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PAGE THREE
THE PURPOSE AND DUTIES OF THE GRAND BETHEL

CURRENTLY READS:

The purpose of the Grand Bethel is to band together Past Honored Queens and Majority Members of the International Order of Job's Daughters for the purpose of promoting the interest, welfare, and growth of the Order and keeping the interest of these experienced members centered in the organization. When requested, the members are to render assistance to the Bethels in the State, to assist in Installations, and to fill vacancies in the Bethels. Members should encourage the younger daughters to learn the Ritual, to be regular in attendance, and to live in accordance with the teachings of Job's Daughters.

AMEND TO READ:

The purpose of the Grand Bethel is to band together members, Past Honored Queens, and Majority Members of Job's Daughters International for the purpose of promoting the interest, welfare, and growth of the Order and keeping the interest of these experienced members centered in the organization. When requested, the members are to render assistance to the Bethels in the State, to assist in Installations, and to fill vacancies in the Bethels. Members should encourage the daughters to learn the Ritual, to be regular in attendance, and to live in accordance with the teachings of Job's Daughters.

PAGE FOUR
GENERAL INSTRUCTIONS

CURRENTLY READ:

When necessary, the GB Marshal, GB Senior Custodian, and GB Junior Custodian shall prepare the Grand Bethel room by placing all paraphernalia in its proper position as shown on Plate number 1. After the Bethel Meeting it will be their responsibility to remove all paraphernalia and put it into the proper storage place.

The National Emblem shall be placed unfurled immediately outside the entrance to the Grand Bethel room, outside the Preparation Room door. The Grand Bethel Flag should be placed in the East, at the Junior Princess' left, prior to the start of the meeting.

The GB Junior Princess shall have the preparation table ready for the Welcome Ceremony and have in readiness sufficient calla lily corsages for the Welcome and Majority Ceremonies. The following items should be on this table:

- a. "B" letter card and Holy Bible
- b. "U" letter card and Urn
- c. "I" letter card and Incense
- d. "L" letter card and Lily of the Valley
- e. "D" letter card and Dove

AMEND TO READ:

The GB Marshal, GB Senior Custodian, and GB Junior Custodian shall prepare the Grand Bethel room by placing all paraphernalia in its proper position as shown on Plate No. 1. After the Bethel Meeting, it will be their responsibility to remove all paraphernalia and put it into the proper storage place.

Adjust the floor plan according to the size of the Bethel Room and position of the doors.

The Altar is placed east of the center of the Grand Bethel Room with a kneeling bench or cushion on the east side, unless the Altar location is permanently fixed in the room. For Installations, a kneeling bench may also be placed on the west side of the Altar.

The Bible is placed on the Altar near the east edge with the back at the center and the open edges facing north. There shall be no loose papers in the Bible or on the Altar. Nothing except the Bible and the Altar cloth shall be placed on the Altar. With the approval of the Executive

members of the Grand Bethel Executive Council, flowers may be placed on the Altar (not on the Bible) during the Memorial Ceremony or other appropriate ceremonies. The flowers shall remain there until the Grand Bethel meeting is closed.

The chairs of the five Grand Bethel Messengers, Grand Bethel Chaplain and Grand Bethel Librarian are placed facing the East. The backs of the Grand Bethel Chaplain's and Librarian's chairs are on a line with the west side of the Altar, allowing three steps from the north or south side of the Altar to these chairs.

The Grand Bethel First and Fifth Messenger's chairs are two steps west in line with the Grand Bethel Chaplain and Grand Bethel Librarian.

The Grand Bethel Second, Grand Bethel Third, Grand Bethel Fourth Messenger's chairs are two steps west. The Grand Bethel Second and Fourth Messengers are in line with the Grand Bethel First and Fifth Messengers. The Grand Bethel Third is in line with the center of the Altar and Grand Bethel Honored Queen's station.

This should form the Grand Bethel semi-square and can be adjusted to any room by shortening or lengthening the steps taken.

The chairs of the Grand Bethel Senior and Junior Custodian shall be placed two steps East of the East Line and the back of the chairs three steps west of the Grand Bethel Honored Queen's pedestal or at the bottom of the East Dias. The Grand Bethel Senior Custodian shall be at the right of the Grand Bethel Senior Princess. The Grand Bethel Junior Custodian shall be at the left of the Grand Bethel Junior Princess.

The flowers shall be placed directly in front of or next to the Grand Bethel Honored Queen's pedestal. This can be adjusted to fit the size and layout of the East. The GB motto sign shall be hung from the front of the GBHQ's pedestal or, if this is not possible, another appropriate place where it may be visible. The seal shall be hung wherever there is a hanger to accommodate it and where it may be visible.

The National Emblem shall be placed unfurled immediately outside the entrance to the Grand Bethel room, outside the Preparation Room door. The Grand Bethel Flag shall be placed unfurled immediately outside the entrance to the Grand Bethel room, outside the Anteroom Door. The bases for the National Emblem and Grand Bethel Flag are placed at the right and left respectively of the Grand Bethel Senior and Junior Princess' Stations.

The GB Senior Princess shall have the preparation table ready for the Welcome Ceremony. She shall also prepare the calla lily corsages and secure an adequate number of Handbooks and Bylaws for the new members from the Grand Bethel Guide. The emblems shall be placed on a table at a slight angle between the stations of the Grand Bethel Secretary/Treasurer and Grand Bethel Junior Custodian. If a table cannot be located for this use the Secretary/Treasurer's desk may be used instead. The following items should be displayed:

- a. "B" letter card and Holy Bible
- b. "U" letter card and Urn
- c. "I" letter card and Incense, removed from its container and placed directly on the card
- d. "L" letter card and Lily of the Valley
- e. "D" letter card and Dove

PAGE FOUR

CURRENTLY READ:

INSTRUCTIONS FOR GB OFFICERS

The attire for a formal business meeting shall be a long white dress for the Grand Bethel Honored Queen and Grand Bethel Princesses and a short white dress for the Grand Bethel Guide and the Grand Bethel Marshal. The Grand Bethel Honored Queen and the Grand Bethel Princesses shall also wear the official Grand Bethel capes and crowns. The appointed Grand Bethel Officers shall wear a light blue polo and a khaki skirt.

To Bethel Installations and GG Council Official Visitations, except when participating in either and/or both, the GB Senior Princess and GB Junior Princess shall wear short white dresses, capes and crowns. The GB Honored Queen shall wear a long white dress, cape, and crown.

At the regular monthly meetings, casual attire may be worn.

AMEND TO READ:

INSTRUCTIONS FOR GRAND BETHEL MEMBERS

Always make square corners. Grand Bethel Officers shall sit upright with feet flat on the floor, hands resting in lap. Passing between the Altar and the East Dais is prohibited, except when designated during special ceremonies. The Honored Queen of the Grand Bethel shall be addressed as "Grand Bethel Honored Queen." Likewise, the officers of the Grand Bethel shall be addressed by their Grand Bethel titles.

The attire for the GBHQ and GB Princess at the installation and business meetings of the GB of Maryland and other formal events is a long white dress, cape, crown and jewel of office. At semi formal events, with approval of the executive members of the Grand Bethel committee, these officers may wear a short white dress with crown and sash.

The attire for the GB Guide and GB Marshal at the installation of the GB of Maryland and other formal events is a long white dress with their jewel of office. The attire for the business meeting of the GB of Maryland and semi formal events is a short white dress and jewels.

The attire for GB members at the installation of the GB of Maryland and other formal events is a long dress. A color can be requested by the GBHQ-elect for GB of Maryland installation. The attire for the business meeting of the GB of Maryland and semi formal events shall be a short blue dress (observing the limits of the dress code of the GGC).

At regular monthly meetings, casual attire may be worn. The Executive committee will inform members of the event attire.

