

## CEREMONIES FOR BETHEL

### Foreword

If Grand Jurisdictions use the Supreme Book of Ceremonies and have other ceremonies which have been approved by the Supreme Jurisprudence Committee, such as Prospective Members, Degree of Royal Purple, Flag, Honoring Masonically-affiliated groups, etc., they may be added to the loose-leaf binder. If ceremonies have not been approved by the Supreme Jurisprudence Committee, they must be submitted before being added to the binder.

Other narrations for Installations may also be used if properly approved in the jurisdiction.

### INSTRUCTIONS FOR INSTALLATIONS AND CEREMONIES

1. Prior to planning a Bethel Installation or special ceremony, refer to and study the current Constitution, Bylaws, and Standard Operating Procedures (SOPs) of JDI and the Bylaws of your Bethel. These laws, without exception, must be followed. (See B-Bethel Art. XIV and SOP-Bethel-8)
2. Installing Officers shall be Past Honored Queens or Majority Members of JDI or as provided for in the Supreme Law. The Installing Officer shall be the retiring Honored Queen. Master and/or Mistress of Ceremonies may be members of the Masonic Family.
3. Children shall not be used in any part of the Installation Ceremony at any time.
4. Marches and marching lines shall be as in the current edition of the Ritual of JDI.
5. All plans, arrangements, and programs shall have the approval of the Executive Members of the Bethel Guardian Council (BGC) prior to implementing any part of the plans, arrangements, or program. Expenses should be kept to a minimum. A lovely installation can be economical.
6. Obligation, prayers, and duties of officers shall be uniform and cannot be changed.
7. Presentation of the Bible: There are three options for placing the Bible on the Altar.
  - a. The Bible may be placed on the Altar before the ceremony begins.
  - b. The Bible may be brought in without ceremony and placed unopened on the Altar.
  - c. The Bible may be brought in with a ceremony and placed on the Altar. In this case, the Bible is opened when placed on the Altar.

A Bible Ceremony is defined as providing something meaningful and special as the Bible is presented. This could be a song, a poem, reading of Bible verses, or escort of the Bible by Daughters in a special formation. Presentation of the Bible without special reading or escort is not considered a ceremony.

8. The formations for the Obligation are optional. If performed, they must be practiced and performed so that they present a favorable impression and add to the dignity of the ceremony.
9. The Retiring March, Closing Formation, and floor work for introductions are the only part of the Ritual work that may be given at an Open Installation. No other part of the Ritual, the Proficiency Lessons or Honors shall be given at an open installation or other open ceremony.
10. During Escort and Introductions at an Open Installation, members do not stand for hearty welcome and honors are NOT given. Introductions may be given following the reading of the Special Dispensation or following the Proclamation.

11. Official Regalia shall be worn, as prescribed in the Constitution, Bylaws, and SOPs of JDI.
12. Gloves shall not be worn by anyone taking part in the Installation. Hats and coats shall not be worn, as per Ritual.
13. Flowers or decorations shall not be worn on capes or robes but may be carried. No open flames are permitted.
14. During the Installation of Bethel Officers, the Installing Officer does not kneel at any time or participate in the closing formation.
15. The parents or guardians of the newly installed Honored Queen may be invited to the East to witness the closing formation if approved by the Executive Members of the BGC.
16. When the BGC is installed at an Installation of Officers, the Installation shall follow the Installation of Bethel Officers and Choir except at the Institution of a Bethel.
17. No gifts shall be given during the Installation of Bethel Officers except those listed under presentations.

### **ORGANIZATION OF A BETHEL**

It is recommended that the organizer of Bethels, both Supreme and Grand, use this Official Book of Ceremonies in conjunction with information from the Supreme Guardian Council (SGC).

#### **OBJECT OF ORDER:**

The fundamental object of Job's Daughters can be found in the Constitution and Bylaws of JDI.

#### **THERE ARE NO PAID ORGANIZERS:**

Each Bethel is self-sustaining from its inception and Bethel activities are not allowed to interfere with church, home or school duties. Entertainment, in keeping with the high ideals of the Order is a feature of all Bethel activities and is under the supervision of the BGC.

#### **MASONIC RELATIONSHIP ESSENTIAL:**

Our relationship to the Masonic Fraternity comes from being related to a Master Mason, or related to a Majority Member of Job's Daughters, or sponsorship by a Master Mason. Job's Daughters International is the only organization which requires this close relationship with the Masonic Fraternity which creates a special bond with their members and ideals.

#### **MAJORITY MEMBER:**

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

#### **EDUCATIONAL OPPORTUNITIES:**

Job's Daughters International maintains an Educational Fund from which Job's Daughters receive scholarships so that they may further their education at universities, colleges, technical or business schools of their choice (according to the Bylaws and Standard Operating Procedures (SOPs) of the Supreme/Grand Guardian Council).

**BENEVOLENT PROJECTS:**

The HIKE Fund (Hearing Impaired Kids Endowment Fund) is the official philanthropic project for Job's Daughters International. Around the Job's Daughters' world, Daughters and adults working together make it possible for children with hearing problems to improve their world. Job's Daughters also support Shrine Hospitals, Masonic Homes, and other projects. The Order encourages participation in these activities.

**GOVERNMENT OF THE ORDER:**

The organized group to which the girls belong and their meeting place is known as a "Bethel", which means "Holy Place". The meeting place is frequently in a Masonic Temple. The affairs of the Bethel are directed by regularly initiated and affiliated members of the Order under the supervision of an adult advisory group composed of nine (9) members known as the Bethel Guardian Council (BGC).

The BGC is composed of five (5) Executive Members, one of whom must be a Master Mason in good standing (POL-BOT-2), and four (4) Associate Members. The BGC is under the jurisdiction of the SGC and/or under the Grand Guardian Council (GGC) (State, Province, or Country). See Constitution, Bylaws, and SOPs.

**ATTENDANCE OF ADULTS:**

See Constitution, Bylaws, and SOPs (SOP-Bethel-9 Sec. 4)

**EQUALITY:**

One of the lessons learned in a Bethel is that of equality. Regardless of one's status outside, when within the Bethel all are equal, even to the wearing of identical white Grecian robes by Bethel Officers and Bethel Choir. No part of the work of Job's Daughters is hidden from those who should know what the members do and are taught. The Daughters preside over the business affairs of the Bethel and take an active part in all activities with the approval, guidance, and supervision of the BGC.

**ROBES:**

The Official Regalia of the Order is the white Grecian robe. See Constitution, Bylaws, and SOPs of JDI. (See SOP-Bethel-11) For instructions on "Organization of a Bethel" see SOP-Bethel-12.

## INSTITUTION OF A BETHEL GENERAL INSTRUCTIONS

### DEFINITION:

The institution of a Bethel could also be called the establishing of the Bethel. The purpose of the ceremony is to instruct and establish the functional elements of the Bethel. The basic elements are:

- Installation of the BGC,
- Initiation (or Obligation) of the Bethel Daughters,
- Installation of the Bethel Officers.

These ceremonies can be conducted with or without the assistance of a Chartered Bethel.

### PREPARATION OF THE BETHEL ROOM:

The Bethel Room is set up as per Ritual. The new Bethel Daughters should be in the Bethel Room for the beginning remarks and to witness the Installation of the BGC. Therefore, chairs for the new Daughters are placed in the West in front of the Dais and behind the semicircle. The members of the BGC are seated on the sidelines. (See Installation of the BGC.)

(Note: The chairs for the Bethel Daughters may be placed on the sidelines, if necessary, to accommodate the size of the Bethel Room and if approved by the Instituting Officer.)

The Instituting Officer shall be a woman who is, or has served as, Supreme Guardian, Grand Guardian, or Bethel Guardian. The Instituting Associate Officer shall be a Master Mason (POL-BOT-2), preferably who is, or has served as, Associate Supreme Guardian, Associate Grand Guardian, or Associate Bethel Guardian. Other Instituting Officers shall be members of the SGC, GGC, BGC or Bethel Daughters. The Supreme/Grand Guardian granting the dispensation for Institution shall appoint the Instituting Officers.

## INSTITUTION CEREMONY (With the assistance of a Bethel at a Closed Meeting)

When a full, Chartered Bethel is available, the Institution may be conducted with the assistance of the Chartered Bethel at a Closed Meeting. When a full Chartered Bethel is not available, the Institution may be conducted with the assistance of a joint or combined Bethel made up of Members of Job's Daughters and/or Majority Members at a Closed Meeting.

### PREPARATION OF BETHEL ROOM:

The Bethel Room is set up as per Ritual. Chairs are arranged in two or more rows, depending on the number of applicants, on the North side. The Bible is placed unopened on the Altar. The National Emblem and Bethel Flag are placed in the Preparation Room.

Prior to the Opening Ceremony, the applicants are seated on the North side. Members of the BGC are seated according to directions under Installation of BGC on the North and/or South side of the room.

### OPENING:

The Bethel Guardian and Associate Bethel Guardian of the assisting Bethel participate in the Opening Ceremony. The opening march, "Open the Gates of the Bethel", is performed by the assisting Bethel.

After the opening march, the Honored Queen calls the Instituting Officer and the Instituting Associate Officer to the podium, introduces them, and hands the gavel to the Instituting Officer. As they are introduced, the other Instituting Officers rise.

INSTITUTING OFFICER: **In Instituting this Bethel, I will be assisted by:**

\_\_\_\_\_ (title) as **Instituting Associate Supreme (Grand) Officer**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Guide**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Marshal**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Secretary**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Chaplain**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Director of Music.**

**The Instituting Officers will take their stations.** When in position, one rap of gavel (\*).

**INSTITUTING OFFICER: Instituting Associate Supreme (Grand) Officer, may we have an address by you.**

Someone other than the Instituting Associate Officer may give this address if appropriate and if appointed by the Instituting Officer. (Note: This address is meant to provide information about JDI to visitors on the sidelines who may not have been involved with the organization of the Bethel. If all visitors are familiar with the Order, the Instituting Officer may omit the address.)

**INSTITUTING ASSOCIATE SUPREME (GRAND) OFFICER:** (Rises and steps to podium. When presentation is complete, he is seated.) **Members of Job's Daughters and friends: We have assembled here to institute a new Bethel of Job's Daughters International.**

**This Order is an international organization for girls between the ages of 10 and 20 years, who are related to a Master Mason, or related to a Majority Member of Job's Daughters, or sponsored by a Master Mason. This Order is the first and only Order so founded.**

**The Order was founded by Mrs. Ethel T. Wead Mick, in the city of Omaha, Nebraska, on October 20, 1920 and was formally organized May 27, 1921, by authority of Mrs. Anna J. Davis, Worthy Grand Matron and Mr. James E. Bednar, Worthy Grand Patron of the Order of Eastern Star in Nebraska, and assisted by Mr. J. B. Fradenberg, Grand Master, A.F.& A.M. in Nebraska.**

**The object of this organization is to band together girls of Masonic relationship or Masonic sponsorship for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag and the country for which it stands, love of home and family, and reverence for the teachings of the Holy Scriptures.**

**The Ritual was written by the founder, Mrs. Ethel T. Wead Mick, in memory of her mother. The teachings are based on the Book of Job, with special reference to the 42nd Chapter, 15th Verse: "and in all the land were no women found so fair as the daughters of Job, and their father gave them inheritance among their brethren."**

**The first Bethel was instituted in Omaha, Nebraska, May 7, 1921. The white Grecian robe is worn by all Officers and the Bethel Choir, thus creating a feeling of equality in dress. White shoes and white hose are in keeping with the Grecian robe.**

**The Bethel functions under the direct supervision of the Executive Members of the Bethel Guardian Council, consisting of five members, at least one of whom shall be a Master Mason.**

**Those eligible for appointment as Executive Members of a Bethel Guardian Council are Master Masons and women who have attained the age of twenty years provided they are: a direct descendant of a Master Mason or the wife, daughter, granddaughter, mother, grandmother, sister, half-sister, step-sister, niece, grandniece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or sister or widow of a Master Mason; or (2) members of an organization basing its membership requirements on Masonic relationships; or (3) Past Bethel Guardians; or (4) Majority Members of Job's Daughters International.**

**One of the outstanding features of this organization is that the parents are welcome to attend all meetings and activities of the Bethel.**

**An educational fund is maintained from which members may receive scholarships for the purpose of furthering their education.**

Entertainment in keeping with the high ideals of the Order and under the supervision of the Bethel Guardian Council, are features of all activities.

