



Mary Etta Wright Grand Bethel Handbook

The Mary Etta Wright
Grand Bethel Handbook

Mary Etta Wright PSG

Revised 11/21/03

Mary Etta Wright Grand Bethel Handbook

The Mary Etta Wright Grand Bethel Handbook shall be used without alteration for opening and closing of each Mary Etta Wright Grand Bethel meeting.

Officers shall commit to memory all ritualistic work.

The Grand Bethel Honored Queen, with the approval of the Grand Bethel Committee, may appoint substitute officers to learn the ritualistic work for absent officers. In an emergency arising from absence of both officers, a member requested to substitute shall read from the handbook, unless she has committed the work to memory.

Officers and members of the Mary Etta Wright Grand Bethel sit upright with feet flat on the floor, hands resting in lap. When standing hands are at sides.

An officer when addressed by the Grand Bethel Honored Queen during opening charges rises, faces the Grand Bethel Honored Queen then makes a slight bow. The officer does not respond until she has raised her head, then she will answer "Grand Bethel Honored Queen".

During Order of Business, members requesting permission to speak, rise and must be recognized by the Grand Bethel Honored Queen before speaking. The members will preface their remarks by saying "Grand Bethel Honored Queen".

The Grand Bethel Historian will be responsible for recording the history of the Mary Etta Wright Grand Bethel, reading the current year at the Annual Meeting by the direction of the Grand Bethel Honored Queen.

PREPARATION OF GRAND BETHEL ROOM

Prior to the Mary Etta Wright Grand Bethel Meeting, the Grand Bethel Senior Custodian and the Grand Bethel Junior Custodian will place all paraphernalia in proper position as shown on floor plan, PLATE # 1.

Following the Grand Bethel Meeting, all paraphernalia will be removed from the Grand Bethel Room by the Grand Bethel Senior Custodian and the Grand Bethel Junior Custodian. They shall insure that the Grand Bethel Guardian has possession of the Mary Etta Wright Grand Bethel Founder's Roll, the Mary Etta Wright Grand Bethel Bible and all other paraphernalia. The Grand Bethel Marshal shall supervise this work. The floor plan may be adjusted to the size of the Grand Bethel room.

The Mary Etta Wright Grand Bethel Bible is placed on the center of the altar with the back at the center, open edge facing the North. Nothing except the Mary Etta Wright Grand Bethel Bible and altar cloth shall be placed on the Altar. There shall be no papers or other inserts inside or on top of the Mary Etta Wright Grand Bethel Bible.

The Grand Bethel Honored Queen, Grand Bethel Senior Princess and the Grand Bethel Junior Princess will be placed side by side in the East of the Grand Bethel room.

The Grand Bethel Marshal and the Grand Bethel Guide will be placed in the West of the Grand Bethel room in line with the Grand Bethel First Messenger and the Grand Bethel Third Messenger.

The chairs of the Grand Bethel Treasurer and the Grand Bethel Recorder shall be placed at a table in the Southeast of the Grand Bethel room. The Grand Bethel Musician will be seated at the instrument.

The chairs of the Grand Bethel Messengers, Grand Bethel Chaplain and the Grand Bethel Historian form a triangle facing the East. The chairs of the Grand Bethel Chaplain and the Grand Bethel Historian are on a line with the Altar, allowing three (3) steps on the North and South sides of the Altar. The chairs of the Grand Bethel First Messenger and the Grand Bethel Third Messenger shall be placed three (3) steps West of the Grand Bethel Chaplain and the Grand Bethel Historian chairs. The Grand Bethel Second Messenger chair shall be placed three (3) steps West of the Grand Bethel First Messenger's chair. The right side of the Grand Bethel Second Messenger's chair, shall be in line with the left side of the Grand Bethel First Messenger's chair. The Grand Bethel Third Messenger's chair shall be placed three (3) steps West of the Grand Bethel Chaplain's chair. The Grand Bethel Fourth Messenger's chair shall be placed three (3) steps West of the Grand Bethel Third Messenger's chair. The left side of the Grand Bethel Fourth Messenger's chair shall be in line with the right side of the Grand Bethel Third Messenger's chair. The Grand Bethel Fifth Messenger's chair shall be placed directly West of the Altar, completing the point of the triangle. Adjust the number of steps according to the size of the Grand Bethel room.

