

## Happy Valentine's Day!

Don't you just LOVE Job's Daughters? Share the fun, invite a friend!

### Upcoming Calendar Events

<i>Sat Feb 5</i>	<i>1pm – 3pm</i>	<i>Bethel 17 OV – Coos Bay Masonic Lodge</i>
<i>Mon Feb 7</i>	<i>6:30pm</i>	<i>Bethel 20 OV/Majority – Beaverton Masonic Lodge</i>
Sat Feb 12	1pm – 3pm	Bethel 10 OV - Milwaukie Masonic Lodge
<i>Sun Feb 13</i>	<i>1pm – 5pm</i>	<i>Youth Committee &amp; Youth Advisory Board Meeting</i>
<i>Sat Feb 19</i>	<i>10am – noon</i>	<i>Bethel 81 OV – Canby Masonic Lodge</i>
	<i>1pm – 3pm</i>	<i>Bethel 26 OV - Eugene Masonic Lodge</i>
Tues Feb 22	7pm – 9pm	Bethel 67 OV – Washington Masonic Lodge, Portland
Sat Feb 26	<i>10:30am - Noon</i>	<i>Grand Bethel Choir Practice/Gresham Masonic Lodge</i>
	1pm - 3pm	Bethel 19 OV - Gresham Masonic Lodge
	4pm – 6pm	Bethel 1 OV - Friendship Masonic Lodge
<i>Sat Mar 5</i>	<i>10am – noon</i>	<i>Statewide Initiation, Salem Scottish Rite, Salem</i>
	<i>2pm – 4:30pm</i>	<i>Oregon Jobie Congress</i>
	<i>7pm – 11pm</i>	<i>DJR dance &amp; talent show</i>

Events noted in ***BOLD and italic*** font indicate that there has been a **change** since the last grand mailing. Please check the ORIOJD website for change information on the Calendar link.

### **ANNOUNCEMENTS... ANNOUNCEMENTS... ANNOUNCEMENTS...**

Please email any Directories corrections or changes to Bonnie Hambleton at [oriojd@gmail.com](mailto:oriojd@gmail.com)

#### **Executive Grand Guardian Council offices to be available:**

At this time we know the following EGGC positions will be available: Grand Marshal, Grand Outer Guard, Grand Inner Guard, and Grand Secretary (see accompanying letter).

One of the concepts discussed last year at Grand Session was using “Letters of Intent” for individuals interested in standing for and elected GGC office. This is a concept that has been adopted by the Supreme Guardian Council for both the Executive Supreme Guardian Council officers and the Board of Trustees.

If you have interest in serving on the Executive Grand Guardian Council in any position, you are encouraged to submit a Letter of Intent to the Grand Secretary. These communications will be used in this year’s EGGC selection / election process.

Letters of Intent are also welcome for the positions on the Youth Committee that the Daughters vote on. This would include the Youth Committee Chair, Secretary, Treasurer, as well as the Grand Bethel Guardian and Grand Bethel Associate Guardian.



# Grand Guardian Council of Oregon

---

## ***A note from the Grand Secretary...***

We have completed the first half of this Grand Guardian Council year and it is important that members of the Grand Guardian Council consider what positions they would be willing to serve on in the upcoming GGC year. At Grand Session each year, the members of the Grand Guardian Council are privileged to elect (or in our case the past 2 years – make recommendations) for the Executive Grand Guardian Council officers.

This year we know that the positions of Grand Marshal, Grand Inner Guard and Grand Outer Guard will be vacant. I will complete this year as Grand Secretary, but do not intend to stand for this position next year. This means it is time to look for someone to fill this important position for the GGC.

While the duties might initially seem overwhelming, a short run-down of the following would be what to expect:

- Work with the Grand Guardian State Directory
- Monthly mailings
- Receive money of the GGC and document financial information
- Annual Reports
- Supply Orders
- Attend Executive Grand Guardian Council Meetings and take minutes

The last two years has involved quite a bit more than next year's Grand Secretary might expect. With what we needed to achieve in the wake of the Jurisdictions Charter being suspended, the last couple of years has been very hectic. However, we have created a simplified account code structure for the GGC, purchased new computers for both the Grand Secretary & Grand Treasurer that has the forms and history information at your fingertips and a database for the directory is being compiled to greatly automate this process.

