

**CEREMONIES FOR JURISDICTIONAL GUARDIAN COUNCILS**

**CHARTERING OF JURISDICTIONAL 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, Past Associate Bethel Guardians, and Majority Members (optional) are notified of a proposed Jurisdictional Guardian Council, application shall be made for a Charter to organize a JGC.

The Supreme Guardian shall call a meeting of all eligible voting members for the purpose of electing the first Executive JGC. The Committee Chairmen are appointed by the elected Jurisdictional Guardian and Associate Jurisdictional 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 as per Ritual. Chairs are to be placed west of the Altar for the Jurisdictional Officers who are to be installed. Chairs are to be reserved for the Jurisdictional Committee Chairmen on the sidelines.

Jurisdictional Officers are outside the Bethel Room in order appropriate for their seating for the Installation. Committee Chairmen and other members of the JGC are also outside Bethel Room. The Chairmen and 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.

**Supreme Director of Music is at the instrument. Supreme Guide followed by the Supreme ENTRANCE OF SUPREME OFFICERS:**

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 of 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 Jurisdictional Guardian Council of (State, Province, Territory, Region 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 Jurisdictional 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 Jurisdictional 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 the Committee Chairmen and other members of this Jurisdictional Guardian Council to enter.** Supreme Guide and Supreme Marshal leave Waiting Stations proceed to the West, and escort members of the JGC 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 Jurisdictional 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 Committee Chairmen and 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 you to bless these persons who are about to assume the responsibilities of directing the affairs of this Jurisdictional Guardian Council. Give to them the strength, courage, and wisdom to create 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. Be with them in their endeavors and guide them so all that they do will bring honor to Thy name. Amen.** Supreme Chaplain returns to station as per Ritual. One rap of gavel (\*).

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

**In the presence of 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 – and all the Rules and Regulations of this Jurisdictional Guardian Council – that I will faithfully perform all the duties – and obligations devolving upon me – and I will 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 impress upon you that your interest, your enthusiasm and your continued labor will be the key to the future success of this Chartered Jurisdictional Guardian Council.** Supreme Guardian goes around Altar and gives Charter to the Jurisdictional Guardian. She then returns to the East.

**SUPREME GUARDIAN: Supreme Guide and Supreme Marshal, you will conduct the members of the Jurisdictional 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 GUARDIAN: I now proclaim this Jurisdictional Guardian Council to be regularly organized and chartered as the Jurisdictional Guardian Council of \_\_\_\_\_ (State, Province, Territory, Region 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 Jurisdictional Officers and Committee Chairmen, who have been elected or appointed to serve this Jurisdictional 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 JGC Officers.

### **INSTALLATION OF JURISDICTIONAL GUARDIAN COUNCIL**

Order of installation: (order may be reversed)

Jurisdictional Guardian  
 Associate Jurisdictional Guardian  
 Vice Jurisdictional Guardian  
 Vice Associate Jurisdictional Guardian  
 Jurisdictional Secretary and Jurisdictional Treasurer  
 (or Jurisdictional Secretary/Treasurer)  
 Committee Chairmen

Any floor plan with appropriate music planned by the incoming Jurisdictional Guardian may be used for the entrance and Installation of the Jurisdictional Officers.

Committee Chairmen should be seated together on the sidelines prior to the meeting. Throughout this ceremony the Installing Guide and Installing Marshal use lines of march and floor work as outlined in the Bethel Installation Ceremony.

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 Jurisdictional Guardian Council of \_\_\_\_\_ (State, Province, or Country), International Order of Job's Daughters. 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

**Installing Guide and Installing Marshal, you will retire and escort into the room the newly elected and appointed Officers who are to serve this Jurisdictional Council for the ensuing year.**

**INSTALLING OFFICER: Installing Guide, Installing Marshal and Installing Flag Bearer, 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 of 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 and Committee Chairmen who have been elected and appointed to serve this Jurisdictional 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, 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. Help them as they guide these Daughters in their journey through Job's Daughters. Bless our Order, our Daughters and our leaders as they strive to reach their goals. Amen.** Installing Chaplain returns to station. One rap of gavel (\*).

**INSTALLING OFFICER: Installing Secretary, you will call the roll of Officers and Committee Chairmen elected and appointed to serve this Jurisdictional 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 Jurisdictional Guardian Council of \_\_\_\_\_ (State, Province, Territory, Region or Country) That I will faithfully perform – the duties of my office – and endeavor to promote the welfare – and prosperity of our Order; that I will strive – to promote the welfare and growth – of this organization – and 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 Jurisdictional 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 Jurisdictional 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 be guided by – the Constitution, Bylaws, and Standard Operating Procedures – of the Supreme Guardian Council – and the Manual of Rules and Regulations – of this Jurisdictional 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.**

Jurisdictional 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 Jurisdictional Guardian to the East. The Installing Guide and Installing Marshal go to Waiting Stations. If she does not escort the Jurisdictional Guardian to the East or if she remains in the East, she says:

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Jurisdictional Guardian to the East.** Installing Guide and Installing Marshal proceed to Altar Line, with Jurisdictional Guardian in center, march to East Line.

