**Job’s Daughters International**



**Line Officer Manual**

**Created by the Bethel Guardian Council**

**Revised and Updated April 2021**

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| Welcome to “The Line” |

Congratulations! You are now a member of the Line Officers, which is a very special contribution to the Bethel. You are now on your way to becoming Honored Queen and the leader of the Bethel! As you are in the Line, you will be held to a higher standard regarding your attendance and participation in Bethel activities and meetings. Your fellow sisters have elected you to your new position because they trust that you are a leader in the Bethel and have faith in you that you can help the Bethel succeed.

This manual has been developed by the Council to assist you in carrying out your duties as a Line Officer and to help prepare you for your term as Honored Queen. If you have any questions, comments or suggestions about the information in the manual or in preparing for an upcoming term, please be sure to talk with a Council member. The Council members are always available to assist you!

As a Line Officer, in addition to the duties as described in the Job’s Daughters International Constitution and Bylaws, the Ritual and individual Officer positions listed on the following pages the following is required of you:

1. Attend all meetings, unless excused by the Bethel Guardian. In order to continue in the Line, you cannot have any unexcused absences.
2. Attend as many activities as possible. Attendance at activities shows your commitment and devotion to Job’s Daughters and our Bethel and sets a good example for the other members.
	1. Try to spend time with all the members, especially new or shy members.
	2. Take responsiblility for Bethel clean-up
	3. Be respectful of the members and the adults
	4. The Lily of the Valley award is based on attendance if you are in high school or college.
	5. Your attendance ~~will~~ could also influence future awards and other scholoarship opportunities.
3. Attend the worship service each term.
4. Take part in all fundraisers and community service projects.
5. Memorize your part and be proficient in floor work.
6. Act according to the teachings of Job’s Daughters, including outside of the Bethel. (ie. be patient, be kind, be thoughtful of others, be a good friend)
7. Introduce yourself to and take time to talk with prospective and new members.
8. Participate as a Grand Bethel Officer or Representative.

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| Taking Time to Plan |

The toughest challenge facing Line Officers and Councils is creating a program for their Bethel that generates excitement and interest among the members, promotes fun and friendship, entices others to join, and keeps current members coming back. It is a huge responsibility and one that is best accomplished with pre-planning and follow-through! A successful Bethel is one that plans and implements well, while preserving flexibility for changing needs.

It is important that our Bethel prepare plans aimed at meeting the key needs of developing its members. A survey of Job’s Daughters revealed that the two main reasons girls join the organization are for fun and friendship. Your plans must promote friendship and fun in our Bethel to achieve successful terms and to reach your goals. Increasing these two attributes will send our Bethel down a successful path toward satisfied members and membership growth.

Job’s Daughters offers a lot to growing young members . A well-planned and implemented program maintains the members’ interest and develops a strong commitment to our Bethel. Activities should provide meaning and a well-rounded experience that benefit members now and later in life. You owe it not only to your members, but also non-members to build a successful Bethel so more young adults can share in the advantages of belonging to our Order. Job’s Daughters is important to the positive development of young adults . Do your best to build a Bethel they want to join and remain as a member. You, as a Bethel leader, share in this awesome responsibility to make your Bethel a youth organization that is appealing, meaningful and relevant to young adults . Your best means to accomplish this goal is through a good plan!

It is important to identify similarities and those characteristics that set Job’s Daughters apart from other organizations. We must make sure our similarities are at least up to par with other organizations, and that we capitalize on our advantages. The following are some key benefits of Job’s Daughters membership:

* Fun activities that bind together people of all ages
* Friendship with members your own age, as well as those younger, older, locally and across the state and world
* Public speaking experiences
* Leadership, planning and organizing skills
* Travel opportunities
* And much, much more!

Job’s Daughters gives members a variety of experiences to better prepare them for life experiences that are difficult to receive from any other organization. It is your responsibility to ensure our members have the opportunity to participate in those experiences.

The planning process provided here, if followed from beginning to end, assures that you comprehensively construct your Honored Queen’s term considering the major factors that most positively meet the needs of your Bethel and members. A good program helps your Bethel in four important ways:

1. The participation of members in the planning process enlists their commitment to the activities of our Bethel through their input and implementation of its plans.
2. It will be easier to “sell” our Bethel to those interested in joining and their parents, if you can show them an appealing, meaningful and relevant program. Today’s young people can select from a variety of activities. Competition for their attention is severe. It all begins with you! Your Bethel’s Term must offer the promise of unique and engaging activities.
3. A similar planning process is commonly used in the business world. Members will benefit by being exposed to this form of planning.
4. It assures your members that their continued involvement in the Bethel will reward them with activities that are appealing, meaningful and relevant. They will be more likely to attend activities and meetings with the promise of a good, ongoing program.

