

INSTALLATION OF BETHEL GUARDIAN COUNCIL

GENERAL INSTRUCTIONS

1. STUDY THE CONSTITUTION AND BYLAWS (C-BGC Art X and MC-BGC Art X).
2. Installation of BGC shall come under Good of the Bethel at a regular Bethel meeting (see Ritual p 67) or at an Open Bethel Installation following the installation of officers and just before the Closing Prayer (Bethel Installation, MN Book of Ceremonies p 15).
3. Installation of the BGC shall NOT be held BEFORE the Annual Session of the GGC (on or before the third Saturday in June), and NO LATER than the second meeting in the month of September except by Special Dispensation from the GG.
4. Prior to Installation of the BGC, the GG shall have provided the incoming BG with the Certificates of Appointment for those who are to be installed. The incoming BG shall give certificates to the Installing Officer and their names to the Installing Secretary.
5. ALL members of the BGC, including those reappointed, shall be installed.
6. There are only NINE (or less) BGC members; everyone else is a Committee chairman or member. Committee chairmen and members are NOT installed, but may be introduced by the newly installed BG after the BGC Installation.
7. Members of a BGC appointed by the GG shall be installed by a member of the SGC or GGC. (Members of the MN GGC include: the GGC Officers, PBGs and PABGs of Bethels in MN, the five Executive members of the BGC [Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, Guardian Director of Music], and all members of the SGC residing in such GGC jurisdiction who have been elected to membership in such GGC.) Members of the GGC may also serve as the other Installing Officers.
8. If the BGC Installation is to take place at a regular Bethel meeting, regular Bethel Officers may serve as installing officers, with the exception of the Installing Officer. If the BGC Installation is to take place at an Open Bethel Installation, the installing officers (IG, IM, etc.) may serve, again with the exception of the Installing Officer.
9. The IO shall instruct the Installing Guide and Installing Marshal before the meeting where to place the members of BGC for Installation. See Diagrams #71 and #72. The IO should also instruct the Installing Secretary, Installing Chaplain and Installing Musician on their part in the ceremony.
10. The HQ invites the Installing Officer to approach the East informally and presents her with the gavel. HQ is seated.

BETHEL GUARDIAN COUNCIL INSTALLATION CEREMONY

INSTALLING OFFICER: In installing the members of the Bethel Guardian Council, I will be assisted by (rise as their names are read):

Include titles

_____ as Installing Guide

_____ as Installing Marshal

_____ as Installing Secretary

_____ as Installing Chaplain

_____ as Installing Musician

INSTALLING OFFICER: The Installing Officers will assume their stations.

The Bethel Guide, Marshal, Recorder, Chaplain and Musician take seats on the sidelines, unless they are assisting the Installation.

OMIT, if Bethel officers are to serve.

IO NODS to seat the Installing Officers.

INSTALLING OFFICER: Installing Secretary (rises), you will read the names of those who are to serve on this Bethel Guardian Council for the ensuing term who, as their name are read, will rise and remain standing.**INSTALLING OFFICER: Installing Guide (rises) and Installing Marshal (rises), you will present the members of the Bethel Guardian Council for Installation. *March music.***

See Diagrams #71 and 72: The BGC members to be installed should be seated on both the North and South Sideline (four on north and five on south). IG and IM leave stations in the West, march to West Line, turn right and left respectively and march to South and North Marching Lines, then east on South and North Marching Lines to furthestmost BGC member. IG and IM turn inward and retrace their steps on South and North Marching Lines, as they pass a standing BGC member, they NOD and say **Please follow me**. The BG and ABG should position themselves at the end of the south line. IG and IM lead the members to the West Line. IG enters the semicircle between stations of Second and Fifth Messengers while the IM enters the semicircle between stations of Fourth and Fifth Messengers. IG and IM march to South and North side of Altar and face East. The BGC members close in, forming a semicircle within the Messengers' chairs, with the BG and ABG standing in the center. See Diagram #72.

INSTALLING OFFICER: Before installing them into office, we will ask the blessing of our Heavenly Father. Installing Chaplain, you will attend at the Altar.

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

IChap approaches Altar as per Ritual.

INSTALLING CHAPLAIN; Oh, God, we ask Thy choicest blessing rest upon these persons who are about to assume the leadership of these Daughters. Make their hearts as pure and their purposes as true as these, "The Fairest In All The Land." Take away all thoughts of self, give to each one strength and courage to resist the selfishness of the world, and to follow more closely our God. Bless, we beseech Thee, the Mothers, Fathers and Guardians of these Daughters, and bring us all closer to Thee. We ask it in Thy name. Amen. *Altar music.*

IChap returns to station as per Ritual.

IO sounds ONE RAP of gavel [*].

See Diagram #73: IO may give Obligation from the East, or from Altar Line in which case she leaves the East on north side of HQ's pedestal and marches directly west to Altar Line, taking gavel.

INSTALLING OFFICER: To qualify as a member of a Bethel Guardian Council, you must pledge yourselves to attend all Bethel and Bethel Guardian Council meetings unless prevented by a reasonable excuse. Do you so promise?