Jurisdictional Guardian ascends Dais, Installing Guide and Installing Marshal back to Custodians' pedestals, facing each other. Three raps of gavel (\*\*\*) . Jurisdictional Guardian is introduced.

**INSTALLING OFFICER: Jurisdictional Guardian, the duties of your office are defined in the Manual of Rules and Regulations of this Jurisdictional 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 Jurisdictional Guardian Council. To you is now entrusted the guidance and control of our Order in this jurisdiction. Yours is an office of great responsibility as the welfare and growth of the organization depends upon the manner in which you conduct its affairs. We pray 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 the Associate Installing Officer.

**ASSOCIATE INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Associate Jurisdictional Guardian at the Altar.** (When in position.) **Associate Jurisdictional Guardian, it is your duty to assist the Jurisdictional 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. You should make yourself familiar with the laws pertaining to the Order. You should encourage activities with the other Masonic Orders. 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 Jurisdictional Guardian to the East.** Three raps of gavel (\*\*\*) . Introduces the Associate Jurisdictional Guardian. One rap of gavel (\*). Returns gavel to the Installing Officer.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Vice Jurisdictional Guardian at the Altar.** (When in position.) **Vice Jurisdictional Guardian, it is your duty to assist the Jurisdictional 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 should prepare yourself by careful study of our laws and encourage our Daughters in their efforts to promote the success of our Order. Are you willing to assume these responsibilities?** (Answer: I am.)

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

**ASSOCIATE INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Vice Associate Jurisdictional Guardian at the Altar.** (When in position.) **Vice Associate Jurisdictional Guardian, it is your duty to assist the Associate Jurisdictional 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. Are you willing to assume these responsibilities?** (Answer: I am.)

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

**INSTALLING OFFICER: (If both a Jurisdictional Secretary and a Jurisdictional Treasurer are to be installed.) Installing Guide and Installing Marshal, you will present the Jurisdictional Secretary and Jurisdictional Treasurer at the Altar.** (When in position.)

**Jurisdictional Secretary, it is your duty to keep a record of all proceedings of the Jurisdictional Guardian Council and make an annual report thereof, to receive all monies due the Jurisdictional Guardian Council and turn them over to the Jurisdictional Treasurer and perform the many other duties defined in the laws of the Order. The success of our Order depends largely upon the skill and intelligence with which you perform the trust that has been committed to you. Promptness and accuracy are essential. Are you willing to assume these responsibilities? (Answer: I am.)**

**Jurisdictional Treasurer, it is your duty to have charge of all funds and securities belonging to the Jurisdictional Guardian Council; to receive all monies from the Jurisdictional Secretary, pay all bills as directed by the Executive Members of the Jurisdictional Guardian Council, keep an accurate account of the same and perform all other duties as outlined in the laws of the Order. Integrity and honor should guide you in the performance of your duties. Are you willing to assume these responsibilities? (Answer: I am.)**

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

(If a Jurisdictional Secretary/Treasurer is to be installed)

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Jurisdictional Secretary/Treasurer at the Altar. (When in position.)**

**Jurisdictional Secretary/Treasurer, it is your duty to keep a record of all proceedings of the Jurisdictional Guardian Council, make a report of same to the Supreme Guardian, Vice Supreme Guardian, and the Supreme Deputy if one is appointed, receive all monies due to the Jurisdictional Guardian Council, pay all bills as approved by the Executive Jurisdictional Council, and be in charge of all funds and securities belonging to the Jurisdictional Guardian Council, and to perform all other duties as defined in the laws of our Order. Are you willing to assume these responsibilities? (Answer: I am.)**

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Committee Chairmen of this Jurisdiction at the Altar. (When in position.) The duties of your various committees are most important to the success of this jurisdiction. Your duties are outlined in the Manual of Rules and Regulations of this Jurisdictional Guardian Council. Study them well that your actions will be of benefit to our Order. Are you willing to assume these responsibilities? (Answer: I am.)**

**Installing Guide and Installing Marshal, you will escort these Committee Chairmen to their seats. Installing Guide and Installing Marshal return to Waiting Stations.**

**INSTALLING OFFICER: Installing Secretary, you will proclaim the Officers of this Jurisdictional 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 Jurisdictional Guardian Council of \_\_\_\_\_ (State, Province, or Country) Job's Daughters International, duly and legally installed for the ensuing year. One rap of gavel (\*).**

**INSTALLING OFFICER: Jurisdictional Guardian, I now present you with the gavel, the emblem of your authority as Jurisdictional 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 Job's Daughters. Thus, will our Order increase in prosperity and be an influence for good as the future unfolds.**

**Congratulations to you and the newly installed Officers. We all wish for you a most successful year. Jurisdictional Guardian then takes charge.**