PAGE FIVE & SIX
DUTIES OF THE GRAND BETHEL OFFICERS AND
REPRESENTATIVES

CURRENTLY READ:

GRAND BETHEL SENIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as Chairman of the Promotion Committee. As chairman of this committee, it is her job to promote the Grand Bethel by creating a petition and sending it out to Bethels, PHQs, and MM up to the age of twenty-five.
- To preside over meetings when the Grand Bethel Honored Queen is absent and to assist the Grand Bethel Honored Queen in the performance of her duties.
- To work with the Grand Bethel Guardian and Grand Bethel Associate Guardian in planning her term as Grand Bethel Honored Queen.
- To present her term plans for approval to the Grand Bethel Executive Committee. Those that will have a GBHQ term from March to September should present their term plans at a convenient time between January and February. Those that have a September to March term should present their terms plans at a convenient time between June and August.
- To memorize the Grand Bethel Senior Princess' parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee.

GRAND BETHEL JUNIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive committee and attend all meeting unless prevented by a reasonable excuse.
- To serve as chairman of the Ways and Means Committee by presenting plans for fundraisers at the same Executive Committee Meeting that term plans are presented (when she is Grand Bethel Guide). It is her duty as Chairman to secure all papers and other fundraising materials and distribute them to the Grand Bethel Members at an appropriate time. Also, it is her duty to collect the fundraisers on the due date and to phone or mail in all orders to the company. She shall also work with the Grand Bethel Secretary and Grand Bethel Treasurer on turning in all money from the fundraiser, and in securing a check for the company.
- To make all preparations for the Welcome Ceremony by having the welcome table ready with the "BUILD" cards and Holy Bible, Urn, Incense, Lily of the Valley, and Dove. She shall also prepare the calla lily corsages for the new members, and secure an adequate number of handbooks and bylaws for the new members.
- To memorize all Grand Bethel Junior Princess' parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee.

AMEND TO READ:

GRAND BETHEL SENIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as Chairman of the Promotion Committee. As chairperson of this committee, it is her job to promote the Grand Bethel by creating a petition and sending it out to Bethels, PHQs, and MM up to the age of twenty-five.
- To preside over meetings when the Grand Bethel Honored Queen is absent and to assist the Grand Bethel Honored Queen in the performance of her duties.
- To work with the Grand Bethel Guardian and Grand Bethel Associate Guardian in planning her term as Grand Bethel Honored Queen.
- To present her term plans for approval to the Grand Bethel Executive Committee. Those that will have a GBHQ term from March to September should present their term plans at a convenient time between January and February. Those that have a September to March term should present their terms plans at a convenient time between June and August.
- Submit a proposed budget to the Executive Members of the GBC explaining what finances she intends to spend as Grand Bethel Honored Queen.
- Present the approved term plans to the members of the Grand Bethel of Maryland at the Semi Annual Session in March or September.
- To memorize the Grand Bethel Senior Princess' parts in Grand Bethel Ceremonies
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee
- To make all preparations for the Welcome Ceremony (see General Instructions)

GRAND BETHEL JUNIOR PRINCESS' DUTIES

- To serve as a voting member of the Grand Bethel Executive committee and attend all meeting unless prevented by a reasonable excuse.
- To serve as chairman of the Ways and Means Committee by presenting plans for fundraisers at the same Executive Committee Meeting that term plans are presented (when she is Grand Bethel Guide). It is her duty as Chairman to secure all papers and other fundraising materials and distribute them to the Grand Bethel Members at an appropriate time. Also, it is her duty to collect the fundraisers on the due date and to phone or mail in all orders to the company. She shall also work with the Grand Bethel Secretary and Grand Bethel Treasurer on turning in all money from the fundraiser, and in securing a check for the company.
- To memorize all Grand Bethel Junior Princess' parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To serve on the Audit Committee.

PAGE SIX
**DUTIES OF THE GRAND BETHEL OFFICERS AND
REPRESENTATIVES**

CURRENTLY READS:

GRAND BETHEL GUIDE'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as chairman of the Handbook and Bylaws Committee by making changes when needed and to keep the electronic format of the Handbook and Bylaws up to date. It is also her duty to make copies of the Handbooks and Bylaws and to give an adequate number to the Grand Bethel Junior Princess before the Grand Bethel Formal Business Meetings for the New Members being Welcomed. Also, it is her duty to give Handbooks and Bylaws to Members who need a complete printed copy at a charge of \$5.00. Replacements in electronic format and parts will be priced per the GB Guides discretion.
- To memorize all Grand Bethel Guide's parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To memorize floor plans and plates for marching.
- To serve on the Audit Committee.

GRAND BETHEL MARSHAL'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and to attend all meetings unless prevented by a reasonable excuse.
- To set up the Grand Bethel Room for formal meetings with the assistance of the Grand Bethel Custodians.
- To serve as Chairman of the Grand Bethel Jewel Committee by keeping records of all jewels. This is done by keeping a notebook for Officers and Representatives to sign their jewels in and out. It is her duty to make sure all Officers and Representatives have the appropriate jewel and have signed out the jewel after the Installation. It is also her duty to collect the jewels after the March or September Afternoon or Morning Business Meeting and make sure that the Officers and Representatives have signed their jewels back in. She shall also send out letters to those who have a jewel outstanding. She shall also have each Officer and Representative sign a statement that says they have paid the jewel fee and understand that the jewel fee will not be returned to them if the jewel is lost or damaged.
- To write an article for the monthly Grand Bethel Newsletter.
- To memorize the Grand Bethel Marshal's parts in Grand Bethel Ceremonies.
- To memorize floor plans and plates for marching.
- To serve on the audit committee.

AMEND TO READ:

GRAND BETHEL GUIDE'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and attend all meetings unless prevented by a reasonable excuse.
- To serve as chairman of the Handbook and Bylaws Committee, by making changes when needed, and to keep the electronic format of the Handbook and Bylaws up to date. It is also her duty to make copies of the Handbooks and Bylaws and to give an adequate number to the Grand Bethel Senior Princess before the Grand Bethel Formal Business Meetings for the New Members being Welcomed.
- She is also to provide Handbooks and Bylaws to Members who need an additional copy at an additional, but reasonable charge.
- To memorize all Grand Bethel Guide's parts in Grand Bethel Ceremonies.
- To write an article for the monthly Grand Bethel Newsletter.
- To memorize floor plans and plates for marching.
- To serve on the Audit Committee.

GRAND BETHEL MARSHAL'S DUTIES

- To serve as a voting member of the Grand Bethel Executive Committee and to attend all meetings unless prevented by a reasonable excuse.
- To set up and take down the Grand Bethel Room for formal meetings with the assistance of the Grand Bethel Custodians.
- To serve as Chairman of the Grand Bethel Jewel Committee by keeping records of all jewels. This is done by keeping a notebook for Officers and Representatives to sign their jewels in and out. It is her duty to:

- Make sure all Officers and Representatives have the appropriate jewel and have signed out the jewel after the Installation.
 - Collect the jewels after the March or September Afternoon or Morning Business Meeting and make sure that the Officers and Representatives have signed their jewels back in.
 - Send out letters to those who have a jewel outstanding.
 - Have each Officer and Representative sign a statement that says they have paid the jewel fee and understand that the jewel fee will not be returned to them if the jewel is lost or damaged.
 - Keep the electronic copy of the Grand Bethel Jewels up to date
- To write an article for the monthly Grand Bethel Newsletter.
 - To memorize the Grand Bethel Marshal's parts in Grand Bethel Ceremonies.
 - To memorize floor plans and plates for marching.
 - To serve on the audit committee.