**The future of our Bethel hinges on the plans you make today and carry out tomorrow. Your goal must be to create a plan for each term that carries us into the future as a viable and healthy Bethel.**

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| Individual Line Officer Duties |

**Marshal**

It is the Marshal’s duty to be in charge of setting up the Bethel room prior to meetings and ensuring that everything is put back in storage appropriately. The Guide, Custodians and other Daughters are to assist you in these tasks, but it is your job to be proficient in the placement and set up of the Bethel paraphernalia. You will need to be at Bethel meetings on time, which in most cases is at least 30 min. before the meeting or a practice, as called by the Honored Queen and Bethel Guardian.

You will work with the Guide to create the monthly Line Officer’s meeting agenda. This could include upcoming events, concerns, ideas, etc. This will help you learn how to create an agenda.

**Guide**

It is the Guide’s duty to purchase the mascot for the Honored Queen-elect (to be given at Installation) and a gift for the Honored Queen for their Outstallation (last meeting of the term). Provide your receipt to the Treasurer for reimbursement. Try to spend around $1 per member for the gift.

You are also to help with the set up and clean up of the Bethel paraphernalia. You will need to be on time to Bethel meetings, which in most cases is at least 30 min. before the meeting or a practice, as called by the Honored Queen and Bethel Guardian.

As Guide, it is important to start thinking about your term as Honored Queen. In particular, start thinking now about activities and fundraisers that you would like to have during your Honored Queen term.

You will work with the Marshal to create the monthly Line Officer’s meeting agenda. This could include upcoming events, concerns, ideas, etc. This will help you learn how to create an agenda.

**Junior Princess**

It is the Junior Princess’ duty to assist new initiates in preparing for the Proficiency Lessons Examination. You will work with the Director of Epochs and another Daughter on the Proficiency Committee in this duty. You will need to meet with the new initiates at times outside of Bethel meetings and activities to help the members learn the materials needed to pass the Proficiency Lessons Examination.

You are to assist the Senior Princess in carrying out their community service project and help them with preparing an Outstallation presentation for the Honored Queen.

You will also start outlining your Honored Queen’s term and preparing for your Senior Princess community service project. Now is a good time to finalize those items that appear on the Honored Queen’s page of the Installation program (such as, colors, mascot, theme, etc.).

**Senior Princess**

It is the Senior Princess’ duty to be in charge of coordinating and conducting a Community Service Project. The Community Service Project can be fun and educational. Choose something that is close to your heart! You will need to present your idea to the Council (with a form provided by the Bethel Guardian) one month after Installation for approval.

You are also in charge of the Bethel Big Sisters program. You will assign a Bethel Big Sister to all new initiates at the time of their initiation and keep a log of all Bethel Big Sister/ Little Sister pairs to pass on to the next Senior Princess.

You act as the Honored Queen’s “Right Hand Pal”. This means that you are to support the Honored Queen during meetings and activities, assist in welcoming guests and assist in other tasks benefiting the Bethel. Take this time to also work with the Honored Queen and Bethel Guardian to learn how to create an agenda.

You are in charge of preparing an Outstallation presentation for the Honored Queen, with assistance from the Jr. Princess and a PHQ. The presentation should nicely honor the Honored Queen with memories of their term. The presentation may be a skit, poem, song, or anything of your choosing.

You will also (of course!) start seriously planning for your term as Honored Queen. You will start putting together your Honored Queen’s term calendar and finalizing plans for Installation. After you are elected as Honored Queen, you will meet with the Bethel Guardian before presenting those items to the Council (typically two months prior to an Installation).

**Honored Queen**

It is the Honored Queen’s duty to be the leader of the Bethel. All of the Daughters and the Council will look to you for leadership, preparedness and active participation. It is essential that you know your ritual and have your part memorized as you are conducting Bethel meetings. You are to be at every meeting and activity (unless excused by illness, family emergency or unavoidable school event). You will interact with all members. It is your job to welcome guests and, in particular, new initiates and prospective members.

Pay particular attention to the Obligation you take as you are installed as Honored Queen. You are to dress, act and speak like an Honored Queen—meaning, professional dress, no foul language, no bullying or gossiping, coming to activities with a positive attitude. You might not be a good mood (because being HQ can be frustrating !), but it is an important part of being a leader.

As Honored Queen-elect, you will need to prepare and present to the Bethel Guardian, and later to the Council for approval, a Term Calendar, list of appointed Officers, committees, fundraising activity/ activities, and Community Service Project.

Each term, the Bethel needs to raise $1300, so you will want to consider how the fundraiser will be promoted, donations to offset costs, etc. in order to meet that goal.

The Honored Queen is responsible for creating the meeting agenda. This is to be sent to the Guardian by Monday evening for feedback. The Guardian will distribute and print the final version to the Honored Queen, Assoc. Bethel Guardian, Recorder, and Guardian Secretary.

**The Honored Queen should be the first member to arrive, and the last one to leave. This includes meetings and all other activities.**

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| Leadership |

As a Line Officer, you were elected by the members of our Bethel to represent them. They saw in you a person they can trust to lead them responsibly so they realize the full benefits to serve the membership of our Bethel. It is an awesome responsibility! So, what is leadership? How does being a Line Officer change your role in the Bethel now? What will be expected of you now?

