACCEPT?**

**"I DECLARE _____ ELECTED
_____ FOR THE ENSUING TERM."**

If there is no majority, the Honored Queen will state:

**"THERE BEING NO MAJORITY, WE WILL BALLOT AGAIN." YOU WILL
NOW MARK YOUR BALLOTS FOR THE OFFICE OF
_____."**

**"HAVE ALL BALLOTTED WHO DESIRE TO DO SO? IF SO, I DECLARE THE
BALLOT CLOSED"**

It is permissible for a Daughter to stand and withdraw her name. The Honored Queen will say, "Thank You" (no other conversation should ensue).

(7) Repeat this process until each office is filled.

(8) When all balloting is completed the Tellers collect pencils and all excess ballots returning them to the Teller's desk. They then return to their stations.

(9) A member needs to make a motion to destroy the ballots. The Bethel Guardian / Associate Bethel Guardian is responsible for destroying the ballots.

(10) The Honored Queen thanks the Tellers **"THIS CONCLUDES THE ELECTION
OF OFFICERS"** 1 rap of gavel.

TELLER DUTIES

Three (3) members of the Bethel will serve during elections as tellers. Two (2) will collect the ballots when directed to do so by the Honored Queen and return them to the Tellers table. When the Honored Queen says "Tellers, you will count the ballots",

1. One (1) teller will pass the unopened ballots, one at a time to the second teller who will count each ballot.
2. The third teller will write on the top of the Teller's report the office being voted upon and the total number of ballots received.
3. The first teller will open each ballot, one at a time, look at it and pass it to the second teller, without saying anything.
4. The second teller will read the name aloud without saying anything else.
5. The third teller will write the name (the first time read) and repeat the name and number of vote this is (example: Susie - one) as she strokes tallies on the Teller's report by each Daughter's name. When any one Daughter reaches 5, 10, 15, etc. the third teller will repeat the name and vote number as "Susie - tally".
6. When all votes have been counted, the third teller will complete the Teller's report by writing the number of stroke tallies beside each Daughter's name. She will then take the Teller's report to the Honored Queen and return to her seat at the Tellers table. The Honored Queen will read the report.

If ANY teller has a question about any ballot received (can't be read, etc.) she should ask the Bethel Guardian / Associate Bethel Guardian or other Executive BGC member who is observing the counting about the eligibility of the ballot. The tellers do not decide among themselves about the eligibility of any ballot.

Required Activities in a Bethel Calendar

To be held at sometime during EACH TERM:

- ® Initiation Ceremony (if no new members, a Mock Initiation should be held)
- ® Official worship service (Go-To-Church Sunday)

To be held at sometime EACH YEAR:

- ® Majority Ceremony or Obligation Ceremony

To be held whenever necessary:

- ® Proficiency Test

Optional popular events:

- ® Friendship meetings
- ® Honor Masons, OES, or parents
- ® Majority Member reunion

Don't forget to include promotional activities, community service, fraternal relations events and fundraising activities in your Bethel calendar.

January

Last meeting of the term
Audit of Bethel books by ABC & Promoter of Finance or other adult
Installation of Bethel Officers and Choir
First meeting of the term :
 HQ presents term plans for approval by membership
 ABG reports on audit of Bethel books
Meeting of BGC
 Prepare Annual Report
 Plan project for Educational & Promotional Funds (Three-Way Split)

February

Two Bethel meetings
Meeting of BGC

March

Two Bethel meetings
At one of your meetings during the month, you should observe Founders Day
 (Ethel T. Wead Mick's birthday is March 9)
Meeting of BGC

April

Two Bethel meetings
Bethel members informed of their right to recommend Executive members of the BGC and date of recommendation
Bethel members recommend Executive members of the BGC by secret ballot (or in May)
Read all Bylaws pertaining to election of officers during last meeting in April
Annual Meeting of BGC (or in May)
Begin planning of Fall Term activities and Bethel's Installation of Officers

May Two Bethel meetings
Election of Officers held during first meeting in May
Bethel members recommend Executive members of the BGC by secret ballot (or in April)
Annual Meeting of BGC (or in April)
Complete plans for Fall Term activities and Bethel's Installation of Officers

June Last meeting of the term
Audit of Bethel books by ABC & Promoter of Finance or other adult
Installation of Bethel Officers and Choir
First meeting of term :
 HQ presents term plans for approval by membership
 ABG reports on audit of Bethel books
Meeting of BGC
 Plan project for Educational & Promotional Funds (Three-Way Split)

July

August

September Two Bethel Meetings
Installation of BGC (must be completed at a Bethel meeting prior to October 31st of the year)
Meeting of BGC

October Two Bethel meetings
Meeting of BCG

November Two Bethel meetings
Read all bylaws pertaining to election of officers during last meeting in November
Begin to collect dues for upcoming year
Meeting of BCG
Begin planning of Spring Term activities and Bethel's Installation of Officers
Send out suspension notices to all whose dues are delinquent; personal contact should be made.

December Two Bethel meetings
Election of Officers held during first meeting in December
Meeting of BCG
Complete plans for Spring Term activities and Bethel's Installation of Officers
Vote on suspensions.
Update Permanent Record Book with suspensions, demits and Majority Members
Begin work on Annual Report

PLANNING

Why Planning Is Important To Your Bethel's Health

The toughest challenge facing Bethel Line Officers and Bethel Guardian Councils is creating a program for their Bethel that generates excitement among the members, promotes fun and friendship, entices other girls to join, and keeps current members coming back. It's a big responsibility and one that is best accomplished with pre-planning and good follow through.

A successful Bethel is one that plans and implements well, while preserving flexibility for changing needs. It's important that your Bethel prepare plans aimed at meeting the key needs of developing young women. A survey of Job's Daughters revealed the two main reasons girls join Job's Daughters - **fun** and **friendship** - the driving force behind the success of virtually all youth groups.

Your plans must promote friendship and fun in your Bethel to achieve successful terms and to reach your goals. Increasing these two attributes will lead your Bethel down a successful path toward satisfied members and membership growth.

Job's Daughters offers a great deal to growing young women. A well-planned and implemented program maintains the members' interest and develops a strong commitment to your Bethel. Activities should be meaningful and provide a well-rounded experience that will benefit members both now and in the future. You owe it, not only to your members, but also non-members, to build a successful Bethel so more young women can share in the advantages of belonging to our Order. Job's Daughters is important to the positive development of young women.

Do your best to build a Bethel they want to join and remain as a member. You, as a Bethel leader, share in this responsibility to make your Bethel a youth organization that is appealing, meaningful and relevant to young women. Your best means to accomplish this is through a good plan!

It's important to identify similarities and those characteristics that set Job's Daughters apart from other organizations. We must make sure our similarities are at least up to par with other organizations, and that we capitalize on our advantages. The following are some key benefits of Job's Daughters membership:

- ® Fun activities that bind young women of all ages together.
- ® Friendship with young women of all ages, locally and across the state/world.
- ® Public speaking experience.
- ® Leadership, planning and organizing skills.
- ® Travel opportunities.

Job's Daughters gives members a variety of experiences to better prepare them for life experiences that are difficult to receive from any other organization. But it's your responsibility to ensure your members have the opportunity to participate in those experiences.

GUARDIAN SECRETARY

The Guardian Secretary:

- Should be familiar with the duties of the office as described in the Constitution of the Supreme Guardian Council and in the Manual of Rules and Regulations of their Jurisdiction.
- Should instruct and supervise the work of the Bethel Recorder, not do her duties for her.
- Should attend all Bethel and Bethel Guardian Council meetings and should keep accurate Minutes of all Bethel Guardian Council meetings.
- Should be sure that the **Permanent Record Book**, including the alphabetical index in the back of the book, is kept up to date. **This is the most important Bethel record.**
- Shall keep **Notice of Dues** up to date. Encourage the Daughters not to let their dues become delinquent. Explain the value of keeping dues paid to Majority age or date of Marriage.
- Should ensure that the Bethel Recorder keeps accurate Minutes of each Bethel meeting. Often the Honored Queen or Bethel Guardian needs to refer to these Minutes to see that the wishes of the Bethel have been carried out and it is important that they are correct.
- Should ensure that the Bills have been audited before the Bethel meeting, and that the Warrants are drawn if the Bethel approves the payment of the Bills.
- Is the custodian of the Bethel Seal.
- Shall complete the back of each Petition for Membership before placing it in the permanent file, which is usually in alphabetical order.
- Shall keep a file of all communications received by the Bethel. When received, these should be read at each meeting until the event has passed. It is helpful for both the Guardian Secretary and the Recorder to read them prior to the meeting. If there are any difficult words used in the communication, the Guardian Secretary should assist the Recorder to pronounce these words or individual names. If the communication is long, it is not necessary to read all of it verbatim but is useful to highlight the important sections and items which may be read.

SUGGESTIONS FOR THE GUARDIAN SECRETARY

➤ ANNUAL REPORTS

The Annual Report (Form 111A/111B) will be sent to the Guardian Secretary by the Executive Manager/Grand Secretary in December. The Annual Report is to be completed and received by the Executive Manager by January 31st (if a Bethel under Supreme) or by March 1st (for the Grand Secretary under a Grand Jurisdiction). A late fee will be charged if this deadline is not met.

➤ JEWELRY

Doc Morgan is the official jeweler of the International Order of Job's Daughters. Official Order Forms can be requested from the Executive Manager at no charge. Remember to order early as some orders may take up to six (6) weeks or more.

➤ SUPPLIES

Order all Bethel supplies from the Executive Manager/Grand Secretary using the **Order Blank For Supplies**. Order Blanks can be requested from the Executive Manager at no charge. A current price list is sent to each Bethel at least once a year, usually in the Fall. Keep and use only the current price list.

➤ ROBES AND CORDS

Robes and cords are ordered through the Executive Manager using the **Order Blank For Supplies**. Be sure to give **size (Petite, Small, Medium or Large)**. **Cords come in purple or white and in 4, 5 and 6 yard lengths**. Robes will be sent to you from the Supreme Office, and you will be invoiced accordingly.

TO WHOM DO I MAKE THE CHECK OUT
AND WHERE DO I SEND IT?

➤ **SPECIAL DISPENSATIONS**

A request for a Special Dispensation is sent to the Supreme Deputy/Grand Guardian with the fee of \$2.00, if required.

Make Checks payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

➤ **PROMOTIONAL AND EDUCATIONAL PROJECT MONEY**
(Also known as the Honored Queen's 30 Day project)

Each Honored Queen is required to have a project for the Educational and Promotional Funds within 30 days of her installation. One-third of this project money remains as a part of the Bethel Treasury. Two-thirds of this project money is sent to the Executive Manager/Grand Secretary.

Make Checks payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

➤ **PAYMENT FOR SUPPLIES, ANNUAL REPORTS Etc.**

All Checks are made payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

Please make a notation on the Check or send an accompanying note stating the reason for the payment and if appropriate, place any invoice number on the Check.

➤ **HIKE**

Make all donations and contributions to the HIKE Fund payable to **HIKE**.

These Checks can be sent to **Mrs Shirley Terrill, Corresponding Secretary, 10115 Cherryhill Place, Spring Hill FL 34608-7116** (if a Bethel Under Supreme) or to the **Grand Secretary** if under a Grand Jurisdiction.

GUARDIAN TREASURER

The Guardian Treasurer:

- Should be familiar with the duties of the office as described in the Constitution of the Supreme Guardian Council and in the Manual of Rules and Regulations of their Jurisdiction.
- Should instruct and supervise the work of the Bethel Treasurer, not do her duties for her.
- Should supervise the work of the Bethel Librarian by carefully reading her report before it is given at a Bethel meeting.
- Should attend all Bethel and Bethel Guardian Council meetings.
- Should balance the Bethel Books with the Bank Statement and the Books kept by the Guardian Secretary, each month.
- Should work with the Guardian Secretary to prepare the Financial Record Books for the audit of the Associate Bethel Guardian at the end of each term.

GENERAL DUTIES OF THE EXECUTIVE MEMBERS

B-BGC 1

Section 1.

Duties of the Executive members of the BGC are as follows:

- (a) Approve the appointive officers of the Bethel before their appointment by the Honored Queen.
- (b) Decide by majority vote of those present any question concerning the eligibility of a Daughter for a Bethel office.
- (c) Send Form 112 or 113, an annual report of Bethel conditions, to Supreme Office.
- (d) Update the membership list provided by the Executive Manager and return to the Executive Manager with the Annual Report.
- (e) Provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used.
- (f) Keep in mind the welfare of the members of the Order during periods between convocations.
- (g) Set a good example by right living and by unimpeachable deportment at all times.
- (h) See that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities.
- (i) Perform all other duties assigned them by the laws of the SGC.

Section 2. Petitioners

- (a) A majority vote of the Executive members of the BGC present at their regular or a special meeting shall elect petitioners to Bethel membership.

Section 3. Vote

- (b) C-SGC Art. VII Sect. 2(b)

- (1) The Executive members of the BGC shall elect a delegate from their membership as the duly authorized voting delegate for each Annual Session of the SGC
- (2) Each BGC shall be entitled to one (1) vote at the annual election of officers of the SGC and Board of Trustees.
- (3) Each BGC shall be entitled to one (1) vote on any legislation pertaining to Bethels under Supreme.
- (4) Past Bethel Guardians and Past Associate Bethel Guardians who have registered and received voting credentials shall have the privilege of voting at the annual election of officers of the SGC, Board of Trustees and on any legislation pertaining to Bethels under Supreme.

B-BGC 7

Section 2

- (a) The Executive Members of the BGC shall have authority over the following:
 - (1) Suspension or expulsion of a Bethel member or Majority Member
 - (2) Suspension for a definite interval of the right of any Bethel officer to function in her office
 - (3) Removal of a Bethel officer from office
 - (4) Reprimand of an officer or member
 - (5) Probation for a definite period.
- (b) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member.
- (c) Discipline as described in paragraph (b) or suspension for nonpayment of dues shall not be reported to the Bethel members or discussed in a Bethel meeting.

BETHEL GUARDIAN

B-BGC 1, 2 Section 1

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings*
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work*
- (c) Teach the principles of the Order*
- (d) Maintain good order at all convocations of the Bethel*
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour*
- (f) See that all petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the Investigating Committee of the Bethel regarding same*
- (g) Serve as custodian of the Bethel Charter and all copies of the proficiency work*
- (h) Make herself thoroughly familiar with the Constitution and Bylaws of the Order*
- (i)*
 - (1) See that the Bethel possess a minimum of four (4) copies of the Constitution and Bylaws, Bylaws of the Bethel, for the use of the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary and Honored Queen*
 - (2) Additional copies may be provided for other Executive members and members of the Bethel as the Bethel Guardian may designate*
 - (3) Such copies remain the property of the Bethel and shall be turned over to their successors at the time of installation*
 - (4) The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Executive Manager*
 - (5) Beginning with 1990 and every third year thereafter, each Bethel not under a GGC shall submit at least five (5) copies of the current Bethel Bylaws to the Chairman of the Supreme Jurisprudence Committee for review and approval*
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe have in time of distress*
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member*
- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive member of the BGC when necessary*
- (m) Perform such other duties as rightfully belong to her office*

ASSOCIATE BETHEL GUARDIAN

B-BGC 2, 3 Section 2

- (a) Attend all meetings of the BGC and the Bethel.*
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.*
- (c) Become familiar with the Constitution and Bylaws of the Order and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.*
- (d) Investigate the Masonic relationship of all petitioners.*
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.*
- (f) Perform such other duties as will serve the best interest of the Bethel.*

GUARDIAN SECRETARY

B-BGC 3 Section 3

- a) Attend all meetings of the BGC and of the Bethel.*
- b) Make proper record of all meetings of the BGC.*
- c) Supervise the work of the Recorder.*
- d) See that proper record is kept of the receipts of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.*
- e) Report to the Executive Manager for Bethels under Supreme, the names and addresses of:*
 - 1) All new Majority Members*
 - 2) Majority Members who have moved*
 - 3) Members and adult workers who have moved outside the jurisdiction*

GUARDIAN TREASURER

B-BGC 3 Section 4

- a) Attend all meetings of the BGC and of the Bethel.*
- b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.*
- c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.*
- d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.*

GUARDIAN DIRECTOR OF MUSIC

B-BGC 3 Section 5

- a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel*
- b) Have a musician proficient at all times.*
- c) Have a chorus in readiness for all ceremonials and such musical programs as may be for the good of the Order.*

PROMOTER OF SOCIABILITY

B-BGC 4 Section 1

- a) Welcome all visitors entitled to be present.*
- b) Assist the committee appointed by the Honored Queen in the preparation of candidates, as specified in the Ritual.*
- c) Perform such other duties as will add to the social activities of the Bethel.*

CUSTODIAN OF PARAPHERNALIA

B-BGC 4 Section 2

- a) See that the Bethel paraphernalia is carefully preserved and train the Marshal, Senior and Junior Custodians to properly display and remove paraphernalia, as specified in the Ritual.
- b) Supervise the care and appearance of the robes.

