

Planning Your Bethel's Installation

A HANDBOOK FOR INSTALLATIONS IN BRITISH COLUMBIA



PLANNING YOUR BETHEL'S INSTALLATION

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Once you are elected or appointed Honoured Queen check with your Bethel Guardian to see how much money your Bethel budgets for the Bethel Installation.

The Bethel will supply and the Bethel Guardian Secretary will have ordered:

- ❖ invitations *please note you **MUST** use the official invitation from our Supply Distributor ***you can download the e-mail version of the Installation invitation**
- ❖ special dispensation (if you have changed the time/ place or date of your regularly scheduled meeting)
- ❖ PHQ pin & certificate

The honorarium given to the Honoured Queen–elect’s family is meant to cover Bethel, not personal, expenses related to your Bethel’s Installation. In other words it does NOT cover things like your gavel, tiara, personal gifts etc. *note, a PHQ sash is usually a gift from the Bethel at the end of your term.

The following is an example of a SAMPLE budget only. It will give you an idea of what kinds of things need to be accounted for and may help you plan the installation costs. You must keep your receipts for any purchases you will be claiming from the honorarium.

THIS IS A SAMPLE BUDGET ONLY:

• stamps for invitations	10?
<i>(*most invitations can be e-mailed or hand delivered)</i>	
• cake (Safeway, Costco)	25
• groceries & punch/coffee/tea	65
• flowers for inst. team/ Guardian Assoc. Guardian/Bethel Grandparents/ rose for rose ceremony	50 <i>(more expensive in Jan.)</i>
• paper & photocopying for programs	40
• napkins (<i>dollar store?</i>)	10
	\$200

The Honoured Queen elect and her parents are usually responsible for things such as the following: *****PLEASE ASK WHAT YOUR BETHEL DOES*****

- the favours that the officers carry are your gift to your officers
- the H.Q. elect's gavel is a gift from her family
- scrapbook for your term
- flowers for your family
- cards to thank installing team and people who have helped you
- tiara (*if tiaras are a tradition in your Bethel*)
- guest book

THE CEREMONY

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It is best to find the Installation Ceremony that you wish to use before you start your planning. Then it becomes easier to tie in your favours, theme, colours/flowers etc. There is usually someone in your Bethel who is good at altering the poetry to make it fit the number of officers your Bethel is installing that day.

- Don't read the part if the Daughter can't attend the Installation unless using Pro-tem officers
- It is not necessary to have a poem/ceremony narrated

THE FAVOURS

The favours are the incoming HQ's gift to the girls. It is not necessary to spend a lot of money on favours, often the most meaningful favours are made at home. Many of us know someone who is just great with crafts! Even though you're not really supposed to do anything until you are actually elected, your favours should be started while you are Senior Princess so that they are finished by the end of May or December!

When making your favours, you will need one for each officer. It is also nice to make 2 more to give to the Grand Guardian and Associate Grand Guardian at the Official Visit. (**if there is a Deputy Visit during your term, present favours to the Deputy to give to the G.G. & A.G.G.*)

- For Pro Tem officers, you may wish to give them simpler favours such as a flower tied with ribbons in the term colours to thank them for filling in that day.

In many Bethels, the favours are carried in while the narration is being read and they are placed on some kind of a favour holder. Ask your Bethel Guardian what is in storage. If your favours are light you could hang your favours from ribbons or from fishing line suspended from the ceiling. Use velcro or safety pins to attach the favours. Just make sure you don't damage the ceiling when you attach the ribbons or line at the top!

- You can also have the officers carry their favours to their seats. If they do, the favours must be put on the chairs for the Obligation and any time there is a prayer.

THE FLOORPLAN

IN BRITISH COLUMBIA WE MUST USE THE CEREMONY OF INSTALLATION APPROVED IN 1981 AND REPRINTED IN 2001. This reprinted format contains excellent instructions and wonderfully clear diagrams showing the floor work to be used for Bethel Installations. **It is available from our Supply Chairperson**

**Keep your floorplan simple! Many years ago, I had the officers sitting in the form of a horn of plenty - only pilots flying overhead would ever have known what it was!*

Flowers from florists can be expensive. For a June installation, there are usually lots of flowers in people's gardens. If you are really into it, you can plant what you want in pots and grow your flowers indoors (*as long as you know it will bloom by June*). Or, is there anyone in your Bethel who is good with flowers? - wrist corsages are not difficult to make from a little bit of green fern and a few mini carnations (*make your own bracelet from wide elastic or elastic cord or ribbons which will tie*)

January installations are more of a problem because of the cost of flowers in winter. Certainly there are a lot of inexpensive artificial flowers which can be made into corsages. (*check out dollar stores*) At this time you might make an extra for your Deputy Visit later in the Spring.

In some towns, florists will rent floral arrangements quite reasonably for you to put at the foot of the East or West dais or on the Secretary's desk. What about a bunch of fresh flowers in a vase or few pots of flowers from your local supermarket? They can be used to decorate and then given as a thank you to the people who helped set up.

One nice idea is to not have corsages (*a lot of people find that the pin marks mark silks and satins*). Instead, under Presentations, give a single carnation (*maybe tied with ribbons in the term colours*) to each member of the Installing team as a thank you.

