

**RULES AND REGULATIONS
SUPREME BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Supreme Bethel (SB) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together all the members of Job's Daughters for the purpose of developing leadership; promoting the interest, welfare, and growth of the Order; and bringing the Daughters into a closer relationship with the SGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The Supreme Bethel of JDI shall be under the supervision of the SGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

- (a) The Supreme Bethel shall consist of all members of the Order who have registered for the Annual Session of the SGC.

Section 2. Registration

- (a) Registration for Supreme Bethel may be conducted in advance through the SGC Session Arrangements Committee or by the SB Committee at the Session.

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The Supreme Bethel shall hold its Annual Meeting during and independent of the Annual Session of the SGC with the consent and under authorization of the SGC.
- (b) Those entitled to be in attendance shall present their official name badge, or show a current Bethel dues receipt (Form 141) or be vouched for by a member of their BGC.
- (c) Escort and Introductions may include: Honored Queens, Past Honored Queens, Princesses, Supreme Guardian, Associate Supreme Guardian, and the Supreme Bethel Committee.
- (d) The business session may consist of reports, SB Representatives reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the SB Committee and the SBHQ may deem necessary. Awards and Merits may be presented at this meeting. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business.
- (e) A report of this business session may be included in the Supreme Proceedings.

Section 2. Installation

- (a) The Supreme Bethel shall conduct its Installation of Officers and Representatives at a time selected by the Supreme Guardian.
- (b) The Installing Officers, with the exception of the Installing Officer who shall be the Supreme Bethel Honored Queen (SBHQ), and the Installing Musician, shall be selected from Honored Queens and Past Honored Queens, who have not reached majority and who have registered to be eligible for this drawing. The drawing shall be held immediately following the completion of the drawing for SB Officers and Representatives. A separate container shall be provided for these names.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Supreme Bethel bearing the same titles as the officers of a Bethel preceded by "Supreme Bethel".
- (b) Supreme Bethel Line Officers shall be from registered Honored Queens and Past Honored Queens who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation.
- (c) Other Officers, including Installing Officers, shall be selected from registered members who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation. This includes Daughters not selected under para. (b) above.

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the Supreme Bethel to each State, Province, Territory, Region or Country where JDI is organized. The SB Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.
- (b) Representatives shall be selected from all members who have not reached their majority. This includes members not previously selected under Sec. 1, para. (b) and (c) above.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1. Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel and shall be registered for the Annual Session of the SGC and the Supreme Bethel drawing and be in attendance at the Supreme Bethel meeting to be eligible for selection as a Supreme Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of SBHQ shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB, Art XI, Sec 1. The Letter of Intent for the position of SBHQ shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of whom is related to the Daughter) and submitted to the Supreme Bethel Committee and postmarked no later than forty-five (45) days prior to the Formal Opening of the forthcoming Supreme Session.
- (c) Daughters who have submitted a letter of intent for the position of SBHQ shall be required to pass a minimum standard of Ritual performance and knowledge of the Order.
 - (1) The Supreme Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Supreme Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Supreme Bethel Committee and the Supreme Bethel Honored Queen.
 - (3) "A minimum standard" shall be all Daughters achieving an average score of seventy-five percent (75%) or higher in two (2) categories.
 - (4) Ritual performance and general knowledge assessments shall be conducted prior to the Formal Opening of the Supreme Session.
 - (5) All Daughters achieving the minimum standard shall have their names entered for the random selection of the Supreme Bethel Honored Queen as outlined in SB Art. VIII Drawing Sec. 3.

- (d) Honored Queens and Past Honored Queens aspiring to any other line office of the Supreme Bethel shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB Art. XI Sec. 1. The Letter of Intent for any other line office of the Supreme Bethel shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of which is related to the Daughter) and submitted to the SB Committee when registering for Supreme Bethel during the Supreme Session
- (e) A SB Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and/or honors in the Supreme Bethel.

