

**Grand Guardian Council of Indiana
Job's Daughters International**

BOOK OF CEREMONIES

*Approved at the Annual Meeting of GGC in June 2009
Cindi Gott, GG
Joyce Scott, Chairman of Jurispurdence*

GLOSSARY OF ABBREVIATIONS

ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
Art.	Article
BG	Bethel Guardian
BGC	Bethel Guardian Council
CAV	Certified Adult Volunteer
G	Grand
GBHQ	Grand Bethel Honored Queen
GG	Grand Guardian
GGC	Grand Guardian Council
GS	Grand Secretary
HQ	Honored Queen
I	Installing
IN	Indiana
IO	Installing Officer
JDI	Job's Daughters International
Jr	Junior
MM	Majority Member
PHQ	Past Honored Queen
Sr	Senior
VGG	Vice Grand Guardian
YPP	Youth Protection Program

**INFORMATION FOR THE PROMOTION COMMITTEE IN
EXPLAINING JOB'S DAUGHTERS INTERNATIONAL
AND
THE INSTITUTION/REINSTITUTION OF A BETHEL**

OBJECT AND SCOPE OF ORDER:

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

Job's Daughters International is international in scope and is composed of:

- The Supreme Guardian Council
- Grand Guardian Councils
- Jurisdictional Guardian Councils
- Bethel Guardian Councils
- Bethels
- Such other groups as may be approved by the Supreme Guardian Council

MASONIC RELATIONSHIP IS REQUIRED:

Job's Daughters International is the only organization for girls that requires all of its members to be related to a Master Mason. While Job's Daughters is not a part of the Masonic fraternity, this prerequisite ties it closely to the Masonic Order.

MEMBERSHIP REQUIREMENTS:

Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to a relationship by blood, marriage, or law to a:

- Master Mason (See SI 2)
- 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.

A resident of a jurisdiction in which there is a Bethel, shall be eligible to membership only in the jurisdiction of her legal residence unless a waiver of jurisdiction is obtained from the Grand Guardian of the resident jurisdiction or the Supreme Guardian if the Bethel is under Supreme.

MAJORITY MEMBERSHIP:

Each active member in good standing, upon becoming twenty (20) years of age, or married under that age, shall become a Majority Member, and shall immediately receive gratis, a certificate of Majority Membership. She may receive the Majority Ceremony at such time as it is convenient. She shall be entitled to all the rights and privileges of an active member except for voting and holding office and shall be subject to the same discipline as an active member. She shall be

exempt from further payment of dues.

THERE ARE NO PAID ORGANIZERS:

Each Bethel is self sustaining from its inception and Bethel activities should be planned so they do not interfere with church, home or school activities. Entertainment in keeping with the high ideals of the Order is required of all Bethel activities and is always under the direct supervision of the Bethel Guardian Council.

EDUCATIONAL OPPORTUNITIES:

Job's Daughters International at the Supreme level maintains an Educational Fund from which members who have applied receive scholarships so that they may further their education at universities, colleges, technical or business schools of their choice.

The Grand Guardian Council of Indiana maintains an Educational Fund from which loans are made to active and Majority Members in good standing.

Scholarships are also available to active and Majority Members from the Educational Foundation of Indiana to assist in their education at state universities, colleges, technical or business schools.

CHARITABLE/SERVICE PROJECTS:

The H.I.K.E. Fund (Hearing Impaired Kids Endowment Fund) is the official philanthropic project of Job's Daughters International. Individual Bethel and state-wide projects provide funds for the purchase of hearing devices for those in need.

Our Order encourages service projects at both the Bethel and State level. Those benefiting could be needy children at Christmas, abuse shelters, charitable drives, Masonic Home, and Shriners' Hospitals.

STRUCTURE OF THE ORDER:

The organized group to which the members belong and their meeting place is known as a Bethel, which means "Holy Place." The Bethel usually meets in a Masonic Temple. The Daughters (regularly initiated and affiliated members of the Order) preside over the business affairs of the Bethel and take an active part in all activities with the approval, guidance, and supervision of an adult advisory group composed of nine (9) members who are known as the Bethel Guardian Council. All members of the Bethel Guardian Council must be Certified Adult Volunteers.

The Executive members of the Bethel Guardian Council are the Bethel Guardian, Associate Bethel Guardian (who must be a Master Mason), Guardian Secretary, Guardian Treasurer, Guardian Director of Music or Guardian Director of Epochs. The four (4) remaining members are known as the Associate Bethel Guardian Council. The Bethel Guardian Council is under the jurisdiction of the Grand Guardian Council of Indiana and the Supreme Guardian Council. All members of the Bethel Guardian Council must be Certified Adult Volunteers.

The Executive Bethel Guardian Council members, as well as Past Bethel Guardians and Past Associate Bethel Guardians are voting members of the Grand Guardian Council.

Grand Guardians, Associate Grand Guardians, Past Grand Guardians, and Past Associate Grand Guardians are voting members of the Supreme Guardian Council.

ATTENDANCE OF ADULTS:

Every adult witnessing the ritualistic ceremony or attending a meeting of a Bethel must have the same eligibility requirements as a member of the Bethel Guardian Council [See C-BGC, Article VI, Section 1(a) (b)], or a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or the husband of a Majority Member.

Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the Bethel Guardian Council.

EQUALITY:

One of the lessons learned in a Bethel is that of equality. Regardless of a member's status outside, when within the Bethel, all members are equal, even to the wearing of identical white Grecian robes by the Bethel Officers and Bethel Choir. No part of the work of Job's Daughters is hidden from those who should know what the members do and are taught.

ORGANIZATIONAL INFORMATION

The Promotion Committee Member appointed by the GG to assist in the organizing and (re)institution of a Bethel should follow outline of "Organization of Bethels" as explained in the Supreme Special Instructions, Number 10 (SI 10) and the IN Supplement, Bylaws of GGC, Article XII (IN B-GGC 8), and perform the following duties:

- A. Ascertain if there are enough interested adults in the community to serve as members of the BGC.
- B. See that there are at least fifteen (15) girls (10 for reinstatement) between the ages of ten (10) and twenty (20) years, who are eligible to join JD's because of their Masonic relationship.
- C. Have a meeting of adults and girls to explain their duties and the objectives of the Order.
- D. Circulate Petitions for Membership, Masonic Relationship form, girls personal data and Petitions for Affiliation. Make certain the initiation fee or affiliation fee accompanies each signed petition. When the signed petition is returned, have a Master Mason investigate Masonic relationship of each petitioner. Remember to number each petition in the order in which it is received.
- E. Contact local Masonic organizations and individuals interested in young people for donations of paraphernalia.
- F. Assist the VGG in the arrangements for the location, day, date, time and meal of the Institution of the new Bethel. Notify the GG of the date, time, place, and meal (if one is planned) and cost.
- G. Be very sure that those agreeing to serve as Council Members are thoroughly familiar with the duties of Council Members as outlined in the Constitution of the SGC and the Bylaws of the GGC of IN.
- H. Assist the BGC Members in becoming knowledgeable in their respective duties.
- I. It is advisable for the Executive members of the BGC to have taken the Pledge of Secrecy before the day of Institution.
- J. The first corps of officers of a new Bethel Under Dispensation is selected by the VGG from the information on the returned personal sheets and by her observation of the girls. (Note: The original corps of officers in a Bethel Under Dispensation shall continue to serve until the regular time for elections after the Charter is granted, unless a vacancy occurs.)
- K. The GB or a Bethel chartered by the GGC of IN may be invited to initiate and install the officers of the new Bethel.
- L. Active adults and all Council members must become CAV's.
- M. The Application for Dispensation is forwarded to the GS with the seventy-five dollar (\$75.00) fee.

The Application for Dispensation must be witnessed and approved by nine (9) adults, at least one (1) of whom shall be a Master Mason. Those eligible for appointment are Master Masons in good standing in the Masonic Jurisdiction under which they hold membership, women who have attained the age of twenty (20) years and are the wife, daughter, granddaughter, mother, sister, half-sister, or widow of a Master Mason, women at least twenty (20) years of age who are members of an organization basing its membership requirements on a Masonic relationship, or

MM's of JDI. All must be Certified Adult Volunteers, in accordance with the Youth Protection Program.

(RE)INSTITUTION OF A BETHEL General Instructions

The Bethel shall be set up according to the Ritual for the afternoon meeting. It shall be set up double for the evening meeting.

The VGG shall be responsible for seeing that all GOs required are present. In case the AGG is not present the VGG shall ask someone else to escort her to the East.

There should be local F. & A.M. and O.E.S. members at the door to vouch for the eligibility of adults to witness our ritualistic work; JD's workers shall vouch for our members and workers. The installation of the Officers may be open.

GOs should assist the Guide and Marshal in placing headbands on new members after their initiation.

Promoter of Sociability (assisting Bethel) shall be responsible for proper line up of Under Dispensation Officers to be installed.

A. Member of Promotion Committee

1. Instruct the local Committee to whom invitations shall be sent, i.e., F. & A. M. and O.E.S., GOs who reside in that District, GOs of JDs, Past Supreme Officers in IN, PGG and PAGGs of IN, the Bethels in their District and GB.
2. Check with the Bethel Guardian Council-elect about the supplies received from the GS and explain their use.
3. Instruct the BG and ABG of this Bethel Under Dispensation in the procedure followed in closing a Bethel meeting.
4. Chairs should be RESERVED for the following:
 - a. Petitioners (on the south side of the Bethel room)
 - b. Bethel Guardian Council-elect (beside the corresponding Council member of the Bethel assisting)
 - c. Grand Officers
 - d. Bethel Choir (near the instrument)
 - e. Worshipful Master, Worthy Matron, Worthy Patron, member Promotion Committee, VGG and AGG.
 - f. Distinguished Guests
 - g. Installing Officers for both Council and Bethel Installation Ceremonies.
 - h. Nineteen (19) chairs MUST BE SAVED to be available for the semicircle for the Installation of Officers and Bethel Choir.
5. Arrange to have BGC-elect meet early so the VGG may talk with them.
6. Arrange to have petitioners meet early so instructions may be given to them.
7. See to it that some very competent person takes notes during the Institution so that these may be transcribed as the first minutes in the Recorder's Minute Book of the new Bethel.

8. Remind the AGG that he is to explain the Coin March previous to its collection.
9. Daughters affiliating with this Bethel should sign the Roll Book and receive any instructions given but should not be taken through the Initiation.

B. Honored Queen

Instruct your officers they are to assist the newly installed officer beside them in the Closing, e.g., the Chaplain takes the Under Dispensation Chaplain to the Altar with her to close the Bible. When in the Cross the officers shall be side by side in the “stem of the Cross” but in the “arms of the Cross” the Bethel Under Dispensation officers shall be in front of the officers of the Bethel assisting.

C. Guide and Marshal with the assistance of the GGuide and GMarshal

1. Line up petitioners according to height.
2. Instruct the petitioners that the Ritual states that if there are more than eight pilgrims they form additional lines. This occurs each time when they stop during the ceremony of initiation.
3. Assume the duties of the preparation committee as outlined in the ritual on page 105.

CEREMONY FOR INSTITUTING/REINSTITUTING A BETHEL

Worshipful Master, Worthy Matron, Worthy Patron, and member of the Promotion Committee approach the East from the West. Worshipful Master is escorted from the Preparation Room door on North Marching Line by a member of the Promotion Committee and the Worthy Matron by the Worthy Matron from Anteroom door on South Marching Line. At the Altar Line they march until in front of the Altar; then march east four abreast and ascend the dais. The Worthy Matron calls the meeting to order and gives the welcome. She introduces the Worthy Patron who says a few words. She then introduces the Worshipful Master and after he says a few words, he reads the Certificate from the Grand Master granting permission for the Bethel being formed to meet in the Temple.

WORTHY MATRON: It is now my privilege to present to you (name and title) **who has so ably assisted us in organizing our group that will soon be Bethel (#__)** Under Dispensation of (name of town or city).

MEMBER OF PROMOTION COMMITTEE: (after expressing pleasure and thanks to those who cooperated with her) **AGG, you will conduct the VGG to the East.**

Grand Musician plays march music. AGG offers left arm to VGG at Altar Line and they march east together. They ascend the dais.

MEMBER OF PROMOTION COMMITTEE: It is my pleasure to introduce to you the VGG, _____, and the AGG, _____. You will join me in giving a hearty welcome to them. VGG, I have completed the organization for this Bethel. It affords me a great deal of satisfaction to present this group to you for the institution of a Bethel of Job's Daughters.

VGG's brief remarks should include:

1. This is a happy occasion for Job's Daughters AND this community.
2. An expression of thanks to the Worshipful Master, Worthy Matron, and Worthy Patron for their cooperation.
3. Some stress upon the importance of inviting and welcoming those eligible to witness our work to attend any meeting possible.
4. Congratulations to the member of the Promotion Committee for success in organizing another Bethel of Job's Daughters.

VGG: (name of Promotion Committee Member), **you will escort the Worthy Matron, Worthy Patron, and Worshipful Master to their seats.** (Pause until these people have reached their seats). **Job's Daughters is a youth organization and it is necessary to have the assistance of some of our Daughters to continue this institution. AGG, you will please retire to the west and invite** (Grand Bethel) **Bethel No. _____ of** (location) **to enter in regular form to assist us.**

AGG: (*goes west on South Marching Line, north on West Line, opens Preparation room door, crosses on West Line, opens Anteroom door and invites each group of Officers to enter*). **Officers of (Grand Bethel) Bethel No. _____ you will enter to assist in the institution of a Bethel Under Dispensation in (name of town or city), Indiana.**

VGG is seated in the East.

When the AGG has opened the Preparation and Anteroom doors, he resumes his seat on the sidelines.

The BG, ABG, Bethel Choir, and Officers enter the Bethel Room as in the regular Opening March. BG substitutes the following speech for her regular Opening Ceremony charge.

GBG/BG: (one rap of the gavel) **We are assembled to assist the GGC in the (re)institution of a New Bethel. All members, parents, grandparents, and guardians of Job’s Daughters, petitioners for membership, and adults with proper Masonic Relationship are invited to remain.**

HQ ascends the dais. AGBG/ABG extends his hand to assist HQ.

GBG/BG: **I have the pleasure of introducing the GBHQ/HQ _____**
(name).

The GBG/BG presents her with the gavel. The HQ does NOT sound the gavel.

GBHQ/HQ: **The Officers will take their stations.** (Officers, BG and ABG assume their stations as per Ritual.)

GBHQ/HQ: **Marshal, you will display the National Emblem.** (As per Ritual.)

GBHQ/HQ: **Bethel Flag Bearer, you will display the Bethel Flag.** (As per Ritual.)

GBHQ/HQ: **VGG, (Grand Bethel) Bethel No. _____ is proud of the honor of assisting our GGC in instituting a new Bethel. We hope these girls will enjoy their work in JD’s as much as we do. I will now present the gavel to you so that you may proceed.**

VGG: **Thank you. We are assembled here to institute a Bethel of Job’s Daughters in this community where you, the Masons and Eastern Star members, have opened the “Door of Opportunity” for girls who are related to Master Masons that they may learn the sentiments expressed in the Book of Job as exemplified in our Ritualistic work, indicating that through life, from early childhood to old age, we encounter trials and tribulations which must be met and overcome. I will be assisted in the instituting of this Bethel by:**

_____, GGuide
 _____, GMarshal
 _____, GSecretary
 _____, GChaplain
 _____, GDirector of Music
 _____, GSenior Custodian
 _____, GJunior Custodian

Grand Officers, you will please assume your stations informally.

VGG gives one rap of gavel to seat Officers when all have reached their respective stations.

VGG: JDI is an organization for girls of outstanding character between the ages of ten and twenty years who are related to a Master Mason, his wife or widow, or to a Master Mason who was in good standing at the time of his death, their wife or widow, or a related member of Job's daughters or to a Majority Member. It is the FIRST and ONLY Order for girls requiring Masonic relationship.

The Order was founded by Mrs. Ethel T. Wead Mick in Omaha, Nebraska, October 20, 1920, and was formally organized May 27, 1921 by authority of the Worthy Grand Matron and Worthy Grand Patron of Nebraska, O.E.S., assisted by the Grand Master of Nebraska, F. & A.M., and several 33rd Degree Scottish Rite Masons.

The first Supreme Guardian Council Session held in Omaha, October 14, 1922, was attended by Mrs. Mae Marcum Jacobs of Indiana. Being highly impressed with the opportunities such an Order would offer, she returned home determined to do all she could to organize Job's Daughters in her state.

On January 13, 1923, a dispensation was given to institute a Bethel in Indiana. The institution took place on February 13, 1923.

With Bethels No. 1, 3, and 4 in Indianapolis, 2 in Terre Haute, and 5 in Clinton, the Grand Guardian Council of Indiana was chartered October 4, 1924.

The object of this Organization is to band together girls of Masonic relationship for character building through moral and spiritual development, by teaching a greater reverence for God and the Holy Scriptures, loyalty to their Flag, and the Country for which it stands, and deeper respect for parents and elders.

The first Ritual was written by the Founder, Mrs. Ethel T. Wead Mick, in memory of her mother. The lessons taught in their Ritual are taken from the Book of Job with particular reference to the 42nd Chapter, 15th Verse which reads, "AND IN ALL THE LAND WERE NO WOMEN FOUND SO FAIR AS THE DAUGHTERS

OF JOB, AND THEIR FATHER GAVE THEM INHERITANCE AMONG THEIR BRETHREN.” Special emphasis is given to the thoughts “TO BE FAIR IS TO DO GOOD” and “VIRTUE IS A QUALITY WHICH HIGHLY ADORNS WOMEN.”

The meeting place is known as a Bethel; this means “Holy Place.” There are nineteen Officers and a Bethel Choir. The white Grecian robe, white shoes without color, and white hose are worn at all meetings by the officers, thus creating a feeling of equality in dress and rank. The HQ, Senior and Junior Princesses wear Purple Capes and Crowns. Headbands of white and purple ribbon are worn by all other JDs.

There are two regular meetings of the Bethel held each month. Thought should be given in the planning of these meetings so they do not interfere with Church, School, or Home activities; although the training gained in the Bethel proves beneficial to the Daughters.

One of the outstanding features of this Organization is that parents, grandparents and guardians are welcome and encouraged to attend Bethel meetings and social activities. Every adult attending a meeting of a Bethel must be a Master Mason in good standing in the Masonic jurisdiction under which he holds membership, or the parent, stepparent, grandparent, or guardian of a member or candidate for membership of a Bethel, or a woman at least twenty (20) years of age, vouched for as being the wife, daughter, granddaughter, mother, grandmother, sister, half-sister, or widow of a Master Mason or a woman under the age of twenty (20) who is a member of an organization basing its membership on a Masonic relationship, or married and eligible to membership in such an organization.

All adults attending a Bethel meeting for the first time are required to take a Pledge of Secrecy. Those who are attending a Bethel meeting for the first time will please stand for this Pledge. Chaplain, you will attend at the Altar.

*Altar music. Chaplain goes to the Altar, opens the Bible and leads the unobligated visitors in repeating the Pledge of Secrecy for Adults as given in the Ritual.
Altar music as Chaplain returns to her station. VGG gives one rap of the gavel.*

VGG: GSecretary, you will read the Dispensation to institute this Bethel of Job’s Daughters in the State of Indiana. As the names of the Bethel Guardian Council and Petitioners are read, they will rise and remain standing.

(INSTALLATION OF BGC TAKES PLACE AT THIS TIME. SEE PAGE 67.

VGG: We have requested (Grand Bethel) Bethel No. _____ of _____ (city) to initiate our new members. GGuide and GMarshal, you will escort the petitioners to the Preparation Room for the Ceremony of Initiation.

GGuide and GMarshal use regular lines of march to escort the candidates out of the Anteroom door and prepare them for the Ceremony of Initiation. The VGG returns the gavel to the HQ.

When candidates are outside of the Bethel Room, the HQ proceeds with the Opening Ceremony of the Bethel as per Ritual. except the Pledge of Secrecy. Introductions may be omitted at this time. All Orders of Business are omitted except for Reading of Special Dispensation and Report on Ballot.

Honored Queen Proceeds with Ceremony of Initiation.

GBHQ/HQ: Recorder, (Rises) you will read the communications.

GBHQ/HQ: Librarian, (Rises) you will give your report.

GBHQ/HQ: Daughters, you will rise for the Mothers' Fathers' and Guardians' prayer. Chaplain, you will attend at the Altar.

GBHQ/HQ: Good of the Bethel. We will have Presentations, Remarks and Coin March at the close of the evening meeting.

The HQ, or one designated by her, shall introduce the parents of the new members. The HQ should announce the time of the evening meeting and any arrangements for the interval between it and the close of the afternoon session. She then proceeds with the regular Closing Ceremony.

GBHQ/HQ: All present except the Officers, Bethel Choir, GBG/BG of the Assisting Bethel and BG of the Bethel Under Dispensation, and the Member of the Promotion Committee, will please be seated until the Officers and Bethel Choir have retired. Inner Guard, notify the Outer Guard that our Bethel is closed and direct her to take her place for the Retiring March.

**INSTITUTION/REINSTITUTION OF A BETHEL
INSTALLATION OF BETHEL OFFICERS
Evening Meeting**

When all is in readiness, the Musician goes to the instrument. The Senior and Junior Custodian escort the BG and ABG to the East in the regular manner with the Bethel Choir following as per Ritual. Guardians ascend the dais. ABG presents gavel to BG. BG gives one rap of gavel.

GBG/BG of Assisting Bethel: We are assembled for Installation. ABG, you will retire and invite the Officers of (Grand Bethel) Bethel No. _____ of (location), to enter.

AGBG/ABG: *(goes down North Marching Line, opens Preparation Room door, gives the following invitation.)* **Officers of the Bethel, you will enter and prepare for Installation.**

ABG crosses on the West Line, opens the Anteroom door and repeats the invitation. Officers are seated in outside chairs.

The ABG remains in the West on the South sideline near the Anterrom door. A seat should be reserved for him in advance. (Page 132, Plate 4)

After the Officers are in their stations, the HQ/GBHQ proceeds.

GBHQ/HQ: Chaplain, you will attend at the Altar. (three raps of gavel. ***)

Altar music. Chaplain approaches Altar in regular manner and opens Bible reverently to 42nd Chapter, 15th verse of the Book of Job, kneels and assumes attitude of prayer.

Chaplain: Our Heavenly Father, we thank Thee for our Masonic heritage. May we work unselfishly together to make our Bethel strong and secure; filled with joy and love. Bless the homes from which our members come and give us strength to live as true Daughters of Job. Amen.

*Alter music. Chaplain rises and returns to her station. HQ gives one rap of gavel. **

GBHQ/HQ: This afternoon Grand Bethel (Bethel No. ____) had the honor of assisting our GGC in the (re)instituting of a Bethel of Job's Daughters in this community. We are assembled this evening to learn who will serve your Bethel as its first corps of Officers and see them installed. Guide and Marshal, you will escort the VGG and AGG to the East.

March music. Guide and Marshal escort VGG and AGG to the East and assume their waiting stations.

GBHQ/HQ: For the benefit of those who were not here this afternoon, I would like to introduce our VGG (name) and our AGG (name). You will join with me in giving them a hearty welcome.

GBHQ/HQ: (after applause) **Guide and Marshal, you are excused.**
AGG retires to a seat reserved for him in the northeast.

GBHQ/HQ: VGG, we are all anxious to hear who have been chosen as Officers for this new Bethel. I now present the gavel to you.

VGG: We were happy to (re)institute a Bethel in (name of town or city) this afternoon and appreciate the interest you have shown in young people by attending our meetings today. Much consideration is given to the selection of Officers to serve a Bethel of Job's Daughters. It is given for some to lead while others are to follow. To be a good leader, one must have been a good follower. Please remember that every office is an important one. I will now announce the name of the Officer and the office she is to fill in this Bethel Under Dispensation. As your name is called, you will rise and remain standing.

(CALLS LIST OF OFFICERS)

Music is most important and we must have a Bethel Choir. A Bethel Choir member is just as important as any officer. Newly initiated members should be invited to serve in your choir. I will now call the names of those who are to make up this Bethel Choir, the Flag Bearer, and Soloist. As your name is called, please stand.

(CALLS THE NAMES OF REMAINING MEMBERS)

The Soloist, Flag Bearer, and Bethel Choir will please be seated. Installing Officers and the Daughters to be installed into office will please retire. (PAUSE)

VGG: GSenior and GJunior Custodians, you will place the chairs for installation in proper position.

(It is nice to have entertainment, e.g., vocal, accordion, piano solos or instrumental or vocal groups during the time needed for the Installing Officers to line up and instruct this first corps of officers)

IGUIDE: (Steps into Anteroom door) **VGG, all is in readiness for Installation.**

VGG: AGG, you will retire, invite and present the Installing Officer at the Altar.

Acting Musician assumes her station and plays until AGG retires to the Anteroom door; re-enters the Bethel room through the Anteroom door accompanied by the IO and the Acting Marshal. When in front of the Inner Guard's station, Acting Marshal turns left,

marches north to Marshal's station and stands in front of it. AGG, with the IO holding his right arm, shall enter from the Anteroom door, proceed east on South Marching Line until on a line west of the Altar, entering semicircle between Treasurer and First Messenger, turns north, stopping west of Altar, facing east. (Page 132, Plate 4)

AGG: VGG, I have the honor to present (Name and title) who will serve as IO.

VGG: AGG, you will escort the IO to the East.

*March music. AGG and IO march north, then east, then south to center of Altar, then east where VGG assists IO to ascend the dais and **gives three raps of gavel**. AGG backs up and stands west of Senior Custodian's pedestal and awaits orders. (Page 137, Plate 9)*

VGG: It is a pleasure to present (name and title) who will serve as IO. You will join me in giving her a hearty welcome.

*VGG present gavel to IO, who **gives one rap of gavel**.*

IO: VGG, you will assume a seat of honor in the East. AGG, please return to your seat on the sidelines.

March music.

Senior and Junior Custodians are to remove chairs in semicircle when they are vacated by the Officers, as they are installed.

IO: (after AGG reaches the sideline) Acting Marshal, you will retire and present those who have been selected to assist me in this Installation.

Acting Marshal retires to Anteroom and reenters with IOs in single file. (The order in lining up the IOs depends upon the location of the instrument as they are lined up in order in which their stations will be passed.) They march east on South Marching Line until on a line west of the Altar, entering semicircle between Treasurer and First Messenger, then north, stopping west of the Altar, facing east. (Page 137, Plate 9)

ACTING MARSHAL: IO it is an honor to present those who are to assist in the Installation.

(Name and Title) as **Installing Chaplain**

(Name and Title) as **Installing Musician**

(Name and Title) as **Installing Senior Custodian**

(Name and Title) as **Installing Junior Custodian**

(Name and Title) as **Installing Recorder**

(Name and Title) as **Installing Guide**

(Name and Title) as **Installing Marshal**

IO: Our Acting Marshal is (name and title) and our Acting Musician is (name and title) – Acting Marshal, you will conduct these Officers to their respective stations.

*Acting Marshal marches east and then north, bows leaving IChaplain at their station; proceeds east, then south, leaving IMusician, ISr. And Jr. Custodians, and IRecorder at their stations; marches west, then north to stations of IGuide and IMarshal. (One rap of gavel.) ALL IO'S REMAIN AT THEIR STATIONS UNTIL EXCUSED TOGETHER AT THE END OF THE INSTALLATION CEREMONY. Acting Marshal awaits orders.
(Page 138, Plate 10)*

IO: Acting Musician and Acting Marshal, you are excused. Thank you for assisting us.

Acting Musician and Acting Marshal take seats reserved for them.

IO: IGuide, you will retire and invite the Officers appointed to serve this Bethel to enter the Bethel Room. Installing Marshal, you will assist the IGuide.

