2018-2019

SCHOOL OF INSTRUCTION

*Have Courage and Be Kind*

 Linda Cole, GG Paul Lincoln, AGG

**Introduction**

Welcome to another exciting year in Wyoming Job’s Daughters! We are looking forward to traveling around our beautiful state and seeing how all the Bethels celebrate their differences, while keeping the traditions we hold dear.

**General Information**

* [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org) Our International website and a primary source of information for:
	+ Supreme Bylaws
	+ Book of Ceremonies
	+ Bethel Guardian Council Reference Manual
	+ CAV Renewal and Original Forms
	+ Petitions, Media Releases, Health Forms, etc.
* [www.wy-jdi.org](http://www.wy-jdi.org) Our Wyoming website is a primary source of information for:
	+ Grand Council and Grand Bethel news
	+ Grand Bethel Ritual
	+ Scholarship application information
	+ Event Information
	+ Calendar
* WYJDI: Our Wyoming Facebook page. If you have Facebook, this is an excellent source of information for changes in schedules, pictures of Jobie happenings around the state, and a great place to get questions answered quickly.
* Special Dispensations
	+ Needed ANY TIME you change a meeting time or date, wear something other than official regalia to a meeting, Grand Visit, Installation, or anything that might deviate from your ‘normal’ meeting
	+ Special Dispensations are $2.00 each time you need one, except in the case of a Grand Visit or if a meeting falls on a holiday.
	+ You will need to send special dispensation requests to Linda only.

**Contact Information**

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**Grand Visit Expectations**

* Have fun, but BE PREPARED! The girls will be nervous, but much less so if they feel they are ready for visitors to see them shine.
* Practice Escort, Introductions, and Honors at meetings. The HQ needs to be ready for visitors. Have someone ‘stand in’ for certain offices close to your Grand Visit so the HQ can get names and titles correct.
* Email a list of the offices the girls will be exemplifying one week before your Grand Visit. If there are last minute changes we can make them, but we need to know ahead of time which girl is performing in which office.
	+ We have very talented girls in Wyoming- utilize your own Bethel girls as much as possible. If you need to ask for help from Bethels near you, please ask early enough so the girl(s) helping have time to memorize their part.
* LEARN YOUR MUSIC
	+ Music Director please help the girls learn the words to the music. The music for our ceremonies often enhances or reiterates the stories told. A new initiate will be much more impressed with the ceremony if girls know the words to the songs and sing them without looking bored.
* Honor Bethel
	+ Honor Bethel is a way for us to recognize exemplary ritual work from our Wyoming Jobies. Daughters are selected for Honor Bethel during Grand Visits. Some things we are looking for when selecting Honor Bethel:
		- Letter perfect memorization
		- Great floor work, square corners, please don’t drag or shuffle your feet
		- Positive demeanor, good posture, and attentiveness to the meeting
	+ All daughters are eligible for Honor Bethel in ANY office which they perform during Grand Visit.
	+ One advantage to learning multiple parts for Initiation is that you learn more about the ritual quickly. If you have a smaller Bethel, one suggestion is to install girls into offices that have ‘work’ each regular meeting- Custodians, Recorder, Treasurer, Librarian, Chaplain, and Guards. Many of these offices don’t have long initiation parts and girls can learn a messenger part for initiation in addition to their regular office.
* We would like to meet with the Bethel Guardian Councils of each Bethel after the Grand Visit Meeting. Some items we will be covering:
	+ Paul will check the Guardian Secretary and Guardian Treasurer financial books.
	+ Paul will check the Minute book for the BGC
		- Please hold monthly BGC meetings and have your Guardian Secretary take notes at each meeting. This is your record of decisions made for your Bethel.
	+ See the page regarding instructions for Guardian Treasurer and Guardian Secretary regarding the financial books.
* If you have any questions about your Grand Visit or about ritualistic work, please feel free to call. It’s better to ask for clarification ahead of time.
* We would like to meet with the Bethel daughters before the Grand Visit Meeting to answer questions and help relieve jitters.

**General Information:**

Director of Epochs: Please take some time to work with the girls on their parts. You may also be the one to look at them while they are in their robes and can see if they are the correct length, have hose/knee highs on and how their shoes look. Talk to the girls and decide on a signal of when they need prompted. (The chaplain may need to wiggle her foot as her signal.) The others might be making eye contact with you. Also cover correct pronunciations of difficult words and names. If there are more than three prompts, it is okay to give the girl a ritual for the rest of her part.

Music Director: Even if you do not play an instrument you can be the Director of Music. Each Bethel should have a CD of the songs to fall back on. Please work with the girls on learning the words to the songs. Maybe work on one song before each meeting until you get them all covered. You can also use other songs in various places during the meeting. This is a way to bring in some more modern music and keep the girls paying attention.

Bethel Treasurer: We know you will work closely with the Bethel Secretary on the financial books. If there is a question or problem, please bring in the Bethel Associate Guardian. You can also call Joan Means for guidance.

If you are lucky enough to have a girl who has the office of treasurer, please take the time to explain how our process goes and why we do it. She should be reading off the report, bills and receipts.

Bethel Secretary: Please work with your daughter secretary on taking notes. There is a form with blanks in the order of ritual business that can be used to help them. We also would like you to take notes to help fill in any blanks she has. Teach her to read the minutes and communications with her head held up, paper up, not down on the desk so that her voice carries out into the room better. She also needs to get comfortable asking for clarification if she can’t hear someone say something or needs something repeated so that she can get to right. Then when she writes the final copy you should check it over and make sure what she has and what you had match.

Director of Paraphernalia: Please work with the daughters so that they know how to set up the bethel and can do it without you if needed. Read the details in the ritual for proper placement of items and chairs.

Associate Bethel Guardian: You are here to support the girls and the Guardian. Please also be willing to speak about what your bethel is doing at your other meetings. If they are doing a fund raiser or working an event, please help spread the word. Invite other masons to the bethel meetings to meet the girls.

Bethel Guardian: You are the glue. You will need to work with everyone on the council, the top five girls and the rest of the bethel. If your bethel is large, a calling/texting tree works well. (Call me if you want this explained.) I like this better than a group text because it gets everyone actively involved in the reminders, not just passively reading the reminder, and maybe responding. Delegate to the rest of your council (if you have enough to do that.) The guardian should not have to be present at every single event.

**ALL Adults:** Please, Please, Please, keep to the meeting schedule as much as possible. Get into a routine of getting together twice a month, so that it becomes ingrained in everyone’s mind, and schedules. If you don’t have enough girls to open the bethel for a meeting, or if your guardian can’t make it, but you do have CAV adult who can be there it is okay to get together and play games, practice songs, practice the marches…etc.

When the Vice Grand Guardian/Assoc. Vice Grand Guardian does their fund raiser and asks for your help, this is one of the very few fund raisers that the girls do not do. This is to help fund the Grand Guardians year and she needs your help.

When your bethel does your council recommendations the adults in the council are to stay in the room while the girls are voting. You are to monitor that the girls are not lobbying for or against specific adults. Also please remember that you are not to say anything in support of or against adults, not point out that someone is or is not CAV certified. The girls can write down anyone they feel would be good in the position. Let the Grand Guardian do what she can to sort it out.