Section 2. Restrictions

- (a) No State, Province, Territory, Region or Country shall have more than one (1) SB Officer or Representative during a given year unless there are not enough States, Provinces, Territories, or Countries represented at the Annual Meeting.

ARTICLE VIII DRAWING

Section 1.

- (a) The drawing for Supreme Bethel Officers shall be performed manually. The drawing for Supreme Bethel Representatives and Installing Officers may be performed electronically.

Section 2. Materials Preparation

- (a) Each Daughter shall complete a Supreme Bethel registration card, which is signed by a confirming adult.
- (b) Registration cards are reviewed for readability and completion by the SB Committee. A valid dues card is required for acceptance of the registration card. In years when pre-registration is accepted, the Daughter must still visit the Supreme Bethel registration table to have her dues card verified and her card reviewed and entered into the drawing.
- (c) Container No. 1 (card file) shall contain all of the registration cards verified at the Annual Session of the SGC, filed by Jurisdiction. Each card shall have the requested and approved drawing categories clearly identified.
- (d) Container No. 2 shall contain a disc with the name of each Jurisdiction which has a Daughter registered for the Supreme Bethel Drawing.
- (e) A list of all of the SB Officers, SB Representatives and SB Installing Officer positions shall be provided to the SBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the SB Committee to identify each card with the position drawn.
- (f) Three (3) additional containers shall be provided for the Supreme Bethel Officer manual draw:
 - (1) Drawing of registration card for eligible Daughters qualified to register for the position of Supreme Bethel Honored Queen as outlined in Article VII, Eligibility and Restrictions, Section 1. Eligibility (Container No. 5)
 - (2) Drawing of registration cards for all Daughters qualified to register for all other Supreme Bethel positions (Container No. 3)
 - (3) Jurisdiction discs already selected (Container No. 4)
- (g) For electronic draw of the Supreme Bethel Representatives and Installing Officers:
 - (1) Electronic database program contains all Supreme Bethel Representative and Installing Officer positions.
 - (2) Electronic database is populated from the Supreme Bethel registration card information.
 - (3) Database shall be programmed for random selection of eligible Jurisdictions and Daughters in accordance to Supreme Bethel rules.

Section 3. Drawing

- (a) The Drawing preparation shall proceed as follows:
 - (1) The SBHQ will inform the Daughters that the drawing will begin and each Daughter selected will announce if they accept or decline the position. If they accept, they will come forward to meet the newly selected SBHQ and have their name verified for the Installation Program.
- (b) The Drawing of SBHQ shall proceed as follows:

