



Bethel Handbook

HELPFUL INFORMATION FOR BETHELS

Calendar and Deadlines:

September 30: Bethel Councils must be installed before this date.

January 24: Deadline for filing annual report.

March: Honoring Mother Mick

April: Annual Meeting of the Bethel Guardian Council

Useful web links:

Job's Daughters International web page:

www.jobsdaughtersinternational.org

JDI Constitution and By-Laws:

Forms & Books

Book of Ceremonies

JDI Directory (password protected but includes a prompt)

Forms

Forms & Books

Book of Ceremonies

www.iljd.org

Documents

Illinois Constitution and By-Laws

Directory (password protected but includes a prompt)

Annual Meeting: Bethel Guardian Councils, including Executive and Associate members of Bethels under Grand Guardian Council, shall hold their Annual meeting during the month of April. (B-BGC, Art XII, Section 2 (a)). At the Annual meeting, the members of the BGC shall recommend by secret ballot the Executive Members of the BGC for the ensuing year, for consideration by the Vice Grand Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office. The Executive members present shall recommend, by secret ballot, not more than four (4) Associate members of the BGC. (B-BGC, Sec 3 (a) & (b)) Names of those receiving the majority recommendations are to be listed on Form 222 and mailed/emailed to the Vice Grand Guardian at least 60 days prior to the Annual Session of the Grand Guardian Council (B-BGC, Sec 3 (e)). In the case where in-person meetings are not possible, recommendations shall be in the virtual format prescribed by the Supreme Guardian Council and Board of Trustees.

Annual Report: The Annual Report shall be completed each year. It shall be **filed, and fees remitted by January 24th** to the office of the Grand Secretary. Copies of 990 N should be mailed with the Annual report.

Appointment of Bethel Guardian Council: No one can assume a Council position unless appointed by the Grand Guardian (GG), issued a Certificate of Appointment, and duly installed by a member of the Grand Guardian Council (GGC), which includes Past Bethel Guardians (PBG) and Past Associate Bethel Guardians (PABG). All appointments are for one year (1) year only. Each member of the Bethel Guardian Council must be a Certified Adult Volunteer (CAV). In the event of a vacancy during the year, the Grand Guardian is to be notified immediately by either the Bethel Guardian or the Guardian Secretary. Please refer to SOP-BGC 5 1 for proper procedure.

Approval of Projects: Bethel projects and activities are to be approved by the Council prior to being presented and discussed at a Bethel meeting. The Council is responsible for ensuring that all projects/activities have sufficient supervision provided by adults with current CAV status.

Audit of Financial Books: It is the duty of the Associate Bethel Guardian to see that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation (B-BGC, Art II, Sec 2(e)). Daughters do not conduct the audit. An audit verifies that the Guardian Secretary, Guardian Treasurer, and back holdings all agree and match in value. The Guardian Secretary and Guardian Treasurer may be present at the audit to answer questions, but the audit must be conducted by other people. Once the audit is complete, all books should be signed by the Associate Bethel Guardian and the Audit Committee.

Awards and Promotion Programs: Information is available on the ILJD Website iljd.org. Information will also be sent by email throughout the year and is included in the Bethel and Deputy packets.

Bethel Communications: All communications sent to the Bethel are Bethel property and are to be read at a Bethel meeting. It is the right of the Daughters, with approval of the Executive BGC, to decide if they wish to participate in the subject of the communication. All communications should be sent out 6 weeks prior to the RSVP deadline.

Bethel Guidelines: The Executive BGC will develop the guidelines to be followed regarding:

- Definition of "Excused Absence" and how to obtain one
- Proper attire for Bethel events

These guidelines will be in effect until changed by the newly appointed and installed Council. The guidelines should be in writing and given to the Daughters and parents at the first meeting in August. We encourage you to mail a copy of these guidelines to each Daughter's parents or guardians. This helps keep the parents informed of the Bethel's position as well as the correct procedure for communicating with the Council. A copy of these guidelines should be sent to the Deputy as well. Each Daughter **shall receive a written copy of these guidelines each year**.