PAGE SEVEN
**DUTIES OF THE GRAND BETHEL OFFICERS AND
REPRESENTATIVES**

CURRENTLY READ:

GRAND BETHEL TREASURER'S DUTIES

- To attend meetings of the Grand Bethel Executive Committee but not as a voting member.
- To receive all money and copies of bills and receipts from the Grand Bethel Secretary.
- To deposit within twenty-four hours of a Grand Bethel Meeting, the money received at that meeting into the Grand Bethel bank account.
- To maintain the checkbook; to make sure all checks are written to the proper person(s) and in the proper amount.
- To see that two signatures are on all checks.
- To write a monthly Treasurer's Report and to give a copy to the Grand Bethel Secretary.
- To work in conjunction with the Grand Bethel Secretary in maintaining the disbursement book.
- To memorize the Grand Bethel Treasurer's parts in Grand Bethel Ceremonies.

AMEND TO READ:

GRAND BETHEL TREASURER'S DUTIES

- To attend meetings of the Grand Bethel Executive Committee but not as a voting member.
- To receive all money and copies of bills and receipts from the Grand Bethel Secretary.
- To deposit within five days of a Grand Bethel Meeting, the money received at that meeting, into the Grand Bethel bank account.
- To maintain the checkbook; to make sure all checks are written to the proper person(s) and in the proper amount.
- To see that two signatures are on all checks.
- To write a monthly Treasurer's Report and to give a copy to the Grand Bethel Secretary.
- To work in conjunction with the Grand Bethel Secretary in maintaining the disbursement book.
- To memorize the Grand Bethel Treasurer's parts in Grand Bethel Ceremonies.

PAGE EIGHT

CURRENTLY READ:

GRAND BETHEL CHAPLAIN'S DUTIES

- To read and understand the Instructions for the Grand Bethel Chaplain in the Grand Bethel Handbook.
- To memorize the prayers and the Grand Bethel Chaplain's parts in Grand Bethel Ceremonies.

AMEND TO READ:

GRAND BETHEL CHAPLAIN'S DUTIES

- To read and understand the Instructions for the Grand Bethel Chaplain in the Grand Bethel Handbook.
- To memorize the Grand Bethel Chaplain's parts in Grand Bethel meetings and ceremonies and/or with the approval of the Executive Members of the GBGC write the prayers for the devotions of the Bethel

PAGE TEN
PRAYERS FOR THE GRAND BETHEL CHAPLAIN

MOVE TO ADD NEW:

Grand Bethel Chaplain and Grand Bethel Installing Chaplain Option: With approval of the Executive Members of the Grand Bethel Guardian Council, the Chaplain may write her own prayers.

PAGE TEN
PRAYERS FOR THE GRAND BETHEL CHAPLAIN

CURRENTLY READS:

Welcome Ceremony Prayer

"Almighty God, hear us as we pray to Thee. Bless these daughters and unite their hearts with ours into one great fellowship. Grant, O Heavenly Father, that they may continue to enrich their lives in the service of our Grand Bethel. We ask in Thy Holy Name. Amen."

AMEND TO READ:

Welcome Ceremony Prayer

"Almighty God, bless these daughters and unite their hearts with ours into one great fellowship. Grant that they may continue to enrich their lives in the service of our Grand Bethel. We ask in Thy Holy Name. Amen."

PAGE TEN
PRAYERS FOR THE GRAND BETHEL CHAPLAIN

CURRENTLY READS:

Election Prayer

"O Almighty God, Giver of all good things, hear us as we pray to Thee. Help us to select with care those who are to lead us as we elect our new officers for the coming term. Make each girl a willing worker ready to 'Build with God for Tomorrow.' We ask in Thy Holy Name. Amen."

AMEND TO READ:

Election of Officers Prayer (OPTIONAL: To omit prayer, it must be approved by EGBC)

“Supreme Architect of the Universe, grant us the wisdom to select with care those who are to lead the Grand Bethel of Maryland. Make each member a willing worker ready to “Build with God for Tomorrow”. We ask in Thy Holy Name. Amen.”

PAGE TEN
PRAYERS FOR THE GRAND BETHEL CHAPLAIN

CURRENTLY READS:

Installing Chaplain Prayer

"O God, our Heavenly Father, we seek Thy presence here this evening. Guide, we pray Thee, these Past Honored Queens and Majority Members who will pledge themselves to guide our younger daughters, assist our Bethels to grow, to Build With God For Tomorrow. Be with them as they labor at each task; show them the right decisions to make and help them to know that with Thee all things are possible. Grant that we may love and serve Thee more and more. We ask in Thy name. Amen."

AMEND TO READ:

Installing Chaplain Prayer

"Our Heavenly Father, we pray that these Past Honored Queens and Majority Members pledge themselves to guide our daughters, assist our Bethels to grow, and to "Build With God For Tomorrow". Be with them as they labor at each task; show them that with Thee all things are possible. We ask in Thy name. Amen."

PAGE TEN
PRAYERS FOR THE GRAND BETHEL CHAPLAIN

CURRENTLY READS:

Installation Closing Prayer

"Most gracious and loving Father, we thank Thee for the Order of Job's Daughters and for the privilege of serving the Bethels in this State. Strengthen us, we pray, with the power of Thy grace so that we may be more patient and more sincere in our love for one another. Take away all thoughts of self-glory and honor as we assume our responsibilities for the ensuing term. Bless the Grand Bethel and all who are associated with our order. Amen."

AMEND TO READ:

Installation Closing Prayer

"Most gracious and loving Father, we thank Thee for the Order of Job's Daughters and for the privilege of serving the Bethels in this State. Strengthen us with the power of Thy grace so that we may be more patient and more sincere in our love for one another. Take away all thoughts of self-glory and honor as we assume our responsibilities for the ensuing term. Bless the Grand Bethel and all who are associated with our Order. Amen."

PAGE THIRTEEN
**ORDER OF BUSINESS FOR MORNING/AFTERNOON BUSINESS
SESSION**

CURRENTLY READ:

LINE UP OF OFFICERS

PREPARATION ROOM

GB Marshal
GB Third Messenger
GB Fourth Messenger
GB Fifth Messenger
GB Chaplain
GB Senior Custodian
GB Senior Princess

ANTEROOM

GB Guide
GB Second Messenger
GB First Messenger
GB Librarian
GB Junior Custodian
GB Junior Princess
GB Senior Princess
GB Honored Queen

The GB Treasurer and the GB Secretary will be pre-seated.

AMEND TO READ:

Preparation Room

Doorway

Grand Bethel Associate
Guardian

Anteroom

Doorway

Grand Bethel
Guardian

The Grand Guardian and Associate Grand Guardian may enter with the GB Guardian and GB Associate Guardian. (Plate 3) (Optional).

Preparation Room

GB Marshal
GB Fourth Messenger
GB Third Messenger
GB Fifth Messenger
GB Chaplain
GB Senior Custodian
GB Senior Princess
GB Honored Queen

Anteroom

GB Guide
GB Second Messenger
GB First Messenger
GB Librarian
GB Secretary
GB Treasurer
GB Junior Custodian
GB Junior Princess

The GB Musician will be at her station. The GB Secretary and GB Treasurer may be pre-seated if directed by the GBHQ.

PAGE FIFTEEN
**ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
FLAG CEREMONY**

CURRENTLY READ:

II. Presentation of the National Emblem

GB Honored Queen: Grand Bethel Marshal, you will present the Flag of our Country West of the Altar.

The GB Marshal retires to the Preparation Room for the Flag by advancing to the West Line, turns north and walks diagonally to a point in front of the Preparation Room door, turns left and goes to the Preparation Room. (Plate 6)

In the United States, the GB Marshal carries the Flag at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upwards. The height of and on a level with the left shoulder, the left hand at the waistline, the base of the left hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The Eagle at the top of the staff should face forward.

When the GB Marshal has the flag in proper position to enter the Grand Bethel Room, the GB Honored Queen sounds three raps of the gavel. The GB Marshal enters the Grand Bethel Room through the Preparation room door, marches straight on the North Line and turns right at a point between the stations of the GB Fifth Messenger and GB Chaplain and walks between the stations of the GB Fifth Messenger and GB Chaplain. (Plate 6) At this time everyone faces the Flag.