- (1) The SBHQ will announce the drawing of the SBHQ.
 - (2) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Honored Queen for the ensuing term.
 - (3) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBHQ.
 - (4) The jurisdiction disc for the Daughter drawn (and accepted) shall be removed from Container No. 2 and shall be placed in Container No. 4 for future Officer draws.
- (c) The Drawing of the remaining Supreme Bethel Positions shall proceed as follows:
- (1) The SBHQ will announce the position to be filled. The sequence shall be Senior Princess, Junior Princess, Guide, Marshal, Musician, and Floor Officers.
 - (2) The SBHQ will select a Jurisdiction disc from Container No. 2 and announces the Jurisdiction.
 - (3) The SB Committee will select all of the qualifying cards for the announced position from the selected Jurisdiction in Container No. 1. These cards will be placed in Container No. 3. If there are no qualifying Daughters from this Jurisdiction for this position, the Jurisdiction disc will be returned to Container No. 2, after a second Jurisdiction disc is selected and the qualifying cards placed in Container No. 1.
 - (4) The SBHQ will select a card from Container No. 3 and announce the name.
 - (5) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter from the selected Jurisdiction shall be selected. The remaining cards will be returned to Container No. 1. The used Jurisdictional disc shall be placed in Container No. 4 for future draws.
 - (6) The SB Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (7) When there are no more cards for a given jurisdiction, its Jurisdictional disc is removed from Container No. 2. When Container No. 2 is empty and there are still positions to be filled, Jurisdiction discs in Container No. 4 (previously selected Jurisdictions) are returned to Container No. 2 and the process continues.
 - (8) If a Daughter declines a position, her card is removed from subsequent draws but remains in the electronic draw for Installing Officers.
- (d) The drawing for the Supreme Bethel Representatives and Installing Officers shall proceed as follows:
- (1) The SBHQ will announce the Supreme Bethel Representative, Installing Musician and Installing Officer positions to be filled:
 - (2) The database program will select a Jurisdiction and the SBHQ will announce.
 - (3) The database program will randomly pull from only those Daughters eligible for the drawn position.
 - (4) The SBHQ will announce the name of the Daughter selected.
 - (5) The selected Daughter will state her acceptance or decline of the position. If it is declined, the database will select another Daughter from the same Jurisdiction.
 - (6) The Supreme Bethel Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (7) The database program shall remove a Jurisdiction when there are no more eligible Daughters. When all Jurisdictions are exhausted then the database will reload all eligible Jurisdictions and eligible Daughters.
 - (8) If a Daughter declines she shall be removed from further SB Representative electronic draws, but remains eligible for the Installing Officer electronic draw provided the Daughter is eligible and desires to be in the Installing Officer draw.
 - (9) The database will not allow a Daughter to be selected to represent her own Jurisdiction.
 - (10) The SB Committee will ensure that a qualified musician is available for the Supreme Bethel Installation in the case a qualified Daughter Musician is not available to serve as Installing Musician. If no Daughter, not previously selected has registered as Installing Musician, another Daughter registered for an Installing Officer position shall be given the honor of being selected Installing Musician.

**ARTICLE IX
FINANCES**

Section 1. Receipts

- (a) A registration fee of ten dollars (\$10.00) shall be paid at the time of registration.
- (b) Registration fees shall be forwarded to the Supreme Office at the close of the Annual Session.
- (c) Funds from registration for Supreme Bethel shall be used to pay Supreme Bethel expenses. The remaining balance shall accumulate in the Supreme Bethel account.
- (d) Contributions and donations shall be made payable to the Supreme Bethel defining the particular use and sent to the Supreme Office. Contributions and donations falling under the definition of Revenue, SOP-SGC-15, Sec. 3 (k) shall be so identified and sent to the Supreme Office for that particular intended use.
- (e) All monies solicited and received for the purpose of paying travel expenses of the SBHQ shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Supreme Bethel meeting and Installation shall be sent to the Supreme Office for distribution. Such monies shall be identified as contributions as defined in SOP-SGC-15 Sec. 3 (k).
- (b) Such monies, along with the collection from the Miss IJD Pageant, shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the SBHQ for the purpose of funding traveling during her term.

Section 3. Disbursements

- (a) The SBHQ shall be promptly issued a check by the Executive Manager for approved promotional expenses as defined in SOP-SGC-3 Sec. 14, upon presentation of a voucher.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office and be retained for similar use the following year.
- (b) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Supreme Bethel Guardian and the Chairman of the Finance Committee.
- (c) The SBHQ shall receive a Past SBHQ's jewel (J-162 gold-filled as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the SB Committee.
- (d) Additional disbursements are as follows:
 - (1) Medallions for SB Officers and Representatives
 - (2) Printed programs for Installation
 - (3) Installation carrying pieces
 - (4) Installation decorations
 - (5) Sash for the new SBHQ
 - (6) Name badge for the new SBHQ for her use during the year.
 - (7) Committee postage and expenses
- (e) Expenses of the Supreme Bethel shall be paid by the SGC through the use of the regular expense voucher form issued through the Finance Committee. Such expense shall be approved by the SB Committee and sent to the Chairman of the Finance Committee.
- (f) The total expenses for (b) and (c) above shall not exceed the amount of the accumulated funds collected for the operation of the Supreme Bethel excluding the coin march and contributions designated for promotional use as earlier defined.
- (g) The SB Guardian (Chairman of the Supreme Bethel Committee), on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

**ARTICLE X
VACANCIES**

Section 1.