Answer: **I do.**

INSTALLING OFFICER: You will place your right hand over your heart and repeat the following obligation.

With right hand, IO places gavel over her heart. Installing Officers and Bethel members do not place hands over heart.

INSTALLING OFFICER: In the presence of God and these witnesses – I promise to obey the laws – of the Job's Daughters International. – That I will advise with the Grand Guardian – or the Grand Guardian Council – in working for the good of Job's Daughters. – That I will perform the duties of my office – according to the Constitution and Bylaws of the Supreme Guardian Council – Manual if Rules and Regulations of the Grand Guardian Council – and Bylaws of this Bethel. – That I will endeavor to live – in accordance with the teachings - of the Ritual of the Job's Daughters International – in the hope that I may be found worthy – of being a Guardian of

the “Fairest In All The Land.” – To this pledge, I promise faithful obedience – agreeing to vacate my office – by declaration of the Grand Guardian – should I violate my obligation.

IO and BGC members lower hands.

If IO is on Altar Line, she steps back to turning point (half way between Altar and East dais), turns, and returns to the East on the north side of HQ’s pedestal.

BETHEL GUARDIAN

INSTALLING OFFICER: Bethel Guardian (steps forward): It shall be your duty to call all Bethel Guardian Council meetings, preside over same, and attend all Bethel meetings. To supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work. It shall be your duty to teach the principles of the organization, to maintain good order at all convocations of the Bethel, and to see that all Bethel meetings are promptly opened and closed at a reasonable hour.

To see that all petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the Investigating Committee of the Bethel regarding same.

To serve as custodian of the Bethel Charter and all copies of the Proficiency Work.

To make yourself thoroughly familiar with the Constitution and Bylaws of the Order and the Manual of Rules and Regulations of the Grand Guardian Council and Bylaws of this Bethel.

You should be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress. Upon you, therefore, to a great extent, depends the success of this Bethel. Are you willing to assume these responsibilities?

Answer: **I am.**

BG steps back into place.

ASSOCIATE BETHEL GUARDIAN

INSTALLING OFFICER: Associate Bethel Guardian (steps forward): You have been appointed as Associate Bethel Guardian for the specific reason that you are a Master Mason, the source of our heritage and the symbol of our ideals. Your membership in the Masonic Fraternity, has highly qualified you for the signal honor. It is your duty to investigate the Masonic relationship of all petitioners.

To become thoroughly familiar with the Constitution and Bylaws of the Order so that you can properly assist the Bethel Guardian in the performance of her duties, and assume them in her absence. To see that the Bethel books are audited at the conclusion of each term and a report made at the next regular meeting of the Bethel. Are you willing to assume these responsibilities?

Answer: **I am.**

ABG steps back into place.

GUARDIAN SECRETARY

INSTALLING OFFICER: Guardian Secretary (steps forward): It is your duty to supervise the work of the Recorder and to make proper record of all Bethel Guardian Council Meetings. It is, therefore, your duty to attend all Bethel meetings regularly, and all meetings of the Bethel Guardian Council. Are you willing to assume these responsibilities?

Answer: **I am.**

Guardian Secretary steps back into place.

GUARDIAN TREASURER

INSTALLING OFFICER: Guardian Treasurer (steps forward): **It is your duty to supervise the work of the Bethel Treasurer and to receive all money from her, giving her a receipt for same. To supervise the work of the Librarian by carefully reading her report before it is given. It is, therefore, your duty to attend all Bethel meetings regularly, and all meetings of the Bethel Guardian Council. Are you willing to assume these responsibilities?**

Answer: **I am.**

Guardian Treasurer steps back into place.

GUARDIAN DIRECTOR OF MUSIC

INSTALLING OFFICER: Guardian Director of Music (steps forward): **Yours is an important office, as the musical part of our ceremony is as important as the work itself. It is your duty to attend all meetings of the Bethel and the Bethel Guardian Council. You should have a Musician proficient at all times, a Bethel Choir in readiness for all ceremonials and such musical programs as may be for the good of the Order. Are you willing to assume these responsibilities?**

Answer: **I am.**

Guardian Director of Music steps back into place.

PROMOTER OF SOCIABILITY

INSTALLING OFFICER: Promoter of Sociability (steps forward): **It is your duty to ascertain if all visitors are entitled to be present at the meeting and to cordially welcome them, to assist the committee appointed by the Honored Queen in the preparation of the candidates, and to perform such other duties as will add to the social activities of the Bethel. Are you willing to assume these responsibilities?**

Answer: **I am.**

Promoter of Sociability steps back into place.

CUSTODIAN OF PARAPHERNALIA

INSTALLING OFFICER: Custodian of Paraphernalia (steps forward): **It is your duty to see that the paraphernalia is carefully preserved, to instruct the Marshal, Senior and Junior Custodians how to properly display and remove paraphernalia and to supervise the care and appearance of the robes. Are you willing to assume these responsibilities?**

Answer: **I am.**

Custodian of Paraphernalia steps back into place.

