

Policies and Procedures for
Jurisdictional Youth Programs
Authorized by the Grand Guardian Council of Oregon

Grand Bethel of Oregon

Grand Bethel of Oregon Policies and Procedures Purpose

The purpose of this Policies and Procedures document is to provide supplemental information for the Daughters and adults actively involved with the Grand Bethel of Oregon. This document provides more detailed information than the Rules and Regulations of the Grand Bethel contained within the Manual of Rules and Regulations of the Grand Guardian Council of Oregon.

Section 1. Grand Bethel of Oregon – General Provisions

1. Authority

- a. The Grand Bethel of Oregon was established in April of 1951 under the authority of the Grand Guardian Council. The history of the Grand Bethel is very rich and these Policies and Procedures are intended to preserve the rich history while providing for a progressive future. Many Daughters from this jurisdiction have had the opportunity to serve as Supreme Bethel Officers and Representatives, including two former Supreme Bethel Honored Queens: Miss Karie Will (1990-1991) and Miss Kristi Frazier (2011-20120).
- b. The Grand Bethel of Oregon program is recognized in the Manual of Rules and Regulations of the Grand Guardian Council of Oregon.
- c. The Policies and Procedures are supplemental to the Rules and Regulations of the Grand Bethel of Oregon program and are subject to approval of the Youth Committee and Executive members of the Grand Guardian Council.

2. Meetings and Events of the Grand Bethel

a. Leadership Camp

- i. Leadership Camp is a function of the Grand Guardian Council. It is not a Grand Bethel activity.
- ii. The Grand Bethel Honored Queen and the Youth Leadership Team are encouraged to attend the annual Leadership Camp of the Grand Guardian Council.
- iii. Activities for the Daughters at Leadership Camp are under the direction of the Leadership Camp Coordinator or Committee appointed by the Grand Guardian.
- iv. The Grand Bethel Honored Queen and Youth Leadership Team shall be privileged to make recommendations for classes for the Daughters.
 1. Recommendations for teaching topics shall be presented in a timely manner, as established by the Coordinator or Committee Chair.
 2. The Grand Bethel Honored Queen, with the assistance of Miss Oregon Job's Daughter, and others she requests may hold a campfire event to build mutual bonds amongst the members of the Grand Bethel and adults in attendance.

b. Grand Bethel Tea

- i. At the request of the Grand Bethel Honored Queen and with the approval of the Youth Committee, the Grand Bethel may host a Grand Bethel Tea.
 - ii. The location of the Grand Bethel Tea shall be at Jennings' McCall, Masonic and Eastern Star Home in Forest Grove or at another suitable location requested by the GBHQ and approved by the Youth Committee.
 - iii. Activities planned for this event shall be planned by the Grand Bethel Honored Queen in consultation with the Youth Leadership Team and approved by the Youth Committee.
- c. Grand Bethel Caroling
 - i. At the request of the Grand Bethel Honored Queen and with the approval of the Youth Committee, the Grand Bethel may host a Grand Bethel caroling social during the winter holiday season.
 - ii. Caroling shall be at Jennings' McCall, Masonic and Eastern Star Home in Forest Grove.
 - iii. Activities planned for this event shall be planned by the Grand Bethel Honored Queen in consultation with the Youth Leadership Team and approved by the Youth Committee.
- d. DJR – Statewide Initiation
 - i. In Oregon, the Oregon Grand Lodge Youth Committee traditionally provides an opportunity for each of the three Masonic Youth Organizations to hold a statewide initiation on the first Saturday of March.
 - ii. The Grand Bethel Guardian shall confirm the facility availability for the statewide initiation.
 - iii. The Grand Bethel officers will participate in the initiation ceremonies, with the GBHQ appointing pro-tem officers as needed, after consulting with the Grand Bethel Guardian.
 - iv. The official regalia of Job's Daughters International shall be worn for the Ceremony of Initiation, rather than the regalia of the Grand Bethel.
 - v. Dress for other activities during statewide initiation shall be appropriate for the activities as requested by the Grand Lodge Youth Committee and approved by the Grand Bethel Guardian or as provided in the official Dress Code.
- e. Grand Bethel Weekend
 - i. Annually the Grand Bethel shall meet to conduct business at Grand Bethel Weekend.
 - ii. The Youth Committee shall approve the following for Grand Bethel Weekend:
 - 1. The location should be based upon the recommendation of the GBHQ. If there are concerns about a recommended location, the Grand Bethel Guardian shall work with the GBHQ to find a suitable location for consideration.
 - 2. The cost for participants for GB Weekend shall be approved by the Youth Committee.
 - 3. The activities and plans for the weekend shall also be reviewed and approved by the Youth Committee.
 - iii. The weekend shall consist of at least the following components:
 - 1. Introduction of Grand Bethel Honored Queen and Grand Bethel Senior Princess Candidates.