And finally, don't forget balloons - they can be very artistically arranged, colours aren't a problem and most of us can do it ourselves!

THE PICTURES – In B.C. ONE video camera may be used during the Ceremony. It must be stationary & not take away from the Ceremony. No flash or light bar(s) may be used. All other pictures must be taken before or after the ceremony!

THE PROGRAMS

Fancy programs from a printer are usually too expensive for most Bethels. With so many people having computers, you can probably find someone who can do the program for you and photocopy it. If your term colours are light, you may be able to use those colours of paper to print on or just make the cover coloured if you want a really dark colour.

- ❖ some Bethels like to include a thank you or a message from either the retiring H.Q. or the H.Q. elect (or both)
- ❖ some Bethels like to list all of their P.H.Q.'s
- ❖ some Bethels list the committees for next term
- ❖ some list the term plan
- ❖ some tell what Jobies is all about – this is good promotion!
- ❖ it is a good idea to list a contact person (*like your Bethel Guardian and her phone number*) so visitors attending could refer a possible new member to your Bethel

AT THE COUNCIL MEETING FOLLOWING THE BETHEL ELECTION P. 4

Once you are elected HQ, you must consult with your Bethel Guardian and be ready to present the following information for approval at the next council meeting after the Bethel election:

1. The Term Plan (see mini-section on term plan in this booklet, page 6 &7)
2. List of Officers (see section in this booklet on appointing officers, page 5)
3. Installing Team (see section in this booklet on installing team, page 9)
4. Committees for the term
 - Try to give all active Bethel members a committee appointment
 - Check to see who was on the retiring Honoured Queen's committees so that your Bethel members benefit from finding out how another portion of your Bethel operates

The 3 committees you MUST have are:

- *AUDITING - 3 members to go to the Recorder's desk before the meeting, check the bills and, if found to be in order, sign to OK them
- *PLEDGE - 3 members to give the pledge of Secrecy to unobligated visitors who arrive late for a meeting. This committee retires with an executive member of the Bethel Guardian Council. (usually A.B.G.)
- *PROFICIENCY - 3 members to teach new members the Obligation, signs, responses, etc.

*remember, the PROFICIENCY WORK CANNOT BE COPIED

*****PLEDGE, AUDITING & PROFICIENCY Committees are required see: B-Bethel 4, Article VII Standing Committees, Section 1**

note: Their duties are included in the Ritual – Pledge, p. 15, Audit, p. 78

Other very useful committees you could consider are:

- SUNSHINE - to send cards to past and present members, council members, or adults when good things happen or when they are ill or bereaved. A Sunshine report is then given at every meeting.
- SOCIAL - to plan and serve refreshments. ***this committee works under the supervision of the Promoter of Hospitality***

Note that your Bethel may have other committees like phoning, meeting favours, newspaper, scrapbook, goodies and cleanup. PLEASE ASK YOUR BG!

1. It is the Honoured Queen elect's privilege to choose the appointed officers.

2. It is preferable not to repeat stations so that the girls can benefit from a variety of offices and what is learned from each office. Most of your experienced girls can memorize the station & duty of a 2nd office if needed in a smaller Bethel. This really inspires your newer members.
3. You may not "ask" the girls to accept an office until:
 - a) you are elected Honoured Queen
 - b) you have the approval of your Bethel Guardian Council
4. New initiates may "fill" a station (for the rest of the term) the meeting after they are initiated.
 - a) **To be eligible for election to any ELECTIVE office, a Daughter must have satisfactorily passed the Proficiency Test" *see B.C. Manual, page 20, Supplement to Constitution for Bethels, Art. VI, Eligibility for Election, Section 1 (a)**
 - b) **All officers should have a WHITE cord on their gowns. ONLY CHOIR/ASSISTANT OFFICERS HAVE PURPLE CORDS: *see B -Bethel 3, Art. VI Official Regalia, Sec. 1. Description (b)**
5. If possible new initiates should be appointed to an office with little memory work (Custodians, Librarian, Outer Guard) for their first term as an officer. This isn't going to be possible if you have a small Bethel.
6. Your Guardian Secretary has a record of what offices each girl in the Bethel has held over the various terms. It's in the Record of Dues Book.
7. To help you, here is a list from the easiest to the most difficult offices:
 - Assistant Officers** – Assistant Recorder, Assistant Musician, Soloist, Page, Lady of the Lights, Flag Bearer (*only a Bethel with over 19 members would likely have Assistant Officers*)
 - Custodians and Librarian**
 - Outer and Inner Guard** (**Inner Guard is more difficult*)
 - Musician** (*depends on how many years of music she has had*)
 - Messengers** - 1 & 2 are a bit easier than 3 & 5; 4th is the hardest
 - Treasurer** - has cheque co-signing authority. Guardian Treasurer will help her balance books
 - Recorder** - has minutes to prepare, write and read out; letters to write and communications to read at Bethel meetings
 - Chaplain** - all prayers, pledge for adults, Obligation at initiation

*this is your most senior appointed officer

- ❖ The basics:
 - 2 meetings per month
 - 1 council meeting per month
 - at least 1 fun activity a month
 - 1 fund raiser per month if no "big" fund raiser is planned
- *watch too many late nights
- *try not to plan activities on consecutive weekends
- *watch costs to parents

- ❖ **You MUST have a Church Parade in the term**
- ❖ **You MUST have 10 meetings (Bethel's next installation is 10th meeting)**
- ❖ **You MUST have a tribute to Mother Mick & Emily Maxwell first meeting in March**

- ❖ Practices are usual before your first meeting, Official visit, Initiation, etc. Check with your Bethel Guardian to see how the hall gets booked for "extra" times that you need it

- ❖ Elections are the 1st meeting in May and the 1st meeting in December.