Leadership is the ability to inspire and help people work toward a goal. You will spend at least two years in elected leadership positions to prepare you for your most important task of leading the Bethel for six months. During your Honored Queen’s term, it is of critical importance that activities are well organized, fun, aimed at the growth of each member, and that our Bethel is a happy, positive and fun place to be a member. The members are looking up to you to make this happen.

Remember that you are an officer **for** the members. It is their term and they are letting you be the leader. Therefore, it is important that you do your best to meet their needs and expectations. As an elected leader, you will fulfill your leadership responsibilities when you do your part to help our Bethel reach its goals for all terms that you are an elected officer. This responsibility must be your number one priority! You not only represent yourself, but you represent the entire Bethel. You were elected to serve the members — they do not serve you!

**There are many ways to lead and be a leader:**

1. Set an example for the other members to follow by being careful of what you say and do.
2. Help settle differences and disagreements by encouraging a spirit of cooperation and togetherness among all members.
3. Introduce new ideas that help solve problems and offer new experiences that the Bethel will enjoy.
4. Help develop a team spirit in our Bethel. Our Bethel can only be successful if the leaders work together with the other members. The Bethel needs everyone’s support to reach our goals.
5. Support the members and overlook their faults. We all have faults and weaknesses, and everyone makes mistakes. When faults happens, be constructive, tolerant and tactful. You want the other members to treat you similarly when you make a mistake.
6. Strive to achieve the Bethel’s goals. Show more interest in group goals than personal goals. Your personal goals are secondary when you are a leader.
7. Don’t be afraid to ask for help, from the Past Honored Queens or your Council.

**To reach your goals and the Bethel’s goals, you must communicate with the members and Council. This means:**

* Tell the Council of your concerns, desires, and plans. The Council must have all information so they can help.
* Openly communicate (talk, share, write, text, etc.) with all members of the Bethel. Do not shut anyone out! Now that you are an elected officer, it is your responsibility to ensure that every member feels like a part of the Bethel. Your attention helps bring members together and makes our Bethel stronger because everyone will feel more welcome. The members will look up to you. Therefore, giving your attention to all members will impress them and keep them coming back.
* Listen carefully to others. You will find out how they feel about the Bethel. This will help avoid potential problems and identify the kinds of activities that will attract more members. When you are Honored Queen, you will want to lead a strong, happy and active Bethel. Now is the time to start listening so the term you are Honored Queen will be geared to their needs.
* Keep a positive attitude. Even if you disagree with what is happening or being said, you need to keep a level head. Analyze each situation based on what you believe is best for the Bethel. Then offer your opinion weighed in balance with the needs of the Bethel. Your opinion is valued, and you are encouraged to be vocal about your opinions, just understand your opinion may not be heeded. Help present/display a united front.

**How do I communicate and achieve the goals of the Bethel?**

* Remind members of the Bethel’s purpose and goals when they have lost sight of the real purpose of activities. (i.e. Sense of community, inclusiveness, fun)
* Provide encouragement by showing appreciation for good ideas and extra effort, no matter who does it. (i.e. saying thanks, writing a thank you note or text)
* If someone is out of line, let them know how you feel and how it reflects on the whole Bethel. If you don’t feel comfortable doing that, bring the situation to the attention of a Council member.
* Be creative in your plans for the Bethel. Most Bethels hold similar activities each term. Try to think of new and better approaches to activities. The freshness of your plans will be more exciting to your members. Of course, don’t abandon activities that the members particularly enjoy.

**Everyone should accept responsibility for the Bethel’s work. This happens when the elected leaders are actively involved by:**

* Taking the initiative to get things done. If you wait for someone to see a need and then ask for help, it may be too late.
* Ask for help when you need it. Delaying a difficult problem only makes it worse. Get assistance so progress can continue.
* Be decisive, energetic and enthusiastic.
* Know when and how to say “no”, whether it is to more responsibility or to do something that will not direct our Bethel toward its goals.

**How will you benefit from this experience?**

* You will possess self-satisfaction when you give your all and the Bethel and members benefit from your leadership.
* You will develop greater self-confidence by successfully completing your years of leadership in the Bethel.
* You will grow in leadership skills, which you will be able to apply throughout your life.
* Your selfless efforts for our Bethel will gain you the respect and admiration of others.

No one is born a natural leader. We learn by doing. Leadership is one of the most important qualities you have the opportunity to learn through your membership in Job’s Daughters. Gaining leadership experience by using the planning process in this manual will help you prepare for the leadership challenges you will face not only in the Bethel, but also in the future.

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| Your Council |

A successful Bethel will have a Bethel Guardian Council that serves as a sounding board for your ideas, provides assistance when needed, and offers advice about your activities. Job’s Daughters exists for the benefit of the members. A very important part of the Council’s role is encouraging the members to be good leaders. We learn best by doing and your Council will let you “do” as much as you can so that you and the other members will grow.

