



**GRAND BETHEL OF MARYLAND  
HANDBOOK AND BYLAWS**

**PROPERTY OF:** \_\_\_\_\_

**Revised 2013**

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## **THE PURPOSE AND DUTIES OF THE GRAND BETHEL**

The purpose of the Grand Bethel is to band together members, Past Honored Queens, and Majority Members of Job's Daughters International for the purpose of promoting the interest, welfare, and growth of the Order and keeping the interest of these experienced members centered in the organization. When requested, the members are to render assistance to the Bethels in the State, to assist in Installations, and to fill vacancies in the Bethels. Members should encourage the daughters to learn the Ritual, to be regular in attendance, and to live in accordance with the teachings of Job's Daughters.

### **CODE OF EXPECTATIONS**

As members of the Grand Bethel of Maryland, we believe that we should adhere to certain guidelines. At activities or functions held in the name of the Grand Bethel or the Job's Daughters International, conduct should be in keeping with that which is befitting a Job's Daughter. With this in mind, the following is expected of our members:

1. Attire should be appropriate for the meeting, activity, or function that is taking place and follow the guidelines set by the Grand or Supreme Guardian Council and/or the Grand Bethel.
2. All language should be exemplary of our ideals at all times.
3. Social activities held in the name of the Grand Bethel shall be in keeping with the principles of Job's Daughters.
4. Our monthly meetings are conducted in a business-like manner. All Grand Bethel meetings are open to everyone and attendance is encouraged.
5. As a member of the Grand Bethel, there are certain responsibilities and commitments that we are called upon to fulfill. It is the expectation that commitments be honored unless proper notification is given to the appropriate committee chairman, GB Guardian or GB Honored Queen.
6. At no time will alcoholic beverages or smoking be permitted at an activity or function of the Grand Bethel or Job's Daughters International.

The Executive Committee of the Grand Bethel shall enforce these guidelines. However, it is each member's responsibility to keep in mind that she is representing the Grand Bethel and the Job's Daughters International. Her individual conduct reflects upon the Grand Bethel as a whole. Therefore, she should set an example at all times for everyone connected with the Job's Daughters International.

## GENERAL INSTRUCTIONS

The GB Marshal, GB Senior Custodian, and GB Junior Custodian shall prepare the Grand Bethel room by placing all paraphernalia in its proper position as shown on Plate No. 1. After the Bethel Meeting, it will be their responsibility to remove all paraphernalia and put it into the proper storage place.

Adjust the floor plan according to the size of the Bethel Room and position of the doors.

The Altar is placed east of the center of the Grand Bethel Room with a kneeling bench or cushion on the east side, unless the Altar location is permanently fixed in the room. For Installations, a kneeling bench may also be placed on the west side of the Altar.

The Bible is placed on the Altar near the east edge with the back at the center and the open edges facing north. There shall be no loose papers in the Bible or on the Altar. Nothing except the Bible and the Altar cloth shall be placed on the Altar. With the approval of the Executive members of the Grand Bethel Guardian Council, flowers may be placed on the Altar (not on the Bible) during the Memorial Ceremony or other appropriate ceremonies. The flowers shall remain there until the Grand Bethel meeting is closed.

The chairs of the five Grand Bethel Messengers, Grand Bethel Chaplain and Grand Bethel Librarian are placed facing the East. The backs of the Grand Bethel Chaplain's and Librarian's chairs are on a line with the west side of the Altar, allowing three steps from the north or south side of the Altar to these chairs.

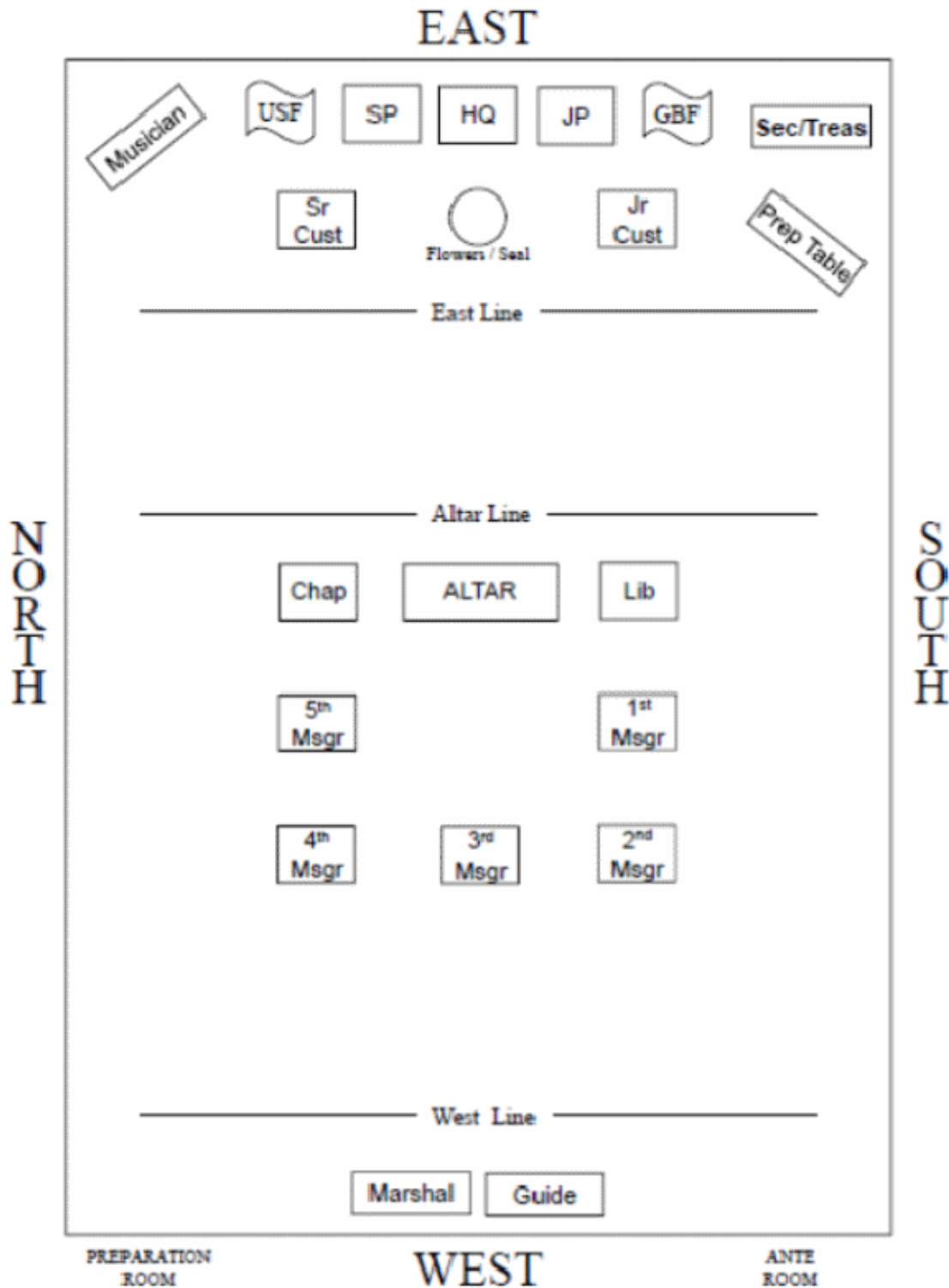
The Grand Bethel First and Fifth Messenger's chairs are two steps west in line with the Grand Bethel Chaplain and Grand Bethel Librarian.

The Grand Bethel Second, Grand Bethel Third, Grand Bethel Fourth Messenger's chairs are two steps west. The Grand Bethel Second and Fourth Messengers are in line with the Grand Bethel First and Fifth Messengers. The Grand Bethel Third is in line with the center of the Altar and Grand Bethel Honored Queen's station.

This should form the Grand Bethel semi-square and can be adjusted to any room by shortening or lengthening the steps taken.

The chairs of the Grand Bethel Senior and Junior Custodian shall be placed two steps East of the East Line and the back of the chairs three steps west of the Grand Bethel Honored Queen's pedestal or at the bottom of the East Dias. The Grand Bethel Senior Custodian shall be at the right of the Grand Bethel Senior Princess. The Grand Bethel Junior Custodian shall be at the left of the Grand Bethel Junior Princess.

The flowers shall be placed directly in front of or next to the Grand Bethel Honored Queen's pedestal. This can be adjusted to fit the size and layout of the East. The GB motto sign shall be hung from the front of the GBHQ's pedestal or, if this is not possible, another appropriate place



GRAND BETHEL ROOM SET UP

where it may be visible. The seal shall be hung wherever there is a hanger to accommodate it and where it may be visible.

The National Emblem shall be placed unfurled immediately outside the entrance to the Grand Bethel room, outside the Preparation Room door. The Grand Bethel Flag shall be placed unfurled immediately outside the entrance to the Grand Bethel room, outside the Anteroom Door. The bases for the National Emblem and Grand Bethel Flag are placed at the right and left respectively of the Grand Bethel Senior and Junior Princess' Stations.

The GB Senior Princess shall have the preparation table ready for the Welcome Ceremony. She shall also prepare the calla lily corsages and secure an adequate number of Handbooks and Bylaws for the new members from the Grand Bethel Guide. The emblems shall be placed on a table at a slight angle between the stations of the Grand Bethel Secretary/Treasurer and Grand Bethel Junior Custodian. If a table cannot be located for this use the Secretary/Treasurer's desk may be used instead. The following items should be displayed:

- a. "B" letter card and Holy Bible
- b. "U" letter card and Urn
- c. "I" letter card and Incense, removed from its container and placed directly on the card
- d. "L" letter card and Lily of the Valley
- e. "D" letter card and Dove

### **INSTRUCTIONS FOR GRAND BETHEL MEMBERS**

Always make square corners. Grand Bethel Officers shall sit upright with feet flat on the floor, hands resting in lap. Passing between the Altar and the East Dais is prohibited, except when designated during special ceremonies. The Honored Queen of the Grand Bethel shall be addressed as "Grand Bethel Honored Queen." Likewise, the officers of the Grand Bethel shall be addressed by their Grand Bethel titles.

The attire for the GBHQ and GB Princess at the installation and business meetings of the GB of Maryland and other formal events is a long white dress, cape, crown and jewel of office. At semi formal events, with approval of the executive members of the Grand Bethel committee, these officers may wear a short white dress with crown and sash.

The attire for the GB Guide and GB Marshal at the installation of the GB of Maryland and other formal events is a long white dress with their jewel of office. The attire for the business meeting of the GB of Maryland and semi formal events is a short white dress and jewels.

The attire for GB members at the installation of the GB of Maryland and other formal events is a long dress. A color can be requested by the GBHQ-elect for GB of Maryland installation. The attire for the business meeting of the GB of Maryland and semi formal events shall be a short blue dress (observing the limits of the dress code of the GGC).

At regular monthly meetings, casual attire may be worn. Executive committees will inform members of the event attire.

## **DUTIES OF THE GRAND BETHEL OFFICERS AND REPRESENTATIVES**

### GRAND BETHEL HONORED QUEEN'S DUTIES

- To plan and preside over all meetings of the Grand Bethel and Grand Bethel Executive Committee.
- To represent the Grand Bethel throughout the State and throughout the International Order.
- To make sure that all Grand Bethel Officers and Representatives are performing their duties.
- Memorize all appropriate parts for Grand Bethel Ceremonies and Meetings.
- To work with the Grand Bethel Musician to ensure that there is suitable music for the Semi- Annual Session and Special Meetings.
- To work in conjunction with the Grand Bethel Guardian and Grand Bethel Associate Guardian on all activities of the Grand Bethel.
- To be the contact person for substitutions and GGC activities in which the Grand Bethel is to assist.
- To perform and see that the Grand Bethel performs any activities they are called upon to do.
- To write a monthly article for the Grand Bethel Newsletter.

### GRAND BETHEL SENIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as Chairman of the Promotion Committee. As chairperson of this committee, it is her job to promote the Grand Bethel by creating a petition and sending it out to Bethels, PHQs, and MM up to the age of twenty-five.
- To preside over meetings when the Grand Bethel Honored Queen is absent and to assist the Grand Bethel Honored Queen in the performance of her duties.
- To work with the Grand Bethel Guardian and Grand Bethel Associate Guardian in planning her term as Grand Bethel Honored Queen.
- To present her term plans for approval to the Grand Bethel Executive Committee. Those that will have a GBHQ term from March to September should present their term plans at a convenient time between January and February. Those that have a September to March term should present their terms plans at a convenient time between June and August.
- Submit a proposed budget to the Executive Members of the GBC explaining what finances she intends to spend as Grand Bethel Honored Queen.
- Present the approved term plans to the members of the Grand Bethel of Maryland at the Semi Annual Session in March or September.
- To memorize the Grand Bethel Senior Princess' parts in Grand Bethel Ceremonies
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee
- To make all preparations for the Welcome Ceremony (see General Instructions)

### GRAND BETHEL JUNIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive committee and attend all meeting unless prevented by a reasonable excuse.
- To serve as chairman of the Ways and Means Committee by presenting plans for fundraisers at the same Executive Committee Meeting that term plans are presented (when she is Grand Bethel Guide). It is her duty as Chairman to secure all papers and other fundraising materials and distribute them to the Grand Bethel Members at an appropriate time. Also, it is her duty to collect the fundraisers on the due date and to phone or mail in all orders to the company. She shall also work with the Grand Bethel Secretary and Grand Bethel Treasurer on turning in all money from the fundraiser, and in securing a check for the company.
- To memorize all Grand Bethel Junior Princess' parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee.

### GRAND BETHEL GUIDE'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as chairman of the Handbook and Bylaws Committee, by making changes when needed, and to keep the electronic format of the Handbook and Bylaws up to date. It is also her duty to make copies of the Handbooks and Bylaws and to give an adequate number to the Grand Bethel Senior Princess before the Grand Bethel Formal Business Meetings for the New Members being Welcomed.
- She is also to provide Handbooks and Bylaws to Members who need an additional copy at an additional, but reasonable charge.
- To memorize all Grand Bethel Guide's parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To memorize floor plans and plates for marching.
- To serve on the Audit Committee.

### GRAND BETHEL MARSHAL'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and to attend all meetings unless prevented by a reasonable excuse.
- To set up and take down the Grand Bethel Room for formal meetings with the assistance of the Grand Bethel Custodians.
- To serve as Chairman of the Grand Bethel Jewel Committee by keeping records of all jewels. This is done by keeping a notebook for Officers and Representatives to sign their jewels in and out. It is her duty to:
  - Make sure all Officers and Representatives have the appropriate jewel and have signed out the jewel after the Installation.
  - Collect the jewels after the March or September Afternoon or Morning Business Meeting and make sure that the Officers and Representatives have signed their jewels back in.



- Send out letters to those who have a jewel outstanding.
- Have each Officer and Representative sign a statement that says they have paid the jewel fee and understand that the jewel fee will not be returned to them if the jewel is lost or damaged.
- Keep the electronic copy of the Grand Bethel Jewels up to date
- To write an article for the monthly Grand Bethel Newsletter.
- To memorize the Grand Bethel Marshal's parts in Grand Bethel Ceremonies.
- To memorize floor plans and plates for marching.
- To serve on the audit committee.

#### GRAND BETHEL TREASURER'S DUTIES

- To attend meetings of the Grand Bethel Executive Committee but not as a voting member.
- To receive all money and copies of bills and receipts from the Grand Bethel Secretary.
- To deposit within five days of a Grand Bethel Meeting, the money received at that meeting, into the Grand Bethel bank account.
- To maintain the checkbook; to make sure all checks are written to the proper person(s) and in the proper amount.
- To see that two signatures are on all checks.
- To write a monthly Treasurer's Report and to give a copy to the Grand Bethel Secretary.
- To work in conjunction with the Grand Bethel Secretary in maintaining the disbursement book.
- To memorize the Grand Bethel Treasurer's parts in Grand Bethel Ceremonies.

#### GRAND BETHEL SECRETARY'S DUTIES

- To attend all meetings of the Grand Bethel Executive Committee but not as a voting member.
- To take minutes at all monthly and Grand Bethel Executive meetings.
- To accept all receipts and other bills for reimbursement or payment.
- To keep records of the bills and receipts, turning a copy of these records over to the Grand Bethel Treasurer after each monthly meeting.
- To accept all Grand Bethel money, turning it over to the Grand Bethel Treasurer.
- To work in conjunction with the Grand Bethel Treasurer in maintaining the receipts book.
- To hold all Grand Bethel Property or have knowledge of who holds which property.
- To maintain the Permanent Record Book with the most recent information with the assistance of the Grand Bethel Librarian.
- To notify those who have been suspended or have reached Majority.
- To send out dues notices to both active and inactive Members.
- To keep records of jewel fees and dues in the permanent record book.
- To send out notices to those who have not paid their jewel fee.
- To sign and give out dues cards, hold extra dues cards, and make copies when needed.
- To hold Majority certificates, make sure all proper signatures are on the Certificates, and to make copies of the certificates when needed.

- To hold all official Grand Bethel correspondence and reply when needed.
- To send out any communications at the request of the Grand Bethel Honored Queen, Grand Bethel Guardian, and/ or Grand Bethel Associate Guardian.
- To send in all reservations on behalf of the Grand Bethel.
- To work in conjunction with the Grand Bethel Senior Princess in sending out letters to Officers for the next term before the Semi-Annual Session.
- To memorize the Grand Bethel Secretary's parts in Grand Bethel Ceremonies.

#### GRAND BETHEL LIBRARIAN'S DUTIES

- To write and send out the monthly Grand Bethel Newsletter.
- To set and announce appropriate deadlines for the newsletter.
- To work in conjunction with the Grand Bethel Secretary in keeping the Grand Bethel Records up to date.
- To send out newsletter subscription notices.
- To select an appropriate Librarian's Report to read at each meeting.
- To memorize the Grand Bethel Librarian's parts in Grand Bethel Ceremonies.

#### GRAND BETHEL CHAPLAIN'S DUTIES

- To read and understand the Instructions for the Grand Bethel Chaplain in the Grand Bethel Handbook.
- To memorize the Grand Bethel Chaplain's parts in Grand Bethel meetings and ceremonies and/or with the approval of the Executive Members of the GBGC write the prayers for the devotions of the Bethel

#### GRAND BETHEL MUSICIAN'S DUTIES

- To be proficient in playing the musical portion of the Grand Bethel Ceremonies and/ or memorize the Grand Bethel Musician's parts in Grand Bethel Ceremonies.
- To substitute for another Grand Bethel Officer when needed and asked to do so.
- To work with the Grand Bethel Honored Queen to ensure that there is suitable music for the Semi-Annual Session and Morning or Afternoon Business Meeting.

#### GRAND BETHEL MESSENGERS' DUTIES

- To be proficient in memory work for the Welcome Ceremony, Majority Ceremony, and other Grand Bethel Ceremonies.

#### GRAND BETHEL CUSTODIANS' DUTIES

- To assist the Grand Bethel Marshal in preparing the Grand Bethel room for formal meetings.
- To serve as tellers in Elections.
- To pass around the favor and money baskets during Coin March.

- To gather the Officer's chairs before the Closing Ceremony.
- To memorize the Grand Bethel Custodians' parts in Grand Bethel Ceremonies.

### GRAND BETHEL REPRESENTATIVES' DUTIES

- To write to and exchange ideas with each Bethel in the state in which they are appointed to serve.
- To give a report at the Semi-Annual Session.
- To substitute for another Grand Bethel Officer when needed and asked to do so.

### **INSTRUCTIONS FOR GRAND BETHEL CHAPLAIN**

The GB Chaplain does not sing at any time when she is attending the Altar.

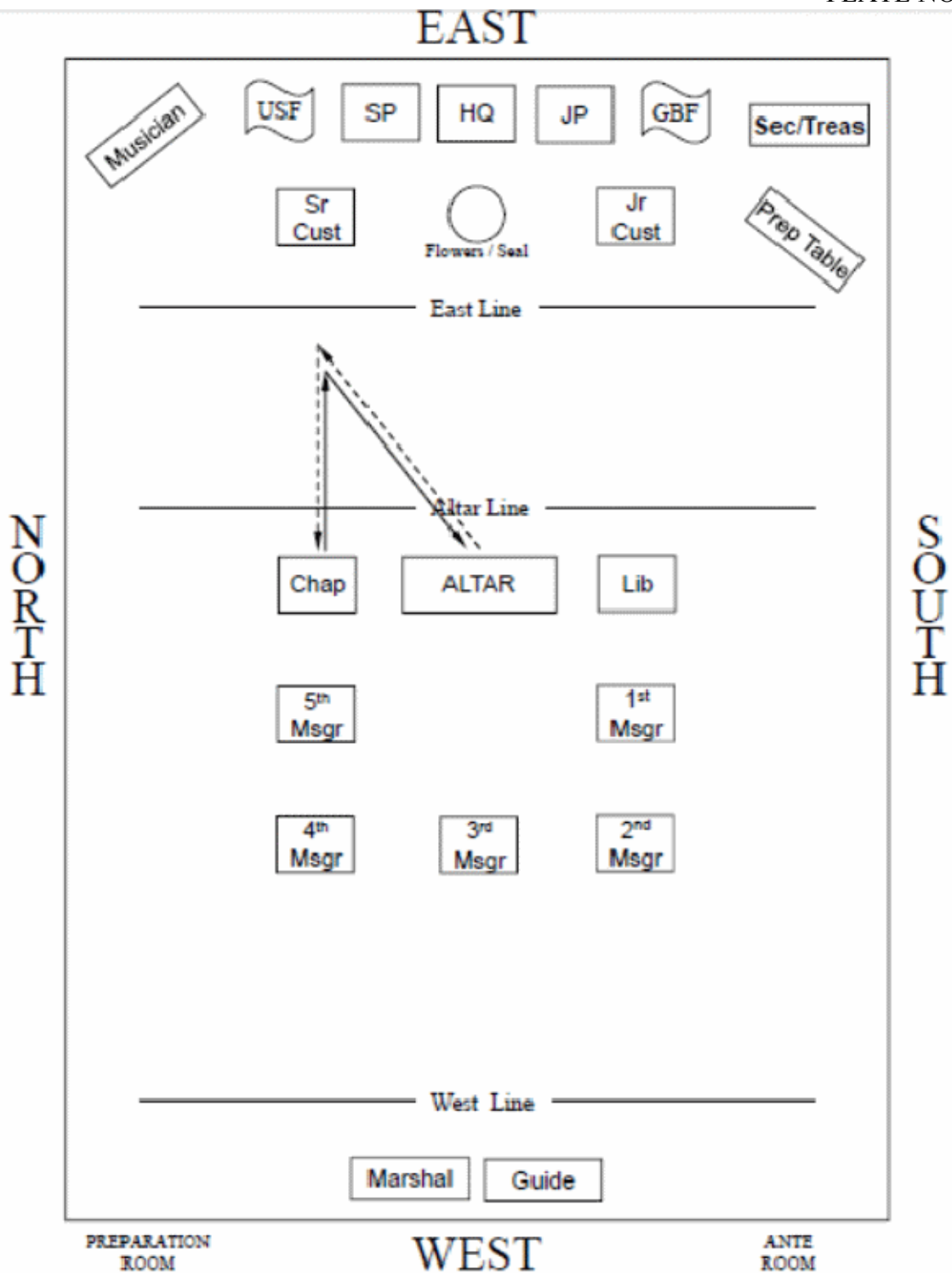
To approach the Altar, the GB Chaplain walks on a straight line towards the GB Senior Custodian to a point two-thirds the way between the East Line and the Altar and walks diagonally to the Altar. (Plate 2)

There shall be no loose papers in the Bible or on the Altar. Do not lift the Bible from the Altar, except during the Memorial Ceremony.

Using both hands, the GB Chaplain reverently opens the Bible, placing left hand at the back of the Bible to keep it in the center of the Altar. With right hand on lower corner of the Bible, slowly stand the Bible upright on its binding. With hands on opposite covers, open the Bible to Chapter XLII (42) vs. 15 of the Book of Job. The GB Chaplain then kneels and assumes the attitude of prayer. One of the prayers below is recited, whichever is appropriate to that particular part of the meeting.

After completing the prayer, the GB Chaplain drops her hands as a symbol for the GB Musician to begin playing the piano. The GB Chaplain retraces the steps she took to the Altar, by marching backwards on a diagonal line, to a point two-thirds of the way between the East Line and the Altar, and directly between her chair and the chair of the GB Senior Custodian and then walks straight to the GB Chaplain's chair. (Also on Plate 2)

At the end of formal meetings, the GB Chaplain also says a prayer prior to the Officers exiting the Grand Bethel Room. The instructions for marching to the Altar are on Plate 12. The Grand Bethel Chaplain begins marching to the Altar, as the GB Honored Queen marches around the Altar after descending from the East. The GB Chaplain marches on a straight line in front of the GB Officers to a point two-thirds of the way between the East Line and the Altar. She then turns and marches on a diagonal line to the Altar. To leave the Altar after giving the prayer, the GB Chaplain retraces her steps, marching backwards on a diagonal to a point two-thirds between the Altar and the East Line, and then walks straight to her position in the line of GB Officers.



GRAND BETHEL CHAPLAIN'S APPROACH

## PRAYERS FOR THE GRAND BETHEL CHAPLAIN

**Grand Bethel Chaplain and Grand Bethel Installing Chaplain Option:** With the approval of the EGBC, the Chaplain may write her own prayers. She must make this request at least one business meeting in advance.

### Closing Prayer

"Our Heavenly Father, we come to Thee in faith, asking that Thy blessing may rest upon us. Grant us the wisdom and courage to do Thy will. Make our ideals as pure as thee above and guide us in Thy Holy Light. Bless us in our work and be with us as we go our separate ways. We ask in Thy namesake. Amen."

### Welcome Ceremony Prayer

"Almighty God, bless these daughters and unite their hearts with ours into one great fellowship. Grant that they may continue to enrich their lives in the service of our Grand Bethel. We ask in Thy Holy Name. Amen."

### Majority Ceremony Prayer

"Dear Lord, we pray that Thou will be with our new Majority Members as they continue along the road of life. Keep them in Thy tender care and guard them with everlasting love. May they always cherish the friendship of those with whom they have served. In thy name, we pray. Amen."

### Election of Officers Prayer (OPTIONAL: To omit prayer, it must be approved by EGBC)

"Supreme Architect of the Universe, grant us the wisdom to select with care those who are to lead the Grand Bethel of Maryland. Make each member a willing worker ready to "Build with God for Tomorrow". We ask in Thy Holy Name. Amen."

### Installing Chaplain Prayer

"Our Heavenly Father, we pray that these Past Honored Queens and Majority Members pledge themselves to guide our daughters, assist our Bethels to grow, and to "Build With God For Tomorrow". Be with them as they labor at each task; show them that with Thee all things are possible. We ask in Thy name. Amen."

### Installation Closing Prayer

"Most gracious and loving Father, we thank Thee for the Order of Job's Daughters and for the privilege of serving the Bethels in this State. Strengthen us with the power of Thy grace so that we may be more patient and more sincere in our love for one another. Take away all thoughts of self-glory and honor as we assume our responsibilities for the ensuing term. Bless the Grand Bethel and all who are associated with our order. Amen."

### Memorial Ceremony Prayer

"Most gracious and loving Father, we thank Thee for Thy tender loving care. It is our earnest desire to live according to Your Will. Teach us to appreciate those who render unselfishly to our Grand Bethel. Comfort the family of our departed loved one. Show us how to build a better tomorrow by doing to others today as we would have them do unto us. We ask in Thy namesake. Amen."

**BUSINESS SESSION**  
**Opening Ceremony**

Those about to enter the Grand Bethel Room shall be in line as follows:

**Preparation Room**  
**Doorway**  
Grand Bethel Associate  
Guardian

**Anteroom**  
**Doorway**  
Grand Bethel  
Guardian

The Grand Guardian and Associate Grand Guardian may enter with the GB Guardian and GB Associate Guardian. (Plate 3) (Optional).

**Preparation Room**  
GB Marshal  
GB Third Messenger  
GB Fourth Messenger  
GB Fifth Messenger  
GB Chaplain  
GB Senior Custodian  
GB Senior Princess  
GB Honored Queen

**Anteroom**  
GB Guide  
GB Second Messenger  
GB First Messenger  
GB Librarian  
GB Secretary  
GB Treasurer  
GB Junior Custodian  
GB Junior Princess

The GB Musician will be at her station. The GB Secretary and GB Treasurer may be pre-seated if directed by the GBHQ.

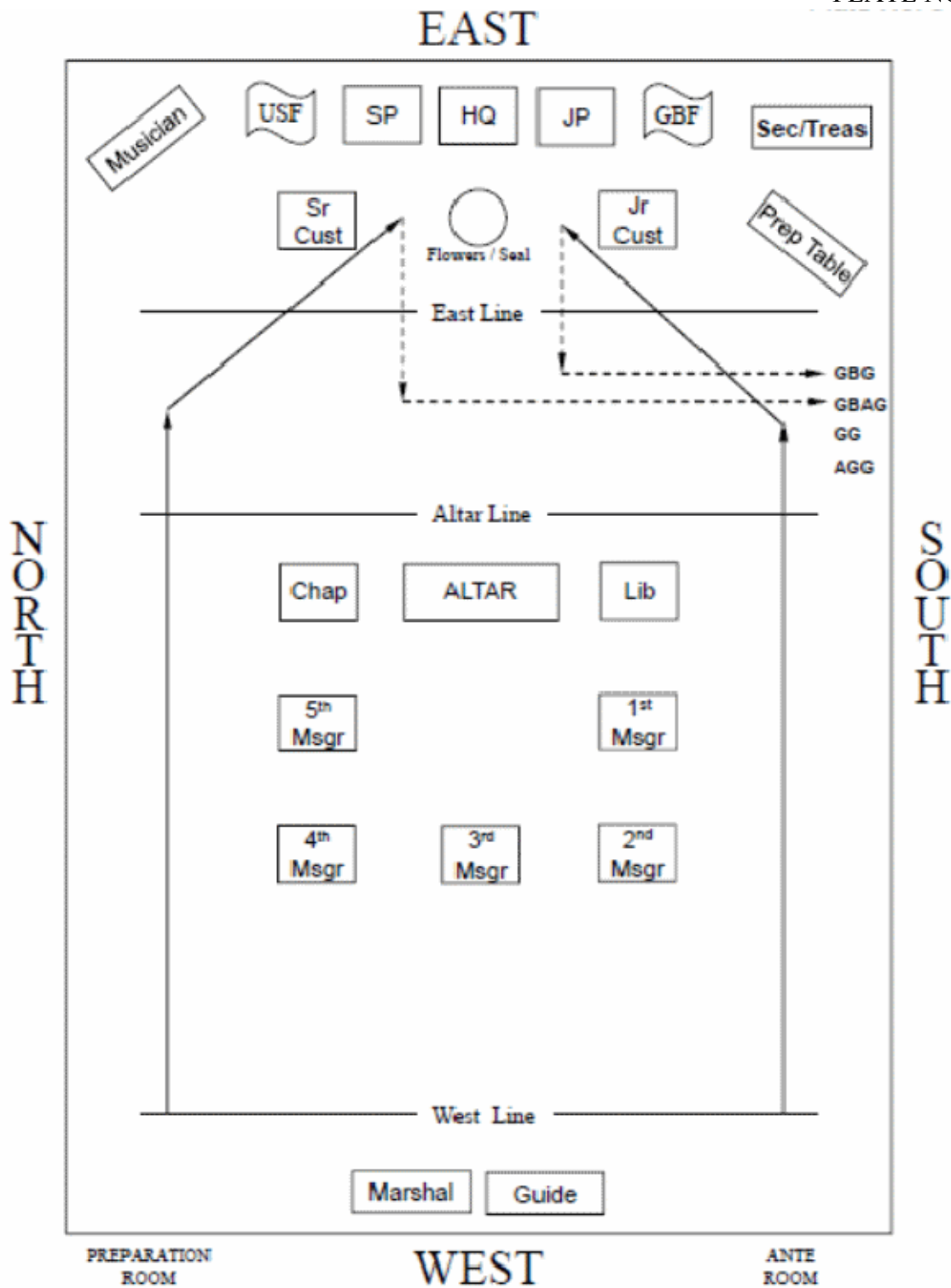
**Entrance of the Grand Bethel Guardian**  
**And the Grand Bethel Associate Guardian**

The Officers are in line in the Anteroom with the door open and in the Preparation Room with the door open. The GB Guardian is one-step inside the Grand Bethel Room in front of the Anteroom doorway. The GB Associate Guardian is one-step inside the Grand Bethel Room in front of the Preparation Room door. March music.

