

**GRAND GUARDIAN COUNCIL  
OF BRITISH COLUMBIA**

**INTERNATIONAL ORDER OF JOB'S DAUGHTERS**

**BETHEL  
GUIDELINES**

**Revised 2009**

This is an informative handbook to assist Bethel Guardian Councils and Bethel Officers in the performance of their duties. It is NOT a substitute for the Constitution or the Manual of Rules and Regulations of the Grand Guardian Council, but a HELP and CLARIFICATION for conducting Bethel affairs.

- These Guideline handbooks, which are sent to the Bethels by the Grand Guardian Council, are BETHEL PROPERTY and must be passed on to the current Honoured Queen and BGC Executive
- From time to time, notices of additions, deletions or changes may be sent by the Grand Secretary to be inserted
- The GGC Executive recommends that copies be provided for the Bethel Guardian, Associate Guardian, Guardian Secretary, Guardian Treasurer and Honoured Queen
- A copy should also be available for any Daughter or adult who wishes to study the information within

Revised by: Kelly Costa, PGG  
Carole Lyons, PGG

Approved by: The 2008 Grand Guardian Council of British Columbia Executive  
The 2008 Jurisprudence Committee of the GGC

***\*All previous copies of the Guidelines are to be destroyed\****

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### 1. ADULTS:

No adult may debate questions arising in a Bethel meeting unless asked to do so by the Honoured Queen. Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the BGC Executive. Please set an example for the Daughters – do not write notes, make comments, prompt, pass or eat candies, talk or visit with the other adults, use a cell phone, read or do crafts at a meeting.

- Only the Bethel Guardian may discreetly advise or correct a Daughter after the meeting or at a suitable time. Talk with her privately if you have a concern.
- No adult is to enter or leave a Bethel through the semi-circle. (*\*a Majority Member may enter or leave through the semi-circle*) Adults entering or leaving a Bethel in Session should go to the West Line and acknowledge the Honoured Queen with a bow, then be seated or leave as the case may be.
- Adults may only enter or leave through the Anteroom door; they may **never** let themselves in or out the door of the Preparation Room.

### 2. AWARDS and GIFTS:

Awards may be displayed anywhere but in the East. Mascots must be displayed in the Ante-room only.

- Minimal awards should be presented at Bethel Installations and their presentation should be grouped to save time. If all marching lines are observed, it should not be necessary to close the Bible.
- With the exception of the PHQ pin, flowers or the Daughters' or Council's gift(s) to the Honoured Queen, all gifts should be given at the reception following the Installation.

### 3. BETHEL FUNCTION or PROJECT:

- Must be recommended by the Bethel Guardian Council
- Must be approved by a majority vote of the Bethel
- All Daughters must be chaperoned by an Adult (*1 per 5 Daughters*)
- A female chaperone must be in attendance if there is a male driver

### 4. CHAPERONES:

All Bethel functions must be chaperoned by a Council member, a member of the Grand Guardian Council or a Bethel parent.

### 5. CIRCLE OF PRAYER:

The Honoured Queen may invite any Past or Present Grand Officers, your Deputy, Members of Honour of your Bethel, etc. to join the Circle of Prayer prior to the Bethel Meeting. It is customary to repeat the Lord's Prayer, however, a Bethel member may read a prayer, poem or appropriate verse.

### 6. COMMITTEES:

After Installation the Honoured Queen shall appoint three members to each of the following Committees (*see B-Bethel 4, Art. VII, Standing Committees, Sec. 1(a)*).

- Audit
- Pledge
- Proficiency

<b>Section 1-2</b>	<b>GENERAL INFORMATION</b>	<b>Revised 01/09</b>
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## **7. COUNCIL MEETINGS:**

Council recommends approval of suggested activities to the Daughters. Only Executive Council may vote to recommend money matters. The final decision comes from the Daughters at the Bethel meeting. All information brought up at Council Meetings is considered to be privileged and must not be discussed elsewhere.

## **8. CUSTODIANS:**

When a Bethel does not have Custodians, the following Officers may assume their duties:

- Senior and Junior Princesses may assist in the Purging Ceremony
- Guide and Marshal may remove the chairs from semi-circle
- During Initiation, either Librarian or Marsha/Guide may do the duties of the Senior Custodian; either Recorder or Marshal/Guide may do the duties of the Junior Custodian (*\*Marshal/Guide depends on floorwork for specific Epoch*)

## **9. DRESS CODE/REASONS TO BE EXCUSED FROM A BETHEL MEETING:**

At the beginning of each term the Bethel Guardian should have a gab session with the Daughters to recommend Dress Code and acceptable excuses to miss a Bethel meeting. The Bethel Guardian Council must approve the Dress Code and acceptable reasons for a Daughter to be excused from a Bethel meeting. For visitations, blitzes and regular Bethel meetings, the Daughters should wear (*weather permitting*) dresses or suitable skirts and tops. Adult women should wear dresses or skirts and tops as well. \*Jeans may be approved for some fun activities.

## **10. EDUCATION AND PROMOTION FUNDS:**

Each term within 30 days after new officers are installed, the Bethel is to plan a fundraiser for the benefit of both the Education and Promotion Funds. Contributions to each fund must be a minimum of \$25 each term. (*BC Manual, Article VIII, Education & Promotion Fund, Section 1-A (a) and Section 1-B*).

- The Education Fund provides for scholarships & bursaries for B.C. Daughters
- The Promotion Fund provides material to assist existing Bethels to increase membership and to promote instituting new Bethels

## **11. FUND RAISING PROJECTS:**

It is important to understand that a project sponsored by a Line Officer is still a Bethel function and should be supported by all of the members for the good of that Bethel. To preserve harmony between Bethels, fund raising projects should be limited to the area in which the Bethel is located. e.g. do not sell your Bethel raffle tickets at another Bethel's meeting or function.

## **12. GOWNS:**

Gowns, capes and crowns are Bethel property and are all very expensive. It is for this reason that they should be kept at the hall and not taken home without permission. *\*see further notes about gowns under "Custodian of Paraphernalia"*

*\*see diagram of Bethel robe, specifications & care Sec. 3-7*

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### 13. HONOURED QUEEN'S STATION:

It is permissible for the Honoured Queen's station to be left vacant if the H.Q. carries her gavel with her in a dignified manner (*to make a presentation, for example*). Otherwise, the S.P. is to occupy the station until the H.Q. returns to the East.

### 14. INTRODUCTIONS:

Members and adults are only introduced ONCE under their CURRENT title. *For example, if a woman is a current Bethel Guardian and also a PGG, she is introduced under "Bethel Guardians", then she is a PGG and PBG and she receives Bethel Honours until she finishes her present term as BG.*

### 15. JEWELLERY:

Jewellery worn with official robes shall be limited to regulation membership and/or officer's jewels, merit pins, Supreme office medallions, a wrist watch and one other piece of jewellery in keeping with the regalia of our Order and approved by the Executive members of the BGC.

### 16. MAJORITY MEMBERS:

A Daughter in good standing becomes a Majority Member on the date of her 20<sup>th</sup> birthday or the date of her marriage (*if she marries before the age of 20*) and NOT on the date of the Majority Ceremony.

### 17. MEMORIAL:

A Memorial ceremony recognizing & remembering Mother Mick and Emily Maxwell must be held in March of each year. (*see C Bethel 5, Article XII, Section 3 (b)*).

### 18. MONIES:

It is important to budget for the operating costs of the Bethel before a term starts. The Daughters need to know what fixed expenses they have to cover in a term. Any Daughter may suggest a money making project but it must be discussed at Council prior to the vote of the Bethel Members.

### 19. NEWSPAPER:

A Council Member shall check the content before a Bethel term newspaper is printed. *\*Check privacy legislation – NO last names may be listed with girl's photos*

### 20. PETITIONERS:

These girls are special people. Some, as Jobies-to-Bee, have eagerly waited to join. Please initiate them as soon as possible and make their parents feel welcome at meetings and activities. Remember: the new initiates are given their gown & headband as soon as the meeting at which they were initiated is over. They should be "in gown" next meeting!

### 21. PRESENTATIONS:

Presentations may be made with the Bible open if proper marching lines are followed. Presentations should be recorded in the Minute Book. Some FUN presentations may be made more appropriately at refreshment time.

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## 22. PURGING:

The purpose of Purging is to verify whether Assistant Officers, Pro-tem Officers, Choir, members on the sidelines (*including new initiates*) and ALL visiting Job's Daughters are members of our Order. It is necessary that these Daughters go through this Ceremony.

## 23. SMOKING:

The GGC does not want the Daughters to smoke at any Bethel functions. **No Daughter may smoke while in gown** and no person is allowed to smoke in the Bethel Room; most Masonic halls have banned smoking on the premises.

## 24. SUBSTITUTE OFFICERS:

A substitute Officer from your Bethel should sign the Attendance Register (*Porch Book*) in the space for the Officer she is replacing, she should print "pro-tem" after her signature. All visiting Daughters should sign in under "Visitors". A member requested to serve Pro-tem **may** read her work from the Ritual but only **ONE** Ritual may be open at any time during a Bethel meeting and that should be the Ritual of the Daughter who is prompting.

## 25. SUNSHINE and SHOWERS:

This report should be read prior to the Bethel meeting by a member of Council chosen by the Bethel Guardian. The content of the Report should be in good taste with no put-downs or hidden meanings. It is not necessary for every person to have both an item of Sunshine as well as a Shower. Only the person assigned by the Honoured Queen to give this report shall speak.

## 26. TERM PLANS:

After the Bethel election, the Honoured Queen-elect should consult with the Bethel Guardian and prepare the term plan, the list of Officers and Committees for the next term and the list of Installing Officers. These must be presented at the next Bethel Guardian Council meeting and approved by the BGC. In the Bethel, a motion must be made to accept the tentative term plan. As activities concerning money occur, each must be voted on individually during the term.

## 27. VISITING OTHER BETHELs:

If blitzing another Bethel, please quietly inform their BG or ABG. It is a courtesy to take extra refreshments. Please do not blitz on the night of an Official Visit.

<b>Section 2 -1</b>	<b>BETHEL INSURANCE</b>	<b>Revised 01/09</b>
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### 1. BETHEL INSURANCE

Once a year a fee, per Daughter is recorded and paid as per the annual report. The insurance contract presently covers Bethel owned properties listed on the annual inventory sheet lodged with the Grand Secretary. All values are to be at the current replacement costs. A deductible of \$500.00 applies, per occurrence. If a major purchase is made within the year, please retain your receipts of purchase and advise the Grand Secretary and Insurance Chairman. Be sure to include all Bethel paraphernalia, pins, trophies, kitchen equipment and any other items your Bethel owns.

### 2. \$5000 MAXIMUM

A "cut off" limit of \$5000.00 applies per Bethel. If the Bethel reports over that limit, the difference between the \$5000.00 and amount reported will be assessed to the Bethel at the rate applicable to the insurance contract.

Example:

Paraphernalia reported on inventory sheet	\$8000
"Cut off" limit	\$5000

The difference of \$3000 at 5% (rate) = \$15.00 assessment

### 3. OTHER COVERAGE:

Other coverages presently on the Contract include:

- **CRIME:** Loss of monies from robbery, inside or outside premises.  
Disappearance of money is not covered.
- **FIDELITY COVERAGE:** Form A
- **TENANTS LEGAL LIABILITY:** Blanket, \$100,000 per location
- **DIRECTORS AND OFFICERS LIABILITY:** \$1,000,000
- **COMPREHENSIVE GENERAL LIABILITY:** \$5,000,000 - this protects and defends our Jurisdiction from possible law suits (see Art. VII, Insurance, page BC 15) This does not include suits relating to athletic or sporting activities.