The HIKE Fund (Hearing Impaired Kids Endowment Fund) is the official philanthropic project of Job's Daughters International. Members and adult workers earn funds to provide grants for assistive hearing devices for hearing-impaired children, so they can achieve improved communication skills. In addition, Job's Daughters participate in community service projects and support the philanthropic endeavors of other Masonic organizations.

Special emphasis is given to the motto: "Virtue is a quality which highly adorns woman."

INSTITUTING OFFICER: **Instituting Supreme (Grand) Secretary, (rises) you will read the authority granted these applicants to organize a Bethel.** Instituting Supreme (Grand) Secretary reads the official dispensation.

INSTITUTING OFFICER: **Before proceeding with our ceremony, we request all adults who are attending a Bethel Meeting for the first time to assume a Pledge of Honor. You will please rise for the Pledge.** Instituting Officer gives the Pledge for Unobligated Visitors as per Ritual. One rap of gavel (\*) to seat everyone after the Pledge.

(INSTALLATION OF BGC TAKES PLACE AT THIS TIME. SEE PAGE A-9)

INSTITUTING OFFICER: **We have requested Bethel No. \_\_\_ of \_\_\_ (City) \_\_\_ (State, Province, or Country) to initiate our new members. Instituting Supreme (Grand) Guide (rises) and Instituting Supreme (Grand) Marshal (rises), you will escort the applicants to the Preparation Room for the Ceremony of Initiation.**

Instituting Supreme (Grand) Guide and Instituting Supreme (Grand) Marshal use regular lines of march to escort the candidates out of the Anteroom door and prepare them for the Ceremony of Initiation.

Instituting Officer returns gavel to the Honored Queen. When candidates are outside of the Bethel Room, the Honored Queen proceeds with the Opening Ceremony of the Bethel as per Ritual. Introductions may be omitted at this time. All Orders of Business are omitted except for Reading of Special Dispensation. Honored Queen proceeds with Ceremony of Initiation.

Following the Ceremony of Initiation, the Mothers', Fathers', and Guardians' Prayer and Song will be performed. It is optional to do Introductions, Good of the Bethel including Remarks and Coin March. The regular Closing Ceremony will be performed as per Ritual. During Closing Ceremony, the Honored Queen presents the gavel to the Instituting Officer.

INSTITUTING OFFICER: **I now declare Bethel U.D. recessed to prepare for the Installation of Bethel Officers and Bethel Choir.**

If the Installation of Bethel Officers does not take place immediately following initiation, announce the time and location. Installation Ceremony of Bethel Officers and Bethel Choir must be on the same day.

## INSTITUTION CEREMONY

(Without the assistance of a Bethel at a Closed Meeting)

When a full, Chartered Bethel or a joint/combined Bethel of Daughters and/or Majority Members cannot be assembled, the Institution can be conducted without the assistance of a Bethel by adults of the Order at a Closed Meeting.

### PREPARATION OF BETHEL ROOM:

The Bethel Room is set up for the Installation of Officers. Chairs are arranged in two or more rows, depending on the number of applicants, on the North side. The Bible is placed unopened on the Altar. The National Emblem and Bethel Flag are placed in the East.

Prior to the Opening Ceremony, the applicants are seated on the North side. Members of the BGC are seated according to directions under Installation of BGC on the North and South side of the room.

**ENTRANCE OF INSTITUTING OFFICERS:**

The Instituting Supreme (Grand) Guide enters from the Anteroom followed, by the Instituting Supreme (Grand) Secretary, and the Instituting Officer. The Instituting Supreme (Grand) Marshal enters from the Preparation Room, followed by the Instituting Supreme (Grand) Chaplain, and the Instituting Associate Supreme (Grand) Officer. Instituting Supreme (Grand) Director of Music is at the instrument.

Instituting Supreme (Grand) Guide and Instituting Supreme (Grand) Marshal march east on the North and South Marching Lines to Altar Line, turn north and south to North and South side of Altar, march east to East Line, turn and march to North and South Marching Lines. Instituting Supreme (Grand) Officer and Instituting Associate Supreme (Grand) Officer proceed to East Dais. Instituting Supreme (Grand) Guide and Instituting Supreme (Grand) Marshal turn and march west to their stations in the West.

Instituting Supreme (Grand) Secretary assumes her/his station at the Recorder's desk and Instituting Supreme (Grand) Chaplain assumes her/his station North of the Altar. Officers are seated.

In Instituting a Bethel in a community not familiar with the Order, regular procedures and arrangements are made as outlined in "Organizing a Bethel". All adults present must be eligible to witness the ceremony as specified in the Constitution, Bylaws, and Standard Operating Procedures of the SGC.

**INSTITUTING OFFICER: In Instituting this Bethel, I will be assisted by:**

\_\_\_\_\_ (title) as **Instituting Associate Supreme (Grand) Officer**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Guide**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Marshal**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Secretary**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Chaplain**

\_\_\_\_\_ (title) as **Instituting Supreme (Grand) Musician.**

**The Instituting Officers will take their stations.** When in position, one rap of gavel (\*).

**INSTITUTING OFFICER: Instituting Associate Supreme (Grand) Officer, may we have an address by you.** Someone other than the Instituting Associate Officer may give this address if appropriate and if appointed by the Instituting Officer.

(Note: This address is meant to provide information about JDI to visitors on the sidelines who may not have been involved with the organization of the Bethel. If all visitors are familiar with the Order, the Instituting Officer may omit the address.)

**INSTITUTING ASSOCIATE SUPREME (GRAND) OFFICER:** (Rises and steps to podium. When presentation is complete, he is seated.) **Members of Job's Daughters and friends: We have assembled here to institute a new Bethel of Job's Daughters International. This Order is an international organization for girls between the ages of 10 and 20 years, who are related to a Master Mason, or related to a Majority Member of Job's Daughters, or sponsored by a Master Mason. This Order is the first and only Order so founded.**

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Those eligible for appointment as Executive Members of a Bethel Guardian Council are Master Masons and women who have attained the age of twenty years provided they are: a direct descendant of a Master Mason or the wife, daughter, granddaughter, mother, grandmother, sister, half-sister, step-sister, niece, grandniece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or sister or widow of a Master Mason; or (2) members of an organization basing its membership requirements on Masonic relationships; or (3) Past Bethel Guardians; or (4) Majority Members of Job's Daughters International.

One of the outstanding features of this organization is that the parents are welcome to attend all meetings and activities of the Bethel.

An educational fund is maintained from which members may receive scholarships for the purpose of furthering their education.

Entertainment in keeping with the high ideals of the Order and under the supervision of the Bethel Guardian Council are features of all activities.

The HIKE Fund (Hearing Impaired Kids Endowment Fund) is the official philanthropic project of Job's Daughters International. Members and adult workers earn funds to provide grants for assistive hearing devices so hearing-impaired children can achieve improved communication skills. In addition, Job's Daughters participate in community service projects and support the philanthropic endeavors of other Masonic organizations.

Special emphasis is given to the motto: "Virtue is a quality which highly adorns woman."

INSTITUTING OFFICER: **Instituting Supreme (Grand) Secretary**, (rises) you will read the authority granted these applicants to organize a Bethel. Instituting Supreme (Grand) Secretary reads the official dispensation or authority for institution.

INSTITUTING OFFICER: **Before proceeding with our ceremony, we request all adults who are attending a Bethel Meeting for the first time to assume a Pledge of Honor. You will please rise for the Pledge.** Instituting Officer gives the Pledge for Unobligated Visitors as per Ritual. One rap of gavel (\*) to seat everyone after the Pledge.

(INSTALLATION OF BGC TAKES PLACE AT THIS TIME. SEE PAGE A-9)

INSTITUTING OFFICER: **Instituting Supreme (Grand) Guide (rises) and Instituting Supreme (Grand) Marshal (rises), you will place the applicants in proper position west of the Altar to receive the Obligation.** Instituting Supreme (Grand) Guide and Instituting Supreme (Grand) Marshal use floorwork as per Ritual to conduct applicants west of the Altar. Applicants kneel.

INSTITUTING OFFICER: **You will assume the Attitude of Prayer and repeat after me.** Instituting Officer gives Proficiency Lesson No. 2. **Arise Daughters. Since you are not to be initiated by Bethel Officers at this time, the Proficiency Lessons will be imparted to you.** Gives Proficiency Lesson numbers 1, 3, 4, 5, 6,7, 8, 9, and 10. Installing Supreme Guide and Installing Supreme Marshal will give the grip of the Order. (As soon as is possible, the new Daughters should participate in a full Initiation.)

INSTITUTING OFFICER: **Instituting Supreme (Grand) Guide and Instituting Supreme (Grand) Marshal, you will conduct the Daughters to the Secretary's desk where they will sign the Permanent Record Book after which you will conduct them to the seats reserved for them and return to your stations.**



March music shall be provided during the signing of the Permanent Record Book. When all Daughters are seated, the Instituting Officer proceeds.

**INSTITUTING OFFICER: I now declare Bethel U.D. recessed to prepare for the Installation of Bethel Officers and Bethel Choir.**

If the Installation of Bethel Officers does not take place immediately following initiation, announce the time and location. Installation Ceremony of Bethel Officers and Bethel Choir must be on the same day.

**INSTALLATION OF BETHEL GUARDIAN COUNCIL**

For use by Bethels under Supreme and Grand Guardian Councils not having their own approved Book of Ceremonies

Installation of the BGC may take place following the Installation of Bethel Officers except at the Institution of a Bethel, or during a regular Bethel Meeting. If the Installation takes place with the Installation of Bethel Officers, it shall take place immediately after the Bethel Officers are installed. If it takes place during a regular Bethel Meeting, then it shall take place under Good of the Bethel as per Ritual.

Prior to the Installation of the BGC, the Supreme (Grand) Guardian shall have provided a list of those who are to be installed. Refer to Constitution and Bylaws for those eligible to serve as Installing Officers.

Honored Queen invites the Installing Officer and Associate Installing Officer to approach the East informally. When in the East, the Honored Queen presents the gavel to the Installing Officer. An Associate Installing Officer is optional and if not available, the Installing Officer may perform the entire Installation.

**INSTALLING OFFICER: In installing the members of the Bethel Guardian Council, I will be assisted by:** As the Installing Officers' names are read, they will rise.