The GB Guardian and GB Associate Guardian march east until they reach a point two-steps in front of the Altar Line. The GB Guardian turns left; the GB Associate Guardian turns right and march on an angle to the east line. The GB Guardian and GB Associate Guardian ascend the dais. (Plate 3). The GB Associate Guardian hands the gavel to the GB Guardian. One rap of the gavel (\*).

**GB GUARDIAN: The Grand Bethel of Maryland, Job's Daughters International, is about to convene for the (January or June special meeting/ the business meeting of the Spring or Fall Semi-Annual Session).**

The GB Guardian will nod at the GB Musician as a signal to begin playing. March music.



ENTRANCE OF THE GBG AND GBAG

## **Entrance of Grand Bethel Officers**

The GB Guide and GB Marshal shall line up the GB Officers in their proper order. The GB Guide and GB Marshal march east to the Altar Line turning a square corner towards the Altar. Upon reaching the center of the Altar, they turn and walk diagonally to the East Line. The GB Officers remain standing in a diagonal line. The GB Officers turn inward, the GB Honored Queen follows the GB Princesses until they reach the East Line, and then face each other and line up with the other Officers. The GB Honored Queen ascends the dais. (Plate 4)

The GB Guardian presents the GB Honored Queen with the gavel and introduces her.

**GB GUARDIAN: It is with pleasure that I introduce \_\_\_\_\_, Grand Bethel Honored Queen.** (Other titles optional)

All three remain in the East until the GB Honored Queen instructs the officers to take their stations.

**GB HONORED QUEEN: The Grand Bethel Officers will take their stations.**

March music. The GB Princesses ascend the dais and assume their stations. The GB Officers follow the GB Guide and GB Marshal down the North and South Lines and drop off at their respective stations. Remain standing. The GB Third Messenger precedes the GB Second Messenger to her station. The GB Guide and GB Marshal proceed to their stations by marching straight until reaching a point half way between the GB Second Messenger and GB Fourth Messenger chairs respectively and the West Line, and then turn to march on a diagonal until reaching the West Line and then proceed to their stations. (Plate 5)

As soon as the GB Officers leave the East Line, the GB Guardian and GB Associate Guardian (Grand Guardian and Associate Grand Guardian) retire from the East. They walk to the South Line along the East Line where they remain standing at their seats. (Plate 3)

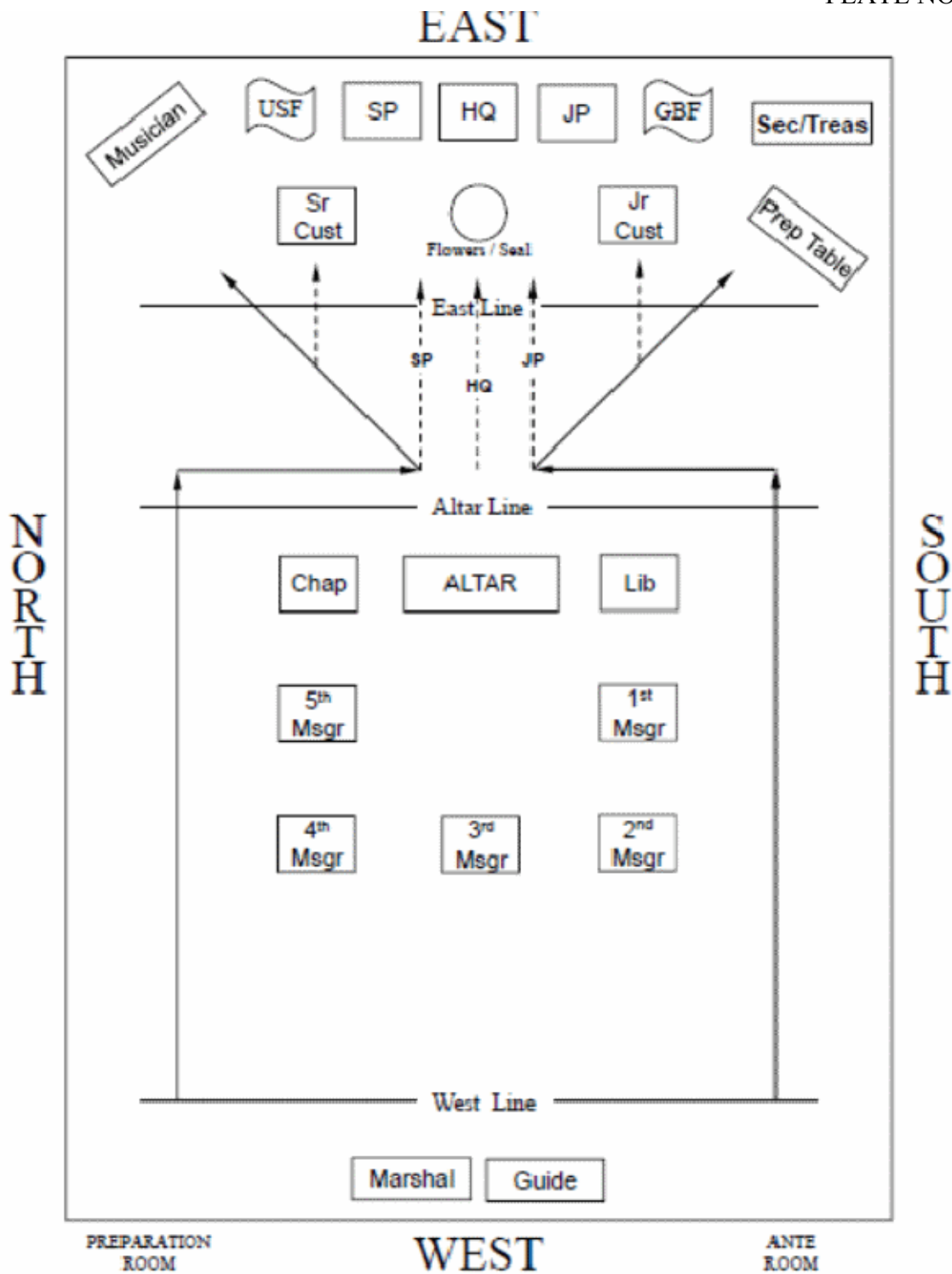
## **Flag Ceremony Escort of the National Emblem**

**GB HONORED QUEEN: Grand Bethel Marshal, you will present the Flag of our Country West of the Altar.** March music.

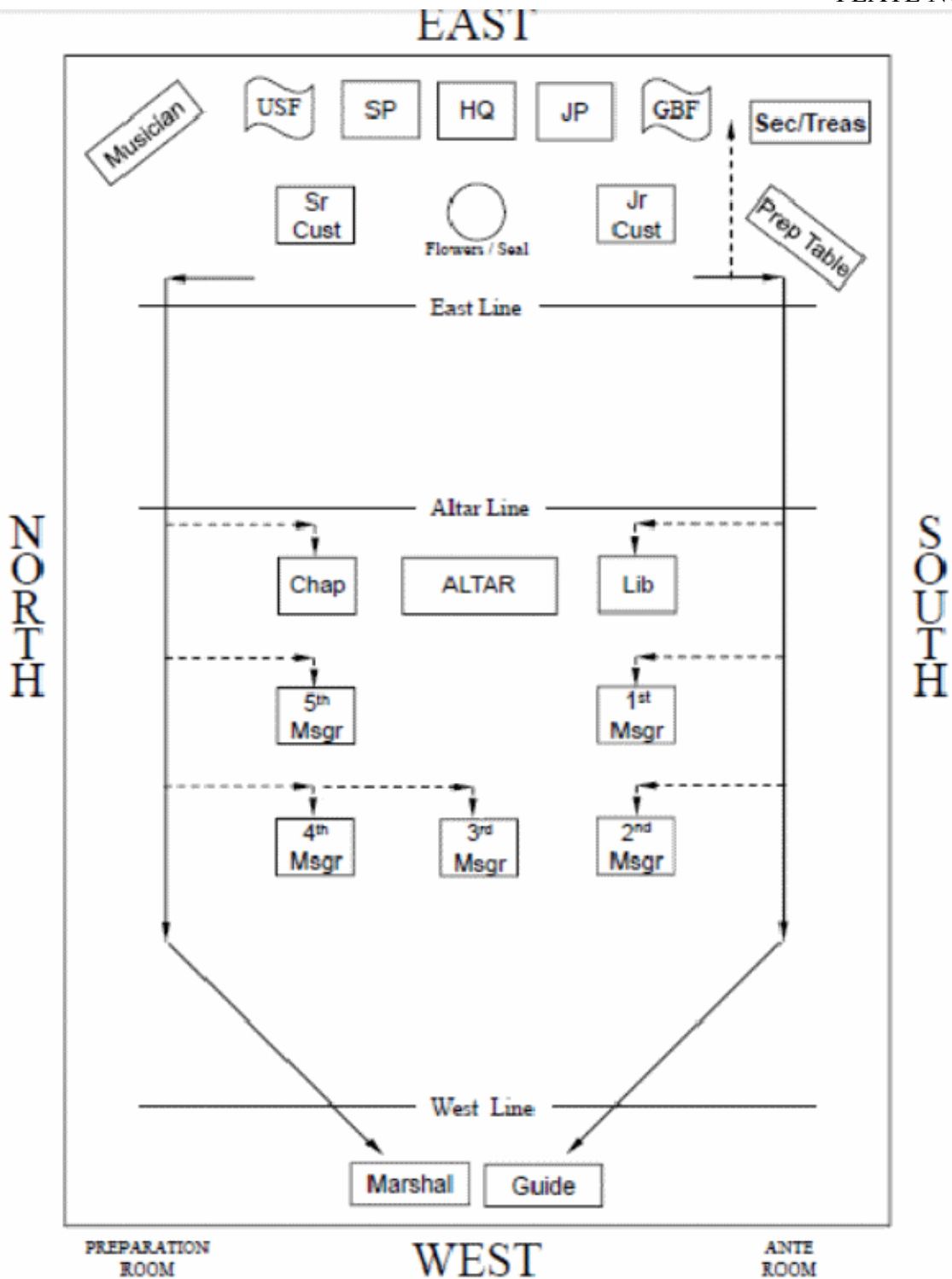
The GB Marshal retires to the Preparation Room for the Flag by advancing to the West Line, turns north and walks diagonally to a point in front of the Preparation Room door, turns left and goes to the Preparation Room. (Plate 6)

The flag will be held upright and should not be dipped to any person or thing during this ceremony. It shall be carried holding the right hand around the staff with the thumb pointing upwards. The height of and on a level with the left shoulder, the left hand at the waistline, the base of the left hand resting against the left hip. The Flag should never be allowed to touch

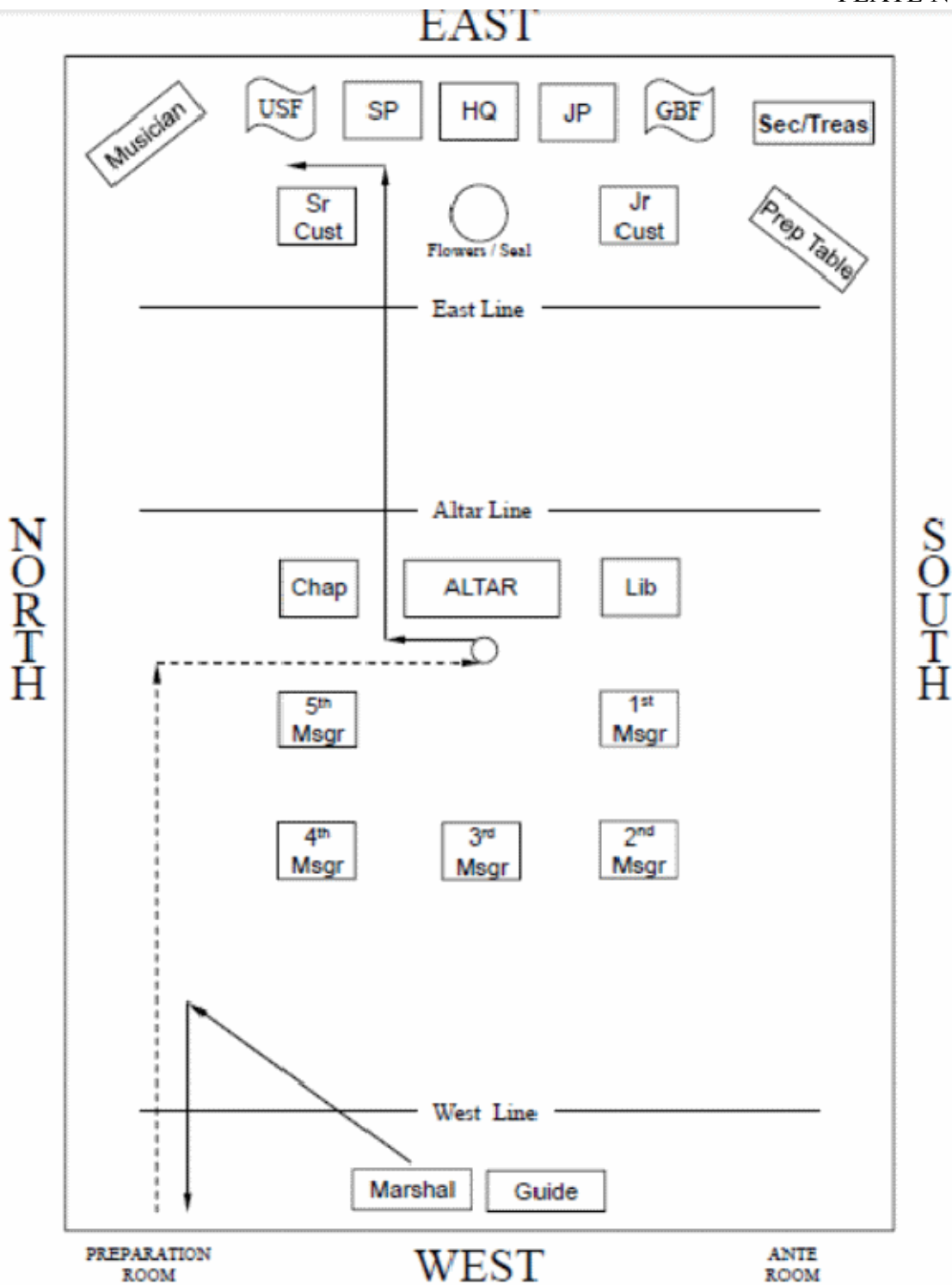




OPENING MARCH  
ENTRANCE OF THE GRAND BETHEL OFFICERS



OPENING MARCH CONTINUED  
GRAND BETHEL OFFICERS TAKE THEIR STATIONS



ENTRANCE OF NATIONAL EMBLEM

anything beneath it. The Eagle at the top of the staff should face forward

When the GB Marshal has the flag in proper position to enter the Grand Bethel Room, the GB Honored Queen sounds three raps of the gavel (\*\*\*). The GB Marshal enters the Grand Bethel Room through the Preparation room door, marches straight on the North Line and turns right at a point between the stations of the GB Fifth Messenger and GB Chaplain and walks between the stations of the GB Fifth Messenger and GB Chaplain. At this time, everyone faces the Flag. (Plate 6)

As the GB Marshal enters the Grand Bethel room the GB Honored Queen places her right hand over her heart with her fingers together, keeping her hand flat against her body, forearm on a slight angle in a natural position. This is a signal for all citizens of the United States to assume this position. This salute is held until after the Pledge of Allegiance is given.

**GB HONORED QUEEN: Before you is our country's flag, the blue for the skies above us, the white for purity and the red for our forefather's blood. There are thirteen red and white stripes designating the original thirteen colonies. On a field of blue, there are fifty stars, one for each state in our fine country. May this flag remind us to never falter in our Allegiance to the United States of America. All will join in singing the National Anthem.**

After the Flag tribute, the first verse of the "Star Spangled Banner" will be sung. The GB Marshal does not sing.

**GB HONORED QUEEN: Grand Bethel Marshal, you will place the American Flag in the East.**

The GB Marshal marches to the East by turning left at the Altar, never turning the Flag, then right between the GB Chaplain and the Altar, marching on a straight line to the East Dais. The GB Marshal ascends the dais and places the Flag, with the Eagle facing west, in the stand, in line with the station of the GB Senior Princess. She then steps back one-step and joins in salute to the Flag. (Plate 6)

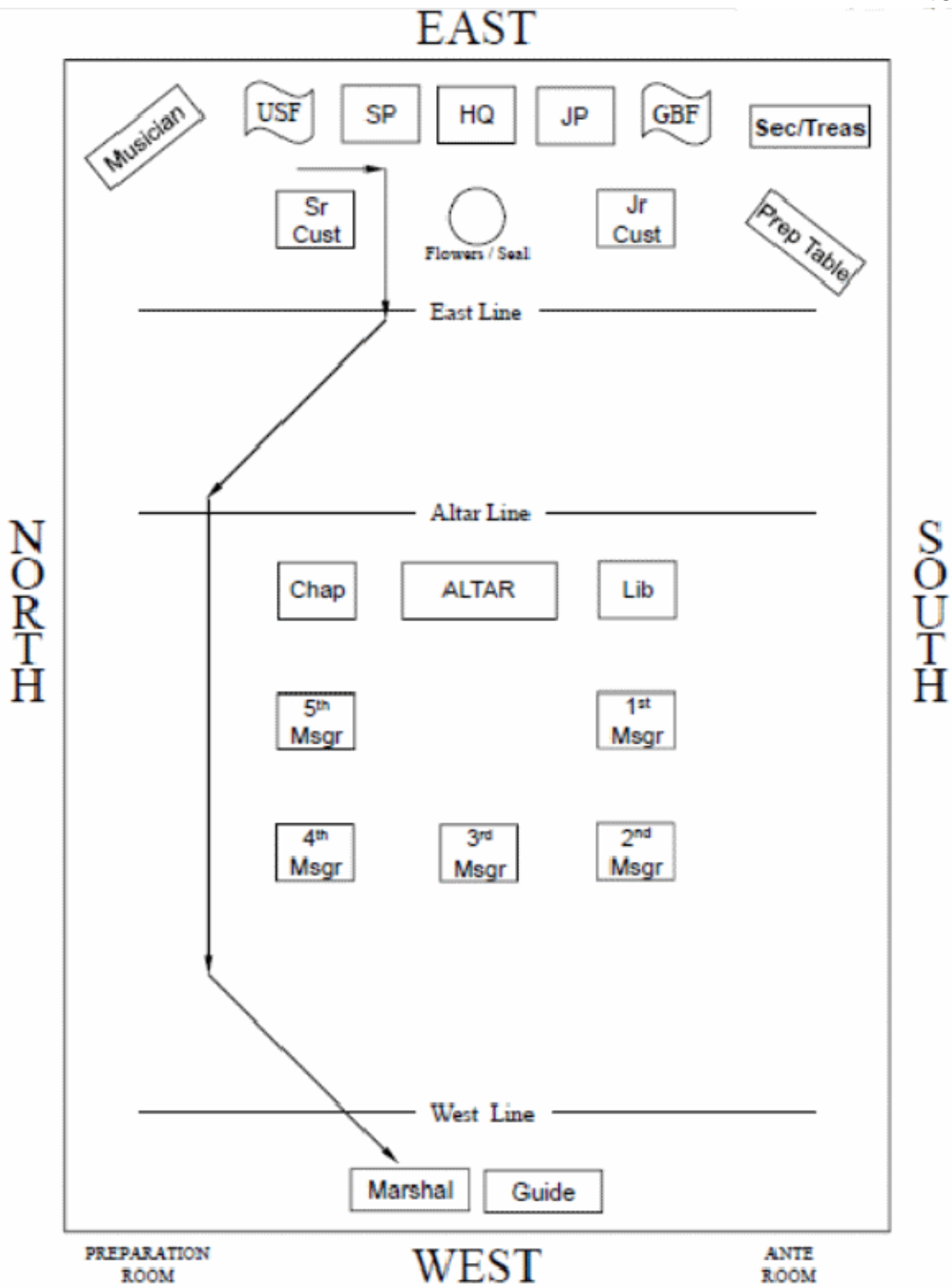
**GB HONORED QUEEN: All citizens will repeat the Pledge of Allegiance.**

If no other national flags are to be escorted, as the GB Marshal turns to return to her station the GB Honored Queen sounds one rap of the gavel (\*).

The GB Marshal retraces her steps to the East Line, turns north and walks diagonally to the Altar Line. Turns west, marches to a point in line with the GB Fourth Messenger, turns west, walks diagonally to her station and is seated. (Plate 7)

### **Escort of Other Flags**

If desired, other flags may be presented at this time. They may be escorted west of the



NATIONAL EMBLEM CONTINUED

Altar and be given a tribute after which they may be placed in the proper position in the East; or they may be escorted directly to the East.

### **Escort of the Grand Bethel Flag**

**GB HONORED QUEEN: Grand Bethel Flag Bearer (rises) you will display the Grand Bethel Flag.**

The GB Flag Bearer retires to the Anteroom for the Flag following the Grand Bethel marching lines. The Grand Bethel Flag Bearer carries the flag at a sixty degree angle by holding her left hand around the staff with her thumb pointing upward toward the flag. The left hand is placed on the staff at a height of and on a level with the right shoulder, elbow relaxed. The right hand is at the waistline; hand around the staff, with the base of the hand resting on the right hip.

The GB Flag Bearer enters the Grand Bethel Room through the Anteroom door, marches straight on the South Line and turns left at a point between the stations of the GB First Messenger and GB Librarian and walks between the stations of the GB First Messenger and GB Librarian. (Plate 8)

**GB HONORED QUEEN: Members and Majority Members of the Grand Bethel, you will rise and join in singing the Grand Bethel Flag Song.** At this time, all officers face the flag. The Grand Bethel Flag Bearer will sing the Grand Bethel Flag Song. The song is sung to the tune of, "Abide with Me".

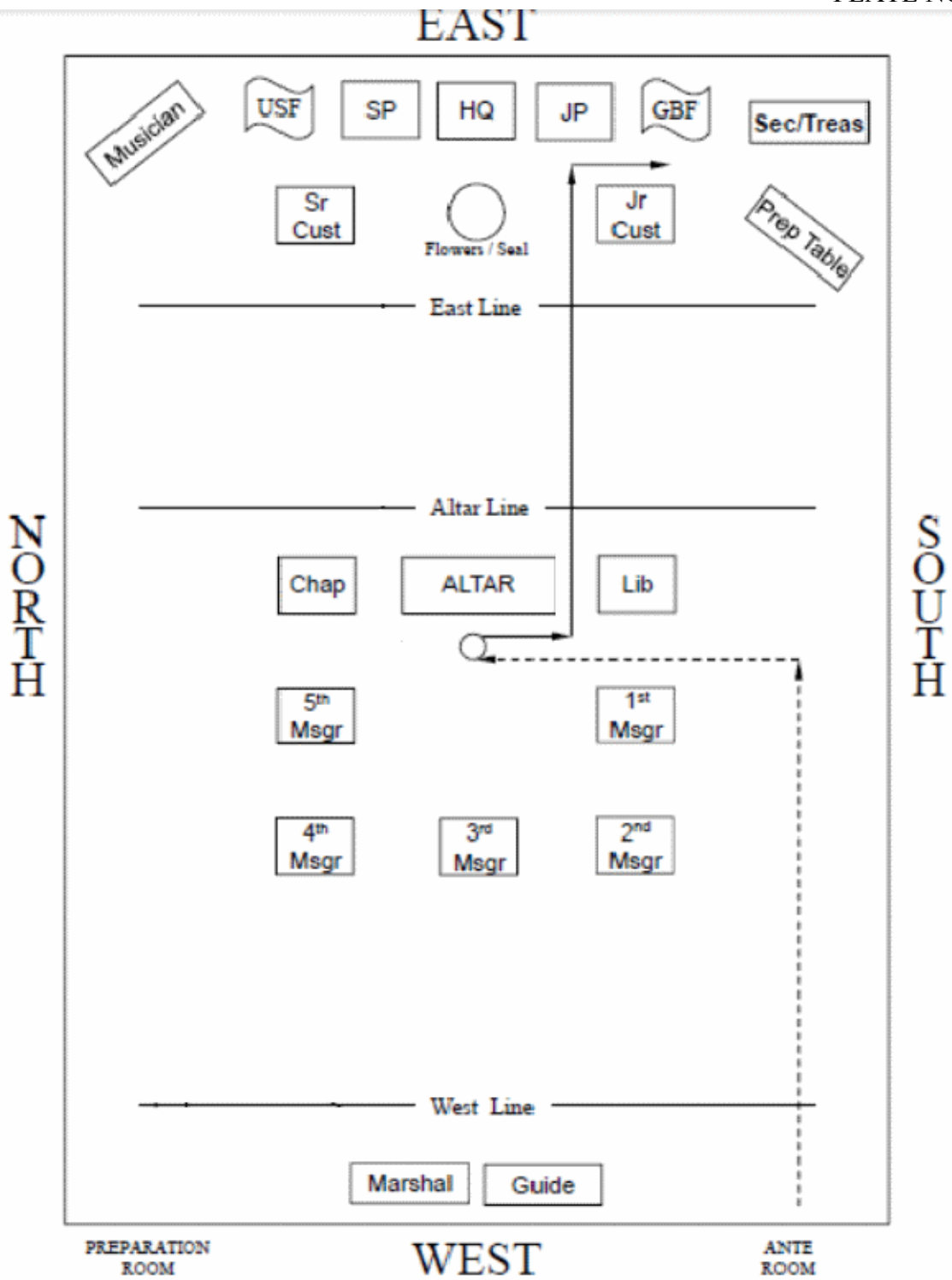
Building with God; true friends to emulate  
Give sister Bethels help throughout the state  
Encouraging the fairest in the land  
All in blue and white working hand in hand

Growing together as we train to serve  
Showing Job's Daughters love without reserve  
As calla lilies tall and stately stand  
We are the Grand Bethel of Maryland

**GB HONORED QUEEN: Grand Bethel Flag Bearer, place the Bethel Flag in the East at the left of the Grand Bethel Junior Princess.**

The GB Marshal marches to the East by turning right at the Altar, then left between the GB Librarian and the Altar, marching on a straight line to the East Dais. The GB Flag Bearer ascends the dais and places the Flag in the stand in line with the station of the GB Junior Princess. (Plate 8) The GB Flag Bearer turns to return to her station following the Grand Bethel marching lines, the GB Honored Queen sounds one rap of the gavel (\*).

The GB Flag Bearer retraces her steps to the East Line, turns toward her seat and walks diagonally to the Altar Line. She then takes her seat.



ESCORT OF GRAND BETHEL FLAG

## Opening Prayer

GB HONORED QUEEN: **Grand Bethel Chaplain, you will attend at the Altar.** Altar music: "Sweet Hour of Prayer".

The GB Chaplain marches east to a point midway between the East Line and Altar Line, turns West, marches diagonally to the Altar, reverently opens the Bible to the 42nd Chapter, 15<sup>th</sup> Verse of the Book of Job, and kneels. After the Bible is opened and the GB Chaplain is in the kneeling position, all Officers assume the Attitude of Prayer. (See Plate 2 and Instructions for GB Chaplain)

Following the Chaplain reciting the Lord's Prayer or prayer approved by the EGBC, she returns to her station in the regular Grand Bethel manner. One rap (\*). (Plate 2)

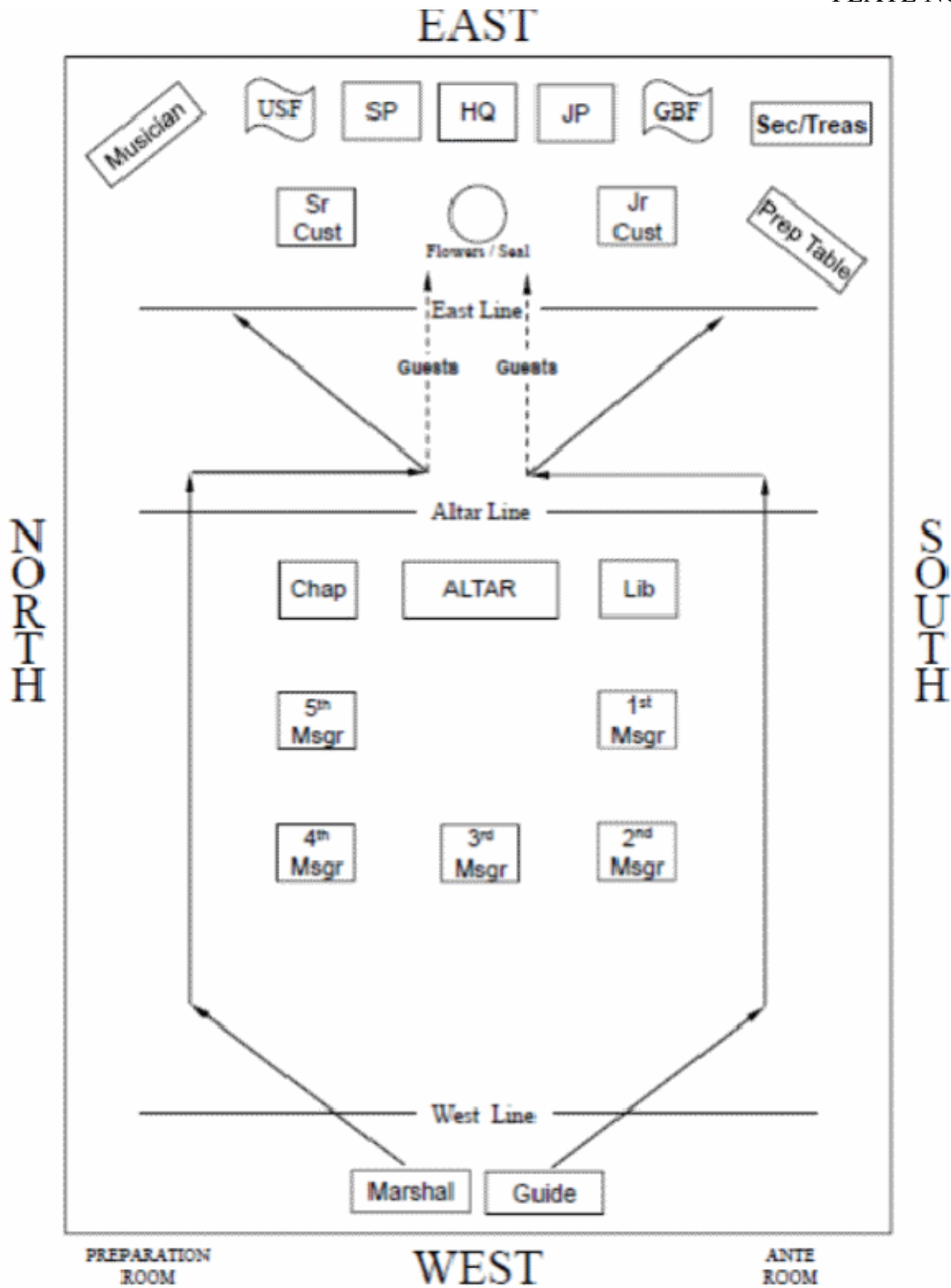
## Escort and Introductions

The GB Guide and GB Marshal march diagonally from the West Line, to a point half way between the West Line and the stations of the GB Second Messenger and GB Fourth Messenger, and then proceed east along the North and South Marching Lines, marching straight, until they reach the Altar Line. As they pass the visitor on their respective sides, they say, "Please follow me." At the Altar Line they ask the visitor following them to please wait, then proceed to the visitor farthest east and ask her/him to follow her. They return to the Altar Line. They tell the visitors to, "Please walk straight."

