

INSTALLATION OF BETHEL OFFICERS AND BETHEL CHOIR

GENERAL INSTRUCTIONS

ALL PLANS, PARTICIPANTS AND EXPENSES SHALL HAVE THE APPROVAL OF THE ExBGC

1. BEFORE MAKING ANY PLANS, STUDY THE CONSTITUTION AND BYLAWS (C-BETHEL 3 Art X; MC-BETHEL 3, Art X; and MB-BETHEL 4 Art VI Sect 2), MN BGC HANDBOOK (p 24) AND YOUR OWN BETHEL'S BYLAWS.
2. No ritualistic work shall be given at an Open Installation except for the closing formation.
3. Obligations, prayers and duties of officers are uniform and shall not be changed.
4. Official Regalia shall be worn, as provided in the Constitution and Bylaws of JDI (B-BETHEL 3-4, Art VI and MB-BETHEL 4 Art VI).
5. Follow Escort and Introductions as outlined in the Ritual, except that NO HONORS shall be given at an Open Installation. Members do not rise for a hearty welcome. Escort and Introductions may be given by the Inst Officer following the Flag Ceremony (or after the reading of the Special Dispensation, if required), OR by the newly installed HQ following the Proclamation and the Inst Officers have taken seats on sidelines.
6. Variations are permitted for the Installation insofar as the narration, seating arrangement, use of Master/Mistress of Ceremonies, order officers are installed*, use of Bible Escort, march of IG and IM, use of Arch of Flowers Ceremony, choice of when Bible is signed by retiring HQ, and others as noted (in enclosed boxes and may continue on next page). *HOWEVER, officers must be installed in the order given in this MN Book of Ceremonies OR as in Optional Order given here.

ORDER MOST OFTEN USED IN MINNESOTA

Bethel Choir
Inner Guard and Outer Guard
Senior Custodian and Junior Custodian
Chaplain, Musician and Librarian
Recorder and Treasurer
Messengers
Guide and Marshal
Senior Princess and Junior Princess
Honored Queen

OPTIONAL ORDER

Honored Queen
Senior Princess and Junior Princess
Guide and Marshal
Recorder and Treasurer
Chaplain, Musician and Librarian
Senior Custodian and Junior Custodian
Inner Guard and Outer Guard
Messengers
Bethel Choir

7. If the BGC is to be installed at an Open Installation, the ceremony shall follow the Installation of Bethel Officers (and Bethel Choir). It shall take place just before the Closing Prayer.
8. Flowers or decorations shall not be worn on capes or robes. Carrying pieces may be carried ONLY during the opening ceremony. Provision shall be made for these items to be placed elsewhere (such as in a basket) before officers are presented at the altar for Installation.
9. No decorations (including mascots) shall be placed in the Bethel room, such as in front of the podium or on the Altar, piano or Recorder's desk.
10. All plans, participants and expenses of an Installation are under the direction and approval of the ExBGC. This includes the date and place of installation and practice.
11. Expenses should be kept to a minimum and nothing should be arranged for or purchased without the approval of the ExBGC.
12. **ALL MEMBERS OF THE BETHEL AND BGC SHOULD REMEMBER THAT THIS IS THE BETHEL'S INSTALLATION, NOT JUST ONE GIRL'S, AND IT SHOULD BE REFERRED TO AS "OUR" INSTALLATION, "THE BETHEL'S" INSTALLATION, OR "THE" INSTALLATION, NEVER "MY" INSTALLATION.**
13. No gifts shall be given during the Installation except: PHQ's jewel, gavel to newly installed HQ, token gift to retiring HQ from her officers (MC-BETHEL 4 Art X Sect 1 M). All other gifts should be discouraged. Sometimes things happen beyond the

- control of the HQ and BG. The BG can advise the HQ that if another gift(s) is presented, she should graciously thank the giver and say that she will open it after the ceremony.
14. Each HQ who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size PHQ's Certificate (Form: new-172; old-49) and an official PHQ's Jewel (B-BETHEL 4 Art VIII Sect 2 (a)). Also see own Bethel's Bylaws.
 15. Invitations should be sent 3-4 weeks in advance of the date set.
 16. No Special Dispensation is needed if Installation is held between the first and second meetings in January, or between the first and second meetings in June; or as specified in your own Bethel's Bylaws. A Special Dispensation is required if held at any other time or location, or in place of a Bethel meeting (unless the second meeting of January or June). A Special Dispensation should be requested from the GG including fee if needed (SI-6 1-3). Allow at least 2-3 weeks. Check should be made out to the GGC of MN. The Special Dispensation must be received by the date of the Installation and read at the Installation.
 17. If possible, consider holding the Installation at a time other than Saturday evening. With many Installations scheduled for the same time, it is difficult to include other Bethel members or to visit as desired. In areas with many Bethels Saturday morning or afternoon, Sunday afternoon or evening should be considered if building schedule permits.
 18. ALL participants in the ceremony MUST be Job's Daughters or Majority Members from your own Bethel first, then from other Bethels. The only exceptions are covered in the Constitution (C-BETHEL 3 Art X Sect 2 (a)-(g); MC-BETHEL 3 Art X Sect 2 F-G) and ONLY with the approval of the ExBGC.
 19. If it is impossible to get the required number of Installing Officers the following may be combined: Inst Marshal and Inst Sr Custodian; Inst Guide and Inst Jr Custodian; Inst Recorder and Inst Flag Bearer.
 20. The Installing Officer shall be the retiring HQ. Other Installing Officers shall be PHQs or MM. ExBGC must approve.
 21. Appointive Officers and Bethel Choir Members to be installed are selected by the HQ-Elect with the approval of the ExBGC. A Bethel may select its own system for determining who shall fill these positions.
 22. NO open flame candles or candelabra shall be used. Electric candles or candelabra are permitted (C-BETHEL 3 Art X Sec 1 (e)).
 23. There shall be NO flash pictures, or pictures which detract in any way from the ceremony, taken during the Installation or other open ceremony. A simple statement to this effect may be placed in the program and/or announced by the BG at the opening of the Installation. Pictures without flash or which will not detract from the ceremony may be taken with the permission of the majority of the members of the BGC. Anyone taking approved pictures shall NOT leave the sidelines to take any pictures during the ceremony (MC-BETHEL 3 Art X Sect 1 F (1)-(3)).
 24. The ABG should monitor the placement and operation of video equipment.
 25. No person(s) shall be allowed to move freely around the Bethel Room during the Installation.
 26. The ABG shall remain seated next to the BG as per Ritual throughout the Installation ceremony with the following exceptions: while escorting the IO into the Bethel Room; while escorting the Retiring HQ to the Altar to sign the Bible if requested to do so; while assisting the BG at the close of the Installation, and while attending to any emergency situation if so directed by the BG.
 27. The Inst Recorder takes minutes of the Installation ceremony to be read and approved at the first meeting of the new term. If it is not possible for the Inst Recorder to take minutes, the BG shall appoint someone else to record them.
 28. All narrations and music shall be approved by the ExBGC. Monitor carefully the selection of music. Be sure the words are appropriate for the occasion and the songs are SHORT. The repetitious nature of many popular songs becomes very long and tedious to the audience. Consider editing the selection if long.
 29. Hats, coats and gloves shall not be worn by ANYONE in the Bethel room (Ritual p 21).
 30. Official Job's Daughters' jewelry may be worn pinned onto robe or attached to a plain white ribbon pinned on robe, but shall NEVER be pinned on the capes or cords (MB-BETHEL 4 Art VI Sect 2 F).
 31. Master or Mistress of Ceremonies may be used. Adults with proper Masonic relationship may serve as Master or Mistress of Ceremonies. If there is to be a MC, the BG should be sure to give the person accurate information about the JDI.
 32. When having programs printed, remember there is no separation between elective and appointive officers; they should ALL be listed as "Officers to be Installed" with no designation as to whether elected or appointed. Also remember that there are only NINE (or fewer) BGC members; everyone else is a Committee chairman or member, and should be listed separately.
 33. Neither the narrator or soloist (duet, etc.) are Installing Officers, and should NOT be introduced with the Installing Officers or listed with Installing Officers in the program. They should be listed separately.
 34. The spelling of Marshal is with only one L.
 35. Only the Inst Chaplain presents the Bible and only the Inst Flag Bearer presents the National Emblem. The Canadian Flag may be presented (see Ritual p 35).
 36. If there is no Bible Presentation Ceremony or the Lord's Prayer is not said or sung when the Bible is presented, the Bible remains closed until the Inst Chaplain attends at the Altar. If there is a Bible Presentation Ceremony, the Bible is presented closed and opened before the first prayer. (The Lord's Prayer said or sung MAY be the first prayer.)
 37. The HQ SHALL NOT go to the sidelines to present flowers after the Arch Ceremony. Flowers may be presented during presentations by having the recipients escorted to the East. They may also be presented after the ceremony is over.
 38. During the closing formation, no one kneels on kneeling pads at the Altar.
 39. No one shall straighten the HQ's cape at the Altar or in the closing formation. Before the ceremony, the HQ should take time to learn how to move with the long cape.