- ❖ If a meeting falls on a legal holiday or during Grand Session your Bethel MAY choose to reschedule the meeting. Check to see if the hall is available, ask for Council approval and then vote in Bethel on the new date. The Guardian Secretary will send a request to the Grand Guardian.
**There is no cost for a Special Dispensation under these circumstances*

- ❖ If you have JOBIES TO BEE, please include them in fun things and fundraisers so they get to know the girls. It really helps to make them less nervous at Initiation and they will be more keen to get involved right away. They can participate in everything except Bethel meetings and practices for meetings & initiation.

- ***If you know of some interested girls, hold a Promotion Night and show the Promotion video. Invite the girls and their parents to the night and to any upcoming activity in which they can participate or see what we do.

- ❖ At the first meeting in the new term it really helps to pass out the term plan in calendar form and an up-to-date list of members, addresses and phone numbers to all of the girls and Council members. In a lot of Bethels, girls get merit points for having a pencil and paper to write down the dates and places and times that are decided upon at each meeting.

Please note:

When blitzing another Bethel it is a courtesy to check with their Bethel Guardian first (*she'll keep your secret*) and please take refreshments.

term plan can't ...

SPECIAL MEETINGS

P. 7

MAJORITY – Ceremony done when a girl reaches the age of 20.

FRATERNAL NIGHT - invite the Masonic family in your area to your meeting and within or right after the meeting do a special ceremony honouring or welcoming them

PHQ NIGHT - invite as many of your PHQ's as you can - they love to get together

ROYAL NIGHT - only works where you have enough HQ's and Princesses to fill your stations. It's a nice evening and often your officers, who are sitting on the sidelines can pick up pointers.

PARENTS/GRANDPARENTS NIGHT - invite them to a meeting and have something special for them after the meeting – e.g. a cakewalk

FRIENDSHIP NIGHT

- * invite officers from another Bethel(s) to sit beside your officers
- * the opening and closing marches are double line with the visitors on the outside line
- * visitors do purging ceremony
- * visitors do not stand when stations are done
- * under "Good of the Bethel" your officers stand & introduce their visitor and maybe present a small token of friendship
- * closing cross is double (and very lovely to watch)

- JOINT MEETING
- * two Bethels join to do a meeting
 - * this counts as a meeting for each Bethel, so "visiting" Bethel needs a Dispensation to change date & place (maybe time?)
 - * march in and out in double line with visitors on outside
 - * visitors do purging ceremony
 - * home Bethel does the opening of the Bethel up to and including the Librarian's Report
 - * visiting Bethel then takes over and goes back to Minutes, Bills, Treasurer's Report, Business and continues and closes the Bethel
 - * like at a Friendship Meeting, the closing cross is double

*Please don't hold a Friendship Night or a Joint Meeting or blitz another Bethel at the Official or Deputy Visit.

The most important thing to remember is that the Grand Guardian/AGG or her Deputy have come to VISIT you, she INSPECTS books, not you! Her job is to see that Ritual & Constitution are being followed. She & the AGG are your guests for the evening of the Official Visit, so it is nice to make them feel welcome. Take a deep breath and relax - yes, it's important to you and your Bethel that you all do your best, but having a major stress attack is not necessary. Here we go again, but you are a role model for the younger girls, if you are a basket case, imagine how it makes them feel if you look panicked. Having said all that, here are a few pointers to help you:

- You could have a dinner (pot luck or otherwise) before the meeting. *(use your installation napkins if you have any left over)* Ask the Grand Guardian, Associate Grand Guardian or Deputy to sit at the head table if you have one, but a head table isn't necessary. Your Chaplain says grace
- It's nice to give them a corsage or boutonniere but it's not necessary
- Ask all Grand/Supreme Officers present to join your Circle of Prayer
- Ask the GG & AGG to sit in the East once they have been introduced
- Under Presentations it is really appreciated if you present the Grand Guardian and Associate Grand Guardian with installation favours and programs *(in the Spring term, give 2 favours and 2 programs to the Deputy who will pass them onto the Grand Guardian and Associate Grand Guardian)*. These go on display at Grand Session and are often a source of inspiration for ideas for Princesses and Guides and Marshals.
- Also under Presentations should come a cheque for the B.C. Job's Daughters' Special Project. It's YOUR project! Ask the AGG to explain it. **note: Education & Promotion Funds are due per term (in June & January) Cheques for these funds are not "presented", they are mailed to the Grand Secretary.** See: BC 11, Article VI, Finances, Section 1: Receipts (b) Promotion Fund and BC 15, Art. VIII, Education Funds and Promotion Fund, Section 1-A (a)
- The Grand Guardian and Associate Grand Guardian or Deputy should be asked for remarks **after** the Associate Bethel Guardian.
- It is a courtesy for your Bethel Guardian and Associate Bethel Guardian to ask the Grand Guardian and Associate Grand Guardian or Deputy to stand with them in the East for the Closing Cross. Then as you and your officers come out of the cross, proceed to the East, as done for new Initiates, and greet the GG & AGG and then take pictures.
- Note that at a Deputy Visit, **Initiation MUST be performed**
- **The Deputy receives Grand Honours for that evening only (unless she or he is a PGG or PAGG)**

