

WYOMING JOB'S DAUGHTERS

REFERENCE MANUAL

May, 2010

Disclaimer: This manual does not supersede Supreme, Grand, Bethel or Wyoming Rules and Regulations. The items contained in this Reference Manual are to be used for informational purposes for the Jurisdiction of Wyoming. The idea of this handbook is to provide a guideline rather than “Rules and Regulations” in order for the Bethel’s to work for our Daughters. Its intent is to be flexible, rather than rigid and be accommodating to the membership of our Order.

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The Reference Manual is a compilation of materials from the previously distributed Wyoming Bethel Guardian Council Manual, the Supreme Leadership Committee, and Supreme Leadership Promotion materials. **The manual is written with the concept and ideas of the Jurisdiction of the Wyoming Grand Guardian Council. If borrowed by another Jurisdiction or Bethel outside of Wyoming other Rules and Regulations may apply.**

The Grand Guardian Council of Wyoming recognizes the importance of the Bethel Guardian Council, its Members and our Daughters. The goal of this reference manual is to assist the Bethel Guardian Councils and Daughters.

The Bethel Guardian Council does not always have an easy job, but it can certainly be very rewarding. As members of the Bethel Guardian Council, you share your time and talents as you aid in the growth of the young ladies. As Bethel Guardian Council members, we need to be tolerant, team players that can teach consistent and fair guidance.

It is important for each Bethel Guardian Council member to understand their duties, the time commitment and specifically what will be needed from you during your service. You will be working with girls with the age and maturity span of 10 to 20, and getting them to work together and have patience and respect for each other is an awesome task. Seeing them become friends and leaders with proper guidance from adults, is a rewarding experience. The early years, ages 10-13, are concerned with everyone getting along and the length of meetings and other events. They want more fun activities and opportunities to be together. They feel safe in a Bethel meeting and are excited to be part of a group. This group participates in Bethel activities and meetings. This age is not concerned with the adults but do believe the organization is about them. Ages 14-16 want more freedom and want to remind adults that this is an organization created for young women. They have ideas and a good understanding of how the organization works. Many adults have a hard time dealing with this age. This is a critical development stage and we need to make sure they are listened to and remind them that they don't have to have everything their way, compromise is a part of life. Adults need to be consistent and we need to stop the struggle with change. Don't make a girl think that what they say makes little difference. LISTEN to them. As they mature and reach the end of their career in Job's Daughters, they are looking at possible membership and adult involvement. They want to make changes that will benefit the girls and address the concerns they have had. They are often thinking like adults, but they don't know where to turn, when the adults are unapproachable and complain to other members which is non productive. When they feel like no one is listening, they are likely to leave and never return. These are our pre adults and don't fall into the routine of brushing them off. Be open to new ideas and change. Don't fall into the "We don't do that in this Bethel" routine. Work with the girls not against the girls.

Although all Bethels operate under the same guidelines, rules and regulations, each Bethel has its priorities and special needs. There are answers for many questions and concerns in the Rules and Regulations as well as in this Bethel Guardian Council Reference Manual — it is important that these resources be made available to all council members.

The Bethel Guardian must assume the leadership of the Council. She must communicate with the other adults on the council and parents of all members about the operation and needs of the Bethel. Delegation of duties to the council members will be an important part of a Council functioning successfully. The members of the Council must be willing to accept responsibility and even volunteer to do extra things in order to free the Guardian's time to counsel the Bethel members.

Council members should have the desire to learn about the organization and believe in the concepts of the teachings. The attitude of the adults about quality of the ritual and floor work and the conduct of business goes a long way in the success of the Bethel. When asked in a positive manner to reach for excellence, the members will seldom fail. A council that shows tolerance and unity of purpose will be leading a Bethel who aspires to do the best work they can do.

JOB’S DAUGHTERS INTERNATIONAL

General Information

Job’s Daughters was founded in 1920 by Ethel T. Weed Mick in Omaha, Nebraska. The name of Job’s Daughters is from the Old Testament *Book of Job, 42nd Chapter, 15th Verse* as reference to Job’s three daughters. Members are between the ages of 10 and 20 who have a Masonic or Job’s Daughters relationship. Job’s Daughters became the International Order of Job’s Daughters (IOJD) in 1931. Currently Job’s Daughters is in the United States, Canada, Australia, the Philippines and Brazil. The International Order of Job’s Daughters became Job’s Daughters International (JDI) when we became a 501(c)(3) non profit charitable organization. IOJD name is used in ceremonies, JDI name is used for all financial and legal matters. All United States JDI entities are federally recognized as non-profit.

The International Center is located in Papillion, Nebraska. Susan Goolsby is the Executive Manager.

JDI Organization and Structure

The organization consists of the Supreme Guardian Council, Grand Guardian Councils, Jurisdictional Guardian Councils and Bethel Guardian Councils.

- **The Supreme Guardian Council** has a Supreme Guardian who leads the Order. Past and Present Grand Guardians and Associate Grand Guardians, Vice Grand Guardians and Vice Associate Grand Guardians along with Past Bethel Guardians and Past Associate Bethel Guardians of Bethels under Supreme are entitled to vote on business at the Supreme Council Session.
- **The Grand Guardian Council** has a Grand Guardian who leads the Order. Past Grand Guardians and Past Associate Grand Guardians, Past and Present Bethel Guardians and Associate Bethel Guardians and members of the Executive Guardian Council are entitled to vote on business at the annual session of the Grand Guardian Council held in June each year.
- **Jurisdictional Guardian Council** has a Jurisdictional Guardian who leads the Order. This is an optional structure for jurisdictions that have a certain number of Bethels and daughters. The adults are appointed by the Supreme Guardian.
- **Bethel Guardian Council** has a Bethel Guardian that leads the Bethel Guardian Council. BGC Members serve for one year but may be reappointed. Adults provide guidance and supervision of all bethel meetings and activities. Adults are appointed by the Grand Guardian upon the recommendation of the Daughters.

JDI ‘CODE’ aka Constitution & Bylaws aka Rules and Regulations

The rules and regulations governing almost all aspects of JDI are contained in the Rules and Regulations of the Supreme, Grand, Bethel and state Rules and Regulations. If you have been in Job’s Daughters for any time, you’ve heard about the Constitution and By-laws. But what is it? The

Constitution and By-laws is a document that outlines the purpose and operating rules for our Order. Every organization needs rules.

Our Constitution & Bylaws have sections for Supreme Guardian Council, Grand Guardian Councils, Jurisdictional Guardian Councils, Bethel Guardian Councils, Bethels, Supreme Bethel, Miss International Job's Daughters Pageant, and Supplemental Instructions. Wyoming Rules and Regulations have specific sections relating to Miss Wyoming Job's Daughters, Jr. Miss Wyoming Job's Daughters and the Grand Bethel of Wyoming.

Now that Job's Daughters International is a 501(c)3, the Constitution and Bylaws are to be called Rules and Regulations.

Each Bethel should have five (5) copies of the Rules and Regulations of Job's Daughters International and the Wyoming Rules and Regulations. Each Bethel should have copies of their Bethel Bylaws which includes the date the Bethel was instituted and chartered, meeting time and place and vacation times of the Bethel. The Bethel's initiation fee and dues are also specified. Each Bethel should have Standing Rules that contain projects to be done, installation guidelines, absenteeism, duties of the line officers, dress code, and Bethel traditions, etc. Copies of the Bylaws and Standing Rules should be on file with the Wyoming Grand Secretary, Grand Guardian and the Wyoming Jurisprudence Committee.

NAVIGATING THE “CODE”

Do not be intimidated by the words “Rules and Regulations”. It is not as hard as it seems. To navigate the code remember the following:

- **Constitution** includes official name, object, authority, membership, officers, eligibility etc. *C-Bethel 1 means Constitution for Bethel page 1. WY-C-Bethel 1 means Wyoming Constitution for Bethel page 1.*
- **Bylaw** includes general information, finances, duties of officers, committees, discipline etc. *B-BGC 5 means Bylaws for a Bethel Guardian Council page 5. WY-B-BGC 5 means Wyoming Bylaws for a Bethel Guardian Council page 5.*
- **SI-14** means *Supplemental Instruction*
- **Pageant** means *Pageant Rules and Regulations for Miss International Job's Daughters.*

Wyoming Rules and Regulations are printed on green paper. If there is not a green page reference to a specific questions, the white pages (Supreme & Grand Council rules) are in effect. If there is a green page reference, the green pages supersede the white pages for information.

JDI DICTIONARY

JDI – Job’s Daughters International	BG - Bethel Guardian
IOJD – International Order of Job’s Daughters	ABG – Associate Bethel Guardian
SGC – Supreme Guardian Council	GG – Grand Guardian
GGC – Grand Guardian Council	AGG – Associate Grand Guardian
JGC – Jurisdictional Guardian Council	SG – Supreme Guardian
BGC – Bethel Guardian Council	ASG – Associate Supreme Guardian
BOT – Board of Trustees	RP – Recipient of the Degree of Royal Purple
HQ – Honored Queen	MWJD – Miss Wyoming Job’s Daughter
SP – Senior Princess	PHQ – Past Honored Queen
JP – Junior Princess	GBG – Grand Bethel Guardian
GBHQ – Grand Bethel Honored Queen	PGG – Past Grand Guardian
SBHQ – Supreme Bethel Honored Queen	PAGG – Past Associate Grand Guardian
MM - Majority Member	PSG – Past Supreme Guardian
CAV – Certified Adult Volunteer	CAVT – Certified Adult Volunteer Trainer

BETHEL NAME AND AUTHORITY

All Wyoming Bethels operate under the authority of a Charter granted by the Grand Guardian Council and the authority of the Grand Master of Masons of the State of Wyoming.

A Bethel cannot be opened unless seven members of the Bethel, including one of the top three officers, at least one Executive member of the Bethel Guardian Council or the Grand Deputy, or an officer of the Supreme Guardian Council or Grand Guardian Council and the Dispensation or Bethel Charter. (*C-Bethel 4, Article XII, Sec 1(c)*)

PURPOSE (*Refer to C-Bethel 1, Article II*)

The object of Job’s Daughters is to band together girls for spiritual and moral up building, to develop leadership, seek knowledge, to teach love of God, love of Country and respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

MEMBERSHIP (*Refer to C-Bethel 1, Article IV Sec. 1*)

Girls between the ages of ten (10) and twenty (20), and bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a: Master Mason, his wife or widow, a member of Job’s Daughters, or a Majority Member of Job’s Daughters. A woman under the age of twenty (20) years, who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

MEETINGS

You will notice in your Attendance Register there is a line for Regular/Special meeting. What is the difference?

A **Regular meeting** is one that is specified in your Bethel's bylaws. Most Bethels meet twice a month (e.g. The 1st and 3rd Mondays). Your Bethel may do a special ceremony such as Initiation, Majority, Tribute to Mother Mick, etc., but the meeting is still a regular meeting.

Bethel meetings are held twice a month at the date and time outlined in the Bethel Constitution. The Honored Queen is in charge of these meetings. She, with the help of the Bethel Guardian Council, decides what will be discussed under the appropriate order of business. **No business can be brought to the Bethel meeting without the approval of the Bethel Guardian Council.** Special meetings or a change of meeting date or place may be held by a dispensation granted by the Grand Guardian. (*See S.I. No. 6*)

Members should attend every meeting of the Bethel unless excused by an Executive council member for good and sufficient reasons. These reasons may include school and church activities, illness and travel out of town. Homework or work may not be reasons for excused absence. Members should review the Bethel Standing Rules for excused absences.

Daughters are encouraged to take an active part in Bethel business and discussion. They should be encouraged to question things they do not understand. Vote your conscience, not by popular vote.

Everyone in attendance must remember that the Honored Queen shall conduct the meeting. Both Daughters and adults must rise and wait to be recognized by the Honored Queen before speaking. Adults should refrain from talking unless directly involved with a given subject.

Only Executive Council members and adults with Majority Membership of that Bethel can debate or discuss matters or business in Bethel meetings and only if the Honored Queen calls upon them to speak. A Majority Member may only speak when attending her Bethel. She cannot speak at any other Bethel's meeting. Each Daughter should understand that she must decide matters for herself and vote accordingly. To ensure that there are no distractions at the meetings, it is requested that there be no unnecessary conversations.

Anyone, adult or Daughter, who arrives late to a meeting must be admitted by the Inner and Outer Guards. Also, anyone, adult or Daughter who leaves while a meeting is in progress must leave by the anteroom door under the supervision of the Inner and Outer Guards. To reenter, the same procedure must be followed.

Unnecessary walking around the Bethel room by adults and Daughters during a Bethel meeting **SHALL** be avoided. Cell phones are not allowed on the Bethel floor or in the Bethel dressing rooms. Cell phones shall be given to the Bethel Guardian, an adult member of the Daughters family, if in attendance, or placed in a receptacle for phones prior to the Bethel meeting. Phones must be turned off and can be picked up after the Daughter's have changed their clothes and leave for home.

A *Special meeting* is one in addition to your regular meetings. It might be to exemplify the Ritual work for a Masonic family organization, to have a friendship night, to read a petition or to discuss an important issue. You need a special dispensation for a special meeting.

A *Council meeting* is held once a month. Different Bethels invite different people to these meetings. Some Bethels have the Executive Council only, some the entire Council, some also invite the Honored Queen or all the line officers. The Bethel Guardian is in charge of these meetings. At the Council meetings, the Council goes over the business for Bethel meetings. The council meetings follow the same order of business that Bethel meetings do. Minutes are kept for each meeting.

An *Annual Meeting* of the Bethel Guardian Council is held in May at which time the members of the Executive Guardian Council and Associate Council members are recommended for the next year. Attendees at this meeting are the 5 Executive Council members and 4 members of the Associate Council.

All Grand Guardian Councils have annual meetings which are usually called Grand Sessions. The Supreme Guardian Council has an annual meeting – Supreme Session. These meetings are held once a year.

DECORUM

DRESS

Daughters shall dress in a manner befitting JDI. Each Bethel shall govern the dress code pertaining to their own Bethel activities and rehearsals. However, it is generally accepted that skirts or dresses shall be worn to installations, visitations to other Bethels, workshops and Grand Sessions. Attire for other Bethel activities will be dictated by the event or the individual Bethel Standing Rules. If a Daughter has a question about what to wear, she should contact the Honored Queen or an Executive Bethel Council member before the event. **Bethel Council members and chaperones shall also follow the Bethel dress code.**

Tiaras or crowns and official Supreme or Grand Bethel Medallions are **NEVER** worn with pants, shorts, capris, or jeans.

Daughters should remove coats/hoodies when attending a Bethel meeting. Coats/hoodies and purses/backpacks are not to be carried when purging the Bethel or carried into the semicircle when entering or leaving a meeting which is in progress. Protom officers are not required to purge.

REGALIA - (*Refer to B-Bethel 3, Art. VI*) or (*Wyoming B-Bethel 3 Article VI Official Regalia Section 2b*)

Official regalia shall be worn at all meetings: For Honored Queen, Senior and Junior Princess' this shall consist of a white slip (either full or half), white hose (knee highs are acceptable), white flat shoes, capes and crowns. The front of the crown shall be worn no more than one (1) inch back of the hairline; no part of the crown shall be covered by the hair.

For all other officers the official regalia shall consist of the white robe with white cord, long white slip, white hose, white flat shoes and a head band which is worn on top of the head in a line with the ears. White or nude underwear shall also be worn.

Choir members regalia shall be the same as that of officers except that a purple cord is used on the robe.

All members should avoid hair ornaments (*barrettes, ribbons, combs, etc.*) which detract from the crown or headband.

Robes, capes and cords are purchased through the Grand Secretary. Crowns and headbands are ordered from Doc Morgan, Inc.

Robes must be three (3) inches from the floor (*after the cord is tied*) and have a four (4) inch hem. It is the responsibility of each Daughter to keep her robe clean and pressed at all times. Cords must be tacked along the yoke seam to within three (3) inches of each side of the center front (*measured on the curve*). Cords are crossed in center front with a double twist, then around the waist, crossing in center back and tied in front with a double square knot one (1) inch below the natural waistline.

Undergarments must be white as colors are very noticeable. The white slip should be between four (4) to six (6) inches from the floor. Remove dark hose, do not wear them under white hose!

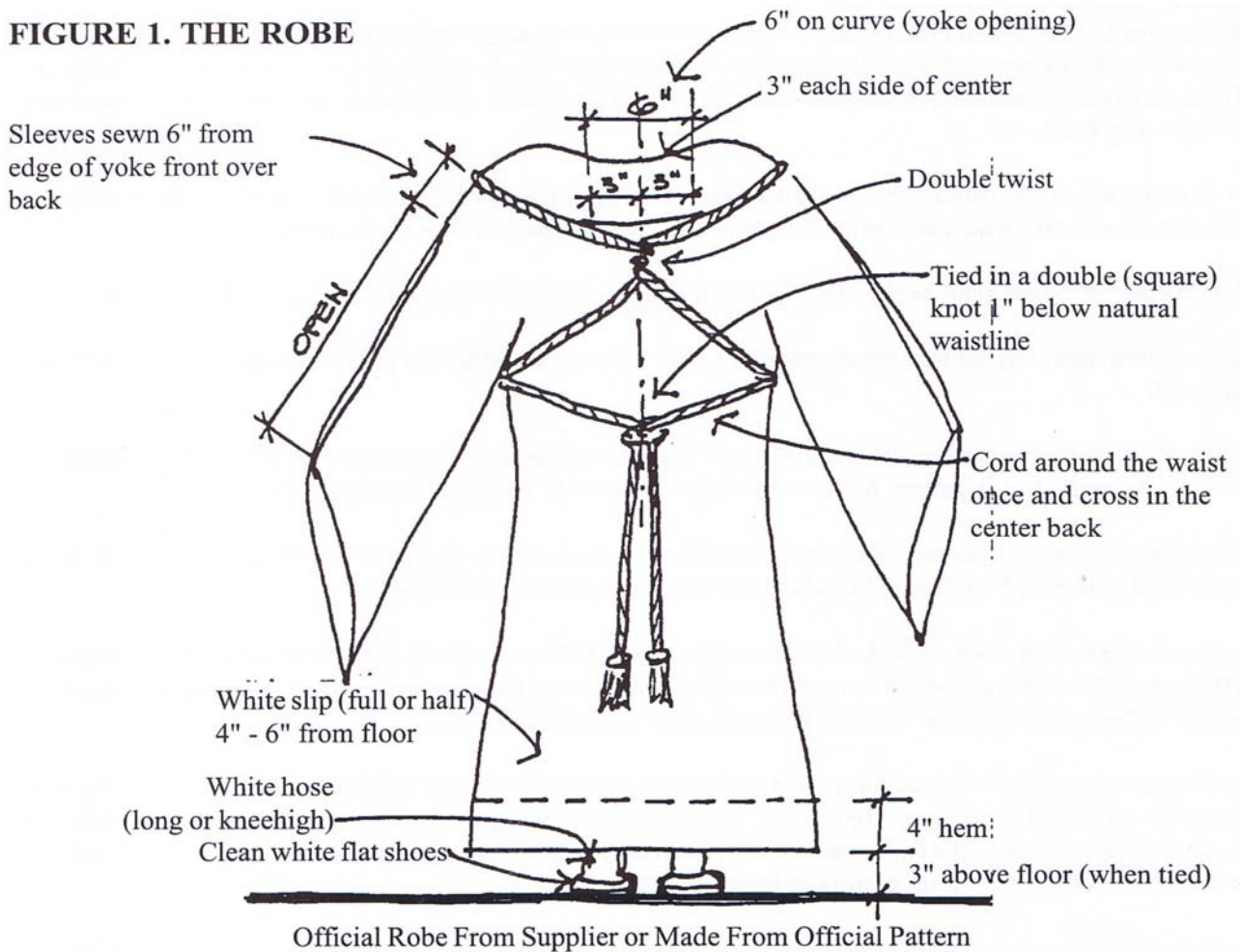
Refer to Figure 1 for clarification of regalia requirements.

Medallions of the Grand Bethel of Wyoming and of Supreme Bethel may be worn with the official robes and capes. No other jewelry or pins of any kind may be worn.

During a Bethel meeting, the tassel ends of the cord should be placed to the outside of the lap according to the location of station in the Bethel room. The Honored Queen, Fifth Messenger, and Choir Members should place their cord to the right. All other officers should place cord ends toward the South or North sidelines depending upon their station. As a general guideline, the cord is always placed away from the altar. Daughters should refrain from twirling or fidgeting with the tassels. It is distracting to have a Daughter playing with the tassels during a meeting.

Robes and other regalia are not to be worn outside the Bethel except for promotion purposes approved by the Executive Council. If possible, robes should be put on after arrival at the meeting place.