B-Bethel 5 OFFICIAL REGALIA

Section 1. Description

- a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern supplied through the Supreme Office.
 - 1) Cords shall be tacked along the bottom of the yoke seam to within three (3) inches of each side of center front (measured on the curve of the yoke), crossed in center front with a double twist, then around the waist once and tied in double knot one (1) inch below natural waistline. The seam at the yoke shoulder may be taped to the underslip strap if a full slip is worn.
 - 2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the underslip a length of four (4) to six (6) inches from the floor.
- c) Crown, capes and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2 Wearing of Regalia

- a) Officers and Bethel Choir shall wear official robes at all meetings and for the ceremony of installation. Capes, crowns and headbands shall be worn by Bethel members only with official robes.
- b) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of our Order and approved by Executive members of the BGC
- c) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive members of the BGC.

PROMOTER OF FINANCE

B-BGC 4 Section 3

- a) *Guard carefully the financial condition of the Bethel.*
- b) *Assist the Honored Queen, or the committee appointed by her, in planning and promoting such affairs as will add to the funds of the Bethel.*
- c) *Assist in the audit of the Bethel books at the conclusion of each Honored Queen's term.*

DIRECTOR OF EPOCHS

B-BGC 4 Section 4

- a) *If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.*
- b) *Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the pilgrims may be given in an impressive and reverent manner.*
- c) *Prompt officers during Bethel meetings, or train one of the Daughters to do so.*

PROMOTER OF HOSPITALITY

B-BGC 4 Section 5

- a) *Assist the committee appointed by the Honored Queen to provide refreshments.*
- b) *Assist Bethel members in extending hospitality to members and guests.*

PROMOTER OF FRATERNAL RELATIONS

B-BGC 5 Section 9

- a) *Contact various Masonic organizations and make known to the members thereof the ideals and purposes of the Order.*
- b) *Arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.*

DIRECTOR OF PROMOTION

B-BGC 5 Section 10

(a) Assist the members and BGC in promoting increased interest in Bethel activities, especially increasing membership and advising parents and eligible adults that they may attend Bethel meetings.

PROMOTER OF YOUTH ACTIVITIES

B-BGC 4, 5 Section 7

*(a) Counsel and advise the younger members of the Bethel as a social group.
(b) Encourage and foster an interest in all Bethel affairs, thus aiding the Honored Queen in the performance of her duties.*

PROMOTER OF GOOD WILL

B-BGC 5 Section 8

(a) Remember those who may be sick or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.

COMMITTEE CHAIRMEN

B-BGC 5 Section 1. Appointment

(a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in Article III, which are not held by an Associate member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director".

Section 2. Eligibility

(a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC

BETHEL GUARDIAN COUNCIL

OBJECT: Provide adult guidance and supervision of all Bethel meetings and activities held in the name of IOJD by this Bethel.

MEMBERSHIP: Consists of not more than nine (9) adult members, five (5) of whom will be Executive Members and four (4) of whom will be Associate Members. All others appointed by the Bethel Guardian shall be Committee Chairmen. Such committees may bear the same designation as listed in B-BGC 5, Article III which are not held by an Associate Member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director", except in the cases of Chairman of Finance, Chairman of Hospitality.

ELIGIBILITY: Those eligible for appointment as **Bethel Guardian and Associate Bethel Guardian** are Master Masons and women who have attained the age of twenty (20) years provided they are the wife, daughter, granddaughter, great-granddaughter, mother, grandmother, sister, half sister, niece, daughter-in-law or widow of a Master Mason; members of an organization basing its membership requirement on Masonic relationship; Past Bethel Guardians or Majority Members of the IOJD.

Executive Members, (other than Bethel Guardian and Associate Bethel Guardian) **and Associate Members:** above relationship or parent, grandparent, stepparent or guardian of a member of the Bethel.

APPOINTMENT: There is no election of members of a BGC. They are appointed by the newly elected Supreme Guardian within thirty (30) days thereafter. Adults are recommended by the Daughters and current Council members for consideration by the new Supreme Guardian.

TERM OF OFFICE: Runs concurrent with the Supreme Guardian Council year and terminates at the close of the Annual Session of the SGC. Members shall serve until their successors are installed. Executive Members of BGC shall serve no more than three (3) consecutive years in the same office unless deemed necessary by the Supreme Guardian. They shall be ineligible until after a lapse of one year.

RESIGNATIONS: A letter of resignation shall be submitted to the Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive members who shall take action on the resignation. The Bethel Guardian shall then notify the Supreme Guardian and the member who resigned of the action taken.

REMOVAL: In the event of the removal from office of one or more Executive Council Members by the Supreme Guardian, the Supreme Guardian shall select and appoint those necessary to fill vacancies caused by such removal.

An Executive BGC Member who fails to attend three (3) meetings of the Bethel or three (3) meetings of the BGC except in the case of illness or unavoidable absence, is automatically removed. Any member of the BGC may be removed from office by the Supreme Guardian for cause, insubordination, misconduct or unlawful withholding or retention of property of a Bethel. Executive Members who are delinquent in paying fines (late annual report) shall lose the right of membership in the SGC.

INSTALLATION: A member of the SGC, Assisting Deputies, Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians and Past Associate Bethel Guardians of a Bethel under Supreme shall install the appointed Council members at a Bethel meeting no later than **October 31**.

VACANCIES: When any vacancy occurs on a BGC, the Bethel Guardian shall immediately notify the Supreme Guardian. If requested to do so, the remaining Executive BGC Members shall recommend the name of an eligible replacement to the Supreme Guardian. The Supreme Guardian makes the appointment. Those appointed shall be installed at the next regular meeting of the Bethel, or as soon as is convenient following receipt of the Certificate of Appointment.

MEETINGS: Executive Members of the BGC shall hold regular monthly meetings (except during vacation) for discussion of all matters pertaining to the Bethel and for the good of the Order. The Associate Members and adult Committee Chairmen may be invited to attend. The five (5) elected officers of the Bethel may also be invited. After the matters for which their presence is required have been discussed, they shall be excused before the BGC continues with its business. Accurate minutes of all BGC meetings shall be kept by the Guardian Secretary. These minutes shall be approved by the Supreme Guardian (or her Deputy) at the time of her Official Visit. When attending a BGC meeting, Associate Members and adult Chairmen shall be entitled to vote on all business except those matters specifically delegated to the Executive BGC.

ANNUAL MEETING: To be held during the month of April but at least 90 days prior to Annual Session. The nine (9) members of the BGC shall recommend by secret ballot the Executive BGC Members for the ensuing term, for consideration by the Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots taken until a majority recommendation appears for each office. The Executive Members present shall recommend not more than four (4) Associate Council Members. Committee Chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting. Names are then listed on Form 222 and sent to the Vice Supreme Guardian at least 80 days prior to Annual Session.

Guidelines for the recommendation of Bethel Guardian Council members

Bethel Members

As per SI-8 > Recommendation for Executive Members of the Bethel Guardian Council by Bethel Members

1. Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the Bethel Guardian Council.
2. The **ballots 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 Supreme Guardian for Bethels under Supreme or to the Vice Grand Guardian in GGC jurisdictions.
3. At least thirty (30) days before such action, the Bethel Guardian or Associate Bethel Guardian shall notify the Bethel members the date of such ballot and read paragraphs 1 and 2 of this SI to them.
4. In Bethel under Supreme, ballots shall be taken on Form 221 at a meeting held during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC, and in Bethels under GGC, on Form 221 at least thirty (30) days prior to the Annual Session of the GGC.
5. The above provision shall be included in the Bylaws of all Bethels (See SI 14.27).

Sample wording which can be presented/read to the Daughters prior to the ballot

To the members of this Bethel has been given the privilege of recommending to the Vice Supreme Guardian the names of adults who could serve on the Executive Bethel Guardian Council.

The Executive Council Members of this Bethel are:

Bethel Guardian must be a woman who is a Majority Member or a direct descendant of a Master Mason, or a member of an adult Masonic organization.

Associate Bethel Guardian must be a man who is a Master Mason.

Guardian Secretary must meet the same eligibility requirements as Bethel Guardian or Associate Bethel

Guardian Treasurer Guardian or be the parent or grandparent of a Member. .

Director of Epochs OR
Director of Music

Listed below (alphabetically) are the names of the adults who are eligible and have indicated they would be willing to serve on the Executive Bethel Guardian Council. You may list any one

of these names for the positions for which they are qualified, or may list any other name that meets the eligibility requirements. If you list a name not on this list, please also give their phone number and/or address.

You may also write additional comments to the Vice Supreme Guardian on the back of your Ballot of Recommendation. Only you and the Vice Supreme Guardian will see these comments.

NAME	ELIGIBILITY
Leanne Hill	Member of Esther Chapter #5, Eastern Star, Ipswich, Queensland and grandmother of Katie Hill.
Michelle Jones	Majority Member and mother of Megan Jones
Debbie Smith	Daughter of a Master Mason, and mother of Danielle Smith.
Sue Walker	Majority Member and mother of Stacy Walker.
Bill Winslow	Master Mason in Harriet Lodge #4, Ipswich, Queensland
Sarah Winslow	Wife of Steve Winslow - Master Mason in Harriet Lodge #4, Ipswich, Queensland

The following adults are eligible to serve on Executive Council, but have indicated they would prefer to serve on the Associate Council

Louise Bennett	Master Mason in United Service Lodge #1, Ipswich, Queensland
Anne Charles	Majority Member
Lesley Dann	Member of Esther Chapter #5, Eastern Star, Ipswich and mother of Rebecca Dann.

The following adults are eligible to serve on the Council, but have indicated they do not wish to serve this next year. They will continue to assist where needed.

Cheryl Anderson	Lisa Johnson
Tammy Fedder	Pat Lane
Janice Fowler	

Guidelines for the recommendation of Bethel Guardian Council members

Bethel Guardian Council Members

As per C-BGC 5 Article XII Section 2 > Annual Meeting

- (a) BGC's, including Executive and Associate members, of Bethels under Supreme, **shall hold their Annual Meeting during the month of April**, but no later than ninety (90) days prior to the Annual Session of the SGC.
- (b) BGC's, including Executive and Associate members, of Bethels under GGC's, shall hold their Annual Meeting at least thirty (30) days prior to the Annual Session of the GGC.

As per C-BGC 5 Article XII Section 3 > Purpose of the Annual Meeting

- (a) At the Annual Meeting, the **members of the BGC present shall recommend by secret ballot the Executive Members of the BGC** for the ensuing year, for consideration by the Vice Grand Guardian or Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office.
- (b) The **Executive members present shall recommend by secret ballot not more than four (4) Associate members** of the BGC.
- (c) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days prior to the Annual Session of the GGC.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

Appointment of Bethel Guardian Council Members

As per C-BGC 3 Article IX Section 1 (a) > Appointments

- (a) Members of BGC's shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. **Certificates for all BGC members shall be forwarded to the incoming Bethel Guardian.**

Reminders for Bethel Guardians & Guardian Secretaries

Insurance

- For insurance purposes, the Bethel's written records must include a clear reference to all approved Bethel activities. Preferably this reference should occur in the minutes of the Bethel meeting, but, if an invitation arrives too late to be considered at a regular meeting, make sure that the reference is in the BGC minutes.

Invitations

- Invitations to Bethel events should be mailed at least 4 weeks before the event.
- All correspondence to Bethels should be mailed to the Bethel Guardian or Guardian Secretary, not the Masonic Temple where the Bethel meets.

Correspondence

- Make sure correspondence is being read in the proper order:
 1. Supreme Guardian Council
 2. GGC/JGC
 3. Other Bethels
 4. Other Masonic organizations
 5. All other.
- When reading correspondence, read the sender's name first.
- Correspondence that arrives too late to be considered in a Bethel meeting does not need to be read as part of the correspondence.
- Correspondence that is very lengthy may be edited by the Bethel Guardian or Guardian Secretary as long as the complete correspondence is made available after the meeting to any member who wishes to read it.

Business

- Reports are made on any approved event that has occurred since the last meeting.
- Unfinished Business is all things previously discussed in a Bethel meeting but which has not yet occurred.
- New Business is all things not yet discussed at a Bethel meeting.
- Remember that no adult may debate questions arising in a Bethel meeting unless she/he is an executive member of the BGC or a Majority Member of the Bethel. If the HQ feels that she needs information or an opinion from an adult not privileged to speak during the business meeting, she must call upon the adult for such information or opinion.

Chaperones

- All chaperones for any activity **MUST** be approved by the Executive Members of the BGC.
- There shall be one adult chaperone for every five girls.

Additional Notes

Applying for a Special Dispensation. - .

- ® The method of initiating a request for a Special Dispensation is found in SI 6, 1 & 2
- ® The Recorder at the meeting affected, immediately following Escort, Introductions and Honors reads Special Dispensations. The Special Dispensation shall be placed on the Recorders desk prior to the meeting. The HQ asks for the reading. It is read in its entirety and stapled to minutes of the meeting.

- ® Requests are made to the Supreme Deputy (or Supreme Guardian, if necessary). If a fee is needed, checks must be made payable to the "Supreme Guardian Council".
- ® A Special Dispensation is the granting of a special privilege to a Bethel. It is necessary to advise the Supreme Deputy the reason for the request in order for him/her to know if the request can be granted. It shall be a written request, by a majority vote at a Bethel meeting (except in the case of an emergency-the BG consults with elected Bethel officers and Executive members of the BGC)
- ® Bethels shall pay a fee of \$2.00 for the following:
 - a. To dispense with regular meetings for a vacation period when no vacation period is provided for in the Bethel Bylaws.
 - b. To elect Officers at a time other than provided in the Bethel Bylaws.
 - c. To install Officers at a time other than provided in the Bethel Bylaws.
 - d. To install Officers on the date of election.
 - e. To dispense with regular meetings
 - f. To hold special meetings
 - g. To change meeting place
 - h. To change hour of the meeting
 - i. To change date of the meeting

- ® No fee shall be charged for Special Dispensations for following special privileges
 - a. To hold a special election to fill vacancy in an elective Bethel Office and to install officers so elected,
 - b. To exemplify the Ritualistic ceremonies for Masonic or appendant orders.
 - c. To hold special meetings for the Official Visit of the Supreme Guardian.
 - d. To change the date or hour of a meeting when the same falls on a legal holiday or during the week of the Annual Session of the SGC.'

Preparing the Term Calendar

Use a calendar to plan the term. Fill in regular meetings, choir practices, council meetings.

Fill in the required elements:

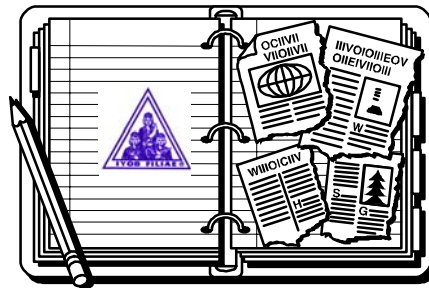
- Three Way Split (This is a project to raise funds for the Education Fund, the Promotion Fund and the Bethel)
- Go To Church Sunday (must be held each term)
- Initiation (must be held each term even if no candidates are available)
- Majority or Obligation Ceremony (must be held once each year)
- Proficiency for New Members
- Honoring of the Founder, Mother Mick

Fill in the State Events

- Rally
- Pageant
- Camp
- Workshop/Leadership Conference

Other elements:

- Deputy visit (this will likely be on a regular meeting date and may not be known when planning the calendar)
- Make sure to designate the meeting at which the election of officers is to be held
- Fund Raisers
- Special events: Honorings, HQ Projects, prospect parties, fun events
- Practices
- Holiday events
- Prospect Parties or Events



ABSENCE : Each Bethel Council shall establish an absence policy at the first council meeting after Supreme Session each year. Each daughter shall receive a copy of this written absence policy.

ANNUAL MEETING: BGC's, including Executive and Associate members, of Bethels under Supreme, shall hold their Annual Meeting during the month of APRIL, but no later than ninety (90) days prior to the Annual Session of the SGC. (C-BGC 5 Section 2 a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive members of the BGC for the ensuing year, for consideration by the Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office. The Executive members present shall recommend by secret ballot not more than four (4) Associate members of the Bethel Guardian Council. (C-BGC, Section 3) **Names of those receiving the majority recommendation are to be listed on Form 222 and mailed to the Vice Supreme Guardian.**

ANNUAL REPORT: The Annual Report **MUST** be completed each year. It must be **FILED AND FEES REMITTED** by JANUARY 31st (for Bethels Under Supreme) to the Supreme Office. Failure to meet this obligation is cause for a \$20.00 fine, which is the responsibility of the Executive Members of the BGC.

APPROVAL OF PROJECTS: Bethel projects and activities are to be approved by the Council PRIOR to being presented and discussed at Bethel meetings. The Council is responsible to see that all projects/activities are properly supervised and that sufficient supervision is provided. Please give our Daughters every consideration within reason when approving or disapproving their projects.