\_\_\_\_\_ (title) as **Associate Installing Officer**

\_\_\_\_\_ (title) as **Installing Guide**

\_\_\_\_\_ (title) as **Installing Marshal**

\_\_\_\_\_ (title) as **Installing Secretary**

\_\_\_\_\_ (title) as **Installing Chaplain**

\_\_\_\_\_ (title) as **Installing Musician.**

**The Installing Officers will assume their stations.** When the Officers are in position, Installing Officer sounds one rap of gavel (\*).

**INSTALLING OFFICER: Installing Secretary, (rises) you will read the names of the members of the Bethel Guardian Council who are to serve this Bethel for the ensuing term, who as their names are read will rise, and remain standing.** After reading the names of the BGC, the Installing Secretary is seated.

**INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises), you will conduct the members of the Bethel Guardian Council west of the Altar.**

Installing Guide and Installing Marshal leave the West Dais, march to the South and North Marching Lines, march to the East Line, then return to West Line - pausing to ask each person standing to follow them. When on the West Line, the Installing Guide enters the semicircle between the 2nd and 5th Messengers' stations; the Installing Marshal enters the semicircle between the 4th and 5th Messengers' stations. The Council members form a semicircle west of the Altar with the Bethel Guardian and Associate Bethel Guardian in the center of semicircle. When all are in position, Installing Guide and Installing Marshal step to South and North side of Altar between Altar and station of Treasurer and Chaplain, and face East.

**INSTALLING OFFICER:** Before installing the members of the Bethel Guardian Council into office, we will ask the blessing of our Heavenly Father. Three raps of gavel (\*\*\*) . Altar music. Installing Chaplain approaches Altar as per Ritual.

**INSTALLING CHAPLAIN:** Oh, God, we ask Thy choicest blessing rest upon these persons who are about to assume the leadership of these Daughters. Make their hearts as pure and their purposes as true as these, "The Fairest In All The Land." Take away all thoughts of self, give to each one strength and courage to resist the selfishness of the world, and to follow more closely our God. Bless, we beseech Thee, the Mothers, Fathers, and Guardians of these Daughters, and bring us all closer to Thee. We ask it in Thy name. Amen. Installing Chaplain rises, returns to station as per Ritual with appropriate music. One rap of gavel (\*).

**INSTALLING OFFICER:** To qualify as a member of a Bethel Guardian Council, you must pledge yourselves to attend all Bethel and Bethel Guardian Council 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 the following obligation: (Installing Officer places hand over heart also.)

**In the presence of God and these witnesses - I promise to obey the Laws – of Job’s Daughters International - that I will advise with the Supreme Guardian (Grand Guardian) - or the Supreme Guardian Council (Grand Guardian Council) - in working for the good of Job's Daughters - that I will perform the duties of my office - according to the Constitution, Bylaws, and Standard Operating Procedures - of the Supreme Guardian Council - Manual of Rules and Regulations - of the Grand Guardian Council (if under Grand Guardian Council Jurisdiction) - and Bylaws of this Bethel. - That I will endeavor to live - in accordance with the teachings - of the Ritual of Job's Daughters International - in the hope that I may be found worthy - of being a Guardian of "The Fairest In All The Land" - to this pledge, - I promise faithful obedience - agreeing to vacate my office - by declaration of the Supreme Guardian (Grand Guardian) - should I violate my obligation.**

Installing Officer drops hand and bows for Council members to remove hands from over heart and drop them to normal position.

Installing Officer proceeds with Installation of BGC. The Associate Installing Officer installs the Masons who will serve on the Council.

**INSTALLING OFFICER:** Bethel Guardian. Steps to center of semicircle. **It shall be your duty to call all Bethel Guardian Council meetings, preside over same, and attend all Bethel meetings. To supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work. It shall be your duty to teach the principles of the organization, to maintain good order at all convocations of the Bethel, and to see that all Bethel meetings are promptly opened and closed at a reasonable hour.**

**To see that all applicants for membership are properly visited, advising with the Associate Bethel Guardian and members of the Visitation Committee of the Bethel regarding same.**

**To serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.**

**To make yourself thoroughly familiar with the Constitution, Bylaws and Standard Operating Procedures of the Order and the Manual of Rules and Regulations of the Grand Guardian Council (if under Grand Guardian Council jurisdiction) and Bylaws of this Bethel.**

**You should be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress. Upon you, therefore, to a great extent, depends the success of this Bethel.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to place in semicircle with other Council members.

**INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER:** Associate Bethel Guardian. Steps to center of semicircle. **You have been appointed as Associate Bethel Guardian for the specific reason that you are a Master Mason, the source of our heritage and the symbol of our ideals. Your membership in the Masonic Fraternity, has highly qualified you for this special honor.**

**It is your duty to investigate the Masonic relationship of all applicants.**

**To become thoroughly familiar with the Constitution, Bylaws, and Standard Operating Procedures of the Order, and the Manual of Rules and Regulations of the Grand Guardian Council (if**

under Grand Guardian Council jurisdiction) and Bylaws of this Bethel so that you can properly assist the Bethel Guardian in the performance of her duties and assume them in her absence. To see that the Bethel books are audited at the conclusion of each term and a report made at the next regular meeting of the Bethel.

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Guardian Secretary.** Steps to center of semicircle. **It is your duty to supervise the work of the Recorder and to make proper record of all Bethel Guardian Council meetings. It is, therefore, your duty to attend all Bethel meetings regularly, and all meetings of the Bethel Guardian Council.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Guardian Treasurer.** Steps to center of semicircle. **It is your duty to supervise the work of the Bethel Treasurer and to receive all money from her, giving her a receipt. To supervise the work of the Librarian by carefully reading her report before it is given. It is, therefore, your duty to attend all Bethel meetings regularly, and all meetings of the Bethel Guardian Council.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Guardian Director of Music.** Steps to center of semicircle. **Yours is an important office, as the musical part of our ceremony is as important as the work itself. It is your duty to attend all meetings of the Bethel and the Bethel Guardian Council.**

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

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

| (FOR INSTALLATION OF GUARDIAN DIRECTOR OF EPOCHS OR PROMOTION AND INSTALLATION OF ASSOCIATE COUNCIL MEMBERS USE THE FOLLOWING AS NECESSARY ACCORDING TO THE CONSTITUTION AND BYLAWS OF THE SGC.)

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Sociability.** Steps to center of semicircle. **It is your duty to ascertain if visitors are entitled to be present at the Bethel meeting and to cordially welcome them. To assist the committee appointed by the Honored Queen in the preparation of the Candidates, and to perform such other duties as will add to the social activities of the Bethel.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Custodian of Paraphernalia.** Steps to center of semicircle. **It is your duty to see that the paraphernalia is carefully preserved, to instruct the Marshal, Senior Custodian and Junior Custodian how to properly display and remove paraphernalia and to supervise the care and appearance of the robes.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Finance.** Steps to center of semicircle. **It is your duty to guard carefully the financial condition of the Bethel and to assist the Honored Queen or the committee appointed by her in planning and promoting such activities as will add to the Bethel funds and to assist in the audit of the Bethel books.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Director of Epochs.** Steps to center of semicircle. **It is your duty to assist the Bethel Guardian in instructing the officers in their speaking parts, that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner. This is important, as we realize that first impressions are usually lasting.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Hospitality.** Steps to center of semicircle. **It is your duty to assist the committee appointed by the Honored Queen to provide refreshments and to assist the members of this Bethel in extending hospitality to members and guests.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Director of Patrol.** Steps to center of semicircle. **It is your duty to supervise the activities of the drill team, to attend all drill team meetings and to give a detailed report of such activities when requested to do so by the Executive Members of the Bethel Guardian Council.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Youth Activities.** Steps to center of semicircle. **It is your duty to counsel and advise the members of the Bethel as a social group and to encourage and foster an interest in all Bethel activities thus aiding the Honored Queen in the performance of her duties.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Good Will.** Steps to center of semicircle. **It is your duty to remember those who may be ill or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Promoter of Fraternal Relations.** Steps to center of semicircle. **It is your duty to contact various Masonic organizations and make known to the members thereof the ideals and purpose of Job's Daughters International.**

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

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Director of Promotion.** Steps to center of semicircle. **It is your duty to assist the members of the Bethel and the Bethel Guardian Council in promoting increased interest in the Bethel activities, especially with regard to increasing membership and advising parents and eligible adults that they may attend Bethel meetings.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

INSTALLING OFFICER or ASSOCIATE INSTALLING OFFICER: **Bethel Beekeeper.** Steps to center of semicircle. **It is your duty to develop and oversee the Beehive Program for girls who have not yet attained the age for Job's Daughter membership.**

**Are you willing to assume these responsibilities?** (Answer: I am.) Then returns to semicircle with other Council members.

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

**Installing Guide and Installing Marshal, you will escort the members of the Bethel Guardian Council to the East Line for introduction and to receive their Certificates of Appointment.**

Installing Guide and Installing Marshal proceed directly from the Altar to the East Line, turn south and north and march until the Council members are evenly spaced across the East Line. All stop and face west. Council members are introduced. If Past Honored Queens or Majority Members are appointed as members of the BGC, special mention should be made.

**INSTALLING OFFICER: Officers and members of this Bethel, these adults have pledged their time and service to assist you during the coming year. Please rise and join me in extending to them a hearty welcome. (Applause.)**

**Installing Guide and Installing Marshal, you will conduct the members of the Bethel Guardian Council to the sidelines, after which you will return to your stations.**

Installing Guide and Installing Marshal proceed south and north to South and North Marching Lines, then turn west and march to West Line, then turn toward center of room and march to stations. Council members follow and are seated when they reach their seats. When all are seated, the Installing Officer continues.

**INSTALLING OFFICER: Installing Secretary (rises), you will make the Proclamation.**

Use the following proclamation for a regular Installation of BGC:

**INSTALLING SECRETARY: By authority of the Supreme (Grand) Guardian Council I proclaim the members of the Bethel Guardian Council of Bethel No. \_\_\_ of \_\_\_(City) \_\_\_ (State, Province, or Country) Job’s Daughters International duly and regularly installed under the Constitution and Bylaws of the Supreme Guardian Council, (if under Grand Jurisdiction add the following:) and Manual of Rules and Regulations of the Grand Guardian Council, Job’s Daughters International.**

Use the following proclamation if a BGC Installation follows an Institution Ceremony:

**INSTALLING SECRETARY: By authority of the Supreme (Grand) Guardian Council, I proclaim Bethel U.D. of \_\_\_ (City) \_\_\_ (State, Province, or Country), Job’s Daughters International duly instituted and the members of the Bethel Guardian Council duly and regularly installed under the Constitution and Bylaws of the Supreme Guardian Council, (if under Grand Jurisdiction add the following:) and Manual of Rules and Regulations of the Grand Guardian Council, Job’s Daughters International.**

One rap of gavel (\*). The Installing Officers are dismissed by the Installing Officer and may retire informally. Installing Officer returns gavel to the Honored Queen.

