

# **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 Bethel Guardian shall:

- (a) Organize and facilitate all meetings of the BGC and attend all Bethel meetings.
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
- (c) Teach the principles of the Order.
- (d) Maintain good order at Bethel gatherings.
- (e) Ensure Bethel meetings are promptly opened and closed at a reasonable hour.
- (f) Advise Associate Bethel Guardian and members of the Bethel’s Visitation Committee to ensure that all applicants for membership are properly visited.
- (g) Be responsible for the Bethel Charter and all copies of the Proficiency Lessons.
- (h) Make herself thoroughly familiar with the Constitutions, Bylaws, Standard Operating Procedures, and the Manual of Rules and Regulations. (i.e. the “Jobie Code”)
  - (1) Maintain 2 [printed] copies of the “Jobie Code” for the use of the Bethel Guardian and Honored Queen.
  - (2) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation.
  - (3) Update the Bethel copies of the Jobie Code when amendments are received from the Grand Secretary.
  - (4) Additional copies may be provided for others or accessed online.
- (i) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.

- (j) Contact the caregivers of a Bethel member whose dues are delinquent before action is taken to suspend the member.
- (k) Ensure that Bethel members suspended for non-payment of dues are contacted by an Executive Member of the BGC to explain to them and their caregivers the advantage of reinstatement before the end of one (1) year.
- (l) Prepare and provide to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53), in consultation with the Executive Members of the BGC.
- (m) Perform such other duties as rightfully belong to her office.

## **Additional Duties**

A Bethel Guardian encourages the members to be a friend to all, to serve others, to engage in community service, and to have fun. Specific job duties include:

- Mentor elective officers on leadership, inclusivity, friendship to all members, and working with the Honored Queen creating the meeting agendas, planning events, etc.
- Elicit feedback from members, parents, and Bethel Guardian Council (BGC) about events (i.e. improvement ideas, what went well, etc.).
- Communicate with Bethel Members, parents, and BGC members regularly via phone, email, text, group app and/or website.
- Develop social skills by engaging with Bethel Members and encouraging them to engage with each other.
- Coordinates participation in local, state, and international events and activities for Job's Daughters and other Masonic bodies. Including:
  - Venue logistics for Bethel meetings and activities, including venue reservations.
  - Manage scheduling and RSVPs
  - Communicating costs, dress code, travel plans, emergency contact information and other needs
- Promote the organization among prospective members, stakeholders and in the community.
  - Oversee the work of the Guardian Secretary and/or Director of Promotions in supporting the promotional needs of the Bethel.
- Maintain Bethel records and materials, keeping accessible to others.
  - Oversee the work of the Guardian Secretary in maintaining the Bethel records.
- Design and implement a succession plan for Bethel Guardian Council leadership.
- Develop a succession strategy with the Bethel Guardian Council. (e.g. Identifying potential replacements and help recruit volunteers)

## **Bethel Meetings**

- Ensure times, locations and type of meeting (i.e open or closed). Setting a term calendar with Honored Queen Elect.
- Pre-meeting with the Honored Queen and Council to discuss the meeting agenda and any questions.

- Have meetings promptly opened and closed at a reasonable hour.
- Maintain good order at all events of the Bethel.
- See that all members are ready for meeting or assign a Council member to assist.
- Ensure the Honored Queen presides over the meeting without interference. Answer questions when asked by the Honored Queen
- Encourage Jobies in a positive manner. When correcting or suggesting improvements do so positively.
- Make sure Bethel is set up properly per ritual (in coordination with the Director of Epochs, Custodian of Paraphernalia, Marshal, and Custodians).
- Oversee the teardown of the Bethel and verify it is returned to set up as per Masonic Center requirements.
- Oversee that the Masonic Center has all closing procedures completed (i.e. security alarm, locked doors, trash removed, etc.)
- Be available after meetings for members or family that may have questions.
- Follow up on any business or event that is in need of further actions.

### **Bethel Guardian Council Meetings**

- Monthly meetings – schedule with Council/line officers, and preside over the meeting.
- Ensure that meeting minutes are recorded and distributed.
- Ensure any projects are completed.
- Attend any meetings of the Masonic Center as per requested.
- Hold an annual meeting at least thirty days prior to Annual Session of the GGC.
- Hold a Council Fun Event (just for the adults).

### **Events/Projects**

- Term Planning with the Honored Queen/Senior Princess.
- Meeting with the incoming Honored Queen/Family to prepare and discuss upcoming installation.
- Schedule events to make sure that all required events and meetings are completed.
- Elections – last meeting in April or first meeting in May for the fall term and last meeting in October first meeting in November for Spring term.

### **Communications**

- Email, Text, and/or post on Bethel Website all Bethel activities - include caregiver of each member
- Any changes to meetings or events.
- Any changes in Council members.
- All State/Supreme Communications - this may be as simple as forwarding an email.
- Other Masonic Events.

- Communicate with the Grand Deputy, Spirit Ambassador, Grand Family and Grand Secretary for special events (consider including them in your Bethel communications)

### **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 a Bethel Guardian (BG), all of items 1-5 must apply, and one of item 6 must apply.

1. Be at least 20 years old
2. Hold a current CAV
3. Have paid any applicable fines (e.g. for not having filed required forms, etc.)
4. Not be the current GG, AGG, VGG, or VAGG
5. Not have served the previous 5 years as BG of that Bethel
6. Meet the relationship requirements of a BG:
  - a. Majority Member of Job's Daughters
  - b. Past Bethel Guardian
  - c. Member of an organization basing its member on Masonic relationship (i.e. Order of the Eastern Star or Daughters of the Nile)
  - d. Family member of a Mason Mason:
    - i. Wife (including widow)
    - ii. Daughter (including natural, grand-, great grand-, legally adopted, -in-law, step-, step-grand-)
    - iii. Mother (including natural, grand-)
    - iv. Niece (including grand-)
    - v. Cousin (first or second)

### **References**

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