

**SOUTH DAKOTA
JDI RITUAL KNOWLEDGE COURSE**

**LESSON 1
GENERAL INSTRUCTIONS
BETHEL MEETING**

Name: _____

Bethel # _____

Address: _____

The Ritual Knowledge Course is divided into three lessons. This lesson includes General Instructions and the Bethel Meeting as found in the Ritual. The second lesson will include knowledge of ceremonies found in the Ritual and the third lesson will cover the Bethel Constitution and Bylaws. Each lesson is divided into sections and references what pages are included in that section.

Carefully study the reference pages before attempting to answer the questions and **READ EACH QUESTION CAREFULLY. GOOD LUCK!**

Section A
General Instructions
Reference Pages 1 – 26

The following are true or false. Circle the correct answer.

1. The formation of the Cross 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
2. The Ritual requires that all Officers memorize the ritualistic work. T F
3. A short form of our Ritual is available for opening and closing. T F
4. The North Sideline and the North Marching Line are the same line. T F
5. All business and activities must be approved by the Executive Members of the Bethel Guardian Council before being brought up at a Bethel meeting. T F
6. Before a Bethel meeting starts, the Guards determine the eligibility of all members desiring admittance and the Associate Bethel Guardian determines the eligibility of the adult visitors. T F
7. 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
8. The Inner Guard must always give raps on the door to permit members and visitors to retire. T F
9. When approaching the Altar, the Chaplain waits until the music ceases before she kneels.
10. Only the Chaplain may open or close the bible. T F

Complete the following sentences.

1. The Job's Daughters International was founded in ____ (year) by _____.
2. The regalia of the Order suggests a _____, _____, and _____ trend toward higher ideals.
3. A Job's Daughters meeting place is called "Bethel" which means _____.
4. The current Ritual of the Order was revised in _____ and published in _____.
5. What portion of a regular meeting may be omitted when exemplifying the ritualistic work of the Order for adult Masonic Bodies? _____

Who must approve these omissions? _____ Is a Special Dispensation required for exemplification? _____

6. All paraphernalia is put in its proper place before a meeting and is removed after the meeting by _____, _____, and _____. (Members)
7. Passing between the Altar and the East Dais is prohibited when the Bible is open except _____ or _____.
8. What items may be placed on the Altar? _____ and _____.
9. The chairs of the Chaplain and Treasurer are placed ____ steps from the Altar; the chairs of the 1st and 3rd Messengers are placed ____ steps west of the Treasurer's and Chaplain's chairs; the chairs of the 2nd and 4th Messengers are placed ____ steps west of the 1st and 3rd Messengers chairs; and the 5th Messengers chair is placed ____ steps west of the 2nd and 4th Messengers' chairs in line with the _____.
10. The Horn of Plenty should face _____.
11. Unless otherwise specified in a ceremony, the _____ is the only item which may be placed between the Honored Queen's pedestal and the Altar.
12. The Dove and its pedestal are positioned on a line with the _____ and faces _____. The Urn of Incense and its pedestal are on a line with the _____ and the handle of the Urn is to the _____.
13. A single rap of the gavel is used to:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
14. The attitude of prayer is assumed by bowing the head and placing the open hands _____, fingers pointing _____, forearms along _____, elbows close to the body.
15. List the items of information an Honored Queen may have on the pedestal in the East:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
16. Who may not attend a Bethel meeting?

17. What does the Inner Guard tell the Outer Guard when the Inner Guard responds to raps during an Order of Business? _____
18. The Guard inside the Bethel Room faces _____ to speak to the other guard and faces _____ when anyone enters or leaves the Bethel Room.
19. After the Opening Ceremony and when directed by the Honored Queen, the Outer Guard may be seated in a chair she places in the Ante-Room doorway. Under what conditions does she remove her chair and close the door?
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
20. The Chaplain reverently opens the Bible to the _____ Chapter, _____ verse of the Book of Job.
21. When at the Altar, what songs does the Chaplain sing? _____
22. Does the Chaplain sing while marching to and from the Altar or while opening and closing the Bible? _____
23. Define "Attending at the Altar" as it applies to the Chaplain. _____
24. Appropriate optional music may be used for _____, _____, and _____.
25. What song is played as the Chaplain approaches the Altar for the Pledge of Honor? _____
26. When seated in a Bethel meeting, Daughters should sit upright, feet flat on the floor, and hands resting in lap. When standing, the hands are _____.
27. The semicircle is composed of _____ (number) officer stations.
28. When may the Honored Queen use the gavel when seated? _____
29. What phrase should the Honored Queen use to inform the members that a motion did not receive a majority vote? _____
30. Who is responsible to see that the discussion on an item of business is confined to the point in question? _____ and _____.
31. Where are the stations of the Inner and Outer Guards prior to a Bethel meeting? _____
32. Before entering a Bethel Room, the Outer Guard instructs late members and visitors to remove _____, _____, and _____.