The chairs of the Grand Bethel Senior Custodian and the Grand Bethel Junior Custodian will be placed directly in front of the Grand Bethel Senior Princess and the Grand Bethel Junior Princess. The chair of the Grand Bethel Inner Guard is placed inside and the chair of the Grand Bethel Outer Guard chair is placed outside the entrance of the Grand Bethel room.

The Grand Bethel Guardian and the Grand Bethel Associate Guardian shall be seated on the sidelines of the South marching line at the East line.

The Mary Etta Wright Grand Bethel Founder's roll is placed at the base of the Grand Bethel Honored Queen's podium prior to the meeting.

The American Flag is placed unfurled outside the Grand Bethel room. The base for the flag is placed at the right of the Grand Bethel Senior Princess station.

The Mary Etta Wright Grand Bethel Flag/Banner is placed at the left of the Grand Bethel Junior Princess station.

There shall be no open flame equipment used at meetings or installations. Electrified candles may be used.

At any Grand Bethel meeting, Grand Bethel Officers shall wear a long or tea length gown during the Grand Bethel meetings. The Grand Bethel Representatives shall wear a long or tea length gown or a dressy dress during the Grand Bethel meetings. Grand Bethel Members shall wear skirts or dresses during the Grand Bethel meetings.

GRAND BETHEL REGULAR MEETING

Grand Bethel Guardian and Associate Guardian are escorted into the Bethel Room by the Grand Bethel Custodians. PLATE #3

Grand Bethel Guardian: Grand Bethel Junior and Senior Custodians, you will retire and escort into the Grand Bethel Room the Grand Bethel Officers. PLATE #4

Grand Bethel Honored Queen: The officers will take their stations. PLATE #6 **RAP GAVEL**

Flag Ceremony

Grand Bethel Honored Queen: Grand Bethel Marshal, you will present the flag of our country at the Altar. PLATE #7

1. Sing Star - Spangled Banner
2. Pledge of Allegiance
(Flag in East) **RAP GAVEL** Immediately

Grand Bethel Honored Queen: We are again assembled to impress more deeply upon our hearts and minds the lessons of love, honor, faith, and hope. It is a privilege and an honor to serve in the Grand Bethel, to cherish and preserve the ideals and principles of Job's Daughters and to promote the interest, welfare and growth of our beloved Order. The GrandBethel Officers will now explain the duties of their stations.

Stations and Duties

Grand Bethel Honored Queen: Grand Bethel Inner Guard, you will direct the Grand Bethel Outer Guard to report to your station.

Grand Bethel Inner Guard: Grand Bethel Outer Guard, the Grand Bethel Honored Queen directs you to report to my station. *(Grand Bethel Outer Guard comes into the Grand Bethel Room and immediately gives her station and responsibility.)*

Grand Bethel Outer Guard: My station as Grand Bethel Outer Guard is at the entrance to the outer door. It is my responsibility to guard the outer door during all Grand Bethel Meetings.

Grand Bethel Honored Queen: You will direct the Grand Bethel Inner Guard to take her station. *(Grand Bethel Inner Guard returns to the Grand Bethel Room and immediately gives her station and responsibility.)*

Grand Bethel Inner Guard: My station as Grand Bethel Inner Guard is at the entrance of our Grand Bethel. It is my responsibility to guard the inner door and relay to the Grand Bethel Honored Queen all messages from the Grand Bethel Outer Guard. *(The Grand Bethel Inner Guard is followed by the Grand Bethel Junior Custodian and so on with no direction from the Grand Bethel Honored Queen.)*

Grand Bethel Junior Custodian: My station as Grand Bethel Junior Custodian is in front of the Grand Bethel Junior Princess. It is my responsibility to assist the Grand

Bethel Junior Princess when necessary and to prepare the Grand Bethel Room for the Grand Bethel meeting and remove all properties of the Grand Bethel at the close of the meeting.

Grand Bethel Senior Custodian: My station as Grand Bethel Senior Custodian is in front of the Grand Bethel Senior Princess. It is my responsibility to assist the Grand Bethel Senior Princess when necessary, to prepare the Grand Bethel Room for the Grand Bethel meeting and remove all properties of the Grand Bethel at the close of the meeting.

Grand Bethel First Messenger: My station as Grand Bethel First Messenger is in the Messenger's triangle, between the Grand Bethel Historian and the Grand Bethel Second Messenger. I represent the First Messengers of the Commonwealth who relate the story of Job's happiness and prosperity to pilgrims during the initiation ceremony.

