

CEREMONIES FOR GRAND GUARDIAN COUNCIL

CHARTERING A GRAND GUARDIAN COUNCIL

When all laws and regulations of the SGC have been complied with, and all Executive Members of the Bethel Guardian Councils, all Past Bethel Guardians and Past Associate Bethel Guardians are notified of a proposed GGC, application shall be made for a Charter to organize a GGC.

The Supreme Guardian shall call a meeting of all eligible voting members for the purpose of electing the first Executive GGC. The other officers are appointed by the elected Grand Guardian and Associate Grand Guardian. In the event the Supreme Guardian is out of the country or unable to act, the Vice Supreme Guardian shall preside.

A Charter is granted by the Supreme Guardian, or the SGC and the following ceremony shall be used. Eligible members of the SGC shall assist in the ceremony.

CHARTERING CEREMONY:

Before the ceremony, the room shall be set up in proper form as per Ritual. Chairs are to be placed west of the Altar for the Grand Officers who are to be installed. Grand Officers are outside the Bethel room in order appropriate for their seating for the Installation. Other members of the GGC are also outside Bethel Room. Members shall be in line so that they can be seated easily in the Bethel Room. They may enter through Anteroom or Preparation Room or both depending upon the location of reserved seats.

ENTRANCE OF SUPREME OFFICERS:

Supreme Director of Music is at the instrument. Supreme Guide followed by the Supreme Secretary and Supreme Guardian enter from the Anteroom. Supreme Marshal followed by the Supreme Chaplain and Associate Supreme Guardian enter from the Preparation Room, march east on North and South Marching Lines to Altar Line, turn north and south to center of Altar and proceed to East Line. Supreme Guardian and Associate Supreme Guardian ascend dais, Supreme Guide and Supreme Marshal turn north and south to North and South Marching Lines followed by the Supreme Secretary and Supreme Chaplain, who assume their stations as reached while Supreme Guide and Supreme Marshal proceed to their stations in the West. Officers remain standing until introduced by the Supreme Guardian, then are seated together.

SUPREME GUARDIAN: Friends, we welcome you to this ceremony of forming a Grand Guardian Council of (State, Province, or Country) Job’s Daughters International I will be assisted by:

_____ (title) as **Associate Supreme Guardian**

_____ (title) as **Supreme Guide**

_____ (title) as **Supreme Marshal**

_____ (title) as **Supreme Secretary**

_____ (title) as **Supreme Chaplain**

_____ (title) as **Supreme Director of Music**

Supreme Guide and Supreme Marshal, you will retire and invite the Officers who are to be installed to enter. Supreme Guide and Supreme Marshal step to West Marching Line, turn south and north, march to South and North Marching Lines, turn west, bow to Grand Officers who are waiting at the Anteroom and Preparation Room doors. Officers follow Supreme Guide and Supreme Marshal who proceed east to the Altar Line, turn to center of Bethel Room, march on Altar Line to Altar, turn west and allow Grand Officers to march to seats. Supreme Guide and Supreme Marshal assume Waiting Stations as per Ritual.

SUPREME GUARDIAN: **Supreme Guide and Supreme Marshal, you will retire and invite all members of this Grand Guardian Council to enter.** Supreme Guide and Supreme Marshal leave Waiting Stations proceed to the West, and escort members of the GGC to seats reserved for them. One rap of gavel (*).

SUPREME GUARDIAN: **Supreme Marshal, you will present the National Emblem west of the Altar.** Supreme Marshal retires and presents National Emblem as per Ritual. Musician plays suitable music. Three raps of gavel (***) as Supreme Marshal enters with National Emblem. One verse of National Anthem is sung.

SUPREME GUARDIAN: **Supreme Marshal, you will place the Flag in the East.** Supreme Marshal proceeds as per Ritual. Pledge may be omitted if not the custom of the government.

SUPREME GUARDIAN: **All Citizens of (country) will join in pledging allegiance to the Flag.** One rap of gavel (*). Supreme Marshal returns to station as per Ritual.

SUPREME GUARDIAN: **Supreme Secretary, you will read the Charter authorizing the formation of this Grand Guardian Council, and names of the members who, as their names are read, will rise and remain standing.** Supreme Secretary reads Charter and list of names.