- (a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

- (a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

**ARTICLE XI
DUTIES OF THE SUPREME BETHEL HONORED QUEEN**

Section 1.

- (a) The SBHQ shall:
- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
 - (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
 - (3) Serve as the Installing Officer of the Supreme Bethel Installation.
 - (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
 - (5) Whenever possible visit Bethels to promote goodwill for the Order.
 - (6) Report to the SB Guardian concerning her travel arrangements and fund raising.
 - (7) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

**ARTICLE XII
SUPERVISION & TRAVEL AUTHORIZATION**

Section 1. Supervision

- (a) When traveling, The SBHQ shall be accompanied where possible by a chaperone who shall be in charge of her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times
- This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV, if in the USA, Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

Section 2. Travel Authorization

- (a) Immediately following her installation, the SBHQ shall be issued by the Executive Manager with a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

**ARTICLE XIII
ORDER OF ESCORT**

Section 1.

- (a) SB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort".

**ARTICLE XIV
REGALIA AND MEDALLIONS**

Section 1. Regalia

- (a) At the SB meeting and the SB Installation, the Honored Queen and Princesses of the Supreme Bethel shall wear the approved SB capes and crowns designed by the official jeweler. They shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (b) Other SB Officers and Representatives shall provide their own Official Regalia of the Order to be worn at the SB meeting and installation. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.
- (c) When making Bethel visits, attending Formal functions, or when authorized by the Supreme Guardian or the SB Guardian, the SB Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI. The SB Officers and Representatives may wear their sash and/or medallion when representing the Supreme Bethel.
- (d) The SBHQ and SB Princesses shall only wear the approved SB travel crowns with their travel cape or dress.
- (e) If it is appropriate for the Honored Queen and Princesses of the SB to wear their Official Regalia they shall wear the official purple capes, official Bethel crowns and their official white Job's Daughters robe with long white slip, white hose and flat white shoes. They may not wear their sashes with the official regalia.
- (f) If it is appropriate for the Honored Queen and Princesses to wear their travel capes they shall wear a long white dress that is age appropriate with shoes that suit the dress. The dress and shoes must be approved by the SB Guardian and/or Supreme Guardian.
- (g) The SBHQ and Princesses may wear their sashes while wearing their travel capes and crowns.
- (h) When exemplifying Ritual work of the Order or when assisting with the Institution of new Bethel, the official regalia of the Order shall be worn as provided in SOP-Bethel-11.

Section 2. Medallions

- (a) The SB Officers and Representatives shall be presented medallions designating their offices.

**ARTICLE XV
AMENDMENTS**

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
- (1) Members of the SGC.
 - (2) Members of the Supreme Bethel.
- (b) Amendments proposed by a member of the Supreme Bethel shall be sent to the SB Guardian who, as a member of the SGC and over her signature, shall submit same to the Executive Manager.

- (c) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the Voting Delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

Section 2. Adoption

- (a) Amendments shall be acted upon by the Supreme Bethel after which they will be referred to the SGC for action.
- (b) Legislation adopted by (a) above shall become effective immediately upon distribution by the Supreme Office.

**ARTICLE XVI
SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The SB Committee is appointed by the Supreme Guardian, B-SGC Art. XI Sec. 1 and Sec. 9.

