

Name: \_\_\_\_\_ Bethel #: \_\_\_\_\_ Email: \_\_\_\_\_

Job's Daughters International  
Ritual and Bylaws  
Correspondence Course

Lesson Number 1

**Subject Matter**

General Instructions  
Opening Ceremony

**Reference**

Ritual Pages 1-48

READ EACH QUESTION CAREFULLY:

SECTION 1

Circle the correct answer.

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|---|---|---|
| 1. The founder of Job's Daughters was never Supreme Guardian.   | T | F |
| 2. The closing formation may be seen by anyone because it is done after the Bethel has been closed and the doors to the Bethel room have been opened. | T | F |
| 3. The Ritual requires that all Officers memorize the ritualistic work.   | T | F |
| 4. A short form of our Ritual is available for opening and closing.   | T | F |
| 5. The Altar is placed west of the center of the Bethel room.   | T | F |
| 6. The North sideline and the North marching line are the same line.  | T | F |
| 7. Daughters assume the attitude of prayer when the Chaplain does.  | T | F |
| 8. While presiding at a Bethel meeting, the Honored Queen may take part in the discussion on a motion.  | T | F |
| 9. All business and activities shall be approved by the Executive Members of the Bethel Guardian Council before being brought up at a Bethel meeting. | T | F |
| 10. Only the Associate Bethel Guardian may assist the Pledge committee in giving the Pledge of Honor for Adults to the late unobligated visitors.     | T | F |

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|--|---|---|
| 11. Before a Bethel meeting starts, the guards or officers designated by the Honored Queen determine the eligibility of all visiting members and the Associate Bethel Guardian determines the eligibility of adult visitors. | T | F |
| 12. After the officers have entered the Bethel room, the Outer Guard does not rap on the door to admit late members or visitors until the Inner Guard has informed her that the Bethel is in session.                        | T | F |
| 13. Visitors are permitted to enter and leave the Bethel room through the preparation room door when the meeting is in progress.   | T | F |
| 14. The Inner Guard must always give raps on the door to permit members and visitors to retire.  | T | F |
| 15. When approaching the Altar, the Chaplain waits until the music stops before she kneels.  | T | F |
| 16. Only the Chaplain may open or close the Bible.   | T | F |
| 17. The Musician begins Altar music for the Chaplain to return to her station as soon as the Chaplain drops her hands from the Attitude of Prayer.   | T | F |
| 18. The Officers do not stand to sing during the Ceremony of Initiation.   | T | F |
| 19. The Marshal sings while holding the National Emblem.   | T | F |
| 20. The Bethel Guardian and Director of Epochs shall see that the officers are in position in the Anteroom and Preparation Room to enter the Bethel.   | T | F |
| 21. During the Opening Ceremony, the Choir marches to its station and is seated when the Bethel Guardian gives one rap of the gavel.   | T | F |
| 22. The Bethel Guardian and Associate Bethel Guardian remain standing when they arrive at their chairs on the sidelines after descending the dais during the Opening ceremony.   | T | F |
| 23. As used in the Ritual, the following officers are both spelled correctly: "Marshall" and "Chaplin".  | T | F |

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|--|---|---|
| 24. As the Marshal enters with the National Emblem, the Honored Queen sounds three raps of the gavel, a signal for all citizens of the host country to pay respect to their Flag according to their custom.  | T | F |
| 25. The Honored Queen with the approval of the Executive Members of the Bethel Guardian Council may appoint substitute officers.   | T | F |
| 26. When giving the Pledge of Honor for Adults to the visitors on the north and south sides, the Chaplain will face the Altar.   | T | F |
| 27. The Officers are asked to rise when the Pledge of Honor for Adults is Administered, but they are not required to place their right hand over their heart.  | T | F |
| 28. The Honored Queen remains standing while she asks Officers to explain their duties.  | T | F |
| 29. If there are no unobligated visitors, the Honored Queen proceeds without a rap of the gavel.   | T | F |
| 30. After the Chaplain has administered the Pledge of Honor for Adults, she takes two steps backward and returns to her station.   | T | F |
| 31. Flowers may be placed on the Altar during the Memorial Service.  | T | F |
| 32. The Inner Guard advises the Honored Queen that the Outer Guard has been informed that the Bethel is in session. If appropriate, the Inner Guard then immediately informs the Honored Queen that visitors desire admittance, before the Honored Queen sounds the Gavel. | T | F |
| 33. A member, desiring to make a motion must wait until she is recognized by the Honored Queen.  | T | F |
| 34. The South sideline shall be 2 steps in front of the first row of chairs.   | T | F |
| 35. When addressed by the Honored Queen during the business portion of the meeting, the Officer rises, faces the Honored Queen, makes a slight bow, and responds, "Honored Queen".   | T | F |
| 36. It is proper to escort other national flags directly to the East.  | T | F |

## SECTION 2

The following section contains a set of completion questions. Answer the questions and/or fill in the blanks.

