



Job's Daughters

I N T E R N A T I O N A L ®

Term Planning Booklet

An Honored Queen Elect's Ultimate Guide

One of the things that makes for a successful Bethel is planning. If there is a plan in place and everyone knows what is going on, the smoother things will go and the happier people will be.

Planning also helps to keep Daughters and Council from getting burnt out from doing too much. By planning, projects and activities can be delegated to all Bethel members, Council members, and adults. You can get new parents involved by asking them to do a small task within a project. This helps them feel included, wanted, and needed. Once they feel comfortable, they will take on larger tasks.

Each Bethel is required to do certain activities. These are listed in the Bethel Bylaws and later in the booklet.

One of the ways to come up with new ideas is to have a brainstorming session. If you are not familiar with brainstorming, we have outlined the process for you. The most important thing to remember is that NO idea is stupid or impossible.

Brainstorming

1. Break off into small groups. Try to mix up your groups so everyone isn't sitting with their best friend.
2. Designate someone in each group to write down the ideas
3. Decide what type of events you will be brainstorming (fun events, fundraising projects, community service)
4. Call out ideas no matter how silly or out of the box. Some of the best projects come from "ridiculous" ideas
5. NO critiquing or comments. This part is for ideas only. This will be the hardest part of the whole exercise.
6. Look at the ideas to refine them and make them workable

Remember that no idea is stupid or impossible. The idea may need some refining but there's usually a way to make it work. It may look different than the original idea. Let the girls work through the refining process.

Make sure to explain why an activity can't be done. Like if the girls wanted to go skydiving, explain that it isn't covered by our insurance. Or if they wanted to do a trip to New York City. That might be too costly, so maybe suggest a NYC weekend at home. Go to the theater or go sightseeing in your own city.

A Calendar of Events

1. Fill in all holidays

2. Fill in all regular meetings (2 per month) and Council meetings (1 per month). If a regular meeting falls on a holiday, will it need to be rescheduled?

3. Fill in the required activities:

- Education & Promotion Fund Project
- Official Worship Service
- Initiation
- Election of Officers
- Installation
- Audit of Bethel finances (at the end of each term)

4. Fill in the state/provincial and Supreme events:

- Supreme/Grand Session
- Supreme/Grand Guardian's visit
- Deputy visit
- Pageant
- Rally/Workshop

5. Fill in other required term events:

- Recommendation of Bethel Guardian Council (April)
- Majority or Obligation Ceremony (once per year)
- Proficiency ceremony (as required)
- Installation of Bethel Guardian Council
- Mother Mick Birthday Celebration (1st meeting in March)
- Installation (spring and fall)

6. Fill in other events:

- Fundraisers
- Fun events
- Special meetings
- Jobie 2 Bee and Prospective Member parties
- Masonic family events
- Practices

Here are some things to keep in mind:

- Ages of the members. Remember, everyone wants to have fun!
- How many people will be able to help? This may limit what you are actually able to do.
- Try to have an adult adviser to help with each project. Ask the adults what their talents are and match that up to a project. The adviser should not do the work, but should be there to make sure everything gets done.

Bethel Guardian Council Calendar of Events

January- Annual Reports due to head office

April- Proposed Amendments due to head office

April/May- Daughter's council recommendations and Council's council recommendations due to Vice Supreme Guardian

July/August- Supreme Session

September- Council Installation

Event Planning

Here is the proper way to handle a project:

1. The Honored Queen, a Daughter, or an adult suggest a project to the Bethel Guardian or a Council member. The idea is presented to the Bethel Guardian Council for discussion and approval.
2. The idea is then brought to the Daughters during a Bethel meeting. At this time there should be specific details about when, where, cost, etc.
3. A committee of Daughters is appointed to plan the event and a chairperson is chosen. An adult adviser can be asked to help.
4. The chairperson keeps in touch with the HQ and BG about the project and is prepared to discuss it at the Bethel meeting.

Event Planning Questions

Location: Is the location available? Is there a cost? Is a deposit required?

Date: Are there any other events planned (Masonic family, community, etc.) that will interfere with the event?

Time: When will the event take place? When do we need to start setting up? How long will it take to clean up?

Tasks: What are all the components of our event? GO through everything that will happen and assign the task to someone on the committee.

Supplies & Equipment: What is needed? What will it cost? Can supplies be borrowed or donated?

Chaperones: How many are needed? What are their responsibilities?

Budgeting: How many people do we expect? What is the admission cost? Will we be receiving donations? How much are the supplies? How much for the location? Are there any other expenses?

Publicity: How will we let people know about the event? Will we have printed invitations or use social media, or both? How will we identify ourselves at the event?

Thank you notes: Send notes to everyone outside the Bethel who helped. Emails and texts are nice, but a physical note is appreciated.

Event Planning Worksheet

Event:

Chairperson:

Committee Members:

Adult Adviser:

Date:

Time:

Location:

Tasks and who will do each:

Budget:

(If the project involves money, a budget should be made.)

Who will handle the money?

Food:

What is being served?

Who is preparing?

What are the costs involved?

Who will be serving?

Other things to consider:

-Decorations

-Publicity and Invitations

-Tickets

-Donations

-Equipment/Supplies

-Chaperones

-Thank you notes

Fun Event Planning Worksheet

Event:

Chairperson:

Committee Members:

Adult Adviser:

Date:

Time:

Location:

Tasks and who will do each:

Budgeting

It is very important to have a budget for each term for many reasons. First, you don't want to run out of money for necessities. Second, is to make sure that you have enough money for fun events!

Budgeting can be done at a Council meeting or at a meeting with the HQ, BG, and/or ABG and/or Guardian Treasurer. Or you can have the whole Bethel work on the budget together.

But where to start...

1. Write down all known expenses:

- Rent
- Installation
- PHQ jewel
- Postage
- Annual fees (as per Annual Report)
- Initiation fees (as per Annual Report)
- Donations
- Supplies
- Education/Promotion Fund project

2. Go through your term plan and estimate what your events will cost:

- Special meetings (flowers for Majority, SG/GG visit, etc.)
- Travel
- Fun events
- Insurance fees

3. Go through your term plan and estimate what income you will take in:

- Fundraising projects
- Initiation fees

- Dues
- Education/Promotion Fund project
- Donations

Sample Budget for Bethels

Anticipated Income:

Balance in checking	\$300.00
Balance in savings	\$200.00
Dues (10 Daughters at \$20)	\$200.00
Initiation Fees (3 at \$20)	\$ 60.00
Shrine Circus	\$300.00
Donation from Masons	\$200.00
Spaghetti Dinner profit	\$200.00
Total income	\$1460.00

Anticipated Expenses:

Annual Fees	\$200.00
Initiation Fees	\$ 30.00
Installation expenses	\$200.00
Rent	\$200.00
Postage & Photocopying	\$ 25.00
Bethel supplies	\$ 50.00
Prospect party	\$ 50.00
Travel (gas for drivers)	\$150.00
Refreshments for meetings	\$ 50.00
PHQ jewels	\$200.00
Food for Honoring Masons	\$ 30.00
Bowling & Pizza party	\$150.00
Total Expenses	\$1350.00