

Job's Daughters International



Planning Your Term

Adapted from JDI Bethel #18 Omaha
JDI Bethel #27 Lincoln Line Officer Manuals
and
Nebraska's Planning a Term Booklet

Welcome to “The Line”!

You are now a member of the Line Officers, and on your way to becoming Honored Queen and the leader of the Bethel! As you are in the Line, you will be held to a higher standard regarding your attendance and participation in Bethel activities and meetings. Your fellow sisters have elected you to your new position because they trust that you are a leader in the Bethel and have faith that you will help the Bethel succeed.

This manual has been developed to assist you in carrying out your duties as a Line Officer and to help prepare you for your term as Honored Queen. If you have any questions, comments or suggestions about the information in the manual or in preparing for an upcoming term, please be sure to talk with a member of the Bethel Guardian Council. The Council members are always available to assist you!

The toughest challenge facing Line Officers and Councils is creating a program for their Bethel that generates excitement and interest among the members, promotes fun and friendship, entices others to join, and keeps current members coming back. It is a huge responsibility and one that is best accomplished with pre-planning and follow through!

It is important that our Bethel prepare plans aimed at meeting the key needs of developing leadership skills of young women. A successful Bethel is one that plans and implements well, while preserving flexibility for changing needs.

The two main reasons girls join our organization are for fun and friendship. Your plans must promote friendship and fun in our Bethel to achieve successful terms and to reach your goals. Increasing these two attributes will send our Bethel down a successful path toward satisfied members and membership growth.

Job’s Daughters offers a lot to growing young women. A well-planned and implemented program maintains the members’ interest and develops a strong commitment to our Bethel. Activities should provide meaning and a well-rounded experience that benefit members now and later in life.

You owe it to your members, as well as non-members to build a successful Bethel so more young women can share in the advantages of belonging to our Order. Job’s Daughters is important to the positive development of young women. Do your best to build a Bethel they want to join and remain as a member.

As a Line Officer, the following is required of you, in addition to the duties as described in the Ritual and individual Officer positions listed on the following pages:

1. Attend all meetings, unless excused by the Bethel Guardian. In order to continue in the Line, you cannot have any unexcused absences.**
2. Attend as many activities as possible. Attendance at activities shows your commitment and devotion to Job's Daughters and our Bethel and sets a good example for the other members.
3. Attend Go to Church Sunday, unless excused by the Bethel Guardian.
4. Take part in all fundraisers and community service projects.
5. Memorize your part and be proficient in floor work.
6. Act according to the teachings of Job's Daughters, including outside of the Bethel.
7. Introduce yourself to and take time to talk with prospective members.

** What is an excused absence?

School activity for a grade point, family emergency, illness

** What is not excused?

Work/ employment, forgetting a meeting, hanging out with friends, studying or completing homework

Individual Line Officer Duties

Marshal

It is the Marshal's duty to be in charge of setting up the Bethel room prior to meetings and ensuring that everything is put back in storage appropriately. The Guide, Custodians and other Daughters are to assist you in these tasks, but it is your job to be proficient in the placement and set up of the Bethel paraphernalia. You will need to be at Bethel meetings on time, as called by the Honored Queen and Bethel Guardian.

Guide

You are also to help with the set up and clean up of the Bethel paraphernalia. You will need to be on time to Bethel meetings, as called by the Honored Queen and Bethel Guardian.

As Guide, it is also important to start thinking about your term as Honored Queen. In particular, start thinking now about activities and fundraisers that you would like to have during your Honored Queen term.

Junior Princess

It is the Junior Princess' duty to assist new initiates in preparing for the Proficiency Test. You will work with the Director of Epochs and another daughter on the Proficiency Committee in this duty. You will need to meet with the new initiates at times outside of Bethel meetings and activities to help the girls learn the materials needed to pass the Proficiency Test.

You are also to assist the Senior Princess in carrying out her community service project.

You will also start outlining your Honored Queen's term and preparing for the Senior Princess community service project. Now is a good time to finalize those items that appear on the Honored Queen's page of the Installation program (colors, term calendar, etc.).

Senior Princess

It is the Senior Princess' duty to be in charge of coordinating and conducting a Community Service Project. The Community Service Project can be fun and educational. Choose something that is close to your heart! You will need to present your idea to the Council prior to Installation (as Senior Princess-elect) for approval.

You are also in charge of the Bethel Big Sisters program. You will assign a Bethel Big Sister to all new initiates at the time of their initiation and keep a log of all Bethel Big Sister/ Little Sister pairs to pass on to the next Senior Princess.

You act as the Honored Queen's "Right Hand Pal". This means that you are to support the Honored Queen during meetings and activities, assist in welcoming guests and assist in making calls to the Bethel members and Council.