Grand Bethel Second Messenger: My station as Grand Bethel Second Messenger is in the Messenger's triangle, between the Grand Bethel First and Fifth Messengers. I represent the Second Messengers of the Commonwealth who relate the story of Job's loss of family and possessions to pilgrims during the initiation ceremony.

Grand Bethel Third Messenger: My station as Grand Bethel Third Messenger is in the Messenger's triangle, between the Grand Bethel Chaplain and the Grand Bethel Fourth Messenger. I represent the Third Messengers of the Commonwealth who relate the story of Job's suffering to pilgrims during the initiation ceremony.

Grand Bethel Fourth Messenger: My station as Grand Bethel Fourth Messenger is in the Messenger's triangle, between the Grand Bethel Third and Fifth Messengers. I represent the Fourth Messengers of the Commonwealth who relate the story of Job's faith in God to pilgrims during the initiation ceremony.

Grand Bethel Fifth Messenger: My station as Grand Bethel Fifth Messenger is in the Messenger's triangle, immediately west of the Altar. I represent the Fifth Messengers of the Commonwealth who relate the story of the triumph of faith in God to pilgrims during the initiation ceremony.

Grand Bethel Historian: My station as Grand Bethel Historian is south of the Altar. It is my responsibility to keep the history of the Mary Etta Wright Grand Bethel, and to read the current year at the Annual Meeting, by the direction of the Grand Bethel Honored Queen.

Grand Bethel Musician: My station as Grand Bethel Musician is at the instrument. It is my responsibility to have appropriate music ready for all Grand Bethel occasions.

Grand Bethel Recorder: My station as Grand Bethel Recorder is at the desk. It is my responsibility to accurately record all transactions of the Grand Bethel and to receive all money from the Grand Bethel Treasurer.

Grand Bethel Treasurer: My station as Grand Bethel Treasurer is at the desk. It is my responsibility to keep an accurate record of all Grand Bethel funds and to give a report at all Grand Bethel meetings.

Grand Bethel Chaplain: My station as Grand Bethel Chaplain is north of the Altar. It is my responsibility to lead devotions of the Grand Bethel in a reverent manner. I represent the Chaplains of the Commonwealth who relate the obligation to pilgrims during the initiation ceremony.

Grand Bethel Marshal: My station as Grand Bethel Marshal is in the west of our Grand Bethel. I represent the Marshals of the Commonwealth who present and care for the flag of our country and assist and the Guides in Escort and Introductions. My responsibility is to assist the Grand Bethel Honored Queen in all Grand Bethel affairs.

Grand Bethel Guide: My station as Grand Bethel Guide is in the west of our Grand Bethel. I represent the Guides of the Commonwealth who escort members and guests, conduct pilgrims during initiation and work for the good of our Bethel. My responsibility as Grand Bethel Guide is to assist the Grand Bethel Honored Queen in all Grand Bethel affairs.

Grand Bethel Junior Princess: My station as Grand Bethel Junior Princess is at your left. I represent the Junior Princesses of the Commonwealth who during their first term in the East, preside during the First Epoch of initiation and assist their Honored Queen in Bethel work. My responsibility as Grand Bethel Junior Princess is to assist the Grand Bethel Honored Queen in all Grand Bethel activities.

Grand Bethel Senior Princess: My station as Grand Bethel Senior Princess is at your right. I represent the Senior Princesses of the Commonwealth who preside during the Second Epoch of initiation and stand ready at all times to assist the Honored Queen. My responsibility as Grand Bethel Senior Princess is to promote friendship in the Grand Bethel and assist the Grand Bethel Honored Queen in performance of her duties.

Grand Bethel Honored Queen: My station as Grand Bethel Honored Queen is in the East. I represent the Honored Queens of the Commonwealth who preside with dignity, courage, wisdom and grace, discharging their duties in a manner worthy of being known as one of the "The Fairest In The Land". As Grand Bethel Honored Queen it is my responsibility to appoint committees approved by the Grand Bethel Committee and to preside over these committees as directed by the Grand Bethel Committee.