As the GB Marshal enters the Grand Bethel room the GB Honored Queen places her right hand over her heart with her fingers together, keeping her hand flat against her body, forearm on a slight angle in a natural position. This is a signal for all citizens of the United States to assume this position. This salute is held until after the Pledge of Allegiance is given.

GB Honored Queen: Before you is our country's Flag, the blue for the skies above us, the white for purity and the red for our forefather's blood. There are thirteen red and white stripes designating the original thirteen colonies, and on the field of the blue there are fifty stars, one for each state in our fine Country. Never falter in your Allegiance to the United States of America and most of all love God and believe in yourself.

After the Flag tribute, the first verse of the "Star Spangled Banner" will be sung. The GB Marshal does not sing.

GB Honored Queen: Grand Bethel Marshal, you will place the American Flag in the East.

The GB Marshal marches to the East by turning left at the Altar, never turning the Flag, then right between the GB Chaplain and the Altar, marching on a straight line to the East Dais.

The GB Marshal ascends the dais and places the Flag, with the Eagle facing west, in the stand in line with the station of the GB Senior Princess. (Plate 6) She then steps back one-step and joins in salute to the Flag.

GB Honored Queen: All citizens will repeat the Pledge of Allegiance.

After the Pledge of Allegiance has been given, the GB Marshal returns to her station. The GB Marshal retraces her steps to the East Line, turns north and walks diagonally to the Altar Line. Turns west, marches to a point in line with the GB Fourth Messenger, turns west, walks diagonally to her station and is seated. (Plate 7)

AMEND TO READ:

**Flag Ceremony
Escort of the National Emblem**

**GB HONORED QUEEN: Grand Bethel Marshal, you will present the Flag of our
Country West of the Altar.** March music.

The GB Marshal retires to the Preparation Room for the Flag by advancing to the West Line, turns north and walks diagonally to a point in front of the Preparation Room door, turns left and goes to the Preparation Room. (Plate 6)

The flag will be held upright and should not be dipped to any person or thing during this ceremony. It shall be carried holding the right hand around the staff with the thumb pointing upwards. The height of and on a level with the left shoulder, the left hand at the waistline, the base of the left hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The Eagle at the top of the staff should face forward.

When the GB Marshal has the flag in proper position to enter the Grand Bethel Room, the GB Honored Queen sounds three raps of the gavel (***). The GB Marshal enters the Grand Bethel Room through the Preparation room door, marches straight on the North Line and turns

right at a point between the stations of the GB Fifth Messenger and GB Chaplain and walks between the stations of the GB Fifth Messenger and GB Chaplain. At this time, everyone faces the Flag. (Plate 6)

As the GB Marshal enters the Grand Bethel room the GB Honored Queen places her right hand over her heart with her fingers together, keeping her hand flat against her body, forearm on a slight angle in a natural position. This is a signal for all citizens of the United States to assume this position. This salute is held until after the Pledge of Allegiance is given.

GB HONORED QUEEN: Before you is our country's flag, the blue for the skies above us, the white for purity and the red for our forefather's blood. There are thirteen red and white stripes designating the original thirteen colonies. On a field of blue, there are fifty stars, one for each state in our fine country. May this flag remind us to never falter in our Allegiance to the United States of America. All will join in singing the National Anthem.

After the Flag tribute, the first verse of the "Star Spangled Banner" will be sung. The GB Marshal does not sing.

GB HONORED QUEEN: Grand Bethel Marshal, you will place the American Flag in the East.

The GB Marshal marches to the East by turning left at the Altar, never turning the Flag, then right between the GB Chaplain and the Altar, marching on a straight line to the East Dais. The GB Marshal ascends the dais and places the Flag, with the Eagle facing west, in the stand, in line with the station of the GB Senior Princess. She then steps back one-step and joins in salute to the Flag. (Plate 6)

GB HONORED QUEEN: All citizens will repeat the Pledge of Allegiance.

If no other national flags are to be escorted, as the GB Marshal turns to return to her station the GB Honored Queen sounds one rap of the gavel (*).

The GB Marshal retraces her steps to the East Line, turns north and walks diagonally to the Altar Line. Turns west, marches to a point in line with the GB Fourth Messenger, turns west, walks diagonally to her station and is seated. (Plate 7)

PAGE FIFTEEN
**ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
ESCORT OF OTHER FLAGS**

ADD NEW:

If desired, other flags may be presented at this time. They may be escorted west of the Altar and be given a tribute after which they may be placed in the proper position in the East; or they may be escorted directly to the East.

Escort of the Grand Bethel Flag

GB HONORED QUEEN: **Grand Bethel Flag Bearer** (rises) **you will display the Grand Bethel Flag.**

The GB Flag Bearer retires to the Anteroom for the Flag following the Grand Bethel marching lines. The Grand Bethel Flag Bearer carries the flag at a sixty degree angle by holding her left hand around the staff with her thumb pointing upward toward the flag. The left hand is placed on the staff at a height of and on a level with the right shoulder, elbow relaxed. The right hand is at the waistline; hand around the staff, with the base of the hand resting on the right hip.

The GB Flag Bearer enters the Grand Bethel Room through the Anteroom door, marches straight on the South Line and turns left at a point between the stations of the GB First Messenger and GB Librarian and walks between the stations of the GB First Messenger and GB Librarian. (Plate 8)

GB HONORED QUEEN: **Members and Majority Members of the Grand Bethel, you will rise and join in singing the Grand Bethel Flag Song.** At this time, all officers face the flag. The Grand Bethel Flag Bearer will sing the Grand Bethel Flag Song. The song is sung to the tune of, "Abide with Me".

Building with God; true friends to emulate
Give sister Bethels help throughout the state
Encouraging the fairest in the land
All in blue and white working hand in hand

Growing together as we train to serve
Showing Job's Daughters love without reserve
As calla lilies tall and stately stand
We are the Grand Bethel of Maryland

GB HONORED QUEEN: Grand Bethel Flag Bearer, place the Bethel Flag in the East at the left of the Grand Bethel Junior Princess.

The GB Flag Bearer marches to the East by turning right at the Altar, then left between the GB Librarian and the Altar, marching on a straight line to the East Dais. The GB Flag Bearer ascends the dais and places the Flag in the stand in line with the station of the GB Junior Princess. (Plate 8) The GB Flag Bearer turns to return to her station following the Grand Bethel marching lines, the GB Honored Queen sounds one rap of the gavel (*).

The GB Flag Bearer retraces her steps to the East Line, turns toward her seat and walks diagonally to the Altar Line. She then takes her seat.

PAGE SIXTEEN
**ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
ESCORT AND INTRODUCTIONS**

ADD NEW:

If the visitors are to be introduced from the East Dias: the GB Guide and GB Marshal take their place on the East Line and stand facing each other. When the visitors reach the East Line, the GB Honored Queen extends her hands in welcome, inviting the visitors to ascend the dais. The visitors ascend the East Dais.

GB HONORED QUEEN: **It is with pleasure that I introduce ... (name)...., ...(title or titles)... of Bethel No. ..., of ... (City)...., ... (State, Province, Territory or Country).** If the visitor is not affiliated with Job's Daughters International, the same introduction will be used, eliminating "Bethel Number" and substituting the name of the Masonic order.

If the GB Honored Queen does not know all of the visitors:

GB HONORED QUEEN: **Please introduce yourself, giving your name, title and Bethel number** (or name of Masonic organization), **beginning on my right.**

A short personal welcome by the GB Honored Queen should follow the introduction.

GB HONORED QUEEN: **Members and friends, you will join me in giving hearty welcome to ...** Members do not rise; the GB Honored Queen leads in applause.