### 4. DRIVERS:

Every person driving Daughters MUST have the consent of the Executive Bethel Guardian Council. Drivers MUST be an adult associated with the Bethel, (Council Member, Parent/Guardian or other designated Chaperone) and over the age of twenty years. The BGC should determine the age at which young MM's may drive Daughters. The vehicle should have a minimum of \$2,000,000 third party liability.

***\*note: Daughters may not drive Job's Daughters' members anywhere at any time!***

### 5. THIRD PARTY:

An I.C.B.C. "Special excess third party legal liability policy" is in force.

### 6. LIFE/ACCIDENT INSURANCE:

This is a death/dismemberment/limited dental contract and covers Daughters and designated adults who are participating in a Bethel activity.

Section 3-1	OFFICER RESPONSIBILITIES Bethel Recorder	Revised 01/09
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## BETHEL RECORDER

### DUTIES:

1. Keep accurate record of proceedings of Bethel Meetings. (Minutes)
2. Read the Bethel Minutes
3. Call the Roll
4. Read the Bethel correspondence
5. Receive and keep a record of all money paid to the Bethel.
6. Prepare Form 150 to pay the bills of the Bethel.
7. Prepare Dues receipts.
8. Read aloud only the Boxed in Section on Petitions for Membership.

### RESPONSIBILITIES INVOLVING RECEIPTS:

1. List all money received on Form 150 under Receipts. Indicate who paid the money and the reason for payment.
2. First item listed on Memo of Receipts should be Coin March and Birthday Pennies from the last meeting.
3. Total the Memo of Receipts.
4. Count the money to balance to the Memo of Receipts.
5. Give the money and the Memo of Receipts to the Bethel Treasurer / Guardian Treasurer who will verify the count and sign Form 150.

### RESPONSIBILITIES INVOLVING BILLS:

1. Receive all bills; be sure that they are audited by the Bethel Guardian and the Auditing Committee prior to the meeting; verify the total.
2. Prepare a Memo of Bills on Form 150 (using the lower portion). When approved enter the warrant and cheque number on the Memo of Bills.
3. Memo of Bills is given to the Bethel Treasurer / Guardian Treasurer. Form 150 must be signed by Guardian Secretary, Recorder, Bethel Treasurer, Guardian Treasurer, Bethel Guardian and Honoured Queen.
4. CHEQUES are to be signed by the Bethel Treasurer and co-signed by the Guardian Treasurer or Bethel Guardian. Two people from one family **should not** sign the cheques.

**THE WORK OF THE BETHEL RECORDER IS “SUPERVISED” BY THE GUARDIAN SECRETARY.** A young Bethel Recorder will need a lot of help and may not be able to do all of these duties. The Bethel Guardian and Guardian Secretary should judge how much the Bethel Recorder is able to do. If there is a lot of reading (*e.g. Communications*) at a Bethel meeting, the Junior Princess could help read some of the correspondence.

<b>Section 3-2</b>	<b>OFFICER RESPONSIBILITIES Bethel Chaplain</b>	<b>Revised 01/09</b>
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## **BETHEL CHAPLAIN**

The station of Chaplain is very important; how the prayers and ritual are presented is as important as the memory work. Some of the little things you should know as Chaplain are:

1. Speak slowly and clearly
2. Carefully read Instructions for Chaplain, pages 20-22 of the Ritual
3. Never kneel until the music stops *\*time the walk to Sweet Hour of Prayer*
4. Never touch the Altar when kneeling down or rising
5. Open and close the Bible correctly and in a reverent manner. Open the Bible by using both hands, placing the left hand at the back of the Bible to keep it at the centre of the Altar. With your right hand, lift it onto its spine by the flat of your hands, then open it by gently lowering your hands until the Bible rests flat on the Altar.
6. Always STAND when opening and closing the Bible
7. Never turn your back to the Altar when returning to your chair
8. When the Paragraph on p. 112 of the Ritual which starts with "this solemn pledge..." is given, you are STANDING; then you kneel and assume the attitude of prayer to give the Obligation
9. When the members are singing "Now Our Work Is Over", the Chaplain rises at the beginning of the 2<sup>nd</sup> verse and slowly closes the Bible. *Note: the Bible is closed on the word "closed"*

*\*Did you know that the Chaplain only sings the response to the Obligation, the Mothers', Fathers' and Guardians' Prayer Song and the first verse of "Now Our Work is Over"?*

Section 3-3	OFFICER RESPONSIBILITIES Honoured Queen & Senior Princess	Revised 01/09
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## ELECTED OFFICERS

### 1. SUCCESSION OF HONOURED QUEEN:

- The Honoured Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honoured Queen may be filled by an active Past Honoured Queen. In the event there is no active Past Honoured Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide and Marshal (*refer to C-BETHEL 4, Art XII, Sec 1(h)*).
- If the H.Q. station becomes vacant during the term, the Executive Bethel Guardian Council should appoint a P.H.Q. or, if no PHQ is available, a M.M., neither of whom has been married or pregnant (*refer to C-BETHEL 3, Art XI Sec 1(a)*).
- A special election may be held to fill the vacancy (*refer to C-BETHEL 3, ART XI, Sec 1(b)*).
- A Majority Member over the age of 20 may be appointed to serve as Honoured Queen provided that the Bethel Guardian consults with the Grand Guardian. A Majority Member may NOT take the obligation or be installed into office. (*see BC Ceremony of Installation, page 3*) She is subject to the same discipline as a Member (*see SI-9, 5*)

### 2. HONOURED QUEEN LEAVING STATION:

Should the Honoured Queen leave her station for any reason while the meeting is in session, the Senior Princess sits in her position unless the Honoured Queen takes the gavel with her. The gavel is the symbol of authority.

### 3. SENIOR PRINCESS:

When planning for Installation, please consult in all matters with the Bethel Guardian and Council.

- The Honoured Queen-elect must present her term plan, list of Officers, list of Committee members and Installing Team to the Council first and then to the Bethel.
- Official installation invitations, available from the Supply Distributor in hard copy and/or electronic format, must be used by all Bethels. These may be sent out by mail or e-mail. \****THIS MEANS YOU CAN NOT DESIGN YOUR OWN INVITATIONS!***
- Ask your Bethel Guardian for a copy of the Planning Your Bethel's Installation handbook

<b>Section 3-4</b>	<b>FLAGS</b> <b>Information for Guide, Marshal &amp; Dir. of Epochs</b>	<b>Revised 01/09</b>
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## **PRESENTATION OF FLAGS:**

### **1. FLAG CEREMONY:**

The Flag of another country is presented at the Altar when visitors from that country are present and then that flag placed in the East between the S.P. and the Flag of our country. (*see Ritual, pp.36-39*)

- Canadian Flag and anthem are always first, then the flag and anthem of visitors from other countries
- We do NOT pledge allegiance to the Canadian Flag in British Columbia

### **2. BETHEL FLAG:**

In British Columbia, the Bethel Flag is presented at the Altar for the Bethel Flag song. (*see: Escort of the Bethel Flag, Ritual, pp. 41 – 44*)

### **3. RETIRING THE CANADIAN FLAG:**

See Ritual (*page 82*) for the Marshal's march to the dais

### **4. CANADIAN FLAG PROTOCOL – from Canada's Supreme Flag Protocol Committee**

**In Canada the National Emblem shall be presented and retired in the following manner:**

- The Marshal carries the Flag by holding her left hand around the outside of the staff, her thumb pointing upwards towards the Flag, at the height of and against the right shoulder. The right hand is at the waistline with the base of the hand resting against the right hip.

#### **To retire the Canadian Flag:**

- The Marshal marches to the West Line, turns left, marches to the North sideline, turns right and proceeds to the East Line, turns right to one step beyond the station of the Senior Custodian, turns left and ascends the dais. The Marshal descends dais and marches to a point one step east of the Altar Line. "God Save the Queen" is sung. The Marshal takes one step forward to the Altar Line, turns and marches to the North Line and out the Preparation door. She then returns to her Station for the retiring march.

<b>Section 3-5</b>	<b>OFFICER RESPONSIBILITIES HONOURED QUEEN</b>	<b>Revised 01/09</b>
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## **HONOURED QUEEN:**

1. Shall consult with the Bethel Guardian well in advance of the Bethel meeting concerning all business to be conducted at the meeting and all activities in which the Bethel members are to participate. *\*\*\*Note that all business and activities shall be approved by the Executive members of the Bethel Guardian Council before being brought up at a Bethel meeting*
  - Does not vote except to break a tie *(she can vote during elections if there has been a motion for a secret ballot and for other paper ballots such as Council recommendations, Jobie of the Term, etc.)*
  - Stands for each Order of Business; sits for reports, remarks
  - Does not read headings for each Order of Business
  - Should know Parliamentary Procedure for Presenting a Motion, Ritual, P. 13
  
2. **PETITION(S) AND VISITATION(S):**  
*Appoints a Visitation Committee of three members (one elected and two members) and suggests one council member, immediately after the petition(s) have been read. \*Committee names are to be recorded on the back of the petition.*
  
3. **ESCORT INTRODUCTIONS AND HONOURS:** (Refer to Ritual)
  - Introduces the Grand Guardian or Deputy on their Official Visit right after Past Honoured Queens.
  - If introducing late visitors who are eligible for introduction, simply states "Referring back to Introductions", then escorts and introduces according to the Ritual.
  
4. **UNOBLIGATED VISITORS/VISITING DAUGHTERS**  
  
*Asks pledge committee to retire to give the Pledge of Secrecy. The committee shall be the Associate Guardian, Chaplain and two members. \*Visiting Daughters must present current Dues Receipt.*
  
5. **CORRESPONDENCE:**  
*Sees that all correspondence that concerns the Bethel is read in Bethel. \*All items arising from correspondence must be dealt with under New or Old Business.*
  
6. **INITIATION:**  
*Invites Petitioners and parents to activities and projects, encouraging participation while they are waiting to be initiated. Welcomes new members and parents and introduces them to others in the Bethel.*
  
7. **PROFICIENCY TEST:**  
*Have the proficiency committee (at least three members) assist the new initiates to prepare for the Proficiency Test (Ritual, p. 143) immediately after Initiation. The H.Q. presents the Proficiency Certificate(s) in the East.*

Section 3-6	<b>VISITATION OF A PETITIONER</b> <b>For the Members and Adults Making a Visitation</b>	<b>Revised 01/09</b>
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## VISITATION OF A PETITIONER

One of the duties of the Bethel Guardian Council is to investigate all petitions for membership. When the Visitation Committee calls on the petitioner, there are many things to discuss which will not only be helpful to the girls and her parents, but may help to prevent embarrassment and misunderstanding in the future.