SUPREME GUARDIAN: **Supreme Guide and Supreme Marshal, you will present the members on the sidelines to form a semicircle around the Officers.** Supreme Guide and Supreme Marshal use regular lines of march as per Ritual. When in position, the Supreme Guide and Supreme Marshal return to Waiting Stations.

SUPREME GUARDIAN: **Supreme Chaplain, you will lead us in prayer.** Three raps of gavel (***)
Supreme Chaplain approaches the Altar as per Ritual, opens Bible, and kneels. Altar music is played.

SUPREME CHAPLAIN: **Our Father, we ask Your choicest blessing upon these persons who are about to assume the responsibilities of directing the affairs of this Grand Guardian Council. Give to them the wisdom and courage to build an organization for our Masonic Daughters that will be so filled with the spirit of patience and faith that it will be a benefit not only to those connected with Job's Daughters International, but to all with whom they come in contact. May Your watchful care be ever with them and may all they say and do reflect honor and glory upon You. We ask in Your name's sake. Amen.** Supreme Chaplain returns to station as per Ritual. One rap of gavel (*).

SUPREME GUARDIAN: **Members of the Grand Guardian Council, you will rise, place your right hand over your heart and assume the following Obligation:**

In the presence of Almighty God and these witnesses - I solemnly and sincerely promise - to conform to and support the Constitution, Bylaws, and Standard Operating Procedures - of Job's Daughters International - that I will faithfully perform all duties - and obligations devolved upon me - and I will endeavor to promote the welfare - the future growth - and the prosperity of this organization.

Supreme Guardian goes to the Altar with the Charter and gavel. Stands east of the Altar.

SUPREME GUARDIAN: **In presenting this Charter, may I remind you that your interest, your enthusiasm and your persistent labor have won for you the highest privilege it is in the power of the Supreme Guardian Council to grant, that of becoming a Chartered Grand Guardian Council.** Supreme Guardian goes around Altar and gives Charter to the Grand Guardian. She then returns to the East.

SUPREME GUARDIAN: **Supreme Guide and Supreme Marshal, you will conduct the members of the Grand Guardian Council to their seats, after which you will return to your waiting stations for the Proclamation.** Supreme Guide and Supreme Marshal use regular lines of march to conduct the members to the seats reserved for them. One rap of gavel (*).

SUPREME GUARDIAN: **Supreme Secretary, you will make the Proclamation.**

SUPREME SECRETARY: **I now proclaim this Grand Guardian Council to be regularly organized and chartered as the Grand Guardian Council of ___ (State, Province, or Country) Job's Daughters International, under the authority of the Supreme Guardian Council.** One rap of gavel (*).

SUPREME GUARDIAN: **We will now proceed to install the Grand Officers, who have been elected or appointed to serve this Grand Guardian Council for the ensuing term.**

There may be a short recess at this time if approved by the Supreme Guardian. The new Charter shall be placed in the East before proceeding with the Installation of GGC Officers.

INSTALLATION OF GRAND GUARDIAN COUNCIL

Order of installation: (order may be reversed)

- Grand Guardian
- Associate Grand Guardian
- Vice Grand Guardian
- Vice Associate Grand Guardian
- Grand Guide and Grand Marshal
- Grand Inner Guard and Grand Outer Guard (if elected)
- Grand Secretary and Grand Treasurer
- Grand Librarian, Grand Chaplain and Grand Director of Music
- Grand Senior and Grand Junior Custodians
- Grand Inner Guard and Grand Outer Guard (if not elected)
- Grand Messengers

Any floor plan with appropriate music planned by the incoming Grand Guardian may be used for the entrance and Installation of the Grand Officers. The Installing Musician shall take her place at the instrument. The Installing Officers leave the line as their stations are reached.

ASSOCIATE INSTALLING OFFICER: **I have the honor of introducing _____ (title) who will preside as Installing Officer for this ceremony.** Presents gavel.

INSTALLING OFFICER: **I have the honor of introducing (title) who will preside as Associate Installing Officer.**

INSTALLING OFFICER: **We have assembled this evening (afternoon) for the purpose of installing the newly elected and appointed Officers of the Grand Guardian Council of_ (State, Province, or Country), Job’s Daughters International. In installing these Officers, I will be assisted by:**

- _____ (title) as **Installing Guide**
- _____ (title) as **Installing Marshal**
- _____ (title) as **Installing Chaplain**
- _____ (title) as **Installing Musician**
- _____ (title) as **Installing Secretary**
- _____ (title) as **Installing Flag Bearer**
- _____ (title) as **Installing Senior Custodian**
- _____ (title) as **Installing Junior Custodian**

Installing Guide and Installing Marshal, you will retire and escort into the room the newly elected and appointed Officers who are to serve this Grand Council for the ensuing year. Throughout this ceremony the Installing Guide and Installing Marshal use lines of march and floor work as outlined in the Bethel Installation Ceremony.

