

*The
Order
of the
Daughters
of the King*



**The
Chapter
Manual**

2015 Edition



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INTRODUCTION TO THE ORDER

The Order of the Daughters of the King® is an order for women who are communicants of the Episcopal Church, churches in communion with it, or churches in the historic episcopate but not in communion with it. Today our membership includes women in the Anglican, Episcopal, Lutheran (ELCA) and Roman Catholic churches.

Our Anglican tradition:

- Recognizes Episcopal oversight.
- Believes that Holy Scripture contains all things necessary for salvation.
- Acknowledges the gift of the Holy Spirit in baptism, the real presence of our Lord in the Holy Eucharist, and worship according to *The Book of Common Prayer* (or the standard liturgies of the Lutheran, Roman Catholic, or other Anglican churches that sponsor Daughters of the King chapters).

The Order's purpose is to bring others into a living, loving relationship with Jesus our Lord and Savior and to help strengthen the spiritual life of our parishes and missions.

In solidarity with one another, all Daughters everywhere make the same promises upon their admission to The Order:

- To obey the two Rules of The Order: the Rule of Prayer and the Rule of Service.
- To wear faithfully the cross of The Order.
- To work for the purposes of The Order as God may give us the opportunity.
- To offer at all times loyal aid to our clergy and parish to spread Christ's kingdom.

Reaffirming the promises made at Baptism and Confirmation, a Daughter pledges herself to a life-long program of prayer, service and evangelism. The Rule of Prayer is mentioned first since it should come first in every Daughter's daily life.

Through the Rule of Prayer, Daughters promise to pray daily for:

- The spread of Christ's Kingdom, especially among women and girls.
- God's blessing on the members and work of The Order.
- The spiritual growth of their parishes and clergy.

As defined by the Episcopal Church and a former Archbishop of Canterbury, "Evangelism is the presentation of Jesus Christ in the power of the Holy Spirit in such ways that other persons may be led to believe in Him as Savior and follow Him as Lord within the fellowship of the church."

Each Daughter promises to make a conscientious and constant effort to live out this definition in her life, doing all she can through her words and deeds to bring others, especially women and girls, into a relationship with Jesus and into the fellowship of the church.

Through evangelism, we try to reach those who do not know the love of Jesus Christ. We seek ways to show practical kindness and friendship wherever we can, so that others may be blessed through the love we have received. We welcome children in Jesus' name. We make a conscious effort to reach out to those who are new in the community and looking for a church home, to those who are in hospitals, to shut-ins and to those in sorrow or personal trouble. We share stories of God's presence in our own lives. We do all we can to help newcomers experience God's love through the fellowship of the church.

Through the Rule of Service Daughters regularly:

- Engage in personal and communal efforts to draw others closer to Christ.
- Take part in the worship, study, and work of the church.
- Assist their clergy, as needed, for the spiritual building up of the parish.

A Daughter also nurtures her personal growth through Bible or Christian spiritual studies; participates in quiet days, retreats, prayer groups and Diocesan and Provincial assemblies; pays her dues promptly, and contributes to the four funds of The Order as she is able.

The Prayer of the Order

O Eternal Father, you have sent us your Son to teach us things pertaining to your heavenly Kingdom. Give your blessing to our Order wherever it may be throughout the world. Grant that we, your Daughters, ever may discern your truth and bear the cross through the battles of our earthly life. Give us strength to overcome temptation and the grace to work to spread your Kingdom and to gather your scattered sheep within your fold. Pour out upon us the sevenfold gift of the Holy Spirit that we may always remember it is your work we are called to do, that all we think, do or say may be pleasing in your sight. We ask it all For His Sake, our King and Savior, Jesus Christ. Amen.

The Motto of the Order

For His Sake...I am but one, but I am one.
I cannot do everything, but I can do something.
What I can do, I ought to do.
What I ought to do, by the grace of God I will do.
Lord, what will you have me do?

Vision Statement

Empowered by the Holy Spirit, our vision as Daughters of the King is to know Jesus Christ, to make Him known to others, and to become reflections of God's love throughout the world.

How It All Began

In 1885, a young 31-year-old Margaret “Maggie” Juliet Franklin, a wife and mother of two children, led a women’s Bible study in a Manhattan, New York, parish known as the Church of the Holy Sepulchre. This group of women called themselves “Daughters of the King.” Margaret, seeking a deeper, more passionate relationship with Christ and His church, called a meeting of the group on the eve of Easter. The purpose of the meeting was to “arouse their interest and urge their cooperation as a class of definite workers for Christ and His church.” On that night in 1885, what would become known as “The Order of the Daughters of the King,” was born.

The class resolved that there would be prayer to God every day of their lives and that He would empower them for His work. Prayer was very familiar to them, but the *power* of prayer and its reality came to these women anew.

Their mission was simple – to spread the Kingdom of Christ among young women. The Bible class would contact more women and encourage them to come and study the Word of God. They would be “neighborly” to newcomers in church and hand them books. They would get to know these newcomers and establish a basis on which they would be attracted to the Kingdom of God.

The idea caught on very quickly and other women and women’s groups who were also seeking a more devout life joined this fledgling ministry and wanted to become “Daughters of the King.”

The rector of the Church of the Holy Sepulchre was Rev. James Oatlands Tuttle Smith. He helped found that church in 1862 and served as an Army Chaplain during the Civil War. In 1887 the Rev. Ralph Wood Kenyon became Associate Rector. When Rev. Smith retired in 1888, Rev. Kenyon became priest-in-charge and was later elected rector. After talking with him, the original Bible class members agreed to found an Order, and serve as its Acting Council until 50 chapters had joined them. The Rev. Kenyon consulted his bishop, the Rt. Rev. Henry Potter, for permission to pursue this goal.

Within one year (1889) six chapters had affiliated with the Daughters of the King. A year later (1890) there were eleven full chapters. A year after that (1891) 63 chapters were added! In just six short years, they had started 50 chapters, and in 1891 the first National Council met in New York at St. Bartholomew’s Church and adopted the constitution that Rev. Kenyon helped draft. He would become the first chaplain of The Order.

On October 25, 1893, the first National Convention was convened in Baltimore, Maryland. Nearly 200 delegates attended this convention. They represented 250 chapters and a total membership of about 8,000. Yet The Order was only getting started. In 1894 an additional 103 chapters became affiliated. A year later 94 more chapters were affiliated and in 1896 66 more chapters were added bringing the total number of members to 11,697!

That same year (1896) Mary C. Davenport, a wife and mother of six children, was a member of the National Council. Her husband, Rev. Willard Goss Davenport, was rector of Emmanuel Parish, a thriving congregation just outside Washington, DC, in Anacostia. Also a civil war veteran, he was a prominent member of The Brotherhood of St. Andrew.

Mary and Willard loved children, and devoted a great deal of their time to the needs of children. In fact they founded two homes for orphaned and needy children both of which were run by The Daughters of the King for a time. At Emmanuel Parish Mary selected a group of 12 girls from the children's guild and introduced them to the idea of praying and serving the Lord Jesus every day. She formed the first girl's chapter of Daughters of the King and called them her "Junior Daughters." Her husband, Rev. Davenport, designed a cross for these new Junior Daughters. It was a small silver cross, the same shape as those of the adult Daughters, with "FHS" across the horizontal bar, which stands for "For His Sake."

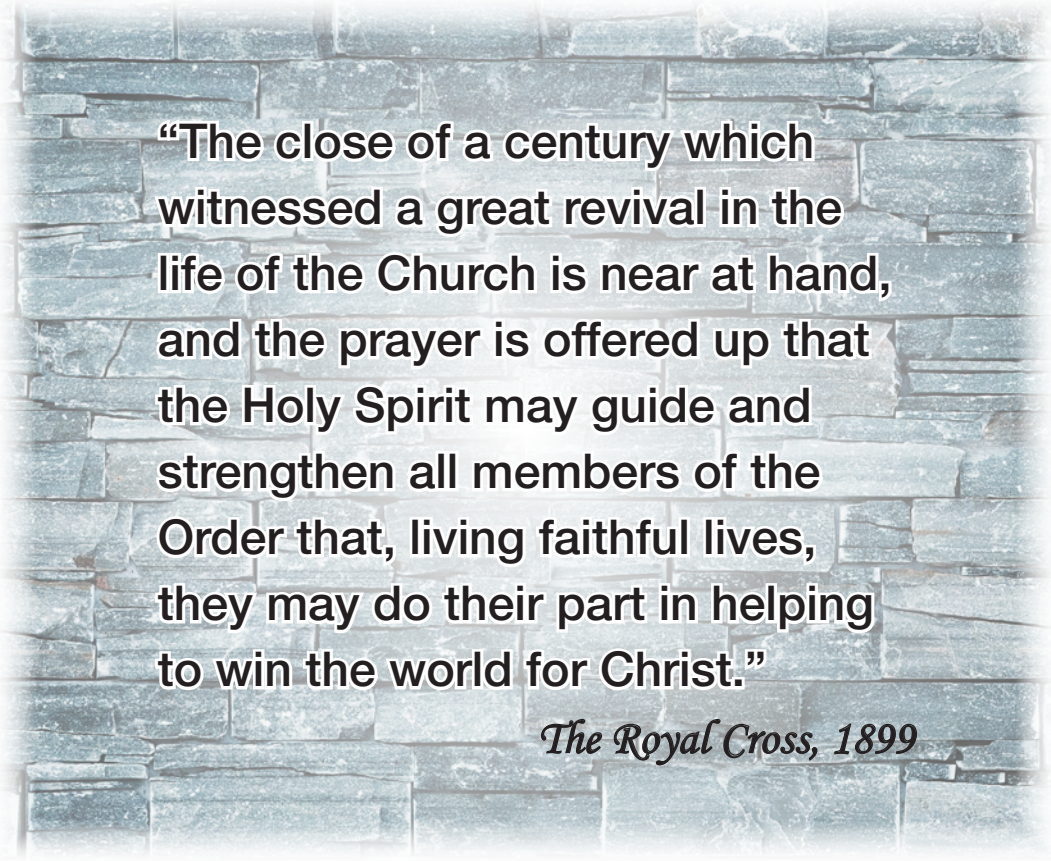
The new Junior chapter elected officers and learned the Rule of Prayer and Service. Part of their service was to check on children who missed Sunday school, look after girls their own age, and visit and read to the sick and elderly in their community. This work went on for several years before other senior chapters began organizing their own Junior chapters.

During a business meeting of the National Convention of The Order in Atlanta in 1899, Mary asked her sisters to prayerfully consider starting a "Girls Department." It was designed to "serve as a training school for younger girls on lines similar to those which, it is expected, they would afterward follow as members of the Order, Daughters of the King, and through work and study, develop the spiritual life of younger girls" (see the booklet, Mary Davenport's "Work Among Girls," 1899, found on the National DOK website). At half-past one of the afternoon business session, delegates of the Convention voted to form a Junior branch of The Order, its name to be "The Junior Daughters of the King." To this day Junior Daughters continue to hold an invaluable place in our Order and bring countless girls to a deeper, more passionate relationship with our Lord Jesus Christ.

While still in its infancy and reaching out to girls and young women, The Order extended its scope beyond our national borders. In 1895 there were enough chapters in Canada for them to form their own National Council. Within six years there were branches of the Daughters of the King in England, Australia, and China. By the mid-twentieth century The Order had Junior Chapters in China and in the Philippines as well as on a Dakota Indian reservation. The Order has continued to grow both nationally and internationally ever since.

Since The Order was founded in New York, it was originally incorporated in that state in 1917 under the official name of "The Order of the Daughters of the King, Inc." When the National Office moved to Atlanta in 1981, The Order was incorporated again in 1986 under the laws of the State of Georgia. In the year 2000 The Order dedicated a new building in Woodstock, Georgia, as the Margaret J. Franklin Center, which is home to the National Office and The Order's Archives.

Our history is as rich as our ministry. The Spirit of the Living God truly inspired our founding mothers and the clergy who supported them. Today, over 130 years later, He is still moving among us, fanning the flames of our ministry and drawing all His “Daughters” to a closer, more personal relationship with Him through our dedication to prayer, service and evangelism.



“The close of a century which witnessed a great revival in the life of the Church is near at hand, and the prayer is offered up that the Holy Spirit may guide and strengthen all members of the Order that, living faithful lives, they may do their part in helping to win the world for Christ.”

The Royal Cross, 1899

A NEW PRESIDENT'S "QUICK START" CHECKLIST

Taking on the role of chapter president can be very exciting but it can also be a little intimidating at first. Below is a list of what a new chapter president needs to do.

When first taking office:

- Pray. Take some time to be in the presence of the Holy Spirit. Seek wisdom, guidance and patience.
- Update your list of chapter officers by completing the **Chapter Officers Form** found on the National DOK website.
- Schedule an officers meeting so you can pray together and plan the agenda for the next meeting or even the coming year.
- Familiarize yourself with The Order's website (www.doknational.org), especially the **Resources** page which contains the most current editions of literature, forms and applications.

When you have a moment:

- Check the membership status of each chapter member using the Chapter List. The previous chapter president and/or treasurer will have the latest copy. If the previous officers do not have a current Chapter List, obtain one from the National Office (see section on "The Chapter List").
- Put your chapter meetings and activities on the church calendar.
- Check with the Junior Directress, if you have a Junior Chapter, to see what you can do to assist her and the Junior Daughters.
- Organize Study Sessions for prospective new members (see section on "Conducting the Study Sessions").
- Plan for a review of *The National Handbook and Bylaws* during your regular meeting time. Be sure to use the most current edition.
- Ask the parish clergy if she/he has any prayer requests or concerns for your chapter's monthly prayer list or if there is anything your chapter can do for her/him.
- Pray about whom you would like to serve as chaplain for your chapter if you do not have one already (see section on "Spiritual Resources" and "Selecting a Chaplain").
- Read this Chapter Manual! It is a great resource and valuable tool as you grow and maintain your chapter.
- Review chapter records from the previous officers. It is recommended that the church maintain a file on the chapter, which should include a copy of the Charter, the Disposition of Cross Cards, and a copy of the chapter bylaws.
- Arrange for a review or audit of the chapter's financial records when officers change.

RESOURCES FOR CHAPTER PRESIDENTS

Prayer

As you begin or continue this ministry it is essential to seek the Lord's guidance, strength and patience. Spend time in the presence of the Holy Spirit as you prepare to meet and work with other Daughters. Ask your chaplain, clergy and members of your chapter to pray for you. Specific prayers for chapter presidents and chapter meetings can be found in the "Let Us Pray" section of this manual. Serving as chapter president is a wonderful opportunity to draw closer to our Lord Jesus and strengthen your faith in Him as you lead and work with your sisters in Christ.

Spiritual Resources

Leading a group of women who understand prayer as their first priority requires spiritual resources. Since you have agreed to lead the chapter you have already met the first requirement: a willingness to say "yes" when called. You should look first to the Lord Jesus for strength and guidance. Your personal priorities may need adjustment in order to devote yourself to this new role. It is recommended that you set some time aside or go on your own personal retreat (at least half a day), if possible. During this time you can pray over your calendar and the membership list, read scripture that speaks to you, and spend quiet time sitting or walking in prayerful contemplation. Remember our Lord's words in Mark 6:31 "Come with me by *yourself* to a quiet place and get some rest." (NIV)

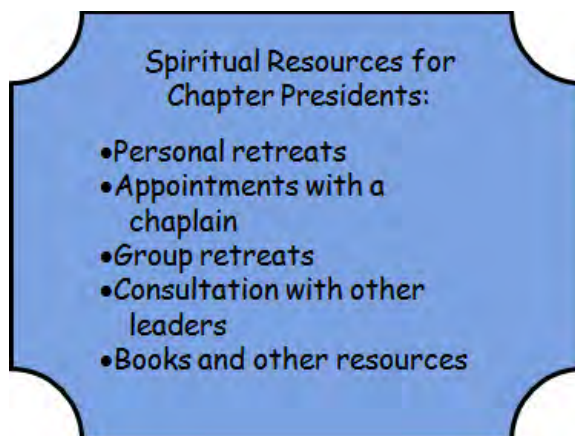
One topic to pray about is who will be your chaplain. The choice may be obvious or perplexing. When a church is without a priest, or the priest is overcommitted, Daughters may look to a nearby deacon, to retired clergy, or to the pastor or priest at another church. If the relationship develops well, the chaplain will become an effective spiritual resource for you and the chapter. For more information see the section on "Selecting a Chaplain" and "The Role of the Chaplain."

Once the chaplain has agreed to serve, start talking with him or her about the spiritual and practical leadership of the chapter. The conversations may cover a broad range of topics. Chapter presidents sometimes face frustrations with the members and feelings of inadequacy early in their tenure. These are spiritual issues that you should communicate to the chaplain and request prayerful suggestions for coping with these issues, as well as for furthering the mission of the chapter. Some chaplains – particularly if they have not worked with Daughters before – need to learn more about the calling of a chapter: our commitment to pray for the clergy as well as the congregation, and for the spread of the kingdom of God in our communities. A chaplain who understands those commitments can be especially effective as a spiritual resource for you and the chapter.

Other resources may be found at retreats sponsored by the diocesan assembly or the province. At retreats there is often time set aside for counseling appointments

with the chaplain of the whole assembly. An experienced chapter or diocesan assembly president may also offer useful suggestions and agree to pray for specific issues. If you need someone outside your parish to help with a problem or deal with a mediation issue, the diocesan assembly president may be able to help.

Wherever you are in your spiritual pilgrimage, leading a chapter challenges you to “take it up a notch.” Ask the Holy Spirit to provide whatever helps you “*Lift high the cross*”!



Communication

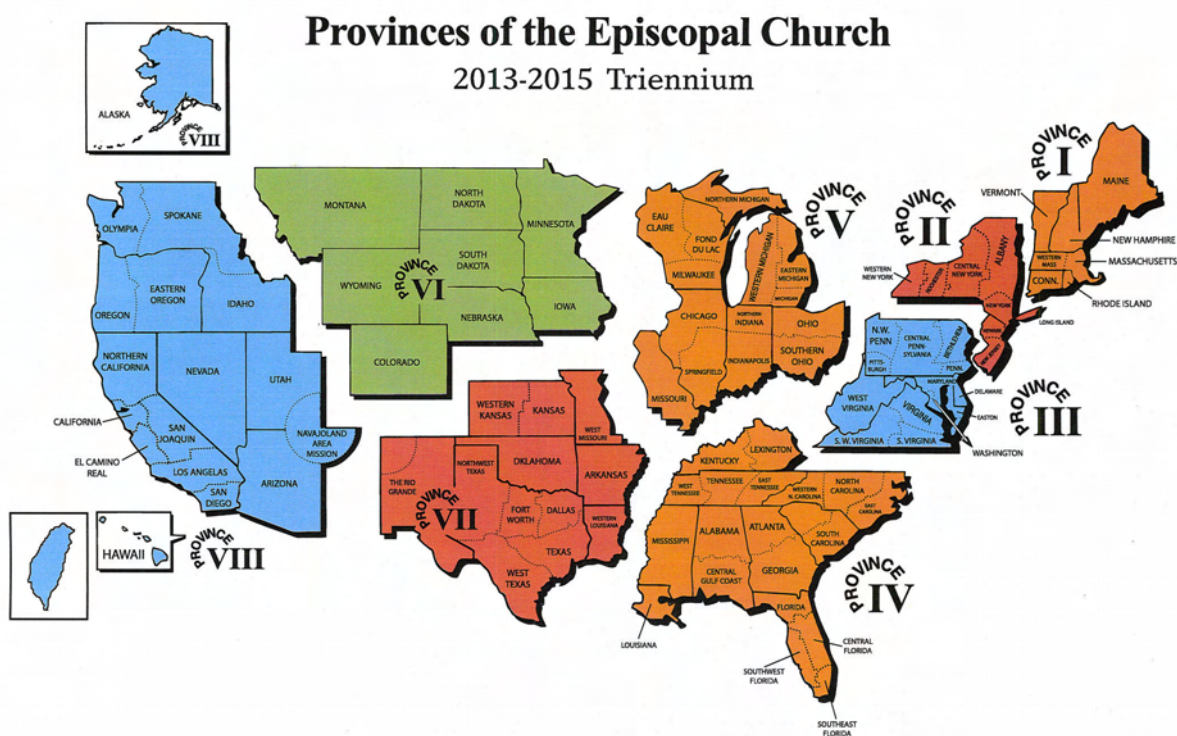
There are several places where chapter presidents can seek information and stay connected with other chapter presidents.