Grand Bethel Honored Queen: Grand Bethel Chaplain, you will attend at the altar.
PLATE #2

Grand Bethel Chaplain: Our heavenly Father, we thank Thee for the privilege of meeting once again. Guide and protect us throughout this session. We ask this in the name of our Father, who taught us to pray saying, Our Father, (*The Lord's Prayer in unison*).

Grand Bethel Honored Queen: In the name of our Lord, and by virtue of the power vested in me by the Grand Guardian Council of Pennsylvania, I now declare the Mary Etta Wright Grand Bethel of Pennsylvania open for business. **RAP GAVEL**

The Grand Bethel Honored Queen may invite the Grand Bethel Outer Guard into the Bethel room at this time.

Grand Bethel Honored Queen: Escort and Introductions:	PLATE #15
Honored Queens	Escort
Past Honored Queens	Escort
Grand Bethel honored Queens	Escort
Past Grand Bethel Honored Queens	Escort
Princesses and Past Princesses	Escort
Supreme Bethel Honored Queen, Officers and Representatives	Escort
Miss International Job's Daughter and/or Miss International Congeniality	Escort
Grand Bethel Officers and Representatives from Other Jurisdictions	Escort
Miss Job's Daughter and Miss Congeniality of PA and Other Jurisdictions	Escort
Supreme Guardian and Associate Supreme Guardian	Escort
Past Supreme Guardians and Associate Supreme Guardians	Rise
Other Supreme Officers	Rise
Grand Guardians and Associate Grand Guardians	Escort
Past Grand Guardians and Past Associate Grand Guardians	Rise
Past Grand Bethel Guardians and Past Grand Bethel Associate Guardians	Rise
Masons	Rise

Other Visitors who the Grand Bethel Honored Queen feels should be introduced.

Grand Bethel Honored Queen: This completes Escort and Introductions. **RAP GAVEL**

ROLL CALL

Grand Bethel Honored Queen: Grand Bethel Recorder, you will read the roll.

MINUTES

Grand Bethel Honored Queen: Grand Bethel Recorder, you will read the minutes.

Grand Bethel Honored Queen: Are there any additions or corrections to these minutes? These minutes stand approved, as they have been read. (Or corrected) **RAP GAVEL**

TREASURER'S REPORT

Grand Bethel Honored Queen: Grand Bethel Treasurer, you will read your report. **RAP GAVEL**

COMMUNICATIONS

Grand Bethel Honored Queen: Grand Bethel Recorder, you will read the communications. **RAP GAVEL**

REPORTS

(Only at Annual Meeting)

GRAND BETHEL HONORED QUEEN'S REPORT

(Only at Annual Meeting)

GRAND BETHEL HISTORIAN'S REPORT

Grand Bethel Honored Queen: Grand Bethel Historian, you will read the current year's history of the Mary Etta Wright Grand Bethel. **RAP GAVEL**

GRAND BETHEL REPRESENTATIVE'S REPORTS

COMMITTEE REPORTS

OTHER REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

(Only at Annual Meeting)

1. Election of Grand Bethel Guardian and Grand Bethel Associate Guardian.
2. Drawing of new Grand Bethel Officers and Representatives.

OTHER NEW BUSINESS

RECEIPTS

Grand Bethel Honored Queen: Grand Bethel Recorder, you will read the meeting's receipts.

BILLS

Grand Bethel Honored Queen: Grand Bethel Recorder, you will read the meeting's bills which are subject to the approval of the members present.

Grand Bethel Honored Queen: *(After the bills have been read)* A motion is in order concerning these bills. **RAP GAVEL**

SPECIAL CEREMONIES

GOOD OF THE ORDER

Grand Bethel Honored Queen: Grand Bethel Chaplain, you will lead us in prayer at the altar. **RAP GAVEL** (three times)

Grand Bethel Chaplain: Dear Lord, our hearts are filled with gratitude for the opportunity of being Job's Daughters. Bless our leaders and help them to guide us to the path that leads to Thy divine home. In Thy name we pray. Amen.