## INSTALLATION OF BETHEL OFFICERS AND BETHEL CHOIR

### PREPARATION OF BETHEL ROOM FOR OPEN INSTALLATION

1. Adjust floor plan according to the size of the Bethel Room and position of the doors. Use floor plan as per Ritual. (Diagram 1)
2. Put paraphernalia in place, as per Ritual (i.e., Bethel Charter, Horn of Plenty, Lily of the Valley, Urn of Incense, Dove, Bethel Flag, etc.).
3. Place Bible in Preparation Room (or other appropriate entrance) if it is to be presented. If it is not to be presented, place it on the Altar as per Ritual.
4. The National Flag shall be placed unfurled in the Preparation Room where it can be obtained without delay.
5. The Princesses' capes may be placed on the back of the Installing Custodians' chairs and the crowns are placed behind the Installing Custodians' chairs or the capes may be folded and placed with the crowns in back of the Installing Custodians' chairs.
6. The Installing Musician shall informally, and without escort, take her place at the instrument.
7. Markers may be placed on the floor for positioning Messengers' chairs.
8. The Waiting Stations are the same as per Ritual.

### OPENING CEREMONIES

**ENTRANCE OF BETHEL GUARDIAN AND ASSOCIATE BETHEL GUARDIAN:** The Bethel Guardian and Associate Bethel Guardian are escorted to the East by the Installing Junior Custodian and the Installing Senior Custodian. Bethel Guardian and Installing Junior Custodian stand side by side one step inside Bethel Room in front of Anteroom doorway. Associate Bethel Guardian and Installing Senior Custodian stand side by side one step inside Bethel Room in front of Preparation Room doorway.

All four march east on North and South Marching Line until they reach Altar Line. Bethel Guardian and Installing Junior Custodian turn left, with Installing Junior Custodian following the Bethel Guardian, march to center of Altar. Associate Bethel Guardian and Installing Senior Custodian turn right, with Installing Senior Custodian following Associate Bethel Guardian, march to center of Altar. When at center of Altar, all four turn east and march four abreast to the East Line. Installing Senior Custodian and Installing Junior Custodian remain standing in front of their stations, facing east, until Bethel Guardian and Associate Bethel Guardian reach podium in East; then all four face west together, turning toward podium. (Diagram 2)

Associate Bethel Guardian, without remarks, presents the gavel to the Bethel Guardian, who calls the assembly to order with one rap of the gavel (\*).

**BETHEL GUARDIAN: Bethel No. \_\_\_ of \_\_\_\_\_ (City)\_\_\_\_\_ (State, Province, or Country) of Job's Daughters International is about to convene for the Ceremony of Installation of Bethel Officers (and Bethel Choir).**

If there is not a Master and/or Mistress of Ceremonies, the Installing Custodians may be seated. If there is to be a Master and/or Mistress of Ceremonies, the Installing Custodians remain standing. Proceed as follows.

**BETHEL GUARDIAN: Installing Senior Custodian and Installing Junior Custodian, you will retire and escort into the Bethel Room the Master and/or Mistress of Ceremonies.**

The Installing Custodians proceed directly west to Altar Line, then north and south to North and South Marching Lines, then west to Anteroom and Preparation Room doors. (Diagram 3) The Installing Custodians turn toward the center and retrace their steps on the North and South marching line. The Mistress or Master of Ceremonies follows the Installing Junior Custodian. If both a Master and Mistress of Ceremonies are used, the other follows the Installing Senior Custodian. At the Altar line, the Installing Junior Custodian and Installing Senior Custodian escort the Master and/or Mistress of Ceremonies to the East Line as per Ritual. (Diagram 4) The Bethel Guardian and Associate Bethel Guardian extend their hands to welcome the Master and/or Mistress of Ceremonies to the dais. After the Master and/or Mistress of Ceremonies has ascended the dais the Installing Custodians shall be seated.

The Bethel Guardian introduces the Mistress of Ceremonies; the Associate Bethel Guardian introduces the Master of Ceremonies. The Master and/or Mistress of Ceremonies introduces the Bethel Guardian and Associate Bethel Guardian. After the introductions, the Master and/or Mistress of Ceremonies are seated.

**BETHEL GUARDIAN: Associate Bethel Guardian, you will retire and escort the Installing Officer into the Bethel Room.** The Associate Bethel Guardian descends dais, marches west on the Center Line to the Altar Line, turns south to the South Marching Line, turns west on the South Marching Line and marches west to the Anteroom door. (Diagram 5) The Associate Bethel Guardian with the Installing Officer on his right arm shall enter from the Anteroom door, proceed east on South Marching Line to west of the Altar, turn north, and proceed until west of the Altar, then turn and face east. (Diagram 6)

**ASSOCIATE BETHEL GUARDIAN: Bethel Guardian, I have the honor of presenting ... (name and title) ... who will preside as Installing Officer of the evening (or afternoon).**

**BETHEL GUARDIAN: Associate Bethel Guardian, you will escort the Installing Officer to the East.** Associate Bethel Guardian and Installing Officer (still holding the right arm of the Associate Bethel Guardian) leave the Altar on the north side, proceed to the East, and ascend dais as Bethel Guardian gives three raps of gavel (\*\*\*). (Diagram 6)

**BETHEL GUARDIAN: I have the pleasure of introducing ... (name and title) ... who will preside as the Installing Officer of the evening (or afternoon).**

If there is no Master or Mistress of Ceremonies, the Installing Officer may introduce the Bethel Guardian and Associate Bethel Guardian. Bethel Guardian presents gavel to the Installing Officer and Installing Officer seats assembly with one rap of gavel (\*). Bethel Guardian and Associate Bethel Guardian assume stations as per Ritual.

**INSTALLING OFFICER: Installing Senior Custodian (rises) and Installing Junior Custodian (rises), you will retire and invite into the Bethel Room the other Installing Officers.**

Custodians proceed directly west to Altar Line, then north and south to North and South Marching Lines, then west to Anteroom and Preparation Room. (Diagram 3)

Installing Guide enters from the Anteroom, followed by Installing Flag Bearer, Installing Recorder, and Installing Junior Custodian.

Installing Marshal enters from the Preparation Room, followed by Installing Chaplain, and Installing Senior Custodian.

Installing Guide and Installing Marshal, followed by other Installing Officers, march on South and North Marching Lines to Altar Line, turn north and south to center of Altar, and march to East Line. They turn north and south and space themselves so that all Installing Officers are on East Line in center of dais. If possible, the Installing Guide and Installing Marshal stop in front of pedestals.

All face west for introductions. (Diagram 7)

**INSTALLING OFFICER: In installing the Officers of this Bethel, I will be assisted by:**

\_\_\_\_\_ (title) as **Installing Guide**

\_\_\_\_\_ (title) as **Installing Marshal**

\_\_\_\_\_ (title) as **Installing Recorder**

\_\_\_\_\_ (title) as **Installing Chaplain**

\_\_\_\_\_ (title) as **Installing Musician**

\_\_\_\_\_ (title) as **Installing Senior Custodian**

\_\_\_\_\_ (title) as **Installing Junior Custodian**

\_\_\_\_\_ (title) as **Installing Flag Bearer**

If the Master or Mistress of Ceremonies is not reading the entrance narration, the Narrator may be introduced at this time. The Narrator should be seated near the East and may stand for recognition. Each Installing Officer, as her name is called, acknowledges with a slight bow.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Installing Officers to their respective stations.**

Installing Guide and Installing Marshal turn north and south and march to North and South Marching Lines. Installing Senior and Installing Junior Custodians turn in to their stations. Installing Recorder assumes her station at desk; Installing Flag Bearer follows Installing Guide until she can assume her station which is next to but on the outside of the Bethel Treasurer's station. Installing Chaplain follows Installing Marshal and assumes her station which is next to but on the outside of the Bethel Chaplain's station. Installing Guide and Installing Marshal proceed using Marching Lines to stations in the West. (Diagram 8) All remain standing. When Installing Guide and Installing Marshal are in position, the Installing Officer bows for all to be seated at the same time.

Waiting Stations for Guide and Marshal are as per Ritual.

**INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises) you will retire and escort into the Bethel Room the Bethel Officers and Bethel Choir who are to serve this Bethel for the ensuing term.**

Installing Guide and Installing Marshal march to West Line, turn south and north to South and North Marching Lines, turn west and stand on the outside of the Anteroom and Preparation Room doors. (Diagram 9)

If a special entrance narration is used, the Bethel Officers and Bethel Choir enter according to the narration. (See Diagrams 35 to 41 for suggested seating arrangements) Bethel Flag Bearer is seated with the Choir unless she has another office. When all Officers are in position, the Installing Officer seats them with one rap of the gavel (\*).

Installing Guide and Installing Marshal return to their stations after the last Bethel Daughter enters the Bethel Room.

Installing Officer calls on Master or Mistress of Ceremonies for the welcome. If there is no Master or Mistress of Ceremonies, the Bethel Guardian or the Associate Bethel Guardian should give the welcome.

**PRESENTATION OF BIBLE:** (if Bible is not already on the Altar)

**INSTALLING OFFICER: Installing Guide (rises), Installing Marshal (rises), and Installing Chaplain (rises), you will retire for the presentation of the Holy Bible.**

Installing Guide and Installing Marshal proceed, side by side, on West Line to North Marching Line, then east to the Altar Line. Bow for Installing Chaplain to follow and turn west. (Diagram 11) Proceed west on the North Marching Line to the Preparation Room. (Diagram 12)

The Installing Officer sounds three raps (\*\*\*) of the gavel as Installing Chaplain enters carrying the closed Bible. There shall be nothing upon the Bible and no papers inside the Bible.

The Installing Guide and Installing Marshal follow the Installing Chaplain (side by side) to the Altar Line. (Diagram 13) If Bethel Daughters are to be Bible Escorts, then the Installing Guide and Installing Marshal follow the Bethel Daughters.

The Installing Chaplain proceeds east on the North Marching Line to the Altar Line then attends at the Altar as per Ritual. If Bethel Daughters are escorts they follow Installing Chaplain to desired formation. Installing Guide and Installing Marshal stop at North Waiting Station.

Following the Bible Ceremony, the Installing Chaplain returns to her station, the Installing Guide and Installing Marshal return to their stations using regular lines of march. Escorts retire using regular lines of march.

If Bible Presentation Ceremony or Escorts are used, the Chaplain opens the Bible as per Ritual when she places it on the Altar. If no Bible Presentation Ceremony is used, the Bible is only carried to the Altar, the Bible remains closed and the Installing Chaplain opens it when attending at the Altar for the first prayer.

**PRESENTATION OF THE FLAG:**

**INSTALLING OFFICER: Installing Guide (rises), Installing Marshal (rises), and Installing Flag Bearer**



(rises), **you will retire and present the Flag of our Country west of the Altar.**

Installing Guide and Installing Marshal proceed, side by side, on West Line to South Marching Line, then east to the Altar Line. Bow for Installing Flag Bearer to follow and turn west. (Diagram 14) Proceed west on South Marching Line to the West Line, then north to North Marching Line, then west to Preparation Room. (Diagram 15)

Installing Flag Bearer enters from Preparation Room, followed by Installing Guide and Installing Marshal (side by side with Installing Marshal closest to the Altar). Installing Flag Bearer carries the flag according to the governmental regulations in each respective Province, Territory or Country. As Installing Flag Bearer enters carrying the National Emblem, Installing Officer sounds three raps of gavel (\*\*\*)

Installing Flag Bearer proceeds east on North Marching Line until an appropriate opening presents itself according to the seating plan so that she can present the National Emblem west of the Altar.