The Bethel Guardian Council must approve all business and activities of the Bethel. In that way, the Council provides guidance and supervision of all Bethel activities and meetings. The Council is made up of adults (aged 20 and older) with Masonic relationships OR parents, step-parents, grandparents, or guardians of members, who are Certified Adult Volunteers and are interested in helping the members and the Bethel. The planning process explained in this manual takes you step by step to this approval from the Council. It also involves the key Council members so their input is included before you present your plan to the Council. Your Council members are here to help and guide you. So call on them as required by their job duties!

The **Executive Bethel Guardian Council**, consisting of five individuals, is responsible for approving all business and activities of the Bethel. They are also responsible for investigating, reprimanding, suspending, or expelling officers or members, according to the Bylaws.

* The Bethel Guardian, a woman who is a Majority Member of Job’s Daughters, a direct descendent of a Mason or a member of an adult Masonic organization, is the primary leader of the Bethel. The Bethel Guardian works to organize the Honored Queen, Officers and activities. They are often your first point of contact in planning for your term. A full listing of their many duties can be found in the Bylaws.
* The Associate Bethel Guardian, a man who is a Mason in good standing, assists the Bethel Guardian and Honored Queen in organizing the Bethel and works to promote Masonic relations. He is also responsible for “investigating” the Masonic relationship of Bethel applicants and audits our financial records.
* The Guardian Secretary oversees the work of the Recorder, takes the minutes of the Council meetings and assists the Bethel Guardian with paperwork.
* The Guardian Treasurer maintains the Bethel’s account and monies of the Bethel. She or he is also responsible for approving the Librarian’s report for Bethel meetings.
* The fifth position of the Executive Bethel Guardian Council consists of the Guardian Director of Music OR the Guardian Director of Epochs OR the Guardian Director of Promotion. The Council determines which position occupies the fifth position of the Executive Bethel Guardian Council.
	+ The Guardian Director of Music oversees the music of the Bethel, ensuring that a musician or musical accompaniment is available for all Bethel meetings.
	+ The Guardian Director of Epochs coaches the Daughters in their ritual work, ensuring the Daughters are proficient in their memorization and floor work.
	+ The Guardian Director of Promotion develops and implements promotional and marketing campaigns, projects and events aimed at increasing Bethel membership and participation in activities.

The **Associate members of the Bethel Guardian Council**, consisting of no more than four of the positions listed below, assists the Executive Bethel Guardian Council in carrying out the goals of the Bethel and in guiding the Daughters. (The Council determines which four positions occupy the Associate Bethel Guardian Council. Any other member of the Council is considered a “Chairperson”.) Not all Councils have all of the positions listed below. If you are unsure of what positions are covered in our Bethel, talk with one of the current Council members.

* The Director of Music or Director of Epochs or Director of Promotion, as described above.
* The Promoter of Sociability assists in preparing initiates for the Initiation Ceremony and creates a welcoming atmosphere by greeting visitors and encouraging socializing at meetings and events.
* The Custodian of Paraphernalia oversees the Bethel’s paraphernalia and ensures that the Daughters are dressed and ready to go for Bethel meetings.
* The Promoter of Finance assists the Guardian Treasurer with the Bethel’s accounts and assists with fundraising programs.
* The Promoter of Hospitality assists in preparing refreshments before and/ or after meetings and assists in welcoming guests at meetings and activities.
* The Director of Patrol establishes, coaches, supervises, and promotes a drill team.
* The Promoter of Youth Activities assists in establishing and promoting a prospective member program and assists in planning and promoting events and activities.
* The Promoter of Good Will creates or maintains a list of member and Council birthdays and other special dates, helps to observe or recognize those events and sends cards and well wishes to those that are ill or experience a personal loss.
* The Promoter of Fraternal Relations establishes and maintains a close relationship with all Masonic bodies and helps to promote the Bethel with other Masonic bodies.
* The Bethel Beekeeper oversees the development, programming and promotion of a Jobie to Bee program.

**Consideration by the Executive Bethel Guardian Council**

As Honored Queen-Elect, the Executive Bethel Guardian Council will review your plans and give approval for the events to take place. In preparing to meet with the Council, you will want to present a typed agenda with your calendar, list of appointed officers, list of Installing Officers, fundraisers, activities, and goals for the Bethel.

Prior to meeting with the Council, review all of your plans and think through questions you may be asked. Prepare a presentation to define the reasons for the goals and activities, how your activities/ plans will help achieve the Bethel’s goals, how you expect the Bethel to improve through these activities/ plans, budget, etc. You should plan to meet with the Bethel Guardian and/ or Associate Bethel Guardian prior to meeting with the full Council. You will want to be prepared for opinions that do not support your plans. Remain calm and back up your opinions and plans with the thought process that you utilized in developing your plan.

