

# **CEREMONY OF INSTALLATION**

**This Ceremony has been compiled for the use of**

**JOB'S DAUGHTERS INTERNATIONAL**

**IN BRITISH COLUMBIA**

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**AND**

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## GENERAL INSTRUCTIONS FOR INSTALLATION:

1. Prior to planning a Bethel Installation, study the Constitution and Bylaws of Job's Daughters International, Constitution for Bethels, ARTICLE X. These laws, with no exceptions, shall be adhered to beginning with Section 1.
2. Installing Officers shall be members of Job's Daughters International as provided for in ARTICLE X, Section 2.
3. Variations are permitted for the Installation of Officers, insofar as the incoming ceremony is concerned. ALL PLANS, ARRANGEMENTS AND PROGRAMS FOR INSTALLATION SHALL HAVE THE APPROVAL OF THE EXECUTIVE BETHEL GUARDIAN COUNCIL.
4. No ritualistic work shall be given at an Open Installation except the Closing Cross.
5. Obligation, prayers and duties of Officers shall be uniform and shall not be changed.
6. There shall be no escorts. Order of Introductions is to be followed as per Ritual page 51, items 1 - 20. All those who are entitled shall be introduced from the sidelines. It should be ascertained if any presiding Grand Officers, of organizations that base membership on Masonic relationship are present (including Masonic Grand Lodge) and they should be introduced and welcomed. THE INSTALLING OFFICER SHALL SAY: "It is with pleasure that I introduce ..... (name and title). You will please join with me in according (him/her/them) a hearty welcome." There shall be no honours given.
7. Official Regalia shall be worn as provided in Bylaws of Bethel, ARTICLE VI, Constitution.

8. Gloves shall not be worn by anyone taking a part in the Installation.
9. Flowers and decorations shall not be worn on capes or robes, but they may be carried. Other than plain clips or pony tail holders to keep hair in place, no hair ornaments shall be worn.
10. The newly installed Honoured Queen's Mother and Father may be invited to witness the Closing Cross, if approval is given by Members of the Executive Bethel Guardian Council.

### **PREPARATION OF THE BETHEL ROOM**

1. Adjust floor plan according to the size of the Bethel Room and position of the doors.
2. In preparing the Bethel Room, place in proper position (as per Ritual pages 12 to 14) the following:
  - Bethel Charter
  - Holy Bible (if presented)
  - Bethel Flag (in East position)
3. If the Bible is to be presented it shall be placed in the Preparation Room (or other appropriate entrance similar to the Preparation Room).
4. The National Flag should be placed UNFURLED in the Preparation Room where it can be obtained without delay.
5. The Princesses' Capes are placed on the back of Installing Custodian's chairs and the crowns placed on the pedestals.

## GENERAL INFORMATION

1. APPOINTED HONOURED QUEENS AND PRINCESSES, UNDER THE AGE OF 20, SHALL TAKE THE OBLIGATION AND SHALL BE INSTALLED INTO OFFICE.
  
2. APPOINTED HONOURED QUEENS AND PRINCESSES, OVER THE AGE OF 20, SHALL NOT BE INSTALLED. The following procedure shall be used.

- (a) APPOINTED HONOURED QUEEN OVER 20: This member shall sit in the East (North side) wearing a Bethel Gown. When the Installing Team is retiring to the East, the Installing Honoured Queen shall remove the Cape and Crown. The Appointed Honoured Queen shall put them on and take her place behind the podium. The Bethel Guardian shall then rise and introduce her as Appointed Honoured Queen for the ensuing term. The Appointed Honoured Queen will then continue with the meeting,
  
- (b) APPOINTED PRINCESSES, OVER 20: Follow instructions for "FILL-INS" as described in item 3, below.

### 3. "FILL-IN" PRINCESSES FOR INSTALLATION

Fill-in Princesses will wear the Cape and Crown of office and sit in the East (Senior Princess on the North side and Junior Princess on the South side). When the Senior/Junior Princess, who has been installed, assumes her station, the Fill-in Princess shall move into her station. ONLY THE INSTALLED PRINCESS IS INTRODUCED.

#### 4. INSTALLING OFFICER.

The Installing Officer will be the retiring Honoured Queen who shall wear her full regalia. When the Installing Team retires to the East, she may retire to change into a formal gown, or she may remain in her Bethel gown. If the Installing Officer retires to change, the newly installed Honoured Queen, when there is a break in the program, shall ask that the IPHQ be escorted to the East by the Guide and Marshal. An escort approved by the Executive Bethel Guardian Council may be included.

#### 5. FORMATION OF OFFICERS.

When planning a formation for the officers who are to be installed, arrange the seating in such a manner that as each Officer is to follow the Installing Guide and Installing Marshal, she may do so easily (**i.e. the first to be installed closer to the Altar**). The Messengers should be installed just before the Guide and Marshal, with the First, Second and Fifth following the Installing Guide and the Third and Fourth following the Installing Marshal (and in that order).

If the Hall is small, it is much better to use a semi-circle. Or even a double one. Chairs, when placed too closely together make it very awkward for Officers to sit and stand as required, thereby taking away from the beauty of the Ceremony.

FILL-IN OFFICERS (with the exception of the Princesses as per page 3, item 3) may be seated in the formation. They do not rise for Obligation, nor are they to be presented at the Altar for Installation. A fill-in shall step from the formation to a point where she may be escorted by the Installing Guide and Installing Marshal.

6. Officers must sit with feet flat on the floor with hands in lap or holding a favour. They must place favours on their chairs to assume the Obligation.

7. NARRATOR must read slowly and distinctly. She must watch as each Officer approaches and time her reading to the movement of that Officer. Pausing to wait and proper timing of narration will give the visitors present the opportunity to know which of the members is being installed into office. This is important.

8. INSTALLING CUSTODIANS must be reminded to remove the chairs and to place them for the Officers as quietly as possible. **They should not move while the Installing Officer is speaking** and should try to coordinate all their movements.

9. INSTALLING MUSICIAN shall informally and without Escort take her place at the instrument.

# INSTALLATION OF BETHEL OFFICERS AND CHOIR

## ENTRANCE OF BETHEL GUARDIAN AND ASSOCIATE BETHEL GUARDIAN

*Escorted to the East by the Installing Senior Custodian and Installing Junior Custodian.*

*Bethel Guardian and Installing Junior Custodian stand one step inside Bethel Room in front of the Anteroom doorway. The Associate Bethel Guardian and Installing Senior Custodian stand one step inside the Bethel Room in front of the Preparation Room door.*

*All four march East on North and South Marching Lines until they reach Altar Line. The Bethel Guardian and Installing Junior Custodian turn left. Associate Bethel Guardian and Installing Senior Custodian turn right, all four meet in front of Altar and march East, four abreast. Installing Senior and Junior Custodians remain standing in front of their stations, **FACING EAST**, until the Bethel Guardian and Associate Bethel Guardian reach the podium in the East, then **ALL FOUR FACE WEST TOGETHER** turning toward the podium.*

*The Associate Bethel Guardian, without remarks, then hands the gavel to the Bethel Guardian. **ONE RAP OF GAVEL\****

***At this time the BG should ask all present to please turn off their cell phones and remind everyone that NO photographs may be taken during the Ceremony. This includes using cell phones for photos.***

*See Manual, BC-C-Bethel 2, Constitution, Art. X, Installation (h) re using a video camera.*

**BETHEL GUARDIAN:**

Bethel No ....., of .....(city), British Columbia, of Job's Daughters International is about to convene for the Ceremony of Installation. Associate Bethel Guardian you will retire and escort the Installing Officer into the Bethel Room. *Associate Bethel Guardian descends the Dais proceeds West on Center Line to Altar Line, turns South on Altar Line to South Marching Line, then West to Anteroom where the Installing Officer is waiting. The Associate Bethel Guardian, with the Installing Officer holding his right arm, shall enter from the Anteroom door, proceed East on the South Marching Line to the line West of the Altar, turn North and proceed until West of the Altar, facing East.*

**ASSOCIATE BETHEL GUARDIAN:**

Bethel Guardian, I have the honour of presenting ..... (name and title), who will preside as Installing Officer for the evening (afternoon).

**BETHEL GUARDIAN:**

Associate Bethel Guardian, you will conduct the Installing Officer to the East.

*Associate Bethel Guardian and Installing Officer leave the Altar on the North side, proceed East to ascend the Dais as Bethel Guardian gives THREE RAPS OF THE GAVEL\*\*\* (see PLATE 2)*

**BETHEL GUARDIAN:**

I have the pleasure of introducing .....(name and title), who will preside as the Installing Officer of the evening (afternoon).

