

# SCHOOL OF INSTRUCTION

BETHEL # \_\_\_\_\_

LOCATION \_\_\_\_\_

DATE \_\_\_\_\_

GRAND OFFICER \_\_\_\_\_

## I. BETHEL ROOM PREPARATION (PAGES 12-14)

Altar Cloth	YES _____	NO _____
Kneeler	YES _____	NO _____
Altar Bible	YES _____	NO _____
Senior Custodian Chair	YES _____	NO _____
Junior Custodian Chair	YES _____	NO _____
Librarian Chair	YES _____	NO _____
Recorder Chair	YES _____	NO _____
Semi-Circle Chairs	YES _____	NO _____
Urn	YES _____	NO _____
Dove	YES _____	NO _____
Horn of Plenty	YES _____	NO _____
Lily of the Valley	YES _____	NO _____
Charter	YES _____	NO _____
Flags in Preparation Room	YES _____	NO _____
Ante-Room Bible	YES _____	NO _____

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. OFFICIAL REGALIA (PAGES 15-16)

Crowns (within 1" hairline, no hair covering)	YES _____	NO _____
Robes: clean, pressed, 3" from floor, 4" hem 6" cord center, crossed 3 times, and tied	YES _____	NO _____
Shoes: white, flat, no buckles	YES _____	NO _____
Hose: white	YES _____	NO _____
Jewelry	YES _____	NO _____
Headband: no hair covering, no pins showing	YES _____	NO _____

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. OPENING CEREMONY (PAGES 27-32)

Entrance of Bethel Guardian and Associate	YES ___	NO ___
Entrance of Choir with BG and ABG	YES ___	NO ___
Marshal closes Preparation Door	YES ___	NO ___
ABG turns over Gavel to BG when Choir reaches seat	YES ___	NO ___
Bethel Guardian call to order	YES ___	NO ___
Entrance of Bethel Officers (Guide and Marshal same pace, square corners, proper floor work)	YES ___	NO ___
Bethel Guardian Introduces Honored Queen	YES ___	NO ___
SONG: Open the Gates of the Bethel	YES ___	NO ___

Comments \_\_\_\_\_

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IV. FLAG CEREMONY (PAGES 32-37)

National Flag:

Marshal (proper floor work)	YES ___	NO ___
HQ *** as Marshal enters places hand on heart	YES ___	NO ___
All Messengers turn inward at HQ raps	YES ___	NO ___
Marshal (Flag handling, does NOT sing)	YES ___	NO ___
SONG: Star Spangled Banner	YES ___	NO ___
Marshal (floor work, 1 step back after placement)	YES ___	NO ___
Officers turn; body follows Flag to the East	YES ___	NO ___
Honored Queen * when Marshal turns	YES ___	NO ___

Bethel Flag:

Bethel Flag Bearer (proper floor work)	YES ___	NO ___
Officers stand and face Flag after HQ speaks	YES ___	NO ___
Bethel Flag Bearer (Flag handling, DOES sing)	YES ___	NO ___
SONG: Bethel Flag Song	YES ___	NO ___
Officers turn, body follows Flag to the East	YES ___	NO ___
Outer Guard closes Prep door when Flag is posted in the East, after Song if not presented	YES ___	NO ___
Honored Queen * when Flag Bearer turns	YES ___	NO ___
Doors closed after HQ speaks	YES ___	NO ___

Comments \_\_\_\_\_

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V. PLEDGE OF HONOR FOR ADULTS (PAGES 37-38)

Associate Bethel Guardian stands YES \_\_\_ NO \_\_\_  
Chaplain (opens Bible, backs up halfway between Altar and East, where does she face) YES \_\_\_ NO \_\_\_  
Officers (hands on heart with Chaplain) YES \_\_\_ NO \_\_\_  
Honored Queen \* after Chaplain returns to seat YES \_\_\_ NO \_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. STATIONS AND DUTIES (PAGES 38-45)

Honored Queen in seated YES \_\_\_ NO \_\_\_  
SONG: Behold, We Are the Daughters of Job YES \_\_\_ NO \_\_\_  
Inner/Outer Guard (proper floor work) YES \_\_\_ NO \_\_\_  
Proficiency Work (do all daughters know) YES \_\_\_ NO \_\_\_  
Chaplain (floor work, Bible opening, attitude of prayer) YES \_\_\_ NO \_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. OPENING OF THE BETHEL (PAGES 47-48)

Recorder moves to desk when Honored Queen \* YES \_\_\_ NO \_\_\_  
Inner/Outer Guard (floor work, opening procedure) YES \_\_\_ NO \_\_\_  
Inner Guard is seated then Honored Queen \* YES \_\_\_ NO \_\_\_