PRESENTATIONS AND REMARKS

CLOSING CEREMONY

Grand Bethel Honored Queen: Grand Bethel Chaplain, you will attend at the altar.
RAP GAVEL (three times)

Grand Bethel Chaplain: Our Heavenly Father, bless us, your Daughters of Job, in all the work we do. Help our Grand Bethel to grow and prosper in the hopes that we may spread your word to all in need. Thank you for the chance to gather together here and we pray that we may always live so others will know that we are truly the fairest in the land. In thy name we pray. Amen

Grand Bethel Honored Queen: All present except the Grand Bethel Officers will be seated until the Grand Bethel Officers have retired. PLATE #16

(Grand Bethel Guardian and Grand Bethel Associate Guardian will approach the east at this time.) PLATE #17 and PLATE #18

Followed by the singing of the closing song (in triangle formation). PLATE #19

Grand Bethel Guardian: This completes our meeting. PLATE #20

MUSIC FOR GRAND BETHEL MEETING

The following music may be used during the Grand Bethel Meetings:

Escort of Grand Bethel Guardian and Grand Bethel Associate Grand Guardian

“In the Garden”

Escort of Grand Bethel Officers

“In the Garden”

Flag Ceremonies - Escort of the United States Flag

“America the Beautiful” and “Star Spangled Banner”

Escort to the East

“America the Beautiful”

Grand Bethel Marshal to her Station

“America the Beautiful”

Escort of the Grand Bethel Banner to East

Grand Bethel Marshal to her Station

Before and After the “Lord’s Prayer”

“Amazing Grace”

Escort and Introductions

Appropriate Music

Special Ceremonies

Music as called for

Good of the Order, Before and After Prayer

“Amazing Grace”

Presentations

“Appropriate Music”

Closing Ceremony - Before and After Prayer

“Amazing Grace”

March into Triangle

“Pass It On”

While in Formation

“Eternal Friendship”

Leaving Formation

“Pass It On”

Other possible selections:

“For Those Tears I Died” or “Day by Day”

“The New 23rd” or “Master Designer”

“Whispering Hope” or “One Little Candle”

“I Believe”

Eternal Friendship

We joined together from far and wide,
United by our love;
To reach out to the Commonwealth and
Teach the word of Job.

CHORUS

Hand in hand as we stand undivided,
In our hearts there will always be,
The love that God has taught us,
And the strength to set it free.

With our Grand Bethel meeting closed
The time is now at hand:
To part Job's Daughters of the state
And as each other's friend.

CHORUS

Hand in hand as we stand undivided,
In our hearts there will always be,
The love that God has taught us,
And the strength to set it free.

Words and Music by
Joanne Vannauker, MMJD
Bethel No. 18, Fairless Hills

INSTALLATION CEREMONY

Entrance of Grand Bethel Guardian and Grand Bethel Associate Guardian. PLATE #3

Grand Bethel Guardian: Grand Bethel Associate Guardian, you will retire and escort into the Grand Bethel room the Installing Officer. PLATE #8

Grand Bethel Guardian introduces Installing Grand Bethel Officer.

Installing Grand Bethel Officer: Installing Grand Bethel Junior Custodian and Installing Grand Bethel Senior Custodian, you will retire and invite into the Grand Bethel room the other Installing officers. PLATE #9

Installing Officer: It is my pleasure to present the Installing Grand Bethel Officers:

Installing Grand Bethel Guide

Installing Grand Bethel Marshal

Installing Grand Bethel Recorder

Installing Grand Bethel Musician

Installing Grand Bethel Senior Custodian

Installing Grand Bethel Junior Custodian

Installing Grand Bethel Chaplain

Installing Grand Bethel Flag Bearer

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Installing Grand Bethel Officers to their stations. **RAP GAVEL**

CEREMONY: Narration by Narrator

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will escort the flag of our country west of the Altar. (three raps) sing “Star Spangled Banner”. Flag is escorted to the East. Repeat Pledge of Allegiance.

Installing Officer: Members of the Grand Council of Pennsylvania, Bethel members and friends of the International Order of Job’s Daughters, we are assembled here to witness the Installation of the Grand Bethel Officers and Representatives of the Mary Etta Wright Grand Bethel of Pennsylvania for the ensuing year. Before proceeding with our ceremony, let us ask the blessing of the Heavenly Father.