APPOINTMENT OF BETHEL GUARDIAN COUNCILS: NO-ONE can assume a Council position unless appointed by the Supreme Guardian, issued a Certificate of Appointment and duly installed by a member of the Supreme Guardian Council, which includes Past Bethel Guardians and Past Associate Bethel Guardians. All appointments are for one (1) year only. In the event of a vacancy during the year, the Supreme Guardian is to be notified immediately by either the Guardian or the Guardian Secretary. Please refer to C-BGC, Article XI, Sec. a-e for proper procedure.

AUDIT OF FINANCIAL BOOKS: It is the duty of the Associate Bethel Guardian to see that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation. (B-BGC, Sec. 2e, Article III, Sec 3c)

AWARDS: Information will be mailed throughout the year.

BILLS: All bills should be submitted to the Bethel and paid by a Bethel check, not from the receipts of the fund-raiser.

BETHEL COMMUNICATIONS: All communications sent to the Bethel are Bethel property and are to be read at a Bethel meeting. It is the right of the Daughters, with the approval of the Executive Bethel Guardian Council, to decide if they wish to participate in the subject of the communication.

BETHEL POLICIES: The Executive Bethel Guardian Council will develop the policies to be followed regarding: absences, chaperons, dress (attire). These policies will be in effect until changed by the newly appointed Council. The policies should be in writing and given to the Daughters at the first meeting in September. It is suggested that a copy of these policies be mailed to each Daughter's parents or guardians. This helps to keep the parents informed of your position as well as the correct procedure for communicating with your Council.

CHANGE OF ADDRESS: When a member of the Bethel Guardian Council or a Daughter moves, please forward this information to the Grand Secretary or for Bethels Under Supreme, to the Executive Manager at the Supreme Office.

CHAPERONES: All daughters attending Bethel visitations, statewide functions etc. MUST be properly chaperoned. Please keep in mind the safety and security of the Daughters as well as the responsibilities and liabilities of the Bethel Council and adults. We recommend one chaperone per five daughters.

COUNCIL INSTALLATION: The Bethel Council of Bethels Under Supreme must be installed by October 31. If a newly appointed Council member is not present at Installation then they are to be installed at the next regular Bethel meeting.

It is the responsibility of the newly appointed Bethel Guardian to contact the newly appointed Council and Committee members. She will notify them of the date, time and location of the Council installation. She will also be responsible for planning the installation. The Book of Ceremonies — Bethel Guardian Council Installation SHALL be followed without alteration.

COUNCIL MEETINGS: The Bethel Guardian Council shall set a regular date each month for Council meetings except during recognized vacation periods, as per Bethel by-laws. (C-BGC 4, Art. XII). Bethels are encouraged to hold Council meetings on a day other than a regular Bethel meeting night. The Associate members of the Bethel Guardian Council and adult committee chairmen may be invited to attend the meetings. (C-BGC 5, Art. XII, Sec 1-b). The five (5) elective officers of the Bethel and such persons as it may be necessary to invite may meet with the Bethel Guardian Council. After the matters for which their presence is required have been discussed, they shall be excused before the Bethel Guardian Council continues with its business. (C-BGC 5, Art. XII, Sec. 1-d). Associate members and adult Committee Chairmen shall be entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive members. (C-BGC, Art. XII, Sec. 1-e). All business brought before the Council should be thoroughly discussed. Many concerns and problems can be resolved when we take the time to openly communicate with each other.

In the event of absences by Council members at Bethel meetings or Council meetings, please refer to and review B-BGC, Article V, Resignations and Removals, Section 3 a, b, and c.

A suggested outline for an agenda for Council meetings is included in this Handbook.

DISPOSITION OF COUNCIL PROPERTIES: ALL MATERIALS used by the Bethel Guardian Council members are to be given to their successors as they are BETHEL PROPERTIES. An inventory of all Bethel property is to be made annually on the form in the Bethel Minute book and noted in the Council minutes. **A copy of this inventory must be sent with the Annual Report to the Executive Manager.** If this is not done then your Bethel Properties are not covered by the Insurance offered through the Supreme Guardian Council. DO NOT assume that because the Temple is insured, your properties are covered.

DRESS CODE: Each Bethel Council shall establish their own dress code. A suggested Dress Code is included in this Handbook.

EDUCATION/PROMOTION PROJECT: This is commonly referred to as the "30 day project". Within 30 days after the new officers are installed in a Chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Education and PROMOTIONAL funds. One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Education Fund and one-third (1/3) forwarded to the Promotional Fund. These monies, except that portion to be retained by the Bethel, shall be mailed to the Executive Manager.

ELECTIONS: Guidelines for Bethel are enclosed in this packet.

HIKE: In 1981 our Order adopted an international charity called HIKE which stands for Hearing Impaired Kids Endowment. Its purpose is two-fold: to put practical application to the charitable aspects of our Order and to assist in gaining publicity and recognition of our Order.

Money raised is given in the form of grants to children who need hearing aides or other assistive hearing devices. ANY child may apply for a grant. Masonic affiliation is not required. Local Bethels may search for children in need, and if a grant is approved, present it to the child and his/her family.

Local Bethels are encouraged to organize and publicize their HIKE fund raisers. For further information, please contact the HIKE Executive Secretary:

Mrs. Shirley Terrill
10115 Cherry Hill Pl
Spring Hill, FL 34608-7116

INITIATION: Each Bethel is required to do the initiatory work once per term, even if you do not have a candidate.

INSTALLATION INFORMATION: Please check the Constitution and Bylaws C-Bethel 4. Enclosed in this packet is a guideline sheet for each Senior Princess.

LAW BOOKS (Constitution and Bylaws): The Constitution and By-laws of the International Order of Job's Daughters govern our order. Each Bethel shall possess a minimum of four (4) copies of the Constitution and Bylaws, and Bylaws of the Bethel for use by the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary and Honored Queen. The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Executive Manager.

MAJORITY MEMBERS: Each member in good standing shall become a Majority Members upon becoming twenty (20) year of age, or married under that age and shall immediately receive gratis a certificate of Majority Membership. She shall be entitled to receive the Majority degree at such time as maybe be convenient. (SI 9 1)

MASONIC AFFILIATION: The Associate Bethel Guardian is to verify the Masonic relationship claimed on each petition.

MEMBER OF HONOR: An ADULT who has given outstanding service to our Order may be elected to be a Member of Honor. Bethel members must vote on the Member of Honor recipient. This requires a majority vote of the Daughters and the approval of the Executive Bethel Guardian Council. (B-Bethel, Art. I, Sec. 5a)

MEMBERSHIP: Each Bethel is encouraged to bring new members into the Bethel. You are encouraged to host an open meeting during the year and invite friends, prospects, and members of other fraternal organizations. Remember to always invite parents of the members, friends, and prospects. For further information and assistance, please contact the Chairman of the Promotion Committee.

MEMORIAL SERVICE: Please send a list of past or present Bethel Guardians and Associate Bethel Guardians, and members or Majority members who have passed away during the year (from August to August) to the **Supreme Chaplain**.

MOTHER MICK HONORING: Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of the International Order of Job's Daughters, with a suitable ceremony during MARCH, the month of her birth. See C-Bethel, Sec.4 [3]. There are several ceremonies in the Book of Ceremonies that may be used or the Bethel may write its own. This honoring may take place at an open or closed meeting or may be exemplified for other Masonic bodies.

PARLIAMENTARY PROCEDURE: An adult, with the exception of an Executive Member of the Bethel Guardian Council or Majority Member, is not entitled to debate questions arising in a Bethel meeting. See C-Bethel 7, Sec 4, 3(g). Please make sure the Honored Queen is aware of this fact.

PROCEDURE FOR HANDLING BETHEL FUNDS: All money belonging to the Bethel MUST be shown in the financial books. All monies received, in cash, check or money-order, MUST be deposited. No bills are to be paid from cash received at meetings. Monies are disbursed by Bethel check after approval of the Executive Bethel Guardian Council and a vote of the Daughters.

PROFICIENCY: Ritual proficiency is a very important aspect of our Order. Our Daughters learn self-discipline, public speaking skills, poise, a sense of pride in their accomplishments, and a respect for the higher ideals in life. This year we will be emphasizing ritual proficiency. It is the responsibility of the Bethel Guardian, with the assistance of the Director of Epochs, to see that the officers are proficient in their ritualistic work. Please work with the Daughters in learning their work. Encourage them to practice individually as well as with other members of the Bethel. **There is to be only ONE open ritual in a Bethel meeting.** (C-Bethel 6a, Article XII, Sec. 1 p).

PROFICIENCY TEST: The Proficiency Test **MUST** be offered once each term. The Proficiency Test **MUST** be done under Good of the Bethel, not New Business. The Daughters taking their Proficiency Test need to understand that they are responsible for this knowledge and too many prompts will not allow them to pass the test. We suggest that the Director of Epochs go over the proficiency work with each Daughter privately. By doing this, the Director of Epochs will be able to verify that the member knows her work and it allows the member to have more experience reciting the work.

PROMOTION COMMITTEE: The Promotion Committee is available to help you in any way. Please contact the Chairman of the Committee or any one of the members. Remember the Jobie-to-be program is a very useful tool in promoting our Order.

RECEIPTS: All receipts of the Bethel should be recorded. Bank deposit should reflect the receipts of the meeting. Be sure to include interest and money deposited to CD, Saving accounts, etc.

REORGANIZATION: In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme Guardian. (C-Bethel 6) See Reorganization of a Bethel SI 18.

SPECIAL DISPENSATIONS: Special dispensations are requested from and issued by the SUPREME DEPUTY. Refer to **SI 6-1, 2** for definition, procedure for request and filing, and definition of special privileges with and without fees. Those dispensations requiring a fee are to be paid by check made payable to the Supreme Guardian Council. All requests are to:

- (a) be filed on FORM 200 (Old form 53)
- (b) include the fee of \$2.00 if required
- (c) be sent to the Supreme Deputy in time to allow 14 DAYS TO PROCESS
- (d) it would be helpful if you **included a STAMPED, SELF-ADDRESSED envelope** for returning the Dispensation.

TREASURER'S REPORT: All accounts should be included in the Treasurer's report.

**Supreme Guardian Council - Constitution and Bylaws
Amendment Changes since 1987 Printing**

Landmarks		1995	B-SGC	10	1995	C-JGC 4	1995
Title	Page	1994	B-SGC	11	2000	C-JGC 5	1995
Index	1	1998	B-SGC	12	1997		
Index	2	1997	B-SGC	13	1995	B-JGC 1	1998
Index	3	1997	B-SGC	14	1995	B-JGC 2	1996
Index	4	1997	B-SGC	15	2000	B-JGC 3	1996
Index	5	1997	B-SGC	16	1997	B-JGC 4	1996
Index	6	1994	B-SGC	17	2000	B-JGC 5	1996
Index	7	1998	B-SGC	18	1997	B-JGC 6	2000
Index	8	1998	B-SGC	19	1997	B-JGC 7	1996
Index	9	1995	B-SGC	20	1997		
Index	10	1994	B-SGC	21	1997	C-BGC 2	1998
Index	11	1994	B-SGC	22	1997	C-BGC 3	1998
Index	12	1994	B-SGC	23	1997	C-BGC 4	1998
Index	13	1996	B-SGC	24	1997	C-BGC 5	1998
Index	14	1996	B-SGC	25	1999	C-BGC 6	1998
Index	15	1996	B-SGC	26	2000		
Index	16	1994	B-SGC	27	1997	B-BGC 1	1995
Index	17	1994	B-SGC	28	1999	B-BGC 2	2000
Index	18	1994	B-SGC	29	1997	B-BGC 3	1995
Index	19	1995	B-SGC	30	1997	B-BGC 4	1995
Index	20	1996	B-SGC	31	1998	B-BGC 5	1995
			B-SGC	32	1998	B-BGC 6	1995
Glossary 1		2000	B-SGC	33	1998	B-BGC 7	1995
Glossary 2		1996	B-SGC	34	1999		
Glossary 3		2000	B-SGC	35	1997	C-BETHEL 1	1999
			B-SGC	36	1999	C-BETHEL 3	2000
Rulings		remove	B-SGC	37	1997	C-BETHEL 4	2000
			B-SGC	38	1997	C-BETHEL 5	1991
C-SGC	1	1997	B-SGC	39	1997	C-BETHEL 6	1991
C-SGC	2	1997				C-BETHEL 6a	1996
C-SGC	3	1995	C-GGC	2	1996	C-BETHEL 7	1992
C-SGC	4	1995	C-GGC	3	2000		
C-SGC	5	1995				B-BETHEL 1	2000
C-SGC	6	1995	B-GGC	1	1998	B-BETHEL 2	1998
C-SGC	7	remove	B-GGC	2	1998	B-BETHEL 3	2000
			B-GGC	3	1998	B-BETHEL 4	2000
B-SGC	1	2000	B-GGC	4	1999	B-BETHEL 5	2000
B-SGC	2	1995	B-GGC	5	2000	B-BETHEL 6	2000
B-SGC	3	1995	B-GGC	6	1998	B-BETHEL 7	2000
B-SGC	4	1995	B-GGC	7	2000	B-BETHEL 8	1998
B-SGC	5	2000	B-GGC	8	1998	B-BETHEL 9	1998
B-SGC	6	1995					
B-SGC	7	2000	C-JGC	1	2000		
B-SGC	8	1995	C-JGC	2	1995		
B-SGC	9	2000	C-JGC	3	1996		

SI-1 2	2000	SI-16 1	1996	SUPREME BETHEL 1	1992	ROYAL PURPLE 1	1992
SI-1 3	2000	SI-16 2	1996	SUPREME BETHEL 2	1995	ROYAL PURPLE 2	1994
				SUPREME BETHEL 3	1996	ROYAL PURPLE 3	1992
SI-2 1	2000	SI-17 1	1996	SUPREME BETHEL 4	1996		
		SI-17 2	1996	SUPREME BETHEL 5	1996	AAIOJD 1	1998
SI-4 1	1996	SI-17 3	1996	SUPREME BETHEL 6	1996	AAIOJD 2	1998
		SI-17 4	1996	SUPREME BETHEL 7	1998	AAIOJD 3	1999
SI-6 2	1991	SI-17 5	1996	SUPREME BETHEL 8	1999		
		SI-17 6	remove	SUPREME BETHEL 9	1999		
SI-7 1	2000	SI-17 7	remove	SUPREME BETHEL 10	1996		
SI-7 2	2000			SUPREME BETHEL 11	1996		
		SI-18 1	1991	SUPREME BETHEL 12	1996		
SI-8 1	1997			SUPREME BETHEL 13	1996		
		SI-19 1	1992	SUPREME BETHEL 14	1996		
SI-9 1	1990			SUPREME BETHEL 15	1996		
		SI-20 1	1994	SUPREME BETHEL 16	1996		
SI-10 1	2000	SI-20 2	2000	SUPREME BETHEL 17	1996		
SI-10 2	2000	SI-20 3	2000				
SI-10 3	2000	SI-20 4	1994	PAGEANT 1	1996		
SI-10 4	1997	SI-20 5	1996	PAGEANT 2	1996		
		SI-20 6	1994	PAGEANT 3	1996		
SI-11 1	2000	SI-20 7	1994	PAGEANT 4	1996		
SI-11 2	1992	SI-20 8	1994	PAGEANT 5	1998		
SI-11 3	1992			PAGEANT 6	1996		
SI-11 4	1992	SI-21 1	1995	PAGEANT 7	1996		
SI-11 5	1992	SI-21 2	1995	PAGEANT 8	1999		
SI-11 6	1992						
SI-11 7	2000	SI-22 1	1996				
SI-11 8	2000	SI-22 2	1996				
SI-11 9	2000	SI-22 3	1996				
SI-11 10	2000						
SI-11 11	2000	SI-23 1	1998				
SI-11 12	2000						
SI-12 1	1992						
SI-12 2	2000						
SI-13 1	1992						
SI-14 1	1990						
SI-14 2	2000						
SI-14 3	2000						
SI-15 1	1996						
SI-15 2	1992						
SI-15 3	1996						
SI-15 4	1992						
SI-15 5	1992						
SI-15 6	1992						
SI-15 7	1992						
SI-15 8	1992						

C-IOJD has been removed from the Constitution and Bylaws

Remove all R&R - 100 Club pages from the Constitution and Bylaws - 1990

DAUGHTER INFORMATION SHEET

Name: _____

Home Address: _____

Phone Number: Home - _____ Work - _____

Fax Number: _____ Email: _____

Name of school currently attending _____

Name of church currently attending _____

To what other organizations / clubs do you belong?

GIRL SCOUTS

4-H

DEBATE CLUB

CHOIR

DRAMA CLUB

DANCE/GYMNASTICS

BAND (What instrument do you play?) _____

SPORTS (Please list) _____

OTHER ACTIVITIES _____

Do you have a part time job? YES NO

Do you do volunteer work? YES NO

If you were selected to be a Line Officer, do you have the time to assist younger members to become proficient? YES NO

What do you expect to get out of your membership in Job's Daughters?

What can you give to Job's Daughters as a result of your membership?