The following is a suggested outline to follow when making this visit:

1. Explain the purpose and ideals of Job's Daughters
2. Talk about what we do at meetings. Take some pictures of recent activities and the last Bethel Installation. Discuss fun activities and fundraisers. Make sure the girl and her parents understand that we have lots of fun!
3. Explain what girls ordinarily wear for Initiation and at regular meetings. This is a good time to explain that hats and gloves are not worn by anyone at our meetings or Installations
4. Explain who is eligible to attend the meetings. \*No children or babies may attend (*see Ritual, page 15*)
5. Inform the girl and her parents about your Bethel's dues, when they are payable and the importance of paying dues until majority is reached
6. Explain what is expected of girls and parents in supporting activities
7. Explain how activities are chaperoned
8. Explain that initiation will follow approval of the petition
9. Explain that parents may read the Ritual in order to assist their daughter to understand the Offices, memory work, floor work, etc.
10. Explain that the Bethel provides her gown, cord and headband. The Daughter must provide slippers, long white slip and nylons/knee-hi's
11. Advise parents that they will be asked to assume a Pledge of Secrecy if they have never attended a Bethel meeting (*see Pledge of Secrecy for Adults, Ritual, page 44*)
12. Give the girl and her parents a chance to ask questions that this discussion has brought about

<b>Section 3-7</b>	<b>BIG SISTER PROGRAM For Our New Initiates</b>	<b>Revised 01/09</b>
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## **BIG SISTER PROGRAM**

### **AFTER THE INITIATION MEETING**

- Be sure to sit with your Little Sister for refreshments
- Listen to what she has to say and get to know her
- Introduce yourself to her parents and family
- Introduce other Bethel Members and Adults to them
- Review with her whatever information she received (*ie: meeting notes, next event...*)

### **BEFORE THE NEXT FEW BETHEL MEETINGS**

- Call and remind her of the meeting
- Explain what will be happening at the meeting
- Let her know what to bring and wear to the meeting
- If it is an Open meeting, let her know who may attend (*ie: friends*)

### **AT THE NEXT BETHEL MEETINGS**

- Be there early, she will be looking for you
- Show her where to change and keep her things
- Help her get her Robe on correctly
- Show her how to tie her cord
- Show her where her “part” is in the Ritual
- Help her to learn how to walk in
- Practice her part with her, (*ie: Purging Ceremony, where to walk and what to say*)
- Ask her to listen to you say your station
- Remind her that she can ask questions during the meeting
- Reintroduce her to the other girls and adults, she may not remember everyone

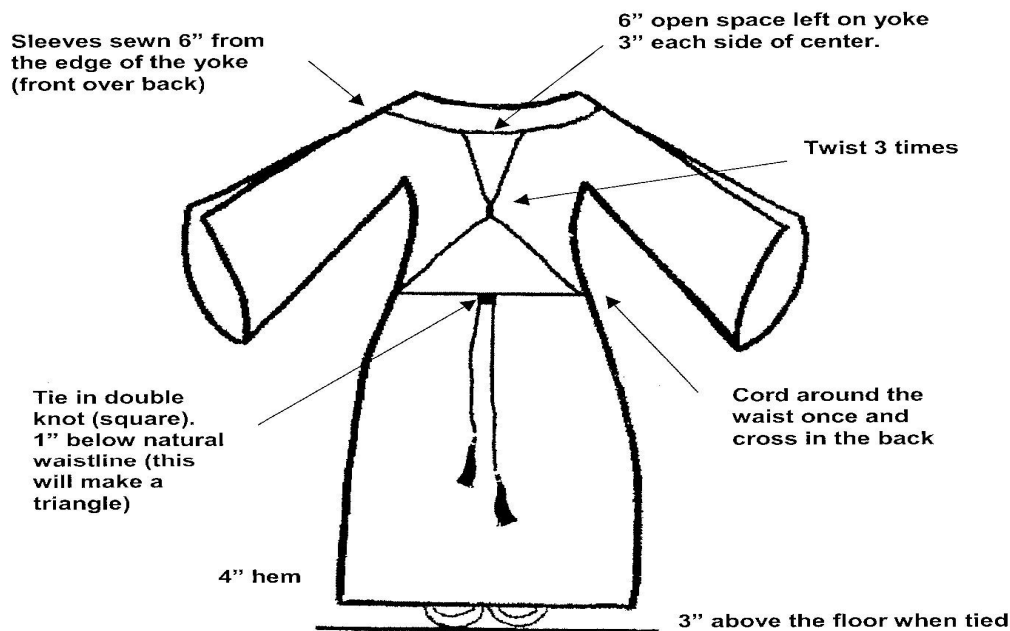
### **FOR EVENTS**

- Remind her of upcoming events
- Ask her to go with you to the events you go to
- Try and go to the events that she may want to go to
- Make sure she knows what to wear and what to bring
- Spend time with her at the event
- Introduce her to people at the event
- If you can't go, ask someone else to help her along
- Check to see that she has a ride

Section 3-8	<b>BETHEL ROBE</b> How to wear it How to care for your Jobie gown	01/09
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### THE BETHEL ROBE

Official Robe from supplier or made by official pattern.



#### OTHER ITEMS NEEDED:

White slip (full or half) 4" – 6" from the floor

White hose (long or knee high)

Flat white shoes / slippers

### CARING FOR THE BETHEL ROBE:

1. Fold and tie the cords to about a 30 cm (12") length and turn the gown inside out (with the cords inside) to machine wash.
2. Wash with whites in cold or warm water and dry in a warm dryer. Remove just before the gown is dry, turn it right side out, undo the cords and hang it to finish drying.
3. To shorten a gown, turn the hem and hand stitch or stitch with the largest machine stitch. Never cut a gown to shorten it; the next girl who gets the gown may be taller. Also never use "iron on tape" when hemming a gown.

Section 4-1	<b>COUNCIL RESPONSIBILITIES BETHEL GUARDIAN</b>	<b>Revised 01/09</b>
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## **BETHEL GUARDIAN**

1. Is the Administrator of the Bethel Council and the Supervisor of the Bethel.
2. Works with Guardian Secretary in completing the Annual Report.
3. Teaches the principles of the Order.
4. Makes herself thoroughly familiar with the Ritual, the Manual of Rules and Regulations, the Constitution and the By-Laws of your Bethel. Makes sure all Bethel copies are up to date.
5. Has four copies of the Proficiency Work are to be in safe-keeping. Sees that they are available to the one giving instruction to the new members and to the Prompter at the time of Initiation \*\*\* **PLEASE RECLAIM** all copies immediately after the new Initiates have completed Proficiency
6. Advises with the Associate Bethel Guardian and keeps him informed, as he is your right hand. Keeps in touch with H.Q. and other Council members.
7. Assists with plans for the Bethel but encourages members to carry on as much as possible by themselves.
8. Consults with the Honoured Queen a few days before the Bethel meeting regarding the business and meeting agenda so that the Honoured Queen is free to greet and welcome visitors the night of the meeting.
9. Tries not to allow personal feeling to reflect in decisions or attitudes where Bethel members, Council members and parents are concerned.
10. Disciplines quietly and with understanding. *\*Please make sure girls are aware of problems before strong disciplinary action must be taken.*
11. Advises with the Grand Guardian or your Bethel Deputy in all matters that cannot be dealt with by your Bethel Guardian Council.
12. Is in charge of the Ritualistic work (*B-BGC 1, Article II, Duties of the Executive Members, Section 1 (b)*). *\*The Director of Epochs is to assist.*
13. Has a gab session with the girls at the beginning of each term then reviews with the Executive Guardian Council what will be a reasonable excuse to be absent from a Bethel Meeting and what is acceptable dress code.
  - Daughters should contact the Honoured Queen to be excused from a meeting, who in turn advises the Bethel Guardian.
  - The Executive Council decides if a member is to be excused, not the girls.

<b>Section 4-2</b>	<b>COUNCIL RESPONSIBILITIES BETHEL GUARDIAN – con't</b>	<b>Revised 01/09</b>
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14. Ensures that all Bethel books, proficiency work and the new Grand Guardian's Bethel Guardian packages (*that were distributed at the recent Grand Session*) are passed on to successor.
15. Encourages parents to read the Ritual and help their daughter with her memory work.

Section 4-3	<b>COUNCIL RESPONSIBILITIES ASSOCIATE BETHEL GUARDIAN</b>	<b>Revised 01/09</b>
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## **ASSOCIATE BETHEL GUARDIAN**

1. Is second in command and should be well informed as to the progress of the Bethel, its projects and functions.
2. Is expected to confer with the Bethel Guardian in all matters so that, in the case of her absence, he may assume her duties.
3. Should be familiar with your duties as given in the Constitution and By-Laws and the B.C. Manual of Rules and Regulations.
4. Investigates the Masonic relationship of all Petitioners in co-operation with the Bethel Guardian, the Honoured Queen and the Visitation Committee.
5. Is at the ante-room door before meetings to check eligibility of adult visitors and informs unobligated visitors that they will be required to take the Pledge of Secrecy for Adults \* *He stands for the Pledge of Secrecy for Adults, per the Ritual, page 44.*
6. Helps the Honoured Queen with the proper protocol of giving titles of presiding officers of the Masonic family who may be in attendance at a Bethel meeting.
7. Takes the newly Initiated or Majority members to the East Line at the close of the meeting, as per Ritual, "Closing Ceremony" and remains with them until Bethel members have greeted them. Only Associate Guardian and/or the Associate Grand Guardian is allowed to do this. *(Parents of Initiates can also be escorted to the East Line.)* \*Initiates DO NOT assume attitude of prayer on this occasion.
8. **Is responsible to see that the semi-annual audit is done.** *(He doesn't have to do the audit!)* **With the Promoter of Finance, sees that copies of the Audit are inserted into all Cash Books at the close of each term.**
  - *This report is to be read 1<sup>st</sup> meeting of each term during "Reports", B-BGC, Article II, Section 2(e).*
  - *\*Parents of active daughters must not audit the books.*
9. Before Election of officers each term he makes himself familiar with the procedure of election. He shall read, at the meetings prior to Election nights, and also on the night of Elections, from Guidelines Sec. 5-1, "BETHEL ELECTIONS".
10. Safeguards the welfare of the Daughters and the Bethel by seeing that all members have safe transportation home from Bethel and its activities. \**The ABG must always have an adult women in his car if he is transporting Daughters.*

Section 4-4	<b>COUNCIL RESPONSIBILITIES GUARDIAN SECRETARY</b>	Revised 01/09
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## GUARDIAN SECRETARY

- This Council position is very important to the smooth “running” of a Bethel. Mainly, the Guardian Secretary:
  - supervises the work of the Bethel Recorder
  - sees that all correspondence is seen by the Bethel Guardian and Honoured Queen before being read at Bethel meetings
  - keeps a record of dues paid and sees that the Permanent Record book and Dues Record cards are up to date
  - keeps the Receipt Cash Book in balance with the Disbursement Cash Book
  - orders and keeps track of Bethel supplies and jewellery
  - keeps a set of form 122’s on file (to amend Bethel Bylaws)

**\*\*\* PLEASE DO NOT PERFORM ANY DUTIES AT THE DESK DURING OPENING, INITIATION OR CLOSING CEREMONIES**
- **ANNUAL REPORTS:** Please note: DUE DATE for the Annual report is JANUARY 31<sup>ST</sup>. Reports filed after this date are subject to a late filing fee. (*B-BCG 4, Article VI, Sec. 1*) \*Work with the Bethel Guardian on completing this
- **CORRESPONDENCE:** All correspondence must be read in a Bethel meeting (*whether addressed to the Honoured Queen, Guardian or the Bethel*). Items concerning events already passed need not be read, but should be mentioned. Review all correspondence with the Bethel Recorder before she reads it. The Honoured Queen and Guardian should see all correspondence BEFORE it is read at Bethel. ALL correspondence is kept with the Guardian Secretary files. \*Correspondence should be read in the following order: Supreme Guardian Council, Grand Guardian Council, other Bethels and/or Daughters, other Masonic Orders, all other correspondence.
- **DEIMITS:** See: *B-Bethel 2, Article III, Sec. 1 Issue & Sec. 2 Process*

- **DESTRUCTION DATES FOR FILES**

Petitions	Never
Permanent Record Book	Never
Dues Book	Never
Porch Book	Never
Roll Call Book	Never
Bethel Minutes	Never

Section 4-5	COUNCIL RESPONSIBILITIES G. Sec't – Destruction Dates for Files, con't	Revised 01/09
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Council Minutes	Never	
Guardian Secretary/Recorder Books	Six Years	
Guardian Treasurer/Bethel Treasurer Cash Books	Six Years	
Correspondence	Supreme	Six Years
	Grand	Six Years
	Bethel	Two Years
	Miscellaneous	Two Years
Bank Statements	Two Years	
Cancelled Cheques	Two Years	
Receipts and Bills Forms 150	Two Years	

- **DISPENSATIONS:** A Special Dispensation is needed to permit a deviation from or a temporary suspension of a portion of the Bethel's Bylaws. The BGC must discuss, then recommend to the Daughters that a Special Dispensation be sought from the Grand Guardian. Upon a majority vote passed in the Bethel, a form detailing the reason for the request and any changes of time, place and/or date of a Bethel meeting is sent to the GRAND GUARDIAN who will issue a Dispensation.