CHOOSING THE INSTALLING TEAM – see C-Bethel 3, Article X, P. 9
Installation, Section 2, Installing Officers

- **The Installing Officer of a Bethel shall be its own retiring Honoured Queen.**
- *****THE EXECUTIVE MEMBERS OF THE BETHEL GUARDIAN COUNCIL SHALL APPROVE THE SELECTION OF ALL OTHER INSTALLING OFFICERS*****
- **The other Installing Officers shall be Past Honoured Queens of the Bethel. Where Past Honoured Queens cannot serve, Majority Members may be asked to act as Installing Officers.**
- **Where there are not enough Past Honoured Queens or Majority Members of a Bethel to act as installing officers, Honoured Queens or Past Honoured Queens of other Bethels may THEN be asked to serve.**
- **If an Honoured Queen-elect has a special relative or friend who is a Past Honoured Queen or Majority Member of another Bethel, she may, with the approval of the Executive Bethel Council, ask that ONE person to serve on the installing team, but not as Installing Officer.**

Those are the rules - from there, it goes on to state that if you don't have an Installing Musician available, you can then have a musician without the above qualifications. (*soloist, too*)

- It also says WHENEVER POSSIBLE positions such as Narrator, Flag Bearer, Bible Bearer, Bible Escorts shall be members. This is certainly an area where, if you don't have enough people in your Bethel, you could ask H.Q.'s and P.H.Q.'s from other Bethels. Hopefully, they will bring adults and girls along with them!
- The following do not have the be Jobies but Lady of the Lights, Guest Book and Programs are great jobs for your Jobies to Bee.

***** A few important things to be aware of:**

- the Installing Chaplain and the incoming Bethel Chaplain each have a prayer to memorize. Please get these prayers to each of them well in advance so they have time to learn the prayers.
- the Installing Recorder is responsible for writing the minutes for the Installation and she needs to know (nicely) that the Bethel needs them back completed before the NEXT meeting.
- the Installing Guide and Marshal need the floor work in advance so that they can learn it (your Director of Epochs should have copies)

- if you run out of people to ask for the Installing Team, Bible Bearer can be done by the Installing Chaplain and Flag Bearer can be done by the Installing Marshal.
- please remember that in B.C. we do NOT use a host & hostess to introduce the BG & ABG **they may be used to sign in guests before the Installation or at the reception after the Installation.*

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**INVITATIONS**

Installation invitations available from the Supply distributor in hard copy and/or electronic format shall be used by all Bethels in British Columbia. Your Guardian Secretary can order hard copies and has the e-mail format you can download. **YOU MUST USE THESE INSTALLATION INVITATIONS, you cannot make your own.** Once you are elected or appointed ask for the official invitations, the mailing list and find out the policy for sending invitations in your Bethel.

Here are a few suggestions to take into consideration:

- Hopefully, your Guardian Secretary has an up-to-date mailing list so you know who to send invitations to
- E-mail as many as possible to save money on stamps
- do the invitations AS SOON AS YOU ARE ELECTED so that they get out to everyone on time
- if mailing some invitations, put your return address on the envelope
- check on meeting dates of Bethels, Lodges and Chapters so that they receive the invitations in time to have a meeting and read them out
- invitations should be sent to the members of your Bethel, Council members who don't have girls in the Bethel, Majority Members, P.H.Q.'s, P.B.G.'s and P.A.B.G.'s, Members of Honour, Bethel Grandparents. Don't forget those special people who have supported your Bethel for years.
- invitations should also be sent to the Grand Guardian Council via our Grand Secretary, Grand Officers living in your area, Past Grands living in your area, your Bethel's Deputy, the Bethels near yours, the Lodges and Chapters near you, the Installing Team, the Honoured Queen's family and close friends
- it is a courtesy to give a few invitations to the retiring Honoured Queen and the rest of the line officers if they would like some

## **GENERAL TIMETABLE OF WHAT TO DO AND WHEN!** [pages 11/12/13] **P.11** (\*please change this to fit what you do in your Bethel)

### **BEFORE BEING ELECTED:**

- choose the ceremony you would like and a floorplan
- decide on your favours (*and favour "holder" if needed*)
- choose your term colours, flowers and mascot (if you are having one)
- **WITH THE PRESENT HONOURED QUEEN** (*she has to do all the memory work*) **and YOUR GUARDIAN** choose an Installation date to take to Council for approval. Work within DA and check with the nearest Bethels and COORDINATE the dates. You would get more visitors and Grand Officers if there was an installation Friday night, Saturday afternoon, Saturday evening and Sunday afternoon in an area instead of all the local Installations being scheduled on Saturday night
- **Note that, if your Bethel is changing the date or time or location from your regular meeting night, you will need to see that:**
  - 1. the hall is booked**
  - 2. Council has recommended and the Daughters have voted to pay \$2 to ask the Grand Guardian for a Special Dispensation**

### **ONCE ELECTED:**

- fill out and e-mail or mail invitations immediately
- organize term plan, officers, committees, installing team. Please consult with your Bethel Guardian and then get all of this passed at the next council meeting.
  1. if it's a June installation you still consult with the present BG
  2. it is a courtesy to include the new BG in the planning once she has been appointed
- complete favours if they aren't finished
- make final decisions on flowers, program covers/colours, etc.