You will start seriously planning for your term as Honored Queen. You will start putting together your Honored Queen's term calendar and finalizing plans for Installation.

Honored Queen

It is the Honored Queen's duty to be the leader of the Bethel. All of the girls and the Council will look to you for leadership, preparedness and active participation. It is essential that you know your ritual and have your part memorized as you are conducting Bethel meetings. You will be at every meeting and activity (unless excused by illness, family emergency or unavoidable school event). You will interact with all girls. It is your job to welcome guests and, in particular, new initiates and prospective members.

Pay particular attention to the obligation you take as you are installed as Honored Queen. You are to dress, act and speak like an Honored Queen—meaning, no short skirts or revealing clothing, no foul language, no bullying or gossiping, and always be in a good mood with a positive attitude.

As Honored Queen-elect, you will need to prepare and present to the Council for approval a Term Calendar, list of appointed Officers, committees, fundraising activity, and Community Service Project. You will need to plan for the following activities and ensure that the activities are on your Term Calendar:

You, as a Bethel leader, share in this awesome responsibility to make your Bethel a youth organization that is appealing, meaningful and relevant to young women. Your best means to accomplish this is through a good plan!

It is important to identify similarities and those characteristics that set Job's Daughters apart from other organizations. We must make sure our similarities are at least up to par with other organizations, and that we capitalize on our advantages. The following are some key benefits of Job's Daughters membership:

- ❖ Fun activities that bind young women of all ages
- ❖ Friendship with young women your own age, as well as those younger, older, locally and across the state/ world
- ❖ Public speaking experiences
- ❖ Leadership, planning and organizing skills
- ❖ Travel opportunities
- ❖ And much, much more!

Job's Daughters gives members a variety of experiences to better prepare them for life experiences that are difficult to receive from any other organization. It is your responsibility to ensure our members have the opportunity to participate in those experiences.

The planning process provided here is to assist you in planning your Honored Queen's term considering the major factors that most positively meet the needs of your Bethel and members. A good program helps your Bethel in four important ways:

- ❖ The participation of members in the planning process enlists their commitment to the activities of our Bethel through their input and implementation of its plans.
- ❖ It will be easier to "sell" your Bethel to young women interested in joining and their parents, if you can show them an appealing, meaningful and relevant planned program. Today's young women can select from a variety of activities. Competition for their attention is severe. It all begins with you! Your Bethel's Term must offer the promise of experiences they can't get anywhere else. (Or at least more fun and better friends!)
- ❖ A similar planning process is commonly used in the business world. Members will benefit by being exposed to this form of planning.
- ❖ It assures your members that their continued involvement in your Bethel will reward them with activities that are appealing, meaningful and relevant. They will be more likely to attend with the promise of a good, ongoing program.

The future of our Bethel hinges on the plans you make today and carry out tomorrow. Your goal must be to create a plan for each term that carries you into the future as a viable and healthy Bethel.

The HQ-elect must include each of the following items on the term calendar. Some activities are required in our Bylaws, and all activities are intended to help the HQ-elect plan a successful and productive term. The HQ-elect is encouraged to combine items from the list into a single activity whenever possible.

Examine the items on this list carefully, and incorporation of all items into the term calendar will assist the Honored Queen in earning the Exemplary Leadership Award, and our Bethel being awarded with the Grand Bethel Award of Distinction at Grand Session in June. The HQ-elect must also review the requirements for the Exemplary Leadership Award and Grand Bethel Award of Distinction in planning the events of her term. This list alone will not satisfy the requirements of these awards.

Term Planning

There are certain meetings and activities that must take place during the term, as outlined in the Bylaws. Below is an outline by month and term:

Make yourself a chart and use the space provided in this manual to jot down your ideas. Consider the months and season your term as Honored Queen will occur—Spring Term consists of January, February, March, April, May, and June and Fall Term consists of July, August, September, October, November, and December.

Always consider the following when planning activities:

- ❖ Where will the event take place?
- ❖ How long will the event take? What activities within the overall activity will be needed?
- ❖ How will we let others know of the event (fliers, invitations, news releases, etc.)?
- ❖ Decorations, supplies, materials, and equipment needed
- ❖ Budget and cost involved
- ❖ Food and refreshments
- ❖ Transportation needed
- ❖ Is a minimum number of people needed?