Bills: All bills must be submitted to the Bethel and paid by check (**with 2 adult signatures**). Bills cannot be paid from receipts of a fundraiser, nor can they be paid by cash. All bills must be processed through the Bethel books.

Change of Address: When a member of the BGC or a Daughter moves, please forward this information to the Bethel Deputy and the Grand Secretary.

Illinois Job's Daughters
14083 Francesca Cove
Huntley, IL 60142
iljdooffice@gmail.com

Chaperones: All Daughters attending Bethel visitations, statewide functions, etc. **must** be properly chaperoned and wearing appropriate attire. Please keep in mind that the safety and security of our Daughters is of utmost importance, and that the responsibilities and liabilities for their safety rests with the Bethel Council and adults. JDI recommends one chaperone per five Daughters. **Remember, all chaperones must be on the list of current CAVs**. Please carry emergency medical and contact information for each Daughter with you.

Council Installation: *The Bethel Guardian Council shall be installed within 21 days of receipt of Certificates of Appointment.* (IL B-BGC 4, Art XIII Sec 1 (f)). If a newly appointed Council member is not present for the Council Installation, then they are to be installed at the next regular Bethel meeting. It is the responsibility of the newly appointed Bethel Guardian to contact the newly appointed Council. She will notify them of the date, time, and location of the Council Installation. She will also be responsible for planning the installation. The Supreme Book of Ceremonies SHALL be followed without alteration. The Book of Ceremonies is available on the JDI Website.

Council Meetings: (IL B-BGC 3, Art XII Sec 1) The law requires Executive members of the BGC to hold regular monthly meetings, except during vacation, for discussion of all matters pertaining to the Bethel and for the good of the Order. The Associate members of the BGC, adult committee chairman, the 5 elected line officers and such other persons as may be necessary to invite, may meet with the BGC. After the matters requiring their presence have been discussed, they are excused. The BGC then continues with its business. While the Law requires the Executive BGC members to meet monthly, except during recognized vacation periods, as per Bethel Bylaws, we highly recommend that the BGC include the Associate BGC members in monthly meetings. We also strongly encourage you to hold your Council meeting on a day/time other than prior to a stated Bethel meeting. In this way, no one is rushed, and all business brought before the Council can be thoroughly discussed. Many concerns and problems can be resolved when we take the time to openly communicate with one another. If you have a difference, the matter should be discussed at the Council meeting and kept there. **Do NOT** air your differences on-line or in social media. You should present a united front to the Bethel Daughters. When installed on the Council, you take an obligation. Remember that obligation and let it guide your words and actions. An outline for the BGC Council meeting is included in this handbook.

Disposition of Council properties and Inventory: All materials used by the Bethel Guardian Council members are to be given to their successors as they are **Bethel properties**. An inventory of all Bethel property is to be made annually on the form in the Bethel Minutes Book and noted in the Council minutes. **A copy of the inventory should be sent with the Annual Report to the Grand Secretary.** Bethel properties ARE NOT insured through the Supreme Office or Job's Daughters International. Do Not assume that the building in which you meet insures the Bethel's properties. Consider securing renters' insurance or possibly obtaining an insurance policy for the Bethel's properties.

Dress Code: The Grand Guardian shall establish a dress code yearly. The BGC shall share and implement the guideline set forth by the Grand Guardian.

Education/Promotion Project: This is commonly referred to as the 30-day project or 3-way split project. Within 30 days after the new officers are installed, the Honored Queen shall plan a fundraiser, two (2) per year, for the benefit of the Education and Promotion Funds. One-third (1/3) of the monies raised shall be retained by the Bethel. One-third (1/3) of the monies shall go towards Education and one-third (1/3) of the monies shall go towards Promotion. Funds for Education and Promotion shall be mailed to the Grand Secretary within 60 days of project completion. This project should NOT simply be a "donation". The educational value of planning and executing a project is part of what we teach; **NO SHORTCUTS** on this especially important component of JDI.

Election of Officers: See SOP-B4, Section 1 (a).