**ARTICLE XVII
DUTIES OF THE CHAIRMAN, SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Chairman are as follows:
- (1) Collect all monies from the Annual Supreme Bethel functions, including both coin marches and any registration fees collected at the Annual Session, and deposit them with the Executive Manager before the conclusion of the Annual Session of the SGC.
 - (2) Assign the duties listed in Sec.1 above to members of the Committee.
 - (3) Confer with the SGC Session Arrangement Committee to determine:
 - [a] The closing hour for SB registration
 - [b] A suitable hour and place for the SB meeting, at which time the selection of Officers and Representatives takes place.
 - [c] The information on [a] and [b] above shall be included in the first mailing pertaining to the Annual Session of the SGC.
 - (4) Comply with B-SGC Art. XI Sec. 9.

**ARTICLE XVIII
DUTIES OF THE SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Committee are as follows.
- (1) Prepare material and supervise the drawing of the SB Officers and Representatives.
 - (2) Prepare materials for the selection of the Installing Officers, other than the Installing Officer and the Installing Musician.
 - (3) Ensure that a proficient musician and soloist are available for the Supreme Bethel meeting and Supreme Bethel Installation.
 - (4) Supervise the Installation of SB Officers and the SB Representatives according to the Book of Ceremonies adopted by the SGC.
 - (5) Obtain decorations for the Installation.
 - (6) Furnish the SBHQ a copy of the Book of Ceremonies at least thirty (30) days before the Annual Session of the SGC.

- (7) Obtain a sash for the new SBHQ.
- (8) Supervise all meetings and practices of the Supreme Bethel.
- (9) Order medallions for the new SB Officers and Representatives and prepare Certificates of Participation.
- (10) Prepare six (6) copies of the names and addresses of all SB Officers and Representatives for the following people:
 - [a] Supreme Guardian
 - [b] Associate Supreme Guardian
 - [c] Executive Manager
 - [d] Chairman, Supreme Bethel Committee
 - [e] Supreme Bethel Honored Queen
- (11) Ensure that the capes and crowns of the SBHQ and Princesses are cleaned and restored prior to the Annual Session of the SGC.
- (12) Ensure that any unexpended funds issued to the SBHQ for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she presides.
- (13) Provide a suitable name badge for the SBHQ for her use during the year.

SUPREME BETHEL BUSINESS MEETING

The Supreme Bethel is opened in the same manner as a regular Bethel as per Ritual.

SBHQ: The Supreme Bethel Officers will take their stations.

PRESENTATION OF FLAGS

SBHQ: Supreme Bethel Marshal, you will display the National Emblem. As SB Marshal enters the room, three raps of gavel (***) . When the flag of the host country is west of the Altar, the National Anthem is sung. Order of escort may vary, with host country's flag being presented first and the others being placed in the order in which they entered the Order.

SBHQ: Supreme Bethel Marshal, you will escort the _____ Flag to the East. All citizens of _____ will repeat the Pledge of Allegiance (if applicable).

United States, to Altar, sing "Star Spangled Banner", then to East.

Canadian Flag, to Altar, sing "O Canada" then to East.

Australian Flag, to Altar, sing "Advance Australia Fair" then to East.

Philippines Flag, to Altar, sing "Commonwealth of the Philippines" then to East.

Brazilian Flag, to Altar, sing "Hail Brazil" then to East.

These flags are placed to the right of the Supreme Bethel Senior Princess.

Job's Daughters' Flag, to Altar, sing "Bethel Flag Song" then to East and placed at the left of the Supreme Bethel Junior Princess.

SBHQ: We are again assembled to impress more deeply upon our hearts and minds the lessons of love, honor, faith, trust and hope. It is a privilege and an honor to serve in the Supreme Bethel, to cherish and preserve the high ideals and principles of Job's Daughters and to promote the friendship, welfare, interest and growth of our beloved Order.

That the teachings of our Creator may be more deeply impressed on our hearts and minds, let us be attentive while the Officers explain their duties, each with a lesson of international friendship. Supreme Bethel Honored Queen is seated. All Daughters sing, "Behold, We Are the Daughters of Job".

SB HONORED QUEEN: Supreme Bethel Outer Guard.

SB OUTER GUARD (rises and bows): Supreme Bethel Honored Queen.