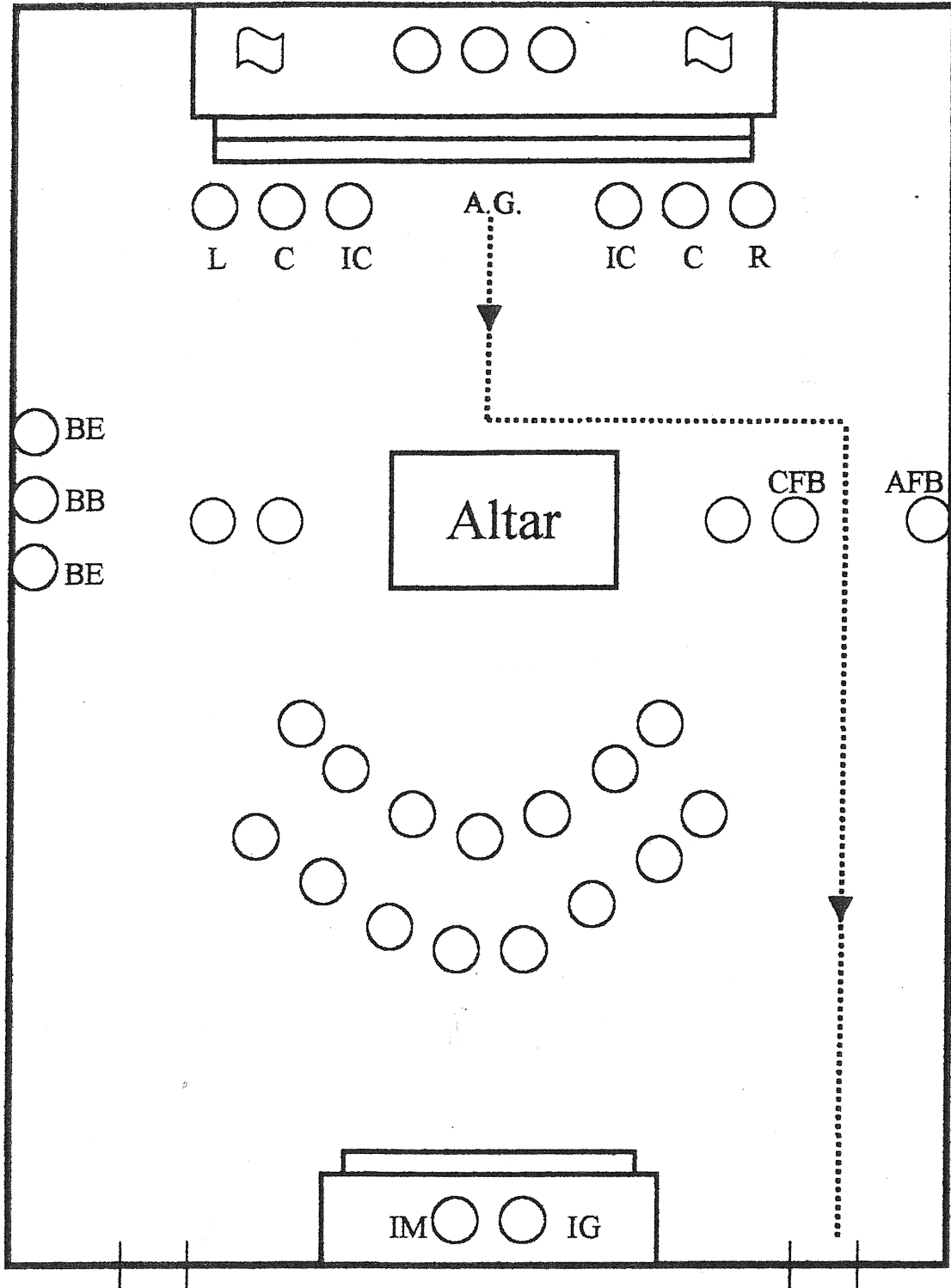
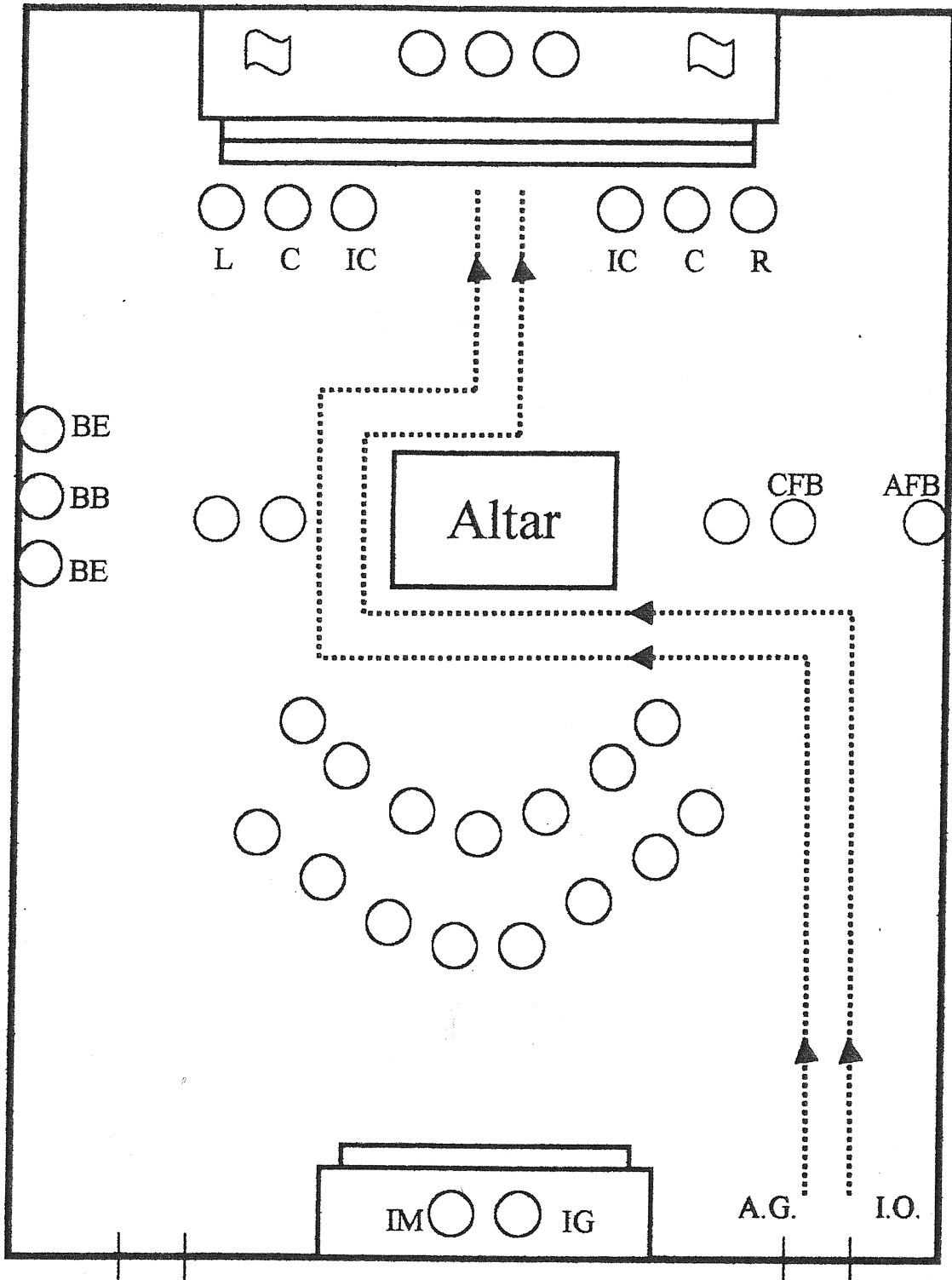


Plate 1

**Associate Guardian retires for Installing Officer**



**Plate 2**

**Associate Guardian presents Installing Officer**

*Bethel Guardian presents the Installing Officer with the gavel and Installing Officer gives **ONE RAP OF THE GAVEL**\**

*Bethel Guardian and Associate Bethel Guardian assume customary stations as per Ritual.*

**INSTALLING OFFICER:**

**Installing Senior and Installing Junior Custodians, you will retire and invite into the Bethel Room, the other Installing Officers.**

*Installing Custodians proceed directly West to the Altar Line, then North and South to North and South Marching Lines, and then West to Anteroom and to Preparation Room.*

*Installing Guide enters from Anteroom, followed by Installing Flag Bearer, Installing Recorder and Installing Junior Custodian.*

*Installing Marshal enters from Preparation Room, followed by Installing Chaplain and Installing Senior Custodian.*

*Installing Guide and Installing Marshal march on South and North Marching Lines to Altar Line, turning North and South to center of Altar, and march to East Line, then South and North, followed by the other Installing Officers in the order named. All stand facing West for Introductions.*

**INSTALLING OFFICER:**

**In installing the Officers of this Bethel, I will be assisted by:**

.....(title) as Installing Guide

.....(title) as Installing Marshal

.....(title) as Installing Recorder

.....(title) as Installing Chaplain

.....(title) as Installing Musician

.....(title) as Installing Senior Custodian

.....(title) as installing Junior Custodian

.....(title) as Installing Flag Bearer

*Other Assistant Installing Officers may be used, such as Bible Bearer, Bible Escorts (2), Soloists (2).*

*NOTE: Provision has been made for Installing Flag Bearer to be stationed at the Treasurer`s station. Therefore, the chair will be placed in the same manner as the chair for the Installing Chaplain. However, if no Installing Flag Bearer is appointed, the Installing Marshal will present the Flag.*

*Each Installing Officer, as her name is called shall acknowledge with a slight nod.*

#### **INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will conduct the Installing Officers to their respective stations.**

*Installing Guide and Installing Marshal turn North and South to North and South Marching Lines. Installing Senior and Installing Junior Custodians turn in to their stations. Installing Recorder assumes her station at the desk. Installing Flag Bearer follows Installing Guide until she can assume her station between the Altar and the South Marching Line facing East, next to the Bethel Treasurer's station. Installing Chaplain follows Installing Marshal and assumes her station. Installing Guide and Installing Marshal proceed to their stations.*

*WAITING STATIONS, as hereafter referred to for Installing Guide and Marshal shall be as per Ritual. (see page 54)*

#### **ENTRANCE OF BETHEL OFFICERS AND BETHEL CHOIR**

#### **INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will retire and escort into the Bethel Room the Bethel Officers (and Bethel Choir) who are to serve this Bethel for the ensuing term.**

*Bethel Flag Bearer is to be seated with Bethel Choir. Bethel Choir marches, in couples, to the positions reserved for them, and is seated. When all Officers are in position, they shall be seated with **ONE RAP OF THE GAVEL**\**.

*\*If a special ceremony is used, the Officers enter according to the Narration.*