FIGURE 1. THE ROBE



*Do not measure the 6" sewn from the edge of the yoke for the sleeve. The Supreme Supplier for robes does not adhere to the 6" so some may be shorter or longer but since it is an official robe supplied by an official supplier the measurements are not to be used. **Ladies: When judging robes, you cannot touch the Daughter in any manner. If her robe needs to be straightened for the any reason, they are to do it themselves. You cannot measure the 6" on the curve by touching. You can eyeball it or hold a measuring tape in front of it to see if it is ok.***

CONDUCT

Job's Daughters shall conduct themselves at all times in a manner befitting our Order. All members are under the direct supervision of the Executive Members of the Bethel Guardian Council, who shall have the power to investigate, reprimand, suspend or expel officers or members for cause. (*B-Bethel 5, Art. X Discipline Section 1*) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion. (*B-Bethel, Art X, Sec. 3d 1*).

Specifically, any conduct which is contrary to the Rules and Regulations, is unladylike, immoral or brings discredit on the Order will be cause for discipline by the Executive Council or one of its members. If the member acts in such a manner, she will be immediately returned to her home from the event at her parents' expense. Depending on the nature of the conduct, further action may be considered by the Executive Members of the Council within the bylaws of the Order, including reprimands, suspensions or expulsion.

GUIDELINES FOR BETHEL MEETINGS

GENERAL INSTRUCTIONS

The current ritual adopted by the Supreme Guardian Council shall be followed without change for opening and closing each Bethel and for Initiation and other ceremonies. There is no short form and the Ritual cannot be copied. There is nothing secret in the ritual. **Anyone can read or see the ritual.**

It is strongly recommended that all Bethels have practices for opening, initiation, and closing ceremonies prior to the first meeting after Installation and for all ceremonies held during the term.

To make a meeting run smoothly and enjoyable for all attendees, the Bethel Guardian and Director of Epochs shall see that all officers have their ritual parts memorized, proper decorum is maintained, and the agenda of the meeting has been reviewed with the Honored Queen prior to the meeting. Nobody wants to be set up for failure and by not properly educating the girls, that is what you are doing.

ORDER OF BUSINESS

It is nice to have a laminated copy of the Order of Business for the Honored Queen. It is also helpful to have a typewritten agenda for her and the other members of the Bethel to use during the meeting. This is to be prepared by the Honored Queen upon the advice of the Bethel Guardian as to business that needs to be discussed. All business must be discussed with **and approved by** the Executive Council **before the agenda item can be brought to the Bethel meeting.**

The Ritual gives the Order of Business that is followed in all Bethel meetings. If you read through the pages, there is information about how each order of business is handled. This is the Order of Business suggested by Roberts Rules of Order and how Job's Daughters has adapted it to our meetings:

Call to Order

This is done by the Bethel Guardian. In order business meetings the chair of the meeting will rap the gavel and call the meeting to order.

Opening Ceremonies

This is our Opening Ceremony. The opening ceremonies of any meeting will include a prayer, the singing of the National Anthem, the Pledge of Allegiance of the Flag and a special way of stating the objectives and ideals of the organization – such as Stations and Duties.

Introduction of Guests and Visitors

This our Escort, Introductions and Honors. Please carefully read that section in the ritual. This can go very smoothly if you have gone through them carefully and have written out the order, your

guests names and titles. If not, this can go very poorly and reflect negatively on the Honored Queen. *(See section below on titles of dignitaries to aid in successful introductions)*

Roll Call

Officers, installed Bethel Choir members and Bethel Guardian Council (the 5 Executive and 4 Associate members) are the only names that are required to be read aloud. The other Bethel members and council members can be taken from the register. ***DO NOT READ NAMES OF GIRLS THAT DO NOT ATTEND MEETINGS, IF THEY HAVE RESIGNED, QUIT, OR AWAY AT COLLEGE.***

Minutes

When the Bethel Recorder writes the minutes, make sure there is enough information given so people that weren't in attendance at that meeting understand what happened. Remember to put first and LAST names in at all times. They don't necessarily need to be read during the minutes but should be included.

Information about Reports should include who gave the report, and what the report was about including the when, where and financial information.

Unfinished and New Business information should include what the event/project is, when and where it will be held, who is in charge, who is attending and other pertinent information.

REMEMBER – The Bethel minutes are your Bethel's history so be diligent when including all information in your minutes. The Guardian Secretary should supervise the taking of the minutes and read minutes prior to a Bethel meeting. All information should be kept in a fire proof file cabinet for future reference if needed

Treasurer's Report

If the Bethel has a Bethel Treasurer, the Guardian Treasurer should make sure the Bethel Treasurer fills out the Treasurer's Report before the meeting starts. If there is no Bethel Treasurer, the Guardian Treasurer will fill out the Treasurer's report prior to the meeting.

Correspondence

We call this "Communications". The name of who has sent the letter is always read first. The Recorder should read over all correspondence before the meeting and ask the Guardian Secretary's help with anything she doesn't understand or words she can't pronounce. Upon approval by the Guardian Secretary, only the necessary information in the communication needs to be read at the meeting.

Reports

Reports are the events and projects that are completed. Any project that is ongoing is discussed under Unfinished Business. **Whoever is making the report, should be notified prior to the start of the meeting to allow sufficient time to prepare.**

Reports should include:

- What the event was,
- When and where it was held
- Who attended including any special guests.

If an event was a fund raising project or anything involving money, that information should be given at this time including how much was spent (detailed information), how much was taken in and what the profit was. Any interesting, funny or exciting things should be included as well.

Unfinished Business

The term is “Unfinished Business” not “Old Business”. Unfinished Business is anything that was brought up at a previous meeting and is not yet completed.

The Honored Queen should repeat all pertinent information about the event/project and not assume everyone knows what is being discussed.

New Business

All New Business must have been approved by the Council before it is brought before the Bethel. The Honored Queen should have all the necessary information about each item of business or know who to call on to present it.

Receipts of the Meeting

Receipts are the monies that have come in to the Bethel since the last receipt was read. This includes Coin March, fund raising money, donations etc.

Bills

All bills must be approved by the Executive Members of the Bethel Guardian Council and signed by the Bethel Guardian before the meeting. The bills also need to be audited **by Daughters** before the meeting starts. In “auditing” the bills, the committee **of Daughters** appointed by the Honored Queen looks at the bills and makes sure that they know who submitted the bill, what it was for and if it is an appropriate Bethel expense. If there are any questions about the bills they should be taken to the Bethel Guardian (or other adult) to find out the information needed.

No bill can be paid without the approval of the Bethel members. It is recommended that a vote of the girls be held at the last meeting in June giving the Bethel Guardian/Guardian Treasurer the authority to pay bills that may come due over the summer months.

INTRODUCTORY TITLES FOR LEADERS OF MASONIC – AFFILIATED ORGANIZATIONS

When sending invitations to special events or introducing dignitaries, please use the following as a guideline:

BLUE LODGE (*local Masonic Lodge*):

Worshipful (Name), Master of _____ Lodge No. _____, Ancient Free and Accepted Masons

GRAND LODGE (*Wyoming and other states*):

Most Worshipful (Name), Grand Master of the Grand Lodge of Wyoming, Ancient Free and Accepted Masons

EASTERN STAR (*local*):

Mrs./Miss (Name), Worthy Matron, _____ Chapter No. _____, Order of the Eastern Star

Mr. (Name), Worthy Patron, _____ Chapter No. _____, Order of the Eastern Star

GRAND CHAPTER OF EASTERN STAR (*Wyoming and other states*):

Mrs./Miss (Name), Worthy Grand Matron, Order of the Eastern Star for Wyoming

Mr. (Name), Worthy Grand Patron, Order of the Eastern Star for Wyoming

SCOTTISH RITE (*local*):

Illustrious (Name), Master of Kadosh, Ancient and Accepted Scottish Rite of Freemasonry

Illustrious (Name), Commander of the Consistory, Ancient and Accepted Scottish Rite of Freemasonry

Illustrious (Name), Wise Master of the Chapter Rose Croix, Ancient and Accepted Scottish Rite of Freemasonry

Illustrious (Name), Venerable Master, Lodge of Perfection, Ancient and Accepted Scottish Rite of Freemasonry

SCOTTISH RITE (*State*):

Illustrious (Name), Deputy Inspector General of Wyoming

Illustrious (Name), Sovereign Grand Inspector General of Wyoming

YORK RITE (*local*):

Excellent (Name), High Priest of _____ Chapter No. _____, Royal Arch Masons

Illustrious (Name), Master of _____ Council No. _____, Cryptic Masons

Eminent (Name), Commander of _____ Commandery No, _____, Knights Templar

YORK RITE (State):

Most Excellent (Name), Grand High Priest of the Grand Chapter, Royal Arch Masons of Wyoming

Most Illustrious (Name), Grand Master, Grand Council, Cryptic Masons of Wyoming

Right Eminent (Name), Grand Commander, Grand Commandery, Knights Templar of Wyoming

SHRINE (only two in state of WY):

Illustrious Sir (Name), Potentate of **Korein / Kalif** Temple, Ancient Arabic Nobles of the Order of the Mystic Shrine

ORDER OF THE AMARANTH:

Royal Matron (Name), _____ Court, Order of the Amaranth

Royal Patron (Name), _____ Court, Order of the Amaranth

WHITE SHRINE:

High Priestess (Name), _____ Temple, Order of the White Shrine of Jerusalem

Mr. (Name), Watchman of the Shepherds, _____ Temple, Order of the White Shrine of Jerusalem

DAUGHERS OF THE NILE:

Her Majesty (Name), Queen of _____ Temple, No. _____, Daughters of the Nile

ORDER OF NATHAN HALE (local):

(Name), President, _____ Chapter, Order of Nathan Hale

Dad (Name), Chapter Advisor, _____ Chapter, Order of Nathan Hale

Miss (Name), Chapter Sweetheart, _____ Chapter, Order of Nathan Hale

ORDER OF NATHAN HALE (State):

(Name), President, State of Wyoming, Order of Nathan Hale

Dad (Name), Chapter Advisor, State of Wyoming, Order of Nathan Hale

Miss (Name), State Sweetheart, Jurisdiction of Wyoming, Order of Nathan Hale

DEMOLAY (local):

(Name), Master Councilor, _____ Chapter, Order of DeMolay

Dad, (Name), Chapter Advisor, _____ Chapter, Order of DeMolay.

Miss (Name), Chapter Sweetheart, _____ Chapter, Order of DeMolay

DEMOLAY (*State*):

(Name), State Master Councilor Jurisdiction of Wyoming, Order of DeMolay

Dad, (Name), Executive Officer in Wyoming, Active member of the International Supreme Council, Order of DeMolay.

Miss (Name), Sweetheart, Jurisdiction of Wyoming, Order of DeMolay

(if members of other Masonic Bodies are present, ask them to write out their proper Introductory Title.)

PARLIAMENTARY PROCEDURE

WHAT IS IT?

Parliamentary Procedure is a set of rules (Roberts Rules of Order) that were developed many years ago to make meetings run smoothly. It allows everyone to be heard and to help make decisions without confusion.

WHY IS IT IMPORTANT?

It is important because without rules there would be chaos! It is also important because it makes sure that everyone has a chance to speak. Wherever you go and whatever business meetings you attend, the same basic rules will be used.

Try this experiment in your Bethel.....

Have everyone meet in the center of the room – no special places for anyone. Then try to figure out a topic to talk about. Is it easy with everyone talking at the same time and about all different things? Were you able to come to an agreement on one topic? Did you find that certain people took leadership roles? Did everyone have a chance to speak? Did you, as a group, decide on your own rules?

MOTIONS

When to make a motion – A motion must be made whenever the Bethel wants to do something involving money. If you are going to spend money in any way (give a donation, do a fund raising project, buy paraphernalia, pay for registration fees and/or motel rooms, gas to attend events), a motion **MUST BE** made. If a Bethel is asked to help serve a meal or commit their time to an event, it must be brought to the Bethel for approval. **A Bethel Guardian or another adult does not have the authority to commit the time and energy of members of the Bethel without the Bethel’s approval.** However, to set the day/time/place for a Go to Church, sleepover, bowling etc., requires the notification of the Bethel members but does not require a vote.

How to make a motion – Refer to the ritual on how to present a motion. When making a motion, make sure that enough information is given.

For example:

Incomplete motion: “Honored Queen, I move that we have a bake sale”. (Does not include time, date, money spent, etc.)

Better motion: “Honored Queen, I move that we have a bake sale at the local K-Mart on Saturday, September 22nd from 10:00 a.m. – 3:00 p.m. with the profits going to the HIKE Fund.”

After the motion is made, someone needs to second it. That person’s name does not need to appear in the minutes.

VOTING

Methods

There are several methods of voting on a motion. In Job’s Daughters we use the first three. The others are included for information only.

By Show of Hands – In our Bethels, we vote on motions by raising our right hand (See ritual for proper “Voting Sign). This is called the “voting sign”.

By Ballot – Members write their vote on a slip of paper. The votes are then collected and counted by a group called “tellers”. This is the usual method for electing Bethel officers.

By Voice (viva voce) – The presiding officer asks those in favor to say “aye” and those opposed to say “nay”. This method is commonly used in other organizations on any motion that does not require more than a majority. It may be used in a Bethel Guardian Council meeting to vote on motions.

By Roll Call (rarely used) – If a record of each person’s vote is needed, each members answers “yes” or “no” as their name is called.

By Division (rarely used) – Those in favor assemble to the side of the room to the presiding officer’s right and those against it to the left.

Majority, 2/3, Tie vote - Most decisions in a Bethel are made by majority vote. A Majority vote means that more than half of the members present and voting agree on the decision. For example, if you have 13 Daughters in the Bethel and 6 vote for a motion and 7 vote against a motion, the motion is lost.

What happens if you have a tie vote? A tie vote is a defeat because you don’t have a majority. If there is a tie vote, the Honored Queen can cast her vote to make the majority and pass the motion.

On the other hand, if there is one more vote for than against a motion, the Honored Queen can vote in the negative to create a tie, causing the motion to be lost.

A 2/3 vote is used for changing the Rules and Regulations. This means that 2/3 of the people voting must vote for the change for it to be passed.

The Honored Queen can vote to affect a 2/3 vote just as she can to affect a majority vote.

QUORUM

A quorum is the number of members that must be present for business to be conducted legally. The specific number is stated in the bylaws. For Bethel meetings, 7 members, including at least one of the top three officers, constitutes a quorum.

COMMITTEES

Standing

These are the Committees that your bylaws say you must have. Every Bethel must have an Auditing Committee, a Pledge Committee and a Proficiency Committee. See B-Bethel 4 Article VII, Section 1(a) and WY-B-Bethel 4 Article VII Standing Committees, Section 1(a).

Special

Special Committees are assigned for a specific project or event. See WY-B-Bethel 4, Article VII, Section 2 (a). Some committee duties may fall to the line officers such as: Scrapbook, Refreshments etc., and are usually set forth in the Bethel Standing Rules.

DUTIES OF THE HONORED QUEEN AS A PRESIDING OFFICER

Why doesn't she give her opinion?

The Honored Queen's job is to remain impartial. Her job is to present the information, not to debate it. It is felt that, because of the position, undue influence may be given to a topic just because the Honored Queen wants it to happen. The events that go on in a Bethel are Bethel events and not limited to one person.

If the Honored Queen feels that an important point has been overlooked or must give her opinion, she must give up her position as presiding officer. To do this, she must hand over the gavel to another line officer that has not discussed the motion. The Honored Queen is then free to discuss the motion. **She does not take the gavel again until the motion has been voted on.**

When can she vote?

The Honored Queen can vote when the vote is taken by secret ballot. She can also vote to make or break a tie.

DISCUSSION

According to Roberts Rules of Order, a person may speak on a subject once. If everyone else who wants to speak has done so, then that person can speak again if approved by the Honored Queen.

No member may speak until she is recognized by the Honored Queen. The Honored Queen does this by stating the member's name. This is another way that order is kept during the meeting. Imagine what would happen if everyone stood up and spoke at the same time!!

Members do not have to nod when the Honored Queen recognizes them during the business part of the meeting. The nodding is only done during Stations and Duties of Officers and during the Closing Ceremony.

Once the Honored Queen has recognized a member, she begins her comments by saying "Honored Queen".

A motion has to be made before you can have discussion on a particular topic.

The only people that can take part in a discussion during Bethel meetings are the Daughters. Majority members of their own Bethel are allowed to debate as well. The Council has the opportunity to voice their opinions at the Council meeting. Adults can specifically be asked for information by the Honored Queen if necessary.

If you are having a problem with adults discussing items of business during meetings, speak to the Bethel Guardian or Grand Guardian about it. It is very difficult for an Honored Queen to tell an adult he/she can't speak. Council members please remember this and be respectful of the Honored Queen and the daughters of the Bethel. Also always be respectful to each other.

Remember that there are different interpretations on the same rule so keep an open mind, use common sense and good judgment on all decisions.

Parliamentary Procedure Simplified

Common motions that are made, how to make them and the rules that apply.

MOTION	WHAT YOU SAY TO MAKE A MOTION	CAN YOU INTERRUPT SPEAKER?	DOES IT NEED A SECOND?	CAN YOU DEBATE IT?	CAN YOU AMEND IT?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
Adjourn a Meeting	“I move that we Adjourn”	NO	YES	NO	NO	Majority	NO
Call a Recess	“I move that we recess for”	NO	YES	NO	YES	Majority	NO
Complain	“I rise to a question of privilege”	YES	NO	NO	YES	No Vote	NO (usually)
Table a Motion	“I move to table the motion.”	NO	YES	NO	NO	2/3	NO
End debate and other Motions	“I move to previous Question.”	NO	YES	NO	NO	Majority	NO (1)
Postpone discussion To a specific time	“I move to postpone discussion until”	NO	YES	YES	YES	Majority	YES
Refer to Committee	“I move to refer the matter to committee.”	NO	YES	YES (3)	YES	Majority	YES (2)
Amend the Motion	“I move to amend the motion by”	NO	YES	YES	YES	Majority	YES
Present a Motion	“I move that”	NO	YES	YES	YES	Majority	YES

The motions above are in order of precedence. The motions below are in no order of precedence.

Incorrect Parliamentary Procedure	“I rise to a point of Order.”	YES	NO	NO	NO	No Vote (4)	NO
Appeal Ruling of Chair	“I appeal from the Chair’s decision.”	YES	YES	YES	NO	Majority (5)	YES
Suspend the Rules	“I move to suspend the rules that ...”	NO	YES	NO	NO	2/3	NO
Members stand to Verify the vote	“I call for a division.”	YES	NO	NO	NO	No Vote	NO
Ask for information	“Point of information.”	YES	NO	NO	NO	No Vote	NO
Consider a tabled Issue	“I move to take from the table”	NO	YES	NO	NO	Majority	NO
Reconsider a vote	“I move to reconsider the vote on”	YES	YES	Only if motion to be reconsidered is debatable.	NO	Majority	NO

1. Unless the vote on question is not yet taken. 2. Unless the committee has already taken up the subject. 3. Only if the motion to be amended is debatable. 4. Except in doubtful cases. 5. Majority vote in the negative is needed to reverse a ruling of the chair

ELECTION OF BETHEL OFFICERS

GENERAL INFORMATION

The Wyoming Bethel Constitution, Article VII, Section 1 states that Bethel officers shall be elected at either the first or second meeting in May and December. (*WY-C-Bethel 2 Article VII Elections*). If a Bethel is under reorganization no elections are held.

The election shall be by secret ballot without nomination, starting with the highest office and continuing until the offices of Honored Queen, Senior Princess, Junior Princess, Guide and Marshal have been filled. A majority shall elect. A majority is one more than half of the votes cast, ignoring blanks. **Nicknames or non members names are considered blank ballots and not counted. (i.e. Mickey Mouse, John Doe, etc.)**

Election of officers shall be the first item of business under **NEW BUSINESS**. The election pages may be copied so that the Honored Queen has the agenda on hand during elections.

All Bethel officers are entitled to vote until the end of their term even though they become twenty (20) years of age before the election. (*C-Bethel, Art. VII, Sec. 1, h*)

Who can be elected to the line?

To be eligible for election to an elective office a daughter must have satisfactorily passed the Proficiency Test, must have been a member of the Bethel during the entire term and must have been in regular attendance. Regular attendance is interpreted to mean all absences have been excused by the Executive members of the Bethel Guardian Council. (*C-Bethel 2, Art. VI, Sec. 1*) **or as stated in the Bethel Standing Rules.**

Election will be from members present except in case of sickness or unavoidable absence of a member. The Executive members of the Bethel Guardian Council shall decide on the eligibility of an absent member. (*C-Bethel 2, Art. VII*)

Each member of a Bethel should carefully consider her vote because the strength of the Bethel depends upon the quality of its leaders. Although it is natural to want a friend elected, an officer should be selected for her proficiency, maturity and leadership qualities. When considering whom to vote for, a daughter should realize that it's OK to vote for herself if she feels she possesses the necessary qualities of an officer!

It is important for each member to accept those who are elected as the Bethel leaders, even though they may not have been a daughter's first choice. This is a key to success in any organization. There are many other officers and committees which are also important to the Bethel. Each individual is equally important because without the parts. The whole Bethel cannot function and properly grow.