Installing Guide and Installing Marshal proceed east on North Marching Line until west of the Altar in line with Installing Flag Bearer. They wait on North Marching Line, facing east. (Diagram 16)

National Anthem with appropriate music (as per Music Ritual) is sung. Appropriate tribute is given. In the United States, one verse of “The Star Spangled Banner” is sung while the National Emblem is west of the Altar. The following tribute is given:

**INSTALLING OFFICER: I present our Country's Flag, born in freedom, cradled in independence by the pioneers of a glorious country. It has been the symbol of a nation in its vicissitudes as well as its glories. It has been an inspiration to the hearts, minds, and souls of all who desire to be free. May it ever be borne aloft in the defense of every righteous cause. Our hearts are filled with all that it signifies as we rally to its support, and may we, as citizens of this nation, ever follow it with honor and in peace.**

**Installing Guide, Installing Marshal, and Installing Flag Bearer, you will escort the Flag to the East.**

Installing Flag Bearer marches around north side of the Altar and proceeds directly to the East and places Flag in holder in appropriate position. Installing Guide and Installing Marshal march to East Line on North Marching Line, wait on East Line while Pledge is given. (Diagram 16)

**INSTALLING OFFICER: All citizens of (country) will join me in pledging allegiance to the Flag.**

One rap of gavel (\*) as Installing Flag Bearer turns to return to her station.

Pledge may be omitted if not the custom of the government.

The Installing Guide and Installing Marshal, followed by the Installing Flag Bearer, return to the station of the Installing Flag Bearer by following North Marching Line to West Line, turn south to South Marching Line, take South Marching Line to Installing Flag Bearer's Station. (Diagram 17) Seat Installing Flag Bearer with a slight bow, then return to their stations in the West. They are seated together to await next order from the Installing Officer.

If there is not an Installing Flag Bearer, the Installing Marshal carries the Flag following the same line of march described above, eliminating the line of march to the station of Installing Flag Bearer.

Other National Emblems and/or state flags may be presented at this time or be placed in the East prior to the Installation Ceremony.

If Bethel Flag is not placed in East prior to installation, it is presented at this time as per Ritual.

#### **READING OF SPECIAL DISPENSATION:**

If Special Dispensation is required, it is read at this time. If Special Dispensation is not required, eliminate the following wording:

**INSTALLING OFFICER: Installing Recorder, (rises) you will read the Special Dispensation.**

#### **ESCORT AND INTRODUCTIONS:**

Escort and Introductions, as per Ritual, may be given at this time.

#### **INSTALLATION CEREMONY:**

**INSTALLING OFFICER: Members and friends of Job's Daughters, we welcome you here to witness the Installation of Bethel Officers (and Bethel Choir) of Bethel No. \_\_\_ of \_\_\_\_ (City) \_\_\_\_ (State,**

Province, or Country) of **Job's Daughters International**. They have been elected or appointed to serve for the ensuing term. Before installing them into office, we will ask the blessing of our Father in Heaven. **Installing Chaplain, you will attend at the Altar.** Three raps of gavel (\*\*\*)). Installing Chaplain rises, attends at the Altar as per Ritual. Opens Bible if it has not already been opened.

**INSTALLING CHAPLAIN: Oh, Merciful and Loving Father, we come to You in faith, knowing that You will hear and answer our prayer. Be very near to us in this hour and let Your blessings rest upon us as we humbly seek to do Your will. Grant those whom we are about to invest with authority, the spirit of love and charity. Help them to see clearly the power and influence of a beautiful and womanly life. May union and harmony prevail, and as they labor for the highest ideals of life, may they become more gracious and loving, more faithful and patient day by day, and thus complete the foundation of a useful and perfect life. We ask in Your name. Amen.**

All members of Job's Daughters respond by saying, "Amen". Installing Chaplain returns to her station as per Ritual. One rap of gavel (\*).

**INSTALLING OFFICER: Installing Recorder (rises), you will read the names of the Bethel Officers (and Bethel Choir), elected or appointed, who are to serve this Bethel for the ensuing term. As their names are read, they will rise and remain standing.** Officers acknowledge announcement of their name with a slight bow.

**INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises), you will present the Bethel Officers (and Bethel Choir) for the Obligation.** Installing Guide and Installing Marshal go to the Altar for Obligation by descending West Dais to West Line, proceed north and south to North and South Marching Lines, turn and march east to the Altar Line, turn north and south to the Altar and west to position one step north of the Altar for the Installing Marshal, and one step south of the Altar for Installing Guide. They face each other. (Diagram 18)

If a special formation is to be used for the Obligation, the Installing Guide and Installing Marshal stand next to the stations of Chaplain and Treasurer.

Choir stands in front of their chairs and repeats Obligation with Bethel Officers.

**INSTALLING GUIDE: Installing Officer, all is in readiness.**

Installing Officer may give Obligation from the East or at the Altar. If special Obligation Formation is used, the Obligation should be from the Altar. If the Installing Officer goes to the Altar, she must carry the gavel with her. She shall place the gavel over her heart for the Obligation.

**INSTALLING OFFICER: You will place your right hand over your heart and make this promise.**

**Do you promise that no Bethel shall be opened without the presence of an Executive Member of the Bethel Guardian Council?** (Answer, I do.)

**That you will be guided by the advice of the Bethel Guardian Council in all matters concerning the work and welfare of the Bethel?** (Answer, I do.)

**You will assume the following Obligation:**

**In the presence of Almighty God - and these witnesses - I promise to obey the laws - of Job's Daughters International - that I will counsel with my Bethel Guardians - and be courteous and obedient unto them - that I will be faithful to the duties of my office - as outlined in the Ritual - that I will endeavor to live in accordance with its teachings - in the hope that I may be found worthy - of being one of "The Fairest in The Land" - that I will strive to be ever faithful to this promise - that should I violate this Obligation - I agree to vacate my office - at the request - and upon the declaration - of the Bethel Guardian.**

If Installing Officer is at the Altar, she returns to the East. (Diagram 19) One rap of gavel (\*). Installing Guide and Installing Marshal proceed east to the Altar Line, turn north and south to Waiting Stations. (Diagram 19) See pages 26-31 or 32-38.

## INSTALLATION OF BETHEL OFFICERS

### HONORED QUEEN INSTALLED FIRST

#### GENERAL INSTRUCTIONS FOR PRESENTING BETHEL OFFICERS TO BE INSTALLED:

**OPTION ONE:** Installing Guide and Installing Marshal leave Waiting Stations and proceed west on North and South Marching Lines to Officer(s) to be installed. Installing Guide and Installing Marshal stand on their respective marching line and bow for Officer(s) to follow. (Diagram 20)

Installing Guide proceeds east on South Marching Line to the Altar Line, north to a point between Altar and station of Chaplain, then west to west side of Altar and south to proper position. Installing Guide is on the outside of Installing Marshal.

At the same time, Installing Marshal proceeds east on North Marching Line to Altar Line, south to a point between Altar and station of Treasurer, then west to west side of Altar and north to proper position. Installing Marshal is on the inside of the Installing Guide. (Diagram 21)

When in position, all face East. Installing Guide and Installing Marshal step back two steps and wait for instructions from the Installing Officer to escort the Officers to their respective stations. They then step forward two steps to be in line with Officers and bow for them to follow. (Diagram 22)

**OPTION TWO:** (to be used only when the Bethel Room is smaller and too crowded to allow dignified and orderly marching around the Altar). The Officers rise as the Installing Officer either announces their names and stations or as the Installing Guide and Installing Marshal are instructed to present them at the Altar.

After rising, the Officer waits until the Installing Guide and Installing Marshal are on a line even with their chair, then bow and proceed directly east to stand West of the Altar. Installing Guide and Installing Marshal bow, turn east to the Altar Line, turn north and south until between the stations of Chaplain (Installing Marshal) or Treasurer (Installing Guide) then turn west to take position two steps back of the Officers to be installed. All other floor work is as stated.

Elective Officers are introduced at their stations following their installation. Appointive Officers' names are announced by the Installing Officer prior to installation.

Bethel Choir shall be installed at their stations.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will cause the Honored Queen to kneel at the Altar and place her hands on the open Holy Bible.**

The Installing Marshal may reverently turn the Bible around for the Honored Queen. If the Bible is turned, she shall replace it to its original position before leaving the Altar after the Honored Queen is installed.

Before kneeling, the Honored Queen hands her flowers or carrying piece to the Installing Guide. Installing Guide and/or Installing Marshal assist Honored Queen to kneel. Honored Queen places her hands on the Bible. Installing Guide and Installing Marshal step back two steps.

Installing Officer descends dais and walks to a point one step East of and in center of Altar, where she stands to install the Honored Queen. She shall carry the gavel with her and places it over her heart for the Obligation.

**INSTALLING OFFICER: Honored Queen, you will repeat after me: I will be faithful to the Laws - of Job's Daughters International - respect the Supreme, Grand, and Bethel Guardian Councils - and endeavor to be worthy of my office - so help me God.**

**The one elected to hold the office of Honored Queen should be generous in character, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and improving. Her taste in literature, arts, and science should be such that she will lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and the consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated, and the prayer of all who know and love you is, that our Heavenly Father will guide and direct you in your service of love.** Honored Queen removes hands from Bible.

The Installing Officer marches around the north side of the Altar, hands gavel to Installing Marshal, stands behind the Honored Queen, places cape on Honored Queen. (Diagram 33) Honored Queen ties cords of cape.

**INSTALLING OFFICER: This cape of royal purple is an emblem of your high office and symbolizes the love of the Bethel Members who have chosen you as their Honored Queen.** After cape is tied, the Installing Officer removes crown and places it on head of Honored Queen.

**INSTALLING OFFICER: I now place on your head this crown, an emblem of leadership, and a symbol of your high position. May you ever wear it with dignity, grace, and humility.** After the word "humility", Installing Officer steps to side between Altar and Chaplain's station and continues.

**INSTALLING OFFICER: Honored Queen, let wisdom and understanding crown your judgment, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. Ever strive to wear these honors with real dignity as becoming an Honored Queen of this beautiful Order.**

Solo or appropriate selection may be given either while Honored Queen is at the Altar or while at Altar Line before proceeding to the East or in the East after Installing Officer has presented the Bylaws.

Installing Officer remains standing. Installing Officer assists Honored Queen to rise. Installing Guide returns carrying piece to newly installed Honored Queen. Installing Marshal returns gavel to Installing Officer. The Installing Officer escorts the Honored Queen to the north side of the Altar and then directly to the East. If Honored Queen has other approved escort to the East, the Installing Officer precedes them to the East.

Installing Marshal returns Bible to original position. Installing Guide and Installing Marshal return to Waiting Stations.

**INSTALLING OFFICER: (Three raps of gavel (\*\*\*)). It is with pleasure that I present \_\_\_\_\_ who has been installed Honored Queen for the ensuing term. (Applause.) Honored Queen, I present you with the gavel, the emblem of your authority, knowing that in your hands it will be used wisely and well.** Installing Officer hands gavel to Honored Queen, who seats Bethel with one rap of gavel (\*). Honored Queen and Installing Officer remain standing. Honored Queen returns gavel to Installing Officer.