Comments \_\_\_\_\_  
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VIII. ESCORT, INTRODUCTIONS, AND HONORS (PAGES 49-58)

Proper use of word "ESCORT" YES \_\_\_ NO \_\_\_  
Guide and Marshal (floor work, offer arm, waiting stations) YES \_\_\_ NO \_\_\_  
Honored Queen (extends hand, welcome, proper introductions and honors, knows when to \* ) YES \_\_\_ NO \_\_\_  
Guide and Marshal (nod to visitors in East, thank you) YES \_\_\_ NO \_\_\_  
HQ \* to complete, Guide/Marshal return to seats YES \_\_\_ NO \_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IX. ORDER OF BUSINESS (PAGES 58-67)

- |   |         |        |
|---|---------|--------|
| Honored Queen stands to conduct Business  | YES ___ | NO ___ |
| Honored Queen is seated when others have the floor                                | YES ___ | NO ___ |
| Headings are NOT read   | YES ___ | NO ___ |
| Honored Queen waits for Recorder to rise  | YES ___ | NO ___ |
| 1. Special Dispensation (read only when there is one)                             | YES ___ | NO ___ |
| Recorder reads, seated, Honored Queen *   | YES ___ | NO ___ |
| 2. Roll Call (rise as names are read, "present")                                  | YES ___ | NO ___ |
| Honored Queen * to seat everyone at completion                                    | YES ___ | NO ___ |
| 3. Report of Ballot on Petitions (read only when Initiating)                      | YES ___ | NO ___ |
| Recorder reads, seated, Honored Queen *   | YES ___ | NO ___ |
| 4. <b>CEREMONY OF INITIATION TURN TO PAGE 9 FOR CEREMONY OF INITIATION SCHOOL</b> |         |        |
| 5. Reading of Minutes   | YES ___ | NO ___ |
| Proper correction procedure   | YES ___ | NO ___ |
| Honored Queen signs, * once Recorder is seated                                    | YES ___ | NO ___ |
| 6. Treasurer's Report   | YES ___ | NO ___ |
| Treasurer (floor work, signs, returns and is seated)                              | YES ___ | NO ___ |
| Honored Queen * after Treasurer is seated   | YES ___ | NO ___ |
| 7. Communications   | YES ___ | NO ___ |
| Recorder reads who is from first, then is seated                                  | YES ___ | NO ___ |
| 8. Petition for Membership  | YES ___ | NO ___ |
| Recorder reads then is seated   | YES ___ | NO ___ |
| 9. Reports called upon by Honored Queen   | YES ___ | NO ___ |
| 10. Unfinished Business   | YES ___ | NO ___ |
| 11. New Business  | YES ___ | NO ___ |
| 12. Receipts (read by Recorder, seat, Honored Queen *)                            | YES ___ | NO ___ |
| 13. Bills (audited, read by Recorder, then seated)                                | YES ___ | NO ___ |
| Parliamentary procedure   | YES ___ | NO ___ |
| 14. Librarian's Report (read, seated, Honored Queen *)                            | YES ___ | NO ___ |
| 15. Mothers', Fathers', and Guardians' Prayer and Song                            | YES ___ | NO ___ |
| Chaplain (floor work, must sing)  | YES ___ | NO ___ |
| Officers (attitude of prayer, Prayer)   | YES ___ | NO ___ |
| SONG: Mothers' Fathers' and Guardians' Prayer                                     | YES ___ | NO ___ |
| Chaplain returns to seat, Honored Queen *   | YES ___ | NO ___ |
| 16. Good of the Bethel (read only when used)                                      | YES ___ | NO ___ |
| New Members Introductions   | YES ___ | NO ___ |
| Remarks   | YES ___ | NO ___ |

Comments \_\_\_\_\_  
 \_\_\_\_\_  
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X. CLOSING CEREMONY (PAGES 68-82)

