

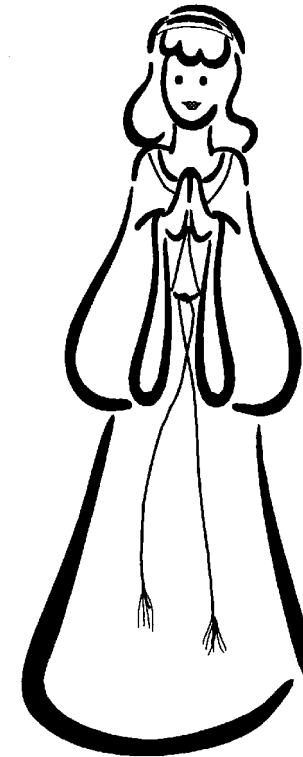


2001-2002
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TERM
PLANNING

PLANNING

The purpose of this booklet is to introduce the levels and types of planning focusing mostly on Bethel intermediate and short range activity and event planning. Long range planning is outlined but is not expanded; it requires a separate and important treatment at each level.

THE LOGICAL PLANNING PROCESS

Planning should occur at three levels:

1. Supreme
2. Grand or Jurisdictional (state/province)
3. Bethel

Each successive level should take into account the plans of the higher levels. Grand jurisdictions must include Supreme goals and activities and Bethels must work with the Grand Council.

Examples of common goals include: meeting and/or maintaining charitable levels, membership increases, leadership program development, conducting community projects.

Examples of activities include: HIKE fund raisers, a working Jobie-To-Bee program, attendance and participation at Supreme/Grand Session, special projects that show the benefit of Job's Daughters (and individual Daughters) to the community at large.

Within each level, planning should consider both Daughters and adults. Some plans will affect one group alone; others will be a cooperative effort.

CLOSING CEREMONY

Make sure you have gone over your work for Closing Ceremony and know it well.

OTHER REMINDERS

Have Daughters take their robes home to be washed and pressed before Installation

Make sure BGC have approved all your plans.

THINGS TO REMEMBER THE DAY OF INSTALLATION

carrying pieces	programs	refreshments
decorations	guest book	pens
masking tape	extra bobby pins	



good leader. As an elected officer they should have a set of goals that everyone is aware of.

Here are some questions to ask to help set goals:

- * How can we let our community know what a great organization IOJD is?
- * How can we get the 9 and 10 year old girls interested in becoming Job's Daughters?
- * What is the best way to communicate with the Daughters?
- * How do we get greater participation from the Masons?

And, most important

- * What am I going to do while I am an elected officer to make the IOJD better than when I started?
- * What will be my legacy to our Daughters?

Intermediate Planning

Intermediate plans are plans for the present or upcoming term of office. To be successful, an Honored Queen should have discussed plans for her term with the Bethel Guardian Council and the Daughters before Installation. Plans need not be complete and ready for implementation at this time but she should have a calendar of expected events and activities. Goals should be outlined.

Short Range Planning

This should include:

- Meetings
- Special Meetings (Honor Ceremonies, GG visits, etc.)
- Required Meetings (Initiation, Installation, etc.)

approved by the BGC. Your Installing Musician and Mistress/Master of Ceremonies do not have to be PHQs or MMs.

OTHER SPECIAL PEOPLE

Are you going to have someone sit at your guest book? A special Narrator? Bible escorts? People to escort your guests to their seats? Are you going to have a photographer? Again, have these people approved by the BGC before you ask them.

SONGS

Check your Book of Ceremonies to see when special music is allowed. If you are using the Supreme Book of Ceremonies, you may have a special song after the HQ has been installed either while still at the Altar, at the Altar line before proceeding to the east or in the East after being presented the Bylaws. There is not to be a song after the Princesses are installed. You may also have a special song for the Presentation of the Bible and when the immediate PHQ signs the Bible.

SPECIAL SEATING

If you are going to have special people in certain seats, make sure they are reserved before people start arriving.