INSTALLING OFFICER: **Installing Guide and Installing Marshal, you will escort the Flag of our Country into the room.** Installing Guide and Installing Marshal retire to Preparation Room followed by the Installing Flag Bearer. (Diagram 16) Three raps of gavel (***) as Flag Bearer returns with the Flag followed by the Installing Guide and Installing Marshal. Installing Guide and Installing Marshal wait on the sidelines. When Flag is west of Altar, sing one verse of National Anthem. (Diagram 16)

INSTALLING OFFICER: Installing Flag Bearer, you will place the Flag in the East. Installing Flag Bearer proceeds to the East. Installing Guide and Installing Marshal proceed east on North Marching Line. (Diagram 16) Pledge may be omitted if not the custom of the government.

INSTALLING OFFICER: All citizens of (Country) will join in pledging allegiance to the Flag. One rap of gavel (*) as Flag Bearer turns to return to station. Installing Marshal and Installing Guide escort Installing Flag Bearer to station. (Diagram 17) Escort of other flags is optional.

INSTALLING OFFICER: We will now install into their respective stations, the Officers who have been elected and appointed to serve this Grand Guardian Council for the ensuing year. Before proceeding, we will ask the blessing of our Heavenly Father. Installing Chaplain, you will attend at the Altar. Three raps of gavel (***). Installing Chaplain attends at the Altar and opens Bible. Kneels.

INSTALLING CHAPLAIN: Heavenly Father, source of all love and compassion, let Your blessings rest upon us as we seek to do Your will. Give to these officers who are about to assume leadership of our Daughters in this jurisdiction, wisdom, courage, and love. Keep them true that they may be fit leaders for "The Fairest In The Land". Bless our Order, that the work we strive to do may be attuned to Your Divine plan. Amen. Installing Chaplain returns to station. One rap of gavel (*).

INSTALLING OFFICER: Installing Secretary, you will call the roll of Officers elected and appointed to serve this Grand Guardian Council for the ensuing term, who as their names are read, will rise and remain standing. Installing Secretary reads office, name, and titles.

INSTALLING OFFICER: You will place your right hand over your heart and repeat the following Obligation:

I solemnly affirm on my honor - that I will conform to the Constitution, Bylaws, and Standard Operating Procedures - of the Supreme Guardian Council - and the Manual of Rules and Regulations - of the Grand Guardian Council of _____ (State, Province, or Country):

That I will faithfully perform - the duties of my office - and earnestly endeavor - to promote the welfare - and prosperity of our Order;

That I will endeavor - by precept and example - to encourage in our Daughters - the practice of those virtues - principles and lofty ideals – which adorn womanhood - and make life rich, full and abundant. One rap of gavel (*).

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Grand Guardian at the Altar, cause her to kneel and place her hands on the Holy Bible.

When in position, Installing Officer proceeds. The Installing Officer may install the Grand Guardian from the East or at the Altar. If she leaves the East, she shall take the gavel with her.

INSTALLING OFFICER: You will repeat after me: I sincerely promise that I will faithfully obey - and justly enforce - the Constitution, Bylaws, and Standard Operating Procedures - of the Supreme Guardian Council - and the Manual of Rules and Regulations - of this Grand Guardian Council – Job's Daughters International - that I will perform the duties of my office - to the best of my ability - that I will promote the growth of our Order and foster its welfare - and that I will strive to be fair and impartial - in the exercise of the powers of my office - so help me God. Amen.

Grand Guardian rises. Solo or appropriate selection may precede her escort to the East. If the Installing Officer is at the Altar, she may escort the Grand Guardian to the East. The Installing Guide and Installing Marshal go to Waiting Stations. If she does not escort the Grand Guardian to the East or if she remained in the East, she says:

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Grand Guardian to the East. Installing Guide and Installing Marshal proceed to Altar Line, with Grand Guardian in center, march to East Line. Grand Guardian ascends Dais, Installing Guide and Installing Marshal back to Custodians pedestals, facing each other. Three raps of gavel (***). Grand Guardian is introduced.