Each Term

- Initiation Ceremony (even if there are no new members)
- Official worship service (traditionally called Go-to-Church Sunday)
- Project for the Educational and Promotional Funds
- Participation in the Grand Bethel Honored Queen's Project
- Participation in the Miss Nebraska Job's Daughter Project

Each Year

- Celebration of Bethel Birthday (near the Institution date)
- Majority Ceremony and/or Obligation Ceremony at least once per Grand Year (June to June)
- Participation in the Vice Grand Guardian's Project (by November 1st of every year)
- Participation in the Grand Guardian's Project
- Grand Family Visitation (usually in the Summer or Fall)
- Supreme Family visitation

January

- Two Bethel meetings
- Council meeting to prepare Annual Report **

February

- Two Bethel meetings
- Council meeting**

March

- Two Bethel meetings
- Observation of Founder's Day (near Mother Mick's birthday of March 9)
- Council meeting**

April

- Two Bethel meetings, one of which will be for the Daughters to recommend the Executive Bethel Guardian Council members , and one of which will be for Election Talk by the Associate Bethel Guardian
- Election of Officers (either the last meeting in April or first meeting in May)
- Council meeting for elections for Council**

May

- Two Bethel meetings, one of which will be Election of Officers if not held in April
- Council meeting for approval of Fall Term**

June

- Installation of Bethel Officers
- Grand Bethel Session

July — one or both meetings may be part of recess

- One Bethel meeting and Installation of Bethel Guardian Council
- Council meeting**

August — one or both meetings may be part of recess

- One Bethel meeting
- Council meeting**

September

- Two Bethel meetings
- Council meeting**

October

- Two Bethel meetings, one of which will be for Election Talk by the Associate Bethel Guardian
- Election of Officers (either the last meeting in October or first meeting in November)
- Council meeting**

November

- Two Bethel meetings, one of which will be for Election of Officers (if not held in October)
- Council meeting for approval of Spring Term**

December

- Installation of Officers
- One Bethel meeting

**Council meetings are typically held on the [day] of the month. The Bethel Guardian will set these dates.

In planning your Honored Queen's Term, you will also plan for activities that fall in the following categories. Be creative in your planning and consider the ideas and questions listed below.

Try not to schedule more than one activity in a 3-day period. Each month should have at least one fun activity and one other activity, which can be done at the same time. Try to schedule most of the activities during the first two-thirds of the term, as the last month or two tends to get very busy with additional activities and Installations.

Bethel Meetings. You want to make the meetings fun and interesting. Having fun and interesting meetings can be achieved by varying the topics discussed, hosting guests, or doing something different.:

- ❖ Celebrating birthdays of members and Council
- ❖ Honoring parents, guardians or Council members
- ❖ Honoring Majority Members, Past Honored Queens, Past Princesses, and other Masonic Organizations
- ❖ Hosting other Bethels for a Friendship Night
- ❖ Having refreshments before or after meetings

Fun Activities. Promoting friendship and fun is key to a successful term. The Bethel needs to have social activities to maintain interest and commitment of the members.

- ❖ What has been successful in the past?
- ❖ What does my family enjoy doing?
- ❖ Theme or Holiday parties
- ❖ Outings—bowling, hayrack rides, museums, etc.
- ❖ Sleepovers
- ❖ Progressive dinner/ lunch/ breakfast

Community Service Projects. Community involvement teaches valuable lessons to the members and increases exposure for the Bethel, which will benefit a greater awareness and appreciation of Job's Daughters. Choose those activities that provide valuable service and be worthy of notice by a large segment of the community.

- ❖ What do you hope to accomplish?
- ❖ What group of people or what individual person would you like to help?
- ❖ How long will the project take? A few months or a day?
- ❖ Collection of food or items for shelters or food pantries
- ❖ Participation in local beautification projects
- ❖ Visiting a nursing home
- ❖ Recycling
- ❖ Helping with charity fund drives

Fraternal Relations. Cooperation with Masonic related groups for assistance with your Bethel's growth is important to maintain a positive relationship with the Masonic bodies that meet in our lodge and in the Omaha area.

- ❖ How do we recognize our heritage?
- ❖ Perform Living Cross at a Masonic organization meeting or installation
- ❖ Secret Mason/ Eastern Star for holidays or birthdays
- ❖ Help Shriners with their Circus or Shrine Bowl
- ❖ Hold a Mason and/ or Eastern Star night at a Bethel meeting and perform a special ceremony

Fundraising. Fundraising activities enable our Bethel to travel and participate in activities so that the cost to each member is reduced. The ability to attend Grand and/ or Supreme Session or workshops could hinge on our success in raising money.

- ❖ What do we need money for?
- ❖ Car wash
- ❖ Catalog sales
- ❖ Pancake Breakfast or other food events
- ❖ Garage Sales

HIKE Event. The Hearing Impaired Kids Endowment Fund (HIKE) is the official philanthropy of Job's Daughters and so it is important that we participate and promote the Fund.