Installing Officer: Installing Grand Bethel Chaplain, you will attend at the altar. **RAP GAVEL** (three times)

Installing Grand Bethel Chaplain: Our heavenly Father, as we meet together this night to install our new Grand Bethel officers, we ask your guidance and care in everything we do. Bless all Job’s Daughters everywhere, our parents and friends as we continue to strive to do your will. Amen. **RAP GAVEL**

ESCORT AND INTRODUCTION

Only those who have not been previously introduced at this Grand Session. PLATE #15

- Honored Queens and Past Honored Queens

- Present and Past Princesses
- Grand Bethel Honored Queens
- Supreme Bethel Officers and Representatives
- All Miss Job's Daughters
- All Visiting Job's Daughters
- Supreme Guardian and Associate Supreme Guardian
- Past Supreme Guardians and Past Associate Supreme Guardians
- Other Supreme Officers
- Grand Guardians and Associate Grand Guardians
- Past Grand Guardians and Past Associate Grand Guardians
- Other Grand Officers
- Grand Bethel Guardians and Grand Bethel Associate Guardians
- Past Grand Bethel Guardians and Past Grand Bethel Associate Guardians

(Others necessary to be introduced may be added by the Grand Bethel Honored Queen.)

Installing Officer: Recorder, you will read the names of the daughters who have been selected to serve as Grand Bethel Officers and Representatives for the ensuing year who as their names are called, will rise and remain standing for the obligations. (Recorder reads names) PLATE #10

Installing Officer: You will place your hand over your heart and repeat after me: In the presence of God and these witnesses- I solemnly and sincerely promise-that I will be guided by the advice of the Grand Bethel Committee. -That I will promote the welfare and growth-of the International Order of Job's Daughters. - That I will render whatever assistance possible-to the Grand Guardian Council and Bethels in this Commonwealth. -That I will encourage the younger daughters to learn the Ritual-be regular in attendance- and to follow more closely the aim of Job Daughters.- That I will be kind, patient and steadfast and live according to the teachings of Job's Daughters,-that I may be a fitting example for all members to emulate. **RAP GAVEL**

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Representatives at the north and south marching lines. PLATE #11

Installing Officer: Grand Bethel Representatives, you have been chosen to represent a state, province, territory or country. By inter-change of communication and ideas you should become familiar with the activities of other Bethels throughout our International Order of Job's Daughters. That the Grand Bethel may reap full measure, you be earnest and diligent in the administration of your office so that the jurisdiction, which you represent, may be proud of your accomplishments. (Representatives will wear medallions into the room)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal you will present the Grand Bethel Inner Guard and Grand Bethel Outer Guard west of the Altar.

Installing Officer: Grand Bethel Outer Guard, your duty is to guard well the outer door that no interruptions will disrupt the meeting of our Grand Bethel. Grand Bethel Inner

Guard, your duty is to guard well the inner door and allow no interruptions during our convocation. (Present Medallion)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Inner Guard and Grand Bethel Outer Guard to their stations, after which you will present the Grand Bethel Senior Custodian and Grand Bethel Junior Custodian west of the Altar.

Installing Officer: Grand Bethel Custodians, your duty will be to see that the Grand Bethel room is in order, care for the paraphernalia and assist the Grand Bethel Guide and Grand Bethel Marshal when requested to do so. (Present medallions)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Senior Custodian and Grand Bethel Junior Custodian to their stations, after which you will present the Grand Bethel Chaplain, Grand Bethel Musician and Grand Bethel Historian west of the Altar.

Installing Officer: Grand Bethel Chaplain, it will be your duty to lead the Grand Bethel in their devotions. Grand Bethel Musician, it will be your duty to preside at the instrument and to furnish appropriate music for the Grand Bethel. Grand Bethel Historian, it will be your duty to keep a current history of the Grand Bethel. (Present medallions)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Chaplain, Grand Bethel Musician and Grand Bethel Historian to their stations, after which you will present the Grand Bethel Recorder and Grand Bethel Treasurer.

Installing Officer: Grand Bethel Recorder, it will be your duty to record the actions of the Grand Bethel in proper form, keep an accurate record of activities and perform such other duties as may be assigned to you. Grand Bethel Treasurer, it will be your duty to give a financial report at the Annual Session of the Grand Bethel and to perform such other duties as may be assigned to you. (Present medallions)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Recorder and the Grand Bethel Treasurer to their stations, after which you will present the Grand Bethel Messengers.

Installing Officer: Grand Bethel Messengers, as you visit the Bethels may you be true messengers of the teachings of the International Order of Job's Daughters. You will perform such other duties as may be assigned to you. (Present medallions)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Messengers to their stations.

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Guide and Grand Bethel Marshal at the Altar.