HIKE: In 1981, our Order created an international charity called HIKE, which stands for Hearing Improvement Kid's Endowment in the USA and Hearing Improvement Kid's Equipment in Canada. Its

purpose is two-fold: to put practical application to the charitable aspects of our Order and to assist in gaining publicity and recognition for our Order. Money raised is given in the form of grants to children who need hearing aids or other assistive hearing devices. Any child may apply for a grant. Masonic affiliation is not required. Local Bethels may search for children in need, and if a grant is approved, present it to the child and his/her family.

Local Bethels are encouraged to organize and publicize the HIKE fundraisers. For information, contact the HIKE executive Secretary, whose name and contact information can be found on the JDI Website or in the Supreme Directory.

Initiation/Majority/Obligation: Each Bethel *is required to do the initiation work once per term*, even if you do not have a candidate (B-Bethel Art. XVI Sec. 1 (n)). You may have as many initiations per term as needed. The Majority Ceremony and/or Obligation Ceremony must be performed at a regular or special meeting one time during the year (B-Bethel Article XII Sec. 1 (o)).

Law Books: The Constitution and Bylaws of Job's Daughters International govern our Order. Each Bethel shall possess a minimum of two (2) printed copies of the Constitution and Bylaws, and Bylaws of the Bethel for use by: The Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, and Honored Queen (B-Bylaws BGC Art II Sec 1 (i)). The Bethel Guardian shall see that each copy is kept up to date. The Constitution and Bylaws, and the Book of Ceremonies may be found on the JDI Website, along with the most recent update on legislation passed at the last Supreme and Grand Sessions. The Book of Ceremonies is on the JDI Website.

Majority Members: Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or married under that age, and shall immediately receive gratis a Certificate of Majority Membership. She shall be entitled to receive the Majority Ceremony at such time as may be convenient (SOP-21-Bethel, Art. VI Sec. 3-a 1(i)). NOTE: As per the YPP, no Majority Member may protem at a regular Bethel meeting unless she is a CAV.

Member of Honor: An adult who has given outstanding meritorious service to our Order may be elected to be a Member of Honor. Bethel members must vote on the Member of Honor Recipient. This requires a majority vote of the Daughters and the approval of the Executive Bethel Guardian Council (SOP 21-Bethel, Art XVIII, Sec. 2 (a)). *Member of Honor Certificates cannot be given to the Miss International Job's Daughter or the Supreme Bethel Honored Queen because they are active Daughters.* Illinois Grand Bethel Honored Queen who are the age of 20 are entitled to receive Member of Honor.

Membership: Each Bethel is encouraged to bring new members into the Bethel. You are encouraged to host open meetings during the year and invite friends, prospects, and members of other Fraternal organizations. Remember to always invite the parents of friends, prospects, and members. Please feel free to contact the Promotions Committee for ideas or assistance.

Mother Mick: Every Bethel shall honor Mrs. Ethel T. Wead Mick, the Founder of Job's Daughters International, with a suitable ceremony during *March*, the month of her birth (SOP 21-Bethel, Article IV, Sec.2 (I)). There are several ceremonies in the Book of Ceremonies which may be used, or the Bethel may write their own. The honoring may take place at an open or closed meeting and may be exemplified for other Masonic bodies. Allow the Bethel to be creative in this event so it can be a celebration of her life rather than a chore to do. Share information about the history of Job's Daughters and Mother Mick's role and goal in the formation of our Order.

Parliamentary Procedure: No adult, except an Executive Member of the BGC or Majority Member of the Bethel, is entitled to debate questions arising in a Bethel meeting (SOP 21-Bethel, Art. IV Sec. 3 a (3)). Please make sure your Honored Queen is aware of this fact and that she has the authority to rap adults down when they are not entitled to speak. Be firm but use caution and consideration for those adults and Masonic family members who may not be aware of our rules.

Procedure for Handling Bethel Funds: All money belonging to the Bethel *shall be shown* in the financial books. All funds received *shall be deposited immediately*. No bills are to be paid from cash received at the meeting. Monies are disbursed by Bethel check after approval of the Executive BGC and a vote of the Bethel Daughters.