These places include:

- The National DOK website (www.doknational.org).
- The DOK Facebook page and Twitter account.
- The diocesan assembly president and/or provincial president. Contact information for both can be found on the National DOK website, under **About the Order (Structure of the Order)**.
- *The Royal Cross* magazine, The Order's quarterly publication, and "Cross+Links," the Order's monthly e-newsletter.
- Provincial and diocesan assembly meetings, newsletters, and websites.
- The National Office (770) 517-8552 or dok1885@doknational.org.

Map of Provinces and Dioceses of The Episcopal Church of the USA

Early in the 20th century the Order began to subdivide its membership into the eight provinces depicted below so that each region could be represented on National Council. While we continue to use the geographical regions of The Episcopal Church, our Provincial and Diocesan Assemblies include chapters in the Roman Catholic, Anglican and Lutheran denominations as well.



Where is your chapter located?

Province: _____

Diocesan Assembly: _____

Chapter: _____

Parish: _____

Additional Materials

In addition to this Manual, other materials available to chapter presidents include:

- *The National Handbook and Bylaws* of The Order of the Daughters of the King®
- *The National Study Guide*
- *The Leader's Guide for the National Study Guide*
- *A Daughter's Book of Services*
- *Continuing the Journey: The Spiritual Formation Guide*
- Various brochures and booklets

These additional materials, with the exception of the brochures, can be downloaded from the National DOK website (under **Resources**) or are available for purchase from the online store of the website and the National Office.

The National DOK Website

The official website of The Order of the Daughters of the King® is www.doknational.org.

Take a few minutes to familiarize yourself with The Order's website. For example, the **Resources** section is where you can find all of the most current applications and forms, as well as *The National Handbook and Bylaws*, the Services of the Order, Study Guides, and other literature and information for both Junior and senior Daughters. It also contains information regarding The Order's cross, trademark policy, and a link to *The Royal Cross* from the **Communications** page.

The **Membership** section has a great deal of information concerning how to start a chapter or become a member and provides the materials needed for the study and discernment process.

The **About the Order** section is not only a great place to find information about The Order, but you can also find contact information for your diocesan assembly and province presidents from the **Structure of The Order** page. Further, if you need to contact a member of the National Council or a National Office staff member, their contact information can be found on their respective web pages.

Under the **Support Our Mission** section, Daughters can learn about and make donations to each of the Funds of The Order. Members can also pay their dues from this section once they have signed in (see section on "Paying Dues").

The National DOK website also contains information about Junior Daughters and for Junior Directresses, Daughters at Large, International Daughters, events such as Triennial and much more.

Encourage your members to familiarize themselves with their profile page as well as the rest of the website.

Did you know that you can:

✓ Change the language of the website.



See the top right corner of the web page.

✓ Connect to the Order's Facebook and Twitter accounts.



See the top of the web page.

✓ Visit all the countries where the Order has chapters.



See the bottom of the website for the scrolling flags of the countries.

✓ Update your member profile, pay dues, make donations and connect with other Daughters.



See the "Sign in" section either at the top or side of the website.

✓ Find other Junior and senior chapters.



See the Resources section.

✓ Purchase materials and supplies from the online store.

BEGINNING A CHAPTER

How to Start a Chapter

The Order of the Daughters of the King® provides an opportunity for women and girls to grow in their love and knowledge of our Lord Jesus Christ while serving in their church and community. Although most of us are not called to the cloistered life in order to find that deep devotion to God, many of us earnestly want with all our heart to serve our Lord more devoutly and intently. Through our vows of prayer, service and evangelism The Order brings women and girls together to help each other take that closer walk with God.

A Chapter of The Order of the Daughters of the King® offers:

- Fellowship/friendship/companionship, and solidarity with sisters in Christ.
- A sacred break from the rest of the world and the demands of life.
- Prayers and support for each other, the members of the parish, and the clergy.
- An opportunity to serve the church and community.

It is very important to pray about starting a chapter and meet with your clergy to discuss when the time is right. Beginning a chapter of The Order of the Daughters of the King® can be a very exciting time in the life of a parish, but timing is everything.

To start a chapter find three or more women who are interested in becoming Daughters of the King and obtain the approval of the parish clergy. Once these two things are in place you are ready to move forward.

Below are suggested steps for continuing the journey of starting a chapter at your church.

1. Request a **Charter Kit** either from the National DOK website or by contacting the National Office. The Charter Kit contains *The National Handbook and Bylaws*, the latest *Royal Cross*, contact information for the diocesan assembly or provincial president, the **Application for a Charter**, and various forms and other information.
2. Contact the diocesan assembly president and ask for guidance and support in setting up an informational meeting, study sessions, and a date for the **“Service of Institution of a Senior Chapter.”**
3. Coordinate the date and time of the informational meeting with your clergy.
4. Publicize the meeting on the church’s website, bulletins and Sunday announcements.
5. Hold the informational meeting.
6. Download from the National DOK website or purchase from the National Office or online store *The National Handbook and Bylaws* and *The National Study Guide* (one for each person interested). The person leading the study sessions will need to get a copy of the *Leader’s Guide for the National Study Guide*, which is also found on the website.

7. Once established, post and distribute a notice of scheduled study sessions in your parish newsletter, bulletin, weekly calendar, and website.
8. Hold the “**Service of Preparation for Membership.**”
9. Conduct the study sessions.
10. Coordinate the date for the “**Service of Institution of a Senior Chapter**” with the clergy, new Daughters, and the diocesan assembly or provincial president or her representative who will present the Charter to the clergy. The Presenter will also receive the new members’ crosses and signed Charter from the National Office.
11. Select a name for the chapter and elect officers.
12. Complete the following paperwork and submit it to the National Office along with payment for the crosses and new member fees (allow up to four weeks to process)
 - **Application for a Senior Charter**
 - **Application for Membership** for each new member
 - **Transition Form or Application for Reinstatement** if applicable
 - One completed **National Office Order Form**
 - One form of payment for the total order including shipping fee

The Charter Application

A chapter is chartered to the parish to which it belongs. At the **Service of Institution**, the charter itself, the physical piece of paper, is presented to the clergy of the parish. He or she then duly institutes the chapter in the parish.

Each charter, and hence the chapter itself, is identified by a specific number. The National Office will assign the number once the application is submitted. That number will never change; even if your chapter name changes, the charter number will remain the same.

If this is a new chapter, it is a good idea to call the National Office to confirm your church has not had a chapter in the past. Sometimes a chapter may have been chartered to your parish but it became inactive or disbanded. If this is the case, you should still fill out the **Application for a Senior Charter** (found in the Charter Kit) and mail it along with other required paperwork to the National Office. A new charter will be issued but it will be assigned the original charter number.

Complete the **Application for a Senior Charter** (found in the Charter Kit) at least four weeks prior to the Service of Institution; then mail it along with other required paperwork to the National Office. Be sure to fill it out completely, and make sure that you, your clergy (or priest-in-charge), and secretary of the chapter sign the Application.

In order to fill out the Application completely certain elements must be in place, such as the chapter officers, the chaplain, and the name for your chapter. More information on each of these items can be found in this Chapter Manual.

The “Date Preparation Began” is the date of your first study session. The “Number of Charter Members” is how many members you begin or institute your chapter. “The Presenter” is the person who will present the clergy with your charter at the Service of Institution. See the Table that follows.

The Presenter at the Service of Institution should be a Diocesan Assembly Officer, preferably, the President. If she cannot attend, the diocesan assembly president should ask a representative to attend in her absence. If there is no diocesan assembly president, the presenter can be the provincial president or her representative. The charter itself and new member crosses will be shipped to the presenter. It is very important to be in good communication with whoever the presenter is.

On the Charter Application	What it means
Date Preparation Began	Date of your first study session
Number of Charter Members	How many women are forming the chapter
Date of Institution Service	The date of the Service of Institution
Name of Presenter	The person who presents the clergy with the charter at the Service of Institution
President and Secretary	Signature of the Chapter President and Secretary
Rector or Priest in Charge	Signature of clergy

Selecting a Chapter Name

Picking a name for your new chapter is very exciting and can be a wonderful spiritual exercise. Encourage your members to pray about it. The name should be meaningful and relevant. However, if down the road you decide to change the name of your chapter, let the National Office know so they can reissue a charter. Please note there is a small fee to reissue the charter if the chapter name is changed or if the charter is lost. Remember that the charter number will not change, just the name associated with the charter itself.

Chapter names do not need to be unique, meaning there is no problem with having multiple chapters with the same name. For example, if you select “Mary Martha” as your chapter name but then discover that a chapter in another diocese or province also has “Mary Martha” as their name, this is not a problem; your chapter is known by your chapter name at your specific parish, in your specific town. Further, every chapter has its own charter number and no two chapters have the same number. The Charter Number can be found on the Charter itself.

Selecting a Chaplain

Every chapter should have a chaplain as a spiritual resource. But how do you select a chaplain? As always, Daughters start with prayer. Ask your officers to pray with you as you seek a chaplain. If the first choice is not obvious, make a list of all clergy in the church who might fill the role. Often a retired priest or deacon, if available, has more time to assist a chapter than a full-time priest. Then set aside a time to prayerfully hold each name before God. You are looking for someone who will listen to your own spiritual needs as a leader as well as someone who will bless the chapter. Often the chaplain, as well as the chapter, is greatly blessed while working together (see section on “The Role of the Chapter Chaplain”).

Having thought and prayed about it, approach the person you hope will become chaplain. It can be a delicate matter, since discernment is needed from both parties. Sometimes a priest or deacon would like to fulfill the role but is already too committed to take it on. (A caution here: if your choice is not the rector or priest in charge of your parish, he or she should be consulted before an invitation is given. It shouldn't come as a surprise that the president has asked someone else to be chaplain.)

As part of the invitation, review expectations – maybe in a written letter or email. Some items may be open to negotiation, depending on the needs of the chapter and the availability of the individual. It is helpful to direct the candidate to the National DOK website, offer contact information for the diocesan assembly chaplain, and propose a limited period for discernment. The full color DOK brochure and a chaplain's brochure could accompany the invitation (we have denomination specific brochures for the Episcopal, Anglican, Lutheran and Roman Catholic chaplains available from the National Office and the online store). In general, the more information the candidate has ahead of time, the more quickly the chapter and chaplain will develop a mutually fruitful relationship.

If the first invitation is rejected, repeat the whole process.

Once the candidate has agreed to become chaplain, be sure to hold the **Service of Installation of a Chaplain** (see section on “The Services of the Order”, *A Daughter's Book of Services*, or *The National Handbook and Bylaws*.) This service can be held at a Sunday church service or during a chapter meeting.

The new chaplain should receive:

- The Chaplain's cross (optional) (see section on “The Chaplain's Cross”).
- The most current *National Handbook and Bylaws of the Order of the Daughters of the King*®.
- A subscription to *The Royal Cross*. Use **The Royal Cross Subscription Form** found on the National DOK website.
- A copy of the chapter bylaws.
- Contact information for all officers and a schedule of meetings.

The Chaplain's Cross

The Chaplain's cross is a wonderful asset for a chapter. It was designed by the James Avery Company specifically for The Order of the Daughters of the King® and, as such, remains the property of The Order. It is up to you and your chapter to prayerfully discern how you wish to use the Chaplain's cross. The chaplain's cross is optional, meaning you can install your chaplain without presenting a cross.

You may decide to purchase the cross for your chapter for continuing use by the current chaplain, meaning it is passed from one chaplain to the next. Once a new president is elected and she selects a new chaplain or if your chaplain leaves the parish, the cross is retained by the chapter for use by the next chapter chaplain.

You may also decide to give the cross as a gift, in which case it is his or hers to wear whether or not they remain the chaplain. Indeed some chapters purchase the cross as a gift of appreciation to a person who has served as their chaplain. Just be aware that your chapter will be repeatedly purchasing replacements. Keep in mind it is not appropriate to give a Daughter's cross to a chaplain. Our cross is a mark of our membership in The Order and identifies us as members.

It is important for you and the chapter to pray about whether the chapter wishes to invest the money as a gift for each chaplain or if they wish to keep the cross in the chapter for each chaplain to use. Further it is very important to make that decision *before* giving the chaplain's cross to the chaplain and note the decision in the chapter's records for future reference.



The Chaplain's Cross

To purchase the chaplain's cross, in silver or pewter, please visit the online store on the National DOK website or use the **National Office Order Form** also found on the website.

Electing Officers

Elected officers in a chapter consist of the president, vice president, secretary and treasurer. However, the number of officers needed may depend on the number of members in your chapter. Many new chapters start out with only three or four members. So, it might be best to start out with a couple of combined offices. Some of the recommendations in this manual are geared for larger chapters, e.g., committees, number of chair positions, large service projects, etc. Please do not feel overwhelmed.

To help avoid feeling overwhelmed, start simply:

- You may need only two officers: a president and a secretary/treasurer.
- Establish bylaws, but keep them simple (see section on “Setting Up Chapter Bylaws”). Chapter Bylaws must be in agreement with our National Bylaws, which are found in *The National Handbook and Bylaws*.
- Do not undertake too much too soon. Doing so could set everyone up to become discouraged. Establish what you would like to accomplish first and build from there.
- Extending hospitality and inviting other women in your parish to join the chapter can never be done too often.

Initially members may volunteer to serve as president and vice president, or president and secretary/treasurer. After two years they may swap positions for the next two years if no one offers to take a position. However, it is important after the first two or three years, to ask if anyone is interested in accepting any of the various positions.

If you have a well-established chapter with many members, or if you instituted your new chapter with more than just a few members, elect your officers by majority vote and expect them to serve a term specified in the Chapter Bylaws, at least two to three years.

Nominating and Standing for Office

When it's time to elect officers, the president appoints a chair of the nominating committee who will then seek out members for her committee. After prayerful consultation, the committee will identify candidates and seek their consent to stand for specific positions. The slate of officers is presented to the president who will then present it to chapter members well ahead of the actual vote to allow time for members to pray about who they will elect.

Daughters of the King do not “run for office” we “stand for office”. This means that we do not campaign for chapter, diocesan assembly, province or national level positions. Our selection process comes from our prayers. If a Daughter is asked to stand for office, she must believe that those who asked did so after much prayer. It is also important that she prays for herself before offering a reply so that she may discern the Lord's will. If a Daughter feels called to an office, she should submit her name to the appropriate people, believing that they know she has prayed this

through. Further, she should ask for prayers before the committee replies to her request to stand.

Electing Officers in Larger Chapters



Ideas for Inviting New Members to a Chapter

Whether you are inviting members to a new chapter or to an existing chapter, personal invitations always work best. A letter, email or phone call is a great way to make a personal connection to the women of your parish. If the invitee has a daughter, and you have a Junior Chapter (or are interested in starting one) it is helpful to approach both mother and daughter and offer the Daughters of the King as an opportunity for spiritual growth for both to experience together.

Here are a few more ideas for inviting members to a new or an existing chapter:

- Have a tea or luncheon and invite women of the parish to attend. If it is an existing chapter, ask current members to talk with prospective members.
- Send a letter to all women of the parish and invite them to attend the interest meeting. Post flyers and have an article in your church bulletin or newsletter. Invite your diocesan assembly president to attend.
- Have an information table at your Parish's Homecoming, Rally Day, Ministry Fair, or other church-wide functions.
- Encourage your current members to bring friends and guests to the meetings and activities and participate in projects.

Conducting the Study Sessions

Once there are prospective members who would like to discern a call to join The Order, determine who will lead the preparation class. Be sure to get a copy of the *Leader's Guide for the National Study Guide*. *The Leader's Guide is found on the National DOK website and provides valuable information for leading prospective members through the three-month preparation period and application process.*

The Leader's Guide is also important because it provides relevant, useful and practical information to assist the Study Guide Leader. It contains information about what is expected of the prospective members, helpful teaching aids, and a checklist for completing the study and application process.

As stated in our bylaws, a three-month preparation period is required for membership in The Order of the Daughters of the King®. During this time prospective members participate in a period of concentrated study, training, prayer and service (Article III Section 3, A1 and Article IV Section, D2). Candidates should also be encouraged to attend regular meetings and other chapter related activities.

Setting Up Chapter Bylaws

The Order of the Daughters of the King® operates under the Bylaws as found in our *National Handbook and Bylaws*. Every provincial and diocesan assembly also functions under bylaws they establish that are in line with the National Bylaws.

Chapter bylaws provide a benchmark statement of purpose and procedure both for the chapter members and for their clergy. When questions arise going forward, bylaws offer structure and guidance, so it is important for new chapters to establish them. Bylaws help provide continuity and longevity as leadership changes and should be on file in the church office. (See section on “Sample Bylaws for a Chapter”). Of course members can change the bylaws to adapt to new situations, but significant changes must have chapter approval. All chapters should review their bylaws from time to time, but especially after the National Bylaws are amended at the Triennial business meeting.

Chapter Bylaws



Provide longevity and continuity.



Supply a benchmark statement of purpose and procedure.



Give structure and guidance.



Permit changes to adapt to new situations.

Article I - Name

This body shall be known as _____ Chapter of The Order of the Daughters of the King®.

Article II – Object

The object of this chapter shall be the extension of Christ's Kingdom through Prayer, Service and Evangelism.

Article III – Members

- Section 1. All members must be women communicants of the Episcopal Church, or of other Churches in communion with it, or of Churches with the Historic Episcopate but not in communion with it.
- Section 2. Dues and Donations.
- a. National membership dues are paid individually online by September 1st of each year. For dues collected by the chapter treasurer or president, one dues check made out the "The Order of the Daughters of the King®" should be submitted to the National Office.
 - b. Chapter contributions are recorded and deposited by the chapter treasurer.
 - c. The chapter's donations to the Funds of The Order should be sent to the National Office within two weeks of each annual ingathering.
- Section 3. [If the chapter belongs to a diocesan assembly,] the members shall endeavor to participate in diocesan assemblies and retreats and report on their chapter's activities.
- Section 4. New members may be trained by Daughters in the chapter or received by transfer.

Article IV – Officers

- Section 1. The elected officers shall be a president, a vice president, a secretary, and a treasurer. [Two offices may be combined or renamed in smaller chapters.]
- Section 2. Officers shall be elected by majority vote of the members at a meeting prior to Triennial. When possible, an officer will attend Triennial as a delegate from the chapter.
- Section 3. The term may be two to three years and begins September 1st of the election year.
- Section 4. Duties of Officers [list minimum duties and responsibilities of the elected officers, including, if applicable, communication with officers of the Diocesan Assembly].

Article V – Meetings & Activities

- Section 1. Regular meetings will be held at least monthly, and special meetings as needed.
- Section 2. In consultation with the chaplain or clergy, the chapter will regularly intercede for the clergy, members and ministries of the church that holds its charter.
- Section 3. Members of the chapter will support one another in serving within the congregation and community, especially in ways that draw others closer to Christ.

Article VI – Chaplain

Chapter officers may ask the rector or other clergy in the parish to serve as chapter chaplain.

Article VII – Business Procedures

- Section 1. Use Robert's Rules, newly revised, or agree to make decisions by consensus.
- Section 2. Provisions of these bylaws may be amended by a two-thirds vote of all members, provided written notice has been given prior to the date of the meeting.

CHAPTER LIFE

The Role of the Chapter Chaplain

Soon after taking on your new responsibilities as chapter president, invite a member of the clergy to serve as chapter chaplain. Often the person you invite will be the priest of the parish where the chapter is chartered (see section on “Selecting a Chaplain”).

At the chapter level, the chaplain’s responsibilities have a somewhat different emphasis than those of a diocesan or provincial chaplain, although they are similar. You should consult with the chaplain as you consider prayer, service and outreach directions for the chapter. (For more information see “A Guide for Diocesan Chaplains” found on the Resources page of the National DOK website.)

The Chapter Chaplain:

- Serves as a confidential advisor to the president, offering pastoral care to her and her officers as needed. The new role challenges officers to grow spiritually; the chaplain can both guide and encourage them.
- Attends at least some chapter meetings (it should be clear that the chaplain is always welcome at meetings) and engages in overall planning of future meetings and recruitment of new members.
- Proposes ways the chapter can be more effective as intercessors for the church and in outreach and service activities.
- Provides spiritual and liturgical services as needed.
- Counsels members who wish to leave The Order or be reinstated.
- Prepares members to participate in healing services such as the offering of healing prayers during or after Sunday services.
- Helps plan services of admission for new members, local quiet days or retreats.
- Celebrates Eucharist with the chapter on All Saints Day and at other times as requested. Some chapters schedule a monthly DOK Eucharist (see section on “Sharing Communion Together”).
- Prays faithfully for the chapter and its ministry.
- Requests prayers for his or her own ministry and other needs of the community.

As part of our Rule of Prayer we pray for the clergy of the congregation to which we owe allegiance. The chapter can be a great encouragement to the clergy and staff of the church as the chaplain asks them in confidence to pray for the needs of the clergy and their ministries.