*IGuide and IMarshal go to Anteroom where they make sure the Daughters to be installed as Officers are lined up in the proper order.
Promoter of Sociability shall assist in the formation of the following lineup:*

- | | |
|---------------------|-------------------|
| 1. Outer Guard | *11. Musician |
| 2. Inner Guard | *12. Librarian |
| 3. Senior Custodian | 13. Treasurer |
| 4. Junior Custodian | 14. Recorder |
| 5. First Messenger | 15. Guide |
| 6. Second Messenger | 16. Marshal |
| 7. Fifth Messenger | 17. Sr. Princess |
| 8. Fourth Messenger | 18. Jr. Princess |
| 9. Third Messenger | 19. Honored Queen |
| *10. Chaplain | |

**The location of the instrument may alter the position of the Chaplain, Librarian, and Musician who should always be lined up so that they will follow the IGuide in the order in which their stations will be passed.*

IGUIDE: *(Steps into Bethel Room when Officers are lined up properly, turns and faces Officers.)* **Officers of Bethel Under Dispensation of (Name of Town or City) the IO invites you to enter the Bethel for Installation.**

IGuide leads; Officers and IMarshal follow in single file. They march east on South Marching Line to Altar Line; then north, west, south, and east, squaring the Altar; then north to North Marching Line; then west and south to walk back of semicircle of nineteen chairs; then north, coming in front of chairs with HQ on south. IGuide and IMarshal

bow to seat Officers and leave the semicircle from north and south ends to meet in center, back of chairs. They cross and go together to stations of Guide and Marshal in the West and await further orders. (Page 139, Plate 11)

IO: IChaplain, you will attend at the Altar and lead us in prayer. (3 raps of gavel)

Altar music. IChaplain approaches Altar in regular manner.

ICHAPLAIN: (kneeling) **O merciful and loving Father, we come to Thee in faith, knowing that Thou wilt hear and answer our prayer. Be very near to us in this hour and let Thy blessing rest upon us as we humbly seek to do Thy will. Grant to those whom we are about to invest with authority the spirit of love and charity. Help them to see clearly the power and influence of a beautiful womanly life. May unity and harmony prevail. As they labor for the highest ideals of life, may they become more gracious and loving; more faithful and patient day by day, thus completing the foundation of a useful and perfect life. We ask in Thy name. Amen.**

*Altar music. IChaplain rises and returns to her station in regular manner One rap of gavel. **

IO: IRecorder, you will read the names of the Officers appointed to serve this Bethel until its first election, who, as their names are called, will rise and remain standing for the obligation.

IRecorder rises and reads names and stations, pausing to allow each Officer time to rise as her name is called. Upon completion of the list, IRecorder is seated quietly.

IO: Soloist, Flag Bearer and Bethel Choir will rise and repeat the Obligation with the Officers.

You are expected to make this solemn promise; listen carefully before giving your word. A promise is very sacred and should be kept as a binding obligation. You will place your right hand over your heart. (IO places her hand over her heart) Do you promise that your Bethel shall not be opened without the presence of at least one member of the Executive BGC, the GG, or one deputized by her to attend?

Officers Answer: I do.

IO: You will now assume the following obligation. In the present of Almighty God and these witnesses – I promise to obey the laws – of Job’s Daughters International – I will counsel with my BG – and be courteous and obedient. – I will be faithful to the duties of my office – as outlined in the ritual – I will endeavor to live in accordance with its teachings – in the hope that I may be found worthy – of being one of the “fairest in all the land.” – I will strive to be ever faithful to this promise. – Should I violate my obligation, - I agree to vacate my office – at the request – and upon the declaration – of the members – of the Executive BGC – of my Bethel.

(One rap of gavel) *

IO: IGuide and IMarshal, you will cause the Honored Queen-Elect to kneel at the Altar and place her hands in supplication on the open Holy Bible.

NOTE: Order of installing the Officers and Bethel Choir may be reversed.

*IGuide steps in front of her station, walks south on the South Marching Line followed by the IMarshal; then east to HQ, bows and says quietly, "You will follow me." She leads east to the Altar Line, then north, west, and south around the Altar, stopping west of the Altar, facing East. IGuide turns the Bible without lifting it from the Altar to face the HQ elect. She assists her to kneel and places her hands in supplication in center of the Bible with fingers pointing east. Guide and IMarshal take two steps back forming a triangle while she assumes pledge. IGuide and IMarshal, always stand with arms at sides.
(Page 140, Plate 12)*

IO: You will repeat after me. As HQ, I will be faithful – to the laws of Job's Daughters International – respect the Supreme, Grand, and BGC– and endeavor to be worthy of my office – realizing that I forfeit my office – if absent three times – without an excuse acceptable to my council. – I solemnly assume this pledge – so help me God.

NOTE: (Appropriate music, if desired, may be used at this time while the HQ-Elect remains in kneeling position)

IO: Arise, Daughter of the Bethel.

NOTE: The Charge of Responsibility shall be given by the IO, who shall walk to the Altar to give it.

IO: You will now receive the Charge of Responsibility. The one chosen to hold the office of HQ should be of good character; generous, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and constructive. Her tastes in literature, arts and sciences should be such that she may be able to lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and consideration of the happiness of others, will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated. The prayer of all who know and love you is that our Heavenly Father will guide and direct you in the service of love.

(Appropriate music may be used at this time if desired)

NOTE: The HQ may be invested with the cape and crown at the Altar Line or East Line.

IO: I Guide and I Marshal, you will escort the HQ east of the Altar (or to the East Line), where she will be arrayed as the Presiding Officer of this Bethel.

They turn south; then east to the Altar Line; north to center of Altar, facing east (or to the East Line) where cape and crown are to be placed on HQ. I Guide marches north to North Marching Line, then west taking her station in front of Guide's station, facing east. I Marshal joins her by simultaneously marching south to South Marching Line; then west in front of Marshal's station, facing east. (Page 141, Plate 13)

The IO, leaving her gavel in the East, with the ICustodians carrying the cape and crown, march west to meet the HQ.

IO: (as cape is placed upon HQ) The cape which an HQ of JDI wears is of a rich royal purple and of regal length.

IO: (as crown is placed upon the HQ) The crown worn by the HQ is an emblem of leadership and a symbol of your high position. May you ever wear it with dignity, grace, and humility.

The IO and the ICustodians return to their stations.

NOTE: If an escort has been planned, the escort may meet the HQ at the east side of the Altar. Parents and family are encouraged to serve as escort. Flowers may be presented to the newly installed HQ before she proceeds through the escort. The person presenting the flowers should be seated on the South side line near the Altar Line and approach the HQ on the Altar Line. After presentation, they are to retrace their steps and be seated.

IO: You will conduct the HQ to her station.

*Escort conducts HQ to her station and retires to seats by retracing their steps. IO extends her hand to assist the HQ to ascend the dais. **Three raps of gavel. ******

IO: It is with pleasure that I present (Name) who has been installed HQ of this Bethel for the ensuing term. HQ, I present you with this gavel, and emblem of authority, knowing that in your hands it will be used wisely and well.

HQ gives one rap of gavel and returns gavel to IO. HQ and IO remain standing.

IO: HQ, I now present you with a copy of the Bylaws of this Bethel, SGC, and the IN Supplement of the GGC of Indiana to study. They define your duties and responsibilities. They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be done well, the rights and privileges of the members may be protected, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak.

HQ, let wisdom and understanding crown your judgment. Ever strive to wear these honors with a real dignity as becomes the HQ of this beautiful order of Job's Daughters.

HQ is seated.

IO: IGuide and IMarshal, you will now present the Sr and Jr Princesses at the Altar.

IGuide approaches Altar as described for HQ, the Princesses and IMarshal follow in single file. IGuide and IMarshal (when Princesses are standing in proper position west of Altar with hands in supplication), step back two steps. (Page 140, Plate 12)

IO: Sr and Jr Princesses, you have been selected to assist the HQ in all that she may require of you. You should conduct yourselves at all times with the quiet dignity befitting your high offices. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue and honor.

IO: IGuide and IMarshal, you will conduct the Sr and Jr Princesses to the ICustodians to be invested with their capes and crowns; after which they will assume their stations at the right and left of the HQ.

*IGuide and IMarshal step forward to form a straight line with the Princesses; IGuide leads east to Altar Line; then north to North Marching Line, east to East Line, then south, leaving the Princesses with a slight bow at the foot of the dais. IGuide and IMarshal continue to their waiting stations back of the semicircle. (Page 141, Plate 13)
ICustodians invest the Princesses with capes and crowns.*

IO: (as the capes are being placed upon their shoulders) The capes of the Princesses are three-quarter length, but of the same royal purple as that of the HQ.

IO: (as crowns are placed upon their heads) The crowns of the Princesses each contain jewels, purple in that of the Sr Princess and white in that of the Jr Princess. Ever strive for beauty of character that will outshine the beauty and splendor of your raiment.

*IO assists Princesses to ascend the dais. When Princesses face west, IO gives three raps of gavel. ****

IO: It is with pleasure that I present (Name) who has been installed Sr Princess and (Name), who has been installed Jr Princess for the ensuing term. (One rap of gavel.) *

IO: IGuide and IMarshal, you will present the Guide and Marshal at the Altar.

SAME LINE OF MARCH IS FOLLOWED IN PRESENTING ALL OFFICERS AT THE

ALTAR. IGuide and IMarshal instruct each officer to place hands in supplication. Only HQ kneels. (Page 140, Plate 12)

IO: Guide, your duty is to guide Pilgrims in their journey though the several epochs; become familiar with the teachings of our Order, that you may be able to guide others and direct their footsteps in the ways of righteous living, peace, and truth. Marshal, your duty is to care for and display the National Emblem; to see that suitable preparation is made for our ceremonies and to assist the Guide in conducting pilgrims.

IO: IGuide and IMarshal, you will conduct the Guide and Marshal to their stations

IGuide and IMarshal step forward to form straight line with Guide and Marshal; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line, then south to South Marching Line, then west to West Line, and north, leaving Guide and Marshal, with a slight bow, at their stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Recorder and Treasurer at the Altar.

IO: Recorder, your duty is to record all actions of the Bethel in proper form, receive all money due the Bethel, paying it to the Treasurer, taking her receipts for the same. – Treasurer, your duty is to receive from the Recorder all funds of the Bethel, accurately accounting for them, and pay them over to the Guardian Treasurer, taking her receipt for the amounts.

IO: IGuide and IMarshal, you will conduct the Recorder and Treasurer to their stations.

IGuide and IMarshal step forward to form a straight line with Recorder and Treasurer; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line, to cross to Recorder's station, pauses for Recorder assume station; proceed on South Marching Line to Treasurer's station, makes right turn to face east. Bows to seat officers; then proceeds west of South marching Line to waiting station. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Librarian, Musician, and Chaplain at the Altar.

IO: Librarian, your duty is to encourage a desire for good literature, arts, and sciences. See that your reports are in keeping with the teachings of our Order. – Musician, your duty is to preside at the instrument during the musical part of our ceremonies. May the harmony of our music ring so true that no discord will enter here. – Chaplain, your duty is to preside at the Altar during the devotions of the Bethel. May you lead in reverence for all sacred things.

IO: IGuide and IMarshal, you will escort the Librarian, Musician, and Chaplain to their stations.

IGuide and IMarshal step forward to form a straight line with Librarian, Musician, and Chaplain; IGuide leads east to Altar Line, pauses for Chaplain to assume station, then north to North Marching line, east to East Line, turns south on East Line, pauses for Musician and Librarian to assume stations; makes full right turn facing west. Bows to seat officers; then proceed west on North Marching Line to waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the five messengers at the Altar. (Page 140, Plate 12)

IO: Daughter Messengers, to you is given the privilege of unfolding to the pilgrims the story of Job's eventful life, his pleasures, his trials, his temptations and his final triumph and peace. Be particular, therefore, that your own lives be an example of Patience and Faith, that your Reward may be life's highest attainment.

IO: IGuide and IMarshal, you will conduct the Messengers to their stations.

IGuide and IMarshal step forward to form a straight line with Messengers; IGuide leads east to Altar Line, then north to North Marching Line, then west, going around outside of Messenger's semicircle turning north in front of Treasurer's station and entering the Messenger's semicircle between Altar and Treasurer. IGuide is followed by 3, 4, 5, 2, and 1 Messengers. IGuide stops on Altar Line between Altar and Chaplain's station. The IMarshal stops on Altar Line between Altar and Treasurer's station. IGuide and IMarshal bow to seat Messengers. IGuide goes north on Altar Line, IMarshal south, they continue on North and South Marching Lines to waiting stations. (Page 142, Plate 14)

IO: IGuide and IMarshal, you will now present the Sr and Jr Custodians at the Altar.

IO: Sr and Jr Custodians, you are to assist in caring for the properties of the Bethel, to act as escorts in opening and closing the Bethel, to assist the Sr and Jr Princesses in the ceremony of initiation, and to perform such other duties as may be assigned to you by the HQ.

IO: IGuide and IMarshal, you will conduct the Sr and Jr Custodians to their stations in front of the Sr and Jr Princesses.

IGuide and IMarshal step forward to form a straight line with the Custodians' IGuide leads east to Altar Line; then north to the North Marching Line, east to the East Line, then south, leaving the Custodians at their stations. When IGuide and IMarshal reach South Marching Line, they turn right to face east, bow to seat Custodians; then turn left and continue on South Marching Line to their waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Inner and Outer Guards at the Altar.

IO: Inner Guard, your duty is to respond to warnings from without and convey the orders of the HQ to the Outer Guard. Outer Guard, your duty is to prevent interruptions during convocations and, with permission of the HQ, allow only those to enter who are duly qualified.

IO: IGuide and IMarshal, you will escort the Inner and Outer Guards to their stations.

IGuide and IMarshal step forward to form a straight line with the Guards; IGuide leads east to Altar line; then north to North Marching Line; east to East Line; then south to the South Marching Line; and west to the Anteroom door. IGuide and IMarshal bow to seat Inner and Outer Guards and proceed to their waiting stations. (Page 141, Plate 13)

IO: Those to be installed as members of the Bethel Choir, Flag Bearer, and Soloist will please rise.

Bethel Choir, Flag Bearer, and Soloist may be installed west of the Altar, or at their stations. If installed at their stations, IO will omit directions for IGuide and IMarshal.

IO: IGuide and IMarshal, you will present the Bethel Choir, Flag Bearer, and Soloist, west of the Altar, within the semicircle.

IGuide followed by IMarshal approaches the Bethel Choir, Flag Bearer, and soloist. Due to the fact that the location of the instrument makes a difference in the location of the Choir, each Bethel must adapt this part of the floor work according to its own Bethel Room. Pick up Bethel Choir from east end of seats and return them from west end of seats. The IGuide and IMarshal use the North Marching Line, West Line, and South Marching Line to reach the Altar Line from the South Marching line. They march north on the Altar Line, entering the semicircle between the station of the Chaplain and Altar. The Bethel Choir forms a semicircle west of the Altar with the Flag Bearer and Soloist standing JUST west of the Altar. If the Bethel Choir is large, form one semicircle as close as possible to the Messenger's chairs and additional ones between it and the Altar. (Page 143, Plate 15)

IO: Daughters of the Bethel Choir, your part in the ceremonies of the Bethel is equally important as that of the other Officers. You, too, are expected to make a solemn promise. Do you promise to respect your BGC and endeavor to comply with the requests of the Guardian Director of Music and to be as regular in attendance as is possible?

Answer is: **I do.**

IO: Your duty is to adhere STRICTLY to the Music Ritual of JDs, realizing that good music is essential to the perfection of the Bethel and is an influence for good in the ritualistic ceremonies.

IO: Soloist, you are to sing the songs that have been requested and approved by the Guardian Director of Music and to lead the Choir in the songs designated in the Music Ritual – Flag Bearer, you are to display the Bethel Flag and place it in the East at each Bethel meeting. – Do you each so promise?

Answer: **I do.**

(Omit following directives if being installed at their stations.)

IO: IGuide and IMarshal, you will conduct the Soloist, Flag Bearer, and members of the Bethel Choir to their seats.

IGuides steps forward to lead these members east to the Altar Line; north to the North Marching Line; then to their seats. They are followed by the IMarshal. (If Bethel Choir members will re-enter row from the end opposite that from which they left, this will allow them to return to their original seats without confusion. IGuide and IMarshal bow to seat Bethel Choir and return to their waiting stations. (Page 143, Plate 15)

IO: VGG, I would like to thank you and the GGC for this honor. I know I speak for each PHQ who has assisted in this ceremony. It has been a great privilege to install the first corps of Officers in a new Bethel and it is our sincere wish that they will get as much joy and pleasure from their associate with this Order as has each of us. (Return gavel to VGG).

VGG: The GGC appreciates having our Past (“and Present” if any Present HQs have taken part) HQs assist us in installing Officers in this Bethel Under Dispensation. (Any other remarks optional). IOs, you are excused and will take the seats arranged for you. (Pauses for them to be seated.) GGuide, you will approach the Altar for the Proclamation.

March music. GGuide enters the semicircle between the First Messenger and Treasurer’s stations, places her left hand on the center of the Bible and raises her right hand. VGG raises her right hand. GS stands and raises her right hand.

VGG: By the authority vested in me by the SCG of JDI, I, (name), VGG of the State of Indiana, proclaim you a legally and duly instituted Bethel Under Dispensation with all the privileges of a Bethel Under Dispensation. (One rap of gavel)

GGuide turns the Bible without lifting it from the Altar so it again faces East. March music. GGuide leaves Altar by backing out between the station of the First Messenger and Treasurer and returns to her seat.

VGG: Executive BGC, Officers and Bethel Choir of this Bethel Under Dispensation, you are now qualified to perform your duties. Your Ritual has floor plans and instructions given in detail, follow them carefully. When you have perfected the ritualistic work and have all your paraphernalia, you will, upon request, be inspected and if all requirements are met, will be granted a Charter and number. GBHQ (HQ of Bethel No. ____), I will return the gavel to you and you will assist the HQ of this new Bethel Under Dispensation in Closing.

HQ calls for Presentations and Remarks. BG of Bethel U.D. should include in her remarks the day or night, hour and place at which regular meetings of this Bethel will take place and stress their first meeting date. Guardian Secretary of Bethel U.D. may read list of gifts given to this new Bethel. HQ of Bethel U.D. should close with her own remarks.

Before the Coin March, the AGG explains that the Coin Collection will be given the Bethel U.D. to help them with their initial expenses.

CLOSING CEREMONY

HQ: Chaplain, you will attend at the Altar. Three raps of the gavel. ***

CHAPLAIN OF BETHEL ASSISTING: Our Heavenly Father, we ask that Thy blessings rest upon this new Bethel. Guide and direct the Officers who have been installed in the fulfillment of their obligations. Bestow Thy choicest blessings upon the Master Masons, Eastern Star members, and parents who have made this Bethel possible. May we so live that we will ever be known as TRUE Daughters of Job. This we ask in Thy name. Amen.

All Daughters sing two verses of "Now Our Work is Over." Chaplain closes the Bible and returns to station as per Ritual. If there is to be a Bible Signing Ceremony, it takes place at this time (one rap of gavel) OTHERWISE, the HQ proceeds:

HQ: We will have our Retiring March. All present except the Officers, Bethel Choir, BGs, VGG and the member of the Promotion Committee will please be seated until the Offices and Bethel Choir have retired. Inner Guard, you will direct the Outer Guard to take her place for the Retiring March.

If there was a Bible Signing Ceremony, then –

HQ: We will have our Retiring March. Officers, Bethel Choir, BGs, VGG and the member of the Promotion Committee will please rise. Inner Guard, you will direct the Outer Guard to take her place for the Retiring March.

*Music while Custodians from both Bethels remove the chairs in the usual manner.
March music. Officers will use the Retiring March as outline in the Ritual. Remember,
the Bethel UD Officers are beside the Officers of the Bethel Assisting in the stem of the
Cross and in front of them in the arms.
VGG, member of Promotion Committee, BG of Bethel Assisting and BG of the Bethel UD
go to the East in the regular manner. The VGG dismisses the meeting.*

CHARTERING OR RECHARTERING A BETHEL

General Instructions

A Bethel Under Dispensation shall apply for a Charter immediately upon the recommendation of the member of Committee on Promotion working with that Bethel. When the application for a Charter (form No. 103) is properly filled out, accompanied by the required fee (Constitution and Bylaws), and approval of the GG, the GS shall prepare the Charter.

The Charter shall be presented at an Official Visit by the GG or a person deputized by her to serve in that capacity. The GG shall ask Grand Officers or members of the GGC to assist her.

Instruct the BG and HQ as to their parts in accepting the Charter.

In conducting this meeting the HQ will follow the Ritual exactly. Under presentations, the HQ shall ask the person presenting the Charter to preside.

Instruct the BGC to have invitations to this meeting sent to:

- a. F&AM and OES officers who reside in the area.
- b. Grand Officers of JDs
- c. Past Supreme Officers in IN
- d. PGGs and PAGGs of IN
- e. Bethels in their area
- f. Bethel which assisted at the institution of the Bethel to be Chartered
- g. Grand Bethel
- h. Any other eligible guests the BGC would like to have attend
- i. It is a courtesy to invite the member of Committee on Promotion at the time the Bethel was instituted to act as Charter Bearer at the Chartering, assisted by the AGG.
- j. GG at the time this Bethel was instituted (if not the same Officer) shall in some way be recognized during the chartering.

You MUST have the BGC meet early so that the GG may have sufficient time to talk with them.

See that chairs are RESERVED for the following:

- a. New members following the Initiation Ceremony
- b. Council members from the Bethel which assisted with the institution (near the respective BGC member serving the Bethel Under Dispensation)
- c. Grand Officers
- d. Worshipful Master, Worthy Matron, Worthy Patron, Member of Committee on Promotion, and GG and AGG (If any of these Officers are not the same as at the time of the institution, the same courtesy should be extended to both the present and the former Officer)
- e. Other distinguished guests

CEREMONY FOR CHARTERING OR RECHARTERING A BETHEL

BG, ABG, Officers and Choir of the Bethel Under Dispensation enter the Bethel room in the regular manner and exemplify the Ritual through "Order of Business" until they reach "Presentations" under "Good of the Bethel."

HQ: Guide and Marshal, you will escort the GG and AGG to the East and then resume your stations.

The AGG is seated at the right of the Sr. Princess.

HQ: GG, we have tried to demonstrate to you that we know our Ritual; that we have, under the direction of our BGC, followed your instructions. We now relinquish the gavel to you and hope you have been pleased with our work.

GG: HQ, you, your Bethel Officers and BGC have complied with the laws of JDI as a Bethel Under Dispensation. Your Opening Ceremony, the exemplification of your ritualistic work, the manner of conducting your business meeting, your robes, the financial condition of your treasury, and your use of the proper paraphernalia and supplies meet the necessary requirements for the granting of your Charter. I will now announce the names of those who are to assist me in presenting this Charter:

- Grand Guide, _____**
- Grand Marshal, _____**
- Grand Secretary, _____**
- Grand Director of Music, _____**
- Charter Bearer, _____**

You will now assume your stations informally. Grand Guide and Grand Marshal, you will present the members of the BGC West of the Altar to form a semicircle WITHIN the Messenger's chairs.

March music. They enter the semicircle between the stations of the Treasurer and First Messenger, to stand west of the Altar, facing east. (If the location of the instrument places the Guardian Director of Music on the opposite side of the room from the other BGC members, the GMarshal approaches him/her, says, "Please follow me," and leads Guardian Director of Music to South Marching Line where he/she follows the Guardian Treasurer with Associate Council members and GMarshal following.) When the BGC members are in position, GGuide and GMarshal stand north and south of the semicircle, near the stations of the Chaplain and Treasurer. (Page 129, Plate 1)

GG: GGuide and GMarshal, you will present the Officers and members on the sidelines to form a semicircle OUTSIDE the Messenger's chairs.

The Messengers, Chaplain, and Treasurer step from their stations into semicircle. Princesses go down into semicircle. GGuide and GMarshal following, leave the semicircle by stepping to the Altar Line, north to North Marching Line, east to East Line, south to South Marching Line, with Officers and members stepping into the line as they pass their respective stations. (Page 130, Plate 2)

GG: (When Officers and members are in position.) **GS, you will read the authority to grant this Bethel a Charter.**

The GS shall read all of the Charter WITH THE EXCEPTION OF THE NUMBER (pausing for the GG to supply the number.) When finished, the GS gives the Charter to the Charter Bearer.

GG: AGG, you will assist the Charter Bearer.

The GG and the HQ leave the East, march west to Altar Line. The Charter is brought to the Altar at this time by the Charter Bearer who may make a few appropriate remarks (Express happiness at having this honor); then presents it to the GG and remains standing on the Altar line.

GG: BGC, you are responsible for this Bethel, subject to the Laws and Rules of the Supreme and GGCs. You are to supervise the work of this Bethel at all times. Daughters of the Bethel, you are to counsel with your BGC at all times. (Steps to side of Altar and presents the Charter to BG). In presenting this Charter, may I remind you that your untiring efforts, enthusiasm, and persistent labor won for you the highest honor that a GGC may grant – that of becoming a Chartered Bethel in the state of IN. BG, this Charter is entrusted to your care. No meeting is to be opened without the presence of the Charter, and HQ, you are now presiding over a Chartered Bethel.

BG: GG, in receiving this Charter we realize the opportunity open to us. We thank you (or other remarks may be added). HQ, it has been an honor for us to receive this Charter and now it is our great privilege to present it to you and the members of this Bethel. (Steps to side of Altar and presents Charter to HQ).

HQ: (receiving Charter) Thank you, BG. I am honored to receive this Charter for our Bethel. GG, I know I speak for every member of this Bethel when I say we are proud. Thank you for coming to give us our Charter and Number. We will always try to do our best so that JDI may be proud of IN's Bethel No. _____. (HQ may add additional remarks).

March music. GG, HQ, and Charter Bearer step back three steps, turn and approach their respective station. (Page 131, Plate 3)

GG: GS, you will make the Proclamation.

GS: By the direction of the GG, and by authority of the GGC of IN, I now proclaim this Bethel, to be known as Bethel No. _____ of (City), Indiana, JDI, duly chartered. (One rap of gavel). *

GG: GGuide and GMarshal, you will conduct the Officers and members, and the Members of the BGC to the sidelines and return to your stations.

March music. The Messengers, Chaplain, and Treasurer step to their stations from the semicircle. The GGuide and GMarshal followed by the Officers and members and the BGC

members leave the semicircle between the Altar and Chaplain, stepping to the Altar Line, north to North Marching Line, east to East Line, south to South Marching Line and then west. The Officers and members and BGC members leave the line at their respective stations. (Page 131, Plate 3)

GG: (When GGuide and GMarshal have returned to their stations) **Grand Officers, you are excused. Thank you.** (One rap of gavel). * **HQ, it is my pleasure to return the gavel to you. As HQ of Bethel No. _____, you will preside for the remainder of the meeting.**

HQ: GG and AGG, I invite you to remain in the East.

The HQ calls for remarks from persons previously selected; has the Coin March; and the Bethel is closed in the regular manner.

CEREMONY FOR REMOVING A BETHEL FROM REORGANIZATION

BG, ABG, Officers and Choir of the Bethel under Reorganization enter the Bethel Room in the regular manner and exemplify the Ritual through “Order of Business” until they reach “Presentations” under “Good of the Bethel”.

HQ: Guide and Marshal, you will escort the GG and AGG to the East and then resume Your stations.

The AGG is seated at the right of the Sr Princess.

HQ: GG, we have tried to demonstrate to you that we know our Ritual; that we have, under the direction of our BGC, followed your instructions. We now submit the gavel to you and hope you have been pleased with our work.

GG: HQ, you, your Bethel Officers, and BGC have complied with the laws of the IOJD as a Bethel under Reorganization. Your Opening Ceremony, the exemplification of the ritualistic work, the manner of conducting your business meeting, your robes, the financial condition of your treasury, and your use of the proper paraphernalia and supplies meet the necessary requirements for removing this Bethel from Reorganization.

I will now announce the names of those who are to assist me in this Ceremony.