**INSTALLING OFFICER: I now present you with a copy of the Bylaws of this Bethel, a copy of the Constitution, Bylaws, and Standard Operating Procedures of Job's Daughters International, and a copy of the Manual of Rules and Regulations of the Grand Guardian Council (if in a GGC). These are yours to study for the ensuing term. They define your duties and responsibilities. They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be well done, and the rights and privileges of the members protected.** Honored Queen is seated.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Senior Princess and the Junior Princess at the Altar.** Junior Princess follows Installing Guide and Senior Princess follows Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Princesses, you have been elected to assist the Honored Queen in all that she may require of you. You should conduct yourselves at all times with quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue, and honor.**

**Installing Guide and Installing Marshal, you will escort the Princesses to the East, to be invested with the honors of their stations.** Installing Guide offers her left arm to Junior Princess and they go side by side around the south side of the Altar between the station of Treasurer and Altar; Installing Marshal offers her right arm to Senior Princess and they go side by side around the north side of the Altar between the station of Chaplain and Altar; all four proceed to East Line. (Diagram 31) Princesses kneel at foot of Dais. Installing Guide and Installing Marshal hold the carrying pieces for the Princesses, and back to a position even with the pedestals.

Installing Senior and Installing Junior Custodians invest the Princesses with their capes and crowns. (Diagram 32)

**INSTALLING OFFICER: Daughter Princesses, ever strive for beauty of character that will outshine the beauty and splendor of your raiment.** The Installing Custodians assist the Princesses to rise. Installing Guide and Installing Marshal return the carrying pieces to the Princesses and return to their Waiting Stations. Princesses ascend the East Dais and face West. Installing Officer gives three raps of gavel (\*\*\*)

INSTALLING OFFICER: **It is with pleasure that I present \_\_\_ (name) who has been installed Senior Princess and \_\_\_ (name) who has been installed Junior Princess for the ensuing term.** Applause. One rap of gavel (\*).

INSTALLING OFFICER: **Installing Guide and Installing Marshal, you will present the Guide and Marshal at the Altar.** Guide follows Installing Guide and Marshal follows Installing Marshal. When in position west of the Altar:

INSTALLING OFFICER: **Daughter Guide, your duty is to guide the Pilgrims in their journey through the several epochs. Become familiar with the teachings of this Order, that you may be able to guide others and direct their footsteps in the ways of peace, truth, and uprightness of life.**

**Daughter Marshal, your duty is to care for and display the National Emblem, to see that suitable preparation is made for our ceremonies, and to assist the Guide in conducting Pilgrims.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.**

Guide follows Installing Guide south of Altar to Altar Line, south to South Marching Line, and then west to West Line and to Guide's station. At the same time, Marshal follows Installing Marshal, north side of Altar to Altar Line, north to North Marching Line, west to West Line and to Marshal's station. (Diagram 30)

Installing Guide and Installing Marshal step one step east of West Line and retrace steps to Waiting Stations. Guide and Marshal assume stations and remain standing.

INSTALLING OFFICER: **I have the pleasure of introducing \_\_\_\_\_ (name) who has been installed as Guide and \_\_\_\_\_ (name) who has been installed Marshal for the ensuing term.** Applause. When Installing Guide and Installing Marshal reach Waiting Stations, Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_\_ (name), **Recorder; \_\_\_\_\_ (name), Treasurer. Installing Guide and Installing Marshal, you will present the Recorder and the Treasurer at the Altar.**

Recorder and Treasurer follow the Installing Guide. When in position west of Altar:

INSTALLING OFFICER: **Daughter Recorder, it is your duty to record all actions of the Bethel in proper form, receive all money due the Bethel, turn it over to the Bethel Treasurer, and obtain a receipt.**

**Daughter Treasurer, your duty is to receive all funds of the Bethel from the Recorder, accurately account for them, and turn them over to the Guardian Treasurer.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide followed by Recorder and Treasurer leave on south side of Altar. Treasurer assumes station immediately and remains standing.

Installing Guide and Recorder proceed to East Line, Recorder assumes her station as it is reached and remains standing, Installing Guide continues south to South Marching Line, and west to Waiting Station. Installing Marshal leaves on north side of Altar and goes directly to Waiting Station. (Diagram 27) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_\_ (name), **Chaplain; \_\_\_ (name), Musician; \_\_\_\_\_ (name), Librarian. Installing Guide and Installing Marshal, you will present the Chaplain, Musician, and Librarian at the Altar.** Officers follow the Installing Marshal. When in position west of the Altar.

INSTALLING OFFICER: **Daughter Chaplain, you are to lead the devotions of the Bethel and give the Pledge of Honor for Adults. May you lead also in reverence for sacred things, the beacon lights of life.**

**Daughter Musician, your duty is to preside at the instrument during the musical part of our ceremonies. May the harmony of your music ring so true that no discord will enter here.**

**Daughter Librarian, your duty is to encourage a taste for the arts and sciences by giving a report on an educational subject. Let your life be an open book whose pages are full of knowledge and truth.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide leaves on south side of Altar and goes directly to Waiting Station. Installing Marshal, followed by Officers, leaves Altar on north side, proceeds to East Line, north to North Marching Line and west to Waiting Station. Officers assume their stations as they are reached and remain standing. (Diagram 26) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_\_ (name), **Senior Custodian; \_\_\_\_\_ (name) Junior Custodian. Installing Guide and Installing Marshal, you will present the Custodians at the Altar.** Junior Custodian follows Installing Guide and Senior Custodian follows Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Custodians, you are the Custodians of the Dove and Urn of Incense, emblems of our Order. Ever let your lives symbolize purity and prayer which they represent.**

**Installing Guide and Installing Marshal, you will escort the Officers to their stations.** Installing Guide followed by Junior Custodian, leaves on south side of Altar. Installing Marshal followed by Senior Custodian, leaves on north side of Altar. They proceed to East Line, turn north and south to North and South Marching Lines, and west to their Waiting Stations. Officers assume stations as they are reached and remain standing. (Diagram 25) Installing Guide bows to seat Officers.

**INSTALLING OFFICER: \_\_\_\_\_ (name), Inner Guard; \_\_\_\_\_ (name), Outer Guard. Installing Guide and Installing Marshal, you will present the Inner and Outer Guards at the Altar.** Inner Guard follows Installing Guide. Outer Guard follows Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Guards, watch carefully the doors of our Bethel, and be alert, guarding against sins which are pressing for admission to pure hearts and minds. Installing Guide and Installing Marshal, you will escort these Officers to their stations.**

Installing Guide followed by Inner Guard, leaves on south side of Altar to Altar Line, south to South Marching Line, west to West Line and to Inner Guard's Station. Installing Marshal followed by Outer Guard, leaves on north side of Altar to Altar Line, north to North Marching Line, west to West Line, and to Outer Guard's station which is inside Preparation Room door if an open installation. (Diagram 23) Installing Guide and Installing Marshal return to Waiting Stations. (Diagram 24) Installing Guide bows to seat Officers.

**INSTALLING OFFICER: \_\_\_\_\_ (name), First Messenger; \_\_\_\_\_ (name), Second Messenger; \_\_\_\_\_ (name), Third Messenger; \_\_\_\_\_ (name) Fourth Messenger; \_\_\_\_\_ (name), Fifth Messenger.**

**Installing Guide and Installing Marshal, you will present the Five Messengers at the Altar.** First, Second, and Fifth Messengers follow Installing Guide. Third and Fourth Messengers follow Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Messengers, to you has been given the privilege of unfolding to the Pilgrims the story of Job's eventful life, his pleasures, his trials, his temptations, and his final triumph and peace. Be particular therefore, that your own interpretations be earnest and sincere, and that your own lives be an example of patience and faith, that your reward may be life's highest attainment.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide followed by First, Second, and Fifth Messengers, leaves on south side of Altar to Altar Line, south to South Marching Line, proceeds around the outside of Messengers' stations, and enters semicircle between the Second and Fifth Messengers' stations. Installing Marshal followed by Third and Fourth Messengers, leaves on north side of Altar to Altar Line, north to North Marching Line, proceeds around the outside of the Messenger's stations, and enters semicircle between the stations of Fourth and Fifth Messengers. Messengers assume stations as Installing Guide and Installing Marshal proceed through semicircle to Altar Line. Messengers remain standing. (Diagram 28 & 29) When Installing Guide and Installing Marshal reach Waiting Stations, Installing Guide bows for Messengers to be seated.

Bethel Choir shall be installed at their stations.

**INSTALLING OFFICER: It gives me great pleasure to present the Daughters of the Bethel Choir.** (Choir stands.) **Daughters of the Bethel Choir, your part in the ceremonies of the Bethel is equally as important as that of other Officers. The art of music is one of the highest accomplishments. Let your hearts be so filled with love and joy, that the melody of your song will resound in the hearts and lives of the Daughters of this Bethel, and all who enter this Holy Place, our Bethel.** Installing Officer bows to Bethel Choir to be seated.

**INSTALLING OFFICER: Installing Recorder (rises), you will make the Proclamation.** Installing Recorder stands at desk to read Proclamation.

**INSTALLING RECORDER: By direction of the Installing Officer and the Supreme (or Grand) Guardian Council, I proclaim the Bethel Officers (and Bethel Choir) of Bethel No.\_\_\_\_ of \_\_\_\_\_(City) \_\_\_\_\_ (State, Province, or Country) of Job's Daughters International, legally installed for the transaction of business under the laws of Job's Daughters International and the Supreme (or Grand) Guardian Council.** One rap of gavel (\*).

Proceed to page 27 for remainder of Installation Ceremony.

## INSTALLATION OF BETHEL OFFICERS

### HONORED QUEEN INSTALLED LAST

Note: The following is identical to the section where the Honored Queen is Installed first... only the order is reversed.

#### GENERAL INSTRUCTIONS FOR PRESENTING BETHEL OFFICERS TO BE INSTALLED:

**OPTION ONE:** Installing Guide and Installing Marshal leave Waiting Stations and proceed west on North and South Marching Lines to Officer(s) to be installed. Installing Guide and Installing Marshal stand on their respective marching line and bow for Officer(s) to follow. (Diagram 20)

Installing Guide proceeds east on South Marching Line to Altar Line, north to a point between Altar and station of Chaplain, then west to west side of Altar and south to proper position. Installing Guide is on the outside of Installing Marshal.

At the same time, Installing Marshal proceeds east on North Marching Line to Altar Line, south to a point between Altar and station of Treasurer, then west to west side of Altar and north to proper position. Installing Marshal is on the inside of the Installing Guide. (Diagram 21)

When in position, all face East. Installing Guide and Installing Marshal step back two steps and wait for instructions from the Installing Officer to escort the Officers to their respective stations. They then step forward two steps to be in line with Officers and bow for them to follow. (Diagram 22)

**OPTION TWO:** (to be used only when the Bethel Room is smaller and too crowded to allow dignified and orderly marching around the Altar). The Officers rise as the Installing Officer either announces their names and stations or as the Installing Guide and Installing Marshal are instructed to present them at the Altar.

After rising, the Officer waits until the Installing Guide and Installing Marshal are on a line even with their chair, then bow and proceed directly east to stand West of the Altar. Installing Guide and Installing Marshal bow, turn east to Altar Line, turn north and south until between the stations of Chaplain (Installing Marshal) or Treasurer (Installing Guide) then turn west to take position two steps back of the Officers to be installed. All other floor work is as stated.

Elective Officers are introduced at their stations following their installation. Appointive Officers' names are announced by the Installing Officer prior to installation.

Bethel Choir shall be installed at their stations.