MEMORY WORK

Make sure the Installing Chaplain has the Opening Prayer early enough to learn it. Decide if the Installing Chaplain or new Chaplain will do the Closing Prayer and get the memory work to her in plenty of time for her to memorize it.

Also decide if the Installing Musician or new Musician will play for the Closing Ceremony. Talk to your Installing Musician about your special music.

Make sure the Installing Officer has her work and knows any specifics you want done.

Get a copy of your narration to whomever will be reading it as well as one to the BG prior to the first practice.

EVENT PLANNING

Here's how to handle a project:

1. The Honored Queen, a Daughter or an adult suggest a project. The idea is presented to the Bethel Guardian Council for approval.
2. The idea is then brought to the Daughters during a Bethel meeting. At this time there should be some specifics about when, where, etc.
3. A committee of Daughters is appointed to plan the event and a chairperson chosen. An adult advisor can be asked to help.
4. The chairperson keeps in touch with the HQ and the BG about the project and is prepared to discuss it at the Bethel meeting.

PLANNING AN INSTALLATION

Please remember that it is the Installation of BETHEL OFFICERS and not just the installation of the Honored Queen.

BUDGET

Find out what the Bethel pays for and what you are responsible for paying for.

WHEN & WHERE

If the Installation will be on a different day, place and/or time than your regular meeting, make sure it's available and check your by-laws to see if a Special Dispensation is needed. Then you'll need a motion at a regular Bethel meeting stating when and/or where to change it to. The Guardian Secretary will then send away the paper work to get a Special Dispensation. Make sure this is done far enough ahead of time so there's time for the Special Dispensation to be mailed back to you.

INVITATIONS

Decide how your invitations will be done: designed on the computer, hand written on special paper, your own design. Then decide if you'll have them photocopied or printed and where you can get that done.

Send out invitations well ahead of the Installation especially if you need RSVPs. Use current title. i.e. Senior Princesses

Decide who gets invitations. Some ideas are PHQs, MMs, previous Council members, Grand Officers, friends, Masonic family.

Make sure the BG sees the invitations before they are sent out. It's a good idea to have her proof read your copy.

PROGRAMS

Are you going to have programs? Will they be done on the computer or will you use one that's preprinted?

What are you going to include in the program? Some ideas are: new Officers, Installing Officers, Council members, committees, term plan, Installation program, a list of PHQs of your Bethel.

CEREMONY

EVENT PLANNING WORKSHEET #2

EVENT:

CHAIRPERSON(S):

DATE:

LOCATION:

TIME: event begins:

Ends:

COST TO ATTEND:

EVENT RESPONSIBILITIES:

(Assign each of these responsibilities to Daughter(s) and have them work on the specifics)

Publicity:

Transportation:

Food Preparation:

Tickets:

Entertainment:

Chaperones:

Equipment/Supplies needed:

Business Donations:

Thank you notes:

THE EVENT ITSELF:

List of who will help set up:

List of who will help at the event and in what capacity:

List of who will help clean up:

BUDGET:

Expenses: Location

Revenue: Admittance

Food

Donations

Equipment

Entertainment

Thank you cards & postage

Tickets and signage

EVALUATION:

Number attended:

Profit made:

Suggested improvement for next time:

MINUTE WORK SHEET FOR BETHEL RECORDER

Bethel opened at: _____ (fill in actual time)

By: _____ BG _____ ABG _____

Honored Queen: _____

National Emblem Presented: YES / NO Bethel Flag Presented: YES / NO

Pledge of Secrecy for Adults: YES / NO (only if there are new adults)

Purging: YES/NO (only if there are visiting Daughters)

Escort, Introductions and Honors: (list names and titles)

Special Dispensation*: YES / NO (reason)

Roll Call: Members ____ present ____ absent/excused
 BGC ____ present ____ absent/excused

Minutes of _____ (date) ____approved ____corrected

Treasurer's Report: (List information on Treasurer's report)

Report of Ballot on Petitions * Form 30, Only read prior to the Ceremony of Initiation (list first & last names)

Initiation, Majority, Obligation Ceremony * (list type of ceremony & first & last names participant)

Communications:

Petitions for Membership: (list first & last names and recommended by)

Reports:

Unfinished Business:

New Business:

Receipts of the Meeting: \$_____ (list in detail)

BUDGETING

It is very important to have a budget for each term for a number of reasons. One is so that you don't run out of money for the things that have to be paid! Another is to make sure that you have enough money for fun events.