Grand Guide, _____

Grand Marshal, _____

Grand Secretary, _____

Grand Director of Music, _____

You will now assume your stations informally. Grand Guide and Grand Marshal, you will present the members of the BGC west of the Altar, to form a semicircle WITHIN the Messenger’s chairs.

March Music. They enter the semicircle between the stations of the Treasurer and First Messenger, to stand west of the Altar, facing east. (If the location of the instrument places the Guardian Director of Music on the opposite side of the room from the other Executive Bethel Guardian Council members. GMarshal approaches him/her, says, “Please follow me”, and leads Guardian Director of Music to South Marching Line where he/she follows. The Guardian Treasurer with Associate Council members and Marshal following. When the BGC members are in position, GGuide and GMarshal stand north and south of the semicircle, near the stations of the Chaplain and Treasurer. (Page 129, Plate 1)

GG: GGuide and GMarshal, you will present the Officers and members on the sidelines to form a semicircle OUTSIDE the Messenger's chairs.

The Messengers, Chaplain and Treasurer step from their stations into Semicircle. Princesses go down into semicircle. GGuide and GMarshal following, leave the semicircle by stepping to the Altar Line, north to North Marching Line, with Officers and members stepping into the line as they pass their respective stations. (Page 130, Plate 2)

GG: (When Officers and members are in position). GS, you will read the authority to remove this Bethel from Reorganization.

The GS shall read the Authorization to remove the Bethel from Reorganization.

GG: AGG, you will preside in the East so that the HQ and I may go to the Alter for this ceremony. (Presents gavel to him).

The GG and the HQ leave the East, march west to Altar Line.

GG: May I remind you that your untiring efforts, enthusiasm and persistent labor enabled you to be removed from reorganization. You have worked hard and we are proud of Bethel _____. Your work is not finished, you must continue your team work to rebuild your Bethel to full strength. Enjoy your time together, remember to work in harmony and respect for each other. Our prayers are with you and we sincerely hope that your Bethel will continue to prosper and grow.

BG: GG, We thank you. (Other remarks may be added).

HQ: Grand Guardian, I speak for every member of this Bethel when I say we are proud. Thank you for coming to remove us from Reorganization. We will always try to do our best so that the Job's Daughters International may be proud of Indiana's Bethel_____.

March music, GG, HQ, step back three steps, turn and approach their respective stations. AGG returns gavel to the GG.

GG: GS, you will make the Proclamation.

GS: By the direction of the GG, and by authority of the GGC of IN, I now proclaim Bethel No_____, to be removed from Reorganization this ___ day of _____, _____.

GG: GGuide and GMarshal, you will conduct the Officers, Members and the members of the BGC to the sidelines and return to your stations.

March music

The Messengers, Chaplain and Treasurer step to their stations from the semicircle. The GGuide and GMarshal followed by the Officers and members and the BGC members leave the semicircle between the Altar and Chaplain, stepping to the Altar Line, north to North Marching Line, east to East Line, south to South Marching Line and then west. The Officers and members and BGC members leave the line at their respective stations. (Page 131, Plate 3).

GG: *(When GGuide and GMarshal have returned to their stations.)* Grand Officers, you are excused, Thank you. *(One rap of the gavel).*

HQ, it is my pleasure to return the gavel to you. You will now preside for the remainder of the meeting.

HQ: GG and AGG, I invite you to remain in the East.

The HQ calls for remarks from persons previously selected: has the Coin March; and the Bethel is closed in the regular manner.

**CHECKLIST FOR BETHELS UNDER
REORGANIZATION
SUBMITTED MONTHLY TO THE GRAND
GUARDIAN**

REPORT FOR THE MONTH OF

BETHEL # _____

	Meeting twice per month
	Number of daughters in attendance
	Number of council members in attendance
	BGC meeting held this month
	Daughters wearing official regalia at regular meetings
	Bethel minutes being kept by Recorder or other Daughter, signed by HQ and Recorder
	Treasurer's Report read each meeting, signed by Bethel Treasurer or protem
	Bills audited, signed by committee and read during meeting
	Reports given on all activities
	Roll call taken
	Escort, Introductions & Honors being done properly
	Motions completed in proper form
	HQ conducts meeting according to ritual

	Bethel room set up properly
	Committees in place and knowledgeable of duties
	Inventory completed, copy on file with GS and in minute book
	Cash books properly completed for each meeting
	Receipts of meeting being deposited timely
	Newly initiated Daughters passing proficiency within reasonable time

REDEDICATION CEREMONY Open Meeting

Suggestions:

1. A Special dispensation shall be requested, if preformed in an Open Meeting or at a time other than a Regular Bethel Meeting.
2. Officers and Bethel Choir shall wear official regalia, they shall follow the Established lines of march and assume the attitude of prayer when necessary.
3. The Bethel shall be setup as per Ritual.
4. The National Emblem and the Bethel Flag shall be placed in the Preparation Room.
5. Invite all Charter members, Majority Members, past and present Council Members, Members of the Masonic Lodge, Order of Eastern Star and Members of other Masonic Orders meeting in the Lodge building.
6. Prepare a short history of the Bethel.
7. You may wish to have a Charter Member tell of the early events in the Bethel.
8. Blank spaces shall be filled with the Bethel number, location and number of years observed and the number of members.
9. The ceremony may be preformed by Past Honored Queens. PHQ's shall not wear robes. Active members must wear official regalia.

ENTRANCE OF BETHEL GUARDIAN AND ASSOCIATE BETHEL GUARDIAN

Entrance shall be as per Ritual. If there is a Bethel Choir and/or Jobie To Be group, they shall enter as per Ritual. March Music
BG sounds one (1) rap of the gavel [*].

BG: Bethel No _____ of _____, Indiana, of Job's Daughters International is about to convene for the ceremony of Rededication of Bethel No _____.

ENTRANCE OF BETHEL OFFICERS

As per Ritual

Officers, Bethel Choir and members sing, "Open the Gates of the Bethel"

BG: I have the pleasure of introducing the Honored Queen _____.

HQ: The Officers will take their stations.

BG and ABG march to their stations as per Ritual. Officers, Bethel Choir and Bethel Guardians remain standing.

March Music. The Marshal presents the flag as per Ritual. HQ sounds three (3) raps of the gavel [***] as the flag enters the room. When the Marshal is west of the Altar, HQ gives the tribute.

HQ: I present our Country's Flag, born in freedom, cradled in Independence by the pioneers of a glorious country. It has been a symbol of a nation in its trials and tribulations as well as its glories. May our hearts be filled with all that it signifies as we rally to its support, and may we, as citizens of this nation, ever follow it with honor.

HQ: Marshal, you will place the Flag in the East.

March Music

Marshal places the Flag in the East as per Ritual

HQ: All citizens of the United States of America will join in the Pledge of Allegiance to the Flag. HQ sounds one (1) rap of the gavel [*] as Marshal turns to return to her station as per Ritual. March Music. Marshal is seated.

HQ: Bethel Flag Bearer (rises), you will present the Bethel Flag west of the Altar.

The Bethel Flag Bearer presents the Bethel Flag as per Ritual.

The Librarian rises and gives the Tribute to the Job's Daughters flag from her station when the Bethel Flag is in position west of the Altar.

LIBRARIAN: To the colors of our Order, the purple and the white.

They stand for Job's Daughters and all that is right.

The purple is for royalty and loyalty, too.

White is for purity and truth in all that we do.

Our flag also contains our three national hues.

For purple is made from the reds and the blues.

So, the liberty and justice of our National Flag

May also be found in our Job's Daughters Flag.

For we have found that all through the days,

Jobs' Daughters help us in so many ways

To face life squarely for future success

And, with our colors before us, to see happiness.

(Carla Andrews, PHQ #10, Vincennes)

HQ: Bethel Flag Bearer, you will place the Bethel Flag in the East. March Music

The Bethel Flag Bearer places the Bethel Flag in the East as per Ritual.

HQ sounds one (1) rap of the gavel [*] as Bethel Flag Bearer turn to return to her station as per Ritual. March Music. Bethel Flag Bearer is seated.

HQ: Our Chaplain will lead us in the Lord's Prayer.

HQ sounds Three (3) raps of the gavel [***]. Chaplain attends at the altar and opens the Bible as per Ritual. Altar Music, "Sweet Hour of Prayer." Chaplain remains standing during the following speech and then kneels for the Lord's Prayer.

Chaplain: While I, the Chaplain, attend at the Altar, all members of Job's Daughters assume the attitude of prayer. All others are asked to pray in the manner to which they are accustomed. (Chaplain kneels.)

The Chaplain leads the body in the Lord's Prayer.

The Chaplain returns to her station as per Ritual. Altar music.

HQ: In the name of our Lord and by virtue of the power given to me by the Grand Guardian Council I now declare Bethel No. _____ of _____ Indiana, of Job's Daughters International, regularly opened for the ceremony of Rededication. HQ sounds one (1) rap of the gavel [*]. The Recorder takes her position at the desk.

HQ: Recorder (rises) you will read the Special Dispensation.

The Recorder reads the special Dispensation, and then is seated.

HQ sounds one (1) rap of the gavel [*].

Each Officer rises and is then seated after their presentation.

HQ: ____ years ago, one very special day around a sacred Altar in our Bethel room, a Bethel of Job's Daughters, was instituted to grow and to bloom. A Bethel was formed with the work of dedicated adults, the Masonic Lodge and the Order of Eastern Star. The Bethel became known as Bethel No _____ of _____, Indiana.

SP: Being of steadfast faith and courage true, Bethel Members made a pledge to love God, to uphold the laws of our Country and its flag, to honor their parents and guardians in thought, word and act, to faithfully observe the rules and laws of Job's Daughters and endeavor to be a loyal friend to all members of the order.

JP: _____ years have seen our Bethel grow in numbers until we now have _____ Signatures in our Perment Record Book. Another ____ years, we hope, will give us many more.

GUIDE: There is a tie of love that holds us close. A bond of friendship, growing through the years, that makes our Bethel room a Holy Place whenever the Job's Daughters appear.

MARSHAL: Our records show of lessons learned, of daughter's courage and service good. Our members all have been a loyal band, working and developing, as members should.

RECORDER: And none have thought of their own interest first, but each unto the Bethel have been true and all have labored for the Bethel's cause, striving their best to do.

TREASURER: The lessons that have been learned are many. One of the most important learned by all members, that honesty is the foundation upon which we build character. Which we need throughout our lives.

1ST MESSENGER: Our many members learned that respect of the wishes of our parents and guardians is a virtue to be cherished and practiced in our homes and daily lives and that we must always strive to be examples for our companions.

2ND MESSENGER: The daughters who have been members of our Bethel have learned that as we grow and journey around the world gathering knowledge here and there, we must always be aware of temptation.

3RD MESSENGER: All members passing through our Bethel have learned that no matter what may happen in our lives, our responsibilities to God and all mankind should always prompt us to noble deeds.

4TH MESSENGER: The many lessons which are taught in our Bethel, strengthen our love of God and teaches that righteous service will lead to life eternal.

5TH MESSENGER: The members have learned and continue to strive to consider all of their actions and thoughtfully plan their lives to improve their surroundings so that they may succeed and reach the highest goals in life.

CHAPLAIN: Before our Altar, which becomes a light when God's own word gave life to our needs, our brave young Bethel made a growing start out of its' need. And gentle hands wrought countless deeds to pray at our altar. And the Bethel grew brighter as the years went by. And the doors of love swung wide.

JR. CUSTODIAN: And over all, the tender ways of our beloved Bethel provided a guiding light. So lifting our eyes to see the progress here, we celebrate this day.

SR. CUSTODIAN: There have been days of cruel biting pain. Followed by nights of sorrow and woe. Death has reached a chilling hand, and some Council Members and Members of our Bethel were called to go.

JP: What would life be if every day were fair? And would faith grow if sorrow did not come? Often we turn and find God standing near. When hearts with pain are numb.

SP: The years will come and go, the season's pass and each year may a richer blessing send. The Bethel will continue to grow, time without end.

CHAPLAIN: And altars, such as ours', will staunchly stand. Holding a Holy Bible as a sign, and other lives will grow and typify your life and mine.

HQ: And freedom will abide within these walls, and knees will bend and pledges will be given, and God's own living word shall ever be pointing the way to Heaven.

**HQ: A rededication means many things,
Always turning round and looking back,
Seeing how far we have traveled. And it brings
Both joy and sorrow. For the onward track
Has milestones that for our eyes alone--
Milestones that show how our work has grown.**

**A rededication finds some friends far away
And new friends with new plans to tell;
New stakes to set, new works for which to pray,
Bright laughter to make everything start well.
Glad hands to reach, to point the way, to bring
New hope and make a saddened heart to sing.**

**A rededication has an Altar too--
An Altar that may be a sacred shrine,
It is a time to pledge ourselves anew
With words of loyalty all can define
And when each new year is here,
May we approach, and celebrate with joy, another year.**

Bethel Officers and Choir stand and sing "Bless be the tie that binds."

HQ: This concludes our Rededication Ceremony.

HQ sounds one (1) rap of the gavel. [*]

ESCORT AND INTRODUCTIONS

HQ: Escort and Introductions

Continue with Escort and Introductions as per Ritual, with the elimination of Honors.

HQ: This completes Escort and Introductions.

HQ sounds one (1) rap of the gavel. [*]

REMARKS AND PRESENTATIONS

HQ: Remarks

A history of the Bethel may be given.

Remarks may be given by those on a prepared list.

HQ makes her remarks last.

HQ: Chaplain (rises) you will attend at the Altar.

HQ sounds three (3) raps of the gavel. [***]

Chaplain attends at the Altar as per ritual.

Altar music "Sweet Hour of Prayer."

CHAPLAIN: A special prayer appropriate for the occasion may be given.

Chaplain closes the Bible and return to her station as per Ritual

Musician plays appropriate Altar music.

HQ: All present, except the Officers, Bethel Choir, Bethel Guardian and Associate Bethel Guardian will please be seated until the Bethel Officers and Bethel Choir have retired.

The Living Cross is formed as per Ritual

Charter Members may be invited to view the Cross from the East Line.

BG: This concludes our ceremony.

Bethel Officers and Choir may greet the Charter Members on the East Line.

INSTALLATION PROTOCOL AND LAW BOOK INFORMATION FOR BETHEL INSTALLATIONS

(Give a copy to each Senior Princess at the beginning of her term)

The installation shall take place during the months of June and December. The first or second meeting in the month of June or December may be an open meeting for the purpose of Installation.

A daughter shall not be installed into office unless her dues are paid to the end of the ensuing term ... (CBethel4, Art X, Sec. 1 c)

No officer shall be installed by proxy. (C-Bethel4, Art X, Sec d)

The Installing Officer of a Bethel shall be its own retiring Honored Queen. (C-Bethel 4, Art X, Sec 2 a)

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. (C-Bethel 4, Art X, Sec. 2 b)

The Executive members of the Bethel Guardian Council shall approve the selection of all other Installing Officers. (C-Bethel 4 Art. X, Sec 2 c)

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. (C-Bethel 4, Art. X, Sec 2 d)

The Senior Princess will consult with the Executive members of the Bethel Guardian Council regarding Installation plans, the Installing Officers, those appointed Officers and appointed Committees, as well as information about fund raisers, special meetings for the term and her tentative calendar.

The Installation of the Bethel shall be conducted as per Book of Ceremonies.

Suggested Order of Business after the Officers have been installed:

- » Presentation of Honored Queen's pin by the Installing Officer
- » Presentation of Past Honored Queen's jewel
- » Presentation of Parent's Pins
- » Presentation of Gavel Presentation
- » Presentation of Merit Awards or Bethel Achievement Awards
(ALL OTHER presentations shall be done after the Closing Ceremony)
- » Introduction of Line Officers families
- » Remarks by those called upon by the Honored Queen
- » Closing Ceremony per the Book of Ceremonies
- » Retiring per the Ritual

After installation, the Honored Queen . shall appoint the following Committees and such other Committees as are deemed advisable by the Executive members of the Bethel Guardian Council. Audit, Pledge and Proficiency Committees. (B-Bethel 6, Art. VII, Sec 1)

INSTALLING OFFICERS FOR A BETHEL

General Instructions

The installation shall take place during the months of June and December, and the first or second meeting in June and December may be for the purpose of installation without formal opening and closing.

A daughter shall not be installed into office unless her dues are paid to the end of the ensuing term. No officer shall be installed by proxy.

The IO of a Bethel shall be their own Retiring HQ. The other Installing Officers shall be PHQs of the Bethel. Where PHQs cannot serve, MMs may be asked to act as IOs. If an HQ-elect has a special relative or friend who is a PHQ or MM of another Bethel of JDI, she may, with the approval of the Executive members of her BGC, invite not more than one such person to serve as one of her IOs, but **not** the IO.

Where there are not enough PHQs or MMs of a Bethel to act as IOs, a Bethel may ask HQs or PHQs of other Bethels to act for them.

When it is impossible to fill the station of Installing Musician according to the requirements above, a musician without these qualifications may serve provided the Executive members of the BGC approve.

Whenever possible assisting IOs, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies, or as Host or Hostess.

There shall be no open flame equipment used, such as candles and/or candelabra at any Bethel meeting or installation. Electrified candles and candelabra may be used.

Two other Officers are needed to complete the corps of Installing Officers; they are Acting Marshal and Acting Musician.

The room should be prepared as for a regular Bethel meeting. An additional nineteen chairs must be saved in a convenient location. Immediately after the retiring officers have left the room, these chairs are placed in a semicircle back of the Messenger's chairs.

An extra chair should be placed beside that of the Guide, Marshal, Chaplain, Custodians, Recorder, and Musician and places should be prepared on the sidelines for them (and for the Acting Marshal and Acting Musician) so that the IOs may remain at their posts until excused by the newly installed HQ.

No Honors or Proficiency work are given at an Open Installation.

Square corners are observed at all times.

No one taking part in the Installation Ceremony shall wear gloves.

No flowers or decorations shall be worn on robes or capes.

Officers and Bethel Choir to be installed shall wear official regalia for the ceremony of Installation.

Head Bands shall be worn by all other members.

Before the meeting, the Bethel shall be set up with the Horn of Plenty, Lily of the Valley, Dove and Urn of Incense in proper positions. National emblem and Bethel flag are placed unfurled in the Preparation room. (National Emblem shall be escorted). If there is a Bible signing Ceremony, a pin should be placed on the Podium.

A copy of the Bylaws of the Bethel and the Bylaws of the SGC and the GGC of IN must be on the pedestal in the East to be available to the IO.

A list of Officers to be installed (in order in which they will be seated in the semicircle back of the Messenger's chairs) and a Book of Ceremonies opened to the Proclamation shall be

on the Recorder's desk.

Special ceremonies from Supreme Book of Ceremonies may be interwoven with the Installation of Bethel Officers.

Only the HQ kneels at the Altar; all other Officers stand within the semicircle with hands in supplication when receiving their charges.

Each time IGuide and IMarshal escort Officers west of the Altar, they are to see that the Officers are in proper position, IGuide and IMarshal step back two steps thus forming a triangle with the Altar at its apex.

After escorting Officers to their stations at the direction of the IO, the IGuide and IMarshal return each time to await further orders in the center back of the semicircle. The chairs shall be removed by the ABG as vacated.

Between the time the outgoing Officers retire and the entrance for installation of the new corps, the Princesses' capes and crowns are placed at the Custodians' stations. The ICustodians place the capes and crowns upon the Princesses and may assist the IO with the HQ cape & crown, should the retiring HQ be unable to serve as IO.

After the retiring Officers have left the room and before the Installation of the Incoming Officers, solos (vocal, piano, etc.) special Bethel Choir numbers or group numbers should be planned to occupy the time necessary for Officers to be installed, to be properly lined up.

This time can be pleasantly occupied for your audience if the Bethel Choir sings a special number or one of your members plays something during the few moments required to return the capes and crowns to the room, place the nineteen chairs in the semicircle west of the Messengers' stations, etc.

Between the ceremonies for the retiring officers and installation of the new officers, the BG shall be seated in the East so that she marches into the Bethel only once at an Installation meeting.

With the approval of the BGC, the Installation may be done in reverse order. (See pages _____)

SPECIAL OPENING FOR MEETING FOR INSTALLATION OF BETHEL OFFICERS

When all is in readiness, the Musician goes to the instrument. The Sr. and Jr. Custodians escort the BG and ABG to the East in the regular manner with the Bethel Choir following as per Ritual. Guardians ascend the dais. ABG presents gavel to BG. BG gives one rap of gavel.

BG: Bethel No. _____ of JDI is about to convene for the ceremony of Installation. ABG, you will retire and invite the present officers to enter.

ABG goes down North Marching Line, opens Preparation Room door, gives the following invitation.

ABG: Officers of the Bethel, you will enter and prepare for Installation.

*ABG crosses on the West Line, opens the Anteroom door and **repeats the invitation** (Page 132, Plate 4). The ABG remains in the West on the South sideline near the Anteroom door. A seat should be reserved for him in advance.*

Officers enter in the regular manner, as per Ritual. Sing "Open the Gates."

BG: I have the pleasure of introducing the retiring HQ, (name).

The BG then takes her station as per Ritual. The retiring HQ is given the opportunity to extend any special courtesies before she retires from the East or may make arrangements with the BG and incoming HQ for such courtesies to be given later in the meeting.

HQ: Marshal, you will display the National Emblem.

*March Music. Three raps of the gavel. *** Marshal presents the National Emblem in the regular manner west of the Altar and stands there while the National Anthem is sung.*

HQ: Marshal, you will place the Flag in the East at the right of the Sr. Princess. (Marshal proceeds to the East, according to the Ritual) All citizens of the United States will join in pledging allegiance to the Flag. One rap of gavel *

Marshal returns to her station.

HQ: Bethel Flag Bearer (rises), you will display the Bethel Flag.

Bethel Flag Bearer displays the Bethel Flag in regular manner.

HQ: Daughters, you will rise and join in singing the Bethel Flag Song. (Refer to Music Ritual) Bethel Flag Bearer, place the Bethel Flag in the East at the left of the Jr. Princess.

*March Music. Bethel Flag Bearer uses the regular marching line to place the Bethel Flag in the East. One rap of gavel. * She returns to her station*

HQ: Our Chaplain will lead us in the Lord's Prayer. Three raps of gavel ***

*Altar Music as Chaplain goes to Altar following regular line of march, opens Bible to 42nd Chapter, 15th verse of the Book of Job. Daughters sing, "Sweet Hour of Prayer." Chaplain returns to station after prayer. One rap of gavel. **

HQ: (If Installation is taking place other than at a regular Bethel meeting. Recorder, you will read the Special Dispensation.

RECORDER: HQ . . . (reads Dispensation).

*One rap of gavel **

ESCORT AND INTRODUCTIONS: Follow the order given in Ritual for Escort. Honors are given ONLY at a closed meeting. A hearty welcome is given to all introduced if the meeting is an open meeting.

COMMUNICATIONS: Invitations to other Installations may be acknowledged; regrets read or reported, etc.

PRESENTATIONS: MM Certificates, Majority Degree or Member of Honor, etc., may be presented at this time.

APPRECIATION: HQ may wish briefly to thank her Officers, Council, etc. When HQ is expressing the Bethel's appreciation to those who have assisted in the past, she should be sure to express to the Worshipful Master, Worthy Matron and Worthy Patron gratitude for their interest and encouragement and to the member of their adult organizations for their attendance at the Bethel meetings during the past six months.

CLOSING CEREMONIES FOR RETIRING OFFICERS PREVIOUS TO THE INSTALLATION CEREMONY FOR INCOMING BETHEL OFFICERS

Acting Musician assumes station and remains at the instrument until relieved by the Installing Musician.

HQ: Guide and Marshal, you will conduct the BG to the East.

*March Music. Same line of march is followed as described in the Ritual for Escort, Introductions and Honors. HQ gives two raps of gavel (**) to call up Officers. HQ assists the BG to ascend the dais. Guide and Marshal return to their stations.*

HQ: BG, (may make appropriate remarks) the time has arrived when this group of Officers has finished their term of office. We have served with pleasure and hope we have, in some measure promoted the ideals of JDI. I present you the gavel and with your permission the Officers will retire so that the installation of officers for the next six months may take place.

BG: (Receives gavel, addresses HQ and makes appropriate remarks). **You may retire.**

The ABG should quietly and unobtrusively remove the Fifth Messenger's chair when the Officers rise.

UP TO THIS POINT, the Closing Ceremony for Bethel Officers is the same. It is entirely up to the Bethel which Closing Ceremony is used. Officers may present retiring HQ with flowers as they bow to her.

CLOSING 1 – forms an aisle of the Officers, west of the Altar

CLOSING 2 – forms a triangle of the Officers and Choir east of the Altar

CLOSING AISLE (Optional)

Sr and Jr Princesses step down to the East Line and advance directly west to the Altar where they turn right and left to the North and South Marching Lines. (Page 133, Plate 5)

The HQ leaves the East a few paces behind the Princesses, thus forming a triangle with them, walks directly west to the Altar. The HQ goes around the Altar on the south side; when west of the Altar, she stops, facing west.

While the HQ is marching around the Altar, the **Princesses** march west on the North and

South Marching Lines to a line running west of the Fifth Messenger's station. Here they face each other and march to a point west of the Fourth and Second Messengers' stations; then diagonally east to bow slightly to the retiring HQ. They back to lines running parallel to the north and south sides of the Altar. The **Sr Princess** turns left and marches to stand at the northeast corner of the Altar while the **Jr Princess** turns right and marches to stand at the southeast corner of the Altar. When in these positions both Princesses face west and the triangle formation is again evident..

When the Princesses are in proper position, the **Guide** and **Marshal** step forward to within two steps of the HQ. After bowing slightly to the HQ, they back into positions in line with the Sr and Jr Princesses approximately one step west of the HQ and face east.

The **Treasurer** and **Chaplain** turn to the South and North Marching Lines to follow the Guide and Marshal into the semicircle. After bowing to the HQ, they back into position west of the Guide and Marshal and face east.

When the Treasurer and Chaplain have passed the stations of the First and Third Messengers, the **First** and **Third Messengers** turn right and left respectively, and follow the same line of march.

When the First and Third Messengers have passed the stations of the Second and Fourth Messengers, the **Second** and **Fourth Messengers** turn right and left respectively, and follow the same line of march.

The **Fifth Messenger** and **Musician** are next to take their positions in the two lines being formed. The Musician must time herself to march west on the North Marching Line so as to follow the Fourth Messenger into the semicircle at the same time the Fifth Messenger would be entering it after the Second Messenger.

The **Librarian** follows the Musician and the **Recorder** marches opposite her, the Librarian on the North Marching Line and the Recorder on the South Marching Line.

The **Inner** and **Outer Guards** march east on the South and North Marching Lines and follow the Recorder and Librarian into the semicircle on opposite sides of the Fifth Messenger's station to approach the HQ. After bowing slightly, they back to positions west of the Recorder and Librarian and face east.

In order for the Inner and Outer Guards to follow the Recorder and Librarian into the semicircle, the **Custodians** wait until the Recorder and Librarian pass the Altar Line. The **Sr Custodian** then turns right, going to the North Marching Line and the **Jr Custodian** turns left, going to the South Marching Line. They march west and follow the Outer and Inner Guards.

After the Officers have bowed and backed to their respective positions there should be an aisle from the Altar where the HQ is standing facing west (or doorway). The two lines should consist of: (Page 134, Plate 6)

SOUTH	NORTH
Marshal	Guide
Chaplain	Treasurer
Third Messenger	First Messenger
Fourth Messenger	Second Messenger
Musician	Fifth Messenger
Librarian	Recorder
Outer Guard	Inner Guard
Sr Custodian	Jr Custodian

The **HQ, Sr and Jr Princesses** are not a part of these two lines as they form a triangle around the Altar.

When the two lines are complete, the HQ assumes the attitude of prayer. The Officers follow her example. They remain thus during a short pause.

Acting Musician assumes her station at the instrument. (Appropriate music or song may be used here).

HQ: Officers and Bethel Choir, let us so live that we may ever be true Daughters of Job. (All drop their hands).

