

# Open Meeting Format

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## Reason for change

To provide Bethels with a standardized Open Meeting Format ceremony. This ceremony was identified as a gap during the 2025–2026 review cycle based on member feedback.

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## Proposed Changes

### Open Meeting Format

Special dispensation is required whenever an open meeting is being used in place of a regular meeting. The Bethel Guardian and Associate Bethel Guardian shall assume their positions in the East prior to entrance of officers.

**BETHEL GUARDIAN: Bethel No. \_\_\_\_ of (City), (State/Province/Territory/Country) of Job's Daughters International is about to convene for an open meeting. For the benefit of our guests, you'll notice the Honored Queen using a gavel to help guide the meeting. Three taps to call the entire assembly to rise, two taps to call the Officers and Bethel Choir to rise and one tap to seat the assembly or signal that an item of business is complete. We're very glad to have you here and thank you for joining us this [morning/evening].**

### Entrance

Entrance of Choir, Jobies-to-Bee and Officers as per ritual. The Outer Guard is seated inside the Bethel Room near the Preparation Room Door.

**BETHEL GUARDIAN: I have the pleasure of introducing the Honored Queen, [Name]. The Bethel Guardian presents the Honored Queen with the gavel.**

**HONORED QUEEN: The Officers will take their stations. (Diagram 5)**

### Flag Ceremony

Escort of Flags as per the Ritual.

### Welcome

**HONORED QUEEN: Thank you for joining us today. What you've just witnessed is our traditional Processional and Flag Ceremony. In Job's Daughters, we take great pride in our floorwork and our patriotism. These movements require discipline and teamwork—skills these young women practice at every meeting. We will now pause for a brief prayer, a moment of reflection central to our Bethel's core values.**

## **Prayer**

HONORED QUEEN: **Our Chaplain will lead us in Prayer (\*\*\*)**. Chaplain rises, attends at the Altar and opens the Bible as per Ritual.

CHAPLAIN: **Heavenly Father, we gather today in the spirit of friendship and service. We welcome those who have joined us today and ask that they feel the warmth of our hospitality. Grant our members the courage to lead and the wisdom to learn from one another. May our time together be productive, our words be thoughtful, and our efforts strengthen the bonds of our community. Amen.** The Chaplain returns to her station with Altar music. (Diagram 10)

## **Special Dispensation**

If Special Dispensation is not required, omit the following wording:

HONORED QUEEN: **Recorder, (rises) you will read the Special Dispensation. (\*)**

## **Roll Call (optional)**

Formal roll call may be omitted, provided the Recorder notes all present, excused, and absent members in consultation with the Bethel Guardian. (\*)

## **Escort and Introductions (optional)**

Escort and Introductions, as per Ritual (excluding Honors), may be given at this time. (\*)

## **Ceremony (optional)**

Any ceremony except Membership Ceremony, Proficiency Lessons Demonstration and/or Obligation Ceremony may be done at this time. (\*)

## **Reports (optional)**

HONORED QUEEN: **Reports. A Bethel is more than just meetings; our Daughters will now share updates on our recent activities. From planning fundraisers to organizing our next event, these reports show the real-world leadership and project management our members develop.**

Honored Queen calls for necessary reports. (\*)

## **Communication (optional)**

HONORED QUEEN: **Recorder, (rises) you will read the communications.**

Communications that are timely and relevant may be read at this time. (\*)

## **Business (optional)**

HONORED QUEEN: **Business**

Acceptable topics include, but are not limited to upcoming Bethel events, important deadlines for registrations, presenting a motion (Parliamentary Procedure as per ritual),

member recognition, birthdays or other topics approved by the Bethel Guardian Council.  
(\*)

### **Remarks (optional)**

Remarks from those called upon by the Honored Queen (\*)

### **Coin March (optional)**

HONORED QUEEN: **We will now conduct our Coin March. While our members and guests remain seated, officers will move through the room to collect any loose change you may wish to donate. Today's collection is for [Insert Charity/Project], and we appreciate any contribution you can make.** *(optional – describe your charity or project in more detail)* **Thank you for your support.** Rap when coin march is complete. (\*)

### **Closing Ceremony**

HONORED QUEEN: **Closing Ceremony. Our chaplain will lead us in the closing prayer.** (\*\*\*) Chaplain rises, attends at the Altar as per Ritual.

CHAPLAIN: **Heavenly Father, as we draw this gathering to a close, we lift grateful hearts for the time we've shared and the friendships we've strengthened. May the lessons learned and the kindness shown here today stay with us as we go our separate ways. Let us carry forward the values of integrity, service, and respect, not as words, but as actions in our daily lives. May we continue to support one another and reflect the best of who we are. Until we meet again, may we walk in peace and purpose. Amen.** Members respond by saying "Amen". The Chaplain then rises and reverently closes the Bible. The Chaplain returns to her station with Altar music. (Diagram 10) No raps of the gavel.

HONORED QUEEN: **As we prepare to close, the Daughters may form a symbolic shape on the floor—such as a Triangle, Cross, or Square and Compass. These symbols remind us of the virtues we strive to live by outside these doors. We thank you for joining us [and invite you to stay for refreshments afterwards].** *Optional wording that may be omitted depending on the situation.*

*If required, insert Retiring of the National Emblem as per Ritual*

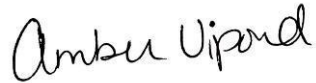
HONORED QUEEN: **All present will be seated except those taking part in the Closing Ceremony.**

Retiring March same as per Ritual using one of the Closing Formations.

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**Submitted by:**

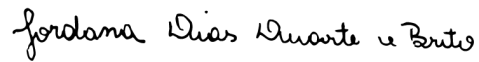
Amber Vipond, PHQ, PGG, Ritual Revision Co-Chair



Marcy Jaqua, GG, Ritual Revision Co-Chair



Jordana Brito, PHQ, PBG



Bonnie Conner, PHQ, PBG



Mariana Cota, PHQ



Sandra Dorr, PHQ, BG



Heather Havens, PHQ, GG



Kori Radloff, PGG, PBG, BG



Jackie Tomacmol, PHQ, PGG