Outer Guard/ Recorder return to stations	YES ___	NO ___
Chaplain (floor work, proper Bible closing, must sing)	YES ___	NO ___
SONG: Now Our Work Is Over (all Daughters sing)	YES ___	NO ___
Retiring of National Emblem	YES ___	NO ___
Marshal (floor work)	YES ___	NO ___
Honored Queen *** when Marshal ascends East	YES ___	NO ___
Inner Guard opens Preparation Room door	YES ___	NO ___
Inner Guard opens Anteroom without rapping	YES ___	NO ___
Outer Guard opens Preparation Room door (if not open)	YES ___	NO ___
Retiring March		
Custodians (floor work, Senior removes 5 <sup>th</sup> Messenger)	YES ___	NO ___
Bethel Guardian (floor work, Altar line timing)	YES ___	NO ___
Associate/New Members (floor work, timing)	YES ___	NO ___
Semi-circle turns as chord is played (5 <sup>th</sup> faces South)	YES ___	NO ___
SONG: Onward Christian Soldiers	YES ___	NO ___
Closing Formations		
Guide/Marshal (formation floor work)	YES ___	NO ___
Honored Queen (formation floor work)	YES ___	NO ___
Choir (may follow Princesses, must remain standing)	YES ___	NO ___
Officers kneel right, left, attitude of prayer on chords	YES ___	NO ___
SONG: Nearer My God to Thee/ Mizpah Benediction	YES ___	NO ___
Officers on chords, drop hands, left, right	YES ___	NO ___
Officers nod to Honored Queen (does not respond)	YES ___	NO ___
Assembling on the West Line		
Princesses remain on North/South Marching Lines	YES ___	NO ___
Guide/Marshal nod when line is assembled	YES ___	NO ___
HQ, SP, and JP all march west, turn and face East	YES ___	NO ___
Bethel Guardian (nods, officers respond, *)	YES ___	NO ___
Officers retire (proper floor work)	YES ___	NO ___
Officers greet New Members (proper floor work)	YES ___	NO ___

Comments \_\_\_\_\_  
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XI. CEREMONY OF INITIATION (PAGES 83-110)

Recorder/Outer Guard returns to station on floor	YES___	NO___
Inner Guard (proper floor work)	YES___	NO___
Guide/Marshal (floor work)	YES___	NO___
Inner/Outer Guard (floor work, seated after admitting)	YES___	NO___
Guide/Marshal (****)	YES___	NO___
Inner Guard (responds, faces South, remains facing East)	YES___	NO___
Guide (floor work, notify candidates to remain)	YES___	NO___
Song: Behold, Behold (HQ remains standing)	YES___	NO___
Inner Guard returns to seat	YES___	NO___
Guide/Marshal (floor work, assist Pilgrims)	YES___	NO___
Chaplain (floor work, stands 1 <sup>st</sup> paragraph, does not bow)	YES___	NO___
Chaplain and Pilgrims bow during song	YES___	NO___
SONG: Lord, Have Mercy upon Us (all sing)	YES___	NO___
Guide/Marshal (assist Pilgrims)	YES___	NO___
Chaplain returns to station, Honored Queen *	YES___	NO___

FIRST EPOCH

Guide/Marshal (floor work, pause for 1 <sup>st</sup> to rise)	YES___	NO___
1 <sup>st</sup> Messenger (floor work, return floor work)	YES___	NO___
Guide (waits until seated, pause for 2 <sup>nd</sup> rise)	YES___	NO___
2 <sup>nd</sup> Messenger (floor work, return floor work)	YES___	NO___
Guide waits until seated to proceed (floor work)	YES___	NO___
Jr. Custodian rises with Jr. Princess (picks up Dove)	YES___	NO___
Jr. Princess (signs after giving the first sentence)	YES___	NO___
Jr. Princess extends left hand at "emblem" - sentence	YES___	NO___
Jr. Custodian extends Dove at "emblem" - paragraph	YES___	NO___
Officers rise/sit on Chord	YES___	NO___
SONG: Come Holy Spirit	YES___	NO___
Jr. Custodian and Jr. Princess seated together	YES___	NO___

SECOND EPOCH

Guide/Marshal (floor work, pause for 3 <sup>rd</sup> to rise)	YES___	NO___
3 <sup>rd</sup> Messenger (floor work, return floor work)	YES___	NO___
Guide (waits until seated, pause for 4 <sup>th</sup> to rise)	YES___	NO___
4 <sup>th</sup> Messenger (floor work, return floor work)	YES___	NO___
Guide waits until seated to proceed (floor work)	YES___	NO___
Sr. Custodian rises with Sr. Princess (pick up Urn)	YES___	NO___
Sr. Princess (signs after giving the first sentence)	YES___	NO___
Sr. Princess extends right hand at "emblem" - sentence	YES___	NO___
Sr. Custodian extends Urn at "emblem" - paragraph	YES___	NO___
Officers rise /sit on Chord	YES___	NO___
SONG: My Faith Looks Up to Thee	YES___	NO___
Sr. Custodian and Sr. Princess seated together	YES___	NO___