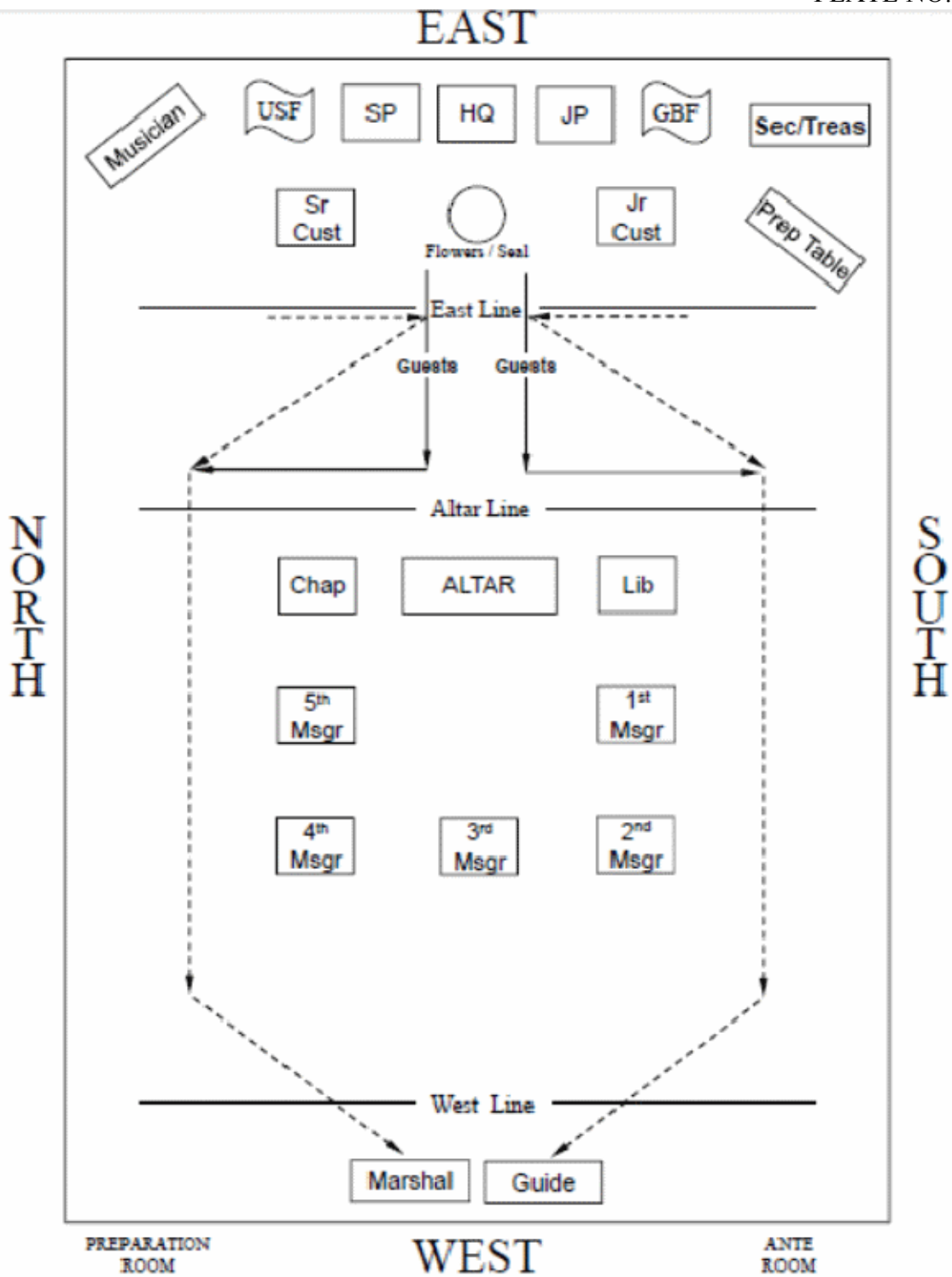
The GB Guide and GB Marshal followed by the visitors, march on the Altar Line to a point in line with the center of the Altar. The visitors then continue marching straight and march either to the East Dais or to the East Line. The GB Guide and GB Marshal, turn diagonally at the Altar then march east diagonally to the East Line. The GB Guide and GB Marshal stand in line near the pedestals, facing each other as the visitors are introduced. (See Plate 9)

After the visitors are introduced, the GB Guide and GB Marshal march toward the center of the visitors, and then tell them to "Please walk straight." The GB Guide and GB Marshal then turn and march diagonally towards the Altar Line, standing on the North and South Lines respectively. The GB Guide and GB Marshal turn toward the Altar and thank the visitors for coming. The visitors return to their seats. (See Plate 10). After all of the visitors are introduced, the GB Guide and GB Marshal return to their stations in the usual Grand Bethel manner (see also Plate 9).





ESCORT AND INTRODUCTIONS



ESCORT AND INTRODUCTIONS CONTINUED

1. Past Grand Bethel Honored Queens ..... ESCORTED
2. Majority Members of the Grand Bethel ..... ESCORTED
3. Grand Bethel Honored Queens, Officers and Representatives of Other Jurisdictions  
..... ESCORTED
4. Honored Queens and Past Honored Queens ..... ESCORTED
5. Princesses and Past Princesses ..... ESCORTED
6. Supreme Bethel Officers and Representatives ..... ESCORTED
7. Miss (JURISDICTION) Job's Daughters and Miss (JURISDICTION) Congeniality  
..... ESCORTED
8. All Visiting Job's Daughters ..... WELCOMED
9. Majority Members of Job's Daughters ..... WELCOMED
10. Supreme Guardian and Associate Supreme Guardian ..... ESCORTED
11. Past Supreme Guardians and Past Associate Supreme Guardians ..... WELCOMED
12. Other Supreme Officers ..... WELCOMED
13. Grand Guardian and Associate Grand Guardian ..... ESCORTED
14. Grand Guardians and Associate Grand Guardians from other jurisdictions  
..... WELCOMED
15. Past Grand Guardians and Past Associate Grand Guardians ..... WELCOMED
16. Other Grand Officers (ALL JURISDICTIONS) ..... WELCOMED
17. Grand Bethel Guardian, Grand Bethel Associate Guardian, Past Grand Bethel  
Guardians and Past Associate Grand Bethel Guardians of all jurisdictions  
..... ESCORTED
18. Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians and Past  
Associate Bethel Guardians ..... WELCOMED
19. Visiting Council Members ..... WELCOMED
20. Other Distinguished Guests (Worshipful Masters, Worthy Matrons, Worthy Patrons,  
DeMolay, and Rainbow) ..... ESCORTED

*If the visitors are to be introduced from the East Dias:* the GB Guide and GB Marshal back on the East Line to an appropriate distance and stand facing each other. When the visitors reach the East Line, the GB Honored Queen extends her hands in welcome, inviting the visitors to ascend the dais. The visitors ascend the East Dais.

GB HONORED QUEEN: **It is with pleasure that I introduce ... (name)..., ...(title or titles)... of Bethel No. ..., of ... (City)..., ... (State, Province, Territory or Country).** If the visitor is not affiliated with Job's Daughters International, the same introduction will be used, eliminating "Bethel Number" and substituting the name of the Masonic order.

If the GB Honored Queen does not know all of the visitors:

GB HONORED QUEEN: **Please introduce yourself, giving your name, title and Bethel number (or name of Masonic organization), beginning on my right.**

A short personal welcome by the GB Honored Queen should follow the introduction.

GB HONORED QUEEN: **Members and friends, you will join me in giving hearty welcome to ...** Members do not rise; the GB Honored Queen leads in applause.

**Order of Business  
Business Session**

1. Roll Call
2. Reading of Minutes
3. Financial Statement
4. Reading of Petitions for Membership
5. Welcome Ceremony
6. Majority Ceremony
7. Communications
8. Reports
  - A. Promotion
  - B. Ways and Means
  - C. Handbook and Bylaws
  - D. Jewels
  - E. Other
    - a) Newsletter
    - b) Sunshine
    - c) All other term appointed committees
9. Unfinished Business
  - A. GB Representative Reports (only at Semi-Annual Session)
  - B. Other
10. New Business
  - A. Election of Officers
  - B. Installation of Grand Bethel Officers
  - C. Installation of Grand Bethel Guardians
  - D. Balloting for GB Guardian & GB Associate Guardian (March only)
  - E. Other
11. Receipts of the Meeting
12. Bills
13. Librarian's Report
14. Special Ceremony (optional)
15. Good of the Bethel
  - A. Presentations (optional)
  - B. Remarks by those called upon by the Honored Queen
  - C. Coin March (optional)
  - D. Memorial Ceremony (optional)

**Order of Business  
Informal Meeting**

1. Called to Order by GB Honored Queen
2. Lord's Prayer
3. Roll Call
4. Reading of the Minutes
5. Financial Report
6. Communications
7. Petitions for Membership
8. Report of Committees
9. Unfinished Business
10. New Business
11. Receipts
12. Bills
13. Librarian's Report
14. Presentations (Optional)
15. Remarks
16. Mizpah Benediction

**Order of Business  
Executive Meeting**

1. Called to Order by the GB Honored Queen
2. Lord's Prayer
3. Roll Call (Silently)
4. Reading of previous Executive meeting minutes
5. Financial Statement (if needed)
6. Communications addressed to Executive members only
7. Unfinished Business
8. New Business
9. Mizpah Benediction

**1.**

**ROLL CALL**

GB HONORED QUEEN: **Grand Bethel Secretary**, (rises) **you will call the roll** (active members). GB Secretary reads the roll and is seated. One rap (\*).

**2.**

**READING OF MINUTES**

GB HONORED QUEEN: **Grand Bethel Secretary**, (rises) **you will read the minutes of our** (month) **meeting**.

GB HONORED QUEEN: **Are there any corrections to these minutes?** (Pauses) **These minutes stand approved as (read/corrected)**.

GB Secretary presents the Minute Book to the GB Honored Queen for her signature. After the GB Honored Queen has signed the Minute Book, the GB Secretary returns to her desk and is seated. One rap (\*).

**3.**

**FINANCIAL STATEMENT**

GB HONORED QUEEN: **Grand Bethel Treasurer**, (rises) **you will read the financial statement**. After the GB Treasurer has completed reading the statement, she will sign the report and is seated. One rap (\*).

**4.**

**READING OF PETITIONS**

GB HONORED QUEEN: **Grand Bethel Secretary**, (rises) **you will read the petitions**. GB Secretary reads the petitions and is seated. One rap (\*).

**5.**

**WELCOME CEREMONY**

GB HONORED QUEEN: **Welcome Ceremony**. If there are no candidates to be initiated at this time, the GB Honored Queen will not announce this Order of Business.

**6.**

**MAJORITY CEREMONY**

GB HONORED QUEEN: **Majority Ceremony**. If there are no candidates to be given their majority, the GB Honored will not announce this Order of Business.

**7.**

**COMMUNICATIONS**

GB HONORED QUEEN: **Grand Bethel Secretary**, (rises) **you will read the communications**. The GB Secretary read the communications and is seated.

GB HONORED QUEEN: **All communications requiring action will be taken care of under the proper order of business**. One rap (\*).

**8.**

REPORTS

GB HONORED QUEEN: **Reports.**

Necessary reports appointed by the GB Honored Queen shall be given at this time. Other reports may be called for at this time. One rap (\*).

**9.**

UNFINISHED BUSINESS

GB HONORED QUEEN: **Unfinished business.**

Any business not complete at a previous meeting shall be presented at this time. One rap (\*).

**10.**

NEW BUSINESS

GB HONORED QUEEN: **New business.**

Any business brought up at this time must have been approved by the Executive members of the GBC. Election of Officers shall be the first order of business. One rap (\*).

**11.**

RECEIPTS

GB HONORED QUEEN: **Grand Bethel Secretary, (rises) you will read the receipts.** Reads the receipts and is seated. One rap (\*).

**12.**

BILLS

GB HONORED QUEEN: **Grand Bethel Secretary, (rises) you will read the bills.**

GB SECRETARY: **Grand Bethel Honored Queen the bill (have/have not) been audited.** Reads the bills and is seated.

GB HONORED QUEEN: **What is the wish of the Grand Bethel concerning these bills?** A member moves that the bills be paid. One rap (\*).

**13.**

LIBRARIAN'S REPORT

GB HONORED QUEEN: **Grand Bethel Librarian, (rises) you will give your report.** Reads her report and is seated. One rap (\*).

**14.**

SPECIAL CEREMONY (OPTIONAL)

Special ceremony if desired with approval of the Executive members of the GBC.

**15.**

GOOD OF THE BETHEL

GB HONORED QUEEN: **Good of the Bethel.**

The GB Honored Queen sounds one rap (\*) to signify the end of Good of the Bethel.

A. Presentations (optional)

If the presenter or the person being presented to is not in the East, then the GB Guide and GB Marshal must use the same form as Escort and Introductions to Escort the person(s) to the East. See plates 9 and 10 for visual instruction. Also, the GB Honored Queen uses the same form as Escort and Introductions in order to call the person to the East.

B. Remarks

- A. Grand Bethel Guardian
- B. Grand Bethel Associate Guardian
- C. Grand Guardian
- D. Associate Grand Guardian
- E. Only others called on by the Grand Bethel Honored Queen
- F. Grand Bethel Honored Queen

C. Coin March (optional)

GB HONORED QUEEN: **Today's coin march will be donated to \_\_\_\_\_**. One rap (\*).

D. Memorial Ceremony (optional)

### Closing Ceremony

GB HONORED QUEEN: **Closing Ceremony. Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will prepare for the retiring march.** Two raps (\*\*) to call up the GB Officers, GB Representatives, and GB Guardian and GB Associate Guardian.

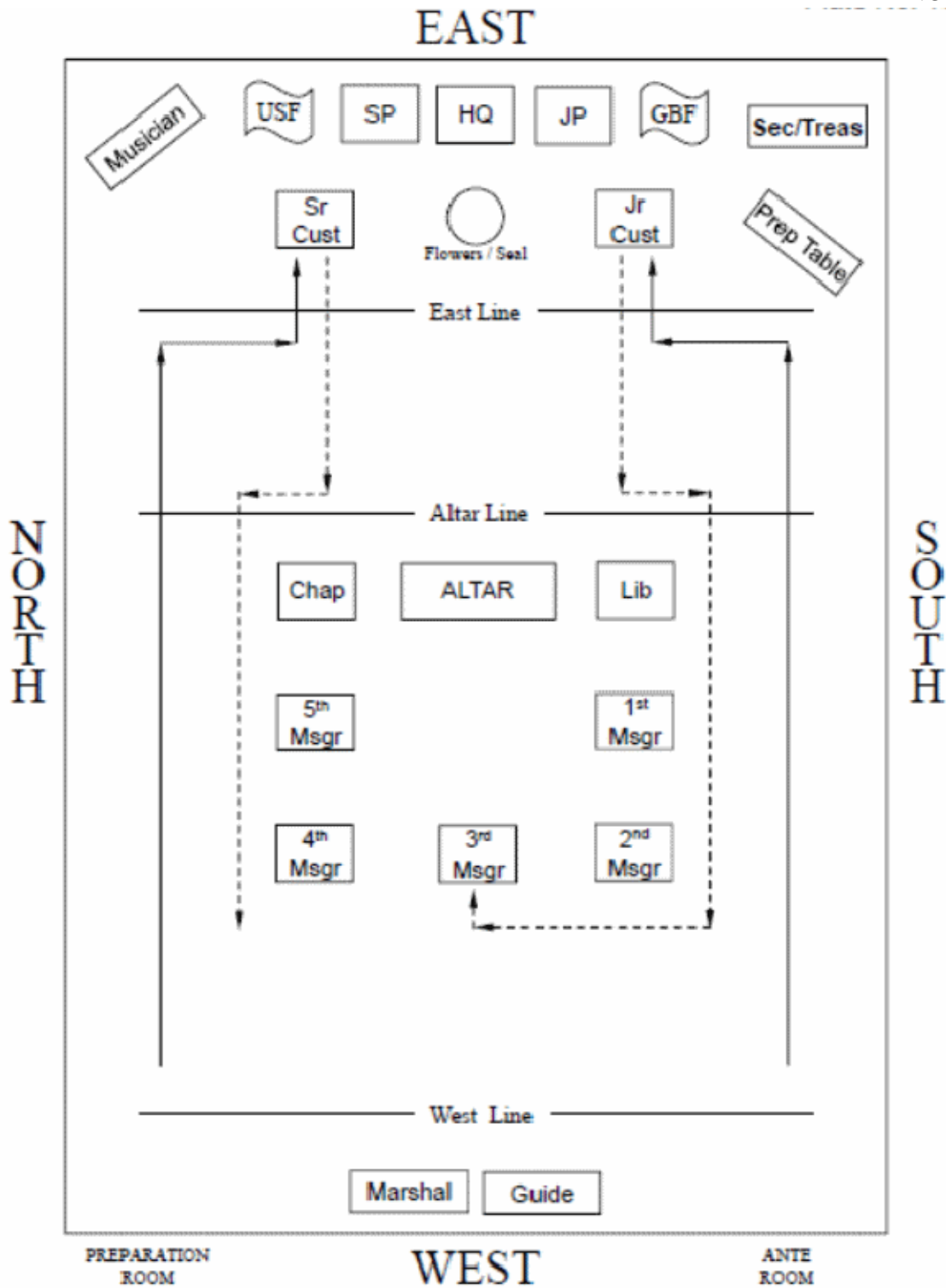
The GB Custodians walk to the Altar Line then out to the sidelines commencing at the Altar removing the GB Librarian and GB Chaplain chairs. The GB Custodians then proceed to remove the other chairs behind the GB Librarian and GB Chaplain in the same manner. The GB Junior Custodian removes the GB Third Messengers chair, after which they return to their stations by marching up the sidelines, turning in at the Altar line, march to point in line with their chairs, and then turning towards their chairs, walking in a straight line until they reach their seat. (Plate 11)

The GB Custodians remain standing. As the GB Custodians are returning to their stations, the GB Guardian and GB Associate Guardian proceed across the East Line to a point in line with the East Dais, turn right and ascend the dais.

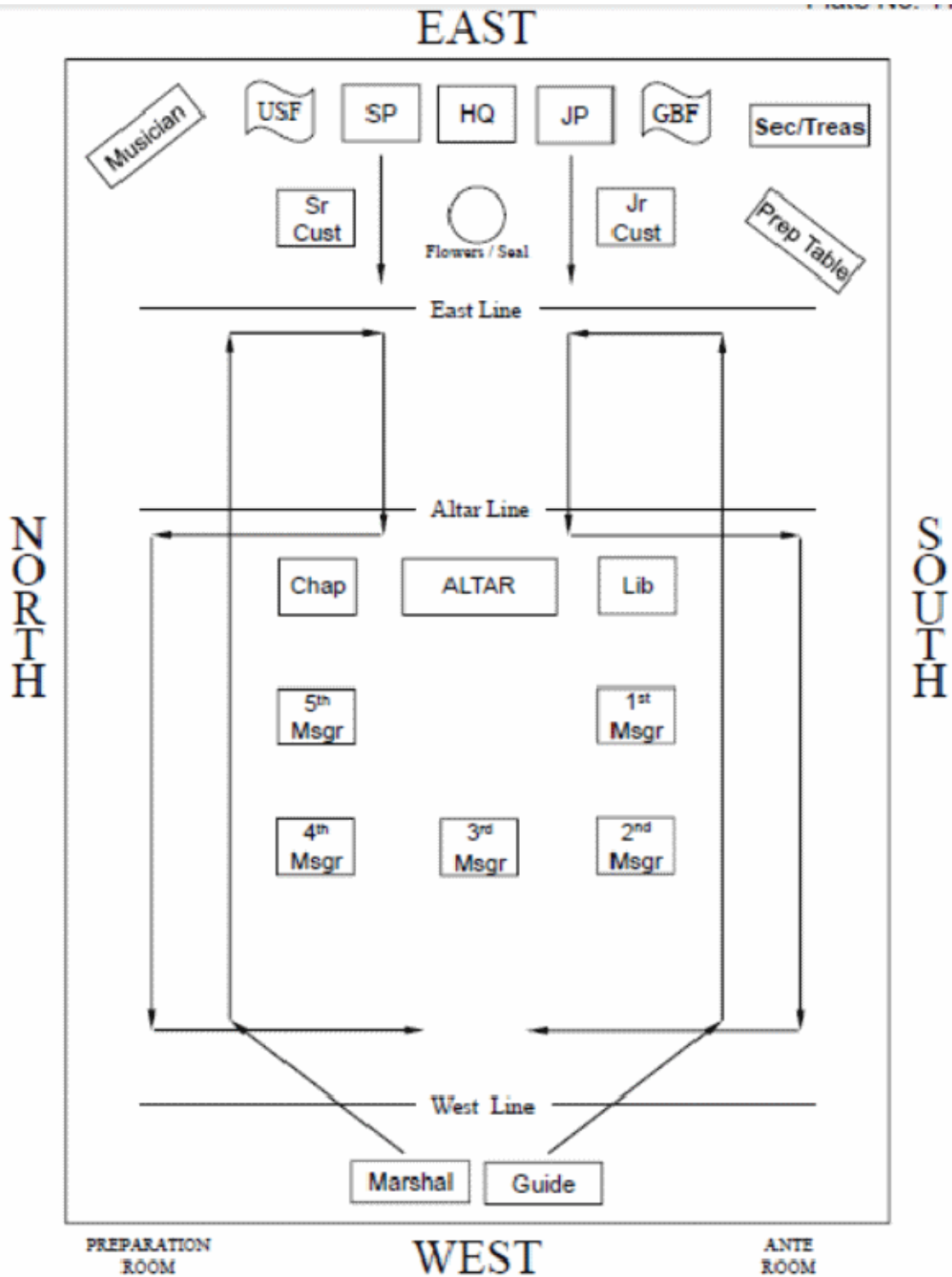
### Retiring March Line Up

- |                     |                     |
|---------------------|---------------------|
| GB Marshal          | GB Guide            |
| GB Fourth Messenger | GB Second Messenger |
| GB Third Messenger  | GB First Messenger  |
| GB Fifth Messenger  | GB Librarian        |
| GB Chaplain         | GB Secretary        |
| GB Senior Custodian | GB Treasurer        |
| GB Senior Princess  | GB Junior Custodian |
| GB Honored Queen    | GB Junior Princess  |

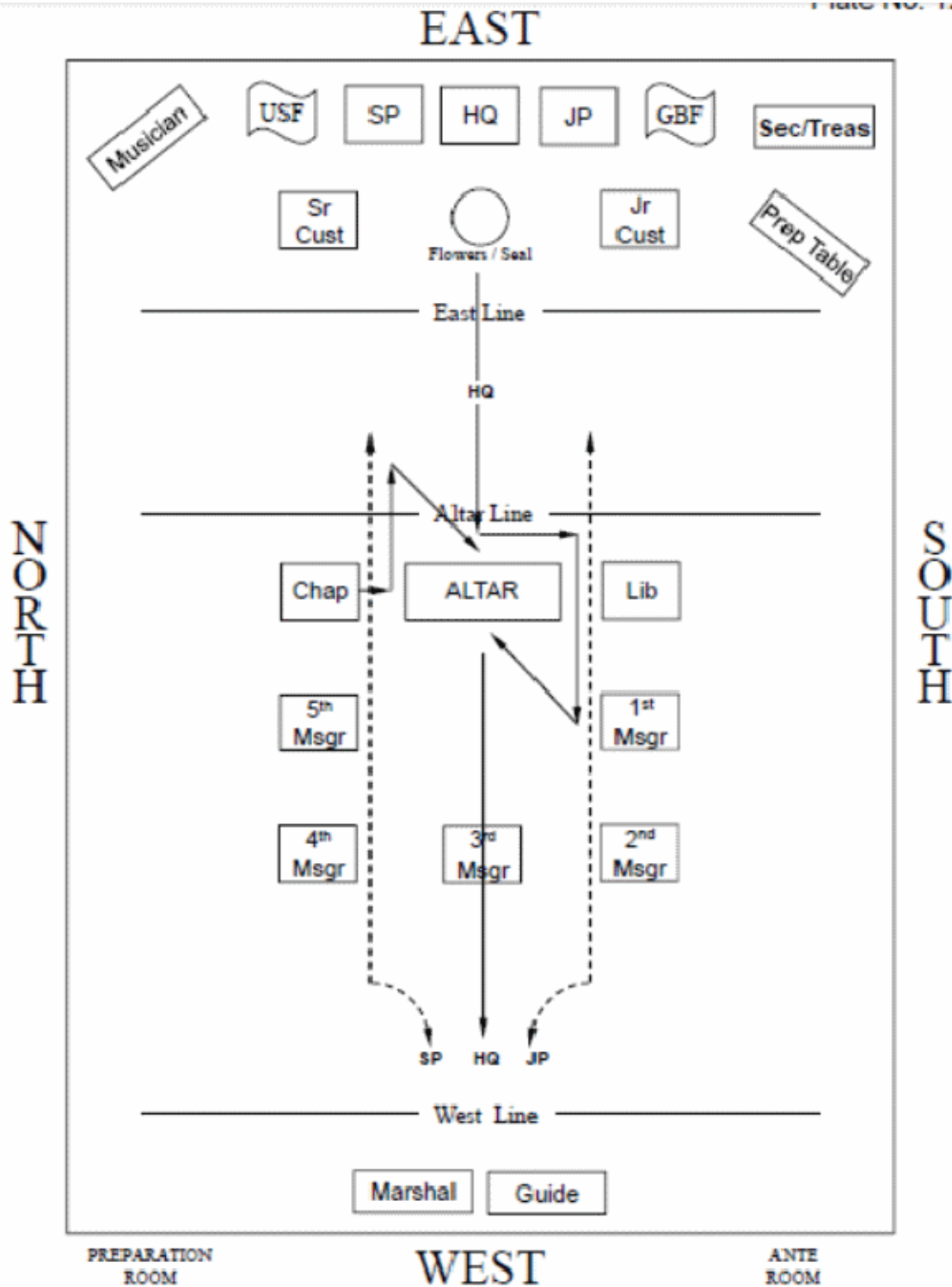




RETIRING MARCH  
REMOVAL OF THE CHAIRS BY THE CUSTODIANS



RETIRING MARCH



CHAPLAIN AND HQ'S APPROACH  
OFFICERS RETIRE FROM ROOM

The GB Guide and GB Marshal march diagonally from the West Line, then proceed along the South and North Lines. As the GB Guide and GB Marshal pass the GB Messengers, each shall fall into line with the GB Fourth Messenger preceding the GB Third Messenger.

When the GB Guide and GB Marshal march east to the East Line, the GB Guide turns left and the GB Marshal turns right. They march to a point in line with the south and north sides of the Altar. The GB Guide turns left, the GB Marshal turns right, and they march west to the Altar Line.

The GB Senior Custodian and GB Junior Custodian follow the GB Librarian and GB Chaplain. The GB Senior Princess and GB Junior Princess leave the East and follow the GB Custodians respectively.

When the GB Guide and GB Marshal reach the Altar Line, they turn left and right and march to the South and North Marching Lines then turn west to the West Line. They turn left and right to a point in line with the north and south sides of the Altar. As the GB Honored Queen reaches the East Line, she marches directly to the Altar Line. The GB Honored Queen remains standing east of the Altar. (Plate 12)

As the GB Guide and GB Marshal approach the East forming the parallel lines, north and south of the Altar, they shall stop so that the GB Chaplain is north of the Altar. The GB Chaplain and GB Honored Queen approach the Altar simultaneously. See also instructions for Chaplain. (Plate 13)

**GB CHAPLAIN: Our Heavenly Father, we come to Thee in faith, asking that Thy blessing may rest upon us. Grant us the wisdom and courage to do Thy will. Make our ideals as pure as thee above and guide us in Thy Holy Light. Bless us in our work and be with us as we go our separate ways. We ask in Thy namesake. Amen.** Optional: The GB Chaplain may write a prayer to recite as an alternative, if approved by the EGBC.

At the discretion of the GB Honored Queen, the Grand Bethel shall sing either 1 or 2 verses of "Nearer My God to Thee" or another appropriate music selection. While the Grand Bethel Chaplain and GBHQ are still kneeling at the Altar, the Grand Bethel recites the Mitzvah Benediction.

Mitzvah- "May the Lord watch between me and Thee while we are absent, one from another. Amen."

The GB Honored Queen and GB Chaplain rise at the conclusion of the Mitzpah Benediction. The GB Chaplain closes the Bible and then leaves the Altar in the usual manner taking her place in line. The GB Honored Queen steps back from the Altar until she is standing on the West Line.

**GB GUARDIAN: This concludes the (January/June) Special meeting or the business meeting of the (Spring/Fall) Semi-Annual Session.** Bows. The GB Officers respond with a slight bow. One rap (\*).

They turn west and march out with the GB Honored Queen leading through the Preparation Room door and the GB Junior Princess leading through the Anteroom door.

## WELCOME CEREMONY

**GB HONORED QUEEN: At this time, we are going to officially welcome those who have petitioned the Grand Bethel. We would like each Job's Daughter to see this ceremony for the first time when she is welcomed. Therefore, we are requesting all Job's Daughters of Maryland to leave the Grand Bethel Room for the duration of the ceremony; after which you will be invited to return. Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will attend at the doors.**

The GB Guide and GB Marshal attend at the doors by marching out of the West in the usual manner, by marching diagonally towards the North and South Marching Lines, to a point half way between the GB Second and GB Fourth Messengers, and the West Line. The GB Guide and GB Marshal then proceed to the doors walking straight on their respective marching lines. The GB Guide and GB Marshal then return to their stations.