PRIOR TO THE ELECTION MEETING

If the Bethel has a newsletter, the Bethel Guardian or Honored Queen should write an article listing eligibility requirements for elective office and stating the date of the election meeting. Members

should also be informed by a call that elections will be held. Don't assume that every member knows these facts!! Many new members do not and many others may not remember all the details.

At the meeting before the election, the Associate Bethel Guardian should read the "Election Talk" during New Business. This is a lengthy talk but contains valuable information. If the Executive Council decides to shorten the talk be sure the omitted information has been included in the Bethel newsletter.

WYOMING ELECTION TALK

This should be read by the Bethel Guardian or Associate Bethel Guardian at the meeting held prior to the Election meeting.

1. WHO IS ELIGIBLE FOR ELECTION TO OFFICE?

- A. Our bylaws state that election shall be from members present except in case of sickness or other unavoidable absence, in which case the Executive Council members present shall decide upon and announce the eligibility of the absentee.
- B. To be eligible for any elective office, a Daughter must have been a member for six (6) months with regular attendance and satisfactorily passed the Proficiency Test. Regular attendance shall mean being present at all regular meetings of the Bethel unless excused by the Executive Council for good and sufficient reasons.
- C. Line officers should be voted up the line unless they are guilty of moral misconduct. Moral misconduct shall mean those acts that are against the Ten Commandments. Petty jealousies will not be a reason for voting officers out of the line.

2. WHAT SHOULD YOU CONSIDER IN MAKING YOUR CHOICE FOR MARSHAL OR OTHER ELECTIVE OFFICER?

- A. Choose a girl for her merits, maturity and leadership qualities. Also think about those who are at every function. They are the ones that are interested enough to be active and will certainly give of themselves. It is natural to want to see your best friend go up, but will she fulfill the responsibilities of the station? Will she be a loyal friend to all members of the Order? Will she give up other things for Job's Daughters? Will she learn her work each term? All of these are qualities that are a must for those elected to start up the line.

AS YOU CAST YOUR VOTE, TRY TO THINK OF WHAT IS BEST FOR THE BETHEL.

3. SHOULD YOU BE CHOSEN FOR AN ELECTIVE OFFICE, WHAT SHOULD YOU CONSIDER BEFORE YOU ACCEPT?

- A. Are you willing to give up other things for Job's Daughters? Remember you are accepting an honor which others would love to have and they have a right to expect more of you than when you were an appointed officer or choir member. It is not all glamour and fun. You will have to be a friend to all members of the Order. You are in a position that will require you to be a "Big Sister" to many, even though you would rather not. You will be required to attend additional meetings with the Council, help plan the Bethel functions, and help plan and work the Bethel projects. You will have to learn to take disappointments and to accept the majority decision.

4. WHAT SHOULD YOU DO IF YOU WANT AN ELECTIVE OFFICE AND DO NOT GET IT?

- A. This is a serious problem in many Bethels. From the teachings of Job, we must all remember that Patience and Faith are the key factors to Reward. When you took the Obligation at the Altar, you vowed to be a good Job's Daughter and remain faithful to the teachings of Job. Be steadfast and you will come out the winner in the long run. Remember there is always another change, set an example by staying active and you will find it does pay off. All Officers are important, without the appointive officers and choir; you could not open a Bethel meeting. They are the foundation of our Order.

WHEN YOU HAVE CONSIDERED ALL THINGS BEST FOR THE BETHEL AND FOR YOU AS A PERSON, REMEMBER THAT EVERY GIRL HAS ONE VOTE AND ONLY ONE VOTE. USE YOUR VOTE WISELY AS YOU VOTE WHAT YOU FEEL IS RIGHT FOR JOB'S DAUGHTERS AND YOUR BETHEL.

AGENDA FOR ELECTION OF BETHEL OFFICERS

(The Honored Queen reads the following information. After this has been read, New Business is opened)

HONORED QUEEN:

Election of officers in Wyoming shall be the first order of business at either the first or second meeting in May and December. *(WY-C-Bethel, Art. VII, Sec. 1)*

Election shall be by secret ballot without nomination and a majority vote shall elect. A majority vote is one (1) more than half, ignoring blanks. *(WY-C-Bethel, Art. VII, Sec. 1, b, c)* Example: 25 members present, 25 ballots are collected. There are 2 blanks so there are 23 votes cast. Half would be 12.5 with one more than half being 13 votes would be needed for a majority. If there are 3 blanks, there would be 22 votes cast. One more than half would be 12 votes would be needed for a majority.

To be eligible for election to any elective office:

1. A daughter must have satisfactorily passed the proficiency test. *(C-Bethel, Art. VI, Sec. 1, a)*
2. A daughter must have been 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 Bethel Guardian Council. *(C-Bethel, Art. VI, Sec. 1)*

There shall be no conversation in the Bethel room during election. No daughter will indicate before election begins that she does not intend to accept an elected office. However, if there is no majority after the first ballot, a daughter may stand and ask that her name be withdrawn.

Also, it is generally understood and in general practice that a daughter elected shall proceed through the stations to the office of Honored Queen.

HONORED QUEEN:

New Business. Election of Officers. Associate Bethel Guardian, you will read from the Bylaws concerning election.

ASSOCIATE GUARDIAN:

Constitution for Bethel, Article VII, Section 1

- a. Officers shall be elected at either the first or second meeting in May and December.
- b. The election shall be by ballot without nomination, starting with the highest officer and continuing until the offices of Honored Queen, Senior Princess, Junior Princess Guide, and Marshal have been filled. A majority vote shall elect. A majority is more than half of the votes cast. Ignoring blanks.
- c. The method of balloting in Wyoming Bethel shall be by secret ballot.
- d. Election shall be from members present, except in case of sickness or other unavoidable absence, in which case the Executive Members of the Bethel Guardian Council present shall decide upon an announce the eligibility of the absentee.

- e. All officers shall serve the term of office to which they were elected or appointed and shall be entitled to vote until the end of their term even though they become twenty years of age before the next election.

HONORED QUEEN:

The Guardian will now read in alphabetical order the names of those who are qualified to hold an elective office.

BETHEL GUARDIAN:

The Bethel Guardian reads the list of daughters who are qualified to hold an elective office. This list is in alphabetical order and gives the names of those girls who have passed the proficiency test and have been a member of the Bethel and in regular attendance during the entire term in which the election is held. No other restrictions as to grade in school, merit points, etc. are made on eligibility for election.

HONORED QUEEN:

_____ and _____ you will serve as Tellers. The Tellers may be any member from the floor. If possible, Tellers should be chosen from those not eligible for elections of the PHQ's in attendance. Usually Custodians distribute and pick up pencils and ballots. If the Bethel is large and Daughters are appointed as Pages, the Pages may distribute and pick up pencils and ballots.

The Custodians or Tellers, Bethel Recorder and Guardian Secretary are seated at or near the Recorder's desk before election begins. The Bethel Recorder tallies votes. The Guardian Secretary also counts votes silently as a check.

HONORED QUEEN:

Members will please count off. *(A counting procedure is used to determine the number of daughters eligible to vote. The Honored Queen says, "one" and stands up and this continues until all members are standing. As a double check, the Honored Queen says "one" and is seated and this continues until all members are seated. The Associate Guardian checks as counting proceeds.)*

MEMBERS:

(All members count off.)

HONORED QUEEN:

There are _____ members entitled to vote. The Custodians (*Tellers*) will distribute the ballots. After passing out ballots, the Custodians or Tellers return to their stations. Adults do not pass out ballots.

HONORED QUEEN:

You will now mark your ballot for the office of:

- a. Honored Queen
- b. Senior Princess
- c. Junior Princess
- d. Guide
- e. Marshal

(Honored Queen writes her ballot. When she is through writing, she says:)

HONORED QUEEN:

The Custodians (*tellers*) will collect the ballots. The Custodians or Pages use containers to collect the ballots. Ballots are deposited on Recorder’s table by the Custodians or Pages.

HONORED QUEEN:

Have all balloted who desire to do so? (*Pause*) If so, I declare the ballot closed. (One rap of gavel.) Tellers, you will count the ballots. Custodians or Pages return to their stations, taking containers with them to collect the next ballots. First Teller opens a ballot and reads the name silently and hands it to the second teller who reads the name aloud. The Bethel Recorder repeats the name aloud, counting “Jane Doe 1, Jane Doe 2, Jane Doe 3, Jane Doe 4, Jane Doe tally.” Be sure it is the Bethel Recorder doing this, not an adult. A majority of votes cast for each office is necessary for election. The majority may vary, depending on the number of votes cast for each office. When through counting out loud, the Recorder adds the number of votes cast for each person and totals them, counting blanks separately. The total of all votes, including blanks, should not exceed the number of members eligible to vote. Recorder then checks with Guardian Secretary. When the Recorder and the Guardian Secretary agree the tally is correct, the Recorder takes the tally sheet to the Honored Queen without any comment. The Honored Queen reads the report in full, not the Recorder. The Honored Queen the reads each girl’s name and the number of votes she received.

HONORED QUEEN:

Number of ballots _____

Number of blanks _____

Number necessary for election _____

(reads each girl’s name and the number of votes she received.)

Blank _____

Total votes cast _____

HONORED QUEEN:

(If there is a majority, the Honored Queen says:) By you vote you have elected:

(Name) – 1. Honored Queen

(Name) – 2. Senior Princess

(Name) – 3. Junior Princess

(Name) – 4. Guide

(Name) – 5. Marshal

(Name) do you accept? (Waits for reply from elected officer)

(Name) is your new – 1. Honored Queen

(Repeat quest for each officer)

(Name) is your new – 2. Senior Princess

(Name) is your new – 3. Junior Princess

(Name) is your new – 4. Guide

(Name) is your new – 5. Marshal

(Applause)

HONORED QUEEN:

*(If there is not a majority in the voting, the Honored Queen will say) **There is no majority, so we will vote again.** (After the first ballot, if there is no majority, it is permissible for a daughter to stand and say, “Please withdraw my name,” The Honored Queen will say, “Thank you,” but no one will elaborate any further. Nor does the Honored Queen make any statements such as, “This leaves us to vote between Margaret Jones and Jane Doe.” Any qualified daughter is eligible to receive votes on any succeeding ballot. The voting procedure must be repeated as before until there is a majority vote.)*

HONORED QUEEN:

*(After all elective offices are filled, the Honored Queen excuses the Tellers and thanks the Custodians or Tellers) **Thank you (names).** This concludes election of officers. (One rap of the gavel)*

(These steps are the correct election procedures to be used by all Wyoming Bethels in election of their officers)

TERM PLANNING

Wyoming C-Bethel 2 Article V Officers, Section 4(c) states that “all Honored Queens elect shall present a six month term plan to the BGC for approval prior to being installed”.

Before any planning can be done, it is important that you have an idea of activities that will move your Bethel forward. It is also important that other Line Officers begin planning as well for the term they will serve as Honored Queen. This assures all Line Officers have thought through a plan that will make the term an enjoyable and meaningful one for the members.

Planning a Bethel’s term is an awesome responsibility. Line Officers who start planning early, and write down their ideas throughout the two years leading up to their installation as Honored Queen, not only ensure the term is well planned but it also eliminates much of the dissention between Honored Queen and Council members. Understanding the value of pre-planning is an important skill that you as a Bethel Guardian and parent can teach Daughters and help eliminate the stress of each meeting.

Do not feel limited by the number of members you have in your Bethel. Some adults and daughters consider a full schedule an impossible task because of the many demands placed on the members by their school and other organizations. Keep in mind that those organizations place high demands on your members and yet they remain involved in your Bethel. You must be giving them something that they want. Members will gravitate to those groups that give them the most of what they need. Our Order can be the most important organization your members join, if you choose to make it that way.

Our Constitutions and Bylaws require several activities be performed during meetings of your Bethel. See below for required activities that need to be included in a Bethel Calendar:

To be held at sometime during EACH term:

- Initiation Ceremony (if no new members, a Mock Initiation should be held)
- Official worship service
- Money-making project
- 2/3’s project for Educational/Promotional fund to be sent to the Grand Secretary at the end of each term.
- Installation of Bethel Officers

To be held during month of March EACH year:

- Observance of Ethel T. Wead Mick’s Birthday – March 9
- Observance of Job’s Daughters week during week of Mother Mick’s Birthday

To be held once a year

- Majority Ceremony
- Recommendation of Bethel Guardian Council
- Installation of Bethel Guardian Council

Other events to be scheduled in:

- Friendship meetings
- Honor Masons, OES or parents
- Practices
- Prospect parties
- Fund raisers
- Grand/Supreme Guardian’s visit
- Fun activities
- Proficiency
- HIKE Fund event
- Community Service activities
- Family activities

January	Installation of Bethel Officers and Choir First meeting of the term ABG gives reports on audit of Bethel books Council meeting of BGC Prepare Annual Report and 2/3’s project Second meeting of the term
February	Two Bethel meetings Council meeting of BGC
March	Two Bethel meetings Observe Ethel T. Wead Mick’s birthday during the month Council meeting of the BGC
April	Two Bethel meetings Bethel members informed of their right to recommend Executive Council members of the BGC and date of recommendation. Read all Bylaws and Election talk during the last meeting in April Council meeting of the BGC
May	Two Bethel meetings Election of Officers held during first meeting in May Annual meeting of the BGC to approve council recommendations Honored Queen elect presents her term plan to BGC at last meeting Council meeting of the BGC Audit of Bethel books prior to Installation
June	Two Bethel meetings with motion to pay bills over the summer at the last meeting in June. Hold Installation of new officers and Bethel Guardian Council ABG gives audit report of Bethel Books Plan for 2/3’s project Council meeting for BGC

July/August	No Bethel meetings
September	Two Bethel meetings - First meeting in September report on bills paid over the summer. Council meeting for BGC
October	Two Bethel meetings Council meeting for BGC Plan money maker for Honored Queen's project Plan Worship service
November	Two Bethel meetings Council meeting for BGC Read all bylaws and election talk pertaining to election of officers during November Begin to collect dues for upcoming year Begin planning Spring Term Send our suspension notices to all whose dues are delinquent.
December	Two Bethel meetings Election of Officers held during first meeting of December Council meeting for BGC Complete review of Honored Queen elect term plan Send invitations for Installation Audit Bethel Books prior to installation Make sure dues are paid prior to installation Vote on suspensions Update Permanent Record Book with suspensions, demits and Majority Members.

WHAT TO INCLUDE ON YOUR BETHEL CALENDAR

Be sure to publish the calendar in your Installation program which gives everyone attending the opportunity to know what you are doing and if they can attend. Use a calendar with large squares or use a computer generated calendar to start with then do the following:

1. Fill in all holidays
2. Fill in all regular meetings, practices and Council meetings. If a regular meeting falls on a holiday, look at rescheduling that meeting. **No** dispensation needed
3. Fill in required elements:
 - Educational & Promotional 2/3 Project
 - Official worship service
 - Initiation Ceremony
 - Money Makers (**Required by Honored Queen, Bethel etc.**)
 - Election of Officers
 - See Bethel Standing Rules for other special events to be held by Bethel.

4. Fill in the state events:
 - Grand Session/Grand Bethel
 - Grand Guardian’s visit
 - Supreme Session
 - Supreme Guardian’s visit
 - Charity Ball (if held) – always in October
 - Ski Weekend (if held) – always Equality Day weekend in January
 - Spring Splash – March/April

5. Fill in the other required term events
 - Recommendation of Bethel Guardian Council (April)
 - Majority or Obligation Ceremony
 - Proficiency Ceremony

6. Fill in other fun events:
 - Special meetings
 - Jobie to Bee Party
 - Prospective members ceremony

Always, Always, Always include fun activities, membership activities, Fraternal Relations activities and Community Service activities.

Ideas for fun activities to consider could be:

- Slumber parties
- Progressive dinners
- Movie night
- Ice skating
- Roller skating
- Bowling
- Miniature golf
- Ice cream socials
- Holiday parties
- Picnics
- Pizza parties
- Swimming
- Kidnap breakfast
- BBQ
- Bethel talent show
- Make up party
- Fashion show
- Shopping out of town
- Bike riding
- Box social with Masons and Eastern Star members

The survival of your Bethel relies on the dedication and efforts of the members and leaders. It takes a firm commitment and ambitious work from all involved to ensure the Bethel remains viable and strong. That requires an active membership program. Your Bethel must place new member recruitment as a top priority while aiming all Bethel activities at having fun, friendship and showing prospective members the rewards from membership in Job's Daughters.

Ideas for Membership Activities to consider might be:

- Slumber party
- Visit prospects in their home
- Scavenger Hunts
- Costume parties
- Membership lunch with parents
- Crazy Dinner
- Present an open meeting ceremony to prospects and parents
- Hold an open house at the Bethel
- Kidnap breakfast
- Invite and involve the parents

Our Order makes many contributions to society, especially since the Hearing Impaired Kids Endowment (HIKE) Fund became Job's Daughters' official philanthropy. There are many other causes Bethels support with time and money. All of these efforts can give a Bethel a good reputation in their community. Giving back to society is a cornerstone of the teachings of Job's Daughters and the Masonic fraternity.

Ideas of Community Service Activities to consider might be:

- Help local organizations in the community with fundraising (i.e. MS Walk, March of Dimes telethon, local charity organizations, and United Way)
- What fun activities can we incorporate into our community service
- Help at the local food bank or mission
- Visit nursing homes at Christmas time

Maintaining a positive relationship with Masonic related organizations is important for the Continued success of a Bethel. The local Masonic lodges, Eastern Star Chapter, York Rite, Scottish Rite, Shrine and other Masonic related bodies can give great support to your Bethel's goals. Involve them in Bethel activities and be eager to support their functions as well. The Promoter of Fraternal Relations is to promote the Order by arranging for the Bethel officers to perform certain part of the ritualistic work before the Masonic bodies.

Ideas of Fraternal Relations Activities to consider might be:

- Pot luck
- Temple picnic
- Kidnap a Masons Breakfast
- Perform the Living Cross or other ceremony at their meetings or installations

- Have a Secret Mason/Secret Star for each member and send them cards or gifts for Birthdays and Holidays.
- Hold a Masons/Star night at the bethel meeting
- Visit them before a meeting and give information pertaining to Job's Daughters
- Have a Mason/Star come and explain their emblems and principles of their Organization
- Place information about Job's Daughters on a temple bulletin board
- Fun changes to the regular meeting can be considered. Plan fun activities well in advance and get a dispensation from the Grand Guardian.

INSTALLATION OF BETHEL OFFICERS

(Refer to C-Bethel, Article X)

Installation shall take place between the second meeting in May and the second meeting in June: and between the second meeting in December and the second meeting in January. Any officer, elected or appointed, who is not present at the time or who is serving as an installing officer, shall be installed at the next regular Bethel meeting. A member must have paid her dues for the ensuing term before she may be installed.

Open installations are permitted. Pictures, including video cameras, may be taken but only from the sidelines and only if the photograph in no way detracts from the Ceremony. Be sure that these instructions are communicated to the photographer!! At no time should he/she cross between the altar and the dais.

INSTALLING OFFICERS

The retiring Honored Queen **of the Bethel shall be** the Installing Officer of the Bethel. Other installing officers shall be Past Honored Queens of the Bethel or, if Past Honored Queens are not available, Majority Members of the Bethel. If the Honored Queen-elect has a relative or close friend who is a Past Honored Queen or Majority Member of another Bethel she may invite one (1) such person to serve as an installing officer. If there are not enough Past Honored Queens or Majority Members of the Bethel to act as installing officers, such people from other Bethels may be asked to serve.

Assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc. shall be members of the JDI. Adults with proper Masonic relationship may serve as Narrator, Master and Mistress of Ceremonies and/or Host and Hostess.

If possible, the installing Musician should be a member of the JDI. Otherwise, another musician may be asked to serve.

All installing officers shall be approved by the Executive members of the Bethel Guardian Council.

Note: If a presiding Honored Queen is unable to fulfill her term or, with justifiable reason (family has moved a great distance, catastrophic illness, etc.) is unable to serve as Installing Officer, the Executive members of the Bethel Guardian Council may appoint a Past Honored Queen (*usually the Junior PHQ*) to serve as installing officer.

PLANNING AN INSTALLATION

(Please give a copy to the incoming Honored Queen and her parents)

The handling of other details vary with each Bethel. It is suggested that the Bethel keep records of traditions and details to be passed from term to term to those responsible. Keep in mind that Installations are a Bethel activity. Please remember that it is the Installation of BETHEL OFFICERS and not just the installation of the Honored Queen.

BUDGET

Find out what the Bethel pays for and what you are responsible for paying for. Some Bethels state in their Standing Rules how much they will pay towards the installation.

WHEN & WHERE

If the Installation will be on a different day or time than your regular meeting, make sure it is available and check your bylaws to see if a Special Dispensation is needed. Then you'll need a motion at a regular Bethel meeting stating when and/or where to change it to. The Guardian Secretary will then send away the paper work to get a Special Dispensation. Make sure this is done far enough ahead so there is time for the Special Dispensation to be mailed back to the Bethel.