If you have any questions regarding the job of Grand Secretary please give me a call.

***Bonnie***

Kris Aanderud, Grand Guardian  
John Coulter, Associate Grand Guardian

Bonnie Hambleton, Grand Secretary  
6806 Marquette Dr., West Linn OR 97068  
Phone: 503-655-1118 / email: oriojd@gmail.com

**Volunteers needed for GGC work:** The Grand Guardian Council functions as a direct result of the efforts of its members... not just the Executive GGC members elected at Grand Session, but each member of the GGC should look at how they can make a contribution to the state as a whole. As Kris and John look to complete this GGC year and Rhonda and Nick plan for the next GGC term, there are many opportunities for service available.

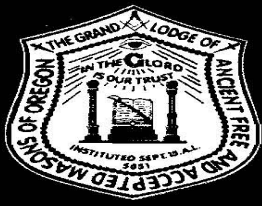
**CURRENT GGC VOLUNTEER OPPORTUNITIES:**

- April 2 – Masonic Heritage Day - 3pm Friendship Masonic Lodge  
Contact MOJD Heidi Williams or AGG John Coulter for more info.
  - Promotion & Publicity - to help develop a mailing list (email/FaceBook/snail-mail) and get invitations out to promote the event
  - Decorating– to plan, coordinate and decorate the venue with the theme identified. To assist with the special evening activities planned.
  - Dinner – work together to plan a menu, set a price for the meal and to secure catering for the event.
  - Evening fun event – A Circus Carnival will be planned for the evening and we will need adults and older Daughters to help with planning, set-up, working the booths, and cleanup.
  - Clean up – to make sure we get the event concluded and leave the lodge better than we found it!
- Grand Session Competition Chairs (Cooking, Arts & Crafts, Ritual, Performing Arts, etc.)
- Grand Session Booklet Coordinator and layout artist (training can be provided).  
Currently we use MS Publisher to create this document.

## **Read All About It!**

The latest edition of the Oregon Masonic News features an article by Associate Grand Guardian John Coulter. John was asked to write an article by MW Ed Bosquet, Grand Master of the Grand Lodge of Oregon, regarding the Masonic relationship vs. Masonic sponsorship debate currently be held at both the state and international level.

Take a look at the full page plus article is entitled: *“Job’s Daughters at a Crossroads: Is it time for Masonic Sponsorship?”* which follows. This is a conversation we should be having with our Daughters, adults and Masonic family members.



## Job's Daughters at a crossroads ... is it time for Masonic sponsorship?

— By John O. Coulter, Associate Grand Guardian, Oregon Job's Daughters

I have struggled to write this article. Not struggling with the message, but finding the words to convey the sense of urgency I feel. Our Lodges struggle to just maintain membership, much less see it grow, and it's also true of our appendant bodies. We all need to look a little further and realize it is happening at our three youth organizations.

It is through these organizations we will see the future of our adult organizations. Strong youth organizations, that we, as Brethren, work with, will provide the future men of our organization and the men and women of the appendant bodies. My counterparts in DeMolay and Rainbow may share their own concerns and needs. I am focusing my message on Job's Daughters.

At our fall leadership meeting with the Grand Master, M.W.B. Ed Bousquet encouraged me to write an article. This is one Master Mason's view from someone very involved with Job's Daughters.

Often, when talking to both older and new Master Masons, I find they really have not had an opportunity to get to know who Job's Daughters are. Many do not even know they have Job's Daughters meeting in their Lodges. Allow me to describe them, for to help Job's Daughters you must first know who they are.

Job's Daughters is an international organization of young women between the ages of 10 and 20 who are related to a Master Mason and share a common bond. The purpose of the Order was to band together young girls with Masonic relationship for character building through moral and spiritual development by teaching a greater reverence for God and the Holy Scriptures, loyalty to the flag and country for which it

stands, and respect for parents and guardians.