**GB HONORED QUEEN: Those candidates receiving the Welcome Ceremony will please assemble on the West Line. (Pause)**

**GB HONORED QUEEN: Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will conduct these candidates to the Grand Bethel Senior Princess. The GB Senior Princess rises.**

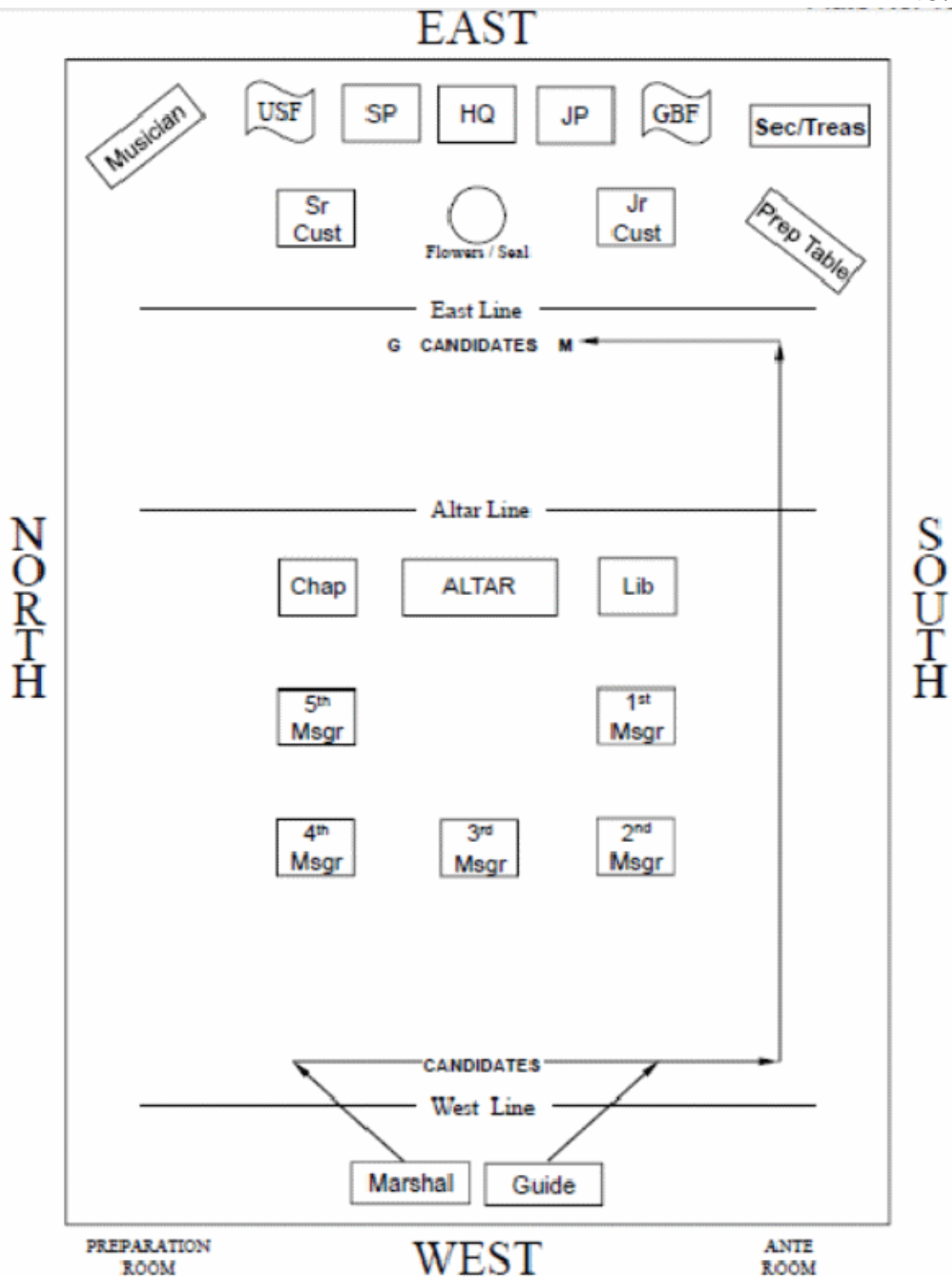
The GB Guide and GB Marshal approach the West Line, the GB Guide in front of the candidates and the GB Marshal in the rear. The GB Guide marches to the South Line, followed by the candidates and GB Marshal; she turns left, they march east, turn left onto the East Line, and march north until the candidates are centered, evenly spaced, directly in front of the GB Honored Queen, facing east. (Plate 14)

**GB SENIOR PRINCESS: I greet you on behalf of the Grand Bethel of Maryland. You have shown by your previous interest in Job's Daughters International that you are willing to continue promoting the growth of the Order. We hope that by becoming one of our members, you will continue to serve it unselfishly. Grand Bethel Junior Princess, do you have a further message for our candidates?**

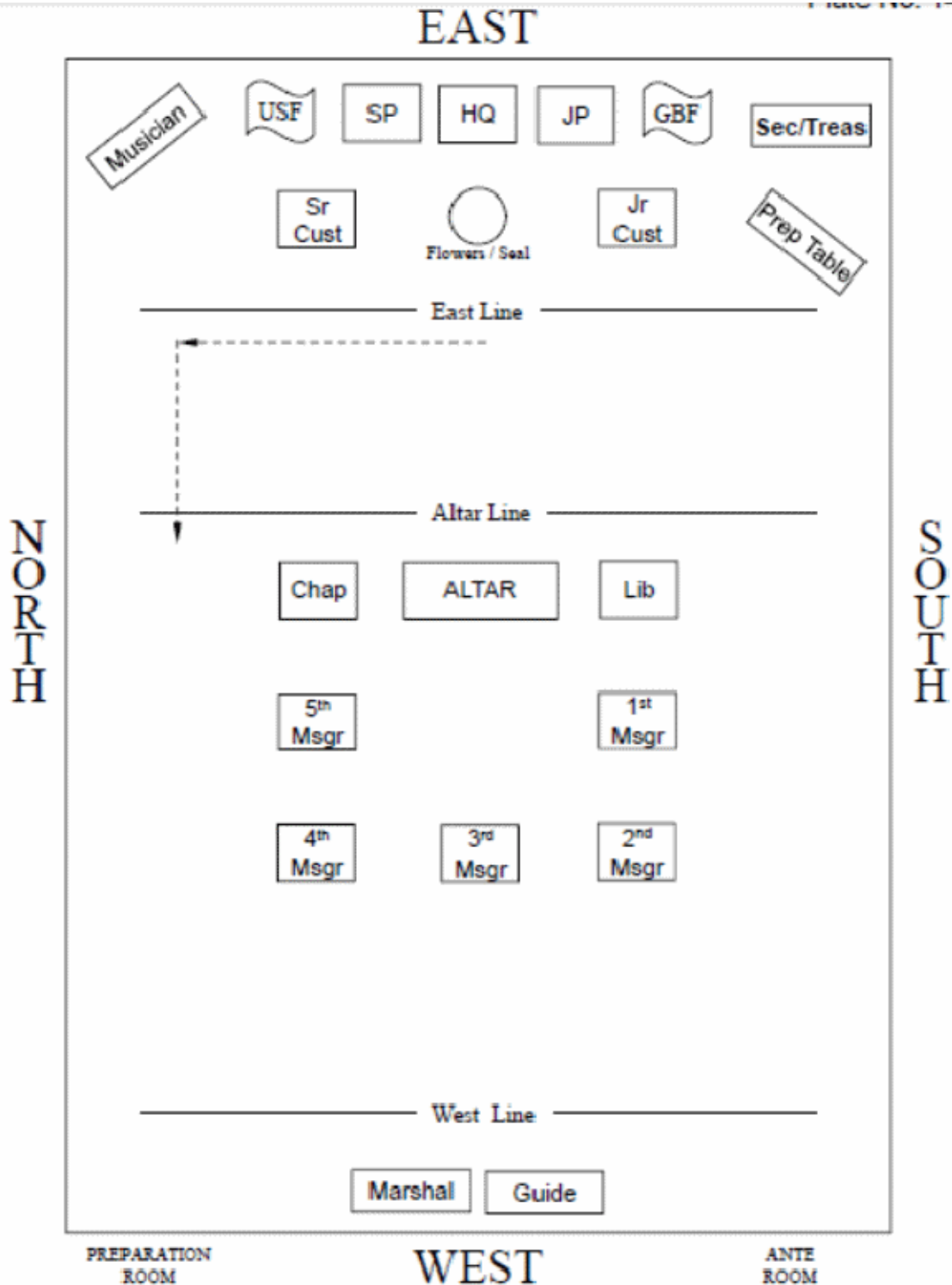
The GB Senior Princess sits down, the GB Junior Princess rises.

**GB JUNIOR PRINCESS: The primary purpose of the Grand Bethel is to promote the welfare and growth of Job's Daughters International. Our colors are light blue and white. The blue symbolizes fidelity and the white symbolizes purity. Hear now the words of our five Grand Bethel Messengers. Let your hearts be receptive to the messages they bring. Grand Bethel Guide and Grand Bethel Marshal, you will conduct these candidates to the North Line.**

The GB Guide, followed by the candidates and GB Marshal, marches to the North Line, turns left and marches to a point in line with the Altar Line. (Plate 15) The GB Junior Princess approaches the Preparation Table. As one by one the Grand Bethel Messengers give their words



WELCOME CEREMONY  
CANDIDATES TO EAST LINE



WELCOME CEREMONY CONTINUED  
 CANDIDATES TO THE NORTH LINE

of welcome, the GB Junior Princess indicates their symbol and letter by extending her hand to the items on the Preparation Table. The GB Guide and GB Marshal shall make the candidates aware of the symbols and letters. (See general instructions on pg. 4).

The GB Messengers each stand without direction and are seated at the completion of their part.

**GB 1<sup>ST</sup> MESSENGER: As Grand Bethel First Messenger, my emblem is the Holy Bible. In it, we find the eternal truths that are the foundations of a noble and virtuous life. My word of welcome is symbolized by the letter "B", that you BUILD your own character and may be worthy of helping the members of the Order to walk in the paths of moral beauty.**

**GB 2<sup>ND</sup> MESSENGER: As Grand Bethel Second Messenger, my emblem is the Urn. It is used in many places in the offering of prayer. We realize complete unselfishness when we pray, "Not my will but Thine be done". My word of welcome is symbolized by the letter "U", that you be USEFUL in the service of others. Strong is the woman who will work for the good of all.**

**GB 3<sup>RD</sup> MESSENGER: As Grand Bethel Third Messenger, my emblem is the Incense; whose perfume ascending heavenward may carry this prayer: that our faith in God will influence all with whom we associate. My word of welcome is symbolized by the letter "I", that you will be INSPIRED to promote interest in our organization.**

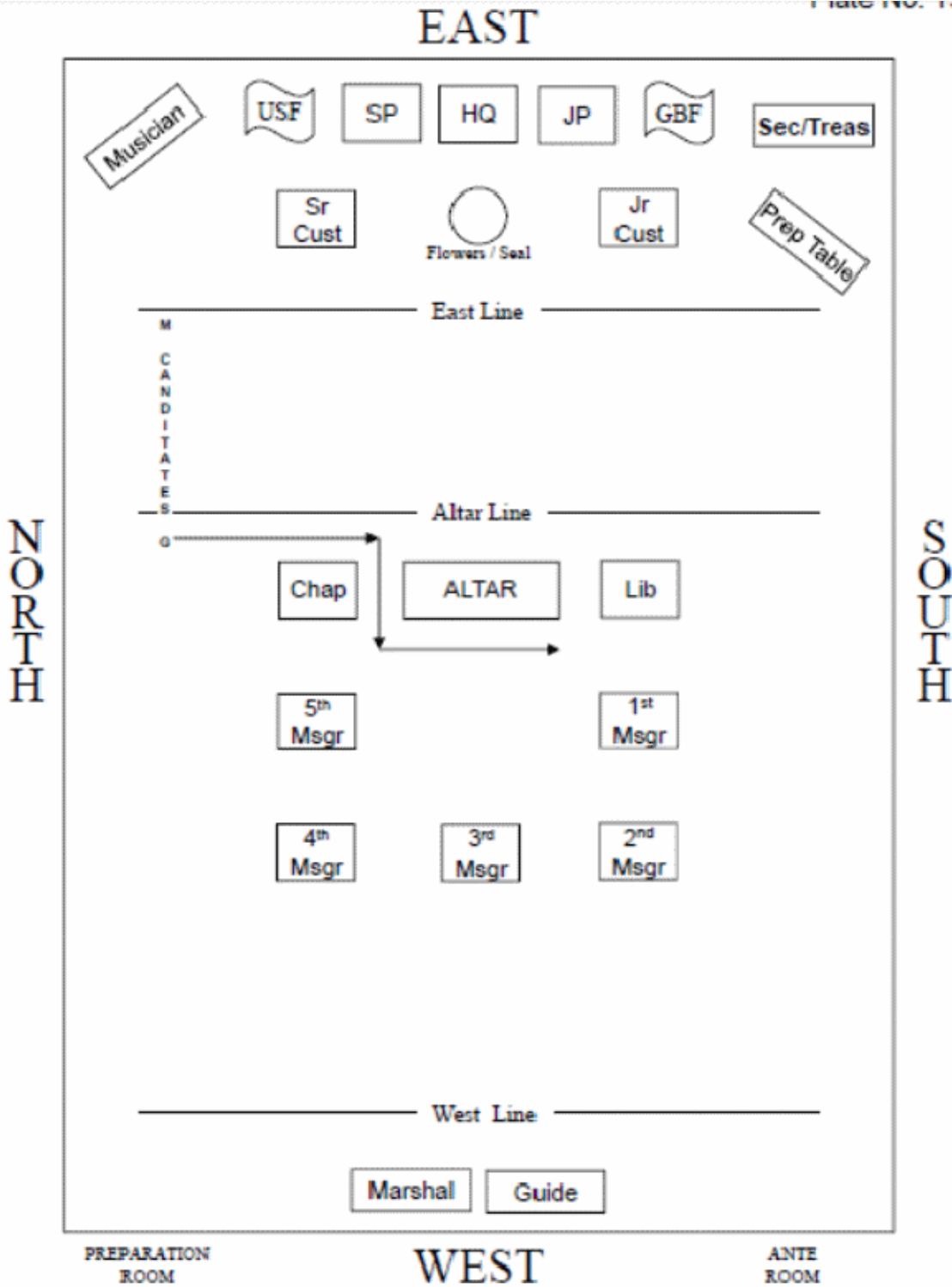
**GB 4<sup>TH</sup> MESSENGER: As Grand Bethel Fourth Messenger, my emblem is the Lily of the Valley whose purity and humility remind us of the ideals displayed in a fair and gracious life. My word of welcome is symbolized by the letter "L", that you continue your LOVE for the Order of Job's Daughters, being a fitting example for the daughters to emulate.**

**GB 5<sup>TH</sup> MESSENGER: As Grand Bethel Fifth Messenger, my emblem is the Dove. It represents the peace and serenity for which the heart ever strives. My word of welcome is symbolized by the letter "D", that by your DEDICATION to the Order, you may promote the ideals that make for a better and more peaceful world. Grand Bethel Guide and Grand Bethel Marshal, you will conduct these candidates west of the Altar. (Plate 15)**

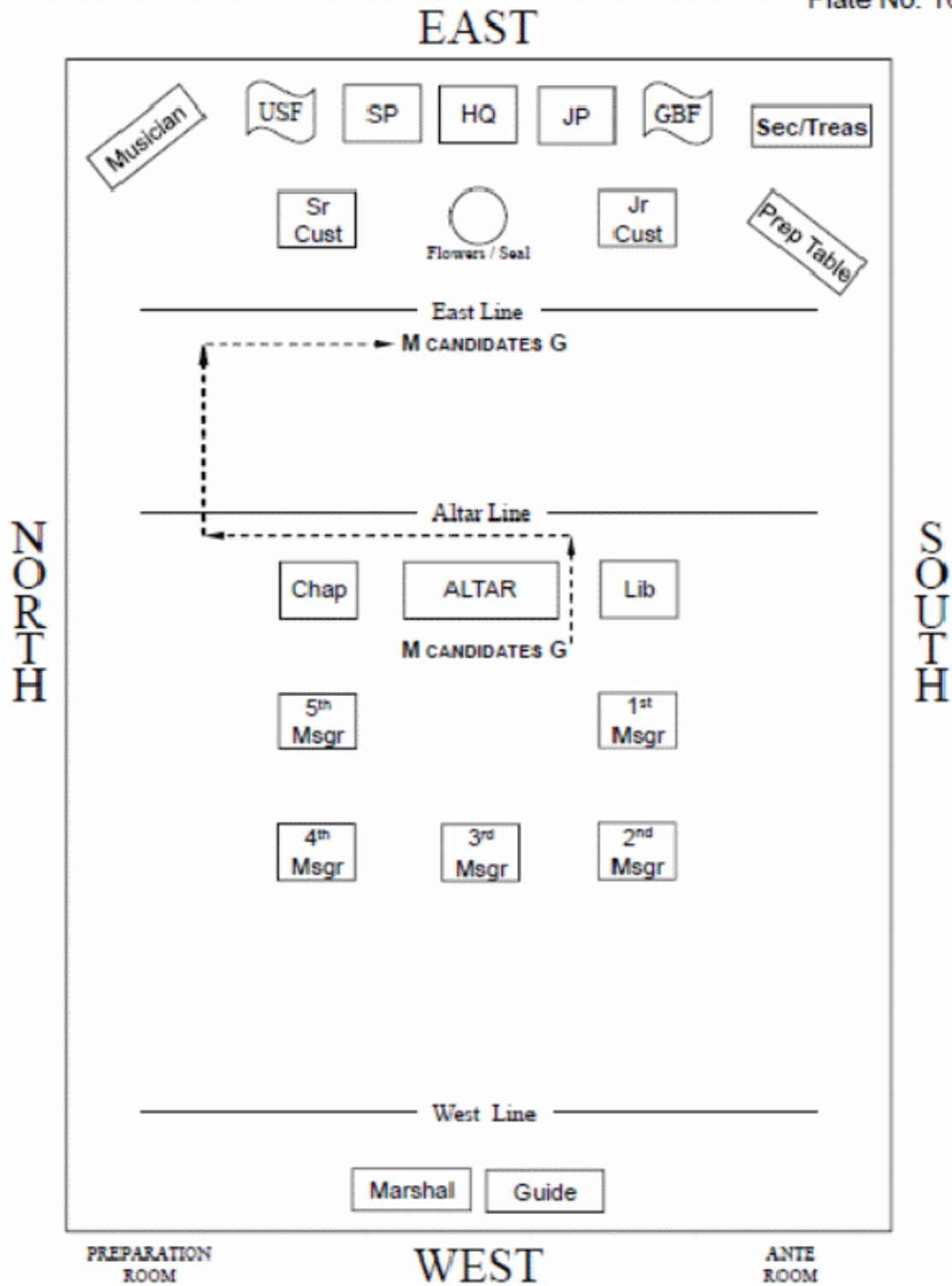
The GB Guide, followed by the candidates and GB Marshal, marches south, then west between the Altar and the GB Chaplain. The GB Guide turns and marches south between the stations of the GB First Messenger and GB Fifth Messenger. All face east. Candidates DO NOT kneel.

**GB HONORED QUEEN: Grand Bethel Chaplain, you will attend at the Altar. Three raps (\*\*\*)**.





WELCOME CEREMONY CONTINUED  
CANDIDATES TO THE ALTAR



WELCOME CEREMONY CONTINUED  
CANDIDATES TO THE EAST LINE

**GB CHAPLAIN: Almighty God, bless these daughters and unite their hearts with ours into one great fellowship. Grant that they may continue to enrich their lives in the service of our Grand Bethel. We ask in Thy Holy Name. Amen.** Optional: The GB Chaplain may write a prayer to recite as an alternative, if approved by the EGBC. GB Chaplain returns to her station in the usual manner. One rap (\*).

**GB HONORED QUEEN: Grand Bethel Guide and Grand Bethel Marshal, you will conduct these candidates to the East Line.**

The GB Guide, followed by the candidates and GB Marshal, marches east past the Altar, turns left on the Altar Line, marches to the North Line, turns right and marches to the East Line, turns onto the East Line, marching south until the candidates are centered, evenly spaced, directly in front of the GB Honored Queen, facing east. (Plate 17)

**GB HONORED QUEEN: Candidates, our desire is to grow stronger and nobler within our own characters and thereby become better able to guide our sisters who are members of Job's Daughters. We ask that you give of your time, talent and energy to further the purpose of Job's Daughters so that we may, "Build with God for Tomorrow."**

**Consider the Lily and how it grows: tall, stately and beautiful in its spotless purity, Solomon in all his glory had no raiment such as this. Therefore, we have chosen the Lily as the Grand Bethel Flower.**

**We hold high our purposes and goals in Grand Bethel, which stand for:**

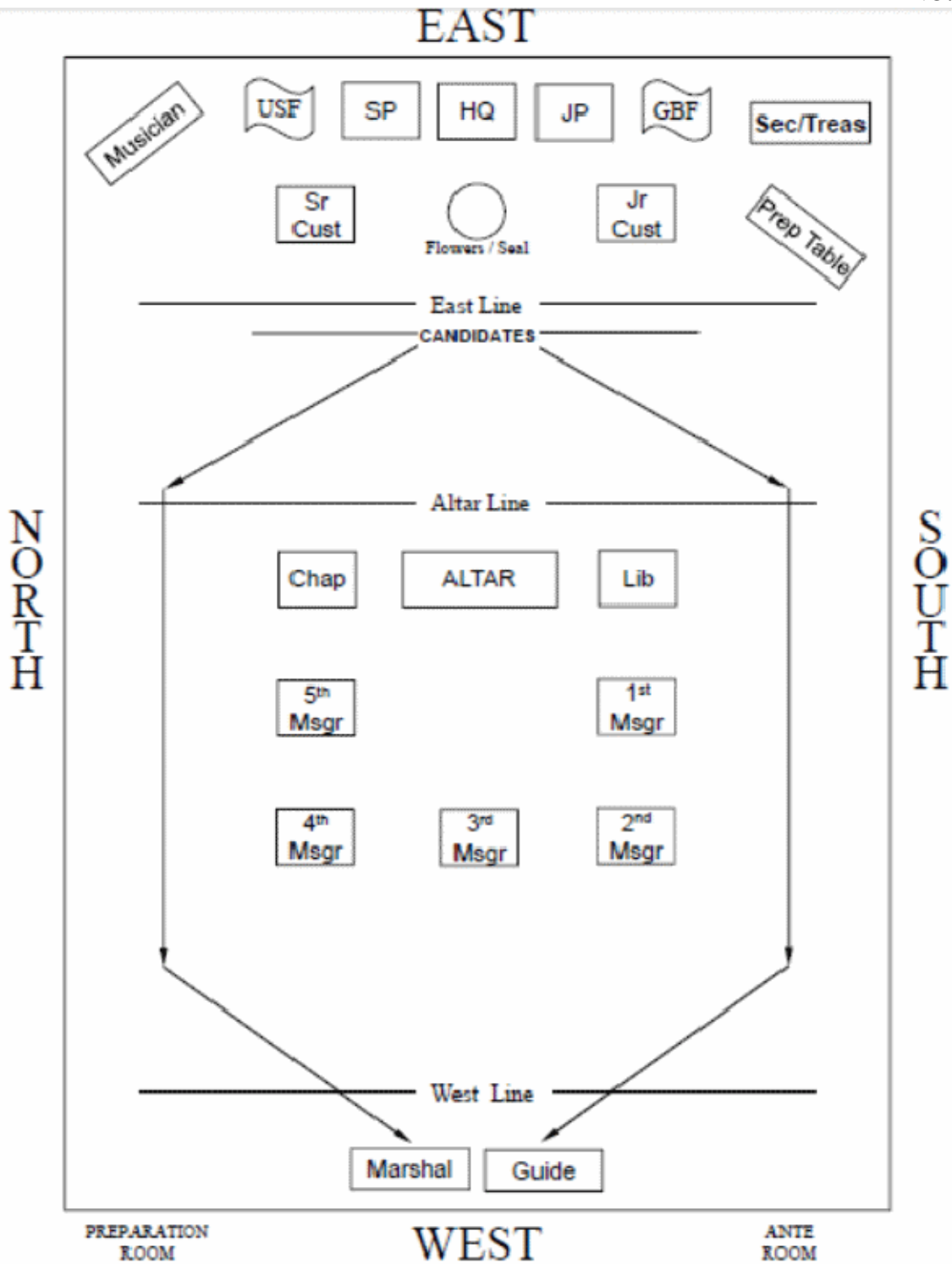
**G – Giving of ourselves  
R - Raising our standards high  
A - Aiming toward success  
N – Nurturing our friendships  
D – Determined to fulfill our duties**

**B –Bridging Daughters and adults  
E -Encouraging the Bethel's work  
T -Training ourselves to serve  
H –Honoring our obligations to the Order  
E –Embracing our differences  
L - Loving Job's Daughters without reserve.**

**I now have the honor of introducing Mom \_\_\_\_\_, Grand Bethel Guardian, and Dad \_\_\_\_\_, Grand Bethel Associate Guardian.**

The GB Guide and GB Marshal ask the candidates to face the GB Guardian and GB Associate Guardian.

**GB ASSOCIATE GUARDIAN: In the year 1957, the first Grand Bethel in the East was organized in Maryland. This had been the dream of many Grand Guardians and Associate Grand Guardians, but Mom Hatfield and Dad Hanssen were the first to take**



WELCOME CEREMONY CONTINUED  
NEW MEMBERS TO SIDELINES

**definite steps toward achieving this goal. At the first meeting held in Baltimore, Maryland, it was decided that only Past Honored Queens and Majority Members from this jurisdiction up to twenty-five (25) years of age would be admitted to membership. At the second meeting held in Hyattsville, the colors light blue and white were chosen as the Grand Bethel colors. On January 26, 1957, the first Grand Bethel Installation was held in the Catonsville Masonic Temple.**

**Since that time, the Grand Bethel has held many meetings and participated in many activities of the Bethels and Grand Guardian Council to further the purposes of Job's Daughters.**

**GB GUARDIAN: The purpose of the Grand Bethel is to promote the interest, welfare and growth of the Job's Daughters International. When requested, the members are to render whatever assistance to the Bethels in the state, to assist in Installations, and fill vacancies in the Bethels. Members should encourage the Daughters to learn the ritual, be regular in attendance, and live in accordance with the teachings of Job's Daughters.**

The GB Guide and GB Marshal ask the candidates to face east.

**GB HONORED QUEEN: I am happy to welcome you as members of the Grand Bethel of Maryland. I present each of you with a copy of our Handbook, Constitution and Bylaws. I also give you a Lily corsage as a remembrance of your welcome into the Grand Bethel of Maryland. (Give copies, and present Lily corsage).**

The GB Guide and GB Marshal ask the candidates to face west.

**GB HONORED QUEEN: It is with pleasure that I introduce as new members: \_\_\_\_\_.** This concludes the Welcome Ceremony. One rap (\*) **Grand Bethel Guide and Grand Bethel Marshal, you will conduct our new members to the sidelines and readmit the Maryland Job's Daughters.**

The GB Guide and GB Marshal walk in towards one another to the center of the new GB Members. They instruct the new GB Members to walk straight. The GB Guide and GB Marshal march on a diagonal line toward the North and South Lines to the Altar Line, standing on the North and South Lines, turning inward facing each other. When the new GB Members approach them on the sidelines, the GB Guide and GB Marshal shall congratulate them. When all of the new members have gone to their seats, the GB Guide and GB Marshal turn west and proceed on the North and South Lines to the doors to readmit the Maryland Job's Daughters, then turn to their stations by marching on the North and South Sidelines to a point half way between the Second and Fourth Messengers and the West Line. The GB Guide and GB Marshal then turn to face their stations and march on a diagonal to their stations. (Plate 18)

## MAJORITY CEREMONY

Corsages may be presented to the members before the meeting.

**GB HONORED QUEEN: Those members who are to receive the Majority Degree will assemble on the West Line. (PAUSE)**

**Members and friends of the Grand Bethel of Maryland, we are here this afternoon to wish God-speed to these members who are to become Majority Members of the Grand Bethel by virtue of the fact that they have reached the age of twenty-five (25) and are in good standing in the Grand Bethel.**

**Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will escort these members who are to receive their Majority Degree West of the Altar.**

The GB Guide and GB Marshal march out to the sideline in usual manner to the West Line and turn in toward each other. They greet the members, who are receiving Majority Degree, then escort them west of the Altar entering between the stations of the GB Second Messenger and GB Third Messenger past the station of the Librarian to the altar line. They then march north on the Altar line, march west between the station of the Chaplain and the Altar, and turn south so that the members are lined up between the stations of the Grand Bethel First Messenger and Grand Bethel Fifth Messenger. All face east.

The GB Guide and GB Marshal take their places in the circle by backing out between the stations of the GB Fourth and Third Messengers and Second and Third Messengers, respectively. (Plate 19) The GB Officers form a circle around the Altar. (Plate 20)

**GB HONORED QUEEN: We have formed this circle of fellowship to remind you of the many friendships you have gained throughout your years in Job's Daughters. May our parting gifts remind you of the service you have given.**

**GB JUNIOR PRINCESS: In the Grand Bethel of Maryland, we learn to BUILD with God for tomorrow.**

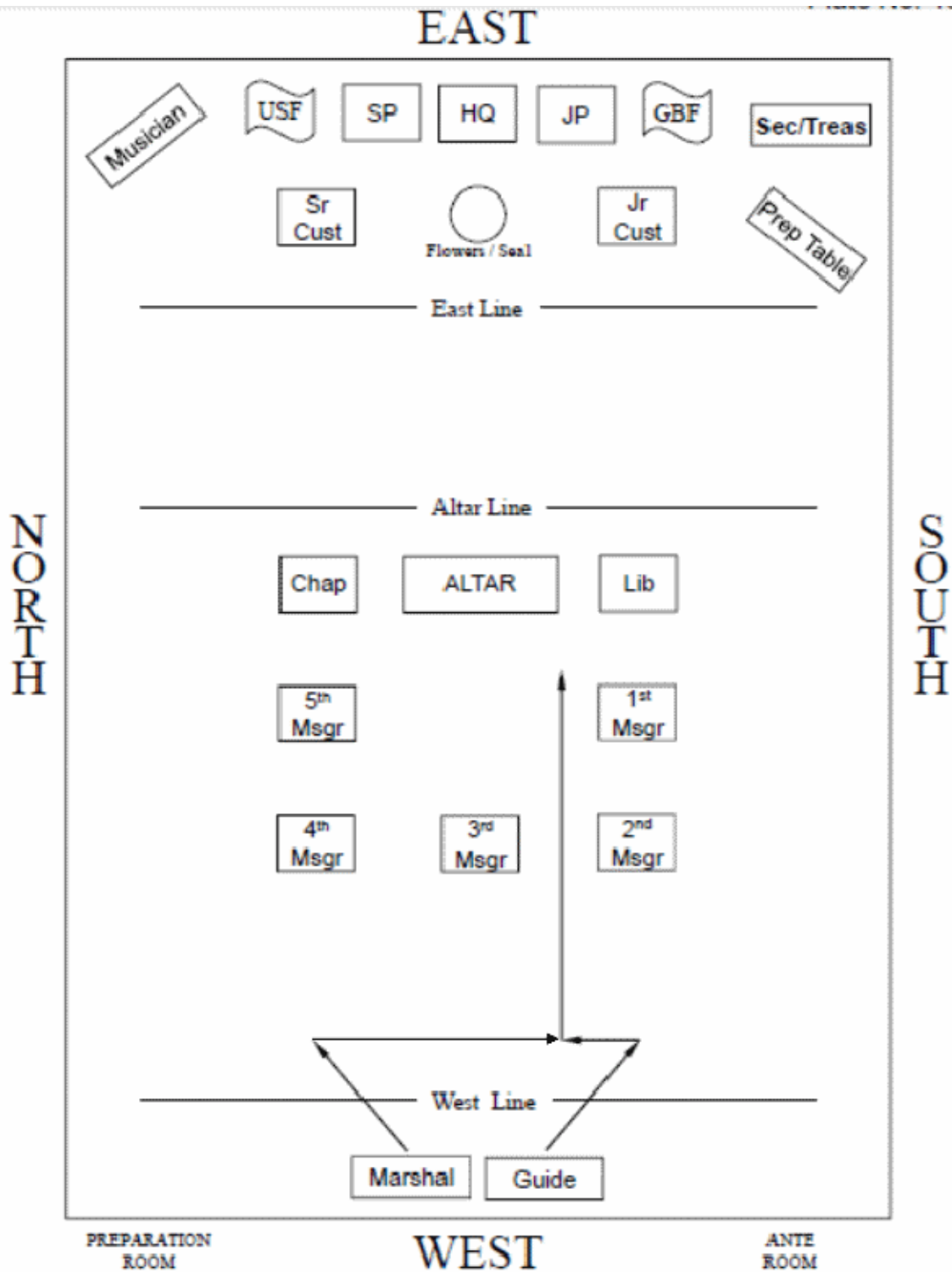
**GB JUNIOR CUSTODIAN: As we stand around the altar we are reminded of the teachings of the Holy Scriptures –**

**GB LIBRARIAN: through which we learn valuable lessons to aid us in building our own character.**

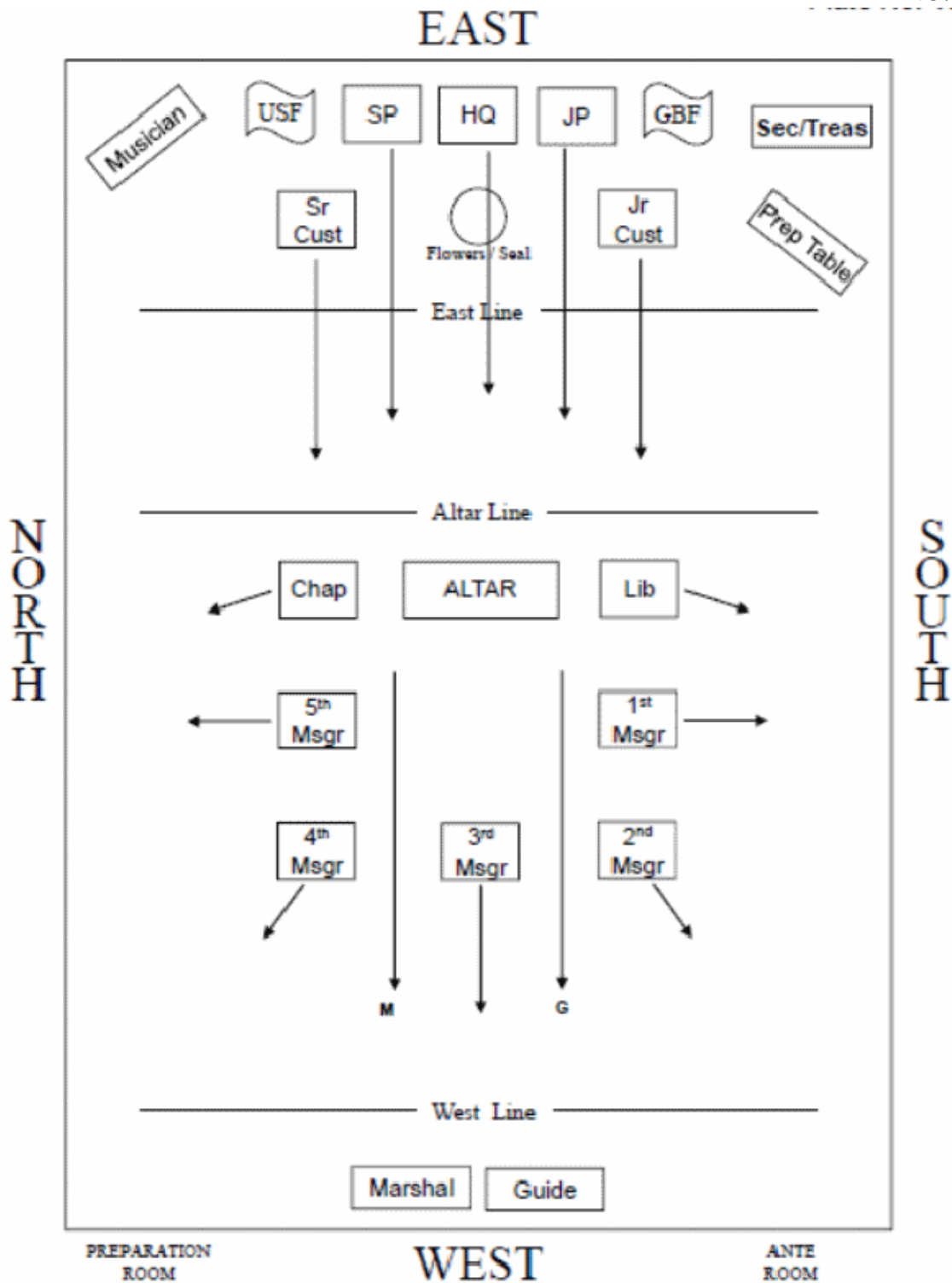
**GB 1<sup>ST</sup> MESSENGER: Your character has been useful in the service of others.**

**GB 2<sup>ND</sup> MESSENGER: The Urn reminds us to pray unselfishly remembering, “Not my will, but Thine be done”.**

**GB GUIDE: Our prayer is carried to heaven by the incense, inspiring us to work for the good of our organization and all mankind.**



MAJORITY CEREMONY  
CANDIDATES WEST OF ALTAR



MAJORITY CEREMONY CONTINUED  
OFFICERS FORM SEMI-CIRCLE



GB 3<sup>RD</sup> MESSENGER: **Throughout our lessons, we strive to teach fraternal love.**

GB MARSHAL: **The Lily, in its spotless purity, reminds us to stand tall and faithful in our Love of Job's Daughters.**

GB 4<sup>TH</sup> MESSENGER: **We thank you for your dedication to the purposes and goals of the Grand Bethel of Maryland.**

GB 5<sup>TH</sup> MESSENGER: **May the lessons you've learned continue to guide you on your journey through life.**

GB SENIOR CUSTODIAN: **We hope your membership in the Grand Bethel has been a fulfilling experience.**

GB SENIOR PRINCESS: **May you continue to serve and support the Bethels in their work.**

GB HONORED QUEEN: **This ceremony will not mark the end, but the beginning of new and rewarding experiences. May you cherish the friendships you have made and the service you have given. The GB Chaplain will lead us in prayer. All present will please rise.**

The GB Chaplain approaches the Altar in the usual manner and returns to her place in the circle in the usual manner.