- ❖ Fundraisers
- ❖ Talk with local hospitals or clinics about HIKE
- ❖ Attend HIKE presentations
- ❖ Attend and participate in local HIKE fundraisers hosted by other Bethels
- ❖ Participate in Mid America HIKE (the 1st Saturday of May) and participate in the Metro Area HIKE fundraiser (usually held the 1st Saturday of March)

Masonic Family Events

- ❖ Grand Family workshops
- ❖ HIKE events sponsored by Grand, other area Bethels
- ❖ Mid-America HIKE
- ❖ Shrine Circus
- ❖ Shrine Bowl
- ❖ Lodge, Eastern Star, Rainbow and DeMolay Installations or other events
- ❖ Eastern Star Grand Chapter
- ❖ Masonic Youth Leadership Conference (triennial)

Membership. Bethels must actively work to recruit new members during each term. Growth occurs if there is a planned approach and opportunities are identified to reach prospective members and their parents.

- ❖ Host a fun activity just for prospective members
- ❖ Open meeting
- ❖ How do we promote the organization to new people?

Leadership

You were elected by the members of our Bethel to represent them. They saw in you a person they can trust to lead them responsibly so they realize the full benefits to serve the membership of our Bethel. It is an awesome responsibility! So, what is leadership? How does it change your role in the Bethel now? What will be expected of you now?

Leadership is the ability to inspire and help people work toward a goal. You will spend at least two years in elected leadership positions to prepare you for your most important task of leading the Bethel for six months. During your Honored Queen's term, it is of critical importance that activities are well organized, fun, aimed at the growth of each member, and that our Bethel is a happy, positive and fun place to be a member. The members are looking up to you to make this happen.

Remember that you are an officer for the members. It is their term which they are letting you be the leader. Therefore, it is important that you do your best to meet their needs and expectations. As an elected leader, you will fulfill your leadership responsibilities when you do your part to help our Bethel reach its goals for all terms that you are an elected officer. This must be your number one priority! You not only represent yourself, but you represent the entire Bethel. You were elected to serve the members— they do not serve you!

There are many ways to lead and be a leader.

1. Set an example for the other members to follow by observing what you say and do.
2. Help settle differences and disagreements by encouraging a spirit of cooperation and togetherness among all members.
3. Introduce new ideas that help solve problems and offer new experiences that the Bethel will enjoy.
4. Help develop a team spirit in our Bethel. You can only be successful if you work together with the other members. Don't let our Bethel divide into different cliques. The Bethel needs everyone's support to reach our goals.
5. Support the members and overlook their faults. We all have faults and weaknesses, and everyone makes mistakes. When this happens, be constructive, tolerant and tactful. You want them to treat you that way too when you make a mistake.
6. Strive to achieve the Bethel's goals. Show more interest in group goals than personal goals. Your personal goals are secondary when you are a leader.

To reach your goals and the Bethel's goals, you must communicate with the members and Council. This means:

- ❖ Tell the Council of your concerns, desires, and plans. The Council must have all information so they can help.
- ❖ Openly communicate (talk, share, write, text, etc.) with all members of the Bethel. Don't shut anyone out! Now that you are an elected officer, it is your responsibility to ensure that every member feels like a part of the Bethel. Your attention helps bring members together and makes your Bethel stronger because everyone will feel more welcome. The members will look up to you. Therefore, giving your attention to all members will impress them and keep them coming back.
- ❖ Listen carefully to others. You will find out how they feel about the Bethel. This will help avoid potential problems and identify the kinds of activities that will attract more members. When you are Honored Queen, you will want to lead a strong, happy and active Bethel. Now is the time to start listening so the term you are Honored Queen will be geared to their needs.
- ❖ Keep a positive attitude. Even if you disagree with what is happening or being said, don't let your negative emotions show. Analyze each situation based on what you believe is best for the Bethel. Then offer your opinion weighed in balance with the needs of the Bethel. When a decision is made, accept it and stand united with those who made the decision even if you disagree. Make the best of every situation for the good of the Bethel.

How do I communicate and achieve the goals of the Bethel?

- ❖ Remind members of the Bethel's purpose and goals when they have lost sight of the real purpose of activities.
- ❖ Provide encouragement by showing appreciation for good ideas and extra effort, no matter who does it.
- ❖ If someone is out of line, let her know how you feel and how it reflects on the whole Bethel. If you don't feel comfortable doing that, bring the situation to the attention of a Council member.
- ❖ Be creative in your plans for the Bethel. Most Bethels hold similar activities each term. Try to think of new and better approaches to activities. The freshness of your plans will be more exciting to your members. Of course, don't abandon activities that the members particularly enjoy.