2. Questions and Answer session with Grand Bethel Honored Queen and Grand Bethel Senior Princess Candidates.
 3. Congress style meeting of Grand Bethel for the purpose of considering legislation to be proposed for approval at the annual session of the Grand Guardian Council, election of Grand Bethel Honored Queen and Grand Bethel Senior Princess Candidates authorized in the Grand Bethel Rules and Regulations and other business presented by the Grand Bethel Honored Queen in consultation with the Youth Leadership Team
 4. Special ceremonies may also be conducted during this event. Preference shall be given to performing the Degree of Royal Purple Ceremony at Grand Bethel Weekend.
 5. A reception honoring the Grand Bethel Officers, including the Grand Bethel Honored Queen, and Grand Bethel Choir may also be conducted at this event.
 6. Selling tables may be available for Bethels under the direction and at the discretion of the Associate Grand Bethel Guardian.
- iv. Traditionally, this weekend has been held during the first or second weekend of Spring Break.
- f. Degree of Royal Purple
- i. Annually the Grand Bethel shall perform the Degree of Royal Purple for recipients named by the Grand Guardian Council.
 1. Jewels to be presented to the recipients are not the responsibility of the Grand Bethel. This is the responsibility of the recipient's family or the Bethel that made the nomination.
 - ii. The ceremony should be offered at Grand Bethel Weekend as a first choice or may be performed at another suitable time as approved by the Youth Committee.
 - iii. Official Regalia of the Grand Bethel shall be worn at this ceremony.
 - iv. The Youth Committee shall assist the Grand Bethel in assuring that suitable flowers, certificates and jewels are present to be presented.
 - v. A reception honoring the Recipients of the Degree of Royal Purple may be held in conjunction with the Degree. Previous recipients of the Degree of Royal Purple may be asked to assist with this festivity.
 1. The Grand Secretary has a list of previous recipients.
- g. Masonic Heritage Day
- i. Masonic Heritage Day is an event sponsored by the Grand Guardian Council.
 - ii. Masonic Heritage Day shall be under the direction of the Associate Grand Guardian, and if requested, assisted by Miss Oregon Job's Daughter.
 1. The Associate Grand Guardian is in charge of the events for this activity.
 2. If requested to do so, the Grand Bethel Honored Queen will work with these leaders to assist in making the day special for those gathered,
 - iii. At the request of the Associate Grand Guardian, the Grand Bethel will participate as officers at Masonic Heritage Day to honor the Masonic family organizations. Advanced notice shall be given at least 60 days prior to the event.

- iv. If the Grand Bethel is performing a ceremony, the official regalia of the Grand Bethel, Grand Bethel dresses selected by the GBHQ, or other appropriate dresses shall be worn.
- v. If the Grand Bethel is performing a ceremony, the GBHQ will work with the MOJD to ensure there is a smooth transition between the two leaders.
- h. Grand Session
 - i. During the annual session of the Grand Guardian Council of Oregon, the Grand Bethel shall meet to conduct necessary business, to allow Daughters from throughout the jurisdiction to compete in jurisdictional competitions and to install the officers of the Grand Bethel.
 - ii. The Grand Bethel Officers shall be privileged to participate in the Formal Opening and Installation of Officers of the Grand Guardian Council at the invitation of the Grand Guardian.
 - iii. The Grand Bethel shall hold a business meeting at Grand Session. This meeting shall be held in the traditional “congress” business model with the Grand Bethel Honored Queen presiding.
 - iv. The installation of Grand Bethel Officers shall be held at a time convenient to the activities of Grand Session. This shall be coordinated with the Grand Guardian Council activities.
 - v. Installation of Grand Bethel officers may be held jointly with the officers of the Grand Guardian Council or may be held independently at the pleasure of the Grand Bethel Honored Queen, with the approval of the Youth Committee and Grand Guardian.
- i. Statewide HIKE
 - i. The Grand Bethel Senior Princess is assigned to plan and execute a statewide HIKE event during her term as GBSP on behalf of the Grand Bethel. (Grand Bethel of Oregon, Rules and Regulations, Article 6, Section 1 (b)(2).)

