

Introduction

The job of a Bethel Guardian Council is not always an easy one, but can certainly be a rewarding one.

The first question to ask yourself upon agreeing to serve on a Council, is "Why am I here?" If the answer doesn't include: to aid in the growth of the young ladies, to share my talents and time, to build better young women for the future, then you may need to re-examine the depth of your commitment. More than anything, our members need consistent and fair guidance from the adults who serve. If we cannot be tolerant, team players, then we cannot teach those things to the members.

A council who is not tolerant of each other or who doesn't try to have the best interests of all the young ladies in the Bethel at heart, will be quickly suspect by the members of the Bethel. They are observant and discerning people. You cannot tell them to act one way and then be behaving in an opposite manner and expect respect and growth from the group.

As you approach your year as a Council member, it is important to ask questions about your duties, the time commitment and specifically what will be needed from you during your service. As you work with the Bethel members, it is important to remember how you felt and what was important to you when you were their ages. Putting girls together with the age and maturity span of 11 to 20 is an interesting concept. Getting them to work together and have patience and respect for each other is an awesome task. Seeing them become friends and leaders with proper guidance from adults, is a rewarding experience.

Each Bethel has its priorities and special needs. All Bethels operate under the same guidelines, rules and regulations. There are answers for most questions and concerns in the constitution, bylaws and Bethel Guardian Council Handbook. It is important that these resources be made available to the council members.

The Bethel Guardian must assume the leadership of the Council and be prepared to communicate with the other adults on the council and parents of all members about the operation and needs of the Bethel. Her ability to delegate duties to the council members will be an important part of a successfully functioning council. The members of the council must be willing to accept responsibility and even volunteer to do extra things in order to free the Guardian's time to council the members of the Bethel.

When a council member agrees to take a position only to try to further the wishes of her daughter, problems quickly surface. It is important to remember that all of the young ladies need your attention. They realize who truly cares about them very quickly and mistrust of an adult creates division and discord that will divide not only the members but the adults as well.

Council members should have the desire to learn about the organization and believe in the concepts of the teachings. The attitude of the adults about quality of the ritual and floor work and the conduct of business goes a long way in the success of the Bethel. When asked in a positive manner to reach for excellence, the members will seldom fail.

A council that shows tolerance and unity of purpose will be leading a Bethel who aspires to do the best work they can do.

Keeping the Bethel Books

A computer program for records is acceptable if it can record in much the same way as the Bethel book does. It is necessary to see a balance after each transaction.

- a. Before the meeting, the auditing committee and Bethel Guardian check and sign bills.
- b. At the meeting Recorder reads Memo of Receipts/Warrants
- c. After meeting Recorder, HQ and BG sign warrants. When checks have been issued Guardian Treasurer signs warrant
- d. Checks are signed by the Guardian Treasurer/Secretary and counter-signed by the BG
- e. Guardian Secretary and Recorder work together and make entries in Receipts Book from yellow copy of Form 150.
- f. Funds received and Form 150 are checked and signed by Guardian Secretary, Recorder, Guardian Treasurer and Treasurer.
- g. Guardian Treasurer deposits funds in bank and makes out Treasurer's Report for the next meeting
- h. Guardian Treasurer supervises the work of the Bethel Librarian by carefully checking her report before it is given.
- i. Guardian Treasurer completes bank reconciliation when statement is received and when also checked by Guardian Secretary, both shall sign the reconciliation.
- j. Bethel books shall be kept up to date and in balance at all times. The books shall be audited at the close of each term, and signed by the auditors after the last entry in each book. The audit form in the back of each Financial Record Book shall be completed per instructions, checked by the auditing committee and signed. The ABG shall see that the books are properly audited and signed following the last meeting of the term and a report made at the next regular meeting of the Bethel.
- k. Note: the savings accounts are now included within the new bookkeeping system. Follow instructions and samples in the books. Auditors are appointed by the ABG with approval of the BGC and do not have to be members of the BGC.

Budgets

Work with the Guardian Treasurer and the Council to formulate a budget that meets your needs while keeping in mind your ability to raise funds. A sample budget is included with these materials.

Term Planning

Please make sure you are allowing the Senior Princess sufficient time to make plans for the upcoming Bethel installation and term. We hear that sometimes only 2 weeks of planning occurs. This does not allow plans to be developed properly and be presented to the Bethel for acceptance. If the Bethel Guardian meets in private with the Senior Princess and her mother, and the proposed plans are kept confidential until the appropriate council meeting, the Senior Princess should be free of any charge of campaigning. Inadequate time for planning seems to be another reason for unrest in the Bethels.

Listening

One of the complaints heard most often from the Bethel members is that the council runs the Bethel and none of the adults will listen to them. We all know that is not always true, but many councils need to work on listening techniques. Sometimes it is a matter of perception on the part of the girls. If they think that the adults have heard their wishes, concerns or ideas and a logical answer has been given, even if it is in opposition to what the girls want, they feel better about the decision.

Tolerance

Again that word comes into the communication stream. We all need to practice the concept. Adults should be showing the girls they can accept differences between themselves and work together. The example still has to be set. That does not change from year to year. We have to begin by thinking of what the influences are on another person's life, what was going on in the world when their value system was being developed, in order to make our acceptance work. I call this concept "Where You Were When".

