

Grand Deputy Official Help Session Report

Grand Deputy _____ Date: _____

Bethel # _____ Location _____

Attendance

Members: _____ Council: _____ Others: _____

Is the Bethel using the following?

Roll Book: _____ Attendance Register: _____

Number active members: _____

Average meeting attendance: _____

Meeting days _____

Meeting time: _____

Are Bethel meetings held in accordance with that listed on page C-BN 4; Article XII, Meetings: _____

If not, have Special Dispensations been requested? _____

Check the books and records:

Recorder _____ Treasurer _____ Using New Minute Books _____

How many Bethel Bylaws Manuals: _____ Are they current: _____ Being used: _____

Does Guardian Council meet regularly Yes No Are Minutes kept Yes No

Regalia

Robes – 4” hems, 3" from floor, cords tied correctly with square knot, under slip 4-6" from floor	
General neat appearance and cleanliness overall	
Headbands, white hose and shoes	
Jewelry	
Crowns worn correctly (Ritual p. 11)	

Set up of Bethel

Bible	
Dove	
Urn	
Horn of Plenty and Lily of the Valley	
Charter	
JDI Emblem	
Chaplain, Treasurer and Messengers chairs	
Altar	

Opening Ceremony

Entrance of Custodians and Guardians (Ritual p. 23-25)	
Entrance of Bethel Choir (Ritual p. 25-26)	
Entrance of Bethel Officers (Ritual p. 26-37)	

This Official Help Session Report is to be used by Grand Deputy while making the Bethel visit. It is the guideline to be used while observing ritual work, checking Bethel records, and learning about the Bethel and its activities. A completed report will be given to the Honored Queen, Bethel Guardian, Grand Guide, Grand Guardian and Vice Grand Guardian.

Escort of National Emblem	
Correct carriage and line of march by Marshal (Ritual p. 36-37)	
Proper turning – when flag at Altar – all officers face flag (Ritual p. 36-37)	
HQ sounds one rap of gavel as Marshal turns to return to station (Ritual p. 40)	
Escort of Bethel Flag	
Correct carriage and line of march by Marshal (Ritual p. 41-43)	
Proper turning – when flag at Altar – all officers face flag (Ritual p. 41-43)	
HQ sounds one rap of gavel as Marshal turns to return to station (Ritual p. 43)	
Pledge of Secrecy for Adults	
Chaplain (Ritual p. 44-46)	
Inner Guard's response to HQ (Ritual p. 46)	
Purging Ceremony — at least one person exemplifies (Chaplain or other officer)	
Guide and Marshal (Ritual p. 46-51)	
Custodians (Ritual p. 46-51)	
Members purging are seated immediately after returning to their seats (Ritual p. 51)	
Custodians, Guide & Marshal are seated at same time, then HQ raps (Ritual p. 51)	
Stations and Duties of the Officers	
Officers (Ritual p. 52-59)	
Exemplification of signs and repeating the responses (Ritual p. 59)	
Chaplain and Lord's Prayer (Ritual p. 59)	
Line of March to Altar	
Reverently Opens bible	
Attitude of Prayer by all members	
Turning correctly when returning to station	
Recorder takes her position at desk (Ritual p. 60)	
Inner and Outer Guards (Ritual p. 61-62 and p. 20-21)	

Escort, Honors and Introductions

Honored Queen – correct order, honors and/or hearty welcome (Ritual p. 64-66)	
Guide and Marshal (Ritual p. 67-71)	
Time and floor work	
Face visitor(s) in East and bow	
Turn correct way at waiting stations and thank visitors for coming	
Custodians, Librarian and Recorder – proper turning (Ritual p. 69)	

Order of Business

Honored Queen – Headings are NOT to be read (Ritual p. 72)	
Special dispensation — only called for if requested	
Roll call — announce station and person. Rise and answer "present"; remain standing	
Reading of Minutes	
Treasurer's Report and line of march (Ritual p. 74-75)	
Report of Ballot on Petitions —only if candidates for Initiation	
Ceremony of Initiation (See Supplement B or C or Majority or Obligation Ceremony)	
Communications – Recorder gives name of person signing each communication before it is read (Ritual p. 76). Give recorder handout for taking minutes	
Petitions (Ritual p. 76-77)	
Reports	
Unfinished Business	