A chaplain who has a good experience with a local chapter can communicate the nature and value of a Daughters of the King chapter to other clergy more effectively

than lay leaders can. Of course the opposite is also true: if gossip or ill feeling develops within a chapter, the chaplain is unlikely to encourage priests of other congregations to start a DOK chapter! Occasionally the chapter chaplain may consult with the diocesan assembly chaplain, sharing activities, inviting suggestions, and asking questions when needed.

Roles and Responsibilities of Chapter Officers

Every officer in the chapter plays a vital role in its maintenance and administration. While the president has the lion's share of duties, she may (and perhaps should) delegate some of her responsibilities to her other officers. Regular meetings with the officers ensure all duties have been performed and that the chapter's paperwork is up-to-date. Below is an outline of the responsibilities of each elected officer of the chapter.

The President

A. The Meeting

1. Preside at all meetings of the chapter and its executive board (if applicable.)
2. Arrange for speakers, decide the content of or invite suggestions for chapter meetings and prayerfully discern an agenda.

B. Appointments

1. A chaplain (see section on "Selecting a Chaplain")
2. The chair of the nominating committee well before her term ends.
3. Other chairs as needed such as a devotion chair, service chair, study session chair, correspondence, etc.

C. Communication

1. The president is the main contact person between the chapter and the diocesan assembly. Therefore, be sure to:
 - a) Attend diocesan board and/or business meetings or send a representative.
 - b) Pass on information received, either at the board meetings or from elsewhere, to the chapter members. Do not forget those who are absent from meetings.
2. The president is the main contact between the clergy of the parish and the chapter. Try to arrange regular meetings with the clergy in order to be aware of any service and prayer requests he/she may have, as well as schedule special liturgies such as Admission Services or a Daughter's funeral.

3. The president is the main point of contact with the National Office staff who depend on her to provide current information regarding her chapter and chapter members.
4. Each chapter is entitled to one delegate at provincial assemblies and National Meetings. Try to ensure that the chapter is represented. (see section on “Triennial – A Nation-Wide Gathering of Daughters Every Three Years.”)
5. The president should initiate efforts to publicize the chapter and invite new members (see sections on “Celebrating Your Accomplishments” and “Ideas for Inviting New Members to a Chapter”).
6. Prepare an annual report of the chapter’s activities for the church and diocese if required.

D. Membership

1. New Members
 - a) Appoint someone to lead new members through the *National Study Guide* (see section on “Conducting Study Sessions”).
 - b) Be sure to coordinate the date for the Service of Admission with the study guide leader and the clergy.
2. Resignations
 - a) Ensure that the Daughter has talked with the chapter chaplain or clergy (see The National Bylaws of The Order, Article III Section 4A).
 - b) Ask that the cross be returned to the National Office directly or through a chapter officer.
 - c) Complete the **How to Return a Cross Form** found on the National DOK website.
 - d) Complete the **Transition Form** found on the National DOK website.
3. Reinstatements
 - a) A Daughter who wishes to be reinstated may do so by following the procedures described in the Reinstatement Bylaw, Article III Section 5A.
 - b) Complete the **Application for Reinstatement** found on the National DOK website.
 - c) See section on “How to: Reinstatement a Daughter of the King.”

4. Crosses and Replacement Crosses

- a) Crosses for new members may only be ordered by a chapter officer or the study guide leader (all officers must be members in good standing). Replacement crosses may be ordered by any member in good standing.

5. Deaths

- a) Immediately after a member's death consult with the clergy and offer assistance with the funeral service and reception if desired.
- b) Ask the secretary to check the **Disposition of Cross Card** on file and make sure that the family knows the wishes of the deceased Daughter concerning her cross. The clergy could also help make her wishes known to the family.
- c) If the cross is to be returned to the National Office, be sure to follow through within a reasonable amount of time.
- d) Complete the **How to Return a Cross Form** found on the National DOK website.
- e) After consultation with the clergy and family, hold the Service for a Departed Daughter as part of her funeral service. If the funeral is a distance away, the chapter may instead hold a Memorial Service for a Departed Daughter.
- f) Complete the **Transition Form** found on the National DOK website.
- g) It is suggested that each Chapter send a memorial gift to one of the four Funds in honor of the deceased Daughter. The Daughter's name is placed in the Order's *Book of Remembrance, Honor and Thanksgiving*. It may be helpful to ask the treasurer to follow through with this part of the procedure.
- h) Let the diocesan assembly president know of the Daughter's passing so her name can be included in *In Memoriam* services.
- i) See section on "Honoring A Departed Daughter."

E. Dues

1. The Chapter List. A semi-annual Chapter List will be emailed from the National Office to chapter presidents. This List will include the name, address, phone number, and email address of each of her members. It will also include each Daughter's membership status such as whether she is a senior member and what fiscal year she last paid dues, or if she is a Lifetime or Dues Relief member. It will also list the officers of the chapter. The chapter president should take this opportunity to ensure that the information is correct and to remind any Daughter who has not paid her dues to please do so as soon as possible (see sections on "The Chapter List" and "Paying Dues").

2. Dues Assistance. If a member cannot afford to pay her dues, please treat this matter with the utmost confidentiality and try to pay her dues from the chapter's treasury or consult your clergy. If money is not available through either source then promptly notify your diocesan assembly president of the situation (see section on "Dues Assistance").
3. Dues Relief. Apply for "Dues Relief Status" for a member of your chapter who has reached the age of 85 and is having difficulty maintaining her membership. Dues Relief Status means the member will be relieved of her obligation to pay dues. However, it also means she will no longer be eligible to hold office or be a delegate, and she will not receive *The Royal Cross* unless she subscribes. Refer to The National Bylaws of The Order Article III Section 6.H. The **Application for Dues Relief** can be found on the National DOK website (see section on "How to Apply for Dues Relief").

The Vice President

1. Preside at any meeting when the president is absent.
2. Fill the office of President if that office becomes vacant.
3. Assist the president as needed. The Vice President may be responsible for updating and distributing the prayer list to members, and/or maintaining email notifications to members.

The Secretary

A. Minutes and Reports

1. Keep an accurate record of all business meetings.
2. Provide copies of the minutes to chapter members following each business meeting.
3. Send out reminders of upcoming meetings to the members and church at large.
4. May serve as the Correspondence Chair or Sunshine Chair. Bring cards to be signed for special occasions such as the rector's ordination anniversary, for new parents, or for persons on the prayer list.

B. Membership

1. New Members
 - a) Notify and invite the diocesan assembly president when new candidates will be admitted into the chapter.
 - b) Collect the **Disposition of Cross Card** for each member and keep them on file at the church. The Cards can be found on

the National DOK website and are available from the National Office.

2. Transfers In and Out of the Chapter
 - a) Complete the **Transition Form** when a Daughter changes chapters, resigns, or passes away.
 - b) Complete the **Transition Form** for a Daughter who moves to a parish that has no chapter and becomes a Daughter at Large. Further, encourage her to contact the National Daughters at Large Chair whose contact information is available on the National DOK website.
3. Change of Member Contact Information
 - a) Remind a member who has changed her contact information i.e. address, phone numbers and email address, to update her member profile through the DOK website.
 - b) Ensure that names and contact information on your own chapter list are consistent with those on the Chapter List you receive from the National Office and make the necessary corrections.

C. Change of Officers

1. After the election of new officers, complete the **Chapter Officers Form** found on the National DOK website.
2. Update officers using the Chapter List received from the National Office (see “The Chapter List”).

The Treasurer

A. Basic Money Transactions

1. Collect and deposit promptly all chapter dues and donations for the work of the chapter.
2. Receive and disburse money as directed by the chapter.
3. Give a report regularly of all receipts, disbursements and the current balances at business meetings.
4. Keep accurate records of all receipts and disbursement in a written journal, bookkeeping software program or a dedicated computer spreadsheet. Keep files of bank statements (if applicable), vouchers and invoices.
5. Ensure that, if the chapter has a bank account, there are two signatories for the bank account on record at the bank. These will normally be those of the treasurer and the president.
6. Ensure that the records are reviewed or audited every three (3) years or at the end of the treasurer’s term, whichever is shorter.

This will provide a reconciled balance at the time of the transfer of the office, which will protect both the incoming and outgoing treasurers.

B. Dues

1. Encourage members to pay their dues online through their member profile on the National DOK website.
2. Assist members in completing an **Individual Dues Payment Form** to mail in, along with a check for payment of dues, to the National Office for those members who cannot pay online. The **Individual Dues Payment Form** is found on the National DOK website.

C. *The Royal Cross* Subscriptions

1. Ensure that a subscription for *The Royal Cross* is purchased or renewed for your chaplain and parish, or one for each of your clergy.
2. Subscriptions to *The Royal Cross* can be purchased online using **The Royal Cross Subscription Form** or by completing the form found on the National DOK website.

D. The Funds of the Order

1. Take up the collection from the chapter on or before the ingathering day for the Master's, Self Denial and Alpha, and Endowment Funds, and send to the National Office.
2. Send donations to one of the four Funds in memory of a Daughter who has passed or in thanksgiving for a Daughter's service to the National Office.
3. See section on "Contributing to the Funds of the Order."

Contributing to the Funds of the Order

One of the duties and responsibilities of membership is participating in offerings to the funds of the Order: the Self Denial, Master's, Alpha and Endowment Funds. So it is very important to encourage your members to participate as individuals and as a chapter.

The funds of The Order remind us of our mission, which is the extension of Christ's kingdom. This can be accomplished in part by supporting mission work, seminarians, and our younger generation of Daughters, not to mention The Order itself, which – via donations to the Endowment Fund – perpetuates its mission.

To encourage participation as individuals, remind Daughters that contributions to any fund can be made at any time by donating online or by mailing in a check to the National Office using the **Contribution Form** found on the National DOK website in the **Support Our Mission** section.

Here are a few suggestions for participating in the Funds as a chapter:

1. Take up a collection on or before the ingathering of each of the Funds. Then at the next meeting announce how much had been collected, or recognize contributions made online, and send it to the National Office. Be sure to say the prayer for that fund found in *The National Handbook*.
2. Provide an envelope at each meeting for each fund so that Daughters may contribute as they are able.
3. For the Self Denial Fund, give each member an envelope or soup can and encourage practicing self-denial all year. Then at the meeting closest to February 2nd collect each member's contribution, say the prayer for the Self Denial Fund and send the donation to the National Office.

Once the donations have been collected, send them to the National Office with a **Contribution Form**. Clearly mark under the "Given by" section of the form the chapter's name, address and contact person.

Donations "in thanksgiving for or in honor or memory of" a specific Daughter, person or chapter can be made to any of the four Funds. Be sure to include the name of the honoree and the reason for the honor with the donation. The name will be recorded in the Order's *Book of Remembrance, Honor and Thanksgiving*, which is displayed at the Triennial Assembly as well as at our General Convention exhibit.

The National Office will send an acknowledgement to the giver once a donation has been received. If the donation was given in someone's memory, honor, or thanksgiving, the National Office can also send an acknowledgment to that person or her family by filling in the "Please acknowledge this gift to" on the **Contribution Form**.

In February of each year, the National Office will send a letter to anyone who donated \$250.00 or more in combined donations for the previous year. However, members will be able to view donations made at any time using the member profile. Please consult your tax professional to determine what is deductible.

A great deal of information about each fund can be found in *The National Handbook* as well as on the National DOK website. You may also contact the National Chair of that specific fund. Her contact information can be found on the website or in *The Royal Cross*.

Table of Funds.

FUND	IN-GATHERING	SUPPORTS
Alpha	September 5 th	Junior Daughters
Endowment	November 1 st	The work of The Order
Master's	Pentecost	Seminarians; Ministry Education
Self Denial	February 2 nd	Missions

Suggestions for Chapter Officers

First, stay in office a short period of time – perhaps (at least) two to (ideally) three years. There are many reasons for this suggestion:

1. It enables more Daughters to become involved with their chapter.
2. It protects the chapter from taking on the personality of a long-standing president.
3. It enables fresh points of view and new goals.
4. It helps a member accept the responsibility of being an officer if she knows it's only for a limited time.

Second, be prepared for each meeting. Planning sessions with all of the officers are important and can be fun. Pray before every meeting. Make sure the meeting room itself is prepared and comfortable.

Third, remember that with every group that forms, it takes time and effort to establish a real trust level. It is helpful to think, “just WAM them”.

WAM to build trust



W – Welcome. Make sure that every person who attends the meeting knows they belong there. Greet each member at the door. Perhaps you could serve coffee until all have arrived. The president is also a hostess and the members are invited guests.

A – Accept. It is important for each member to feel accepted for who she is (her personhood), what she is (her role), and where she is (her spiritual journey).

M – Manage. The president should be a facilitator or hostess for the meeting. There are many gracious ways of achieving this goal: being well prepared, allowing time for all to share and being careful not to allow one or two to dominate. Clergy can dominate a meeting even when they try not to. A president, by maintaining control, can take the clergy “off the spot”, enabling all to be more comfortable being together.

Fourth, hold business to a minimum. We have very little real business to attend to, but some chapters have stretched this out to encompass the majority of the meeting time. The result is that few attend the meetings.

Fifth, offer stimulating studies or outside speakers on spiritual subjects. Daughters are busy women. It is often difficult to find time to come to meetings so be sure that each meeting offers something for the mind and spirit.



Holy Women

Guide us by your love, Jesus.

Our feet to follow your way,
as the women who traveled with you.

Our hands to offer kindness,
as the woman who anointed you with oil.

Our hearts to stay despite fear,
as the women at the foot of the Cross.

Our eyes to the empty tomb,
as the women who came on the third day.

Our ears to hear and know you,
as Mary's when you spoke her name.

Our mouths to tell of you to all,
as the women who told you had risen.

May all we take in, and all we give,
be guided by love in you, Jesus.

Amen



Chapter Meetings – Suggested Formats

Once you have been elected as chapter president, you're faced with the realization that you need to plan and conduct chapter meetings. Do you do it all or delegate? Must it be conducted as it has been in the past or are there new ways to try? These are questions that each president and chapter must discern. Below are three suggested meeting formats that incorporate the principles of prayer, service and evangelism. Feel free to use them as presented, mix and match items within the formats, or tailor to your own chapter's needs.

No matter which format you choose (or none at all) each meeting should include the first three items listed below, with the fourth item being optional.

1. Prayer

It is very important to begin and end each meeting with prayer.

Possible suggestions include:

- The Prayer and Motto of the Order
- Prayers from *The National Handbook*
- Prayers from *The Book of Common Prayer* (LEV, Catholic Catechism)
- The Lord's Prayer or selected Scripture readings

Some chapters end their meeting by forming a prayer circle where everyone has a chance to offer their own prayers if desired. Some chapters have a brief meditation time or centering prayer. Regardless of how it's done, it is important to be sure it gets done, so that members can go out "to love and serve the Lord."

2. Study Program

The study program should be the bulk of the meeting. This is where Daughters learn and grow in their faith. The program can consist of guest speakers, video selections, book studies and Bible studies to name a few. The topics can be discerned by you and your chapter officers or by the whole group. Provide a rationale for the study – what you are hoping to accomplish and determine who will lead the program. Advance planning is key to the success of any program.

3. Business

While the business portion of the meeting is very important it should be kept to a minimum. Send out necessary information to the members in advance, such as minutes from the previous meeting that need to be discussed.

In general, the business portion consists of:

- Review of Minutes and a Treasurer's report
- Old/New Business
- Planning of projects and activities
- Prayer List Update
- Review of the chapter's calendar of events

4. Clergy Participation

Parish clergy should be welcome to attend all meetings and activities, but their presence is not necessary unless Holy Eucharist is to be a part of the meeting and your chaplain is not available. If the clergy does attend, give him/her time to speak during the meeting. Provide an opportunity for the clergy to update the Prayer List. Discuss anticipated chapter activities with the clergy before undertaking the activity but do not expect him/her to do things for the chapter that members can and should do themselves.

Suggested Format 1: Agenda for a Two-Hour Meeting

6:00 – 6:05 Chapter president lights chapter candle (*The “The Lord Be With You” candle*) Each member lights her own candle from the chapter candle. Conversation ceases for prayer time. Evening prayer begins when all candles are lit and placed on the table.

6:05 – 6:15 Evening Prayer (*Led by chapter president, Rector, if present, or other member followed by Message from the Rector, if present.*) All say **The Prayer of the Order**.

6:15 – 7:00 Program/Study The Devotional Chair can also read scripture/collect/prayers as she chooses.

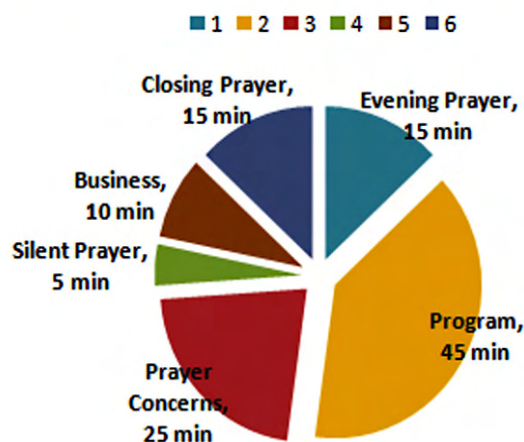
7:00 – 7:25 Prayer Circle All say The Lord’s Prayer; offer prayer concerns, special intentions/thanksgivings from each; prayer-list updates by Devotional Chair, sharing of special prayers or spontaneous offerings from each as so led.

7:25 – 7:30 Silent prayers and meditation

7:30 – 7:40 Business (Try to finish in 10 minutes)

7:45 – 8:00 Closing Prayer and Motto of the Order (“I am but one...”). A Moment(s) of Silence for Quiet Reflection. Hostess extinguishes the “Lord Be With You” Candle.

Components of a Two Hour Meeting



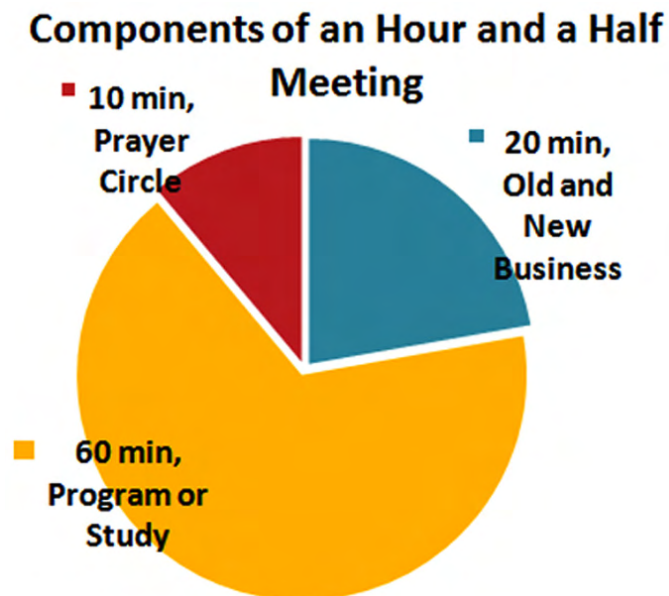
Suggested Format 2: Agenda for an Hour and a Half Meeting

20 minutes – Old and New Business

60 minutes – Study Program

10 minutes – Closing Prayers

1. Open with the Prayer and Motto of the Order.
2. Old and New Business.
 - a. Approve the Minutes of the last meeting (which are sent out in advance)
 - b. Treasurer's Report is given, then collect chapter dues and donations for any special items or the upcoming fund
 - c. Prayer List – create a new list or update an existing list which is then distributed to members by the chapter secretary
 - d. New Business – planning, sharing, discussion of upcoming Daughters' activities
3. Study Program – led by a member, guest, or clergy.
4. Close by standing in a circle and praying together.