THIRD EPOCH

Guide/Marshal (floor work, pause for 5 <sup>th</sup> to rise)	YES ___	NO ___
5 <sup>th</sup> Messenger (floor work, song, return floor work)	YES ___	NO ___
Officers rise/sit on Chord	YES ___	NO ___
Song: How Great Thou Art	YES ___	NO ___
Guide waits until seated to proceed (floor work)	YES ___	NO ___
Honored Queen extends hand at "emblem" – sentence	YES ___	NO ___
Honored Queen picks up Lily with right hand, left palm	YES ___	NO ___
Honored Queen (signs after giving first sentence)	YES ___	NO ___
Sr. Custodian (rises, faces East, floor work, no raps)	YES ___	NO ___
Guide/Marshal assists Pilgrims to face West	YES ___	NO ___
Outer/Inner Guard (floor work)	YES ___	NO ___
Sr. Princess rises as Sr. Custodian enters	YES ___	NO ___
Sr. Custodian and Sr. Princess timing words with actions	YES ___	NO ___
Sr. Custodian is seated Guide/Marshal turn Pilgrims	YES ___	NO ___
Sr./Jr. Princess stand at angles (nod, seated together)	YES ___	NO ___
Guide (floor work, timing words with actions)	YES ___	NO ___
Guide/Marshal (floor work, assist to kneel, prayer)	YES ___	NO ___
Chaplain (floor work)	YES ___	NO ___
Recorder returns to desk	YES ___	NO ___
Guide/Marshal assist to rise	YES ___	NO ___
SONG: I Would Be True	YES ___	NO ___
Guide/Marshal (floor work, waiting, return, seated)	YES ___	NO ___
SONG: Welcome Song	YES ___	NO ___
Honored Queen *	YES ___	NO ___
Inner/Outer Guard (floor work)	YES ___	NO ___

Comments \_\_\_\_\_

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XII. MISCELLANEOUS

Established Floor Lines	YES ___	NO ___
Attitude of Prayer	YES ___	NO ___
Timing with Music	YES ___	NO ___
Enthusiasm	YES ___	NO ___
Posture	YES ___	NO ___
Proper use of Lights	YES ___	NO ___
Proper use of Music	YES ___	NO ___

# BETHEL AUDIT REPORT

## Inventory List for Auditing the Bethel Books

### Books and Required Bethel Properties

1. Four copies of the Law Book
2. Six copies of the Ritual (not including the Daughters)
3. Six copies of the Proficiency Lessons
4. One copy of the Music Ritual
5. One Guardian Secretary Cash Book
6. One Guardian Treasurer Cash Book
7. One Book of Ceremonies

## Reports

1. Annual Report
2. Inventory of Bethel Property

## Financial Records

1. Cash Book includes completed Audit Report
2. Guardian Secretary and Treasurer Books balance

# BETHEL AUDIT REPORT

Bethel # \_\_\_\_\_ Location \_\_\_\_\_ Grand Officer \_\_\_\_\_

## Books:

- Bethel in possession of \_\_\_\_\_ Law Books

Indicate which of the following were reviewed and found to be current:

Guardian YES NO Treasurer YES NO Secretary YES NO  
Associate YES NO Epochs YES NO Honored Queen YES NO

Missing Amendments \_\_\_\_\_  
\_\_\_\_\_

- Financial Books

Were they audited YES NO

Date Audited \_\_\_\_\_ By Whom \_\_\_\_\_

- Annual Report

Date Mailed \_\_\_\_\_ Number of Daughters on Report \_\_\_\_\_

**PLEASE RETURN THIS TO THE GRAND GUARDIAN AND A COPY TO YOUR DISTRICT GRAND LINE OFFICER**



# GRAND BETHEL AND GRAND GUARDIAN COUNCIL RECOMMENDATIONS

Grand Officer,

It is the job of the Grand Guardian and Associate Grand Guardian to select Daughters who we feel would be well-suited to serve in the Grand Bethel the following year, and while this is a great honor it is hard to see all the Daughters in Michigan and to make connections with each. This is where you come in; you are serving this year as a Councilor to a designated Bethel and will be working with them throughout the course of the next 12 months. You will be performing School of Instructions each term, and hopefully will be visiting with them during their Official Visit and Installations. You will also be assisting during any conflicts that may arise. We need your help in recommending Grand Bethel Officers, Representatives, and suggesting Grand Council Officers (that we will pass on to the Vice Grand Guardian and Vice Associate Grand Guardian).

Thank you for serving in this year's Grand Guardian Council!

Recommendations:

GRAND BETHEL OFFICERS

WHY

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GRAND BETHEL REPRESENTATIVES

WHY

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GRAND COUNCIL OFFICERS

WHY

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\_\_\_\_\_  
Grand Guardian

\_\_\_\_\_  
Associate Grand Guardian

\_\_\_\_\_  
Date