40. The newly installed HQ's parents (ONLY) may be invited to the East to view the closing formation if approved by the ExBGC.
41. The Retiring HQ shall be invited to rise and join the BG, ABG (and newly installed HQ's parents) in viewing the closing formation from the East.
42. If the Bible Signing Ceremony is held after the BG closed the ceremony, the retiring HQ may be escorted to the Altar by the newly installed HQ, a PHQ, the ABG, or her mother or father.
43. There shall be no cape or crown bearers (MC-BETHEL 3 Art X Sect 1 L (1) and (3)).
44. Each participant in the Floral Arch shall go DIRECTLY to her position in the arch, and after presenting flower(s) to HQ shall return immediately to her seat without crossing between the Altar and East Dais, and be seated. NO additional floor work shall be added.
45. If any other Ceremonies (or participants who are not Job's Daughters) are used, they shall take place BEFORE the entrance of the BG and ABG and/or AFTER the closing gavel.
46. All chairs in the semicircle shall be put in place when space becomes available, even if Bethel does not install all five Messengers.
47. A Bethel Flag Bearer is a member of the Bethel Choir or is a Bethel Officer and SHALL NOT be installed as a Bethel Flag Bearer.
48. If the Bethel's BG is not present, the Bethel's ABG shall open and close the Bethel. The Bethel may be opened only if one ExBGC member is present, in which case that ExBGC member would open the Bethel. A PBG or PABG SHALL NOT substitute for the BG or ABG.
49. If the Bethel's ABG is not present, the Inst Jr Custodian may escort the Inst Officer into the Bethel room.
50. ONLY the newly installed Officers (and Bethel Choir) **who are wearing official regalia** participate in the closing formation.

**SUGGESTIONS FOR
BETHELS UNDER REORGANIZATION
OR BETHELS INSTALLING 10 OR FEW MEMBERS (Adopted in 2000)**

1. The minimum number of Inst Officers is three – Inst Officer, Inst Guide, and Inst Marshal. If no one is available to serve as Inst Musician, recorded music may be used. Duties of Inst Recorder may be performed by a member of the BGC. Duties of Inst Chaplain may be performed by either the Inst Guide or the Inst Marshal. Duties of Inst Flag Bearer may be performed by either the Inst Guide or the Inst Marshal. Duties of the Inst Sr Custodian are performed by the Inst Marshal. Duties of the Inst Jr Custodian are performed by the Inst Guide.
2. If there is no BG, the ABG opens and closes the installation. If there is no BG or ABG, then the duties of opening and closing installations falls to the BG Secretary, BG Treasurer, or Guardian Director of Music/Epochs, in that order (see No. 48, page 3)
3. If there is no ABG, the Inst Sr Custodian (or Inst Marshal) or Inst Jr Custodian (or Inst Guide) conducts the Inst Officer into the Bethel room, makes the introduction at the Altar, and returns to her station after escorting the IO to the East.
4. Officers to be installed do not need to sit in a special formation west of the Altar. They may be seated in the Messengers' semicircle or in the front row of the sidelines.
5. Remember that certain parts of the Ceremony of Installation are optional. These include: flower arch, Bible ceremony or escort, special music, presentations (gavel, jewels, remembrance for PHQ, *etc.*)
6. Remember that the reception and ceremony may be kept very simple, especially when the HQ is serving for the second or third term.
7. A combined Installation of Officers may be held when two Bethels hold their installation at the same time and place. One set of Inst Officers shall be used. The Inst Officer shall be the retiring HQ of either Bethel. The home Bethel has preference as to which retiring HQ shall serve as the Inst Officer. If no retiring HQ is available, a PHQ of either Bethel or a PHQ of another Bethel may serve as Inst Officer. The home Bethel has preference as to which PHQ shall serve as the Inst Officer. Charters and minute books for both Bethels must be present, plus Special Dispensation(s) as required. Bethels decide by mutual agreement which of the following options to use:
 - Option 1: The officers of one Bethel are installed first, followed by the officers of the other Bethel. Each set of officers is installed in the order given in the Book of Ceremonies. Bethels decide by mutual agreement which set of officers is to be installed first.
 - Option 2: Officers are installed in the order given in the Book of Ceremonies. Duplicate officers are installed together, except for the office of HQ. Bethels decide by mutual agreement which HQ is to be installed first.

