



Job's Daughters International Ritual and Bethel Bylaws

Correspondence Course of Missouri



Dear Missouri Bethels:

Now is the time to gather all of the members of your Bethel together, set a date and take the Job's Daughters Correspondence Course. What is a Correspondence Course? Well, It's a Two-Part Course designed to teach the workings of our Order, the Ritual and Bylaws.

The really great thing is – it's an open book test! This would be the perfect opportunity for the newer girls and adults that have just come aboard and are still learning the beginning of the life of Job to experience. You can gain so much knowledge and your Bethel will benefit from the increased knowledge, too.

Attached you will find: General Instructions, Rules & Regulations and an Application Form. The official set of questions (including both courses) if requested in hard copy is \$3.00. You can make additional copies, as you need them. You may download a PDF version of the questions from the Missouri Job's Daughters Web site, www.missouriiojd.org, at no cost.

All you need to do to start this journey is to complete the attached Application Form and ask an Executive Member of your Bethel Guardian Council to sign the form or the EBGC member may request the answer sheets per the Missouri Job's Daughters Web site and forward a Bethel Check to cover the fees. The registration fees are \$2.00 for the Basic Course and \$1.00 for the Advanced Course. These fees cover the answer sheets and postage. Please make Bethel checks payable to the Grand Guardian Council of Missouri. The Bethel check must accompany the Application, or if application is made via the Web site the check must be received by the Chairman before the answer sheets will be mailed.

PLEASE DO NOT SEND CASH, THANKS!

After I receive your Application Form and Bethel check then I will mail the answer sheet and set of questions (if requested) to the member of the Executive Bethel Guardian Council who signed the application, unless otherwise instructed by them. They can distribute copies to any daughter or adult worker desiring to take the Course(s). Answer sets are issued one lesson at a time.

Enjoy the fellowship this will bring your Bethel and knowledge gained by learning more about our Order.

Brenda Carpenter, Chairperson, Correspondence Course
Address in GGC Roster

Attachments



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General Instructions

These courses are open to all active members of Job's Daughters, Majority Members, Bethel Guardian Council Members, Grand Guardian Council Members, and adults who have taken the Pledge of Secrecy for Adults.

Required Material:

Each person taking the Basic Course should have access to:

1. Copy of Ritual of Job's Daughters (1989 Revision)
2. Copy of Bylaws in a Bethel in Missouri

Each person taking the Advanced Course should have access to:

1. Copies of Bylaws of a Bethel, Grand and Supreme Guardian Councils

The Basic Course consists of three (3) lessons:

Lesson 1: Covers: General Instruction and the Opening Ceremony
Required reading: Ritual pages 1-61

Lesson 2: Covers: Escort, Introductions and Honors, Closing Ceremony,
Proficiency Test and Memorial Service.
Required reading: Ritual pages 61-92 and 129-133

Lesson 3: Covers: Initiation, Bylaws of a Bethel, and Lessons 1 & 2.
Required reading: Ritual pages 92-128 and Bethel Bylaws

The Advanced Course consists of one (1) lesson, which covers the Bylaws of a Bethel, Grand and Supreme Guardian Councils.

Read each question carefully and make sure your answers are complete.

By taking this course you will be learning and gaining knowledge about your Order. You will also be able to share what you have learned with others.

Remember:

Through study comes knowledge
Through knowledge comes assurance,
Through assurance come self-pride,
Through pride comes growth,
Through growth comes satisfaction for you and others.

Questions? Contact Correspondence Course Chairperson

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Rules & Regulations

1. Answers must be recorded on the official answer sheet.
2. Answer sheets will be issued one lesson set at a time.
3. Each individual taking the course must meet the minimum requirements before the next answer sheet will be issued.
4. A grade of 90% or better is required for each lesson. The grade attained on the previous lesson will be included with the next lesson.
5. Lessons attaining a score below 90% must be redone. New answer sheets will be issued.
6. Three (3) attempts are allowed to successfully complete a lesson. After the third (3rd) attempt, you will be dropped from the course. However, you can reapply after 30 days of dropped notification.
7. All answers should be legibly printed or typed on the answer sheet so that points will not be taken off because answers cannot be clearly read.
8. Graded lessons will **NOT** be returned. All copies will remain the property of the Grand Guardian Council of Missouri.
9. This is an "Open Book" course with no time limit. However, once you begin the course, it is self-gratifying to complete the course.
10. Upon completion of each lesson, a small certificate will be awarded. Upon completion of the entire Basic and/or Advanced Course a larger certificate will be awarded at Grand Session.
11. All questions and/or correspondence should be directed to the Chairperson.



Grand Guardian Council of Missouri Correspondence Course Application



Date: _____ Bethel #: _____

Please enroll the following in the Job's Daughters' Correspondence Course:

Name: _____

Present Office or Position: _____

Name: _____

Present Office or Position: _____

Name: _____

Present Office or Position: _____

Name: _____

Present Office or Position: _____

I certify that the applicant is a member in good standing or is an eligible adult who has access to the required reference materials for the course(s).

Signature: _____

Executive Member of the Bethel Guardian Council

Title: _____

Complete Mailing Address: _____

Telephone Number: () _____

E-Mail Address: _____

Registration Fees (Bethel Check) are enclosed:	Question Set (\$3.00)	_____
Made payable to the "GGC of MO"	Basic Course (\$2.00)	_____
	Advance Course (\$1.00)	_____
	Total Amount Enclosed:	_____

Note: A PDF version of the question sets may be downloaded from the Web site, www.missouriiojd.org or a hard copy may be requested for \$3.00 per copy. Additional copies may be reproduced by your Bethel.

Application may be requested by a member of your EBGC from the Web site or mailed to the Chairperson of the Correspondence Course.

ALL FORMS, SCORES, AND CORRESPONDENCE WILL BE SENT TO THE EXECUTIVE COUNCIL MEMBER WHO HAS SIGNED THIS FORM, UNLESS OTHERWISE DIRECTED BY THE SIGNING MEMBER. IT IS HELPFUL TO HAVE ONE PERSON FROM EACH BETHEL HANDLE ALL APPLICATIONS AND CORRESPONDENCE.