INVITATIONS

Decide how your invitations will be done: designed on the computer, hand written on special paper, your own design. Then decide if you'll have them photocopied or printed and where you can get that done. Make sure the Bethel Guardian sees the invitations before they are sent out for her approval.

Invitations should be sent to the Grand Guardian and Associate Grand Guardian, the Grand Deputy, other Grand Line Officers who live in the area, the Grand Bethel Honored Queen and Miss Wyoming Job's Daughter, Miss Wyoming Congeniality, Jr. Miss Wyoming Job's Daughter and Grand Bethel Officers and Representatives who live in the area, Past Grand Guardians and Past Associate Grand Guardians in the area, Past Bethel Guardians and Past Associate Bethel Guardians, Past Honored Queens, the Worshipful Master and presiding officers and members of other Masonic organizations in the area (*i.e. O.E.S. , Shrine, Order of Nathan Hale, Scottish Rite, York Rite*)

Invitations should also be given to Council members of the Bethel and to the Daughters for possible scrapbook keepsakes.

PROGRAMS

Are you going to have programs? What are you going to include in the program? Some ideas are: new Officers, Installing Officers, Council members, committees, term plan, Honored Queen page, a list of PHQ's from your Bethel.

CEREMONY

When you decide on your ceremony also decide on your formation and floor work. The Honored Queen may be installed first or last. The Honored Queen may be invested with cape and crown while kneeling at the Altar or while standing at the Altar or the Dais. It is optional whether the Bible is turned toward the Honored Queen when she kneels at the Altar or is left as placed. If the Bible is turned, the Installing Guide should reverently move it and, then, replace it in proper position after the Honored Queen is invested and is escorted to the East. Princesses may stand or kneel to be invested. The

Installing Custodians invest the Princesses with cape and crown. **DON'T TRY TO DO AN INSTALLATION WITHOUT A PRACTICE!!!**

CARRYING PIECES

Are they necessary? Are you going to make them? Buy them? What's in your budget? What would work well with the ceremony you have chosen?

REFRESHMENTS

Look at your budget. Are the Daughters going to bring something or does the Promoter of Hospitality take care of what you want. Get a committee of parents to help in the kitchen as you and your Officers are getting ready for the ceremony. Does the Bethel furnish the cake? Don't go overboard on refreshments.

DECORATIONS

Decorations need not be elaborate to be effective. You may want to use streamers and balloons, make table favors, have homemade chocolates on fancy plates, use table cloths or plastic. Try and fit the decorations to your theme. Be sure to check with your Temple Board to see what is permitted as decorations in the dining room or Bethel room. No open flames are allowed during the Installation Ceremony. Votive candles may be used during a reception if approved by the governing body of the building used.

PRACTICES

Schedule these when you schedule the Installation. Never do a ceremony without a practice. Make sure the Director of Epochs is available and the Honored Queen has a copy of the Installation Ceremony prior to practice so she can become familiar with the ceremony and her part as Installing Officer. If you have a reader for the ceremony, make sure a copy of the ceremony is available to her/him prior to the practice. Make sure the new officers have gone over the Closing Ceremony floor work for the Installation.

OFFICERS

Ask the girls which office they would like to hold. Appoint girls to stations as close as to what they ask for. Your list of Officers must be approved by the Bethel Guardian Council. After your list is approved, ask each girl if she will accept the station and that she understands the responsibilities of her new office. **Each Daughter's skills, talents, and age should be considered when appointed officers are chosen.**

INSTALLING OFFICERS

Installing Officers must be PHQ'S from your Bethel. If you have a friend who is a PHQ or MM of another Bethel you would like to ask, it must be approved by the Bethel Guardian Council. Installing Musician and Mistress/Master of Ceremonies do not have to be PHQ's or MM's. **Current Honored Queen shall be Installing Officer.**

OTHER SPECIAL PEOPLE

Are you going to have someone sit at your guest book? A special Narrator? Bible escorts? People to escort the officers into the Bethel Room? Are you going to have a photographer? All of these people are to be approved by the Bethel Guardian Council before you ask them.

SONGS

Check the Book of Ceremonies to see when special music is allowed. If you are using the Supreme Book of Ceremonies, you may have a special song after the HQ has been installed either while still at the Altar, at the Altar line before proceedings to the east or in the East after being presented the Bylaws. There is not to be a song after the Princesses are installed. You may also have a special song for the immediate PHQ if she is presented a PHQ cape or if she signs the Bible.

SPECIAL SEATING

If you are going to have special people in attendance, make sure the seats are reserved before guests start arriving.

PRESENTATIONS

Presentations are limited to the following:

- PHQ pin and certificate
- Exchange of line officer pins (if you have them)
- Bethel Honors or Awards
- Presentation of gavel & gifts from HQ's parents

All other presentations are made at the reception.

DUTIES AND RESPONSIBILITIES OF BETHEL OFFICERS

ELECTED OFFICERS

The elected officers of the Bethel have been entrusted by its members with the authority to lead them. This places a special responsibility on a Daughter who is elected. In her role as a leader, she must act impartially, setting aside her own needs for those of the Bethel and its members, and provide a good example for other members. She should make all members feel wanted and welcome at each meeting and activity. By accepting an elective office, a Daughter assumes the responsibility to be present at all meetings and Bethel activities. She must remember, when she accepts the honor she also accepts the responsibility of the position. Two and one-half years is a long time. It is not only glamour and fun but also long hours of work and difficult decisions. Disappointment may occur as well as excitement, often other activities must take a second place to responsibility to the Bethel.

An Elected Officer should remember that responsibility does not end when she relinquishes her crown. She will still need to support her Bethel as a pro-tem and/or as an appointed office. She will be called upon and need to make time to be an installing officer at installations. She should support the Bethel's social activities and fund raising projects. In short, she should not forget her Bethel once her term is ended!

The following lists of duties have been compiled from the Rules and Regulations for Wyoming Bethels and from the Ritual. Some have come from standing traditions. Each Bethel may have other duties which come from their own Bethel's traditions, Bylaws or standing rules. Please feel free to make copies of each page and give to the respective officer for her to review and better understand her office in the Bethel.

RESPONSIBILITIES OF HONORED QUEEN

The Honored Queen is a leader of the Bethel and must set a good example for others. She works under the guidance of the Bethel Guardian and Council. She should visit candidates, if possible, and work to help them feel welcome in the Bethel.

The Honored Queen is an ex-officio member of all committees and, as such, should attend all Bethel Guardian Council meetings informing Council members of the wishes of Bethel members and seeking their guidance on Bethel plans.

The term of each Honored Queen should be planned to include a variety of activities with the approval of the Bethel Guardian Council. Fun activities, fund raiser, and varied meetings should be included with those activities required. A term plan shall be presented to the Bethel Guardian Council prior to Installation for their approval.

She should meet with the Bethel Guardian prior to each Bethel meeting to plan the agenda and become acquainted with all necessary items of business. Care should be taken so that the agenda is not crowded, making the meeting lengthy.

The duties of the Honored Queen as listed in the Wyoming Rules and Regulations and/or the Ritual are:

1. Appoint the appointive officers with the approval of the Executive Council (*C-Bethel 2, Art. VIII*)
2. Shall appoint and install a member to fill a vacancy in an appointive office with approval of the Executive Council (*C-Bethel 4 Section 2*)
3. Appoint standing committees as listed in Art. VII of Bethel Bylaws and other committees as advised by the Executive Council members or as Bethel tradition dictates. (*B-Bethel 4, Art. VII, Sec. 2(a)*)
4. Must have a Worship Service, money raising project and initiation to quality to receive a PHQ Certificate and Jewel (*WY-B-Bethel 4 Art. VIII, Sec 1(b)*)
5. Serve as Installing Officer at the Bethel's installation (*C-Bethel 5, Art. X, Sec. 2(a)*)
6. Familiarize herself with all parts of the ritual. She may have at the pedestal the order of Escort and the names and titles of those to be introduced, and outline of the complete Order of Business and notes on business to be discussed.
7. See that the meeting proceeds in an orderly fashion. The manner of presiding sets the tone of the meeting
8. Permit only members of the Bethel, Executive Council members and Majority Members of the Bethel to debate questions during a Bethel meeting (*C-Bethel 5, Art. XII, Sec 4, a, 3*)
9. During March, hold a suitable ceremony honoring Mrs. Ethel T. Wead Mick, the founder of the International Order of Job's Daughters. (*C-Bethel 5, Art. XII, Sec. 3, b*)
10. Choose a place and time for an official Worship Service during her term (Go-to-Church Sunday). This must be approved by the Executive Council members. (*C-Bethel5, Art. XII, Sec. 3, c*)
11. Have possession one copy of and be familiar with the Rules and Regulations and turn it over to her successor at the time of installation. (*B-BGC, Art. II, Sec. 1, i*)
12. Attend Workshops and Grand Session in June.

RESPONSIBILITIES OF THE SENIOR PRINCESS

Customarily, the Senior Princess will become the Bethel's next Honored Queen. Therefore, her duties include not only those of a Senior Princess but also of a future Honored Queen. She shall:

1. Assist the Honored Queen
2. Be prepared to protem the office if the Honored Queen is unable to attend a meeting.
3. Be alert to activities, projects, plans and other functions of the Bethel that she may wish to utilize during her term.
4. Plan and execute a Sr. Princess fundraiser if required by her Bethel.
5. Be alert to the performance of Daughters in Ritualistic work, responsibilities and committee assignments, keeping them in mind for future appointments.
6. Memorize her speaking and marching part as found in the ritual.
7. Memorize the words and music of the Music Ritual.
8. Attend all meetings and functions of the Bethel. Any absence must be excused by an Executive Council member.
9. Remember an unexcused absence may disqualify a member from election to office. Be familiar with the Bethel Standing Rules as to what constitutes an excused vs. unexcused absence.
10. Seek approval of selections to appointive office from the Executive Council members before asking a member to serve. (*C-Bethel 2, Art. VIII*).
11. Set up a tentative calendar for her term to be finalized as soon as possible after election as Honored Queen. These plans must be approved by the Executive members of the Bethel Guardian Council. (*WY-C-Bethel 2 Article V Officers Section 4c*)
12. Schedule all dates the building will be needed by the Bethel during the term with the schedule coordinator of the Temple or building where the Bethel meets.
13. Be sure to include required activities on the calendar. These include Mother Mick observance in March and "Go-to-Church" Sunday, Fund raising project as Honored Queen, and plan an Initiation.
14. Plan for Installation. Work closely with the Bethel Guardian, the Bethel Guardian Council and the Director of Epochs.
15. Meet with the Bethel Guardian Council on a regular basis.
16. Attend workshops and Grand Session in June.

RESPONSIBILITIES OF THE JUNIOR PRINCESS

The Junior Princess should also be looking toward her term as Honored Queen. By attending visitations and installations of other Bethels she may find ideas for activities during her term. As Junior Princess she shall:

1. Assist the Honored Queen in any way needed and upon request of the Honored Queen.
2. Be alert to activities, projects, plans and other functions of the Bethel that she may wish to use during her term.
3. Be alert to the work done and responsibilities taken by Bethel members for future appointments.
4. Memorize her speaking and marching part as found in the ritual.
5. Memorize the words and music of the Music Ritual.
6. Attend all meetings and functions of the Bethel unless excused by an Executive Council member. Be familiar with the Bethel Standing Rules as to what constitutes an excused vs. unexcused absence.
7. Meet with the Bethel Guardian Council on a regular basis.
8. Attend workshops and Grand Session in June.

RESPONSIBILITIES OF THE GUIDE

The duties of the Guide include:

1. Memorize speaking and marching parts in the Ritual. She must know the proper marching lines for regular meetings, Escort, Introductions and Honors, Initiation, Proficiency Ceremony and any other marches deemed necessary to complete a ceremony properly.
2. Memorize the music and words of the Music Ritual.
3. Attend all meetings and functions of the Bethel unless excused by an Executive Council member. Be familiar with the Bethel Standing Rules as to what constitutes an excused vs. unexcused absence.
4. Attend workshops and Grand Session in June.

RESPONSIBILITIES OF THE MARSHAL

The duties of the Marshal are:

1. Before the meeting, prepare the Bethel room, with the assistance of the Custodians, by putting all paraphernalia in its proper place per the Ritual. This means the Marshal must arrive early for each meeting.
2. Put paraphernalia away following the meeting. Some Bethels are asked to leave the room set up for a Blue Lodge or Eastern Star meeting. If this is the case, the Custodian of Paraphernalia and/or the Associate Guardian should advise the Daughters on placement of items.
3. Escort the American Flag into the Bethel room at all meetings. Refer to ritual for proper lines of march and the proper way to carry the Flag.
4. Escort the Bethel Flag into the Bethel room at all meetings if asked by the Honored Queen to do so. Refer to the ritual for proper lines of march and the proper way to carry the Flag.
5. Memorize speaking and marching parts. Know the proper marching lines for Escort, Introductions and Honors and be familiar with the marching lines for Initiation, and other ceremonies that might be exemplified.
6. Memorize the music and words of the Music Ritual.
7. Attend all meetings and functions of the Bethel unless excused by an Executive Council member. Be familiar with the Bethel Standing Rules as to what constitutes an excused vs. unexcused absence.
8. Attend workshops and Grand Session in June.

RESPONSIBILITIES OF APPOINTIVE OFFICERS AND BETHEL CHOIR

In order for a Bethel to function, each member should maintain regular attendance at Bethel meetings and functions. Daughters find that the more actively they support the Bethel, the more friends they make and the more benefits they receive.

RESPONSIBILITIES OF THE BETHEL CHAPLAIN

1. The Bethel Chaplain should review the “Instruction for the Chaplain” in the Ritual before each meeting in order to refresh her memory.
2. The Bethel Chaplain should know the line of march to and from the Altar. She should time her steps to the music so that she reaches her station or the Altar at the end of the song.
3. Remember to never rest her arms or place her hands on the Altar.
4. Review and know the Pledge of Secrecy for Adults before each meeting. Even if no unobligated adults are expected at a meeting, it is best to be prepared.
5. Know and review regularly all prayers used in a regular Bethel meeting plus work for Initiation, Proficiency or special ceremonies.

RESPONSIBILITIES OF THE BETHEL RECORDER

Prior to Bethel Meeting

1. Be sure a detailed report is kept on Form 151, “Memo of Receipts” of all money received. This will be needed when the Honored Queen calls for Receipts of the Meeting and for posting in the several Cash Books after the meeting.
2. Be sure all bills are listed on a sheet so that the Audit Committee can sign for approval of payment. **NOTE:** Some Bethels adapt Form 151, the “Memo of Receipts” to list all bills and for the auditors signatures.
3. Be sure that a warrant is prepared for each bill. The check number should correspond with the warrant number. The Honored Queen and Recorder should each sign Form 151, “Memo of bills and Warrants for the Treasurer.”
4. Review and keep all communications, receipts, bills and petitions in an orderly manner so they are readily available when called for by the Honored Queen.

During the Meeting

1. Read Special Dispensation if necessary.
2. Record attendance of officers, choir and Bethel Guardian Council in the Roll Book.
3. Read minutes of previous meeting. Take to Honored Queen for signature.
4. Read “Report on Ballot of Petitions”, Form 220, when needed.

5. Keep minutes of all transactions of the meeting. A worksheet may be used to record notes. These notes must be transcribed to the Minute Book before the next meeting. **If you choose to use a laptop to record minutes, they are to be printed out and attached to the recorder's book.**
6. Read communications. Remember to read the signature first so people know who the letter is from. **It is helpful for Guardian Secretary and Recorder to review the communications before the meeting so names and places will be familiar when reading. Do not read communications that have passed and long communications can be condensed.**
7. Read Petitions for Memberships. Only the lines in bold type print are to read.
8. Receive Bethel Treasurer's Report, Form 151, to be attached to the minutes of the meeting.

After the Meeting

9. Transcribe minutes from notes into the Minute Book.
10. Be sure the proper copies of Form 150, "Memo of bills and Warrants" are given to the Bethel Treasurer, Guardian Treasurer and Guardian Secretary to be recorded in their cash books. The Recorder's copies should be attached to the minutes of the meeting.

BETHEL RECORDER'S MEETING NOTES

(This form may be used as an aid in taking minutes and subject to change with the revision of the new Ritual. These notes must be transcribed to the Minute Book. Modifications can be made for the individual Bethel.)

DATE:

MEETING OF BETHEL NO. _____ OF WYOMING IN THE _____ MASONIC TEMPLE. OFFICERS, MEMBERS AND GUARDIAN COUNCIL MEMBERS PRESENT AS PER ATTENDANCE REGISTER.

_____ HONORED QUEEN PRESIDED.

ESCORT, INTRODUCTIONS, AND HONORS:

ORDER OF BUSINESS:

1. Special dispensation:
2. Roll call of Officers, Bethel Choir and Guardian Council:
3. Reading of Minutes: _____ read & approved; _____ read & corrected; _____ reading postponed
4. Treasurer's report: _____ read, Balance \$ _____ _____ postponed
5. Report of ballot on petitions:
6. Ceremony of initiation of majority: list names of initiated or receiving majority:
7. Communications:
8. Petitions for membership:
9. Reports: (this part should be tailored to the individual Bethel and whatever committees the Honored Queen has appointed – it may include service projects, social, mascot, etc.)
10. Unfinished business:
11. New business:
12. Receipts of the meeting: _____ read \$ _____ _____ postponed
13. Bills: \$ _____ moved by _____ to pay the bills; seconded by _____
_____ motion carried _____ motion lost
14. Librarian's Report:
15. Mother's, Father's and Guardian's prayer and song:
16. Good of the Bethel:

Introduction of parents of new members:

Installation of Bethel officers: (List name and office installed to)

Installing officer _____ Assisted by: _____

Installation of Bethel Guardian Council: (list name and office installed to)

Installing officer _____ Assisted by: _____

Proficiency Test (Be sure to include names of Daughters taking their Proficiency)

Presentations

Remarks:

Coin March: \$ _____

Memorial Service or Ceremony:

Closing ceremony:

Retiring march:

Bethel Recorder

RESPONSIBILITIES OF THE BETHEL TREASURER

1. Work closely with the Guardian Treasurer to maintain the Bethel's Finances.
2. Be sure checks are written for each warrant following a majority vote of the members to pay the bills and Form 150, "Memo of Bills and Warrants" has been signed by the Honored Queen and the Recorder. The Bethel Treasurer should sign checks and the Guardian Treasurer should countersign. (*B-Bethel 3, Art. IV, Sec. 3, a*)
3. Record receipts and disbursements in the Bethel Treasurer's Cash Book. These should be transcribed from Form 150, "Memo of Bills and Warrants". Attach Form 150 to the Cash Book.
4. Be sure the Bethel Treasurer's Cash Book balance agrees with the Guardian Treasurer's balance at all times!
5. Prepare Form 151, "Bethel Treasurer's Report" to report receipts, disbursements and balance at each Bethel meeting.

RESPONSIBILITIES OF THE LIBRARIAN

(If there is no Librarian, it is recommended the Honored Queen ask another Bethel member to give a Librarian's report making sure they are given enough time to fully prepare for the meeting.)

1. Prepare a report for each meeting. She may read a poem or story, published or an original. Songs, slide shows, a history of Job's Daughters or the Bethel are possible topics. She should be creative but strive to present an informative, enlightening report. Present her report to the Guardian Treasurer for approval before each meeting.
2. Enter the Grand and Supreme Librarians' Contests.

RESPONSIBILITIES OF THE JUNIOR AND SENIOR CUSTODIANS

1. With the instruction of the Custodian of Paraphernalia and assistance of the Marshal, properly set up and remove paraphernalia from the Bethel room per Ritual.
2. Remove chairs for the Retiring March per Ritual
3. If requested, restore the paraphernalia of the Blue Lodge or Eastern Star to proper position for the meeting room so that it is ready for their meeting.

RESPONSIBILITIES OF THE BETHEL MUSICIAN

1. Work with Bethel Officers on timing and floor work. Music should be played at an easy walking tempo. Work very closely with the Bethel Chaplain. Read the ritual.
2. Have any optional music used during the meeting approved by the Director of Music and/or Bethel Guardian.

STANDING COMMITTEES

(B-Bethel 4, Art. VII, Sec. 2, a)

The Honored Queen may appoint, with the approval of the Executive Members of the Bethel Guardian Council, as many committee as are necessary in order to give more girls a part in the Bethel work. Many Bethels have traditional committees such as mascot, attendance, social activities, calling newsletter, “Joys and Sorrows”, etc. It is good to include as many appointed officers and choir members as possible to these positions. The more involved a daughter becomes in a Bethel, the more it becomes her Bethel. The Honored Queen must appoint an Auditing Committee, Pledge Committee and a Proficiency Committee. Each of these committees shall consist of three (3) members.

Auditing Committee

The Auditing Committee must audit the bills before each meeting. See Ritual for instructions. **No bills can be paid without being audited.**

Proficiency Committee

The Proficiency Committee shall assist new members in learning the information necessary to pass the Proficiency Test per Ritual. An elected officer should be the Chairperson of Proficiency. This helps her become acquainted with the newer members of the Bethel who will be future appointed officers. The Proficiency Committee should be assisted by the Director of Epochs who should review the work before a daughter takes the Proficiency Test.