*\*A fee of \$2.00 must accompany the request, when required, payable to the "Grand Guardian Council". See: SI 6 for more detail*

*\*After being read in Bethel, the Special Dispensation must be stapled in the Minute Book to the Minutes of the appropriate meeting*
  
- **DUES:** Permanent Record Book and Dues Record Cards should be kept up to date. Majority members, demitted members or those suspended should be promptly recorded in the Permanent Record book so that the annual report can be filled out correctly. THIS IS VERY IMPORTANT as it can cost the Bethel money when the Annual Report is written.
  
- **EDUCATIONAL AND PROMOTIONAL FUNDS:** At the beginning of each term the Bethel is to plan a fund raiser, the net proceeds of which will be used to make worthwhile donations to these funds:

  - Educational Fund – provides for scholarships and bursaries for members in BC. \*Minimum: \$25.00 per term.
  - Promotional Fund – provides promotional materials to assist existing Bethels in increasing membership and to promote instituting new Bethels. \*Minimum: \$25.00 per term.

Section 4-6	<b>COUNCIL RESPONSIBILITIES GUARDIAN SECRETARY, con't</b>	<b>Revised 01/09</b>
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- **INITIATION:** Form #220 – Report on Ballot of Petition is to be signed by the Bethel Guardian. This is to be read at Initiation only and then stapled to the Minutes of that meeting.
- **JEWELLERY:** Job's Daughters Official Jewellery is purchased ONLY from the Jewellery Distributor. Jewellery is ordered as instructed on the Price List. No Official Jewellery can be purchased without an order, signed by the Guardian Secretary. Allow 2 to 3 weeks for delivery. Items which must be ordered from the Supreme Office can take considerable time for delivery. Prices will vary according to exchange rate. *\*Please include a return mailing address on all orders.*
- **MAJORITY CERTIFICATES:** Order Form 162 (*wallet size*) or Form 163 (*certificate*) from Supply Distributor. Form 163 must be signed by the current Grand Guardian, so it is important to order these certificates well ahead of the ceremony. *\*A Daughter becoming a Majority Member is entitled to this certificate, even if she is unable to attend the ceremony.*
- **MINUTES:** Explain to the Recorder how the minutes should be written and check them before the meeting.
  - Include the introduced visitors and Honours accorded them, as this is the only record of this information.
  - The minutes are a history of the Bethel. It is important that ALL presentations and special events be recorded.
  - Minute book is signed by the Honoured Queen immediately after being read and corrections, if any, are made.
  - All motions must give the first and last name of the mover and must state if the motion was passed or defeated.
- **OFFICIAL VISIT:** Please ensure that the following books are available for the Grand Guardian or her Deputy to review and sign:
  - Both Cash Books (*Receipt Cash Book & Disbursement Cash Book*)
  - Record of Dues Book
  - Permanent Record Book
  - Daughter's Minute Book & Roll Call
  - Council Minute Book
  - Attendance Register (*Porch Book*)
- **PER CAPITA:** The assessment per Daughter is remitted annually, a portion of which is forwarded to the Supreme Council. *\*the Grand Secretary will note the amount of this assessment when she sends the Annual Report Forms*
- **PETITIONS:** A record should be kept of members having petitions and a time limit should be imposed for their return, completed or otherwise. *\*Petitions may be downloaded from the Supply CD or the BC website: [www.bcmd.org](http://www.bcmd.org) and [www.jdi.org](http://www.jdi.org)*

Section 4-7	<b>COUNCIL RESPONSIBILITIES GUARDIAN SECRETARY, con't</b>	<b>Revised 01/09</b>
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- **ROLL BOOK:** Make sure the Recorder or Assistant Recorder has a properly filled out Roll Book.
- **SUBMISSION DEADLINES:** Please ensure that all submission deadlines are met: *i.e. Grand Session Registration, Directories, Annual Report and Dues of the BGC.*
- **SUGGESTED HANDOUT TO NEW INITIATES SHOULD INCLUDE:** After the new initiate signs the Permanent Record book, she should receive an envelope or folder containing the following information:
  - Dues Receipt
  - Bethel By-Laws
  - Song Sheet
  - Mothers', Fathers', and Guardians' Prayer (Form 237)
  - Bethel's Term Plan
  - Welcome letter to Daughter and her parents
  - Membership list with names and telephone numbers
  - Instruction for Care of Robe
  - Name and telephone number for "Big Sister"
  - Ritual may be purchased if Bethel does not supply one.
- **SUSPENSIONS:** See: *B-Bethel 5, Article X, Course of Action, Section 3(b) (1) and (c) (1 & 2).* If there is no success, then the member must be notified, IN WRITING of her suspension. *(Form 212)*

<b>Section 4-8</b>	<b>COUNCIL RESPONSIBILITIES GUARDIAN TREASURER</b>	<b>Revised 01/09</b>
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## **GUARDIAN TREASURER**

1. You should be familiar with your duties as given in the Constitution and Bylaws.
2. The Bethel Treasurer and the Bethel Librarian are under your direction.
3. Supervise the work of the Bethel Treasurer. Teach her how to do the work of her station. If there is no installed Bethel Treasurer assign these duties to another officer.
4. Assist the Bethel Librarian in her reports and approve them before they are given in Bethel. If there is no installed Bethel Librarian assign these duties to another officer. PLEASE ENSURE THAT THE REPORTS ARE READY FOR EACH MEETING AND ARE IN GOOD TASTE.
5. The Bethel Treasurer receives the money from the Bethel Recorder issuing her a receipt by signing Form 150 and turns it over to the Guardian Treasurer, receiving her receipt.
6. The Bethel Treasurer completes her own report to be read in the Bethel. ALL accounts are to be included in her report.
7. The Bethel Treasurer must sign all cheques; the Guardian Treasurer or Bethel Guardian co-signs. Do not have two members of the same family sign cheques.
8. DO NOT PERFORM ANY DUTIES AT THE DESK DURING OPENING, INITIATION OR CLOSING CEREMONIES.
9. Books MUST be ready for audit at the END OF EACH TERM. See B-BGC, Duties of the Executive Members, Article II, Section 4 (d).
10. All funds received MUST be deposited to the bank account no later than the following day. All disbursements MUST be made by cheque; no payment should be made in cash.
11. Reconcile the bank account monthly, on the BC IOJD Bank Reconciliation Form as per copy in guidelines. Have the Guardian Secretary initial each monthly statement and attach the last bank statement of each term to the Term End Financial Statement. Monthly bank statements are to be sent to the Bethel Guardian.
12. Coin March or Birthday pennies may be deposited at the same time as monies listed on the current Memo of Receipts but this is a separate deposit and is listed as a receipt of the NEXT Bethel meeting.

Section 4-9	MONTHLY BANK REC. FORM GUARDIAN TREASURER, con't	Revised 01/09
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**BC IOJD MONTHLY BANK RECONCILIATION FORM**

**GENERAL OPERATING ACCOUNT:**

**FOR MONTH ENDING** \_\_\_\_\_ **BETHEL #** \_\_\_\_\_

Balance Forward from Cash Book \_\_\_\_\_ \$ \_\_\_\_\_  
(date)

DEPOSITS – Form 150 \_\_\_\_\_  
Bank Interest \_\_\_\_\_ \$ \_\_\_\_\_

DISBURSEMENTS – Form 150 \_\_\_\_\_  
Bank Charges \_\_\_\_\_ \$ \_\_\_\_\_

Balance in Cash Book as of \_\_\_\_\_  
(date)

**PLUS OUTSTANDING CHEQUES**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*BANK BALANCE AS AT** \_\_\_\_\_ \$ \_\_\_\_\_  
(date)

**BALANCE IN OTHER ACCOUNTS:**

- TRAVEL \$ \_\_\_\_\_
- SAVINGS \$ \_\_\_\_\_
- TERM DEPOSITS \$ \_\_\_\_\_

Signed by:

Guardian Treasurer \_\_\_\_\_

Guardian Secretary \_\_\_\_\_

Section 4-10	<b>COUNCIL RESPONSIBILITIES GUARDIAN DIRECTOR OF MUSIC</b>	<b>Revised 01/09</b>
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## **GUARDIAN DIRECTOR OF MUSIC**

1. You should make yourself familiar with the Music Ritual, 1991 issue and the Instructions for Music on page 22 of the Ritual.
2. Music CD's are available if you do not have anyone who is able to play for Bethel meetings. *\*If you need help obtaining a CD, check with your Deputy.*
3. The Bethel Musician and Choir (*if you have one*) are under your direction.
  - You should also be available to help the girls plan extra musical numbers for programs and see that copies of all songs are available to the members.
  - Make sure that the Officers and Choir have song cards for regular meetings and especially for Initiation
4. If possible, a regular rehearsal for the Choir and other members should be planned.
  - This practice should be scheduled after conferring with the Honoured Queen and the Bethel Guardian, so that it will not be in conflict with other planned activities
  - It works well to have the Daughters work on a song while traveling or at an event like a sleepover
  - If your Bethel is small or you have newer members, it is easier to learn one song at a time
5. At all times when songs are to be sung by the members, have the Musician play a chord, then 3 counts before beginning the song.
6. At Opening, have the Musician play the introduction to "Open the Gates of the Bethel" giving good accents to the music so that the Officers outside can hear and know when to open the doors.
7. Have the Chaplain and Musician work together harmoniously.
8. Note: there are Chords for choir and officers to rise for the three songs during Initiation Ceremony.
9. It takes hours of practice to become a good Musician, so PLEASE remember to compliment and encourage the Daughter.

Section 4-11	<b>COUNCIL RESPONSIBILITIES DIRECTOR OF EPOCHS</b>	<b>Revised 01/09</b>
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## **DIRECTOR OF EPOCHS**

1. Assists the Bethel Guardian in instructing the Bethel Officers in their speaking parts.
2. Encourages all Officers and members to read ALL of the general instructions, pages 6-22 of the Ritual as well as the instructions pertinent to their stations.
3. **PROMPTING:** Instruct a Daughter to prompt. If she is absent, have another member perform this duty. Please DO NOT have an adult prompting. The prompter is the only person to have a Ritual open during the meeting. In case a Daughter is not available, the Director of Epochs may prompt.