The Council gives the members advice based on their years of experience and the continuity they provide from term to term. It is important that you not only accept their decision, but that you support it. Creating a rift in your Bethel is not worth the loss of an activity or switch in appointed Officers, and it can undo all that you are trying to accomplish through your planning. You will show your leadership ability as a Bethel leader by accepting their decision.

It is hoped that the Council, acting in the best interests of the growth of the members, will allow the elected leaders to test their wings. Plans can be attempted, adjusted and even revised. There is growth in the members whether the plan is a success, is salvaged or fails. It is most important that the Council supports the members in their plans so they have the best opportunity to learn and gain practical leadership experience.

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| Term Planning |

**There are certain meetings and activities that must take place during the term, as outlined in the Bylaws, and some as determined by the Bethel and Council. Below is an outline by month and term, specific to Bethel 18:**

**Each Term**

* Initiation Ceremony (even if there are no new members)
* Official worship service (traditionally called “Go to Church Sunday”)
* Project for the Educational and Promotional Funds
* Participation in the Grand Bethel Honored Queen’s Project
* Participation in the Miss Nebraska Job’s Daughter/ HIKE Project

**Each Year**

* Majority Ceremony or Obligation Ceremony
* Participation in the Vice Grand Guardian’s Fundraiser (by November 1st of every year)
* Grand Family visitation (usually in the Summer or Fall)
* Supreme Family visitation (usually in the Spring)

**January**

* Two Bethel meetings (1st and 3rd Thursdays)
* Celebration of Bethel Birthday (to be held around the time of the Bethel Birthday on January 8th (1931))
* Council meeting to prepare Annual Report \*\*

**February**

* Two Bethel meetings (1st and 3rd Thursdays)
* Council meeting\*\*

**March**

* Two Bethel meetings (1st and 3rd Thursdays)
* Observation of Founder’s Day (usually around Mother Mick’s birthday on March 9th)
* Council meeting\*\*

**April**

* Two Bethel meetings (1st and 3rd Thursdays), one of which will be for the Daughters to recommend the Executive Bethel Guardian Council members, and one of which will be for Election of Officers (either the second meeting in April or first meeting in May; may take place at same meeting as the recommendation for Executive Bethel Guardian Council)
* Council meeting for elections of Council\*\*

**May**

* Two Bethel meetings (1st and 3rd Thursdays), one of which will be Election of Officers if not held in April
* Council meeting for approval of Fall Term\*\*

**June**

* Installation of Bethel Officers and/ or One Bethel Meeting (1st Thursday)
* Grand Bethel Session

**July**

* One Bethel meeting (3rd Thursday) and Installation of Bethel Guardian Council
* Council meeting\*\*

**August**

* One Bethel meeting (3rd Thursday)
* Council meeting\*\*

**September**

* Two Bethel meetings (1st and 3rd Thursdays)
* Council meeting\*\*

**October**

* Two Bethel meetings (1st and 3rd Thursdays), one of which will be for Election of Officers (either the second meeting in October or first meeting in November)
* Council meeting\*\*

**November**

* Two Bethel meetings (1st and 3rd Thursdays), one of which will be for Election of Officers (if not held in October)
* Council meeting for approval of Spring Term\*\*

**December**

* Installation of Officers
* One Bethel meeting (either the 1st or 3rd Thursday)

\*\*Council meetings are typically held on the 2nd Sunday of the month. The Bethel Guardian will set these dates.

**In planning for your Honored Queen’s Term, you will also plan for activities that fall in the folcategories.** Be creative in your planning and consider the ideas and questions listed below. Each month should have at least one fun activity and one other activity, which can be done at the same time as the fun activity.

**Bethel Meetings.** You want to make the meetings fun and interesting. Having fun and interesting meetings can be achieved by varying the topics discussed, hosting guests, or doing something different. Things to consider:

* Celebrating birthdays of members and Council
* Honoring parents, guardians or Council members
* Honoring Majority Members, Past Honored Queens, Past Princesses, and other Masonic Organizations
* Hosting other Bethels for a Friendship Night
* Having refreshments before or after meetings

**Fun Activities.** Promoting friendship and fun is key to a successful term. The Bethel needs to have social activities to maintain interest and commitment of the members. Things to consider:

* What has been successful in the past?
* What does my family enjoy doing?
* Theme or Holiday parties
* Outings—bowling, hayrack rides, museums, etc.
* Sleepovers
* Progressive dinner/ lunch/ breakfast

**Community Service Projects.** Community involvement teaches valuable lessons to the members and increases exposure for the Bethel, which will benefit a greater awareness and appreciation of Job’s Daughters. Choose those activities that provide valuable service and be worthy of notice by a large segment of the community.