Without instruction, the HQ, followed by the Princesses in triangle formation, retire through the aisle formed by her officers, leaving through the Anteroom door.

The Princesses are followed by the Guide and Marshal, Chaplain and Treasurer, First and Third Messengers, Second and Fourth Messengers, Fifth Messenger, and Musician, Recorder and Librarian, Inner and Outer Guards and the Sr and Jr Custodians in couples.

The BG gives one rap of the gavel and may declare a short intermission if she feels one is necessary to give time to line up the incoming Officers, etc. She should excuse the Installing Officers and any members who are to be installed as Officers, invite any who will not be serving as Officers during the coming term to enter and take seats while preparations are being made for the Installation.

BG: The installation will follow in a short time. The IOs and others assigned to assist are excused. Everyone else, please remain seated. One rap of the gavel *

BG is seated and remains in the East until IO is introduced, then is seated nearby.

CLOSING TRIANGLE (Optional)

HQ steps in front of dais and is followed by the **Sr and Jr Princesses**. March music is played and they march slowly to the Altar in triangle formation. The **HQ** goes around the *south* side of the Altar, stopping just west of the Altar, facing west; the Princesses stopping east of the Altar. (They are still in triangle formation). (Page 135/136, Plate 7 & 8)

The **Guide** marches slowly to the HQ, between the Second and Fifth Messenger, bows, turns *north*, and takes her position northeast of the Sr Princesses. When the Guide is bowing to the HQ, the **Marshal** leaves her station, slowly approaches the HQ, between the Second and

Fifth Messenger, bows, turns *south* and takes her position southeast of the Jr Princess.

The **Inner Guard** leaves her station as the Marshal is bowing to the HQ, marching slowly to the HQ entering the semicircle between the stations of the Second and Fifth Messengers. After bowing, she turns *north* and takes her position northeast of the Guide. The **Outer Guard** leaves her station as the Inner Guard is bowing to the HQ. She marches slowly to the HQ, entering the semicircle between the stations of the Second and Fifth Messengers. After bowing, she turns *south* and takes her position southeast of the Marshal.

The **Recorder** leaves her station as the Outer Guard is bowing to the HQ. She leaves her station by coming to the South Marching Line, marching west until on a line with the Fifth Messenger's station, turns entering the semicircle between the stations of the Second and Fifth Messengers, bows to the HQ, turns *north* taking her position northeast of the Inner Guard. The **Librarian** leaves her station as the Recorder is entering the semicircle by marching slowly west on the North Marching Line until she is on a line with the Fifth Messenger's station, turns and marches south entering semicircle between the stations of the Second and Fifth Messengers' stations, bowing to the HQ, turns *south* and takes her position southeast of the Outer Guard.

The **Jr Custodian** leaves her station as the Librarian is entering the semicircle, following the same line of march as the Recorder. She bows to the HQ, turns *north* and takes her position northeast of the Recorder.

The **Sr Custodian** leaves her station as the Jr Custodian is entering the semicircle, following the same line of march as the Librarian. She bows to the HQ, turns *south* and takes her position southeast of the Librarian.

The **Treasurer** leaves her station as the Sr Custodian is entering the semicircle, turns south and marches west until she is on a line with the Fifth Messenger's station, entering the semicircle in the usual way, she approaches the HQ, bows, turns *north*, takes her position northeast of the Jr Custodian.

The **Chaplain** leaves her station as the Treasurer is entering the semicircle. She turns north and marches west until on a line with the Fifth Messenger's station. Entering the semicircle in the usual way, she approaches the HQ, bows, turns *south*, takes her position southeast of the Sr Custodian.

The **First Messenger** leaves her station as the Chaplain is bowing to the HQ by following the same line of march as the Treasurer; after bowing, turns *north* and takes her position northeast of the Treasurer.

The **Third Messenger** leaves her station as the First Messenger is bowing to the HQ, by following the same line of march as the Chaplain; after bowing, turns *south* and takes her position southeast of the Chaplain.

The **Second Messenger** leaves her station as the Third Messenger is bowing to the HQ, following the same line of march as the First Messenger; after bowing, turns *north* and takes her position at the left of the First Messenger. They should be on a line with the Third Messenger.

The **Fourth Messenger** leaves her station as he Second Messenger is bowing to the HQ, following the same line of march as he Third Messenger; after bowing, turns *south* and takes her position at the right of the Third Messenger.

The **Fifth Messenger** leaves her station by coming directly to the HQ, bows, turns *north* and takes her position between the Second and Fourth Messenger. The FIVE MESSENGERS and MUSICIAN form the base of the triangle.

The **Musician** leaves her station as the Fifth Messenger is bowing to the HQ; marches west until on a line with Fifth Messenger's station, following the same line of march as Fifth Messenger; after bowing turns *south* and takes her position in the base of the triangle at the center.

Acting Musician assumes her station at the instrument.

The Choir rises, then marches to form a line or lines east of the Messengers and Musician.

A song may be sung at this time. On the first chord of this music, all Officers and Bethel Choir members assume the attitude of prayer.

HQ: (After song, turns east facing her Officers and Bethel Choir) **Officers and Bethel Choir, let us so live that we may ever be true Daughters of Job.** (All drop hands)

Without instructions the HQ turns and leaves the Altar, followed by Sr and Jr Princesses still in triangle formation, leaving through the Anteroom door. The remaining Officers and Bethel Choir led by the Guide and Marshal follow in two lines. The last to leave are the Bethel Choir members.

BG: The installation will follow in a short time. The IOs and others assigned to assist are excused. Everyone else, please remain seated. One rap of the gavel *

BG is seated and remains in the East until IO is introduced, then is seated nearby.

INSTALLATION CEREMONY FOR BETHEL OFFICERS

*BG rises, gives one rap of gavel. * Bethel Choir enters in regular manner and is seated.*

BG: ABG, you will present the IO west of Altar.

ABG enters Bethel Room through the Anteroom door accompanied by the IO and Acting Marshal. When in front of the Inner Guard's station, Acting Marshal turns left, marches north to the Marshal's station and stands in front of it. ABG, with the IO holding his right arm, shall enter from the Anteroom door, proceed east on south Marching Line to line west of Altar, between Treasurer and First Messenger, turns north and proceeds until west of Altar, facing east. (Page 137, Plate 9)

ABG: BG, I have the honor of presenting (name) Retiring HQ, who will serve as IO.

BG: ABG, you will escort the IO to the East.

March music. ABG and IO march north, then east, then south to center of Altar, then east where BG assist IO to ascend the dais. ABG backs up and stands west of Sr Custodian's pedestal and awaits orders. (Page 137, Plate 9)

BG: Three raps of gavel * It is a pleasure to present (name) Retiring HQ, who will serve as IO. You will join with me in giving her a hearty welcome.** (If the installation takes place at a closed meeting, proper honors replace this hearty welcome.)

BG presents gavel to IO.

IO: One rap of gavel * ABG, you will conduct the BG to her station and you will return to your seat in the West.

ABG conducts the BG to her station, then marches west on South Marching Line and returns to his seat in the west in order to remove chairs in semicircle as they are vacated by the Officers as they are installed. NOTE: ONLY the ABG is to carry out this responsibility.

IO: Acting Marshal, you will retire and present those who have been selected to assist me in the Installation.

Acting Marshal retires to Anteroom and re-enters with IOs in single file. The order in which the IOs line up depends upon the location of the instrument. They march east until on a line west of Altar, then north entering semicircle between Treasurer and First Messenger, stopping west of Altar facing east. (Page 138, Plate 10)

ACTING MARSHAL: IO, it is an honor to present those who are to assist you in the Installation

—

(Name and Title) as **ICHaplain**
(Name and Title) as **IMusician**
(Name and Title) as **ISr Custodian**
(Name and Title) as **IJr Custodian**
(Name and Title) as **IRecorder**
(Name and Title) as **IGuide**
(Name and Title) as **IMarshal**

IO: Our Acting Marshal is (name and title) and (name and title) has served as Acting Musician. Acting Marshal, you will conduct these Officers to their respective stations.

Acting Marshal marches east and then north, bows, leaving IChaplain at her station; proceeds east, then south, leaving IMusician, ISr and IJr Custodians and IRecorder at stations; marches West then North to stations of IGuide and IMarshal.

One rap of gavel *

ALL IOS REMAIN IN THEIR STATIONS UNTIL EXCUSED TOGETHER AT THE END OF THE INSTALLATION CEREMONY.

Acting Marshal awaits orders. (Page 138, Plate 10)

IO: Acting Musician and Acting Marshal, you are excused. Thank you for assisting us.

Acting Musician and Marshal take seats reserved for them.

IO: (May make appropriate remarks if she so desires) **IGuide, you will retire and invite the Officers elected and appointed to serve this Bethel for the ensuing six months to enter the Bethel. IMarshal, you will assist the Guide.**

NOTE: THE ORDER OF INSTALLING THE OFFICERS AND BETHEL CHOIR MAY BE REVERSED. IF YOU ARE REVERSING THE ORDER OF INSTALLATION, SKIP TO PAGE 59.

IGuide and IMarshal go to Anteroom where they make sure the Daughters to be installed are lined up in the proper order. Promoter of Sociability shall assist in the formation of following line up:

- | | |
|--------------------|----------------|
| 1 Inner Guard | *11 Musician |
| 2 Outer Guard | *12 Chaplain |
| 3 Sr Custodian | 13 Treasurer |
| 4 Jr Custodian | 14 Recorder |
| 5 First Messenger | 15 Guide |
| 6 Second Messenger | 16 Marshal |
| 7 Fifth Messenger | 17 Sr Princess |
| 8 Fourth Messenger | 18 Jr Princess |
| 9 Third Messenger | 19 HQ |
| *10 Librarian | |

* The location of the instrument may alter the position in this lineup of the Librarian, Musician, and Chaplain who should always be lined-up so that they will follow the IGuide in the order in which their stations will be passed.

When assured Officers are lined up properly, IGuide steps into Bethel Room, turns facing Officers and says:

IGuide: Officers of Bethel No. _____, of (name of town or city), the IO invites you to enter the Bethel for Installation.

*IGuide leads; Officers and IMarshal follow in single file. They march east on South Marching Line to Altar Line; then north, west, south and east, squaring the Altar; then north to North Marching Line; then west and south to walk in front of semicircle with HQ on the South. IGuide and IMarshal bow to seat Officers and leave the semicircle of Officers from north and south ends to meet in center, back of chairs. They cross and go together to station of Guide and Marshal in the West and await further orders.
(Page 139, Plate 11)*

IO: IChaplain, you will attend at the Altar and lead us in prayer. Three raps of gavel ***

Altar music. IChaplain approaches the Altar in the regular manner.

IChaplain: (kneeling) O merciful and loving Father, we come to Thee in faith, knowing that Thou wilt hear and answer our prayer. Be very near to us as we humbly seek to do Thy will. Grant to those whom we are about to invest with authority the spirit of love and charity. Help them to see clearly the power and influence of a beautiful womanly life. May unity and harmony prevail. As they labor for the highest ideals of life, may they become more gracious and loving; more faithful and patient day by day, thus completing the foundation of a useful and perfect life. We ask in Thy name. Amen.

*Altar music. IChaplain returns to her station in the regular manner. One rap of gavel. **

IO: IRecorder, you will read the names of the Officers elected and appointed to serve this Bethel until its next election, who as their names are called will rise and remain standing for the obligation.

IRecorder rises and reads names and stations, pausing to allow each Officer time to rise as her name is called. Upon completion of the list, IRecorder is seated quietly.

IO: The Bethel Choir will rise and repeat the obligation with the Officers. (Choir rises) You are expected to make this solemn promise; listen carefully before giving your word. A promise is very sacred and should be kept as a binding obligation. You will place your right hand over your heart. (IO places her hand over her heart) Do you promise that your Bethel shall not be opened without the presence of at least one member of the Executive BGC, the GG or one deputized by her to attend?

Answer: **I do.**

IO: You will now assume the following obligation. In the presence of Almighty God and these witnesses – I promise to obey the laws – of Job’s Daughters International – I will counsel with my BG and be courteous and obedient – I will be faithful to the duties of my office as outlined in the Ritual – I will endeavor to live in accordance with its teachings – in the hope that I may be found worthy – of being one of the “Fairest in all the land.” – I will strive to be ever faithful to this promise. – Should I violate my obligation – I agree to vacate my office – at the request – and upon the declaration – of the Executive members – of the BGC of my Bethel. One rap of gavel *

IO: IGuide and IMarshal, you will cause the HQ-elect to kneel at the Altar and place her hands in supplication on the open Holy Bible.

IGuide steps in front of her station, walks south to South Marching Line followed by the IMarshal; then east to HQ, bows and says quietly, "You will follow me." She leads east to the Altar Line, then north, west and south around the Altar, then west of the Altar, facing east. IGuide turns the Bible to face the HQ-elect, without lifting it from the Altar. She assists the HQ to kneel and places her hands in supplication with hands resting in center of Bible with fingers pointing east. IGuide and IMarshal take two (2) steps back forming a triangle while she assumes pledge. IGuide and IMarshal always stand with arms at sides. (Page 140, Plate 12)

IO: HQ-elect, you will repeat after me. As HQ, I will be faithful – to the laws of JDI – respect the Supreme, Grand, and BGCs – and endeavor to be worthy of my office – realizing that I forfeit my office – if absent three times – without an excuse acceptable to my council – I solemnly assume this pledge – so help me God.

Appropriate music, if desired, may be used at this time while the HQ remains in kneeling position.

IO: Arise, Daughter of the Bethel.

THE CHARGE

NOTE: The Charge of Responsibility shall be given by the IO, who may remain in the East or walk to the Altar.

IO: You will now receive the Charge of Responsibility. The one chosen to hold the office of HQ should be of good character; generous, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and constructive. Her tastes in literature, arts and sciences should be such that she may be able to lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated. The prayer of all who know and love you is that our Heavenly Father will guide and direct you in the service of love.

Appropriate music may be used at this time, if desired.

NOTE: The HQ may be invested with the cape and crown at the Altar Line or on the East Line.

IO: IGuide and IMarshal, you will escort the HQ east of the Altar (or to the East Line), where she will be arrayed as the presiding Officer of this Bethel.

They turn south; then east to the Altar Line; north to center of Altar, facing east (or to the East Line) where cape and crown are to be placed on HQ. IGuide marches north to North Marching Line, then west, taking her station in front of Guide's station, facing east. IMarshal joins her by simultaneously marching south to South Marching Line; then west in front of Marshal's station, facing east. (Page 140, Plate 12)

The IO, leaving her gavel in the East, marches west to meet the HQ. She places her cape on the HQ as she says the following (Should the retiring HQ be unable to service as IO, the Custodians may assist with cape and crown).

IO: The cape which an HQ of JDI wears is of rich royal purple and of regal length.

IO: (As the IO places the crown upon the HQ) The crown worn by the HQ is an emblem of leadership and a symbol of your high position. May you ever wear it with dignity, grace and humility.

The IO and ICustodians returns to their stations..

NOTE: If an escort has been planned, the escort may meet the HQ at the east side of the Altar. Parents and family are encouraged to serve as the escort. Flowers may be presented to the newly installed HQ before she proceeds through the escort. The person presenting the flowers should be seated on the South Side Line near the Altar Line and approach the HQ on the Altar Line. After presentation, they are to retrace their steps and be seated.

IO: You will conduct the HQ to her station.

*Escort conducts HQ to her station and retires to seats by retracing their steps. IO extends her hand to assist the HQ to ascend the dais. Three raps of gavel. ****

IO: It is with pleasure that I present (name), who has been installed HQ of this Bethel for the ensuing term. HQ, I present you with this gavel, an emblem of authority, knowing that in your hands it will be used wisely and well.

HQ gives one rap of gavel and returns gavel to IO. HQ and IO remain standing.

IO: HQ, I now present you with a copy of the bylaws of this Bethel, Manual of Rules and Regulations of the SGC and IN Supplement of the GGC of IN to study. They define your duties and responsibilities. They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be done well, the rights and privileges of the members may be protected, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. HQ, let wisdom and understanding crown your judgment. Ever strive to wear these honors with a real dignity as become the HQ of this beautiful Order of JDs.

HQ is seated.

IO: IGuide and IMarshal, you will now present the Sr and Jr Princesses at the Altar.

IGuide approaches Altar as described for HQ, the Princesses and IMarshal follow in single file. IGuide and IMarshal (when Princesses are standing in proper position west of the Altar with hands in supplication) step back two steps. (Page 140, Plate 12)

IO: Sr and Jr Princesses, you have been selected to assist the HQ in all that she may require of you. You should conduct yourselves at all times with the quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue, and honor.

IO: IGuide and IMarshal, you will conduct the Sr and Jr Princesses to the ICustodians to be invested with their capes and crowns; after which they will assume their stations at the right and left of the HQ.

IGuide and IMarshal step forward to form a straight line with the Princesses; IGuide leads east to the Altar Line; then north to the North Marching Line, east to the East Line, then south, leaving the Princesses with a slight bow at the foot of the dais. IGuide proceeds south to South Marching Line; IMarshal proceeds north to North Marching Line and they continue to their stations back of the semicircle. (Page 141, Plate 13)

ICustodians invest Princesses with capes and crowns.

IO: (As capes are being placed upon their shoulders) **The capes of the Princesses are three-quarter length, but of the same royal purple as that of the HQ.** (As crowns are placed upon their heads) **The crowns of the Princesses each contain jewels, purple in that of the Sr Princesses and white in that of the Jr Princesses.**

Ever strive for beauty of character that will outshine the beauty and splendor of your raiment.

*IO assists Princesses to ascend dais. When Princesses face west, IO gives three raps of gavel. ****

IO: It is with pleasure that I present (name), who has been installed as Sr Princess, and (name) who has been installed Jr Princesses for the ensuing term. One rap of gavel. *

IO: IGuide and IMarshal, you will present the Guide and Marshal at the Altar.

SAME LINE OF MARCH IS FOLLOWED IN PRESENTING ALL OFFICERS AT THE ALTAR. IGuide and IMarshal instruct each officer to place hands in supplication. Only HQ kneels.

IO: Guide, your duty is to guide Pilgrims in their journey through the several epochs; become familiar with the teachings of our Order, that you may be able to guide others and direct their footsteps in the ways of righteous living, peace and truth. Marshal, your duty is to care for and display the National Emblem; to see that suitable preparation is made for our ceremonies and to assist the Guide in conducting Pilgrims.

IGuide and IMarshal, you will conduct the Guide and Marshal to their stations.

IGuide and IMarshal forward to form straight line with Guide and Marshal; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line, then south to the South Marching Line, then west to West Line and north, leaving Guide and Marshal, with a slight bow, at their stations.

IO: IGuide and IMarshal, you will present the Recorder and Treasurer at the Altar.

IO: Recorder, your duty is to record all actions of the Bethel in proper form, receive all money due the Bethel, paying it to the Treasurer, taking her receipts for the same. Treasurer, your duty is to receive from the Recorder all funds of the Bethel, accurately accounting for them, and pay them over to the Guardian Treasurer, taking her receipt for the amounts.

IGuide and IMarshal, you will conduct the Recorder and Treasurer to their stations.

IGuide and IMarshal step forward to form a straight line with Recorder and Treasurer; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line. IMarshal stops at east end of North Marching Line. IGuide crosses to Recorder's station, pauses for Recorder to assume station; proceeds on South Marching Line to Treasurer's station. As the IGuide proceeds west, the IMarshal marches west on North Marching Line and stops at north end of Altar Line. IGuide makes right turn to face east. IMarshal makes left turn to face south. They bow to seat officers, then proceed west on their respective Marching Lines to waiting stations.

IO: IGuide and IMarshal, you will present the Librarian, Musician, and Chaplain at the Altar.
(Page 140, Plate 12)

IO: Librarian, your duty is to encourage a desire for good literature, arts and sciences. See that your reports are in keeping with the teachings of our Order. Musician, your duty is to preside at the instrument during the musical part of our ceremonies. May the harmony of your music ring so true that no discord will enter here. Chaplain, your duty is to preside at the Altar during the devotions of the Bethel. May you lead in reverence for all sacred things.

IGuide and IMarshal, you will escort the Librarian, Musician, and Chaplain to their stations.

IGuide and IMarshal step forward to form a straight line with Librarian, Musician, and Chaplain; IGuide leads east to Altar Line, pauses for Chaplain to assume station, then north to North Marching Line, east to East Line. IMarshal stops on east end of North Marching Line. IGuide turns south on East Line, pauses for Musician and Librarian to assume their stations. IGuide and IMarshal bow to seat officers. IGuide turns north returns to North Marching Line, leads west. IMarshal follows as they return to waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the five Messengers at the Altar. (Page 140, Plate 12)

IO: Daughter Messengers, to you is given the privilege of unfolding to the pilgrims the story of unfolding to the pilgrims the story of Job's eventful life, his pleasures, his trials, his temptations and his final triumph and peace. Be particular, therefore, that your own lives be an example of Patience and Faith that your Reward may be life's highest attainment.

IGuide and IMarshal, you will conduct the Messengers to their stations.

IGuide and IMarshal step forward to form a straight line with Messengers; IGuide leads east to Altar Line, then north to North Marching Line, then west, going around outside of Messengers' semicircle, then entering the semicircle between Altar and Treasurer. IGuide is followed by third, fourth, fifth, second and first Messengers. IGuide stops on Altar Line between Altar and Chaplain's station. IMarshal stops on Altar Line between Altar and Treasurer's station. IGuide and IMarshal bow to seat Messengers. IGuide goes north on Altar Line, I Marshal south, they continue on North and South Marching Lines to waiting stations. (Page 142, Plate 14)

IO: IGuide and IMarshal, you will present the Sr and Jr Custodians at the Altar.

IO: Sr and Jr Custodians, you are to assist in caring for the properties of the Bethel, to act as escorts in opening and closing the Bethel, to assist the Sr and Jr Princesses in the ceremony of initiation, and to perform such other duties as may be assigned to you by the HQ.

IGuide and IMarshal, you will conduct the Sr and Jr Custodians to their stations west of the Sr and Jr Princesses.

IGuide and IMarshal step forward to form straight line with the Custodians. IGuide leads east to Altar Line; then north to the North Marching Line, east to the East Line, then south, leaving the Custodians at their stations. When IGuide and IMarshal reach South Marching Line, they turn right to face east, bow to seat Custodians. IGuide proceeds to South Marching Line; IMarshal to North Marching Line and they return to their waiting stations. (Page 140, Plate 12)

IO: IGuide and IMarshal, you will present the Inner and Outer Guards at the Altar.

IO: Inner Guard, your duty is to respond to warnings from without and convey the orders of the HQ to the Outer Guard. Outer Guard, your duty is to prevent interruptions during convocations and, with permission of the HQ, allow only those to enter who are duly qualified.

IGuide and IMarshal, you will escort the Inner and Outer Guards to their stations.

IGuide and IMarshal step forward to form straight line with the Guards. IGuide leads east to the Altar Line; then north to North Marching Line; east to East Line; then south to the South Marching Line; and west to Anteroom door. IGuide and IMarshal bow to seat Inner and Outer Guards and proceed to their waiting stations. (Page 141, Plate 13)

IO: Those to be installed as members of the Bethel Choir, Flag Bearer, and Soloist will rise.
(Page 143, Plate 15)

Bethel Choir, Flag Bearer and Soloist may be installed west of Altar or at their stations. If installed at their stations, IO will omit directions for IGuide and IMarshal.

IO: IGuide and IMarshal, you will present the Bethel Choir, Flag Bearer and Soloist west of the Altar, within the semicircle.

IGuide followed by IMarshal approaches the Bethel Choir, Flag Bearer and Soloist. Due to the fact that the location of the instrument makes a difference in the location of the Choir, each Bethel must adapt this part of the floor work according to its own Bethel Room. Pick up Bethel Choir from east end of seats and return them from west end of seats. IGuide and IMarshal use the North Marching Line, West Line and South Marching Line. They march north on the Altar Line, entering the semicircle between station of Chaplain and Altar. The Bethel Choir forms a semicircle west of the Altar with the Flag Bearer and Soloist standing JUST west of the Altar. (If Bethel Choir is large, form one semicircle as close as possible to the Messenger's chairs and additional ones between it and the Altar). (Page 143, Plate 15)

IO: Daughters of the Bethel Choir, Flag Bearer and Soloist your part in the ceremonies of the Bethel is equally important as that of the other Officers. You, too, are expected to make a solemn promise. Do you promise to respect your BGC and endeavor to comply with the requests of the Guardian Director of Music and to be as regular in attendance as is possible?

Answer: **I do.**

IO: Your duty is to adhere STRICTLY to the Music Ritual of JD's, realizing that good music is essential to the perfection of the Bethel and is an influence for good in the ritualistic ceremonies.

Soloist, you are to sing the songs that have been requested and approved by the Guardian Director of Music and to lead the choir in the songs designated in the Music Ritual.

Flag Bearer, you are to display the Bethel Flag and place it in the East.

Do you each so promise?

Answer: **I do.**

Omit following directives if being installed at their stations.

IO: IGuide and IMarshal, you will conduct the Soloist, Flag Bearer and members of the Bethel Choir to their seats.

IGuide steps forward to lead these members east to Altar Line; north to North Marching Line; then to their seats. They are followed by the IMarshal. (If Bethel Choir members will re-enter row from the end opposite that from which they left, this will allow them to return to their original seats without confusion). IGuide and IMarshal bow to seat Bethel Choir and return to their waiting stations. (Page 143, Plate 15)

SKIP TO PAGE 68. ** FOR REMAINDER OF THE INSTALLATION CEREMONY.

*** THE FOLLOWING INSTRUCTIONS ARE FOR INSTALLATION CEREMONY DONE IN REVERSE ORDER.**

IGuide and IMarshal go to Anteroom where they make sure the Daughters to be installed are lined up in the proper order. Promoter of Sociability shall assist in the formation of following line up:

- | | |
|---------------|---------------------|
| 1 HQ | 11 First Messenger |
| 2 Jr Princess | 12 Second Messenger |
| 3 Sr Princess | 13 Fifth Messenger |
| 4 Guide | 14 Fourth Messenger |
| 5 Marshal | 15 Third Messenger |
| 6 Recorder | 16 Jr Custodian |
| 7 Treasurer | 17 Sr Custodian |
| *8 Chaplain | 18 Inner Guard |
| *9 Musician | 19 Outer Guard |
| *10 Librarian | |

* The location of the instrument may alter the position in this line-up of the Librarian, Musician, and Chaplain who should always be lined up so that they will follow the IGuide in the order in which their stations will be passed.

When assured Officers are lined up properly, IGuide steps into Bethel Room, turns facing Officers and says:

IGuide: Officers of Bethel No. _____, of (name of town or city), the IO invites you to enter the Bethel for Installation.

IGuide leads; Officers and I Marshal follow in single file. They march east on South Marching Line to Altar Line; then north, west, south and east, squaring the Altar; then north to North Marching Line; then west and south to walk in front of semicircle with HQ on the North. IGuide and I Marshal bow to seat Officers and leave the semicircle of Officers from north and south ends to meet in center, back of chairs. They cross going together to stations of Guide and Marshal in the West and await further orders. (Page 139, Plate 11)

IO: IChaplain, you will attend at the Altar and lead us in prayer. Three raps of gavel ***

Altar music. IChaplain approaches the Altar in the regular manner.

IChaplain: (kneeling) O merciful and loving Father, we come to Thee in faith, knowing that Thou wilt hear and answer our prayer. Be very near to us as we humbly seek to do Thy will. Grant to those whom we are about to invest with authority the spirit of love and charity. Help them to see clearly the power and influence of a beautiful womanly life. May unity and harmony prevail. As they labor for the highest ideals of life, may they become more gracious and loving; more faithful and patient day by day, thus completing the foundation of a useful and perfect life. We ask in Thy name. Amen.