SBHQ: Where is your station in the Supreme Bethel and what is your duty?

SB OUTER GUARD: Supreme Bethel Honored Queen, my station is to the left of the Supreme Bethel Marshal at the entrance of the outer door. I represent the Outer Guards of our Order who graciously serve outside the closed doors. They are ambassadors of goodwill and protection.

SBHQ: Supreme Bethel Inner Guard.

SB INNER GUARD: (rises and bows) **Supreme Bethel Honored Queen**, my station is to the right of the **Supreme Bethel Guide** and at the entrance of our **Supreme Bethel**. I represent the **Inner Guards** of our Order who are alert and watchful, ever protecting the interests of our Order.

SBHQ: Supreme Bethel Junior Custodian.

SB JUNIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen**, my station is at the left and west of the **Supreme Bethel Junior Princess**. (faces west) I represent the **Junior Custodians** of our Order who willingly perform special duties assigned to them by their presiding officers.

SBHQ: Supreme Bethel Senior Custodian.

SB SENIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen**, my station is at the right and west of the **Supreme Bethel Senior Princess**. (faces west) I represent the **Senior Custodians** of our Order who assist in various ceremonies and work in harmony with the **Junior Custodians**.

SBHQ: Supreme Bethel First Messenger.

SB FIRST MESSENGER: (rises and bows) **Supreme Bethel Honored Queen**, my station is in the **Messengers' semicircle** between the **Supreme Bethel Treasurer** and the **Supreme Bethel Second Messenger** and facing the **Supreme Bethel Honored Queen**. I represent the **First Messengers** of our Order who, through the first message of **Job's life**, teach obedience to parents and guardians.

SBHQ: Supreme Bethel Second Messenger.

SB SECOND MESSENGER: (rises and bows) **Supreme Bethel Honored Queen**, my station is in the **Messengers' semicircle** between the **Supreme Bethel First Messenger** and the **Supreme Bethel Fifth Messenger** and facing the **Supreme Bethel Honored Queen**. I represent the **Second Messengers** of our Order who continue the story of **Job's life** teaching patience and a respect for knowledge.

SBHQ: Supreme Bethel Third Messenger.

SB THIRD MESSENGER: (rise and bows) **Supreme Bethel Honored Queen**, my station is in the **Messengers' semicircle** between the **Supreme Bethel Chaplain** and the **Supreme Bethel Fourth Messenger** and facing the **Supreme Bethel Honored Queen**. I represent the **Third Messengers** of our Order who relate the temptations of **Job** and teach the value of responsibility to our Creator and to all mankind.

SBHQ: Supreme Bethel Fourth Messenger.

SB FOURTH MESSENGER: (rises and bows) **Supreme Bethel Honored Queen**, my station is in the **Messengers' semicircle** between the **Supreme Bethel Third Messenger** and the **Supreme Bethel Fifth Messenger** and facing the **Supreme Bethel Honored Queen**. I represent the **Fourth Messengers** of our Order who relate the triumph of **Job** and the reward for his faith in our Creator.

SBHQ: Supreme Bethel Fifth Messenger.

SB FIFTH MESSENGER: (rises and bows) **Supreme Bethel Honored Queen**, my station is in the center of the **Messengers' semicircle** facing the **Supreme Bethel Honored Queen**. I represent the **Fifth Messengers** of our Order who teach that "In all the land were no women found so fair as the **Daughters of Job**".

SBHQ: Supreme Bethel Librarian.

SB LIBRARIAN: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen**, my station is at the right and west of the **Supreme Bethel Senior Princess**. (faces west) I represent the **Librarians** of our Order who, by aiding the selection of good literature, arts and sciences, give to all a challenge, knowledge and great pleasure.

SBHQ: Supreme Bethel Musician.

SB MUSICIAN: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen**, my station is at the instrument. (faces west) I represent the **Musicians** of our Order who exemplify harmony expressed through accompaniment and song.