Everyone should accept responsibility for the Bethel's work. This happens when the elected leaders are actively involved by:

1. Taking the initiative to get things done. If you wait for someone to see a need and then ask for help, it may be too late.
2. Ask for help when you need it. Delaying a difficult problem only makes it worse. Get assistance so progress can continue.
3. Be decisive, energetic and enthusiastic.
4. Know when and how to say "no", whether it is to more responsibility or to do something that won't direct our Bethel toward its goals.

How will you benefit from this experience?

1. You will possess self-satisfaction when you give your all and the Bethel and members benefit from your leadership.
2. You will develop greater self-confidence by successfully completing your years of leadership in the Bethel.
3. You will grow in leadership skills, which you will be able to apply throughout your life.
4. Your selfless efforts for our Bethel will gain you the respect and admiration of others.

No one is born a natural leader. We learn by doing. Leadership is one of the most important qualities you have the opportunity to learn through your membership in Job's Daughters. Gaining leadership experience by using the planning process in this manual will help you for the leadership challenges you will face not only in the Bethel, but also in the future.

Your Council

A successful Bethel will have a Bethel Guardian Council that serves as a sounding board for your ideas, provide assistance when needed, and offer advice about your activities. Job's Daughters exists for the benefit of the girls. A very important part of the Council's role is teaching the members to be good leaders. We learn best by doing and your Council will let you "do" as much as you can so that you and the other members will grow as young women.

The Bethel Guardian Council must approve all business and activities of the Bethel. In that way, the Bethel Guardian Council provides guidance and supervision of all Bethel activities and meetings.

The Council is made up of adults (age 20 and older) with Masonic relationships, who are Certified Adult Volunteers and are interested in helping young women. The planning process explained in this manual takes you step by step to this approval from the Council. It also involves the key Council members so their input is included before you present your plan to the Council. Your Council members are here to help and guide you. So call on them as required by their job duties!

The **Executive Bethel Guardian Council**, consisting of the individuals listed below, is responsible for approving all business and activities of the Bethel. They are also responsible for investigating, reprimanding, suspending, or expelling officers or members, according to the Bylaws.

- ❖ The Bethel Guardian, a woman who is a Majority Member of Job's Daughters, a direct descendent of a Mason or a member of an adult Masonic organization, is the primary leader of the Bethel. The Bethel Guardian works to organize the Honored Queen, Officers and activities. She is often your first point of contact in planning for your term.
- ❖ The Associate Bethel Guardian, a man who is a Mason in good standing, assists the Bethel Guardian and Honored Queen in organizing the Bethel and works to promote Masonic relations.
- ❖ The Guardian Secretary oversees the work of the Recorder, takes the minutes of the Council meetings and assists the Bethel Guardian with paperwork.
- ❖ The Guardian Treasurer maintains the Bethel's account and monies of the Bethel.
- ❖ The fifth position of the Executive Council consists of the Guardian Director of Music or the Guardian Director of Epochs. The Guardian Director of Music oversees the music of the Bethel, ensuring that a musician or musical accompaniment is available for all Bethel meetings. The Guardian Director of Epochs oversees the ritual work of the Daughters, ensuring the Daughters are proficient in their memorization and floor work.

The **Associate members of the Bethel Guardian Council**, consisting of the individuals listed below, assists the Executive members in carrying out the goals of the Bethel and in guiding the Daughters. Not all Councils have all of the positions listed below.

If you are unsure of what positions are covered in our Bethel, talk with one of the current Council members.

- ❖ The Director of Music or Director of Epochs, as described above.
- ❖ The Promoter of Sociability assists in preparing initiates for the Initiation Ceremony and promotes social activities within the Bethel.
- ❖ The Custodian of Paraphernalia oversees the Bethel's paraphernalia and ensures that the Daughters are dressed and ready to go for Bethel meetings.
- ❖ The Promoter of Finance assists the Guardian Treasurer with the Bethel's accounts and assists with fundraising programs.
- ❖ The Promoter of Hospitality assists in preparing refreshments before and/ or after meetings and assists in welcoming guests at meetings and activities.
- ❖ The Promoter of Fraternal Relations assists the Associate Bethel Guardian in promoting Masonic relations.
- ❖ The Director of Promotion assists Daughters and Council in promoting the good work of the Bethel and Job's Daughters.
- ❖ The Promoter of Youth Activities assists the Bethel Guardian and Honored Queen in activities of the Bethel that lends to the personal growth of the Daughters.
- ❖ The Promoter of Good Will sends cards and well wishes to those that are ill or in need.