Things to consider:

* What do you hope to accomplish?
* What group of people or what individual person would you like to help?
* How long will the project take? A few months or a day?
* Collection of food or items for shelters or food pantries
* Participation in local beautification projects
* Visiting a nursing home
* Recycling
* Helping with charity fund drives

**Fraternal Relations.** Cooperation with Masonic related groups for assistance with your Bethel’s growth is important to maintain a positive relationship with the Masonic bodies that meet in our lodge and in the Omaha area.

Things to consider:

* How do we recognize our heritage?
* Perform Living Cross at a Masonic organization meeting or installation
* Adopt a Mason/ Eastern Star member and send cards for holidays or birthdays
* Help Shriners with their Circus or Shrine Bowl
* Hold a Mason and/ or Eastern Star night at a Bethel meeting and perform a special ceremony

**Fundraising**. Fundraising activities enable our Bethel to travel and participate in activities so that the cost to each member is reduced. The ability to attend Grand and/or Supreme Session or workshops could hinge on our success in raising money. Each term, the Bethel is expected to raise $1300 to cover expsenses.

Things to consider:

* What do we need money for? How much money is needed?
* Car wash
* Catalog sales
* Pancake Breakfast, Chili feeds, or other food events
* Garage Sales

**HIKE Event.** The Hearing Improvement Kids Endowment Fund (HIKE) is the official philanthropy of Job’s Daughters and so it is important that we participate and promote the Fund.

Things to consider:

* Fundraisers
* Talk with local hospitals or clinics about HIKE
* Attend HIKE presentations
* Attend and participate in local HIKE fundraisers hosted by other Bethels
* Participate in Mid America HIKE (usually held the 1st Saturday of May)
* Host a public HIKE fundraiser

**Membership.** Bethels must actively work to recruit new members during each term. Growth occurs if there is a planned approach and opportunities are identified to reach prospective members and their parents.

Things to consider:

* Host a fun activity just for prospective members
* Open meeting
* How do we promote the organization to new people?

**Other Activities.** What else would you like to do as a Bethel? What else might be needed to help the Bethel?

Things to consider:

* Education
* Practices
* Workshops or camps hosted by Grand Guardian Council, Bethel Council or Daughter

Make yourself a chart and use the space provided in this manual to jot down your ideas. Consider the months and season your term as Honored Queen will occur—Spring Term consists of January, February, March, April, May, and June and Fall Term consists of July, August, September, October, November, and December.

**Always consider the following when planning activities:**

* Where will the event take place?
* How long will the event take? What activities within the overall activity will be needed?
* How will we let others know of the event (fliers, invitations, news releases, etc.)?
* Decorations, supplies, materials, and equipment needed
* Budget and cost involved
* Food and refreshments
* Transportation needed
* Is a minimum number of people needed?

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| Installation Planning |

The information on the following pages and the separate checklist are specific to helping you plan for the Installation in which you will be installed as Honored Queen. These are guides, though some points are required by Bylaws and some are expectations of our Bethel. Some of the planning items (such as Appointed Officers, Installing Officers, Term Calendar, fundraisers, and other events/ activities) must be approved by the Executive Bethel Guardian Council before any announcements of those items can be made.

If approved by the Bethel members, each Honored Queen is allowed a stipend of up to $300 to help with Installation and Term expenses. *Itemized receipts must be presented to the Guardian Secretary and Guardian Treasurer before reimbursement will be paid.*

Notes:

* Per Bylaws, “There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.”
* Per the Book of Ceremonies, “Children shall not be used in any part of the Installation Ceremony at any time.”
* **Discuss Dates for the Installation with the Bethel Guardian and Reserve building** for Installation and practice
	+ Per Bylaws, Installation of Officers will be held in June or July or December or January (the Bethel Guardian will help ensure that the reservation is made)
* (Optional) **Honored Queen’s Photo**. After elections, you may borrow the cape and crown to have your picture taken. This is a wonderful token and may be given to others with your thank you cards.
* **Send** **invitations** at least six weeks prior to the Installation to:
	+ Area Bethels, Masonic Lodges and Eastern Star Chapters
	+ The Grand Family: Grand Guardian, Associate Grand Guardian, Grand Bethel Honored Queen, Miss Nebraska Job’s Daughter, and Miss Nebraska Congeniality
	+ Area Grand Bethel Officers and Grand Officers
	+ Your family members and friends
	+ Prospective members and inactive members
	+ Installing Officers and Bethel Council members
	+ And provide at least five invitations to Bethel Officers for their family and friends
* Plan for your **“Honored Queen’s Page”** of the Installation program. *All of the items listed here are optional*, and you may add other items at the approval of the Council. This is a fun part of planning and the items/ themes you select can be incorporated throughout your term.
	+ Theme for Term, Motto (usually a quote or inspirational statement), Mascot (something fun), Symbol (something serious), Song(s), Color(s), and/ or Flower(s)
	+ Other (such as Goals or Scripture)
* **Installing Officers.** Per Bylaws, the Installing Officers “shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked.” “If an Honored Queen-elect has a special relative or friend who is a PHQ or MM of another Bethel, she may, with the approval of the Executive Members of the BGC, invite not more than one such person to serve as one of the installing officers, but not the Installing Officer.”
	+ Installing Officer (per Bylaws, is the retiring Honored Queen), Guide, Marshal, Chaplain, Recorder, Musician, Senior Custodian, and Junior Custodian
* (Optional) **Assisting Installing Officers.** Per Bylaws, “shall be members of JDI”, but not required.
	+ Flag Bearer, Hostess, Narrator, and/ or Bible Escort
* **Appointed Officers.** When considering appointing officers, think about who fits best in what position, not necessarily what position the girl would like to have:
	+ Chaplain, Recorder, Treasurer, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Inner Guard, Outer Guard, Senior Custodian, and Junior Custodian