*Altar music. IChaplain returns to her station in the regular manner. One rap of gavel. **

IO: IRecorder, you will read the names of the Officers elected and appointed to serve this Bethel until its next election, who as their names are called will rise and remain standing for the obligation.

IRecorder rises and reads names and stations, pausing to allow each Officer time to rise as her name is called. Upon completion of the list, IRecorder is seated quietly.

IO: The Bethel Choir will rise and repeat the obligation with the Officers. (Choir rises) You are expected to make this solemn promise; listen carefully before giving your word. A promise is very sacred and should be kept as a binding obligation. You will place your right hand over your heart. (IO places her hand over her heart) Do you promise that your Bethel shall not be opened without the presence of at least one member of the Executive BGC, the GG or one deputized by her to attend?

Answer: **I do.**

IO: You will now assume the following obligation. In the presence of Almighty God and these witnesses – I promise to obey the laws – of Job’s Daughters International – I will counsel with my BG and be courteous and obedient – I will be faithful to the duties of my office as outlined in the Ritual – I will endeavor to live in accordance with its teachings – in the hope that I may be found worthy – of being one of the “Fairest in all the land.” – I will strive to be ever faithful to this promise. – Should I violate my obligation – I agree to vacate my office – at the request – and upon the declaration – of the Executive members – of the BGC of my Bethel. One rap of gavel *

IO: Those to be installed as members of the Bethel Choir, Flag Bearer, and Soloist will rise.

Bethel Choir, Flag Bearer and Soloist may be installed west of Altar or at their stations. If installed at their stations, IO will omit directions for IGuide and IMarshal.

IO: IGuide and IMarshal, you will present the Bethel Choir, Flag Bearer and Soloist west of the Altar, within the semicircle.

IGuide followed by IMarshal approaches the Bethel Choir, Flag Bearer and Soloist. Due to the fact that the location of the instrument makes a difference in the location of the Choir, each Bethel must adapt this part of the floor work according to its own Bethel Room. Pick up Bethel Choir from east end of seats and return them from west end of seats. IGuide and IMarshal use the North Marching Line, West Line and South Marching Line. They march north on the Altar Line, entering the semicircle between station of Chaplain and Altar. The Bethel Choir forms a semicircle west of the Altar with the Flag Bearer and Soloist standing JUST west of the Altar. (If Bethel Choir is large, form one semicircle as close as possible to the Messenger’s chairs and additional ones between it and the Altar). (Page 143, Plate 15)

IO: Daughters of the Bethel Choir, Flag Bearer and Soloist your part in the ceremonies of the Bethel is equally important as that of the other Officers. You, too, are expected to make a solemn promise. Do you promise to respect your BGC and endeavor to comply with the requests of the Guardian Director of Music and to be as regular in attendance as is possible?

Answer: **I do.**

IO: Your duty is to adhere STRICTLY to the Music Ritual of JD's, realizing that good music is essential to the perfection of the Bethel and is an influence for good in the ritualistic ceremonies.

Soloist, you are to sing the songs that have been requested and approved by the Guardian Director of Music and to lead the choir in the songs designated in the Music Ritual.

Flag Bearer, you are to display the Bethel Flag and place it in the East.

Do you each so promise?

Answer: **I do.**

Omit following directives if being installed at their stations.

IO: IGuide and IMarshal, you will conduct the Soloist, Flag Bearer and members of the Bethel Choir to their seats.

IGuide steps forward to lead these members east to Altar Line; north to North Marching Line; then to their seats. They are followed by the IMarshal. (If Bethel Choir members will re-enter row from the end opposite that from which they left, this will allow them to return to their original seats without confusion). IGuide and IMarshal bow to seat Bethel Choir and return to their waiting stations. (Page 143, Plate 15)

IO: IGuide and IMarshal, you will present the Inner and Outer Guards at the Altar.

IGuide steps in front of her station, walks south to South Marching Line followed by the IMarshal; then east to Guards, bows and says quietly, "You will follow me." She leads east to the Altar Line, then north, west and south around the Altar, then west of the Altar, facing east. IGuide and IMarshal instruct Daughters to place their hands in supplication. (Page 140, Plate 12)

IO: Inner Guard, your duty is to respond to warnings from without and convey the orders of the HQ to the Outer Guard. Outer Guard, your duty is to prevent interruptions during convocations and, with permission of the HQ, allow only those to enter who are duly qualified.

IGuide and IMarshal, you will escort the Inner and Outer Guards to their stations.

IGuide and IMarshal step forward to form straight line with the Guards. IGuide leads east to the Altar Line; then north to North Marching Line; east to East Line; then south to the South Marching Line; and west to Anteroom door. IGuide and IMarshal bow to seat Inner and Outer Guards and proceed to their waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Sr and Jr Custodians at the Altar.

SAME LINE OF MARCH IS FOLLOWED IN PRESENTING ALL OFFICERS AT THE ALTAR. IGuide and IMarshal instruct each officer to place hands in supplication. Only HQ kneels.

IO: Sr and Jr Custodians, you are to assist in caring for the properties of the Bethel, to act as escorts in opening and closing the Bethel, to assist the Sr and Jr Princesses in the ceremony of initiation, and to perform such other duties as may be assigned to you by the HQ.

IGuide and IMarshal, you will conduct the Sr and Jr Custodians to their stations west of the Sr and Jr Princesses.

IGuide and IMarshal step forward to form straight line with the Custodians. IGuide leads east to Altar Line; then north to the North Marching Line, east to the East Line, then south, leaving the Custodians at their stations. When IGuide and IMarshal reach South Marching Line, they turn right to face east, bow to seat Custodians. IGuide proceeds to South Marching Line; IMarshal to North Marching Line and they return to their waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the five Messengers at the Altar. (Page 84, Plate 14)

IO: Daughter Messengers, to you is given the privilege of unfolding to the pilgrims the story of unfolding to the pilgrims the story of Job's eventful life, his pleasures, his trials, his temptations and his final triumph and peace. Be particular, therefore, that your own lives be an example of Patience and Faith that your Reward may be life's highest attainment.

IGuide and IMarshal, you will conduct the Messengers to their stations.

IGuide and IMarshal step forward to form a straight line with Messengers; IGuide leads east to Altar Line, then north to North Marching Line, then west, going around outside of Messengers' semicircle, then entering the semicircle between Altar and Treasurer. IGuide is followed by third, fourth, fifth, second and first Messengers. IGuide stops on Altar Line between Altar and Chaplain's station. IMarshal stops on Altar Line between Altar and Treasurer's station. IGuide and IMarshal bow to seat Messengers. IGuide goes north on Altar Line, I Marshal south, they continue on North and South Marching Lines to waiting stations. (Page 142, Plate 14)

IO: IGuide and IMarshal, you will present the Librarian, Musician, and Chaplain at the Altar. (Page 141, Plate 13)

IO: Librarian, your duty is to encourage a desire for good literature, arts and sciences. See that your reports are in keeping with the teachings of our Order. Musician, your duty is to preside at the instrument during the musical part of our ceremonies. May the harmony of your music ring so true that no discord will enter here. Chaplain, your duty is to preside at the Altar during the devotions of the Bethel. May you lead in reverence for all sacred things.

IGuide and IMarshal, you will escort the Librarian, Musician, and Chaplain to their stations.

IGuide and IMarshal step forward to form a straight line with Librarian, Musician, and Chaplain; IGuide leads east to Altar Line, pauses for Chaplain to assume station, then north to North Marching Line, east to East Line. IMarshal stops on east end of North Marching Line. IGuide turns south on East Line, pauses for Musician and Librarian to assume their stations. IGuide and IMarshal bow to seat officers. IGuide turns north returns to North Marching Line, leads west. IMarshal follows as they return to waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Recorder and Treasurer at the Altar.

IO: Recorder, your duty is to record all actions of the Bethel in proper form, receive all money due the Bethel, paying it to the Treasurer, taking her receipts for the same. Treasurer, your duty is to receive from the Recorder all funds of the Bethel, accurately accounting for them, and pay them over to the Guardian Treasurer, taking her receipt for the amounts.

IGuide and IMarshal, you will conduct the Recorder and Treasurer to their stations.

IGuide and IMarshal step forward to form a straight line with Recorder and Treasurer; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line. IMarshal stops at east end of North Marching Line. IGuide crosses to Recorder's station, pauses for Recorder to assume station; proceeds on South Marching Line to Treasurer's station. As the IGuide proceeds west, the IMarshal marches west on North Marching Line and stops at north end of Altar Line. IGuide makes right turn to face east. IMarshal makes left turn to face south. They bow to seat officers, then proceed west on their respective Marching Lines to waiting stations. (Page 141, Plate 13)

IO: IGuide and IMarshal, you will present the Guide and Marshal at the Altar.

IO: Guide, your duty is to guide Pilgrims in their journey through the several epochs; become familiar with the teachings of our Order, that you may be able to guide others and direct their footsteps in the ways of righteous living, peace and truth. Marshal, your duty is to care for and display the National Emblem; to see that suitable preparation is made for our ceremonies and to assist the Guide in conducting Pilgrims.

IGuide and IMarshal, you will conduct the Guide and Marshal to their stations.

IGuide and IMarshal forward to form straight line with Guide and Marshal; IGuide leads east to Altar Line, then north to North Marching Line, east to East Line, then south to the South Marching Line, then west to West Line and north, leaving Guide and Marshal, with a slight bow, at their stations.

IO: IGuide and IMarshal, you will now present the Sr and Jr Princesses at the Altar.

IO: Sr and Jr Princesses, you have been selected to assist the HQ in all that she may require of you. You should conduct yourselves at all times with the quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue, and honor.

IO: IGuide and IMarshal, you will conduct the Sr and Jr Princesses to the ICustodians to be invested with their capes and crowns; after which they will assume their stations at the right and left of the HQ.

IGuide and IMarshal step forward to form a straight line with the Princesses; IGuide leads east to the Altar Line; then north to the North Marching Line, east to the East Line, then south, leaving the Princesses with a slight bow at the foot of the dais. IGuide proceeds south to South Marching Line; IMarshal proceeds north to North Marching Line and they continue to their stations back of the semicircle. (Page 141, Plate 13)

ICustodians invest Princesses with capes and crowns.

IO: (As capes are being placed upon their shoulders) The capes of the Princesses are three-quarter length, but of the same royal purple as that of the HQ. (As crowns are placed upon their heads) The crowns of the Princesses each contain jewels, purple in that of the Sr Princesses and white in that of the Jr Princesses.

Ever strive for beauty of character that will outshine the beauty and splendor of your raiment.

*IO assists Princesses to ascend dais. When Princesses face west, IO gives three raps of gavel. ****

IO: It is with pleasure that I present (name), who has been installed as Sr Princess, and (name) who has been installed Jr Princesses for the ensuing term. One rap of gavel. *

IO: IGuide and IMarshal, you will cause the HQ-elect to kneel at the Altar and place her hands in supplication on the open Holy Bible.

IGuide steps in front of her station, walks south to South Marching Line followed by the IMarshal; then east to HQ, bows and says quietly, "You will follow me." She leads east to the Altar Line, then north, west and south around the Altar, then west of the Altar, facing east. IGuide turns the Bible to face the HQ-elect, without lifting it from the Altar. She assists the HQ to kneel and places her hands in supplication with hands resting in center of Bible with fingers pointing east. IGuide and IMarshal take two (2) steps back forming a triangle while she assumes pledge. IGuide and IMarshal always stand with arms at sides. (Page 140, Plate 12)

IO: HQ-elect, you will repeat after me. As HQ, I will be faithful – to the laws of JDI – respect the Supreme, Grand, and BGCs – and endeavor to be worthy of my office – realizing that I forfeit my office – if absent three times – without an excuse acceptable to my council – I solemnly assume this pledge – so help me God.

Appropriate music, if desired, may be used at this time while the HQ remains in kneeling position.

IO: Arise, Daughter of the Bethel.

THE CHARGE

NOTE: The Charge of Responsibility shall be given by the IO, who may remain in the East or walk to the Altar.

IO: You will now receive the Charge of Responsibility. The one chosen to hold the office of HQ should be of good character; generous, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and constructive. Her tastes in literature, arts and sciences should be such that she may be able to lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated. The prayer of all who know and love you is that our Heavenly Father will guide and direct you in the service of love.

Appropriate music may be used at this time, if desired.

NOTE: The HQ may be invested with the cape and crown at the Altar Line or East Line.

IO: IGuide and IMarshal, you will escort the HQ east of the Altar (or to the East Line), where she will be arrayed as the presiding Officer of this Bethel.

They turn south; then east to the Altar Line; north to center of Altar, facing east (or to the East Line) where cape and crown are to be placed on HQ. IGuide marches north to North Marching Line, then west, taking her station in front of Guide's station, facing east. IMarshal joins her by simultaneously marching south to South Marching Line; then west in front of Marshal's station, facing east. (Page 140, Plate 12)

The IO, leaving her gavel in the East, marches west to meet the HQ. She places her cape on the HQ as she says the following, (Should the retiring HQ be unable to preside as the IO, the ICustodians will assist the IO).

IO: The cape which an HQ of JDI wears is of rich royal purple and of regal length.

IO: (As the IO places the crown upon the HQ) The crown worn by the HQ is an emblem of leadership and a symbol of your high position. May you ever wear it with dignity, grace and humility.

The IO with the ICustodians returns to their stations..

NOTE: If an escort has been planned, the escort may meet the HQ at the east side of the Altar. Parents and family are encouraged to serve as the escort. Flowers may be presented to the newly installed HQ before she proceeds through the escort. The person presenting the flowers should be seated on the South Side Line near the Altar Line and approach the HQ on the Altar Line. After presentation, they are to retrace their steps and be seated.

IO: You will conduct the HQ to her station.

*Escort conducts HQ to her station and retires to seats by retracing their steps. IO extends her hand to assist the HQ to ascend the dais. Three raps of gavel. ****

IO: It is with pleasure that I present (name), who has been installed HQ of this Bethel for the ensuing term. HQ, I present you with this gavel, an emblem of authority, knowing that in your hands it will be used wisely and well.

HQ gives one rap of gavel and returns gavel to IO. HQ and IO remain standing.

IO: HQ, I now present you with a copy of the bylaws of this Bethel, Manual of Rules and Regulations of the SGC and IN Supplement of the GGC of IN to study. They define your duties and responsibilities. They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be done well, the rights and privileges of the members may be protected, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. HQ, let wisdom and understanding crown your judgment. Ever strive to wear these honors with a real dignity as become the HQ of this beautiful Order of JDs.

HQ is seated

**** IF YOU HAVE INSTALLED THE HQ FIRST, SKIP TO HERE FOR THE PROCLAMATION.**

IO: IGuide, you will approach the Altar for the proclamation.

IGuide marches to South Marching Line, goes east to enter semicircle between stations of First Messenger and Treasurer on a line west of the Altar, places left hand on center of Bible, raising right hand.

IO: IRecorder (IRecorder rises)

IRecorder: Installing Officer

IO: You will proclaim the Officers and Bethel Choir of Bethel No. ____ of Job's Daughters International of the State of Indiana legally installed and duly obligated.

IRecorder and IO each raise right hand by bending arm at elbow while IRecorder makes proclamation.

IRecorder: The Executive BGC having approved the selection of this corps of Officers and Bethel Choir for the ensuing six months, I, as directed by the IO, proclaim the Officers of Bethel No. ____ of Job's Daughters International legally installed for the transaction of business under the laws, rules and regulations of the GGC of IN.

*IGuide reverently turns Bible without lifting it from the Altar so that it again faces East. IO gives one rap of gavel. **
IGuide backs out of semicircle between stations of First Messenger and Treasurer and returns to the West Line.

IO: BGC and HQ (rises), we, the Installing Officers, thank you for the privilege of installing the Officers and Choir of Bethel No. ____.

IO and HQ may make additional appropriate remarks if desired before IO gives gavel to HQ and retires.

HQ: IO's we thank you; you are excused. You will take the seats that have been reserved for you.

The newly installed HQ presides for the remainder of the meeting; the HQ calls for presentations and remarks. At this time the traveling HQ's pin is presented by the retiring HQ; PHQ's pin, Officers pins, introduction of parents of Officers; presentation of scrapbook and/or gavel may be included.

CLOSING CEREMONY

The Bethel Officers retire in regular form at the close of the meeting substituting the following prayer since our ritualistic ceremonies are not open to the public until after the Inner Guard notifies the Outer Guard to take her place for the Retiring March.

HQ: Our Chaplain will lead us in prayer. Three raps of gavel. ***

Altar music. Chaplain approaches Altar in regular manner and assumes attitude of prayer.

CHAPLAIN: Oh, Lord, we thank Thee for the privilege of meeting in the this Temple and for those who have so graciously worked to make this ceremony a success. Guide and direct us during the coming term that we may be better in Thy sight. Amen.

Chaplain rises and reverently closes the Bible. Altar music. Chaplain returns to her station.

*One rap of gavel. **

If there is to be a Bible signing ceremony, it takes place at this time.

HQ: Guide and Marshal, you will escort our Retiring HQ to the Altar to sign the Bible.

OTHERWISE: the HQ proceeds.

HQ: We will have our Retiring March. All present except Officers, Bethel Choir, BG and ABG will please be seated until the Officers and Bethel Choir have retired. Inner Guard, you will direct the Outer Guard to take her place for the Retiring March. (at an Open Installion: Outer Guard, take your place for the Retiring March).

IF ALL HAVE BEEN SEATED FOR THE BIBLE SIGNING CEREMONY:

HQ: We will have our Retiring March. Officers, Bethel Choir, BG and ABG will please rise. Inner Guard, you will direct the Outer Guard to take her place for the Retiring March. (at an Open Installion: *Outer Guard, take your place for the Retiring March*).

Music while Custodians remove the chairs in the usual manner. March music. Officers will use the Retiring March as outlined in the Ritual.

BG: (Closes Bethel as per Ritual) This concludes our ceremony.

OBLIGATION FOR SUBSTITUTE OFFICERS

This ceremony is given under proper Order of Business as outlined in the Ritual.

HQ: It has given me pride and satisfaction to appoint substitute officers to serve our Bethel during my reign as HQ this six months. To express my deep appreciation of you who have so graciously accepted these offices, with the assistance of our Guide, Marshal, and Recorder, an obligation ceremony will now be conducted for the substitute officers of Bethel No. ____.

A Bethel of Job's Daughters is regularly served by five Elective Officers who are selected each six months by secret ballot of the membership and fourteen Officers who are appointed by the HQ-elect with the approval of the Executive members of the BGC. In order to function properly, a Bethel must have every office filled for every meeting. Even one vacant station cripples the Bethel noticeably. The beautiful story is no longer complete.

In order to try to forestall any such emergency in Bethel No. ____, the Executive members of the BGC have approved the appointment by our HQ of a second set of Appointive Officers to serve as substitute officers who will learn the ritualistic work and be ready during the six months to fill the station, should the absence of the regular Officer make this necessary.

Recorder, you will announce the names of those appointed and the office they are to assume as Substitute Officers for the ensuing six months. As their names are called, these Daughters will stand.

RECORDER: Rises and reads list.

HQ: Guide and Marshal, you will conduct these substitute officers within the semicircle west of the Altar.

Substitute Officers to be obligated should be seated on North Sideline. When the HQ directs the Guide and Marshal to conduct the substitute officers within the semicircle, Officers rise, Guide and Marshal leave stations, turn north on West Line to North Marching Line, east on North Marching Line; Guide stops at Altar Line. Marshal proceeds east to a point just east of substitute officers, directing them as she passes to follow the Guide. Guide bows, quietly asks Officers to follow her, then turns south on Altar Line; Officers and Marshal following. They march south on Altar Line to a point just south of Altar, then west between Altar and Treasurer, to form semicircle west of Altar. (Page 144, Plate 16).

When they are in position:

HQ: You have been chosen, with the approval of the Executive members of the BGC, to serve as a substitute for the Bethel Officer whom you are to represent when that Officer is unavoidably absent from the Bethel. The regular Officer is to notify you and report to the BG or HQ if she is not going to be able to fill her station for any meeting. You will be required to memorize your work immediately and be willing to fill the office, when possible, and for any meeting set aside for the substitute officers.

You will place your right hand over your heart and repeat after me:

(OBLIGATION)

In the presence of Almighty God and these witnesses, – I promise to assume the duties, as needed, of the Officer I am to represent – I will be faithful – to the duties of my office – as outlined in the Ritual; – I will be earnest and sincere – as I tell the beautiful story from our Ritual; – I will endeavor to live – in accordance with the teachings of our Order, – and to my Bethel. – All this I promise – before God and the open Holy Bible.

*One rap of gavel. **

HQ: Recorder, you will declare these substitute officers duly obligated.

Guide steps to west side of Altar, turns Bible, without lifting it from the Altar, to face the Officers.

RECORDER: At the direction of the HQ and with the approval of the Executive members of the BGC of Bethel No. _____, I declare the substitute officers of Bethel No. _____ duly obligated to serve with the newly installed officers for the ensuing six months.

During the above declaration, the Guide places her left hand upon the open Holy Bible and she, the HQ and Recorder raise their right hands. Upon conclusion of the declaration, the Guide reverently turns the Bible without lifting it from the Altar, so that it again faces East, then returns to her former position.

HQ: For an occasion such as this, two words are outstanding: OPPORTUNITY and SERVICE. Persons who recognize opportunities and accept them and are willing to give service are persons who realize the best in life. It is, indeed, a wonderful opportunity to be able to serve as a substitute officer. It is also vitally essential to be a member of the Bethel Choir which furnishes appropriate music. Please be regular in your attendance.

Guide and Marshal, conduct these officers to seats with the Choir where TOGETHER, all will be serving this Bethel.

Guide turns toward offices, quietly instructs them to follow her, turns east to Altar Line, north to North Marching Line, east to point just beyond seats of officers. Guide and Marshal turn towards officers, bow to seat them. Marshal waits for Guide to join her and they return to stations in regular manner. (Page 144, Plate 16).

*HQ may make appropriate remarks conveying appreciation of the opportunity to have obligated the substitute officers. One rap of gavel. **

Continue with next order of business.

BABY DEDICATION

BABY DEDICATION IS FOR BABIES PRIOR TO SCHOOL AGE AND ONLY BABIES OF MM'S OF JD'S

Purple and white ribbons and gift are furnished by the Bethel for each child. The BG sits with the GG on the South side. The ABG sits with the AGG on the north side of the room. The HQ leads, the Sr and Jr Princesses follow, leading remaining Officers. The Officers assume their stations. Musician plays appropriate march music. (Page 145, Plate 17)

HQ: One rap of gavel.* **Chaplain, you will attend at the Altar.** Three raps of gavel ***

*Musician plays "Jesus Loves Me." Chaplain uses customary floor plan to reach Altar, open Bible reverently, then resumes her station without prayer. HQ gives one rap of gavel. **

HQ: Guide and Marshal, you will escort parents and babies west of the Altar.

Guide and Marshal go to Preparation Room in regular manner, line parents with babies behind Guide and ahead of Marshal. Re-enter at the Anteroom door on the South Marching Line to Altar Line, turn and march north, turn west between Altar and station of Chaplain to a point in line with First and Third Messengers chairs. If more than three, form a semicircle between First and Third Messengers chairs. March music.

HQ gives gavel to Sr Princess, descends dais to East Line. GG and BG join HQ on East Line. AGG and ABG leave North side of Bethel room and join HQ, GG, and BG. All walk together, forming a straight line, and stop on line east of Altar. GG, AGG, and HQ each speak using Baby Dedication Book furnished by GG.

ABG introduces babies and parents.

SP gives three raps of gavel before prayer and one rap of gavel after prayer. Musician shall play a baby lullaby, or it may be sung during presentation of ribbons and gift. HQ goes west of Altar to tie ribbons on wrist of each baby. GG follows to present Baby Dedication Book and BG presents gift. DO NOT PLACE GIFTS ON ALTAR.

When all return to their places in line with AGG and ABG, GG thanks parents, and they all step back together to the East Line and resume their stations.

HQ: Guide and Marshal, you will escort parents and babies outside the Bethel room. (March music)

HQ: (After Guide and Marshal have returned to their stations.) **Chaplain, you will attend at the Altar.** Three raps of gavel. ***

*Chaplain reverently closes the Bible and returns to her station.
One rap of gavel. **

HQ: The officers will retire.

*Two raps of gavel. ** HQ leads out, Sr and Jr Princesses follow, remaining officers fall in line. Use reverse procedure of diagram. (Page 145, Plate 17)*

INSTALLATION CEREMONY FOR BETHEL GUARDIAN COUNCIL MEMBERS

General Instructions

Upon receiving the authority of appointment and the certificates from the GG, the BGC shall be installed at a meeting of the Bethel and forms returned to the GG by the deadline set by the GG. A special meeting may be called for this purpose.

Those appointed shall be installed by a member of the SGC or GGC and may be assisted by BGs, PBGs, PABGs or Bethel members selected by the incoming BG.

The required Installing Officers are as follows:

**Installing Officer
Installing Chaplain
Installing Musician
Installing Secretary
Installing Guide
Installing Marshal**

If the BGC is installed as a part of the meeting for the Installation of Officers, the BGC installation shall take place after the outgoing Officers have retired and before the entrance of the Installing Officers for the Installation of the incoming corps of Officers. If the BGC installation takes place during a regular Bethel meeting, it is done under the "Good of the Bethel."

All Council Members shall be installed. Those unable to be installed at the time of the BGC installation must be installed at the next stated meeting of the Bethel.

Place chairs in a semicircle back of the Messengers' chairs for the Executive and Associate BGC members to occupy during the Installation Ceremony. An extra chair should be placed beside that of the Bethel Guide, Marshal, Chaplain, Recorder and Musician. Seats should be reserved on the sidelines for the Installing Officers. An extra chair may be placed in the East for the BG.

HQ: The Installing Officer will approach the East informally.

Musician plays march music. If the IO is a SG, ASG, PSG, PASG, GG, AGG, PGG, or PGGG, she/he is addressed as "Supreme" or "Grand" IO.

HQ: It is with great pleasure that I introduce {name and title} who will serve as IO. You will join with me in giving a hearty welcome to her/him. HQ presents gavel to IO and is seated.

IO: It is my honor to introduce those who will be assisting me in the Installation. Please rise as your name is read:

_____ (Title) as Installing Guide

_____ (Title) as Installing Marshal

_____ (Title) as Installing Secretary

_____ (Title) as Installing Chaplain

_____ (Title) as Installing Musician

The Installing Officers will assume their stations.

IO: ISecretary, you will read the authority by which we will install this BGC. Those appointed will rise as their names are read. After reading the names, the ISecretary is seated.

IO: IGuide and IMarshal, you will escort the members of the BGC to be installed to their chairs west of the semicircle.

The BGC members are escorted in single file in the order in which their names appear of the Authority of Appointment. {NOTE: Location of the instrument and desks of Secretary and Treasurer may alter the position in lineup of the Director of Music, Secretary and Treasurer; they should be lined up so they follow the Guide in the order in which their respective stations will be passed.}

March music. With the IGuide leading, the Council members and IMarshal follow in single file. They march to the Altar Line, then north, west, south and east, squaring the Altar; then north to the North Marching Line, west and south to march in front of the semicircle of chairs with BG on the south. IMarshal stops at the north end. IGuide and IMarshal bow to seat Council members and leave from the north and south ends of the semicircle to meet in the center behind the chairs to await further orders.

IO: Before installing those appointed to serve on the BGC for the ensuing year, let us invoke the Divine blessing of God. IChaplain, you will lead us in prayer. * IO gives three raps of gavel.**

Altar music. IChaplain approaches the Altar, kneels and assumes the attitude of prayer.

IChaplain: Our Heavenly Father, we ask Thy special blessings to rest upon these persons who are about to assume the leadership of these Daughters. Keep their hearts as pure and their purposes as true as those of the "Fairest in all the Land." Take away all thought of self; give to each the strength and courage to resist the selfishness of the world. Bless this Bethel, its Daughters and adult leaders. This we ask in Jesus' name. Amen.