Proficiency: Ritual proficiency is an especially important aspect of our Order. Our Daughters learn self-discipline, public speaking skills, poise, a sense of pride in their accomplishments, and a respect for higher ideals in life. It is the responsibility of the Bethel Guardian, with the assistance of the Director of Epochs, to see that the officers are proficient in their ritualistic work. Please take the time to work with the Daughters and help them learn their work. Encourage them to practice individually as well as with the other members of the Bethel. Also, remind them that ritual proficiency includes the finer points of the Ritual, like how to move to/from stations, the Attitude of Prayer, etc. It is more than just memorizing the words! Make special accommodations for Daughters with physical and learning disabilities so that they can participate in the Ritual portions of the meeting to the best of their individual abilities. Ritual is not to be used as a punishment for or embarrassment of the Daughters.

Proficiency Lesson Examination: When applicable, the proficiency lesson examination *shall be offered at least once each term*. The examination **must** be done under *Good of the Bethel*, not under New Business. The Daughters taking the examination need to understand that they are responsible for this knowledge and too many prompts will not allow them to pass. We suggest that the Bethel Guardian or Director of Epochs go over the proficiency lessons with each Daughter. By doing this, the DOE will be able to verify that the member knows her work and it allows the member to have more experience reciting the work. This will also demonstrate those who know their work and may not be able to perform in front of others. Please consider each Daughter's individual disabilities and how that relates to the word "satisfactorily" passed.

Promotion Committee: The Promotion Committee is available to help you in any way. Please do not hesitate to reach out to them for suggestions, ideas, or assistance. Remember that the Jobie-to-Bee program is an extremely useful tool. The Promotion Committee and Illinois Beekeeper may be found in the directory on the ILJD Website.

Receipts: All receipts of the Bethel should be recorded. The bank deposit should reflect the receipts of the meeting. Be sure to include interest and money deposited to CDs, savings, or other special accounts on your paperwork.

Reorganization: In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Grand Guardian (B-Bethel, Art. XVI, Sec 1 (d)) and SOP-Bethel 9. Dispensation to be on Reorganization status must be issued each year by the Grand Guardian immediately after Grand Session. If your Bethel does not receive the dispensation, contact your Grand Deputy. The dispensation should be attached to the Bethel Minute Book of the meeting where it is read.

Special Dispensations: Special Dispensations are requested from and issued by the Grand Guardian. See SOP-Bethel 18 for definition, procedure for request and filing, and definition of special privileges with and without fees. Those dispensations requiring a fee are to be paid by check made payable to the Grand Guardian Council of Illinois. A copy of the Request for Special Dispensation is included in this packet and is available on the JDI website forms. All requests are to:

- Be filed on Form 200
- Please allow 14 days for processing

Term Planning: Several forms are provided to assist the Honored Queen in planning a complete and successful term. Please share each with the Honored Queen and let her choose which format best suits her. She may come up with a format all her own as well.

Treasurer's Report: All accounts should be included in the Treasurer's Report.

TERM PLANNING CHECKLIST (First Term)

	YES	NO	DATES/COMMENT
December			
Installation	___	___	_____
Regular meeting	___	___	_____
Council meeting	___	___	_____
January			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
Education & Promotion project planned within 30 days of Installation	___	___	_____
February			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
March			
2 Regular meetings	___	___	_____
* First meeting will include a Mother Mick Tribute	___	___	_____
Council meeting	___	___	_____
April			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
Adult recommendations for Bethel Guardian Council	___	___	_____
Daughter recommendations for Bethel Guardian Council	___	___	_____
May			
2 Regular meetings	___	___	_____
*1 st meeting Election of Officers	___	___	_____
Council meeting	___	___	_____
Audit of Bethel Financial Accounts/Books	___	___	_____
Each Term			
Initiation at least one, even if protem	___	___	_____
Official Worship Service	___	___	_____
Practices	___	___	_____
Each Year			
Obligation or Majority Ceremony	___	___	_____
Official Visit	___	___	_____