HOW DAUGHTERS SHOULD EXPLAIN JOB’S DAUGHTERS

Some members are not sure what to say when someone approaches them and asks them about Job’s Daughters. Many girls and adults say something such as “Oh, it’s this group that I am in. You have to be related to a Mason and we do stuff”. Please **DO NOT SAY THAT!!!!** Most girls who are interested wouldn’t know anything about “a Mason”, and so they don’t think they can join.

Why not try some of these lines:

- We have meetings twice a month and we do a lot of other things too!. It is fun! We are going to the movies next week, do you want to come??
- We do a lot of different things, such as participate in parades, have sleepovers, do fundraising and community service and travel around the state. As well as the fun stuff we have meetings twice a month. You should meet some of the girls in my Bethel, they are really fun.
- Your Mom was in Job’s Daughters. You should join our Bethel! Things are probably different than when your Mom was involved but it is still a lot of fun. You should come to one of our activities and meet all the girls.
- Job’s Daughters is not:
 - A religion or creed,
 - A political organization,
 - Nor organized for profit,
 - Does not dictate to any member as to her beliefs, either religious or secular,
 - A secret society as it does not conceal its existence

Obviously, you don’t recite these word for word. Go with what feels natural, but don’t brush off someone’s question because you don’t know how to answer it. If they ask a question you are not sure of the answer, tell them you will get in touch with someone who knows that answer and get back to them.

It is important to talk to your friend about her Masonic relationship but it should not be the first thing that comes out of your mouth when you talk about Job’s Daughters. When you feel that she understands and is comfortable with our Order, tell her that she needs Masonic relationship. Most likely she will know what you are talking about. Ask her if she has ever seen the men in red hats at the circus and recommend that she ask her parents AND grandparents about her affiliation. Many girls do have a Mason in their background, so don’t make it a big issue when describing Job’s Daughters. Our heritage is important, but prospective members are often scared away by what they don’t understand.

HOW TO KEEP A PROSPECTIVE MEMBER INTERESTED

Once you have a girl interested in joining, you have to keep her interested. Involve her! Let her know about any Bethel activities that she is eligible to attend and encourage her to come.

Prospective members can attend almost anything except Bethel meetings. Since she can’t attend meetings, you might want to give her a calendar of events until she is initiated.

If a potential member is interested but cannot find a Mason anywhere in her background that does not mean you should forget about her. Let her know that the Associate Bethel Guardian will do research on her behalf to find a relationship. **It is not the members responsibility to find the Masonic relationship.** Don't forget to use the **Jobie to Bee program.**

INITIATE AS SOON AS SHE HAS BEEN APPROVED. DO NOT HOLD OFF ON MAKING HER A MEMBER OR SHE WILL LOSE INTEREST.

HANDLING OF PETITIONS FOR MEMBERSHIP

The Guardian Secretary and other Executive Council members should have a supply of petitions, Form 130, on hand at all times. **The Petition for Membership is also located on the Job's Daughters website.**

Daughters with a prospective member should ask an Executive Council member for a petition. The Bethel number and location and the amount of the initiation fee should be filled in before a petition is given to a prospect.

It may be helpful to attach a Request for Information on Masonic Relationship, Form 134, to each petition so that the prospective member may have her relative complete the needed information. Completed petitions must be signed by the petitioner, her parent or legal guardian, and by a Master Mason or a woman of proper Masonic relationship (*i.e. wife, widow, daughter, etc. of a Master Mason or a member of Eastern Star*). The Bethel Member who is sponsoring the petitioner must also sign the petition before returning it to an Executive Council Member.

The stated initiation fee must accompany the completed petition.

After a completed petition is received, the Associate Guardian must check Masonic relationship. If Form 134, Request for Information on Masonic Relationship, is returned with the petition, he need only verify the information given. Otherwise, he must forward a Form 134 to the Mason and request him to complete and return the form.

If a Master Mason is a member of a Grand Lodge other than Wyoming, protocol requires the Associate Guardian contact the Wyoming Grand Lodge offices, P.O. Box 646, Saratoga, WY 82331. Phone: (307) 326-8346, grandsecretary@wyomingmasons.com which in turn will contact the Grand Secretary of the appropriate jurisdictions.

If a petitioner is a daughter of a Majority Member, she must include her mother's maiden name, Bethel Number, state, and jurisdiction. The Associate Guardian must contact the Wyoming Grand Secretary who will verify the Majority Membership for Wyoming or will contact the Grand Secretary of other Grand Jurisdictions or the Executive Director of Supreme for other verifications.

After verification of proper relationship is received, the Associate Guardian shall initial Form 134 and return it and the petition to the Guardian Secretary so that the petition may be read at the next Bethel meeting. The petition must be read at a meeting held before the date of initiation.

After reading, the petition is then referred to an Investigating Committee appointed by the Honored Queen and consisting of three members of the Bethel. Ideally, the Investigating Committee will include one elected officer and two other Bethel Members. It is desirable for the sponsoring members to

be on the investigating so that the candidate and her parents know at least one person. Each member of the committee should receive a Form 132, Report of Investigating Committee.

The Bethel Guardian shall arrange with the Investigating Committee and the candidate and her parents for a time for visitation. It is usually better to refer to a “visitation” rather than an “investigation” when talking to the candidate. (*Psychologically the word is less threatening.*) Visitation may occur at the candidate’s home, a committee member’s home, or at another mutually acceptable location.

During a visitation, the Daughters may visit with the candidate, keeping in mind the questions on the Report of the Investigating Committee Form 132. The Bethel Guardian or the adult in attendance will talk with the candidate’s parents, answering any questions they may have and informing them of what they may expect from Job’s Daughters. (*See the Initiate Visitation Check List of items to cover during a visitation.*) It is important to note if other children in the family are potential Job’s Daughters and if a parent would be a potential council or committee member.

After the investigation, committee members complete Form 132 and submit it to the Bethel Guardian. The Bethel Guardian then refers the petition to the Executive Council at a regular or special meeting. Election to membership is by majority vote of those present. (*B-Bethel, Article II, Section I d.*) The Bethel Guardian then completes Form 220, Report on Ballot and gives it to the Guardian Secretary who will hold it until the initiation meeting.

The Bethel Guardian or Guardian Secretary shall then notify the candidate and her parents of the date and time of initiation. This may be done by Form 133 or by a letter. While a phone call from the Guardian is a nice personal touch, written verification should follow.

INITIATE VISITATION

It should be the responsibility of the Bethel Guardian or another Certified Adult Volunteer (CAV) along with two or three girls to visit the upcoming initiates and their parents prior to initiation. This gives the new girl(s) an opportunity to meet a couple more girls prior to the initiation and to answer any questions she or her parents may have.

It is recommended that each member of the Visitation Committee be familiar with the Landmarks of the Organization as found in the front of the Rules and Regulations, along with this reference manual.

I. ITEMS FOR DISCUSSION

1. Goals and Ideals of the organization
2. Book of Job, basis for Order (*may wish to read prior to initiation*)
3. What to expect at Initiation
4. She won't be embarrassed and to relax and enjoy the evening
5. Date and Time of meetings and to arrive approximately ½ hr before meetings begin
6. Importance of attending meetings; activities are option and review excused and non excused absences
7. Importance of calling the Bethel Guardian if can't be at a meeting
8. Dress Code to wear to meetings – girls and adults
9. Dress during meetings – robes, under garments, hems etc.
10. Inform parents they are required to take the Pledge of Secrecy if haven't attended a Job's Daughters meeting.
11. Inform parents of eligibility for attendance at closed meetings. (*Be sure to talk about infants, brothers, sisters and friends etc.*)
12. Explain the open installation policy – who can attend, etc.
13. Explain Initiation fees and dues. Dues may increase over the years up until Majority age.
14. Personal expenses during events.
15. Communications. How the bethel communicates with each other
16. Big Sister program if bethel participates
17. Adult Advisors and Chaperones if needed
18. **Youth Protection measures – explain the Certified Adult Volunteer training required to participate as a chaperone and a member of the Bethel council.**

II. CONDUCT

Stress to Visitation Committee that initiation is a reverent ceremony and it should not be related to the candidate(s) as anything frivolous. Be sure Visitation Committee dresses according to the dress code specified for the Bethel in the Bethel Standing Rules.

III. SUGGESTIONS

Visitation Committee may be composed of Bethel Guardian, or another Certified Adult Volunteer (CAV), Line Officer, and two other Daughters. Petitioner should be given option to meet at her home, or some other mutually agreed upon location. The adult should talk to parents, while the girls talk to the petitioner. It is recommended that the Honored Queen appoint a Big Sister to new daughters to answer questions, and to call the new daughter prior to each meeting and activity. Be sure follow-up is made to new members. Make new members feel welcome and comfortable. Invite them to next meeting and activity. Sit with them at refreshments, etc. Bethel Guardian should gather Parental information such as:

- Name of Mother _____ Name of Father _____
- Names and ages of other daughters, sisters
- Has mother or father or any adult in family held office in any Lodge, Women's Organization, Masonic Relationship or any other organization.
- Special talents in family

- Interest in adult assistance such as chaperone, driver etc.
- Interest in future leadership for the Bethel. (*This may be BG's observation rather than a direct question*)

It is important that the adult on the Visitation Committee visit with the parents and tell them what to expect during the meeting. Tell them they will be asked to join in taking a pledge that requests their corporation in encouraging their daughter to uphold the rules of our organization. Let them know how they can help their daughter become a good member by:

- Encouraging her to attend all meetings and activities whenever possible and come with her as often as you can.
- Helping her realize when she is asked to become an officer, it is not only a privilege but a responsibility to memorize her part.
- Encourage her to attend all practices and to keep her official regalia clean and pressed.
- Encourage her to learn the words to the songs
- Support her in all Bethel work and money making projects
- Asking the Bethel Guardian to explain what constitutes an excused absence so that your family is aware of the importance the Bethel places upon family and school activities.
- Support projects and activities by lending assistance whenever possible.
- Take the CAV training so you can participate as a driver or chaperone or council or committee member.

They should be informed that during the meeting they will be asked to join us in the following:

- Stand when three raps of the gavel are sounded
- Sit when one rap of the gavel is sounded
- Sing the National Anthem and honor the flag of our Country with the Pledge of Allegiance
- Repeat the Lord's Prayer
- They may be asked to stand when introduced as parents
- Join her in a receiving line at the end of the meeting so members and adults can welcome you.
- Let them know eligibility on attendance.
- Tell them what initiation fee is and what dues are per year.
- Let them know of the memorization work required for the office and importance of saying the Proficiency work.

INITIATION

Before the initiation meeting begins the candidate's parents should be reminded that they must assume the Pledge of Secrecy if they have never attended a Bethel meeting. The Promoter of Sociability will stay with the candidates until they are called for initiation. She should inform them of what to expect (*i.e. attitude of prayer, kneeling, squaring corners, etc.*). Most importantly, she should be sure they are at ease and help divert any nervousness they may feel. The Honored Queen may appoint Bethel members to assist the Promoter of Sociability with this duty.

Upon conclusion of the initiation ceremony, the new member signs the permanent record book. It is recommended that the Guardian Secretary fill out all the pertinent information in the permanent record book and have the new member sign in the proper spot. Under presentations, each Daughter shall receive a ritual and a membership pin along with a packet of information such as: song card, Mothers, Fathers and Guardians' Prayer card, a Bethel roster and calendar for the term, a permission form, a list of Bethel guidelines or the Bethel handbook, media release form, and instructions for care of her robe. She should also receive a notice of dues or a receipt for dues if they were paid along with the initiation fee. The ritual is purchased from the Grand Secretary and the membership pin is purchased from Doc Morgan, Inc.

The new member should be issued her robe as soon as possible after initiation—preferably that same day. She should be allowed to robe up at the next Bethel meeting. This is an important key to helping her feel a part of the Bethel. **SHE DOES NOT NEED TO PASS THE PROFICIENCY TEST TO ROBE UP AND HOLD AN OFFICE ON THE FLOOR. HOWEVER, SHE MUST HAVE COMPLETED HER PROFICIENCY TO HOLD AN ELECTED OFFICE.**

PROFICIENCY TEST

*WY-B-Bethel 2 Art. II, Section 5
Proficiency Ceremony Per Ritual*

1. A Proficiency Committee shall be appointed by the Honored Queen. A Bethel Guardian Council Member should also assist this committee, preferably the Director of Epochs. The Committee Chairperson should be an elected officer.
2. Each new member shall be required to pass a proficiency examination on or before the third regular meeting following initiation.
3. When the candidates are ready for the Proficiency Test, the Committee Chairperson should notify the Honored Queen. The Honored Queen then prepares for the Proficiency Test under Good of the Bethel. If necessary, the examination may be given before the Proficiency Committee in the presence of the Bethel Guardian. The examination may be given in unison provided each new member has given the obligation individually to the Proficiency Committee in the presence of the Bethel Guardian.
4. Proficiency Work is **NOT** to be copied from the Official printed work. A Bethel should need only seven (7) copies of the Proficiency Work. One for the Honored Queen, Senior Princess, Junior Princess, Chaplain, Bethel Guardian, Associate Bethel Guardian, and Director of Epochs. The Bethel Guardian shall be responsible for all copies.
5. Items to be memorized are signs and responses of each Epoch in detail, as given in the Proficiency Work; the Obligation; the Mothers, Fathers and Guardians' Prayer, the Salutation Sign and the grip of the Order.
6. The Proficiency Test shall be taken by all members before they can become an elected officer. (C-Bethel, Art. VI, Sec. 1,A)

During the Initiation ceremony, the Honored Queen's charge to pilgrims requires all members to memorize the Proficiency Work.

MAJORITY MEMBER

A member in good standing becomes a Majority Member upon turning twenty (20) years of age or when she marries before the age of twenty (20). At that time she shall immediately receive gratis a Majority Membership Card (*Form 162*)

The Majority Card should be filled out, signed by the Grand Secretary and Grand Guardian.

A member attaining Majority status shall be entitled to receive the Majority Degree at such time as may be convenient. The Majority Degree may be conferred at a regular meeting or at a special open meeting of the Bethel without a formal opening and closing or at the Annual Grand Session.

Be sure to have as many of each white flowers, purple flowers and ferns as there are girls receiving their Majority. These should be placed at the Junior Princess', Senior Princess' and Honored Queen's stations, respectively, before the meeting begins.

Majority Certificates (*Form 163*) should also be placed at the Honored Queen's station prior to the start of the meeting.

All officers should receive their parts before the day of the ceremony so that degree may be conferred in a beautiful, reverent manner. If a member is absent, a protem should be found to deliver her part.

A Majority Member is entitled to all rights and privileges of a member except for voting and holding office. She is exempt from paying dues. She should keep her Bethel informed of any change of name or address.

All Majority Members should be encouraged to join the Alumni Association of Job's Daughters International.

MAJORITY CEREMONY CHECK LIST

- Schedule the Bethel officers to perform the Majority Ceremony or Obligation Ceremony at a regular (or special) meeting once during the year. Decide whether the ceremony will be held at an open or closed meeting. Contact Majority Members to set a convenient time for the Majority Ceremony.
- If a Special Dispensation is needed, be sure the members vote to meet on the given date and time, and pay for the request for a Special Dispensation from the Grand Guardian.
- Members in good standing, who have become 20 years of age, or married under that age, are eligible for Majority Membership. Members who have demitted from the Order or who married before age of 20 may be reinstated as a Majority Member if dues are paid to Majority age.
- Make copies of the ceremony for members
- The Director of Music and Honored Queen may plan appropriate music for the ceremony.
- Schedule a practice for the Bethel members.
- Prepare a certificate of Majority Membership to give them during the ceremony. Certificates to be used are: 8"x10" (Form 161) 4"x 6" (Form 163) or billfold size (Form 162).
- Purchase a fern, purple flower and white flower for each Majority Member. You may purchase a corsage for each Majority Member.
- Additional considerations: Should others be invited to attend (Past Bethel Guardians, and Past Associate Bethel Guardians, other Past Council members, Grand Deputy, Grand Officers, relatives, past members, etc.)
- Are special refreshments needed after the meeting?
- Should decorations or table coverings be included?
- On the Day of the Ceremony: Place the ferns at the Honored Queen's station, the purple flower at the Senior Princess' station, and the white flower at the Junior Princess' station.
- Place the certificate of Majority Membership at the Honored Queen's station. If you purchased a corsage(s), present them to each Majority Member before the meeting.

SPECIAL DISPENSATIONS

Requests for dispensations (*SI 6*) are made to the Grand Guardian. The check should be made payable to the “Wyoming Grand Guardian Council” and mailed with the Request for a Dispensation to the Grand Guardian.

A dispensation is the granting of a special privilege by the Grand Guardian to a Bethel. It is therefore necessary to advise the Grand Guardian of the reason for the request in order that they may ascertain whether or not the request may be granted. It should be a written request.

Bethels requesting a dispensation for a day and time change to see if attendance would be better before making a By-law change, shall pay a fee of two dollars (\$2.00) for each meeting and shall accompany the request for the dispensation. There are no blanket dispensations given.

Bethels shall pay a fee of two dollars (\$2.00 which shall accompany the request for dispensation for the following special privileges:

- To dispense with regular meetings for a vacation period or the extension of such vacation period when no vacation period is provided for in Bethel Bylaws.
- To elect officers at a time other than provided in the Bethel Constitution, Article VII.
- To install officers at a time other than provided in the Bethel Constitution, Article X.
- To install officers on the date of election.
- To dispense with regular meetings.
- To hold special meetings.
- To change meeting place.
- To change hour of meetings
- To change date of meetings.

No fee shall be charged for dispensations for the following special privileges:

- To hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
- To exemplify the ritualistic ceremony for Masonic or appendant orders.
- To hold meetings for official visits of the Supreme of Grand Guardian.
- To change date or hour of meeting:
 - ◆ When same falls on a legal holiday or during the week of the Supreme or Grand Guardian Council Session.
 - ◆ When the use of the hall is required for other purposes.
 - ◆ A special dispensation shall be requested by a majority vote at a Bethel meeting. In case of an emergency, the Bethel Guardian shall consult with the elective officers of the Bethel and Executive members of the Bethel Guardian Council.
 - ◆ Dispensations are read in the Bethel meeting by the Bethel Recorder, immediately following Escort, Introductions and Honors. The dispensation

should be placed on the Recorder's desk before the meeting starts. The Honored Queen will ask the Recorder to read the Special Dispensation. The Recorder reads the dispensation in its entirety. The dispensation should be stapled to the minutes of the meeting.

CEREMONIES

There are many beautiful and inspiring ceremonies which may be performed in an open meeting or as an exemplification for related Masonic organizations. Some are found in the Book of Ceremonies but many are not. The Wyoming Book of Ceremonies includes Wyoming ceremonies that may be used.

GRAND DEPUTIES

Grand Deputies may be appointed each year by the Grand Guardian, to act as a direct representative of the Grand Guardian Council to the Bethel. Being a Grand Deputy is an opportunity to serve our Daughters, to provide leadership for our organization and to be a liaison between the Bethels and the Grand Guardian. It is very beneficial to the Bethel to get to know your Deputy as well as possible. They are interested in serving you, by answering ritualistic questions, organizational questions, questions relative to the Rules and Regulations, ideas relating to social events and keeping you informed on the happenings of the Grand Guardian Council. The exact duties and responsibilities of the Deputy is determined by the current Grand

Guardian, thus they may vary slightly from year to year. Deputies are appointed to serve a term from Grand Session to Grand Session. It is the Deputies responsibility to contact the Bethel shortly after Grand Session to establish their visitation schedule. They are encouraged to contact the Honored Queen

and Bethel Guardian to obtain mutually convenient times to visit. If you don't hear from your Deputy (*they are normally listed in the Grand Installation Program*) by mid August, give them a call. They exist to **HELP YOUR BETHEL**.

Their official visits to your Bethels are to be documented with help comments relative to the state of your Bethel, performance of the ritual and suggestions of strong points and areas that may need improvement. Copies of this documentation are to be shared with the Bethel Honored Queen, Bethel Guardian, Grand Guardian and Vice Grand Guardian. They are intended to be constructive suggestions and not critical review comments. Never be reluctant to ask for explanations if you don't clearly understand a comment.

Deputies are requested to make a minimum of two (2) official visits (*one each term*) and one help visit during the year. One official visit will be an initiation and the other – a choice of Majority or Obligation Ceremony. They are further encouraged to attend other activities of the Bethel, for example: Grand Visitation, fun activities, installations, fund raisers, another help visit, etc. If your Bethel needs extra help, please call on your Deputy for additional assistance, i.e. more visits or counseling.

INDIVIDUAL BETHEL HANDBOOK

Each Bethel has a unique set of traditions and procedures which are often unwritten but accepted a “law” for the organization. It is important to put these facts into a handbook or manual so that new Bethel members and new Bethel Guardian Council members have set of guidelines for participation.