New Business

Any business brought up at this time must have been approved by Executive members of the Bethel Guardian Council	
Election of Officers first order of business — last meeting in April or first meeting in May; and last meeting in October or first meeting in November	
Recommendation of Daughters for Executive Bethel Guardian Council (Form 221). Ballot shall be taken at least 30 days prior to Annual Session of the GGC.	
Receipts of the Meeting	
Bills handled as per Ritual (p. 78-79). Recorder announces that bills have been audited — the bills must be audited before being read.	
Librarian's Report (Ritual p. 79)	
Mothers', Fathers' and Guardians' Prayer and Song (Ritual p. 79-80)	
Good of the Bethel — see Ritual page 80	

Closing Ceremony

Recorder and Outer Guard return to stations (Ritual p. 81)	
Chaplain (Ritual p. 81-82)	
Attitude of prayer by Chaplain and Daughters	
Closing Bible correctly and in reverent manner	
Instructions to Inner & Outer Guards and positions on floor (Ritual p. 82-83)	
Custodians – Removing chairs (Ritual p. 83-84)	
Guardians – (Ritual p. 83-85)	
Retiring March – Floor work (Ritual p. 85-91)	
Closing Formation – Floor work, kneeling together, and attitude of prayer (Ritual p. 91-101)	
Assembly on West Line (Ritual p. 101-105)	
Bethel Guardian's response and rap	
Officers and Bethel Choir retire from Bethel room	

Miscellaneous

Honored Queen	
Use of gavel (Ritual p. 13)	
Manner of Presiding	
Work memorized, except authorized notes (Ritual p. 14)	
Parliamentary Procedure (Ritual p. 13-14)	
Correct posture of others while seated and standing (Ritual p. 7)	
Correct pronunciations (Ritual p. 149-150)	
Square corners	

Information for the Exemplary Leadership Award

Overall impressions of your Bethel's Ritual work at a regular meeting or Ceremony of Initiation

	Points	Comments
Floor work (10 - 100 points)	_____	_____
Memorization (10 - 100 points)	_____	_____
Music (10 - 100 points)	_____	_____
Total Ritual work points	_____	_____

Other comments and observations (use reverse side as needed)

Check if the Grand Guardian needs to make further contact with this Bethel.

Ceremony of Initiation (OR see Supplement B or C or Majority or Obligation Ceremony)

Recorder and Outer Guard return to Stations (Ritual p. 106)	
Inner and Outer Guards (Ritual p. 106-109)	
Guide and Marshal – Floor work and Guide's Recitation of Part (Ritual p. 106-110)	
Honored Queen – Recitation of part and instructions (Ritual p. 111)	
Guide and Marshal – Floor work and assistance in helping candidates kneel & rise (Ritual p. 111-112)	
Chaplain – Obligation (Ritual p. 112-113)	
Guide and Marshal – Floor work (Ritual p. 113-114)	
Messengers – line of march and recitation of part	
◆ First Messenger (Ritual p. 115-116)	
◆ Second Messenger (Ritual p. 116-117)	
Jr. Princess and Jr. Custodian – Recitation of part and working together (Ritual p. 117-121)	
Guide and Marshal – Floor work (Ritual p. 121-122)	
Messengers – Line of march and recitation of part	
◆ Third Messenger (Ritual p. 121-124)	
◆ Fourth Messenger (Ritual p. 124-125; 127)	
Guide and Marshal – Floor work (Ritual p. 126-127)	
Sr. Princess & Sr. Custodian – Recitation of part and working together (Ritual p. 127-129)	
Guide and Marshal – Floor work (Ritual p. 129-130)	
◆ Fifth Messenger – line of march and recitation of part (Ritual p. 129; 131-132)	
Guide and Marshal – floor work (Ritual p. 132-133)	
Honored Queen – Recitations of part (Ritual p. 132-134)	
Sr. Custodian – exemplification of leaving & entering Bethel room (Ritual p.135-136)	
Inner & Outer Guard – Admittance of Sr. Custodian (Ritual p. 135-136)	
Sr. & Jr. Princesses – explanation and exemplification of secret work (Ritual p. 136-137)	
HQ – Recitation of part and secret work (Ritual p. 137-138)	
Guide – Grip of the Order (Ritual p. 138)	
Guide and Marshal – Floor work and assisting pilgrims to kneel & rise (Ritual p. 138-140)	
Chaplain – Prayer – all members respond by saying "Amen" (Ritual p. 140)	
Guide & Marshal – Line of march to Recorder's Desk & then to stations (p. 141-143)	
Recorder returns to desk (Ritual p. 142)	