Budgeting can be done at a Council meeting or at a meeting with the HQ, BG and/or ABG and/or Guardian Treasurer.

But where to start.....

1. Write down all the expenses you know of:

- rent
- Installation expenses
- PHQ jewel
- postage
- annual fees (as per annual report)
- initiation fees (as per annual report)
- donations
- supplies (minute books, rituals, etc.)
- Educational and Promotional Fund project

2. Write down all the income you know of:

- dues
- donations

3. Go through your term plan and estimate what your events will cost:

- Special meetings (flowers for Majority, GG visit, etc.)
- Travel expenses

4. Go through the term plan and estimate what income you will take in:

- fund raising projects
- initiation fees
- Educational and Promotional Fund project

BETHEL'S UNDER SUPREME

January 31

Annual report RECEIVED at Supreme office along with updated membership list & payment

April 1

proposed amendments RECEIVED at Supreme office
Annual Meeting of the Bethel Guardian Council

May 1

Form 222 due to the Vice Supreme Guardian
Daughters' Council Recommendations due to the VSG

May

early registration due for Supreme Session

August

Supreme Session

A CALENDAR OF EVENTS

Here is a list of things that are required for your Bethel:

Each month

- 2 Bethel meetings
- 1 Council meeting

Each term

- Initiation Ceremony (even if you have no one to initiate)
- Installation of Bethel Officers (unless you're in reorganization)
- Official worship service
- Education & Promotion Fund project (must be planned within 30 days of Installation)
- Election of Officers (unless you're in reorganization)
- Audit of Bethel's finances

Every March

- Mother Mick observance

Once per year

- Majority or Obligation Ceremony
- Recommendation of Bethel Guardian Council
- Installation of Bethel Guardian Council

Other events to be scheduled in:

- practices
- prospect parties
- fund raisers
- Grand / Supreme Guardian's visit
- fun activities
- Proficiency
- Masonic family events
- HIKE Fund event
- community service activities
- family activities

TYPES OF PLANNING

For purposes of this booklet, types of planning refer to time frame within which results should be or begin to be realized. At each level, planning should include long range, intermediate and short term goals.

Long Range Planning

Long range goals are those that will take more than one term of office to achieve.

Long range plans should be made soon after election of new officers. All elected officers should review and revise current plans to make sure they are still active and effective. The new Marshal should become knowledgeable of all plans and integrate her goals within the existing framework as best she can. Changes are inevitable and she should make her goals and objectives known as soon as possible so that she can advocate any proposed changes she may desire. Officers will need to coordinate plans with those ahead and behind them in the line.

For Supreme and Grand jurisdictions, long range plans should extend over four years being modified as required as more knowledge and experience is gained.

Bethel long range planning should cover 2 ½ years. Councils should take into consideration the plans of the Daughters but may have their own separate goals such as how to make a more effective Council. Both Daughters and Council members should share their goals, as each may be able to provide input to the progress of the other.

It is the responsibility of every elected officer to strive to improve the Order from the time they are elected. As appointed officers they should gain knowledge and experience in order to become a

ACTIVITY PLANNING

There are certain activities that must be included in each Honored Queen's term. These are outlined in the Bylaws.

Required activities:

Official Worship Service (i.e. Church Parade, Go To Church Sunday)

Educational & Promotional Fund project

Mother Mick Ceremony in March

Initiation once each term

Other activities:

Fun - try for one every other month. Fun activities can be scheduled with other events/activities

Service - HIKE Fund projects

Fund raisers - the type and number of fund raisers you will need to do will depend on your budget and goals

State/Provincial:

Annual Session (of Grand Bethel, Grand Guardian Council, Jurisdictional Guardian Council)

rally

pageant

camp

Here are some things to keep in mind when planning projects and events for your Bethel:

* keep in mind the ages of the members. Remember that everyone wants to have fun!