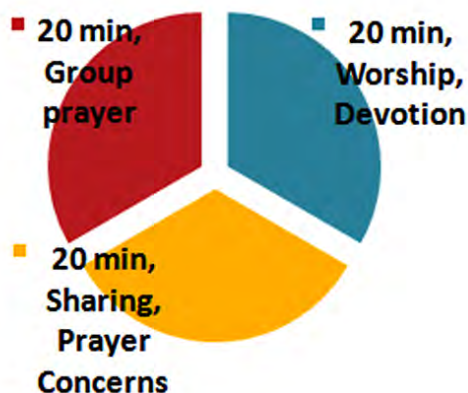
Suggested Format 3: An Agenda for a One-Hour Meeting

Sometimes a chapter meets between services, over a lunch hour, or before a scheduled service late in the day, restricting the meeting time to an hour or less. A simplified agenda can be created around three equal segments: worship/devotion, personal sharing, and group prayer. One person may be responsible for opening with scripture or other devotional reading, another could be convener/timekeeper to make sure the group transitions to the next phase, and a third could record any new prayer requests or updates and distribute them. The typical agenda could go as follows:

1. **First segment, 15 minutes:** Convener uses bell, chime, or lighted candle to signal 3 minutes of silence and centering prayer. Worship leader then introduces scripture, devotional reading, or personal remarks to help members contemplate the greatness and love of God and may invite comments.
2. **Second segment, 20 minutes:** Convener starts 15 minutes of personal sharing by reciting the motto. Daughters may request prayer, update previous requests, or share personal insights. Depending on the number present, the convener may need to state a per- person time limit.
3. **Third segment, 15 minutes:** The recorder may distribute parts of the prayer list to triads of members, or to the whole group. Worship leader begins an open time of prayer. (Using the brief noonday prayer liturgy to preface group prayer is an easy way to start.) The convener may close with the Prayer of the Order after 15 minutes.

A business session could be scheduled at least annually. At regular intervals, perhaps once a month, a segment of the meeting could be devoted to discussing or preparing for a service/outreach project.

Components of One Hour Meeting



Guidelines for Chapter Meetings

Chapter meetings hold much promise for fellowship, growing in our faith, learning about The Order and planning service projects for our church and community. We all want to run meetings effectively. But how do we accomplish this?

It is well worth the time to:

- Clarify what you hope to accomplish.
- Craft an agenda.
- Develop a chapter focus.
- Offer a great study program and a service project that involves all members.

Meeting preparation and follow-up is time well spent. Paying attention to some critical factors such as *scheduling*, *hospitality*, *communication*, and *evangelism* as well as taking time to celebrate your accomplishments, can enhance the health, spirit and growth of a chapter (see section on “Celebrating Your Accomplishments”).

SCHEDULING

The most critical thing about meetings is to be on time and regular. No matter how you set them up, once a schedule has been agreed upon, be faithful to that schedule. Communicate regularly with your members reminding them of meetings, events and other matters pertinent to your chapter and The Order. You may want to delegate this important job to your chapter secretary or communication chair.

Of course, scheduling can be a challenge. Some members simply may not be able to attend the set chapter meeting time. Many working women cannot make midday meetings, some young mothers may not be able to make Saturday morning meetings, while other members do not drive at night or prefer not to attend evening meetings. It is important to be flexible and look for ways to accommodate your members.

Below are several plans that some chapters have developed to meet the needs of their members:

Plan 1. Multiple Meetings

Provide both morning and evening meetings or a weeknight and weekend meeting. You are still one chapter with one set of officers. The president could attend one meeting, while the vice president attends the other. Both groups could study the same book, share the same prayer list and communicate with each other so that all upcoming dates and news of interest is shared. Service projects could be the same or different as determined by the time schedules.

Plan 2. Small Groups

If the chapter is very big, divide into several small groups. Meetings could be held all through the week and divided according to (1) studies offered, (2) service interests, (3) time that best meets their need, but the chapter remains united through their vows and close communication. On occasion, have a combined meeting, perhaps on the weekend or after church one Sunday, so that all can meet together. Work together when planning Quiet Days or other parish activities.

Plan 3. Alternate Meetings

Hold meetings on a Saturday one month then on a Sunday the next month. Perhaps hold a weekday evening meeting one month, then a weekend meeting the next. Clear communication is very important with this plan.

HOSPITALITY

Hospitality means welcoming everyone, especially prospective or new members, from the moment they come to their first meeting. Greet each member with a smile, touch, or hug. Be sure that:

- The meeting place is set up in a way that is conducive to prayer and conversation.
- You and your officers set an example by offering kindness and respect to your fellow sisters in The Order.
- The meetings are well planned and provide spiritual food for hungry souls.

COMMUNICATION

Good communication with your officers and members is critically important. Be sure that everyone knows ahead of time when meetings and activities are scheduled. Plan both so that the majority of the members and prospective members can attend. Encourage all the members to let you know if they are having trouble attending meetings because of time or place. Also encourage your members to come to you with ideas and inspiration for chapter activities and service projects.

While communication is important within the chapter, it is also very important to communicate with other local chapter presidents, your diocesan assembly and even province presidents. For example, you may schedule a special guest speaker or perhaps host a special quiet day or other event that other chapters would love to attend. This information should be communicated to the other presidents. What a wonderful opportunity for fellowship and fun with your sisters in The Order. The important thing is that on all levels, write, call, email, Facebook, use your website, use whatever means necessary to communicate.

EVANGELISM

Evangelism is sharing the Good News of God in Jesus Christ. This is often best done by sharing with others who Jesus is in your own life. During the three-month preparation period for new members, the topic of evangelism seems to take the most time, for it is often the most feared. We do not ask Daughters to stand on street corners preaching with the Bible in their hands, but we do ask Daughters to begin discovering their own faith stories. Each of us is a unique creation of God's love and each of us has a story of what our Lord has done for us. Take time to discover your own story. You might consider taking time at each meeting to hear a story or two. It is a wonderful way to get to know even your best friends better.

The booklet *"Pray Your Way into Their Story"* is a valuable resource. It will help prospective members, as well as all Daughters, explore how service and evangelism grow out of prayer. The phrase, "Prayer-Care-Share" sums up the way prayer, service, and evangelism can flow into each other as a continuous circle. The booklet can be found on the National DOK website under the **Resources** section or it can be purchased from the online store or the National Office.

The heart of the Order is the parish chapter. This is where we do most of the work of The Order. This is where we make a difference by (1) extending Christ's Kingdom to our parish, community and each other, and by (2) providing a prayer foundation for our parishes, our community and each other. Time in prayer, careful planning and attention to detail and good communication with your chaplain, clergy, officers and members, all make for a great and rewarding chapter experience for both you and your members.

What a blessing it is to be a Daughter of the King! What a gift! Take time for you and your chapter to rejoice and celebrate the fact that we are praying and serving our Lord Jesus Christ! Celebrate the joy that comes from having the freedom to pray and serve. Celebrate growth. Celebrate diversity in our Order and new ideas to share. Celebrate the joy of discovering how our Lord has loved you and touched your life. Celebrate having a story to tell and people who truly want/need to hear it. Celebrate the fact that by the power of the Holy Spirit, you make a difference in the church, your community and the world.

***Blessed to
be a DOK!***



Celebrating Your Accomplishments

In many ways Daughters of the King regularly celebrate their faith and commitment to our Lord Jesus individually by living out our Rule of Life. But we also live it out in communion with others by supporting the efforts of our chapters, churches, and communities. It is through fellowship that we grow, not only externally through evangelism and outreach, but also internally and spiritually. By sharing with one another what we are doing on individual, chapter, diocesan, and provincial levels, we not only solidify our experiences, but we also affirm, inspire and provide fresh ideas to one another.

As chapter president, it is very important to share the good things your chapter is doing not only with one another but also with Daughters around the diocesan assembly, the province, and the world via the church newsletter, diocesan newsletter, and submissions to *The Royal Cross*. By doing so, you encourage your own members as well as inspire others. Write articles about your chapter's prayer, service, and evangelism efforts for your church's annual report and meeting. Plan a meeting or event specifically to name things you've done or blessings you've received; perhaps host a party or picnic before breaking for the summer.

WHO?

As chapter president, you may need to take charge of this initially, but your chapter secretary or other chapter members may feel called to offer contributions. Be sure to ask your members what they want to share, determine who will take photographs and write and submit an accompanying article that will convey the information. Depending on the size of your chapter, this does not necessarily have to fall on one person.

WHAT?

You want to celebrate ALL the good efforts of your chapter, such as mission work, service to your church, prayer circles, book studies/clubs, social outreach, devotionals, new ways to hold chapter meetings, interactions with Junior Daughters and Daughters at Large, charitable endeavors, quiet days, meditations, special calendar observances, retreats, and more. Themes you could use to initiate communication include:

- Appreciating the history... *of your chapter or individual members.*
- Paying it forward ... *receive a blessing, give a blessing.*
- Renewing your vows ... *perhaps on your chapter's institution anniversary.*
- Blessings great and small ... *share your gifts with one another.*

WHEN?

Whenever the spirit moves you! Whenever you have something interesting to share! Opportunities to get the word out include:

- Speaking at your church's annual meetings.
- Hosting a Winter Tea (if Advent is too busy, perhaps Valentine's Day or special Saint's days).

- Sharing information at church spring festivals.
- Inviting others to a summer picnic.
- Sharing information at early fall and Christmas bazaars.
- Praying for God to encourage and inspire you to know whom He wants you to invite to prayerfully consider joining The Order.

WHERE?

There are all kinds of resources at your fingertips. Be sure to submit an annual review of your chapter's activities for your church's Annual Report. Offer articles and photographs to your diocesan assembly and provincial newsletters as well as *The Royal Cross*. Rest assured their editors are always looking for articles to put into print. Be sure to check the submission deadline of each. Some other resources include:

- Church newsletters and Sunday bulletins
- Online calendars and church websites
- *The Royal Cross* and "Cross+Links"
- The National DOK website
- Internet platforms such as listservs, emails, Twitter, Facebook®, etc.

WHY?

For one reason, we don't need to reinvent the wheel all the time. If you have something that worked well for your chapter, share it so that other chapters can learn from your experience. This is a key reason why chapter presidents reach out to one another – they need support, ideas, and encouragement. Another reason is that by sharing and communicating across chapters, diocesan assemblies and provinces, we stay in touch with one another, and that connectedness can make all the difference. You never know when your little story may change somebody else's life!

ANYTHING ELSE?

If your Chapter is looking for ideas on what to do and how, put the word out and you may be generously blessed with suggestions and solutions. Depending on how general your inquiry may be, reach out within your church, to other chapters and throughout your diocesan assembly and province. It is important to include "new business" on the agenda for every chapter meeting, but emphasize sharing "good" news, not just reports, plans, etc. Keep it alive, keep it spiritual, keep it growing. Oh ... and keep it in prayer.

Sharing Communion Together

Holy Communion is a time of deep fellowship with God and a symbol of our oneness with the Trinity and the collective Body of Christ. It is, therefore, fitting to celebrate Holy Communion with each other any time Daughters are gathered together. Sharing Holy Communion together helps focus our attention away from the distractions of everyday living and onto our God and King, our Savior, and the Holy Spirit, and whatever task God has given us to do. Daughters are encouraged to share Holy Communion together on All Saints Day (see below), at chapter meetings, diocesan and provincial assemblies, retreats, funerals of Daughters, and other special occasions such as a Service of Admission or Service of Rededication. Even officer meetings or planning sessions can include a celebration of the Holy Eucharist, because doing so brings all in attendance into the presence of Jesus Christ.

All Saints' Day Corporate Communion

All members of The Order, including Junior Daughters, are encouraged to participate together as a group in a Service of Holy Communion celebrating All Saints Day each year (see The National Bylaws of The Order, Article III Section 2.C). This provides a beautiful opportunity for all Daughters throughout the nation and the world to pray together as one to honor all of those saints and sisters in The Order who have gone before us. All Saints Day is a day of remembrance of all who have died and is celebrated on November 1st. Ideally, the service is held on that day. The traditional readings and prayers for the day as well as the Services for Holy Eucharist are found in *The Book of Common Prayer*, Lutheran, and Roman Catholic service books. The names of any departed person in the memories of those present, as well as any names of departed souls given to the parishes involved, are often stated orally in the course of the service.

Diocesan and/or provincial leadership may choose to hold an area-wide commemoration. Guided by chapter leadership, chapters in close proximity to one another may choose to join together in one of their churches for Holy Communion. Of course, parish chapters may celebrate in their own church. Often Daughters sit together in the first row(s) of the church wearing our traditional blue and white.

When the date falls during the week, some parishes choose to celebrate it on the Sunday before or after November 1st. At the discretion of their parish clergy, Daughters chapters have the option of arranging a service on November 1st or to come to the altar as a group on the Sunday the parish chooses to celebrate All Saints' Day.

No matter which form Corporate Communion takes for each chapter, All Saints' Day Corporate Communion provides an opportunity for all Daughters and Junior Daughters to join together in spirit as we circle the world through all hours of the day in collective prayer for all Christians known and unknown in every place and through all time. In this way, all members of The Order, to paraphrase the collect for

communion and fellowship in the mystical body of His Son, Christ our Lord and King.

How a Chapter Can Support its Church and Community

The Daughters of the King take vows of prayer and service that make it possible for us to be a part of Jesus' love in two special ways. The vow of prayer is pretty self-explanatory, but individual chapters may ask, "What about service?" and "What can we do?"

The last line of our motto is "Lord, what will you have me do?" When discerning how to serve your church and community, it is important to pray first. Pray for the wisdom to decide which projects to undertake and the guidance to carry them out successfully. Consider the needs of your parish and community as well as the talents, time and resources of the members of the chapter.

To serve:

- **Pray**
- **Discern**
- **Plan**
- **Execute**
- **Assess**

Remember that, as *The National Handbook* states, we offer our service to the rector for the spiritual building up of the parish. So it is very important to consult with him or her to see what they have in mind. We prioritize service that may help others in the parish and community draw closer to Christ.

As with any endeavor, a plan is needed for individual responsibilities, execution, accountability and evaluation. We need to coordinate with clergy and secure an open space on the church calendar. If a service project is not working, remember we are not locked into one service project for all time. Sometimes we are responding to a human agenda rather than one to which God has called us. Be free to let it go, pray and begin again. His gift is His love and our gift is our service given in love and charity.

Below are a few examples of how a chapter can serve and support its parish:

Pastoral Care

- Visit the sick in hospitals or nursing homes
- Make and distribute prayer shawls, quilts, etc.
- Help with services or discussion groups in institutional settings
- Take communion to the homebound (if you are a Lay Eucharistic Minister)
- Maintain contact with lapsed parishioners if possible
- Sit with homebound elderly or young children to give respite to family members
- Deliver meals at times of stress: new baby, move, illness, bereavement, divorce
- Plan special outings for older members

Encouraging spiritual growth

- Organize or sponsor Quiet Days, half day retreats, prayer workshops and other activities that are open to everyone

- Volunteer for healing prayer ministry, Bible studies
- Work with a children's choir
- Regularly pray for clergy members, parish leadership and the congregation
- Intercede for anyone who requests prayer
- Maintain a system for responding to urgent requests (phone or email)
- Sponsor prayer vigils or prayer rooms, especially when the church faces challenges

Ministry of Hospitality

- Send cards
- Greet newcomers and follow up with a call or email
- Host coffee or an evening meal for newcomers
- Help maintain and beautify the church building and property
- Operate a medical loan library (wheel chairs, walkers)
- Volunteer for the nursery or chaperone a youth outing
- Fix breakfast for Kairos team (a prison ministry) or help with Cursillo, Happening, or Alpha
- Provide soup and salad for singles, older church members, widows, one Sunday per month
- Provide transportation for non-drivers
- Help with the formation of new Daughters' chapters

Community Projects

- Assist food and clothing banks
- Sponsor a blood bank or health fair
- Help with community Christmas causes
- Serve meals to the homeless
- Work with reading camps or VBS
- Donate layettes to hospitals for babies that need them
- Assist refugees with language learning and orientation
- Tutor adults for literacy or GED—or some other skill, like knitting or cooking
- Offer help to a women's shelter
- Promote community gardens, with a portion of produce going to food banks
- Support Habitat for Humanity®



How a Chapter Can Support Its Clergy

Have you ever thought about how hard it is to lead a congregation? Above all, the clergy is charged with the spiritual care of church members. He or she seeks to encourage wholehearted worship, faithful discipleship, compassion for the needy, and outreach to the surrounding community. To carry out this mission, clergy must keep growing in their own relationship with God, so they can offer authentic inspiration and challenge to the congregation.

Spiritual goals cannot be accomplished without the power of the Holy Spirit. That is where a few caring intercessors can make a huge difference to the clergy and to the church. St. Paul more than once asked for prayer that he might speak boldly. If the Apostle Paul felt he needed prayer, we can be sure our own clergy need it also. So how can we, as Daughters, support our clergy?

First, we must pray for them. This can involve a lot more than simply adding his or her name to the prayer list. You may suggest that perhaps two Daughters commit to praying for the clergy family; two may commit to praying for spiritual refreshment and renewal for their priest, or for good health and safety, for good relations with the vestry, and so on. These are long-term, specific prayer requests – more requests may come to light.

Second, if possible, two members of the chapter should set up a standing appointment with the clergy or priest in charge. At these appointments let the clergy know the chapter prays regularly for his or her ministry, and ask if there are any specific difficulties you could pray about, either personal or having to do with the ministry of the church. Pledge to keep all requests confidential. This is also an opportunity to update the priest (who may also be your chaplain) on chapter activities, synchronize calendars, and ask for input. Ask “what more can the chapter do to draw others nearer to Christ?”

Third, consider ways your chapter can befriend and encourage not only an individual priest, but also his or her family. Does one of the children acolyte? Send a thank you note! Are you taking your kids or grandchildren on an outing? Consider inviting the pastor’s kids. Find ways to get better acquainted with the pastor’s spouse. Several of you might get together to send a gift card to the local cinema or a nice restaurant on their anniversary. Mark the date of your priest’s ordination on your calendar and be sure to send a card. In short, find ways to let clergy know they are appreciated.

One reason most clergy like having a Daughters’ chapter is that members typically are faithful in worship and regularly volunteer to do whatever needs doing. Just

How to Support Our Clergy



showing up and pitching in is tremendous encouragement to most priests and pastors.

Members of the clergy are just as human as the rest of us, and sometimes we are deeply disappointed in what they say or do. For an intercessor, however, criticism and snide remarks about the clergy, staff and parish life are off limits. When you don't know how to pray, ask for God's greatest good for each particular person and situation. God's solutions are far more creative than ours!

Romans 8:26 -28 (NIV)

In the same way, the Spirit helps us in our weakness. We do not know what we ought to pray for, but the Spirit himself intercedes for us through wordless groans.

And he who searches our hearts knows the mind of the Spirit, because the Spirit intercedes for God's people in accordance with the will of God.

And we know that in all things God works for the good of those who love him, who have been called according to his purpose.

MAINTAINING A CHAPTER

The Chapter List

Every chapter president will receive a semi-annual Chapter List from the National Office with the name, address, phone number, and email address of each of her members. The list will be emailed to the chapter president. If you do not have an email address than the list will be mailed. The Chapter List will also include each member's membership status such as whether she is a senior member and what fiscal year she last paid dues, of if she is a Lifetime or Dues Relief member. It will also list the officers of the chapter.

First, look over the Chapter List for accuracy. Be sure all members of your chapter are listed on the Chapter List. If not, you may need to call the National Office to determine what the member's status is. She may need to:

- Transition into the chapter by using a **Transition Form**.
- Be reinstated (see section on "Reinstating a Daughter").

If a Daughter is on your Chapter List and should not be, either you or she should complete a **Transition Form** to:

- Transition her into another chapter.
- Become a Daughter at Large due to moving or leaving the church.
- Report a Daughter's resignation or death.

The **Transition Form** can be found on the National DOK website.

Second, check the contact information for each of your members. Accurate information ensures they receive *The Royal Cross* and any other communication from the National Office.

There are several ways in which you and your members can ensure accurate contact information:

1. Encourage members to log in to their member profile page on the National DOK website and correct the information themselves.
2. Correct the Chapter List by printing the list, marking through the incorrect information, writing in the correct information, and mailing it to the National Office.
3. Fill out a **Change of Address Form** found on the National DOK website.

Third, update the officers of the chapter. If they are incorrect, complete a **Chapter Officers Form** found on the National DOK website.

Fourth, determine who is not current with their dues. This information can be found on the Chapter List under the Membership column. Senior Lifetime and Senior Dues Relief members are considered current in their dues and do not pay annually. Correspond with the members who need to pay and encourage them to go to their member profile and pay online. If members cannot pay their dues online, then the member may pay with a check mailed to the National Office with the **Individual**

Dues Payment Form. This Form is found on the National DOK website. Another option is for either you or the treasurer to collect dues and submit the chapter's dues together (clearly identifying with the members' names and member numbers, whose dues are included) to the National Office.

Even though Chapter Lists are emailed twice a year, you may request a Chapter List from the National Office at any time. If you do not receive a Chapter List, please contact the National Office to let them know.

To review, when you receive the list be sure to:

1. Confirm that the information on the Chapter List is accurate:
 - Each member's address, phone numbers, and email address is correct.
 - All members in your chapter are present on the list – especially new members, transitioned or reinstated.
 - Identify any member who should not be on the list, for example, those who have moved, resigned or passed away.
 - The officers for the chapter are correctly identified.
2. Confirm that all members have paid or are paying their annual dues.