Ethel T. Wead-Mick, founder of the organization named it "Job's Daughters" after the three daughters of Job in the Bible. The organization was founded on the 15th verse of the 42nd chapter of the Book of Job: "In all the land were no women found so fair as the daughters of Job; and their father gave them inheritance among their brethren." Thus the Masonic heritage was created.

Job's Daughters International is not a religion and its members are not required to practice a particular religion. Members are required, however, to believe in a supreme being. Today our members may be 10-20 years of age, but must still be related to a Mason or a former Job's Daughter who had direct relationship to a Mason.

The International Order of Job's Daughters is the **only** international organization for girls that requires **all of its members** to have a relationship to a Master Mason, and while it is not part of the Masonic Fraternity, this prerequisite ties it closely to the Masonic Order. "Relationship" is defined as a direct descendant of a Master Mason or to be so related to his wife or widow, including: adopted daughter, step-daughter, step-granddaughter, or sister, half-sister, stepsister, sister-in-law, or niece, grandniece, first or second cousin.

Daughters run their own meetings, elect their line officers, plan their own fundraising projects, plan fun activities and membership activities, must vote to approve spending Bethel funds, recommend adults to be their advisors, and elect their representatives to Grand Bethel.

In the decade of the 1960s there

were well over 5,000 Job's Daughters in the state of Oregon.

Today there are less than 200. How can Job's Daughters "grow" its membership? One of our cornerstones Masonic heritage, may also now be one of our biggest challenges.

I often find myself wondering if our founder were with us today, would she change this requirement if it allowed so many positive and willing young girls to join our order.

My Masonic heritage goes back many generations. I recall stories my grandfather told me about his grandfather and how Masonry was always a way of life. For years, my three daughters — who are all past Honored Queens — and I held to this great concept of Masonic heritage. However, with declining membership, and having to turn away a number of young girls who could not find Masonic heritage, we began to ask the question, "Is there a better way?"

I believe the time has come to consider Masonic sponsorship instead of just Masonic Heritage to petition for membership. This would allow a girl who is sponsored by a Master Mason in good standing to petition for membership, along with keeping our current method. This has been discussed and debated annually at our Supreme Session. I have watched as the Daughters themselves moved from opposition to now being in favor. Yet our adult leadership defeats it when it comes to vote. Most often it is

*Continued on page 8*



## OREGON MASONIC NEWS

The Grand Lodge of AF & AM of OR  
2150 Masonic Way  
Forest Grove, OR 97116

### Job's Daughters,

*continued from page 7*

Master Masons who believe their Grand Master and Grand Lodge do not support this concept. My fellow Brethren, think hard on this and talk with a Job's Daughters you know to get her opinion. Then urge our Grand Master to open dialogue on this at Occasional Grand Lodges and our annual Grand Lodge in June. We need this discussion and debate. It is my personal belief we need to consider adding Masonic sponsorship for a girl petitioning for membership.

Our Grand Master will be guest of honor at Oregon Job's Daughters first-ever Masonic Heritage Day to be held this spring. It's an opportunity for you to attend, and support not only Job's Daughters, but Rainbow and DeMolay. You can learn more about our organization. I urge you to attend.

In the meantime, see if you have a Bethel meeting in your lodge and if you do, attend a meeting.

Actions speak louder than words. Brethren, it is time for each of us to step up our actions and help these youth organizations.



### A note from the Grand Guardian...

The debate about adding Masonic sponsorship as one of the ways a girl may qualify for Job's Daughters has been held at each of the last several Supreme Guardian Council sessions. This is a discussion that needs to happen at the local level with Daughters and Job's Daughters adult volunteers, as well as with our Masonic family organizations.

I am thankful that MWB Ed Bosquet, Grand Master of the Grand Lodge of Oregon, AF & AM, asked John to write this article to be able to share with the members of Freemasonry in Oregon that we are at a crossroads. We need everyone's help and we need everyone working together.