Facts that should be included in every handbook are:

1. Meeting dates and times.
2. Meeting place.
3. Initiation fee.
4. Annual dues.
5. Responsibilities of officers – both Bethel Officers and Bethel Guardian Councils. Include responsibilities from this manual but tailor it for the Bethel. (*i.e.* – *some Bethels automatically appoint the Junior Princess as Chairperson of the Proficiency Committee – others assume the five elected officers will form the calling committee. If that’s the practice, put it in writing so everyone knows!*)
6. Outline Merit Award procedures. Give the Merit Keeper’s name, what earns points, how many points are needed to earn each award, length of membership to earn each award, when awards are given.
7. List money allowed for set activities.
8. If the Bethel chooses a Bethel Beau, the procedure for selection should be included.
9. Details about publication of the Bethel newsletter – how often, funds allotted, who is responsible – should be included.
10. Responsibilities for keeping Bethel scrapbooks, traditions of Installation, traditions honoring the retiring HQ (*out going ceremonies*), social activities, services projects, etc. should also be included.
11. Any tradition or generally accepted practice should be included in the handbook!

The Bethel handbook should serve as a reference to the elected officers and their parents as they prepare for Installation and their term as Honored Queen. It should also be an important aid for the Bethel Guardian and Council in their guidance of the Bethel.

PARTICIPATION IN GRAND AND SUPREME ACTIVITIES

In order for a Bethel and its Membership to thrive, it is necessary to develop interaction with neighboring bethels and other Masonic related youth and adult organizations. A Spirit of support and friendliness can only be beneficial to the organization involved.

Also important to the Bethel is support of the participation in Grand and Supreme activities. As Daughters and Council become acquainted with Job's Daughters across the state and even the nation, unique friendships develop and a special rapport grown. Members return to their Bethel with increased enthusiasm which spurs local interest and, consequently, growth of the Bethel.

Several activities and projects occur on the Grand and Supreme levels. The following is a brief summary of each.

GRAND AND SUPREME SESSIONS

Grand Session falls the third week in June of each year. The many competitions provide the individual member and the Bethel an opportunity to see how they "measure up" to standards. The activities also are an opportunity to make friends from across the state. Invariably, a Bethel returns from Grand with renewed enthusiasm.

Supreme Session falls in late July or early August each year. Competitions are available for the Daughters. It's been said that every Job's Daughter should attend Supreme at least once. It is an exhilarating experience!

GRAND GUARDIAN'S PROJECT AND SUPREME GUARDIAN'S PROJECT

Each year the Grand and Supreme Guardians select a charity or foundation to support.

Bethel contributions for the Grand Guardian's Project should be payable to the Wyoming Grand Guardian Council. They may be given to the Grand Guardian at the time of her visit to the Bethel or mailed to the Grand Secretary with notation of Grand Guardian's Project.

Contributions from individual Bethels to the Supreme Guardian's Project should be made payable to the Supreme Guardian Council and forwarded to the Supreme Office in Papillion, Nebraska.

VICE GRAND GUARDIAN AND VICE ASSOCIATE GRAND GUARDIAN'S PROJECT

Each year the Vice Grand Guardian (VGG) and Vice Associate Grand Guardian (VAGG) determine a project to raise funds to support the Grand Guardian Council. This project is designated for the adults in the State. The girls do not participate in this project. All Bethel Council, officers and other adults are expected to participate in this project.

GRAND BETHEL HONORED QUEEN’S PROJECT

The Grand Bethel Honored Queen (GBHQ) may choose a service project or a charity to support during her term. Usually the project is chosen with the idea that Bethel members can work together and have fun while completing their activity. Each Bethel is urged to support the GBHQ Project.

GRAND BETHEL SENIOR PRINCESS’S PROJECT

The Grand Bethel Senior Princess (GBSP) shall have a money making project during her term. Funds raised will assist her during the ensuing year as Grand Bethel Honored Queen and assist her in her travels around the state of Wyoming. Each Bethel is urged to support the GBSP Project.

WORKSHOPS

Workshops are held during the year. Summer camp is a fun weekend and excellent way to attend a workshop. Workshops are a weekend dedicated to learning about Job’s Daughters and Leadership. It is also dedicated to having a good time. Both girls and adults find workshops to be a good experience and a weekend well spent.

HIKE

The Hearing Impaired Kids Endowment is the JDI philanthropy. Daughters are encouraged to support H.I.K.E. by raising funds. A local hike with pledges for miles hiked or other fund raising activity may be used.

YOU AS A COUNCIL MEMBER

Help each Daughter become a happy, confident, and useful member of her Bethel, home, school and church. Help all Daughters learn to work and relax together. Teach them, guide them, and help them to learn and to have a good time while they learn.

Your being in the Bethel as an older friend and advisor is what helps to make a good Bethel. You, too, should have a good time as you do things with the Daughters rather than for the Daughters. You help the Daughters to learn, starting with what you already know. You can introduce activities and learning that will make their lives more enjoyable as well as more useful to others. When they become interested in an idea new to you, learn along with them. Encourage them – don't discourage them. No one expects you to know all the answers. All you need to have is a willingness to learn.

Encourage activities that are different from those they have in school or church. You should also try to help them live up to the Aim and Name of Job's Daughters in these activities.

Where conflicts arise that the Daughters cannot settle for themselves, you can point out the need for fairness, kindness and unselfishness in getting along together. Sometimes you can do this by your own calm attitude and example. At other times, help the Daughters to talk out their troubles and reach an agreement. Do not scold, preach or threaten. Do remind, explain and encourage. ***Do not set a Bethel member or a council member up for failure.***

Help the Daughters take responsibility for Bethel affairs. This is a **girls' organization**, and the overall work should be done by the Daughters with the **assistance** and **guidance** available from the Bethel Guardian Council members. Everyone has a part in choosing, planning and carrying out Bethel projects. Teach them how to run the business of the Bethel smoothly.

Every organization has details to manage. You, through your monthly Bethel Guardian Council meetings, help the Daughters to handle as much of this business as is possible for them. Remember – you are an example for these Daughters to emulate! Help them to do their share by doing yours.

No amount of assistance will do any good unless an individual is receptive to it. Avail yourself of all the help available to you.

Evaluate your leadership as a member of the Bethel Guardian Council. Do some reflection in terms of the purpose of Job's Daughters and your responsibilities as a member of the Bethel Guardian Council. Don't be too hard on yourself, but be honest.

Keep parents informed of the goals and plans for their Daughters in the Bethel. Their knowledge of what is going on in the Bethel may make it possible for them to encourage full participation by the Daughters. Encourage both fathers and mothers to participate actively with the Bethel with the Bethel by serving as Council Members, Committee Members, etc. don't neglect parents by limiting your resources for Council Members. They are the future of your Bethel as well!

YOU HOLD IN YOUR HANDS THE FUTURE GROWTH OF YOUR BETHEL – BOTH ADULTS AND DAUGHTERS!!!!

THE BETHEL GUARDIAN COUNCIL GENERAL INFORMATION

PURPOSE

The object of the Bethel Guardian Council is to provide adult supervision of all Bethel meetings and all activities held in the name of the Job's Daughters International. *(C-BGC 1, Art. II Sec. 1a)*

The Executive Guardian Council also shall provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used; set a good example by right living and by unimpeachable deportment at all times: and see that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities. *(B-BGC 1, Art. I, Sec. 1)*

MEMBERSHIP

The membership of the Bethel Guardian Council shall consist of not more than nine (9) members.

The Executive Members of the Council are the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer and Guardian Director of Music/of Epochs. *(C-BGC 1, Art. V, Sec. 1, a)* Those eligible to serve on the Executive Council must be either a Master Mason in good standing in the Masonic jurisdiction under which they hold membership; women who have attained the age of twenty (20) years provided they are the wife, daughter, granddaughter, mother, grandmother, sister, half-sister, step-sister, niece, grand niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason; members of an organization basing its membership requirements on Masonic relationship; Past Bethel Guardians or Majority Members of Job's Daughters International *(C-BGC 2 Article VI, Sec. 1c)* Adults that have the above eligibility or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible to hold Executive offices such as Guardian Secretary, Guardian Treasurer, Director of Music/Epochs.

The Associate Members shall consist of a minimum of two (2) adults in the positions of either Promoter of Sociability, Custodian of Paraphernalia, Director of Epochs/Musician, or Promoter of Finance. Two additional adults may be named from any of the remaining positions mentioned above of Promoter of Hospitality, Promoter of Youth Activities, Promoter of Good Will, Promoter of Fraternal Relations or Director of Promotion. *(C-BGC 1, Art. V, Sec.1a 2)*

ALL MEMBERS SERVING ON THE BETHEL COUNCIL AS EXECUTIVE OR ASSOCIATE COUNCIL SHALL BE CERTIFIED ADULT VOLUNTEERS.

SELECTION OF COUNCIL MEMBERS

An annual meeting of the Council shall be held no later than thirty (30) days before the annual session of the Grand Guardian Council. (*C-BGC 4, Art. XII, Sec. 2b*). The deadline for submitting the recommendations to the Vice Grand Guardian is always May 15th.

The Executive Members of the Council for the ensuing year shall be recommended by secret ballot of the Executive and Associate Council members present. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office. (*C-BGC4, Art. XII, Sec. 3a*)

No more than four (4) Associate Members of the Council shall be recommended by secret ballot of the Executive Members present. (*C-BGC4, Art. XII, Sec. 3 b*)

Those names of Council recommendations shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days before the Annual Session of the Grand Guardian Council. (*C-BGC4, Art. XII, Sec. 3d*)

Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the Bethel Guardian Council. (*B-Bethel 3, Art. V, Sec. 1*) At least thirty (30) days before balloting, the Bethel Guardian or Associate Bethel Guardian shall notify Bethel members of the date of the ballot and read paragraphs 1 and 2 of Supplemental Instructions Number 8 (SI 8) to them. Ballots must be taken on *Form 221*, collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Grand Guardian. Ballots should be taken at least thirty (30) days prior to the annual session of the Grand Guardian Council of Wyoming. (*SI 8*)

Executive and Associate Council Members are appointed by the Grand Guardian who forwards Certificates of Appointment to the incoming Bethel Guardian within thirty (30) days after the close of the Annual Session of the Grand Guardian Council. (*C-BGC, Art. VIII, Sec. 1a*)

INSTALLATION OF THE BETHEL GUARDIAN COUNCIL

All members of the Council shall be installed according to the Manual of Rules and Regulations of the GGC. Members of the BGC appointed by the Grand Guardian shall be installed by a member of the SGC or GGC.

TERM OF OFFICE

The term of an office of Council members shall run concurrently with the Grand Guardian Council year and shall terminate at the close of the Annual Session of the Grand Guardian Council. However, they shall retain their office until their successors have been appointed and installed. (*C-BGC 2, Art. IX, Sec. 1*)

An Executive member of the BGC shall serve no more than three (3) consecutive years in that office shall not be eligible for re-appointment to that office in the same Bethel until after a

lapse of one (1) year, unless the Grand Guardian deems it necessary. (*WY-C-BGC 2, Art. IX, Sec. 1d*)

DEBATE/RIGHT TO VOTE

An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the Council or a Majority Member of the Bethel. Adults may answer questions when called upon, to provide clarification on a specified subject.

Each Executive Member of the Bethel Guardian Council shall have one (1) vote at the Annual Session of the Grand Guardian Council. (*WY-B-BGC 1, Art. I, Sec. 3*) No vote shall be cast by proxy (*WY-C-GGC 2, Art. VII, Sec. 3a*).

ATTENDANCE

Members of the Council are expected to attend all Bethel and Bethel Guardian Council meetings. It is also expected that Council members will attend Bethel functions as often as possible in order to support the Bethel and the other Council members.

An Executive Member of the Council who, except in case of illness or unavoidable absence, fails to attend 3 Bethel meetings of 3 Bethel Guardian Council meetings, is automatically removed and a new member shall be selected and installed at the next regular or as soon as convenient after receipt of the Certificate of Appointment. (*B-BGC4, Art. V, Sec. 3a*)

An Associate Member of the Council who is not invited to attend all monthly meetings of the Council who, except in case of illness or unavoidable absence, fails to attend three (3) Bethel meetings is automatically removed.

REMOVAL FROM OFFICE

The Grand Guardian shall have the power to remove from office any Council member for cause, insubordination, misconduct or unlawful withholding of any property of the Bethel. (*B-BGC4, Art. VII, Sec. 1*)

RESIGNATIONS AND/OR VACANCIES

Any member of the Council who wants to resign shall submit the resignation in writing to the Bethel Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive Members of the Council who shall take immediate action on the resignation and report the result to the Grand Guardian and the member who wishes to resign. (*B-BGC4, Art. V, Sec. 1a*)

In the event of a vacancy on the Council, the Grand Guardian shall be notified immediately by the Bethel Guardian or the Bethel Guardian Secretary. If requested to do so, the remaining Executive Members of the Council shall recommend to the Grand Guardian the name

of an eligible person. Those appointed shall be installed at the next regular Bethel meeting, or as soon as convenient after receipt of the Certificate of Appointment. (*B-BGC4, Art. V, Sec. 2, a*)

BETHEL GUARDIAN COUNCIL MEETINGS

MONTHLY MEETINGS

Executive Members of the Bethel Guardian Council shall hold regular monthly meetings except during vacation. Associate Bethel Guardian Council members and adult committee chairpersons may be invited to attend. The five (5) line officers may also meet with the Bethel Guardian Council to discuss necessary business and may then be excused before the meeting continues.

The Guardian Secretary should keep accurate minutes which shall be approved by the Associate Grand Guardian at the time of the official visit.

Associate members and adult committee chairpersons are entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive members by the Rules and Regulations. (*C-BGC, Art. XII, Sec. 1*)

The suggested order of business for a Bethel Guardian Council meeting:

1. Opening – Call to Order
2. Roll call
3. Honored Queen’s and Line Officers’ reports. Reports of other visitors. Once their reports are given, they may be excused.
4. Reading of and action on council minutes.
5. Guardian Treasurer’s report
6. Communications – only those addressed to the Council or requiring Council attention should be read.
7. Action on petitions for membership. Petitions must first have been read at a Bethel meeting.
8. Reports of Associate Council members and committee chairpersons.
9. Unfinished business
10. New business
11. Closing – Motion to adjourn

ANNUAL MEETING

At least thirty (30) days prior to the Annual Session of the Grand Guardian Council, all Bethel Guardian Councils, including both Executive and Associate members, shall hold their annual meeting. The purpose of the annual meeting is to recommend members of the Bethel Guardian Council for the ensuing year. (*C-BGC, Art. XII, Sec. 2-3; also see “Selection” above*)

DUTIES OF THE BETHEL GUARDIAN COUNCIL

GENERAL GUIDELINES FOR PERFORMANCE OF DUTIES

The Bethel Guardian Council is to provide adult supervision of all Bethel meetings and all activities held in the name of Job’s Daughters International for the Bethel for which they serve. (*C-BGC I, Art. II. Sec. 1*)

All Bethel Guardian Council members should be thoroughly familiar with the duties they have to perform. A copy of their duties, along with a current copy of the Bethel Bylaws, should be given to them at the time of their installation.

The Bethel Guardian Council should advise and assist the Daughters in their work to see that they work within the framework of the Bylaws and Ritual. They should teach and guide the girls being cautious to not dominate the activities of the Bethel. **The organization is for the girls** and they should be allowed to develop projects which have been approved by the Bethel Guardian Council with as much freedom as possible as long as they observe the laws and regulations of the order. It is important that the girls be taught to honor the obligations they take at installation. In order to teach this properly, the Bethel Guardian Council must also honor its obligations in a praise-worthy manner so that the girls have an excellent example.

BETHEL GUARDIAN

Refer to B-BGC 1, Art. II, Section. 1
and
WY-B-BGC 1, Art. II, Section 1

A Bethel Guardian is the administrator of the Council. She is there to instruct, teach by example and encourage the young women in the basic principles as outlined in the Ritual and Bylaws and its inheritance from the great fraternal organization of Free Masonry. She should:

1. Be a Certified Adult Volunteer
2. Call and preside over all meetings of the Bethel Guardian Council and attend all Bethel meetings.
3. Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
4. Teach the principles of the Order
5. Maintain good order at all convocations of the Bethel
6. See that all Bethel meetings are promptly opened and closed at a reasonable hour.
7. See that all petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the Investigation Committee.
8. Serve as custodian of the Bethel Charter and all copies of the proficiency work.
9. Make herself thoroughly familiar with the Rules and Regulations of the Order; the Bethel Guardian Council Reference Manual, Grand Guardian Council of Wyoming and the Bylaws of her individual Bethel.
10. See that the Bethel possesses not less than five (5) copies of the Rules and Regulations.
11. Strive to be a companion to the Daughters in their joys and pleasures and safe haven in times of distress.
12. Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
13. Contact or arrange for another Executive member of the Bethel Guardian Council to contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year.

14. Encourage the Daughters to plan, organize and complete their duties and their plans for activities, money making projects, etc. She should let the girls make the final arrangements and carry out their ideas as long as they are within reasonable limitations.
15. Encourage the timid and respect the rights of each girl.
16. Remember to discuss with the Executive and Associate members of the Bethel Guardian Council before announcing decisions.
17. Familiarize herself with Robert’s Rules of Order, Revised, and properly instruct the Daughters in its use.
18. Endeavor to attend all Bethel activities and arrange for a sufficient number of chaperones.
19. Meet with the Honored Queen before each meeting to assure that the meeting is properly planned.
20. Plan with the Honored Queen between meetings to assure that the line of communication and mutual respect between Guardian and Honored Queen is maintained.
21. Follow the instructions sent out by the Grand and Supreme Guardians and work with the Grand Deputy. Invitations and announcements of activities should be sent to the Grand Guardian, Associate Grand Guardian, and Grand Deputy to keep them informed.
22. See that the Annual reports and Bethel Guardian Council recommendations are filed according to law and meet deadlines.
23. Review with the Guardian Secretary the communications sent to the Bethel.
24. Be sure that the five line officers come to Council meetings and assure them that the Bethel is for the Daughters.
25. Remember that the Honored Queen is the presiding officer during a Bethel meeting. She should be fully informed on Bethel Guardian Council decisions and the reasons why, correspondence that needs action and any other items to be taken care of during the Bethel meeting.
26. See that officers are proficient in their work so that the lessons are given in an impressive and reverent manner.
27. Confer with the Associate Guardian so that he is familiar with all business of the Bethel and Bethel Guardian Council. Communication between the Guardian and Associate Guardian is of utmost importance, as it permits sharing the responsibilities and time commitment.

ASSOCIATE BETHEL GUARDIAN

Refer to B-BGC, Art. II, Sec. 2

By necessity, the Associate Bethel Guardian is second in command and should consult with the Bethel Guardian. The Bethel Guardian and Associate Bethel Guardian should be united in their efforts for the good of the Bethel. The Associate Bethel Guardian should:

1. Be a Certified Adult Volunteer
2. Attend all meetings of the Bethel and the Bethel Guardian Council.
3. Assist the Bethel Guardian in the performance of her duties and assume them in her absence.
4. Become familiar with the Rules and Regulations of the Order and the Bethel Guardian Council Reference Manual, and assist the Bethel Guardian in seeing that they are obeyed.
5. Investigate the Masonic relationship of all petitioners. Refer to “Handling of Petitions for Membership” in the Bethel section of this handbook.
6. See that the books of the Guardian Secretary, Guardian Treasurer, Bethel Treasurer and, where applicable, Recorder are audited at the close of each term. The Associate Guardian may audit the books himself or arrange to have them audited. The treasurer of a local Masonic Lodge may consent to audit. Ideally someone other than the Associate Guardian will audit at least one term each year. See the “Audit Forms and Instructions” in the Appendices for more information.
7. Make a report of the audit at the first Bethel meeting after installation of Bethel officers.
8. Keep the principles of Masonry before him at all times to aid in teaching the Landmarks of Job’s Daughters International.
9. Be alert for the safety of the Daughters while under Bethel supervision and not leave the meeting place until every Daughter has safe transportation home.
10. Be at the Anti-room door of the Bethel (assisted by the Promoter of Sociability) before the meeting to check eligibility of audit visitors and inform unobligated visitors that they are required to take the Pledge of Secrecy. He may request that these visitors be seated together west of the Altar.
11. Stand and repeat the Pledge of Secrecy with visitors.
12. Assist the Pledge Committee in giving the Pledge of Secrecy to unobligated visitors who arrive after the meeting has started. The Associate Guardian and the three members of the Pledge Committee should leave the Bethel room, give the Pledge of Secrecy, if necessary, and ask the Outer Guard to be admitted with visitors.

13. Escort newly initiated members to the East line as soon as the Honored Queen and Custodians have left the East. He should remain with them during closing and when they are greeted by Bethel members.
14. Instruct the Honored Queen in proper titles and protocol in introduction of all presiding officers of Masonic affiliated bodies in attendance at Bethel meetings and functions. A list of introductory titles is included in the Bethel Section of this Manual.
15. Investigate when the Bethel is asked to do exemplifications for another Masonic body.
16. Read the “Election Talk”, to the Bethel membership, at the meeting before Bethel elections.
17. Read C-Bethel 2 Art. VII, Sec. 1, and WY-C-Bethel 2 Art. VII, Sec. 1, when directed by the Honored Queen during Bethel elections.

