

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

## Miss Oregon Job's Daughter Program

### Miss Oregon Job's Daughters Program Policies and Procedures

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

### Section 1. Miss Oregon Job's Daughter Program – General Provisions

1. Authority
  - a. The Miss Oregon Job's Daughters Program was established in 1999. In its short history, the program has had outstanding representatives who have placed highly in the Miss International Job's Daughter pageant held annually at the Supreme Session of Job's Daughters International. To date, the program has included one Past Miss International Job's Daughter, Miss Julie Ramey, and one Miss International Congeniality, Miss Chelsea Phelps.
  - b. The Miss Oregon Job's Daughters 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 Miss Oregon Job's Daughter program and are subject to approval of the Youth Committee and Executive members of the Grand Guardian Council.
2. Events of the Miss Oregon Job's Daughters Program
  - a. MOJD Pageant
    - i. This event shall be held annually as provided in the Rules and Regulations of the MOJD Program.
  - b. MOJD Annual Fund-Raising Auction
    - i. Insert details here
  - c. 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. The MOJD may be asked to host this event and she should be prepared to assume these responsibilities.
      3. If requested, the MOJD shall work with the AGG to ensure the event is successful.

- iii. The Grand Bethel may be asked to assist with a specific ceremony or other members of Oregon Job's Daughters may be asked to assist.
  - 1. If the Grand Bethel is performing a ceremony, MOJD will work with the Grand Bethel Honored Queen to ensure there is a smooth transition between the two leaders.
- d. Miss International Job's Daughter Pageant (Supreme Session)
  - i. Application process
    - 1. The MIJD application packet shall be reviewed by the MOJD Coordinator and Grand Guardian before being submitted.
    - 2. The entry fee to accompany the MIJD application shall be paid from the MOJD funds. Adequate time shall be given to have the check prepared and sent to the appropriate person.
  - ii. MIJD Pageant Preparation
    - 1. In addition to the MOJD Coordinator, Youth Committee members and Personal Coaches can provide a variety of Pageant preparation activities, including exam preparation, mock personal interviews, stage presence guidance, Ritual recitation practice, as well as advice for Pageant week attire, grooming and personal presentation tips.
  - iii. Supreme Session Activities
    - 1. Handler.... Coach... Stylist...
    - 2. Components
      - a. Written Exam
      - b. Ritual Recitation
      - c. Personal Interview
      - d. Meet and Greet & other social engagements
      - e. Pageant Night

### 3. Financial Policies and Procedures

- a. The financial health of the Miss Oregon Job's Daughter Program is dependent upon the responsible budgeting and expenditure of funds donated or raised on behalf of the MOJD Program.
- b. All activities conducted on behalf of the Miss Oregon Job's Daughters Program shall be coordinated through the Youth Committee and funds shall be accounted for in the Miss Oregon Job's Daughters Program financial records.
- c. Miss Oregon Job's Daughter Scholarship
  - i. To receive a scholarship the Miss Oregon Job's Daughter must raise sufficient funds to support the activities of the Miss Program during her year, keeping the Miss Program 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 Miss 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 Miss Oregon Job's Daughter, 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 Miss Oregon Job's Daughter Program account.
- d. Revenues:
- i. All revenues collected for the MOJD Program 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. Miss Oregon Job's Daughter, with the approval and assistance of the Youth Committee, shall have fund raising activities throughout the year to provide for both the MOJD programs and a potential scholarship award after the successful completion of her year of service.. Traditional fund raising activities have included, but are not limited to:
    1. MOJD Auction
    2. Crown pins
    3. MOJD pins and charms
    4. Pants (sweat-pants, pajama pants, etc.)
    5. Additional fund raising projects as approved by the Youth Committee to fully fund and support the activities of the MOJD Program.
  - iii. In addition to supporting H.I.K.E., Miss Oregon Job's Daughters may choose a community philanthropic project she wishes to spotlight and help. During her term as MOJD, 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 Miss Oregon Job's Daughter financial records.

