

## OFFICIAL VISIT (OV)

Some of you have requested to have your OV on the same day as your Grand Visitation and others have requested a separate meeting. Whichever is the case for your Bethel, we are asking BOTH the Executive and Associate Council to attend the Official Visit. If you have a Grand Deputy and would like to invite them to attend as well, please extend an invitation for them to join us.

In an effort to ensure continuity in the Executive Grand Council line, we will include all the Executive Grand Guardian Council Officers in the Official Visit. We have all been part of a Bethel Guardian Council before so we understand and appreciate your feelings and concerns. We want our visit to be a positive experience and would be happy to answer any questions prior to or after our visit to your Bethel.

**It is very important that all of your Bethel books be current prior to the Official visit.**

If your council finds it needs help prior to the visit, we can support you with a casual pre-visit to help with any questions or instruction. Please let me know so I can coordinate the visit. If your books are not up to date at the visit, we will have to ask a Deputy to come back to your Bethel and help with their updating so the inspection may be completed.

### **Agenda:**

The agenda for the Bethel's Official Visitation is for the Executive members of the Grand Guardian Council to inspect your books following our Official Visit checklist. We will compare our notes and then hold a discussion about our findings with your Bethel Council. All Council members are welcome to be present during any part of this process. If council members have other duties they are responsible for at the Bethel on that day, they can continue with those things while we are checking the books and then join us for the discussion period that follows. After the discussion about your books, we would be happy to hear a short report about your Bethel's health, traditions, activities and any other things you might wish to discuss. If your Bethel is in Special Dispensation for Reorganization, we will also want to know how you are progressing toward removal from Dispensation.

### **Inspection of your Bethel's Books:**

The inspection will include ALL of your records since your last Official visit. This may mean you will need to bring more than one set of books. To ensure that we have all the records necessary for the inspection, please bring the previous term's record books along with the current books. A good way to tell if you need to bring a book is to look at the signatures on the back of the book. Completely checked books have two Grand Guardians' signatures. Any books with only one signature should be brought to the Official Visit.

### **Checklist of things you must have available for inspection:**

- Bethel Minute / Roll Book (current and previous terms)
- Bethel Cash Books (current and previous terms)
- Bethel Council Minute Book
- Bethel Permanent Record Book
- All Bethel checkbooks, savings, CD and other special account records
- Bank statements since your last Official Visit (matching the cash books that have not been signed by two Grand Guardians)
- At least two (4) complete sets of Constitution and Bylaws (downloaded from the Job's Daughters' websites or obtained from the Grand Secretary in the 8 ½ by 11 format), 2 must be printed and 2 may be in electronic form.
- Dues Record Book

# GRAND VISITATION (GV)

## **Invitations to the Grand Visitation:**

Please encourage the Daughters to send out invitations to the Grand Visitation. These invitations may go out via regular mail or email. It is important that invitations are sent out in a timely manner so that plans can be made. These invitations need not be elaborate, but are appreciated. We suggest that invitations be sent to the Bethels in your area, Grand Officers, Grand Bethel Honored Queen, Grand Bethel Officers and Representatives, Miss Washington Job's Daughter, Past Grand's, Masonic Family Organizations that meet in your building or area and PHQ's, PBG's and PABG's from your Bethel. Remember to include any meal plans or fun activities that may be planned before or after the Visitation.

## **Meals and refreshments:**

Don't feel that you are required to plan a special meal, but please do whatever suits your Bethel. If the Daughters do decide to offer a meal and /or have a fundraiser in conjunction with your Grand Visitation, please notify us in advance. We would love to get the information out to our appointed and elected Grand Officers so that they might come to the Grand Visitation more prepared to support the Bethel and their efforts.

## **Special Dispensations:**

Remember, if your meeting has been changed to another date, time or location, you will need to request a special dispensation from the Grand Guardian. To have a joint meeting you must have a Special Dispensation to move your Charter to the host Bethel in order to hold a legal meeting. The \$2.00 Special Dispensation fee is waived for Grand Visitations. Because a fee is not required, you may either mail or email your request for the Special Dispensation to the Grand Guardian.