3. Financial Policies and Procedures

- a. The financial health of the Grand Bethel is dependent upon the responsible budgeting and expenditure of funds donated or raised on behalf of the Grand Bethel.
- b. All activities conducted on behalf of the Grand Bethel shall be coordinated through the Youth Committee and funds shall be accounted for in the Grand Bethel financial records.
- c. Grand Bethel Honored Queen Scholarship
 - i. To receive a scholarship the Grand Bethel Honored Queen must raise sufficient funds to support the activities of the Grand Bethel during her year, keeping the Grand Bethel self-supporting, and additional funds to support a scholarship award.
 - 1. A letter of award will be sent to each recipient within 30 days of the completion of her term notifying her if a scholarship will be awarded.
 - ii. Upon award, the scholarship monies for each GBHQ shall be transferred to the Grand Guardian Council, Education and Scholarship Fund.
 - 1. Recipient shall have five (5) years upon the completion of her term as Grand Bethel Honored Queen, or five (5) years from time of graduation, whichever is later, to use the funds.

2. The recipient must request the scholarship funds in writing, to the Youth Committee Secretary. Information to be provided should include the name and address of the educational institution, Student ID number, and any other identifying information required by the educational institution.
 3. The qualification for an educational institution must meet the same eligibility requirements established for other scholarships awarded by the GGC.
- iii. Funds not distributed after five (5) years, shall be returned to the Grand Bethel account.
- d. Revenues:
- i. All revenues collected for Grand Bethel events shall be turned over to the Youth Committee Secretary at the close of the event, with an accounting of the funds being submitted, a summary of the source of those funds.
 1. If funds are not collected until after the event (i.e. HIKE events), a specific timeline will be set with the Youth Committee Secretary to collect the remainder of the funds.
 2. When practical, the Youth Committee Secretary shall count the funds in the presence of the person transferring the funds. If this is not possible, the Youth Committee Secretary shall meet with the Youth Committee Treasurer or another Youth Committee member to count the funds.
 - ii. Under the direction of the Grand Bethel Honored Queen and with the approval and assistance of the Youth Committee, the Grand Bethel of Oregon shall have fund raising activities throughout the year to provide for both the Grand Bethel programs and a potential scholarship award after the successful completion of her year of service. Traditional fund raising activities and streams of revenue have included, but are not limited to:
 1. Grand Bethel T-shirts
 2. Grand Bethel Honored Queen's pins and charms
 3. Grand Bethel Weekend Registration Fee, including sale of meals
 4. Grand Session Registration Fee
 5. Gifts and donations, traditionally include a travel voucher, if provided by the Grand Lodge of Oregon
 6. Additional fund raising projects as approved by the Youth Committee to fully fund and support the activities of the Grand Bethel will be encouraged.
 - iii. In addition to supporting H.I.K.E., the Grand Bethel Honored Queen may choose a community philanthropic project she wishes to spotlight and help. During her term as GBHQ, she may also raise funds and plan projects to donate time and energy to this project. All fund raising for a special project shall be coordinated through the Youth Committee and funds shall be accounted for in the Grand Bethel financial records.
4. Grand Bethel Election Procedures and Protocols for Grand Bethel Honored Queen and Grand Bethel Senior Princess