PAGE TWENTY ONE
**ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
RETIRING MARCH**

CURRENTLY READ:

GB Guide	GB Marshal
GB Fourth Messenger	GB Third Messenger
GB Fifth Messenger	GB Second Messenger
GB Chaplain	GB First Messenger
GB Senior Custodian	GB Librarian
GB Senior Princess	GB Junior Custodian
GB Honored Queen	GB Junior Princess

The GB Guide and GB Marshal march diagonally from the West Line, then proceed along the North and South Lines. As the GB Guide and GB Marshal pass the GB Messengers, each shall fall into line with the GB Second Messenger preceding the GB Third Messenger. (Plate 11)

When the GB Guide and GB Marshal march east to the East Line, the GB Guide turns left and the GB Marshal turns right. They march to a point in line with the south and north sides of the Altar. The GB Guide turns left and the GB Marshal turns right and they march west to the Altar Line.

The GB Senior Custodian and GB Junior Custodian follow the GB Librarian and GB Chaplain. The GB Senior Princess and GB Junior Princess leave the East and follow the GB Custodians respectively.

When the GB Guide and GB Marshal reach the Altar Line, they turn left and right and march to the South and North Marching Lines then turn west to the West Line. They turn left and right to a point in line with the north and south sides of the Altar. (Plate 12) As the GB Honored Queen reaches the East Line, she marches directly to the Altar Line. The GB Honored Queen remains standing east of the Altar. (Plate 12)

As the GB Guide and GB Marshal approach the East forming the parallel lines, north and south of the Altar, they shall stop so that the GB Chaplain is North of the Altar. (Plate 12) The GB Chaplain and GB Honored Queen approach the Altar simultaneously. (Plate 12) See also instructions for Chaplain.

AMEND TO READ:

GB Marshal
 GB Fourth Messenger
 GB Third Messenger
 GB Fifth Messenger
 GB Chaplain
 GB Senior Custodian
 GB Senior Princess
 GB Honored Queen

GB Guide
 GB Second Messenger
 GB First Messenger
 GB Librarian
 GB Secretary
 GB Treasurer
 GB Junior Custodian
 GB Junior Princess

The GB Guide and GB Marshal march diagonally from the West Line, then proceed along the North and South Lines. As the GB Guide and GB Marshal pass the GB Messengers, each shall fall into line with the GB Fourth Messenger preceding the GB Third Messenger.

When the GB Guide and GB Marshal march east to the East Line, the GB Guide turns left and the GB Marshal turns right. They march to a point in line with the south and north sides of the Altar. The GB Guide turns left, the GB Marshal turns right, and they march west to the Altar Line.

The GB Senior Custodian and GB Junior Custodian follow the GB Librarian and GB Chaplain. The GB Senior Princess and GB Junior Princess leave the East and follow the GB Custodians respectively.

When the GB Guide and GB Marshal reach the Altar Line, they turn left and right and march to the South and North Marching Lines then turn west to the West Line. They turn left and right to a point in line with the north and south sides of the Altar. As the GB Honored Queen reaches the East Line, she marches directly to the Altar Line. The GB Honored Queen remains standing east of the Altar. (Plate 12)

As the GB Guide and GB Marshal approach the East forming the parallel lines, north and south of the Altar, they shall stop so that the GB Chaplain is north of the Altar. The GB Chaplain and GB Honored Queen approach the Altar simultaneously. See also instructions for Chaplain. (Plate 13)

**PAGE THIRTY SIX TO BE MOVED TO PAGE TWENTY EIGHT
ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION**

CURRENTLY READ:

Special Meeting

- A. Opening Ceremony
- B. Flag Ceremony
- C. Lord's Prayer
- D. Escort and Introductions
- E. Roll Call
- F. Reading of Minutes
- G. Financial Statement
- H. Special Ceremony (if desired)
- I. Communications
- J. Reading of Petitions
- K. Reports of Committees
- L. Unfinished Business
- M. New Business
- N. Receipts
- O. Bills
- P. Librarian's Report
- Q. Coin March
- R. Presentations
- S. Remarks
- T. Closing

AMEND TO READ:

Business Session

- 1. Roll Call
- 2. Reading of Minutes
- 3. Financial Statement
- 4. Reading of Petitions for Membership
- 5. Welcome Ceremony
- 6. Majority Ceremony
- 7. Communications
- 8. Reports
 - A. Promotion
 - B. Ways and Means

- C. Handbook and Bylaws
- D. Jewels
- E. Other
 - a) Newsletter
 - b) Sunshine
 - c) All other term appointed committees
- 9. Unfinished Business
 - A. GB Representative Reports (only at Semi-Annual Session)
 - B. Other
- 10. New Business
 - A. Election of Officers
 - B. Installation of Grand Bethel Officers
 - C. Installation of Grand Bethel Guardians
 - D. Balloting for GB Guardian & GB Associate Guardian (March only)
 - E. Other
- 11. Receipts of the Meeting
- 12. Bills
- 13. Librarian's Report
- 14. Special Ceremony (optional)
- 15. Good of the Bethel
 - A. Presentations (optional)
 - B. Remarks by those called upon by the Honored Queen
 - C. Coin March (optional)
 - D. Memorial Ceremony (optional)

**PAGE THIRTY FIVE TO BE MOVED TO PAGE TWENTY NINE
ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION**

**Order of Business
Informal Meeting**

CURRENTLY READ:

- A. Called to Order by GB Honored Queen
- B. Lord's Prayer
- C. Roll Call
- D. Reading of the Minutes
- E. Financial Report
- F. Communications
- G. Petitions for Membership
- H. Report of Committees
- I. Unfinished Business
- J. New Business
- K. Receipts
- L. Bills
- M. Librarian's Report
- N. Presentations (Optional)
- O. Remarks
- P. Mizpah Benediction

AMEND TO READ:

- 1. Called to Order by GB Honored Queen
- 2. Lord's Prayer
- 3. Roll Call
- 4. Reading of the Minutes
- 5. Financial Report
- 6. Communications
- 7. Petitions for Membership
- 8. Report of Committees
- 9. Unfinished Business
- 10. New Business
- 11. Receipts
- 12. Bills
- 13. Librarian's Report
- 14. Presentations (Optional)
- 15. Remarks
- 16. Mizpah Benediction

PAGE THIRTY SEVEN TO BE MOVED TO PAGE TWENTY NINE
ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
Order of Business
Executive Meeting

CURRENTLY READ:

- A. Called to Order by the GB Honored Queen
- B. Lord's Prayer
- C. Roll Call (Silently)
- D. Reading of previous Executive meeting minutes
- E. Financial Statement (if needed)
- F. Communications addressed to Executive members only
- G. Unfinished Business
- H. New Business
- I. Mizpah Benediction

AMEND TO READ:

- 1. Called to Order by the GB Honored Queen
- 2. Lord's Prayer
- 3. Roll Call (Silently)
- 4. Reading of previous Executive meeting minutes
- 5. Financial Statement (if needed)
- 6. Communications addressed to Executive members only
- 7. Unfinished Business
- 8. New Business
- 9. Mizpah Benediction

PAGE TWENTY TWO
ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
CLOSING PRAYER

CURRENTLY READ:

At the discretion of the GB Honored Queen, the Grand Bethel shall sing either 1 or 2 verses of "Nearer My God To Thee." While kneeling at the Altar, the Grand Bethel recites the Mitzpah Benediction.

AMEND TO READ:

At the discretion of the GB Honored Queen, the Grand Bethel shall sing either 1 or 2 verses of "Nearer My God to Thee" or another appropriate music selection. While the Grand Bethel Chaplain and GBHQ are still kneeling at the Altar, the Grand Bethel recites the Mitzvah Benediction.