Items to send to the National Office include:

- Corrected Chapter List
- Any collected dues, as either individual checks with accompanying **Individual Dues Payment Forms**, or as one group check, made out to The Order of the Daughters of the King® (clearly identifying, with name and member number, whose dues are being paid with that check)
- **Transition Form** (if applicable)
- **Application for Reinstatement** (if applicable)

Paying Dues

Annual dues are the primary way that the financial needs of The Order are met. Money from dues is used at the national, provincial, and diocesan assembly levels to accomplish our mission and includes a subscription to *The Royal Cross*, our national quarterly publication.

The national portion of member's dues is primarily used to pay for the operations of the Order to include maintaining our National Office, employing our office staff, and providing administrative support to our membership.

Annual dues are due by September 1st of each year. This corresponds with the beginning of The Order's fiscal year. The fiscal year, seen as FY on reports, begins on September 1st and ends on August 31st of the following calendar year. For example, FY15 begins on September 1, 2015 and ends on August 31, 2016.

The primary method of paying dues is online. Members should first log in through the website and pay their dues using the "Membership Info" or "Securely Renew Your Membership" links in the My Profile section.



If members cannot pay their dues online, then the member may pay with a check mailed in to the National Office with the **Individual Dues Payment Form**. Another option is for either you or the treasurer to collect dues and submit the chapter's dues together (clearly identifying whose dues are included) to the National Office.

Refer to the Chapter List to determine if members are current with their dues and remind those members who have not paid to please do so. This ensures everyone in the chapter is current in their dues and saves The Order money by preventing follow-up notices being sent to individual Daughters.

All Daughters will receive a Dues Invoice in June from the National Office. The invoice will be emailed for those who have email, or mailed for those who do not. Other ideas to encourage members to pay their dues are to:

- Bring a laptop to the chapter meeting and show members how to log in to their member profile.
- Ask members to put a reminder on their own personal calendars.

Dues Assistance

On occasion a Daughter may need assistance to pay her dues. While keeping this confidential, seek assistance first through the chapter's treasury or there may be funds available through your clergy. Should you still not have sufficient funds then notify your diocesan assembly president of the situation, as there may be a diocesan fund that can assist her. If the diocesan assembly does not have a fund, then contact the provincial president and ask her for assistance. Lastly, if no other resource is available, contact the National Membership Chair (her contact information is on the National DOK website and *The Royal Cross*) and request national dues assistance to pay dues for the member.

Daughters at Large should contact the diocesan Daughters at Large Chair or the diocesan assembly president. If no help is available through her diocese then she should contact the National Membership Chair.

Preserving the Historical Records of Your Chapter

Many chapters outlive their charter members and reach birthdays of 25, 50, even 100 years. To preserve our history, we need records. Who keeps the records? What should be kept and what should be tossed before passing chapter files to someone else?

One of the duties of the chapter secretary is to serve as the initial archivist—that is, to preserve current documents in an orderly way. If a chapter is large, it may establish an Archives Chair or committee whose function will be to maintain and dispose of chapter records. Many DOK documents are historical records, such as minutes of meetings, photo albums, membership records, and artifacts. Other records are vital for a limited time—Disposition of Cross Cards, for example. Once a Daughter's cross has been buried with her or returned to the National Office, the card with her intentions is no longer needed. Ultimately it is important for each chapter to identify a location where records deemed of permanent historical value could be stored.

Current records: As part of their responsibilities, chapter officers maintain current records of their work. The chair of an active committee—perhaps for a service project or continuing outreach—should do the same. While many important records are kept electronically on a computer, those worth preserving should be printed out and kept in a binder or folder, since access to electronic formats may be lost as technology changes. In the short term, it is always good to back up important digital files to a flash drive (thumb drive) so they will be accessible to others. Each succeeding officer should receive her predecessor's files for the previous term. Keep in mind that disorganized files are better than no files at all!

Officers should:

- *Maintain current records*
- *Transfer three years of records to a successor*
- *Store 4-6 years of records safely in agreed location*
- *Archive within 3-6 years*

Temporary storage: When an outgoing officer's term ends, she should pass on to her successor only the files she herself produced, and place the files that are more than three years old in temporary storage. They may be placed in an acid-free banker's box or a metal file cabinet at an agreed upon location (possibly the church office). Labeled pocket folders for each type of document (see checklist that follows) or span of years could be created when the box or drawer is first used. If documents (such as bank statements) are to be stored only until a certain date, their file folder should be marked "destroy in xxxx." Files to be kept permanently should be marked "archive." Audio or video records may require special care. Include the date and contact information for the person depositing the documents. Photo albums are the exception; they may be maintained over a longer period, and viewed at retreats or assemblies.

Scanning archival documents: Another way to archive documents and photos is to scan them in order to create an online archive. Scanning should not replace preservation of hard copies—technology changes so rapidly in this area that older

digital images can become inaccessible from later platforms. However, access to archival information is greatly increased if scanned images of archival documents are available through a website, and the digital images also serve as back up in case the originals are lost or damaged. If you have a member willing to scan the items in the folders marked “Archive,” ask her to provide a list or spreadsheet that identifies each image. To describe a DOK photo fully, for example, she could list names of the persons shown, the occasion, the date and the location.

Archives: The church that sponsors the chapter may have a librarian or historian willing to process the chapter’s archival materials along with those of the church. Sometimes a local college or university maintains collections of local organizations, and would be interested in receiving archival materials from the diocese, including those of the Diocesan Assembly of the Daughters of the King. It is helpful before such transfers if Daughters provide a written summary of what they are donating, since the archivist may have no idea of the differences between a quiet day, a provincial retreat, a diocesan assembly, and a Triennial convention. If the chapter makes an agreement with a church, diocese, or campus library to preserve permanent records, a copy of the agreement should be kept with current records and also in the church office. The storage location should be secure and the archived records, once processed, accessible.

The National Archives of the Order are held at the Margaret J. Franklin Center in Woodstock, Georgia. Permanent records from the National Council, the National Office, and the province presidents are kept there. The National Office maintains a list of charters granted, but only in our second century with digital storage has it become possible to preserve the names of chapter members as well. The National Archives cannot accommodate chapter or diocesan assembly documents, but it welcomes chapter or diocesan assembly histories, and articles about or interviews with notable Daughters. In the future, we also hope to give Daughters access to significant documents from the National Archives through our website.

Before storing documents, remove all of the following:

- rubber bands
- staples, unless they are holding a booklet together
- transparent tape
- loose-leaf notebooks or binders

Old tape and rubber bands damage documents, staples rust, and binders take up space. Replace staples and metal clips with plastiklips or plastic coated paper clips. Cotton string or tape may be used to tie a stack of loose papers together, instead of metal rings or rubber bands. Be sure photo albums use acid free paper, and no glue is applied to the photos.

The above material is partially based on a paper by Dr. Kathleen Haynes, a Daughter and distinguished archivist from the Diocese of Oklahoma. She provided materials for a Triennial workshop in 2006.

Recommended Resources:

Archives for Congregations: An Introduction and Guide. Ed. A. Margaret Landis. Swarthmore, PA: National Episcopal Historians and Archivists. 30pp.

www.episcopalhistorians.org/contact: This website provides information not only for the National Episcopal Historians and Archivists (NEHA), but also for the Episcopal Women's History Project (EWHP), and the Archives of the Episcopal Church.

www.elca.org/archives/ is the web page of the Evangelical Lutheran Church in America archives.

Preserving DOK Documents of Enduring Value: A Checklist			
✓ Chapter charter:	Display in church	Store copy	Archive
✓ Treasurer's reports	Transfer to successor reports only	Store annual	Archive
✓ Minutes/records	Transfer to successor	Store at year 6	Archive
✓ Bank Statements	Transfer	Destroy after 6 yrs	
✓ Bylaws	Transfer	Store when revised	Archive
✓ Membership	Maintain Records	Store	Archive
✓ Events (bulletins)	Transfer	Store	Archive
✓ Retreat, assembly programs	Save, scrapbook?	Store	Archive
✓ Newletters, etc.	Send to Province	Store 3 copies	Archive
✓ Photos, video	Display (note names!)	Preserve	Archive
✓ Oral histories	Copy, send to National	Transcribe	Archive
✓ Printed histories	Send a copy to National	Store	Archive
✓ Official letters	Transfer	Store	Archive
✓ Disposition of cross cards	Church office & president's records	Destroy after death	
✓ Prayer lists	Destroy in 1 yr.		

Encouraging Participation at Meetings and Assemblies

“You can lead a horse to water....”

Every president at every level from time to time asks the question “How do we increase attendance at meetings? Chapter presidents also ask “How do we encourage our members to attend Diocesan assemblies?” While sadly there are no definite answers, there are a couple of things you can try.

First, ask yourself several questions regarding why members aren’t attending regularly:

1. Is it that they are not attending regularly or not at all? You may want to contact them to find out why and let them know you need them and miss them.
2. Is it that the meeting time or day does not work for them? Consider perhaps moving the meeting time or having two meetings to accommodate more members.
3. Do these members have transportation to the meeting? Perhaps they feel uncomfortable asking. You could try and make arrangements for them.
4. Do they find the meetings are not meaningful for them? Take an honest look at your meeting. Is there too much business and not enough program time? Is it dominated by a couple people so others do not feel a part of the group?
5. Are those not attending the meetings the younger members of your chapter? How can you make them feel comfortable with the older members?

Even with all the investigation you may find that some members just won’t be there. Do the best you can to meet the needs of as many as you can (see sections on “Suggestions for Chapter Officers” and “Guidelines for Chapter Meetings”). Be sure to email or mail them the meeting agenda, minutes, prayer lists and any other handouts from the meeting.

Next, consider posing several questions to your members:

1. What would be like not to have a chapter?
2. What does it mean to be in community?
3. What should a picture of your chapter meeting look like?

Encourage all members in your chapter to be leaders; we all have gifts and talents to share. If a member misses a few meetings, contact her and let her know that she is really needed and missed. Explain what she is missing and give her an update.

Here are three ways to get more people involved:

1. Be positive. Demonstrate that all ideas are valuable by restating important points. Thank people who are usually reticent for their comments.
2. Ask directly. To get input from everyone, ask each person for her thoughts. But do not do it in a confrontational way. Try, "Do you have anything to share?"
3. Do not dominate the meeting. This not only gives others less time to speak up but also conveys that only your ideas are important. Let at least three people speak before you talk again.

While we'd love to have 100% attendance 100% of the time, we know it's simply not realistic. Encourage members to think about why it is important to attend meetings as often as they can. Remind them that it is a blessing to be in the community of a chapter and that relationships with our sisters are deep and meaningful. We can be a source of strength and prayer to each other. Remind them that we all have something to offer, experiences and gifts to share, wisdom to impart, that it's important to be present and participate in the conversation and programs and that their absence potentially denies others the opportunity to learn from them.

Do things together to encourage community building as well as find ways to recall the joy of being a Daughter in community with other Daughters.

Here are a few suggestions for ways to get the "Joy" back into your meeting:

- Ask members to share their relationship with Jesus. You go first.
- Ask members to share why they became a Daughter and to recall the moment when they first received their cross.
- Try the "DOK Elevator Pitch" exercise shown below.

Ideas for community building:

- Do more "Get to know you" activities.
- Invite the chapter to go through the *"Continuing the Journey" Spiritual Formation Guide* together at meetings. It is available on the National DOK website or for purchase from the online store and the National Office.
- Review *The National Study Guide*, especially Studies 11 and 12.
- Renew your vows using the Service of Rededication and take Holy Communion together. This is especially important on November 1st (see section on "Sharing Communion Together").
- Review the Rule of Life and ask members to share their own Rule of Prayer and Rule of Service.
- Engage in one-time service projects together.

It is also very important to extend the idea of Daughters in community beyond the chapter and into the larger community of Daughters at the diocesan assembly and provincial levels. Meeting our sisters in The Order from other areas is incredibly rewarding. At the diocesan assembly level Daughters meet at least once or twice a year.

However, when a diocesan assembly is an entire state it can be a logistical challenge getting members to attend. Try arranging a carpool or reserving a bus for your chapter. Also look into whether other chapters are offering carpools and buses to attend the assemblies and retreats.

Most importantly, ask members who attended a diocesan or provincial assembly to report back to the group on how much fun it was and how good it felt to be a part of the larger community of Daughters. Ask them to describe the program, share pictures of the assembly, and mention the new friends they made. The point is to

generate enough interest so that the next time a diocesan or provincial assembly takes place, members will want to go.

DOK Elevator Pitch

“An elevator pitch (or elevator speech or elevator statement) is a short summary used to quickly and simply define a product, service, or organization and its value. The name “elevator pitch” reflects the idea that it should be possible to deliver the summary in the time span of an elevator ride, or approximately thirty seconds to two minutes. In *The Perfect Elevator Speech*, Aileen Pincus states that an elevator speech should “sum up unique aspects of your service or product in a way that excites others.” (Source: Wikipedia.)

PREPARING TO SHARE THE GOSPEL

Elevator Pitch for the Gospel

“But in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you: yet do it with gentleness and respect.” 1 Peter 3:15 (ESV)

Prepare an elevator pitch for someone who knows nothing about Jesus or for someone who doesn’t like or understand “organized religion.” Share the Gospel in three or four sentences.

PREPARING TO SHARE THE ORDER

Elevator Pitch for the Order

Sum up unique aspects of the Gospel or The Order in a way that excites others!!!

How do you answer the questions, “What a beautiful cross! Is it something special? What are the words on it?” Prepare the answer in three or four sentences.

Make it a quick, on-the-go, comment about The Order and your faith; for example, when you’re facing a cashier or standing in line talking with someone.



Chapter Concerns

“In case of emergency, break glass”

At times, concerns may arise in your chapter. No matter how good our intentions, or how dedicated we are to serving Christ and His church, there are times when problems will occur, or there will be differences of opinion. Thankfully we have been given excellent instructions on how to solve these matters. Throughout the Bible there are directions on how we are to go about solving our differences.

In all instances the first step is to PRAY, PRAY, PRAY! Just remember you are not alone. Other chapters have more than likely experienced some of these same problems.

The following are just a few of the issues that you may encounter:

- Meeting space
- Attendance and scheduling of meetings
- Funding
- Behavior problems
- Lack of support for service projects
- Members attending another church but refusing to move membership
- Concerns regarding DOK affiliation in light of church schism
- Member fails to pay dues on time
- Clergy relationships

Some of your concerns may be addressed in this or other Daughters of the King resources, such as *The National Handbook*. You may also want to consult your chaplain, clergy, diocesan assembly president or province president. In addition, **The Mediation Procedure** is an excellent resource for chapters and diocesan assemblies having problems. The Procedure lays out a step-by-step guide for how to resolve differences with and between members in The Order of the Daughters of the King®. You can also contact the National President for advice and guidance on how to handle a particular situation.

The Mediation Procedure

This Mediation Procedure is designed as an orderly process for the resolution of differences with and between members in the Order of the Daughters of the King®.

Prologue: *“...therefore, be of sound judgment and sober spirit for the purpose of prayer. Above all, keep fervent in your love for one another, because love covers a multitude of sins. Be hospitable to one another without complaint...Whoever speaks, is to do so as one who is speaking the utterances of God; whoever serves is to do so as one who is serving by the strength which God supplies; so that in all things God may be glorified through Jesus Christ, to whom belongs the glory and dominion forever and ever. Amen.”* I Peter 4:7-9, 11 (NASB)

“Instead, speaking the truth in love, we will grow up to become in every respect the mature body of him who is the head, that is, Christ.” Ephesians 4:15 (NIV)

“Do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.” Ephesians 4:30-32 (NASB)

Level One

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.” Matthew 18:15 (NIV)

Person to Person

In accordance with our Rule of Prayer, the initiator(s)^a will seek God’s guidance, wisdom and peace prior to any action taken. Then the initiator(s) shall meet with the respondent(s)^b informally to resolve their difference.

Level Two

From this point on the Mediation process must be documented in writing, dated, and be within six months of the incident that occasioned it.

“But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’”. Matthew 18:16 (NIV)

Third party

If the issue is not resolved at Level One, a facilitator, who may be the chapter president, agreed upon by both parties, will meet with both parties. This meeting must be within 14 days of the receipt by the facilitator of the written request from the persons directly involved.

Level Three

“If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.” Matthew 18:17 (NIV)

Chapter Chaplain

The initiator and the respondent, each with her own advocate, will meet with the chapter chaplain. This meeting must be within 14 days of meeting with the third party facilitator. If the issue is still unresolved, then the written opinion of the chapter chaplain must be sent within seven days by the chapter chaplain to the diocesan assembly president.

Level Four

“Open your mouth, judge righteously, and defend the rights of the poor and needy.” Proverbs 31:9 (ESV)

Assembly Mediation Committee

The diocesan assembly president will call a meeting of the Assembly Mediation Committee within 30 days of her receipt of the written opinion from the Chapter Chaplain. The initiator and the respondent will be notified of the location and time of the meeting and may choose to attend. The Mediation Committee will make a decision and submit it in writing to all parties.

Level Five

“Do not judge according to appearance, but judge with righteous judgment.” John 7:24 (NASB)

The Provincial Mediation Committee

The Provincial President will call a meeting of the Provincial Mediation Committee^d within 30 days of her receipt of the documented Mediation process and prior decision from the diocesan assembly chaplain. The initiator and the defendant will be notified of the location and time of the meeting and may choose to attend. The Provincial Mediation Committee will make a decision and submit it in writing to all parties concerned within 14 days of the meeting. A written appeal may be made to the National President within 30 days of the decision.

Level Six

“Hear the disputes between your people and judge fairly...Do not show partiality in judging; hear both small and great alike. Do not be afraid of anyone, for judgment belongs to God.” Deuteronomy 1:16-17 (NIV)

The National Mediation Committee

The National President will call a meeting of the National Mediation Committee within 30 days of her receipt of the written Mediation process and prior decisions from the provincial chaplain. The initiator and the respondent will be notified of the location and time of the meeting and may choose to attend. The Mediation Committee will make a decision and submit it in writing to all parties concerned within 14 days of the meeting. This decision shall be final and binding on all parties.

Epilogue: ***“These are the things which you should do: speak the truth to one another; judge with truth and judgment for peace in your gates.”*** Zechariah 8:16 (NASB)

“Now that you have purified yourselves by obeying the truth so that you have sincere love for each other, love one another deeply, from the heart.” I Peter 1:22 (NIV)

-
- a The initiator is one who submits a complaint for resolution.
 - b The respondent is one against whom the complaint is made.
 - c The Assembly Mediation Committee shall be appointed by the diocesan assembly president and will be composed of the diocesan assembly president or her designee, the diocesan assembly chaplain, and three others.
 - d The Provincial Mediation Committee shall be appointed by the Provincial President and will be composed of the Provincial President or her designee, the Provincial Chaplain, and three others.
 - e The National Mediation committee shall be appointed by the National President and shall be composed of the National President or her designee, the National Chaplain, and three others.

CHAPTER HOW-TO

Manage Your Chapter's Finances

Most chapters have very little money to manage, since, as chapters, we do not engage in fund-raising projects and our dues go to support our diocesan assemblies, provincial assemblies, the National Council and the National Office. Nevertheless, when we collect money for dues or give to one of the Funds we need to have an established protocol for holding and sending those funds. In addition, many chapters take up a collection at each meeting in which members may contribute if they wish. Or they will have a special collection to aid a special project or need. Over time the chapter may accumulate enough money to donate to various things such as the rector's discretionary fund, a local charity, or give an occasional scholarship to a retreat, or help one of their members go to Triennial.

The treasurer has fiduciary responsibility for the monies of the chapter, meaning that the utmost trust and confidence has been placed in her to manage and protect the financial resources of the chapter. At no time should chapter funds be commingled with personal money. Remember that accurate records of collections, deposits, and withdrawals, summarized for the members on a regular basis in the form of a Treasurer's Report, protect the treasurer and the chapter if any questions arise.

There are several different ways to set up your chapter's finances and each will provide the necessary safeguards, reports and ease of management that you will need. Much will depend on the size of your chapter and whether you can work through your church's accounts. The ways below are listed in order of simplicity of use and you should use the simplest one wherever possible. If there are any questions concerning the chapter's finances and how to handle them contact either the National Finance Chair or the National Treasurer, both of whose contact information can be found on the National DOK website and in *The Royal Cross*.

1. Restricted account through your Church's accounts. Funds collected are deposited into the Church's account and recorded by the Church Treasurer as income to the Daughters of the King restricted account (meaning that the funds can only be used legally for Daughters of the King purposes.) The Church Treasurer will write a check for disbursements, upon written request, such as sending dues or donations to the National Office. The Church's credit card could also be used. The balance of the Daughters of the King account will be reported on the monthly Church Financial Statements. This fund will be audited annually along with the Church's financial records.