Other Events

Proficiency Lesson Examination	---	---	_____
Grand Session	---	---	_____
State Events	---	---	_____
Fundraisers	---	---	_____
Fun events	---	---	_____
Jobie-to-Bee Parties	---	---	_____
HIKE Project	---	---	_____
Bethel Birthday	---	---	_____
Community Service	---	---	_____
Fraternal events	---	---	_____
Supreme Session	---	---	_____

TERM PLANNING CHECKLIST (Second Term)

	YES	NO	DATES/COMMENTS
June			
Installation	___	___	_____
Regular meeting	___	___	_____
Council meeting	___	___	_____
Education & Promotion project planned within 30 days of Installation	___	___	_____
July			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
August			
2 Regular meetings	___	___	_____
*One including Installation of Bethel Guardian Council	___	___	_____
Council meeting	___	___	_____
September			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
October			
2 Regular meetings	___	___	_____
Council meeting	___	___	_____
November			
2 Regular meetings	___	___	_____
*1 st meeting of month Election of Officers	___	___	_____
Council meeting	___	___	_____
Each Term			
Initiation at least once, even if protem	___	___	_____
Official Worship Service	___	___	_____
Practices	___	___	_____
Each Year			
Obligation or Majority Ceremony	___	___	_____
Official Visit	___	___	_____

Other Events

Proficiency Lesson Examination	---	---	_____
Grand Session	---	---	_____
State Events	---	---	_____
Fundraisers	---	---	_____
Fun Events	---	---	_____
Jobie-to-Bee parties	---	---	_____
HIKE Project	---	---	_____
Bethel Birthday	---	---	_____
Community service	---	---	_____
Fraternal Events	---	---	_____

Term Plans for December – May _____

	December	January	February	March	April	May
Meeting #1						
Meeting #2						
Council						
Fun #1						
Fun #2						
Promotion						
Grand Session						
Fraternal						
Fundraisers						
State Events						
Other Events						

Education and Promotion Project ** _____

Majority or Obligation Ceremony*** _____

Worship Service Event** _____

Service: _____

Mother Mick Honoring (meeting closest to March 9) _____

Goals: _____

Term Plans for June – November _____

	June	July	August	September	October	November
Meeting #1						
Meeting #2						
Council						
Fun #1						
Fun #2						
Promotion						
Grand Session						
Fraternal						
Fundraisers						
State Events						
Other Events						

Education and Promotion Project ** _____

Majority or Obligation Ceremony*** _____

Worship Service Event** _____

Service: _____

Mother Mick Honoring (meeting closest to March 9) _____

Goals: _____

THINGS TO REMEMBER

- ❖ Have FUN!!!
- ❖ Keep in mind the ages of the members. Remember that everyone wants to have fun!
- ❖ How many people will be able to help? This may limit what you can actually do.
- ❖ Try to have an adult advisor with each project. The advisor should not do the work but should be there to make sure everything gets done.

HOW TO HANDLE A PROJECT

- 1) Honored Queen, a Daughter or adult suggests a project. The idea is then presented to the Bethel Guardian Council for approval.
- 2) The idea is then brought to the Daughters during a Bethel meeting. At this time there should be specifics about when, where, etc. A motion is made to do the project, or the concept is defeated.
- 3) A committee of Daughters is appointed to plan the event. An adult CAV advisor is assigned.
- 4) The committee keeps in touch with the HQ and BG about the project and the committee is prepared to give updates at the Bethel meeting.
- 5) Once the project is complete, a report will be given (during "Reports" of the Bethel meeting) including when and where the project took place, who attended, profit and expenses and any interesting highlights.

BETHEL MEETING AGENDA

The Honored Queen may have this on the podium as well as noted for the business to be discussed. She does not announce the title of the Order of Business.