Altar music. IChaplain returns to his/her station. IO gives one rap of gavel.

IO: The members of the BGC will rise. The GGC requires that you make a solemn pledge that you will conduct your life in such a manner that you may be a proper influence on those you are endeavoring to lead. To qualify as a member of a BGC, you must pledge yourselves to attend all Bethel and Council meetings unless prevented by a reasonable excuse, realizing that you forfeit your office if absent three times without an excuse acceptable to the majority of the Executive Members of the BGC, and at the close of your term of service return all properties belonging to the Bethel. Do you so promise? *(Answer: I do.)*

You will place your right hand over your heart and repeat the following obligation: *(IO places hand over her/his heart)*

In the presence of God and these witnesses – I promise to obey the laws of JDI –that I will perform the duties of my office – according to the Constitution and Bylaws of the Supreme Guardian Council – and the Manual of Rules and Regulations – of the Grand Guardian Council of Indiana – and the Bylaws of this Bethel. – That I will endeavor to live – in accordance with the teachings – of the Ritual of JDI. -- That I will advise with the GG – and the GGC – in working for the good of Job’s Daughters – in the hope that I may be found worthy – of being a BGC member – for the “Fairest in the Land” – To this pledge, I promise faithful obedience – agreeing to vacate my office – by declaration of the GG – should I violate my obligation. *{* one rap of gavel}*

IO: IGuide and IMarshal, you will cause the BG and ABG to be in proper position west of the Altar.

IGuide and IMarshal leave their stations and step to the West Line. IGuide, followed by IMarshal, marches to the South Marching Line, then east to the BG and ABG, bows and asks them to follow. IGuide, BG, ABG, and IMarshal march east to the Altar Line, then north, west and south to the Altar, stopping west of the Altar, facing east. (Page 146, Plate 18)

IGuide turns the Bible west without lifting it from the Altar, then causes the BG to kneel and place her hands in supplication on the center of the open Bible, with her fingers pointing east. The IMarshal instructs the ABG to stand a little to the left and back of the BG with hands at side. The IGuide and IMarshal step back two steps, thus forming a triangle with the Altar at its apex.

ONLY THE BG KNEELS AT THE ALTAR. SAME LINE OF MARCH IS FOLLOWED IN TAKING ALL BGC MEMBERS WEST OF THE ALTAR, AND IGUIDE AND IMARSHAL ASSUME SAME POSITIONS.

IO: BG, it is your duty—

To call and preside over a BGC meeting at least once each month and to attend all Bethel meetings;

To supervise the transactions of the Bethel, see that the Officers are proficient in their ritualistic work, and that the Daughters comply with their Obligation;

To teach the principles of the Order;

To maintain order at all convocations of the Bethel, and to see that all Bethel meetings are promptly opened and closed at a reasonable hour;

To see that all petitioners for membership are properly investigated, advising with the ABG and members of the Investigating Committee of the Bethel regarding same;

To serve as custodian of the Bethel Charter and all copies of the Proficiency Work;

To make yourself thoroughly familiar with the Constitution and Bylaws of the Order, the Manual

of Rules and Regulations and the Book of Ceremonies of the Grand Guardian Council, and the Bylaws of this Bethel;

To strive to be a companion to the Daughters in their joys and pleasures, and a safe haven in times of distress.

Upon you, therefore, to a great extent, depends the success of this Bethel. Are you willing to assume these responsibilities? (Answer: I am)

IO: Arise

The IGuide steps forward to assist the BG to arise. BG steps back and to the right one step to stand beside the ABG. I Marshal causes the ABG to be in proper position west of the Altar to receive the Charge.

IO: ABG, you have been appointed as ABG for the specific reason that you are a Master Mason, the source of our heritage and the symbol of our ideals. Your membership in the Masonic Fraternity has highly qualified you for this special honor. It is your duty –

To investigate the Masonic relationship of all petitioners

To become thoroughly familiar with the Constitution and Bylaws of the Order, the Manual of Rules and Regulations of the Grand Guardian Council, and the Bylaws of this Bethel so that you can properly assist the Bethel Guardian in the performance of her duties, and assume them in her absence;

To see that the Bethel books are audited at the conclusion of each term and a report made at the next regular meeting of the Bethel;

To teach the principles of the Order and due regard for Masonry;

Are you willing to assume these responsibilities? (Answer: I am)

IO: IGuide and I Marshal, you will conduct the BG and ABG back to their seats in the semicircle.

March Music. IGuide and I Marshal step forward and all leave the semicircle by turning south, then east between the Altar and Treasurer to the Altar Line, turning North to North Marching Line, then west to a point just in front of semicircle of chairs. IGuide turns and proceeds south with I Marshal remaining on North Marching Line. IGuide pauses and bows to BG and ABG to be seated. IGuide and I Marshal assume their stations by leaving the semicircle from the south and north ends to meet in the center behind the chairs, facing east to await further orders. (Page 147, Plate 19)

IO: IGuide and IMarshal, you will cause the Guardian Director of Music/ or / Guardian Director of Epochs, Guardian Secretary and Guardian Treasurer of the BGC to be in proper position west of the Altar.

IO: Guardian Director of Music, your office is an essential one, as the musical part of our ceremony is as important as the work itself. It is your duty:

To attend all meetings of the BGC and of the Bethel;

To have a musician proficient at all times, a Bethel choir in readiness for all ceremonies and such musical programs as may be for the good of the Order.

Are you willing to assume these responsibilities? (Answer: I am)

OR

IO: Guardian Director of Epochs, it is your duty:

To attend all meetings of the BGC and of the Bethel;

To assist the BG in instructing the Officers in their speaking parts, that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner.

To hold the only open Ritual and prompt Officers during Bethel meetings or to train one the Daughters to do so.

Are you willing to assume these responsibilities? (Answer: I am)

IO: Guardian Secretary, it is your duty -

To attend all meetings of the BGC and of the Bethel;

To supervise the work of the Bethel Recorder;

To perform the duties of your office as set forth in the Constitution and By-Laws of JDI and the Indiana Manual of Rules and Regulations.

Are you willing to assume these responsibilities? (Answer: I am)

IO: Guardian Treasurer, it is your duty -

To attend all meetings of the BGC and of the Bethel;

To supervise the work of the Bethel Treasurer and to receive all money from her, giving her a receipt;

To perform the duties of your office as set forth in the Constitution and By-Laws of JDI and the Indiana Manual of Rules and Regulations.

To supervise the work of the Librarian by carefully reading her report before it is given.

Are you willing to assume these responsibilities? (Answer: I am)

IO: IGuide and I Marshal, you will conduct these Executive members of the BGC to their seats.

March music. The same line of march is followed as that used for the BG and ABG. IGuide and I Marshal assume waiting stations by leaving the semicircle of chairs from the north and south ends, meeting in the center behind the chairs in the West to await further instructions.

IO: I Guide and I Marshal, you will cause the Associate Members of the BGC to be in proper position west of the Altar.

IGuide and I Marshal conduct members west of the Altar.

IO: You have been chosen to assist in promoting the welfare of the Bethel. You are obligated to work under the supervision of the Executive Members of the BGC who are accountable to and held responsible by the GG. While you have no vote in Supreme or the GGC, your respective positions are necessary in order to provide adult guidance and supervision of all Bethel meetings and activities.

The IGuide and I Marshal will ask each to take one step forward when their office is called.

IO: Promoter of Sociability, it is your duty:

To welcome all visitors who are entitled to be present;

To assist the committee appointed by the HQ in the preparation of the candidates, as specified in the Ritual;

To perform such other duties as will add to the social activities of the Bethel.

Are you willing to assume these responsibilities?

IO: Custodian of Paraphernalia, it is your duty:

To see that the Bethel paraphernalia is carefully preserved and to train the Marshal, Senior and Junior Custodians to properly display and remove paraphernalia;

To supervise the care and appearance of the robes.

Are you willing to assume these responsibilities?

IO: Promoter of Finance, it is your duty:

To guard carefully the financial condition of the Bethel;

To assist the HQ or the committee appointed by her in planning and promoting such affairs as will add to the Bethel funds;

To assist in the audit of the Bethel books at the close of each term.

Are you willing to assume these responsibilities?

IO: Director of Epochs, it is your duty:

To assist the BG in instructing the Officers in their speaking parts, that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner;

To hold the only open Ritual and prompt Officers during Bethel meetings or to train one the Daughters to do so.

Are you willing to assume these responsibilities?

OR

IO: Director of Music, it is your duty:

To have a musician proficient at all times, a Bethel choir in readiness for all ceremonies and such musical programs as may be for the good of the Order.

Are you willing to assume this responsibility?

IO: Promoter of Hospitality, it is your duty:

To assist the committee appointed by the HQ to provide refreshments;

To assist the Bethel members in extending hospitality to members and guests.

Are you willing to assume these responsibilities?

IO: Promoter of Youth Activities, it is your duty:

To aid the HQ in the performance of her duties by encouraging and fostering an interest in the Bethel activities;

To counsel and advise the members of the Bethel as a social group;

Are you willing to assume these responsibilities?

IO: Promoter of Good Will, it is your duty:

To encourage the Bethel Members to assist those who are ill or in need, thus teaching our Daughters that by helping others, they grow in character and learn to appreciate their many blessings.

Are you willing to assume this responsibility?

IO: Promoter of Fraternal Relations, it is your duty:

To contact various Masonic organizations and make known to the members thereof, the ideals and purposes of JDI;

To arrange for the Bethel Officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

Are you willing to assume these responsibilities?

IO: Director of Promotion, it is your duty:

To assist the members of the Bethel and BGC in promoting increased interest in the Bethel activities, especially with regard to increasing membership and advising parents and eligible adults that they may attend Bethel meetings.

Are you willing to assume these responsibilities?

IO: IGuide and IMarshal, you will conduct the Associate Members of the BGC to their seats.

IO: To the members of the BGC has been given the privilege of guiding and advising these Daughters in life's pilgrimage and assisting them in their projects for the good of the Bethel. You should be alert and watchful that your conduct will be an example of patience and virtue which will be an inspiration for the Daughters to emulate.

IO: IGuide and IMarshal, you will conduct the members of the BGC to the East for introduction and to receive their Certificates of Appointment.

March Music. IGuide and IMarshal march south to the South Marching, then east to a point just beyond the semicircle, turn north and bow. Members of the BGC rise and turn south to follow the IGuide. The IMarshal waits and falls in line behind the last Council Member. The IGuide turns East and Marches to the Altar Line, north to North Marching Line, and east to the East Marching Line to form a line across the East. IGuide and IMarshal instruct the BGC members to face west. IGuide and IMarshal remain on East Line at the south and north ends of the line. (Page 148, Plate 20)

IO: {After Council Members are on the East Line} **Officers and members of this Bethel, please rise. These are the adults who have pledged their time and service to assist you during the coming year. Are you willing to cooperate with them in upholding the Bethel Laws, and advise with them in all matters concerning the good of the Bethel?**

*** One rap of gavel. IO presents certificates, and then returns to the dais.**

IO: BG, I invite you to remain in the East.

IO extends hand to BG to ascend dais, followed by appropriate remarks. IO presents her with the C&BL, IN Manual of Rules and Regulations and Bethel By-laws, after which the BG is seated.

IO: I Guide and I Marshal, you will conduct the remaining members of the BGC to their respective stations, after which you will return to your waiting stations.

March music. IGuide turns toward Council members, bows and asks them to follow her. IMarshal follows in regular manner. IGuide turns south to South Marching Line, pauses and bows and leaves GSecretary, G Treasurer, and ABG at their stations. Officers are seated as soon as they reach respective stations. IGuide and IMarshal, with remaining Council Members, turn west on South Marching Line, pause, bow and leave Council Members at respective seats which have been reserved for them. IGuide and IMarshal continue west to West Line, north on West Marching Line to their waiting stations.

If the instrument is in northwest or northeast corner, the IGuide and IMarshal shall continue around the Marching Lines to conduct Guardian Director of Music to her/his station before returning to their waiting stations.

IO: IGuide, you will approach the Altar for the proclamation.

March music. IGuide approaches the Altar by entering between the Treasurer and First Messenger, places left hand on center of the Bible, raising her right hand with the arm bent at the elbow.

IO: ISecretary. (Secretary rises)

ISec: IO

IO: You will proclaim the members of the BGC legally installed.

ISecretary and IO each raise right hand with arm bent at the elbow while ISecretary makes proclamation.

ISec: At the direction of the GG of IN and by the authority of the SGC and the GGC of Indiana, JDI, I proclaim the members of the BGC of Bethel No. _____ legally installed.

IGuide reverently turns the Bible without lifting it from the Altar so it again faces east.

*IO gives *one rap of the gavel*

IGuide backs out of the semicircle between the stations of the Treasurer and First Messenger and returns to her waiting station.

IO: May make appropriate remarks, closing with the following:

It has been a privilege to install the members of the BGC of Bethel No. _____. May you and this Bethel have a wonderful year. (She presents gavel to BG.)

BG: IOs, we thank you. You are excused. Please take the seats that have been reserved for you.

If this installation was part of a regular Bethel meeting, the BG returns the gavel to the HQ. Guide and Marshal remove the chairs that were used in the Installation.

HQ: Guide and Marshal, you will escort the BG to her station after which you will return to your stations.

If installation was done between Officers retiring and Bethel Installation, the BG remains in the East.

BG: Installation of Bethel Officers will follow in a short time. The IOs and others assigned to assist

are excused. Everyone else, please remain seated. (*one rap of gavel)

INSTALLATION OF OFFICERS OF THE GRAND GUARDIAN COUNCIL OF INDIANA

General Instructions

The room should be prepared with chairs in place at the stations as a regular Bethel meeting. An extra chair should be placed beside the station of Guide, Marshal, Chaplain, Secretary, and Musician. Places should be prepared on the sidelines for them so that the IOs may remain at their stations until excused by the newly installed GG.

Twenty chairs should be placed in an UNBROKEN semicircle back of the Grand Messengers station.

The presiding Officer's title shall govern the Acting Marshal and Acting Musician while the IO's title shall govern those assisting her.

SGs, PSGs, ASGs, PASGs, GGs, PGGs, AGGs, or PAGGs shall serve as IOs.

Members of the GGC may be appointed to assist in the ceremony. If the person serving as IO is a present or past SG, she shall be called "Supreme IO" and those assisting her shall also have "Supreme" affixed to their titles. If the IO is a PGG, she shall be addressed as "Grand IO" and her assistants shall likewise have "Grand" affixed to their titles as IOs.

When it is impossible to fill the station of IMusician according to the above requirements, a Musician may serve provided he or she is a member of the GGC.

Only the GG kneels at the Altar; all other Grand Officers stand, within the semicircle when receiving their charges.

The GOs to be installed are lined up in the following order:

- | | |
|---------------|-----------------------|
| 1 GG | 11 GChaplain |
| 2 AGG | 12 GLibrarian |
| 3 VGG | 13 GDirector of Music |
| 4 VAGG | 14 GSCustodian |
| 5 GGuide | 15 GJCustodian |
| 6 GIG | 16 GFirst Messenger |
| 7 GOG | 17 GSecond Messenger |
| 8 GMarshal | 18 GFifth Messenger |
| 9 GTreasurer | 19 GFourth Messenger |
| 10 GSecretary | 20 GThird Messenger |

**INSTALLATION CEREMONY OF OFFICERS
OF THE GRAND GUARDIAN COUNCIL OF INDIANA**

CEREMONY

Acting Musician and Acting Marshal quietly assume their stations.

Honorary Guide and Honorary Marshal escort the Mistress of Ceremonies to the East to extend welcome. The Mistress of Ceremonies is usually the newly installed GBHQ

Mistress of Ceremonies introduces Honorary Guide and Honorary Marshal, then directs them to escort the GG and AGG to the East.

Mistress of Ceremonies introduces GG and AGG. GG introduces Mistress of Ceremonies and makes other remarks of congratulation to her at this time. AGG makes remarks to Mistress of Ceremonies.

GG: GBHQ, you will please take the seat of honor that has been reserved for you. Thank you for opening this meeting for the purpose of Installation of the new corps of Officers of this GGC.

GG: Extends Welcome
Introduction of Distinguished Guests
Excuses Honorary Guide and Honorary Marshal

GG: GChaplain, you will attend at the Altar and lead us in the Lord's Prayer. Three raps of gavel. ***

March music. GChaplain advances to Altar following approach used by Bethel Chaplain and reverently opens Bible. The GChaplain kneels and leads in the Lord's Prayer; then rises returns to station in the regular manner.

GG: Escort of American Flag, followed by National Anthem and Pledge of Allegiance
Escort of Christian Flag
Escort of Bethel Flag

GG: Acting (S or G) Marshal you will proclaim this Saturday evening Session of the _____th AS of the GGC of IN, JDI open for the Ceremony of Installation.

GG should have proclamation typed out for AMarshal in advance.

GG: Acting (S or G) Marshal, you will present the IO and Associate IO.

March music. Acting (S or G) Marshal retires and returns with the two IOs. They march east, on the South Marching Line, until on a line west of Altar; entering the semicircle between the stations of Treasurer and First Messenger; stopping west of the Altar, facing east. The Acting (S or G) Marshal on the north. (Page 149, Plate 21)

ACTING MARSHAL: GG, I have the honor and pleasure to present (give names and titles) who

will serve as IOs.

GG: Acting (S or G) Marshal, you will conduct these IOs to the East. Three raps of gavel. ***

March music. Acting (S or G) Marshal turns north, then east, then south to center of Altar, then east to the foot of the dais followed by the IOs. GG assists IOs to ascend the dais and Acting (S or G) Marshal returns to her waiting station in the west.

GG: It is my privilege and pleasure to introduce to you (gives names and titles) **who will serve as IO and Associate IO this evening. You will join with me in giving a hearty welcome to them.**

GG presents gavel to IO.

IO: One rap of gavel * Thank you, GG. You will please have a seat of honor in the East.

GG retires to seat reserved for her. As the GG retires to her seat, the GChaplain rises, steps to Altar Line, turns north and retires to a seat reserved for her/him.

IO: Acting (S or G) Marshal, you will retire present those who have been selected to assist us in the Installation.

March music. Acting (S or G) Marshal retires to anteroom and reenters with IOs in single file. The order in which the IOs line up depends upon the location of the instrument. They march east on South Marching Line, until on a line west of Altar; entering the semicircle between the stations of the Treasurer and First Messenger; stopping west of Altar, facing east. (Page 149, Plate 21)

ACTING MARSHAL: (S or G) IO, it is an honor to present to you those who are to assist in this Installation:

(Name and Title) as **IChaplain**
(Name and Title) as **IMusician**
(Name and Title) as **ISecretary**
(Name and Title) as **IGuide**
(Name and Title) as **IMarshal**
(Name and Title) as **ISr Custodian**
(Name and Title) as **I Jr Custodian**

IO: Our Acting (S or G) Marshal is (Name and Title) **and our Acting (S or G) Musician is** (Name and Title). **Acting (S or G) Marshal, you will conduct these IOs to their respective stations.**

March music. Acting (S or G) Marshal turns north, then east to Altar Line, then north, leaving IChaplain at her station, east on North Marching Line, leaving IMusician at her station; south on East Line, leaving ISenior and I Jr Custodians and ISecretary at their stations; west on South Marching Line, north on West Line, leaving IGuide and IMarshal at their stations. Acting (S or G) Marshal awaits further orders. (Bows to seat IOs.) (Page 149, Plate 21)

IO: Acting (S or G) Marshal and Musician, you are excused. We thank you for your assistance. You will please take the seat that have been reserved for you.

They retire to seats reserved for them.

IO: (S or G) IGuide and (S or G) IMarshal, you will retire and invite the elective and appointive officers of this GGC to enter.

March music. The IGuide and IMarshal advance to anteroom; the IGuide leads. When assured the GOs are properly lined up, the IGuide enters. March music. The GOs enter the room led by the IGuide and followed by the IMarshal.

They march east on the South Marching Line, to the Altar Line; then north, west, south and east – squaring the Altar; then north to the North Marching Line; then west to West Line; south to South Marching Line, coming in front of the semicircle of twenty chairs with GG to the south and GFirst Messenger to the north. (If the GG is installed last, this would change line up on page 83).

IGuide and IMarshal bow to seat GOs and leave the semicircle of Officers from the north and south ends to meet in center, back of chairs. They go together to stations of Guide and Marshal in West and await further orders. (Page 150, Plate 22).

IO: Before installing these officers who have been elected and appointed to serve this GGC for the ensuing year, let us invoke the Divine Blessings of God. (S or G) IChaplain, you will lead us in prayer. Three raps of gavel. ***

Altar music. IChaplain goes slowly to the Altar, following the same line of march as the Bethel Chaplain, opens Bible reverently and kneels, placing hands in supplication.

IChaplain: O, God, we ask that Thy choicest blessings rest upon these persons who are about to assume the leadership of JDs in the State of Indiana. Make their hearts as pure and their purpose as true as those of “The Fairest in the Land.” Take away all thought of self, give to each the strength and courage to resist the selfishness of the world and help each of us to follow more closely to God. Bless, we beseech Thee, the adult workers, Council Members, Mothers, Fathers, and Guardians of our Daughters. We ask in Thy name. Amen.

*Altar music. IChaplain returns to station turning TOWARD the Altar.
IO gives one rap of gavel. **

IO: (S or G) ISecretary, you will read the names of the Officers elected and appointed to serve the GGC for the ensuing year who, as their names are read, will stand.

ISecretary: (S or G) IO:

_____ as GG
_____ as AGG
_____ as VGG
_____ as VAGG

- _____ as GGuide
- _____ as GIG
- _____ as GMarshal
- _____ as GOG
- _____ as GSecretary
- _____ as GTreasurer
- _____ as GChaplain
- _____ as GDirector of Music
- _____ as GLibrarian
- _____ as GJr Custodian
- _____ as GSr Custodian
- _____ as GFirst Messenger
- _____ as GSecond Messenger
- _____ as GFifth Messenger
- _____ as GFourth Messenger
- _____ as GThird Messenger

I Secretary quietly resumes her seat.

IO: To qualify as an officer of this GGC, you are required to pledge that you will conduct your life in such a manner that you may be a proper influence on those you are endeavoring to lead. You will place your right hand over your heart and repeat after me. (IO places right hand over heart) I solemnly pledge myself – to comply with all rulings – regulations and laws – of the Supreme and GGCs – of JDI – and such bylaws as now exist or may be adopted – by this GGC – recognizing the SGC – as the governing body – that I will faithfully perform – the duties of my office – and earnestly endeavor – to promote the welfare – and prosperity of our Order – that I will endeavor – by precept and example – to encourage in our Daughters – the practice of those virtues – principles and lofty ideas – which adorn womanhood – and make life rich, full and abundant. One rap of gavel. *

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct those who have been appointed to serve as the Grand Messengers to the Altar.

March music. IGuide followed by IMarshal step to the West Line, turns north, then east to the Grand Messengers, bows and quietly says, "You will follow me." IGuide turns west, proceeds south behind the semicircle of Officers to be installed, then east on South Marching Line, entering the semicircle between stations of Treasurer and First Messenger. When west of the Altar, facing east, the IGuide reverently turns Bible west without lifting it from the Altar. IGuide and IMarshal then step back two steps. (Page 151, Plate 23)

IO: Grand Messengers, you are to fill the five stations representing those of the Messengers who relate the story of the life of Job in the Ritual of the Order. Your duties will be to carry the message of the opportunities of this Order to all with whom you come in contact and to assist the GG when requested to do so. Do you accept these responsibilities?

Response: **I do.**

(S or G) IGuide and (S or G) IMarshal, you will conduct the Grand Messenger to their stations.

March music. IGuide and IMarshal step forward and all Officers turn north; then east to Altar Line; north to North Marching Line; then west, marching outside the Messenger's semicircle; turning north, entering the semicircle between the Treasurer and First Messenger. IGuide is followed by the Third, Fourth, Fifth, Second and First GMessengers. IGuide stops between Chaplain and Third Messenger. IMarshal stops between Treasurer and First Messenger. IGuide and IMarshal bow to seat Messengers. IGuide turns north; IMarshal turns south; they continue to North and South Marching Lines to waiting stations. (Page 151, Plate 23)

Associate IO: (S or G) IGuide and (S or G) IMarshal, you will conduct those who have been appointed to serve as GSenior and GJunior Custodians to the Altar.

March music. Same line of march as previously stated.

Associate IO: GCustodians, it is your duty to assist the Grand Marshal with the paraphernalia used at the AS of the GGC and at all times give the GG such assistance as she may require of you. Do you each accept these responsibilities?

Response: **I do.**

(S or G) IGuide and (S or G) IMarshal, you will conduct the GSenior and GJunior Custodians to their stations.

March music. IGuide and IMarshal step forward and all Officers turn north, then east to Altar Line, north to the north Marching Line, then east to the East Line, then south bowing to each Custodian when in front of their station. IGuide continues to South Marching Line; IMarshal returns to the North Marching Line; then west to their waiting stations. (Page 152, Plate 24)

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct those who have been appointed to serve as GChaplain, GDirector of Music and GLibrarian to the Altar.

March music. Same line of march as previously stated.

IO: Chaplain, it is your duty to lead this body in its devotions; so live that your prayers may be recognized as true supplications to God and that the Daughters will be proud of you as our GChaplain. Do you accept this responsibility?

Response: **I do.**

GDirector of Music, it is your duty to supervise the music of the GGC. In your capacity as GDirector of Music may you strive to remind us that harmony is essential to our organization. Do you accept this responsibility?

Response: **I do.**

GLibrarian, your duty is to recommend to Bethels material suitable for their Librarian's reports. You should be most earnest in your consideration of selections to be suggested to the Daughters. Do you promise to accept this responsibility?

Response: **I do.**

(S or G) IGuide and (S or G) IMarshal, conduct the GChaplain, GDirector of Music, and GLibrarian to their stations.

March music. IGuide and IMarhsal step forward and all Officers turn north, then east on Altar Line, turn north, leaving GChaplain at his/her station. The IMarshal pauses near the GChaplain's station to await the return of the IGuide who proceeds east, to leave the GDirector of Music at the instrument and the GLibrarian at the Librarian's station. IGuide and IMarshal bow to seat officers. IGuide turns, marches west on the North Marching Line; the IMarshal falls in behind her and they assume their waiting stations. (Page 152, Plate 24)

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the GS and GT-elect to the altar.

March music. Same line of march as previously stated.

GSecretary, it is your duty to attend all meetings of the Executive GGC, and to keep a record of all proceedings of the GGC and make an annual report thereof; to receive all monies due the GGC and turn them over to the GT and perform the many other duties defined in the laws of the Order. Our progress depends largely upon the skill and intelligence with which you perform the trust that has been committed to you. Promptness and accuracy are essential. You will have custody of all properties belonging to the GGC and affix the Seal to ALL authorized documents. Do you accept these responsibilities?

Response: **I do.**

GTreasurer, it is your duty to have charge of all funds and securities of the GGC; to receive all money from the GS, issuing receipt for same; to pay money only when properly authorized and make a detailed report of the transactions of your office at the AS of the GGC. Do you promise to be prompt and accurate in performing these and the many other duties assigned to you by the laws of our Order?

Response: **I do.**

(S or G) IGuide and (S or G) IMarshal, you will conduct the GS and GT to their stations.

March music. IGuide and IMarshal step forward and all Officers turn north, then east to Altar Line, north to North Marching Line, east to the EasMarshal stops at east end of North Marching Line. IGuide turns east; they both bow to seat the GS and GT; turn east together and return to their waiting stations. (Page 152, Plate 24)

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the GMarshal and GOG-elect to the Altar.

March music. Same line of march as previously stated.

IO: GMarshal, you are to assist the GGuide in escorting, present the National Emblem at the formal opening of the AS of the GGC and perform such other duties as may be assigned you by the GG. You shall also be a member of the Committee on Promotion, and a member of the GGC Session Location Committee. Have custody of the flags and other property belonging to the GGC. Do you assume these obligations?