Consideration by the Executive Bethel Guardian Council

As Honored Queen-Elect, it is time for the Executive Bethel Guardian Council to review your plans and give approval for the events to take place. In preparing to meet with the Council, you will want to present a typed agenda with your calendar, list of appointed officers, and goals for the Bethel.

Prior to meeting with the Council, review all of your plans and think through questions you may be asked. Prepare a presentation to define the reasons for the goals and activities, how your activities/ plans will help achieve the Bethel's goals, how you expect the Bethel to improve through these activities/ plans, budget, etc. You should plan to meet with the Bethel Guardian and Associate Bethel Guardian prior to meeting with the full Council. You will want to be prepared for opinions that do not support your plans. Remain calm and back up your opinions and plans with the thought process that you utilized in developing your plan.

The Council gives the members advice based on their years of experience and the continuity they provide from term to term. It is important that you not only accept their decision, but that you support it. Creating a rift in your Bethel is not worth the sacrifice of an activity, and it can undo all that you are trying to accomplish through your planning. You will show your leadership ability as a Bethel officer by accepting their decision.

It is hoped that the Council, acting in the best interests of the growth of the members, will allow the elected leaders to test their wings. Plans can be attempted, adjusted and even revised. There is growth in the members whether the plan is a success, is salvaged

or fails. It is most important that the Council supports the members in their plans so they have the best opportunity to learn and gain practical leadership experience.

Installation Planning Guide

The following is a checklist specific for the Honored Queen-Elect as she and her family prepares for the Installation.

Reserve lodge for the date of Installation and practice needed

- (Optional) After elections, you may take the Honored Queen’s cape and crown so that you may have your picture taken. Having an Honored Queen’s picture is a wonderful token and may be given to others with your thank you cards.
- Send invitations in time for the other organizations to read them at their regular meetings prior to Installation. One month should be sufficient.
- The invitation list should include:
 - Active and Inactive Bethel Members and their families.
 - Installing Officers
 - Past Bethel Guardians and Past Associate Bethel Guardians
 - Bethel Council
 - Grand Guardian, Associate Grand Guardian, Grand Bethel Honored Queen, Miss Nebraska Job’s Daughter, and Miss Nebraska Congeniality, the Bethel’s Grand Deputy and Spirit Ambassador
 - Area Grand Bethel Officers and Grand Guardian Council Officers, Supreme Bethel or SGC Officers
 - Area Bethels
 - Area Masonic Lodges, Eastern Star Chapters, Rainbow and DeMolay
 - Your family members and friends
 - Bethel prospective members and inactive members
- Additional information sheets should be prepared to enclose with the Officers’ and Installing Officers invitations
 - Date and time of all practices
 - Attire for installation and practices
 - Requested arrival time for Officers and Installing Officers arrival on Installation Day.
- Optional: “Honored Queen’s Page” of the Installation program. All of the items listed here are optional, and you may add other items at the approval of the Council.
 - Theme for Term: _____
 - Motto (usually a quote or inspirational statement): _____
 - Mascot (something fun): _____
 - Symbol (something serious): _____
 - Color(s): _____
 - Flower(s): _____
 - Other: _____

- After approval from Council, ask Past Honored Queens to fill the Installing Officer positions. If Past Honored Queens are not available, you may ask Majority Members:
 - Installing Officer (traditionally the outgoing Honored Queen): _____
 - Installing Guide: _____
 - Installing Marshal: _____
 - Installing Chaplain: _____
 - Installing Recorder: _____
 - Installing Musician: _____
 - Installing Senior Custodian: _____
 - Installing Junior Custodian: _____

- After approval from Council, inform the girls of their new appointed offices. When considering appointing officers, think about who fits best in what position, not necessarily what position the girl would like to have:
 - Chaplain: _____
 - Recorder: _____
 - Treasurer: _____
 - Librarian: _____
 - Musician: _____
 - First Messenger: _____
 - Second Messenger: _____
 - Third Messenger: _____
 - Fourth Messenger: _____
 - Fifth Messenger: _____
 - Inner Guard: _____
 - Outer Guard: _____
 - Senior Custodian: _____
 - Junior Custodian: _____

- Participants
 - (Optional) Master or Mistress of Ceremonies _____
 - Honored Queen's Escort _____
 - Guest Book Attendant _____
 - Ushers (remove chairs and/or escort) _____
 - Electrician _____
 - (Optional) Soloist _____

- Select committees to assist you in conducting and carrying out activities and Bethel functions. The following committees are required by Bylaws. You may also appoint committees at your discretion (such as Membership, Attendance, or Fundraising).
 - Auditing (consists of three Daughters), responsible for signing Bills and Receipts prior to meetings: _____
 - Proficiency (consists of Senior Princess, Junior Princess, and Director of Epochs), responsible for meeting with new initiates to assist them in preparing for the Proficiency Test

