

Associate Bethel Guardian

Official Duties

All BGC members shall:

- (a) Teach and support the members of the Bethel in the planning and execution of all Bethel meetings, events and activities.
- (b) Become familiar with and reference the Constitutions, Bylaws, Standard Operating Procedures, and the Manual of Rules and Regulations. (i.e. the "Jobie Code") in the performance and execution of all roles and responsibilities supporting the Bethel.
- (c) Attend all Bethel and BGC meetings unless prevented by a reasonable excuse.
- (d) Review and provide feedback on the appointive officers of the Bethel before their appointment by the Honored Queen.
- (e) Decide the eligibility of a Daughter for an elective Bethel office. Any question concerning eligibility will be determined by majority vote of those present.
- (f) Complete and send an Annual Report of the Bethel using Form 110, to the Grand Secretary no later than January 31 each year.
- (g) Update and return with the Annual Report the membership list provided by the Executive Manager.
- (h) Perform all other duties assigned to them by the laws of the SGC and/or GGC.
- (j) To send one BGC member to the Nebraska GGC Annual Session; to attend a majority of the business meetings and to take home pertinent information for the good of the Bethel.

The Associate Bethel Guardian shall:

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.
- (c) Become familiar with the "Jobie Code" and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.
- (d) Investigate the Masonic relationship of all applicants.
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (f) Perform such other duties as will serve the best interest of the Bethel.
- (e) See that the books of the Bethel are audited at the close of each term, and that a report is made to the Bethel by the first meeting after Installation. A copy of the latest financial statement for each Bethel account shall be attached to the audit report.

Additional Duties

- Mentor all Bethel Members, specifically as a male role model
- Serve as a partner to the Bethel Guardian in planning activities and addressing with any concerns with Bethel Members and/or Council Members

- Develop a coordinated and collaborative partnership with the Bethel Guardian to draw from each other's experience and perspectives. The Bethel Guardian and Associate Bethel Guardian should always communicate as a team.
- Liaise with the local Masonic Lodge and encourage organizations to support each other with fundraisers, community activities, etc.
- Attend the planning meetings and help reserve the Lodge for any activities, meetings, etc.
- Encourage participation and/or attendance of the other Masonic bodies.
- Investigates the masonic relationship of applicants and works with those who do not have a direct relationship.
- Coordinate with Lodge members any opportunities for cross-organizational engagement (i.e. fundraisers, Lodge/Eastern Star installations)
- Participate in the Pre-Election Talk during the meeting prior to elections each term
- Develop a succession strategy with the Bethel Guardian Council. (e.g. Identifying potential replacements and help recruit volunteers)

Bethel Meetings

- Support the members and act as a father figure
- Be a friend of all members and adults

Council Meetings

- Attend the Line Officer meetings with the Bethel Guardian (if applicable)
- Attend the Guardian Council meetings.

Events/Projects

- Attend and participate in all the Bethel activities

Reporting Requirements

- JDI Bethel Books - review the accounts/books each term giving a reviewed account to the council and members. The report needs to accompany the NE110 Annual Report.

Communications

- Communicate with the Lodge on Bethel events and activities, including social media, building calendar, and updates at Lodge meetings.

Mentoring/Member Awareness

- Strive to teach and work alongside members, not dominate or control the workings of the Bethel.
- Understanding the main developmental goals for adolescence are to become independent; to form close personal relationships; to become comfortable with themselves – mind, body, self-image and to develop an individual identity with realistic life goals and skills.

Eligibility Requirements

To be appointed as Associate Bethel Guardian (ABG), all of items 1-5 must apply.

- Hold a current CAV
- Have paid any applicable fines (e.g. for not having filed required forms, etc.)
- Not be the current GG, AGG, VGG, or VAGG
- Not have served the previous 5 years as ABG of that Bethel
- Be a Master Mason in good standing in his Lodge

References

- C-BGC, ARTICLE V | COUNCIL MEMBERS
- C-BGC, ARTICLE VI | ELIGIBILITY
- NE Bylaws-BGC, ARTICLE XI | TERM OF OFFICE

Tools

JDI Bethel Books (financial books)

BGC Bylaws Article II Section 2

Form 134 - Request for Masonic Relationship

BGC - Constitution

BGC - Bylaws

SOP

[Simplified Election Talk](#)