2. A Chapter checking account with your Church's bank and using your Church's IRS Employer Identifying Number (EIN). Both the Church Treasurer and the Chapter Treasurer should sign the authorization for the account. The Chapter's Treasurer will make deposits and write checks on the Chapter's account, and make regular reports to the Chapter. Generally, the Church's Treasurer would be able to

review the account, and this account would be audited with the Church's accounts annually.

3. A Chapter checking account with its own EIN solely issued for separate banking purposes. This will be under the umbrella of your Church's EIN and will require submitting an IRS Form SS-4 to apply for a number (or apply online at www.irs.gov). It is very important that the IRS form is filled out correctly to avoid tax consequences. A sample form is shown below. If there are any questions about the information required on the form seek advice from the National Finance Chair, the National Treasurer or the National Office. The bank will require a copy of the minutes from a Chapter meeting authorizing the setting up of the account and the signatories on the account.

It is very important that all treasury accounts are audited or reviewed from time to time, but especially when there is a new treasurer. For more information see section on "Roles and Responsibilities of Chapter Officers – The Treasurer."

Sample Form SS-4

Form **SS-4**
(Rev. January 2010)

Department of the Treasury
Internal Revenue Service

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ See separate instructions for each line. ▶ Keep a copy for your records.

OMB No. 1545-0003

EIN

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested Name of DOK Chapter		
2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
4a Mailing address (room, apt., suite no. and street, or P.O. box) Church's mailing address	5a Street address (if different) (Do not enter a P.O. box.)	
4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
6 County and state where principal business is located		
7a Name of responsible party Chapter Treasurer or President		7b SSN, ITIN, or EIN Church's EIN
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) <input type="checkbox"/> Estate (SSN of decedent)		
<input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN)		
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ <input type="checkbox"/> Trust (TIN of grantor)		
<input type="checkbox"/> Personal service corporation <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government		
<input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military		
<input type="checkbox"/> Other nonprofit organization (specify) ▶ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises		
<input checked="" type="checkbox"/> Other (specify) ▶ Lay Religious Order Group Exemption Number (GEN) if any ▶		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 Reason for applying (check only one box)		
<input checked="" type="checkbox"/> Banking purpose (specify purpose) ▶ Separate accounts for audit		
<input type="checkbox"/> Started new business (specify type) ▶		
<input type="checkbox"/> Changed type of organization (specify new type) ▶		
<input type="checkbox"/> Purchased going business		
<input type="checkbox"/> Hired employees (Check the box and see line 13.)		
<input type="checkbox"/> Created a trust (specify type) ▶		
<input type="checkbox"/> Compliance with IRS withholding regulations		
<input type="checkbox"/> Created a pension plan (specify type) ▶		
<input type="checkbox"/> Other (specify) ▶		
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>
Agricultural Household Other		
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶		
16 Check one box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker		
<input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail		
<input type="checkbox"/> Other (specify) ▶		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here ▶		
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code) ()
Third Party Designee	Address and ZIP code	Designee's fax number (include area code) ()
	Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.	
Name and title (type or print clearly) ▶		Applicant's telephone number (include area code) ()
Signature ▶ Signature of Chapter President or Treasurer		Applicant's fax number (include area code) ()
Date ▶		

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 16055N

Form **SS-4** (Rev. 1-2010)

Keep Members' Information Current

Members' addresses, phone numbers, and email addresses change frequently. To ensure your chapter members continue to receive their *Royal Cross* and communication from the diocesan assembly, province, and National Office, encourage them to go the National DOK website, log in, and review their member profile from time to time.

The **Transition form**, found on the National DOK website, is used to report when a member has:

- Resigns
- Passes away
- Transitions from one chapter to another
- Transitions from Daughter at Large and is now joining your chapter
- Becomes a Daughter at Large

Other ways to report updated information to the National Office:

- Make corrections to the Chapter List (see section on “The Chapter List”)
- Email the National Office at dok1885@doknational.org
- Fill out a **Change of Address Form** found on the National DOK website

Apply for Dues Relief

Chapters may apply for “Dues Relief Status” on behalf of members who are 85 years old and have difficulty maintaining their membership. Often in these circumstances a chapter or a family member will take over paying dues for the older Daughter. The bylaw was passed to honor her status as a member of The Order, while relieving her chapter or family from paying her dues.

Chapter Relief Status (or Dues Relief Status as it is commonly referred to) means a woman can remain a Daughter in good standing for the remainder of her life without paying annual dues. Article III, Section 6.H of The National Bylaws of The Order was established for Daughters whose health or finances make annual dues a hardship. However, once a Daughter receives Dues Relief Status she will no longer be eligible to hold office or be a delegate. Further, if the Daughter in question would like to continue to receive *The Royal Cross*, she will need to subscribe, or a subscription may be purchased for her.

Forms to submit to the National Office:

- **Application for Dues Relief** completed with date of birth and signed by the clergy and chapter president, or diocesan assembly president if a Daughter at Large. The application can be found on the National DOK website.
- **The Royal Cross Subscription Form**, if a subscription is desired. The form can be found on the National DOK website. Subscriptions must be renewed annually.

Reinstate a Daughter of the King

Per the Reinstatement Bylaw (Article III Section 5A and B), when a Daughter has not paid her dues for two fiscal years (Sept 1st – Aug 31st) she is dropped from the records at the National Office. For the purposes of the reinstatement bylaws, "not in good standing" means "dropped from the membership records." Keep in mind that a Daughter must be current in her dues in order to continue receiving *The Royal Cross*, serve as a delegate, or hold or stand for office.

A Daughter who is not in good standing may be reinstated using The Service of Rededication following a period of renewal and study with the approval of her clergy and upon payment of dues for the current year and a nominal reinstatement fee. A Daughter at Large who is not in good standing may be reinstated in a similar manner with the approval of her diocesan assembly chaplain or province chaplain.

Items to submit to the National Office:

- **Application for Reinstatement** completed with date of Rededication and signed by clergy and chapter president, diocesan assembly president, or province president if a Daughter at Large. The application can be found on the National DOK website.
- Annual dues plus the reinstatement fee.

[Use The Order's Trademarked Name and Crosses](#)

The Order of the Daughters of the King® has established policies and procedures for handling our trademarked emblems. In order to use our trademarks correctly and legally all members of The Order must abide by this policy. The Trademark Policies and Procedures of The Order of the Daughters of the King® is found below and under the **Resources** section of the National DOK website.

I. Preamble

This document, The Order of the Daughters of the King® Trademark Policies and Procedures, is designed to establish policies and procedures that govern the use of The Order of the Daughters of the King® (hereinafter referred to as "The Order") registered name and trademarks. This policy applies to all of The Order's members and staff at all of its organizational levels.

II. Overview

The cross of the Order was officially adopted in its first Constitution on November 5, 1891. See below.

First Constitution of the Order of the Daughters of the King® Article IV.

BADGES AND COLORS. The badge of The Order shall be a Greek cross, Fleury, of silver, one inch square, charged on the horizontal with the words "Magnanimiter Crucem Sustine," and at the base of the perpendicular, with the initials of the motto of The Order – FHS – "For His Sake."

The Order of the Daughters of the King® trademarked its name and cross in 1997. The Junior cross was trademarked in 2009. The Order began a licensing program in 2009 in order to establish a foundation for promoting and protecting the use of its registered trademarks. A trademark (or mark) is any logo, symbol, emblem or derivative that identifies the goods or services of an organization, company, manufacturer or institution and distinguishes such entity's goods or services from those of other entities or competitors. The Order owns and controls its name and other marks, logos, and symbols (hereafter, "trademarks") that are associated with The Order (See III. United States Registered Trademarks of The Order).

In order to comply with and assure protection under federal, state and international trademark laws, The Order is required to monitor and control all uses of its registered trademarks. Unauthorized use of The Order's trademarks is subject to civil and criminal penalties. The Order reserves the right to take appropriate action when confronted with unauthorized use of its trademarks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.

The Order must control and monitor the use of its trademarks or risk losing its rights to them as unique Order identifiers. The Order has a compelling interest in controlling the use of its trademarks for other reasons as well. These include, but

are not limited to the following:

- Protecting the name of The Order and ensuring that its use is compatible with its historic mission;
- Ensuring that any products or services that bear The Order's name and trademarks are of high quality and are used only in connection with products and services with which The Order has chosen to be identified with;
- Preventing misleading or inaccurate representations of The Order's relationship to other entities or activities;
- Ensuring that the products and services bearing The Order's trademarks protect the integrity and reputation of The Order, maintain and build upon the goodwill of The Order, and promote support for and increase awareness of The Order's mission and goals.

III. United States Registered Trademarks of The Order

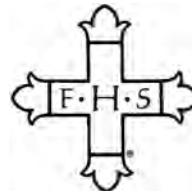
Our Name

The Order of the Daughters of the King®

Senior Cross



Junior Cross



IV. Purpose

The purpose of this policy is to:

- Designate a Trademark Chair and describe her responsibilities.
- Define the procedure by which licenses are obtained.
- Provide information and guidelines regarding the use of The Order's trademarks by members and non-members.
- Provide information and guidelines regarding the use of the trademarks within the United States and in other countries.

IV a. Designation and Responsibility of the Trademark Chair

At the beginning of each new term of the National Council, the President of the Order shall designate one of the two Vice Presidents of the Order to be the Trademark Chair. This appointment will last for the entire three-year term.

The Trademark Chair shall have the authority to sign the Special Purpose Trademark License Agreements; an agreement signed by anyone else will be deemed invalid.

The duties of the Trademark Chair include but are not limited to:

- Ensure The Order is in compliance with trademark law concerning its trademarks.
- Ensure that the trademarks are renewed every ten years from the date of the original registration.
- Review and sign (if approved) the Special Purpose Trademark License Agreements submitted by members and non-members.
- Review and renew (if appropriate) any and all contracts between The Order and its vendors.
- Pursue, to the fullest extent of the law if necessary, any violation of use of the Order's trademarks or challenge to the validity of its name or trademarks.
- Consult with the Order's Trademark Attorney when necessary.

IV b. Licensing Procedures

Process

Permission to use The Order's name or trademarks includes the requirement for execution of a Special Purpose Trademark License Agreement (SPTLA) and potentially the payment of royalties. Typically, any commercial use of the name or trademark will result in the payment of royalties and any noncommercial use will not include royalties, but each case will be determined on its own merits.

Members or vendors wishing to obtain permission to use The Order's registered name or trademarks must complete and submit a Special Purpose Trademark License Agreement to the National Office. The National Office will forward the SPTLA to the Trademark Chair for review.

The Trademark Chair shall respond to the requesting person in writing either granting or denying permission to use The Order's trademarks.

Costs

No cost shall be incurred for obtaining permission to use The Order's name and trademarks.

Application

The Special Purpose Trademark License Agreement shall be available upon written request from the National Office.

The Agreement will set forth the specific trademark(s) to be used, the specific purpose of use, and the duration of intended use. The Agreement must be signed by the Trademark Chair in order for it to be valid.

V. Use of The Order's Name and Trademarks Among Members

Upon admission into the Order, members acknowledge that the cross, worn as a mark of their membership, belongs to The Order and as such agree to abide by this policy established for its use.

Members also understand that:

- The cross is to be worn as a pendant on a necklace, or as a pin on the left side of her chest.
- The cross may not be altered in any way.
- Upon her death, the cross may either be buried with her or placed in the urn, returned to the National Office, or securely attached to a suitable marker.

V a. Permissible Use

Printed Material

Members in good standing may use The Order's name and trademarks on specific printed materials (see below for a list of approved printed material) without first obtaining special permission, but with the condition that they must, and are legally obligated to, ensure the ® is present and visible at the end of The Order's name and present and visible on the lower right side of the cross chosen for use. All of the specific printed material shall be for use in the context of chapters, diocesan assemblies, provinces, and the National Council only. Failure to display the ® constitutes a violation of this policy and use of the Order's registered trademarks.

The approved printed material is strictly limited to the items listed below and is further limited to chapter, diocesan, provincial and National Council use and is the following:

- Fliers
- Service bulletins
- Bookmarks
- Prayer cards
- Invitations
- Stationery and cards
- Programs, forms and directories
- Business cards for officers in The Order
- Name tags

Cakes and Other Baked Goods

Members in good standing may use The Order's name and trademarks on cakes and other baked goods without first obtaining special permission, but with the condition that, when practicable, they must ensure the ® is present and visible at the end of The Order's name and present and visible on the lower right side of the cross chosen for use.

Further, the cakes and baked goods may only be served at Daughters of the King events and gatherings.

Websites

Members in good standing may use The Order's name and trademarks on the website of the church to which her chapter is chartered, or on a Diocesan Assembly or Provincial website, without first obtaining special permission, but with the condition that they must, and are legally obligated to, ensure the ® is present and visible at the end of The Order's name and present and visible on the lower right side of the cross chosen for use. Failure to display the ® constitutes a violation of this policy and use of the Order's registered trademarks.

Banners, Vestments and Stoles

Members in good standing may use The Order's name and trademark to make banners, vestments and stoles, without first obtaining permission, with the condition that a specific patch is attached to the back of the banner, vestment or stole. Patches can be obtained free of charge from the National Office.

Suitable Markers

According to her wishes made known on the Disposition of Cross Card, a member may have her cross securely affixed to a suitable marker upon her death. The member must make arrangements before hand to ensure that the cross cannot be detached or stolen from the marker.

If the member wishes to have The Order's cross engraved or etched onto her gravestone or urn she must obtain a signed Special Purpose Trademark License Agreement ahead of time. It is recommended that the Agreement be kept with the member's personal effects.

Fabrics

Members in good standing may use The Order's name and trademarks on specific fabrics (see below for a list of approved fabrics) without first obtaining special permission, but with the condition that they must, and are legally obligated to, ensure the ® is present and visible at the end of The Order's name and present and visible on the lower right side of the cross chosen for use.

All of the specific fabric items shall be for use in the context of chapters, diocesan assemblies, provinces, and the National Council only. Failure to display the ® constitutes a violation of this policy and use of the Order's registered trademarks.

The approved fabric items are strictly limited to the items listed below and may only be sold to members of The Order and never for profit. Further the items are limited to chapter, diocesan, provincial and National Council use and are the following:

- T-shirts
- Jackets
- Aprons
- Tote bags
- Prayer blankets and shawls

V b. Non-permissible Use

Endorsements

The Order's name and trademarks may not be used in any manner that suggests or implies the Order's endorsement of other organizations, companies, products, services, political parties or views.

Jewelry

The cross of The Order may not be worn as ornamentation or jewelry, other than as a pendant on a necklace or as a pin on the left side of the member's chest. Wearing the cross in an ornamental context, such as a bracelet or earrings, dilutes the value of the trademark and thus puts its trademark status in jeopardy. Further, members are not allowed to permanently attach The Order's cross to anything that could be perceived as jewelry, such as charms or pins.

Blogs/Facebook

Members are not permitted to use the Order's name or trademark for personal use such as on a blog, Facebook page or other electronic media.

VI. Use of The Order's Name and Trademarks Among Non-Members

Any person, business or organization desiring to use The Order's name and trademark in any manner and for any purpose must obtain a signed Special Purpose Trademark License Agreement. Royalties will be determined on a case-by-case basis.

VII. Crosses for Sale on the Web

It is the policy of The Order of the Daughters of the King® not to bid on The Order's cross if found on eBay or elsewhere. The National Office cannot reimburse any purchase of The Order's cross. However if members come across the Order's cross on ebay, a yard sale, flea market, or elsewhere, they are strongly encouraged to convey to the seller that this cross is a United States registered trademark and as such it would be appropriate to return it to the National Office in Woodstock, Georgia immediately.

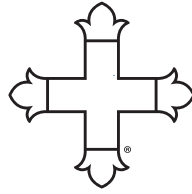
VIII. Use of the Trademarks Internationally

If The Order's name and trademark are to be used outside of the United States the symbol "TM" must appear next to its name and trademarks.

IX. No Alterations

The Order's trademarks may not be altered in any way. Members are not permitted to adopt or use the trademark in a manner that is confusingly similar to, or could cause deception with, respect to the trademarks. This includes but is not limited to using the Greek fluery cross without the inscription "Magnanimiter Crucem Sustine," but with the bars at all four corners of the cross. See the picture below.

Example of an altered cross of The Order



X. Appropriate Use of Trademarks

The Order reserves the right to disapprove any use of its trademark, even if such use is not explicitly prohibited by this policy.

If you have any questions regarding The Order's trademarks contact the Trademark Chair whose contact information is on the **About the Order** section of the website, on The National Council page.

A CD is available on the online store of the National DOK website and for purchase from the National Office that contains electronic files of The Order's registered name and crosses with the required registration mark ®. It features several different formats and is for use by members as well as professional printers and graphic designers. A cross-stitch pattern is also available on the CD.

Disband the Chapter

Just as surely as the loss of anything of value brings sadness, disappointment accompanies a chapter's failure to thrive. What circumstances lead to a decision to disband a chapter? The most common situation is shrinking membership, often because key members relocate, become inactive due to ill health, or pass away and are not replaced. In some instances chapters dissolve because of internal conflicts that cannot be resolved. Making the decision to disband should be done with care and consultation, and usually does not take place until the chapter has failed to meet regularly for two years.

As per The National Bylaws of The Order, Article IV Section 2.B, a chapter wishing to disband, after consultation with the Rector or Priest-in-Charge and the diocesan officers, shall notify the National Office and return to the National Office its charter and the crosses of those who relinquish membership, along with all monies pertaining to the chapter. Those who wish to continue their membership may do so as members of a Diocesan (Bishop's) Chapter, if there is one, or as Daughters at Large.

Chapter presidents should seek help from their chaplain and diocesan assembly president if:

- The chapter goes more than four or five months without meeting.
- Fewer than three members show up for most scheduled meetings.
- The rector or congregation raises serious objections to the chapter's continuance.

If this should happen, there are a series of steps the diocesan assembly president will take to disband the chapter. For more information please refer to *A Primer for Diocesan Assembly Presidents* found on the **Resources** page of the National DOK website.

Items to be submitted to National Office

- The Charter (the church may make a copy to retain for their archives)
- A **Transition Form** for each Daughter in the chapter
- Crosses from any Daughters who decide to resign instead of becoming DALs
- Any funds in the chapter account
- The **Report of Chapter Disbandment**, found on the National DOK website, signed by the diocesan assembly president, chapter president (or Junior Directress if a Junior Chapter is disbanding), and the clergy

Monies from the disbanded chapter must be sent to the National Office who will disperse it to the appropriate Assembly. The chapter name will be removed from the website list.

Factors contributing to a chapter disbanding:



Lack of Members - Less than three



Lack of Leadership



Failure to Pay Dues Regularly



Failure to Meet as a Group



Church Conflict



Chapter Conflict

JUNIOR DAUGHTERS OF THE KING



Introduction to the Junior Daughters

Becoming a Junior Daughter of the King gives a girl or young woman the opportunity to grow in her love and knowledge of Jesus Christ while serving her church and community. She is an integral part of our Order and we pray that she will continue the mission of the Order by transitioning to a senior Daughter.

All members of the Order undertake a Rule of Life, incorporating a Rule of Prayer and Rule of Service. Junior Daughters make a promise, or pledge, of daily prayer and service. Unlike senior members of The Order, Junior members do not have denominational requirements – all baptized girls are eligible.

Junior Directresses are charged with mentoring and guiding these young women by providing a sacred and safe space for them to fellowship. Directresses facilitate meetings and service projects, and lead activities that will help them to grow in their relationship with Jesus. The Directress is a liaison between the senior Chapter and the Junior Chapter, encouraging the seniors to share their gifts with the Juniors.

What Junior Daughters Do

- Make a promise of daily prayer and service to our Lord Jesus.
- Make a promise to be Christ's faithful servants and to extend His Love to all people.
- Work to grow in our Christian faith and commitment through fellowship, prayer and Bible study.

What Junior Chapters Do

- Encourage members to grow in their relationship to Jesus Christ through personal and group prayer and Bible study.
- Provide opportunities to serve their church and community.
- Provide a loving and supportive Christian community to strengthen members to love and serve our Lord Jesus Christ.

How to Start a Junior Chapter

Beginning a Junior chapter is a very exciting time in the life of a church. In fact, it is often the girls themselves who are the most excited. But it is very important to pray about starting a chapter and discuss it with your clergy. Timing is everything.