PREPARATION OF BETHEL ROOM

1. Place in Bethel Room in proper position according to Ritual:

Bethel Charter	Horn of Plenty
Bethel Flag	Urn of Incense
Bible (if not presented)	Dove
Lily of the Valley	

2. If Bible is to be presented, place it in the Preparation Room.
3. The National Emblem is placed, unfurled, in Preparation Room.
4. The Princesses' capes (folded) and crowns are placed in back of the Installing Custodians' chairs.
5. If the Retiring HQ cannot serve as the Installing Officer, a PHQ shall be asked to serve, in which case the HQ's cape and crown shall be placed at the base of the northwest corner of the Altar.
6. Tape may be put on the floor for positioning the Messengers' chairs.
7. Ushers should be instructed to remove chairs from seating arrangement immediately after officers have left them to be presented at the Altar. The five Messenger's chairs shall be placed in the semicircle as quickly and quietly as possible. (The Messengers are the last of the appointive officers to be installed so there will be more room for their chairs in the semicircle and for marching.)
8. The Waiting Stations are the same as per Ritual: on the Altar Line (two steps east of Altar) at the North and South Marching Lines (NOT on either side of the Altar, or by the semicircle or at any open spot on the sidelines).
9. If size of Bethel Room allows room for only one chair on each side of the Altar, the Inst Officers shall sit in these chairs until the Bethel Officers are conducted to their stations. The Inst Officers shall then move to seats reserved for them on the sidelines. These seats should be as close as possible to their respective stations.
10. Place chairs for Inst Officers as per Diagram #1. IChap and IFB's chairs are on a line with the west edge of Altar. IChap and IFB sit on the outside chairs (farthest from the Altar). The ISC and IJC sit on the chairs farthest from the pedestals.
11. 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.
12. Two kneelers may be used for the Installation – one of the east side of Altar as per Ritual, and one on the west side. The one on the west side shall be used ONLY by the HQ when receiving her Obligation and Charge, and while being invested with the cape and crown.

SEATING FOR OFFICERS AND BETHEL CHOIR

Diagram #1: SET-UP OF BETHEL ROOM

Diagram #5 - #11

SUGGESTED SEATING ARRANGEMENTS

1. Any seating arrangement may be used, but officers MUST be installed in the order given in the Installation Ceremony (See p 1 for Optional Order) no matter which seating arrangement is used.
2. Diagrams #5 - #11 are suggestions for seating arrangements and are accompanied by the entrance order. Narration should be adjusted to correspond.
3. Arrows in circles indicate the direction each officer is to go when presented at the Altar.
4. Other notations are made.

INSTRUCTIONS FOR INSTALLING GUIDE AND INSTALLING MARSHAL

1. Each Inst Officer, Officer and Choir Members NOD when addressed by name.
2. If any of the above, mentioned people are seated when addressed, they RISE and NOD.
3. It is the IG (Inst Guide) who NODS to seat all appointive officers after they are conducted to their stations. She NODS after she has reached her Waiting Station.
4. BOTH the IG (Inst Guide) and IM (Inst Marshal) NOD to seat the Guide and Marshal after they are installed AND introduced.
5. After installation and introduction of Princesses and HQ, the assembly is seated with one RAP of gavel.
6. When officers leave the seating arrangement, they join the END of the line. When officers are conducted to their stations, each drops off from the END of the line.
7. The IG and IM NEVER turn to face officers at their stations, OR stop marching until they are back at their Waiting Stations.
8. IG and IM take steps back after presenting officers west of the Altar for installation. They both step forward into the line when directed by the IO to conduct the officers to their stations.

Diagram #1: Seating arrangement for Installing Officers. Waiting stations are as per Ritual p 54 & 58.

Diagram #2: When instructed to present officers at the Altar for installation, IG and IM leave Waiting Stations and proceed west on the North and South Marching Lines to a point in line with the officers to be presented, and NOD for them to follow. IG and IM NEVER leave Marching Lines. Bethel Officers follow according to the instructions given and in proper order.

Diagram #3: After picking up the officers to be installed, the officers follow the IG or IM around the Altar as per diagram. IG proceeds east on South Marching Line to Altar Line, north to a point between Altar and Chaplain's station, then west to west side of Altar and south to proper position. At the same time, IM proceeds east on North Marching Line to Altar Line, south to a point between Altar and Treasurer's station, then west to west side of Altar and north to proper position. IM and line of officers are ALWAYS on the inside next to the Altar. All face east together. When in one line west of Altar, IG and IM take TWO STEPS BACK.

BETHEL INSTALLATION CEREMONY

Inst Musician informally, without escort, takes place at the instrument. Invocation, Prelude, Solo, Instrumental Music, Entrance of Arch, etc., must take place BEFORE the entrance of the BG and ABG.

ENTRANCE OF BETHEL GUARDIAN AND ASSOCIATE BETHEL GUARDIAN

See Diagram #12: BG and ABG are escorted to the East by the ISC (Inst Sr Cust) and IJC (Inst Jr Cust). *March music.* BG and IJC stand one step inside the Ante Room door. ABG and ISC stand one step inside the Preparation Room door. All four march east together (do not take arms) on North and South Marching Lines to the ALTAR LINE. All turn towards the Altar, (BGs leading) meet in front of Altar, and all four march to the East together (four abreast). The BG and ABG ascend the dais. The ISC and IJC remain standing in front of their stations facing east until BGs are behind the pedestal in the East, then all four turn and face west together, turning inward. ISC and IJC remain standing if there is to be a MC, if not, they should be seated before the rap of the gavel. ABG, without remarks, presents gavel to BG who calls the assembly to order with **ONE RAP of gavel** [*].

BETHEL GUARDIAN: Bethel No. ____ of _____, Minnesota, Job's Daughters International is about to convene for the Ceremony of Installation.

If there is no MC, omit following instructions and proceed to Entrance of Installing Officer. If there is a Master /Mistress of Ceremonies, proceed as follows.

Optional ENTRANCE OF MASTER/MISTRESS OF CEREMONIES Headings are not to be read

BETHEL GUARDIAN: Installing Senior Custodian and Installing Junior Custodian, you will retire and escort into the Bethel Room, the Master/Mistress of Ceremonies. *March music.*

See Diagrams #13 and #14: The MC follows the IJC until they reach the Altar Line. IJC offers LEFT arm to MC at Altar Line and they march north to center of Altar as the ISC marches south on Altar Line.

ISC offers RIGHT arm and all three march east. The MC ascends dais as ISC and IJC turn in to stations and are seated without further instruction.

BETHEL GUARDIAN: introduces Master/Mistress of Ceremonies (applause) and **MASTER/MISTRESS OF CEREMONIES:** introduces the Bethel Guardian and Associate Bethel Guardian. Applause.

MC is TEMPORARILY seated in the East. See p 7 of this ceremony for when "Welcome" is given.

BETHEL GUARDIAN: Associate Bethel Guardian, you will retire and escort the Installing Officer into the Bethel Room.

See Diagrams #15 & #16: NOTE correct line of march. ABG retires. IO waits at the Ante Room door. ABG offers RIGHT arm to IO and they re-enter room. ABG and IO march east on South Marching Line to west of Altar; turn left and march to west side of Altar and face east.

ASSOCIATE BETHEL GUARDIAN: Bethel Guardian, I have the honor of presenting _____, Retiring Honored Queen, who will preside as Installing Officer of the afternoon/evening.

BETHEL GUARDIAN: Associate Bethel Guardian, you will escort the Installing Officer to the East.

March music (special music – optional).

See Diagram #17: ABG and IO go around that Altar, between Altar and Chaplain's station, and march east.

BG sounds **THREE RAPS of gavel** [***] as ABG and IO ascend dais.

BETHEL GUARDIAN: I have the pleasure of introducing _____ Retiring Honored Queen, who will preside as the Installing Officer of the afternoon/evening. Applause

If there is no MC, the IO may introduce BG and ABG at this time, OR the BG and ABG may be introduced under Escort and Introductions.