## **PRESENTATION OF THE HOLY BIBLE**

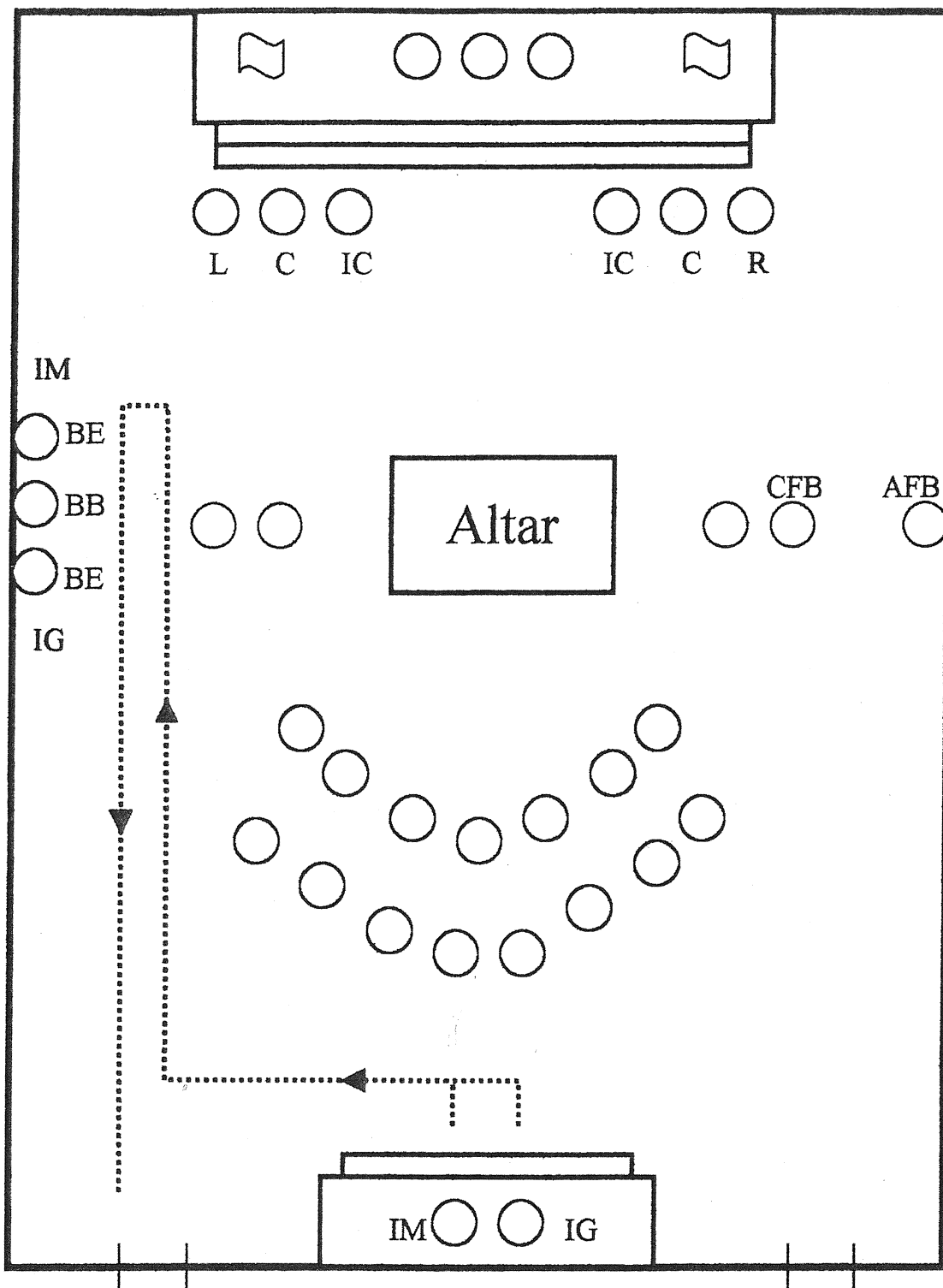
### **INSTALLING OFFICER:**

**Installing Guide and Installing Marshal and Installing Bible Bearer, you will retire for the presentation of the Holy Bible. Installing Guide with Installing Marshal following proceeds on West Line to North Marching Line, then East to the Bible Bearer and/or Escorts. They should be seated about mid-point on the North side line. They shall proceed West on the North Marching Line to the Preparation Room in this order: Installing Guide, Bible Escort (if used), Bible Bearer, Bible Escort (if used), Installing Marshal. If the Bible Escorts are not used, the Installing Guide and the Installing Marshal will become the Bible Escorts.**

**INSTALLING OFFICER SHALL GIVE THREE RAPS OF THE GAVEL\*\*\*. AS HOLY BIBLE ENTERS THE BETHEL ROOM.**

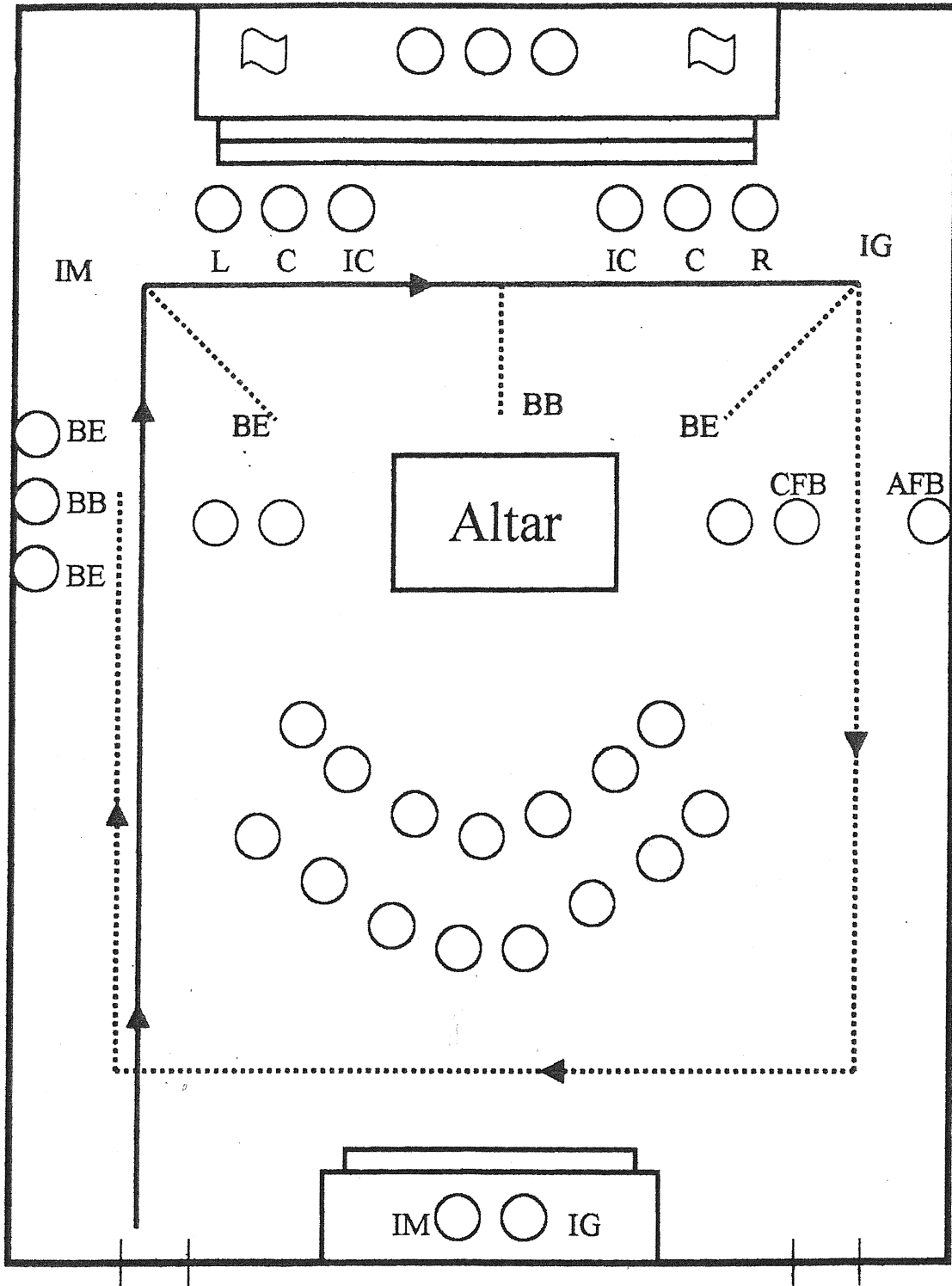
***PLATES 3 and 4 following this page accompany the following instructions:***

*Installing Guide leads along North Marching Line to East Line.  
Installing Marshal remains at Northeast corner with Bible Escort.  
Installing Chaplain proceeds to point opposite center of Altar.  
Bible Escort and Installing Guide proceed to Southeast corner.  
All face West. Bible Escorts, on an angle, proceed midway to the*



**Plate 3**

**Retiring for Holy Bible**



**Plate 4**

**Presentation of Holy Bible at Altar**

*Altar and stop. Bible Bearer proceeds to Altar and places Bible on Altar. She opens it according to Ritual. Installing Bible Bearer backs to East Line, with Bible Escorts backing to the corner in line with the Installing Bible Bearer. All face South and proceed West along the South Marching Line, North along the West Marching Line, East along the North Marching Line to the stations of Installing Bible Bearer and Bible Escorts. Installing Guide and Installing Marshal nod and return to their stations. If there is no Bible Bearer, this may be done by the Installing Chaplain.*

ALL PRESENT REMAIN STANDING UNTIL AFTER THE FLAG CEREMONY WHICH FOLLOWS:

### **PRESENTATION OF CANADIAN FLAG**

#### **INSTALLING OFFICER:**

**Installing Guide, Installing Marshal and Installing Flag Bearer, you will retire and present the Flag of our Country West of the Altar.**

*Installing Guide and Installing Marshal march along South Line and East to station of Installing Flag Bearer and return along South Line to West Line, along the West Line to North Line, then left to Preparation Room. Installing Guide, Installing Flag Bearer and Installing Marshal (in that order) return along the North Marching Line to a point North of the Altar where Installing Flag Bearer may proceed to her `presentation point` West of the Altar. Installing Guide and Installing Marshal wait on North Marching Line **facing the Flag.***