### **THINGS TO BUY:**

- guest book, if you choose to have one
- napkins
- gavel, mascot? (*these may be family gifts*)
- thank you cards
- decorations for reception (*balloons, computer banners, flowers*)

### **A MONTH BEFORE:**

- once council has approved your officers and installing team, phone and ask them. If someone says "no", talk to your Guardian IMMEDIATELY and make some changes on paper so you can organize around this problem.
- get any special music to musician and soloist so they can learn it
- stamp napkins, it's a lot cheaper than having them printed!
- order cake (places like Costco and Safeway have real bargains)

- order corsages or make artificial ones
- get prayers to the Installing Chaplain and the new Bethel Chaplain
- get floorwork to the Installing Guide and Marshal
- get installation ceremony altered for number of officers you will have and then get a clean copy for your Narrator to read. Do you need to insert the girl's names?
- memorize Rose Ceremony for your new Marshal
- think of hall decorations for the reception after (*keep it simple, e.g. computer banners & a few balloons are reasonable to do*) -talk to the Promoter of Hospitality about food for the reception so you are on the same wavelength and you know what is affordable. She will organize who is bringing what; organizing food is her job (*your Mom has enough to do*).
- what about those favours? (*nag, nag, nag*)

### **A WEEK BEFORE AND EVERYONE IS CALM...**

- are programs copied? ready to copy? stapled? folded?
- wrap any gifts
- write thank yous to all who have helped you with the Installation
- arrange newspaper coverage (*good idea; it's great promotion!*)
- phone officers and remind them about time of practice, paying dues, washing & ironing gowns
- set aside an evening with the Guardian and work on the order of business for after you have been Installed. Remember, as soon as you receive the gavel and the Proclamation is made, you are, in effect, "running" the rest of the afternoon/evening.  
(see order of business starting on page 14, *remember, the more familiar you are with it, the easier it will be!*)

### **THE NIGHT BEFORE:**

- can you set up the hall and reception area? Regardless of when you do this, please include your Princesses and families so they get some idea of what is to come in 6 months or a year.

### **WHAT TO TAKE TO THE HALL:**

- corsages and flowers, rose for Rose Ceremony
- favours and holder (*if you have the holder at home*)
- gifts and thank you notes
- lined paper and a pen for the Installing Recorder (she will need Min. Book later to write Minutes before your next meeting – ask G. Sec't)
- your gavel (*unless it's a gift from someone else*)
- the cake, napkins, tablecloths, computer banners, balloons etc.
- programs, guest book, a camera?
- an extra copy of ceremony and your order of business
- your gown if you took it home to wash it.....slip? nylons? slippers?

## SETTING UP THE BETHEL FOR THE INSTALLATION CEREMONY P. 13

- ❖ **DO NOT PUT OUT THE DOVE, URN OF INCENSE, HORN OF PLENTY, OR LILY OF THE VALLEY AS THIS IS AN OPEN CEREMONY!**
- ❖ place the Bethel Charter in the East
- ❖ place the Bethel Flag and the Canadian Flag holders in the East
- ❖ place the porch book in the Anteroom ~ introduction sheets? pens?
- ❖ set up a table if you have a guest book to be signed ~ pen?
- ❖ place both the Bible & the Canadian Flag in the Preparation Room
- ❖ display the American Flag only if you have American visitors. The extra flag stand also is placed in East (*to the right of the Canadian Flag stand as you are facing the East*). Note that the Canadian anthem is played first
- ❖ place Princesses capes on backs of Installing Custodians chairs and crowns placed on pedestals (*put crown cushions on pedestals if your Bethel has them*)
- ❖ set out the Officers' chairs in the formation for your ceremony
- ❖ set out the following chairs as well: Librarian, Recorder, Custodians, Guide, Marshal, Treasurer, Chaplain & Installing Chaplain
- ❖ place a chair beside Treasurer if you have an Installing Flag Bearer
- ❖ check with the Installing Custodians to see that they know where to place the chairs taken out of the Officers' seating arrangement. Do they place them as Messenger's chairs or are they to be taken out of the room?

NOTE: The Guardian or Guardian Secretary will have the Special Dispensation, introduction sheet, P.H.Q. pin & her certificate, the Proclamation for the Installing Recorder & lined paper & pens for the Minutes. There should be a clean copy of the Installation Ceremony so that prompting can be done if needed.