As a Majority Member of Job's Daughters, I have always regarded my own Masonic heritage as something very important and precious to me. My grandfather was MY Master Mason and Master of his lodge in Lebanon. I remember attending his installation and the top hat he proudly wore. Little did I know until I was in Job's Daughters that my father was also a Past Master Councilor of DeMolay and my Aunt was a Rainbow girl.

However, my mother always wanted to join Job's Daughters and despite all efforts, no Masonic relationship could be found. At the Roseburg Masonic Lodge there are Jobie scrapbooks from the 1950's that have photos and newspaper articles showing my mom, dad and their friends at social activities for both Job's Daughters and DeMolay. Mom's friends were in Job's Daughters and she attended public functions and parties with these young ladies, but was denied the opportunity to experience Job's Daughters for herself.

My mom is one of many young ladies that has not had the chance to experience Job's Daughters, although she participated as best she could. She was supportive of me when I was an active member of Job's Daughters and when Cassandra was active both on the local level and as Grand Bethel Honored Queen. Mom has given of her time, talents and treasures to Job's Daughters and DeMolay for years.

For me, it's time to have the discussion throughout the state. Masons are our organization's foundation and our ties to the Masonic fraternity remain strong because of our association with the men who are now active in local lodges. Should we limit our membership to only those who have Masonic relationship or should we open the doors to our Bethels to those who want to join with us to develop themselves as leaders by allowing Masonic sponsorship as an additional way to qualify for membership? Let your opinions be known so we can represent you at our next Supreme Guardian Council session.

Kris Aanderud, PHQ, MM, RP  
Grand Guardian of Oregon

# Official Visitations

It's that time of year again. Official Visitations have been scheduled for each Bethel and most have been verified. Below is the schedule of OV's, with the corresponding Grand Line Officer who will be coordinating the visit.

Spring 2011 Official Visitations OVs in <b>BLACK</b> are confirmed OVs in <b>PURPLE</b> are proposed – not confirmed			EGGC members assigned to OV
Bethel	date	time	OV Team
Bethel #17 OV	2/5/2011	1pm - 3pm	AGG / VGG
Bethel #20 OV	2/7/2011	6:30 - 9:00 pm	Grand Marshal
Bethel #10 OV	2/12/2011	2:00 - 4:00 pm	Grand Guide / GIG
Bethel #81 OV	2/19/2011	10:00 - noon	VGG / VAGG
Bethel #26 OV	2/19/11	1:00 - 3:00 pm	Grand Guide/AGG
Bethel #67 OV	2/22/2011	7:00 - 9:30 pm	GG / AGG
Bethel #19 OV	2/26/2011	1:00 - 3:00 pm	GG / AGG
Bethel #01 OV	2/26/2011	4:00 - 6:00 pm	GG / AGG
Bethel #74 OV	3/23/2011	7:00 - 9:30 pm	VGG / VAGG
Bethel #04 OV	4/4/2011	7:00 - 9:30 pm	Grand Guide / GIG
Bethel #13 OV	4/25/2011	7:00 - 9:30 pm	VGG / VAGG
Bethel #53 OV	4/26/2011	6:30 - 9:00 pm	Grand Guide / GIG
Bethel #43 OV	5/9/2011	6:30 - 9:00 pm	VGG / VAGG
Bethel #11 OV	5/10/2011	6:30 - 9:00 pm	VGG / VAGG
Bethel #66 OV	5/23/2011	6:30 - 9:00 pm	Grand Marshal

To assist in your Bethel's preparation for Official Visitation, attached you will find the two checklists that are being used this term to assess the health and progress of each Bethel. Also attached is SI 18.2, Instructions for Removing a Bethel from Reorganization. Remember, we are looking for each Bethel to demonstrate its strength not only in Bethel membership and meeting quorum, but also in a strong Bethel Guardian Council that works with adults and Daughters to benefit the Bethel and demonstrated commitment to making the Bethel strong through a full and rich Bethel Term Plan, a Bethel Budget to encompass all Bethel activities and philanthropic work by the Bethel each term, and a general sense of unity amongst the Daughters and adults.