- Select an Installation Ceremony (narration for when the girls walk in). The Bethel Guardian and Director of Epochs have the Supreme Ceremonies Book/
 - Installation Ceremony: _____

- ❑ Type out (in a large, easy to read font) the Installation Ceremony for your Mistress/ Master of Ceremonies or Installing Recorder. Be sure to include the Officers and their names and review with the reader for pronunciations.
- ❑ (Optional) Select music—a recording, soloist, duet, choir, or instrumentalist. You may have more than one musical selection. Music may be played as the Officers are walking in, while you are at the altar after crowning, while the Princesses are being crowned, prior to the Installation, or after the ceremony. Be sure to talk with your Installing Musician prior to the Installation about your theme and favorite songs so she can prepare the march music that goes well with your theme and ideas.
 - Music: _____
 - To be performed by: _____
- ❑ (Optional) Prepare carrying pieces for the Officers. The carrying pieces may be as simple as a single flower or a more intricate design or bouquet. It does not have to be flowers, but should relate to your theme and colors. You may also have the girls bring their own carrying pieces for some diversity. Ask someone else to help you make or assemble the pieces.
 - Carrying pieces: _____
 - Who will make the pieces: _____
- ❑ (Optional – with approval from Council) Arch of Flowers/Friendship or Blades of Steel. Must be DeMolay members to be in Blades of Steel. Not more than eight
 - _____
 - _____
- ❑ Programs. You can be creative and you should ask for help! The Bethel Guardian will need to review prior to printing. Print sufficient programs, give consideration to number of members, their families, and how many of your family may be in attendance. Be sure to have extra copies for your scrapbook and for new members throughout the term. Look to past programs for ideas on what to include.
 - Programs: _____
- ❑ Ask someone to be your photographer to capture moments during and after the Installation and to take formal pictures. Talk with your photographer prior to the ceremony about what shots you want. Arrange for the photographer to be present at least 30 minutes prior to the Installation
 - Photographer: _____
- ❑ Plan for the Reception. The HQ-elect and her family arrange for and provide all refreshments and decorations.
 - Food (traditionally cake or cookies, however you can have a full meal, or hors d'oeuvres): _____
 - Drinks: _____
 - Decorations: _____
 - Plates, napkins, silverware, cups
 - Servers (traditionally parents of officers, but you will need to formally ask them): _____
- ❑ Thank you notes for the following people:
 - Installing Officers: _____
 - Council members: _____
 - Ushers: _____
 - Escorts: _____
 - Mistress/ Master of Ceremonies: _____

- Anyone else who helped prepare for the Installation: _____
- ❑ (Optional) Corsages or Boutonnieres for the following people (ask for help in making and handing these out):
 - Installing Officers: _____
 - Bethel Guardian and Associate Bethel Guardian: _____
 - Your parents and other significant family members: _____
 - Guest book hostesses: _____
 - Others at your discretion: _____

On the day of Installation, try to relax and enjoy! Planning and preparation will reduce stress and anxiety. Be prepared with supplies such as tape, scissors, straight pins, white **(not colored)** crepe paper, ribbon or signs to reserve seats, prepared announcements and thanks at the end of the ceremony, and a CD player (if needed).

Term Calendar Planning Guide

The HQ-elect must include each of the following items on the term calendar. Some activities are required in our Bylaws, and all activities are intended to help the HQ-elect plan a successful, productive term, and are required for a term calendar to be approved. The HQ-elect is encouraged to combine items from the list into a single activity whenever possible.

The HQ-elect should examine the items on this list carefully. The HQ-elect must also review the requirements for the Exemplary Leadership Award and Grand Bethel Award of Distinction in planning the events of her term. This list alone will not satisfy the requirements of these awards. Incorporation of all items into the term calendar will assist the Honored Queen in earning the Exemplary Leadership Award, and our Bethel being awarded with the Grand Bethel Award of Distinction at Grand Session in June.

1. Scheduling
 - a. Use the monthly calendar to plot meetings and activities.
 - b. Use the blank monthly calendars to prepare the term calendar for approval by the Bethel Guardian Council.
2. Special Days
 - a. All major holidays should be included on the calendar.
 - b. All Daughter birthdays should be included on the calendar.
 - c. The Bethel "Birthday" —date the Bethel was instituted
 - d. Job's Daughters Founder's week in March should be included.
 - e. School vacation days may be included on the calendar.
3. Meetings
 - a. Each term has regular meetings plus 1 special meeting for Installation of Officers. The special meetings for Installation of Officers are June, or December or the first meeting in January
 - b. Remind the girls to arrive 30 minutes early for each meeting in order to have time to help set up and change into robes.
 - c. The Bethel may have a recess period not to exceed two months. While the Bethel may not have meetings, they may hold activities during this time.