Response: **I do.**

Associate IO: GOG, it is your duty to assist the GIG in guarding the doors of the GGC room at its AS and assist the GMarshal with the Flag Ceremony. You shall serve as a member of the Committee on Fraternal Relations, the Promotion Committee and the GGC Session Location Committee. Be ever alert in the performance of your duties. Do you accept these responsibilities.

Response: **I do.**

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the GMarshal and the GOG to their stations.

March music. IGuide and IMarshal step forward and all Officers turn north, then east to Altar Line; north to North Marching Line; east to East Line; then south to the South Marching Line; and west. IGuide and IMarshal bow to seat Officers. (Page 152, Plate 24)

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the GGuide and GIG-elect to the Altar.

March music. Same line of march as previously stated.

IO: GGuide, you are to escort distinguished guests, workers and visitors when so directed by the GG. Our law states that you are to serve as a member of the Committee on Promotion. Assist the VGG in the institution of Bethels under Dispensation. It shall be your duty to stress the purpose of JDs to all interested parties and promote the extension and growth of the Order. Do you assume these obligations?

Response: **I do.**

Associate IO: GIG, it is your duty to guard the doors of the GGC at its AS, being ever alert in the performance of your duties. You shall be the Vice-Chairman of the Committee on Fraternal Relations. Do you assume these obligations?

Response: **I do.**

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the GGuide and GIG to their stations.

March music. IGuide and IMarshal step forward and all Officers turn north; then east to the Altar Line; then north to the North Marching Line; then east to the East Line; then south to the South Marching Line and west to the West Line; north on West Line, leaving GGuide and GIG at their stations. They bow to seat GGuide and GIG and assume their waiting stations. (Page 152, Plate 24)

IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the VGG and VAGG-elect to the Altar.

March music. Same line of march as previously stated.

IO: VGG, you are to assist the GG and assume her duties during her disability. In the event of her death, you are to assume her office until her successor has been installed. You shall have supervision over all arrangements for the institution and select the BGC of a Bethel under dispensation subject to the appointment by the GG. You shall institute and have supervision over all new Bethels as long as said Bethels are under dispensation. Are you willing to assume these responsibilities?

Response: **I am.**

Associate IO: VAGG, it is your duty to assist the AGG and to assume his duties during his disability. A careful study of our laws will enable you to properly perform these duties. You shall serve as Chairman of the Committee on Fraternal Relations and a member of the Committee on Inventory. Are you willing to assume these responsibilities?

Response: **I am.**

Associate IO: (S or G) IGuide and (S or G) IMarshal, you will conduct the AGG-elect to the Altar.

March music. Same line of march as previously stated.

Associate IO: AGG, it is your duty to assist the GG in the performance of her duties and to advise her on all subjects bearing on the relationship of our organization to Freemasonry, to preside at the meetings in the absence of the GG and the VGG and at other times when requested to do so. You shall be the official representative of the GGC at the Grand Lodge of Free and Accepted Masons in IN. You shall serve as Chairman of the Committee on Inventory. We look to you as a Master Mason to perform these duties with honor and dignity. Are you willing to accept these responsibilities?

Response: **I am.**

(S or G) IGuide and (S or G) IMarshal, you will conduct the AGG to the East.

*March music. The IGuide and IMarshal step forward, turn north, then east to the Altar Line and escort the AGG to the podium. IGuide and IMarshal return to their waiting stations. As the AGG approaches the East, the Associate IO gives three raps of gavel *** and assists the AGG to the podium. (Page 152, Plate 24)*

Associate IO: You will join with me in extending to our AGG (name) a hearty welcome. One rap of gavel. *

IO: IGuide and IMarshal, you will conduct the GG-elect to the Altar and cause her to be in proper position.

March music. IGuide followed by IMarshal steps to the West Line, turns south, then east to the GG-elect, bows, and quietly says "You will follow me." They enter the semicircle between the Altar and the GT. When west of Altar, facing east, the IGuide causes the GG-elect to kneel and place her hands in supplication on the center of the open Bible with her fingers pointing east. IGuide and IMarshal then step back two steps, thus forming a triangle. IO may go east of the Altar to give the Obligation.

IO: As GG, you will be the chief executive of this GGC. In assuming your station, you will repeat after me: I sincerely promise – that I will strive to be fair – in exercising the powers of my office – that I will perform the duties to the best of my ability – that I will faithfully obey and justly enforce – the Constitution and Bylaws – of the SGC and the IN Supplement of the GGC of IN. Arise,

IO returns to her station. IGuide and IMarshal assist the GG to rise; they step back in triangle formation.

IO: The guidance and control of JDs in IN is now entrusted to your keeping. The office of GG is one of great responsibility. The well-being of our Order in this state depends upon the manner in which you conduct its affairs. May our Heavenly Father give you courage, wisdom and the grace to sustain you in the performance of your duties.

(S or G) IGuide and (S or G) IMarshal, you will conduct the GG to the East.

March music. They step forward, all Officers turn north; then east to the Altar Line and escort the GG to the podium. IGuide and IMarshal assume their stations.

*As the GG approaches the East the IO gives three raps of gavel *** and assists the GG to the podium. (Page 152, Plate 24)*

IO: GG, you will now receive the Grand Charter of the GGC of IN and the C&BLs of the Supreme and GGCs. (Present these books and indicate the charter). I present you this Gavel, an emblem of your authority. I trust you will ever use it with impartiality and justness to all. You will join me in giving our GG (name) a hearty welcome.

The GG gives one rap of gavel, * returns it to the IO and is seated.

IO: (S or G) IGuide, you will approach the Altar for the proclamation.

March music. IGuide steps to South Marching Line; goes east to enter semicircle between stations of First Messenger and Treasurer on a line west of the Altar; places left hand on center of Bible, raising right hand. During proclamation, IO and ISecretary also raise their right hands.

IO: ISecretary, you will proclaim the Officers elected and appointed to serve the GGC for the ensuing year duly and legally installed.

ISecretary: By the authority of the SGC and the GGC of IN and by the direction of the (S or G) IO, I proclaim the Officers of the GGC of IN, JDI, duly and legally installed.

*IGuide reverently turns Bible east without lifting it from the Altar. IO gives one rap of gavel.
* March Music. IGuide backs away from Altar over same line of march. When outside the Messenger's semicircle turns west and returns to waiting station.*

IO: (S or G) IOs, you are excused. Thank you for your assistance and will you please take the seats that have been reserved for you.

IO may make any appropriate remarks after which she returns the gavel to the GG and retires to seat in the East. The GG presides.

ROSE CEREMONY

HONORED QUEEN: “Guide, you will escort the Marshal West of the Altar.”

(The Princesses could also do this)

The Honored Queen goes to the Altar Line. Carrying the rose with her.

HONORED QUEEN:

“As Marshal you are beginning the climb to Honored Queen. This rose symbolizes your journey. Your years as a member of Job’s Daughters, participating in projects and attending meetings faithfully have given you strong roots. Your election by the members to Marshal begins your journey up the stem. These are things you do and participate in which aren’t always easy, and these are represented by the thorns on the rose. In your climb to the top, you will become Guide and then branch out to the leaves, which represent the Junior and Senior Princesses. Here you’ll be of great assistance to the Honored Queen. The blossom at the top of the stem represents the end of your journey upon reaching the station of Honored Queen. I give you the rose to remind you of your journey, which you are just beginning. Congratulations and best wishes in the next two years.”

Honored Queen returns to her station.

HONORED QUEEN: “Guide, you will escort the Marshal to her station.”

PIN CEREMONY

Secure Officer's pins to a white ribbon for the ceremony.

HONORED QUEEN: "Guide and Marshal you will escort the Junior Past Honored Queen to the East for the presentation of pins."

If the Junior Past Honored Queen has remained in the East.

HONORED QUEEN: "Guide and Marshal, please come to the East for the presentation of pins."

JUNIOR PAST HONORED QUEEN: (To the newly installed Honored Queen)

The position of Honored Queen requires your best.

Your leadership ability will be put to the test.

Wear your pin proudly as all Honored Queens do.

And savor these memories your whole life through.

(presents pin to the Honored Queen)

HONORED QUEEN: (To the newly installed Senior Princess)

As Senior Princess you will set on my right.

Instructing the pilgrims, their pathways to light.

Be aware of the honor this pin holds for you

And exemplify our teachings in all you do. (presents the pin to the Senior Princess)

SENIOR PRINCESS: (To the newly installed Junior Princess)

This pin is accompanied by a cape and crown.

Wear them with dignity o'er your white Grecian gown.

Responsibility runs high in this office you hold.

In a job that's well done, there'll be treasures untold.

(presents pin to the Junior Princess)

JUNIOR PRINCESS: (To the newly installed Guide)

The initiates will look to you as their guide.

To impart our lessons with love and with pride.

We each will endeavor to work hand in hand.

To strengthen our Order throughout all the land. (presents pin to the Guide)

GUIDE: (To the newly installed Marshal)

As Marshal you'll sit in the West

Assisting the Guide and doing your best.

Our country's flag will be in your care.

And all will know you're the fairest of fair. (presents pin to the Marshal)

HONORED QUEEN: "Guide and Marshal, you may return to your station" or "Guide and Marshal escort the Junior Past Honored Queen to the side line."

AFFILIATION CEREMONY

Can be used as a special ceremony to welcome a new member or members who have affiliated with your Bethel or becomes a dual member.

HONORED QUEEN: Welcome new member(s) by affiliation or dual member(s). Guide and Marshal, you will escort the new members West of the altar.

After the new members are at the altar:

Recorder, you will read the name(s) of the affiliate(s).

RECORDER: Reads names of the new members.

HONORED QUEEN: Members and friends, it is my pleasure to present _____ who has become a member of our Bethel by affiliation. She is a (former) member of Bethel number ____ of _____. It is a pleasure to welcome her today.

Our Chaplain will lead us in prayer. (3 Raps)

CHAPLAIN: *Prayer from the Third Epoch of Initiation.*

HONORED QUEEN: Guide and Marshal, you will conduct our new member(s) to the Recorder's desk to sign our permanent record book.

Conducted in the same manner as in the Third Epoch, then to seats on the South sideline.

HONORED QUEEN: I now welcome you as a member of Bethel number _____ Job's Daughters International in the State of Indiana. At the close of the meeting, the members will greet and welcome you.

This concludes our Welcome Ceremony.

The new members may be conducted to the East Line to view the Cross.

MAJORITY CEREMONY

Majority Ceremony may be given:

- a. At a regular meeting instead of initiation. Only persons eligible to attend a Bethel Meeting may attend.
- b. At a Open Meeting without ritualistic opening. Meeting opened by the Bethel Guardian and Associate Bethel Guardian. Bethel Officers and Bethel Choir march in. Honored Queen proceeds with the meeting. Flag presented and Special dispensation is read, then the Majority Degree is given.
- c. As an exemplification for persons eligible to attend a Bethel Meeting with Opening, Escort, Introductions and Honors, Majority and Closing.

PREPARATION:

- a. Director of Music and Honored Queen may plan appropriate music for ceremony.
- b. Flowers and fern should be in the East. One of each for each Majority Member receiving the Degree. Fern and Majority Member Certificate at Honored Queen's station, purple flower at Senior Princess' station and white flower at Junior Princess' station.
- c. Majority Members may be presented with corsages before meeting.

INSTRUCTIONS:

- a. In an Open Meeting, Outer Guard is seated inside the Bethel room near the Preparation Room door.
- b. In a closed Meeting, Daughters taking their Majority Degree may sit in the Bethel Room and retire to Preparation Room just prior to the giving of the Degree, or they may remain out in the Preparation Room until escorted in.
- c. In an Open Meeting, the Daughters receiving the Degree remain in the Preparation Room until escorted in for the Majority Degree.

CEREMONY:

HONORED QUEEN: Reading of Special Dispensation. Recorder, you will read the Special Dispensation. *Recorder: Rises, reads Dispensation and is seated.*

HONORED QUEEN: Members and friends of Bethel No. ____, we have assembled here to wish God speed to the Daughters who are to become Majority Members, by virtue of the fact that they have attained the age of twenty, or married and were members in good standing in the Bethel. Guide and Marshal, you will retire and escort the members who are to receive their majority into the Bethel Room.

Guide and Marshal retire and line up members according to height. Guide leading, Marshal last in line. Enter from Preparation Room door to West Line, across West Line to South Marching Line, east on South Marching Line to East Line, turn north and stand on East Line, facing East. (Page 153, Plate 25), If there are more than eight, form two or more lines.

GUIDE: *Faces Honored Queen.* Honored Queen, I have the pleasure to present _____ (*introduces all Daughters*) who are entitled to receive their Majority Degree.

HONORED QUEEN: You have had active membership in our Order, whose cornerstone is truth and whose keystone is love. You have reached an important milestone on your journey through life. This hour has been set apart in order that we may confer this Majority Degree as a parting gift of friendship, and we hope, that as you go forth to assume your various obligations you will be guided by the teachings you received during your sojourn in Job's Daughters. Before the Altar you took a solemn obligation and received your first lesson in our beautiful Order. You will now be escorted to the altar to receive our final blessings, after which the officers will present you gifts of lasting memories.

Choir sings "He Leadeth Me" while the Daughters are walking from East Line to west of Altar. Guide turns left, marches to North Marching Line, turns left, marches on North Marching Line to Altar Line, turns south on Altar Line to point between Chaplain's chair and Altar, marches to line west of Altar facing East. Majority Members kneel. (Page 154, Plate 26).

HONORED QUEEN: Chaplain, you will attend at the Altar. *Three raps of gavel (***)*.

Altar music.

CHAPLAIN: *Opens Bible, if not already open.* Our Heavenly Father, we ask Your blessing upon our Bethel and those assembled here. We especially ask that wisdom and guidance may be given to the Daughters who are leaving our midst to enter upon a new field. May they practice in their daily lives the lessons they have learned in our beautiful Order. Bless our members and give us strength to continue in every good work so that we may grow and prosper. Amen. *Chaplain returns to station. One rap of gavel (*).*

Guide leads Daughters around to east side of Altar. Going between Altar and Treasurer's chair to position on east side of Altar, facing Messengers. (Page 155, Plate 27). Messengers use initiation floor plan.

GUIDE: First Messenger, have you a gift to offer these Daughters?

FIRST MESSENGER: The gift that I would offer is priceless and time only enhances its value. It is the gift of Friendship. To make new friends, we must possess virtues which others admire and the quality of our friends will be measured by the standard of our own character. The higher our own ideals, the more excellent will be the virtues of our friends. May friendship contribute to your happiness and may you walk down through the years comforted and blessed with friends.

GUIDE: Second Messenger, have you a word for these Daughters?

SECOND MESSENGER: The word that I would give you is Honor. Character is not

built in a day. Its foundation is laid early in life. Its chief element is honor. May you always have that fine sense of honor which demands justice to all and gives offense to none.

GUIDE: Third Messenger, what gift do you have to offer these Daughters?

THIRD MESSENGER: The gift I would give you is Truth. It is an attribute which anyone should cherish; it is the standard by which character is measured. Without this virtue, there is no confidence in friendship, or security in promises or oaths. In this Bethel we have learned many truths which should guide us and light our pathway through our lives.

GUIDE: Fourth Messenger, you will give these Daughters your message.

FOURTH MESSENGER: My message to you is one which enriches our lives. It is the spirit of Charity. The perfect gift is to give yourself; to have your heart go out in sympathetic kindness to every human being. Charity stored away in the heart sweetens all the daily acts of life. May you always be blessed with an understanding heart and be filled with the spirit of charity.

GUIDE: Fifth Messenger, what is your farewell gift to these Daughters?

FIFTH MESSENGER: With all the other gifts bestowed upon you, you would not be happy without the gift I have to offer. I give you the gift of Love. Love is a requirement of every human heart. We learn that love is the perpetual melody of humanity. Through doubt and despair, through delusion and wandering, we come at last to know that God is love. I would wish you love. May it enrich your life and broaden your vision until everyone with whom you come in contact will be blessed by knowing you. Guide, you will escort these Daughters to the East Line.

Guide turns right, marches to North Marching Line, turns east, marches to East Line, turns south on East Line to center of room, facing East. (Page 156, Plate 28).

GUIDE: Recorder, what have you to say?

RECORDER: According to my book, you have a good record in our Bethel book, showing that you have been in good standing during the time you have had membership in our Bethel, and we are pleased to place your name on our Majority list.

GUIDE: Librarian, may we have a parting word from you?

LIBRARIAN: Upon our Altar lies the Book of Books. Within its pages you will find eternal life. Make it your constant guide in all things, so that you may ever be a true Daughter of Job, the "Fairest in all the Land".

GUIDE: Junior Custodian, the jewel in the Junior Princess crown is white. Will you remind the Daughters of its message?

JUNIOR CUSTODIAN: White in all ages has been deemed an emblem of purity and a symbol of joy. We wish you the joy of all good things and finally the greatest joy of all, that of work well done and a life well spent.

GUIDE: Senior Custodian, the jewel in the Senior Princess' crown is purple. Will you remind the Daughters of its message?

SENIOR CUSTODIAN: Purple is the emblematical color of our Order. It is the symbol of royalty. True royalty is founded in nobility of character, made up of virtuous habits and thoughts. Kindness, patience, thoughtfulness, willingness and many other little virtues are essential to noble character. May your character always merit the cloak of royal purple.

After Senior Custodian speaks, Marshal steps out in front of members, opposite the Flag and gives her tribute to Flag.

MARSHAL: In the East stands our Country's Flag. Never falter in your allegiance, never waiver in your duty as a citizen; but by your loyalty, devotion and your staunch support, may it ever be unfurled to the breeze, the *most* beautiful flag the sun ever shone upon. (*On the word "flag", turn slightly, and with arm outstretched points to the flag.*)

GUIDE: Honored Queen, these Daughters have heard the good words and wishes of our Messengers and Officers, and I now present them to you.

HONORED QUEEN: Junior Princess, have you a word of greeting for these Daughters?

JUNIOR PRINCESS: May you always remember the lessons taught in Job's Daughters. I represent Jemima one of Job's three daughters. May purity and truth remain faithful to your every thought, word and act. I give the white flower, and emblem of purity. (*Descends dais and gives each a white flower and returns to station.*)

HONORED QUEEN: Senior Princess, what do you have to offer our Daughters as a parting gift?

SENIOR PRINCESS: As I represent Kezia the second daughter of Job, may the emblem of this epoch which represents prayer, be a constant reminder of Job's great faith in God. I present you this purple flower, representing royalty and power. (*Descends dais and gives purple flower and returns to station.*)

HONORED QUEEN: As Honored Queen, I represent Keren happuch, the third daughter of Job. The emblem of the Third Epoch means plenty or abundance. After Job's tribulations, God rewarded him with great riches and a long life of happiness. May you share abundantly in life's richest blessings.

This ceremony marks a new epoch in your life. May the gifts of Friendship, Honor, Truth, Charity and Love, be the watchwords of your life and the lessons and experiences in Job's Daughters render you valuable service. Your obligation does not cease with your activities in the Bethel, but should be observed forever. We hope that your interest in the Bethel will continue and it will be a pleasure to have you with us as often as opportunity will permit.

This sprig of green represents immortality and signifies that the pledge between us is everlasting. Once parting, we may never meet again, but let us have forever more one watchword: "Mizpah, may the Lord keep watch between me and thee, while we are absent, one from the other."

(Descends dais and gives the sprig of fern.)

I now present you with your Majority Member Certificate, which we hope you will cherish among your treasures. *Reads name and hands each one a certificate.*

You will face West.

Honored Queen returns to station and requests all to give them a hearty welcome

HONORED QUEEN: Guide and Marshal, you will escort the Daughters to the seats reserved for them.

If seated on south side of room, Guide and Marshal return to stations together. (Page 157, Plate 29).

Choir may sing any appropriate number. Suggested songs:

"Through the Years" - Vincent Youmans - Miller Publishers, N.Y.

"Friend of Mine" - Weatherby

"Memories" - Openshaw

"Bless Be the Tie That Binds" - Hymn

"God Be With You Til We Meet Again" - Hymn

Honored Queen may call upon one of the Majority Members for remarks. Ask someone beforehand to say a few words on behalf of the class, so they can be prepared.

If an exemplification, call on presiding officer of the Order, and if at a Bethel meeting, call on the Bethel Guardian and Associate Bethel Guardian for remarks. Make any necessary arrangements.

HONORED QUEEN: Closing, Chaplain, you will attend at the altar. *Three raps of gavel (***)*. Altar music. Use Closing Ceremony as per Ritual. For Open Meeting use the following prayer:

CHAPLAIN: Oh, Lord, be thou our guardian on high, be there to counsel us, to keep us free from fear. Be with us as we part on our various ways. Guide and protect each one here assembled. Help us to help each other and may we practice in our daily lives the trustful faith of Job. Bless our leaders, our parents and those near and dear to us. In Your name, Amen. *(Chaplain closes Bible, returns to station.)*

HONORED QUEEN: All present, except the Officers, Bethel Choir, Bethel Guardian and Associate Bethel Guardian will please be seated until the Officers and Bethel Choir have retired.

Bethel Guardian and Associate Bethel Guardian ascend dais as per Ritual. If Majority Members are invited to witness the Closing Formation, the Bethel Guardian ascends the dais. As soon as the Officers have left the East Line, the Associate Bethel Guardian conducts the Majority Members to a position one step east of the East Line to view the Closing Formation.

BETHEL GUARDIAN: This concludes our Majority Ceremony. *One rap of gavel (*)*

Officers follow same procedure for greeting new members, following an Initiation meeting

MEMBER OF HONOR CEREMONY

This ceremony includes some material from our Ritual, so it should be used only during a closed meeting.

HONORED QUEEN: Adults who have given meritorious service to our Order, may be elected Members of Honor. Recorder (rises) you will read the names of those outstanding adults who have been elected Members of Honor by this Bethel.

RECORDER: Bethel No. _____, with the approval of its Bethel Guardian Council, has elected _____ a Member of Honor of this Bethel.

HONORED QUEEN: Guide and Marshal, you will escort our Member of Honor to the East.

HONORED QUEEN: _____, it is our pleasure to present you with the certificate confirming this election. (2 raps) Daughters you will take your place for the ceremony.

Officers take positions in a semi-circle behind the Altar. Choir members take position on the East Line facing East. The number of Bethel members may necessitate a variation of this floor plan.

HONORED QUEEN: We assure you that this is not an action we have taken lightly. Remember, as members of Job's Daughters, we hold high our name and remind you that it stands for *(from the ritual page 138)*

ALL DAUGHTERS: Sing "Bless this Bethel"

HONORED QUEEN: Princesses, you will present the certificates please.

HONORED QUEEN: Chaplain you attend at the altar. *(three raps)*

CHAPLAIN: Our Father, this (woman/man/these persons) before us exemplifies the ideals of Job's Daughters. (She/He/They) has given this Order (Her/His/Their) loyal support for many years. (Her/His/Their) exceptional efforts on our behalf, makes (Her/Him/Them/) indeed worthy of membership in our Bethel. As we thank (Her/Him/Them) in this way for (Her/His/Their) devotion, we ask that Thy love and blessing be with us always. Amen.

Chaplain returns to her station. Officers and Choir return to their stations

HONORED QUEEN: Guide and Marshal, you will escort our Member (Members) of Honor to the Recorder's Desk to sign our permanent record book. At the close of the meeting, we invite you to the East to view the Living Cross and the members will greet you.

I again welcome you as a Member of Honor of this Bethel. This completes our presentation. (*one rap*)

OBLIGATION CEREMONY

CLOSED MEETING: *As part of regular or special meeting.*

HONORED QUEEN: Good of the Bethel. Obligation Ceremony.

HONORED QUEEN: Job's Daughters International provides an obligation which is a precept for guidance as we journey through life--- and a goal with which to measure our attainments. Our organization is judged by the manner in which its members exemplify their sacred promise. If we live it with sincerity and truth, ever striving to attain perfection in its ideals or fraternity, then the name of Job's Daughters is exalted and glorified.

In taking our obligation, we make a solemn pledge, not only to God, but to our better selves. Let us always bear in mind that each Daughter is a living symbol of these exalted principles and should conduct herself in such a manner that will reflect credit to our beautiful Order.

Will the members taking the Obligation please rise and step to the sidelines?

Guide and Marshal, you will cause the members on the sidelines and Bethel Choir to form a circle around the altar.

All Officers and Daughters step toward the Altar to form a circle; making room for each girl. Honored Queen at the center in the East with a Princess on each side, Guide and Marshal in the center at the west. The circle may be inside or outside the Messenger's chairs depending on the number of Daughters present. When all are in formation, the Musician plays "Holy, Holy, Holy" for Chaplain to go to the altar. When the Chaplain is at the Altar, all kneel as Chaplain kneels. (Page 158, Plate 30)

HONORED QUEEN: Daughters, you will repeat the Obligation.
(Proficiency work No 2)

While the Chaplain and Daughters are still kneeling, all sing "Lord, Have Mercy Upon Us". Musician plays chord for all to rise. Music for Chaplain to return to her station. All Officers and members return to their seats. One rap of the gavel ().*

FIRST MESSENGER: *(Rises and stands in front of chair.)* As I knelt before the Altar and renewed my sacred vow, to love the Lord, my God, with all my heart, it was seemingly more impressive than ever, somehow giving me true faith that naught can dismay and giving me God's love, to lead the way. *(Seated)*

SECOND MESSENGER: *(Rises and stands in front of chair.)* I vow to be true and justly do all in my power and with all my might, to uphold the laws of my Country and be ever mindful of its flag, that I will never falter in pledging allegiance to the greatest emblem in all the land. The red, the white, and the blue, waving to bid us, be brave, pure and true. *(seated)*

THIRD MESSENGER: *(Rises and stands in front of chair.)* To honor my parents and guardians in thought, word and deed, for God says “honor thy father and mother” and these words I heed, for if I accept His way, His commandments I must always obey.
(seated)

FOURTH MESSENGER: *(Rises and stands in front of chair.)* In observing the rules of Job’s Daughters, I vowed I would never stray from the laws so binding to our Bethel in every little way. For these stern laws which bind us , we must progress, not backwards go. *(Seated)*

FIFTH MESSENGER: *(Rises and stands in front of chair.)* Commend me to the friend that protects my name and does not permit another by impure act, to cast a stain; commend me to that generous heart, whose friendship does not fade away but reflects virtue, majestic, like the sun at the close of a beautiful day. *(seated)*

MARSHAL: *(Rises and stands in front of chair.)* We are building, day by day; the deeds we do will reflect on our character, so let us build strong, for we are Job’s Daughters true.
(Seated)

GUIDE: *(Rises and stands in front of chair.)* We are beginning our journey of life, guided by the lessons here taught to hold high our aim and name, that we will be a credit to ourselves and to our beautiful Order. *(seated)*

JUNIOR PRINCESS: *(Rises and stands in front of chair.)* Nothing is gained without effort, so whatever we do, let us do it with earnestness of purpose and fixing our eyes on the mountain top, with patience and steadfast perseverance, we will attain success.
(Seated)

SENIOR PRINCESS: *(Rises and stand in front of chair.)* Each one must stand in the court of life and pass through the hour of trial. We shall be tested by the rules of strife and tried for our self-denial. So let us keep our faith in God above, meet trouble and swiftly rout it, for faith is the strength of the soul inside and you must never doubt it.
(Seated)

HONORED QUEEN: *(At station, standing.)* Let us join fast to these lessons of life, beautiful, impressive and true; being gracious, upright, remaining steadfast always and your reward will come to you. Value friendship, keep the faith, act with honor - and we will be known throughout the land as “True Daughters of Job.”

All Daughters sing - “Behold, We are the Daughters of Job)

HONORED QUEEN: Let us unite in prayer. Chaplain you will attend at the Altar.
*(Three raps of the gavel (***)*

Daughters sing “Holy, Holy, Holy” for Chaplain to go to the Altar and return.

CHAPLAIN: Our Father, who art in Heaven, renew in our hearts this Obligation to each other and to you. Help us to practice it in our lives and to teach it in the true spirit. Help us each day to do something for the good of mankind and for Your Honor and glory. For Your name's sake. Amen.