In order to begin a Junior chapter, you must:

1. Obtain approval from the clergy of the parish.
2. Identify at least one, but preferably two, Daughters to serve as Directress or co-Directresses. The Directress must be a current member of the Order, or she may serve her three-month preparation period for membership during the formation of the Junior Chapter.
3. Bring together three or more baptized girls or young women ages 7 to 21.

Once these three things are in place you are ready to move forward.

Below are suggested steps for continuing the journey of starting a Junior chapter at your church.

1. Request a **Junior Charter Kit** either from the National DOK website or by contacting the National Office. The Junior Charter Kit contains a lot of information to help you get started including the **Application for a Junior Charter**, a *Junior Handbook*, and contact information for your diocesan and provincial Directresses and presidents.
2. Obtain a copy of the *Junior Directress Manual* either from the National DOK website **Resources** section or purchase one from the National Office or online store. The Manual contains a great deal of information on how to start, maintain and grow your chapter.
3. Publicize the formation of a Junior Daughter chapter using your parish announcements, newsletter, bulletin, weekly calendar, and website.
4. Hold an interest meeting with the girls and their parents.
5. Obtain Junior Handbooks and appropriate age Study Guides and a Leader's Guide from the National Office or download them from the National DOK website.
6. Once established, post and distribute a notice of scheduled study sessions in your parish newsletter, bulletin, weekly calendar, and website.
7. Set a date for **The Service of Preparation for Junior Membership (Candlelight Service)**. Coordinate the date with your clergy and senior chapter president.
8. Conduct the study sessions.
9. Assist the girls in picking a name for their chapter and electing officers (if appropriate).
10. Contact the diocesan assembly president or diocesan assembly directress and invite them to **The Service of Institution of a Junior Chapter**.
11. Coordinate a date with your clergy, and diocesan assembly president or diocesan assembly directress for the **Services of Institution and Admission** and publish it.
12. Complete the **Charter Application** and collect all registration fees. Mail everything to the National Office at least four weeks before the date of the Services of Institution and Admission.

Resources for Directresses

The resources for a Junior Directress parallel those for chapter presidents and empower her in her ministry to our young sisters in Christ.

They include:

- Prayer and spiritual resources such as a Junior Chaplain.
- Various forms of communication such as the National DOK website, *The Royal Cross and Junior Messenger*, the online (yahoo) group for Directresses, and the National, Provincial, and Diocesan Assembly Directresses.
- Materials such as *The Junior Directress Manual*, *The Junior Daughters Handbook*, various study guides as well as a Leader's Guide, and Mary Davenport's "Work Among Girls."
- The Alpha Fund, which can be used to obtain materials and supplies for starting a new or reactivating an old chapter, defray transportation costs to retreats and events, and provide materials for activities and projects.

The *Junior Directress Manual* is an invaluable resource for how to grow and maintain Junior Chapters. The Manual is available as a download from the National DOK website or can be purchased from the National Office or online store. The Junior Daughters also have their own Handbook and study guides as part of the ministry which are also available on the National DOK website or for purchase from the National Office or online store.

Directresses are encouraged to be in touch with the diocesan assembly, provincial, and National Directresses. Their contact information can be found on the National DOK website. More information is available on the Junior Daughters webpage on the National DOK website under **Membership**. She can also connect with Directresses from around the country on the online (yahoo) group for Junior Directresses to get ideas and share concerns. Since this group is secure, she must be invited to join by the National Junior Directress.

How a Senior Chapter Can Support a Junior Chapter

There are many ways a senior Chapter can support a Junior Chapter. First and foremost it is important to pray for the Directress and the Juniors. Perhaps even offer to include their prayer needs, as requested, on your chapter's prayer list.

Here are a few other ideas:

- Give guidance and support.
- Include the Junior Directress on your chapter's executive board.
- Plan your yearly calendars together.
- Communicate with the Junior Directress and offer to help facilitate particular studies, activities, or service projects.
- Invite the Directress to give a brief report at chapter meetings.

- Provide financial assistance to the chapter as you are able, or encourage your Directress to seek aid from the church, Diocesan Assembly, or apply for an Alpha Fund grant.
- Help with transportation to and from meetings, retreats, and other gatherings.
- Arrange for a “big sister”/prayer partner for each Junior Daughter, especially for a Junior candidate during the preparation period.
- Offer to mentor a transitioning Junior Daughter.
- Send birthday cards, Christmas cards, or get well cards to the Juniors.

Transitioning from Junior to Senior Daughter

After prayerful consideration, a Junior Daughter may join the Order as a senior member when she is 16 years old (see “The Junior Daughter Policies” found in the *Junior Daughter Handbook*). Transitioning is a very personal and often challenging decision. It is important that she discuss this decision with her Directress, the senior chapter president, and her parents.

Below are steps you and/or your Junior Directress can take to help make this a smooth transition.

Assign the Junior Daughter a Senior Daughter Mentor

The mentor will guide the Junior Daughter through the transition process. Information the mentor can provide includes:

- *The National Handbook and Bylaws of The Order of the Daughters of the King®*.
- A list of chapter officers/members with contact information.
- A list of chapter activities including format and dates of meetings.
- Expectations of chapter members.

Things the mentor can do for her include:

- Invite her to senior chapter meetings or help her connect with a church or Daughter’s chapter where she will be moving.
- Arrange for or even lead her study sessions.
- Arrange **The Service of Transition** with the clergy.
- Ensure all paperwork is properly filled out.
- Help the Junior discern if she will become a member of the senior chapter or become a Daughter at Large, which could happen if she goes to college where there is no local senior chapter.
- Stay in touch on a regular basis for prayer and fellowship.

Have a Transition Study Period

The Policies for Junior Daughters (found in the *Junior Daughters Handbook*) require a period of study, or discernment, for the transition. The transitioning Junior Daughter, Junior Directress and/or senior chapter president should agree upon which form of study she should take.

Options include (each is found on the National DOK website):

- *The Transition Study Guide*
- *The National Study Guide*

- A review of *The National Handbook and Bylaws*

Fill Out All Necessary Paperwork and Order A Senior Cross

Current forms are available on the Order's website. All forms and checks should be submitted to the National Office.

With help from her mentor or the Junior Directress, the transitioning Junior Daughter must:

- Fill out the **Application for Senior Membership** checking the box for "Transitioning: from Junior to Senior Daughter." She should also provide her new address if she is moving or going to college.
- Select and pay for her senior cross using the **National Office Order Form**, section B.
- **Be current in her Junior dues**, which can be paid via the National DOK website or by check. She will pay her senior dues the following year.

Hold the Service of Transition

The **Service of Transition** should be arranged by her mentor, Junior Directress, and/or chapter president along with the clergy. Found in *A Daughter's Book of Services* and in both the Junior and senior Handbooks, this special service is for those Junior Daughters who are to be admitted into the Order as senior members. It is a beautiful service that honors their time as Juniors while making their vows as a senior Daughter.

To review, a transitioning Junior Daughter should:

- Have a mentor
- Have a Transition Study period
- Fill out all paperwork and submit it to the National Office
- Pay for her senior cross and dues, if necessary
- Hold the **Service of Transition**

Transitioning: Myth vs. Reality

When we read the history of the Junior Daughters, we see that the Junior Department was designed as a training school, after which it was expected that “they [Juniors] will follow as members of the Order, Daughters of the King.” It was expected that they would go on to become senior members. Yet even with the very first chapter, Mary Davenport was not 100% successful in having all of her Juniors become seniors.

While in theory a Junior Daughter may become a senior member at 16, the reality is many of them don’t. A Junior Daughter thinking about transitioning faces many challenges. For example, what is the best age to transition? How will she fit into a new group of older women? Will she be accepted by the seniors? Juniors may not want to transition because they may want to stay with their fellow Junior Daughters, they may think the seniors are boring, or that they can’t relate. Their perception, or misperception, of senior Daughters is a big factor as to whether or not they transition.

While Directresses must take the lead role in encouraging her Juniors to transition, it is very important that all Daughters encourage our Juniors to transition to senior members. Because ultimately, it is all Daughters who will affect the Junior’s decision.

As Daughters of the King we understand that joining this Order is a calling. And when a Junior Daughter feels called to become a senior Daughter we must do everything in our power to help her.

Even if a newly transitioning Daughter is unable to participate actively in chapter life, the continuity of the call to prayer and service as a Daughter of the King is one she makes for life.

DAUGHTERS AT LARGE

As chapter president, you will have regular communication with your own members through meetings, emails, occasional conference calls, assemblies, and retreats. What is sometimes hard to keep in mind, when you are blessed with members in easy reach, is that often there are Daughters who, for a variety of reasons, are not members of a chapter, but who also need that feeling of connection and communication. This is where you (and your Chapter) come in.

Who is and is not a Daughter at Large (DAL)

Who is a Daughter at Large. A Daughter at Large is a member of The Order of the Daughters of the King® who, because of logistics, geography, or other reasons, is a member of a church with no chapter (see The National Bylaws of The Order, Article III Section 3.C). She wears her cross daily, undertakes a Rule of Life, and pays her annual dues. When a Daughter moves away from a chapter, she has the option of staying affiliated with her chapter through mutual agreement, or becoming at-large. To become at large, a Daughter must notify the Membership Coordinator at the National Office via the **Transition Form**.

This is often the case of a recently transitioned Junior Daughter. When a Junior Daughter transitions to senior Daughter she may leave her home chapter to attend college in an area where there is no local chapter, and hence she may become at large. You and your chapter could be an invaluable aid to her as she makes her way through school.

Who is not a Daughter at Large. A Daughter at Large is not a Daughter who chooses to leave her chapter because she is unhappy with her clergy, church or chapter. This does not make her eligible to become at large. Every effort must be made to discourage a member leaving the chapter. However, if circumstances arise whereby the Daughter feels she must leave, she should consult with the diocesan assembly president or chaplain.

Similarly, a member should not become at large simply because she does not attend meetings, for whatever reason. Regular attendance at meetings is a responsibility of membership, but it is not what determines Daughter at Large status.

*Look for ways to serve
as you are able.
Remember to
**BLOOM WHERE
YOU ARE PLANTED!***



Junior Daughters at Large

Just as there are senior Daughters at Large there are also Junior Daughters at Large. It may happen that Junior members have to leave their chapters because their families move, they change schools, or for various other reasons. Whether or not you have a Junior Chapter in your church, you can still be that loving connection for Junior DALs who may be in your area. Remember, ideally, Junior Daughters will transition to senior members and maintaining that sense of connection may make all the difference. Find out from the National Office or National DAL chair if there are Junior Daughters at Large in your area and get in touch with them.

Connecting with Daughters at Large

Staying in touch with Daughters at Large is critically important to helping them feel connected to The Order. To find out if there are DALs in your area contact, the Membership Coordinator at the National Office who should have the most current list. You can also contact the diocesan assembly, provincial or National DAL chairs.

While letters, post cards, and phone calls are all appropriate means of reaching out, another great way to connect with DALs is to “adopt” one. If there is a Daughter at Large in your area, you could “adopt” her by making a concerted effort to reach out and communicate with her. In addition to making sure she is aware of the resources available to her (see below), your chapter may want to:

- Invite her to your meetings.
- Send minutes of your meeting, prayer lists, and a calendar of events.
- Send a birthday card or other greeting cards.
- Encourage her to attend diocesan assemblies, provincial retreats and Triennial whenever possible.
- Invite her to carpool to assemblies and retreats.
- Invite her to both regular and special services.
- Give her a call or send an email.

Taking these steps can help DALs feel welcome and included. On occasion a DAL may not want to communicate for her own reasons. If that is the case, just touch base once a year to make sure she knows you are still there for her.

Resources for Daughters at Large

There are many great resources available to DALs to help them find information and stay connected to The Order. These include:

- The National DOK website
- The DAL Facebook page
- Daughters at Large chairs at the Diocesan, Provincial and National levels
- The National DAL newsletter sent from the National Office
- *The Royal Cross*, “Cross+Links,” newsletters from the diocesan assembly and province.

Can a Daughter at Large Start a New Chapter?

Certainly! DALs are encouraged to start chapters in their new parishes whenever and wherever Daughters chapters can be formed. You can certainly offer to help with this endeavor. The DAL should find at least two other women who are interested in becoming Daughters of the King and obtain the approval of the parish clergy. Follow the procedures as outlined in the Chapter Manual “How to Start a Chapter.”

A Daughter at Large is ...

Devoted daily to prayer, service and evangelism.

Always remembers it is God’s work she is called upon to do.

Unattached to a parish chapter, but is a part of the larger community.

Glorifies God.

Has hands stretched out to feed the hungry ones.

Teachable, so that she too may teach the precious things God imparts.

Evangelizes when and wherever she can.

Reaps the rewards of being a reflection of God’s love.

Assembles with other Daughters whenever possible.

Touched by the Holy Spirit.

Lifts high the cross.

Alters her life for Him.

Reaches out to others to spread His Kingdom.

Generous in her giving.

Eager to do whatever she can For His Sake.

HONORING A DEPARTED DAUGHTER

It is always difficult when we lose someone close to us, and losing a member of our chapter is no different. Whether she has been a Daughter for many years, or just days, whether she is a Junior Daughter or senior Daughter, it is very important to honor her by acknowledging her devotion to the Order, her commitment to a Rule of Life and her desire for a closer walk with our Lord Jesus Christ through prayer, service and evangelism.

When a Daughter passes away there are several things you can do to not only honor her but also respect her wishes regarding her cross.

- First, consult the clergy of the parish to talk about her time as a Daughter and what role your chapter may have in the funeral service.
- Second, check her **Disposition of Cross Card** to see her wishes for the cross.
- Third, be sure her name is included in the Memorial Service held during a Diocesan or Provincial Assembly.

Consult with the Clergy

When a member passes it is important to talk with the clergy of the parish. You may want to offer your assistance with the funeral service itself as well as at the reception if it is desired. You may also inquire as to what role your chapter could have at the funeral service. Let him or her know that there is a ***Service for a Departed Daughter Used at a Funeral*** that can be incorporated into the Burial Rite from *The Book of Common Prayer* as well as other denominational funeral services.

Be sure the clergy knows that the Service is meant to pay tribute to her faithful devotion to The Order of the Daughters of the King®. Provide a copy of the service for his or her reference and discuss when to use all or certain elements of the service in the Burial Rite.

There may be times when a member passes away and the church and/or chapter will not be involved in her burial or funeral service. If that is the case, then you may wish to hold the ***Memorial Service for a Departed Daughter*** during a chapter meeting or other gathering of Daughters. No matter how she is honored, it is still very important to follow up with the proper disposition of her cross.

Disposition of the Order's Cross

Since it is likely that the clergy will be in touch with the family of the departed Daughter, it is important to convey, with the utmost sensitivity, that the cross she is wearing actually belongs to The Order and that before her death she made clear her wishes as to what to do with it upon her death.

On the **Disposition of Cross Card** she designated whether her cross will be buried with her, placed in her urn, or returned to the National Office. Be sure to refer to the card to see what the case may be.

Sometimes the family may not know the significance of the cross or fully understand what it means to be a Daughter of the King. It is therefore important to be in contact with the family either directly or indirectly through the clergy, so that the Daughter's wishes for her cross may be carried out.

Memorial Services at Diocesan and Provincial Assemblies

Be sure to let your diocesan assembly president know of the passing of your chapter member. She can then ensure that her name is read during a memorial service (if held) during its assembly. Often a candle is lit or a flower is placed on a cross, in honor of that Daughter. In the case of a provincial assembly, some form of a memorial service is held on behalf of all the Daughters who passed away from each diocesan assembly.

Other Ways to Honor a Departed Daughter

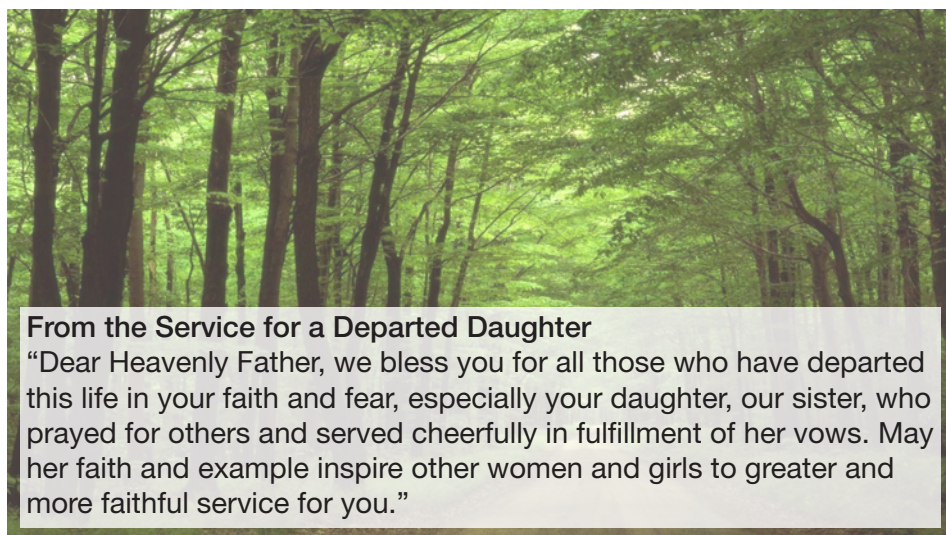
While the cross of The Order is either buried with a departed Daughter, placed in the urn, or returned to the National Office, one way to identify that she was a Daughter of the King is to have The Order's cross etched on her urn or even engraved on her tombstone. Many Daughters have requested this while making funeral arrangements. It is important that she fills out a **Special Purpose Trademark License Agreement (SPTLA)** ahead of time (see section on "The Trademark Policies and Procedures"). The SPTLA is available from the National Office. Keep in mind that no reputable engraving company will engrave a registered trademark without an agreement in place.

Other ways to honor departed Daughters include:

- Make a donation in honor of the departed Daughter to any of the four Funds. Use the **Contribution Form** (found on the National DOK website) and include the name of the honoree and the reason for the honor with the donation. Her name will be recorded in the Order's *Book of Remembrance, Honor and Thanksgiving*, which is displayed at the Triennial Assembly as well as at General Convention.
- Submit her name for the *In Memoriam* page on the National DOK website. Write a brief remembrance and send a photo. See the *In Memoriam* page on the National DOK website, in the **About The Order** section under Prayer, for more details.
- Create or add to an existing Memorial Walk by engraving a brick with the Daughter's name and our emblem (requires a SPTLA).
- Create a shadow box type display or a large plaque for your church with the Daughters' name and our emblem engraved on a gold or silver name plate (requires a SPTLA).

- Make a quilt of squares with the names of the departed Daughters from your chapter. This quilt could be passed from one chapter president to another, and displayed at chapter meetings or even in the church.

When we lose a member of our chapter, it is as if we have lost a member of our own family. Daughters of the King are bonded together as sisters in the Order. Grieving together as a chapter, with their family, and as a larger community of Daughters, helps not only ease the pain of her loss, but also brings us together to celebrate her now glorious entry into the heavenly Kingdom of God.



BEYOND THE CHAPTER

“No chapter is an island”

While we as individual Christians are part of the body of Christ, we as individual Daughters are part of the body of The Order. Members belong to chapters, chapters belong to dioceses and dioceses belong to provinces.

If we keep ourselves separated from the whole, then we deny our gifts to the rest of the Order.

From Chapters to the National Council: How Units of the Order Are Related

Three or more women may form a **chapter**, with the consent of the clergy in charge of their church. They will choose at least two officers.

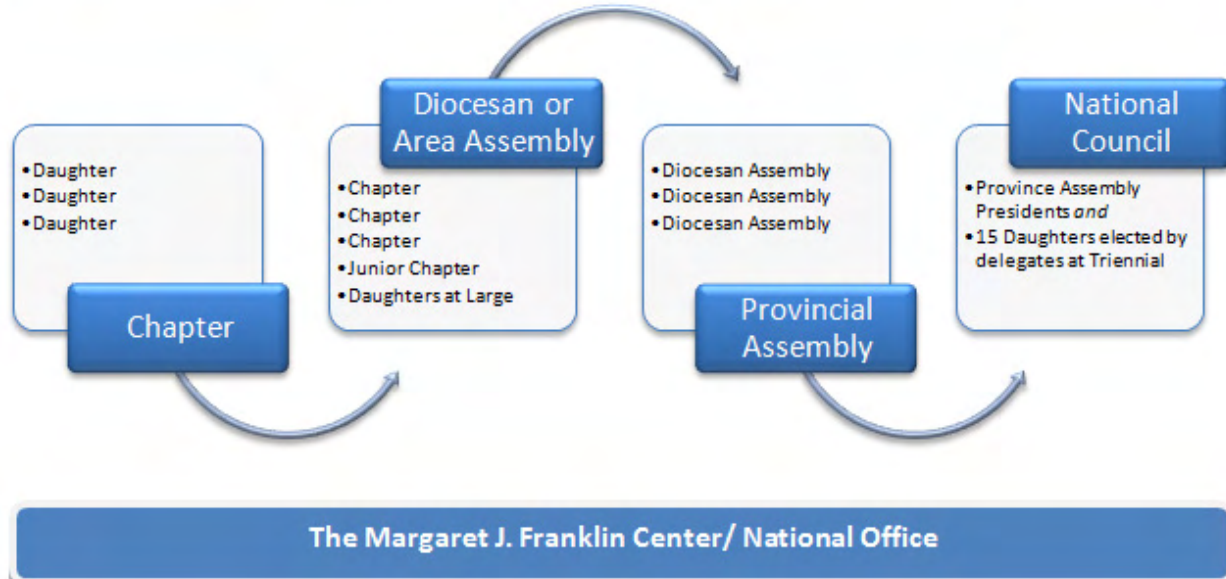
Three or more **chapters** may form a **diocesan assembly**, with the consent of their bishop. The assembly elects officers, and the presidents of the chapters may make up the rest of its governing board, possibly with additional appointees.