PAGE TWENTY FOUR
WELCOME CEREMONY

CURRENTLY READ:

GB 1st Messenger: As Grand Bethel First Messenger, my emblem is the Holy Bible. In it we find the eternal truths that are the foundations of a noble and virtuous life. My word of welcome is symbolized by the letter "B", that you BUILD your own character that you may be worthy of helping the younger Members walk in the paths of moral beauty.

AMEND TO READ:

GB 1ST MESSENGER: As Grand Bethel First Messenger, my emblem is the Holy Bible. In it we find the eternal truths that are the foundations of a noble and virtuous life. My word of welcome is symbolized by the letter "B", that you BUILD your own character and may be worthy of helping the members of the Order to walk in the paths of moral beauty.

PAGE TWENTY FOUR
WELCOME CEREMONY

CURRENTLY READ:

GB 3rd Messenger: As Grand Bethel Third Messenger, my emblem is the Incense, whose perfume, ascending heavenward, may carry this prayer that our faith in God will influence all with whom we associate in our daily lives. My word of welcome is symbolized by the letter "I", that you will be INSPIRED in your efforts to promote interest in the work our organization will be called upon to do.

AMEND TO READ:

GB 3RD MESSENGER: As Grand Bethel Third Messenger, my emblem is the Incense; whose perfume ascending heavenward may carry this prayer: that our faith in God will influence all with whom we associate. My word of welcome is symbolized by the letter "I", that you will be INSPIRED to promote interest in our organization.

PAGE TWENTY FOUR
WELCOME CEREMONY

CURRENT READ:

GB 4th Messenger: As Grand Bethel Fourth Messenger, my emblem is the Lily of the Valley whose purity and humility remind us of the ideals displayed in a truly spiritual life. My word of welcome is symbolized by the letter "L", that "You LOVE one another as I have loved you "and "That you LOVE your neighbor as yourself."

AMEND TO READ:

GB 4TH MESSENGER: As Grand Bethel Fourth Messenger, my emblem is the Lily of the Valley whose purity and humility remind us of the ideals displayed in a fair and gracious life. My word of welcome is symbolized by the letter "L", that you continue your LOVE for the Order of Job's Daughters, being a fitting example for the daughters to emulate.

PAGE TWENTY FOUR
WELCOME CEREMONY

CURRENTLY READ:

GB 5th Messenger: As Grand Bethel Fifth Messenger, my emblem is the Dove. It represents the peace and serenity for which the heart ever strives. My word of welcome is symbolized by the letter "D", that by your DEDICATION to the finest ideals that life offers, you may know the peace that passeth all understanding.

GB Honored Queen: Grand Bethel Guide and Grand Bethel Marshal, you will conduct these candidates west of the Altar. (Plate 15)

AMEND TO READ:

GB 5TH MESSENGER: As Grand Bethel Fifth Messenger, my emblem is the Dove. It represents the peace and serenity for which the heart ever strives. My word of welcome is symbolized by the letter "D", that by your DEDICATION to the Order, you may promote the ideals that make for a better and more peaceful world. Grand Bethel Guide and Grand Bethel Marshal, you will conduct these candidates west of the Altar. (Plate 15)

PAGE TWENTY FIVE & SIX
WELCOME CEREMONY

CURRENTLY READ:

*GB Honored Queen: I am happy to welcome you as members of the Grand Bethel of Maryland and present each of you a copy of our Handbook, Constitution and Bylaws.
(Give Copies)*

*GB Honored Queen: Consider the Lily and how it grows, tall, stately and beautiful in its spotless purity; Solomon in all his glory had no raiment such as this. Therefore, we have chosen the Lily as the Grand Bethel Flower. I give a Lily corsage to each of you as a remembrance of your welcome into the Grand Bethel of Maryland.
(Present corsages)*

GB Honored Queen: Our desire is to grow stronger and nobler within our own characters and thereby become better able to guide our younger sisters who are members of Job's Daughters. We ask that you give of your time, talent and energy to further the purpose of Job's Daughters so that we may, "Build with God for Tomorrow." We hold high our purposes and goals in Grand Bethel, which stand for:

*G - Growing to help others grow
R - Raising our standards high
A - Aiming toward the best we know
N - Nearing our goal of friendship
D - Determined to always try*

*B -Bringing our best efforts here
E -Encouraging our Bethel's work
T -Training ourselves to serve
H -Hoping throughout the year
E -Endeavoring not to shirk
L - Loving Job's Daughters without reserve.*

GB Honored Queen: I now have the honor of in introducing Mom _____, Grand Bethel Guardian, and Dad _____, Grand Bethel Associate Guardian.

AMEND TO READ:

GB HONORED QUEEN: Candidates, our desire is to grow stronger and nobler within our own characters and thereby become better able to guide our sisters who are

members of Job's Daughters. We ask that you give of your time, talent and energy to further the purpose of Job's Daughters so that we may, "Build with God for Tomorrow."

Consider the Lily and how it grows: tall, stately and beautiful in its spotless purity, Solomon in all his glory had no raiment such as this. Therefore, we have chosen the Lily as the Grand Bethel Flower.

We hold high our purposes and goals in Grand Bethel, which stand for:

G – Giving of ourselves

R - Raising our standards high

A - Aiming toward success

N – Nurturing our friendships

D – Determined to fulfill our duties

B –Bridging Daughters and adults

E -Encouraging the Bethel's work

T -Training ourselves to serve

H –Honoring our obligations to the Order

E –Embracing our differences

L - Loving Job's Daughters without reserve.

I now have the honor of introducing Mom _____, Grand Bethel Guardian, and Dad _____, Grand Bethel Associate Guardian.

PAGE TWENTY SIX
WELCOME CEREMONY

CURRENTLY READ:

GB Associate Guardian: In the year 1957, the first Grand Bethel in the East was organized in Maryland. This had been the dream of many Grand Guardians and Associate Grand Guardians, but Mom Hatfield and Dad Hanssen were the first to take definite steps toward achieving this goal. At the first meeting held in Baltimore, Maryland, it was decided that only Past Honored Queens and Majority Members from this jurisdiction up to twenty-five (25) years of age would be admitted to membership. At the second meeting held in Hyattsville, the colors light blue and white were chosen as the Grand Bethel colors. On January 26, 1957, the first Grand Bethel Installation was held in the Catonsville Masonic Temple. Since that time, the Grand Bethel has held many meetings and participated in many activities of the Bethels and Grand Guardian Council to further the purposes of Job's Daughters. We hope that your interest will help us continue the active part we plan for the future.

AMEND TO READ:

GB ASSOCIATE GUARDIAN: In the year 1957, the first Grand Bethel in the East was organized in Maryland. This had been the dream of many Grand Guardians and Associate Grand Guardians, but Mom Hatfield and Dad Hanssen were the first to take definite steps toward achieving this goal. At the first meeting held in Baltimore, Maryland, it was decided that only Past Honored Queens and Majority Members from this jurisdiction up to twenty-five (25) years of age would be admitted to membership. At the second meeting held in Hyattsville, the colors light blue and white were chosen as the Grand Bethel colors. On January 26, 1957, the first Grand Bethel Installation was held in the Catonsville Masonic Temple.

Since that time, the Grand Bethel has held many meetings and participated in many activities of the Bethels and Grand Guardian Council to further the purposes of Job's Daughters.

PAGE TWENTY SIX
WELCOME CEREMONY

CURRENTLY READ:

GB Guardian: It is with great pleasure that I welcome you into this organization. The purpose of the Grand Bethel is to promote the interest, welfare and growth of the International Order of Job's Daughters. When requested, the members are to render whatever assistance to the Bethels in the state, to assist in Installations, and fill vacancies in the Bethels. Members should encourage the younger Daughters to learn the ritual, be regular in attendance, and live in accordance with the teachings of Job's Daughters.

AMEND TO READ:

GB GUARDIAN: The purpose of the Grand Bethel is to promote the interest, welfare and growth of the International Order of Job's Daughters. When requested, the members are to render whatever assistance to the Bethels in the state, to assist in Installations, and fill vacancies in the Bethels. Members should encourage the Daughters to learn the ritual, be regular in attendance, and live in accordance with the teachings of Job's Daughters.