## **Grand Guardian's Bible and Gavel:**

We would be extremely honored if your Honored Queen would use the Grand Guardian's gavel to conduct business during the meeting and if the Chaplain would use the Grand Guardian's Bible on the Altar during the Grand Visitation meeting.

## **During the Meeting:**

We highly encourage members of other Bethels to travel and help other Bethels when needed. Your Bethel may or may not choose to have protem officers during your Grand Visitation. We encourage you to plan your Grand Visitation to make it a positive experience for all those concerned, especially your Daughters.

## **Introductions and Seating:**

During the Grand Visitation, the Grand Guardian and Associate Grand Guardian are escorted to the East (as per Ritual) after the Past Honored Queens – please review this change with your Honored Queen prior to the meeting. We would appreciate the "other Grand Officers" being escorted to the East or if in the case of limited space in the East, to the East line. It would be our pleasure to introduce them. When we have completed introductions, the Honored Queen should ask the Daughters to rise and give Bethel honors to the other Grand Officers.

If invited, we would be honored to be seated in the East. It is also acceptable to honor the Grand Bethel Honored Queen and Miss Washington Job's Daughter by also asking them to sit in the East. If your Bethel has limited seating, we would prefer the Daughters be seated in the East.

## **Ceremonies & Librarian's Report:**

While we enjoy seeing the Daughter's work, it is not necessary to plan a special ceremony for the Grand Visitation. If you have already scheduled an Initiation, Majority or other ceremony, please do not feel it is necessary to change your plans. We are excited about visiting your Bethel and will enjoy all Ritual work that is done with pride!

We know that our Daughters are gifted in many ways. You must have a Librarian's Report (as per Ritual) and we would sincerely enjoy their talents being shared during the Librarian's Report at the Grand Visitation. Don't be limited to reading poems or stories. Skits, musical selections or any other talents are also very enjoyable and encourages the Daughters to be creative and have fun. As long as the Librarian's report will not require Daughters or adults to cross in front of the Bible it is not necessary for you to close the Bible.

### **Honors and Gifts:**

The Grand Visitation is an excellent time for you to honor special people from your Bethel. Please take time to recognize any Grand or Supreme Officers, Grand or Supreme Bethel Officers, Choir and Representatives from your Bethel. We understand how hard the Daughters work to raise money for their Bethel and **DO NOT WANT** the visit of the Grand Guardian and Associate Grand Guardian to be a financial burden. If you wish to recognize us with a special gift, we would be honored to accept monetary donations to Juvenile Diabetes Research Foundation, our Philanthropic project for the year.

The Grand Bethel Honored Queen and Miss Washington Job's Daughter also have Philanthropic projects. If you wish, donations can be made to those projects. Checks to philanthropic projects should be made out to GGC. Donations can also be made to their Travel Funds for use during their year of travel.

### **Remarks:**

**The order of Remarks for the Grand Visitation should be as follows** (please review this change with your Honored Queen prior to the meeting):

- From the floor, as acknowledged by the Honored Queen
- Associate Bethel Guardian
- Bethel Guardian
- Miss Washington Job's Daughter
- Grand Bethel Honored Queen
- Associate Grand Guardian
- Grand Guardian
- Presiding Honored Queen

### **Closing Cross & Photographs:**

If space permits in your East, we would be honored if you would invite the Grand Officers, Past Grand Guardians, Past Associate Grand Guardians and Supreme Officers to the East to view the closing cross. Please make sure anyone who plans to take a photograph of the Closing Cross is in position to do so before the Daughters kneel for the Cross. This is a special time and should not be disrupted by people moving around the room to take a picture. We recognize that the Grand Visitation is a very special meeting for the Daughters of the Bethel but we ask that you make visitors aware that **photos are not allowed during a closed meeting, even if the Chaplain is asked to close the Bible for a Librarian's report or Presentation.** Photos may be taken once the Honored Queen informs the Outer Guard that the Bethel is closed.

After the meeting is closed, we would like the Daughters to retire along the East line so that we may take a moment to greet each Daughter and present them with a small token of our appreciation. From there we would like the Daughters and Grand Officers to gather for a group photo to commemorate the event.