~ SUGGESTED DRESS CODE GUIDELINES ~

Please note that these suggested guidelines are for Bethels Under Supreme.
All Bethels under s GGC should follow the protocol of that jurisdiction.

The following is a suggested dress code and guidelines for both Daughters and Adults for the 2001 - 2002 Supreme Guardian Council year. Proper attire is the responsibility of each Bethel or Jurisdiction and should be discussed and addressed. Please remember that when you are representing Job's Daughters, it is then that our Order is in the spotlight. Appropriate behavior and proper attire will display a positive image for Job's Daughters. This applies to both Daughters and adults!



Casual:

- Ⓡ Sport or nice casual wear.
- Ⓡ No spaghetti strap T-shirts or tank tops or mid-drift shirts. (Your middle/stomach should be covered).
- Ⓡ No "short" shorts and no tattered jeans or cut-offs.



Swim Wear:

- Ⓡ Swimsuits should be worn with the following guidelines:
 - » No string or thong pieces
 - » Your body should be covered in the appropriate places
 - » Cover-ups are required when going to and from the pool area, for all Daughters and adults.



Meeting Attire:



- Ⓡ Dresses or skirts & blouses for women and Daughters (dress/skirt length should extend past the fingertips). Blouses should be in good taste, no spaghetti strap or tank tops or mid-drift shirts.
- Ⓡ Dress pants and pant suits for women are acceptable.
- Ⓡ Dress pants & shirts for men (no casual t-shirts). Jackets and ties are recommended, but optional.

Formal:

- Ⓡ Cocktail (mid-calf) length, knee length or long formal dresses for women and Daughters with the appropriate undergarments and accessories. Always remember good taste, no low cut dresses (no cleavage), no low backs (no lower than your natural waistline), and slits in the skirt should not be higher than 3 inches above the knee.
- Ⓡ Tuxes, Dinner Suits or coats and ties for men.



Official Bethel Regalia for Daughters:

- Ⓡ This means clean and pressed robes, slip (please don't forget your slips)
- Ⓡ Appropriate undergarments.
- Ⓡ Clean stockings, clean shoes, headband or crown and cape.
- Ⓡ Jewelry may be worn in accordance with the Constitution and Bylaws (B-Bethel 5, Section 2, (b)).
- Ⓡ A neat and conservative appearance is always the most attractive.

BETHEL ELECTIONS

C-BETHEL 2

ARTICLE V OFFICERS

Section 1 Elective

- (a) The elective officers of each chartered Bethel shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal

C-BETHEL 2

ARTICLE VI ELIGIBILITY

Section 1

- (a) To be eligible for election to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in case of a new Bethel or one being reorganized for lack of participating members, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

C-BETHEL 3

ARTICLE VII ELECTION

Section 1

The election of officers shall be held at the second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws.

- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethel under Supreme shall use the method specified in their Bethel Bylaws
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of their term even though they become twenty (20) years of age before the next election.

Also refer to SI - 11 4 / 5



**HAVE YOU
HEARD
THE BUZZ?**



Jobie To Bee Club



INTERNATIONAL ORDER OF JOB'S DAUGHTERS

BETHEL TRAINING MANUAL



"Reach for the Stars"
2001 - 2002

Vanessa Fowler, PHQ
Supreme Guardian

Bill Walker
Associate Supreme Guardian

LEADERSHIP

What is it ?? What makes a successful leader ?? Can you do it ??

MAKING THE BEST OF YOUR ABILITIES

Every person has different abilities and different talents. Start today to know yourself... find out what your strong suits are... and then work to develop them. Emphasize your assets and don't worry about limitations or shortcomings.

ENERGY and STAMINA

No matter how overworked, a strong leader seems to acquire a second wind when needed. Many good leaders retire late and rise early. Learn to conserve your energy so you can do your best at all times. Learn to use your waking hours to the fullest.

POSITIVE SELF-IMAGE

Whether they are tall or short, thin or heavy, young or old, a positive self image transforms people into good leaders. They become attractive and interesting individuals to their audience.

ASSERTIVENESS and DARING

Don't allow people to take advantage of you. Speak up... even if softly... and make sure your voice (and opinion) is heard. Do it tactfully and with good style. Don't confuse abrasiveness with assertiveness. Be daring... follow clues, take chances (but think them through first), and don't procrastinate.

QUALITIES OF LEADERSHIP

You don't have to be a "brain" in order to be a good leader. A logical straight forward and organized manner of looking at the world will help immensely. Don't rationalize; be true to yourself. A good leader understands that not everything will be successful, and good leaders develop a good rate of "bounce back ability". Every good leader forgets the difficulties they encountered along the way (or choose to ignore those difficulties). Consider past problems unimportant. Look to the future and work on solutions.

CONCENTRATION and COMMITMENT

Remember that a good leader needs to pull, not push. Focus your energies on this to help achieve your goals. Don't allow others to change you, either by their attitudes or their problems. Follow through! A good leader believes in his or her self and in what they are doing.

RESPECT MISTAKES

Everyone makes them! Don't be afraid of them. Instead, learn from them but try not to make the same mistake twice.

HANDLING EMOTIONS

As a good leader, try not to panic with problems. Strive for self-control. Learn to shrug off as many trivial, unimportant problems as possible. Face criticism openly. Don't cry, pout or have a display of temper. A good leader expects a lot of themselves, and they should always expect a lot of their followers. When you expect to be successful, you usually are.

KNOWLEDGE – THE KEY TO SUCCESS

Good leaders do their homework on a problem, a project or on business. Ask questions... observe... read... develop a strong network... and your combined package of knowledge and skills will create the success for which you strive.

What is the Constitution & Bylaws? of the International Order of Job's Daughters

- ® The white pages
- ® Published by the Supreme Guardian Council
- ® Can only be changed by 2/3 vote of the Supreme Guardian Council
- ® Includes the following parts:
 - Constitution of the International Order of Job's Daughters (C-IOJD)
 - Constitution of the Supreme Guardian Council (C-SGC)
 - Bylaws of the Supreme Guardian Council (B-SGC)
 - Constitution of a Grand Guardian Council (C-GGC)
 - Bylaws of a Grand Guardian Council (B-GGC)
 - Constitution of a Jurisdictional Guardian Council (C-JGC)
 - Bylaws of a Jurisdictional Guardian Council (B-JGC)
 - Constitution of a Bethel Guardian Council (C-BGC)
 - Bylaws of a Bethel Guardian Council (B-BGC)
 - Constitution of a Bethel (C-BETHEL)
 - Bylaws of a Bethel (B-BETHEL)
 - Supplemental Instructions
 - Rules and Regulations for Subordinate Groups of the IOJD
 - Supreme Bethel (SUPREME BETHEL)
 - Miss International Job's Daughter Pageant (PAGEANT)
 - Alumni Association (AAIOJD)
 - Job's Daughters 100 Club (100 CLUB)
 - Mothers', Fathers', or Parents' Club (MFP CLUB)
 - Rules and Regulations for Degree of Royal Purple (Royal Purple)

What is in the Constitution & Bylaws of a Bethel?

Constitution of a Bethel

- I. Name
- II. Object
- III. Authority
- IV. Membership
 - 1. Membership (eligibility)
 - 2. Resident Requirements
- V. Officers
 - 1. Elective
 - 2. Appointive
 - 3. Substitute
- VI. Eligibility (for serving as an officer)
- VII. Election
- VIII. Appointments (of appointive officers)
- IX. Term of Office

- X. Installation
 - 1. General
 - 2. Installing Officers
- XI. Vacancies (in Bethel Offices)
- XII. Meetings
 - 1. Regular
 - 2. Open
 - 3. General Items
 - 4. Attendance

Bylaws of a Bethel

- I. General Provisions
 - 1. Birthday
 - 2. Official Seal
 - 3. Move/Change of Location
 - 4. Bylaws
 - 5. Member of Honor
 - 6. Auxiliary Club
- II. Membership
 - 1. Petition
 - 2. Affiliation/Reinstatement
 - 3. Dual Membership
 - 4. Resignation from the Order
- III. Demits
 - 1. Issue
 - 2. Process
- IV. Bethel Finances
 - 1. Receipts
 - 2. Exemption from Fees and Dues
 - 3. Disbursements
 - 4. Educational and Promotional Funds (3-Way Split)
- V. Recommend Executive Members of the BGC
- VI. Official Regalia
 - 1. Description
 - 2. Wearing of Regalia
- VII. Standing Committees
- VIII. Past Honored Queen's Jewel
 - 1. Regular
 - 2. Special
- IX. Amendments
- X. Discipline
 - 1. Supervision
 - 2. Hearing
 - 3. Course of Action
 - 4. Notice
 - 5. Reinstatement
- XI. Appeals
- XII. Loss of Honors

Introduction

The job of a Bethel Guardian Council is not always an easy one, but can certainly be a rewarding one.

The first question to ask yourself upon agreeing to serve on a Council, is "Why am I here?" If the answer doesn't include: to aid in the growth of the young ladies, to share my talents and time, to build better young women for the future, then you may need to re-examine the depth of your commitment. More than anything, our members need consistent and fair guidance from the adults who serve. If we cannot be tolerant, team players, than we cannot teach those things to the members.

A council who is not tolerant of each other or who doesn't try to have the best interests of all the young ladies in the Bethel at heart, will be quickly suspect by the members of the Bethel. They are observant and discerning people. You cannot tell them to act one way and then be behaving in an opposite manner and expect respect and growth from the group.

As you approach your year as a Council member, it is important to ask questions about your duties, the time commitment and specifically what will be needed from you during your service. As you work with the Bethel members, it is important to remember how you felt and what was important to you when you were their ages. Putting girls together with the age and maturity span of 11 to 20 is an interesting concept. Getting them to work together and have patience and respect for each other is an awesome task. Seeing them become friends and leaders with proper guidance from adults, is a rewarding experience.

Each Bethel has its priorities and special needs. All Bethels operate under the same guidelines, rules and regulations. There are answers for most questions and concerns in the constitution, bylaws and Bethel Guardian Council Handbook. It is important that these resources be made available to the council members.

The Bethel Guardian must assume the leadership of the Council and be prepared to communicate with the other adults on the council and parents of all members about the operation and needs of the Bethel. Her ability to delegate duties to the council members will be an important part of a successfully functioning council. The members of the council must be willing to accept responsibility and even volunteer to do extra things in order to free the Guardian's time to council the members of the Bethel.

When a council member agrees to take a position only to try to further the wishes of her daughter, problems quickly surface. It is important to remember that all of the young ladies need your attention. They realize who truly cares about them very quickly and mistrust of an adult creates division and discord that will divide not only the members but the adults as well.

Council members should have the desire to learn about the organization and believe in the concepts of the teachings. The attitude of the adults about quality of the ritual and floor work and the conduct of business goes a long way in the success of the Bethel. When asked in a positive manner to reach for excellence, the members will seldom fail.

A council that shows tolerance and unity of purpose will be leading a Bethel who aspires to do the best work they can do.

Keeping the Bethel Books

A computer program for records is acceptable if it can record in much the same way as the Bethel book does. It is necessary to see a balance after each transaction.

- a. Before the meeting, the auditing committee and Bethel Guardian check and sign bills.
- b. At the meeting Recorder reads Memo of Receipts/Warrants
- c. After meeting Recorder, HQ and BG sign warrants. When checks have been issued Guardian Treasurer signs warrant
- d. Checks are signed by the Guardian Treasurer/Secretary and counter-signed by the BG
- e. Guardian Secretary and Recorder work together and make entries in Receipts Book from yellow copy of Form 150.
- f. Funds received and Form 150 are checked and signed by Guardian Secretary, Recorder, Guardian Treasurer and Treasurer.
- g. Guardian Treasurer deposits funds in bank and makes out Treasurer's Report for the next meeting
- h. Guardian Treasurer supervises the work of the Bethel Librarian by carefully checking her report before it is given.
- i. Guardian Treasurer completes bank reconciliation when statement is received and when also checked by Guardian Secretary, both shall sign the reconciliation.
- j. Bethel books shall be kept up to date and in balance at all times. The books shall be audited at the close of each term, and signed by the auditors after the last entry in each book. The audit form in the back of each Financial Record Book shall be completed per instructions, checked by the auditing committee and signed. The ABG shall see that the books are properly audited and signed following the last meeting of the term and a report made at the next regular meeting of the Bethel.
- k. Note: the savings accounts are now included within the new bookkeeping system. Follow instructions and samples in the books. Auditors are appointed by the ABG with approval of the BGC and do not have to be members of the BGC.

Budgets

Work with the Guardian Treasurer and the Council to formulate a budget that meets your needs while keeping in mind your ability to raise funds. A sample budget is included with these materials.

Term Planning

Please make sure you are allowing the Senior Princess sufficient time to make plans for the upcoming Bethel installation and term. We hear that sometimes only 2 weeks of planning occurs. This does not allow plans to be developed properly and be presented to the Bethel for acceptance. If the Bethel Guardian meets in private with the Senior Princess and her mother, and the proposed plans are kept confidential until the appropriate council meeting, the Senior Princess should be free of any charge of campaigning. Inadequate time for planning seems to be another reason for unrest in the Bethels.

Listening

One of the complaints heard most often from the Bethel members is that the council runs the Bethel and none of the adults will listen to them. We all know that is not always true, but many councils need to work on listening techniques. Sometimes it is a matter of perception on the part of the girls. If they think that the adults have heard their wishes, concerns or ideas and a logical answer has been given, even if it is in opposition to what the girls want, they feel better about the decision.

Tolerance

Again that word comes into the communication stream. We all need to practice the concept. Adults should be showing the girls they can accept differences between themselves and work together. The example still has to be set. That does not change from year to year. We have to begin by thinking of what the influences are on another person's life, what was going on in the world when their value system was being developed, in order to make our acceptance work. I call this concept "Where You Were When".

Bethel Guardian Council Checklist:

- Does the Council have a Handbook and Book of Ceremonies
- Does the Bethel have the proper books
- Do the Council members know what their duties are, and how they all fit in?
- Are they doing the proper planning with the officers, especially the Honored Queen and Senior Princess?
- Are the adults really listening to the girl's requests and concerns?
- Is the Permanent Record Book up to date on all girls?
- Are the Council members making sure the girls understand the work and are doing it properly?
- Is the business of the Bethel being channeled properly? Do the girls vote on requests and spending?
- Is the BG informing the HQ of all business to come before the Bethel in proper time for her to handle it? Does the BG know she is not to advise or interrupt during the meeting?
- Does the Council know where to send money? Where to send requests? Where to order supplies?
- Are elections being handled properly? There are several options now. Are the election talk and reading of Bethel Bylaws concerning election being read at the proper meetings?
- Does the Council understand about the annual report and when that is due?
- Do they understand how to apply for the Spirit Award each term?
- Are Bethel bylaws up to date?
- Are the Bethel books being kept correctly? Are they being audited at the end of each term?

Anticipated Income

Balance in Checking	300.00
Savings Fund	650.00
Dues (46 @ \$7.00)	322.00
Initiation Fees (6 @ \$3.00)	18.00
Spaghetti Dinner Profit (average of previous 3 years)	700.00
Shrine Circus Income (average of previous 3 years)	400.00
Ice Cream Social Profit (average of previous 3 years)	300.00
Share of 3 Way Split (average of previous 3 years)	30.00
TOTAL ANTICIPATED INCOME	\$2720.00

Anticipated Expenses

Annual Fees (46 @ 5.10)	197.80
Initiation Fees (6 @ 1.50)	6.00
Sweatshirts (6 @ 10.00)	60.00
Flowers for Go To Church (2 @ 25.00)	50.00
Prospect Party (2 @ 20.00)	40.00
Parties (2 @ 20.00, 2 @ 80.00)	200.00
Printing	40.00
Postage	50.00
Bethel Expenses (Sunshine, Publicity, Supplies)	200.00
Special Events	
Honoring Parents, Masons, OES (2 @ 15.00)	30.00
Majority (2 @ \$10.00)	10.00
Reception for New Grand and Grand Bethel Officers (includes pizza)	100.00
DeMolay Breakfasts (2 @ 20.00)	40.00
Travel	
Gas for State Functions	200.00
Grand Bethel Rep and Choir (4 girls @ \$30.00)	120.00
Savings	
Contingency Fund	200.00
Robe Fund	150.00
Special State Function Fund	200.00
*Installation Expenses (2 @ \$258.00)	516.00
TOTAL ANTICIPATED EXPENSES	\$2469.80
ANTICIPATED SURPLUS FUNDS	\$ 250.20

***EXPENSES PER INSTALLATION**

Punch Cups	\$ 5.00
Envelopes	2.00
Printing	40.00
Cake	40.00
Punch & Nuts	20.00
Centerpiece	25.00
Candles (for reception)	2.00
Unprinted Napkins	12.00
Postage	7.00
Flowers for new HQ	20.00
PHQ Pin	65.00
Tiara for PHQ	20.00
TOTAL EXPENSES	\$258.00

Handling Attacks by the Religious Right

Over the years, some people involved in Job's Daughters have been confronted by others wishing to call attention to themselves by accusing the organization of being a cult or in some way practicing secret rituals, which are damaging the value systems of our youth.