GUARDIAN SECRETARY

Refer to B-BGC 1, Art. II, Sec. 3

And

WY-B-BGC 2, Art. 11, Sec. 3

BASIC DUTIES OF THE BETHEL GUARDIAN SECRETARY

1. Be a Certified Adult Volunteer
2. Attend all Bethel and Bethel Guardian Council Meetings.
3. Take minutes of Bethel Guardian Council meetings.
4. Supervise work of Bethel Recorder, seeing that she completes the following:
 - a. Bethel meeting minutes
 - b. Attendance records
 - c. Signing warrants and other forms
 - d. Answering correspondence
5. Keep records of dues.
6. Keep cash book in balance with Guardian Treasurer and Bethel Treasurer. **It is best to do this after each meeting so that the job doesn't become complicated and overwhelming.**
7. Help Bethel Guardian with her duties, and work closely with her.
8. Send in and keep track of orders for supplies and jewelry.
9. Assist Bethel Guardian in filling out reports and forms.
Example: Annual report (form 110), Grand Session registration, Grand Bethel activities and other statewide events..
10. Keep Permanent Record Book up to date and sees that all new initiates sign it at the meeting of Initiation. **The index in the back should also be filled out.**
11. Makes out dues receipts and has them signed by the proper persons.
12. Sends majority notices and certificates to those who have reached Majority age
13. Sends demits to those requesting them if dues are paid up.

14. Sends suspension notices after proper notification by the Bethel Guardian.
15. Sees that all forms and reports are signed by the proper persons.
16. Sees that the Bethel seal is on all necessary documents.
17. Keeps accurate records of the Bethel functions and keeps them up to date.
18. Informs the Guardian of all pertinent communications.
19. Maintains custody of the Bethel Seal.
20. Keeps a record of Bethel rituals.

SPECIFIC CONCERNS AND RESPONSIBILITIES OF THE GUARDIAN SECRETARY

CASH BOOK

1. Be sure bills are audited before each meeting and warrants are drawn.
2. Enter transaction including cash received and cash paid out of Bethel meetings into the Guardian Secretary's Cash Book after each meeting.
3. Include an adequate explanation for each entry in the Cash Book. (*i.e.* – *include members name as a cross-check for dues paid, etc.*).
4. Keep copies of the Memo of Bills/Warrants & Order for Treasurer (*Form 150*) Bethel Treasurer's report (*Form 151*). The amounts should coincide with those listed in the cash book.
5. Close the Guardian Secretary's Cash Book at the end of each term and make it available along with other necessary papers to the Associate Guardian not less than ten (10) days before the first meeting following installation of new Bethel officers. See the "Audit Instructions and Forms" in the Appendices for more information.

PETITIONS

1. Always have a supply of petitions attached to the Masonic Relationship Request (*Form 130 & Form 134*) **These are readily available online.**
2. Before petitions are read at a Bethel meeting, the Masonic Relationship form should be attached after the Associate Guardian has investigated and initialed it.
3. Complete the back of each petition before placing it in the permanent file alphabetically and/or by year initiated.

4. Keep the Permanent Record Book, including the alphabetical index in back, up-to-date.

INITIATION

1. After the Committee on Investigation has reported to the Bethel Guardian and the Bethel Guardian Council has approved the Petitioners, the Guardian Secretary should send a “Notice of Appearance for Initiation” (*Form 133*) or a letter indicating location, date and time of initiation and dues payable to the candidate. The letter might also include information for the parents and details about future Bethel activities.
2. Complete Record of Dues (*Form 142*) using information obtained from the petition.
3. Fill out the Parent Card (*Form 173*) to be given to the parents at the initiation meeting.
4. Assist the Guardian in preparing a new member packet to be given the initiate. Items which may be included are: ritual, Bethel calendar for the current term, copy of the last installation program, Bethel roster, last issue of the Bethel newsletter, parental permission form, Mother, Father and Guardians’ Prayer, song card, media release form, sheet outlining care of robe, and general Bethel guidelines (*i.e., dress code, etc.*).

MEMBERSHIP

1. Following each installation of officers, record the officer on the back of the “Record of Dues”. (*Form 142*). This will give an up-to-date record of a member’s activity in Job’s Daughters.
2. Following Majority, marriage, demit or suspension complete “Record of Dues” (*Form 142*). Give married name and address if known on back so that the record is complete.
3. To be installed, a member’s dues must be paid for the current year. Suggest that they may want to pay dues a year in advance or to majority to avoid an oversight and the risk of suspension.
4. If dues remain unpaid, a telephone call and/or visit to the member’s parents by the Guardian or Guardian Secretary is advisable. A follow up letter, explaining the importance of paying dues to be eligible for Majority may be sent.
5. If necessary a “Suspension Notice,” (*Form 212*), is sent to members who are delinquent more than one (1) year and who have been contacted by phone, personal visit and/or letter.

REPORTS

1. Consult with the Guardian to avoid missing any **deadlines**.
2. Annual reports (*Form 110*) are to be filled out and mailed to the Grand Secretary by deadline set along with proper fees. Checks should be payable to “Grand Guardian Council of Wyoming”. No refunds are given for overpayment on annual report. A twenty-five dollar (\$25.00) fine is levied against the Executive Bethel Council members
- 3.

if the annual report is late. This fine is paid by the individual(s) not by the Bethel. (*WY-B-BGC3, Art. VI, Sec. 1*)

4. Recommendation of Bethel Guardian Council (*Form 222*), should be sent to the Vice Grand Guardian and the Grand Secretary thirty (30) days before the Annual Session of the Grand Guardian Council of Wyoming (*C-BGC 4, Art. XII, Sec. 2b*)
5. Any other reports must be completed and returned per instructions given.

GUARDIAN TREASURER

Refer to B-BGC 2, Art. II, Sec. 4

And

WY-B-BGC 2 Art. II, Sec 4

The Guardian Treasurer must supervise the work of the Bethel Treasurer and the Bethel Librarian. Therefore, she must attend all Bethel and Council meetings on a regular basis. She should:

1. Be a Certified Adult Volunteer
2. Instruct the Bethel Treasurer in her duties and supervise her work in the books. Go over the “Instructions for a Bethel Treasurer” with her and give her a copy for future reference. Teach her how to do the work but do not do it for her.
3. Supervise the work of the Bethel Librarian by carefully reading her report before she presents it in the Bethel meeting. Encourage her talents. She may write a poem, short story or create a slide or video presentation. Perhaps she can research the Bethel’s history, or give a short biography of Mother Mick. A Job’s Daughters trivia contest may be fun. Don’t encourage her to fall back on poems that have been read time and time again. Encourage her to explore her interests.
4. Be sure to give the Bethel Librarian information from – the Grand and Supreme Librarians. Encourage her to enter the competitions.
5. Enter transactions of Bethel meetings into the Guardian Cash Book. Both cash received and cash paid out should be listed. The Guardian Treasurer’s copy of Forms 150 and 151 should be attached. (“*Treasurer’s report*” and “*Memo of Bills and Warrants*”)
6. Two signatures are required on all checks. Three or four individuals should sign a bank resolution to be eligible signers. In addition to the Guardian Treasurer and Bethel Treasurer these may be the Guardian, Guardian Secretary and/or Associate Guardian. Requiring checks to be signed and counter-signed protects both the Bethel and the Bethel Treasurer and Guardian Treasurer.
7. The Guardian Treasurer is responsible for deposit of all funds and payment of bills as soon as possible after a Bethel meeting. Each deposit should reflect the amount listed on Memo of Receipts, (*Form 150*).
8. If a Coin March is taken those monies may be deposited along with those listed on a Memo of Receipts. A notation should be made that the Coin March funds will appear as receipts at the next Bethel meeting.
9. If a major money making activity is held, the Guardian Treasurer may deposit the receipts prior to the next Bethel meeting when they will be reported. The Promoter of Finance, Bethel Treasurer and/or another Executive Council member should assist in tallying receipts.

10. The books of the Guardian Treasurer and Bethel Treasurer shall be closed and available for audit not less than ten (10) days before the first meeting after installation of new Bethel officers. See the “Audit Instructions and Forms” in this section.

AUDIT PROCEDURES

RECONCILIATION OF MONTHLY BANKS STATEMENTS TO CHECKBOOK AND BETHEL BOOKS.

Use the form provided with the statement from the bank or the one included here. This is to be done by the Guardian Treasurer each month.

a.	Balance as shown on bank statement at end of month	\$ _____
b.	List outstanding checks <i>(checks written on or before end of month but not returned as paid.)</i>	
	No.: _____ Amounts: _____	
	No.: _____ Amounts: _____	
	No.: _____ Amounts: _____	
	Total of outstanding checks <i>(Deduct this).</i>	\$ _____
c.	Subtotal	\$ _____
d.	Add any deposits made on or before end of month, But not included in Bank statement.	\$ _____
e.	This is your adjusted Bank Balance.	\$ _____
f.	Balance in check book as of end of month <i>(This is the same as the balance on the Bethel books as of the end of the month.)</i>	\$ _____
g.	Add any checks that were deposited but returned by bank because of lack of funds, incorrect signatures or uncollectible, and charge to your bank account. <i>(Enter this in checkbook and Bethel Cash Books.)</i>	\$ _____
h.	Deduct bank charges. <i>(Enter this in your Checkbook and Bethel Cash Books.)</i>	\$ _____
i.	This is your adjusted Bank Balance	\$ _____

AUDIT PROCEDURE

- a. Auditing is the examination of the accounts and their verification by disinterested parties.
- b. The auditing should be directed towards the detection of errors.
- c. Final audit may be done by the Associate Guardian and Promoter of Finance or by a person or persons selected by the Associate Guardian (*other than members of the Bethel Guardian Council*). It could be a member of the Masonic Lodge, Eastern Star, or other responsible person. The Audit Report is to be filled out and signed by those doing the final audit. For proper auditing, auditors must have all the Bethel Cash books, all cancelled checks, check book, bank statements, bank reconciliation, warrants, Memo of Receipts, and the Minute Book.
- d. Auditing of Receipts
 1. It is desirable to review the minutes for all fund raising projects, especially if the Bethel holds many events.
 2. Determine if reports on fund raising projects were made and if receipts of funds were processed through the Guardian Treasurer to be deposited with Bethel.
 3. Check to see if money amounts and numbers on checks and warrants correspond.
 4. Verify correctness of any computations.
- e. Review of Bank Statements
 1. Check reconciliation to checkbook balance.
 2. Cancelled bank checks should be examined to determine that signatures correspond to Officers authorized to sign checks.
 3. Determine if bank debits and credit memos have been posted to Cash Books and Checkbook.
 4. Recommend that stale-dated checks (*Six months is a stale-dated check*) be voided and the payee be notified of this action.
- f. Review of Invoice and Warrants
- g. Verify all additions and computations in all Cash Books
- h. Check the Bethel Treasurer’s Reports (*Form 151*) to the Cash Book.
- i. $\text{Checkbook balance} + \text{Cash on Hand} + \text{bank balances in other accounts} = \text{balance in Cash Book.}$
- j. Completion of Audit: The Audit Report should be filled out and signed by the auditor or auditors. A copy of this form should be included in each Cash Book. When an audit has been completed and is in order, the Associate Bethel Guardian announces at the first meeting of the new term: “The books have been audited and found to be in order.” When an audit has been completed and the books are not found to be in order, a recheck should be made and corrections noted.

THE ASSOCIATE BETHEL GUARDIAN’S REPORT TO THE BETHEL SHOULD BE RECORDED IN THE MINUTES OF THE BETHEL.

AUDIT REPORT OF BETHEL No. _____ DATED FROM _____ TO _____

Balance on hand as of last Audit Date _____ \$ _____

RECEIPTS:

Dues \$ _____

Fees \$ _____

Other Sources \$ _____

TOTAL RECEIPTS THIS TERM \$ _____

TOTAL \$ _____

DISBURSEMENTS:

Warrants No. _____ to No. _____ \$ _____

(subtract from) SUBTOTAL \$ _____

LESS BANK CHARGES & OTHER DEDUCTIONS FROM BANK \$ _____

* BALANCE ON HAND AS OF DATE _____ \$ _____

BALANCE IN CHECKING ACCOUNT \$ _____

BALANCE IN SAVINGS ACCOUNT \$ _____

SAVINGS CERTIFICATES \$ _____

INTEREST EARNED \$ _____

* BALANCE ON HAND AS OF DATE _____ \$ _____

- *Amounts should be the same*

Signed by Auditor

Date

DUTIES OF ASSOCIATE MEMBERS OF THE BETHEL GUARDIAN COUNCIL

PROMOTER OF SOCIABILITY - (Ref to B-BGC, Art. III, Sec. 1)

The Promoter of Sociability shall:

1. Be a Certified Adult Volunteer
2. Welcome all visitors to the meeting.
3. Work with the Associate Guardian to introduce adult visitors to the Honored Queen before the meeting, if possible, and see that she has a written list of names and titles so that they may be properly introduced during the meeting. A list of introductory titles is included in the Bethel Section of this manual.
4. Assist the Associate Bethel Guardian in checking eligibility of all adult visitors.
5. During an initiation meeting, remain with the candidates. Be sure they are instructed in the attitude of prayer, correct kneeling position, turning square corners, bowing head when name is mentioned and the proper way to introduce their parents.
6. Assist in planning the social activities of the Bethel.

PROMOTER OF PARAPHERNALIA - (Ref to B-BGC, Art. III, Sec. 2)

The Promoter of Paraphernalia shall:

1. Be a Certified Adult Volunteer
2. See that the Bethel paraphernalia is kept in good order. Alert the Guardian Secretary if items need to be replaced so that she can get Council and Bethel approval to order them..
3. Train the Marshal, Senior and Junior Custodians to prepare and remove paraphernalia in the Bethel room. She should not do the work for them, but train them and help them to do this task.
4. Supervise the care and appearance of Bethel robes. See that officers and choir have Official Regalia for each Bethel meeting. She should check headbands or crowns, slips and general appearance of the robes.
5. Give new initiates instructions for how to care for their robe.

PROMOTER OF FINANCE - (Ref to B-BGC, Art. III, Sec. 3)

The Promoter of Finance shall:

1. Be a Certified Adult Volunteer
2. Be responsible for the financial condition of the Bethel.
3. Assist the Honored Queen and the Bethel in planning and holding money making activities.
4. Assist with the Bethel audit at the end of each term. See “Audit Instructions” in this section.

DIRECTOR OF EPOCHS - (*Ref to B-BGC, Art. III, Sec. 4*)

The Director of Epochs shall:

1. Be a Certified Adult Volunteer
2. Keep a Ritual, copy of the Secret Work, and a Book of Ceremonies to assist her in her work.
3. Assist the Bethel Guardian in helping the officers to learn their speaking parts.
4. Prompt officers during the Bethel meeting or train a Daughter who is not an officer to do this.
5. Assist the Proficiency Committee in its work and hear the work individually before the meeting in which the Proficiency Test is taken.
6. Help the Honored Queen-elect select the Installation ceremony she wishes to use. Be sure that Installing Officers have a copy of their speaking parts before rehearsal. Assist during rehearsal and the ceremony.
7. Assist the Daughters whenever a special ceremony is used in a Bethel meeting or as an exemplification. Make sure they know their parts and are well rehearsed.
8. **Work with Daughters on proper marches for all meetings and ceremonies.**

PROMOTER OF HOSPITALITY - (*Ref to B-BGC, Art. III, Sec. 5*)

The Promoter of Hospitality shall:

1. Be a Certified Adult Volunteer
2. Assist the committee appointed by the Honored Queen I preparing refreshments.
3. Assist Bethel members in greeting everyone attending the Bethel meeting so that all will feel welcome.

PROMOTER OF PATROL - (*Ref to B-BGC, Art. III, Sec. 6*)

The Promoter of Patrol shall:

1. Be a Certified Adult Volunteer
2. Supervise the activities of the Drill Team.
3. Attend Drill Team practices, meetings and activities.
4. Report to the Executive members of the Bethel Guardian Council when requested to do so.

PROMOTER OF YOUTH ACTIVITIES - (*Ref to B-BGC, Art. III, Sec. 7*)

The Promoter of Youth Activities shall:

1. Be a Certified Adult Volunteer
2. Supervise the activities of the younger members of the Bethel. These Daughters are the future of the Bethel and so must be kept interested and enthusiastic.
3. Encourage an interest in all Bethel activities.

PROMOTER OF GOOD WILL - (*Ref to B-BGC, Art. III, Sec. 8*)

The Promoter of Good Will shall:

1. Be a Certified Adult Volunteer
2. Assist the committee appointed by the Honored Queen in remembering the sick and those in distress.
3. Assist with the charity projects which have been selected by the Honored Queen and approved by the Council.

PROMOTER OF FRATERNAL RELATIONS - (Ref to B-BGC, Art. III, Sec. 9)

The Promoter of Fraternal Relations shall:

1. Be a Certified Adult Volunteer
2. Contact the various Masonic organizations and share with them the ideals and purposes of the International Order of Job's Daughters.
3. Arrange, whenever possible, for the Bethel to exemplify the ritualistic work before Masonic bodies and affiliated organizations.
4. Arrange to have publicity about Job's Daughters put into bulletins or publications of Masonic organizations.

DIRECTOR OF PROMOTION - (Ref to B-BGC, Art. III, Sec. 10)

The Director of Promotion shall:

1. Be a Certified Adult Volunteer
2. Assist members of the Council in promoting increased interest in Bethel activities.
3. Work closely with the Promoter of Fraternal Relations.
4. Arrange, when possible, to have publicity about Job's Daughters and the local Bethel put in the newspapers and on television and/or radio.
5. Be concerned with obtaining an increase in Bethel membership. She should work closely with the Bethel on activities of the Grand and Supreme membership drives.
6. Advise parents and eligible adults that they may attend Bethel meetings.

COMMITTEE CHAIRMEN (Ref to B-BGC, Art. IV)

After members of the Bethel Guardian Council are installed, adult committees may be appointed. Committees may use the titles which are not held by an Associate Council member but shall be called "Chairman" rather than "Promoter" or "Director". **All Committee persons must be Certified Adult Volunteers.**

PROBLEMS WITH A BETHEL GUARDIAN COUNCIL WHICH COULD HAMPER THE GROWTH OF A BETHEL

1. Lack of knowledge.
2. Failure of Council Members to fulfill their obligations and duties.
3. Failure of Bethel Guardian and Associate Bethel Guardian to delegate responsibilities to Associate Council Members.
4. **FAILURE TO LAY DOWN THE GAVEL!** (*Especially by Junior Past Bethel Guardian*).
5. Failure of outgoing Council Members to turn over information and properties to the incoming Council Members.
6. Failure of outgoing Council Members to assist the incoming Council Members with information and instructions.
7. Lack of proper recognition, cultivation and use of parents – especially parents of new initiates!
8. Lack of hospitality towards visitors – both adults and Bethel Members!
9. Bickering and petty differences within the Bethel Guardian Council – notably personal ones dealing with individual personality conflicts!
10. Forgetting that this is a **GIRL'S** organization. That you are there to guide them as their counselors and advisors **ONLY!**
11. Failure to take advantage of the many tools and opportunities available to you to assist you. That is, failure to attend the Area Conferences, Adult Workshops, Official Visits by the Grand Guardian or her Deputy – all these tools are placed before you to HELP you to do your best! **HELP THE GRAND GUARDIAN COUNCIL BY HELPING YOURSELVES FIRST**
12. **Know what is in the Rules and Regulations. Only the Grand Guardian can interpret the meaning of the Rules and Regulations. Counsel with her if you have questions.**

CHAPERONES

WY-Standing Rule 3 – “Any time a Job’s Daughter attends a function as a Job’s Daughter, including but not limited to Job’s Daughters function, Masonic functions, DeMolay Functions, Eastern Star Functions or any other activity approved by the Bethel Guardian Council, she must be accompanied by an authorized chaperone. A Chaperone shall be an adult, twenty-one (21) years old or older who is either the Daughter’s parent, legal guardian or any other adult who is approved by at least one executive council member of the Bethel Guardian Council. It is recommended that the ratio of at least one chaperone for every five daughters be adhered to.”

As of May 31, 2010, EVERYONE who serves on councils, Committees or Chaperones must be Certified Adult Volunteers under the JDI YPP Program.

As stated above, all Daughters attending Bethel functions must be properly chaperoned. Currently the ratio is 1 Chaperone for every 5 Daughters. For the safety of our Daughters, Bethels should implement the “safety of three” which recommends that no fewer than three individuals (two Adult Volunteers, one of which is a CAV and one Daughter OR one Certified Adult Volunteer and two Daughters) go on trips and outings. Make sure there is the capability to communicate either via cell phone or other communication device, in case of accident.