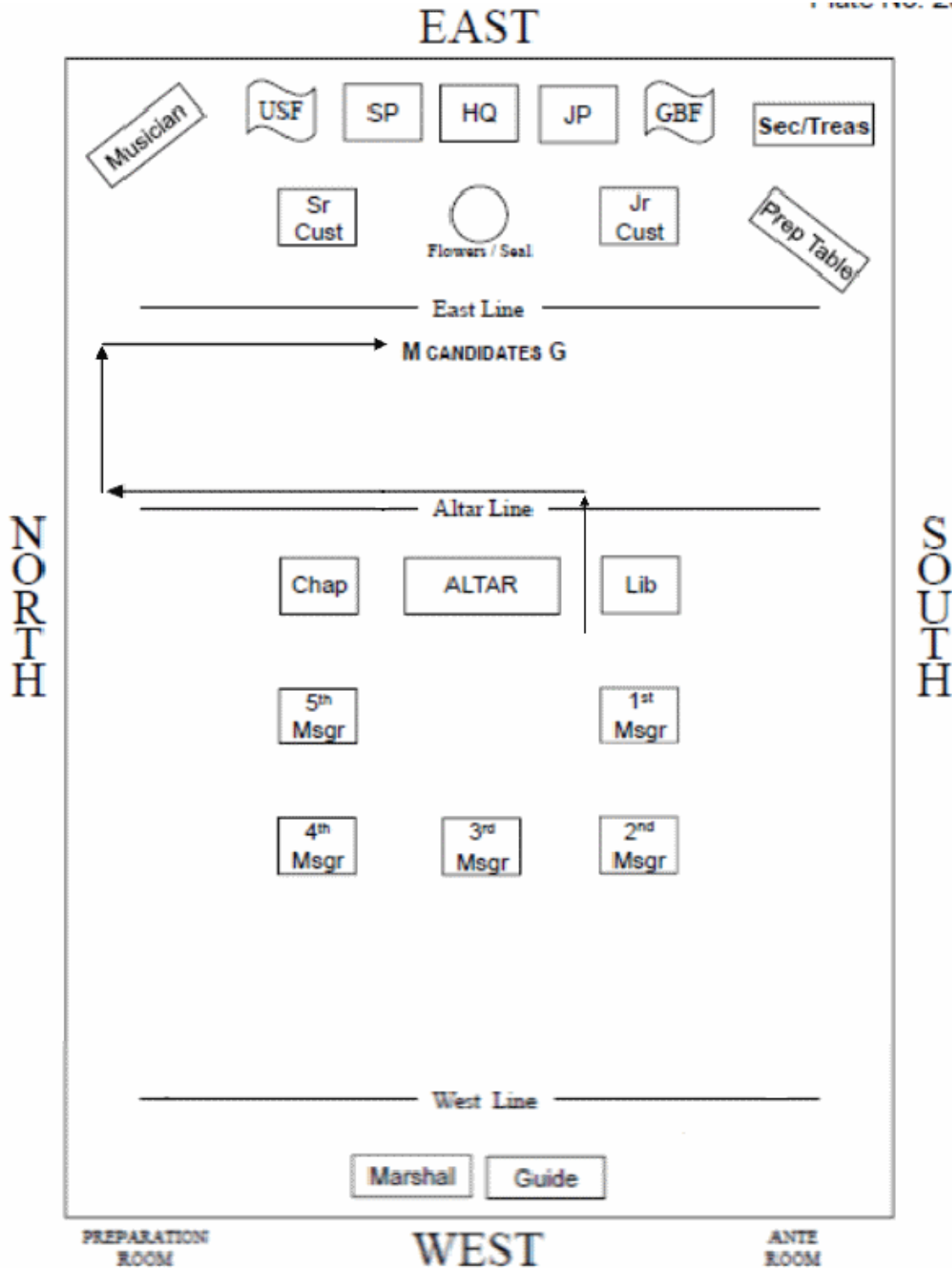
GB CHAPLAIN: **Dear Lord, we pray that Thou will be with our new Majority Members as they continue along the road of life. Keep them in Thy tender care and guard them with everlasting love. May they always cherish the friendship of those with whom they have served. In Thy name we pray. Amen.** Optional: The GB Chaplain may write a prayer to recite as an alternative, if approved by the EGBC. The GB Chaplain returns to her station in the usual manner, and then takes her place in the circle.

Optional: The Grand Bethel members will join in the singing of "May the Good Lord Bless and Keep You" or a song selection selected by the GB Musician may be played.

"May the good Lord Bless and Keep you-Whether near or far away- May you find that long awaited golden day, today--May your troubles all be small ones, and your fortunes ten times ten-May the good Lord Bless and Keep you till we meet again."

The GB Officers return to their stations by backing away from the Altar, retracing their steps to their stations. (Plate 20). One rap (\*).

GB HONORED QUEEN: **Grand Bethel Guide and Grand Bethel Marshal, you will conduct the members to the East Line.**



MAJORITY CEREMONY CONTINUED  
MEMBERS TO EAST LINE

The GB Guide asks the Majority members to, “Please follow me”. With the GB Marshal following, the GB Guide marches between the GB Librarian and the Altar to the Altar Line, turns north to the North Marching line, turns east to the East Line and turn south to the center the Majority Members on the East Line in front of the GB Honored Queen. (Plate 21)

**GB HONORED QUEEN: We hope that you will cherish always this Majority Certificate. You will please face west for introduction. Introductions. This completes the Majority Ceremony. One rap (\*)**

**GB HONORED QUEEN: Grand Bethel Guide and Grand Bethel Marshal, you will conduct the Majority Members to the sidelines and return to your stations.**

## ELECTION OF OFFICERS

(Instructions to the Head Teller to be given prior to the meeting) When the results are tabulated, the GB Secretary will read: the total number eligible to vote, number of ballots cast, number of blank ballots, number of votes cast, number of votes needed for a majority, number of ballots cast for each candidate in descending order, and the number of illegal ballots. The GB Secretary reads the report.

**GB HONORED QUEEN: Election of Officers. No one shall enter or leave the Grand Bethel Room for the duration of the elections. Grand Bethel Guide (rises) and Grand Bethel Marshal (rises) you will attend at the doors.**

The GB Guide and GB Marshal attend at the doors by marching out of the West in the usual manner, by marching diagonally towards the North and South Marching Lines, to a point half way between the GB Second and GB Fourth Messengers, and the West Line. The GB Guide and GB Marshal then proceed to the doors walking straight on their respective marching lines. The GB Guide and GB Marshal are to be seated inside the closed doors during the election.

**GB HONORED QUEEN: Grand Bethel Associate Guardian, (rises) you will read the Bylaws on the election of Grand Bethel Officers.** Reads the Bylaws and is seated.

**GB HONORED QUEEN: Members of the Grand Bethel will rise and count off.** Members wait to be recognized before being seated.

**There are (number) members entitled to vote. A majority of votes cast for each office is necessary for election. Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will distribute the ballots and pencils.**

Election Prayer (OPTIONAL)

**GB HONORED QUEEN: Grand Bethel Chaplain, (rises) you will attend at the Altar.** Three raps (\*\*\*)

**GB CHAPLAIN: Supreme Architect of the Universe, grant us the wisdom to select with care those who are to lead the Grand Bethel of Maryland. Make each member a willing worker ready to “Build with God for Tomorrow”. We ask in Thy Holy Name. Amen.** Optional: The GB Chaplain may write a prayer to recite as an alternative, if approved by the EGBC. One rap (\*). (Plate 2)

**GB HONORED QUEEN: Grand Bethel Guardian, (rises) you will read a list of the Grand Bethel members eligible for election.** GB Guardian reads the names and then is seated.

**GB HONORED QUEEN: Members aspiring to an office shall rise and state their name, and then be seated. If more than one person aspires to an office, I will direct the voting members to cast a ballot for that office. Mark the designated ballot with the candidates first and last name, folding the ballot once.**

GB HONORED QUEEN: **I now declare the ballot open for the office of \_\_\_\_\_. Those aspiring to the office of \_\_\_\_\_ shall rise and state your name.**

GB HONORED QUEEN: **Are there others?** Two asking are all that is required.

If only one candidate rises:

GB HONORED QUEEN: **If so, I declare the ballot closed.** One rap (\*). **All those in favor, will vote by the voting sign of the Order.** Pause. **All those opposed, same sign.** Pause.

*If “in favor” wins the majority:* Follow the guidelines to “if a majority has been reached”.

*If “opposed” wins the majority, or no candidate stands for the office:* Follow the parliamentary procedure to present a motion to leave the office vacant.

If more than one candidate rises:

GB HONORED QUEEN: **The ballot is now open for the** (state the station). **Please write full names legibly and fold the ballot only once.** Pause for members to mark their ballots. **Grand Bethel Senior Custodian** (rises) **and Grand Bethel Junior Custodian,** (rises) **you collect the ballots.** Pause until the ballots have been placed on the GB Secretary's desk.

GB HONORED QUEEN: **Have all balloted who desire to do so?** (Pause) **If so, I now declare the ballot closed.** One rap (\*).

The GB Secretary tallies the ballots and reports the results to the GB Honored Queen.

If a majority has been reached:

GB HONORED QUEEN: **By your vote you have elected** (full name) **as** (station) **for the** (March {year}/September {year}) **to** (September {year}/March {year}) **term.** One rap (\*) and applause.

If a majority has not been reached:

GB HONORED QUEEN: **There being no majority, we will ballot again.**

Repeat until all offices are filled. A motion will need to be made to destroy the ballots.

GB HONORED QUEEN: **This concludes the election of officers.** One rap (\*). **Grand Bethel Guide and Grand Bethel Marshal you will open the doors and return to your stations.**

GB Guide and GB Marshal open the doors and return to their stations.

## CEREMONY OF INSTALLATION

Optional: The Installing GB Custodians shall escort the Host and Hostess to the East. The Host introduces Hostess and the Hostess introduces Host. The Host and Hostess give words of welcome. The Installing GB Custodians assume seats on the East Line while the welcome is given. (Plate 22)

**HOSTESS: Installing Grand Bethel Custodians (rise), you will retire and escort the Grand Bethel Guardian and Grand Bethel Associate Guardian in to the Grand Bethel Room.** (Plate 23)

When the GB Guardian and GB Associate Guardian reach the East, the Installing GB Custodians shall turn, face west and be seated. The GB Guardian shall give one rap (\*).

**GB GUARDIAN: The Grand Bethel of Maryland, Job's Daughters International is about to convene for the purpose of Installation of Officers and Representatives. Grand Bethel Associate Guardian, you will retire and escort into the Grand Bethel Room the Retiring Grand Bethel Honored Queen.** (Plate 24)

The GBG gives three raps (\*\*\*) when the GBAG and the Installing Officer reach the Anteroom door. The GBAG shall pause at the door until all are standing, then escort the Installing Officer west of the Altar. (Plate 25)

**GB ASSOCIATE GUARDIAN: I have the honor of introducing \_\_\_\_\_ Retiring Grand Bethel Honored Queen, who will serve as the Installing Officer for the afternoon.**

**GB GUARDIAN: You will escort the Installing Officer to the East.** (Plate 25)

The GB Guardian hands the gavel to the Installing Officer when she reaches the East. The Installing Officer then raps the gavel once, at which time the GB Guardian and GB Associate Guardian retire to the sidelines.

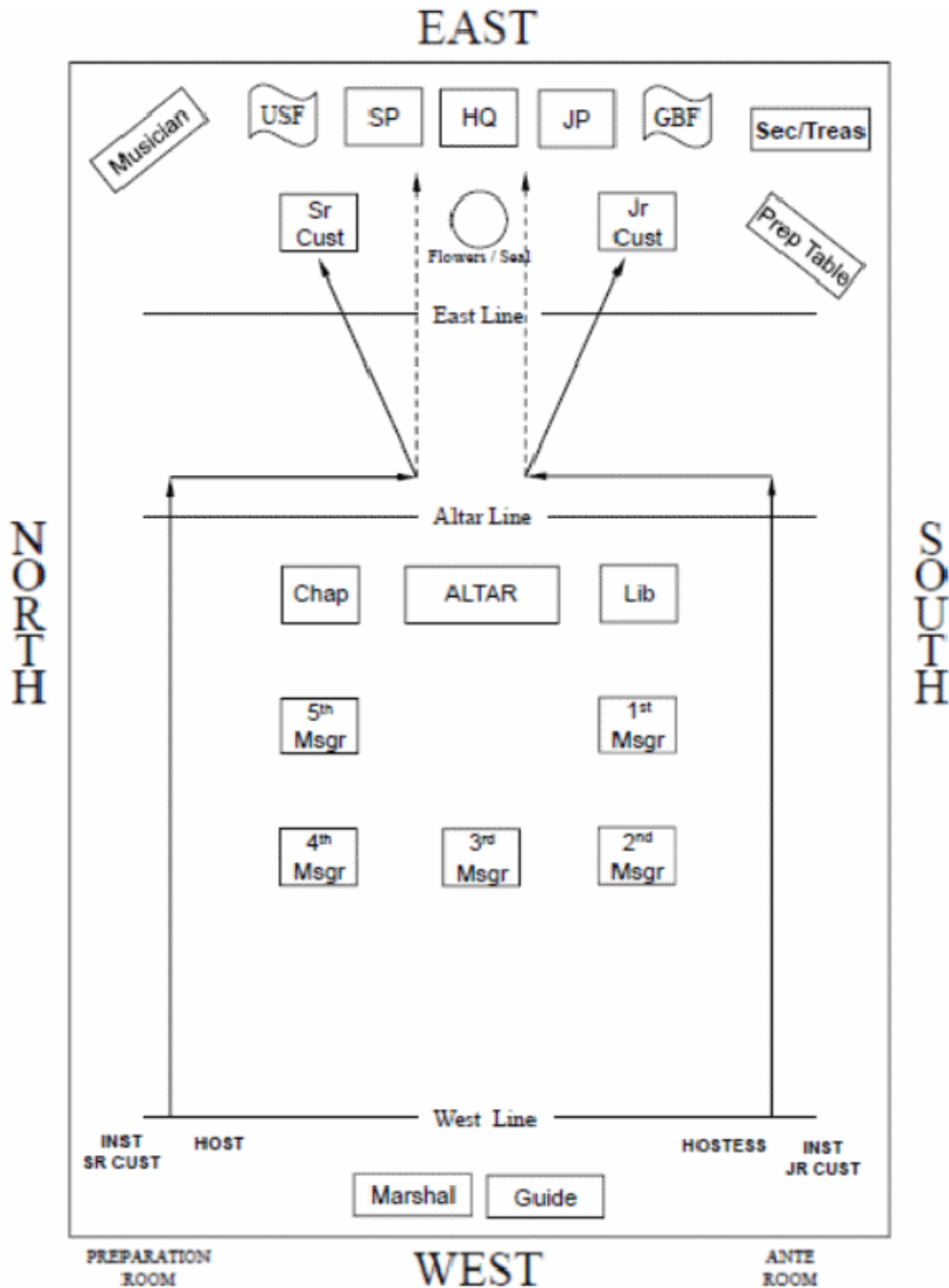
**INSTALLING OFFICERS: Members of the Grand Guardian Council, Bethel Members, Distinguished Guests and Friends, we are about to install the elected and appointed officers and representatives of the Grand Bethel of Maryland into their respective stations. Installing Grand Bethel Senior Custodian (rises) and Installing Grand Bethel Junior Custodian (rises), you will invite into the Grand Bethel Room, the other Installing Grand Bethel Officers.** (Plate 26)

### Preparation Room

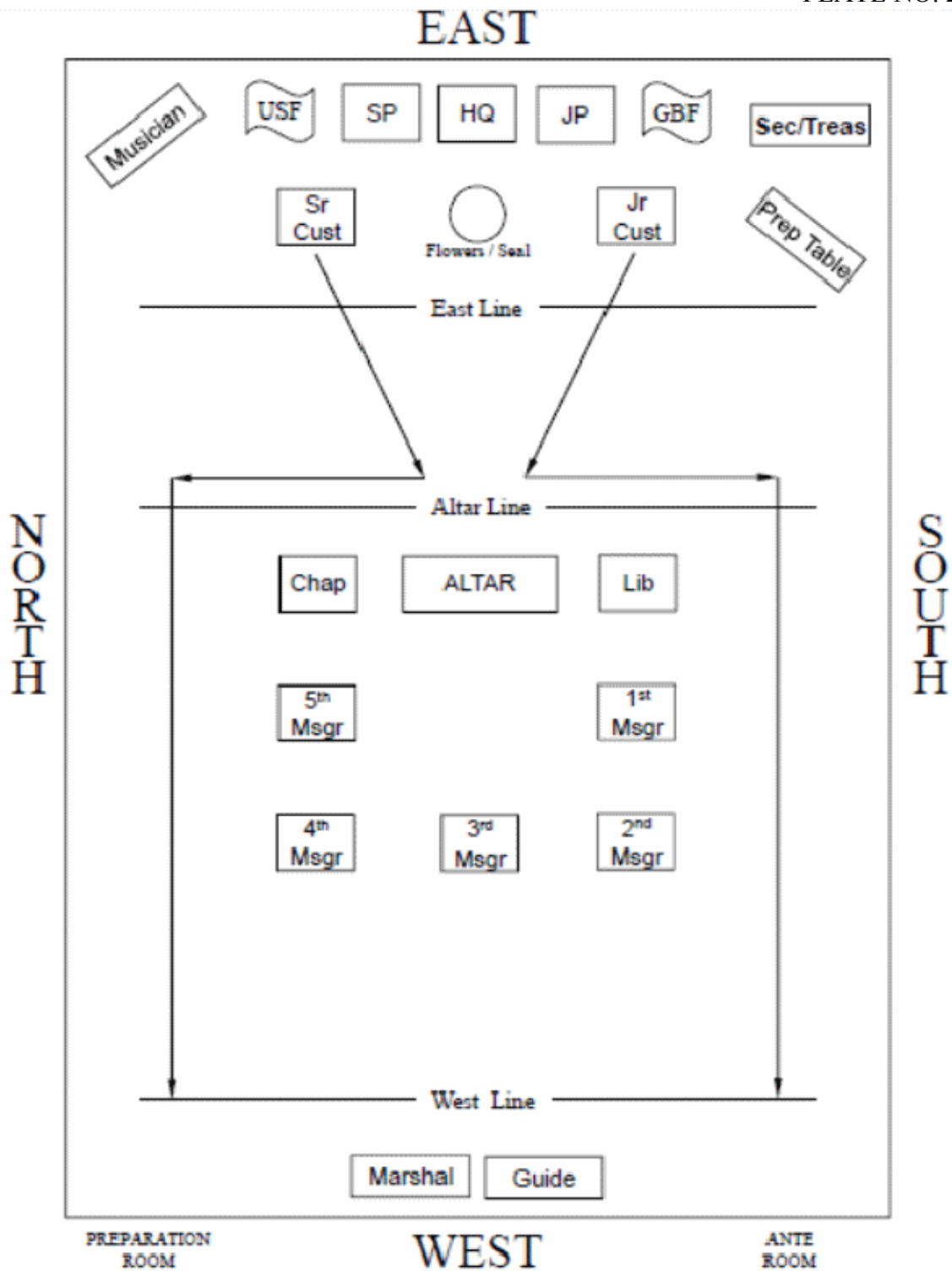
Installing GB Marshal  
Installing GB Chaplain  
Installing GB Flag Bearer  
Installing GB Senior Custodian

### Anteroom

Installing GB Guide  
Installing GB Secretary  
Installing GB Junior Custodian

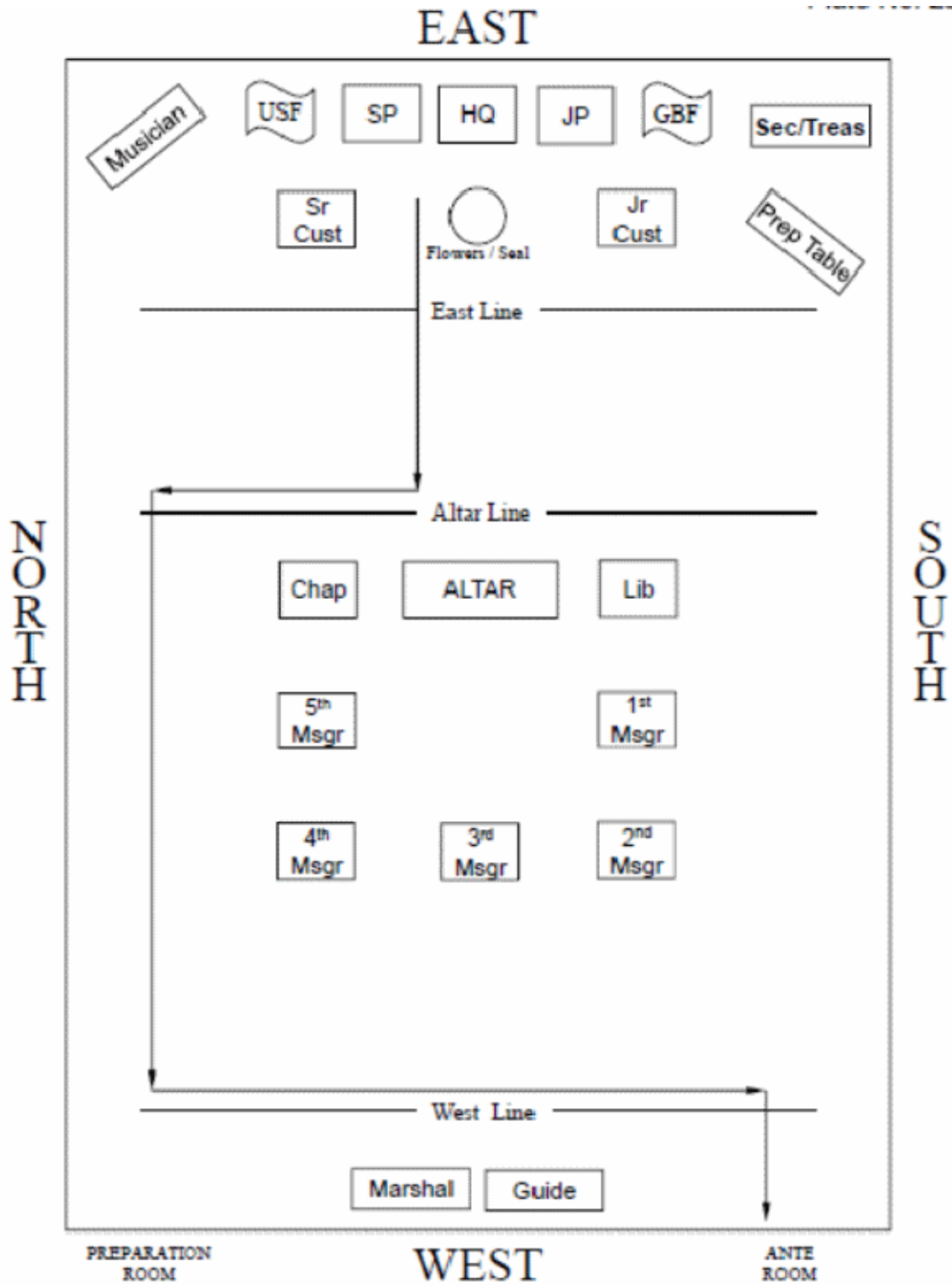


INSTALLATION OF OFFICERS  
ENTRANCE OF HOST AND HOSTESS

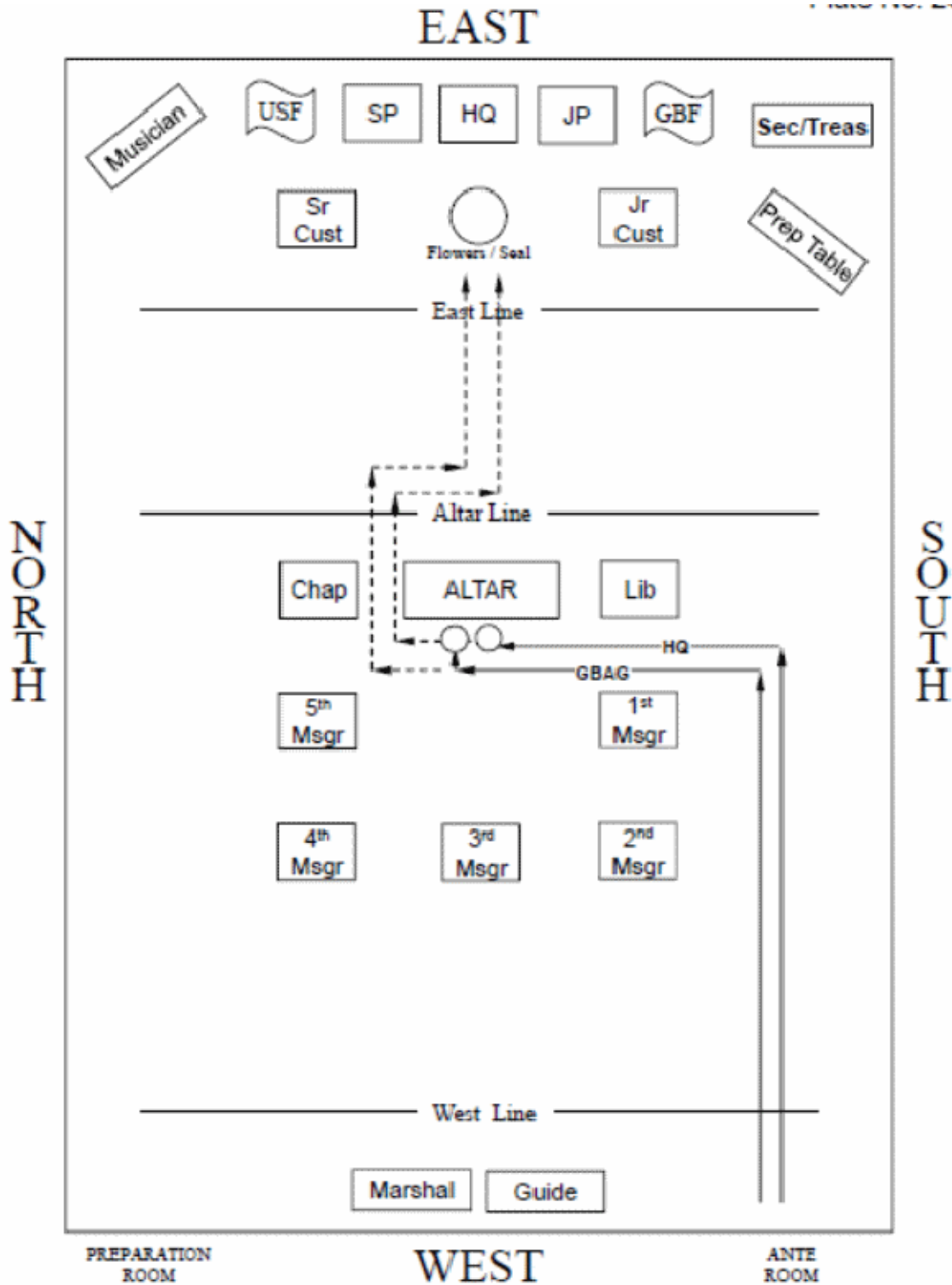


INSTALLATION OF OFFICERS CONTINUED  
INSTALLING CUSTODIANS

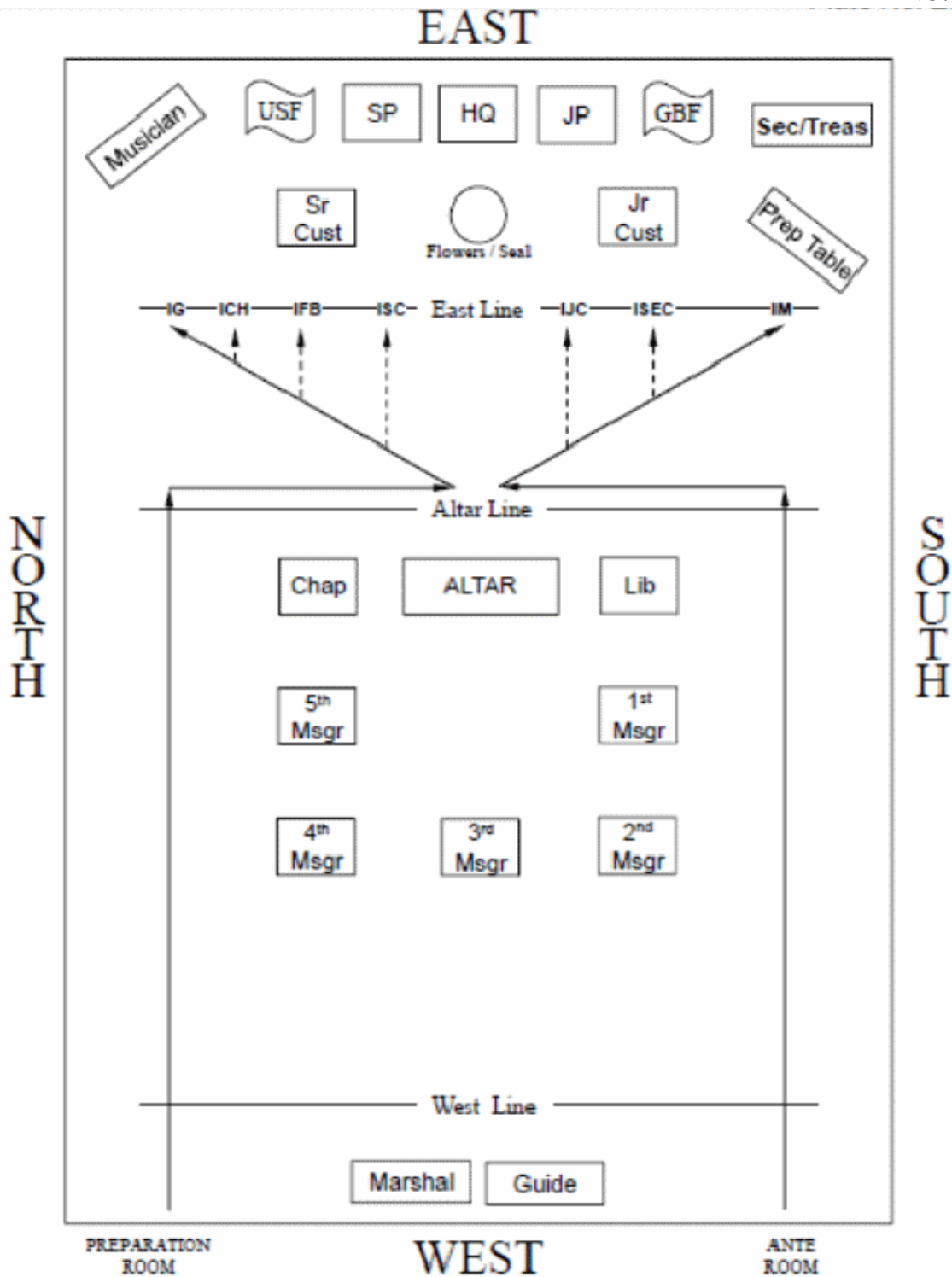




INSTALLATION OF OFFICERS CONTINUED  
RETIRING OF GBAG



INSTALLATION OF OFFICERS CONTINUED  
ENTRANCE OF GBAG AND INSTALLING OFFICER



INSTALLATION OF OFFICERS CONTINUED  
ENTRANCE OF INSTALLING GRAND BETHEL OFFICERS

**INSTALLING OFFICER: It is my pleasure to present the Installing Grand Bethel Officers who will assist me: at the instrument \_\_\_\_\_ as Installing Grand Musician.**