Bethel Guardian Council Checklist:

- Does the Council have a Handbook and Book of Ceremonies
- Does the Bethel have the proper books
- Do the Council members know what their duties are, and how they all fit in?
- Are they doing the proper planning with the officers, especially the Honored Queen and Senior Princess?
- Are the adults really listening to the girl's requests and concerns?
- Is the Permanent Record Book up to date on all girls?
- Are the Council members making sure the girls understand the work and are doing it properly?
- Is the business of the Bethel being channeled properly? Do the girls vote on requests and spending?
- Is the BG informing the HQ of all business to come before the Bethel in proper time for her to handle it? Does the BG know she is not to advise or interrupt during the meeting?
- Does the Council know where to send money? Where to send requests? Where to order supplies?
- Are elections being handled properly? There are several options now. Are the election talk and reading of Bethel Bylaws concerning election being read at the proper meetings?
- Does the Council understand about the annual report and when that is due?
- Do they understand how to apply for the Spirit Award each term?
- Are Bethel bylaws up to date?
- Are the Bethel books being kept correctly? Are they being audited at the end of each term?

Anticipated Income

Balance in Checking	300.00
Savings Fund	650.00
Dues (46 @ \$7.00)	322.00
Initiation Fees (6 @ \$3.00)	18.00
Spaghetti Dinner Profit (average of previous 3 years)	700.00
Shrine Circus Income (average of previous 3 years)	400.00
Ice Cream Social Profit (average of previous 3 years)	300.00
Share of 3 Way Split (average of previous 3 years)	30.00
TOTAL ANTICIPATED INCOME	\$2720.00

Anticipated Expenses

Annual Fees (46 @ 5.10)	197.80
Initiation Fees (6 @ 1.50)	6.00
Sweatshirts (6 @ 10.00)	60.00
Flowers for Go To Church (2 @ 25.00)	50.00
Prospect Party (2 @ 20.00)	40.00
Parties (2 @ 20.00, 2 @ 80.00)	200.00
Printing	40.00
Postage	50.00
Bethel Expenses (Sunshine, Publicity, Supplies)	200.00
Special Events	
Honoring Parents, Masons, OES (2 @ 15.00)	30.00
Majority (2 @ \$10.00)	10.00
Reception for New Grand and Grand Bethel Officers (includes pizza)	100.00
DeMolay Breakfasts (2 @ 20.00)	40.00
Travel	
Gas for State Functions	200.00
Grand Bethel Rep and Choir (4 girls @ \$30.00)	120.00
Savings	
Contingency Fund	200.00
Robe Fund	150.00
Special State Function Fund	200.00
*Installation Expenses (2 @ \$258.00)	516.00
TOTAL ANTICIPATED EXPENSES	\$2469.80
ANTICIPATED SURPLUS FUNDS	\$ 250.20

***EXPENSES PER INSTALLATION**

Punch Cups	\$ 5.00
Envelopes	2.00
Printing	40.00
Cake	40.00
Punch & Nuts	20.00
Centerpiece	25.00
Candles (for reception)	2.00
Unprinted Napkins	12.00
Postage	7.00
Flowers for new HQ	20.00
PHQ Pin	65.00
Tiara for PHQ	20.00
TOTAL EXPENSES	\$258.00

Handling Attacks by the Religious Right

Over the years, some people involved in Job's Daughters have been confronted by others wishing to call attention to themselves by accusing the organization of being a cult or in some way practicing secret rituals, which are damaging the value systems of our youth.

The first reaction to such an encounter is anger. You become emotionally charged and experience an adrenaline rush. The first rule in dealing with these factions is to keep a cool head and do your best to ignore them.

Sometimes that becomes very difficult, especially if they block a doorway to your facility. If you are on private property, you have the right to ask them to move and to call the authorities if they do not comply. If you are on public property, you must find an alternate entry to your facility.

Some things to remember when planning an event:

- Plan ahead for the event and include in your plans the fact that you could be bothered by this problem.
- Ask someone with a cool head to be your door greeter. You may want to be prepared to video tape any confrontation if you expect any interruptions.
- Make sure your door greeter is wearing some article of clothing that is recognizable to the visitors you are expecting. This will help them feel that they are welcome.
- Try to ignore the intruders as much as possible. Their main reason for interrupting your event is to call attention-to themselves, not necessarily because they are really against your organization. They probably don't even understand the Masonic family organization and they definitely don't want to hear your views.
- Do not try to argue with them. Do not try to explain anything to them. That is exactly what they are after. It puts the attention on them.
- Do not touch anyone. They want nothing better than to make someone angry enough to push them. They could then accuse you of assault. Be aware they may have hidden tape recorders. They may try to make it appear as if you have confronted them. Be cautious to remain calm and do not raise your voice. Make certain you make verbal denials of any physical contact.
- De-escalate the situation as quickly and calmly as possible.
- It may be a wise decision to let the local law enforcement know that you are planning an event involving the public. In the event that you need to call them, they will already be aware of your plans.
- Try to make sure that you have an alternate entry to your event and that your guests are informed about that entry.
- If you ask the offenders to leave and they ignore you, you may have to call law enforcement for assistance. Wait until they arrive and, with officers present, tell the offenders to leave. If you decide to file charges, you will need witnesses, and your best witnesses are law enforcement officers.

These factions of people who are demonstrating just want to be seen and heard. They don't care about your rights or beliefs. You will not make any progress by arguing or explaining to them. If anything, they will be even more aroused. Ignoring them is the most difficult but most effective way to diffuse their attempt to interrupt your affairs.