- a. The Grand Bethel Election Procedures, including candidate criteria and application materials, shall be distributed annually to each Bethel through the Grand Secretary. Information will be distributed to each Bethel Guardian, included in the monthly mailing and posted on the official website of the Grand Guardian Council.
- b. The distribution of this information shall be before December 1 of each year. It is the desire to have this information distributed prior to the winter recess from both local schools and universities so that Daughters who might have interest in serving on the jurisdictional level may gather the necessary information in a timely manner.
- c. The application shall include all requirements set forth in the Rules and Regulations of the Grand Bethel of Oregon, Article 5, Section 1, (a)(4).
 - i. In addition, a Certification of Good Standing (to be completed by the Guardian Secretary of the Daughter's Bethel) will be required.
 - ii. Recommendations Forms:
 - 1. The Recommendation Forms SHALL be completed at a regular meeting of the applicant's Bethel during the months of January or February.
 - 2. It should be acted upon during "New Business."
 - 3. Recommendation Forms shall only be completed by Daughters and Bethel Guardian Council Members of the applicant's Bethel in attendance at the meeting.
 - 4. All recommendations completed at a Bethel meeting shall be collected by the Bethel Recorder (or in her absence, another Daughter designated by the Honored Queen), placed in an envelope that is securely sealed in front of the Daughters, and then signed across the seal by the Daughter who collected the recommendations.
 - 5. Recommendation Forms shall be sent via US mail.
 - 6. The Grand Deputy may mail their recommendation in a separate envelope if they were not in attendance at the Bethel meeting during which the recommendations were made.
 - 7. All recommendations received by the Youth Committee will be kept confidential.
 - iii. The Youth Committee will review all applications according the Rules and Regulations of the Grand Bethel.
 - 1. Approved applications will move a Daughter's status from "Applicant" to "Candidate."
 - a. Upon becoming a "Candidate," each Candidate may also be requested to provide:
 - i. Candidate statement of introduction for inclusion in a publication for Grand Bethel Weekend.
 - ii. Candidate photo for inclusion in a publication for Grand Bethel Weekend.
- d. Application forms and related materials from candidates shall be sent to the Youth Committee Secretary.
 - i. All forms must be submitted at least 30 days prior to Grand Bethel Weekend.
 - ii. "Submitted at least 30 days prior" is interpreted to mean postmarked by the date established by the Youth Committee.

- iii. Materials submitted electronically (Forms A, B, C, and D) must be received by 11:59pm of the due date. Form E must be submitted in writing.
 - iv. Incomplete applications shall disqualify a Daughter from being considered a candidate for election to Grand Bethel office. **It is the responsibility of each candidate to ensure that all materials have been received in a timely manner.**

- 5. Grand Bethel Representatives to the Youth Advisory Board: Roles, Responsibilities and Expectations
 - a. Grand Bethel Senior Princess
 - i. To be developed by the Youth Advisory Board
 - b. Other Grand Bethel Line Officers
 - i. To be developed by the Youth Advisory Board
 - c. Other Grand Bethel Officers
 - i. To be developed by the Youth Advisory Board

- 6. Additional Guidelines for the Grand Bethel Honored Queen
 - a. The Grand Bethel Honored Queen is responsible for planning and facilitating all official meetings and activities of the Grand Bethel with the assistance of the Youth Leadership Team.
 - b. The Grand Bethel Honored Queen should be encouraged to visit each Bethel during her term of office. She may coordinate her visitations with the Official Visitations of the Grand Guardian or may choose to make her visits at a different time, confirming her travel schedule with the Grand Bethel Guardian and the Grand Guardian.
 - i. In addition to attending and presiding over all Grand Bethel meetings, the Grand Bethel Honored Queen shall be privileged to represent the Grand Bethel of Oregon at the following events throughout her term, keeping in mind Miss Oregon Job's Daughter serves as the public relations emissary. When both youth leaders are in attendance, they shall work cooperatively to make a joint presentation and remarks.
 - ii. Grand Master's Leadership Meetings (held quarterly at the Grand Lodge Office in Forest Grove)
 - iii. Convocations of each Grand Masonic Family annual meeting. The Grand Bethel Honored Queen shall coordinate her attendance with the Grand Guardian and verify the dates, times and locations each year, as well as provide details of her travel schedule to the Grand Bethel Guardian. The following summary of traditional Masonic Family convocations is provided as a resource for the Grand Bethel Honored Queen for planning purposes
 - 1. Grand Lodge
 - a. Formal Opening (8 a.m. first Thursday in June)
 - b. Grand Lodge Installation (4 p.m. on Friday)
 - 2. Grand Chapter of Eastern Star
 - a. Formal Opening Banquet and presentation of scholarships to youth (third Sunday in June)