**Starting on my right:**

\_\_\_\_\_ as Installing GB Marshal  
\_\_\_\_\_ as Installing GB Chaplain  
\_\_\_\_\_ as Installing GB Flag Bearer  
\_\_\_\_\_ as Installing GB Senior Custodian  
\_\_\_\_\_ as Installing GB Junior Custodian  
\_\_\_\_\_ as Installing GB Secretary  
\_\_\_\_\_ as Installing GB Guide

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Installing Officers to their stations and prepare for the entrance of the elected and appointed Grand Bethel Officers and Representatives.**

When the Installing Officers reach their stations, they shall all be seated together. The Installing GB Guide and Installing GB Marshal go to the back of the room at either doorway and direct the girls when to enter for the ceremony. (Plate 27)

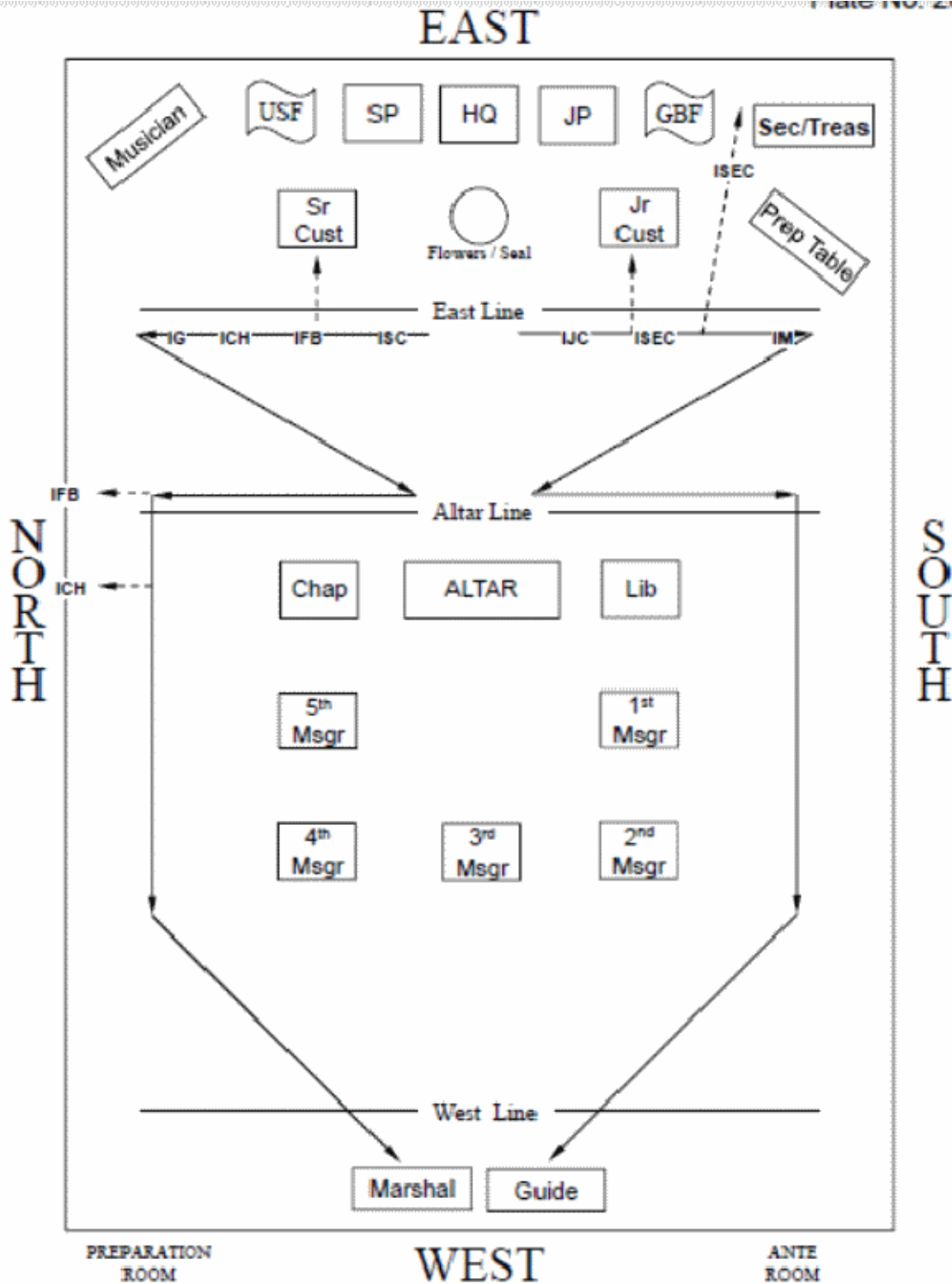
**INSTALLING OFFICER: It is with pleasure that I introduce \_\_\_\_\_ who will narrate the \_\_\_\_\_ Ceremony.**

The Ceremony is narrated. The GB Officers and Representatives enter. At the conclusion of the narration, the Daughters are seated, after the narrator nods.

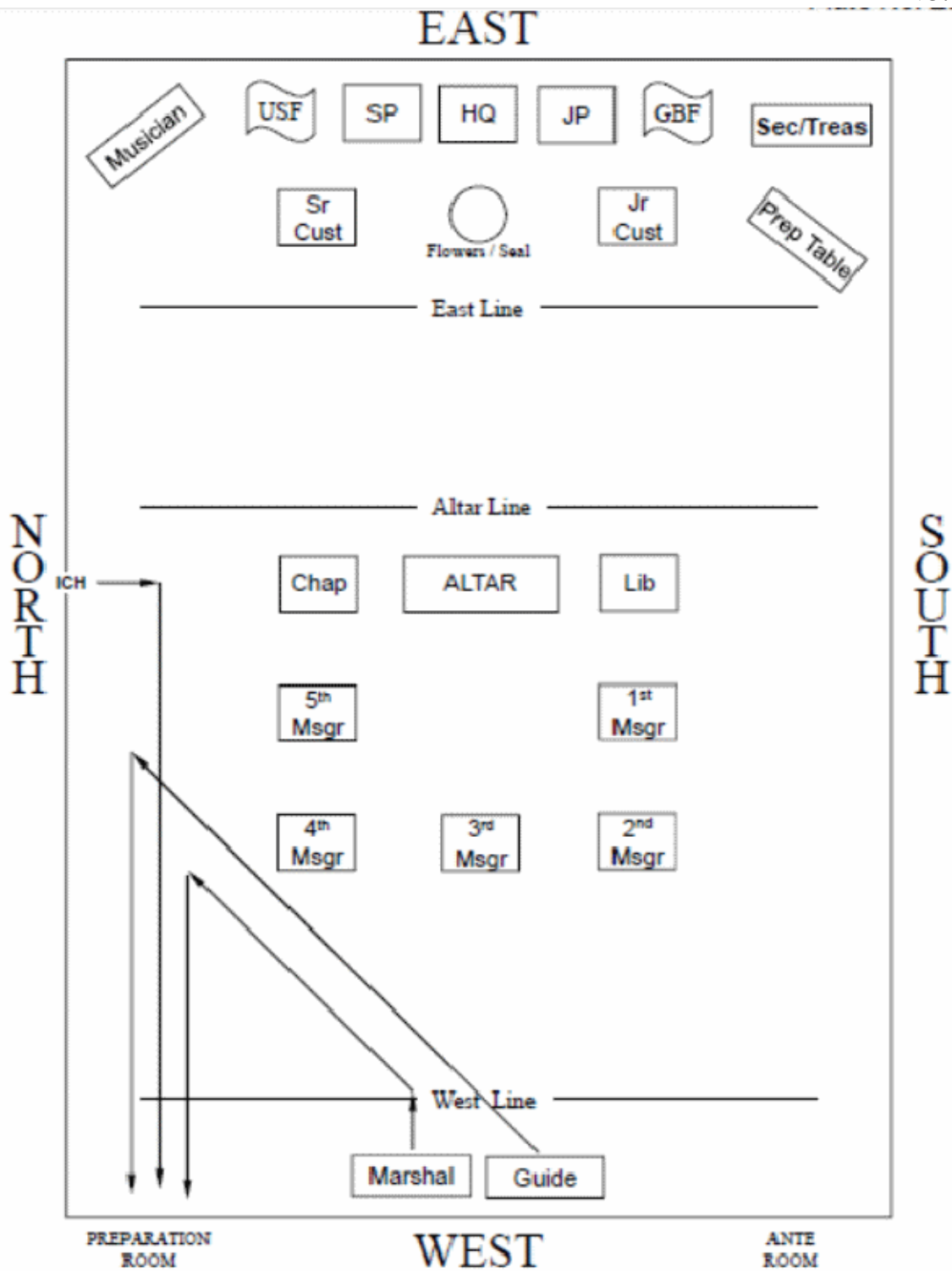
**INSTALLING OFFICER: Before proceeding with our ceremony, let us ask the blessing of our Heavenly Father (After which the invocation will be given by \_\_\_\_\_). Installing Grand Bethel Guide (rises) and Installing Grand Bethel Marshal (rises), you will escort into the room the Holy Bible. (Plate 30) Three raps (\*\*\*) as the Bible is brought in by the Installing GB Chaplain. The Installing GB Chaplain approaches the Altar. (See Chaplain Instructions, Plate 28)**

**INSTALLING GB CHAPLAIN: Our Heavenly Father, we pray that the members of this Grand Bethel pledge themselves to guide our daughters, assist our Bethels to grow, and to “Build With God for Tomorrow”. Be with them as they labor at each task; show them that with Thee all things are possible. We ask in Thy name. Amen. (Returns to her station – Plate 29)**

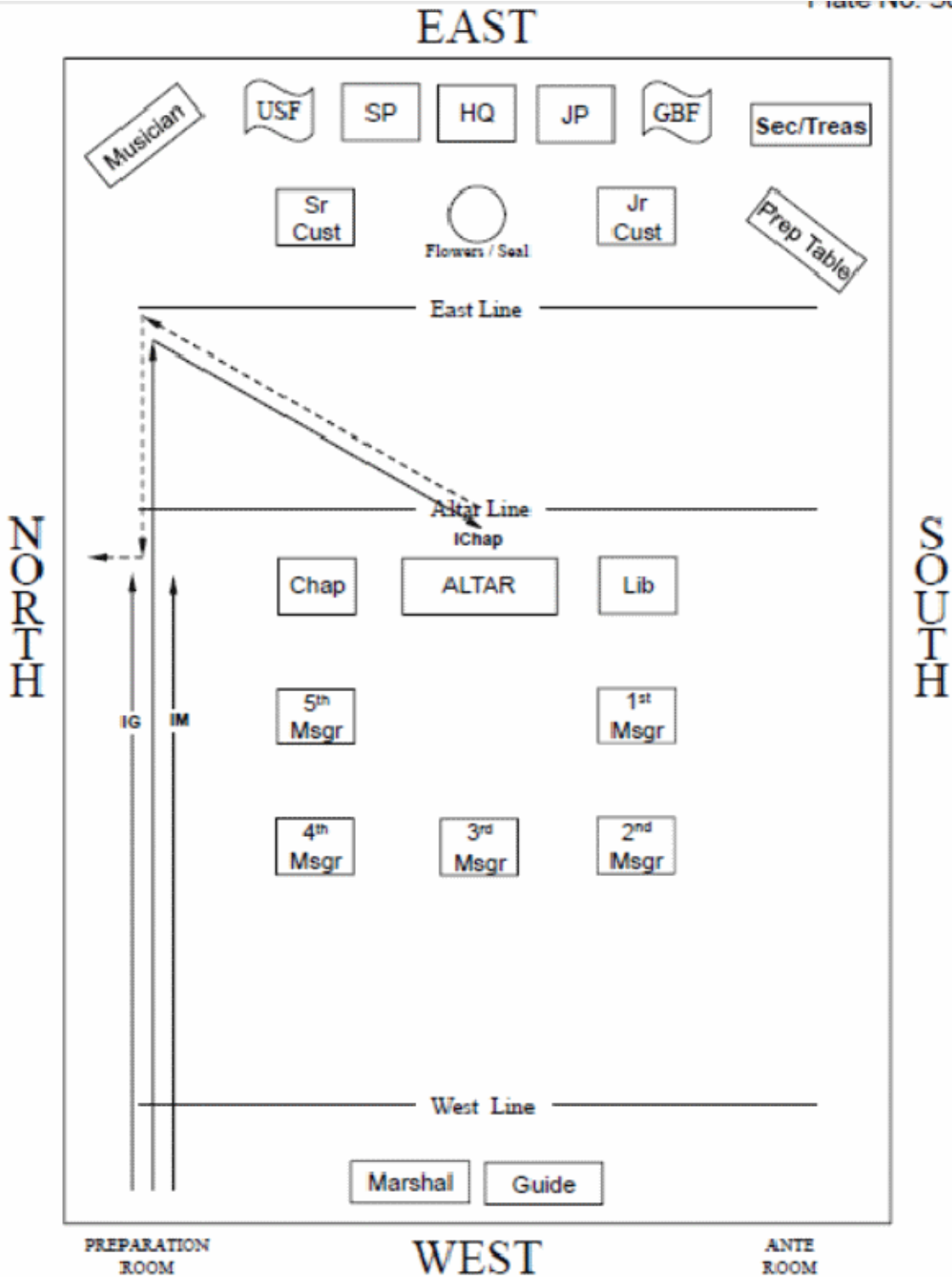
**INSTALLING OFFICER: Installing Grand Bethel Guide and Installing Grand Bethel Marshal you will escort the Flag of our Country West of the Altar. (Plates 30 &31)**



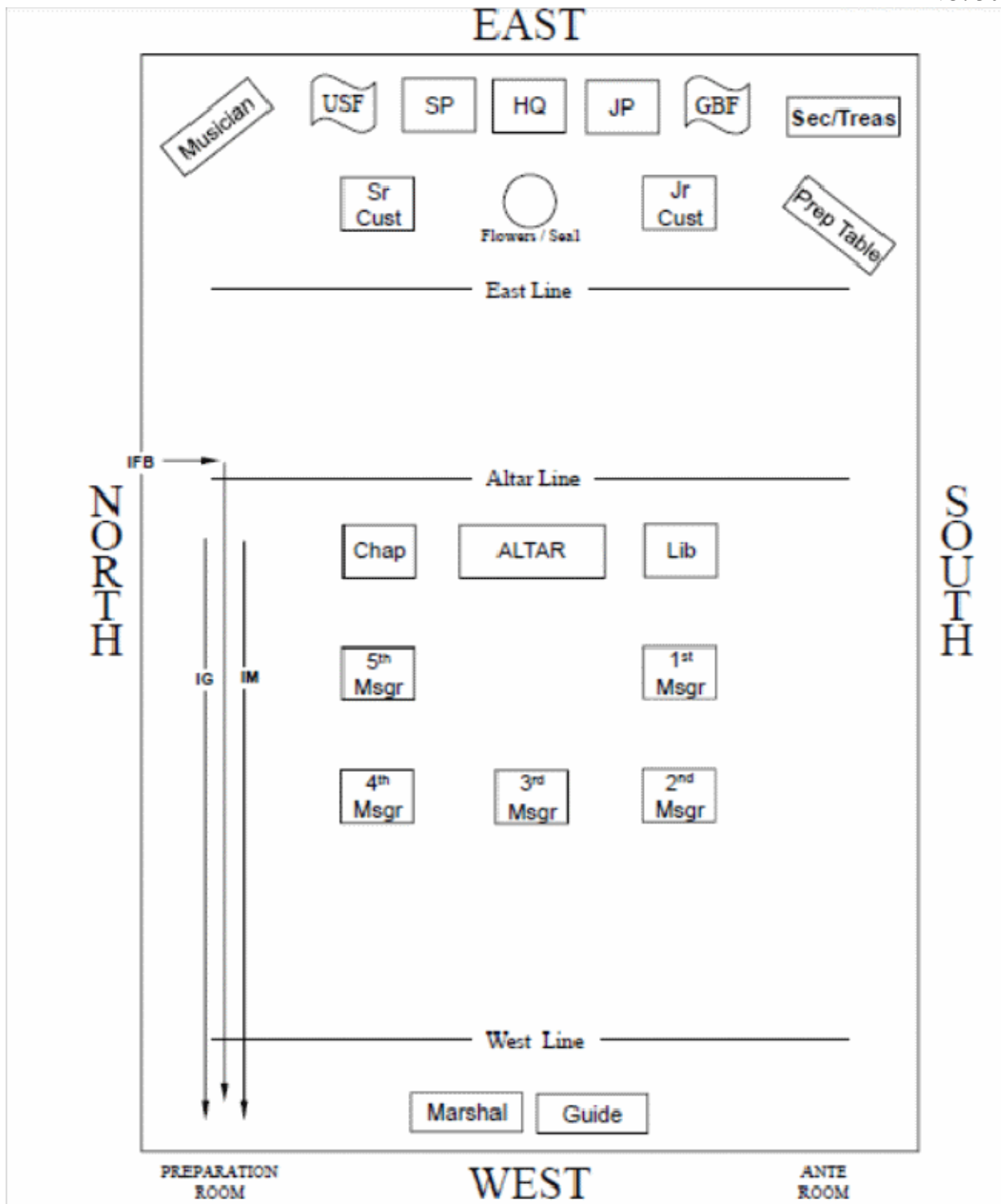
INSTALLATION OF OFFICERS CONTINUED  
ESCORT OF INSTALLING GBO TO STATIONS



INSTALLATION OF OFFICERS CONTINUED  
RETIRING FOR ESCORT OF HOLY BIBLE

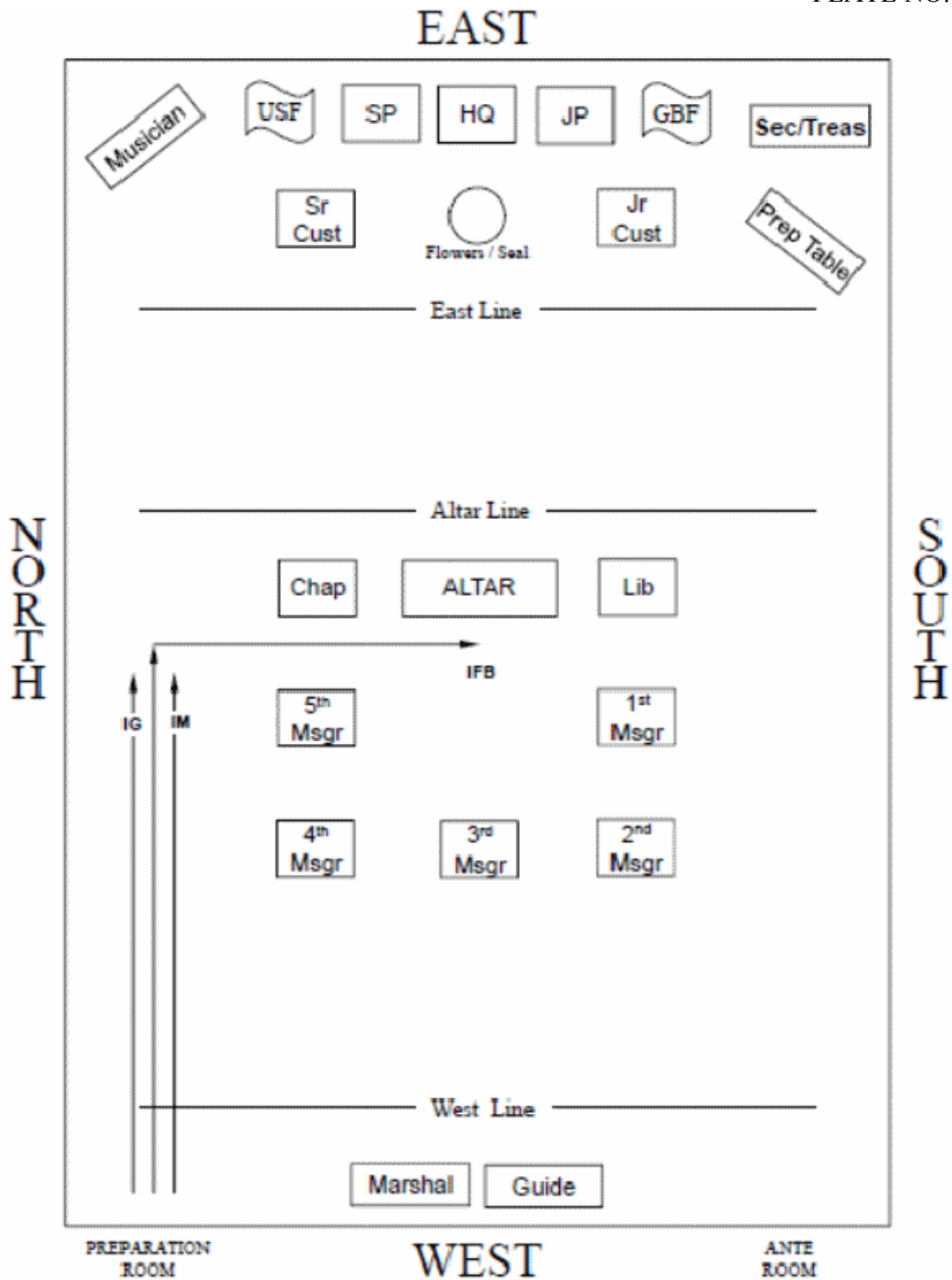


INSTALLATION OF OFFICERS CONTINUED  
ESCORT OF HOLY BIBLE



INSTALLATION OF OFFICERS CONTINUED  
 RETIRING TO ESCORT AMERICAN FLAG





CEREMONY OF INSTALLATION CONTINUED  
ESCORT OF AMERICAN FLAG

**INSTALLING OFFICER: Before you is our country's Flag, the blue for the skies above us, the white for purity, and the red for our forefathers' blood. There are thirteen red and white stripes designating the original thirteen colonies, and on the field of blue there are fifty stars, one for each state in our fine Country. Never falter in your allegiance to the United States of America and most of all love God and believe in yourself. Let us all sing the Star Spangled Banner.**

***Installing Officer: Installing Grand Bethel Flag Bearer you will place the Flag in the East in its position of Honor.*** (Plate 33).

After the Flag tribute, the first verse of the “Star Spangled Banner” will be sung. The Installing GB Marshal does not sing.

**INSTALLING OFFICER: Installing Grand Bethel Marshal, you will place the American Flag in the East.** (Plate 32)

**INSTALLING OFFICER: All citizens of the United States will repeat the Pledge of Allegiance.** (Plate 33) One rap (\*).

**INSTALLING OFFICER: Installing Grand Bethel Secretary (rises), you will read the names of the daughters who have been elected and appointed to serve as Grand Bethel Officers and Representatives for the ensuing term, who, as their names are called will rise.**

The Installing Grand Bethel Secretary rises and gives full names and titles of all GB Members to be installed.

**INSTALLING OFFICER: Installing Grand Bethel Guide (rises) and Installing Grand Bethel Marshal (rises), you will present these Officers and Representatives for the Obligation.** (Plate 34)

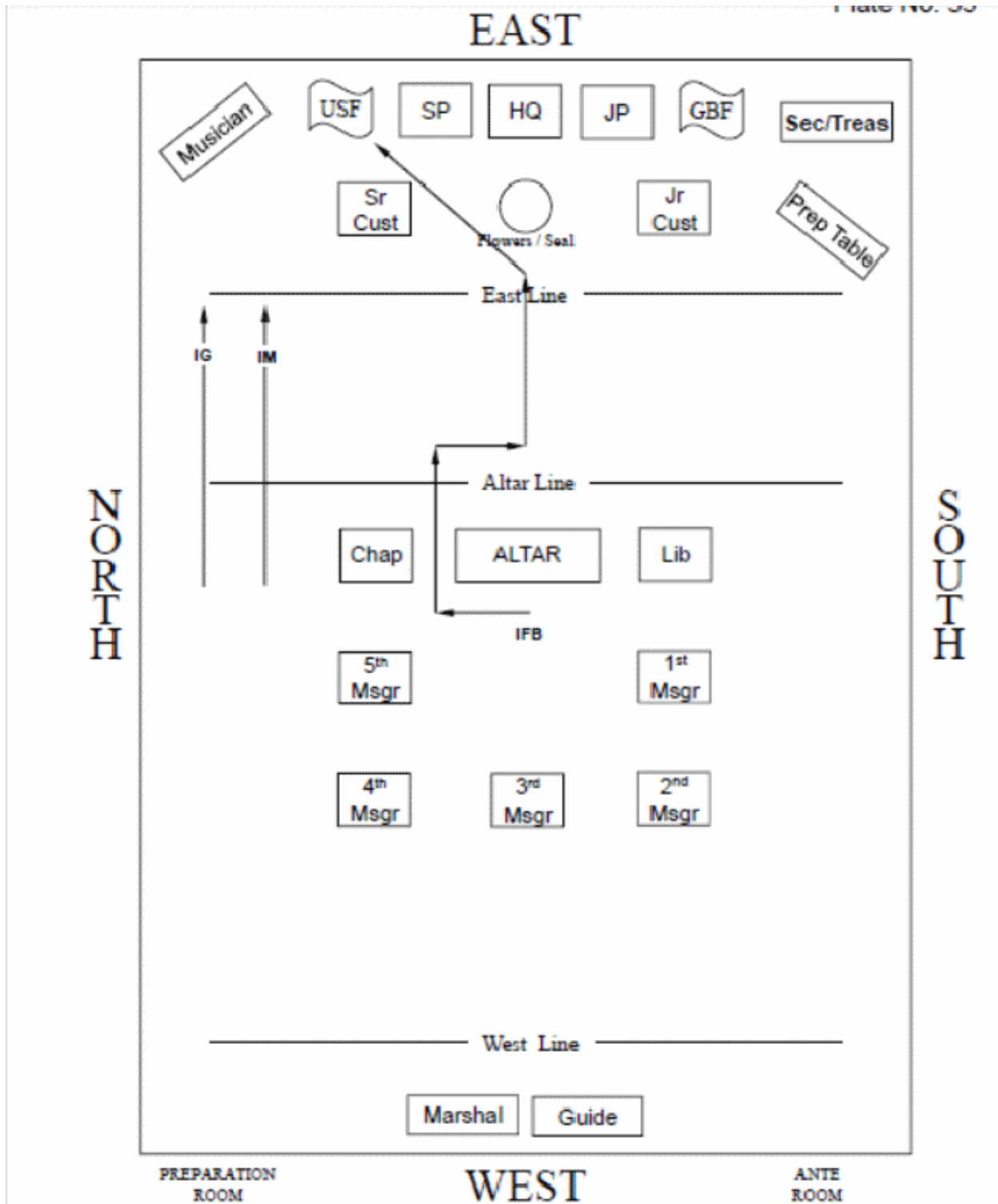
**INSTALLING GB GUIDE: Grand Bethel Honored Queen, all is in readiness.**

The Installing Officer goes to the east side of the Altar, with her gavel.