Official Visit is not the only time you will have visitors at your Bethel. The Executive Grand Guardian Council members are going to try to visit at regular Bethel meetings this term. Several Grand Line Officers may attend your OV, or only the inspecting officers. Remember when we come to visit we are there to assist your Bethel. We are there to observe and take those observations back to talk about how we can improve our support as an EGGC.

# Records to have available for Official Visitations

## **Financial Records:**

- Financial Record Books – Recorder, Treasurer, Guardian Secretary, Guardian Treasurer plus any records of accounts established as “Daughter” or “individual” accounts where funds are held for individuals based on fund-raising projects for future use for Bethel expenses
- Checkbook and check register
- Bank statements for the last 6 month for all accounts, including checking, savings, Daughter accounts, CD’s, trusts, etc.
- Bethel Budget (term and/or annual budget)
- Merit system, if your Bethel has one, with an accounting for each Daughter/adult

## **Bethel Records:**

- Bethel Recorder’s Roll Call, Minutes & Inventory book, with the inventory completed
- Inventory of Bethel property
- Attendance Register (if your Bethel uses one)
- Bethel Guardian Council Minutes Book
- Term Plan for current term
- Permanent Record Book
- Record of Dues (membership dues record, plus offices & honors by Daughter)
- Last Annual Report
- Petitions for members initiated since January 1, 2010
- Proficiency Work with check-out log/records

## **Bylaws & Rules**

- Bethel Bylaws (should be attached to the inside front cover of the Permanent Record Book). These must be reviewed and approved by the GGC Committee on Jurisprudence at least every three years. Current version should be 8.5 x 11 format.
- Standing Rules (should be with Bethel Bylaws). Standing Rules must be reviewed and approved by Daughters annually.
- SGC/GGC/BGC/Bethel Bylaws (White pages) By Supreme bylaw, 4 hard copies must be maintained by the Bethel. The electronic version is available to Daughters and adults online.

The Grand Officers making the official visitation should be allowed 2 - 2.5 hours to review the above listed documents. The members of the Executive Bethel Guardian Council should be available to assist with questions and receive instruction. If you have specific concerns you want to discuss with the Grand Officers, you should request they come early enough to accommodate you.

The review of Bethel records is very important as it provides a snapshot on the health of each Bethel. If the Grand Officers are unable to complete the review of your records, they will make arrangements to come back at another time to meet with you. If you are unable to provide any of the above noted records, please let your Grand Officers know in advance of their attendance.

If your Bethel intends to plan a meal or refreshments in conjunction with the official visit, please let the visiting Grand Officers know well in advance of the meeting date so they can make appropriate arrangements to arrive in a timely manner. Like you, most of us work full time jobs and need to schedule time away from our regular duties.

Bethel Location \_\_\_\_\_

Date: \_\_\_\_\_

YES	NO	FINANCIAL RECORDS BOOK	COMMENTS
		Bethel Treasurer	Name:
		Guardian Treasurer	Name:
		Guardian Secretary	Name:
		Are the entries in ink?	
		Is the EIN written on first page of financial books?	EIN #
		Is the White Copy of Form 150 attached to Treasurer's book?	
		Is the Bethel Audit Committee signing bills and Form 150?	
		Did the ABG/Bethel audit their finance books last term?	
		Did the Bethel use the audit page?	
		Who did the audit?	Name:
		Was the Bethel Audit reported to the Bethel at the first meeting of the next term?	Date:
		Who presented the report?	Name:
		Checking account balance	\$
		Name of bank(s) & Account Number(s)	
		Who signs the checks?	Names:
		Savings account balance.	\$
		Name of bank(s) & Account Number(s)	
		Other account (CDs, Bonds, etc.) balance.	\$
		Name of bank(s) & Account Number(s)	
		Was the bank statement reconciled with the finance books?	
		Are the books current and in balance?	