Installing Officer: Grand Bethel Guide, it will be your duty to escort honored guests and to assist in any way for the good of the Grand Bethel. Grand Bethel Marshal, your

duty will be to care for and display the flag of our country and to assist the Grand Bethel Guide in the performance of her duties. (Present medallions)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Guide and Grand Bethel Marshal to their stations. (Introduce at stations) Grand Bethel Guide _____
Grand Bethel Marshal _____

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the Grand Bethel Princesses west of the Altar.

Installing Officer: Grand Bethel Princesses, it will be your duty to assist the Grand Bethel Honored Queen when requested to do so. You should conduct yourselves at all times with the quiet dignity befitting your high office.

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the Grand Bethel Princesses to the East to be vested with the honors and badge of their offices. (Installing Grand Bethel Custodians assist)

RAP GAVEL (three times)

Introduce at their stations,
Grand Bethel Senior Princess _____
Grand Bethel Junior Princess _____

RAP GAVEL (one time)

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will cause the Grand Bethel Honored Queen to kneel at the Altar and place her hands on the Bible.

Installing Officer: Grand Bethel Honored Queen, you will repeat after me. "I will be faithful to the laws - of the Mary Etta Wright Grand Bethel of Pennsylvania - and the laws and regulations - of the Grand Guardian Council of Pennsylvania - I will cooperate in every way - with the Guardian and Associate Guardian of the Grand Bethel - in order to promote its welfare - and with the help of God - fulfill my duties."

To you Grand Bethel Honored Queen, has been given the honor of being selected to serve this Grand Bethel for the ensuing term. It is your duty to preside over all Grand Bethel meetings and at other times when requested to do so.

I now present you with the medallion of this office hoping it will ever remind you to preside in a just and gracious manner and to be kind, patient and helpful in your work as the leader of the Grand Bethel of Pennsylvania.

I now present you with the cape (pause-place cape) and crown (pause-place crown) of the Grand Bethel. May you accept your authority with humility and express in your daily life the principles, which make Job's Daughters the "Fairest in the Land".

SOLO: Optional

Installing Officer escorts Grand Bethel Honored Queen to the East, **RAP GAVEL** (three times), introduce Grand Bethel Honored Queen. PLATE #14

Installing Officer: It is with the pleasure that I present _____, who has been installed as Honored Queen of the Mary Etta Wright Grand Bethel of Pennsylvania for the ensuing term. **RAP GAVEL**

Installing Officer: The Installing Officers will take their reserved seats at this time.

PRESENTATIONS

INSTALLATION OF THE GRAND BETHEL COMMITTEE

The Grand Bethel Honored Queen invites the Installing Officer to approach the East by having the Grand Bethel Guide and Grand Bethel Marshal escort her. The Grand Bethel Honored Queen presents the Installing Officer with the gavel. (Installing Officer should be a Past Grand Guardian and Past Grand Bethel Guardian.) The incoming Grand Bethel Guardian should supply a list of members to be installed to the Installing Officer. The Grand Bethel Recorder will serve for this ceremony. The Grand Bethel Guide and Grand Bethel Marshal shall be instructed before the meeting where to place members of the Grand Bethel Committee for the Installation.

Installing Officer: In installing the members of the Grand Bethel Committee, I will be assisted by the:

Grand Bethel Guide	_____
Grand Bethel Marshal	_____
Grand Bethel Recorder	_____
Grand Bethel Chaplain	_____
Grand Bethel Musician	_____

Installing Officer: Installing Grand Bethel Recorder, you will read the names of those who are to serve the Grand Bethel Committee for the ensuing term. As their names are read they will please rise and remain standing.

Installing Officer: Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will present the members of the Grand Bethel Committee west of the Altar. PLATE #11

Installing Officer: Before installing them into office, we will ask the blessing of our Heavenly Father. Installing Grand Bethel Chaplain, you will attend at the altar. **RAP GAVEL** (3 times). Installing Grand Bethel Chaplain approaches the Altar according to the Grand Bethel Handbook.)

PRAYER

Installing Grand Bethel Chaplain: Dear Father in Heaven, please bless these adults who are about to be invested with the honor of guiding our Mary Etta Wright Grand Bethel. Help them to see clearly the ways of leading us to a better and more useful life.