* how many people will be able to help? This may limit what you are actually able to do.

* try to have an adult advisor to help with each project. The advisor should not do the work, but should be there to make sure everything gets done.

Have your floor work ready for the first practice. Make sure the BG and/or Director of Epochs has a copy of it and has looked it over. Make sure the new Officers have gone over their Closing Ceremony floor work for the first practice.

ESCORT AND INTRODUCTIONS

Decide whether you or the Installing Officer will do Escort and Introductions.

Prepare a list of everyone to be escorted and/or introduced. It's a good idea to have someone who's not responsible for anything else to be in charge of it that day so that everyone's name and title is correct.

REMARKS AND INTRODUCTION OF FAMILY

Have your remarks prepared ahead of time and practice them. Also have a list of people you will call on for remarks. You may want to ask them ahead of time so that they're prepared. DO NOT open the floor to remarks.

Immediate family only may be introduced with the permission of the BGC. If members of your family have already been introduced under Escort and Introductions, do not give their titles a second time.

PRESENTATIONS

Here is the list of Presentations:

HQ pin by retiring HQ

PHQ jewel (and certificate)

Exchange of line officers pins (if you have them)

Presentation of Bethel Honors and/or Awards

Presentation of HQ gavel

That's it!!! Anything else can be presented at the reception. You may want to have your gift table at the reception or by your guest book.

SCHEDULE FOR DAUGHTERS AND COUNCIL

Make sure all Daughters, Installing Officers and Council members get a schedule that includes practices, Installation information, pictures, decorating, clean up & set up, Bethel room set up and whatever they need to bring.

EVENT PLANNING WORKSHEET #1

Name of event:

Date and time:

Location:

Chairperson:

Adult advisor:

Food: What is being served?

Who is paying and/or bringing?

Who is preparing?

Tickets: How much is being charged?

Are tickets sold at door or prior to event?

Who is printing the ticket?

When will they be given to members to sell?

When are unsold tickets and money due?

Publicity: calling, newsletter, invitations, posters, announcements, news releases

Costs: How much will the facility cost?

What are the other costs?

Decorations:

Supplies:

Helpers: Make a schedule of who is to do what and when

Thank-you notes and evaluation

When you decide on your ceremony also decide on your formation and floor work. You can also think about theme, motto, scripture, colors, emblem, songs, flowers, etc.

CARRYING PIECES

Are you going to make them? Buy them? What's in your budget? What would work well with your ceremony?

If the carry pieces are going to be placed in the Bethel room, make sure there is a place for them and that they will fit securely.

REFRESHMENTS

Again, look at your budget. Are the Daughters going to each bring something or does the Promoter of Hospitality purchase the food?

Get a committee of parents to help in the kitchen as you and your Officers should be mingling with the guests. Make sure everyone knows what they're responsible for.

DECORATIONS

Decorations need not be elaborate to be effective. You may want to use streamers and balloons, make table centers, have homemade chocolates on fancy plates on the tables, use table cloths or plastic. Try and fit the decorations to your theme. Again, the key word is budget.

PRACTICES

Schedule these when you schedule the Installation date.

OFFICERS

Ask the girls which office they would like to hold. You might want each girl to give her first, second and third choice. Appoint girls to stations as close to what they ask for as possible. Your list of Officers must be approved by the Bethel Guardian Council.

After your list is approved, ask each girl if she will accept the station you have chosen for her. Be sure she understands any special responsibilities of her new office.

INSTALLING OFFICERS

Installing Officers must be PHQs from your own Bethel. If you have a friend who is a PHQ or MM of another Bethel you would like to ask, it must be

EVENT PLANNING QUESTIONS TO ASK & ANSWER:

Location: Is the location available? Is there a cost? Are there extra costs? Is a deposit required?