- 1) Reading of Special Dispensation (when necessary)
- 2) Roll Call
- 3) Report of Applications for Membership (when having Initiation)
- 4) Ceremony of Initiation (Majority Degree, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of our Order may be substituted **except for the Proficiency Lessons Examination.**)
- 5) Reading of Minutes
- 6) Treasurer's Report
- 7) Communications
- 8) Applications for Membership
- 9) Reports
- 10) Unfinished Business
- 11) New Business
- 12) Receipts of the Meeting
- 13) Bills
- 14) Librarian's Report
- 15) Mothers', Fathers', and Guardians' Prayer
- 16) Good of the Bethel
 - a. Introduction of parents of new members (when there is initiation)
 - b. Installation of Bethel Officers (when needed)
 - c. Installation of Bethel Guardian Council (when needed)
 - d. Proficiency Lessons Examination (when needed)
 - e. Presentations (optional)
 - f. Remarks ONLY by those called upon by the Honored Queen
 - g. Coin March (optional)
- 17) Closing

ORDER OF ESCORT, INTRODUCTIONS AND HONORS

All visitors and guests are introduced individually, and only at one time (all titles should be included at the same time). Refer to pages 51-58 in the Ritual for instructions. The Honored Queen may keep this list on the podium.

#	Title		Honors
1	Honored Queens	ESCORTED	BETHEL
2	Past Honored Queens	ESCORTED	BETHEL
**	Grand Guardian or Grand Deputy when making their OFFICIAL Visit	ESCORTED	GRAND
3	Visiting Princesses and Past Princesses	RISE	HEARTY WELCOME
4	Miss International Job's Daughter	ESCORTED	SUPREME
5	Supreme Bethel Honored Queen	ESCORTED	SUPREME
6	Supreme Bethel Officers and Representatives	ESCORTED	HEARTY WELCOME
7	Miss (Grand) Jurisdictional Job's Daughter	ESCORTED	GRAND
8	Grand Bethel Honored Queen	ESCORTED	GRAND
9	Grand Bethel Officers and Representatives	ESCORTED	HEARTY WELCOME
10	Miss (Jurisdictional for Bethels under Supreme) Job's Daughters	ESCORTED	BETHEL
11	Jurisdictional Bethel Honored Queen	ESCORTED	BETHEL
12	Jurisdictional Bethel Officers and Representatives	ESCORTED	HEARTY WELCOME
13	Visiting Job's Daughters	RISE	HEARTY WELCOME
14	Majority Members	RISE	HEARTY WELCOME
15	Supreme Guardian and Associate Supreme Guardian	ESCORTED	SUPREME
16	Grand Guardian and Associate Grand Guardian (not at the Official Visit)	ESCORTED	GRAND
17	Jurisdictional Guardian and Associate Jurisdictional Guardian	ESCORTED	BETHEL
18	Grand Master of Masons or his Representative **The Ritual allows for the order of escort for the Grand Masters and Worshipful Masters to be done according to the protocol of their jurisdictions. Please be aware of how your Jurisdiction does this.	ESCORTED	HEARTY WELCOME
19	Worshipful Masters	ESCORTED	HEARTY WELCOME
20	Optional Introductions (see next page)		

ADDITIONAL OPTIONAL INTRODUCTIONS

Category 20

With permission of the Executive Bethel Guardian Council the following may be introduced in this order (SOP Bethel 6): The Honored Queen may keep this list on the podium.

20	Title		Honors
a.	Jr. Miss (Grand) Jurisdictional Job's Daughters	ESCORTED	HEARTY WELCOME
b.	HIKE (Grand) Jurisdictional Coordinator	ESCORTED	HEARTY WELCOME
c.	Past Supreme Guardians and Past Associate Supreme Guardians	RISE	SUPREME
d.	Other Supreme Officers	RISE	GRAND
e.	Past Grand Guardians and Past Associate Grand Guardians	RISE	GRAND
f.	Past Jurisdictional Guardians and Past Associate Jurisdictional Guardians	RISE	BETHEL
g.	Other Grand Officers	RISE	BETHEL
h.	Bethel Guardians and Associate Bethel Guardians	RISE	BETHEL
i.	Past Bethel Guardians and Past Associate Bethel Guardians	RISE	BETHEL
j.	Visiting Council Members	RISE	HEARTY WELCOME
k.	District Deputy Grand Master	RISE	HEARTY WELCOME
l.	Presiding Supreme or Grand Officers of other Masonic Family Organizations	RISE	HEARTY WELCOME
m.	Presiding Officers of other Masonic Family Organizations	RISE	HEARTY WELCOME

SUGGESTED ROUND TABLE MEETING AGENDA

The Honored Queen should preside over this meeting.