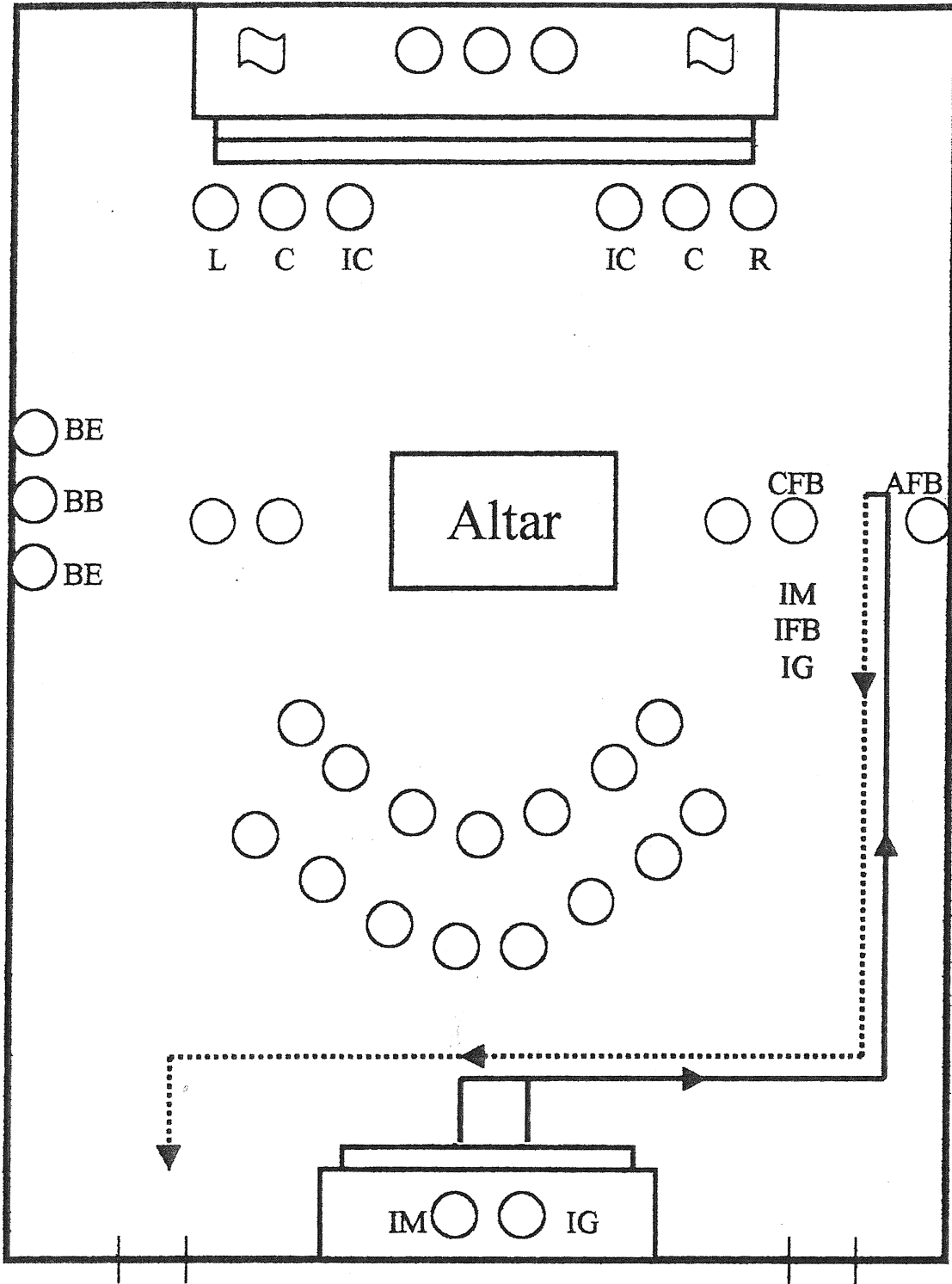
"O CANADA" *is sung.*

*Installing Flag Bearer proceeds to East and deposits Flag as per Ritual (see page 125) Installing Guide and Installing Marshal proceed to Northeast corner. Installing Flag Bearer returns to her place between Installing Guide and Installing Marshal and they proceed along the North Marching Line across the West Marching Line and up the South Marching Line to the station of Installing Flag Bearer.*

*Installing Guide and Installing Marshal nod, and return to their stations with Installing Guide leading.*

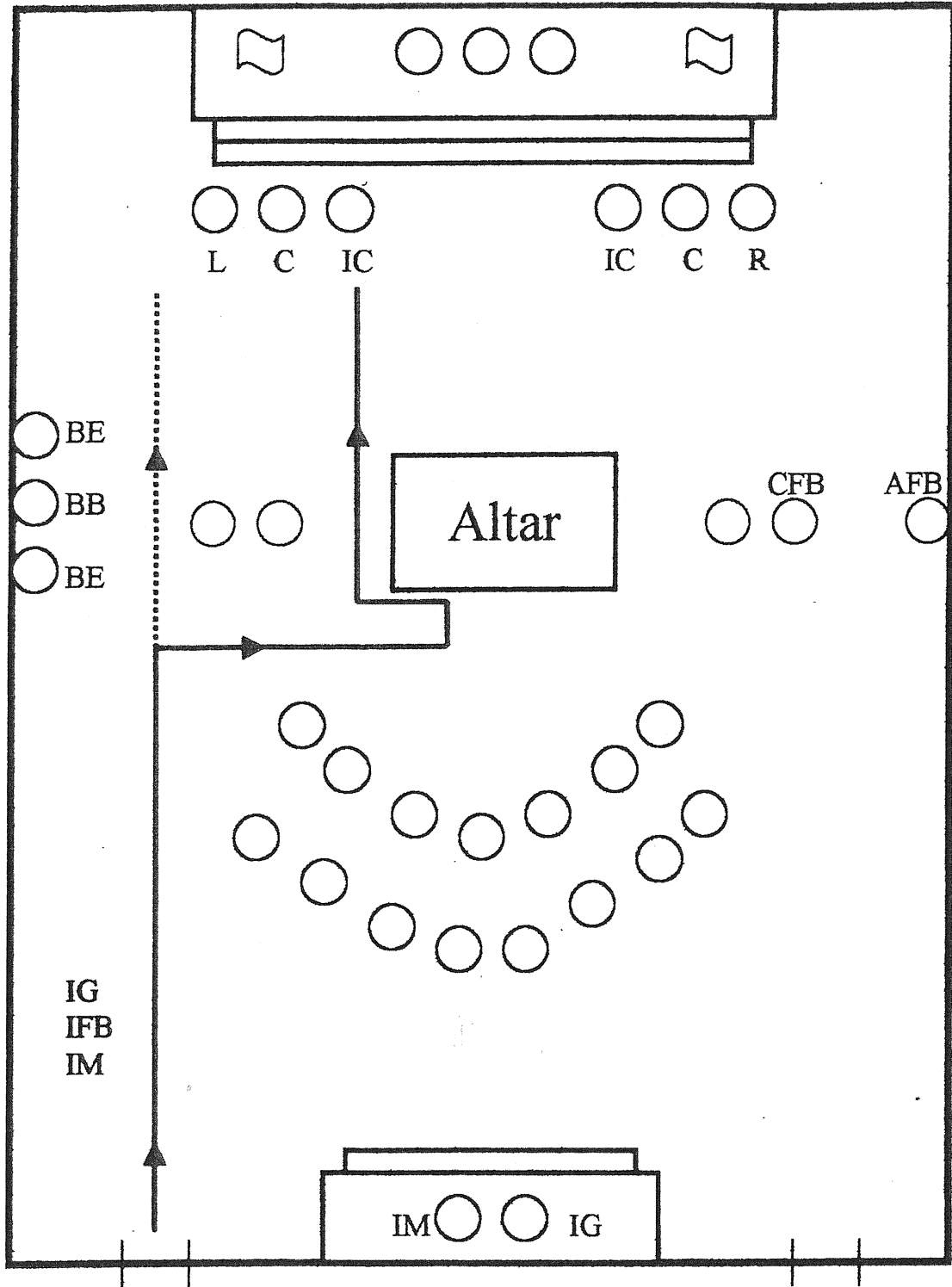
*~ PLATES 5, 6 & 7 show manner of retiring for and presentation of flag. IF BOTH CANADIAN AND AMERICAN FLAGS ARE TO BE PRESENTED FOLLOW THESE INSTRUCTIONS.*

*American Flag Bearer shall sit on the sideline adjacent to the Canadian Flag Bearer, who is seated at the Treasurer`s station. (See PLATE 8) Installing Guide and American Flag Bearer proceed to Anteroom as Installing Marshal and Canadian Flag Bearer proceed to Preparation Room for the respective Flags. Returning, the Canadian Flag Bearer shall follow the Installing Marshal along the North Marching Line and the American Flag Bearer shall follow the Installing Guide along the South Marching Line. They shall proceed until they are West of the Altar. The Canadian Flag Bearer shall proceed to her `presentation point` West of the Altar. The American Flag Bearer shall proceed to her `presentation point` West of the Altar so that the American Flag will clear the Altar. The Installing Guide and the Installing Marshal wait on the North and South Marching Lines facing the Flag. (See PLATE 9) Canadian and then American Anthems shall be sung.*