- b. Ritualistic Opening (if the GBHQ is a member of OES, she is traditionally requested to escort the flag of Job's Daughters International at the Ritualistic Opening on Monday morning)
 - c. Installation (Wednesday following Formal Opening)
 - 3. Grand Court, Order of the Amaranth
 - a. Masonic Family Gathering. (Thursday evening preceding the 2nd weekend in March) The presentation of Youth Leadership and Scholarship funds is done at this event. Plan to offer your thanks and extend best wishes for a successful session at this event.
 - b. Formal Banquet (Friday evening)
 - c. Installation (Saturday evening)
 - 4. Grand York Rite bodies (March)
 - a. Opening (dinner?) for Grand York Rite bodies – Wednesday evening, followed by an installation each day for one of the York Rite organizations (second Thurs – Friday – Saturday)
 - b. Installation of General Grand Council of Cryptic Masons
 - c. Installation of Grand Commandary of Knights Templar
 - d. Installation of General Grand Chapter of Royal Arch Masons
 - 5. Daughters of the Nile (March)
 - a. Nydia Temple (Portland)
 - i. Installation of Officers (March)
 - b. Daughters of the Nile – Zulema Temple (Medford)
 - i. Installation of Officers (March)
 - 6. Shriners (January)
 - a. Al Kader Shrine (Wilsonville)
 - i. Installation (first Saturday in January. Evening banquet and installation are held together)
 - b. Hillah Shrine (Medford)
 - i. Installation of Officers (January)
 - 7. White Shrine of Jerusalem
 - a. Installation of Officers (3rd Saturday in April)
- iv. Receptions honoring Grand Masonic Family presiding officers.

7. Paraphernalia of the Grand Bethel

- a. The Grand Bethel shall keep in good repair paraphernalia needed to hold Grand Bethel Congress style meetings, Grand Bethel Ritualistic meetings and Grand Bethel Ceremonials.
- b. Paraphernalia of the Grand Bethel shall be inventoried annually following Grand Session. A copy of the inventory shall be kept on file with the Youth Committee Secretary and a copy sent to the Grand Secretary and Grand Treasurer for their records.
- c. Paraphernalia belonging to the Grand Bethel may be distributed to Grand Bethel officers as required to complete the obligations of their office.
 - i. A “chain of custody” form shall be completed by each Daughter who takes Grand Bethel paraphernalia 1) at Grand Session prior to the installation of officers or 2) at any other time there is a distribution of Grand Bethel property.

- ii. By checking out Grand Bethel property, the Grand Bethel Officer and her family, shall be responsible for the return of said property in the same condition it was acquired.
 - iii. Grand Bethel robes shall not be checked out to Grand Bethel Officers except as approved by the Grand Bethel Guardian.
 - iv. The Grand Bethel royalty shall be entitled to assume responsibility for a traveling cape for their position, one or more crowns, and one (1) Grand Bethel robe as provided by the Youth Committee.
 - v. For the annual Supreme Session for Job's Daughters International, the Grand Bethel royalty will wear their official Grand Bethel regalia.
 - vi. It is permissible for the Grand Bethel to participate in local parades and celebrations, upon approval of the Grand Guardian.
- d. Additional procedures and protocols relating to the paraphernalia and regalia of the Grand Bethel can be found in Appendix A.

8. Book of Ceremonies for the Grand Bethel of Oregon

- a. An Official Book of Ceremonies for the Grand Bethel will be printed. It will include the following:
 - i. Installation of Grand Bethel Officers
 - ii. Degree of Royal Purple (to be performed by the Grand Bethel)
 - iii. Majority Ceremony (Grand Bethel)
 - iv. DJR – Statewide Initiation
 - v. Congress Meeting
 - vi. Other Installation Narrations approved for use by the Grand Bethel
- b. Sample agendas and outlines of events and meetings may also be included.