1. Call to Order
2. Opening Prayer (optional)
3. Roll Call
4. Minutes
5. Treasurer's Report
6. Communications
7. Reports
8. Unfinished Business
9. New Business
10. Receipts
11. Bills
12. Closing Prayer (optional) or Mizpah Benediction (optional)
13. Adjourn

Optional: Stations and Duties, Librarian's Report, Remarks, Introductions

NOTE: Applications for Membership to be read at regular meeting

Presentation(s)

Remarks given by (list names and titles)

Coin March \$ _____

The Bethel Meeting was Closed at _____ (time)

Model Minutes

SEE THE MINUTE BOOK AND FILL IN THE TOP PRE-PRINTED PORTION OF THE PAGE.

Then continue as follows: The following members and visitors were Escorted, Introduced, and given Honors due them per attendance register. (Insert name and all titles according to Order of Escort. Only mention the Bethel Number once when all are from the same Bethel.)

The Special Dispensation for the purpose of was read and attached to minutes.

Officer, Bethel Choir and Members of Bethel Guardian Council were present as per Roll Call, with the exception of ...(Names)... (Record protem Officer.)

The Minutes of Stated meeting held ... (Date) ... were read and approved. (Or approves as corrected.) (If more than one set, record action on each set separately.)

Treasurers Report. (Copy information from form No. 151)

There were no Reports on Balloting due. (Copy the information from form No. 30)

There was no initiation...OR...(Name)... and ...(Name)... were initiated and signed the Permanent Record Book. NOTE: If Ceremony other than Initiation is exemplified, make record of same.

Application for Membership was accepted as follows: ...(Name)..., ...(Residence)..., ...(Relationship)..... of Mr. ...(Name)... (of Lodge No.) ... A.F. & A.M. of ...(City & State)... - 10 - Recommended by ...(Name)... member of Bethel and ...(Name)... This petition was accompanied by the fee of \$.... and the Request for Information on Masonic Relationship. Referred to the following Investigating Committee ...(Name)..., ...(Name)... and ...(Name)... (Name three (3) Daughters appointed.) (If more than one petition, record each in the same manner)

Record any Reports on Committees.

Semi-Annual Reports of Recorder, Bethel Treasurer and Chairman of Auditing shall be written in full in the Minutes but may be omitted when the Minutes are read by using the following procedure:
HONORED QUEEN: If there is no objection, we will dispense with the reading of the SemiAnnual Reports of the Recorder, Treasurer and Chairman of the Auditing Committee. Hearing no objections, it is so ordered. One rap of Gavel. (*)

Record any Unfinished Business OR, There was no Unfinished Business.

Election of all Officer shall be written in full. Record the names of all candidates for each office and the tally of the final ballot.

Receipts of the Meeting: List all receipts, from whom, what for, amount and total.

The following Bills were read and having been audited, motion was made by Daughter...(Name)... and seconded that these bills be paid. Motion carried (lost). (List each Bill;, from whom, what for, amount and total of all bills.)

The Librarian gave a reading entitled

Good of the Bethel: List names of Daughters having passed the Proficiency Lesson Exam.

Record any special features and all announcements made.

Remarks were made by ...(Name)..., ...(Name)..., etc.

No further business appearing. Bethel was closed in regular form at PM.

Respectfully submitted,

...(Name)...

Recorder

**SUGGESTED AGENDA
FOR BETHEL GUARDIAN COUNCIL MEETINGS**

Location _____ Date/Time _____

Daughters Present:

Adults Present:

Devotions (optional):

Communications:

Unfinished Business presented by Line Officers:

New Business presented by Line Officers:

Daughters excused (only if there is BGC information that should not include them)

Reading of Council Minutes:

Treasurer's Report:

Bills:

Unfinished Business:

New Business:

Next Meeting:

Location

Date

Time

Associate Council, Committees all other visitors excused

Executive Council Business

Refer to SOP-BGC-3 Section 2 for business specifically assigned to the Executive Bethel Guardian Council.