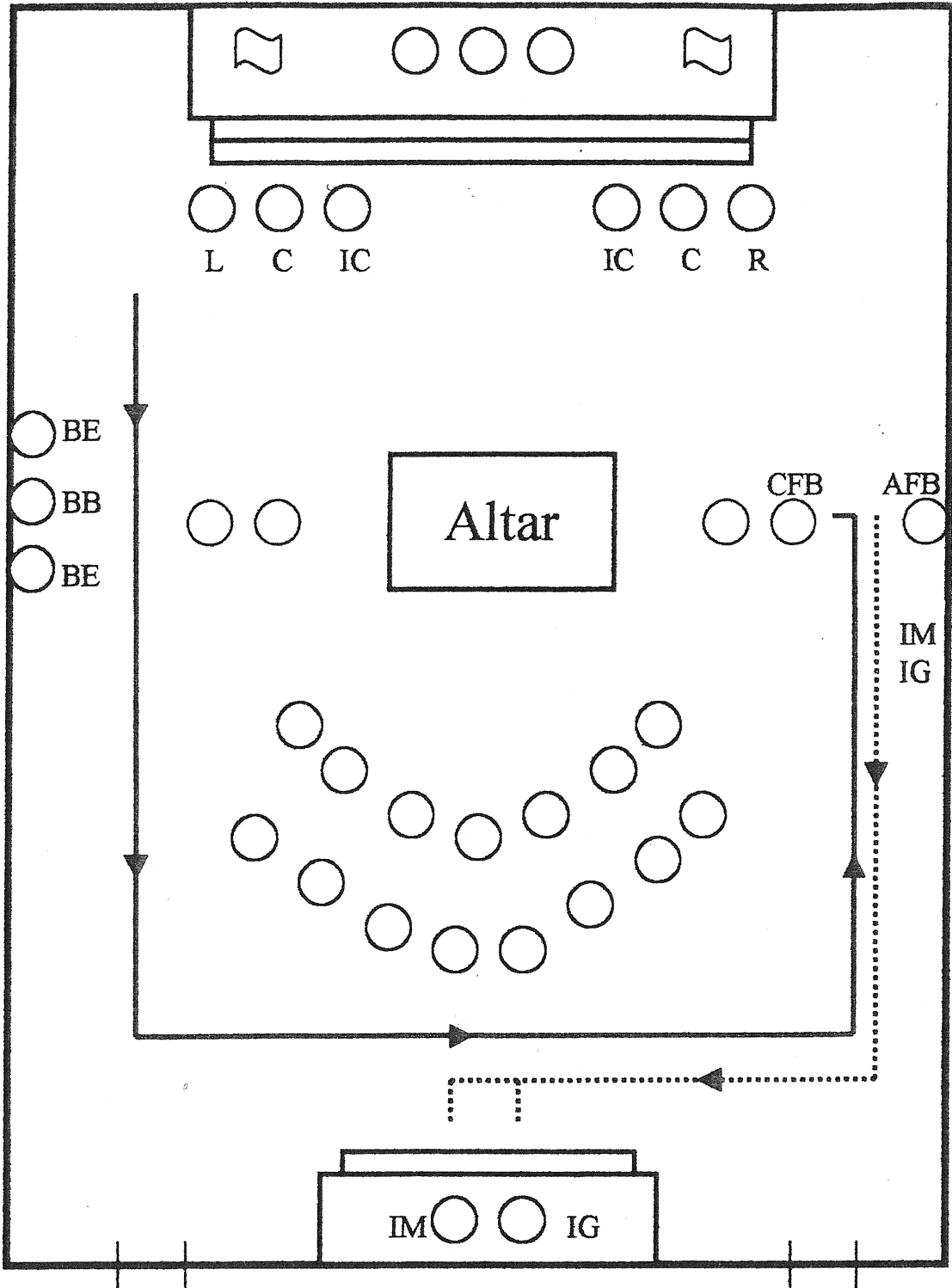
**Plate 5**

**Retiring for Canadian Flag**



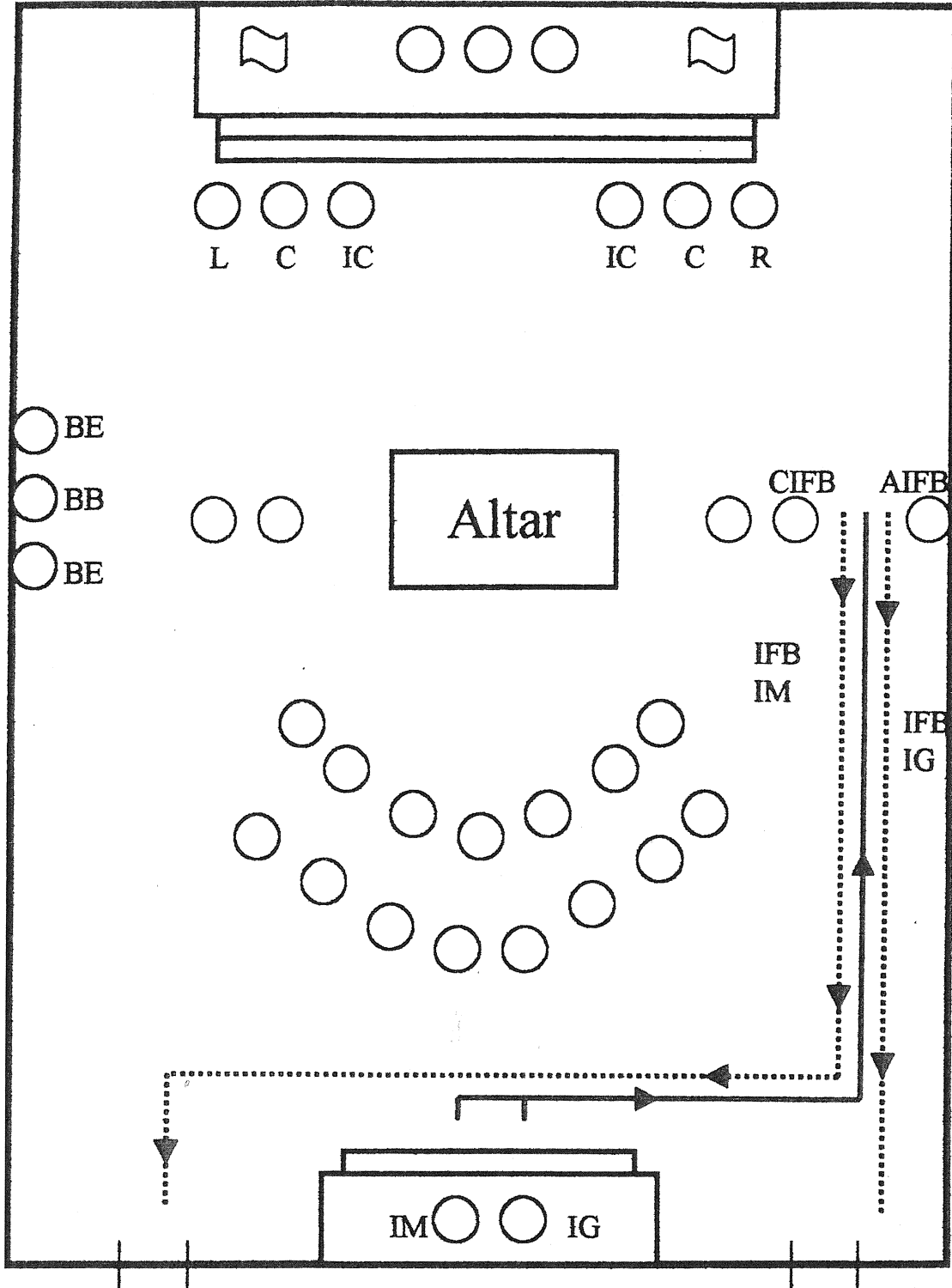
**Plate 6**

**Presentation of Canadian Flag**



**Plate 7**

**Installing Flag Bearer returns to station  
(Canadian)**



**Plate 8**

**Retiring for Canadian and American Flags**





*With the American Flag Bearer following the Canadian Flag Bearer, Installing Guide and Installing Marshal shall proceed along the North and South Marching Lines to the East Line. The Flag Bearers shall deposit the National Emblems in the East and then return to the East Line, turn left and follow the Installing Guide to their stations (Treasurer`s station and seat adjacent to it). The Installing Marshal shall proceed down the North Marching Line. Installing Guide and Installing Marshal shall return to their stations (See PLATE 10)*

*Should there be no Installing Flag bearers appointed, the Installing Guide and the Installing Marshal shall present the Flags. ONE RAP OF THE GAVEL\**

**IF A SPECIAL DISPENSATION IS REQUIRED, IT IS TO BE READ AT THIS TIME.**

### **INTRODUCTIONS**

**Introductions ONLY are to be given; NO HONOURS.**

See GENERAL INSTRUCTIONS page 1, item 6

### **INSTALLATION CEREMONY**

#### **INSTALLING OFFICER:**

**Members and friends of Job's Daughters, we welcome you here to witness the Installation of Bethel Officers (and Bethel Choir) of Bethel No....., of ..... British Columbia, of Job's Daughters International. They have been elected or appointed to serve for the ensuing term of office. Before installing them into office, we will ask the blessing of our Father in Heaven. Installing Chaplain, you will attend at the Altar. Installing Chaplain approaches the Altar according to the Ritual, see page 127. THREE RAPS OF THE GAVEL\*\*\***

**INSTALLING CHAPLAIN:**

Oh, merciful and loving Father we come to Thee in faith, knowing that Thou will hear and answer our prayer. Be very near to us in this hour and let Thy blessing rest upon as we humbly seek to do Thy will. Grant those whom we are about to invest with authority, the spirit of love and charity. Help them to see clearly the power and influence of a beautiful and womanly life. May union and harmony prevail, and as they labour for the highest ideals of life, may they become more gracious and loving, more faithful and patient day by day, and thus complete the foundation of a useful and perfect life. We ask it in Thy name. Amen.

*Installing Chaplain returns to her station according to the Ritual.*

**ONE RAP OF THE GAVEL\***

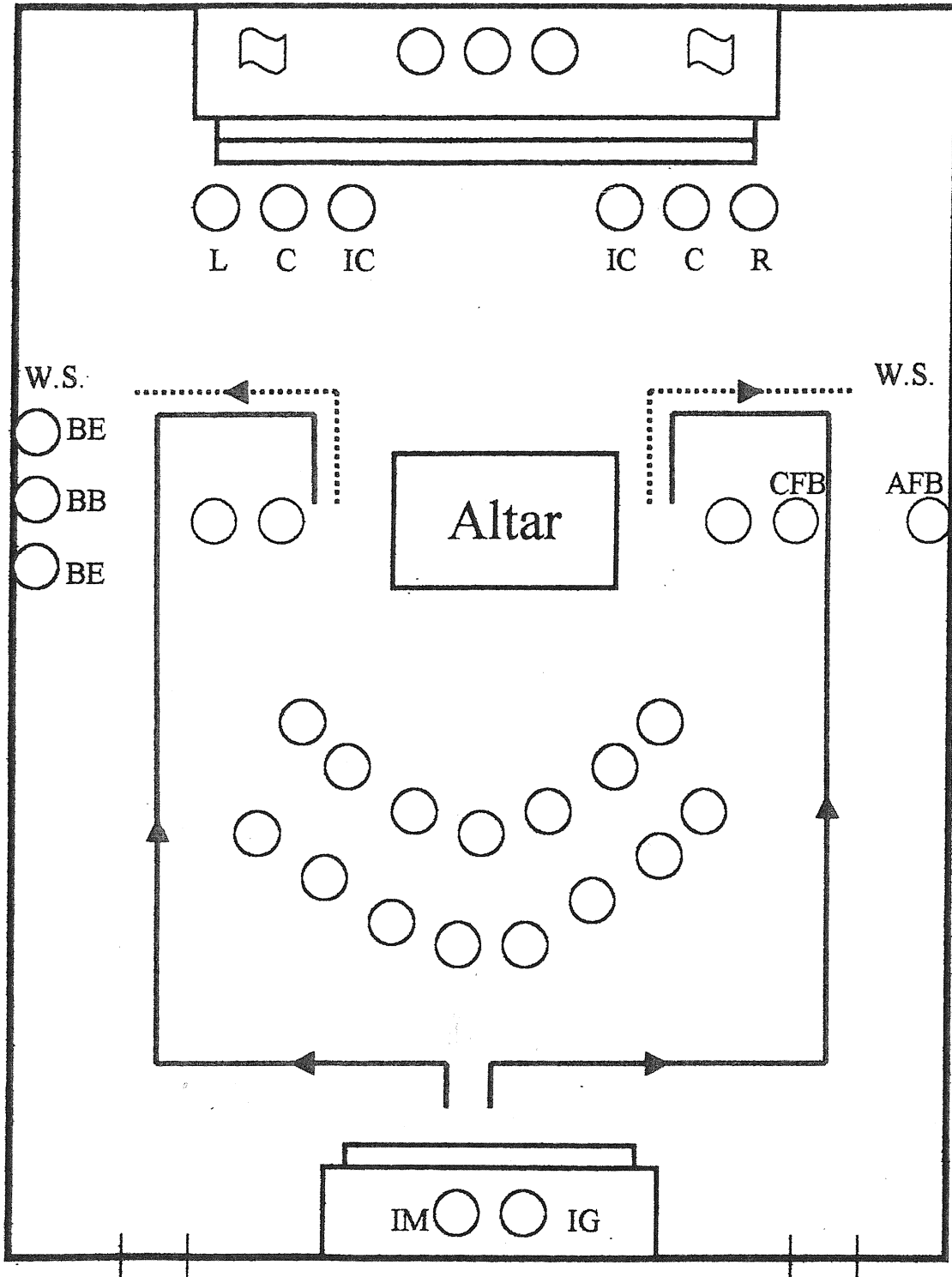
**INSTALLING OFFICER:**

Installing Recorder, you will read the names of the Bethel Officers, elected or appointed (and the Bethel Choir), who are to serve this Bethel for the ensuing term, who, as their names are read will rise and stand in front of their chairs.