- d. Initiation Ceremony
 - i. There must be at least one initiation ceremony preformed each term. If there are not petitions, it will be an exemplification.
 - ii. It is not recommended to schedule initiation for the meeting before Election of Officers. (As the new member will have to vote at her first full meeting.)
 - e. Election of Officers
 - i. Fall Term: Election of Officers is held on either the second meeting in October or first meeting in November.
 - ii. Spring Term: Election of Officers is held on either the second meeting in April or first meeting in May
 - f. Majority Ceremony/Obligation Ceremony
 - i. The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at least once per Grand year (June-June).
 - ii. The Bethel Guardian will select the ceremony to be performed, dependent upon Daughters who are eligible to receive the Majority Ceremony.
 - iii. The Honored Queen and Bethel Guardian must coordinate scheduling the Majority Ceremony with the Daughters who will be receiving their majority degree.
 - g. Bethel Birthday/Mother Mick Ceremony
 - i. The Bethel will celebrate their Bethel Birthday (date of institution). The HQ-elect should work with the Director of Epochs in preparing a ceremony to be performed for this observance.
 - ii. Spring Term: The Bethel is required to give a tribute to Mother Mick with a special ceremony in March. The HQ-elect should work with the Director of Epochs in preparing a ceremony to be performed as a tribute to Mother Mick.
 - h. Friendship meeting
 - i. A Friendship meeting is to be held each term. The HQ-elect may choose to invite other area Bethels, Past Honored Queens, Majority members, and/or area OES & Masons to attend a regular meeting.
 - ii. The HQ-elect should work with the Director of Epochs in preparing a ceremony to give a special tribute to the honored guests
 - i. Practices are to be scheduled before performing any Special Ceremony.
 - j. Council Meetings
 - i. BGC meetings are held each month, with Line Officers attending at the request of the BGC. Suggestion: Line Officers attend on even numbered months.
4. Masonic Family Events
- a. Area Masonic Family Events should be included on the calendar, some of these include:
 - i. Lodge, Star, Rainbow & DeMolay installation & other events
 - ii. DeMolay dances such as Sweetheart Ball
 - iii. The Shrine Circus
 - iv. Shrine Bowl Parade & Football game
 - v. Eastern Star Grand Chapter

5. Bethel Activities
 - a. The HQ-elect should try to plan one fun activity per month.
 - b. Each term should include **fundraisers**.
 - i. Within 30 days after new officers are installed — plan a fundraiser for the benefit of the Educational and Promotional Funds.
 - ii. A major fundraiser for the general Bethel funds must also be planned – set a goal of \$_____
 - iii. The Bethel must also contribute funds to HIKE each term – set a goal of \$_____
 - iv. The Bethel must also raise money for the VGG project in the fall of each year.
 - c. Include at least one **Family Activity** to involve parents and/or siblings.
 - d. The Bethel must hold an official **Worship Service** each term. See Constitution – Bethel, Article XII, Section 3 (c).
 - e. The Bethel must participate in the **Grand Guardian project** (each year)
 - f. The Bethel must participate in the **MNJD project** each term.
 - g. The Bethel must participate in the **GBHQ project** each term.
 - h. A **Fraternal Relations** activity with the Lodge or an Eastern Star Chapter should be planned for each term.
 - i. The Bethel must have a **Community Service** activity each term.
 - j. The HQ-elect should plan a **Friendship** activity with another Bethel to encourage Jobie friendships.
 - k. The HQ-elect should plan a fun **Membership Activity** as a time for girls to bring their friends to have fun and learn about Job's Daughters.
 - l. The HQ-elect should plan to incorporate a **Promotional Activity** into the term. This can be accomplished by having our organizational name in a highly visible location during an activity, and information about Job's Daughters available to hand out to interested individuals.

	January	February	March	April	May	June
Bethel Meetings Activities planned for each meeting						
Fun Activities Recommend 2 or 3/month as singular activities						
Membership Recommend 1/month as singular activity						
Community Service Recommend 1/month						
Fraternal Relations Recommend 1/month						
Fundraising Depends on Bethel Budget						
Others						

	July	August	September	October	November	December
Bethel Meetings Activities planned for each meeting						
Fun Activities Recommend 2 or 3/month as singular activities						
Membership Recommend 1/month as singular activity						
Community Service Recommend 1/month						
Fraternal Relations Recommend 1/month						
Fundraising Depends on Bethel Budget						
Others						

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Make one copy for each month of the term