1. Job's Daughters International was founded in \_\_\_\_\_ by \_\_\_\_\_.
2. The current Ritual of the Order was revised in \_\_\_\_\_ and published in \_\_\_\_\_.
3. The founder of the Order was born on \_\_\_\_\_ and passed away on \_\_\_\_\_.
4. The official regalia represent a \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ trend toward higher \_\_\_\_\_.
5. A Job's Daughters' meeting place is called a "Bethel" which means \_\_\_\_\_.
6. The \_\_\_\_\_ of Job's Daughters are as true today as when they were written.
7. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ unfold the story of the Book of Job.
8. When exemplifying for other Masonic bodies, the \_\_\_\_\_, \_\_\_\_\_ or other appropriate ceremony may be substituted for Initiation with the approval of the \_\_\_\_\_ of the Bethel Guardian Council.
9. During an exemplification, what may be omitted from the ritualistic work of the Order? \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_. Who must approve these omissions? \_\_\_\_\_.  
Is a Special Dispensation required for an exemplification? \_\_\_\_\_
10. What formations are available for the closing ceremony?  
\_\_\_\_\_ and \_\_\_\_\_.
11. \_\_\_\_\_ Officers may be appointed by the Honored Queen with the approval of the Executive Members of the Bethel Guardian Council, to learn the ritualistic work for absent officers.
12. When seated in a Bethel meeting, Daughters should \_\_\_\_\_, \_\_\_\_\_ on the floor and hands \_\_\_\_\_. When standing, the hands are \_\_\_\_\_.

13. The \_\_\_\_\_ supervises the preparation of the Bethel room and the removal of the paraphernalia from the Bethel room.
14. All paraphernalia is put in its proper place before a meeting and it's removed after the meeting by the \_\_\_\_\_.
15. Passing between the Altar and the East Dais is prohibited except as provided in the \_\_\_\_\_ or \_\_\_\_\_.
16. The semicircle is composed of \_\_\_\_\_ officer's stations.
17. What items may be placed on the Altar? \_\_\_\_\_.  
May flowers be placed on the Altar? \_\_\_\_\_ If so, when? \_\_\_\_\_.
18. The chairs of the Chaplain and Treasurer are placed \_\_\_\_\_ steps from the Altar; the chairs of the 1<sup>st</sup> and 3<sup>rd</sup> messengers are placed \_\_\_\_\_ steps west of the Treasurers and Chaplain's chairs; the chairs of the 2<sup>nd</sup> and 4<sup>th</sup> messengers are place \_\_\_\_\_ steps west of the 1<sup>st</sup> and 3<sup>rd</sup> messengers chairs; the 5<sup>th</sup> messenger's chair is placed \_\_\_\_\_ steps west of the 2<sup>nd</sup> and 4<sup>th</sup> messenger's chairs, in line with the center of the \_\_\_\_\_ and \_\_\_\_\_ station.
19. The Horn of Plenty should face \_\_\_\_\_.
20. Unless otherwise specified in a ceremony, the \_\_\_\_\_ is the only item which may be placed between the Honored Queen's pedestal and the Altar.
21. The Dove and its pedestal are positioned on a line with the \_\_\_\_\_ and the Dove faces \_\_\_\_\_. The Urn of Incense and its pedestal are on a line with the \_\_\_\_\_ and the handle of the Urn is to the \_\_\_\_\_.
22. Flowers, Bibles, etc., may be carried into a Bethel Room by Officers and Choir only during the \_\_\_\_\_.
23. The East Line is \_\_\_\_\_ steps west of the front of the \_\_\_\_\_. The west line is \_\_\_\_\_ steps east of the \_\_\_\_\_, and the Altar line is \_\_\_\_\_ steps east of the \_\_\_\_\_.