SECTION B
OPENING CEREMONY
ESCORT, INTRODUCTIONS, AND HONORS

Reference Pages 27 – 58

Carefully study the Reference Pages before answering the questions. READ EACH QUESTION CAREFULLY.

The following are true or false. Circle the correct answer.

1. During the Opening Ceremony, the Choir marches to its station and is seated when the Bethel Guardian gives on rap of the gavel. T F
2. 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
3. The National Emblem of the host country is presented in line with all other flags. T F
4. As the Marshall enters the Bethel Room with the National Emblem, the Honored Queen sounds three raps of the gavel. Daughters wait for the Honored Queen to place her hand on her heart before doing the same. T F
5. The Marshall joins in singing of the National Anthem. T F
6. The Officers are asked to rise when the Pledge of Secrecy for Adults is given. They are required to place their right hand over their heart. T F
7. The Honored Queen remains standing while she asks the Officers to explain their duties. T F
8. The Bethel Guardian rises and repeats the Pledge of Honor with any unobligated visitors. T F
9. Daughters are the only ones to rise and sing the Bethel Flag Song. T F
10. 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
11. The Guide and Marshal thank visitors for coming. T F
12. Visitors may not be admitted during Escort, Introductions, and Honors. T F
13. The Honored Queen stands to conduct each Order of Business and does not announce the headings. T F
14. Only the Officers exemplify the signs and repeat the responses of our Order. T F

The following contains a set of complete questions.

1. The Senior Custodian enters behind the _____ and the Junior Custodian enters behind the _____ during the Opening Ceremony.
2. The _____ closes the Preparation door when the last member of the Bethel Choir enters the Bethel Room.
3. Upon entering the Bethel, Officers mark time to _____ (number) chords, starting with the _____ foot on the first accented beat of the music.
4. During the Opening Ceremony, when the Honored Queen ascends the dais, she is assisted by the _____ and presented the gavel by the _____.

5. During the Opening Ceremony, when the Officers leave the East Line to assume their stations, the Bethel Guardian and the Associate Bethel Guardian descend the dais and proceed _____ by _____ to their stations and remain _____.
6. During the Opening Ceremony, when does the Outer Guard close the Preparation Room door? _____
7. The Bethel Flag Bearer carries the Bethel Flag at a _____ degree angle by holding her right hand around the staff with her thumb pointing _____ toward the flag. The right hand is placed on the _____ at a height of, and on a _____ with, the _____ shoulder, elbow _____. The Left hand is at the _____, hand around the _____, with base of the _____ resting against the _____ hip.
8. Can the Marshall reposition the Flag while she is west of the Altar? _____
9. After the Pledge of Allegiance, the Honored Queen raps the gavel to seat members and visitors when the Marshal _____.
10. During Escort, Introductions and Honors, a per shall be introduced only how many times?

11. A Bethel meeting is declared open by the Honored Queen for one purpose only and that is _____.
12. Certain groups of people must be escorted to the East and given recognition. When is it desired that others be escorted, approval must be obtained from the _____ and _____.
13. When a Past Associate Grand Guardian is escorted to the East under his current official title, i.e., Worshipful Master, what recognition is extended to him? _____
14. When escorting visitors to the East, the Guide and Marshal will back on the East Line to a position _____ of the _____ pedestals and face _____.
15. Who initiates applause which may be rendered after appropriate honors have been given to a visitor? _____
16. When does the Honored Queen rap the gavel for the members to be seated after those escorted have been given proper honors? _____
17. When visitors to be escorted are on the West and East side of the Guide and/or Marshal, the Guide and/or Marshal proceeds to which group of visitors first? _____
18. The Inner Guard stands by the open door and faces _____ when late members or visitors enter the Bethel.
19. The last sentence of the second full paragraph on page 70 of the Ritual instructs the Honored Queen not to sound the gavel if the visitor has received a Hearty Welcome. Why is the gavel instruction valid? _____
20. After being introduced in the East, visitors are returned to _____.
21. If the Bethel Flag Bearer is a Choir member and the Choir is seated on the north side, describe the route of march for the Bethel Flag Bearer to return to her station after placing the Bethel Flag in the East. _____
22. When do the Guide and Marshal return to their stations in the West? _____
23. When does the Recorder first take her position at the Recorder's desk? _____

SECTION C
ORDER OF BUSINESS
CLOSING CEREMONY

Reference pages 58 – 82

The following are true or false. Circle the correct answer.