**INSTALLING OFFICER: It gives me great pleasure to present the Daughters of the Bethel Choir.** (Choir stands.) **Daughters of the Bethel Choir, your part in the ceremonies of the Bethel is equally as important as that of other Officers. The art of music is one of the highest accomplishments. Let your hearts be so filled with love and joy, that the melody of your song will resound in the hearts and lives of the Daughters of this Bethel, and all who enter this Holy Place, our Bethel.** Installing Officer bows to Bethel Choir to be seated.

**INSTALLING OFFICER: \_\_\_\_\_(name), Inner Guard; \_\_\_\_ (name), Outer Guard.**

**Installing Guide and Installing Marshal, you will present the Inner and Outer Guards at the Altar.** Inner Guard follows Installing Guide. Outer Guard follows Installing Marshal. When in to position west of the Altar:

**INSTALLING OFFICER: Daughter Guards, watch carefully the doors of our Bethel, and be alert, guarding against sins which are pressing for admission to pure hearts and minds.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide followed by Inner Guard, leaves on south side of Altar to Altar Line, south to South Marching Line, west to West Line and to Inner Guard's station. Installing Marshal followed by Outer Guard, leaves on north side of Altar to Altar Line, north to North Marching Line, west to West Line, and to Outer Guard's station which is inside Preparation Room door if an open installation. (Diagram 23) Installing Guide and Installing Marshal return to Waiting Stations. (Diagram 24) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_ (name), **Senior Custodian**; \_\_\_\_ (name) **Junior Custodian**.

**Installing Guide and Installing Marshal, you will present the Custodians at the Altar.** Junior Custodian follows Installing Guide and Senior Custodian follows Installing Marshal. When in position west of the Altar:

INSTALLING OFFICER: **Daughter Custodians, you are the Custodians of the Dove and Urn of Incense, emblems of our Order. Ever let your lives symbolize purity and prayer which they represent.**

**Installing Guide and Installing Marshal, you will escort the Officers to their stations.** Installing Guide followed by Junior Custodian, leaves on south side of Altar. Installing Marshal followed by Senior Custodian, leaves on north side of Altar. They proceed to East Line, turn north and south to North and South Marching Lines, and west to their Waiting Stations. Officers assume stations as they are reached and remain standing. (Diagram 25) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_ (name), **Chaplain**; \_\_\_\_ (name), **Musician**; \_\_\_\_ (name), **Librarian**. **Installing Guide and Installing Marshal, you will present the Chaplain, Musician, and Librarian at the Altar.** Officers follow the Installing Marshal. When in position west of the Altar:

INSTALLING OFFICER: **Daughter Chaplain, you are to lead the devotions of the Bethel and give the Pledge of Honor for Adults. May you lead also in reverence for sacred things, the beacon lights of life.**

**Daughter Musician, your duty is to preside at the instrument during the musical part of our ceremonies. May the harmony of your music ring so true that no discord will enter here.**

**Daughter Librarian, your duty is to encourage a taste for the arts and sciences by giving a report on an educational subject. Let your life be an open book whose pages are full of knowledge and truth.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide leaves on south side of Altar and goes directly to Waiting Station. Installing Marshal, followed by Officers, leaves Altar on north side, proceeds to East Line, north to North Marching Line and west to Waiting Station. Officers assume their stations as they are reached and remain standing. (Diagram 26) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_ (name), **Recorder**; \_\_\_\_ (name), **Treasurer**. **Installing Guide and Installing Marshal, you will present the Recorder and the Treasurer at the Altar.** Recorder and Treasurer follow the Installing Guide. When in position west of the Altar:

INSTALLING OFFICER: **Daughter Recorder, it is your duty to record all actions of the Bethel in proper form, receive all money due the Bethel, turn it over to the Bethel Treasurer, and obtain a receipt.**

**Daughter Treasurer, your duty is to receive all funds of the Bethel from the Recorder, accurately account for them, and turn them over to the Guardian Treasurer.**

**Installing Guide and Installing Marshal, you will escort these officers to their stations.** Installing Guide followed by Recorder and Treasurer leave on south side of Altar. Treasurer assumes station immediately and remains standing. Installing Guide and Recorder proceed to East Line, Recorder assumes her station as it is reached and remains standing, Installing Guide continues south to South Marching Line, and west to Waiting Station. Installing Marshal leaves on north side of Altar and goes directly to Waiting Station. (Diagram 27) Installing Guide bows to seat Officers.

INSTALLING OFFICER: \_\_\_\_ (name), **First Messenger**; \_\_\_\_ (name), **Second Messenger**; \_\_\_\_ (name), **Third Messenger**; \_\_\_\_ (name) **Fourth Messenger**; \_\_\_\_ (name), **Fifth Messenger**.

**Installing Guide and Installing Marshal, you will present the Five Messengers at the Altar.** First, Second, and Fifth Messengers follow Installing Guide. Third and Fourth Messengers follow Installing Marshal. When in position west of the Altar:

INSTALLING OFFICER: **Daughter Messengers, to you has been given the privilege of unfolding to the Pilgrims the story of Job's eventful life, his pleasures, his trials, his temptations, and his final triumph and peace. Be particular therefore, that your own interpretations be earnest and sincere, and that your own lives be an example of patience and faith, that your reward may be life's highest attainment.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.** Installing Guide followed by First, Second, and Fifth Messengers, leaves on south side of Altar to Altar Line, south to South Marching Line, proceeds around the outside of Messengers' stations, and enters semicircle between the Second and Fifth Messengers' stations. Installing Marshal followed by Third and Fourth Messengers, leaves on



north side of Altar to Altar Line, north to North Marching Line, proceeds around the outside of the Messenger's stations, and enters semicircle between the stations of Fourth and Fifth Messengers. Messengers assume stations as Installing Guide and Installing Marshal proceed through semicircle to Altar Line. Messengers remain standing. (Diagram 28 & 29) When Installing Guide and Installing Marshal reach Waiting Stations, Installing Guide bows for Messengers to be seated.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Guide and Marshal at the Altar.** Guide follows Installing Guide and Marshal follows Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Guide, your duty is to guide the Pilgrims in their journey through the several epochs. Become familiar with the teachings of this Order, that you may be able to guide others and direct their footsteps in the ways of peace, truth, and uprightness of life.**

**Daughter Marshal, your duty is to care for and display the National Emblem, to see that suitable preparation is made for our ceremonies, and to assist the Guide in conducting Pilgrims.**

**Installing Guide and Installing Marshal, you will escort these Officers to their stations.**

Guide follows Installing Guide south of Altar to Altar Line, south to South Marching Line, and then west to West Line and to Guide's station. At the same time, Marshal follows Installing Marshal, north side of Altar to Altar Line, north to North Marching Line, west to West Line and to Marshal's station.

Installing Guide and Installing Marshal step one step east of West Line and retrace steps to Waiting Stations. Guide and Marshal assume stations and remain standing.

**INSTALLING OFFICER: I have the pleasure of introducing \_\_\_\_ (name) who has been installed as Guide and \_\_\_\_ (name) who has been installed Marshal for the ensuing term.** Applause. Installing Guide and Installing Marshal, who are now at their waiting stations, bow for Guide and Marshal to be seated.

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Senior Princess and the Junior Princess at the Altar.** Junior Princess follows Installing Guide and Senior Princess follows Installing Marshal. When in position west of the Altar:

**INSTALLING OFFICER: Daughter Princesses, you have been elected to assist the Honored Queen in all that she may require of you. You should conduct yourselves at all times with quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue, and honor.**

**Installing Guide and Installing Marshal, you will escort the Princesses to the East, to be invested with the honors of their stations.** Installing Guide offers her left arm to Junior Princess and they go side by side around the south side of the Altar between the station of Treasurer and Altar; Installing Marshal offers her right arm to Senior Princess and they go side by side around the north side of the Altar between the station of Chaplain and Altar; all four proceed to East Line. (Diagram 31) Princesses kneel at foot of Dais. Installing Guide and Installing Marshal hold the carrying pieces for the Princesses, and back to a position even with the pedestals.

Installing Senior and Installing Junior Custodians invest the Princesses with their capes and crowns. (Diagram 32)

**INSTALLING OFFICER: Daughter Princesses, ever strive for beauty of character that will outshine the beauty and splendor of your raiment.**

The Installing Custodians assist the Princesses to rise. Installing Guide and Installing Marshal return the carrying pieces to the Princesses and return to their waiting stations. Princesses ascend the East Dais and face West. Installing Officer gives three raps of gavel (\*\*\*)

**INSTALLING OFFICER: It is with pleasure that I present \_\_\_\_ (name) who has been installed Senior Princess and \_\_\_\_ (name) who has been installed Junior Princess for the ensuing term.** One rap of

**INSTALLING OFFICER: Installing Guide and Installing Marshal, you will cause the Honored Queen to kneel at the Altar and place her hands on the open Holy Bible.**

The Installing Marshal may reverently turn the Bible around for the Honored Queen. If the Bible is turned, she shall replace it to its original position before leaving the Altar after the Honored Queen is installed.

Before kneeling, the Honored Queen hands her flowers or carrying piece to the Installing Guide. Installing Guide and/or Installing Marshal assist Honored Queen to kneel. Honored Queen places hands on the

Bible. Installing Guide and Installing Marshal step back two steps.

Installing Officer descends dais and walks to a point one step East of and in center of Altar, where she stands to install the Honored Queen. (Diagram 33) She shall carry the gavel with her and place it over her heart for the Obligation.

**INSTALLING OFFICER: Honored Queen, you will repeat after me: I will be faithful to the Laws - of Job's Daughters International - respect the Supreme, Grand, and Bethel Guardian Councils - and endeavor to be worthy of my office - so help me God.**

**The one elected to hold the office of Honored Queen should be generous in character, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and improving. Her taste in literature, arts, and science should be such that she will lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and the consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated, and the prayer of all who know and love you is, that our Heavenly Father will guide and direct you in your service of love.** Honored Queen removes hands from Bible.

The Installing Officer marches around the north side of the Altar, hands gavel to Installing Marshal, stands behind the Honored Queen, places cape on Honored Queen. (Diagram 33) Honored Queen ties cords of cape.

**INSTALLING OFFICER: This cape of royal purple is an emblem of your high office and symbolizes the love of the Bethel Members who have chosen you as their Honored Queen.** After cape is tied, the Installing Officer removes crown and places it on head of Honored Queen.

**INSTALLING OFFICER: I now place on your head this crown, an emblem of leadership, and a symbol of your high position. May you ever wear it with dignity, grace, and humility.** After the word "humility", Installing Officer steps to side between Altar and Chaplain's station and continues.

**INSTALLING OFFICER: Honored Queen, let wisdom and understanding crown your judgement, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. Ever strive to wear these honors with real dignity as becoming an Honored Queen of this beautiful Order.**

Solo or appropriate selection may be given either while Honored Queen is at the Altar or while at Altar Line before proceeding to the East or in the East after Installing Officer has presented the Bylaws.

Installing Officer remains standing. Installing Officer assists Honored Queen to rise. Installing Guide returns carrying piece to newly installed Honored Queen. Installing Marshal returns gavel to Installing Officer. The Installing Officer escorts the Honored Queen to the north side of the Altar and then directly to the East. If Honored Queen has other approved escort to the East, the Installing Officer precedes them to the East.