*\*The Installing Recorder is a good choice to prompt as she is seated at the Recorder's desk & is near the Installing Officer*

### ABOUT THE PINS AND CROWNS

\*\*\*THE HONOURED QUEEN'S AND PRINCESSES' PINS ARE EXPENSIVE AND USUALLY HAVE GREAT SENTIMENTAL VALUE TO YOUR BETHEL. THE OLDER PINS CAN NOT BE REPLACED, SO PUT THEM WHERE YOU CAN FIND THEM EASILY FOR PRESENTATION AND PLEASE PIN THEM ON SECURELY, ESPECIALLY THE GUARD\*\*\*

note: ***for Installation purposes only, elected officers pins may be attached to a ribbon for presentation***

\*\*\*THE FRONTS OF THE RHINESTONE CROWNS ARE VERY FRAGILE AND MADE OF A METAL CALLED POT METAL THAT DOESN'T WELD BACK TOGETHER VERY WELL. NICELY WARN THE ELECT 3 TO PICK UP THE CROWNS FROM THE BACK BAR AND NOT THE FRONT SO THE FANCY FRONT PART DOESN'T SNAP OFF\*\*\*

note; ***it's a good idea to size the princesses' crowns right after the practice so that they fit. Bobby pins & hair clips should match the hair as closely as possible.***

**THE FOLLOWING FOUR PAGES OUTLINE THE ORDER OF BUSINESS AND CLOSING FOR THE NEWLY INSTALLED HONOURED QUEEN**

\*\*\*this order of business follows right after the PROCLAMATION is read by the Installing Recorder\*\*\*

*The retiring Honoured Queen gives the gavel to the new Honoured Queen and instructs the Installing Team to retire. At this point the IPHQ may choose to leave to get changed. If she does, watch for her to appear at the Preparation Room door. As soon as you finish the order of business you are on, ask your Guide and Marshal to conduct her to the East and introduce her as the Immediate Past HQ.*

**1. Communications:** HQ: "Recorder, are there any communications?"  
(GAVEL)

**2. Presentation of gavel:** HQ: "Guide and Marshal, you will escort \_\_\_\_\_ to the East."

HQ: "Guide and Marshal, you will conduct \_\_\_\_\_  
to the sidelines." (GAVEL to seat them)

**3. The Rose Ceremony:** HQ: "Senior & Junior Princess, you will escort our Marshal West of the Altar."

- *HQ takes her gavel and the rose and approaches the Altar*
- *When HQ has recited the ceremony: "Senior & Junior Princess, you will conduct the Marshal to her station."*
- *HQ returns to the East while this is happening (remember not to turn your back on Altar until you are halfway to the East Line. Back up slowly, it's easy to trip over that long cape)*
- *wait until Princesses are back in East, then GAVEL to seat them & Marshal*

\*\*\* Note – Watch for the Installing Officer to appear at the door of the Preparation room (if she has retired to change). Finish the order of business you are on before you have her escorted in.

**4. Introduction of Parents and Family of the Elect 5:**

HQ: " \_\_\_\_\_ would you please introduce your family"  
\*\*\*(start with the Marshal and end with yourself; advise line officers to say, "Will my family please rise?.. HQ, I would like to introduce my \_\_\_\_\_," etc)

**\*\*\*THIS SHOULD JUST BE IMMEDIATE FAMILY, NOT FRIENDS**

\*HQ ONLY – you can get around this by asking your friends to rise (together) and just thank them for coming to support you and the Bethel. You can ONLY ask your friends to rise as a group, not by their names.

for **PRESENTATIONS**: note that you should **NOT** close the Bible; if correct marching lines are used, no one will walk in front of the Bible

**5. Presentation of PHQ's pin to IPHQ**

**\*\*\* note: Family gifts MUST be given privately** – it is appropriate to present a bouquet of flowers, if the family wishes\*\*\*

HQ: "Guide and Marshal, please escort\_\_\_\_\_ to the East"

HQ: "Guide and Marshal, you will conduct\_\_\_\_\_ to the sidelines"

**6. HQ gives gift from girls to IPHQ**

7. HQ (or whoever made it) gives **scrapbook to IPHQ**

**8. IPHQ presents HQ pin to HQ (see Pin Ceremony/Bk of Ceremonies)**

**9. Princesses pins**: HQ presents SP pin to Sr. Princess; SP presents JP pin to Jr. Princess (*then present Guide and Marshal pins now if your Bethel has them*)\* *it's really nice to give some history about the pins... e.g. "this pin was presented to us by our Bethel Grandfather, Mr.\_\_\_\_\_"*

**10. Bethel Guardian's presentations**: HQ: "Guide and Marshal, please escort our Bethel Guardian and Associate Bethel Guardian to the East"

*At this time they would make Bethel Presentations such as the IPHQ's certificate (and maybe a gift) to the IPHQ **and 1 Bethel award\****

HQ: "Guide and Marshal, you will conduct our Bethel Guardian and Associate Bethel Guardian to the sidelines."