INSTALLING OFFICER: Grand Guardian, the duties of your office are defined in the Manual of Rules and Regulations of this Grand Guardian Council and Constitution, Bylaws, and Standard Operating Procedures of the Supreme Guardian Council, which are entrusted in your care. Into your custody is given the Charter of this Grand Council. In your keeping is now entrusted the guidance and control of our Order in this jurisdiction.

Yours is an office of great responsibility as the welfare of the organization depends upon the manner in which you conduct its affairs. It is our prayer that our Heavenly Father will give you courage to meet every difficulty, wisdom to judge each question aright and grace to sustain you in the performance of every duty. One rap of gavel (*). Installing Officer hands gavel to Assoc. Installing Officer.

ASSOCIATE INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Associate Grand Guardian at the Altar. When in position: **Associate Grand Guardian, it is your duty to assist the Grand Guardian in the performance of her duties, to assist her in all matters pertaining to the welfare of the Order and its relationship to Freemasonry, and to preside when requested to do so. The exercise of the principles of Freemasonry will enable you to perform your duties with honor and credit. Are you willing to assume these responsibilities?** (Answer: I am.)

Solo or appropriate selection may precede his escort to the East.

ASSOCIATE INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Associate Grand Guardian to the East. Three raps of gavel (***). Introduces the Associate Grand Guardian. One rap of gavel (*). Returns gavel to the Installing Officer.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Vice Grand Guardian to the Altar. (When in position.) **Vice Grand Guardian, it is your duty to assist the Grand Guardian and assume her duties during her absence or disability. It is also your duty to promote the growth and welfare of the Order. You are a weaver, adding new threads to our cloth of gold. Let it be your endeavor to add to its beauty, enhance its value and promote its usefulness.**

Installing Guide and Installing Marshal, you will escort the Vice Grand Guardian to the East. Introduces the Vice Grand Guardian. Installing Guide and Installing Marshal return to Waiting Stations. Installing Officer hands gavel to Associate Installing Officer.

ASSOCIATE INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Vice Associate Grand Guardian at the Altar. When in position. **Vice Associate Grand Guardian, it is your duty to assist the Associate Grand Guardian and assume his duties during his absence. Your past experience and a careful study of our laws will prepare you for the performance of these important duties.**

Installing Guide and Installing Marshal, you will escort the Vice Associate Grand Guardian to the East. Introduces the Vice Associate Grand Guardian. Installing Guide and Installing Marshal return to Waiting Stations. Associate Installing Officer returns gavel to Installing Officer.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Grand Guide and Grand Marshal at the Altar. When in position.

Grand Guide, it is your duty to escort distinguished guests and bring such matters before the Grand Guardian Council as will promote the growth and welfare of the organization.

Grand Marshal, it is your duty to assist the Grand Guide, to present and care for our National Emblem, and to perform such other duties as may be assigned to you by the Grand Guardian.

Installing Guide and Installing Marshal, you will escort these officers to their stations. Introduce Officers when they arrive at their stations. Installing Guide and Installing Marshal return to Waiting Stations.

If the Grand Inner Guard and Grand Outer Guard are elected officers, they are installed at this time.

INSTALLING OFFICER: _____ Grand Inner Guard, _____ Grand Outer Guard. Rise as names are called. **Installing Guide and Installing Marshal, you will present the Grand Inner Guard and the Grand Outer Guard at the Altar.** When in position.

Grand Inner Guard and Grand Outer Guard, your duty is to guard the doors of the Grand Guardian Council at its Annual Session. A deeper obligation rests upon you to devote your efforts to promote the growth and influence of the Order. Be ever alert in the performance of your duties.

Installing Guide and Installing Marshal, you will escort the Grand Inner Guard and Grand Outer Guard to their stations. Installing Guide and Installing Marshal return to Waiting Stations.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Grand Secretary and Grand Treasurer at the Altar. When in position:

Grand Secretary, it is your duty to keep a record of all proceedings of the Grand Guardian Council and make an annual report thereof, to receive all monies due the Grand Guardian Council and turn them over to the Grand Treasurer and perform the many other duties defined in the laws of the Order. Our progress depends largely upon the skill and intelligence with which you perform the trust that has been committed to you. Promptness and accuracy are essential.