PAGE TWENTY-NINE to PAGE THIRTY
MAJORITY CEREMONY

CURRENTLY READ:

The GB Guide and GB Marshal march out to the sideline in usual manner to the West Line and turn in toward each other, they greet the members who are receiving Majority Degree, then escort them west of the Altar entering between the stations of the GB Second Messenger and GB Third Messenger and the stations of the GB Fourth Messenger and GB Third Messenger. (Plate 18)

The GB Officers form a circle around the Altar. (Plate 19)

AMEND TO READ:

The GB Guide and GB Marshal march out to the sideline in usual manner to the West Line and turn in toward each other. They greet the members, who are receiving Majority Degree, then escort them west of the Altar entering between the stations of the GB Second Messenger and GB Third Messenger past the station of the Librarian to the altar line. They then march north on the Altar line, march west between the station of the Chaplain and the Altar, and turn south so that the members are lined up between the stations of the Grand Bethel First Messenger and Grand Bethel Fifth Messenger. All face east.

The GB Guide and GB Marshal take their places in the circle by backing out between the stations of the GB Fourth and Third Messengers and Second and Third Messengers, respectively. (Plate 19)The GB Officers form a circle around the Altar. (Plate 20)

PAGE TWENTY-NINE to PAGE THIRTY
MAJORITY CEREMONY

CURRENTLY READ:
FRIENDSHIP

GB Junior Princess: Behold, how good and how pleasant it is for friends to serve together in unity.

GB Junior Custodian: We are richer because you have bestowed your friendship upon us.

GB Librarian: Friendship is a cherished gift more precious than gold.

GB 1st Messenger: And, the blessing of a true friend is the dearest blessing of all.

LOVE

GB 2nd Messenger: Love is one of the greatest gifts that can be given.

GB Guide: Love ye one another, for a man who displays love will be loved in return.

GB 3rd Messenger: May we give love, show mercy and serve humbly to please God.

GB Marshal: And by love, serve one another.

SERVICE

GB 4th Messenger: We are laborers together with God.

GB 5th Messenger: So long as we love, we serve.

GB Senior Custodian: A doer of the work... shall be blessed in his deed.

GB Senior Princess: You have finished the work that you were given to do.

GB Honored Queen: Let the beauty of the Lord, our God, rest upon us as our Grand Bethel Chaplain leads us in prayer. All present will please rise.

AMEND TO READ:

GB JUNIOR PRINCESS: In the Grand Bethel of Maryland, we learn to BUILD with God for tomorrow.

GB JUNIOR CUSTODIAN: As we stand around the altar we are reminded of the teachings of the Holy Scriptures –

GB LIBRARIAN: through which we learn valuable lessons to aid us in building our own character.

GB 1ST MESSENGER: Your character has been useful in the service of others.

GB 2ND MESSENGER: The Urn reminds us to pray unselfishly remembering, “Not my will, but Thine be done”.

GB GUIDE: Our prayer is carried to heaven by the incense, inspiring us to work for the good of our organization and all mankind.

GB 3RD MESSENGER: Throughout our lessons, we strive to teach fraternal love.

GB MARSHAL: The Lily, in its spotless purity, reminds us to stand tall and faithful in our Love of Job’s Daughters.

GB 4TH MESSENGER: We thank you for your dedication to the purposes and goals of the Grand Bethel of Maryland.

GB 5TH MESSENGER: May the lessons you've learned continue to guide you on your journey through life.

GB SENIOR CUSTODIAN: We hope your membership in the Grand Bethel has been a fulfilling experience.

GB SENIOR PRINCESS: May you continue to serve and support the Bethels in their work.

GB HONORED QUEEN: This ceremony will not mark the end, but the beginning of new and rewarding experiences. May you cherish the friendships you have made and the service you have given. The GB Chaplain will lead us in prayer. All present will please rise.

PAGE THIRTY to PAGE THIRTY ONE
MAJORITY CEREMONY

CURRENTLY READ:

The GB Guide and GB Marshal march straight to the East Line and then out to the sideline closest to them until the members are spaced evenly along the East Line. (Plate 20)

GB Honored Queen: We hope your membership in the Grand Bethel has been an inspiration to you and that you will continue to serve and assist the Bethels in their work. We hope that this ceremony will not mark the end but the beginning of new and rewarding experiences, that you will cherish the friendships you have made and the service you have given. We hope you will cherish always this Majority Certificate. (The corsages may be presented to the members before the meeting.)

GB Honored Queen: You will please face west for Introduction.

GB Honored Queen: Grand Bethel Guide and Grand Bethel Marshal, you will conduct the Majority Members to the sidelines and return to your stations. (One rap).

The GB Guide and GB Marshal march on a diagonal line toward the North and South Lines to the Altar Line, turning inward facing each other. (Escorting them to the sidelines in the usual Grand Bethel manner).

AMEND TO READ:

The GB Guide asks the Majority members to “Please follow me”. With the GB Marshal following, the GB Guide marches between the GB Librarian and the Altar to the Altar Line, turns north to the North Marching line, turns east to the East Line and turn south to the center the Majority Members on the East Line in front of the GB Honored Queen. (Plate 21)

GB HONORED QUEEN: We hope that you will cherish always this Majority Certificate. (Corsages may be presented to the members before the meeting.) **You will please face west for introduction.** (Introductions)

GB HONORED QUEEN: Grand Bethel Guide and Grand Bethel Marshal, you will conduct the Majority Members to the sidelines and return to your stations. One rap (*).

PAGE EIGHTEEN
ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
ELECTION MEETING

MOVE TO ADD NEW:

(Instructions to the Head Teller to be given prior to the meeting) When the results are tabulated, the GB Secretary will read: the total number eligible to vote, number of ballots cast, number of blank ballots, number of votes cast, number of votes needed for a majority, number of ballots cast for each candidate in descending order, and the number of illegal ballots. The GB Secretary reads the report.

PAGE NINETEEN
**ORDER OF BUSINESS FOR MORNING/AFTERNOON SESSION
ELECTION MEETING**

MOVE TO ADD NEW:

GB HONORED QUEEN: **Members aspiring to an office shall rise and state their name, and then be seated. If more than one person aspires to an office, I will direct the voting members to cast a ballot for that office. Mark the designated ballot with the candidates first and last name, folding the ballot once.**

GB HONORED QUEEN: **I now declare the ballot open for the office of _____. Those aspiring to the office of _____ shall rise and state your name.**

GB HONORED QUEEN: **Are there others?** Two asking are all that is required.

If only one candidate rises:

GB HONORED QUEEN: **If so, I declare the ballot closed. One rap (*). All those in favor, will vote by the voting sign of the Order. Pause. All those opposed, same sign. Pause.**

If “in favor” wins the majority: Follow the guidelines to “if a majority has been reached”.

If “opposed” wins the majority, or no candidate stands for the office: Follow the parliamentary procedure to present a motion to leave the office vacant.

If more than one candidate rises:

GB HONORED QUEEN: **The ballot is now open for the** (state the station). **Please write full names legibly and fold the ballot only once.** Pause for members to mark their ballots. **Grand Bethel Senior Custodian** (rises) **and Grand Bethel Junior Custodian,** (rises) **you collect the ballots.** Pause until the ballots have been placed on the GB Secretary's desk.

GB HONORED QUEEN: **Have all balloted who desire to do so?** (Pause) **If so, I now declare the ballot closed.** One rap (*).

The GB Secretary tallies the ballots and reports the results to the GB Honored Queen.

If a majority has been reached:

GB HONORED QUEEN: **By your vote you have elected** (full name) **as** (station) **for the** (March {year}/September {year}) **to** (September {year}/March {year}) **term.** One rap (*) and applause.

If a majority has not been reached:

GB HONORED QUEEN: **There being no majority, we will ballot again.**

Repeat until all offices are filled. A motion will need to be made to destroy the ballots.

GB HONORED QUEEN: This concludes the election of officers. One rap (*). Grand Bethel Guide and Grand Bethel Marshal you will open the doors and return to your stations.

GB Guide and GB Marshal open the doors and return to their stations.

PAGE THIRTY NINE
CEREMONY OF INSTALLATION

CURRENTLY READ:

The Host and Hostess shall be escorted to the East by the Installing GB Custodians to greet the GB Guardian and GB Associate Guardian. (Host introduces Hostess, Hostess introduces Host). Words of welcome are given by the Host and Hostess. The Installing GB Custodians assume seats on the East Line while the welcome is given. (Plate 23)

AMEND TO READ:

Optional: The Installing GB Custodians shall escort the Host and Hostess to the East. The Host introduces Hostess and the Hostess introduces Host. The Host and Hostess give words of welcome. The Installing GB Custodians assume seats on the East Line while the welcome is given. (Plate 22)

PAGE FORTY
CEREMONY OF INSTALLATION

CURRENTLY READ:

*Installing Officer: It is my pleasure to present to you the Installing Grand Bethel
Officers who will assist me:*

At the piano, _____ as Installing Grand Bethel Musician.

AMEND TO READ:

**INSTALLING OFFICER: It is my pleasure to present the Installing Grand Bethel
Officers who will assist me: at the instrument _____ as Installing Grand
Musician.**

PAGE FORTY-ONE
CEREMONY OF INSTALLATION

CURRENTLY READ:

Installing Officer: Before you is our country's Flag, the blue for the skies above us, the white for purity, and the red for our forefathers' blood. There are thirteen red and white stripes designating the original thirteen colonies, and on the field of blue there are fifty stars, one for each state in our fine Country. Never falter in your allegiance to the United States of America and most of all love God and believe in yourself. Let us all sing the Star Spangled Banner.

Installing Officer: Installing Grand Bethel Flag Bearer you will place the Flag in the East in its position of Honor. (Plate 33).

AMEND TO READ:

INSTALLING OFFICER: Before you is our country's flag, the blue for the skies above us, the white for purity and the red for our forefather's blood. There are thirteen red and white stripes designating the original thirteen colonies. On a field of blue, there are fifty stars, one for each state in our fine country. May this flag remind us to never falter in our Allegiance to the United States of America. All will join in singing the National Anthem.

After the Flag tribute, the first verse of the "Star Spangled Banner" will be sung. The Installing GB Marshal does not sing.

INSTALLING OFFICER: Installing Grand Bethel Marshal, you will place the American Flag in the East. (Plate 32)

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CEREMONY OF INSTALLATION

CURRENTLY READ:

Installing GB Secretary: By direction of the Grand Guardian Council of Maryland, I declare the officers and representatives of the Grand Bethel of Maryland, International Order of Job's Daughters, with the exception of _____, legally installed for the transaction of business under the laws, rules and regulations of the Grand Guardian Council of Maryland. 1 rap of the gavel.

AMEND TO READ:

INSTALLING GB SECRETARY: By direction of the Installing Officer, I declare the officers and representatives of the Grand Bethel of Maryland, Job's Daughters International (with the exception of _____) legally installed for the transaction of business under the laws, rules and regulations of the Grand Guardian Council of Maryland. One rap (*).

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**CEREMONY OF INSTALLATION
CLOSING**

AMEND TO ADD:

GB HONORED QUEEN: **Closing Ceremony. Grand Bethel Senior Custodian** (rises) **and Grand Bethel Junior Custodian**, (rises) **you will prepare for the retiring march.** Two raps (***) to call up the GB Officers, GB Representatives, and GB Guardian and GB Associate Guardian.

The GB Custodians walk to the Altar Line then out to the sidelines commencing at the Altar removing the GB Librarian and GB Chaplain chairs. The GB Custodians then proceed to remove the other chairs behind the GB Librarian and GB Chaplain in the same manner. The GB Junior Custodian removes the GB Third Messengers chair, after which they return to their stations by marching up the sidelines, turning in at the Altar line, march to point in line with their chairs, and then turning towards their chairs, walking in a straight line until they reach their seat. The GB Custodians remain standing. (Plate 11) As the GB Custodians are returning to their stations, the GB Guardian and GB Associate Guardian proceed across the East Line to a point in line with the East Dais, turn right and ascend the dais.

Retiring March Line Up

GB Marshal	GB Guide
GB Fourth Messenger	GB Second Messenger
GB Third Messenger	GB First Messenger
GB Fifth Messenger	GB Librarian
GB Chaplain	GB Secretary
GB Senior Custodian	GB Treasurer
GB Senior Princess	GB Junior Custodian
GB Honored Queen	GB Junior Princess

The GB Guide and GB Marshal march diagonally from the West Line, then proceed along the North and South Lines. As the GB Guide and GB Marshal pass the GB Messengers, each shall fall into line with the GB Second Messenger preceding the GB Third Messenger. (Plate 12)

When the GB Guide and GB Marshal march east to the East Line, the GB Guide turns left and the GB Marshal turns right. They march to a point in line with the south and north sides of the Altar. The GB Guide turns left and the GB Marshal turns right and they march west to the Altar Line. The GB Senior Custodian and GB Junior Custodian follow the GB Librarian and GB Chaplain. The GB Senior Princess and GB Junior Princess leave the East and follow the GB Custodians respectively.

When the GB Guide and GB Marshal reach the Altar Line, they turn left and right and march to the South and North Marching Lines then turn west to the West Line. They turn left and right to a point in line with the north and south sides of the Altar. (Plate 12) As the GB Honored Queen reaches the East Line, she marches directly to the Altar Line. The GB Honored Queen remains standing east of the Altar. (Plate 12)

As the GB Guide and GB Marshal approach the East forming the parallel lines, north and south of the Altar, they shall stop so that the GB Chaplain is North of the Altar. (Plate 13)

The GB Chaplain and GB Honored Queen approach the Altar simultaneously. (Plate 13)

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CEREMONY OF INSTALLATION OF GRAND BETHEL GUARDIANS

CURRENTLY READ:

GB Honored Queen: Installation of Grand Bethel Guardian and Grand Bethel Associate Guardian. Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will escort to the East _____ and _____ who will act as Installing Officers.

AMEND TO READ:

GB HONORED QUEEN: Installation of Grand Bethel Guardian and Grand Bethel Associate Guardian. Grand Bethel Guide (rises) and Grand Bethel Marshal (rises), you will escort to the East the Installing Officers. GB Guide and GB Marshal escort the Installing Officers following the Escort and Introduction guidelines. (Plate 9)

It is my pleasure to introduce _____ and _____ who will act as Installing Officers.

**BALLOTING FOR GRAND BETHEL GUARDIAN
AND GRAND BETHEL ASSOCIATE GUARDIAN
(MARCH ONLY)**

AMEND TO ADD NEW:

GB HONORED QUEEN: Balloting for Grand Bethel Guardian and Grand Bethel Associate Guardian. Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will distribute the ballots and pencils.

After the ballots have been distributed, members may begin to mark their ballots for their recommendation of GBG and GBAG. When finished they shall hold their ballot in the air to signal their completion.

Grand Bethel Senior Custodian (rises) and Grand Bethel Junior Custodian, (rises) you will collect the ballots and pencils.

The GBSC and GBJC collect the ballots on their designated sides and walk to the Secretary's desk as conducted in Election of Officers. The GB Secretary places the ballots in an envelope to be sent to the VGG.

At this point, the GB Secretary seals the envelope. The GB Secretary is to mail or hand deliver, within five days of the Grand Bethel Meeting, the ballots of elections for the GBG and GBAG to the VGG.