**\*\*\*ANY OTHER GIFTS MUST BE GIVEN AND OPENED LATER, perhaps at the Reception after the Installation. This especially includes gifts to the HQ's and IPHQ's from their families. The reason is because our Order is based on equality and not all families have the same amount of money to spend on gifts. Please respect this ruling; it is there for a very important reason.**

**11. HQ: "This completes Presentations"  
"Guide and Marshal, you may retire" (GAVEL)**

**\*\*\*About Bethel Awards such as merit pins, Jobie of the Term, Ritual Award and any other Trophies unique to your Bethel. It is much more meaningful for the Daughters to receive merit awards as they are earned (some girls used to have to wait almost 6 months to receive their next pin). These should be presented at Bethel meetings during the term. Special awards such as trophies and plaques are to be presented at the last meeting before the Installation. It is really appropriate to list the Award, what it is for and who your term winner(s) are in the Installation Program - this makes a real keepsake for the girls who won them.**

## REMARKS

P. 16

12. HQ: "Bethel Guardian, would you care to say a few words?"
13. HQ: "Associate Guardian, would you care to say a few words?"
14. HQ: "Immediate Past Honoured Queen, would you care to say a few words?"
15. *If your Grand Guardian and/or Associate Grand Guardian are present, ask them bring remarks. If they are NOT there but one or more Grand Officers are there, ask the highest ranking Grand Officer to bring greetings from the GGC. If the G.G. or A.G.G. are not present, you may ask your Deputy to speak.*
16. HQ: "would anyone else care to say a few words/bring remarks?"

*\*\*\*especially at Installations, there may be several representatives from our Masonic family; it is a courtesy to make eye contact and not chat when remarks are being given (quietly remind your Princesses)*

17. **HQ's remarks** - *you speak last...as soon as the applause ends say:*  
**"This concludes Remarks"** (GAVEL)

*\* Please remember that in British Columbia, **there is NO COIN MARCH at Installations***

## CLOSING CEREMONY

18. HQ: "Chaplain, you will attend at the Altar" (3 raps)

*Newly installed Bethel Chaplain (or Installing Chaplain if you don't have a Bethel Chaplain) gives the closing prayer, page 33, B.C. Installation Ceremony, 1981.*

*Chaplain rises, reverently closes the Bible & returns to her station*

**\*\*\* rap your Gavel ONLY IF THE IPHQ IS SIGNING THE BIBLE, otherwise, leave people standing to retire the flag\*\*\***

19. **Bible Signing Ceremony** (at this time if your Bethel does this)  
*(IPHQ & HQ reverently approach Altar, open to page and the IPHQ kneels and signs the Bible) [HQ - remember to take gavel and a pen]*  
**\*\*\*You may "walk" the IPHQ around the room as a song is sung or played for her (don't cross in front of the Altar once she has signed and you have left the Altar). The IPHQ may carry a bouquet of flowers (if she was given them).**

- 20. HQ:** "Marshal, you will retire the National Emblem " (3 raps only if you seated people to do Bible signing, otherwise, they're already standing)

*To retire the National Emblem: 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 the 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 Room door. She then returns to her Station for the Retiring March.*

- 21. HQ:** "All present, except the Officers, Bethel Choir, Bethel Guardian and Associate Bethel Guardian will please be seated until the Officers and Bethel Choir have retired."

- *march music is played for Custodians (or G & M) to remove chairs -\*if the room is really crowded, the chairs may have to be taken outside*
- *Honoured Queen please wait to present your gavel to your Bethel Guardian before descending the dais*

\*Installation ceremony states that the **BG "MAY invite the newly installed HQ's parents to the East Line" to view the Closing Cross**

- 22.** Retiring March - IPHQ & HQ walk side by side, **ONLY HQ kneels** during 'Nearer My God to Thee' \*\*\* **IPHQ STANDS BESIDE HQ\*\*\***

- *officers put down favours (if they have them) and assume attitude of Prayer; IPHQ puts down her bouquet of flowers (if one was given) and assumes attitude of prayer*
- *after officers assemble on West Line, Bethel Guardian bows & says," this concludes our ceremony". Officers respond with a bow; Guardian gives one rap of gavel – HQ, please then lead your officers to the Anteroom first and then to the East Line to form a receiving line – after which pictures may be taken.*

about Planning Your Bethel's Installation:

This handbook is drawn together to help organize and plan your Bethel's Installation. This handbook is a tool meant for helpful reference.

- The first place you should always look for information is in the 1981 **CEREMONY OF INSTALLION**, (reprinted in 2001) with particular reference to pages 1 – 5, **General Instructions for Installation**.
- Copies are available from our Supply Distributor.
- See also, C-Bethel 3, Article X, Installation.

I have updated Planning Your Bethel's Installation (August 2009) to reflect the many page changes to both the BC Manual and the Supreme Constitution in 2007 & 2008. The most important actual change is the fact that ONLY A DAUGHTER WISHING TO BE ELIGIBLE FOR ELECTION TO ANY ELECTIVE OFFICE MUST HAVE SATISFACTORILY PASSED THE PROFICIENCY TEST. This means that an officer appointed to a station on the floor isn't required to have passed her Proficiency.

By uploading this handbook to the web, I hope that you find it "user friendly" for your Bethel. There are no page changes to this handbook, so you can download just the pages that you need and photocopy same.