Grand Treasurer, it is your duty to have charge of all funds and securities belonging to the Grand Guardian Council; to receive all monies from the Grand Secretary, keeping an accurate account of the same and make a complete report at the Annual Session. Integrity and honor will guide you in the faithful performance of your duties.

Installing Guide and Installing Marshal, you will escort these officers to their stations. Introduce Officers when they arrive at their stations. They are then seated. Installing Guide and Installing Marshal return to Waiting Stations.

INSTALLING OFFICER: _____ Grand Librarian, _____ Grand Chaplain, _____ Grand Director of Music. Rise as names are called. Installing Guide and Installing Marshal, you will present these Officers at the Altar. When in position.

Grand Librarian, it is your duty to recommend to Bethels, articles and books that will be helpful to Bethel Librarians. Whoever can develop a new idea, impel a noble thought, or cause to be expressed one lofty sentence, bestows a great blessing on the world. Give to your selections for our Daughters your most earnest and prayerful consideration.

Grand Chaplain, it is your duty to attend at the Altar and lead this body in its devotions. Prayer is an incense moving heavenward, fraught with hopes and desires. The beauty and the uplifting influence of sincere utterance of faith in God's guidance and ever ready strength as expressed in prayer, means much to our meetings. May God guide you in preparing for this service.

Grand Director of Music, it is your duty to supervise and direct the music in this Grand Jurisdiction. God gave us music. It is the essence of our Order and leads to all that is good, beautiful and harmonious. So, attune your life that you may impart the heavenly gift of music to our Bethels. How necessary to consider the message you would bring through the strings of your instrument.

Installing Guide and Installing Marshal, you will escort these Officers to their stations. Installing Guide and Installing Marshal return to Waiting Stations.

INSTALLING OFFICER: _____ Grand Senior Custodian, _____ Grand Junior Custodian. Rise as names are called. Installing Guide and Installing Marshal, you will present the Grand Senior Custodian and the Grand Junior Custodian at the Altar. When in position.

Grand Custodians, it is your duty to care for the properties of the Grand Guardian Council during its session and at all times to give the Grand Guardian such assistance as she may require of you. May your faithfulness to duty be of great benefit to our Order.

Installing Guide and Installing Marshal, you will escort the Grand Senior Custodian and Grand Junior Custodian to their stations. Installing Guide and Installing Marshal return to Waiting Stations.

If the Grand Inner Guard and Grand Outer Guard are elected officers, they are installed at this time.

INSTALLING OFFICER: _____ Grand First Messenger, _____ Grand Second Messenger, _____ Grand Third Messenger, _____ Grand Fourth Messenger, _____ Grand Fifth Messenger. Rise as names are called. Installing Guide and Installing Marshal, you will present the Grand Messengers at the Altar. When in position.

Grand Messengers, you are to fill the five stations representing the story of the life of Job, upon which the Ritual of our Order is founded. Your duty is to assist the Grand Guardian when requested to do so. Job's Daughters are "The Fairest In All The Land". With patience strive, in faith be firm, God will reward your high endeavor, and may you ever be true messengers of helpfulness.

Installing Guide and Installing Marshal, you will escort the Grand Messengers to their stations. Installing Guide and Installing Marshal return to Waiting Stations.

INSTALLING OFFICER: Installing Secretary, you will proclaim the Officers of this Grand Guardian Council duly and legally installed.

INSTALLING SECRETARY: By direction of the Installing Officer, and by authority of the Supreme Guardian Council, I now proclaim the officers of the Grand Guardian Council of (State, Province, or Country) **International Order of Job's Daughters**, duly and legally installed for the ensuing year. One rap of gavel (*).

INSTALLING OFFICER: Grand Guardian, I now present you with the gavel, the emblem of your authority as Grand Guardian. Wield it with wisdom, justice, and equality. May our Order be a lasting monument to the virtues illustrated in the life of Job - patience, faith, wisdom, and justice. With God's help, may you conduct its affairs with thoughtful care for the benefit of our Masonic Daughters. Thus, will our Order increase in prosperity and be an influence for good as the future unfolds.

I congratulate you and the newly installed Officers. We all wish for you a most successful year.
Grand Guardian then takes charge.