1. The first order of business is the reading of Special Dispensation, but it need not be called for if there is none to be read. T F
2. The Special Dispensation must be attached to the minutes of the Bethel meeting affected. T F
3. For special occasions, the reading of Bethel minutes may be postponed. T F
4. Any business brought up under New Business must have been approved by the Executive Members of the Bethel Guardian Council. T F
5. All monies collected at a Bethel meeting must appear under Receipts in the minutes of that meeting. T F
6. If bills have not been audited, they may be read by the Recorder and audited by the Auditing Committee at the close of the meeting. T F
7. The Mothers', Fathers', and Guardians' Prayer is a required item of business under Good of the Bethel. T F
8. The Junior Custodian removes the 5th Messenger's chair first, and then both Custodians, working together remove the remaining chairs. T F
9. One or two verses of "Onward Christian Soldiers" will be sung as the cross is being formed. T F
10. The Honored Queen will bow to each officer as they approach her when leaving the Cross formation. T F
11. The Guide, Inner Guard, Treasurer, and 5th Messenger form the south side of the triangle in the closing triangle formation. T F
12. During the triangle formation, Officers may only repeat the Mizpah Benediction while kneeling. T F
13. The Honored Queen marks the point of the compass. T F
14. The closing march is the same for all closing ceremonies until the Guide and Marshal reach the west line. T F

The following section contains completion questions.

1. When the Bethel Recorder is absent from a meeting and a Bethel member is called upon to serve as Recorder, it is the duty of this Bethel member to write the minutes. In signing her name to these minutes, what title does she use? _____
2. The Bethel Treasurer will write and sign all checks and the Guardian Treasurer or an authorized _____ member of the Bethel Guardian Council will _____ them.
3. What part of a communication is read first? _____
4. The Librarian's report must be checked by _____ before it is read to the Bethel.
5. Election of Officers shall be the _____ order of business under _____ business.

6. All bills must be approved by the Executive Members of the Bethel Guardian Council and signed by the _____ and the _____ before they are read in the Bethel.
7. What is the Recorder required to say before she reads the bills? _____
8. In addition to the Coin March, what monies collected during the Bethel meeting are not included in the Treasurer's report on Receipts of that meeting? _____
9. After the closing prayer the Daughters sing _____ verse(s) of the song _____
10. Where is the position of the Outer Guard when the retiring march begins? _____
11. When does the Chaplain rise from the kneeling position to close the Bible in the Closing Ceremony? _____
12. There is an exception to the rule that Daughters drop their hands from the attitude of payer when the Chaplain does. What is the occasion? _____
13. When the Musician plays a chord, the Daughters in the semicircle face north and south. Which direction does the 5th Messenger face? _____
14. The Associate Bethel Guardian conducts new members to a position in front of the East dais to view the Cross formation when initiation has been held. When approved, what other persons may view the Cross formation from this position?
 - A. _____
 - B. _____
 - C. _____
15. What Officers, if any, remain standing during the Cross formation? _____
16. When kneeling in the Cross formation, Officers will kneel on the _____ knee on the first chord, go down on the _____ knee on the second chord and _____ on the third chord.
17. To rise from Cross formation, Office will _____ on the first chord, raise the _____ knee on the second chord and _____ on the third chord.
18. In the Closing Ceremony, when the Honored Queen, Senior Princess and Junior Princess are west of the Altar after coming out of the Cross formation, and the remainder of the Officers are on the West line, what is the signal for the Honored Queen and Princesses to proceed to the West? _____
19. After leaving the Cross formation, the Officers form a line on the west line and are facing north and south. The _____ and _____ nod to each other as a signal for the Officers to face East together.
20. When does the Honored Queen take her position as the tip of the triangle in the Triangle Closing Ceremony? _____
21. The Senior and Junior Custodians mark the points of the _____ by stopping when they reach the _____ during the Square and Compass Closing Formation.

22. The Princesses mark the ends of the _____. The Junior Princess stops in line with the _____ and the Senior Princess is in line with the _____.
23. When the Bethel Guardian says, "This concludes our ceremony," she then _____, and the officers, and Bethel Choir if in the West, _____ and the Bethel Guardian _____.
24. Do the Daughters sing "Onward Christian Soldiers" as they retire from the Bethel Room? _____.
25. The Ritual lists 16 items which are to be announced under Order of Business. Which of these may be excluded if no requirement exists? _____.
26. In forming the Cross in the Closing Ceremony, what is the "signal" for the officers in the arms of the Cross to move east from the West Line to a position on a line with the Chaplain? _____.
27. Explain "Unfinished Business". _____.
28. When the Officers come out of the Cross formation, they bow to the Honored Queen, turn and proceed to the North and South marching lines, when the Officers bow, they should be one step to the west of the Honored Queen or two steps to the west of the Honored Queen? (check one)