24. A single rap of the gavel is used to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
25. The Attitude of Prayer is assumed by bowing the head slightly and placing the open hands \_\_\_\_\_, fingers together pointing \_\_\_\_\_, forearms \_\_\_\_\_, elbows close to the body.
26. How many raps of the gavel calls up the officers? \_\_\_\_\_
27. List the Information an Honored Queen may have on the pedestal in the East. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
28. What phrase should the Honored Queen use to inform the members that a motion did not receive a majority vote? \_\_\_\_\_
29. Who are responsible to see that the discussion on an item of business is confined to the point in question? \_\_\_\_\_
30. Where are the stations of the Inner and Outer Guard prior to the Bethel Meeting?  
\_\_\_\_\_
31. Before entering a Bethel room, the Outer Guard instructs late members and visitors to remove \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
32. The Ante-Room door is opened by the Guard responding to the raps. Which of the Guards closes the door? \_\_\_\_\_
33. The Inner Guard faces \_\_\_\_\_ to speak to the Outer Guard and faces \_\_\_\_\_ when anyone enters the Bethel Room.
34. If an alarm at the door comes while an Order of Business is being conducted, the Inner Guard responds to the raps, receives the message and tells the Outer Guard the she will report \_\_\_\_\_.
35. Under what conditions does the Outer Guard remove her chair from inside the Anteroom doorway and close the door? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

36. At what point between the Altar and the East Dais does the Chaplain turn when approaching the Altar, and returning to her station? \_\_\_\_\_
37. The Chaplain reverently opens the Bible to the \_\_\_\_\_, \_\_\_\_\_ of the Book of \_\_\_\_\_.
38. At what angle is the Bethel Flag carried? \_\_\_\_\_
39. Define “Attending at the Altar” as it applies to the Chaplain.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
40. Appropriate optional music may be used for \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
41. At what point does the Musician start playing when the Chaplain must attend at the Altar? \_\_\_\_\_
42. What song is played as the Chaplain approaches the Altar for the:  
 Pledge of Honor for Adults? \_\_\_\_\_  
 All Prayers? \_\_\_\_\_  
 Obligation? \_\_\_\_\_
43. When the Bethel Guardian and Associate Bethel Guardian are in the Bethel Room, the Ante-room door is closed but the Preparation room door is left open. Why is this?  
 \_\_\_\_\_
44. When does the Bethel Choir enter the room? \_\_\_\_\_  
 \_\_\_\_\_
45. Upon entering the Bethel, Officers mark time to \_\_\_\_\_ chords, starting with the \_\_\_\_\_ foot, then begin marching on the first accented beat of music.
46. The Marshal and the Officers following her, march on the \_\_\_\_\_ when marching around the semicircle during the Opening Ceremony.

47. During the Opening Ceremony, when the Honored Queen ascends the dais, she is assisted by the \_\_\_\_\_, and is \_\_\_\_\_ by the Bethel Guardian and is presented the gavel by the \_\_\_\_\_.
48. During the Opening Ceremony, when the Officers leave the East Line to assume their stations, the Bethel Guardian and the Associate Bethel Guardian descent the dais and proceed \_\_\_\_\_ by \_\_\_\_\_ to their stations and remain \_\_\_\_\_.
49. During the Opening Ceremony, when does the Outer Guard close the Preparation Room door? \_\_\_\_\_  
\_\_\_\_\_
50. What is the signal for the Officers to turn and face the flag for the National Emblem?  
\_\_\_\_\_  
The Bethel Flag? \_\_\_\_\_  
\_\_\_\_\_
51. After the Pledge of Allegiance, when does the Honored Queen rap the gavel to seat the members and visitors? \_\_\_\_\_  
\_\_\_\_\_
52. After the Bethel Flag has been escorted to the East and placed in the base provided, the Bethel Flag Bearer descends the dais to the \_\_\_\_\_ turns \_\_\_\_\_ and marches to her station and is seated.
53. During a Bethel Meeting, on what occasion may the lights be dimmed? \_\_\_\_\_  
\_\_\_\_\_
54. A Bethel meeting is declared regularly opened by the Honored Queen for one purpose only and that is for \_\_\_\_\_.
55. When does the Recorder first take her position at the Recorder's desk? \_\_\_\_\_  
\_\_\_\_\_
56. In the Opening Ceremony, when do the Officers exemplify the signs and repeat the responses of the Order? \_\_\_\_\_  
\_\_\_\_\_
57. When may a member be permitted to read the ritualistic work at a Bethel meeting?  
\_\_\_\_\_