Installing Marshal returns Bible to original position. Installing Guide and Installing Marshal return to Waiting Stations.

**INSTALLING OFFICER: (Three raps of gavel (\*\*\*) It is with pleasure that I present \_\_\_\_ who has been installed Honored Queen for the ensuing term. (Applause.) Honored Queen, I present you with the gavel, the emblem of your authority, knowing that in your hands it will be used wisely and well.** Installing Officer hands gavel to Honored Queen, who seats Bethel with one rap of gavel (\*). Honored Queen and Installing Officer remain standing. Honored Queen returns gavel to Installing Officer.

**INSTALLING OFFICER: I now present you with a copy of the Bylaws of this Bethel, a copy of the Constitution, Bylaws, and Standard Operating Procedures of Job's Daughters International, and a copy of the Manual of Rules and Regulations of the Grand Guardian Council (if in a Grand Jurisdiction). These are yours to study for the ensuing term. They define your duties and responsibilities. They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be well done, and the rights and privileges of the members protected.** Honored Queen is seated.

**INSTALLING OFFICER: Installing Recorder (rises), you will make the Proclamation.** Installing Recorder stands at desk to read Proclamation.

**INSTALLING RECORDER: By direction of the Installing Officer and the Supreme (or Grand) Guardian Council, I proclaim the Bethel Officers (and Bethel Choir) of Bethel No. \_\_\_\_ of \_\_\_\_ (City) \_\_\_\_ (State, Province, or Country) of Job's Daughters International, legally installed for the transaction of**

**business under the laws of Job's Daughters International and the Supreme (or Grand) Guardian Council.**  
One rap of gavel (\*).

#### **FOLLOWING INSTALLATION OF OFFICERS:**

**INSTALLING OFFICER: The Installing Officers may retire.**

Installing Officers retire except for Installing Recorder who shall complete minutes for the Bethel Recorder's book and the Installing Chaplain if she is to give the closing prayer. Installing Musician may remain at instrument. Installing Recorder and Installing Chaplain shall step to the sideline before the Bethel Officers retire.

Installing Officer presents gavel to Honored Queen with appropriate remarks. Honored Queen assumes her station.

Escort and Introductions, as per Ritual, may be given at this time if not given following the Reading of the Special Dispensation.

#### **PRESENTATIONS:**

Honored Queen's pin by Retiring Honored Queen  
Past Honored Queen's Certificate and Jewel  
Exchange of Line Officers' Pins (optional)  
Presentation of Bethel Honors/Awards (optional)  
Presentation of Honored Queen's Gavel (optional)

All other gifts shall be placed on a gift table in the reception area or other appropriate location.

#### **INTRODUCTION OF PARENTS AND FAMILY OF NEW HONORED QUEEN:**

Immediate family only may be introduced if approved by the Executive members of the BGC.

Parents of new Line Officers may be introduced from sidelines if approved by the Executive members of the BGC. Family members may be introduced only once.

#### **REMARKS:**

Only by those called upon by the Honored Queen.

#### **ANNOUNCEMENTS:**

#### **CLOSING:**

**HONORED QUEEN: Chaplain, you will attend at the Altar.** Three raps of gavel (\*\*\*). It is optional if the newly installed Chaplain or the Installing Chaplain offers the closing prayer.

**CHAPLAIN: Our Father in Heaven, we thank You for Job's Daughters International. May we always be "The Fairest in All The Land". Give to these Officers who have been invested with authority, the appreciation and knowledge of their charges, so that they will always be faithful to our Order. Bless our Bethel, our Daughters, and our leaders. We ask in Thy Name. Amen.** All Daughters respond by saying "Amen". Chaplain rises, reverently closes the Bible, as per Ritual, and returns to her station. One rap of gavel (\*) if the Bible is to be signed.

#### **BIBLE SIGNING:**

Honored Queen or Retiring Honored Queen proceeds to the Altar and signs the Bible. If the Bible is not signed, then proceed as follows:

**HONORED QUEEN: Marshal, you will retire the National Emblem.** Three raps of gavel (\*\*\*). Retiring the Flag shall be omitted when it is not the custom or required by the government.

**HONORED QUEEN: All present will remain seated until the Bethel Officers (and Bethel Choir) have retired.**

Two raps of gavel (\*\*) to call up Officers if they were seated for Bible signing.

March music for Custodians to remove chairs from semicircle. Retiring March same as per Ritual using one of the Closing Formations.

Bethel Guardian and Associate Bethel Guardian return to the East during Closing as per Ritual. Bethel Guardian and Associate Bethel Guardian may invite the parents/guardians of the new Honored Queen to the East Line for the Closing Formation after the Officers have left the East.

When Officers are on the West Line:

**BETHEL GUARDIAN: This concludes our ceremony.** Bethel Guardian bows to Officers, they respond with a bow and Bethel Guardian sounds one rap of gavel (\*). Officers complete Retiring March.

If approved by the Executive Members of the BGC, other appropriate ceremonies may be performed following the Closing Formation.

**CHARTERING A BETHEL**  
Regular Bethel Meeting

A Bethel Under Dispensation shall apply for a Charter immediately upon the recommendation of the Deputy or Inspecting Officer. When the application for a Charter is properly filled out, accompanied by the required fee (See Constitution, Bylaws, and SOPs of JDI) the Executive Manager/Grand Secretary shall issue the Charter.

The Charter shall be presented at a regular meeting by the Supreme (Grand) Guardian, or a person deputized by her to serve in that capacity. The Supreme (Grand) Guardian may ask Supreme (Grand) Officers, or members of the Supreme (Grand) Guardian Council to act as the other Officers needed for Chartering.

Under New Business, the Honored Queen shall ask the person presenting the Charter to preside. She may be escorted to the East at this time or she may have been asked to remain in the East at the time of Escort.

**SUPREME (GRAND) OFFICER: In presenting the Charter to this Bethel, I will be assisted by:**  
Officers rise as names are called.

\_\_\_\_\_ (title) as **Supreme (Grand) Secretary**

\_\_\_\_\_ (title) as **Supreme (Grand) Guide**

\_\_\_\_\_ (title) as **Supreme (Grand) Marshal**

**The Officers will please assume their stations.** The officers informally take their stations.

**Supreme (Grand) Secretary, you will read the authority to grant this Bethel a Charter.** Supreme (Grand) Secretary reads form.

**SUPREME (GRAND) OFFICER: Supreme (Grand) Guide and Supreme (Grand) Marshal, you will present the Officers and members on the sidelines to form a semicircle outside the Messengers' chairs.** All Bethel Officers, except the Honored Queen, step to sideline nearest their station and proceed to the West Line. Supreme (Grand) Guide and Supreme (Grand) Marshal descend dais and wait on West Line for Officers to reach the West Line. When all Officers are on the West Line, the Supreme (Grand) Guide and the Supreme (Grand) Marshal followed by the Officers, march around the outside of the semicircle stopping at the stations of Treasurer and Chaplain.

**SUPREME (GRAND) OFFICER: Supreme (Grand) Guide and Supreme (Grand) Marshal, you will present the members of the Bethel Guardian Council to form a semicircle within the Messengers' chairs.** BGC Members, except for Bethel Guardian, rise and proceed to the Altar Line on either the north or south marching lines of the Bethel. When BGC is at Altar Line, Supreme (Grand) Guide and Supreme (Grand) Marshal followed by the BGC march on the Altar Line to point between Altar and Treasurer's station and to point between Altar and Chaplain's station, turn west and march to center of semicircle. The BGC faces East. The Supreme (Grand) Guide and Supreme (Grand) Marshal retrace their steps on inside of BGC to position between the Treasurer's station and Altar and between the Chaplain's station and Altar, then turn facing each other.

**SUPREME (GRAND) OFFICER: Bethel Guardian and Honored Queen, you will proceed to West of the Altar.** The Honored Queen descends the dais and waits on the East Line. The Bethel Guardian marches on the East Line to meet the Honored Queen. They proceed west to the Altar Line then go south around the Altar to a position directly West of the Altar. Honored Queen and Bethel Guardian face East standing side by side. Supreme (Grand) Officer may remain in East or may go to East of Altar. If she goes to East of Altar, she shall take the gavel and Charter with her.

**SUPREME (GRAND) OFFICER: You will place your right hand over your heart and repeat the following Obligation:** Supreme (Grand) Officer and all Bethel Officers and Council Members place their hands over their hearts.

**In the presence of God and these witnesses - I once more affirm on my honor - that I will obey the laws of Job's Daughters International - that I will perform the duties of my office - in accordance with the Constitution, Bylaws, and Standard Operating Procedures of Job's Daughters International, - and Manual of Rules and Regulations of the Grand Guardian Council (if under Grand Jurisdiction) - that I will endeavor to live - in accordance with the teachings - of the Ritual of the Order. That I will work to promote our Order - and encourage those qualified to become members. To this Obligation - I promise faithful obedience - agreeing to vacate my office - by declaration of the Supreme (Grand) Guardian - should I violate my Obligation.**

All drop hands when Obligation is complete and Supreme (Grand) Officer steps around Altar. If not at Altar, Supreme (Grand) Officer then goes to Altar (with gavel and Charter). Steps around Altar and presents the Charter to Bethel Guardian and Honored Queen. Both hold Charter.

**SUPREME (GRAND) OFFICER: In presenting this Charter, may I remind you that your untiring efforts, enthusiasm, and persistent labor won for you the highest honor that a Supreme (Grand) Guardian Council may grant - that of becoming a Chartered Bethel in \_\_\_\_ (State, Province, or Country). Bethel Guardian, this Charter is entrusted to your care. No meeting is to be opened without the presence of the Charter. Honored Queen, you are now presiding over a Chartered Bethel. Bethel Daughters and Council Members, may you all share in the happiness and pride that this moment brings as it will be a lasting memory for each of you.** Supreme (Grand) Officer returns to the East.

**SUPREME (GRAND) OFFICER: Supreme (Grand) Secretary, you will make the Proclamation.**

**SUPREME (GRAND) SECRETARY: By direction of the Supreme (Grand) Guardian, and by authority of the Supreme (Grand) Guardian Council, I now proclaim this Bethel, to be known as Bethel Number \_\_\_\_ of \_\_\_\_ (City) \_\_\_\_ (State, Province, or Country) Job's Daughters International chartered.** One rap of gavel (\*).

**SUPREME (GRAND) OFFICER: Supreme (Grand) Guide and Supreme (Grand) Marshal, you will conduct the Bethel Officers and members to their stations, and the Bethel Guardian Council Members to the sidelines and return to your stations.**

Honored Queen and Bethel Guardian proceed directly to the East and place Charter in its proper place as per Ritual. Supreme (Grand) Guide and Supreme (Grand) Marshal march on Altar line to the South and North Marching Lines, turn to face center of Bethel Room, as Officers, Members, and Council members return to their stations or seats. When all have been seated, the Supreme (Grand) Guide and Supreme (Grand) Marshal return to their stations by following regular lines of march.

**SUPREME (GRAND) OFFICER: Honored Queen, it is my pleasure that you resume your authority and proceed with the regular business of the Bethel. The Officers assisting with the Chartering may retire.** Supreme (Grand) Officer returns gavel to the Honored Queen and may be seated in the East or may retire to sidelines to be seated. Honored Queen makes appropriate remarks and thanks the Supreme (Grand) Officer for presenting the Charter.