PROMOTER OF FINANCE

INSTALLING OFFICER: Promoter of Finance (steps forward): **It is your duty to guard carefully the financial condition of the Bethel and to assist the Honored Queen or the committee appointed by her in planning and promoting such activities as will add to the Bethel funds and to assist in the audit of the Bethel books. Are you willing to assume these responsibilities?**

Answer: **I am.**

Promoter of Finance steps back into place.

DIRECTOR OF EPOCHS

INSTALLING OFFICER: Director of Epochs (steps forward): **It is your duty to assist the Bethel Guardian in instructing the officers in their speaking parts, that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner. This is important, as we realize that first impressions are usually lasting. Are you willing to assume these responsibilities?**

Answer: **I am.**

Director of Epochs steps back into place.

PROMOTER OF HOSPITALITY

INSTALLING OFFICER: Promoter of Hospitality (steps forward): It is your duty to assist the committees appointed by the Honored Queen to provide refreshments and to assist the members of this Bethel in extending hospitality to members and guests. Are you willing to assume these responsibilities?

Answer: **I am.**

Promoter of Hospitality steps back into place.

PROMOTER OF YOUTH ACTIVITIES

INSTALLING OFFICER: Promoter of Youth Activities (steps forward): It is your duty to counsel and advise the members of the Bethel as a social group and to encourage and foster an interest in all Bethel activities thus aiding the Honored Queen in the performance of her duties. Are you willing to assume these responsibilities?

Answer: **I am.**

Promoter of Youth Activities steps back into place.

PROMOTER OF FRATERNAL RELATIONS

INSTALLING OFFICER: Promoter of Fraternal Relations (steps forward): It is your duty to contact various Masonic Organizations and make known to the members thereof the ideals and purpose of the Job's Daughters International. To arrange for the Bethel Officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations. Are you willing to assume these responsibilities?

Answer: **I am.**

Promoter of Fraternal Relations steps back into place.

DIRECTOR OF PROMOTION

INSTALLING OFFICER: Director of Promotions (steps forward): It is your duty to assist the members of the Bethel and the Bethel Guardian Council in promoting increased interest in the Bethel activities, especially with regard to increasing membership and advising parents and eligible adults that they may attend Bethel meetings. Are you willing to assume these responsibilities?

Answer: **I am.**

Director of Promotion steps back into place.

PROMOTER OF GOOD WILL

INSTALLING OFFICER: Promoter of Good Will (steps forward): It is your duty to remember those who may be ill or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of those afflicted. Are you willing to assume these responsibilities?

Answer: **I am.**

Promoter of Good Will steps back into place.

DIRECTOR OF PATROL

INSTALLING OFFICER: Director of Patrol (steps forward): It is your duty to supervise the activities of the drill team, to attend all drill team meetings and to give a detailed report of such activities when requested to do so by the Executive Members of the Bethel Guardian Council. Are you willing to assume these responsibilities?

Answer: **I am.**

Director of Patrol steps back into place.

INSTALLING OFFICER: To the members of the Bethel Guardian Council has been given the privilege of guiding and advising these fair Daughters in life's pilgrimage and assisting them in their projects for the good of the

Bethel. You should be alert and watchful that your conduct will be an example of patience and virtue which will be an inspiration for the daughters to emulate.

INSTALLING OFFICER: Installing Guide (nods) and Installing Marshal (nods), you will conduct the members of the Bethel Guardian Council to the East for Introduction and to receive their Certificates of Appointment. *March music.*

See Diagram #74: IG and IM **NOD** for BGC members to follow. IG and IM march to Altar Line, come together east of Altar, march east to East Line, turn right and left respectively, marching far enough south and north to allow enough room for all BGC members to stand on East Line. If possible, IG and IM stop in front of pedestals. All remain facing East.

IO goes to the East Line on north side of pedestal to present the Certificates of Appointment as issued by the GG. The names are read as each certificate is presented. NOTE: If PHQs or MMs are appointed as members of the BGC, special mention should be made. IO returns to the East.

INSTALLING OFFICER: Please face west. Officers and members of this Bethel, these adults have pledged their time and service to assist you during the coming year. Please rise and join with me in extending them a hearty welcome. Applause.

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

INSTALLING OFFICER: Installing Guide (nods) and Installing Marshal (nods), you will conduct the members of the Bethel Guardian Council to the sidelines, after which you will return to your stations. *March music.*

See Diagram #75: IG and IM turn south or north respectively and march to South or North Marching Lines, turn west and march to West Line. Members of the BGC drop off at their place and are seated. IG and IM return to their stations and are seated.

INSTALLING OFFICER: Installing Secretary (rises), you will make the Proclamation.

INSTALLING SECRETARY: (Remains at desk and does not raise hand) By direction of the Installing Officer, I proclaim the members of the Bethel Guardian Council of Bethel No. _____ of _____ (city), Minnesota, of the Job's Daughters International, duly and regularly installed, under the laws of the Grand Guardian Council.

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

IO thanks HQ, returns gavel and returns informally to seat on sidelines.