A few notes about Stations:

- **INNER AND OUTER GUARDS**

These Officers should carefully read the Ritual, pages 17-20 so that they may properly perform their duties. Spend time with them so that they may fully understand their responsibility. An adult must remain with the Outer Guard when the ritual work necessitates her remaining outside the closed door. Make sure the Guards know the proper procedure for admitting late and/or unobligated visitors. If you have a smaller Bethel, help one of the other Officers learn the work of Inner Guard.

- **MESSENGERS**

Make time during Initiation Practice to explain the “story” being told by the Messengers during each Epoch. There is also a pronunciation guide and a list of definitions pages 140-151, Ritual. If the girls understand the story of Job, they will appreciate the beauty of the ritualistic language and make more effort to deliver it in a meaningful manner.

- **CHAPLAIN**

Note that she never handles the ribbon or Bible after it is opened. The Chaplain never kneels to open or close the Bible. Please go over the Instructions for Chaplain, Ritual, pages 20-22 with the new Chaplain at the beginning of each term.

- **MARSHAL**

Note that the Marshal never sings while holding the National Emblem. Please ensure that she knows how to carry both the Canadian Flag and the Bethel Flag. Help the Guide and Marshal with their floorwork: Opening and Closing Ceremonies, Purging, conducting and escorting and any special ceremonies being presented. See *Presentation of Flags and Flag Protocol, Sec. 3-4*

- **HONOURED QUEEN**

Help the HQ-elect with Use of the Gavel and go over Parliamentary Procedure for Presenting a motion with the Honoured Queen before her first meeting.

Section 4-12	COUNCIL RESPONSIBILITIES PROMOTER OF SOCIABILITY	Revised 01/09
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## PROMOTER OF SOCIABILITY

### 1. PREPARATION COMMITTEE:

The Promoter of Sociability assists the Preparation Committee which is appointed by the Honoured Queen. She remains in the Ante-Room with the candidates prior to Initiation and sees that the candidates are given the following instructions:

- Instructs them to listen to the Guide's questions and to answer "I do".
- Helps them practice the attitude of prayer and correct kneeling position (not sitting back on their heels). Instruct them to bow their head slightly when their name is mentioned, show them how to turn square corners and how to introduce their parents and other relatives.
- Advises them that they will be asked to repeat actions and words so they will be prepared. Signs and responses are not revealed at this time.
- Reads the Lord's Prayer, the Golden Rule and the Ten Commandments to the candidates. *\*the candidates are to be lined up, according to height, and their names listed in order to assist the Guide*
- Note that the Preparation Committee and the Promoter of Sociability enter the Bethel via the Anteroom Door after the Guide and Marshal enter the Preparation Room, immediately prior to the Initiation Ceremony.

### 2. ATTENDANCE OF ADULTS

See C-Bethel 4, Article XII, Meetings, Section 4, Attendance (a) Attendance of Adults, (1). Please work with the Outer Guard and Associate Bethel Guardian to determine that all visitors are eligible to remain.

### 3. ATTENDANCE REGISTER (PORCH BOOK)

See that the Attendance Register is out early before each meeting and ensure that all present have signed it. All Officers sign under their current office, fill-in officers should sign in the space allotted the office they are filling, adding "Pro-tem" after their name. All other members must sign as this is one way of determining attendance for eligibility to an elective office. Advise the Honoured Queen and Guardian of any special visitors, including their position.

### 4. LIST OF GUESTS FOR INTRODUCTION

The Introduction Sheet is to be overseen by the Promoter of Sociability and put on the Honoured Queen's podium before the start of the meeting. Introductions are not done from memory. Try to assist the Honoured Queen to make her introductions as gracious as possible. Have guests PRINT their names and titles on the introduction sheet. Ask the Associate Bethel Guardian to help with Masonic titles. *\*Please note that on the Official Visit - the Grand Guardian & Associate Grand Guardian (or the Deputy at Deputy Visit only), are introduced immediately following Past Honoured Queens*

Section 4-13	<b>COUNCIL RESPONSIBILITIES CUSTODIAN OF PARAPHERNALIA</b>	<b>Revised 01/09</b>
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## **CUSTODIAN OF PARAPHERNALIA**

Your position is essential to the appearance of the Bethel room and the Officers.

- Familiarize yourself with the setting up of the Bethel room. (*see Ritual, pp. 7-11*) Ensure the Marshal and Custodians arrive early to prepare the Bethel room for the meeting. Please instruct these Officers how to display, remove and store all paraphernalia.
- Check all girls before entering the Bethel room as to cleanliness of gowns, loose hems, long white slips, white hose, white slippers, headbands.
- Note that: Jewellery is limited to regulation membership and/or officer's jewels, awards, a wrist watch and one other additional piece of jewellery in keeping with the regalia of our Order and approved by the Executive members of the Bethel Guardian Council. No nail polish and no earrings. (*small, plain studs may be worn in newly pierced ears*)

### **1. GOWNS:**

- Daughters should be impressed with the importance of being responsible for their own regalia. Gowns should not be worn to and from meetings or to outside functions (ie as a costume). They should only be taken home for washing (*eg prior to Installation*), and events such as worship services & friendship meetings. The Custodian of Paraphernalia should be informed when any gown or regalia are being taken home.
- Every new Initiate should be given her gown before she leaves for home the night she is initiated. *\*it is a good idea to have a page to hand new parents re headbands, slippers, slips, stockings, washing & hemming instructions for gowns and a diagram of how to wear the gown (\*see diagram of gown: Sec. 3-7)*
- Gowns should be hemmed by hand as machine stitching can ruin the fabric. Please do not use iron-on hemming tape! **Never cut material off the bottom of a gown** in order to shorten it as it may go to a taller Daughter in the future.
- For Installation be sure that all Officers are aware of the correct length of gown. Has the Daughter grown taller during the term? White cords are for Officers and Assistant Officers. Purple cords are for Choir Members only.

### **2. HEADBANDS & CROWNS:**

- Headbands could be marked with the station (*or a number*) on the reverse side and given out and collected each meeting.
- Crowns are worn one inch (2.5 cm) back of the hairline; no hair is to be over the back rim of the crown. NO unofficial tiaras are to be worn with the Bethel gowns.
- Crowns should be handled very carefully; they are made of pot metal which is very fragile and is difficult to repair.

### **3. OTHER INFORMATION RE PARAPHERNALIA:**

- For emergencies have a box with safety pins, needles & white & purple thread, tape, bobby-pins, nail polish remover, etc.
- Advise the Marshal how to care for and iron the Flags (*low temperature iron!*)
- Check to see that all capes, altar cloths and flags are cleaned regularly.
- \*No Daughter is allowed to smoke at a Bethel hall

<b>Section 4-14</b>	<b>COUNCIL RESPONSIBILITIES PROMOTER OF FINANCE</b>	<b>Revised 01/09</b>
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## **PROMOTER OF FINANCE**

1. The Promoter of Finance assists the Honoured Queen and the Bethel in the planning, promoting and holding of money-making activities.
2. This Council Member works with the Associate Guardian to see that the Bethel books are audited at the close of each term, and reads a financial statement of the financial position of the Bethel at the first meeting of the new term. This statement shall show all debits and credits and all assets (*bonds, savings, travel fund, etc.*). The statement should be presented in a way that will show the profits and/or losses of any projects. It is important that, when giving this report, NOT make personal comment or compare one term with another.
  - *Copies of this statement shall be fastened to the Audit Page in each of the cash books. Copies should also be available for the members.*
  - *Keep the Bethel in a position to meet the commitments of the term.*
  - *Consult with the Council and Bethel as to the probable success of planned projects and try to be aware, constantly, of the financial position of the Bethel.*

The following are just a few suggestions for fundraising projects:

Bottle Drives	Advertise through newspapers or
Candy Sales	Peanut brittle, Halloween treats, Christmas wreaths
Delivering	Flyers, telephone books, catalogues
Teas	Pre-sell tickets, have door prizes, demonstrations, crafts
Raffle Tickets	Donated prizes if possible, Pay 'N Pull are good
Car Washes	Lots of advertising
Bake Sales	Shopping centers are good locations
Flea Markets	Local ones are usually inexpensive to enter
Garage Sales	Advertise well and collect lots, take consignment items
Cake Walks	After a special meeting is a good time
Walkathon	Get pledges
Skateathon	Get pledges
Bikeathon	Get pledges
Swimathon	Get pledges
Dance	Pre-sell tickets, good music, have lots of chaperones
Catering	Dinners at Masonic Hall, wedding receptions, etc.
Dishwashing	For functions at Masonic Hall, wedding receptions, etc

<b>Section 4-15</b>	<b>COUNCIL RESPONSIBILITIES</b> <b>Hospitality, Good Will, Youth Activities, Promotion, Fraternal Relations</b>	<b>Revised 01/09</b>
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#### **PROMOTER OF HOSPITALITY**

1. Assists the committee appointed by the Honoured Queen to provide refreshments.
2. Encourages Bethel members to welcome and extend hospitality to other members and guests.

#### **PROMOTER OF GOOD WILL**

1. Keeps in touch with those who may be ill or in need.
2. Encourages the members to extend friendship and cheer to others.

#### **PROMOTER OF YOUTH ACTIVITIES**

1. Advises newer members of the Bethel's social activities and encourages them to attend as many as possible.
2. Arranges special activities for the newer members in co-operation with the Honoured Queen and Bethel Guardian
  - oversees them and encourages them to voice their opinions on other activities that would interest them
  - Informs them that they could have a project of their own for the Bethel.
3. Checks with the Big Sisters to make sure they are doing their job.

#### **DIRECTOR OF PROMOTION**

1. Assists the members of the Bethel and Bethel Guardian Council in promoting increased interest in the Bethel's activities
  - encourages all to participate
  - puts forth any ideas they may have to retain and increase membership.
2. Advises parents and other eligible adults that their attendance at meetings is important to the members.
  - Encourages them to become involved in helping our members.

#### **PROMOTER OF FRATERNAL RELATIONS**

1. Contacts the various Masonic related organizations and make known to them the ideals and purposes of Job's Daughters.
  - In co-operation with the Honoured Queen and Bethel Guardian, arranges for the Bethel to exemplify the ritualistic work for those Masonic bodies and other affiliated organizations.

Section 5-1	ELECTION INFORMATION TO BE READ BY ASSOCIATE BETHEL GUARDIAN	Revised 01/09
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## BETHEL ELECTIONS

- Bethel Elections are the first item under New Business
- **On the second meeting in April and the second meeting in November and again on each Election night** *(the first meeting in May and the first meeting in December)*, **the Associate Bethel Guardian shall read the following:**

MANUAL OF RULES & REGULATIONS of the GRAND GUARDIAN COUNCIL OF BC International Order of Job's Daughters, Article VII, Section 1(a) and 1(b).

- Election of Bethel Officers shall be held at the first meeting in the months of May and December.
- Election shall be by written secret ballot, without nominations. Where there is but one member aspiring to an office, and with a majority vote of the Bethel members present, the election may be by Viva Voce vote. A majority vote shall elect.

CONSTITUTION & BYLAWS of the INTERNATIONAL ORDER OF JOB'S DAUGHTERS:

C-BETHEL, Article VI, ELIGIBILITY, Section 1:

- 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, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- 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, Article VII, ELECTION, Section 1:

- 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.
- All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age before the next election.