SBHQ: Supreme Bethel Recorder.

SB RECORDER: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen**, my station is at the left and west of the **Supreme Bethel Junior Princess**. (faces west) I represent the **Recorders** of our Order who record the **Bethel activities** in accurate form and leave histories of progress and good works.

SBHQ: Supreme Bethel Treasurer.

SB TREASURER: (rises and bows) **Supreme Bethel Honored Queen**, my station is south of the **Altar**. My duty is to give an annual report of the disposition of the **Supreme Bethel funds**. I represent the **Treasurers** of our Order who occupy positions of honor and truth.

SBHQ: Supreme Bethel Chaplain.

SB CHAPLAIN: (rises and bows) **Supreme Bethel Honored Queen, my station is north of the Altar. It is my duty to lead the devotions of our Supreme Bethel, to thank our Heavenly Father for our Order and our Masonic Heritage and to ask Him to bless and guide us. I represent the Chaplains of our Order who lead our Bethel Daughters in prayer.**

SBHQ: **Supreme Bethel Marshal.**

SB MARSHAL: (rises and bows) **Supreme Bethel Honored Queen, my station is at the northwest entrance of the Supreme Bethel. I represent the Marshals of our Order who display and care for the flags of their countries and who assist the Guides in escorting and initiation.**

SBHQ: **Supreme Bethel Guide.**

SB GUIDE: (rises and bows): **Supreme Bethel Honored Queen, my station is at the southwest entrance of the Supreme Bethel. I represent the Guides of our Order who escort members and guests, conduct pilgrims during initiation and who work for the good of our Order.**

SBHQ: **Supreme Bethel Junior Princess.**

SB JUNIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your left. (faces west) I represent the Junior Princesses of our Order who preside during the ceremony of the First Epoch and assist their Honored Queens in promoting the welfare of their Bethels.**

SBHQ: **Supreme Bethel Senior Princess.**

SB SENIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your right. (faces west) My duty is to promote friendship in the Supreme Bethel and to assist the Supreme Bethel Honored Queen. I represent the Senior Princesses of our Order who preside during the ceremony of the Second Epoch and stand prepared at all times to assist their Honored Queens.**

SBHQ: **My station is in the East. It is my duty to appoint committees approved by the Chairman of the Supreme Bethel Committee and to preside over such other affairs as designated by the Supreme Bethel Committee and the Supreme Guardian. I represent the Honored Queens of Job's Daughters International who preside with dignity, courage, wisdom and grace.**

SBHQ: **Due to the security in the building, we will omit the signs and responses.**

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***). Musician plays appropriate music as SB Chaplain approaches the Altar and opens the Bible.

Supreme Bethel Chaplain has three options for the Opening Prayer. She can use one of the following options which includes the Lord's Prayer, use the Opening Prayer from the Ritual or present an original prayer. The original prayer must be presented to the Supreme Bethel Guardian for approval. The decision of what option to use shall be made by the SBHQ, SBG and ASBG.

Option 1

SB CHAPLAIN: **Our Heavenly Father, we thank You for the privilege of meeting once more. Guide and protect us throughout this session. We ask this in the name of our Father who has taught us to pray... Our Father, which art in Heaven... All repeat the Lord's Prayer.** Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

Option 2

SB CHAPLAIN: **Blessed Father, we thank You for the opportunity to meet together. Make us ready and eager to gather knowledge and wisdom that we may grow together to become confident young women. Give us faith to trust that You will always guide us and help us to be more accepting of others. We ask that you watch over us and help us learn to do your will. Amen.** Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

Option 3

SB CHAPLAIN: Original prayer written by Supreme Bethel Chaplain. Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

SBHQ: **In the name of our Lord and by virtue of the power vested in me by the Supreme Guardian Council, I now declare the Supreme Bethel, Job's Daughters International, in session.**

ESCORT AND INTRODUCTIONS

Those who have served as SBHQ
 Honored Queens – Escorted
 Past Honored Queens - Rise and welcomed
 Princesses and Past Princesses - Rise and welcomed
 Miss IJD - Escorted and welcomed
 Supreme Bethel Guardian and Associate Supreme Bethel Guardian - Rise and introduced
 Supreme Bethel Committee - Rise and introduced

SBHQ: This completes Escort and Introductions.