Best practice recommends a practice of ‘two-deep leadership’. Two Adult Volunteers, one of which is certified and one of which is a female, accompany Job’s Daughters members on all trips, outings and Job’s Daughter Bethel activities. Additional CAVs may be required depending on the size of the group and the event. One CAV for every five youth is recommended to be in attendance at all times

One-on-one activities are discouraged. If a conversation between a CAV and a Job’s Daughters member needs to be confidential, the CAV should speak with the Job’s Daughters member in an open setting where they are out of hearing range, but can still be seen by others.

Let the Chaperones and the Daughters know what the Bethel expectations are. New Chaperones don’t always know what is expected of them. Provide a copy of events that are going to take place. If your Bethel has written rules and regulations concerning attending Bethel function, give everyone a copy.

Provide the Chaperones with signed permission forms and accommodation forms from parents/guardians that include authorization for emergency medical treatment. Include a list of home/cell phone numbers.

Teach the Daughters that the Chaperones must always be obeyed.

Parents of Job’s Daughters should be aware that if their daughter becomes uncontrollable, the parent might be asked to pick up their daughter.

Chaperones should know where the Daughters under their supervision are at all times!. Don’t allow them to wander off. Safety and security should be first and foremost.

Use your best judgment and stop anything that seems to be getting out of hand (in the way of mischief). Any damages to rooms or furnishings could be assessed to the Bethel and should be paid for by those responsible. Don't leave a bad impression of our Order.

Emergencies arise. Have on hand such things as:

- Sewing kits
- First Aid kits
- Bobby pins
- Safety pins/tape for emergency hem repair
- White thread/needle
- White nylons
- Feminine hygiene articles

Watch over the younger Daughters attending an event for the first time – don't let anything or anyone frighten them. What might not bother a 15-16 year old, can certainly scare or upset a 10-11 year old and we want them to continue in Job's Daughters.

Chaperones should set a good example both in their dress and conduct.

See Job's Daughters International Youth Protection Program and Policy for more detailed information regarding chaperoning daughters.

It is recommended that each Bethel Council continually check the iojd-org website for updates on the YPP policy.

Job's Daughters International Youth Protection Program & Policy United States of America

*Job's Daughters International
Supreme Guardian Council Headquarters
233 W. Sixth Street
Papillion, Nebraska 68046
402-592-7987
sgc@iojd.org*

INTRODUCTION

Job's Daughters' goal is to help young women grow and prosper through their teen years so that they may develop into successful and responsible adults. Job's Daughters members experience a wide variety of activities while they learn leadership, responsibility, civic awareness and important life skills. Job's Daughters leaders foster an environment that is safe and supportive; filled with quality role models and positive experiences. The purpose of this program is to provide an environment to support the growth and safety of the young women in Job's Daughters. To help create this environment, adult volunteers will be provided with detailed training and pass a screening process to help ensure the safety of our youth.

Job's Daughters International (JDI) deeply appreciates the adult volunteers and their service to the youth in our organization. We have confidence in their ability to serve as excellent role models for these young women. The important key to Job's Daughters' success has been, and always will be, the quality of our adult leadership. Throughout our long history, Job's Daughters has attracted the highest

caliber of adult volunteers. Adult volunteers, Majority Members, parents and family of Job’s Daughters members all share responsibility for positively affecting the lives of our members.

The policies and procedures contained in this document have been created for the safety of our youth and include a certification process for the adults working with them. All adult volunteers are required to meet and abide by the policy and program guidelines contained in this document. The Youth Protection Program is implemented, maintained and enforced by the JDI Board of Trustees.

OVERVIEW

There are 2 parts to the JDI Youth Protection Program:

1. The **JDI Youth Protection Policy** outlines:

- The requirements for becoming a Certified Adult Volunteer (CAV),
- Insurance requirements for Job’s Daughters members,
- The official policies regarding drugs and alcohol, illicit media and appropriate activities and
- The official reporting policy for Job’s Daughters International in the United States.

2. The **JDI Youth Protection Program Guidelines** outline best practice principles in key areas of:

- Accommodations,
- Activities,
- Chaperones and
- Transportation.

The Job’s Daughters Youth Protection Program and Policy was designed with the following objectives in mind:

1. Provide a healthy environment for youth and prevent any incidents of child abuse in Job’s Daughters.
2. Demonstrate Job’s Daughters resolve to protect the rights of young people to live and mature normally in a nurturing environment.
3. Encourage Job’s Daughters members and adults to properly report any situations that result in probable abuse.
4. Ensure all adult leaders become Certified Adult Volunteers.
5. Maintain the reputation of Job’s Daughters and retain community support.
6. Serve as a model among youth-serving organizations for youth protection efforts.

Youth Protection is an ongoing process, and this document represents our efforts to provide the best and safest possible environment for our members. Any questions or concerns should be directed to the Executive Manager at the Supreme Guardian Council Headquarters.

SECTION 1

JDI YOUTH PROTECTION POLICY

The Job’s Daughters International Youth Protection Policy requires all adults serving in leadership positions be a **Certified Adult Volunteer (CAV)**. To become a CAV an applicant must complete a background investigation and training program. Upon successful completion of the program requirements the applicant will be issued a CAV acceptance letter and card by JDI.

Certified Adult Volunteer requirements:

1. Nationwide Background Investigation

- Complete Certified Adult Volunteer Application and Profile Form (YPP 001).
- Pay the initial application processing fee.
- Complete renewal paperwork (Form YPP 002) and pay renewal fee annually.
- Applicant must submit applications and fees to the office of the Executive Manager.

2. Adult Volunteer Training

- Attend initial training session provided by a Certified Adult Volunteer Trainer.
- Attend supplemental trainings as deemed necessary by the JDI Board of Trustees.

An adult volunteer will be known as a Certified Adult Volunteer (CAV) upon successful completion of the training requirements and a cleared background investigation. CAV status is granted for one year and is official when issued an acceptance letter and card. An adult cannot serve in a CAV capacity until their status is official. In order to maintain CAV status the renewal paperwork and the renewal fee must be submitted prior to any lapse in their CAV status. If there is a lapse in CAV status, an applicant must start the CAV process from the beginning. Renewal applicants will be subject to random and periodic background screenings and supplemental training as deemed necessary by the JDI Board of Trustees. A list of Certified Adult Volunteers is maintained by the Executive Manager's Office at the Supreme Guardian Council Headquarters.

Individuals in the following positions must have CAV status prior to assuming the position:

- ▲ Executive Members of a BGC
- ▲ Associate Members of a BGC
- ▲ Chairman/Committee Members of a BGC
- ▲ Officers/Committees of a JGC
- ▲ Officers/Committees of a GGC
- ▲ Members of the Board of Trustees of a GGC
- ▲ Members of the JDI Board of Trustees
- ▲ Officers/Committees of the SGC
- ▲ Supreme and Assisting Supreme Deputies that reside in or work with Bethels in the USA
- ▲ Grand and Assisting Grand Deputies and Deputy Grand Guardians
- ▲ Grand/Jurisdictional Bethel members who are Majority Members of JDI

- ▲ Officers/Directors/Members of a Board or Foundation that specifically ties itself to JDI or operates under the EIN structure of JDI
- ▲ Officers of Mother’s/Father’s/Parent’s Clubs
- ▲ Primary Chaperones

Insurance requirement

Sexual Misconduct insurance is required and obtained by Job's Daughter International. This insurance is incorporated into the United States JDI liability policy. All US jurisdictions are covered under this policy so there is no need for individual jurisdictions to secure insurance on their own. The insurance premium is divided up on a member per capita basis and is due at the time of the annual report for each United States Bethel.

BACKGROUND INVESTIGATION

The Job’s Daughters adult volunteer screening process is designed to maintain the high quality of our adult volunteer leaders and to eliminate applicants who do not meet our leadership standards. The primary purpose of our screening process is to improve the safety of our members. To ensure the privacy of our volunteers the Certified Adult Volunteer Application and Profile forms (YPP 001 and 002) are submitted directly to the office of the Executive Manager by the applicant. All background investigations will be conducted through the JDI contracted background investigation firm. **At no time should applications and background investigation paperwork be handled at the Jurisdiction or Bethel level.** References may be checked and past associations with Job's Daughters verified by the Supreme office as needed.

The conviction for a crime unrelated to the applicant’s responsibilities for Job’s Daughters will not automatically result in disqualification from service as a CAV. Job’s Daughters International will consider all factors available when evaluating criminal history records. The totality of the record will be evaluated to determine if an applicant should be disqualified. The Board of Trustees of Job’s Daughters International will have the final authority to accept or reject applicants.

Exclusion Criteria

In addition to the legal matters listed in this section, an individual who was terminated from a paid or volunteer position due to misconduct with a child shall be excluded from working with Job’s Daughters in any way regardless of the amount of time since offense. Additionally, falsification or omission of any criteria on the application forms (YPP 001 or YPP 002) is grounds for exclusion.

An applicant will have the opportunity to give information and explanation of any item found during the background investigation through the Denial Notification and Appeal Process as outlined at the end of this section.

A person may be prohibited from serving as a CAV of JDI if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no-contest plea accompanied by a court finding of guilty, regardless of whether there was an

adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

All Sex Offenses - *Regardless of the amount of time since offense.*

Examples include, but are not limited to: child molestation, child pornography issues, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.

FELONIES

All Felony Violence – *Regardless of the amount of time since offense.*

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.

All Felony offenses (other than violence) within the past 10 years.

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment.

MISDEMEANORS

Misdemeanor Violence Offenses - *within the past 7 years.*

Examples include, but are not limited to: simple assault, battery, domestic violence, hit & run.

Misdemeanor Drug & Alcohol Offenses - *within the past 5 years or multiple offenses in the past 10 years.*

Examples include, but are not limited to: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

Any Other Misdemeanor Offenses - *within the past 5 years.*

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies.

DRIVING INFRACTIONS

Any record or convictions in the past five (5) years or multiple offenses in the past ten (10) years that would be considered a potential danger to children or those directly related to the functions of that volunteer:

Examples include, but are not limited to: DUI, driving with a suspended or revoked license or reckless driving.

PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be permitted to volunteer until the official adjudication of the case. The background investigation process is an ongoing process and may be subject to review and change at any time. This process is based upon industry practices in private, public and nonprofit areas. For additional information regarding background investigation practices, visit the National Association of Professional Background Screeners at www.napbs.com.

DENIAL NOTIFICATION & APPEAL PROCESS

In the event a CAV Application or Renewal is denied the Executive Manager will notify the applicant in writing within 15 working days. The denial notification will include instructions on the process for appeal. The applicant may file a written appeal with the Board of Trustees of Job's Daughters within 30 days from the date of the denial. The appeal must be mailed to the Supreme Office in the care of the Executive Manager. The Board of Trustees will investigate the reason for denial and make a final decision on the application within 30 days of the receipt of the appeal. The decision of the Board of Trustees is final.

An applicant who has been denied CAV status must wait a minimum of one (1) year before they may reapply.

ADULT VOLUNTEER TRAINING

JDI Adult Volunteer Training is designed to provide adult volunteers knowledge and skills to better work with Job's Daughters members. An initial full training is required for all CAV applicants. Continuing education may be required periodically at the discretion of the JDI Board of Trustees. Contact your Grand/Jurisdictional Secretary or the Executive Manager of JDI for a schedule of Adult Volunteer Training classes. Training topics will include basic JDI instruction, JDI Youth Protection Policy, Youth Protection Guidelines, general youth protection information and a review of reporting laws and resources in each jurisdiction. Trainings are conducted by Certified Adult Volunteer Trainers.

An applicant must make successful application within six (6) months after attending a training session. After six (6) months, the training expires and an applicant must take the training again.

CERTIFIED ADULT VOLUNTEER TRAINERS (CAVT)

The role of a Certified Adult Volunteer Trainer (CAVT) is to train CAV applicants according to JDI standards and certify that they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAVT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials. A CAVT must maintain continual CAV status and re-certify/renew their CAVT status every five years. Additionally, they must conduct a minimum of three trainings during those five years. To become a CAVT, application must be made on Form YPP 003 with applicable fees sent to the Executive Manager of JDI, an authorized Trainer Training session successfully completed and an Adult Volunteer Training session successfully conducted and observed by an authorized CAVT. A master list of Certified Adult Volunteer Trainers (CAVTs) is maintained by the Executive Manager in the Supreme Office. CAVTs will be issued a special card showing their CAVT number. Only those Adult Volunteer Training sessions conducted by a CAVT will be recognized.

ANNUAL CAV RENEWAL

Job's Daughters requires each Certified Adult Volunteer to renew his or her registration materials annually using the appropriate form (YPP 002). CAV renewal forms are due no sooner than sixty (60) and no later than thirty (30) days prior to the CAV expiration date. Recertification as a CAV is not automatic and must be completed prior to the expiration of the current certification. Both periodic and random background investigations are performed on each Certified Adult Volunteer by Job's Daughters International. Should CAV status lapse, an applicant must begin the process again with an initial application form and training.

DRUGS AND ALCOHOL, ILLICIT MEDIA AND APPROPRIATE ACTIVITIES POLICIES

Drugs and Alcohol

The use or possession of illegal drugs or alcohol, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes while serving in a CAV capacity of Job's Daughters or by members during Job's Daughters activities is strictly prohibited.

Illicit Media

Sexually oriented videos, magazines, photographs, games or other media are not permitted as part of any Job's Daughters activity.

Appropriate Activities

Job's Daughters engage in activities that are positive and foster growth and development at age appropriate levels. Activities involving group nudity, such as "skinny dipping", or public exposure, such as "mooning", etc. are not permitted as part of any Job's Daughters activity.

OFFICIAL REPORTING POLICY

When an incident of child abuse is suspected or disclosed it must be reported to the proper authorities as outlined by your individual state requirements. Each state has unique abuse reporting standards and laws. The Youth Protection Training conducted will be modified for each jurisdiction. Child abuse includes emotional and verbal abuse as well as physical abuse.

No state requires that a person making a report have proof that the abuse occurred. The only requirement for reporting is that it is suspected. All states provide immunity from liability to reports of suspected child abuse, provided that the report is made in good faith.

Suspicious, allegations and disclosures of child abuse that directly involve JDI volunteers or occur at JDI activities must be reported as soon as possible to the Executive Manager. The CAV who notifies the Executive Manager of the incident will need to provide a written report of the suspected abuse. The

report is a timely documentation of all factual information reported and the allegations that have been made. The CAV's written report should state the allegations, suspicions and disclosures of child abuse that are the basis of the report. The report should also state all factual information a CAV has gathered that supports or rebuts the allegations, suspicions and disclosures. For example, if the allegation is that 'Volunteer A inappropriately touched a child,' the report should state the facts that tell who, what, when, where and how the CAV came to this conclusion. It is not appropriate for a CAV to fully investigate an issue, but to document suspicions, allegations and disclosures. The Executive Manager will make a complete and confidential report to the Board of Trustees.

Suspicious, allegations and disclosures of child abuse that directly involve a Job's Daughters member but are in no way related to a JDI volunteer or activity must be reported to the local law enforcement agency or Department of Social Services Agency as per that agency's guidelines. These incidents need not be reported to the Executive Manager.

It is not appropriate for volunteers or members to discuss suspected or reported abuse with other people outside of this policy process.

JDI will not tolerate any form of child abuse in any of its programs. JDI will take necessary steps to remove offenders from adult leadership, and to prohibit them from any participation in the Job's Daughters program. Further, JDI will not tolerate any attempt to cover up abuse, attempts to discourage proper reporting, or failure to report disclosed abuse.

Reporting an incident of suspected abuse can be difficult. If there is ever a question as to whether or not something needs to be reported, please contact the Executive Manager or call the state's abuse reporting hotline for guidance.

SECTION 2

YOUTH PROTECTION PROGRAM GUIDELINES

These Youth Protection Program Guidelines are best practices designed not only to protect Job's Daughters members, but also to protect adult volunteers from unfounded allegations of abuse. All adults have the responsibility to observe the boundaries between acceptable and unacceptable behavior. JDI has taken great care to prevent even the appearance of impropriety between adult volunteers and youth members. Strict adherence to these Guidelines will help assure that Job's Daughters Bethels will be able to conduct their programs safely. First and foremost it is imperative that adult volunteers present themselves as positive role models for JDI members. Positive role models are respectful of themselves and others at all times. They are responsible and reliable, and serve as examples to our members. A Certified Adult Volunteer should always be conscious of their responsibility as a role model.

1. Accommodations Guidelines

Adults should sleep in separate quarters from youth except in genuine emergencies when the health or well being of a Job's Daughter may be at risk, when the ages of the Daughters involved make this a justifiable condition or when travel accommodations necessitate room sharing. Job's Daughters members should not be housed with adults other than their family members. Housing younger Job's Daughters members with significantly older Job's Daughters members should be considered carefully

prior to making room assignments. In no circumstance should unrelated adult males stay alone with Job's Daughters members or other youth.

If a Daughter will be traveling alone with one CAV who is not a member of her family (e.g. Miss IJD or SBHQ traveling with the Supreme Guardian), the Daughter must have her parent's or legal guardian's written permission to stay in overnight accommodations in the same room with a female CAV who is not a family member.

If the parent or legal guardian's written permission has not been obtained before hand, and if in the CAV's best judgment it is safer to share a room with the Daughter than to have separate rooms for the Daughter and the female CAV under the circumstances of the particular trip, the two may share the same room. The CAV shall immediately contact the Daughter's parent(s) to let them know that this decision was made.

2. Activity Guidelines

Weapons

Weapons are not appropriate at any Job's Daughters function.

Ceremonies

Only ceremonies published in the Job's Daughters Ritual or SGC/GGC Book of Ceremonies or those approved in writing and in advance by the Supreme/Grand/Jurisdictional Guardian, maybe performed. "Secret" activities, unofficial organizations and unsanctioned ceremonies outside of Job's Daughters are not authorized or condoned by Job's Daughters International. Hazing is not a part of Job's Daughters ceremonies and is not permitted. "Hazing" is defined as activities which endanger the physical, mental and/or emotional well-being of a member or other youth or adult; violates local, state or federal law; or is mentally or physically degrading.

Private Homes

It is recommended that all Job's Daughters activities, including those in private homes be approved by the Executive Bethel Guardian Council and notice provided to the members' parents. As with all Job's Daughters activities, proper chaperoning guidelines should be followed.

Co-ed Activities

For activities involving both male and female participants, both male and female CAVs should be present.

Parental Notification of Activities

Parental notification of official Job's Daughters activities should communicate the date, place, beginning and approximate ending times for the activity. Parents are always welcome and should be encouraged to participate in Job's Daughters activities.

Organization/Club Standards

Activities of organizations such as Supreme/Grand/Jurisdictional Bethels and other Job's Daughters affiliated organizations (Foundations, Parent's Clubs, PHQ Clubs, Alumni groups) must meet the same standards of conduct expected of Job's Daughters Bethels.

3. Changing Room Guidelines

The privacy of Job’s Daughters members in the changing room should be respected by all adult volunteers. Health and safety needs may require the presence of a female CAV.

4. Chaperone Guidelines

Safety of Three and Two-Deep Leadership

For the safety of our Daughters, Bethels should implement the “safety of three” which recommends that no fewer than three individuals (two Adult Volunteers, one of which is a CAV and one Daughter OR one Certified Adult Volunteer and two Daughters) go on trips and outings. Make sure there is the capability to communicate either via cell phone or other communication device, in case of accident.

Best practice recommends a practice of ‘two-deep leadership’. Two Adult Volunteers, one of which is certified and one of which is a female, accompany Job’s Daughters members on all trips, outings and Job’s Daughter Bethel activities. Additional CAVs may be required depending on the size of the group and the event. One CAV for every five youth is recommended to be in attendance at all times

One-on-One Contacts

One-on-one activities are discouraged. If a conversation between a CAV and a Job’s Daughters member needs to be confidential, the CAV should speak with the Job’s Daughters member in an open setting where they are out of hearing range, but can still be seen by others.

5. Photos, Video, and Media Guidelines

Photographs and videos of Job’s Daughters activities should be representative of the values of the organization. In the case of minors, a written release of the subjects should be obtained from their parents or legal guardian before being published. A Daughter’s personal information should not appear on any Bethel’s website, including but not limited to: last names, addresses, phone numbers, cell phone numbers or email addresses.

6. Physical Contact Guidelines

Adults should avoid inappropriate physical contact with Job’s Daughters members. Inappropriate physical contact includes, but is not limited to, placing hands on legs, tickling, wrestling, and patting backsides/buttocks. Additionally, males should avoid full ‘bear’ hugs.

7. Transportation Guidelines

It is recommended that at least one adult in a vehicle be a CAV. No male should drive Daughters without an adult female in the car, unless they are members of the same family or emergency circumstances dictate this is the only safe course of action.

A Job’s Daughter should obtain her parent or legal guardian’s written permission to drive to and from meetings and activities. She may drive herself and other family members, but she should not transport any other youth.

All drivers shall have a current driver's license and insurance.

FORMS

Contact Job's Daughters International Headquarters or the website www.iojd.org for current forms related to the Youth Protection Program and Policy.