The first reaction to such an encounter is anger. You become emotionally charged and experience an adrenaline rush. The first rule in dealing with these factions is to keep a cool head and do your best to ignore them.

Sometimes that becomes very difficult, especially if they block a doorway to your facility. If you are on private property, you have the right to ask them to move and to call the authorities if they do not comply. If you are on public property, you must find an alternate entry to your facility.

Some things to remember when planning an event:

- Plan ahead for the event and include in your plans the fact that you could be bothered by this problem.
- Ask someone with a cool head to be your door greeter. You may want to be prepared to video tape any confrontation if you expect any interruptions.
- Make sure your door greeter is wearing some article of clothing that is recognizable to the visitors you are expecting. This will help them feel that they are welcome.
- Try to ignore the intruders as much as possible. Their main reason for interrupting your event is to call attention-to themselves, not necessarily because they are really against your organization. They probably don't even understand the Masonic family organization and they definitely don't want to hear your views.
- Do not try to argue with them. Do not try to explain anything to them. That is exactly what they are after. It puts the attention on them.
- Do not touch anyone. They want nothing better than to make someone angry enough to push them. They could then accuse you of assault. Be aware they may have hidden tape recorders. They may try to make it appear as if you have confronted them. Be cautious to remain calm and do not raise your voice. Make certain you make verbal denials of any physical contact.
- De-escalate the situation as quickly and calmly as possible.
- It may be a wise decision to let the local law enforcement know that you are planning an event involving the public. In the event that you need to call them, they will already be aware of your plans.
- Try to make sure that you have an alternate entry to your event and that your guests are informed about that entry.
- If you ask the offenders to leave and they ignore you, you may have to call law enforcement for assistance. Wait until they arrive and, with officers present, tell the offenders to leave. If you decide to file charges, you will need witnesses, and your best witnesses are law enforcement officers.

These factions of people who are demonstrating just want to be seen and heard. They don't care about your rights or beliefs. You will not make any progress by arguing or explaining to them. If anything, they will be even more aroused. Ignoring them is the most difficult but most effective way to diffuse their attempt to interrupt your affairs.

Introduction

The dictionary defines a leader as "a person who by force of example, talents or qualities of leadership plays a directing role, wields commanding influence, or has a following in any sphere of activity or thought."

Think of the best Honored Queens your Bethel has had. What characteristics have they had that made them good leaders?

- Attendance
- Commitment
- Responsibility
- Memorization of Ritual work
- Friendship
- Actions versus words
- Traveling

Membership

Prospective member events - Keeping prospective members interested in membership until they become 11 years of age. Making a new member feel comfortable at your Bethel. Keeping new members active in your Bethel.

Communication

Working with the Council

Attending Council meetings. What do you find difficult about working with the adults in your Bethel? What can you do about it? What do you find easy about working with the adults in your Bethel?

Marshal

Duties "to present the Flag of our Country, to be in charge of the properties of the Bethel and to assist the Guide in the performance of her duties."

Setting up the Bethel Room.

Lining up The Bethel Officers at the Preparation Room door ("Our little children, three, four, five.")

Outer Guard	<i>Our</i>
Librarian	<i>Little</i>
Chaplain	<i>Children</i>
Third Messenger	<i>Three</i>
Fourth Messenger	<i>Four</i>
Fifth Messenger	<i>Five</i>
Senior Princess	

Marching

Define: sideline, marching line, Altar line, waiting stations (2)

Consider having the BGC tape the marching lines for practice meetings.

Traditions of your Bethel

What special jobs does your Bethel reserve for the Marshal?

Looking Ahead to the Next Office

What should you be thinking about as you prepare to assume the responsibilities of Guide.

Guide

Duties "to escort distinguished visitors and to conduct pilgrims through the Ceremony of Initiation."

Lining up

The Bethel Officers at the Anteroom door ("In right time, one, two.")

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

Marching

Define: sideline, marching line, Altar line, waiting stations (2)

Consider having the BGC tape the marching lines for practice meetings.

Don't forget the marching for the Ceremony of Initiation.

Traditions of your Bethel

What special jobs does your Bethel reserve for the Guide?

Looking Ahead to the Next Office

What should you be thinking about as you prepare to assume the responsibilities of Junior Princess.

Junior Princess

Duties "to preside during the ceremony of the First Epoch."

A new perspective now that you are in the East, does the Bethel look different?

Now that you are in the East, you are more visible to everyone sitting on the floor and the sidelines.

What does this mean for you?

Preparing for the Ceremony of Initiation

Make sure you know the signs and responses.

Thinking About Officer Appointments

Which offices are suitable for new members?

Which offices are suitable for members who have trouble with memorization?

Thinking About Committee Appointments

What are the three committees that an Honored Queen MUST appoint?

How many committee members MUST you appoint to the above committees?

What other committees does your Bethel traditionally appoint?

Are there other committees you think would help your Bethel function more smoothly?

Traditions of your Bethel

What special jobs does your Bethel reserve for the Junior Princess?

Looking Ahead to the Next Office

What should you be thinking about as you prepare to assume the responsibilities of Senior Princess.

Senior Princess

Duties "to preside during the ceremony of the Second Epoch."

You are still in the East and are more visible to everyone sitting on the floor and the sidelines.
What does this mean for you?

Preparing for the Ceremony of Initiation

Make sure you know the salutation sign.

Thinking About Officer Appointments

Which offices are suitable for new members?

Which offices are suitable for members who have trouble with memorization?

Thinking About Committee Appointments

What are the three committees that an Honored Queen MUST appoint?

How many committee members MUST you appoint to the above committees?

What other committees does your Bethel traditionally appoint?

Are there other committees you think would help your Bethel function more smoothly?

Traditions of your Bethel

What special jobs does your Bethel reserve for the Senior Princess?

Looking Ahead to the Next Office

What should you be thinking about as you prepare to assume the responsibilities of Honored Queen?

Honored Queen

Duties "to carefully plan and preside during all meetings of the Bethel, to require an orderly procedure at all time, to avoid favoritism and partiality and to exercise a general supervision over the Bethel activities."

Escort, Introductions and Honors

May late members and visitors be admitted during Escort, Introductions and Honors?

If there is more than one person to be introduced, who is introduced first?

Which of the following are official titles: Recipient of the Degree of Royal Purple, Recipient of the Golden Triangle Award, Recipient of the Lily of the Valley Award?

When should the Honored Queen give visitors a short personal welcome?

When does the Honored Queen rap to seat members after honors have been given?

Do members rise when giving a hearty welcome?

Presiding During a Bethel Meeting

Why doesn't the Honored Queen vote on motions?

Can the Honored Queen vote during election?

Delegation

You can't do EVERYTHING!

How do you get others to help you?

Do you have a Big Sister program in your Bethel?

Committee Appointments

What are the three committee that an Honored Queen MUST appoint?

How many committee members MUST you appoint to the above committees?

What other committees does your Bethel traditionally appoint?

Are there other committees you think would help your Bethel function more smoothly?

Remarks

Who MUST be called upon to give remarks at a Bethel meeting?

Who decides what other people may give remarks at a Bethel meeting?

As a courtesy, who should be permitted to give remarks at:

A friendship meeting

An Installation meeting

A meeting to honor the Masons, OES, or parents

Looking Ahead

How can you best serve your Bethel as a Past Honored Queen?

Introduction

Motivation is defined as something that causes a person to act. An emotion, impulse or desire acting on the will, causing it to act. An incentive, such as an expected reward, inciting action.

What we want to create is a desire to learn how to lead and how to accomplish the things that Job's Daughters allows us to do. Those members in leadership positions need to find the methods to create the energy and enthusiasm that motivates the members in each Bethel. The methods used will be varied because different things motivate each of us.

What are some of the things we need to motivate people to do?

What are some of the ways that we can get people excited about what we can do in Job's Daughters?

Empowering people by putting the creativity and control with them is sometimes the biggest motivational tool. A good leader is often a good delegator. Following up and checking on the progress of the delegated job is of top importance. The leader who is jealous of or afraid to give power and information to others is likely to accomplish fewer results and will lose the interest of many members. People are the biggest asset in any organization. They create and control all categories of resources - technology, finance, time and physical. People are the ingredient in the most important resource of all, which is relationship. We must create a level of trust, integrity and esteem to motivate others.

Most organizations think of quality of output and product backwards. Think of the quality of your people first. Coach them, don't try to control them. Change competition to cooperation. People have a need to contribute. The way we think controls the way we behave. Think positive. Think people.

Ten Commandments for Relationships

Speak to people. Almost everyone appreciates a friendly work of greeting.

Smile at people. If this seems difficult, remember that it takes 72 muscles to frown, but only 14 to smile.

Call people by name. This is the sweetest music to anyone's ears.

Be friendly and helpful. Remember the rule: To have a friend, be a friend.

Be warm and cordial. Let your speech and actions give the impression that everything you do is an absolute pleasure.

Be genuinely interested in people. With a little effort, you'll find that you can like almost anybody.

Be generous with praise. Be sparing with criticism.

Be considerate with others' feelings. Remember that there are usually three sides to a controversy ...yours, the other person's, and the right side.

Be alert. Notice any way that you can offer service to someone else. That is what counts most in life.

Add three vital ingredients: A lively sense of *humor*, a large dose of *patience*, and a generous amount of *humility*.

This is some pretty good advice. In short, a good friend is someone who is "others centered", rather than self centered.

Things That Motivate Me

1. Steady, secure responsibilities
2. Respect for me as an individual
3. Knowing I will be held responsible for my own performance
4. Rewards
5. Attractive working conditions
6. Chance to turn out quality work
7. Getting along well with others on the job
8. Change for bigger challenges
9. Opportunity to creative and challenging work
10. Being able to participate in decisions that affect me
11. Not having to work too hard
12. Knowing what is going on in the organization
13. Concern for social problems (service)
14. Feeling my job is important
15. Having a written description of my duties
16. Being commended by leaders when I do a good job
17. Attending meetings
18. Agreement with organization's objectives
19. Large amount of freedom to perform
20. Opportunity for self-development and improvement
21. Having an efficient and competent leader
22. Knowing I will be disciplined if I do a poor job
23. Working under close supervision
24. Public recognition of my contributions
25. Opportunity to advance to more important duties

Recognizing and Rewarding Your Members

- Written notes of appreciation
- Verbal praise in public
- Parties
- Lunch or dinner treat
- Praise in a newsletter
- Tricks in good taste. They say "We care enough about you to have fun with you".
- Being available to talk to
- Circulate news that is important to all
- Gifts for special reasons
- Saying thank you
- Make a call
- Share a positive comment about someone
- Smile
- Treat to a soda or ice cream
- Allow freedom of expression
- Ask for a report
- Send a card
- Send notes of support
- Involve members in goal setting
- Respect the wishes of others
- Keep challenging members
- Let members know where they stand
- Say "Good Morning" or "Hello"
- Be willing to learn from others
- Greet members by name
- Help members develop skills
- Permit the group to solve problems
- Encourage idea sharing
- Help members gain self-confidence
- Take time to explain fully
- Communicate standards and be consistent
- Surprises
- Give additional responsibilities
- Respect sensitivities
- Enable members to grow in a job
- Create pleasant surroundings
- Ask others to help with training
- Take time to talk

Hints On Motivating People

- Study the members and determine what makes each of them tick.
- Be a good listener.
- Criticize or reprove constructively.
- Criticize or reprove in private.
- Praise in public
- Be considerate.
- Delegate responsibility for details to members.
- Give credit where it is due.
- Avoid domination or being too forceful.
- Show sincere interest in and appreciation for the other members.
- Make your wishes known by suggestions or requests.
- When you make a request or suggestion, be sure to tell the reasons for it.
- Let the members in on your plans and programs even in the early planning stages.
- Never forget that the leader sets the example for the members.
- Play up the positive.
- Be consistent.
- Show members that you have confidence in them and you expect them to do their best.
- Ask members for their help and ideas.
- When you're wrong or make a mistake, admit it.
- Give courteous hearing to ideas from members.
- If an idea is adopted, tell the originator why.
- Give weight to the fact that people carry out their own ideas the best.
- Be careful what you say and how you say it. (Think before you speak)
- Don't be upset by little hassles.
- Use every opportunity to build in each member a sense of the importance of their own work.
- Give your members goals, a sense of direction, something to strive for and achieve.
- Keep your members informed on matters affecting them.
- Give members a chance to take part in decisions, particularly those affecting them.
- Let your members know where they stand.
- Make personal contacts before and after meetings to encourage participation.
- Give group members something to do immediately. If the interest level starts high enthusiasm is generated.
- Utilize small groups and place people on projects or committees where interests and talents lie. This satisfies personal needs.
- Remember that a need that is met is no longer a motivator. Continue to reassess members needs and to provide new challenges so that commitment to the tasks will be sustained.
- Avoid assigning unnecessary tasks.
- Encourage sharing without criticism or judgement.
- Make the members in your group want to do things.

Presenting and Passing a Motion

BETHEL MEMBER: (Rises)

After being recognized by the Honored Queen: Honored Queen, I move that ... (state the motion)

ANOTHER BETHEL MEMBER: (Rises)

Honored Queen, I second the motion.

HONORED QUEEN:

It has been moved by ... (name) ... and seconded that ... (repeat the motion)

Is there any discussion?

Any member of the Bethel is privileged to take part in the discussion. Only adults who are members of the Exec BGC or who are Majority Members of the Bethel may participate in the discussion

The Honored Queen does not take part in the discussion or vote (except in the case of a tie) while presiding. The Honored Queen and the Bethel Guardian should see that the discussion is confined to the point in question.

HONORED QUEEN:

Are you ready for the question? If there is no further discussion, the members remain silent.

HONORED QUEEN:

All those in favor ... (repeat the motion) ... will vote by the voting sign of the Order. Pause for vote.

Those opposed, same sign. Pause for vote.

HONORED QUEEN:

The motion is carried (or The motion is lost.) One rap of the gavel (*).

Overview

Parliamentary procedure helps the group make decisions. When you follow parliamentary procedure, you consider one item at a time and let the majority make the decision.

If you want to present an idea for consideration, you make a motion by saying: "I move to . . ." or "I move that . . ." The motion must be seconded by someone who says, "I second the motion." This shows that at least two people are interested in the idea. The presiding officer then asks if there is any discussion.

If you decide the motion needs to be changed in some way, you amend the motion by saying: "I move to amend the motion by . . ." The motion must be seconded. At this point, the amendment is discussed and voted on BEFORE returning to discussion of the main motion.

If you want to postpone discussion of a motion so that you can consider something more urgent, you table the motion by saying: "I move to table the motion." The motion must be seconded but is not discussed. If the members vote to table the motion, it remains on the table until someone says: "I move to take the question of . . . from the table." The motion must be seconded but is not discussed. If members vote to remove from the table, the question can then be discussed and voted on. A motion to remove from the table may be made later during the same meeting or at a subsequent meeting.

If you think that a question has been discussed enough and want to force a vote, you say: "I move the previous question." The motion must be seconded but is not discussed. If members vote to end the discussion, a vote is then taken on the main motion.

If you voted on the winning side of a motion and then learn new information that you think will change the vote, you say: "I move we reconsider" After the motion is seconded, it may be discussed as long as the motion being reconsidered was debatable.

Robert's Rule of Order allow voting by voice vote, show of hand, roll call, or secret ballot. At regular Job's Daughters meetings, voting on motions is done by show of hand (voting sign).

Introduction

Job's Daughters meetings are run per ritual. We do not have to do a lot of extra planning other than the business items we need to process. That gives the Honored Queen and the line officers more time to think about what it takes to have a successful meeting and a healthy group of members.

Here are some things to keep in mind:

- Remember the ages of your members. You will need to educate the younger and newer members, while keeping the interest of the older members and those who have been members for a longer time.
- What are the needs and interests of the members?
- Have the members been reminded of the meeting at least 48 hours ahead of time?
- Do I have an orderly agenda?
- Am I organized so that we can get through the meeting efficiently and still have time for some socializing and fun before leaving?

Executing the Agenda

- Start the meeting on time
- Stay on track
- Know your part and the business topics so the meeting runs smoothly
- Speak clearly
- Insist on order. Talk to the group. Do not allow side conversations.
- Make sure everyone who speaks can be heard. Make sure they explain fully what they are talking about. Don't assume that all members know about each project or event.
- Keep track of who is responding. Draw people out. Silence isn't always agreement.
- Be aware of the mood of the group.
- Involve the members in planning, decisions and problem solving.
- Delegate. Give jobs to people according to their abilities and then check with them to see that they are on track.
- Reward

Preparing an Agenda

Make sure you have all of the information you will need to plan your agenda.

- Calendar
- List of events coming up
- Business items which need to be discussed

It is a good idea to have a ring binder to keep your agendas and notes.

Remember that information is power. Be accurate, share with everyone.

When elected as Honored Queen of the Bethel, make arrangements to call your Bethel Guardian at an arranged time before each Bethel meeting. This will allow you to go over the agenda and business items so you are familiar with what will need to be discussed. The Guardian should have correspondence and information necessary to completing the agenda.