BG presents gavel to IO.

IO sounds **ONE RAP of gavel** [*].

See Diagram #18: BG and ABG descend the dais, turn left on the East Line and proceed side by side to their stations on the Sound Sideline and are seated.

ENTRANCE OF OTHER INSTALLING OFFICERS

Headings are not to be read.

INSTALLING OFFICER: Installing Senior Custodian and Installing Junior Custodians, you will retire and invite into the Bethel Room the other Installing Officers. *March music.*

See Diagrams #19 and #20: ISC and IJC retire and take their places at end of lines. IG enters from Ante Room, followed by IFB, IRec and IJC. IM enters from Preparation Room, followed by IChap and ISC. NOTE: In Diagram #20, Inst Officers MEET at the center of Altar. If possible, IG and IM stop in front of pedestals. All stand facing west for introductions. Inst Musician rises when name is read.

INSTALLING OFFICER: In Installing the Officers of this Bethel, I will be assisted by:

Include ALL titles

- _____ as Installing Guide
- _____ as Installing Marshal
- _____ as Installing Recorder
- _____ as Installing Chaplain
- _____ as Installing Musician
- _____ as Installing Senior Custodian
- _____ as Installing Junior Custodian
- _____ as Installing Flag Bearer

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Installing Officers to their respective stations. *March music.*

See Diagram #21: ISC and IJC turn into their stations (chairs farthest from pedestals); IRec assumes station at desk; IFB follows IG and assume station next to Bethel Treasurer’s station (chair farthest from Altar); IChap follows IM and assumes station next to Bethel Chaplain’s station (chair farthest from Altar). IG and IM march to stations in the west. All Installing Officers remain standing until the IO NODS to seat them.

ENTRANCE OF BETHEL OFFICERS AND BETHEL CHOIR

INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises), you will retire and escort into the Bethel Room the Bethel Officers and Bethel Choir, who are to serve this Bethel for the ensuing term. Honored Queen-Elect _____ has chosen _____ narration for the Installation. _____ will be the narrator.

See Diagrams #22 and #23: Officers and Bethel Choir enter to any narration and may be seated in any seating arrangement. Bethel Choir may be seated in their regular position in the Bethel, or may be seated west of the Officers in the seating arrangement. If narration is used, the officers and Bethel Choir enter according to the reader. If Bethel Choir is to be seated in same position as in a regular Bethel meeting, they enter by couples, using Diagram #23 or same line of march as for a Bethel meeting.

See Diagrams #24 and #25: Officers should enter in about the same order as they are installed. No matter what narration is used, the IG and IM do NOT leave the marching lines. IG and IM return to stations in the west when last officer is in position in the seating arrangement.

IO sounds **ONE RAP of gavel** [*] when all officers and Bethel Choir are in position in the seating arrangement, and IG and IM are back in their stations in the West.

Optional
WELCOME

If an MC is used, he/she gives WELCOME at this time after which he/she retires to seat reserved on sidelines. BG should be sure that the MC has current information about JDI.

PRESENTATION OF BIBLE

With or without an escort

INSTALLING OFFICER: Installing Guide (rises), Installing Marshal (rises), and Installing Chaplain (rises), you will retire for the presentation of the Holy Bible. *March music.*

See Diagrams #26 and #27: IG and IM, side by side, turn left, march on West Line to North Marching Line, turn right, march to ALTAR LINE, turn and face west (turn toward Altar), and both NOD for IChap to follow. IG and IM, followed by IChap, march west on North Marching Line to the Preparation Room. IChap reverently picks-up the CLOSED Bible and

re-enters the Bethel Room followed by IG and IM.

IO sounds **THREE RAPS of gavel [***]** as IChap re-enters Bethel Room with the closed Bible. *Appropriate music.*

See Diagram #28: IF THERE IS NO BIBLE ESCORT, OR IF BIBLE ESCORT APPROACHES ALTAR FROM THE EAST, SOUTH, OR FROM ANTE ROOM: IChap, IG and IM march east on North Marching Line until directly in line with IChap's station. IG and IM wait on North Marching Line, facing East, as IChap marches to a point halfway between Altar and East, turns and approaches Altar.

See Diagram #29: IF A BIBLE ESCORT IS USED AND THEY APPROACH THE ALTAR FROM THE PREPARATION ROOM: IG and IM re-enter Bethel Room and return immediately to their station in the West, while the IChap marches east on the North Marching Line followed by the Bible Escort. The Bible Escort FOLLOWS IChap.

IChap reverently places closed Bible in correct position on Altar, one inch from east edge of Altar with spine of Bible centered on Altar. THERE SHALL BE NOTHING UPON THE BIBLE. THERE SHALL BE NO PAPERS INSIDE THE BIBLE.

Optional
MUSICAL SELECTION

Appropriate music may be given during Bible Presentation.

If a prayer is said or sung (Lord's Prayer), IChap opens Bible by using both hands, placing the left hand at the back of the Bible to keep it at center of the Altar. With her right hand at the back of the Bible to keep it at the center of the Altar. With her right hand on the lower corner of the Bible, she slowly stands the Bible upright. Then, using both hands, she slowly opens it until the Bible rests flat on the Altar. She never rests her arms or places her hands on the Altar, then kneels. The Bible Escort may kneel with the IChap. ALL Daughters assume Attitude of Prayer with IChap. If there is NO prayer said or sung, the Bible remains closed. At the conclusion of the song or prayer, IChap and Bible Escort (if kneeling) rise. Bible Escort returns to position before ceremony, while the IG and IM (if on North Marching Line) turn towards the Altar and march West on North Marching Line, and return to stations. IChap returns to station by backing up to the halfway point and marches diagonally to station, arriving at the same time as IG and IM arrive at their stations. All three are seated. IO sounds **ONE RAP of gavel [*]**.

PRESENTATION OF FLAG

INSTALLING OFFICER: Installing Guide (rises), Installing Marshal (rises), and Installing Flag Bearer (rises), you will retire and present the Flag of our Country West of the Altar. *March music.*

See Diagrams #30 and #31: IG and IM, side by side (may have to adjust depending upon space limitations), turn right, march on West Line to South Marching Line, turn left, march to ALTAR LINE, turn and face west (turn toward Altar), face west and both **NOD** for IFB to follow. IG and IM, still side by side, followed by IFB, march west on South Marching Line to West Line, turn right, march to North Marching Line, turn left and march to Preparation Room.

Note: While in the Preparation Room, the IG and IM should exchange places moving the IG to the left and the IM to the right, so that the IM is closest to the Altar when they re-enter the room. IFB re-enters Bethel Room from Preparation Room carrying Flag. Flag is carried at a sixty degree angle by placing the right hand around the staff with the thumb pointing upward toward the flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. The Flag should never be allowed to touch anything. The eagle at the top of the staff shall face forward.

IO sounds **THREE RAPS of gavel [***]** as IFB re-enters with the Flag. IO places her right hand over her heart. This will be the signal for all citizens of the United States to assume this position. This salute is held until after the Pledge of Allegiance is given. The IG and IM do NOT assume salute until the Pledge is given.