Date: Are there any other events planned for that date that will interfere with our event?

Time: When will the event take place? When do we need to start setting up? How long will it take to clean up?

Supplies & Equipment: What is needed? What will it cost? Can supplies be borrowed or donated?

Tickets: Do we need tickets? Who will design them? Who will print them? How much will they cost?

Chaperones: How many are needed? What are their duties?

Publicity: What media will be used? Will we buy advertising? Who will design and print posters? Will we send invitations?

Helpers: How many are needed to get everything ready? How many are needed to set up? How many for the event? How many to clean up?

The Event: What is happening at the event? Will we have food? What will it be? What are the costs? What will it be served on and with? Who will be in charge at the event? Go through everything that will happen and assign that task to someone.

Budgeting: How many people do we expect? At what admission cost? Will we be receiving any donations? How much will the supplies and equipment be? How much for the location? Is there a cost for the publicity?

Thank you cards: Send to everyone outside the Bethel who helped.

Bills: Audited YES/NO
Total \$ _____ (list in detail)

Moved by _____ and seconded that the bills be paid.
___ carried ___ defeated

Librarian's Report: Title _____ Given by _____

Mothers', Fathers' and Guardians' Prayer and Song

Good of the Bethel:

Introduction of Parents by New Members *
Installation of Bethel Officer (list name and office) *
Installation of Bethel Guardian Council (list name & office) *
Proficiency Test (list names of those taking test) *
Presentations * (list name and what was presented)
Remarks (list names and appropriate information)

Coin March: \$ _____

Closing Ceremony: _____ (time)

NOTES:

- Make sure there are lots of extra copies and that the Bethel Recorder uses them
- Items with asterisks (*) are items of business that only happen at certain meetings
- Information under Reports should include who gave the report and a summary of the information
- For Escort, Introduction and Honors you should put the first and last name and all titles of the person being introduced. These don't necessarily need to be read during reading of the minutes but they should be in your Minute Book. The BG can help with names and titles.
- Make sure first AND LAST names are used in the Minutes.
- Special Dispensations and Report of Ballot on Petitions need to be STAPLED to the first page of that meeting's minutes. Paper clips do not keep them in place.
- Minutes are signed by Recorder & Honored Queen. (Name & title only)

PREPARING YOUR TERM AS HONORED QUEEN

Use a calendar to plan your term. Photocopy the months using a calendar with large squares or use a computer-generated calendar.

1. Fill in all holidays
2. Fill in all regular meetings, practices and Council meetings. If a regular meeting falls on a holiday, will the meeting need to be rescheduled?
3. Fill in the required elements:
 - Educational & Promotional Fund Project
 - Official worship service
 - Initiation Ceremony
 - Election of Officers
4. Fill in the state/provincial and Supreme events:
 - Grand Session
 - Grand Bethel
 - Grand Guardian's visit
 - Supreme Session
 - Supreme Guardian's visit
 - Miss Jurisdiction Pageant
 - Jurisdiction Rally
5. Fill in the other required term events:
 - Recommendation of Bethel Guardian Council
 - Majority or Obligation Ceremony
 - Proficiency Ceremony
6. Fill in other events:
 - fund raisers
 - fun events
 - special meetings
 - Jobie-to-Bee Party
 - Prospective member party

GRAND GUARDIAN COUNCIL CALENDAR OF EVENTS

Please note that some of the dates will change depending on when your Grand Session is. We'll use June because that's when most of them are.

JANUARY: annual reports due to Grand Secretary

FEBRUARY:

MARCH:

APRIL proposed amendments due to Grand Secretary

MAY: project reports due to the Grand Secretary
Form 42's due to Grand Secretary
Daughters' Council Recommendations due to the VGG
early registration due for Supreme Session

JUNE: Grand Session

JULY:

AUGUST: Supreme Session

SEPTEMBER:

OCTOBER:

NOVEMBER:

DECEMBER: