

## Grand Deputy Official Help Session Report

Grand Deputy \_\_\_\_\_ Date: \_\_\_\_\_

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

Attendance \_\_\_\_\_

Members: \_\_\_\_\_ Council: \_\_\_\_\_ Others: \_\_\_\_\_

Is the Bethel using the following?

Roll Book: \_\_\_\_\_ Attendance Register: \_\_\_\_\_

Number active members: \_\_\_\_\_

Average meeting attendance: \_\_\_\_\_

Meeting days \_\_\_\_\_

Meeting time: \_\_\_\_\_

Are Bethel meetings held in accordance with that listed on page NE C-Bethel, Art XII, Meetings: \_\_\_\_\_

If not, have Special Dispensations been requested? \_\_\_\_\_

Check the books and records:

Recorder \_\_\_\_\_ Treasurer \_\_\_\_\_ Using New Minute Books \_\_\_\_\_

How many Bethel Bylaws Manuals: \_\_\_\_\_ Are they current: \_\_\_\_\_ Being used: \_\_\_\_\_

Does Guardian Council meet regularly  Yes  No Are Minutes kept  Yes  No

### Regalia

Robes – 4” hems, 3” from floor, cords tied correctly with square knot, under slip 4-6” from floor	
General neat appearance and cleanliness overall	
Headbands, white hose and shoes	
Jewelry	
Crowns worn correctly — Ritual p. 16	

### Set up of Bethel

Bible	
Dove	
Urn	
Horn of Plenty and Lily of the Valley	
Charter	
JDI Emblem	
Chaplain, Treasurer and Messengers chairs	
Altar	

This Official Help Session Report is to be used by Grand Deputy while making the Bethel visit. It is the guideline to be used while observing ritual work, checking Bethel records, and learning about the Bethel and its activities. A completed report will be given to the Honored Queen, Bethel Guardian, Grand Guide, Grand Guardian and Vice Grand Guardian.

### Opening Ceremony

Entrance of Guardians (Ritual p. 27-28)	
Entrance of Bethel Choir (Ritual p. 28-29)	
Entrance of Bethel Officers (Ritual p. 29-31)	
Escort of National Emblem	
Correct carriage and line of march by Marshal (Ritual p. 33-34)	
Proper turning – when flag at Altar – all officers face flag (Ritual p. 33-34)	
HQ sounds one rap of gavel as Marshal turns to return to station (Ritual p. 34)	
Escort of Bethel Flag	
Correct carriage and line of march by Marshal (Ritual p. 35-36)	
Proper turning – when flag at Altar – all officers face flag (Ritual p. 36)	
HQ sounds one rap of gavel as Marshal turns to return to station (Ritual p. 37)	
Pledge of Honor for Adults	
Chaplain (Ritual p. 37-38)	
Stations and Duties of the Officers	
Officers (Ritual p. 38-45)	
Exemplification of signs and repeating the responses (Ritual p. 45)	
Chaplain and Lord's Prayer OR Opening Prayer (Ritual p. 45-47)	
Line of March to Altar	
Reverently Opens Bible	
Attitude of Prayer by all members	
Turning correctly when returning to station	
Recorder takes her position at desk (Ritual p. 60)	
Inner and Outer Guards (Ritual p. 47-48 and p. 21--22)	
Notes:	

### Escort, Honors and Introductions

Honored Queen – correct order, honors and/or hearty welcome (Ritual p. 51-53)	
Guide and Marshal (Ritual p. 54-55)	
Time and floor work	
Face visitor(s) in East and bow	
Turn correct way at waiting stations and thank visitors for coming	
Notes:	

**Order of Business**

Honored Queen – Headings are NOT to be read (Ritual p. 59)	
Special dispensation — <b>only called for if requested</b>	
Roll call — announce station and person. Rise and answer "present"; remain standing	
Report of Ballot on Petitions — <b>only if candidates for Initiation</b>	
Ceremony of Initiation (See Supplement B or C or Majority or Obligation Ceremony)	
Reading of Minutes	
Treasurer's Report and line of march (Ritual p. 62)	
Communications – Recorder gives name of person signing each communication before it is read (Ritual p. 62).	
Petitions (Ritual p. 63)	
Reports:	
Unfinished Business:	
<b>New Business:</b> Any business brought up at this time must have been approved by Executive Members of the Bethel Guardian Council.	
Election of Officers— last meeting in April or first meeting in May; and last meeting in October or first meeting in November	
Recommendation of Daughters for Executive Bethel Guardian Council (Form 221). Ballot shall be taken at least 45 days prior to Annual Session of the GGC [NE SI-8 1].	
Receipts of the Meeting per Ritual (p. 64)	
Bills handled as per Ritual (p. 65). Recorder announces that bills have been audited. The bills must be audited before being read.	
Librarian's Report (Ritual p. 66)	
Mothers', Fathers' and Guardians' Prayer and Song (Ritual p. 66-67)	
Good of the Bethel (Ritual page 67):	

**Closing Ceremony**

Recorder and Outer Guard return to stations (Ritual p. 68)	
Chaplain (Ritual p. 68-69)	
Attitude of prayer by Chaplain and Daughters	
Closing Bible correctly and in reverent manner	
Instructions to Inner & Outer Guards and positions on floor (Ritual p. 70-71)	
Custodians – Removing chairs (Ritual p. 71)	
Guardians – (Ritual p. 71 and 82)	
Retiring March – Floor work (Ritual p. 70-73)	
Closing Formations – Floor work, kneeling together, and attitude of prayer (Ritual p. 91-101)	
Cross — (Ritual p. 74)	
Square & Compass —(Ritual p. 76)	
Triangle —(Ritual p. 79)	
Assembly on West Line (Ritual p. 81)	
Bethel Guardian's response and rap (Ritual p. 82)	
Officers and Bethel Choir retire from Bethel room	
Notes:	

**Miscellaneous**

Honored Queen	
Use of gavel (Ritual p. 17)	
Manner of Presiding	
Parliamentary Procedure (Ritual p. 13-14)	
All Officers	
Work memorized, except authorized notes (Ritual p. 10)	
Correct posture of others while seated and standing (Ritual p. 11)	
Suggested pronunciations (Ritual p. 115)	
Square corners	
Notes:	

Other comments and observations (use reverse side as needed)

Check if the Grand Guardian needs to make further contact with this Bethel.

**Please give this to the Honored Queen or Bethel Guardian for submission.**

**Information for the Exemplary Leadership Award**

Overall impressions of your Bethel's Ritual work at a regular meeting or Ceremony of Initiation

	Points	Comments
Floor work (10 - 100 points)	_____	_____
Memorization (10 - 100 points)	_____	_____
Music (10 - 100 points)	_____	_____
Total Ritual work points	_____	_____

Deputy Signature \_\_\_\_\_

Date of Observance \_\_\_\_\_