|  |  |
| --- | --- |
| Theme (Opt) |  |
| Ceremony |  |
| Motto (Opt) (usually a quote or inspirational statement) |  |
| Mascot (Opt) (something fun) |  |
| Flower(s) (Opt) |  |
| Colors(s) (Opt) |  |
| **Fundraisers:**  |  |
| GBHQ |  |
| Jobie Accounts |  |
| Bethel |  |
| Promotion & Educational Fund | 1st meeting of your term |

*\*\*Note: During this special planning time, don’t forget that you are also responsible for the Outstallation ceremony, and working with the HQ about the type of tiarra they would like. (The Bethel reimburses you for the tiarra).*

# Committees

|  |  |
| --- | --- |
| Auditing:  | Adult = Guardian Treasurer, 1 daughter = Bethel Treasurer, 1 additional daughter |
| Pledging:  | Adult = ABG |
| Proficiency:  | Adult = Director of Epochs, Jr. Princess, and 1 additional daughter |
| Courtesy (Opt):  |  |
| Stinkers (opt): |  |
| Bethel Flag Bearer (Opt): |  |
| Refreshments (opt): |  |
| Communication Committee (Opt): | HQ & Guide? |
| Jobie-to-Be (Opt): | Adult = Bee Keeper |
| Welcoming (Opt): |  |

# Officers

|  |  |  |  |
| --- | --- | --- | --- |
| Honored Queen |  | Musician |  |
| Sr. Princess |  | Treasurer |  |
| Jr. Princess |  | 1st Messenger |  |
| Guide |  | 2nd Messenger |  |
| Marshal |  | 3rd Messenger |  |
| Chaplain |  | 4th Messenger |  |
| Recorder |  | 5th Messenger |  |
| Librarian |  | Inner Guard |  |
| Sr. Custodian |  | Outer Guard |  |
| Jr. Custodian |  | Choir |  |

# Installing Officers (If active members are used they will be installed at end)

|  |  |  |  |
| --- | --- | --- | --- |
| Honored Queen (retiring HQ) |  | Recorder |  |
| Guide |  | Musician |  |
| Marshal |  | Sr. Custodian |  |
| Chaplain |  | Jr. Custodian |  |

***Installing Officers (Section 2 of the Bylaws)***

1. *The Installing Officer of a Bethel shall be its own retiring Honored Queen.*
2. *The other installing officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.*
3. *The Executive members of the BGC shall approve the selection of all other installing officers.*
4. *If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.*
5. *Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.*
6. *When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.*
7. *Whenever possible assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of the IOJD. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.*

# Installation

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Photographer |  |
| Schedule |  | Guest Book Attendants |  |
| Practice time |  | Ushers (Chairs) |  |
| Get Ready time |  | Invitations |  |
| Picture time |  | Programs |  |
| Installation Ceremony time |  | HQ Installed first or last |  |

# Optional

|  |  |
| --- | --- |
| Bethel Mom, Dad, Grandparents, etc. |  |
| Carrying Pieces/Boutonnieres for Officers |  |
| Escort of Officers (i.e. Parents, Masons, etc.) (optional)  |  |
| Chair Covers (Yes/No) |  |
| Mistress or Master of Ceremonies (If none chosen, BG will serve) |  |
| Soloist (optional) |  |
| HQ Song (optional) |  |
| Princess Song (optional) |  |
| White Cape Ceremony |  |

# Calendar – Please Type out your Schedule of Events by Month.

Account for the following:

|  |  |
| --- | --- |
| * Mason/Easter Star Night (1 per year)
 | * Promotion/Education Fundraiser
 |
| * Open/Friendship Meeting (1 per year)
 | * Initiation (Exemplified if not live)
 |
| * Prospect Parties
 | * Majority or Obligation Ceremony
 |
| * Bethel Fund Raiser (i.e. pancake breakfast, potato bake)
 | * Go to Church Sunday
 |
| * Jobie Account Fundraiser (ex: individual selling items)
 | * Mother Mick’s birthday (first mtg March)
 |
|  |  |
|  |  |

The following are scheduled by GGC

* Workshop

|  |
| --- |
| * Grand Session (June)
 |
| * Grand Officers Retreat (if applicable)
 |
| * Grand Visitation (Fall)
 |

*Delete the months that don’t apply*

**JANUARY**

Date - Council Meeting

Date - Bethel Meeting (celebrate Bethel b-day Jan 8th)

Date – Fun Event

Date - Bethel Meeting

**FEBRUARY**

Date - Council Meeting

Date - Bethel Meeting

Date – Fun Event

Date - Bethel Meeting

**MARCH**

Date - Council Meeting

Date - Bethel Meeting - Mother Mick birthday (first meeting in March)

Date – Fun Event

Date - Bethel Meeting

**APRIL**

Date - Council Meeting

Date - Bethel Meeting and Election talk

Date – Fun Event

Date - Bethel Meeting and Election

**MAY**

Date - Council Meeting

Date - Bethel Meeting

Date – Fun Event

Date - Bethel Meeting & Outstallation

**JUNE**

Date - Council Meeting

Date - Bethel Meeting (Special Dispensation needed to change to Installation)

Date – Bethel Meeting (Grand Session counts as the Bethel meeting)

Date – Fun Event

**JULY**

Date - Council Meeting

Date - Bethel Meeting (only one meeting – 3rd Thursday of the month)

Date – Fun Event

**AUGUST**Date - Council Meeting

Date – Fun Event

Date - Bethel Meeting (only one meeting – 3rd Thursday of the month)

**SEPTEMBER**Date - Council Meeting

Date - Bethel Meeting

Date – Fun Event

Date - Bethel Meeting

**OCTOBER**Date - Council Meeting

Date - Bethel Meeting and Election talk

Date – Fun Event

Date - Bethel Meeting and Elections

**NOVEMBER**Date - Council Meeting

Date - Bethel Meeting

Date – Fun Event

Date- Bethel Meeting

**DECEMBER**Date - Council Meeting

Date - Bethel Meeting and Outstallation

Date – Fun Event