* (Optional) **Honorary Bethel Mom and Dad (or Bethel Big Sister, Bethel Grandparents, etc.).** You may select a couple, family friend or someone close to you and/ or the Bethel. It should be someone that has supported and guided you during your years in Job’s Daughters, but should not be a member of your immediate family, the Bethel Guardian or Associate Bethel Guardian. The couple/ individual traditionally hosts a sleepover or fun activity during the term.
* (Optional) **Mistress or Master of Ceremonies**. He or she will preside over the Installation Ceremony and bring a formal greeting to the beginning of the Installation. This person does not have to have a Masonic affiliation.
* **Decisions to make for the Installation Ceremony**:
	+ Installation Ceremony Narration: (a reading for when the Daughters walk in). The Supreme website has a copy of the latest Book of Ceremonies which includes Installation Ceremony Narrations. You may also write something yourself or have a musical selection.
	+ Presentation of Bible:
		- 1. The Bible may be placed on Altar before the ceremony begins, or
		- 2. May be brought in without ceremony and placed unopened on the Altar, or
		- 3. May be brought in with a ceremony and placed on the Altar and then opened
	+ *“A Bible Ceremony is defined as providing something meaningful and special as the Bible is presented. This could be a song, a poem, reading of Bible verses, or escort of the Bible by Daughters in a special formation. Presentation of the Bible without special reading or escort is not considered a ceremony.”*
	+ Whether you or the Installing Officer conduct Escort and Introductions.
	+ Whether you are installed first (prior to the other officers) or last (after all other officers have been installed)
* (Optional) **Music** —a recording, soloist, duet, choir, or instrumentalist. You may have more than one musical selection. Music may be played as the Officers are walking in, while you are at the Altar after crowning, while the Princesses are being crowned, prior to the Installation, and/ or after the ceremony. Be sure to talk with your Installing Musician prior to the Installation about your theme and favorite songs so they can prepare march music that goes well with your theme and ideas.
* (Optional) **Carrying pieces for the Officers**. The carrying pieces may be as simple as a single flower or a more intricate design or bouquet. It does not have to be flowers, but should relate to your theme and colors. You may also have the members bring their own carrying pieces for some diversity. Ask someone else to help you make or assemble the pieces. *Do not forget to make a carrying piece for the Installing Officer.*
* (Optional) **Escorts for the Officers**. Escorts may be the fathers/ male relatives of officers, mothers/ female relatives of officers, Masons, etc.
* **Ushers.** Ask two or three persons (not already involved in the ceremony) to act as ushers. The ushers will assist in seating guests and removing chairs during the ceremony. You will need to review with the ushers appropriate attire and their duties.
* **Guest Book Hosts/ Hostesses.** Traditionally the guest book hosts/ hostesses are prospective members, but may be your friends or family members. They cannot be Bethel Officers or Installing Officers. They are in charge of handing out programs and ensuring that guests sign in.
* **Guest Book table.** You may have a guest book or scrapbook or something for guests to sign indicating that they were present for the special day, Escort and Introduction cards, at least two pens, your Honored Queen’s picture (if you had one made), and some decorations. The table may be decorated to show your theme.
* **Programs.** You can be creative and you should ask for help! The Bethel Guardian will need to review prior to printing. You will want to print at least 40 programs, but consider— how large is your family and how many family members of Daughters will be in attendance. Be sure to have extra copies for your scrapbook and for new members throughout the term. Look to past programs for ideas on what to include.
* (Optional) **Photographer.** A good photographer will capture moments during and after the Installation and take formal pictures. Talk with your photographer prior to the ceremony about what shots you want. Arrange for the photographer to be present at least 30 minutes prior to the Installation to get group shots (Bethel Officers, Installing Officers, etc.).