**INSTALLING OFFICER:**

Installing Guide and Installing Marshal, you will present the Bethel Officers (and the Bethel Choir) for the Obligation.

*Installing Guide and Installing Marshal proceed to Waiting Stations. Installing Guide continues to position between the Installing Flag Bearer and South side of the Altar. Installing Marshal continues to position between Installing Chaplain and North side of the Altar. Both turn and face the Altar.*



**Plate 11**

**Bethel Officers presented for Obligation**

**INSTALLING GUIDE:**

**Installing Officer, all is in readiness.**

*Bethel Choir repeats Obligation with Officers.*

**INSTALLING OFFICER:**

*Installing Officer may give Obligation at the Altar or from the East. If she goes to the Altar, she SHALL carry the gavel with her. She shall place the gavel over her heart for the Obligation.*

**You will place your right hand over your heart and make this promise.**

**Do you promise that no Bethel shall be opened without the presence of an Executive Member of the Bethel Guardian Council? (Answer: I do.)**

**That you will be guided by the advice of the Bethel Guardian Council in all matters concerning the work and welfare of the Bethel? (Answer: I do.)**

**You will assume the following Obligation:**

**In the presence of Almighty God.....and these witnesses.....I promise to obey the laws.....of Job's Daughters International .....that I will council with my Bethel Guardians.....and be courteous and obedient unto them.....that I will be faithful to the duties of my office.....as outlined in the Ritual.....that I will endeavour to live in accordance with its teachings.....in the hope that I may be found worthy.....of being one of "The Fairest in the Land".....that I will strive to be ever faithful to this promise.....that should I violate this Obligation.....I agree to vacate my office.....at the request.....and upon the declaration.....of the Bethel Guardian.**

*Installing Officer, if at the Altar, returns to the East by backing up halfway to the East Dais, turning toward the East and ascending the Dais.*

*Installing Guide and Installing Marshal proceed East to Altar Line and North and South to Waiting Stations. **ONE RAP OF THE GAVEL**\* seats Officers and Bethel Choir.*

**BETHEL OFFICERS AND CHOIR SHALL BE INSTALLED IN THE FOLLOWING ORDER:**

Bethel Choir; Inner and Outer Guards; Senior and Junior Custodians; Chaplain, Musician and Librarian; Recorder and Treasurer; Five Messengers; Guide and Marshal; Princesses; Honoured Queen.

**GENERAL INSTRUCTIONS FOR PRESENTING BETHEL OFFICERS FOR INSTALLATION:**

*Installing Guide and Installing Marshal will leave Waiting Stations and proceed West on North and South Marching Lines to Officer(s) to be installed. **STANDING ON RESPECTIVE MARCHING LINES**, they nod for Officer(s) to follow.*

*Installing Guide proceeds East on South Marching Line to Altar Line, North to point between Altar and station of Chaplain, then West to West side of Altar and South to proper position. At the same time, Installing Marshal proceeds East on North Marching Line to Altar Line, South to a point between Altar and station of Treasurer, then West to West side of Altar and North to proper position.*

*The Installing Guide passes to the outside when circling the Altar and Installing Marshal to the inside. **ALL FACE EAST.***

*When Officer(s) to be installed are in place at West of the Altar, Installing Guide and Installing Marshal step back one step and wait for instructions from the Installing Officer to escort them to their respective stations. They then step back in line and nod for them to follow.*

## **PRESENTATION OF OFFICERS**

### **INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will present the Bethel Choir at the Altar. *If the Bethel Choir is seated on the North side, they will follow the Installing Marshal; if on the South side, the Installing Guide.***

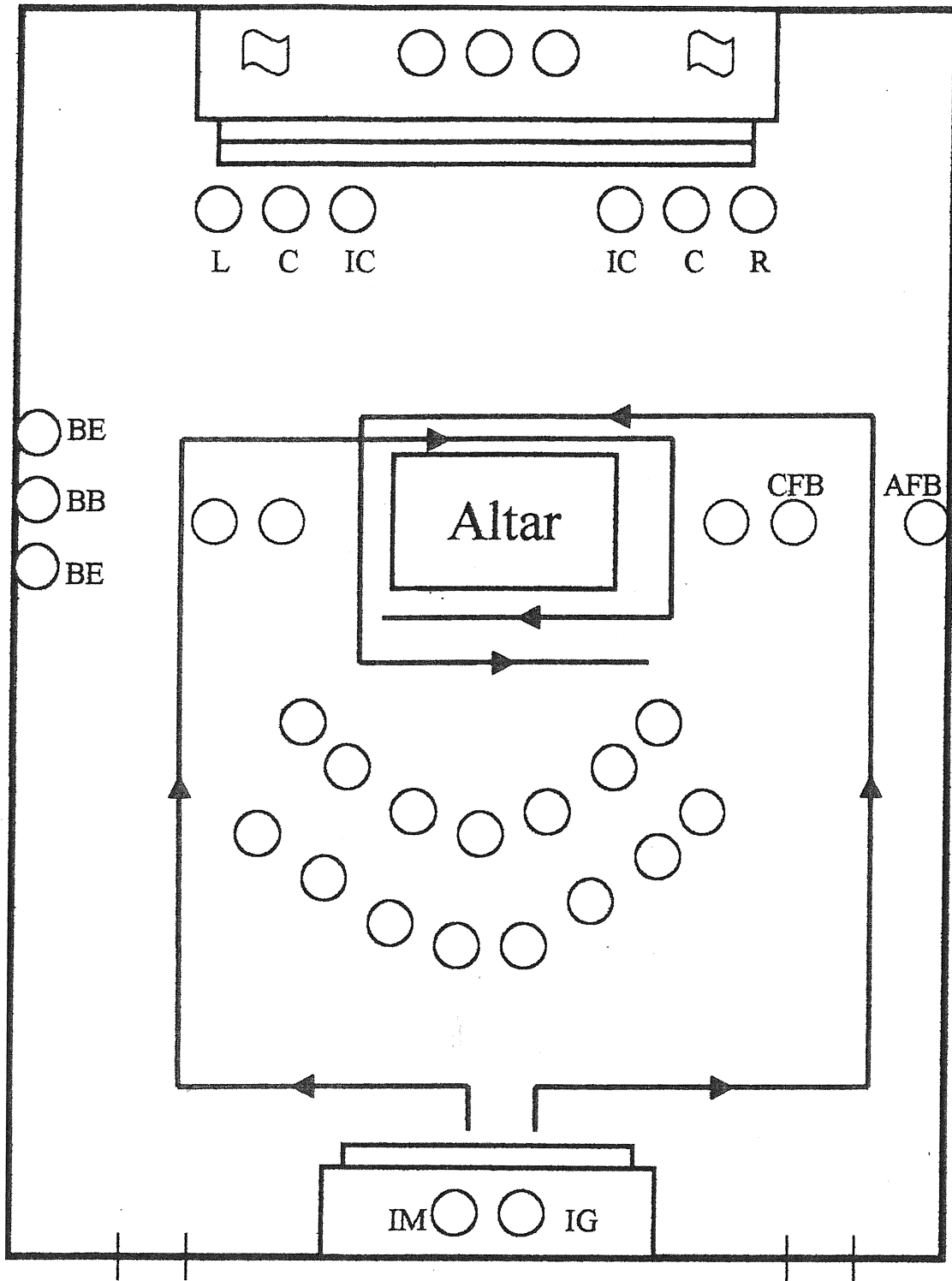
### **INSTALLING OFFICER:**

**It gives me great pleasure to present the Daughters of the Bethel Choir. Daughters of the Bethel Choir, your part in the ceremonies of the Bethel is equally important as that of the other Officers. The art of music is one of the highest accomplishments. Let your heart be so filled with love and joy that the melody of your song will resound in the hearts and lives of the Daughters of this Bethel, and all who enter this Holy Place. *Installing Guide and Installing Marshal escort Bethel Choir back to their seats. Installing Guide and Installing Marshal return to Waiting Stations. Installing Guide nods to seat Bethel Choir.***

### **INSTALLING OFFICER:**

**....., Inner Guard, ....., Outer Guard**

**Installing Guide and Installing Marshal, you will present the Inner and Outer Guard at the Altar.**



**Plate 12**

**Bethel Officers presented for Installation**

*Inner Guard follows Installing Guide and Outer Guard follows Installing Marshal to the position West of the Altar.*

**INSTALLING OFFICER:**

**Daughters guard carefully the doors of our Bethel and be alert and watchful, guarding against sins which are pressing for admission to pure hearts and minds.**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations.**

*Installing Guide, followed by the Inner Guard, leaves the South side of the Altar and proceeds to Altar Line, turns South and proceeds to South Marching Line, turns West and proceeds to West Marching Line and to Inner Guard's station. Installing Marshal, followed by the Outer Guard, leaves the North side of the Altar and proceeds to Altar Line, turns North and proceeds to North Marching Line, turns West and proceeds to West Line and to the Outer Guard's station (inside the Preparation Room door.) Installing and Installing Marshal return to Waiting Stations. Installing Guide nods to seat the Officers.*

**INSTALLING OFFICER:**

**....., Senior Custodian, ....., Junior Custodian**  
**Installing Guide and Installing Marshal, you will present the Custodians at the Altar. The Junior Custodian follows Installing Guide and the Senior Custodian follows Installing Marshal to position West of the Altar.**

**INSTALLING OFFICER:**

**Daughters, you are the Custodians of the Dove and the Urn of Incense, emblems of our Order. Ever let your lives symbolize purity and prayer which they represent.**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations.**

*Installing Guide, followed by the Junior Custodian leaves on the South side of the Altar. Installing Marshal followed by the Senior Custodian leaves on the North side of the Altar. They walk straight up to the East Line to the Junior and Senior Custodian's stations. The Junior and Senior Custodians assume their stations. The Installing Guide and Installing Marshal turn right and left respectively, proceed to North and South Marching Lines, and turn West to their Waiting Stations. Installing Guide nods to seat Officers.*

