

Bethel Meeting Minute Forms

**This form is NOT intended to replace written minutes.**

Minutes of a \_\_\_\_\_ meeting of Bethel No. \_\_\_\_\_ of \_\_\_\_\_  
held on \_\_\_\_\_. Officers, members and Bethel Guardian Council members present as per  
attendance register. \_\_\_\_\_ presided.

**Escort, Introductions and Honors**

***You may read the names when you read the minutes or you may say - "These escort, introductions and have been approved for accuracy by the Guardian Secretary". Names must be listed in the Minutes.***

Honored Queens: \_\_\_\_\_

Past Honored Queens: \_\_\_\_\_

Princesses and Past Princesses: \_\_\_\_\_

Supreme Bethel Officers: \_\_\_\_\_

Miss International Job's Daughter \_\_\_\_\_

Grand Bethel Officers & Representatives: \_\_\_\_\_

Miss Kansas & Jr Miss Job's Daughters \_\_\_\_\_

Visiting Job's Daughters: \_\_\_\_\_

Majority Members: \_\_\_\_\_

Supreme Guardian & Associate Supreme Guardian: \_\_\_\_\_

Past Supreme Guardians & Past Associate Supreme Guardians: \_\_\_\_\_

Other Supreme Officers: \_\_\_\_\_

Grand Guardian & Associate Grand Guardian: \_\_\_\_\_

Past Grand Guardians & Past Associate Grand Guardians: \_\_\_\_\_

Other Grand Officers: \_\_\_\_\_

Bethel Guardians & Associate Bethel Guardians \_\_\_\_\_

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Past Bethel Guardians & Past Associate Bethel Guardians: \_\_\_\_\_

Council Members: (You may say "council members were introduced from the sidelines" but all must be listed in the minutes.) \_\_\_\_\_

Grand Master of Masons: \_\_\_\_\_

District Deputy Grand Master: \_\_\_\_\_

Worshipful Masters: \_\_\_\_\_

Presiding Supreme Officers of other Family Masonic Organizations: \_\_\_\_\_

Presiding Grand Officers of other Family Masonic Organizations: \_\_\_\_\_

Presiding Officers of other Masonic Family Organizations: \_\_\_\_\_

**Order of Business**

Reading of Special Dispensation (when required circle Yes or No): A special dispensation was read allowing the Bethel to \_\_\_\_\_

**Roll Call of Officers, Choir and Bethel Guardian Council: (circle one) Yes or No**

**Reading of the Minutes.** You may say "minutes were read and approved" or "minutes were read and approved as corrected". Minutes may be postponed by a majority vote. If this is done you must include the following: "A motion to postpone the reading of the minutes was made by xxxx. The motion was seconded and passed".

Treasurer's Report: The Treasurer reported a balance in the checking account of \$ \_\_\_\_\_ and a savings account balance of \$ \_\_\_\_\_.

**The Report of Ballot on Petitions was read (circle one Yes or No)**

naming \_\_\_\_\_

as having been approved by the Guardian Council to become members of our Bethel.

**Ceremony of Initiaton (MAJORITY DEGREE, OBLIGATION CEREMONY, ETC.):**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

were initiated and became members of our Bethel. They were escorted to the Recorder's desk to sign the permanent record book and escorted to chairs reserved for them.

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**Communications:** (You may say "Communications were read and are on file", but they must be listed in the minutes.)

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

**Petitions for Membership (list names):**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

**Reports:**

\_\_\_\_\_

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

**Unfinished Business: (include details)**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

**New Business: (include details)**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

**Receipts of the Meeting:** \_\_\_\_\_

\_\_\_\_\_

**Bills:** A motion was made by \_\_\_\_\_ and seconded to pay bills totaling \$\_\_\_\_\_. The motion was approved/denied.

**"Motion was made by xxx to pay bills, seconded and passed" should be included.**

**Librarian's Report:** The Librarian gave her report on \_\_\_\_\_

**Mothers' Fathers' & Guardians' Prayer and Song were said and sung:** (circle one) Yes or No

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**Introduction of the Parents of New Members: (circle one) Yes or No**

**Installation of Bethel Officers: (list those installed)** \_\_\_\_\_

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**Installation of Bethel Guardian Council: (list those installed)** \_\_\_\_\_

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**Proficiency Test: (list those taking the test)** \_\_\_\_\_

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Presentations:**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Coin March: Collected \$** \_\_\_\_\_.

**Memorial Ceremony: (list for whom, if done)**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

There being no further business, the meeting was closed in regular form  
(if not list how meeting was closed) at \_\_\_\_\_ a.m. p.m.

**Respectfully Submitted,**

\_\_\_\_\_  
**Bethel Recorder**

\_\_\_\_\_  
**Honored Queen**