Section 5-2	ESSENTIAL INFORMATION FOR SCRUTINEERS	Revised 01/09
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## SCRUTINEERS

Three adults are to be appointed by the Honoured Queen in agreement with the Associate Bethel Guardian. Your Deputy should be the Head Scrutineer. Other Scrutineers should be a Grand Officer, Past Bethel Guardian, Associate Bethel Guardian or Council member from your own or a visiting Bethel. **Do not have parents whose Daughters are eligible for election as Scrutineers.**

The Head Scrutineer shall tabulate the votes; the other two scrutineers shall pass out ballot papers and pencils and collect the ballots after the members have voted. As the ballot is collected, one blank paper shall be given for the next ballot. The Scrutineers read the names to the Chairperson, who will record each name, tabulate and check for accuracy. (see sample tally sheet on page 5-4) **The Head Scrutineer does not repeat the names or count out loud** \*\*\*The results are handed to the Honoured Queen. If no election has been reached, she will read the tally sheet in its entirety, out loud. Once an election has been determined, the Honoured Queen will only need to read the Poll Count, Blanks deducted and Majority needed. She will then announce the name of the elected Daughter with the number of votes received. \*\*\*Only the Honoured Queen shall read these results aloud.

## METHOD OF COUNTING BALLOTS

Each ballot is read and tabulated. A count of five (5) is Tally. Full count shall be tabulated as per tally sheet.

## MAJORITY VOTE

The majority required to elect an officer is calculated as one half of the eligible votes plus one, and is calculated in accordance with the following examples:

Even number eligible votes: 20    Majority required: 11

Odd number eligible votes: 19    Majority required: 10

- a **BLANK BALLOT** is submitted when a Daughter isn't sure for whom to vote. \*\*\**deducting blank ballots from poll count may change the number of votes needed for election*
- a **BALLOT** is **SPOILED** if anything other than the Daughter's first and last name is on the ballot. \*\*\* spoiled ballots are not deducted from the number of votes needed for election.

The Guardian Secretary will make sure that there are enough Tally sheets and pencils available for the Chairperson as well as enough ballot papers and pencils ready for use of the voting members.

\*It is essential that the Tally sheet be read out loud by the Honoured Queen so that if the majority changes, due to blank ballots being deducted, everyone is aware of such a change. This is insurance against error on the Scrutineers' parts and relieves them of the responsibility of the Election.

Once a motion to destroy the ballots is passed, it is the responsibility of the Head Scrutineer to dispose of them.

Section 5-3	ELECTION PROCEDURE FOR HONOURED QUEEN	Revised 01/09
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## PROCEDURE FOR HONOURED QUEEN

**Elections shall be the first order of New Business.** *\*be sure the Outer Guard has been invited into the meeting.*

*Proceed as follows:*

**HONOURED QUEEN:** “We will now poll the Bethel. All members will rise and number off starting on my right. Our Associate Bethel Guardian will verify the count off. Please be seated as you call your number.”

**HONOURED QUEEN:** “We will require a majority vote of \_\_\_\_\_ to elect an officer. ONLY blank ballots will be deducted from the total of ballots cast.”

**HONOURED QUEEN:** “Our Associate Guardian will read to us from the Constitution and the Manual of Rules and Regulations in regard to Bethel elections.” *(Be seated while Associate Guardian reads).*

**HONOURED QUEEN:** “Will our Bethel Guardian please read a list, in alphabetical order, of all girls eligible for election?” *(Be seated while Guardian reads).*

**HONOURED QUEEN:** “There will be no talking, entering or leaving the room during the elections.”

**HONOURED QUEEN:** “The elections of officers shall be by Secret Ballot. However, if there is only one member aspiring to an office, we may elect by viva voce. If the Members wish to vote by the voting sign of the Order, we will require a motion.” *(pause for a motion from the floor).*

*\*The motion should proceed in the regular manner. **If there is no motion or the viva voce motion is defeated, election will be by secret ballot.** (Go to Secret Ballot procedure on the next page)*

## **PROCEDURE FOR VIVA VOCE:**

**If the viva voce motion is carried, the Honoured Queen proceeds as follows:**

**HONOURED QUEEN:** “We will have a viva voce vote for the elective offices if only ONE member aspires to an office.”

**HONOURED QUEEN:**

- “All those aspiring to the office of \_\_\_\_\_ will please rise.
- All those aspiring to the office of \_\_\_\_\_ will please rise.
- All those aspiring to the office of \_\_\_\_\_ will please rise.”

*(Start with Honoured Queen and proceed in order to Senior Princess, Junior Princess, Guide then Marshal)*

Section 5-4	ELECTION PROCEDURE FOR HONOURED QUEEN	Revised 01/09
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Viva Voce continued:

**IF ONLY ONE MEMBER RISES** *continue as follows:*

**HONOURED QUEEN:** "All those in favour of \_\_\_\_\_ for the office of \_\_\_\_\_ will vote by the voting sign of the Order. Opposed, same sign. By your vote, you have elected \_\_\_\_\_ to the office of \_\_\_\_\_. (Hand clap).

**SECRET BALLOT:**

- **IF MORE THAN ONE MEMBER RISES**
- **OR IF THERE IS NO MOTION FOR VIVA VOCE**
- **OR IF A MOTION FOR VIVA VOCE IS DEFEATED, then continue as follows:**

**HONOURED QUEEN:** "Will the scrutineers please take their places, then pass out the Ballot papers and pencils? Please DO NOT fold your ballots. No member on the sidelines will make a tally. Mark your ballot clearly with first and last names of your choice. If both names are not included, this will be a spoiled ballot. If you do not know who to vote for, submit a blank ballot."

*When all members have ballots and pencils:*

**HONOURED QUEEN:** "The ballot for the office of \_\_\_\_\_ is now open. (*Start with Honoured Queen and proceed, in order, to Senior Princess, Junior Princess, Guide and Marshal as required*). Please rise when your ballot has been marked".

*When all members are standing:*

**HONOURED QUEEN:** Will the scrutineers please collect the Ballots?

*When the ballots have been collected:*

**HONOURED QUEEN:** "Have all voted? Have all voted? Have all voted? I declare this ballot closed".

*Sound gavel once. When the scrutineers complete the count, the Head Scrutineer will hand the tally sheet to the Honoured Queen.*

Section 5 – 5	ELECTION PROCEDURE FOR HONOURED QUEEN	Revised 01/09
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**IF AN OFFICER HAS BEEN ELECTED** *the procedure is:*

*HONOURED QUEEN: Once an election has been determined, the Honoured Queen will only need to read the Poll Count, Blanks deducted and Majority needed. She will then announce the name of the elected Daughter with the number of votes received.*  
**\*\*\*Only the Honoured Queen shall read these results aloud.**

“By your ballot you have elected \_\_\_\_\_ (state full name) to the office of \_\_\_\_\_ . Are you willing to accept this office?” *(pause for Daughter’s response).*

**If she says “Yes”,** a hand clap is in order.

**If she says “No”:** “ \_\_\_\_\_ ” is withdrawing her name from this ballot and we will ballot again for the position of \_\_\_\_\_ ”.

**IF AN OFFICER HAS NOT BEEN ELECTED** *the procedure is:*

*HONOURED QUEEN: read the Tally Sheet in its entirety then say: “There is no majority. Any Daughters wishing to withdraw their names from this ballot may do so now. (pause to allow Daughters to remove names, if any). The ballot for the office of \_\_\_\_\_ is now open”.*

**WHEN ELECTIONS ARE COMPLETED:**

**HONOURED QUEEN:** “On behalf of the Bethel, I wish to congratulate the officers elected for the ensuing term”. (Hand clap). “May I have a motion to destroy the ballots?” *(motion is to be handled in the regular manner) Once the motion is passed, ballots and Tally Sheets are handed to Head Scrutineer for disposal.*

**HONOURED QUEEN:** We wish to thank the Scrutineers for their assistance. You may retire”.

**HONOURED QUEEN:** “This concludes Election of Officers”. *(Sounds gavel)*

Section 5-6	ELECTION PROCEDURE SAMPLE BALLOT TALLY SHEET	Revised 01/09
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**SAMPLE TALLY SHEET**

POLL COUNT OF BETHEL \_\_\_\_\_

BLANK BALLOTS – TO BE DEDUCTED \_\_\_\_\_

TOTAL (A) \_\_\_\_\_

MAJORITY (1/2 OF POLL COUNT PLUS 1) \_\_\_\_\_

BALLOT FOR THE OFFICE OF \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

SPOILED BALLOTS: \_\_\_\_\_

TOTAL (B) \_\_\_\_\_

**\*For accuracy, total A and B must agree**

<b>Section 6-1</b>	<b>BETHEL INSTALLATIONS</b>	<b>Revised 01/09</b>
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## GENERAL INFORMATION:

Installations are governed by the GGC of B.C. **Ceremony of Installation**, reprinted 2001 and C-Bethel 3, Article X. Refer to British Columbia Installation instructions and formats. For the Narration you may use the Book of Themes or compose your own.

The following general information will assist you in planning your Bethel Installation:

- H.Q. Elect, Guardian and Associate Guardian should consult on:
  - a) Budget for Installation
  - b) Installing Officers
  - c) Bethel Officers
  - d) Musician and soloist
  - e) Program and invitations
  - f) Term plan
  - g) Pictures – time to be taken
  - h) Type of refreshments
- The H.Q. Elect should present the Term Plan, List of Officers, Installing Team, and Term Committees (*auditing, pledge and proficiency*) to the Executive Bethel Guardian Council at the next Council meeting after the Bethel Election.

1. **DISPENSATIONS:** For changes of date, time or place from 2<sup>nd</sup> meeting in June or January, a Special Dispensation is required. Please send for it as soon as a hall booking is made. Do not wait until the Bethel Election. Regardless of the results of election, a Bethel installation will be held according to the Bethel Bylaws. *\* Attach this dispensation to the minutes of Installation in Recorder's minute book.*
2. **INVITATIONS:** Are to be sent only after election is held and after Dispensation is received from the Grand Guardian. Official invitations **MUST** be used. The printed card form is available from the Supply Distributor or electronic format may be downloaded and sent by e-mail.
3. The Bethel Guardian Council should arrange to order P.H.Q.'s pin at least 2 months before the Installation.
4. **CHOOSING INSTALLING TEAM:** The Installing Officer of a Bethel shall be its own retiring HQ. The Executive Members of the BGC shall approve the selection of all other Installing Officers. Please refer to *C-Bethel 3, Article X, INSTALLATION, Section 2, (a) – (g)*
5. Please invite your Deputy to the practice.
6. **CORSAGES:** If you choose to have corsages, please give these to Installing Team and families before the installation so they may be enjoyed all evening.

Section 6-2	<b>BETHEL INSTALLATIONS, con't</b>	<b>Revised 01/09</b>
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8. **PICTURES:** One video camera may be used during the ceremony. This camera is to be in a stationary, unobtrusive position so that it does not take away from the solemnity of the ceremony. At no time shall flashes or light bars be used.
9. When Officers enter they are not escorted
10. Flags of other countries are presented only if visitors are present from that country.
11. Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dresses with the following exceptions:
  - The Installing Officer shall not install herself into any office or the Bethel Choir
  - Any member being installed as the Honoured Queen or Princess shall wear an official robe
12. The Bible is not turned for Honoured Queen's Obligation. The HQ-elect places her hands ON, not above, the Bible.
13. **PRESENTATIONS:** Do not close the Bible. If correct marching lines are used, no one will walk in front of the Bible. Make the Guardian aware of all presentations.
14. For installation purposes only, elected officers pins may be attached to a ribbon for presentation. These should be worn over the heart or on the left side.
15. **INTRODUCTIONS:** Elected officers may introduce their parents and immediate family only. The immediate family of the H.Q. maybe escorted to the east.
16. Honoured Queen and officers may carry favours into the Closing Cross and place them on the floor as soon as they kneel.  
Retiring Honoured Queen may carry flowers. Officers kneel. Retiring Honoured Queen remains standing.
17. **ADDENDAS & MERIT AWARDS** are more personal and meaningful when done in the Bethel at the last meeting of the term.
18. We do NOT have a coin march at Installations in British Columbia.
19. We do NOT use a host and hostess to introduce the Bethel Guardian and Associate Guardian. *\*they may be used at the table where everyone signs in or at reception time*

Section 7-1	GRAND GUARDIAN'S OFFICIAL VISIT	Revised 01/09
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## OFFICIAL VISIT OF THE GRAND GUARDIAN

1. There is only one Official Visit by the Grand Guardian during each Grand Guardian Council term. This visit may be made in the spring or fall term.
2. The Grand Guardian and Associate Grand Guardian are introduced from the East (after Past Honoured Queens) and accorded Grand Honours.
  - It is a courtesy to ask the GG & AGG to sit in the East after they have been introduced. You may also ask Miss BCJD and present Grand & Supreme Officers to sit in the East.
  - It is a courtesy to ask the GG, AGG, Miss BCJD, PGG's, PAGG's and other Grand/Supreme Officers to join in your Circle of Prayer before this meeting.
3. The Official Visit is a regular Business meeting but must include the Bethel's choice of one of the following ceremonies as item 6 in the Order of Business:
  - Obligation Ceremony
  - Majority Ceremony
  - Initiation Ceremony

*\*Note that a Friendship or Joint Meeting should not be scheduled at your Official Visit nor should another Bethel blitz you on that evening.*
4. All Bethel Books must be examined by the Grand Guardian or the Associate Grand Guardian. *\*see Sec. 7-2 of the Guidelines which lists the 7 books which must be available. The Grand Guardian will schedule the time for her inspection.*
5. The "job" of the Grand Guardian is to see that all Bethels in our Jurisdiction conform to the Ritual, the Manual of Rules and Regulations and the Constitution of the Supreme Guardian Council. She signs each Bethel Book to attest to their condition because, she, in turn, is responsible to uphold Supreme Law. She is at the Official Visit to assist your Bethel and to instruct when necessary.
6. The Honoured Queen should first call upon the Bethel's Guardian & Associate Guardian for Remarks and then the Grand Guardian, Associate Grand Guardian and Miss BCJD (if she is present).
7. At Closing Ceremony, the Bethel Guardian should invite the Grand Guardian and Associate Grand Guardian to the East to view the Closing Cross. *\*it is a courtesy to ask the Grand Guardian to close the Bethel meeting* When the meeting is concluded, please have all Officers and Members march to the East Line *(as is done for new Initiates)* to be greeted by the GG & AGG.

## DEPUTY VISIT

1. The Deputy's Official Visit is made in the term opposite the Grand Guardian's Official Visit. The Deputy's Visit should be as special a night as the GG's Official Visit because your Deputy is the Grand Guardian's representative to your Bethel.
2. The Deputy is introduced from the East (after Past Honoured Queens) and is accorded Grand Honours. *(The Deputy receives Grand Honours on the night of the Deputy Visit ONLY, unless otherwise entitled to receive them).* It is a courtesy to ask your Deputy to sit in the East after being introduced.
3. INITIATION MUST BE HELD for this meeting. If there are no candidates, a courtesy candidate must be used. If you have only one initiate, please have a courtesy candidate go through the ceremony with her.

<b>Section 7-2</b>	<b>GRAND GUARDIAN'S OFFICIAL VISIT, con't</b>	<b>Revised 01/09</b>
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4. The Deputy visits to observe Bethel Ritual work and examine the condition of the Bethel's Books. A report is then made to the Grand Guardian as to the general tenor of the Bethel and areas where attention is required. The Deputy will not make corrections in open Bethel, but will advise with the Bethel Guardian and BGC after the visit to discuss points requiring attention.
5. The Deputy is your liaison with the Grand Guardian. Your Deputy has been chosen to help you with questions regarding the Constitution, BC Manual, Ritual and Books of Ceremonies. The Deputy is there as a resource and can answer or will find the answer to questions about the functioning of your Bethel. The Deputy will refer personal differences that cannot be resolved between the persons involved to the Grand Guardian.

### **EXAMINATION OF BETHEL BOOKS**

The following Books will be examined at both the Official Visit and the Deputy Visit. Bethel Guardians should contact the Bethel Recorder, Guardian Secretary & Guardian Treasurer to ensure that ALL the following books are at the Bethel for the Official Visit:

1. **ATTENDANCE REGISTER [PORCH BOOK]:** All Officers, Members and Council Members must sign in every meeting. As only Officers, Choir and Council are recorded in the Roll Call, the Attendance Register records the attendance of all other members, visitors & special guests.
2. **Both CASH BOOKS:** Guardian Secretary/Recorder's Cash Receipt Book  
Guardian Treasurer/Treasurer's Cash Disbursement Book
  - All accounts (*current, travel, savings, GIC's etc.*) must be recorded
  - Bank statements must be reconciled monthly and initialed by the Guardian Secretary. The last statement of each term must be attached to the Guardian Treasurer's Cash Disbursement Book
  - Interest earned and service charges are recorded when incurred
  - Member's fees and dues must be recorded individually by name in the Guardian Secretary/Recorder's Cash Receipt Book
  - Initiation fees are recorded on the date the petition is received, not the date of Initiation
  - All receipts are recorded on the date of receipt and promptly deposited preferably the day or evening of the event
  - The Bethel Audit, supervised at the end of EACH TERM by the Associate Bethel Guardian, MUST be attached to the cash books. This audit records all receipts and disbursements and summarizes all assets. The Audit Report MUST be read in Bethel at the first meeting of each new term.
  - The ABG does not have to do the Audit, but it is his job to see that the Audit is properly done by a competent person independent of the Bethel
3. **RECORDER'S MINUTE BOOK:** This book is the official history of your Bethel. It is important that it be clear to read and recorded in ink. If minutes are done on a computer, they must be permanently attached into the Minute Book.

Section 7-3	GRAND GUARDIAN'S OFFICIAL VISIT, con't	Revised 01/09
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Recorder's Minute Book, continued:

- The Bethel's Minutes should be signed by the Honoured Queen and Recorder each meeting
  - Motions must state the wording of the motion, the first and last name of the mover, and must show that the motion was seconded and if it was carried or defeated
  - All correspondence should be listed, with a brief explanation of content
  - Visitors introduced and honours accorded them must be included in the Bethel Minutes because this information is not in the Porch Book. The Recorder may NOT state "as per Introduction Sheet"
  - It is acceptable for the Recorder to write "as per attendance register" because the Roll Call Book is a permanent part of the Bethel's books
  - Special Dispensations are attached to Minutes of the meeting to which they apply
  - The motion to pay the bills must state the amount of the bills as well as the mover and that this motion was seconded and carried or defeated
4. **PERMANENT RECORD BOOK:** Dates of Majority, Demits and Suspensions must be kept current. This will make doing the Annual Report in January much easier. For easy reference, the alphabetical list at the back of this book should be kept updated. Include Grand Officers and Members of Honour from your Bethel in the back or front of the Permanent Record Book.
  5. **DUES BOOK:** Daughter's record of dues must be kept up to date at all times. Offices held and special honours or awards **MUST** be recorded on the back of each Daughter's page.
  6. **ROLL BOOK:** Officers, Bethel Choir and Bethel Guardian Council are listed and their names are called at each meeting. It is essential that "absent" or "excused" be written beside the name of a person not in attendance. The Bethel Guardian states "absent" or "excused" when the roll is being called
  7. **BETHEL GUARDIAN COUNCIL MINUTE BOOK:** Bethel Guardian Council meetings are to be held monthly unless a reasonable excuse is recorded and the Grand Guardian is contacted. The Line Officers are invited to Council meetings but they do not vote or make motions. Council makes recommendations to the members who then vote at the Bethel meeting on all matters regarding Bethel functions. Only Executive Council can vote to recommend expenditures to the Daughters.

Section 8-1	DAUGHTERS RECOMMENDING THE BGC	Revised 01/09
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## BETHEL MEMBERS' COUNCIL RECOMMENDATIONS

1. The Bethel Daughters' recommendations for the five Executive members for the next Bethel Guardian Council are the first item under "New Business". *According to the B.C. Manual of Rules and Regulations, Supplement to Constitution of a Bethel Guardian Council, Recommendation for Executive Members of the Bethel Guardian Council Members: the Daughters' recommendations shall take place before the Annual Bethel Guardian Council Meeting.*
2. This ballot is to be taken at a Bethel meeting at least 30 days before Grand Session (*which, for many Bethels, would be no later than the 1<sup>st</sup> meeting in February*). The Daughters must be given 30 days notice of this ballot (*which is at least 60 days before Grand Session – no later than the 1<sup>st</sup> meeting in January*). The BG or ABG reads all of Sec. 5-1 from the Guidelines to give the Daughters this notice. Read from the Constitution: SI 8-1: 1, 2 & 3
3. In the weeks prior to this meeting, Bethel members should be encouraged to ask an adult if they are willing to serve on the next Council. The Daughters need to know that a Bethel Guardian must have Masonic relationship and an Associate Bethel Guardian must be a Master *Mason [see C-BGC 2, Article VI, Eligibility, Section 1. Regular (b) and (c)]*. The other three members of the Executive must either have the same eligibility as the BG or ABG or be the parent, grandparent, stepparent or guardian of a member of the Bethel.
4. The procedure for recommendation is for an Officer (*usually the Recorder*) to hand out ballots (*see sample on next page*) to the Daughters who are present and have them fill out their ballots privately. The Bethel Recorder then collects the ballots and seals them in a pre-stamped envelope addressed to the Vice Grand Guardian in the presence of the Bethel membership.
5. It is permissible for a Daughter to write a brief message to the Vice Grand Guardian on the back of the ballot.
6. Immediately after the Bethel meeting, the Recorder, accompanied by an appropriate adult, should mail the sealed envelope containing the ballots to the Vice Grand Guardian.
7. Well in advance of your Bethel meeting, photocopy the ballot illustrated on the next page (*or make a ballot no smaller*) Please do not use scraps of paper.
8. It is important that the Daughters know
  - that this ballot is a **recommendation** to the Vice Grand Guardian, **it is not a vote!**
  - that this "ballot" is **confidential** and only the Vice Grand Guardian sees the ballots

Section 8-2	BALLOT FOR DAUGHTERS TO RECOMMEND NEW BGC TO VGG	Revised 01/09
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BETHEL # \_\_\_\_\_ LOCATION: \_\_\_\_\_

GUARDIAN: \_\_\_\_\_

ASSOCIATE GUARDIAN: \_\_\_\_\_

GUARDIAN SECRETARY: \_\_\_\_\_

GUARDIAN TREASURER: \_\_\_\_\_

DIRECTOR OF MUSIC or EPOCHS: \_\_\_\_\_

\*\*\*your Bethel Council will have **EITHER** a Guardian Director of Music **OR** a Director of Epochs as the 5<sup>th</sup> member of the Executive. **Please circle which of these Bethel Guardian Council positions your Bethel has.**