Give to them the wisdom and vision of Mary Etta Wright to lead us in strength, unity and friendship. We ask in Thy names sake. Amen. (Installing Grand Bethel Chaplain returns to station.) **RAP GAVEL**

Installing Officer: To qualify as a member of the Grand Bethel Committee, you must pledge yourselves to attend all Grand Bethel meetings and Grand Bethel Committee meetings unless prevented by a reasonable excuse. Do you so promise?

(Answer - I do.)

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

In the presence of God and these witnesses - I promise to obey the laws - of the International Order of Job's Daughters - that I will advise with the Grand Guardian - in working for the good of Job's Daughters - that I will perform the duties of my office - according to the Manual of Rules and Regulations of the Grand Guardian Council - and Handbook of the Mary Etta Wright Grand Bethel. To this pledge, I promise faithful obedience - agreeing to vacate my office - by declaration of the Grand Guardian - should I violate this obligation.

Installing Officer: Grand Bethel Guardian: It shall be your duty to call all Grand Bethel Committee meetings and preside over same and attend all Grand Bethel meetings. To supervise the transactions of the Grand Bethel and see that the Officers are proficient in their work.

It shall be your duty to teach the principles of the organization, to maintain good order at all convocations of the Grand Bethel. To serve as custodian of the Grand Bethel Charter and Bible. To make yourself familiar with the Bylaws and Handbook of the Mary Etta Wright Grand Bethel and the Manual of Rules and Regulations of the Grand Guardian Council, to supply each Grand Bethel Representative with the names of Bethels of their respective jurisdictions. You should guide the daughters in their work, be a companion in their joys and friend in times of distress. Are you willing to assume the aforementioned responsibilities?

Grand Bethel Associate Guardian: You are to become thoroughly familiar with the Bylaws and Handbook of the Mary Etta Wright Grand Bethel, that you can properly assist the Grand Bethel Guardian in the performance of her duties, and assume them in her absence. You shall see that the Grand Bethel books are audited. This audit must be completed before the Annual Grand Bethel meeting. Are you willing to assume the aforementioned responsibilities?

Grand Bethel Committee Secretary: It is your duty to supervise the work of the Grand Bethel Recorder and to make record of all Grand Bethel Committee meetings. It is also your duty to attend all Grand Bethel meetings and all meetings of the Grand Bethel Committee.

Grand Bethel Committee Treasurer: It is your duty to supervise the work of the Grand Bethel Treasurer and to supervise the work of the Grand Bethel Historian by carefully reading her report before it is given. It is your duty to attend all Grand Bethel meetings and all meetings of the Grand Bethel Council.

Grand Bethel Committee Members: It is your duty to supervise the work of the Grand Bethel Officers, promote the activities of the Grand Bethel, and assist the Grand Bethel Guardian as requested. It shall also be your duty to assist during the election of the Grand Bethel Guardian and Grand Bethel Associate Guardian.

Installing Officer: To the members of the Grand Bethel Committee has been given the privilege of guiding and advising these Grand Bethel members and assist them in their projects for the good of the Grand 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 Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct the members of the Grand Bethel Committee to the East for Introductions.

Officers and members of the Grand Bethel, please rise and join with me in extending a hearty welcome to these adults who have pledged their time and service to assist this Grand Bethel during this term.

Grand Bethel Guide and Grand Bethel Marshal, you will conduct the members of the Grand Bethel Committee to the sidelines, after which you will return to your stations. *(The Installing Officer for the Grand Bethel Council then returns the gavel to the Grand Bethel Honored Queen and retires.)*

REMARKS

CLOSING

Grand Bethel Honored Queen: Grand Bethel Chaplain, you will attend at the altar. **RAP GAVEL** (three (3) times)

Grand Bethel Chaplain: Our Heavenly Father, we humbly thank you for allowing us the privilege to assemble here this evening. Please bless these officers and representatives in their respective duties. May they do their best to fulfill them, bringing honor and glory to you. In Thy name we pray. Amen. *(Chaplain closes Bible)* **RAP GAVEL**

BIBLE SIGNING

RETIRING MARCH

Grand Bethel Honored Queen: All present please remain seated until the Grand Bethel Officers have retired. **RAP GAVEL** (two (2) times) PLATE #16

(Grand Bethel Guardian and Grand Bethel Associate Guardian will approach the East at this time.) PLATE #17 and PLATE #18

After the closing song is sung (in triangle formation) PLATE #19

Grand Bethel Guardian: This completes our ceremony. PLATE #20