Chaplain returns to her station. One rap of the gavel ()*

HONORED QUEEN: This concludes our Obligation Ceremony.

One rap of the gavel (). Proceed with meeting.*

CEREMONY FOR NEW PARENTS

This Ceremony is to be given after the Ceremony of Initiation, during the Good of the Order

Honored Queen: Will the parents of the newly initiated Daughters please rise?

Honored Queen: Guide and Marshal, you will conduct these parents to the Altar.

Guide and Marshal conducts parents west of the Altar passing between the stations of Treasurer and First Messenger.

Honored Queen: It is a pleasure for me, as Honored Queen of Bethel _____. Job's Daughters International to welcome you this evening following the initiation of your Daughter into this Bethel. We have initiated your Daughter through our beautiful ceremony traversing the trials and tribulations, as well as the exaltations, experienced by Job as written in the Book of Job. The Order of Job's Daughters teaches love, faith, patience and fidelity; qualities which our Daughters use throughout their daily lives.

As a gesture of our love for you and your Daughter, we present to
you
this flower, whose color means purity.

*(Guide presents flowers to parents)
(Lily of the Valley or White flower)*

Honored Queen: Guide and Marshal, you will conduct these parents to the sidelines.

Guide and Marshal conducts parents to the sidelines by marching to the Altar line, left to the North Marching Line, then to their seats.

“ROSEBUD”

A ceremony for new members

The Guide and Marshal conducts the new members to the East Line, facing east.

SUGGESTIONS:

A live rosebud for each new initiate.

This can be given as a Librarian’s report with the Librarian as the narrator or by the Honored Queen.

NARRATOR:

This ceremony is mainly for the newest member of our Bethel, but it’s for the rest of us, too.

Being a Job’s Daughter is like being a rose. Both lives are divided into three stages.

The first stage is being a new person, or rosebud, in a new place, excited to learn and find knowledge in everything and everyone around you.

The second stage is being knowledgeable about the world and places around you. The second stage has the responsibility of helping the newer girls, or buds. This responsibility is rewarding.

The third stage is being a mature rose, or Daughter, and experienced in everything you do. Ready for the responsibility of helping everyone with almost everything. When you help them, you feel a special warmth and love that you share.

All stages are special and full of friends and love.

(Appropriate music may be played at this time)

As the last verse is played, the Narrator advances to the new members and gives each new Daughter a rosebud

As you watch these rosebuds grow into mature roses, think about how you will grow into experienced Job’s Daughters.

Narrator returns to her station

**A TRIBUTE TO THE MEMBERS OF THE MASONIC LODGE AND
THE ORDER OF THE EASTERN STAR.**

HONORED QUEEN: Would the members of the Masonic Lodge please rise and step to the sidelines. Guide and Marshal, you will escort them to the East.

HONORED QUEEN: Blue is the color of masonry. It is the color of the heavens which embraces the whole earth. To a Mason, it is the symbol of universal friendship and benevolence. Except for white, blue is the only decoration used in a Master's Lodge. The "Blue Lodge" represents the symbolic lodge in which a man receives the degrees of Masonry and becomes a Master Mason. It is from

you

that we get our heritage to become Job's Daughters. Each of us here are privileged to closely related to that brotherhood and our Masonic ties are always treasured.

JR. PRINCESS: I represent that first step in the of freemasonry -- the Entered Apprentice. (*Present the PURPLE ribbon*).

SR. PRINCESS: I represent the second step in freemasonry -- that of a Fellowcraft. (*Present the WHITE ribbon*)

HONORED QUEEN: I represent the third degree taken by each Master Mason. This is the "Tie that Binds."
(*Present the BLUE ribbon and the gift from the Bethel*)

HONORED QUEEN: Guide and Marshal, you will escort the Masons to the sidelines.

HONORED QUEEN: Would the members of the Order of the Eastern Star please rise and step to the sidelines. Guide and Marshal, you will escort them to the East.

HONORED QUEEN: The Order of the Eastern Star also requires that tie with the "Blue Lodge." Eastern Star members work with Master Masons in promoting love and other virtues through the lectures of their five Star Points. Their purpose is to care for the wives, Daughters, mothers, widows and sisters of Master Masons. Job's Daughters enjoy working closely with the Order of the Eastern Star. Their lectures, lessons and floor work are very similar to that in Job's Daughters.

The Messengers rise, March to the East Line, present their ribbon and return to their station.

1ST MESSENGER: I represent the heroine Adah. Jephthah's (Jeptha's) daughter who was slain. (*Present BLUE ribbon*)

2ND MESSENGER: I represent the faithful Ruth who assisted Naomi as she aged.
(*Present the YELLOW ribbon*)

3RD MESSENGER: I represent Queen Esther, who risked her own life for others.
(*Present the WHITE ribbon*)

4TH MESSENGER: I represent Lazarus' sister Martha.
(*Present the GREEN ribbon*)

5TH MESSENGER: I represent the love of God as shown by Electa.
(*Present the RED ribbon*)

(Honored Queen presents gifts.)

HONORED QUEEN: These gifts are a small token of our appreciation for your dedication and support. Without all of you there would be no Bethel.

HONORED QUEEN: Guide and Marshal, you will escort the members of the Order of the Eastern Star to the sidelines.

HONORED QUEEN: In closing I would like to read: " And in all the land were no women found so fair as the daughters of Job, and their Father gave them inheritance among their brethren."

HONORED QUEEN: At the close of the meeting we invite the members of the Masonic Lodge and the Order of the Eastern Star to the East to view the Living Cross.

TRIBUTE TO THE MASONIC FAMILY

Preparation:

Altar or card table draped in white.

Place a Bible on the altar, closed

25 ribbons ie:

Blue and white for Master Masons.

Red, Purple, Black and White for York Rite Masons and Scottish Rite Masons

Blue, yellow, white, green and red for Order of the Eastern Star

Red and green for the Order of Amaranth

Purple and white for Job's Daughters

Red, orange, yellow, green, blue, indigo and violet for Rainbow for Girls

Blue, red and gold for DeMolay

When memorized this is an impressive tribute. One or two daughters may give this. If two daughters are used, the person placing the ribbons around the Bible should practice with the person delivering the lecture.

TRIBUTE

In the beginning there was the Bible. It is the center of life and we will represent this center of life by placing a light on our Bible, which is the center of our organizations.

Each part of our Masonic Family plays an important part in our life. We will represent each organization by placing their colors on our Altar.

First, blue and white to represent the Master Masons. It is fitting that they should be the first to be represented for they are the beginning. None of the other organizations can exist without them. It is from the Master Mason that we, as Job's Daughters, and the youth assembled here, owe their heritage.

Add the colors of the York Rite and Scottish Rite Masons. These organizations gives us their loyal support, in return we give them our love.

Let us next add the five colors representing the Order of Eastern Star. The blue, yellow, white, green and red are the rays of the star, a guiding light. You are ladies in whose footsteps we are to follow.

The Amaranth has given us a guiding hand and through their help we maintain our goals. Add now the colors of red and green. The red represents the crown and the green for the wreath.

We now add our colors, purple and white. While Job's Daughters is no part of the Masonic order, there is still a job for us to do. We must strive to learn, to teach to others the way of God. We are your daughters, whom you have faithfully guided through the years. We look for a worthy inheritance that we may truly say, "We hope to be known as the Fairest in the Land".

Our sisters, the Rainbow for Girls are represented by the seven colors of the rainbow. Red symbolizes Love; Orange representing Religion, Nature symbolized by Yellow; Immortality represented by Green; Blue symbolizing Fidelity; Indigo representing Patriotism; and Service symbolized by Violet.

The Masonic Family is complete with a son, and we add the colors of DeMolay. Blue, red and gold. They too, play an important part in our family. They are the future Master Masons on which the strength of our Masonic Family will depend in future years.

And now as you behold the altar, you will notice that a circle has been formed around the Holy Bible. A circle is defined as an unbroken line. It is also made up of Arcs. If an arc is separated from the circle the remaining part is no longer a circle for it has a gap in it. It was once said of a nation, "divided we fall, united we stand." So may we compare this love, unity and infinity. Whichever word you choose to represent your circle, it must have a center and this center is God.

We hope that in some small way we have shown our appreciation for your wonderful support and hope that it may continue in the years to come.

REMINDER;

Nothing is to be placed on the Altar at Regular Meetings.
card table or small table may be used if the ceremony is preformed
during a Regular Meeting.

HIKE CEREMONY

*Note: This ceremony is to be held at an open meeting. A Special Dispensation is required
This ceremony should be practiced prior to presentation.*

Entrance of Bethel Guardian and Associate Bethel Guardian in the usual manner.

BETHEL GUARDIAN: [rap] Bethel No. _____ of _____, Indiana of Job's
Daughters International is about to convene for a special ceremony
for a Hike Presentation.

Entrance of Bethel Officers as per Ritual to music of "Open the Gates"

BETHEL GUARDIAN: It is my pleasure to introduce Honored Queen, _____.

HONORED QUEEN: It is my pleasure to introduce our Bethel Guardian _____,
and our Associate Bethel Guardian _____.

HONORED QUEEN: The Officers will take their stations. [one rap]

HONORED QUEEN: I will explain the use of the gavel:
One rap seats everyone
Two raps call up only the Bethel Officers
Three raps calls up everyone

HONORED QUEEN: Marshal, you will display the flag of our nation west of the Altar
*Three raps when the flag is presented at the Preparation Room door.
All sing the National Anthem*

HONORED QUEEN: I present our Country's Flag, born in freedom, cradled in
Independence by the pioneers of a glorious country. It has been a symbol of a
nation in its trials and tribulations as well as its glories. May our hearts be filled
with all that it signifies as we rally to its support, and may we, as citizens of this
nation, ever follow it with honor and pride. Marshal, place it in the East at the
right of the Senior Princess.

Marshal proceeds to the East according to the Ritual

HONORED QUEEN: All Citizens of the United States will join in pledging allegiance
to the Flag.

After Pledge one rap

HONORED QUEEN: Marshal, you will display the Bethel Flag

HONORED QUEEN: Daughters, you will rise and join in singing The Bethel Flag song.
Sing “Bethel Flag Song” [one rap]

HONORED QUEEN: Recorder, you will read the Special Dispensation

HONORED QUEEN: Chaplain, you will lead us in the Lord’s Prayer, [three raps]
After prayer Chaplain returns to her station, [one rap]

HONORED QUEEN: Will all Bethel members please stand and give your name and office, and any additional titles. [one rap]

Introductions from the sidelines: All -- Hearty Welcome

- a. State HIKE Coordinator.
- b. Introduce State HIKE Committee members
- c. Visiting Past Honored Queens
- d. Past Honored Queens
- e. Supreme Bethel Officers and Representatives
- f. Grand Bethel Officers and Representatives
- g. Miss Indiana Job’s Daughter & Miss Jr. Indiana Job’s Daughter
- h. Visiting Job’s Daughters not previously introduced
- i. Grand/Associate Grand Guardian
- j. Other Grand Officers
- k. Bethel Guardians and Associate Bethel Guardians
- l. Past Bethel Guardians/Past Associate Bethel Guardians
- m. Members of other Masonic Family organizations

HONORED QUEEN: Today, we are gathered together for a VERY EXCITING REASON!! We are here to make a HIKE Presentation.

_____ is the lucky recipient of some of our fundraising for the HIKE fund. The money is used to provide hearing assistance devices. This we know is an exciting time for _____ and [his/her] family, and we are happy to be a little part of this happiness. Before we make the Presentation, we would like to tell our guests a little bit about Job’s Daughters and HIKE.

(Each Daughter reads a paragraph)

1

Job’s Daughters International is a group of young women between the ages of ten and twenty, who believe in God and the teachings of the Holy Bible and place a high emphasis on respect and obedience to God, our Country it’s Flag, their parents and guardians. To belong, a girl must be related to a Master Mason.

Our Order is founded on the Old Testament, the book of Job, with special emphasis on the 42nd Chapter, 15th verse “And in all the land were no women found so fair as the daughters of Job and their Father gave them inheritance among their Brethren.”

#2

Ethel T. Wead Mick founded our Organization in Omaha, Nebraska on October 30, 1920. In August 1931, we became International when Bethel No 1 in Vancouver, British Columbia was instituted. Today there are Bethels in Canada, Australia, Brazil, the Philippines and the United States.

#3

There are 3 Daughters in the triangle -- the Honored Queen and two Princesses -- wearing their capes and crowns, and holding the emblems of their office. These Daughters represent the three daughters of Job and are the principle Officers in each Bethel.

#4

Our Bethel Flag represents our Order.

(Jr. Princess goes to flag and holds it out.)

The purple, which is the basic color of Job’s Daughters, stands for the highest ideals of life. The white symbolizes purity. The triangle is the emblem of our Order. It reminds us of the three-fold influence upon our lives, our God, our Country and our home.

#5

(Jr. Custodian picks up Dove with both hands and extends it toward recipient)

The White Dove represents peace, purity, divine recognition and approval.

(Sr. Custodian picks up Urn of Incense with both hands and extends to toward recipient)

The Urn of Incense represents a pure heart filled with faith, love, and devotion to God.

(Honored Queen picks up lily of the Valley with her right hand and places it in the palm of her left hand, holding the stems.)

The Lily of the Valley is the flower of our Order and is a symbol of humility, purity and a clean life. *(replaces the Lily of the Valley on the Pedestal.)*

#6

HIKE is a special endowment fund that was created in 1985 by the International Order of Job's Daughters to provide hearing aids or hearing devices to children from newborn through age 20 who are in need. HIKE stands for Hearing Impaired Kids Endowment.

#7

Bethels have various fund raising activities within their Masonic Family organizations and throughout their communities to raise money for HIKE. Some of these activities include HIKE walks; bake sales; car washes; raffles; door-to-door collections; selling cookies; booths at carnivals; selling popcorn and soda, and many other activities. Recognition is given to individuals for the amount they have collected.

The money collected by each Bethel is forwarded to the HIKE Fund Incorporated. Less than 5% of all money collected is used for operating expenses. 95% of the money goes to the children who need our help. Unpaid volunteers from throughout the United States staff HIKE Fund Incorporated.

#8

How do these children get the money? Bethels receive applications from parents or guardians of children in need of these hearing devices. Through a screening process of these applications, funds are provided to those in need.

Hearing devices that can be provided are: hearing aids, alerting systems, FM systems, tactile units, closed caption converters and specialized sports equipment.

#9

In Indiana there are four adult committee people. They work with the Bethels and applicants in obtaining applications, assisting with the presentations and helping with fundraisers.

Last year Indiana raised just over \$_____. This year Indiana Job's Daughters would like to raise at least \$_____.

#10

It's the giving and doing for someone else....
On that, all life's splendor depends....
And the joys of this life, when you sum them all up....
Are found in the making of friends.....

Author Unknown

#11

To have joy, you must share it. Happiness was born with a twin.
Happiness adds and multiplies as we divide and share it with others
Author Unknown

#12

I am only one, but I am one. I can't do every thing, but I can do something.
Author Unknown

HONORED QUEEN: Chaplain, you will close the Bible.
(Chaplain goes to Alter as per Ritual, closes Bible without ceremony)

HONORED QUEEN: Guide and Marshal, you will escort the Chairman of the HIKE Committee, the Bethel Guardian and Associate Bethel Guardian to the East.

HONORED QUEEN: Guide and Marshal, you will escort our honored recipient and [his/her] family to the East.

Presentation of Check and Gifts

Remarks by Recipient and/or Family

HONORED QUEEN: Guide and Marshal, you will escort our guests to the sidelines.

HONORED QUEEN: Remarks -----
a. HIKE Committee Chairman
b. Bethel Guardian
c. Associate Bethel Guardian
d. Grand Guardian
e. Associate Grand Guardian
f. Honored Queen

HONORED QUEEN: Chaplain, you will attend at the Altar. *(Three raps)*

(Chaplain goes to the altar as per Ritual, opens the Bible without ceremony)

CHAPLAIN: Our Heavenly Father, we thank you for bringing our Job's Daughters family together today to give _____ this special gift -- the "fruits" of all the efforts by each and every Job's Daughter. It is always such a joy to be able to give something that has only been dreamed or hoped for. We thank you for the honor of being the ones making this presentation. We are pleased to know that _____ will be able to hear the things that we all take for granted and [he/she] can enjoy [his/her] life

so much more. We ask that you guide and protect each one of us as we go our separate ways. Let our faith and love continue to guide us and to help make the world a better place for all. We ask in Thy namesake. Amen

Daughters sing: "Now Our Work is Over". Chaplain will close the Bible and return to her station as per Ritual.

HONORED QUEEN: All present except Officers, Bethel Choir, Bethel Guardian and Associate Bethel Guardian will please be seated until the Officers and Bethel Choir have retired.

Formation of Living Cross as per ritual

The Recipient and family shall be conducted by the Associate Bethel Guardian to the East line to view the Living Cross.

HOOSIER AWARD CEREMONY

Preparation

Prepare the necessary number of Hoosier Award Certificates and check to see that there is Hoosier Award pins and plaques for each recipient.

Optional: Make arrangements for a corsage/boutonniere or a sprig of Lily of the Valley.
(See the 5th Messenger's message)

The GG shall supply the Grand Guide with a list of recipients prior to the ceremony. The GG shall have an additional list from which to read when the certificates are presented.

If desired, make arrangements for appropriate music.

CEREMONY

GRAND GUARDIAN: We have gathered this evening to honor those adults who have given unselfishly of their time and talents, love and devotion to aid and enrich the lives of those we serve. "The fairest in all the land." The Hoosier Award is presented to these dedicated people to honor and thank them for the many years they have served.
(Appropriate music may be sung or played at this time)

GRAND GUARDIAN: Will *(give names of those receiving the award)* please rise and step to the sidelines. Grand Guide and Grand Marshal, you will present each recipient with a corsage/boutonniere *(This may be a sprig of Lily of the Valley)* and escort them to the East Line.

March music

The recipients are given a corsage, picked up from the sidelines and escorted to the East Line facing east, as per Ritual (Escort Introductions).

GRAND GUIDE: Grand Guardian, I have the honor of presenting the following adults who have shared their time and talents so unselfishly with our Daughters.
(Give names of recipients)

GRAND GUARDIAN: Thank you is such an insignificant word compared to the amount of time and effort you have given. The hours you have shared with our Daughters have given you rewards far beyond what we bestow on you now. We can only express our gratitude and appreciation for your caring and sharing. Grand Guide and Grand Marshal, you will conduct the recipients east of the Altar.

March music

(All turn south and march to the South Marching Line; turn west and march to the Altar Line; turn north, march until all recipients are centered with the Altar, facing west).

(Grand Guide nods to the Grand Messenger, who rises and steps west of the Altar as per Ritual-initiation. After giving her message the Grand Messenger returns to her station as per Ritual-initiation.

GRAND FIRST MESSENGER: This evening you will be presented with the “Hoosier Award Pin” which symbolizes the patience, kindness and outstanding service you have shown to our Job’s Daughters.

GRAND SECOND MESSENGER: Along with the pin you will receive a plaque with the image of the State of Indiana which represents the home of our Daughters and the communities in which they learn, share and prosper.

GRAND THIRD MESSENGER: Your efforts to care for and teach our Daughters have led them toward a richer life with greater faith and trust in God and each other.

GRAND FOURTH MESSENGER: As you journey onward through life, the gifts of Job’s Daughters will comfort your way. The friendship of Daughters and adults, the virtues of honor, truth, charity and love for the entire world are just a few of these gifts. The certificate and plaque honoring your efforts on behalf of our Daughters will always remind you of these gifts.

GRAND FIFTH MESSENGER: You doubtless remember the lesson of the emblematical flower of our Order. The Lily of the Valley reminds us that “beauty beams from purity throughout the veil of humility.” The Lily of the Valley, growing in a retired place, blossoms into beauty with white flowers of purity. The flowers you are wearing tonight have a sprig of the Lily of the Valley as a reminder of the growth and beauty of the young Daughters who enter our Bethels as “ buds of promise” and grow into beautiful, confident young women. Grand Guide and Grand Marshal, you will escort the recipients to the East Line.

March music

Grand Guide and Grand Marshal with recipients turn north, march to the North Marching Line; turn east, march to the East Line, turn south, march until the recipients are centered with the GG and AGG, facing east.

GRAND GUARDIAN: It is with pleasure that we present to you the Hoosier Award Certificate and Plaque. I trust that you will always keep them with your treasured possessions.

(AGG descends the dais and presents the certificates and plaques. The GG reads the name of each recipient as they receive the certificate and plaque. The AGG may shake hands with each recipient. AGG returns to the East).

GRAND GUARDIAN: And now it is with joy, that I present to you the Hoosier Award Pin. Always wear it proudly.

(GG descends the dais and presents the pins. She may shake hands with each recipient. GG returns to the East).

(Appropriate music may be sung or played during the presentation of the pins).

GRAND GUARDIAN: Please face west.
(GG sounds three (3) raps of the gavel (---)..

GRAND GUARDIAN: Please join with me in extending hearty congratulations to these Hoosier Awards recipients.
(GG sounds one (1) rap of the gavel (-).

GRAND GUARDIAN: Grand Guide and Grand Marshal escort the recipients to the sidelines, after which you will return to your stations.

Grand Guide and Grand Marshal escort as per Ritual (Escort Introductions). At the waiting stations, Grand Guide and Grand Marshal may congratulate each recipient as they reach the sidelines. Grand Guide and Grand Marshal return to their stations and are seated.

GRAND GUARDIAN: This concludes the Hoosier Award Ceremony.
(GG sounds one (1) rap of the gavel (-)

If this ceremony is not given in a Bethel setting, the floor work is adapted to the room in which it is given.

CROSS TALK ADULT

The Cross talk was developed to convey the reverence Job's Daughters has for our God and to encourage the members to become ritually proficient, in order to be as effective as possible when relating our teachings.

Your presentation of the Cross Talk should impress all who hear and it should encourage our Daughters to strive for excellence in their own ritualistic presentations. Work with the Bethel Guardian and the members to form the cross as described under Instructions for Forming the Cross.

Please be sure to memorize the Cross Talk. When giving the talk in a Lodge or Bethel, remain near the East Line, either to the North or South. In a church stand at a podium.

CROSS TALK

(The Daughters form the cross and sing "Nearer My God to Thee" omitting Amen).

Job's Daughters International is an organization created for the purpose of banding together young women who believe in God and the teachings of the Holy Bible, Job's Daughters was founded on the Book of Job with special emphasis on the 42nd Chapter, 15th Verse where we read, "In all the land were no women found so fair as the daughters of Job, and their Father gave them inheritance among their brethren."

The story of Job, as found in our Ritual can only be given in a closed meeting. However, one very impressive and important part of the closing ceremony, the forming of the living cross, may be given in an open meeting or by special request.

Some of you may be seeing the formation of the living cross by our officers for the first time. As you observe this very solemn and beautiful ceremony, you must realize that a great deal of thought and care has gone into the positioning of the officers within the cross.

The Honored Queen is at the foot or base of the cross. You might think that she is there as a place of honor, but I would rather believe she is there in humbleness to her officers and as a sign of her willingness to accept her lot - whatever it may be - and to share with the Daughters over whom she presides in their joy as well as in their sorrow.

The Chaplain is at the center of the cross. She is there near the place Jesus' heart was as he hung on the cross.

At the ends of the arms of the cross are the Junior and Senior Princesses representing the hands of our Blessed Savior. The purple of the three capes represents the blood which flowed from his hands and feet as they were nailed to that cross.

Standing outside and behind the cross are the two Custodians. They serve not only as custodians over the property of the Bethel, but also as custodians of the Living Cross.

(The Daughters sing the Amen. They rise and begin to exit, bowing to the Honored Queen while the following is spoken).

As the Daughters exit the cross, they approach the Honored Queen, nod and turn to the right or left. The design made on the floor of the Bethel is that of a large open Holy Bible.

(Pause) “And in all the land were no women found so fair as the Daughters of Job, and their Father gave them inheritance among their brethren.”

In a Lodge or Bethel room: form the cross according to the Ritual

CROSS TALK DAUGHTER

The formation of this Living Cross is a beautiful sight experienced throughout the world within our Order. In this Cross, you will find 18 Daughters who bear many personal Crosses. Each young woman brings her hopes, fears, dreams, and anxieties into this solemn place of supplication. She may be contemplating an upcoming exam, sports strategies, family struggles, or major life decisions. Despite all of this, she kneels before our precious Altar and lifts her voice to God.

At the base of the Cross, the Honored Queen kneels bathed in soft light. For two years, she has chosen Job's Daughters over other activities. She consciously decides, at every meeting, to place herself in this position to show her devotion to the lessons and the Daughters of Order. Her Officers are located behind her.

The Chaplain, at the center, serves as the mediator between our Creator and our Bethel. She is the role model for the other Daughters' spiritual direction within Job's Daughters.

Located at the ends of the arms of the Cross, the Princesses support the Honored Queen, both in responsibilities and emotional well-being. They too have placed Job's Daughters above other obligations and are anxiously planning and preparing to lead the Bethel as Honored Queen. Soon, they will wear the regal cape and be accountable for the prosperity of the Bethel.

As you gaze at the Cross, notice the contrast of the white robes and the purple capes. These colors acknowledge the innocence and purity that accompany true royalty. The glittering crowns are a constant reminder of the lessons taught within our epochs and the grace they instill.

After three harmonious chords, the Daughters place their hands in supplication and bow their heads. At no other time during the meeting are these Officers so vulnerable. This sacred time allows the assembly to focus on the perpetual melody of entrusting humanity to God's care. In a world where youth shies away from faith, our Daughters call out in recognition of God's presence.

[PAUSE HERE FOR AMEN'S]

Once the Daughters rise before the Altar, they approach the Honored Queen, nod, and proceed to gather on the west line. They stand together as Officers and leaders of our glorious organization. I now present before you, the true Daughters of Job – the fairest in all the land.

Written by: Brittney Utley, PHQ, Miss International Job's Daughter and Miss IN Job's Daughter 07-08.

WHY THE ROBE ?

It may at times seem to be a burden.
That beautiful Robe that we wear
But this Robe makes all of us equal.
And shows that each one of us really care.

We should keep it white, neat and clean.
Our Grecian Robe, showing purity;
It shows something that is admired in all women,
Cause it helps remind us that “virtue is a quality”

The yoke of the robe should be worn straight,
Each girl should think of the band
To help remember in this hectic world,
That life can go on if you think it can.

Think of all the square corners we make,
This is the basic pattern of the sleeve,
It is one of the special ways of our Order,
Which comes from Job in which we believe.

The gathers of the body and sleeve
Symbolize all the many friends that we make,
Each time a new member is initiated,
We all can see the wonderful friendship that can take.

Everywhere there is a need for unity and strength,
The cord show this for it is made of many parts,
Tie it gracefully and hold your shoulders erect,
Some of the smallest things count in the biggest of hearts.

As the cord is wrapped around your body,
The twists have an important part to play,
It is symbolic of the Praying Hands,
Yes, that very special way we pray.

Many Daughters do not understand,
That neatly tied square knot so fussed about;
When we tie this knot each meeting,
We will remember to face life squarely without a doubt.

For now as all the parts of the cord are together,
We see that this brings up another angle.

It is the emblem of our Order,
'Cause it is the very well known triangle.

The Ancient High Priests hung bells on their cords,
The tassels on our cord represent this,
They both call attention to the person who wears them,
So wear them proudly because you belong to an organization that
can't miss,

Three seems to be our favorite number,
Many things in our Order have something to do with the number three,
A good example is the three inches from the floor for our Robes,
It is very easy to remember, 'cause three is the key!

So let's all wear our Robes proudly,
And be happy that you're caught in the band,
For it is a very rare organization,
'Cause we're the "Fairest in the Land!"

By, Marlene Robertson, PHQ
Bethel 105

INSERT SONG

“BE THE BEST OF WHATEVER YOU ARE”

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