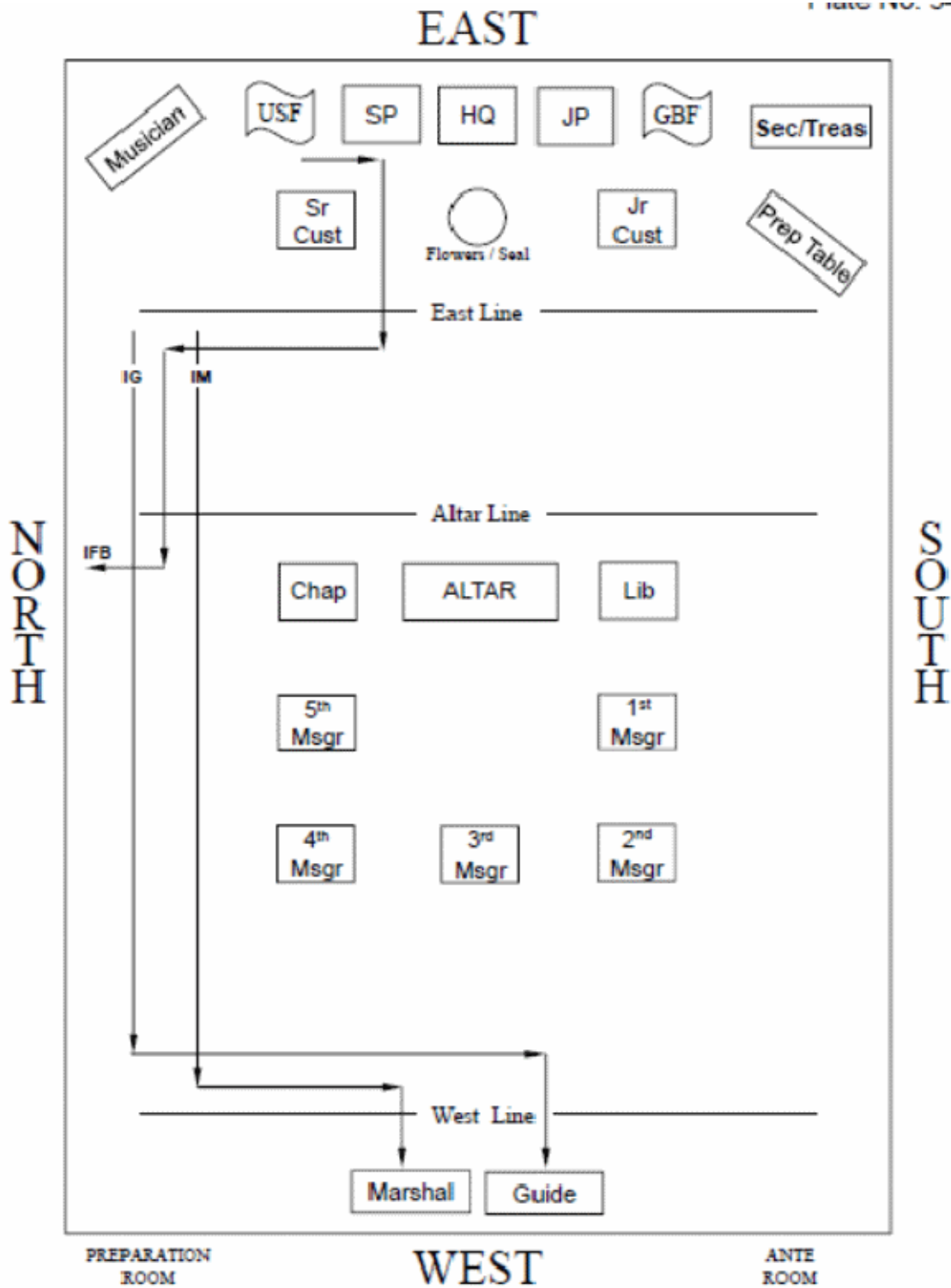
**INSTALLING OFFICERS: You will place your right hand over your heart and repeat after me:**

**In the presence of God and these witnesses - I solemnly and sincerely promise - that I will be guided by the advice of the Grand Bethel Guardian and the Grand Bethel Associate Guardian. That I will promote the welfare and growth - of the Job's Daughters International at all times. That I will render whatever assistance possible - to the Bethels in the State. That I will assist in Installations - and fill vacancies in the Bethels whenever called upon. That I will encourage the daughters to learn the Ritual – be regular in attendance – and to follow more closely the aim of Job's Daughters. That I will be kind, patient and steadfast - and live according to the teachings of Job's Daughters - that I may be a fitting example for our daughters to emulate.**

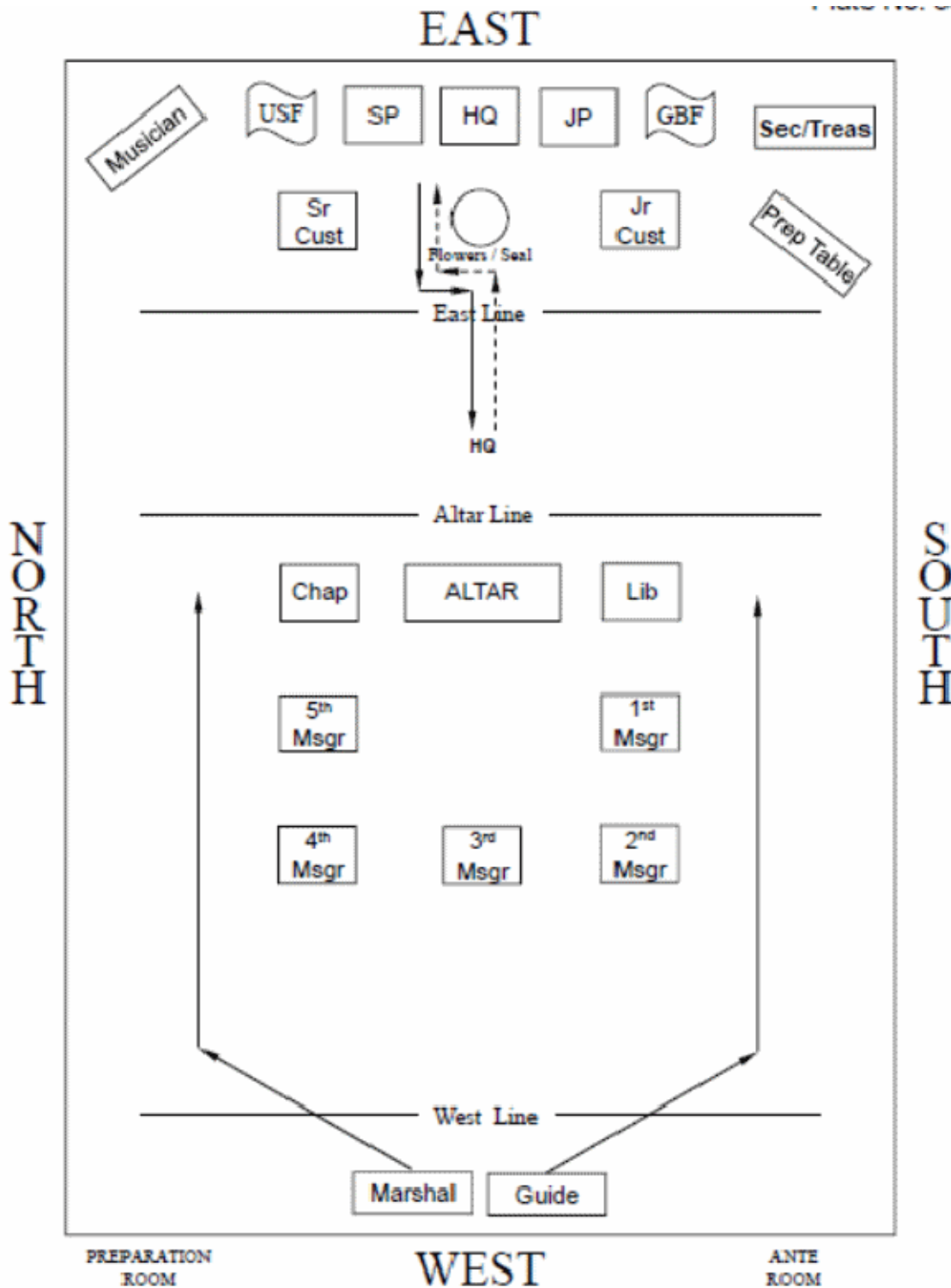
The Installing Officer returns to the East and raps the gavel once (\*).



INSTALLATION OF OFFICERS CONTINUED  
ESCORT OF AMERICAN FLAG CONTINUED



INSTALLATION OF OFFICERS CONTINUED  
ESCORT OF AMERICAN FLAG CONTINUED



INSTALLATION OF OFFICERS CONTINUED  
OBLIGATION OF OFFICERS AND REPRESENTATIVES

**INSTALLING OFFICER: Representatives (names and states). Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Representatives at the Altar.**

**Grand Bethel Representatives, you have been selected to represent our State to another State or to a Bethel in another Country wherein Job's Daughters are found. By interchange of communications and ideas, we shall have a wider scope of knowledge of other Bethels throughout our International Order. It shall be your duty to make a full report at the next Session of this Grand Bethel. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Representatives to their stations.**

\_\_\_\_\_, Grand Bethel Senior Custodian  
\_\_\_\_\_, Grand Bethel Junior Custodian

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present these officers at the Altar.**

**Grand Bethel Custodians, it shall be your responsibility to see that the properties of the Grand Bethel are suitably arranged for the session and that the room is cleared at the close of Installation. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

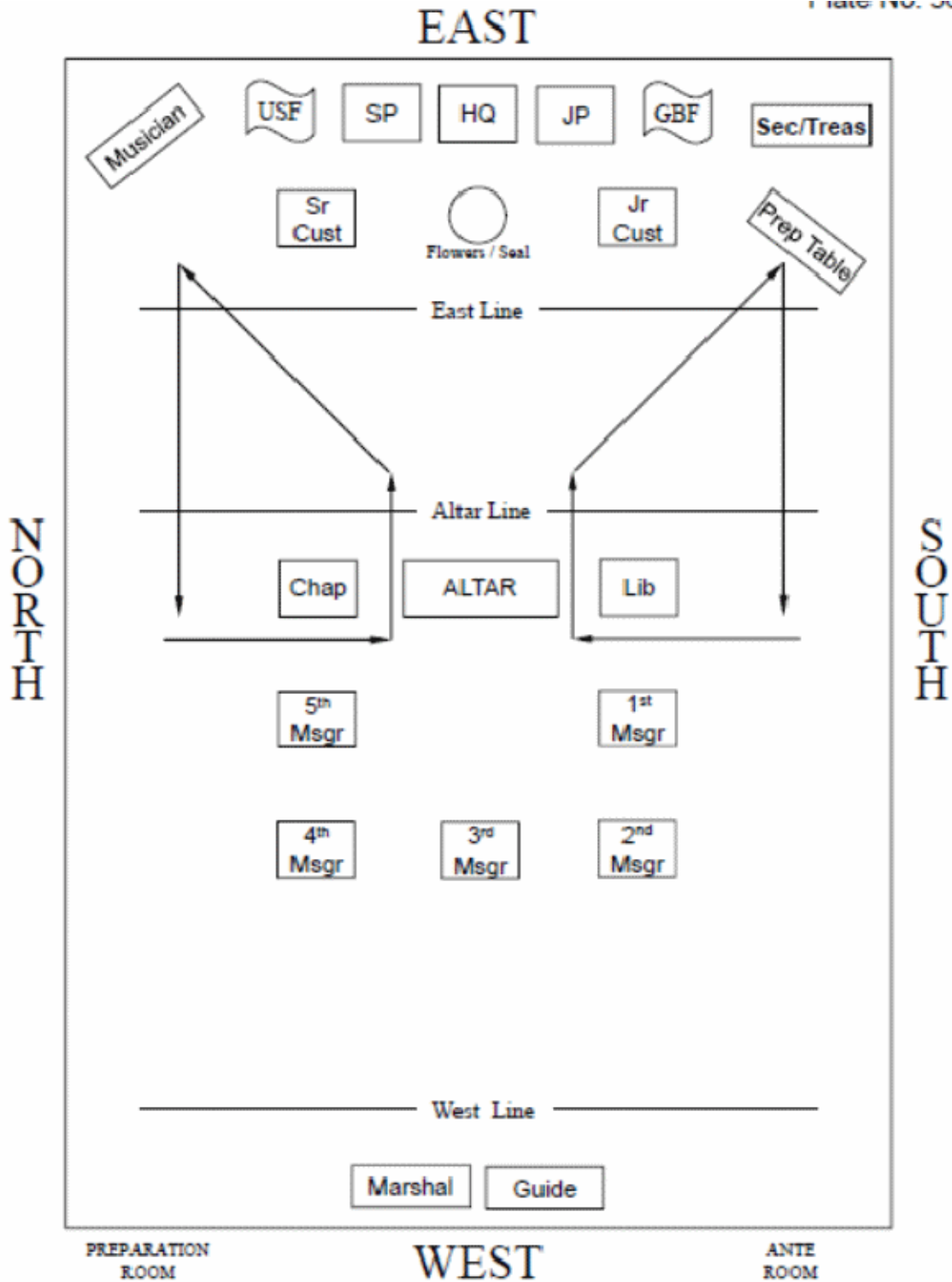
**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort these officers to their stations. (Plate 35)**

\_\_\_\_\_, Grand Bethel Chaplain  
\_\_\_\_\_, Grand Bethel Librarian

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present these officers at the Altar.**

**Grand Bethel Chaplain, it shall be your responsibility to lead the Grand Bethel in its devotions and to give comfort to any daughter in distress.**

**Grand Bethel Librarian, it shall be your responsibility to encourage a broader knowledge of literature, arts and science. It shall also be your responsibility to send out a newsletter to each member after the Session and after all Grand Bethel meetings and to confer with the Secretary in keeping addresses up to date. Are you willing to assume these responsibilities? (Answer: I am)**



INSTALLATION OF OFFICERS CONTINUED  
ESCORT OF OFFICERS AND REPRESENTATIVES TO STATIONS



**You will now be presented with the jewel of your office.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort these officers to their stations.**

\_\_\_\_\_, Grand Bethel Musician  
\_\_\_\_\_, Grand Bethel Treasurer  
\_\_\_\_\_, Grand Bethel Secretary

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present these officers at the Altar.**

**Grand Bethel Musician, it is your responsibility to furnish appropriate music for all ceremonies of the Grand Bethel.**

**Grand Bethel Treasurer, it shall be your responsibility to keep accurate records of all finances of the Grand Bethel. It shall also be your duty to prepare a financial statement to be read at all meetings of the Grand Bethel.**

**Grand Bethel Secretary, it shall be your responsibility to keep accurate minutes of all meetings. It shall also be your duty to keep a file of information on all Grand Bethel members and inform the Grand Bethel Honored Queen of suspensions and of those members eligible for Majority. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort these officers to their stations.**

\_\_\_\_\_, Grand Bethel First Messenger  
\_\_\_\_\_, Grand Bethel Second Messenger  
\_\_\_\_\_, Grand Bethel Third Messenger  
\_\_\_\_\_, Grand Bethel Fourth Messenger  
\_\_\_\_\_, Grand Bethel Fifth Messenger

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present these officers at the Altar.**

**Grand Bethel Messengers, it shall be your responsibility to become proficient in all work required in all of the ceremonies of the Grand Bethel. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort these officers to their stations.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Guide and Grand Bethel Marshal at the Altar.**

**Grand Bethel Marshal, it shall be your special responsibility to care for and display the Flag of our Country and to assist the Grand Bethel Guide in escorting all guests.**

**Grand Bethel Guide, it shall be your special responsibility to have charge of the guest book, to greet all visitors, to inform the Grand Bethel Honored Queen before the meeting of all distinguished guests present, and to escort honored guests when requested to do so. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort these officers to their stations. The Grand Bethel Guide and Grand Bethel Marshal shall remain standing until after they have been introduced.**

**It is with pleasure that I introduce:**

**\_\_\_\_\_ , Grand Bethel Guide**

**\_\_\_\_\_ , Grand Bethel Marshal**

**GB Honored Queen leads in applause.**

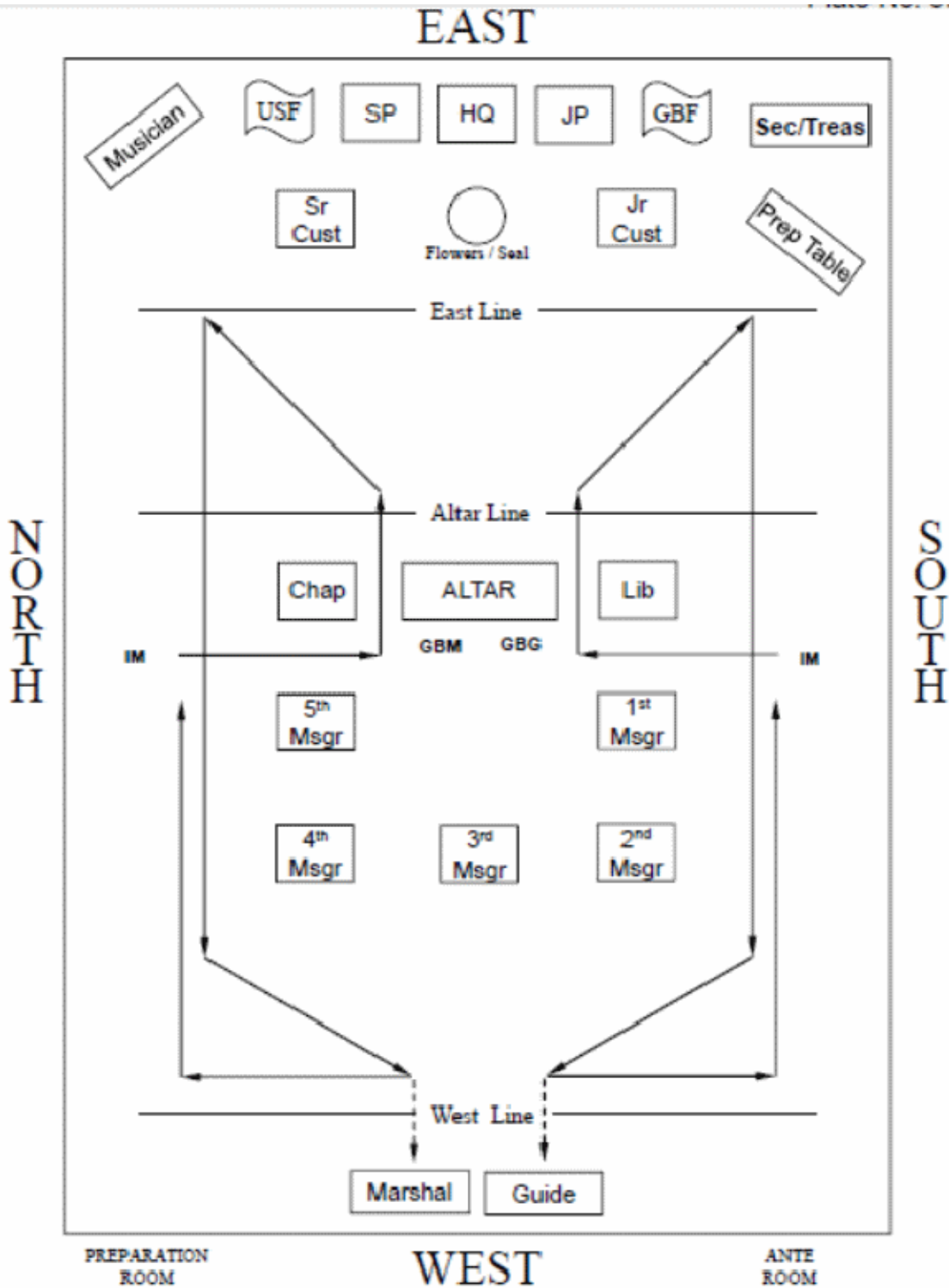
**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Princesses at the Altar. (Plate 37)**

**Grand Bethel Junior Princess, it shall be your responsibility to serve as the Chairman of the Ways and Means Committee.**

**Grand Bethel Senior Princess, it shall be your responsibility to make all preparations for the Welcome Ceremony, to assist the Grand Bethel Honored Queen in her duties and to assume her responsibilities in her absence. It shall also be your duty to serve as Chairman of the Promotional Committee. Are you willing to assume these responsibilities? (Answer: I am)**

**You will now be presented with the jewel of your office.**

**You will kneel at the Altar and be vested with your cape and crown by the Installing Grand Bethel Senior Custodian (rises) and the Installing Grand Bethel Junior Custodian (rises). The Installing GB Custodians return to the East Line immediately after the crowning. A solo may be used here.**



INSTALLATION OF OFFICERS  
 INSTALLATION OF GB GUIDE & GB MARSHAL

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort the Princesses to the East. Three raps (\*\*\*) and the Installing Officer introduces the Princesses.**

**It is with pleasure that I introduce:**

\_\_\_\_\_, **Grand Bethel Senior Princess**

\_\_\_\_\_, **Grand Bethel Junior Princess**

GB Honored Queen leads in applause. 1 rap (\*).

**Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Honored Queen at the Altar, cause her to kneel, and place her hands on the Holy Bible. The Installing Officer goes east of the Altar. (Plate 37)**

**Grand Bethel Honored Queen, you will repeat after me:**

**I will be faithful to the laws- of the Grand Bethel of Maryland- and the laws of the Supreme Guardian Council - and the Rules and Regulations of the Grand Guardian Council of Maryland. I will cooperate in every way - with the Guardian and Associate Guardian of the Grand Bethel- in order to promote its welfare - and with the help of God fulfill my duties.**

**To you, \_\_\_\_\_ has been given the honor of being elected to serve this Grand Bethel for the ensuing term.**

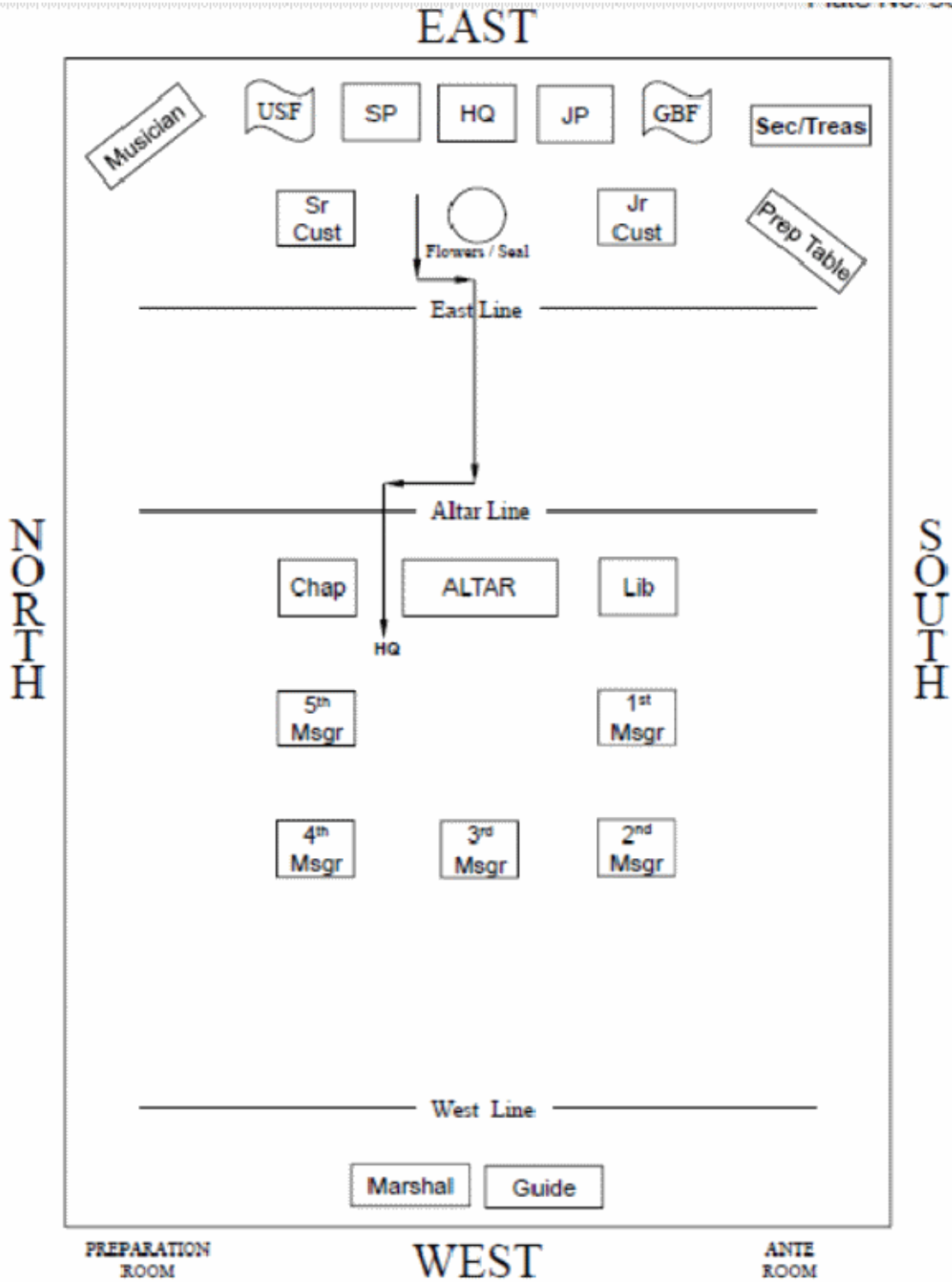
**I now present you with the jewel of this office, hoping it will ever remind you to preside in a just and gracious manner, and to be kind, patient and helpful in your work as the leader of the Grand Bethel of Maryland. May you accept your authority with humility and express in your daily life the principles which make Job's Daughters the Fairest in the Land.**

**This cape represents your high position; the white symbolizes purity and the blue fidelity. The crown is an emblem of leadership. May you ever wear it with dignity, grace, and humility. A solo may be used here. The Installing Officer escorts the newly installed GB Honored Queen to the East, allowing the GB Honored Queen to enter the east first. (Plate 38) Three raps (\*\*\*)**

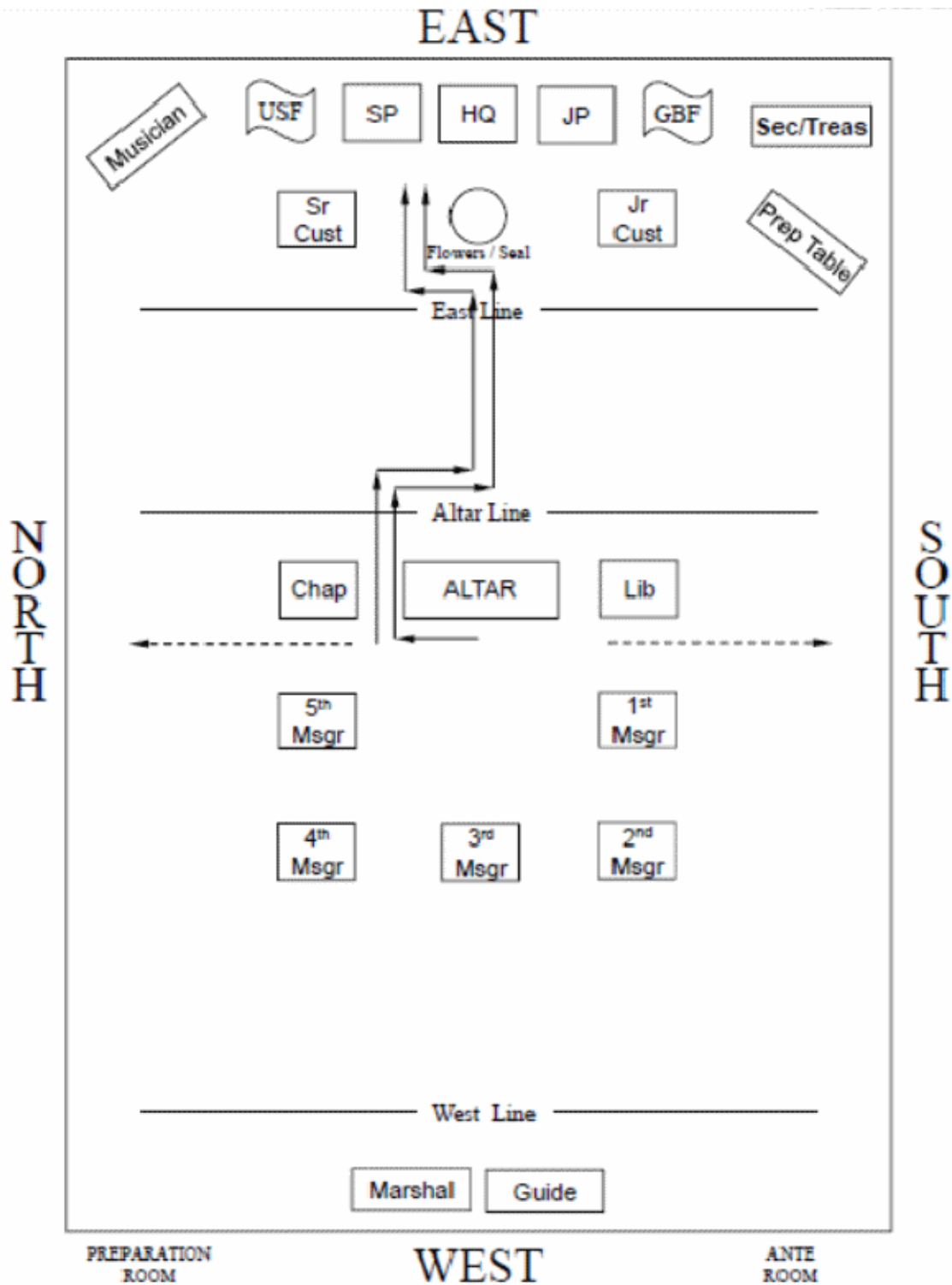
**It is with pleasure that I present, \_\_\_\_\_, who has been installed Honored Queen of the Grand Bethel of Maryland for the ensuing term. Installing Officer leads in applause. 1 rap (\*).**

**I now present you with a copy of the Supreme Bylaws, Grand Guardian Council of Maryland Bylaws, and a copy of the Grand Bethel Constitution and Bylaws. Examine these carefully and use them as your guide. I also present you with your Book of Duties and Responsibilities and this gavel, the emblem of your authority.**

**Installing Grand Bethel Secretary, you will make the proclamation. The Installing Grand Bethel Secretary rises and raises her right hand to make the proclamation.**



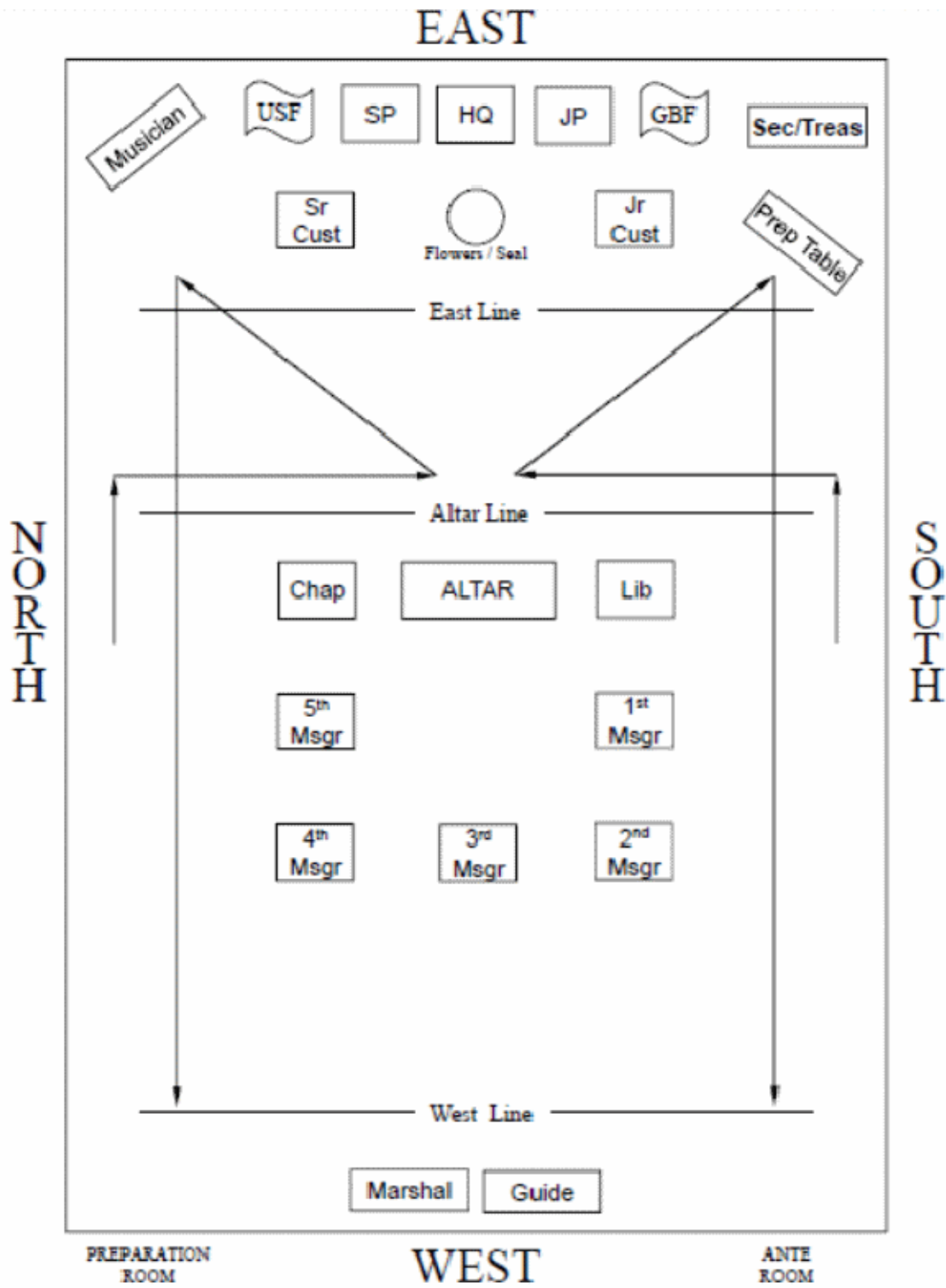
INSTALLATION OF OFFICERS  
INSTALLATION OF GB HONORED QUEEN



INSTALLATION OF OFFICERS  
INSTALLATION OF GB HONORED QUEEN CONTINUED

**INSTALLING GB SECRETARY: By direction of the Installing Officer, I declare the officers and representatives of the Grand Bethel of Maryland, Job's Daughters International (with the exception of \_\_\_\_\_) legally installed for the transaction of business under the laws, rules and regulations of the Grand Guardian Council of Maryland. One rap (\*).**

**INSTALLING OFFICER: This concludes our Ceremony of Installation. One rap (\*). Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will retire the Installing Grand Bethel Officers. (Plate 39) The Installing Officer is offered a seat in the East.**



INSTALLATION OF OFFICERS  
RETIRING OF INSTALLING GBO



## SUGGESTED ORDER OF BUSINESS FOR NEW HONORED QUEEN

1. Acceptance speech by the Grand Bethel Honored Queen.
2. Escort and Introductions
  - a. Parents (if not previously introduced)
  - b. Presentation of gavel if not previously presented (Optional)
  - c. Continue as per page 27
3. Presentations
  - a. Past Grand Bethel Honored Queen's tiara and gavel guard
  - b. Others
4. Signing of the Bible

GB HONORED QUEEN: **Signing of the Bible. Grand Bethel Chaplain, you will attend at the Altar.** 3 raps (\*\*\*) . The GB Chaplain closes the Bible reverently, then opens the Bible to the signature page, and returns to her station in the usual manner. When the GB Chaplain is back at her station the GB Honored Queen sounds one rap (\*) of the gavel.