BETHEL # \_\_\_\_\_ LOCATION: \_\_\_\_\_

GUARDIAN: \_\_\_\_\_

ASSOCIATE GUARDIAN: \_\_\_\_\_

GUARDIAN SECRETARY: \_\_\_\_\_

GUARDIAN TREASURER: \_\_\_\_\_

DIRECTOR OF MUSIC or EPOCHS: \_\_\_\_\_

\*\*\*your Bethel Council will have **EITHER** a Guardian Director of Music **OR** a Director of Epochs as the 5<sup>th</sup> member of the Executive. **Please circle which of these Bethel Guardian Council positions your Bethel has.**

Section 9-1	ADULT COUNCIL RECOMMENDATIONS	Revised 01/09
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## ADULT COUNCIL RECOMMENDATIONS

1. The Annual Bethel Council meeting is to be held at least thirty (30) days before Grand Session for the purpose of Council recommendations. *[see C-BGC 3, Article XII, Meetings, Section 2 (b)]* **\*The Daughter's recommendations must take place before this meeting.**
2. For Council Eligibility see *C-BGC 2, Article VI, Eligibility, Section 1, Regular, (a) to (d)* Executive members of a BGC shall serve no more than three consecutive terms in one office and cannot be reappointed to that office until a lapse of one year.
3. For positions on a BGC see *C-BGC 1, Article V, Council Members, Section 1 (a) & (b)*.
4. At the Annual meeting, all the nine appointed Council members (if present) recommend the five new Executive members of the BGC. Only the current Executive members in attendance at this meeting recommend not more than four new Associate Council. Committee chairpersons are not eligible to recommend any members of the BGC. *(see C-BGC 4, Art. XII, Sec. 3, Purpose of the Annual Meeting)*
5. Recommendations are by written secret ballot without nominations. Each position is recommended individually until a majority has been reached. Ballots are collected and read aloud. *\*please make sure the people would be willing to accept that position on Council before recommending them*
6. The Deputy should be invited to this meeting to advise, but the B.G. presides.
7. Form 222 should be printed clearly with the names, addresses, postal codes, phone numbers, and Masonic eligibility of those recommended to positions on the new Council. This form is to be mailed to the Vice Grand Guardian at least twenty days before Grand Session. *\*please check spelling of names as this is the only reference the Grand Secretary has to make out Council certificates.*
8. The Grand Secretary will mail appointment certificates to the new Bethel Guardian once the new Grand Guardian has chosen the new Council. *\*The incoming B.G. announces the new Council to the Bethel.*
9. Adult Committee Chairpersons are appointed by the newly installed BGC.
10. Council Installation is to be held at the first Bethel meeting in June. The Council shall be installed by a member of the SGC or the GGC. Only the nine members (or less) appointed by the Grand Guardian may be installed.

**It is important to know that the recommendation process is NOT an election. The Grand Guardian refers to the Daughters' recommendations and Council recommendations but she has the right to make the Council appointments she feels are for the good of the Order.**

Section 10	AMENDING YOUR BETHEL'S BYLAWS	Revised 01/09
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## PROCEDURE FOR AMENDMENTS TO THE UNIFORM CODE OF BETHEL BYLAWS

See the new B.C. Uniform Code of Bethel Bylaws, (*the trifold white card with purple print issued March, 2008*), Article XV, Section 2, (a) – (g)

\*\*\*This trifold card **MUST** be affixed inside the front of your Bethel's **PERMANENT RECORD BOOK** and every member and all new initiates must receive copies.

Should the Bethel wish to make any change to the Bylaws - (*i.e. amount of annual dues, date, time or place of meeting, etc.*) the following steps are to be taken:

1. After discussion and recommendation in Council... (go to #2)
2. The proposed amendment is presented to the Bethel, in writing
3. At the same time, a copy of the proposed amendment is to be sent to each member of the Bethel (*active and inactive*)
4. If the Guardian Secretary does not have **six (6) original form 122's** (Amendment to Bethel Bylaws Form) in the Guardian Secretary's files, then these may be ordered from the Supply Distributor, downloaded from the international website [www.jdi.org](http://www.jdi.org) or the Guardian Secretary's "form" disk
5. **After a layover of at least one (1) regular meeting of the Bethel**, the amendment is presented at a Bethel meeting for discussion and vote.  
*note: a two-thirds (2/3) majority vote of members voting is necessary for adoption*
6. The Guardian Secretary then completes the six (6) Form 122's filling in all the blanks as required
  - **All 6 copies and sets of signatures MUST BE filled out singly and NOT PHOTOCOPIED**
  - **Important note: How the section you wish to amend PRESENTLY reads must be completed as well as how the section WILL READ when amended**
7. Sign, date and imprint the Bethel seal on all six forms and mail them to the Chairman of the Jurisprudence Committee
8. Amendments to Bylaws shall not become effective until notice of approval has been received from the Jurisprudence Committee
9. When approved, two forms are returned to the Bethel
  - **one copy must be affixed to the front of the Permanent Record Book. Please do this immediately!**
  - **one copy is to be affixed to the Bethel Minutes of the meeting at which the Daughters voted to approve the amendment**

Section 11	INTRODUCTION SHEET	01/09
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**INTRODUCTIONS – Please print names & titles clearly**

**HONOURED QUEENS**

**ESCORTED** – Bethel Honours

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**PAST HONOURED QUEENS**

**ESCORTED** – Bethel Honours

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**GRAND GUARDIAN & ASSOCIATE GRAND GUARDIAN** **ESCORTED** – Grand  
 or **\*DEPUTY GRAND GUARDIAN** (*\*only when making Official Visit*) Honours

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**VISITING PRINCESSES & PAST PRINCESSES**

**ESCORTED** – Hearty  
 Welcome

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SUPREME BETHEL OFFICERS & REPRESENTATIVES

**ESCORTED** – Hearty  
Welcome

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MISS INTERNATIONAL JOB'S DAUGHTERS

**ESCORTED** – Hearty Welcome

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GRAND BETHEL HONOURED QUEEN & GRAND BETHEL OFFICERS &  
REPRESENTATIVES

**ESCORTED** – Hearty Welcome

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MISS BC JOB'S DAUGHTER

**ESCORTED** – Hearty Welcome

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VISITING JOB'S DAUGHTERS

**RISE** – Hearty Welcome

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MAJORITY MEMBERS

**RISE** – Hearty Welcome

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SUPREME GUARDIAN & ASSOCIATE SUPREME GUARDIAN

**ESCORTED** –  
Supreme Honours

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PAST SUPREME GUARDIANS & PAST ASSOCIATE SUPREME GUARDIANS

**RISE** – Supreme Honours

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OTHER SUPREME OFFICERS

**RISE** – Grand Honours

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GRAND GUARDIAN & ASSOCIATE GRAND GUARDIAN

**ESCORTED** – Grand  
Honours

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PAST GRAND GUARDIANS & PAST ASSOCIATE GRAND GUARDIANS

**RISE**  
Grand Honours

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OTHER GRAND OFFICERS

**RISE** – Bethel Honours

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**BETHEL GUARDIANS & ASSOCIATE BETHEL GUARDIANS**

**RISE** – Bethel

\*\*\*NOTE: When visiting BG's or ABG's are present all may be escorted

Honours

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**PAST BETHEL GUARDIANS & PAST ASSOCIATE BETHEL GUARDIANS**

**RISE** –

Bethel Honours

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**COUNCIL MEMBERS**

**RISE** – Hearty Welcome

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**GRAND MASTER OF THE GRAND MASONIC LODGE**

**ESCORTED** – Hearty

Welcome

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**DISTRICT DEPUTY GRAND MASTER**

**ESCORTED** – Hearty Welcome

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WORSHIPFUL MASTERS

**ESCORTED** – Hearty Welcome

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PRESIDING SUPREME OR GRAND OFFICERS OF OTHER CONCORDANT BODIES

**ESCORTED** – Hearty Welcome

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PRESIDING OFFICERS OF OTHER MASONIC FAMILY ORGANIZATIONS *[such as Eastern Star, Daughters of the Nile, Shrine, Scottish Rite, York Rite]*

**RISE** – Hearty Welcome

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BETHEL GRANDPARENTS\* and/or MEMBERS OF HONOUR\*

**RISE** – Hearty  
Welcome

*(\*introduced at the discretion of the Honoured Queen and the Executive members of the Bethel Guardian Council)*

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Section 12-1	<b>SUGGESTED OUTLINE FOR AGENDA OF A BETHEL GUARDIAN COUNCIL MEETING</b>	01/09
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## **SUGGESTED OUTLINE FOR AGENDA OF A BETHEL GUARDIAN COUNCIL MEETING**

NOTE: All business must be approved by the members of the Bethel Guardian Council at a regular (or special) meeting, before being presented to Bethel. Meetings should be orderly. Please use a gavel and adhere to Robert's Rules of Order as the Parliamentary Authority. Motion should be stated as: "I move to recommend to the Bethel Daughters that they ...."

- 1. LORD'S PRAYER AND WELCOME**
- 2. ROLL CALL**  
May be silent. Please note those present in the Minutes
- 3. MINUTES**  
"Secretary, you will read the Minutes of *(state date)* ..."
- 4. TREASURER'S REPORT**  
Must include receipts and disbursements of the Bethel meetings. Include all accounts in the report and have a copy of the report for the Bethel Guardian's records.
- 5. CORRESPONDENCE**  
Read all correspondence in its entirety. Secretary lists these in her minutes. If it is to be read in Bethel, place in folder to be given to Bethel Recorder for next Bethel meeting. Bethel Guardian: "Communications requiring action will be taken care of under the proper order of business".
- 6. BILLS**  
The Executive Bethel Guardian Council recommends approval to the Bethel Daughters that bills be paid. List who the bill is from, what it is for and the amount.
- 7. RECEIPTS**
- 8. REPORTS**  
Elected Officers give their reports first. (*\*they may be excused after their reports*)  
Then call on the Bethel Guardian Council Members in this order:
  - a) Associate Bethel Guardian
  - b) Guardian Secretary
  - c) Guardian Treasurer
  - d) Director of Music and/or Epochs
  - e) Promoter of Sociability
  - f) Custodian of Paraphernalia
  - g) Any other Council members you may have serving, then Committee heads

Section 12-2	SUGGESTED OUTLINE FOR AGENDA OF BETHEL GUARDIAN COUNCIL MEETING, con't	01/09
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**9. UNFINISHED BUSINESS**

List things that have already been discussed under New Business at a previous meeting, but were not acted on or completed

**10. NEW BUSINESS**

Any business arising from reports, correspondence, etc. If any Bethel Daughter wishes something brought before the Council, it is done at this time. *\*then, be sure to take the conclusion/decision back to the Daughter.*

**11. PETITIONS**

Read in full (*all blanks must be completed*). Initiation fee must have been received. When visitation is complete, the Executive members vote on the petitioner(s). Report of Ballot on Petition is completed at this time. See: *B-BGC, Article 1, General Duties of the Executive members, Section 2. Petitioners (a)*

**12.** Invite Elected officers to return and advise them of answers to any questions previously asked during reports.

**13.** Announce the time and place of the next meeting

**14. ADJOURN** *\*need a motion. Also time meeting adjourns should be recorded*