#### 4. MOJD Selection Procedures and Protocols

- i. Application process
- ii. Application review process
- iii. Notification of acceptance as a participant in the annual MOJD Pageant
- iv. Pageant Event Selection Criteria
- v. Insert details here

- 5. MOJD as a Representatives to the Youth Advisory Board: Roles, Duties and Expectations
  - a. Miss Oregon Job's Daughter shall serve as a member of the Youth Advisory Board and may request meetings of the Youth Advisory Board to discuss matters pertaining to the Miss Program.

- i.
- ii.

- 6. Additional Guidelines for Miss Oregon Job's Daughters
  - a. MOJD shall serve as the public relations emissary to the Masonic family and is responsible for representing Job's Daughters to the public, as outlined in the Rules and Regulations of the MOJD Program. (Article VII, Section 1 (a))
  - b. Travel representing Job's Daughters
    - i. MOJD shall be privileged to attend the following Masonic Family events as the official emissary of Oregon Job's Daughters. NOTE: This does not preclude the Grand Bethel Honored Queen from attending these same events and representing the Grand Bethel of Oregon. When both youth leaders are in attendance, they shall work cooperatively to make a joint presentation and remarks.
    - ii. Convocations of each Grand Masonic Family annual meeting. The Miss 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 MOJD Coordinator.. The following summary of traditional Masonic Family convocations is provided as a resource for the MOJD Program for planning purposes
      - 1. Grand Lodge
        - Formal Opening (8 a.m. first Thursday in June)
        - Grand Lodge Installation (4 p.m. on Friday)
      - 2. Grand Chapter of Eastern Star
        - Formal Opening Banquet and presentation of scholarships to youth (third Sunday in June)
        - 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)
        - Installation (Wednesday following Formal Opening)
      - 3. Grand Court, Order of the Amaranth
        - Masonic Family Gathering. (Thursday evening preceding the 2<sup>nd</sup> 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.

- Formal Banquet (Friday evening)
  - Installation (Saturday evening)
  - 4. Grand York Rite bodies (March)
    - 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)
    - Installation of General Grand Council of Cryptic Masons
    - Installation of Grand Commandary of Knights Templar
    - Installation of General Grand Chapter of Royal Arch Masons
  - 5. Daughters of the Nile (March)
    - Nydia Temple (Portland)
      - i. Installation of Officers (March)
    - Daughters of the Nile – Zulema Temple (Medford)
      - i. Installation of Officers (March)
  - 6. Shriners (January)
    - Al Kader Shrine (Wilsonville)
      - i. Installation (first Saturday in January. Evening banquet and installation are held together)
    - Hillah Shrine (Medford)
      - i. Installation of Officers (January)
  - 7. White Shrine of Jerusalem
    - Installation of Officers (3<sup>rd</sup> Saturday in April)
- iii. Receptions honoring Grand Masonic Family presiding officers.
- iv. MOJD shall also be the official representative of Oregon Job's Daughters to the public.

7. Paraphernalia of the Miss Oregon Job's Daughters Program
- a. The Miss Oregon Job's Daughters Program has specific paraphernalia and regalia that it shall keep in good repair for the benefit of the Miss during each term.
  - b. The paraphernalia, including all regalia, of the Miss Oregon Job's Daughters Program shall be inventoried annually following MOJD Pageant. 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 Miss Oregon Job's Daughters Program may be distributed to the new Miss as required to complete the obligations of her office.
    - i. A "chain of custody" form shall be completed by each MOJD who takes Miss Oregon Job's Daughters Program paraphernalia after coronation.
    - ii. Each MOJD assumes responsibility by checking out MOJD property shall be responsible for the return of said property in the same condition it was acquired.
    - iii. MOJD shall be entitled to assume responsibility for a traveling cape for her position and an official Doc Morgan Miss crown, plus two additional crowns provided by the Youth Committee.

- d. Specific MOJD regalia protocols are included as Appendix B attached, and are made a part of these Policies and Procedures.  
**This needs to be developed to the same level of detail as the Grand Bethel protocols.!**
- e. An annual inventory of Miss Oregon Job's Daughters Program paraphernalia shall be conducted at Grand Session, and confirmed at Pageant. A copy of the inventory kept on file with the Youth Committee Secretary and the Grand Secretary.