YES	NO	OTHER FINANCES	COMMENTS
		Amount sent for Spring or Fall Promotional & Educational Fund.	\$
		Amount sent for HIKE fund. Type of activity:	\$
		Other service projects:	\$
		Does the Bethel have a written budget?	
		Is there a copy in the Financial Book?	
		Does the Bethel have an Auditing Committee?	Names:

YES	NO	BETHEL BYLAWS	COMMENTS
		Are there 6 copies?	
		Is there a copy in their Permanent Record Book?	
		Date of last review by Jurisprudence	Date:
		Were amendments filed with Bylaws?	
		Current Initiation Fee?	\$
		Current Annual Dues Fee?	\$

YES	NO	OTHER BETHEL PROPERTY	COMMENTS
		Are there 4 copies of the Constitution & Bylaws?	
		When were the last updates inserted?	Date:
		Does the Bethel have 6 copies of Proficiency work?	
		Is there a checkout method for Proficiency work?	
		From whom?	Name:
		Where are the Bethel books kept from meeting to meeting?	
#		# and condition of Bethel robes / capes / crowns?	
		Condition of Bethel room paraphernalia?	

Comments:


Bethel # \_\_\_\_\_

Official Visit Checklist

Date: \_\_\_\_\_

YES	NO	MINUTES AND ROLL CALL BOOK	COMMENTS
		Treasurer's Report	
		Are all accounts included in Report?	
		Petitions Read	
		Itemized Receipts/ Disbursements	
		Communications listed	
		Report on Ballot	
		Names of Initiates	
/	/	Date of last initiation / exemplification?	
		Motion made includes first and last name of maker?	
		Special Dispensation, Ballot on Petitions stapled to correct page?	
		HQ & Recorder BOTH sign minute book?	
		Recorder using outline? (encourage to do so)	
		All entries in ink or computer generated?	
		Are minutes secured in book?	
		Are the following forms, if applicable, attached to Minutes:	
		Treasurer's Report?	
		Form 150, yellow copy?	
		Report on Ballot?	
		Special Dispensation?	
		Roll Call section marked properly (using P, A, E)?	
		All members & Council on the roll call book installed?	
		# members on the roll this term? # usually present?      #	
		# members on the roll last term?                              #	
		Does the Bethel use an Attendance Register?	
		Inventory list attached in the Minute Book?	
YES	NO	COUNCIL MINUTE BOOK	COMMENTS
		Items discussed/approved BEFORE going to Daughters' mtg?	
		Monthly meetings held?	
		Are minutes secured in book?	
		Guardian Secretary & Bethel Guardian sign minutes?	
		Minutes include business discussed AFTER the girls excused?	
YES	NO	PETITIONS FOR MEMBERSHIP (Follow one Daughter through)	COMMENTS
		Filled out properly? (both front and back)	
		Is the Masonic Verification form attached?	
		Recorded with PRB #? Where is the # noted?	
		Investigated by Daughters? BGC minutes	
		Approved by EBGC and recorded in Council Minute Book?	
		PERMANENT RECORD BOOK	
		Front portion completed?	
		Names cross referenced to back of book?	
		# active Daughter matches # of Daughters in Dues Record book?      #	
		Does the Bethel have standing rules?	
		Is there a copy with their Bethel Bylaws in the front of PRB?	
YES	NO	DUES RECORD BOOK	COMMENTS
		Top of form completed?	
		Dates and Dues amounts recorded?	
		Offices, GB Office /Rep, Committees, Honors recorded with dates?	
		Permanent Record Book member # posted on top of page?	
		Most current Annual report available?	
		Was a copy of 990 submittal sent to Grand Secretary?	
		Where is Daughter records kept? (PRB/petitions/mins)	

Comments on back:

**SUPPLEMENTAL INSTRUCTION NUMBER 18.2**  
**GUIDELINES FOR REMOVAL FROM REORGANIZATION**

1. The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the required seven (7) members for a quorum. It is important to remember that a Bethel must continue to function in the manner set forth for all active Bethels. The decision to remove a Bethel from reorganization status is always at the discretion of the Supreme/Grand Guardian upon review of the status of the Bethel. The following guidelines shall be considered:
  - a) A quorum of seven (7) members is required to open a meeting with the exceptions listed in C-Bethel Art. XII, Sec. 1.(d). An active membership of at least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
  - b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
  - c) C-Bethel Art. XII, Sec. 1.(e)(5). Bethel members shall dress in official regalia at least one (1) meeting a month.
    - 1) As membership rises it is recommended that the Bethel resume two (2) meetings a month in official regalia.
    - 2) Bethel minutes being kept by Bethel Recorder or Bethel Recorder Pro-tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Pro-tem.
    - 3) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Pro-tem.
    - 4) Bills audited, properly signed by the Audit Committee and read at Bethel meeting.
    - 5) Reports given by the Daughters on all activities attended.
    - 6) Roll Call of Bethel Officers, Choir and BGC taken.
    - 7) Escort, Introductions and Honors being done properly.
    - 8) Motions being made and completed in proper manner.
    - 9) Honored Queen conducting meetings according to the Ritual, Constitution and Bylaws
    - 10) Bethel room set up according to the Ritual.
  - d) All required Bethel committees in place and knowledgeable about their duties.
  - e) Inventory of all Bethel paraphernalia and property completed and copy sent to the Executive Manager/Grand Secretary and the original recorded in or attached to the proper Bethel Minute Book.
  - f) Bethel cash books properly completed for each meeting with special attention given to the following:
    - 1)Receipts of each meeting deposited in a timely manner.
    - 2)Checks for bills approved for payment being immediately issued.
  - g) Official Regalia, as per the Constitution and Bylaws being worn by all Daughters.
  - h) Newly initiated Daughters passing the Proficiency Test within a reasonable length of time.
  - i) Officers proficient in the Ritual work of their stations.
  - j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with B-Bethel Art IV. Sec 4. Educational and Promotional Fund shall be held.
  - k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).

# Bethel Guardian Councils

As we travel around the state for Bethel meetings and events, there are always things we notice that we should give you feedback on. It is often difficult to do so at the Bethel event, so this month we are noting some specific observations we have made during the past term that would be easy for you to fix by just a little attention.

**Ritualistic Excellence:** According to the 1<sup>st</sup> paragraph of General Instructions in Ritual, page 6, Officers shall memorize all ritualistic work. On page 7 it says that in the absence of a regular Officer, a member requested to substitute may read from the Ritual, unless she has memorized the part. SI 18 also states Officers are expected to be proficient in the Ritual work of their stations. Only one Ritual is supposed to be open at each meeting – that of the Director of Epochs which is being used to prompt Daughters in their part. Memorization of each Daughters Stations and Duties is an important lesson we teach. While some may think the rote recitation of these charges will not benefit our youth, there is significance to each and every station and what it teaches. The thoughtful delivery of these words will make a lasting impression on our youth and will benefit them in their moral development.

**Proficiency:** During the Initiation ceremony, the Honored Queen tells each member that they are required to commit to memory the signs, responses, Obligation, salutation sign, grip, and Mother's, Father's and Guardian's Prayer. One of the criteria for removing a Bethel from reorganization (SI 18.2) is that newly initiated Daughters pass the Proficiency Test within a reasonable length of time. Memorizing the Proficiency and passing the Proficiency Test should not be saved for only those members who aspire to be a line officer. The Proficiency belongs to every Daughter and should be learned by all. If your Bethel has simply made this a requirement to be a line officer, plan a proficiency party now to allow every girl the opportunity to learn the words and the important lessons taught.

**Attitude of Prayer:** Job's Daughters is an organization based on the belief in God. We pray to seek guidance and to offer thanks. Daughters assume the Attitude of Prayer by bowing the head slightly and placing the open hands palm to palm, fingers together pointing upward, forearms following the line of the cord, elbows close to the body. When a Daughter assumes the Attitude of Prayer and bows her head, she should also lower her eyes reverently. There is nothing as beautiful as the Closing Cross with all of the Daughters in the proper Attitude of Prayer. There is nothing more distracting than watching a fidgety Daughter play with her hands or look around the room or sway back and forth while praying.