Please note that the appended pages A, B, C & D will need to be run off each term so that the Honoured Queen-elect can fill them out and bring this information to her Bethel Guardian Council for approval at the first Council meeting after the Bethel's election. See *C-Bethel 2, Article VIII, Appointments, Section 1 (a)*

The Bethel Guardian should take charge of this handbook and give it to the newly installed Senior Princess at the beginning of the term so that the Senior Princess and her family can quietly plan and get organized for the next Bethel Installation. It is very important that the Senior Princess communicates often with the Bethel Guardian.

It is my hope that your Bethel has a memorable, harmonious and successful Installation of Officers that is easily "produced" with as much fun & ease as possible.

Carole Lyons, PGG  
August, 2009

**APPOINTED OFFICERS**

**Installation Planning Sheet**

**A**

\*Your choices for appointed officers MUST be approved by the Executive Guardian Council BEFORE you can ask any of these girls to be an Officer.

**OUTER GUARD** \_\_\_\_\_

**INNER GUARD** \_\_\_\_\_

**JUNIOR CUSTODIAN** \_\_\_\_\_

**SENIOR CUSTODIAN** \_\_\_\_\_

**1<sup>ST</sup> MESSENGER** \_\_\_\_\_

**2<sup>ND</sup> MESSENGER** \_\_\_\_\_

**3<sup>RD</sup> MESSENGER** \_\_\_\_\_

**4<sup>TH</sup> MESSENGER** \_\_\_\_\_

**5<sup>TH</sup> MESSENGER** \_\_\_\_\_

**LIBRARIAN** \_\_\_\_\_

**MUSICIAN** \_\_\_\_\_

**TREASURER** \_\_\_\_\_

**RECORDER** \_\_\_\_\_

**CHAPLAIN** \_\_\_\_\_

**\*if you have more than 19 members, you may wish to appoint the following Assistant Officers and/or a Bethel Choir:**

**ASSISTANT RECORDER** \_\_\_\_\_

**ASSISTANT MUSICIAN** \_\_\_\_\_

**SOLOIST** \_\_\_\_\_

**PAGE** \_\_\_\_\_

**LADY OF THE LIGHTS** \_\_\_\_\_

**BETHEL FLAG BEARER** \_\_\_\_\_

**\*HQ-elect, please present the names of these Officers you wish to appoint for approval at the Council meeting following the Bethel Election**

**INSTALLING TEAM**

**Installation Planning Sheet**

**B**

**The Installing Officer shall be its own retiring Honoured Queen.** The other installing officers shall be PHQ's of the Bethel. Where PHQ's cannot serve, Majority Members may be asked. If an Honoured Queen-elect has a special relative or friend who is a PHQ or MM of another Bethel, she may, with the approval of the Executive members of the BGC, invite not more than one such person to serve as one of the installing officers but not as the Installing Officer. Where there are not enough PHQ's or MM's to act as installing officers, HQ's and PHQ's of other Bethels may be asked to serve. Where it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.

**See C-Bethel 3, Article X, Installation, Section 2, Installing Officers**

**INSTALLING OFFICER** \_\_\_\_\_

**INSTALLING GUIDE** \_\_\_\_\_

**INSTALLING MARSHAL** \_\_\_\_\_

**INSTALLING CHAPLAIN** \_\_\_\_\_

**INSTALLING RECORDER** \_\_\_\_\_

**INSTALLING MUSICIAN** \_\_\_\_\_

**INSTALLING SENIOR CUSTODIAN** \_\_\_\_\_

**INSTALLING JUNIOR CUSTODIAN** \_\_\_\_\_

**Wherever possible, assisting installing officers shall be members of the IOJD:**

**BIBLE BEARER** \_\_\_\_\_

**BIBLE ESCORTS** \_\_\_\_\_ & \_\_\_\_\_

**FLAG BEARER** \_\_\_\_\_

**NARRATOR** \_\_\_\_\_

**LADY OF THE LIGHTS** \_\_\_\_\_

**PAGES** \_\_\_\_\_ & \_\_\_\_\_

**GUEST BOOK** \_\_\_\_\_

**PROGRAMS** \_\_\_\_\_



**INFORMATION ABOUT THE INSTALLATION**

***\*HQ-elect, please take this information sheet to the Council meeting following the Bethel election***

**TERM THEME** \_\_\_\_\_

**MOTTO** \_\_\_\_\_

**MASCOT** \_\_\_\_\_

**FLOWER(S)** \_\_\_\_\_

**COLOURS** \_\_\_\_\_

.....

**\*Song for the Princesses** \_\_\_\_\_

**\*Song for the new HQ** \_\_\_\_\_

**\*Song for the IPHQ** \_\_\_\_\_

**\*Any other songs?** \_\_\_\_\_

\*if these songs are on CD's, your Bethel Guardian and Director of Music may need to hear them, so it would be helpful if you could bring the CD's when you meet with your BG to go over the plans for the Installation

.....

**At the Council meeting following the Bethel election, the HQ-elect should arrive prepared to discuss the following topics (IF they apply to your Bethel's Installation traditions). Keep in mind that both you and the Bethel are operating on a budget and any final decisions about the following topics will be made by the Council.**

**HALL DECORATION IDEAS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOOD IDEAS FOR THE RECEPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IS THERE TO BE A DANCE? PICNIC? POOL PARTY? (detail on back)**