

Responsibilities of the Marshal

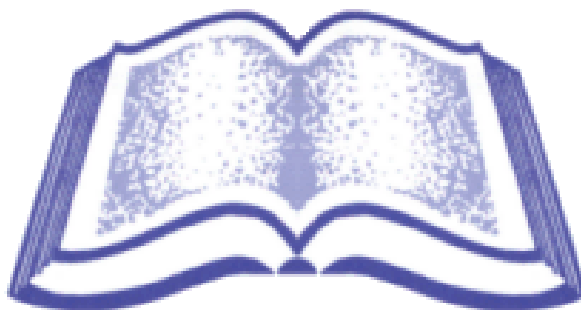
- Care of the Marshal pin (135-\$150)
- Review the Obligation
- Reread all of the Standing Rules of Bethel 56
- May want to review the Uniform Code of IOJD, ask to borrow white book from council member to do so
- Know marching lines for:
 - Escorts
 - Flag of country
 - Bethel flag
 - Opening
 - Closing
 - Initiation
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities
- Attend all Bethel Council meetings
 - If you are unable to attend, an extremely good reason needs to be given to the Bethel Guardian **and** the Honored Queen
- Plan and execute a service project with another line officer with the approval of the Bethel Guardian Council
 - You must complete an activity planning sheet and submit to Guardian Council for approval before presenting to girls at a meeting
- Select a poem book for the retiring Honored Queen. This is to be presented at the installation of the Bethel officers.
 - Submit a receipt to the Guardian Treasurer for reimbursement.
 - You may want to have the girls all sign the book before giving it to her.
- See that the Bethel room is set up for each meeting and practice.
 - It **MUST** be set up in time for a practice or meeting to take place **on time.**
- Make sure everything is taken down after the meeting or practice.
 - Consult the ritual on proper set up of the Bethel room.
 - If necessary seek direction from the Custodian of Paraphernalia or the Honored Queen
- Assist the Guide in lining up the officers and bethel choir for Opening march.

Responsibilities of the Guide

- Care of the Guide pin (135-\$150)
- Review the Obligation
- Reread all of the Standing Rules of Bethel 56
- May want to review the Uniform Code of IOJD, ask to borrow white book from council member to do so
- Know marching lines for:
 - Escorts
 - Opening
 - Closing
 - Initiation
 - Help the Marshal with the marching lines
- Have Initiation part memorized
 - Introduce Pilgrims at Initiation
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities
- Attend all Bethel Council meetings
 - If you are unable to attend, an extremely good reason needs to be given to the Bethel Guardian and the Honored Queen
- Plan and execute a service project with another line officer with the approval of the Bethel Guardian Council
 - You must complete an activity planning sheet and submit to Guardian Council for approval before presenting to girls at a meeting
- Line up the officers and bethel choir for Opening march with the help of the Marshal
- Coordinate with the Honored Queen to set investigations of prospective members

Responsibilities of the Junior Princess

- Care of the Junior Princess pin (135-\$150)
- Review the Obligation
- Reread all of the Standing Rules of Bethel 56
- May want to review the Uniform Code of IOJD, ask to borrow white book from council member to do so
- Wear your cape and crown according to the paraphernalia guidelines in the standing rules
- Have Initiation part memorized
- Have Proficiency part memorized
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities
- Attend all Bethel Council meetings
 - If you are unable to attend, an extremely good reason needs to be given to the Bethel Guardian and the Honored Queen
- Plan and execute a service project with another line officer with the approval of the Bethel Guardian Council
 - You must complete an activity planning sheet and submit to Guardian Council for approval before presenting to girls at a meeting
- Help the Senior Princess teach the new daughters their Proficiency.
- Keep the point chart for the bethel
 - You will need to work with the Director of Epochs and Guardian Secretary
 - Keep accurate records
 - Keep original charts



Responsibilities of the Senior Princess

- Jobies should be a **top priority** for you—other major commitments will interfere with your ability to commit to Jobies
- Care of the Senior Princess pin (135-\$150)
- Review the Obligation
- Reread all of the Standing Rules of Bethel 56
- May want to review the Uniform Code of IOJD, ask to borrow white book from council member to do so
- Wear your cape and crown according to the paraphernalia guidelines in the standing rules
- Reserve the Hall for the next Installation
- Have Initiation part memorized
- Have Proficiency part memorized
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities
- You are second in command
 - You should be ready to assume the duties of the Honored Queen if necessary
 - Know the order of business
 - The Honored Queen relies on you for help and support
- Attend all Bethel Council meetings
 - If you are unable to attend, an extremely good reason needs to be given to the Bethel Guardian and the Honored Queen
- Plan and execute a service project with another line officer with the approval of the Bethel Guardian Council
 - You must complete an activity planning sheet and submit to Guardian Council for approval before presenting it to girls at a meeting
- Teach the new daughters their Proficiency
 - The Junior Princess is to help
 - Remember not to copy the secret work
 - Begin ASAP after Initiation
- Plan and present a farewell for the Honored Queen at her last meeting
 - Should include *all of the girls*
 - Could be a skit, scrap book, song, or other Jobie appropriate souvenir

Responsibilities of the Honored Queen

- Jobies should be a top priority for you—other major commitments will interfere with your ability to commit to Jobies
- Care of the Honored Queen pin (135-\$150)
- Review the Obligation
- Reread all of the Standing Rules of Bethel 56
- Read the Uniform Code of IOJD-- bring to meetings your copy
- Wear your cape and crown according to the paraphernalia guidelines in the standing rules
- You are in charge of all bethel activities
 - You must complete an activity planning sheet and submit to Guardian Council for approval before presenting to girls at a meeting
- Think of the meaning of each statement in the Honored Queen's part:
 - “*My duty as Honored Queen is to carefully plan and preside during all meetings of the Bethel,*” – meaning that you plan ahead any business you wish to address with the girls and get it pre-approved by the BGC as needed AND you must preside over ALL practices and meetings. Don't schedule them if you know you won't be there.
 - “*to require an orderly procedure at all times,*” – meaning that you are in charge and you keep the meeting running smoothly by knowing your part, parliamentary procedure, and by being a good role model for Jobie decorum during meetings.
- - Have meeting parts memorized
 - Know order of business
 - Have Initiation part memorized
 - Have Proficiency part memorized
 - Have Installing Officer part memorized
 - Attend all Bethel Council meetings
 - If you are unable to attend, an extremely good reason needs to be given to the Bethel Guardian
 - Appoint officers and committees with the Bethel Guardian Council approval
 - Have Bethel opened and lights turned on before others arrive
 - Get girls ready for meetings and practices on time
- Be the last to leave –with an adult—
 - Make sure lights are off

- Things are put away and cleaned up
 - All doors locked
 - Make sure all girls are gone
- Be fair and impartial
- Delegate responsibility so others have a chance to show their abilities
- Encourage all to participate
 - Seconding a motion
 - Making a report
 - Adding to the music in the meeting,
 - Etc.