**INSTALLING OFFICER:**

**....., Chaplain, ....., Musician, ....., Librarian**  
**Installing Guide and Installing Marshal, you will present the Chaplain, Musician and Librarian at the Altar. These Officers follow the Installing Marshal to position West of the Altar. Installing Guide proceeds to position West of the Altar at same time.**

**INSTALLING OFFICER:**

**Daughter Chaplain, you are to lead the devotions of the Bethel and give the Pledge of Honour to adults when necessary. May you lead also in reverence for sacred things - the beacon lights of life.**

**Daughter Musician, your duty is to preside at the instrument during the musical part of our ceremony. May the harmony of your music ring so true that no discord will enter here.**

**Daughter Librarian, your duty is to encourage a taste for the arts and sciences by giving a report on an educational subject. Let your life be an open book whose pages are full of knowledge and truth.**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations. *Installing Guide leaves on the South side of the Altar and goes directly to her Waiting Station. Installing Marshal, followed by these Officers, leaves the Altar on the North side. The Chaplain assumes her station immediately. Installing Marshal, Musician and Librarian proceed to East Line, North to North Marching Line. Musician and Librarian assume stations as they are reached. Installing Marshal continues along North Marching Line to her Waiting Station. The Installing Guide nods to seat Officers.***

**INSTALLING OFFICER:**

**....., Recorder, ....., Treasurer**

**Installing Guide and Installing Marshal, you will present the Recorder and the Treasurer at the Altar. *Recorder follows the Installing Guide and the Treasurer follows the Installing Marshal to position West of the Altar.***

**INSTALLING OFFICER:**

**Daughter Recorder, it is your duty to record all actions of the Bethel in proper form, receive all money due to the Bethel, paying it over to the Bethel Treasurer taking a receipt therefor.**

**Daughter Treasurer, your duty is to receive all funds of the Bethel, accurately account for them, and pay them over to the Guardian Treasurer, taking a receipt therefor.**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations.** *Installing Marshal leaves on North side of the Altar and goes directly to Waiting Station. The Recorder and the Treasurer will both follow the Installing Guide, who leaves on the South side of the Altar. The Treasurer assumes her station immediately. Installing Guide and Recorder proceed to East Line and South to South Marching Line. Recorder assumes her station as it is reached. Installing Guide proceeds West to Waiting Station. Installing Guide nods to seat Officers.*

**INSTALLING OFFICER:**

....., **First Messenger, ....., Second Messenger, ....., Third Messenger, ....., Fourth Messenger, ....., Fifth Messenger**

**Installing Guide and Installing Marshal, you will present the Five Messengers at the Altar.** *First, Second and Fifth Messengers follow Installing Guide. Third and Fourth Messengers follow Installing Marshal (in that order). All proceed to the Altar.*

**INSTALLING OFFICER:**

**Daughter Messengers, to you has been given the privilege of unfolding the story of Job's eventful life, his pleasures, his trials, his temptations and his final triumph and peace. Be particular therefore, that your own interpretation be earnest and sincere and that your own lives be an example of patience and faith, that your reward may be life's highest attainment.**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations.**

*Installing Guide followed by the First, Second and Fifth Messengers leaves on the South side of the Altar to the Altar Line, turns South to South Marching Line, proceeds around the outside of the Messenger's chairs and enters the Semi-Circle between the Second and Fifth Messenger's stations. Installing Marshal followed by the Third and Fourth Messengers leaves on the North side of the Altar to the Altar Line, turns North to North Marching Line, proceeds around the outside of the Messenger's chairs and enters the Semi-Circle between the Fourth and Fifth Messenger's stations. Messengers assume their stations as the Installing Guide and Installing Marshal proceed through the Semi-Circle to the Altar Line and then to their Waiting Stations. Installing Guide nods to seat the Messengers.*

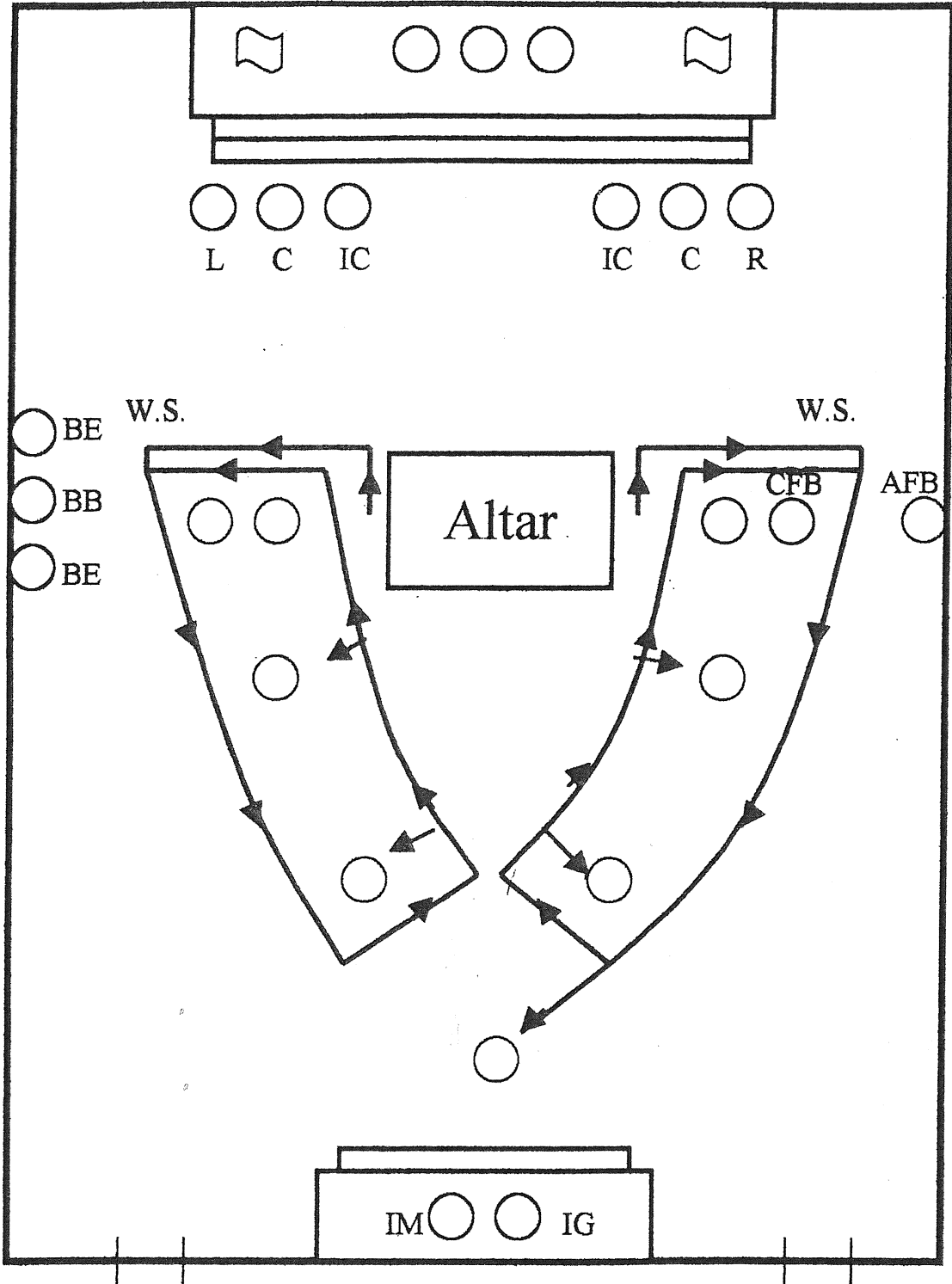
**INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will present the Guide and Marshal at the Altar. Guide follows Installing Guide and Marshal follows Installing Marshal as they proceed to the Altar.**

**INSTALLING OFFICER:**

**Daughter Guide, your duty is to guide the Pilgrims in their journey through the several Epochs. Become familiar with the teachings of this Order, that you may be able to guide others and direct their footsteps in the ways of peace, truth and uprightness of life.**

**Daughter Marshal, your duty is to care for and display the National Emblem, to see that suitable preparation is made for our ceremonies and to assist the Guide in conducting Pilgrims.**



**Plate 13**

**Messengers taken to Stations**

**Installing Guide and Installing Marshal, you will conduct these Officers to their stations. *Installing Guide, followed by the Guide leaves on the South side of the Altar to the Altar Line, turns South to South Marching Line, turns West proceeding to the West Marching Line and to the Guide's station. At the same time the Installing Marshal, followed by the Marshal leaves on the North side of the Altar to the Altar Line, turns North to the North Marching Line, turns West proceeding to the West Marching Line and to the Marshal's station. Guide and Marshal assume their stations and remain standing. Installing Guide and Installing Marshal return to their Waiting Stations.***

**INSTALLING OFFICER:**

**I have the pleasure of introducing ....., who has been installed as Guide, and ....., who has been installed as Marshal. *(Applause)***

**INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will present the Senior and Junior Princesses at the Altar. *Senior Princess follows Installing Marshal and Junior Princess follows Installing Guide as they proceed to the Altar.***

**INSTALLING OFFICER:**

**Daughter Princesses, you have been elected to assist the Honoured Queen in all that she may require of you. You should conduct yourselves at all times with quiet dignity befitting your high office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of religion, virtue and honour.**

**Installing Guide and Installing Marshal, you will conduct the Princesses to the East, to be invested with the honours of their stations. *Installing Guide and Junior Princess, side by side, leave between the station of Treasurer and the Altar. Installing Marshal and Senior Princess, side by side, leave between the station of Chaplain and the Altar. All four proceed to the East Line. Installing Senior Custodian and Installing Junior Custodian with the Princesses standing and facing East will place the capes on their shoulders. The Installing Custodians face West. The Princesses tie their cords. The Princesses will then kneel to be crowned. This ceremony is most effective if the actions are done simultaneously. Princesses rise and move to the foot of the Dais. The Installing Officer takes the left hand of the Senior Princess with her right hand and the right hand of the Junior Princess with her left hand and says....***

**Daughter Princesses, ever strive for beauty of character that will outshine the beauty and splendor of your raiment. *Installing Officer then assists them up the stairs to their stations. The Senior Princess makes a half turn to her right and the Junior Princess makes a half turn to her left, both facing West. Installing Guide and Installing Marshal return to their Waiting Stations. THREE RAPS OF GAVEL\*\*\****

**INSTALLING OFFICER:**

**It is with pleasure that I present ....., who has been installed as Senior Princess and ....., who has been installed as Junior Princess for the ensuing term. (Applause)**