See Diagram #32: When all are standing, IFB re-enters Bethel Room, carrying the Flag followed by IG and IM. All three march east on North Marching Line until an appropriate opening in the seating arrangement allows the IFB to angle to a position west of the Altar, while the IG and IM continue east on the North Marching Line until in line with the IFB. IG and IM remain standing on the North Marching Line, in front with the IGB, facing east. They do NOT place right hand over heart.

When IFB is in position west of Altar, *one verse of Star Spangled Banner is sung.* IFB, IG and IM do NOT sing.

INSTALLING OFFICER: I present our country's Flag, born in freedom, cradled in independence by the pioneers of a glorious country. It has been the symbol of a nation in its trials and tribulations as well as its glories. May it ever be borne aloft in the defense of every righteous cause. May our hearts be filled with all that it signifies as we rally to its support, and may we, as citizens of this nation, ever follow it with honor and in peace.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will escort the Flag to the East. *March music.*

See Diagram #33: IFB turns and marches north, turn s right, marches east between the Altar and the station of the Chaplain, marches on a straight line to the East Dais. As IFB marches east, all turn to face Flag. As the IFB marches east, the IG and IM follow, marching on North Marching Line to East Line where they remain until Pledge is given. IFB ascends the dais and places the Flag in the base provided in the northeast at the right of the station of the SP. The eagle at the top of the staff faces west. IFB steps back one step.

INSTALLING OFFICER: All citizens of the United States of America will join in pledging allegiance to the Flag.

IFB, IG and IM salute and repeat the Pledge.

IO sounds **ONE RAP of gavel** [*] as IFB, IG and IM turn and return to stations. *March music.*

See Diagrams #34 and #35: IG and IM, side by side, escort IFB back to station (IFB follows IG and IM) by marching on North Marching Line to West Line, turn left, march to South Marching Line, turn left, march to Altar Line, turn and face west (turn towards Altar) and both **NOD** to seat IFB. IG and IM return to stations in the West and are seated.

SPECIAL DISPENSATION

If required, is read at this time

INSTALLING OFFICER: Installing Recorder (rises), you will read the Special Dispensation.

IRec reads Special Dispensation and is seated.

IO sounds **ONE RAP of gavel** [*].

ESCORT AND INTRODUCTIONS

May be given at this time by IO with the assistance of IG and IM
OR

May be given by newly installed officers after Proclamation.

INSTALLING OFFICER: Escort and Introductions. *March music when marching is taking place.*

As per Ritual, see p 62-72.

NOTE: No honors are given and each person is introduced only once giving all titles.

INSTALLING OFFICER: This completes Escort and Introductions.

IO sounds **ONE RAP of gavel** [*].

INSTALLATION OF BETHEL OFFICERS AND BETHEL CHOIR

INSTALLING OFFICER: Members and friends of Job's Daughters, we welcome you here to witness the Installation of the Bethel Officers (and Bethel Choir) of Bethel # _____ of _____, Minnesota, Job's Daughters International. They have been elected or appointed to serve this Bethel for the ensuing term. Before installing them into office, we will ask the blessing of our Father in Heaven. Installing Chaplain, you will attend at the Altar.

IO sounds **THREE RAPS of gavel** [***] *Altar music.*

ICHap attends at Altar as per Ritual, p 20-21.

INSTALLING CHAPLAIN: Oh, merciful and loving Father, we come to Thee in Faith knowing that Thou will hear and answer our prayer. Be very near to us in this hour and let Thy blessings rest upon us as we humbly seek to do Thy will. Grant those whom we are about to invest with authority, the spirit of love and charity. Help them to see clearly the power and influence of a beautiful and womanly life. May union and harmony prevail, and as they labor for the highest ideals in life, may they become more gracious and loving, more faithful and patient day by day, and thus complete the foundation of a useful and perfect life. We ask this in Thy name. Amen. *Altar music.*

ICHap returns to station as per Ritual.

IO sounds **ONE RAP of gavel** [*].

INSTALLING OFFICER: Installing Recorder (rises), you will read the names of the Bethel Officers who are to serve this Bethel for the ensuing term. As their names are read, they will rise and stand in front of their chairs.

Remain standing for Obligation.

INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises), you will present the Bethel Officers (and Bethel Choir) for the Obligation. *March music.*

See Diagrams #36 - #38: IF Bethel Choir is seated in their regular stations in the north, they may remain there for the Obligation OR may be escorted to a position west of the Officers. If escorted to the West, the IG and IM will do so as per above Diagrams, after which IG and IM will present all for the Obligation.

See Diagram #39: IF Bethel Choir is seated west of Officers OR is to remain at their stations in the north, the IG and IM present the Officers and Bethel Choir for the Obligation, by marching immediately north and south on the West Line to the North and South Marching Lines, then east to Altar Line, north and south to Altar, and then west to a position one step south of Altar for the IG and one step north for the IM. The IG and IM stand facing one another.

INSTALLING GUIDE: Installing Officer, all is in readiness.

See Diagram #40: IO may give Obligation at the Altar OR from the East. If IO goes to Altar, she shall carry the gavel with her and place it over her heart for Obligation.

INSTALLING OFFICER: You will place your right hand over your heart and make this promise:

Do you promise that no Bethel shall be opened without the presence of an Executive member of the Bethel Guardian Council?
(Answer: I do.)

That you will be guided by the advice of the Bethel Guardian Council in all matters concerning the work and welfare of the Bethel? (Answer: I do.)

You will assume the following Obligation: (All, including Bethel Choir, repeat after IO.) **In the presence of the Almighty God - and these witnesses - I promise to obey the laws - of Job's Daughters International - that I will counsel with my Bethel Guardians - and be courteous and obedient unto them - that I will be faithful to the duties of my office - as outlined in the Ritual - that I will endeavor to live - in accordance with its teachings - in the hope that I may be found worthy - of being one of the "Fairest in the Land" - that I will strive to be ever faithful to this promise - that should I violate this obligation - I agree to vacate my office - at the request - and upon the declaration - of the Bethel Guardian.**

See Diagram #41: IF at Altar, IO returns to East by backing halfway, then turning and ascending the East Dais. At same time, IG and IM proceed east to Altar Line, then north and south to WAITING STATIONS (as per Ritual) on North and South Marching Lines.

IO sounds **ONE RAP of gavel** [*] to seat officers only. Bethel Choir remains standing regardless of their position for the Obligation.

NOTE: One of two options may be selected when only one Installing Officer (IG or IM) has officers or Bethel Choir members to conduct to stations.
OPTION #1 - The other Installing Officer may go immediately to her Waiting Station by first marching east to Altar Line and then north or south Waiting Station as per Diagrams.
OPTION #2 - The other Installing Officer may follow same line of march on her respective side of room as Installing Officer who has officers to conduct as per Diagrams.
REGARDLESS of which Option is chosen, the lines of march must be consistent.

See Diagram #42: IF Bethel Choir is standing west of officers, they are presented at the Altar in same manner as Bethel Officers, with all choir members following the IM.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Daughters of the Bethel Choir at the Altar. *March music.*

OMIT if Bethel Choir is to remain at stations in the north.

INSTALLING OFFICER: It gives me great pleasure to present the Daughters of the Bethel Choir. Daughters, your part in the ceremonies of the Bethel is equally as important as that of the other Officers. The art of music is one of the highest accomplishments. Let your hearts be so filled with love and joy that the melody of your song will resound in the hearts and lives of the Daughters of this Bethel, and all who enter this Holy Place, our Bethel.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will conduct the members of the Bethel Choir to their stations. *March music.*

OMIT if Bethel Choir has remained at stations in the North.

See Diagram #43: Members of Bethel Choir follow only the IM. IG follows either Option #1 or #2 to her Waiting Station.

IO sounds **ONE RAP of gavel** [*] to seat Bethel Choir.

INSTALLING OFFICER:

_____ **Inner Guard** (rises),
_____ **Outer Guard** (rises).

Installing Guide and Installing Marshal, you will present the Inner Guard and Outer Guard at the Altar. *March music.*

Inner Guard follows IG and Outer Guard follows IM to position west of Altar. IG and IM take two steps back.

Daughters, guard carefully the doors of our Bethel and be alert and watchful, guarding against sins which are pressing for admission to pure hearts and minds.

Installing Guide and Installing Marshal (step forward), you will conduct these officers to their stations. *March music.*

See Diagrams #44 and #45.

IG **NODS** to seat officers.

INSTALLING OFFICER:

_____ **Senior Custodian** (rises),
_____ **Junior Custodian** (rises).

Installing Guide and Installing Marshal, you will present the Custodians at the Altar. *March music.*

Junior Custodian follows IG and Senior Custodian follows IM to position West of Altar. IG and IM take two steps back.

Daughters, you are the Custodians of the Dove and Urn of Incense, emblems of our Order. Ever let your lives symbolize purity and prayer which they represent.

Installing Guide and Installing Marshal (step forward), you will conduct these officers to their stations. *March music.*

See Diagrams #44 and #45.

IG **NODS** to seat officers.

INSTALLING OFFICER:

_____ **Chaplain** (rises),
_____ **Musician** (rises),
_____ **Librarian** (rises).

Installing Guide and Installing Marshal, you will present the Chaplain, Musician and Librarian at the Altar. *March music.*

Officers follow IM to position West of Altar. Order: IM, Musician, Librarian, Chaplain. IG and IM take two steps back.

Daughter Chaplain, you are to lead in the devotions of the Bethel and give the Pledge of Honor when necessary. May you lead also in reverence for sacred things - the beacon lights of life.

Daughter Musician, your duty is to preside at the instrument during the musical parts of our ceremonies. May the harmony of your music ring so true that no discord will enter here.

Daughter Librarian, your duty is to encourage a taste for the arts and sciences by giving a report on an educational subject. Let your life be an open book whose pages are full of knowledge and truth.

Installing Guide and Installing Marshal (step forward), you will conduct these officers to their stations. *March music.*

See Diagram #47: All officers follow IM. The Chaplain drops off first, Librarian second and Musician third (officers always drop off from end of line). IM returns to Waiting Stations.

IG **NODS** to seat officers.

INSTALLING OFFICER:

_____ **Recorder** (rises),
_____ **Treasurer** (rises).

Installing Guide and Installing Marshal, you will present the Recorder and Treasurer at the Altar. *March music.*

Officers follow IG to position West of Altar. Order: IG, Recorder, Treasurer. IG and IM take two steps back.

Daughter Recorder, it is your duty to record the minutes of the Bethel, to assist the Guardian Secretary in receiving money due the Bethel, turn it over to the Bethel Treasurer and Guardian Treasurer.

Daughter Treasurer, your duty is to read the Treasurer’s Report at each Bethel meeting, and to assist the Guardian Treasurer in receiving Bethel money from the Recorder and the Guardian Secretary.

Installing Guide and Installing Marshal (step forward), you will conduct these officers to their stations. *March music.*

See Diagram #48: Both officers follow IG. The Treasurer drops off first, then the Recorder. IG returns to Waiting Station. IG NODS to seat officers.

INSTALLING OFFICER:

- _____ **First Messenger (rises),**
- _____ **Second Messenger (rises),**
- _____ **Third Messenger (rises),**
- _____ **Fourth Messenger (rises),**
- _____ **Fifth Messenger (rises).**

Installing Guide and Installing Marshal, you will present the Messengers at the Altar. *March music.*

IG is followed by First, Second, and Fifth Messengers in that order; IM is followed by Third and Fourth Messengers in that order; to position west of Altar. IG and IM take two steps back.

Daughter Messengers, to you has been given the privilege of unfolding to Pilgrims the story of Job’s eventful life, his pleasures, his trials, his temptations, and his final triumph and peace. Be particular therefore, that your own interpretations be earnest and sincere and that your own lives be an example of patience and faith, that your reward may be life’s highest attainment.

Installing Guide and Installing Marshal (step forward), you will conduct these officers to their stations. *March music.*

See Diagrams #49 and #50: IG is followed by First, Second and Fifth Messengers; IM is followed by Third and Fourth Messengers. IG and IM march west on outside of semicircle. IG enters semicircle between stations of Second and Fifth Messengers; IM enters semicircle between stations of Fourth and Fifth Messengers. The Messengers assume stations as IG and IM march through semicircle to Altar Line. The Messengers ALL turn into their stations at the same time with square corners. The IG and IM return to their Waiting Stations by marching north and south on Altar Line. IG NODS to seat officers.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Guide and Marshal at the Altar. *March music.*

Guide follows IG and Marshal follows IM to position west of Altar.

INSTALLING OFFICER: Daughter Guide, your duty to guide the Pilgrims in their journey through the several epochs. Become familiar with the teachings of this Order, that you may be able to guide others and direct their footsteps in the ways of peace, truth, and uprightness of life.

INSTALLING OFFICER: Daughter Marshal, your duty is to care for and display the National Emblem, to see that suitable preparation is made for our ceremonies, and to assist the Guide in conducting Pilgrims.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will conduct these officers to their stations. *March music.*

See Diagrams #51 and #52: Guide follows IG and Marshal follows IM to stations and drop off as IG and IM turn and take one step east of West Line and retrace steps to Waiting Stations. Guide and Marshal remain standing in front of stations until introduced.

INSTALLING OFFICER: It is with pleasure that I present _____ who has been installed as Guide and _____ who has been installed as Marshal for the ensuing term. *Applause.*

Both IG and IM NOD to seat officers.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will present the Senior and Junior Princesses at the Altar. *March music.*

Senior Princess follows IM and Junior Princess follows IG to position west of Altar.