58. What songs does the Chaplain sing at the Altar? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

59. The Marshal is asked to display \_\_\_\_\_ National Emblem.

60. What does the duty of the Librarian encourage? \_\_\_\_\_  
\_\_\_\_\_

61. The ritualistic work demonstrates that through life, from \_\_\_\_\_  
to \_\_\_\_\_, we encounter \_\_\_\_\_ and \_\_\_\_\_  
which must be met and overcome.

62. The Honored Queen's \_\_\_\_\_ can set the whole tone  
of the meeting.

63. How far back of the hairline is the front of the crown worn? \_\_\_\_\_  
\_\_\_\_\_

64. Who is responsible for selecting the female adult to remain outside the Bethel Room with  
the Outer Guard? \_\_\_\_\_

65. Before asking adults, who are attending a Bethel meeting for the first time to rise, the  
Honored Queen addresses the members as "Messengers \_\_\_\_\_".

66. In taking the Pledge of Honor, how can adult visitors encourage the fidelity of all  
members of Job's Daughters? \_\_\_\_\_

67. God will guide us to health and prosperity if \_\_\_\_\_.

68. What type of acts should we perform when we are in need of improving our times of  
prosperity? \_\_\_\_\_

69. What Officer in the Bethel tells us "we will overcome our misfortunes"? \_\_\_\_\_

70. What are the duties of the Honored Queen? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

71. During the Opening Ceremony, before the doors are closed, the Honored Queens states \_\_\_\_\_.
72. How can we “overcome our misfortunes”? \_\_\_\_\_.
73. Why does the Honored Queen direct us to be attentive while the Officers explain the duties of their stations? \_\_\_\_\_.
74. The duty of what station signifies that we must “protect ourselves from the temptations of the world”? \_\_\_\_\_.
75. What will influence our hearts and minds? \_\_\_\_\_.
76. The duty of what station tells us that the smallest task carefully performed is a stepping-stone to advancement? \_\_\_\_\_.
77. The duty of what station tells us that the smallest task deserves the same attention as one of more importance? \_\_\_\_\_.
78. The duty of what station tells us that respect for the wishes of our parents and guardians is a virtue? \_\_\_\_\_.
79. The First Messenger tells us we must strive to be \_\_\_\_\_.
80. The duty of what station tells us we must always be aware of life’s temptations? \_\_\_\_\_.
81. From the significance of the duty of one of our messengers, what should always inspire us to noble deeds? \_\_\_\_\_.
82. What will lead to life eternal? \_\_\_\_\_.
83. We are told we must perform two things in order to “reach the highest attainments in life”. What are they? \_\_\_\_\_.
84. Since the Open Book is the foundation upon which this Order is built, we may assume any duty God may require of us if we \_\_\_\_\_.

85. When we repeat the Lord’s Prayer, we say “Thy will be done \_\_\_\_\_.
86. The Opening Prayer may be used with the approval of the \_\_\_\_\_  
and \_\_\_\_\_.
87. The Opening Prayer begins with \_\_\_\_\_.
88. What is essential to all organizations? \_\_\_\_\_
89. The duties of what station speak of the “Book of Life”? \_\_\_\_\_
90. What is the “foundation upon which to build character”? \_\_\_\_\_
91. What are the “beacon lights of life”? \_\_\_\_\_  
\_\_\_\_\_
92. According to the Marshal, what is the foundation of good citizenship? \_\_\_\_\_  
\_\_\_\_\_
93. It is one of the Marshal’s duties to \_\_\_\_\_ the Flag.
94. When the Pledge Committee and the designated Executive member of the Bethel Guardian Council retires to obligate an unobligated visitor, who holds the open Bible and gives the pledge to the visitor?  
\_\_\_\_\_
95. Place the correct punctuation in the following sentence:  
For Thine is the kingdom and the power and the glory forever Amen
96. In meetings where the Bethel Flag is not carried into the Bethel Room by a Flag Bearer, it is placed  
\_\_\_\_\_  
\_\_\_\_\_