Also ask your Daughters and adults to review the words of The Lord's Prayer as printed in the Ritual. We use the word debts and debtors, which you all recognize. But do we say "Thy will be done on earth" or "Thy will be done in earth"? Check out the placement of the Bible on the Altar on page 9. The Bible is placed on the Altar near the east edge with the back at the center and the open edge facing north. The Bible is not centered on the Altar east to west, nor north to south.

**It's all about the Crown:** In the description of the Official Regalia, the Ritual states that the front of the crown shall be worn no more than one (1) inch back of the hairline; no part of the crown shall be covered by the hair. Our Honored Queens and Princesses often have their hair in a ponytail or have part of their hair clipped up. When they have some or all of their hair up, it is important that the crown is placed on top of the hair, and that hair is not brought to cover any part of the crown.

**Parliamentary Procedure:** On page 13 of the Ritual, there are simple instructions for presenting a motion. The Bethel member rises and after being recognized by the Honored Queen begins, “Honored Queen, I move that ...” followed by the motion. Another Bethel member rises and states, “Honored Queen, I second the motion.” It is not proper to say, “I make a motion that...” It is important that the Daughters understand this process as it is used at each and every meeting! For bills to be paid, for the Daughters to request a dispensation for installation, or to participate in any fun activity requires a vote of the Daughters... which means a motion. Practice this with your Officers so that they understand the proper wording and feel comfortable with using it. It will give them confidence at our Grand Bethel Congress meetings to fully participate!

**No Photos Please!** At closed or ‘regular’ meetings of a Bethel, the Ritual is confidential until the Honored Queen directs the Inner Guard to notify the Outer Guard that the Bethel meeting is closed. When the doors are open, anyone may see the Closing Cross or other Closing Formation. This means that NO photos may be taken at a Bethel meeting until the Closing Cross ceremony begins. We have noticed that some adults and Daughters believe they can take photos during the Opening, which is false.

In Oregon, we do permit photos to be taken at an open meeting, including an open installation, but each Bethel may choose to restrict photos during its open ceremonies. If the installation is held at a regular meeting and is not “open” no photos are permitted. Remember too, if you travel to other Bethels or other jurisdictions, there may be different standards in terms of taking photos. Many Bethels do not allow photos to be taken when the Bible is open, even during installation. Photos during the Closing Cross (Formation) may only be taken without flash if done in a discrete manner. A flash photo is allowed only after the Daughters have sung the closing “Amen” and if the Musician pauses the music to allow for photos, before giving the three chords to signal the rise of Officers from the kneeling position.

**Protocol on cancelling a meeting:** On another note, with the emergence of our winter wonderland weather, sometimes it is necessary to cancel or postpone a Bethel meeting. If a Bethel meeting is cancelled due to weather, unusual illness of Bethel members or adults, or for another reason, the Bethel Guardian should call the Grand Guardian to let her know the meeting is being cancelled. The Bethel Guardian should follow up with the Grand Guardian by letter or email to let her know how the Bethel intends to make up the missed meeting and request a special dispensation, as required. Remember, the safety of our Bethel Daughters, their families and our adult volunteers should always come first!

**Educational and Promotion Funds Project:** While you might be thinking you just sent in the fall term Educational and Promotional Funds to the Grand Secretary, there is a requirement that each Bethel hold a project each term for the benefit of the Educational and Promotional Funds of the jurisdiction. If your Bethel has not already planned your spring term Education and Promotion project, NOW is the time to do so. According to Supreme laws, Bethel Bylaws, Article IV, Bethel Finances, Section 4:

**Section 4. Educational and Promotional Funds** (See SI 14.22)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional Funds.
- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

Educational and Promotional funds raised by each Bethel should be mailed to the Grand Secretary as soon as is practical after the conclusion of the fund-raising event.

**With thanks for all you do – Kris & John**