The GB Honored Queen and the Retiring GB Honored Queen approach the Altar. At the conclusion of the signing, the GB Honored Queen and the Retiring GB Honored Queen take five steps backward toward the East Line, (A solo may be used here) turn and ascend the dais.

The GB Chaplain steps to the Altar and reopens the Bible to Chapter XLII (42) verse 15, of the Book of Job and returns to her station.

5. Remarks
  - a. Grand Bethel Guardian
  - b. Grand Bethel Associate Guardian
  - c. Grand Guardian of Maryland
  - d. Associate Grand Guardian of Maryland
  - e. All others called upon by GBHQ
6. Coin March

GB HONORED QUEEN: **Today's coin march will be donated to \_\_\_\_\_.** One rap (\*).

7. Closing

GB HONORED QUEEN: **Closing Ceremony. Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will prepare for the retiring march.** Two raps (\*\*) to call up the GB Officers, GB Representatives, and GB Guardian and GB Associate Guardian.

The GB Custodians walk to the Altar Line then out to the sidelines commencing at the Altar removing the GB Librarian and GB Chaplain chairs. The GB Custodians then proceed to remove the other chairs behind the GB Librarian and GB Chaplain in the same manner. The GB Junior Custodian removes the GB Third Messengers chair, after which they return to their stations by marching up the sidelines, turning in at the Altar line, march to point in line with their chairs, and

then turning towards their chairs, walking in a straight line until they reach their seat. The GB Custodians remain standing. (Plate 11) As the GB Custodians are returning to their stations, the GB Guardian and GB Associate Guardian proceed across the East Line to a point in line with the East Dais, turn right and ascend the dais.

### Retiring March Line Up

GB Marshal	GB Guide
GB Fourth Messenger	GB Second Messenger
GB Third Messenger	GB First Messenger
GB Fifth Messenger	GB Librarian
GB Chaplain	GB Secretary
GB Senior Custodian	GB Treasurer
GB Senior Princess	GB Junior Custodian
GB Honored Queen	GB Junior Princess

The GB Guide and GB Marshal march diagonally from the West Line, then proceed along the North and South Lines. As the GB Guide and GB Marshal pass the GB Messengers, each shall fall into line with the GB Second Messenger preceding the GB Third Messenger. (Plate 12)

When the GB Guide and GB Marshal march east to the East Line, the GB Guide turns left and the GB Marshal turns right. They march to a point in line with the south and north sides of the Altar. The GB Guide turns left and the GB Marshal turns right and they march west to the Altar Line. The GB Senior Custodian and GB Junior Custodian follow the GB Librarian and GB Chaplain. The GB Senior Princess and GB Junior Princess leave the East and follow the GB Custodians respectively.

When the GB Guide and GB Marshal reach the Altar Line, they turn left and right and march to the South and North Marching Lines then turn west to the West Line. They turn left and right to a point in line with the north and south sides of the Altar. (Plate 12) As the GB Honored Queen reaches the East Line, she marches directly to the Altar Line. The GB Honored Queen remains standing east of the Altar. (Plate 12)

As the GB Guide and GB Marshal approach the East forming the parallel lines, north and south of the Altar, they shall stop so that the GB Chaplain is North of the Altar. (Plate 13)

The GB Chaplain and GB Honored Queen approach the Altar simultaneously. (Plate 13)

**GB CHAPLAIN: Most gracious and loving Father, we thank Thee for the Order of Job's Daughters and for the privilege of serving the Bethels in this state. Strengthen us with the power of Thy grace so that we may be more patient and more sincere in our love for one another. Take away all thoughts of self-glory and honor as we assume our responsibilities for the ensuing term. Bless the Grand Bethel and all who are associated with our order. Amen.** Optional: The GB Chaplain may write a prayer to recite as an alternative, if approved by the EGBC.

At the discretion of the GB Honored Queen, the Grand Bethel shall sing either 1 or 2 verses of "Nearer My God to Thee" or another appropriate music selection. While the Grand Bethel Chaplain and GBHQ are still kneeling at the Altar, the Grand Bethel recites the Mitzvah Benediction.

Mitzvah- "May the Lord watch between me and Thee while we are absent, one from another. Amen."

The GB Honored Queen and GB Chaplain rise at the conclusion of the Mitzpah Benediction. The GB Chaplain closes the Bible and then leaves the Altar in the usual manner taking her place in line. The GB Honored Queen steps back from the Altar until she is standing on the West Line

**GB GUARDIAN: This concludes the Installation and the (Spring/Fall) Semi-Annual Session of the Grand Bethel of Maryland.** Bows. The GB Officers respond with a slight bow. One rap (\*).

They turn west and march out with the GB Honored Queen leading through the Preparation Room door and the GB Senior Princess leading through the Anteroom door.

A special ceremony may be conducted after all the Grand Bethel Officers have retired.

**INSTALLATION OF GRAND BETHEL GUARDIAN AND  
GRAND BETHEL ASSOCIATE GUARDIAN**

**GB HONORED QUEEN: Installation of Grand Bethel Guardian and Grand Bethel Associate Guardian. Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will escort to the East the Installing Officers. GB Guide and GB Marshal escort the Installing Officers following the Escort and Introduction guidelines. (Plate 9)**

**It is my pleasure to introduce \_\_\_\_\_ and \_\_\_\_\_ who will act as Installing Officers.**

**INSTALLING OFFICER: Grand Bethel Guide and Grand Bethel Marshal, you will escort \_\_\_\_\_ and \_\_\_\_\_ West of the Altar. (Plate 40) Both Installing Officers go to the Altar.**

**INSTALLING OFFICER: To qualify as Grand Bethel Guardian and Grand Bethel Associate Guardian, you must pledge yourselves to attend all Grand Bethel meetings unless prevented by a reasonable excuse. Do you so promise? (Answer: I do.)**

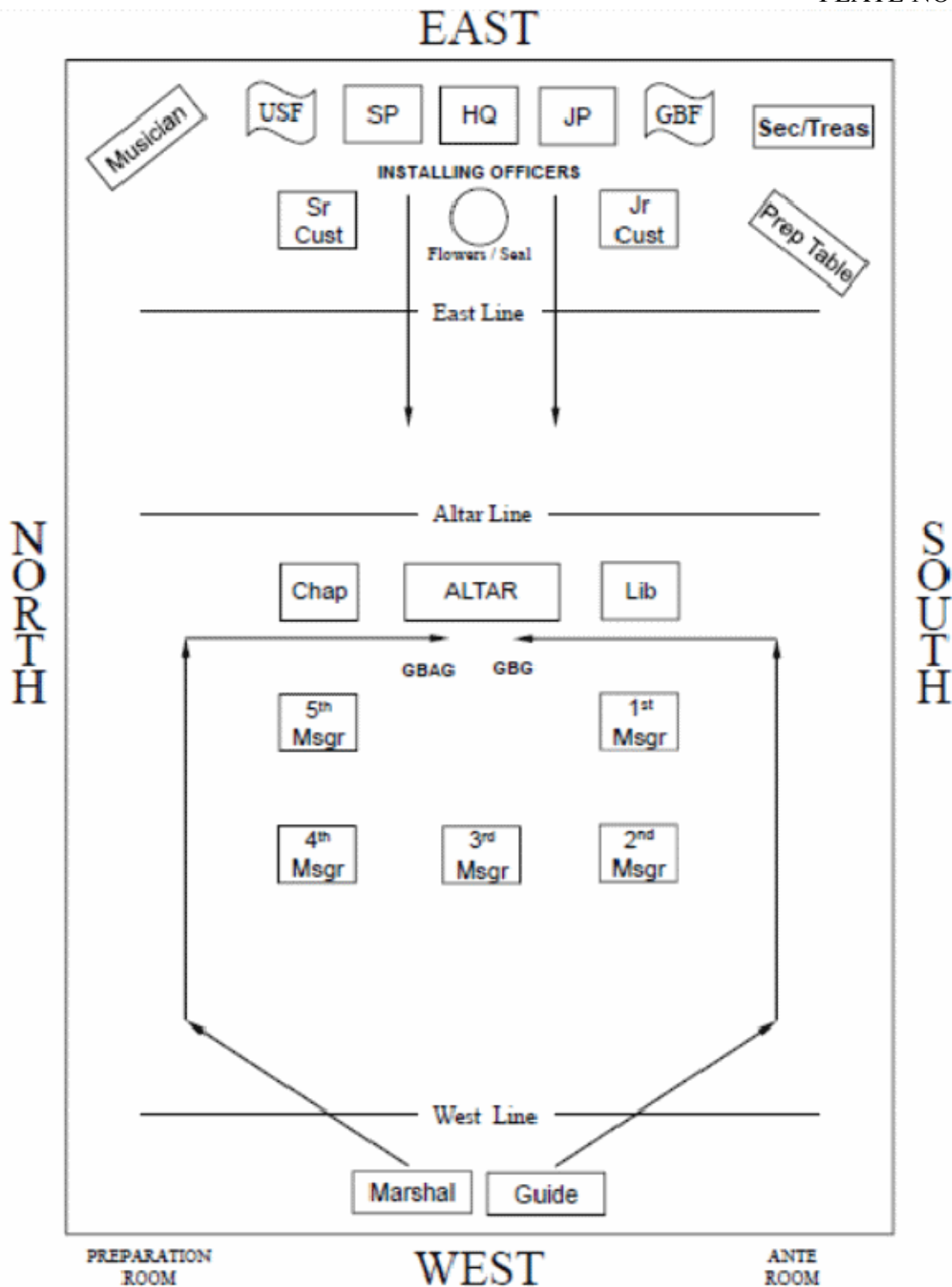
**You will place your right hand over your heart and repeat after me:**

**In the presence of God and these witnesses - I promise to obey the Constitution and Bylaws of the Grand Bethel of Maryland - and the laws and regulations of the Grand Guardian Council of Maryland. I further promise to fulfill all other duties - that may be required of me-and to uphold the teachings of this Order. I agree to vacate my office upon the request - of the Grand Guardian of Maryland - should I violate this obligation.**

Installing Officers return to the East by backing up 5 steps before turning and ascending the East.

**INSTALLING OFFICER: Grand Bethel Guardian, it shall be your duty to supervise all meetings of this Grand Bethel; be thoroughly familiar with its Constitution and Bylaws; and assist the Grand Bethel Officers in the fulfillment of their obligations. Take an active part in the projects of this organization; be ever ready to give consideration and counsel to these members as they strive to give additional service to Job's Daughters International. It is because of your experience and prior service to the Order that you have been given this position of trust. Are you willing to assume these responsibilities? (Answer: I am)**

**ASSOCIATE INSTALLING OFFICER: Grand Bethel Associate Guardian, it shall be your duty to assist the Grand Bethel Guardian in her supervision of the officers and to complete the audit of the books before the close of each term. You should thoroughly familiarize yourself with the Constitution and Bylaws of the Grand Bethel so you may assist in its enforcement and be prepared to assume the duties of the Grand Bethel Guardian in her absence. It is because of your membership in the great Order of Freemasonry and your prior experience and service to the Job's Daughters International**



INSTALLATION OF GUARDIANS  
GUARDIANS WEST OF THE ALTAR

**that you have been given this position of trust. Are you willing to assume these responsibilities? (Answer: I am)**

**INSTALLING OFFICER: Grand Bethel Guide and Grand Bethel Marshal, you will escort the Grand Bethel Guardian and Grand Bethel Associate Guardian to the East. (Plate 41)**

**It is my pleasure to introduce \_\_\_\_\_ who has been installed as Grand Bethel Guardian for the ensuing year.**

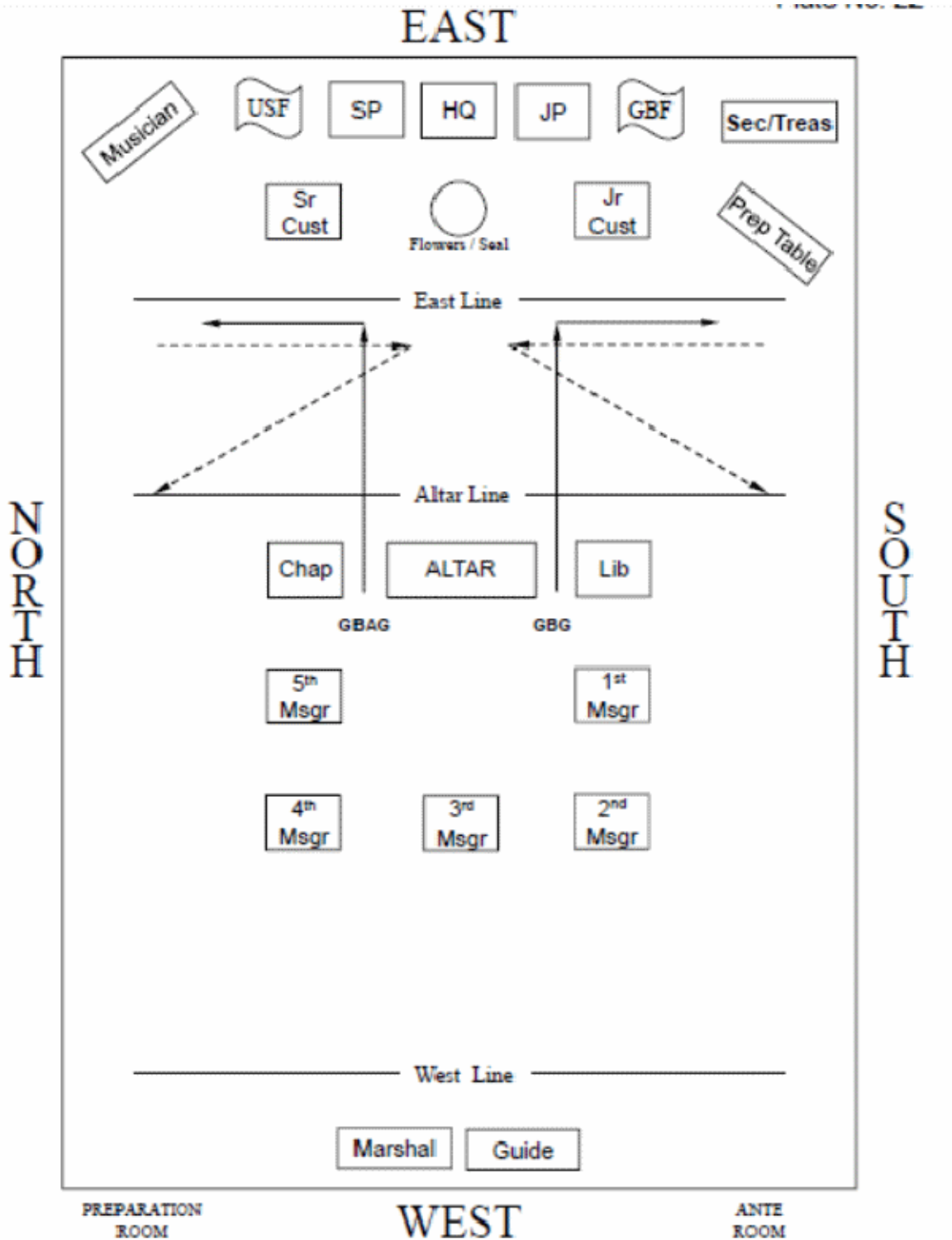
**ASSOCIATE INSTALLING OFFICER: It is my pleasure to introduce \_\_\_\_\_ who has been installed as Grand Bethel Associate Guardian for the ensuing year.**

**INSTALLING OFFICER: Grand Bethel Secretary (rises), you will make the proclamation.**

**GB SECRETARY: By direction of the Grand Guardian Council, I proclaim the Guardian and Associate Guardian of the Grand Bethel of Maryland legally installed for the transaction of business under the laws, rules and regulations of the Grand Guardian Council of Maryland. The Installing Officer raps once (\*).**

**INSTALLING OFFICER: This concludes the Ceremony of Installation. One rap (\*). The Installing Officer returns the gavel over to the GB Honored Queen.**

**GB HONORED QUEEN: Grand Bethel Guide and Grand Bethel Marshal, you will escort the Installing Officers, the Grand Bethel Guardian and the Grand Bethel Associate Guardian to the sidelines. (Plate 41)**



INSTALLATION OF GUARDIANS  
ESCORT TO EAST LINE THEN TO SIDELINES

**BALLOTING FOR GRAND BETHEL GUARDIAN  
AND GRAND BETHEL ASSOCIATE GUARDIAN  
(MARCH ONLY)**

**GB HONORED QUEEN: Balloting for Grand Bethel Guardian and Grand Bethel Associate Guardian. Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will distribute the ballots and pencils.**

After the ballots have been distributed, members may begin to mark their ballots for their recommendation of GBG and GBAG. When finished they shall hold their ballot in the air to signal their completion.

**Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will collect the ballots and pencils.**

The GBSC and GBJC collect the ballots on their designated sides and walk to the Secretary's desk as conducted in Election of Officers. The GB Secretary places the ballots in an envelope to be sent to the VGG.

At this point, the GB Secretary seals the envelope. The GB Secretary is to mail or hand deliver, within five days of the Grand Bethel Meeting, the ballots of elections for the GBG and GBAG to the VGG.



## MEMORIAL CEREMONY

This Memorial Ceremony was written by Yvonne Mangels, GBG 9/74-9/76, PGG, PBG for one of the Founders of the Grand Bethel of Maryland, Mom Mimmie Hatfield, GBG 10/58-9/60, PGG, PBG #6, who passed away on September 2, 1976.

The Grand Bethel of Maryland Draping of the Altar for PGBG, PAGBG, PGBHQ, GBMM.

**GB HONORED QUEEN: Members and Friends of the Grand Bethel, today we wish to pay tribute to the memory of a very devoted worker to the Job's Daughters International, \_\_\_\_\_.**

**Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will retire to the Preparation Room to prepare for the Memorial Ceremony.**

The GB Guide and GB Marshal retire to the Preparation Room. They enter when the GB Honored Queen instructs the GB Chaplain to attend at the Altar. (Plate 42)

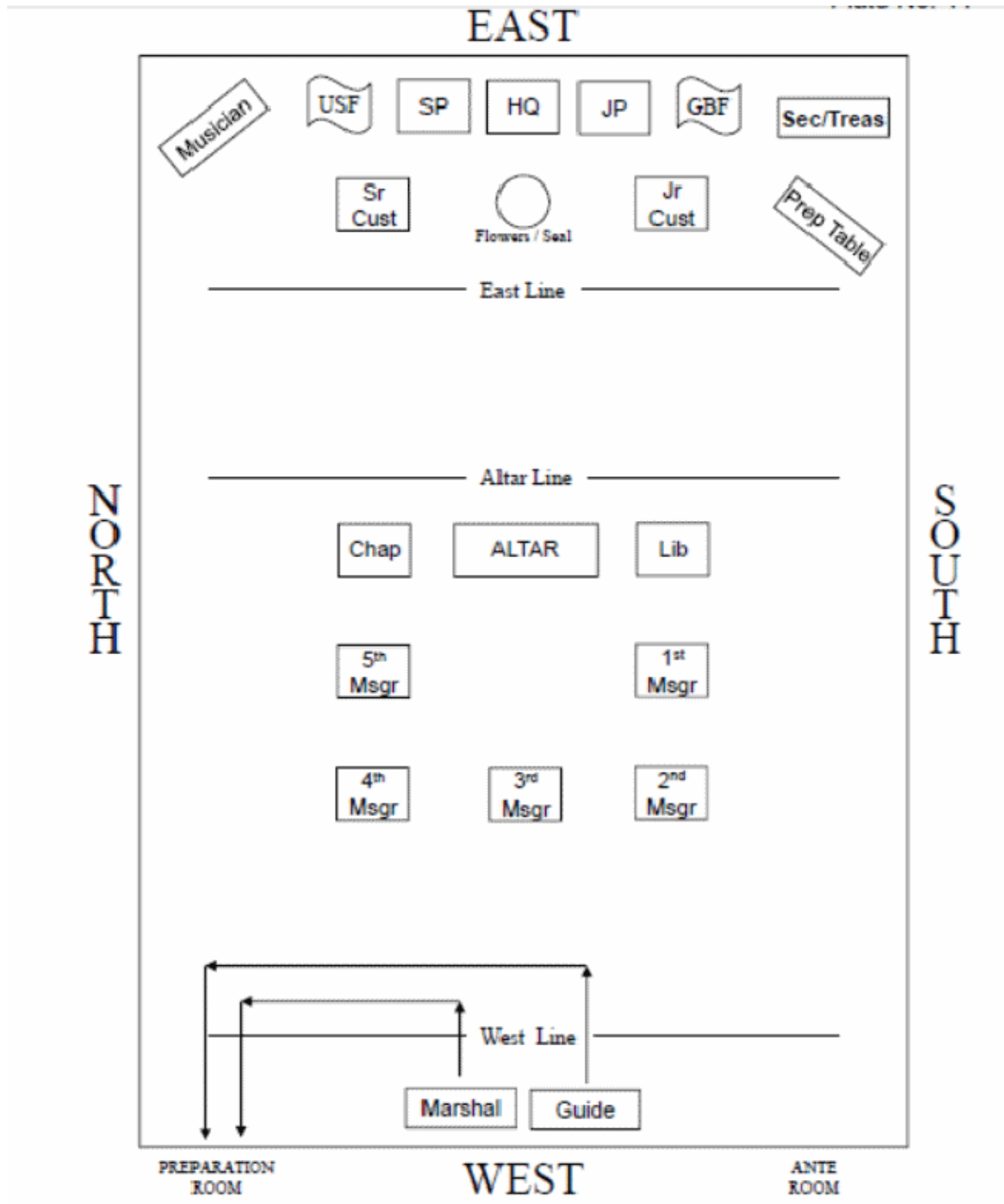
**GB HONORED QUEEN: Grand Bethel Chaplain, you will attend at the Altar.** Three raps (\*\*\*)

The GB Guide and GB Marshal enter from the Preparation Room. The GB Guide enters the semicircle between the GB 2nd Messenger and GB 3rd Messenger, the GB Marshal enters the semicircle between the GB 3rd Messenger and GB 4th Messenger. The GB Guide, GB Marshal and GB Chaplain should reach the Altar at the same time. The GB Guide has the cloth draped over her hands, catching the ends in her fingers. The GB Chaplain lifts the Bible reverently from the Altar and brings close it to her. The GB Guide and GB Marshal face each other on the north and south sides of the Altar. When the GB Chaplain has the Bible in place, the GB Guide extends her arms so the GB Marshal is able to gently pull the Altar Drape out and together they place the drape over the Altar. The GB Chaplain replaces the Bible on the Altar and kneels. The GB Guide and GB Marshal shall remain facing the Altar. (Plate 43)

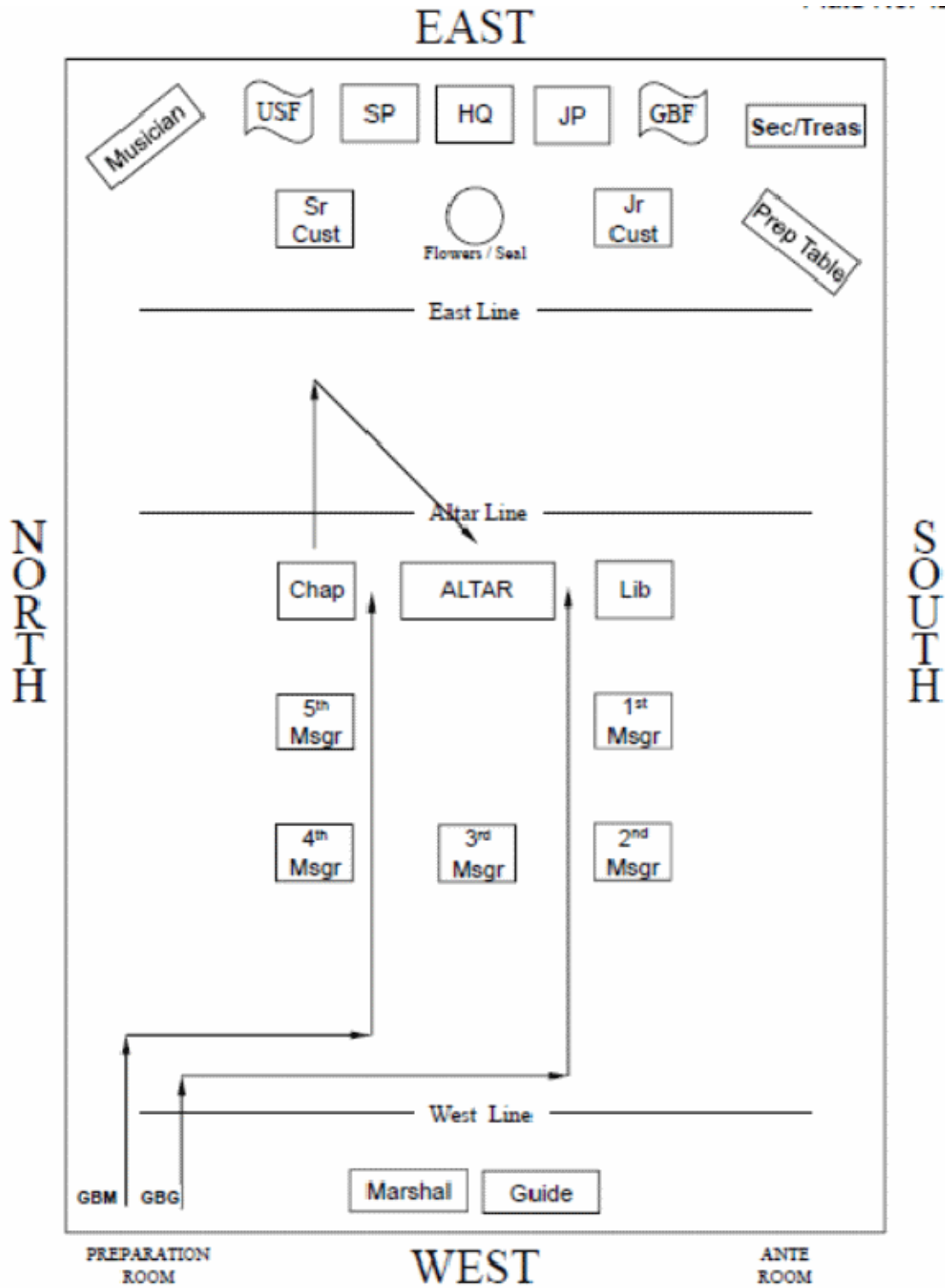
During the above, the GB Honored Queen reads the following:

**GB HONORED QUEEN: \_\_\_\_\_ served as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ . (He/She) was called to the Grand Bethel on High on \_\_\_\_\_. We are Comforted by the fact that (he/she) is safe in the Hallow of God's Hand. (His/Her) memory shall always be present among us.**

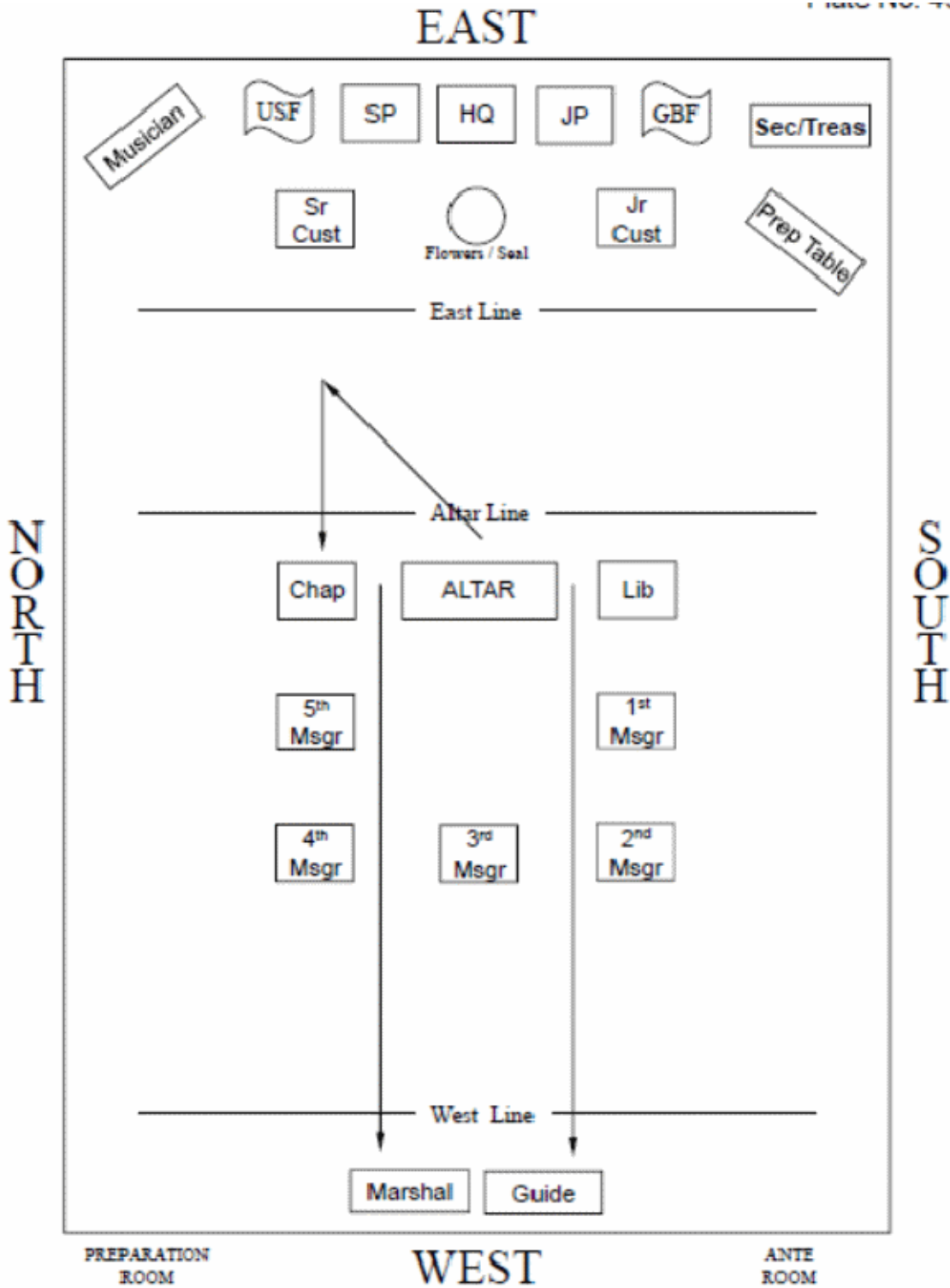
**GB CHAPLAIN: Most gracious and loving Father, we thank Thee for Thy tender loving care. It is our earnest desire to live according to Your Will. Teach us to appreciate those who render unselfishly to our Grand Bethel. Comfort the family of our departed loved one. Show us how to build a better tomorrow by doing to others today as we would have them do unto us. We ask in Thy namesake. Amen.**



MEMORIAL CEREMONY  
GBG & GBM RETIRE TO PREPARATION ROOM



MEMORIAL CEREMONY CONTINUED  
GBG, GBM, GBCH ATTEND AT THE ALTAR



MEMORIAL CEREMONY CONTINUED  
GBG, GBM, GBCH RETURN TO STATIONS

All Grand Bethel Members sing Sweet Hour of Prayer. The GB Guide and GB Marshal return to their stations by backing out arriving at their stations at the same time as the GB Chaplain. (Plate 44)

GB Honored Queen: **This concludes the Memorial Ceremony.** One rap (\*)