**ONE RAP OF GAVEL\***

**INSTALLING OFFICER:**

**Installing Guide and Installing Marshal, you will cause the Honoured Queen to kneel at the Altar and place her hands on the open Holy Bible. *Installing Guide offers her left arm and the Installing Marshal her right arm to the Honoured Queen and escort her to the Altar. If she is seated outside the Semi-Circle, the Installing Guide proceeds into the Semi-Circle between the stations of the Second and Fifth Messengers and offers her left arm . The Marshal enters the Semi-Circle between the stations of Fourth and Fifth Messengers and offers her right arm to the Honoured Queen. All proceed to the Altar. Before kneeling, Honoured Queen hands carrying favour (if any) to Installing Marshal. Installing Guide assists her to kneel. Installing Guide and Installing Marshal step back one step. Installing Officer may descend the Dais, standing on East side of Altar. If she leaves the East, she SHALL carry the gavel with her.***

**INSTALLING OFFICER:**

**Honoured Queen, you will repeat after me:  
I will be faithful to the laws ..... of Job's Daughters  
International ..... respect the Supreme, Grand and Bethel  
Guardian Councils ..... and endeavour to be worthy of my office  
..... so help me God .....**

**The one elected to hold the office of Honoured Queen should be generous in character, kind, tolerant and possessed with the ability to preside in a just and gracious manner. Her conversation should be both delightful and improving. Her tastes in literature, arts and sciences should be such that she will lead the thoughts of others toward the highest and purest**

things in life. Polite and courteous attention to the advice of parents and guardians, and the consideration of the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated, and the prayer of all who know and love you is, that our Heavenly Father will guide and direct you in your service of love. *An appropriate sacred selection may be given here. The Honoured Queen removes her hands from the Bible. Installing Officer moves around the North side of the Altar and the Honoured Queen rises. The Installing Officer stands behind the Honoured Queen and removes the cape and places it over the Honoured Queen's shoulders, then returns to face the Honoured Queen. The Honoured Queen ties the cords. THEN the Installing Officer says the following:*

**This cape of royal purple is an emblem of your high office and symbolizes the love of the Bethel members who have chosen you as their Honoured Queen. The Installing Officer assists the Honoured Queen to kneel and, as she places the crown on her head, says:**

**I now place on your head this crown, an emblem of leadership and a symbol of your high position. May you wear it with dignity, grace and humility.**

*Installing Officer steps to side between the Altar and Chaplain's station and continues:*

**Honoured Queen, let wisdom and understanding crown your judgement and the beauty and glory of your reign will be as lustrous as the sheen of your royal cloak. Ever strive to wear these honours with real dignity as becoming an Honoured Queen of this beautiful Order. The Installing Officer assists the Honoured Queen to rise. Solo or appropriate selection may be given.**

*The Installing Officer escorts the Honoured Queen to the East by marching around the North side of the Altar and proceeding to the East.*

*OR the Installing Officer may CIRCLE THE ROOM by proceeding West on the North Marching Line, South on the West Marching Line, East on the Altar Line to the centre in front of the Altar, then to Dais. **No pausing** as they walk.*

*If the Installing Officer remains in the East to install the Honoured Queen, Installing Guide and Installing Marshal escort the Honoured Queen to the East. Installing Guide and Installing Marshal return to Waiting Stations.*

**INSTALLING OFFICER: THREE RAPS OF GAVEL\*\*\***

**It is with pleasure that I present ....., who has been installed Honoured Queen for the ensuing term. (Applause) Honoured Queen, I present you with the gavel, the emblem of your authority, knowing that in your hands it will be used wisely and well.**

**HONOURED QUEEN SEATS BETHEL WITH ONE RAP OF GAVEL\* AND RETURNS IT TO INSTALLING OFFICER. They remain standing.**

**INSTALLING OFFICER:**

**I now present you with a copy of the Uniform Code of Bylaws of this Bethel, a copy of the Constitution and Bylaws of Job's Daughters International and a copy of the Manual of Rules and Regulations of this Grand Guardian Council. These are yours to study for the ensuing term. They define your duties and responsibilities. They also set forth the rights and privileges of the members of this Order.**

Examine them carefully that your duties may be well done and the rights and privileges of members protected.

Installing Recorder, you will make the Proclamation.

#### **INSTALLING RECORDER:**

By direction of the Installing Officer and the Grand Guardian Council, I proclaim the Bethel Officers (and Bethel Choir) of Bethel Number ..... of ..... (city), British Columbia, of Job's Daughters International, legally installed for the transaction of business under the laws of Job's Daughters International and the Grand Guardian Council. ONE RAP OF GAVEL\*

*Installing Guide and Installing Marshal return to their stations. INSTALLING OFFICER presents the gavel to the Honoured Queen with appropriate remarks and directs the Installing Officers to retire to the seats reserved for them. If Installing Chaplain is to give the Closing Prayer she is to remain at her station. She will step to the sideline before Bethel Officers retire. HONOURED QUEEN ASSUMES HER STATION.*

**PRESENTATIONS:** (the order of these can be changed if approved by the BGC)

- Honoured Queen's Pin by retiring Honoured Queen
- Exchange of Pins by Princesses, Guide and Marshal (if applicable). \*see Pin Ceremony, p. 46
- Rose Ceremony (optional), p. 45
- Honoured Queen's gavel (optional). The immediate family of the Honoured Queen may be escorted to the East if they are presenting gifts. Gifts could include a gavel, sounding block, tiara and mascot. Other gifts should not be given at this time.

- Introduction of parents and immediate family of the line officers (NOT FRIENDS)
- Past Honoured Queen's jewel by a member of her family
- Bethel awards/trophies optional
- Remarks (see Ritual for order)
- Announcements
- Coin March (optional)

## CLOSING

**HONOURED QUEEN:**

Chaplain, you will attend at the Altar. **THREE RAPS OF GAVEL\*\*\***

**CHAPLAIN:**

Our Father in Heaven, we thank you for Job's Daughters International. May we always be "The Fairest in the Land." Give to these Officers, who have been invested with authority, the appreciation and knowledge of their charges, so that they will always be faithful to our Order. Bless our Bethel, our girls and our leaders. We ask this in Thy name. Amen. *Chaplain rises, reverently closes Bible and returns to her station.* **ONE RAP OF GAVEL\***

*IF BIBLE SIGNING CEREMONY used, RETIRING HONOURED QUEEN may sign the Bible at this time.*

**HONOURED QUEEN:**

Marshal, you will retire the National Emblem.

**THREE RAPS OF THE GAVEL\*\*\*** *The Canadian Flag is retired as per Ritual.*

**"GOD SAVE THE QUEEN"** is sung.

**HONOURED QUEEN:**

**All present except Officers, Bethel Choir, Bethel Guardian and Associate Bethel Guardian will please be seated until the Bethel Officers and Bethel Choir have retired. *March music is played for the Custodians to remove the chairs. Custodians return to their stations. The Retiring March is the same as per Ritual. Bethel Guardian and Associate Bethel Guardian approach the East as per Ritual. Honoured Queen presents the Bethel Guardian with the gavel. Associate Bethel Guardian may invite the newly installed Honoured Queen's parents to the East at this time. When Officers are on the WEST LINE, Bethel Guardian says:***

**BETHEL GUARDIAN:**

**This concludes our Ceremony. ONE RAP OF GAVEL\***

## ROSE CEREMONY

Honoured Queen:

Junior Princess and Senior Princess, you will escort the Marshal west of the Altar.

(Honoured Queen goes to the west side of the Altar.)

\_\_\_\_\_, you are beginning your climb to Honoured Queen. This rose can symbolize your journey. Your years as a member of Job's Daughters, participating in projects and attending meetings faithfully, have given you strong roots from which to grow.

Your election, by the members of this Bethel, to the station of Marshal, begins your journey up to the stem. There are things to do and participate in, which are not always easy, and these are represented by the thorns on the stem of the rose. In your climb to the top, you will branch out and reach for the leaves, which can be said to represent the stations of Junior and Senior Princesses. Here you will be of great assistance to the Honoured Queen. The bud of the rose is like your journey's end. It is when you become Honoured Queen of this Bethel.

I give you this rose to remind you of the journey which you have just begun.

Congratulations, \_\_\_\_\_ and best wishes in the following years as a Job's Daughter. Junior and Senior Princess, you will conduct the Marshal to her station.

## PIN CEREMONY

*suggestion: Secure Officer's pins to a white ribbon for this ceremony*

**HONOURED QUEEN:** Guide and Marshal, please come to the East for the presentation of pins.

**RETIRING HONOURED QUEEN:** *(to the newly installed Honoured Queen)*

The position of Honoured Queen requires your best.  
Your leadership ability will be put to the test.  
Wear your pin proudly as all Honoured Queens do,  
And savour these memories your whole life through.  
*(presents pin to Honoured Queen)*

**HONOURED QUEEN:** *(to newly installed Senior Princess)*

As Senior Princess you will sit on my right  
Instructing the pilgrims, their pathways to light.  
Be aware of the honour this pin holds for you,  
And exemplify our teachings in all you do.  
*(presents pin to Senior Princess)*

**SENIOR PRINCESS:** *(to the newly installed Junior Princess)*

This pin is accompanied by a cape and crown.  
Wear them with dignity o'er your white Grecian gown.  
Responsibility runs high in this office you hold.  
In a job that's well done, there'll be treasures untold.  
*(presents pin to Junior Princess)*

**JUNIOR PRINCESS:** *(to the newly installed Guide)*

The initiates will look to you as their guide.  
To impart our lessons with love and with pride.  
With each endeavour to work hand in hand  
To strengthen our Order throughout all the land.  
*(presents pin to Guide)*

**GUIDE:** *(to newly installed Marshal)*

As Marshal you'll sit in the West.  
Assisting the Guide and doing your best.  
Our country's flag will be in your care  
And all will know you're the fairest of fair.  
*(presents pin to the Marshal)*

**HONOURED QUEEN:** Guide and Marshal, you may return to your stations.

**GRAND GUARDIAN COUNCIL**

**OF**

**BRITISH COLUMBIA**

**CEREMONY OF INSTALLATION**

*As approved at Grand Session, 1981*

This format is the one to be used in all Bethels in British Columbia from January 1982 forward.

These copies are to be distributed to:  
Bethel Guardian, Guardian Secretary, Honoured Queen and Senior Princess. Copies are to be passed along to each succeeding Officer.

Revised 2012-2013 Jurisprudence Committee