Having all of your business written out ensures that you will not leave out details necessary to bring to the members' attention.

Listing the members names under each item of business requiring sign up to take part or attend, makes it much easier to note who is signing up as quickly as possible.

Bring your previous agendas to each meeting so you can refer to them.

Sample Agenda

Regular Meeting (Date)

Reports:

1. Sunshine
2. Publicity
3. Social
4. Calling
5. Other committee reports
6. Past events

Unfinished Business:

1. Installation will be Saturday, June 10 at the Temple. Practice begins at 11.00am, followed by pizza lunch, pictures, installation, reception, evening events and overnight. We will ask that everyone who is staying overnight will help clean up and be gone from the Temple no later than 9:30 am on Sunday. Please stand to let us know who will attend.

Becky Brown	Jenny Jones	Pam Peterson
Jane Doe	Mary Lee	Sue Schmidt
Jill Johnson	Lisa Miller	Ann Smith

Please take your robes home to be washed and re-hemmed. Please bring a dressy dress for the reception.

2. Grand Bethel Picnic is July 8. There will be a visit to the Shrine Children's Hospital and a trip to the amusement park. Who is interested in going? This will not be the final count.

New Business:

1. The line officers and council have recommended that we purchase 3 dozen water glasses to donate to the Temple for the thank you gift of the term. We are allowed to use the Temple without paying rent or expenses. (Need a motion and vote)
2. We will be taking names for camp next meeting. Please make sure you have talked this over with your parents and are sure whether or not you will be able to attend.
3. We have been asked to make a quilt square for Miss Job's Daughter.
4. Who wishes to make this square?
5. Who would like to answer the letter from the GB Rep from Arizona?

Planning an Event

Answer the five "W" questions:

- What: What is the event (Spaghetti Supper, Friendship Meeting, *etc.*)?
Why: What are you hoping to accomplish with this event (make money, promote Job's Daughters, encourage friendship, *etc.*)?
When: When is the event (date & time)?
Where: Where will the event be held (Masonic Temple, park, *etc.*) ?
Who: Who should attend the event (members, prospective members, other Bethels, family, general public, *etc.*)?

Determine "How" the event will be accomplished:

- Divide the event into its component parts. Will there be a rehearsal? decorations? refreshments? a theme? Remember that each component of the event will need to be planned.
- Determine your labor requirements. How many people will you need to get the work done? Draw up a tentative list of people who can do each task.
- How will the people who should attend the event learn about it? invitations? posters? flyers? advertising? PSAs (Public Service Announcements)?
- Set up a calendar for the event. As you decide on deadlines for each part of the event, mark it on the calendar.
- Set up a budget for the event. As you decide on each component of the event, estimate its cost. Then determine the total cost for the event. Can the Bethel afford to support the event? or will you need to request donations of food, materials, *etc.*, from the members and/or the Bethel Guardian Council?

Take your plans to the Bethel Guardian Council for suggestions and approval.

Tips for accomplishing the event:

- Give you and your committee enough time to get the job done! Planning backwards allows you to best use your manpower and to not underestimate the time needed to accomplish the task.
- Give your helpers a deadline by which to accomplish their part of the project.
- Check in with your helpers before their deadline to see how things are going. Help them solve unexpected problems. Let them know you will be checking in with them from time to time. This will help to keep them working.
- Praise all efforts and good work in both private and public. This will encourage people to want to work for you.
- Handle all problems in private. Consult with the Bethel Guardian if you encounter problems you can't handle. Encourage rather than blame.

Checklist for an Activity

- Determine the goals, date, time, place and budget for the activity.
- Make sure everyone involved knows the purpose for the activity.
- Develop a list of resources, both internal and external, to help accomplish your goals.
- Appoint necessary committees.
- Publicize the activity (to members and outsiders).
- Confirm that deadlines are being met.
- Set up for the activity.
- Run the activity and clean up.
- Follow up with reports and thank-yous.

Exercise:

Make a plan for a spaghetti supper fundraiser. Show all of the above items and then plan backward to decide the timetable.

Ideas For A Term

Fundraisers:

Selling plants	Car Washes
Serving dinners	Cookie Sale (holiday treats)
Working at a Circus	Singing Telegrams
Ice Cream Social	Marathons - Rock, Skate, Read, Teeter-totter, Etc.
Selling Greenery	Garage Sale

Be sure to include fun activities for summer to keep the interest of members.

Plan to have a family event each term or at least each year.

Prospect parties are so important:

Holiday parties	Swimming
Bowling	Helping with projects
Skating	Lake parties
Movies	Pizza parties

Some Bethels like to have a special event for their line officers such as: kidnap breakfasts, line officer dinners (which can include families)

Service projects:

- Answering phones for telethons
- Visiting nursing homes
- Tray favors for children in hospitals

Promotion ideas:

- Take part in parades
- Wear your Job's Daughters clothing to outside events

Special ceremonies:

- Masonic Family ceremonies
 - The Masonic Fraternity
 - The Order of the Eastern Star
 - The Order of the Amaranth
 - The Order of the White Shrine of Jerusalem
- International Order of Job's Daughters
 - The Obligation Ceremony
 - Majority Ceremony
 - Prospective Member Ceremony
 - Memorial for Mother Mick

These are some ideas - now add your own and share with others.

Activities Brainstorming Session

Why not involve all the members in planning a term?

During or after a regular Bethel meeting, have a brainstorming session to come up with new ideas for things to do as a Bethel.

Rules of Brainstorming

1. Think positively! Volunteer any idea you have, no matter how impractical it might be.
2. Write down all ideas. Don't criticize anyone else's idea.
3. Get as many ideas as possible. Encourage everyone to participate.
4. Don't discuss the ideas. That will come later. Keep the creative juices flowing.

Procedure

1. Form a small group (6-8 people).
2. Select a Leader, who recognizes individuals who want to volunteer an idea.
3. Select a Recorder, who writes down every idea that is volunteered.
4. Record all ideas on the sheets provided, write large enough so everyone can read the ideas.
5. Follow the rules!
6. Brainstorm for 10-15 minutes.
7. After the ideas stop coming, eliminate duplication by combining similar ideas.

Promotion

Where do we start?

- As leaders and members of Job's Daughters, we need to remember that it is difficult to lead when there is no one there to follow.
- A good leader looks out for those who follow her. She provides for their needs and serves their best interests, often at the sacrifice of her own.
- A good leader believes in herself and in those who follow her. She is proud of them.

Promoting Membership

- 1) *Use your calendar* - Plan activities for all the girls that are fun and that will attract their friends. As a leader, you should listen to what your girls are saying about activities.
- 2) *Publicize* - Show your team spirit with T-shirts, hats, etc. Plan service projects that show the community what a terrific organization we are. You will feel good about yourselves and people will admire you and want to join.
- 3) *Be informed* - You can't sell your product if you don't have all the information. Learn about our history and be familiar with the other members of our Masonic Family.
- 4) *Work together* - Working as a team makes everything more fun. If we are all pulling together as a unified group, other girls will want to be a part of the fun.
- 5) *Be a friend* - By including both members and non-members. It may not be easy, but the effort is really worthwhile.
- 6) *Take pride in your membership in Job's Daughters* - By talking about Job's daughters to your friends at school, church, to your neighbors, etc. If you are not proud of being a member, why not? Discuss and examine your feelings so you can speak out with pride. If you are prepared, you will be able to counter any criticisms of Job's Daughters with positive statements.
- 7) *Learn what you can tell people about Job's Daughters* - There are many things that you can tell people and only a few that you can not. Knowing the difference will make it easier for you to share that knowledge you have about your organization and make it less mysterious to non-members.
- 8) *Find ways to advertise Job's Daughters* - We have book covers, window stickers, patches, etc. available for our members to display. Perhaps you can think of something new which you would like to use in drawing attention to the fact that you are a member of Job's Daughters. The goal is to have something your friends will notice that will prompt them to ask you "What is Job's Daughters?"

What to tell people about Job's Daughters

We have fun activities

We have meetings

We get to plan and run projects

We get to decide how to spend the money we raise

We pray

We sing

We legislate

We learn correct parliamentary procedure

We develop public speaking skills

We are guided and directed by an adult advisory council

We honor special people

We allow no hazing or teasing in our meetings or ceremonies

We have special moments in our meetings for members only

We are not a secret organization

We wear special attire symbolic of the women in the time of Job

We take pride in being of service to others

We offer our members special scholarships and loans

We have opportunities to travel

We have the opportunity to display our individual and group talents

We participate in competitions such as choir, arts and crafts, ritual, writing, etc.

We meet other girls from many parts of our city, state, country and the world

We make lasting friendships!

Points to use when addressing members of the Masonic Fraternity!

- ® Ask them what they have received from Freemasonry?
- ® Answers should be "fellowship", public speaking skills etc
- ® Then why not give a young girl between the ages of 11 and 20 that same opportunity that you have been given?
- ® Job's Daughters teaches girls leadership skills, confidence in themselves, public speaking and instills a sense of commitment to family and the community.
- ® We are here not to lecture but to promote an Order which we love and want to see thrive.
- ® State eligibility (Who May Join)
- ® We are on a membership drive and Brethren, we need your help. Just as your numbers within the Lodge are dropping, so too are ours.
- ® Give location of the Bethels in your state.
- ® Let them know when you meet and what fun activities you do. Invite them to come along to a meeting as they and their wives are welcome and eligible to attend.
- ® Name the inter-Bethel activities, statewide functions etc.
- ® Mention the Jobie To Bee program, HIKE Fund.
- ® State what Job's Daughters can do for them as far as having girls join on their grandfathers or uncles and in turn the father of the girl becomes a Mason. We can help you if you help us.
- ® Offer them a brochure to take with them, ask them to pass it along to other members of their family and friends.
- ® Have question time and pass around a sign up sheet asking for names of young girls and their address so that you can send them a letter. State that there will be no "heavy sales pitch" just an introductory letter and brochure sent to them.
- ® Finish with a strong statement such as "You can make the Masonic family stronger by helping us to increase our membership and thereby increase yours."
- ® Thank them for their time and attentiveness.

**THE REAL SECRET OF
FREEMASONRY**
MAKING GOOD MEN BETTER

For the past several centuries, Masonry has been under attack from one quarter or another. The intensity has varied as have the causes but it appears that as we begin the 21st Century we will have to confront the attacker.

The old and ignorant allusions are the same but they have been exacerbated by a far more sophisticated communications network than in the past. The television and internet are powerful forces in our world today.

Traditionally we have responded to our critics by taking the position that "silence is golden" but the blatant falsehoods circulated by our current adversaries have forced us to speak out on behalf of our beloved Fraternity.

The word of Masonry is vast, complex and rich, but it is as nothing compared to the immense sweep and scope of thought, faith, history and culture contained in the word *Christianity*.

As many well known Christians and Masonic authors have stated, there can never be conflict between Christianity and any other organization which constantly urges its members to live a moral life.

The following are two often asked questions by those who are not members of Masonry and answers which hopefully will clear the misted veil which lies over the Craft.

Is Freemasonry a religion?

No. *Religion*, as the term is commonly used, implies several things: a plan of salvation or path by which one reaches the after-life; a theology which attempts to describe the nature of God; and the description of ways or practices by which a man or woman may seek to communicate with God.

Masonry does none of these things. We offer no plan of salvation. And while we open and close our meetings with prayer, and we teach that no man should ever begin any important undertaking without seeking the guidance of God, we never tell a man how he should pray or for what he should pray.

Instead, we tell him that he must find the answers to these great questions in his own faith, in his church or synagogue or other house of worship. We urge men not to neglect their spiritual development and to be faithful in the practice of their religion.

Masonry makes a simple religious demand on a man – he must believe that he has an immortal soul and he must believe in God. No atheist can be a Mason.

Is Freemasonry a "secret" society?

No. Freemasonry is a fraternity of men who are proud to be known as Masons, No. A secret society tried to hide the fact that it exists. Masonic Lodges are marked with signs, listed in the phone book and their meeting places and times are usually listed in the newspaper. Members identify themselves with pins and rings. The only secrets in Masonry relate to the ways we can recognize each other. The ritual of Masonry, the *Monitor*, is in print and anyone can read it. Interestingly, the anti-Masonic writers who condemn us for bring a secret society are always quoting from the *Monitor*. If it's a secret, it isn't a very well-kept one.

Every Mason stands equal among his brothers, regardless of walk of life, and none is turned away for financial need.

Freemasonry has been characterized as a fraternity devoted to high ideals and admirable benevolence. Community service and charitable work are, in fact, principle Masonic activities.

Easily the best-known is the world's largest single charitable institution, the Shriners Hospitals for Crippled Children and Burns Institutes, which are located throughout Canada, the U.S., and Mexico.

Masons are simply your neighbors, joined together in a fraternity which tries to help men become better men as it tries to help the world become a better place through its charities. It is, so to speak, a "support group" for men who are trying to practice ethics and morality in a world which does not always encourage those ideals.

Freemasonry's teachings are acceptable to all religions – upholding the values of faith in the secular world – an organization for thoughtful Christians – and all men of good will.

Planning a Term

What do you think goes into planning a term?
What do you need to plan?

Themes for meetings

Promotional Events

Fund Raisers

Prospect Parties

FUN PROJECTS

Ceremonies for Meetings

Promotional Events

Service Projects

Go to Church

Family Events

*Social Events with other
Masonic organizations*

Dinners, Holiday Parties, Dances, Hayrides etc,

MASONIC NEWSPAPER ARTICLE/PRESENTATION

JOB'S DAUGHTERS NEEDS YOUR HELP!!

It is certainly a privilege for me to be asked to speak this evening as I get to discuss one of my favorite topics - Job's Daughters and I thank the Local Lodge for the opportunity.

First of all, let me begin by asking you, what have you got out of Freemasonry? What has Freemasonry given you? Perhaps FRIENDSHIP, SELF-CONFIDENCE, LEADERSHIP SKILLS, PUBLIC SPEAKING ABILITY. Well, I ask you, why not give a young lady between the ages of eleven (10) and twenty (20) the same opportunity to gain these important skills by exposing them to our fabulous organization, JOB'S DAUGHTERS. Obviously, you continue to be a member of your Lodge because you have found something rewarding about your involvement in the Masonic Fraternity and have a strong commitment to your organization. I too share the same commitment to Job's Daughters. It is a privilege to help create a greater awareness of our Order, because I believe Job's Daughters offers valuable lessons in life to the young women of today.

There is a strong link between the International Order of Job's Daughters and the Masonic fraternity. We are irretrievably bound together. The principles, ideals and teachings of Job's Daughters are very similar to that of Freemasonry. Your members have provided guidance to our Order since it was founded in Omaha, Nebraska in 1920, over 80 years ago. We are now represented in five countries - the United States, Canada, the Philippines, Brazil and Australia. There are currently (#) Branches of Job's Daughters in (State).

We are the only youth group in the world that requires that its members be related to a Master Mason. Eligibility for membership is open to all young ladies between the ages of 10 and 20 who are descendants of a Master Mason.

There are girls in your family who are eligible to join Job's Daughters, whether they be your daughters, step-daughters, grand-daughters, great grand-daughters, nieces or cousins. Why not give her the opportunity to experience the benefits of our organization.

Like you, we also need more members and we are currently working in the (City/town) area to try and (establish/increase) membership in a Job's Daughters Branch. There is an opportunity here for both of us. We can help you, if you help us. For instance, we recently had two young ladies join one of our Branches/Bethels and within a couple of months, their fathers had joined the Craft.

You see, it does work. It's just a matter of communicating between our organizations and working together. By working together, we can impact not only Job's Daughters' current needs, but also the future membership needs of all Masonic-related organizations. Today's Job's Daughters are the future of tomorrow's Masonic bodies.

Job's Daughters is one of the few youth organizations these days which encourage parent participation. The Bethel members appreciate their parents' work, and realize that without their support and interest, Job's Daughters would not function as well as it does.

Job's Daughters offers young ladies opportunities for leadership and personal development as well as good wholesome fun! It teaches discipline, responsibility and gives them confidence in public speaking. It gives young women a positive direction in their personal lives, and increases their confidence and social skills.

If you know of any young lady, who you believe will benefit from the many facets that Job's Daughters has to offer, please contact (Name of a Bethel Guardian Council member) on (Phone Number). We are also looking for assistance from Masonic Brethren and any interested adults, who may like to help with the (establishment/work of the Bethel Guardian Council) of Job's Daughters in (City/area).

We would appreciate your support of our organization and look forward to building a strong Masonic Family in (City/area).

Procedure for Amending Bethel Bylaws

Reference- Supreme Constitution and Bylaws- B-Bethel 7
Article IX, Amendments, Section 1

Use only the official Form 122, available from the Executive Manager, Susan Goolsby.

To change Bylaws, follows these steps-

1. Copy the exact words from the present Bylaws.
2. Do not add, delete or change any of the printed words.
3. Fill in only the blank spaces.
4. Copy the complete sentence.
5. Send a copy of the proposed amendment to each member of the Bethel as soon as possible after the proposed amendment has been read in a Bethel meeting.
6. Be sure that one regular meeting takes place after copies have been sent to members.
7. At the next regular meeting, the amendment is called up for action.
8. A two thirds (2/3) vote of the Bethel members voting shall be required to adopt such amendment.
9. The Guardian Secretary shall mail six (6) copies to the chairman of the Jurisprudence Committee as soon as possible after the Bethel vote.
10. Amendments will become effective when notice of approval has been received by the Bethel from the Chair of the Jurisprudence Committee.

**Are you a young lady between the ages of 10 and 20?
Do you like meeting new friends?
Do you like helping others?
Do you like doing fun things?**

**Then Job's Daughters is a great place for you
to do all of that and more!!**

**Job's Daughters is a youth organization for young ladies
where they can gain important skills in life such as leadership
and teamwork, public speaking and self-confidence.
It teaches about friendship and respect for other people.
Job's Daughters assists in personal development and most
importantly, Job's Daughters is FUN!**

**The members of Job's Daughters are the
YOUTH OF TODAY and LEADERS OF TOMORROW**

It's all about:

- **Fun**
- **Friendship**
- **Teamwork**
- **Public speaking skills**
- **Service to others**
- **Respect for God and country**



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- **Fun**
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- **Teamwork**
- **Public speaking skills**
- **Service to others**
- **Respect for God and country**



Activities:

Activities include dances, sleepovers, sporting events and fundraising projects, giving each member a chance for participation, enjoyment and personal achievement.

Members learn to run meetings and organise functions, which helps them to become contributing members of our community.

Family:

The group offers a unique opportunity as Job's Daughters is family oriented and parents are encouraged to attend meetings.

Who May Join:

Members are young women between the ages of 10 and 20 who are related to a Master Mason (past or present).

FOR FURTHER INFORMATION
OR A MEMBERSHIP FORM,
PLEASE CONTACT:



Sue Smith
Ph: (123) 456-7890
E-mail: suesmith@aol.com

Or visit our Website:
www.iojd.org

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How to better explain Job's Daughters

Some members are not sure what to say when someone approaches them and asks them about Job's Daughters. Many girls say something such as, "Oh, it's this group that I am in. You have to be related to a Mason and we do stuff." Please DON'T SAY THAT!!! Most girls who are interested wouldn't know anything about "a Mason", and so they don't think they can join.

Why not try some of these lines:

® We have meetings twice a month and we do a lot of other things too! It's fun! We are going to the movies next week, do you want to come????

® We do a lot of different things, such as go in parades, have sleepovers, do fundraising and community service. As well as the fun stuff we have meetings twice a month. You should meet some of the girls in my Bethel, they are really fun.

® Your Mom was in Job's Daughters. You should join our Bethel! Things are probably different than when your Mom was involved, but it is still a lot of fun! You should come to one of our activities and meet all the girls.

Obviously, I don't want you to recite these word for word. Go with what feels natural, but don't brush off someone's question because you don't know how to answer it. What if someone had brushed you off? Would you be a member today??

It is important to talk to your friend about her Masonic relationship, but it should not be the first thing that comes out of your mouth when you talk about Job's Daughters. When you feel that she understands and is comfortable with our Order, tell her that she needs Masonic relationship. Most likely she will not know what you are talking about! Ask her if she has ever seen the men in the red hats at the circus and recommend that she ask her parents AND grandparents about her affiliation. Many girls do have a Mason in their background, so don't make it a big issue when describing Job's Daughters. Our heritage is important, but prospective members are often scared away by what they don't understand.

How to keep a prospective member interested

Once you have a girl interested in joining our Order, you have to keep her interested. Involve her! ! Let her know about any Bethel activities that she is eligible to attend and encourage her to come along. Prospective members can attend almost anything except Bethel meetings. Since she cannot attend meetings, you may want to make a calendar of events for her until she is initiated.

If a potential member is interested but cannot find a Mason anywhere in her background, that does not mean you should forget about her. In the future she may become eligible, so keep her involved. Invite her to the occasional activity so she does not forget the fun she had with your Bethel. Some men have become Masons so that their daughters may join Job's Daughters.

Don't forget to use the Jobie To Bee program. It's designed for girls who are too young to join Job's Daughters but who want to start getting involved. This is a great way to involve younger sisters and neighbors' young daughters. Remember all the young girls you baby-sit or see around your neighborhood??? Here is your chance to involve them!

Another idea to consider is a prospect notebook/index file to keep track of all prospective members (of any age). It is also important to have an adult volunteer to coordinate this effort. Once a prospect is in the notebook/index file, it's a good idea for the Bethel to include them in age appropriate activities, send birthday & holiday cards signed by all Bethel members, etc. Pass out prospect cards at Masonic Family events such as dinners, breakfasts or any event open to the public.

Whatever you do, do not lose a prospective member because she lost interest. Getting the petition signed is the hardest part, but keeping her interested is just as important. Just because you have her petition doesn't mean she will go through with it!!!

Information brochures and how to distribute them

There is a lot of information about Job's Daughters, and it is hard to know what to do with it all. Most information comes in brochure or flyer form, while some come on business cards, newsletters or in other formats. Information does *no* good sitting *in* a file drawer! You need to get it circulating. You can also draw attention to the international web site address.

One of the most helpful things you can distribute throughout your Bethel are "Petition Packs". These are small bags (often clear sandwich bags) in which there is a petition, the Bethel Guardians phone number, 2-3 informational brochures about Job's Daughters, and information about the meeting times of your Bethel. Each girl should have one and carry it around in her purse or bag. This way, if someone shows an interest in Job's Daughters you have ready information and can just give her the Petition Pack to look over and discuss with her family. This also helps the parents of the interested girl as they often do not understand what she is trying to explain to them! Always make sure that there is a ready supply of new Petition Packs at the Lodge so when a member gives out her pack, she can quickly and easily get a replacement.

How to make a success of your promotional party/event

Promotional parties are a good way to introduce Job's Daughters to a large group of people all at once. The best ones are held at your Lodge so they can see where you meet and view all of the official regalia of our Order. You might want to have several copies of the Ritual available. There is a popular myth that people who are not members of Job's Daughters cannot read the ritual, but that is NOT TRUE!!! The ritual often gives prospects and their parents a better idea of what we do and what we stand for. The only literature that prospects may NOT view is our Proficiency Work. This includes the signs and responses of our Order, the Obligation, the Salutation Sign, and any Proficiency Work pertaining to the Purgings Ceremony. None of the Proficiency Work is in the Ritual, so feel free to show your Ritual to your friends!

When you are deciding who to invite to your party, please encourage the members to bring their friends, even the ones they think are not interested. You would be surprised how many of their friends are interested in joining, but don't know how to ask. Or sometimes they just don't understand what we are all about, and by attending the party, they realize that perhaps they do want to become a member.

If you are having your party at your Lodge, try to use the actual lodge room for most of your activities. When it comes time to initiate your prospects they will be more comfortable in familiar surroundings.

At the party itself start out with some activities to get to know everyone. Do some competitive games with prizes and have plenty of food for all in attendance. Send a sheet around for everyone's phone number, address, and their parents' names. When everyone is having fun get all the Bethel girls into their official regalia and do a SHORT demonstration. Either Opening or Closing Ceremonies are appropriate. If you choose Closing Ceremony make sure you explain that there are three closing formations that you may use, especially if one of your prospects is of the Jewish Faith.

If you have a sleepover at the Lodge, rent some movies and maybe order pizza. Do everything you can to make all your prospects feel at ease. Tell them about the great things that the Bethel members have done and show scrapbooks and Bethel yearbooks. The more familiar they feel with your Bethel and it's members, the more likely they are to join.

Whatever format you are using, make sure all prospects have a full understanding about Job's Daughters before they leave. Promotional Parties can be a real success and bring many new members into your Bethel if you work hard and everyone contributes.

Tips on how to turn an interested prospect into an enthusiastic petitioner

After receiving the name of a girl who is interested, the follow up of the utmost importance. Here are some proven methods:

® Send a letter, an example of which is attached, including a Job's Daughters informational brochure.

® Call the prospects parents and answer any immediate questions they might have, then try to arrange a meeting at the prospects home in the near future.

® Form a "Visiting Committee" made up of 2-3 Bethel girls (including a Line Officer, the girl who obtained the name of the interested girls and another girl of the same age as the prospect) and a member of the Bethel Guardian Council.

® When you visit the prospect's home bring scrapbooks and pictures so she and her parents can see what we do as far as activities, and so she knows what our official regalia looks like. Also bring two blank petitions. After explaining our Order to both the prospect and her parents ask if they have any questions. Once questions are answered have your Bethel Guardian ask if the prospect thinks she would like to join. If both she and her parents agree, volunteer to assist the prospect in filling out the petition. Many girls are confused by it and often do not fill it out correctly.

Make sure to have a pen and the extra petition on hand in case any mistakes are made.

Briefly explain what the Initiation Ceremony will entail and assure her that there is nothing to be feared. Tell her what to wear and invite her parents to the Ceremony.

® After you get the petition signed, keep the prospect interested. Invite her to activities your Bethel is holding and keep her informed.

If a prospect's parents fully understand Job's Daughters they are more likely to let their daughters join and become involved themselves. If they are interested enough to let you into their home for a serious discussion, they are usually very interested in joining. Just remember to always be friendly and answer all their questions quickly and thoroughly. Never try to push them into signing anything; it usually has the opposite effect and ends up turning them away.

How to gain new members through public awareness

A big part of promotion is just getting out there and being seen. Signed petitions are often the result of public awareness. There are Majority Members who often want their daughters to join but are unaware of where the closest Bethel is located. If you make yourself visible to the public, they will become more aware of you and your activities.

Here are some ideas that you might want to use:

® Apply to be a unit in all the local parades. Some Bethels have a walking unit, while some allow their Line Officers to ride in a car. No matter what you do, make sure people on the sidelines know who you are. Banners carried by the girls, bright signs on your car/float and purple t-shirts are great ideas. When in a parade consider handing out bookmarks, business cards, etc along with candy that contain a short description of Job's Daughters and contact information.

® Get Bethel T-shirts with "Job's Daughters" in highly visible print. Make sure that the Bethel members wear these at functions like parades, food drives, service projects, and other appropriate events.

® Do a highly visible service project that will be seen by the general public. If you live in a small town you can stand outside your local supermarket and collect canned goods (with the owner's permission, of course!) If you live in a larger city, adopt a park or a highway and make sure a sign gets posted giving you credit.

® Get the Masons and Eastern Star from your Lodge involved in your Bethel. Many of them have young children and grandchildren that will be eligible to join.

® Submit articles/press releases to your community newspapers (both the print and web editions).

® Consider starting a Bethel web page. Geocities offers a free site. Please make sure you follow the website guidelines specified by the Supreme Guardian Council which are listed on www.iojd.org.

There are many other good ideas that have been used throughout the years. The idea is to remain visible. Public awareness is always important. If you think of any new ideas tell your Bethel Guardian and Director of Promotion.

What may not work in one Bethel might save the life of another. Never underestimate the impact one person can have - never assume that your efforts are in vain. If we all try to promote together, Job's Daughters will survive and move forward in the new millennium.

MEMBERSHIP & PROMOTION

"Promotion", as with many words, means different things to different people. For Job's Daughters, Promotion very often times means "getting new members"; but there are many things that go into getting that new member into the Bethel, and keeping her active and involved. All of those things that go into getting the new member, are also "promotion".

So what all is included in "promotion"?

- Building a strong Order, a place where the existing members want to come and want to belong. An organization where girls feel proud to belong, and are enthused to participate. A good product "sells" itself.
- Advertising our Order, so that we are no longer "secret". We need to be able to advertise to the other Masonic bodies, our friends and families, and the general public, with materials that make us feel proud.
- Selling our Order, after people know who we are and what we do, we still need to convince people to join. Not just girls, but girls and their parents as well.
- Keeping the new members, and the old members. After all, getting people to "pass through" the Bethel is not what we are looking for. We want everyone to be able to share the joy, the special gift we have in Job's Daughters, and make it last a lifetime.

"Promotion": We all know that it is important but just how much time do we spend on it?

TALK about it in your Bethel meeting as well as at a Council meeting.

- Ⓜ Spend at least 15 minutes at the Council meeting discussing promotion.
- Ⓜ Find out what promotion means to your Bethel.
- Ⓜ Brainstorm some ideas for what you might want to do for the promotion of your Bethel and the Order.
- Ⓜ Make a plan to have at least one of the ideas happen.
- Ⓜ Present the ideas to the whole Bethel at a Bethel meeting.
- Ⓜ Make it happen!

New stations night

-best ritual memorization

-best effort

-best floor work

Kidnap breakfast

Make me laugh night

Proficiency party

Friends night

HONOR DEMOLAY NIGHT

Come as your Favourite thing

Jobie-To-Bee Friendship meeting

Stuffed animal night

-looks most like owner

-should be a Bethel mascot

-cutest

-ugliest

-oldest

-newest

-most unusual

Food night

Mother/Father/Daughter days

Ritual party

HONOR PBG AND PABG NIGHT

"We generally change ourselves for one of two reasons: inspiration or desperation."

Jim Rohn

"The time is always right to do what is right."

Martin Luther King, Jr.

"Be prepared to reinvent yourself every year. Imagine starting over with no limitations or encumbrances."

Brian Tracy

"Whatever your present situation, I assure you that you are not your habits. You can replace old patterns of self-defeating behavior with new patterns, new habits of the effectiveness, happiness, and trust-based relationships."

Stephen Covey

"There is nothing wrong with change, if it is in the right direction."

Winston Churchill

"Today changes must come fast; and we must adjust our mental habits, so that we can accept comfortably the idea of stopping one thing and beginning another overnight... We must assume that there is probably a better way to do almost everything. We must stop assuming that a thing which has never been done before probably cannot be done at all."

Donald M. Nelson

"You must be the change you wish to see in the world."

Mohandas Gandhi

"What the caterpillar calls the end, the rest of the world calls a butterfly."

Lao Tsu

Line Officers Leadership Workshop

What is leadership?

Leadership is inspiring and helping people to work toward a goal. You were elected by your Bethel as a representative of them. They have placed their confidence in you to lead them for two and a half years. That means making certain that the activities are well organized, that the members have fun, learn and grow, and that the Bethel is a happy, positive and fun place to be. The members look up to you to be their leader and ensure they have a good experience.

You, as an elected leader, are entrusted with providing the opportunities so the Bethel can achieve goals. Remember that you are here for the members, and it is their term in which they are **letting you** be one of the leaders. Therefore, it is important that you do your best to **meet their expectations**. As an elected leader, you will fulfill your leadership responsibilities when you do your part to help the Bethel reach its goals. This must be your number one priority! You do not represent only yourself, or two or three of your friends in the Bethel or necessarily the wishes of the adult leaders. You now represent the entire Bethel - each and every member.

What is the role of the Bethel Guardian Council?

The Bethel Guardian Council is restricted to serve as advisors to the Bethel. This is your organization, and the members determine what the Bethel does within what is permitted in the Constitution and Bylaws. The Council members may occasionally take the lead on activities, or push for certain activities to be completed as it is within their responsibility to ensure the Bethel remains on course.

How do we lead?

There are many ways to lead:

1. **Setting an example** for the other Bethel members to follow by observing what you say and do;
2. **Helping to settle differences** and disagreements by encouraging a spirit of cooperation and togetherness among all members;
3. **Introducing new ideas** that help solve problems and offer new experiences that the Bethel will enjoy.

What role does communication play?

In order to be effective, you must communicate clearly with the members and especially the Bethel Guardian Council. That means:

1. You must tell the Bethel Guardian Council of your concerns, your desires and your plans. It is impossible for the Council to assist you unless they know all the facts. They can help you to avoid problems by letting them know what you're thinking, feeling and what is happening in the Bethel.
2. You must be open in your communication with the members. Don't shut anyone out! You owe the same treatment to everyone.

3. Communicating means listening to the members. Listen carefully so that you will know what's going on in the Bethel, what the members are thinking and what will help the Bethel operate even better.
4. Keep a positive attitude. Even if you disagree with what's going on or being said, don't let emotions interfere with clear thinking. Analyze each situation based on what you believe is best for the Bethel as a whole. Then offer your opinion weighed in balance with the needs of the Bethel. And when a decision is made, accept it and stand united with the majority. Make the best of every situation.

What other leadership traits are important?

1. Help to develop a team spirit in the Bethel. You can only be successful if you all work together. Your job is to keep the Bethel from dividing into different groups. The bottom line is that you're all here to accomplish the goals, and it can't be done without the support of one member. The presence of a team spirit assures you that you are accomplishing the goals.
2. Be **supportive of the members** and overlook their faults. Everyone has faults, and everyone makes mistakes, including the Bethel Council members. When this happens, try to be constructive, tolerant and tactful.
3. Be fair by treating all members the same and assuring each has an equal opportunity. This leads to an equally good effort from all members.
4. Strive for the success of Bethel goals. Be sure to show more interest in group goals than personal gain. No member has to belong to our Bethel. They can quit at any time. Therefore, to maintain their involvement, you must work for the goals of the entire group. Your personal goals are secondary.

What should I do to forward the goals of the Bethel?

1. Remind members of the Bethel's purposes when they have lost sight of the real purpose for the activities.
2. Provide encouragement by showing appreciation for good ideas and extra effort.
3. Stress compromise and cooperation among the members. If someone is out of line in their activities, then bring the situation to the attention of the Guardian or Associate Guardian.
4. Ask the opinions of others about what the Bethel is doing.
5. Get to know each member. Talk with the members as often as possible. Become familiar with each of them. Then you will be able to know more about them, their capabilities and their thoughts about the Bethel.
6. Be creative in the activities of the Bethel. There are some activities that will have to be done each term, but also search for other activities that are new and different. A dull, repetitious routine can result in boredom and lack of interest in the Bethel. A successful leader is the one who thinks of new and better approaches to activities.

Who is responsible for getting what done?

Everyone should accept responsibility for getting things done in the Bethel. This happens when the elected leaders are actively involved by:

- Ⓜ taking the initiative to make sure something gets done that needs to get done. Don't wait for someone to tell you to do it.
- Ⓜ offer your help and information.

®ask for help if you need it. Get as many involved as possible. Don't wait until the last minute to inform the Council that a project isn't going well.

®be decisive, energetic and enthusiastic.

® know when and how to say "no," whether it is to more responsibilities that you won't have time to complete or to doing something that won't move the Bethel toward its goals.

How will I benefit from this experience?

1. You will possess a self-satisfaction when you give it your all and the Bethel and members benefit from your leadership.

2. You will develop greater self-confidence by successfully completing your years of leadership in the Bethel.

3. You will grow in leadership skills which you will be able to apply throughout your life.

Prospect Party Theme Ideas:

Get the parents and girls to go on a **hayride**. You could even make it a family event, involving other siblings. Serve cider and smores at the end, and give a pitch on when your next Bethel fun event will be. Have petitions ready to hand out!

Send out invitations to a **pyjama party** - but do it in the afternoon! Ask girls to wear their silliest pajamas, slippers, and bring their favorite stuffed animals. Have contests to see who has the funniest jammies! Make sure that the adults dress up too! Have pizza, pop, and petitions!

A prospect party can not only provide an atmosphere for the girls to have fun, but can also benefit the Bethel. Maybe holding a **car wash**, and donating all the money to charity (instead of having it be a Bethel fundraiser) would be a fun way to cool off on a hot day.

We all know that many girls like sports, right? Hold a **volleyball** or **softball** practice during the early summer. Have an informational session about all of the other fun activities that the Bethel does. Sporting activities are just the start of the fun!

Have a summer **pool party and BBQ**. Invite the parents to come and participate. While the girls swim, the adults can talk one on one about Job's Daughters.

Going **sledding** in the winter can be just as fun as anything else - especially for the older girls, who don't get to go sledding as much. Be sure to have hot cocoa, chili, and information on Job's Daughters back at the Lodge for when they are through!

One definite way to grab the interest of a teenage girl is to involve **teenage boys**. Sponsor a dance at a local school, and let the girls be the "decoration committee" with their friends. Let them make the flyers, sell tickets, and decorate the gym. Often times, a school will split the cost - or even pay the whole cost - of a DJ if another organization is willing to do all the work, and provide chaperones. If you can't sponsor a dance at school, try a Job's Daughters/DeMolay dance, or a dance at the local YMCA.

Parent Involvement Suggestions

Have a family potluck dinner at the first meeting of the new term. Between dinner and the meeting, the Bethel Guardian should talk to the parents and pass around the term plans and ask for volunteers for chaperoning the events on the calendar. Put who committed to chaperone each event on the calling list to remind parents who aren't at the meetings.

Calling parents who don't come to meetings and asking if they would chaperone would help get them involved.

Make an effort to call parents whose daughters have petitioned for membership. Invite those parents to come along to functions with their daughters. It will get them used to being involved from the start! They might be more likely to attend meetings and get to know other parents because they will at least know someone's name when they get to a meeting.

Have a parent / daughter event each term - something that really needs a parent to attend for it to be fun for the girls. One idea is a mystery dinner. This is a dinner that the girls serve to the parents - only with a twist. The parents get handed a menu and pick which 4 items they want for each of the 3 courses - only all the items have a code name. The silverware and napkins are part of the items you must pick for each course. After each course is completed, everything is taken away and you don't get the items again - even your silverware.

Start a Mothers Club, and a Father's Club. Each could meet one night a month on different days. They can go to dinner, a movie, the park, have a potluck at the lodge ...something to get them involved with each other without having the girls around. Someone other than the BG should arrange these ...this could be a good job for the Associate Bethel Guardian!

SAMPLE LETTERS

Dear Parents and Prospective Members,

Job's Daughters presents an outstanding opportunity for involving young women in the Masonic Family. The mission of the organization is to mentor young women and present the ideals of leadership, teamwork, self-reliance, community service, friendship and fraternity - similar to all Masonic Family Organizations.

Job's Daughters learn how to work together to achieve their goals, how to raise money and spend it wisely, how to speak to an audience, the fundamentals of parliamentary procedure and how important community service is to everyone. Most importantly, Job's Daughters teaches members about friendship and respect for other people and cultures. Job's Daughters has over 20,000 members in Canada, Australia, the Philippines, Brazil and the United States.

To be a member of Job's Daughters is to be part of a group that promotes friendship among young women and confidence in themselves. Members learn skills that will help them throughout their lives and have fun at the same time.

Bethels meet twice a month and split the year into two 6 month terms. Meetings are usually followed by treats and socializing for a short time. There are also opportunities to participate in fun activities and service projects. We look forward to meeting you soon.

Visit the International Website <http://www.iojd.org>

POTENTIAL MEMBERS

NAME: _____ AGE: _____
ADDRESS: _____

PHONE: _____ PARENT NAME: _____
EVENT DATE: _____ ATTENDED: YES / NO
INTERESTED: YES / NO JOBIE TO BEE: YES / NO
GIVEN PETITION: YES / NO INITIATION DATE: _____
INTRODUCED BY: _____

POTENTIAL MEMBERS

NAME: _____ AGE: _____
ADDRESS: _____

PHONE: _____ PARENT NAME: _____
EVENT DATE: _____ ATTENDED: YES / NO
INTERESTED: YES / NO JOBIE TO BEE: YES / NO
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RITUAL READINESS



GENERAL INFORMATION

Marching

Keep your arms at your sides as you march. Do not swing them but let them naturally rest at your sides without too much movement. Keep your arms close to your body.

The Ritual requires that you turn square corners. As you approach the location where you will turn, plant the foot opposite of the direction you're turning. In other words, if you're turning left, plant your right foot and pivot on it. If you're turning right, plant your left foot and pivot on it. Do not rise on the ball of your foot as you pivot. Keep your heel close to the floor. After pivoting, continue to walk by taking a step with your other foot. Do not bring your feet together as you make the turn.

Sidelines and Marching Lines (Ritual, Page 12)

The sidelines on the North and South sides of the Bethel Room are one step in front of the first row of chairs. (The North side is where the Bethel Choir is located and the South side is where the Guardian and Associate Guardian are located). When asked to rise and step to the sidelines, rise and take one step forward.

The North and South Marching Lines are two steps in front of the first row of chairs. When marching from the sidelines, take an additional step forward before marching. The Guide and Marshal should always march two steps from the first row of chairs on the North and South, the West Dais and the Custodian's chairs in the East.

- Ⓡ The East is where the Honored Queen and Princesses are located.
- Ⓡ The East Marching Line is two steps west of the front of the Custodians' chairs.
- Ⓡ The West is where the Guide and Marshal are located.
- Ⓡ The West Marching Line is two steps east of the West Dais.
- Ⓡ The Altar Marching Line is two steps east of the Altar.

Sitting properly during a Meeting (Ritual, Page 7)

Sit with your back straight, making sure that your shoulders are not resting against the back of the chair.

Do not rest your arms on the arms of the chair. Place your hands in your lap.

Your feet should be flat on the floor and together at all times. Your knees should also be together at all times.

Keep your head looking straight ahead, except when specified by the Ritual.

Raps (Ritual, Page 13)

When the Honored Queen raps the gavel:

- Ⓡ Three times, it means that the assembly (everyone in the Bethel Room) should rise.
- Ⓡ Twice, it means that only the Bethel Officers rise.
- Ⓡ Once, it means that anyone standing should be seated.

One rap can also call the entire assembly to order, or it signifies that an Order of Business, a motion or an action has been completed.

Addressing the Honored Queen (*Ritual, Page 7*)

When standing to address the Honored Queen, do not push off from the chair. Stand with no support from your hands or arms.

Your hands should fall to your sides as you rise. Leave them at your sides until you sit down, then return them to your lap.

When addressed by the Honored Queen during the Opening Ceremony, rise, face the Honored Queen, and bow your head slightly with your eyes lowered. Do not speak until you have raised your head. Then answer, "Honored Queen."

At all other times during the ritualistic work, Officers do not bow or answer, "Honored Queen", when addressed by the Honored Queen.

During the Order of Business, members desiring to speak must stand and be recognized by the Honored Queen before speaking. The members shall begin their remarks by saying, "Honored Queen".

How to make a Motion and the Voting Sign (*Ritual, Pages 12 and 13*)

After standing and being recognized by the Honored Queen, the member says, "Honored Queen, I move that (state the motion...)"

Another Bethel member may rise and say, "Honored Queen, I second the motion," without waiting for recognition by the Honored Queen.

The Honored Queen says, "It has been moved by (name) and seconded that (repeat the motion). Is there any discussion?"

Any member of the Bethel is privileged to take part in the discussion. The Honored Queen does not take part in the discussion while presiding. The Honored Queen and the Bethel Guardian should see that the discussion is confined to the point in question.

After discussion is completed, the Honored Queen says, "Are you ready for the question?" If there is no further discussion, the members remain silent.

Then the Honored Queen says, "All those in favor of (repeat the motion), will vote by the voting sign of the Order." (Pause to count the vote) "Those opposed, same sign." (Pause to count the vote) "The motion is carried." Or, "The motion is defeated." One rap of the gavel.

The voting sign of the Order is given by raising your right hand from elbow height. Continue holding your hand up until the Honored Queen asks for those with an opposing opinion to raise their hands, or when she declares the motion "carried" or "defeated".

Attitude of Prayer (Ritual, Page 12)

The Attitude of Prayer is assumed by bowing the head slightly with your eyes looking downward.

Your hands are placed palm to palm with your fingers pointing upward. Fingers remain together and are not spread. Your thumbs should rest on your breast bone (or on the three twists of your robe cord). Your forearms should follow the line of your cord and your elbows should be close to your body. Your chin and fingers should not touch.

Wait for the Chaplain to assume the Attitude of Prayer before you do. When the Chaplain replaces her hands at her sides and raises her head, you should do the same unless the Ritual specifies otherwise.

The Pledge of Allegiance and the Lord's Prayer

For any new members, visitors or guests at your Bethel meeting, it may be necessary to revise the following with them:

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Our Father, which art in Heaven, hallowed be Thy Name. Thy kingdom come, Thy will be done in earth as it is in heaven. Give us this day our daily bread and forgive us our debts as we forgive our debtors. And lead us not into temptation but deliver us from evil. For Thine is the kingdom and the power and the glory, forever and ever. Amen. (Ritual, Page 60)

ADDITIONAL INFORMATION

Commas in the Ritual indicate a pause in your recitation.

When saluting the Flag as it is presented in the Bethel meeting, when the Marshal turns to the East at the Altar Line, all in the Bethel Room shall face the Flag and follow it as it is taken to the East. That means you will turn your body to follow the Flag as it passes.

Never walk between the Altar and the Honored Queen's station in the East when the Bible is open unless indicated in the Ritual as a part of the marching lines.

Jewelry worn during a meeting is limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of the Order and approved by the Executive members of the Bethel Guardian Council.

Do not chew gum in the Bethel Room or when wearing the Robe.

Cord on Bethel Robe should be tied with three (3) twists and a square knot.

Majority Members have all of the rights and privileges of an active member with the exception of voting rights. For example, they can participate in the Purging Ceremony as well as comment of business being discussed. Discussion only applies to the Bethel of which they are a Majority Member).

Opening March

- ® Custodians turn when BG and ABG turns, four abreast on Altar line
- ® All turn to fact West together
- ® Daughters mark time to music and start marching with left foot first.
- ® Ante room door and Preparation room door left open
- ® Guide and Marshal walk toward East with officers following, forming an aisle the width of the Altar
- ® JP and SP stand in line, face East and turn with officers, then go through guard toward East
- ® BG, ABG don't go down to seats until all Daughters have left East line.

Presentation Of Flags

- ® Preparation door stays open until Bethel Flag is presented, Outer Guard closes this,
- ® HQ raps as soon as Flag enters room.
- ® Flag Bearer stands between the 1st and 3rd Messenger when presenting Flag at Altar.
- ® Messengers, Treasurer and Chaplain turn to face Flags.
- ® All Flag Bearers always turn body when leaving position west of Altar. Flag remains facing toward East.
- ® When Flag is placed in East, ensure that material is draped around staff.

Pledge Of Secrecy

- ® Chaplain begins marching when Musician begins playing.
- ® When approaching Altar, Chaplain waits until music ceases before kneeling.
- ® When attending at the Altar, the Chaplain turns halfway between the Altar and the East.
- ® Pledge is given by Chaplain, standing halfway between the Altar and East Dais.
- ® When Pledge is complete, Chaplain starts back to her chair. She does not take any steps backwards before doing so.

Purging

- ® Guide and Marshal are one step East of East Line.
- ® Custodians must ensure that all Daughters who are purging are between them on the Marching Lines.
- ® Daughters do not wait for others to be seated, once they have reached their seat, they sit down.
- ® Custodians and Guide and Marshall sit together.

Opening

- ® When approaching the Altar for prayer, the Chaplain marches to half way between Altar and East. Does not turn back on Altar when returning to station.
- ® The Lord's Prayer wording is "in earth".
- ® Inner Guard informs Outer Guard that the Bethel is in session, closes doors and informs HQ what she has done. If there are visitors waiting to be admitted, she remains standing until acknowledged by the HQ, otherwise she leaves the door open.
- ® When allowing visitors to enter, the door is opened by the Guard who responds to the raps and is closed by the Guard who can do so easily. The Guards always face North when allowing others to enter. Recorder takes her seat at desk when meeting is declared open by the HQ.

Escort, Introductions and Honors

- ® HQ should extend hand of welcome to visitors approaching the East.
- ® HQ does not say "back" to sidelines.
- ® Custodians, Librarian and Recorder turn toward East together when giving Honors to those who are being introduced in the East. If visitors are being introduced from the East Line or sidelines, these officers do not turn.
- ® HQ raps when first visitors have left the East Line or when they reach a point in line with the back of the Custodian's chairs.
- ® Guide and Marshal thank visitors for coming when at Waiting Stations.
- ® HQ does not rap gavel if a hearty welcome is given.
- ® HQ raps after completion. Guide and Marshal go back to their stations and are seated.

Business

- ® Chaplain doesn't sing response after Obligation.
- ® Chaplain does sing the Mother's, Father's and Guardian's Prayer as well as the first verse of "Now our work is over".
- ® When you stand to make a motion, always wait to be recognized by HQ.
- ® Communications – before reading letter, the Recorder should announce from whom the letter has been sent.
- ® The Recorder should also announce that "the bills have been audited".
- ® Daughters should ensure that they are aware of what is read and approved under "Bills" and "Receipts".
- ® HQ raps after each order of Business

Closing

- ® HQ waits for Recorder to return to her station and Outer Guard to go to the Ante Room before continuing with the Closing Ceremony.
- ® Senior Custodian removes 5th Messenger's chair.
- ® Messengers turn out on first chord of music. 5th Messenger faces South.
- ® Bethel Guardian and Associate Bethel Guardian move to East when Custodians reach Altar Line, after removing chairs.
- ® Closing Cross- As HQ moves around Altar, Daughters in arms of cross move East, i.e. all move together to form the Cross.
- ® The arms of the cross are in line with Daughter who is Chaplain.
- ® When kneeling in Cross, the Daughters kneel on right knee, then left knee and then form the attitude of prayer.
- ® When rising from Cross, the Daughters drop hands, raise left knee and then stand.
- ® This movement is performed to the chords given by the Musician.
- ® When leaving Cross, Daughters stop two steps in front of HQ, they bow their head (the HQ doesn't return the bow). They then move to the side on which they sat at their station.
- ® SP and JP stand two steps in front of the HQ, west of the Altar, facing West.
- ® Guide and Marshal nod to each other to face East when all officers have reached the West line. They then face East as HQ, SP and JP move toward the West line and stand two steps in front of the line of officers.
- ® Bethel Guardian says "This concludes our ceremony", she bows to Officers, the officers bow to her, and the Bethel Guardian raps the gavel once.