ROLL CALL

SBHQ: Supreme Bethel Recorder, you will call the roll.
 SB RECORDER: (Reads from list)

MINUTES

SBHQ: Supreme Bethel Recorder, you will read the minutes.
 SB RECORDER: **I move the minutes be approved as printed and distributed.**

TREASURER'S REPORT

SBHQ: Supreme Bethel Treasurer, you will give your report.
SB TREASURER: There are approximately _____ Daughters present at this ____ Annual Session and their dues of \$_____ per Daughter will be paid to the Supreme Guardian Council. These monies will be used by the Supreme Guardian Council Finance Committee to pay any expenses incurred by Supreme Bethel.

DEGREE OF ROYAL PURPLE CEREMONY

MAJORITY CEREMONY

COMMUNICATIONS

SBHQ: Supreme Bethel Recorder, you will read the communications.
 SB RECORDER: **Supreme Bethel Honored Queen, (reads the communications or states) there are none.**

REPORTS

Supreme Bethel Honored Queen

COIN MARCH

SBHQ: We will now have our coin march.

REPORTS (CONTINUED)

Supreme Bethel Officers
 Supreme Bethel Representatives

NEW BUSINESS

Drawing for Supreme Bethel Officers and Representatives

OTHER BUSINESS

RECEIPTS OF THE MEETING

SBHQ: Supreme Bethel Treasurer, you will read the receipts of the meeting.

SB TREASURER: The coin march monies will be used to defray the travel expenses of the Supreme Bethel Honored Queen and Miss International Job's Daughter.

BILLS

SBHQ: **Supreme Bethel Recorder, you will read the bills.**

SB RECORDER: **The disbursements have been handled as listed in the Bylaws.**

LIBRARIAN'S REPORT

SBHQ: **Supreme Bethel Librarian, you will give your report.** SB Librarian reads the Librarian's Report.

MOTHERS', FATHERS' AND GUARDIANS' PRAYER

SBHQ: **Daughters you will rise. Supreme Bethel Chaplain, you will attend at the Altar.** Altar music. When SB Chaplain has knelt at the Altar all Daughters repeat the prayer. All Daughters sing the Mothers', Fathers' and Guardians' Prayer Song. SB Chaplain returns to station. One rap of gavel (*).

PRESENTATIONS

Awards

OTHER APPROVED PRESENTATIONS

REMARKS

Supreme Bethel Guardian

Associate Supreme Bethel Guardian

Supreme Bethel Honored Queen

CLOSING CEREMONY

SBHQ: **Throughout the past twelve months, we in Supreme Bethel have strived to promote friendship and interest among the Job's Daughters everywhere. Now as our year comes to a close, we separate with the hope that in the coming year all the Daughters will rededicate themselves to the principles and high ideals of this beloved Order.**

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***) . Altar music as SB Chaplain approaches the Altar.

SB CHAPLAIN: **O Lord, we beseech You to bless the work of our Order. May the lessons we here teach be the means of making us better in Your sight. Bless the Daughters as they rededicate themselves to this organization and to You. We ask this in Your name's sake. Amen.** "Now Our Work is Over" is sung here. SB Chaplain closes Bible as per Ritual and returns to station. One rap of gavel (*).

SBHQ: **All present, except the Supreme Bethel Officers and Representatives, will be seated until the Supreme Bethel Officers and Representatives have retired.** SB Custodians remove chairs.

RETIRING MARCH AND MUSIC AS PER RITUAL

CLOSING FORMATION AND MUSIC AS PER RITUAL