INSTALLING OFFICER: Daughter Princesses, you have been elected to assist the Honored Queen in all that she may require of you. You should conduct yourselves at all times with quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue and honor.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will conduct these Princesses to the East, to be invested with the Honors of their stations. *March music.*

Optional

*A **SHORT MUSICAL SELECTION** MAY BE GIVEN HERE
FOR THE PRINCESSES WHILE THEY ARE INVESTED
WITH THE HONORS OF THEIR STATION.*

See Diagrams #53 and #54: If room, Senior Princess and IM go side by side around north side of Altar while Junior Princess and IG go side by side around south side of Altar, with the Princesses next to Altar. If there is not enough room, Senior Princess follows IM and Junior Princess follows IG around Altar, then on Altar Line, IG and IM step to the side allowing Princess to be in the center. All four march together, four abreast, to the East Line. ISC and IJC rise as Princesses approach the East. IG and IM back-up to position in front of pedestals, stand facing each other, while the ISC and IJC assist Princesses to kneel. Princesses kneel on floor (not steps of dais) facing East or each other. If desired, the Princesses may stand facing East or each other during investiture. ISC and IJC stand behind the Princesses while investing them with their capes and crowns. Each Princess shall tie her own cords. After crowns are placed, ISC and IJC help Princesses to rise for charge. ISC and IJC step back in front of their stations and remain standing.

INSTALLING OFFICER: Daughter Princesses, ever strive for beauty of character that will outshine the beauty and splendor of your raiment.

See Diagram #55: Princesses ascend the dais as the IG and IM return to Waiting Stations by marching directly from their position in front of pedestals to North and South Marching Lines and then west. IO sounds **THREE RAPS of gavel [***]** after Princesses face west.

INSTALLING OFFICER: It is with pleasure that I present _____ who has been installed as Senior Princess and _____ who has been installed as Junior Princess for the ensuing term. *Applause*

IO sounds **ONE RAP of gavel [*]**.

INSTALLING OFFICER: Installing Guide and Installing Marshal, you will cause the Honored Queen to kneel at the Altar and place her hands on the open Holy Bible. *March music.*

See Diagram #56: HQ follows IG to position west of Altar.

See Diagram #57: When HQ is in position West of Altar, IM steps around north side of Altar and reverently lifts up open Bible and carries it around to west side of Altar and places it on Altar in front of HQ. Do NOT drag Bible across Altar.

See Diagram #58: IG assists HQ to kneel, then both IG and IM step back two steps.

Option #1

IO may go to east side of Altar to give HQ's oath and charge, and then west of Altar to invest her with the honors of her station (see Diagrams #59 and #61). IO carries gavel with her.

Option #2

IO may remain in the East to give HQ's oath and charge, and then go west of Altar to invest her with the honors of her station (see Diagrams #59 and #61). IO carries gavel with her.

Option #3

IO may remain in the East to give HQ's oath and charge, and invest HQ with the honors of her station at foot of East Dais (see Diagram #60).

See Diagram #59: If IO goes to Altar for oath and charge, she goes around north side of pedestal, descends dais, and marches to Altar Line.

INSTALLING OFFICER: Honored Queen, you will repeat after me:

IO places gavel over heart.

I will be faithful to the laws - of Job's Daughters International - respect the Supreme, Grand, and Bethel Guardian Councils - and endeavor to be worthy of my office - so help me God.

IO lowers gavel.

IO directs following message to HQ and assemblage:

The one elected to hold the office of Honored Queen should be generous in character, kind, tolerant, and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and improving. Her taste in literature, arts and sciences should be such that she will lead the thoughts of others toward the highest and purest things in life.

IO directs rest of message to HQ only.

Polite and courteous attention to the advise of parents and guardians and the consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated, and the prayer of all who know and love you is, that our Heavenly Father will guide and direct you in your service of love.

Optional

*A SHORT MUSICAL SELECTION MAY BE GIVEN HERE
FOR THE HONORED QUEEN*

If so, HQ removes hands from Bible.

See Diagram #60: If IO remains in the East and HQ is invested at foot of East Dais, IG assists HQ to rise while IM reverently returns Bible to proper place on east side of Altar. IG and IM escort HQ to East Line, then return to their respective Waiting Stations. HQ, facing East, is then invested at foot of dais.

See Diagram #61: IO steps around north side of Altar and hands gavel to IM. IO stands behind HQ and places cape on HQ. HQ ties cape herself.

INSTALLING OFFICER: This cape of royal purple is an emblem of your high office and symbolizes the love of the Bethel members who have chosen you as their Honored Queen.

As IO places crown on HQ.

INSTALLING OFFICER: I now place on your head this crown, an emblem of leadership and a symbol of your high position. May you ever wear it with dignity, grace and humility.

IO steps back between Altar and Chaplain's station and continues.

INSTALLING OFFICER: Honored Queen, let wisdom and understanding crown your judgment, and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. Ever strive to wear these honors with real dignity as becoming an Honored Queen of this beautiful Order.

Optional

A SHORT MUSICAL SELECTION MAY BE GIVEN HERE

Optional

INSTALLING OFFICER: Arise, Honored Queen.

March music.

IO assists HQ to rise. IM returns gavel to IO. IO escorts HQ around north side of Altar to the East. As HQ and IO march to the East and before IG and IM leave Altar, IM reverently returns Bible to proper position on east side of Altar. Both IG and IM return to their respective Waiting Stations.

IO ascends East Dais first, (on north side of pedestal) so that she immediately can sound **THREE RAPS of gavel [***]** as the HQ ascends the dais.

Optional
ARCH OF FLOWERS CEREMONY
Appropriate Music

If an Arch of Flowers Ceremony is used, IO may proceed to East on outside of Arch while HQ goes through Arch, OR she may go through Arch with HQ and then ascend dais while HQ remains on East Line. As HQ and IO go to the East and before IG and IM leave Altar, IM reverently returns Bible to proper position on east side of Altar. Both IG and IM return to respective Waiting Stations.

Arch may be made up of: Members from own Bethel who are not officers or choir members; AND/OR members from other Bethel; OR may be formed by the newly installed officers and choir members from own Bethel. If participants are not the newly installed officers of own Bethel, they are seated east of the Altar on the North and South Sidelines in the first row of chairs (equal number on both sides).

**IF MEMBERS OTHER THAN OWN BETHEL'S NEWLY
INSTALLED OFFICERS FORM THE ARCH:**

See Diagrams #62 and #63: As HQ rises from Altar, arch participants also rise. As HQ marches around Altar, arch participants moved forward from their chairs into position. As HQ marches east, IM reverently returns Bible to proper position on east side of Altar, and if not participating in the arch, both IG and IM return to Waiting Stations. Members of Arch present flowers to HQ and return immediately to seats on sidelines and are seated.

**IF NEWLY INSTALLED OFFICERS AND CHOIR MEMBERS
FORM ARCH:**

See Diagrams #63 and #65: As HQ rises Bethel Officers and Bethel Choir members fall onto end of line as Bethel Guide and Bethel Marshal pass their stations. ISC and IJC hand flowers to each officer as they form the arch. IM reverently returns Bible to proper position on east side of Altar after which IG and IM return to Waiting Stations. After officers and choir members have presented flower to HQ, they immediately follow same line of march and return to their stations and are seated.

WHEN ALL ARCH PARTICIPANTS HAVE RETURNED TO CHAIRS OR STATIONS AND ARE SEATED, HQ TURNS AND ASCENDS EAST DAIS (on north side of pedestal) as IO sounds **THREE RAPS of gavel [***]**.