Suggested Photos for Installation

BEFORE

* 1. Honored Queen Only
	2. Line Officers
	3. Installing Officers
	4. Full Bethel
	5. Full Bethel and Council Members
	6. Honored Queen Family (parents, grandparents, siblings)
	7. Friends of the Honored Queen that may be helping

DURING

* 1. Honored Queen being escorted in
	2. Other Officers walking in (optional)
	3. Honored Queen taking oath at alter
	4. Presentations
	5. Cross / signing
* **Plan for the Reception.**
	+ Food (traditionally cake, but you can have a full meal, hor d’oeurves,or your favorite food)
	+ Drinks (be sure to have water; punch and coffee are optional)
	+ Decorations (keep your theme in mind and be as simple or creative as you want)
	+ Plates, napkins, silverware, cups (check with the Bethel Guardian about what supplies you will be able to use from the Bethel, such as a punch bowl and serving utensils)
	+ Servers (traditionally parents of Line Officers, but they can be whoever you are comfortable)
* **Gifts** (no need to be expensive. Maybe as simple as homemade cookies.) and/ or **thank you cards** for the following people:
	+ Bethel Officers, Installing Officers, Council Members (esp. your Bethel Guardian, Associate Bethel Guardian and Director of Epochs), Ushers, Escorts, Mistress/ Master of Ceremonies, Servers and Hosts/ Hostesses, and/ or Anyone else who helped prepare for the Installation
* (Optional) **Corsages or Boutonnieres** for the following people (ask for help in making and handing these out):
	+ Installing Officers and Master/ Mistress of Ceremonies, Bethel Guardian and Associate Bethel Guardian, Your parents and other significant family members, Guest book hosts/ hostesses, Bethel Mom and Dad/ Bethel Big Sister, Ushers, and/ or Others at your discretion
* (Optional) **Gavel**. It is customary that a family member or friend presents the Honored Queen with a personal gavel to use during their term. It may even be one that has been passed down from other family members. The Bethel has a gavel to use if you do not want to use your own.

**On the day of Installation,** **try to relax and enjoy!** Planning and preparation will reduce stress and anxiety. Be prepared with supplies such as tape, scissors, straight pins, ribbon or signs to reserve seats, prepared announcements and thanks at the end of the ceremony, and a speaker and device to play your music on (if needed).

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| Committees |

Select committees to assist you in conducting and carrying out activities and Bethel functions during your term as Honored Queen. Some of the committees are required by Bylaws, some are expectations of the Bethel and others are at your discretion. You may also create or appoint other committees, with the approval of the Bethel Guardian Council.

**Auditing (required per Bylaws):** Responsible for approving Bills and Recipts prior to Bethel meetings

* Adult Supervisor: Guardian Treasurer
* Members: Three Daughters, one of whom is the Recorder and/or Treasurer

**Pledge (required per Bylaws):** Gives the Pledge of Honor to late unobligated visitors and ensure that all attending the Bethel meeting are eligible to attend

* Adult Supervisor: Associate Bethel Guardian
* Members: Three Daughters, one of whom is the Guide

**Proficiency (required per Bylaws):** Assist the members in learning the information necessary to pass the Proficiency Lessons Examination

* Adult Supervisor: (Guardian) Director of Epochs
* Members: Three Daughters, one of whom is the Junior Princess

**Fun Activities (sometimes called the Stinkers and required per Bethel 18):** Assist in coordinating fun activities, coordinating games, leading activities, and promoting team building and fellowship

* Adult Supervisor: Director/ Chair of Youth Activities or another CAV
* Members: Three or more Daughters

**Welcoming:** Welcome guests to meetings and other activities, ensure initiates and their families are comfortable and assist guests in signing in prior to Bethel meetings.

* Adult Supervisor: Promoter/ Chair of Hospitality or Promoter/ Chair of Sociability
* Members: Two or three Daughters

**Calling Committee:** Assist in communicating events and plans with Bethel members and Council

* Adult Supervisor: Bethel Guardian
* Members: One or two Daughters

**Jobie-to-Bee:** Assist in coordinating Jobie-to-Bee events, keeping in contact with prospective members and welcoming Jobie-to-Bees prior to their meetings

* Adult Supervisor: Bethel Beekeeper or Director/ Chair of Youth Activities
* Members: One or two Daughters

**Courtesy Committee:** Assist in sending greetings and cards to Bethel members and Council and recognizing special events in the lives of Bethel members and Council

* Adult Supervisor: Promoter/ Chair of Good Will or another CAV
* Members: One or two Daughters

**Refreshments:** Assist in planning for refreshments after Bethel meetings, send reminder messages to those scheduled for refreshments, and keep inventory of refreshment products

* Adult Supervisor: Director/ Chair of Hospitality or another CAV
* Members: One or two Daughters

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| Planning and Holding Meetings |

**Reports**

* Try not to call on the Recorder – they already have a lot of speaking parts during the meeting

**Special Dispensations**

* Needed when needing to change the date/time of a regular meeting (ex. Installation)

**Building an Agenda**

* See the How to Build an Agenda.PPT document
* Watch the How to Build an Agenda video
* Use Microsoft Word to build the agenda. Please use a PC or tablet, not your phone
* Agenda is due by the Monday proceeding the meeting

**Voting Procedures**

* Watch the Tik Tock video on the Band app and review/practice the ritual starting page 16