INSTALLING OFFICER: It is with pleasure that I present _____ who has been installed as Honored Queen for the ensuing term. *Applause.*

INSTALLING OFFICER: Honored Queen, I present you with the gavel, the emblem of your authority, knowing that in your hands it will be used wisely and well.

HQ seats assemblage with **ONE RAP of gavel [*]** and returns gavel to IO.
Both HQ and IO remain standing.

INSTALLING OFFICER: I now present you with a copy of the Uniform Code of Bylaws of this Bethel, a copy of the Constitution and Bylaws of Job's Daughters International, and a copy of the Manual of Rules and Regulations of this Grand Guardian Council. These are your to study for the ensuing term. They define your duties and responsibilities.

They also set forth the rights and privileges of all members of the Order. Examine them carefully that your duties may be well done, and the rights and privileges of members protected.

Optional
APPROPRIATE MUSICAL SELECTION MAY BE GIVEN HERE
If so, IO and HQ are seated.

INSTALLING OFFICER: Installing Recorder (rises), you will make the Proclamation.
IG does NOT go to Altar. IRec does NOT raise right hand.

INSTALLING RECORDER: By direction of the Installing Officer and the Grand Guardian Council, I proclaim the Bethel Officers (and Bethel Choir) of Bethel # ___ of _____, Minnesota, of Job's Daughters International, legally installed for the transaction of business under the laws of Job's Daughters International and the Grand Guardian Council. (If there are officers or choir members not present for installation, give exceptions: **with the following exceptions:**

_____.)

IRec is seated.

IO sounds **ONE RAP of gavel[*]**.

INSTALLING OFFICER: Installing Officers, may retire to seats reserved for you.

IG and IM take seats reserved for them on sidelines. ISC and IJC may remain in stations or move to seats reserved for them on sidelines. IFB takes seat reserved for her on sidelines. If IChap is giving Closing Prayer, she remains in station next to Bethel Chaplain until after Closing Prayer after which she takes seat reserved for her on sidelines.

IO presents gavel to HQ with appropriate words of own choosing, after which IO takes seat reserved for her in the East.

Optional

ESCORT AND INTRODUCTIONS

May be given at this time by newly installed officers, if not already done so by Installing Officers after Presentation of Flag or reading of Special Dispensation. In either case it is done as per Ritual.

**PRESENTATIONS
AND INTRODUCTION OF FAMILY**

1. As defined in MC-BETHEL 3 Art X Sect 1 M (1)-(3); B-BETHEL 4 Art VIII Sect 1; and own Bethel's Bylaws:
 Wallet-size Past HQ's Certificate (new form 172) (old form 49)
 An Official Past HQ's Jewel
 A token gift to the Retiring HQ from her officers (Optional)
2. HQ's and other Line Officers' pins (Optional)
3. Introduction of parents and family of HQ.
 Immediate family may be escorted.
 Other relatives and special friends are introduced from sidelines.
4. Personal gavel to HQ (Optional)

REMARKS

HQ gives remarks first (include Thank yous).

BG

ABG

HQ, with the approval of the ExBGC prior to the Installation, may call on specific individuals for remarks and/or open the floor for remarks.

ANNOUNCEMENTS

Announce if there are to be any of the following taking place after the Retiring March so that the audience knows that they need to remain seated:

- Bible Signing Ceremony
- SHORT ceremonies or narrations (Addendum)
- Receiving Line
- Reception
- Etc.

Optional

INSTALLATION OF BETHEL GUARDIAN COUNCIL

HQ invites the Installing Officer to approach the East informally and presents her with the gavel. The Installing Officer shall be a member of the SGC or GGC. See the MN Book of Ceremonies.

CLOSING CEREMONY

Optional

The IChap usually gives the prayer, but the newly installed Bethel Chaplain may be asked.

HONORED QUEEN: Installing Chaplain, you will attend at the Altar.

HQ sounds **THREE RAPS of gavel [***]**. *Altar music.*

IChap attends at the Altar as per Ritual.

INSTALLING CHAPLAIN: Our Father in Heaven, we thank Thee for Job’s Daughters International. May we always be “The Fairest in the Land”. Give to these Bethel Officers (and Bethel Choir) who have been invested with authority, the appreciation and knowledge of their charges so that they will always be faithful to our Order. Bless our Bethel, our girls and our leaders. We ask in Thy name. Amen.

IChap (or Bethel Chaplain) rises and reverently closes the Bible and returns to station as per Ritual. *Altar music.*

If IChap gives the prayer, she then goes directly to seat reserved for her on the sidelines or may wait and go just before the Retiring March.

Option #1

**IF THE RETIRING HONORED QUEEN IS TO SIGN
BIBLE AT THIS TIME:**

HQ sounds **ONE RAP of gavel[*]**.

HQ (after consulting with Retiring HQ prior to Installation for her choice of Escort) invites the ABG, the Retiring HQ’s father or mother to escort her to the Altar to sign Bethel’s Bible. Escort approaches the East and escorts the Retiring HQ to east side of Altar where she signs Bible (be sure Escort has signature page if it is not bound into Bible, and a pen that works). The Escort returns the Retiring HQ to position in East and returns to his or her own seat. NO presentations may be made at this time.

HQ: Associate Bethel Guardian

(Mr _____ or Mrs _____), you will approach the East and escort the Retiring Honored Queen to the Altar to sign the Bible.

Appropriate music.

HQ: All present, except for the Officers, (Bethel Choir), Bethel Guardian and Associate Bethel Guardian, will please remain seated until the Officers (and Bethel Choir) have retired.

HQ sounds **TWO RAPS of gavel [**]**.

Option #2

**IF THE RETIRING HONORED QUEEN IS TO SIGN BIBLE
AFTER THE RETIRING MARCH:**

HQ: All present, except the Officers, (Bethel Choir), Bethel Guardian and Associate Bethel Guardian will please be seated until the Officers (and Bethel Choir) have retired.

RETIRING MARCH

As per Ritual.

Bethel Custodians remove chairs and return to stations as per Ritual.

Music for removing chairs and Retiring March.

BG's approach East as per Ritual. HQ presents gavel to BG. After the East Line has been cleared, the ABG may invite only the newly installed HQ's parents/guardians to the East to view the Closing Formation, and Retiring HQ shall be invited to rise.

**CLOSING CROSS FORMATION, or
CLOSING SQUARE AND COMPASS FORMATION, or
CLOSING TRIANGLE FORMATION**
as per Ritual

BETHEL GUARDIAN: This concludes our ceremony.

BG **NODS**, Officers (and Bethel Choir) **NOD**, BG sounds **ONE RAP of gavel** [*].

Officers (and Bethel Choir) retire and may form a Receiving Line.

Optional
THE FOLLOWING MAY TAKE PLACE AFTER FINAL GAVEL
AND NOT BEFORE
IF APPROVED BY EXECUTIVE MEMBER OF ExBGC:

Benediction, *Special Music*, or other Special Ceremonies such as Narrations, Old Rugged Cross Ceremony, Bible Signing Ceremony, and/or Ceremony for the Retiring HQ.

Optional
RECEIVING LINE

Optional
RECEPTION