Three or more **diocesan assemblies** may form a **provincial assembly**, and elect the assembly officers. All the diocesan assembly presidents may be considered members of the **province board**. The president of a provincial assembly is also a member of the **National Council**.

Delegates from chapters, diocesan assemblies, and provincial assemblies, along with the National Council, meet every three years for a **Triennial Convention** and elect fifteen Daughters to three-year terms. Together with the **province presidents**, they make up the **National Council**. The Council then elects its own officers, and meets to conduct the business of the Order between Triennial gatherings.

The **Margaret J. Franklin Center** is located in Woodstock, GA, and is home to the **National Office** and the Archives. The National Office Staff serve all Daughters by maintaining communication, membership records, and financial records, as well as producing and shipping literature, charters, and crosses. **National Council** officers work with and oversee the staff of the National Office.

Organizational Chart of The Order of the Daughters of the King®



Leadership in Local Communities

Often God calls Daughters into leadership through the needs of our local communities. As we prayer-walk or join in community service projects we may see places of need and link up with other churches or groups that have similar concerns. Daughters may join other volunteers in maintaining a food bank, tutoring at-risk children, befriending refugee families, or tending community gardens. Leadership often begins when the Holy Spirit prompts us to propose a project or to show up and offer our time, energy, and prayers. Do not overlook opportunities to bless your community and reach out to others through such local networks.

Participation and Leadership Within the Order – Diocesan and Provincial

Leadership skills cultivated within a local chapter are often noticed – and needed – within the network of chapters that form the diocesan assembly. Again, leadership begins with a willingness to show up and participate, whether the occasion is a presidents' planning meeting, a conference call, a retreat or an assembly. If you are president of a chapter, make a point of calling the diocesan assembly president and introducing yourself. You could offer to help as needed at the next diocesan event. It's very important to encourage your chapter members to attend diocesan-wide events so that they feel connected to the larger sisterhood of Daughters.

How is one chosen for office in a diocesan assembly or provincial assembly? Often, others see our spiritual gifts more clearly than we do and suggest that we should stand for office. Remember, in The Order, candidates do not run, i.e., campaign – we stand for office. Sometimes we notice possible directions for the

assembly or province and let others know we want to get involved. In either case, prayerful discernment is needed, both by the person who nominates and the nominee (see section on “Nominating and Standing for Office”).

A Daughter in good standing who feels called to an office should submit her name to the nominating committee and pray for discernment. Keep in mind the appropriate role might turn out to be an appointed position such as a committee chair rather than an elected office.

The details of the process will vary from one assembly to another; but during the year leading up to Triennial, a nominating committee will approach several Daughters and put together a slate of women willing to stand for election at the next diocesan assembly. The slate will be publicized ahead of time and there will be opportunity for nominations from the floor before the election. The process is much the same on the provincial level.

To stand for National Council, a Daughter must be nominated by a diocesan assembly. A signed nomination form must be submitted to the National Office before January 15 of the Triennial year. It is also possible to be nominated by a diocesan representative from the floor at Triennial. In order to be eligible to stand for National Council, a member must be current in her dues, must have held some office in a chapter, Diocesan Assembly or Provincial Assembly, and must have been a member of The Order for at least three years (see The National Bylaws of The Order, Article VII. Section 1.4).

In Luke 14: 25-33 Jesus challenges his followers to count the cost before becoming his disciples. We do well to count the cost of leadership in the Order. It requires many volunteer hours, frequent communication by phone and email, travel to meetings near and far, discussion of difficult issues and continual spiritual growth. Yet, when we say “yes” to God’s call to lead, our lives are enriched. We form deep friendships, we see many others blessed through our work and we grow personally as we carry out the tasks and challenges of leadership.

[The National Council](#)

The National Council is elected every three years and serves as the “Board of Directors” of The Order of the Daughters of the King®, as incorporated in the State of Georgia.

Every Diocesan Assembly has the privilege of nominating one woman to National Council. From those nominees, delegates at Triennial Convention choose 15 women and entrust them with the leadership and assets of the Order. Council members are limited to three terms, insuring a continual infusion of new leadership. Prior to Triennial, each Provincial Assembly elects a president, and the provincial presidents join those elected at Triennial to form the new National Council.

Shortly after the election, the new Council meets to elect its officers. The five officers, plus one more Council member appointed by the president, make up the

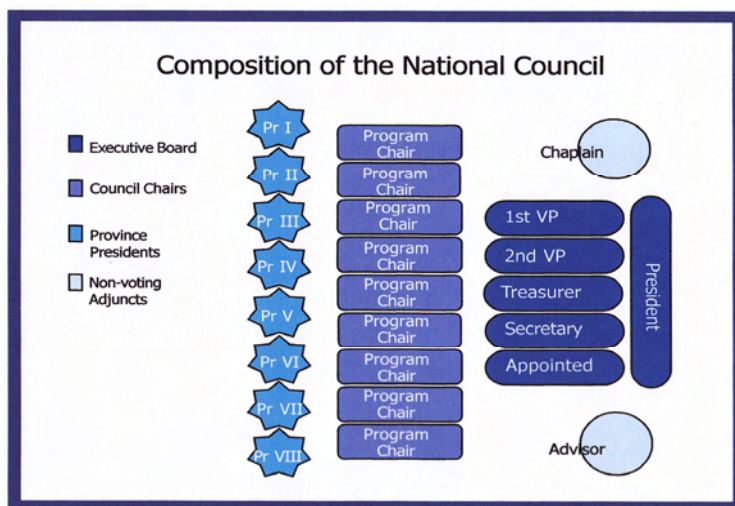
Executive Board, which meets more often than the Council to conduct necessary business. The president reviews the resumes of her Council, and in consultation with her Board, assigns responsibilities. Since there are always more tasks than Council members, some of the province presidents are assigned tasks over and above the leadership of their provinces.

Council responsibilities fall in five general categories: Communication, Finance, Spiritual Growth, Membership, and Triennial Planning. Often a chair needs to recruit committee members off Council as well as on Council to help carry out her responsibilities. For example, in the area of membership, the Junior Chair and the International Chair are tasked with broad responsibilities and need help! Planning for Triennial is such a huge job that as the event approaches, the Triennial Chair assigns tasks to everyone on Council.

The president will also appoint a chaplain and an advisor. Presidential duties include supervising the administration of the National Office (working closely with the Office Administrator, with assistance from the Executive Board). The President also sets the agenda for National Council meetings, Executive Board meetings, and the Triennial program. She wears Margaret Franklin's original gold cross and represents the Order nationally and internationally.

The National Council meets at least once a year, usually in the fall. The Executive Board meets at least twice a year. Between meetings, email conversations and conference calls maintain communication. Council members are all volunteers; although they receive reimbursement for their travel to National Council and elsewhere on DOK business, they spend countless hours on the work of the Order without pay. They do it because they love the Order, love their Lord, and want to spread His Kingdom, especially among women and girls.

For a list of the entire National Council and its positions, see the National DOK website under **About The Order**.



Triennial – A Nation-Wide Gathering of Daughters Every Three Years

What is Triennial?

The Order of the Daughters of the King® holds a National Convention, also known as the Triennial Assembly, every three years in the same year of the General Convention of the Episcopal Church. Both senior and Junior Daughters come from all over the nation and the world to meet and fellowship, to praise and worship our Lord and to learn and grow in our faith.

A lot of planning goes into making our time together rewarding, spirit-filled, and well worth the journey a member might take to get there. It is a wonderful and unique experience to be in fellowship with so many sisters in The Order. It is a great adventure every Daughter should make.

The Assembly is also the governing body of The Order. It is during the business meetings where all the important matters of The Order take place, such as passing resolutions, amending our bylaws and voting for the next National Council. The governing body is composed of one delegate from each chapter, one delegate from each Diocesan Assembly, together with the members of the National Council. Each delegate may also have an alternate (see The National Bylaws of The Order, Article VII Section 1.B).

While all Daughters and guests are welcome to attend Triennial, only delegates may speak and vote at the Triennial business meetings.

Who will represent your chapter at the next Triennial?

Since the business meeting is where resolutions are passed, bylaws are amended, and the new National Council is elected, it is important that your chapter is represented with voice and vote. Typically the chapter president or other chapter officer serves as the delegate, but if none can attend Triennial, then the president may ask for a volunteer and even vote on who will be their delegate if more than one Daughter would like to serve in this capacity. Remember that an alternate delegate may also be selected go to Triennial.

How will she be funded?

Triennial is usually a five-day event. Attendees should budget for the registration fee (which includes meals during the event), transportation expenses and hotel accommodations. Thus careful attention to both time and money must be paid when prayerfully considering attending Triennial.

Sending a delegate from your chapter can be a challenge simply because the available resources come from personal donations that are typically used to finance service projects or given to particular needs. If possible, set aside as much as \$100/year to assist a delegate to Triennial. This may be enough motivation and support for one member to save up enough of her own money to attend. The

chapter could cover the cost of her registration, for example, while she would pay her travel costs and hotel. You may also ask for help from your rector's discretionary fund. Or, the Daughter who wants to go may ask her family and friends for cash gifts on her birthday or other special occasion, to help her attend Triennial. Sometimes a couple or family group will go to the area for a vacation, especially if they have Junior Daughters, allowing the Daughter(s) to attend the Triennial events and stay on to enjoy other activities.

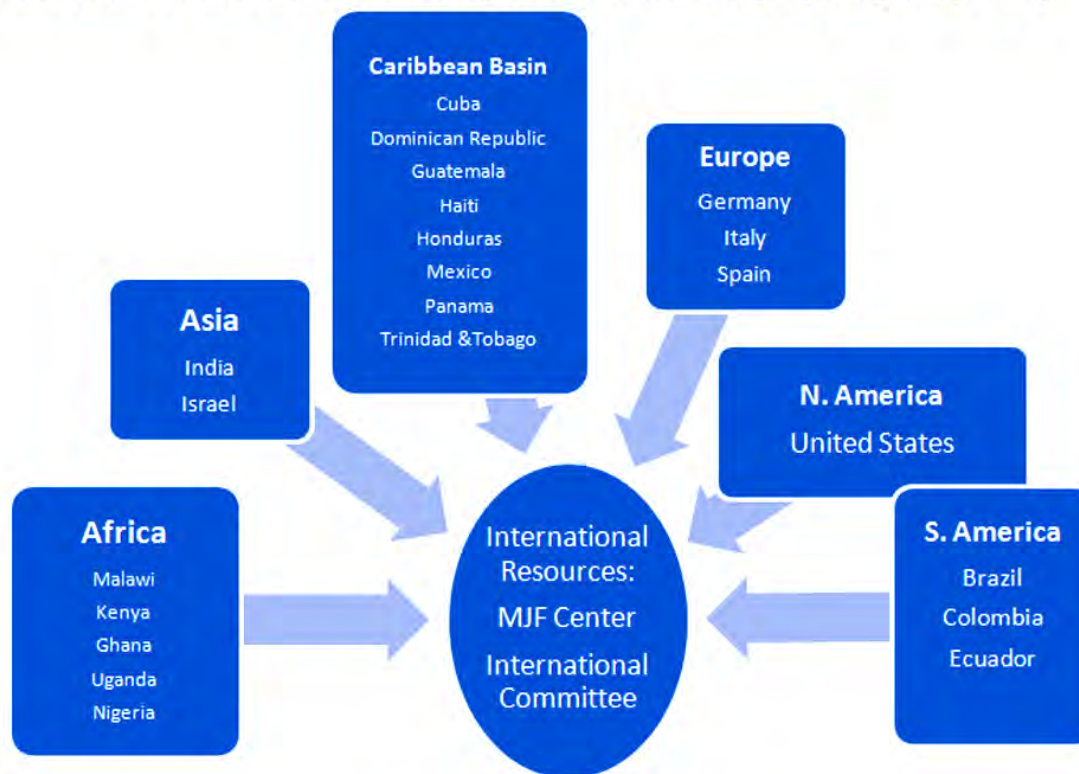
To reduce the cost of a hotel room, encourage your delegate to find a roommate—possibly another delegate from her assembly—to split the costs. The price of a Triennial room remains the same whether one or four persons are sleeping there, so finding a compatible roommate(s) makes the event more affordable. Sometimes the Triennial Chair is able to locate space nearby for the Junior Daughters at an even more affordable price.

Generally speaking, individuals and groups planning towards Triennial need to anticipate costs in the neighborhood of \$1000, and save accordingly. The Order makes sure it is less expensive for Junior Daughters to come, both by setting prices as low as possible and by subsidizing their attendance. Such cost breaks make it a little easier for a Daughter to bring one or more girls with her, whether family members or Juniors sponsored by her chapter.



International Daughters: Sisters all over the World

Location of International Daughters of the King by Region (2014)



National Assemblies of the Order

The Order of the Daughters of the King®: USA
Daughters of the King: Malawi
Filles du Roi: Haiti

Filhas do Rei: Brasil
Hijas del Rey: La Republica Dominicana
Hijas del Rey: Honduras

Even before The Order held its first convention in 1893, an international chapter was founded in Canada. In the early 20th century The Order spread to many countries within the Anglican Communion, carried primarily by missionaries and expatriates. However, WWII, followed by wars of independence, resulted in the disappearance of nearly all Daughters of the King chapters outside the United States.

As The Order approached its centennial in 1985, the practice of founding DOK chapters in other countries was renewed. The first chapter in Brazil was formed in 1981 under the guidance of The Reverend Patricia Powers, an Episcopal missionary who received support from The Order. As a period of renewal and rapid growth began among chapters in the United States, so also the impetus to share The Order with women elsewhere began to grow. Daughters studying or living abroad formed chapters. Members of the National Council began to carry the vision to other countries, as did long and short-term missionaries. In some cases international students who became Daughters while they were in the States initiated chapters when they returned home. Not all of these new chapters survived, yet as of this writing The Order is active in 21 countries outside the United States, as listed in the chart above.

In the providence of God, the basic elements of a DOK chapter function as a practical template for women in many cultures to disciple one another, grow in faith, and strengthen their churches. Stories from Africa, India, Europe, South America and the Caribbean basin joyfully tell how God is calling women to serve him through membership in The Order. The National Council's International Chair and her committee can barely keep up with requests to introduce the Order or foster the growth of The Order in many places. The Holy Spirit is calling us across national boundaries to share sisterhood in Christ.

It is hard for one or two chapters alone to continue beyond the vision of their founders. Therefore, it is vital not only to encourage new chapters, but also to partner with them, as needed, to begin other chapters in the same region. Several chapters in touch with one another can offer mutual encouragement and continuity. If they truly meet a spiritual need among the women of their region they may spread and form a national organization. At present there are five countries (listed in the chart) where Daughters elect national officers and hold national assemblies on a regular basis. The largest of these outside the United States is Malawi, where Daughters have recently been asked to introduce The Order to a neighboring diocese in Zambia and elsewhere. The fastest-growing national assembly may be in Haiti, which grew from six chapters to twenty-seven chapters within three years.

Due to technology it is far easier to overcome barriers of distance, language, and culture in the 21st century than it was in the early 20th century. Even so, it is challenging. The Order endeavors to bring international leaders of The Order to the U.S. Triennial every three years so that they may share their triumphs and challenges with each other and with the U.S. Daughters. We ask for reports from international chapters or assemblies, provide literature and send representatives to visit as we are able. We would like to sponsor regional roundtable discussions as well, but as of this writing that is a hope for the future. In the meantime we are encouraging U.S. chapters to develop prayer partnerships with chapters in other countries, although both language barriers and the need for accurate contact information mean that the process of matching is usually slow. Patience can be abundantly rewarded, however!

Prayer Partnerships with International Daughters

The purpose of Daughters of the King prayer partnerships is for National and International chapters to pray for and communicate with one another. There are no financial obligations. It is hoped that through enhanced communication, both chapters will enjoy friendships with Daughters of the King in other countries, and will realize that they are part of a worldwide sisterhood. Most importantly, partnered chapters will be blessed through prayer.

Getting Started:

- Present this opportunity to your chapter. If they are interested in developing a prayer partnership with an International Chapter, begin by praying for God's direction.
- Visit the National DOK website, under the **Membership** or **Resources** section, and complete the **Request for an International Prayer Partner**. Upon submission the request will be sent to the Prayer Partner Chair on the National Council.
- Once you have received the information about your International Prayer Partner, begin praying. It is suggested that your chapter select a scripture verse or psalm to use as you pray on a regular basis for your assigned Prayer Partner chapter.
- Contact your International Prayer Partner chapter using the email or regular mail address that's provided, and include a photo of your chapter and the names of chapter members. You may also share prayer concerns, birthdays, service projects, etc.
- Advise the Prayer Partner Chair if you are not able to make contact with your partner chapter or if communication is too difficult.
- Contact the Prayer Partner Chair if concerns arise regarding the needs of your Prayer Partner chapter.
- Please be patient as you begin communicating with your overseas partner – mail delivery may take time, especially in Africa and Haiti. Accessing a computer for email communication may not be possible; cell phone access is more likely in many areas. If members of the two chapters do not speak the same language, they will need to seek out a bi-lingual assistant or rely on Google Translate. In some cases, you may be helping to re-establish communication with a chapter that has been out of contact for some time. Establishing communication gives a profound awareness of how we are one fellowship in Jesus Christ, however far apart our Chapters may be.

How a Senior Chapter Can Support International Daughters

With many of our International sisters being so far away, it may seem as though there is not much we can do to help them, other than pray, but there is. Below are several ways a senior chapter can support our International sisters.

First, of course, is pray. Many of these women live in dangerous and impoverished parts of the world. We must always pray for the safety and well-being. Also pray that they reflect the love of God in the countries where they live so that others may be drawn to our Lord Jesus Christ.

Second, is share. Talk to visitors from other countries about the blessings of having a Daughters of the King chapter in your church. If appropriate give them materials to take back with them. The Order has literature in Spanish, see the **Resources** section of the National DOK website.

Third, is visit. If a member is traveling abroad let the International Chair know. There may be an opportunity for them to take literature and materials, visit an established chapter, or help plant a new chapter. What a great way to be an ambassador for The Order!

Fourth, is give. There are several places where Daughters can make donations to support our International sisters. The **International Development** account is used to develop Daughters' chapters around the world by providing materials and resources in various languages; support travel expenses of Daughters who go to serve as study guide leaders, institute chapters, admit new Daughters, and install officers; as well as bring International Daughters to Triennial. Also, the **International Crosses** account is used to pay for crosses for new Daughters in developing countries. A donation of \$17 buys a cross for one new Daughter. Donations to both accounts can be made on the National DOK website under the **Support Our Mission** section.



THE SERVICES OF THE ORDER

The various services of our Order are a very important part of our ministry and mark important moments in our life as a Daughter. When planning any of the services, consult with the clergy to determine the appropriate time and place to have it. Most services occur during the celebration of the Eucharist; some occur during chapter meetings.

It is very important that the clergy, candidates and members are familiar with the service and what their role is, so make sure a copy is available for everyone.

All Services are located in *A Daughter's Book of Services* and on the National DOK website. Most services are in *The National Handbook*.

Sometimes there is confusion as to which service is done when. Just remember, we **institute** chapters, we **admit** members and we **install** officers. A list of all the services of the Order and what their purpose is found below.

Service of Preparation for Membership

- This service takes place before prospective members begin the study period.
- Prospective members essentially promise to be faithful in their study and preparation for membership in The Order. Junior Daughters make the same promise and receive a candle as a symbol of their promise. Candles are optional in the senior Service of Preparation.
- The Service of Preparation for Membership takes place either at an appropriate time during the celebration of Eucharist or during a chapter meeting.

Service of Institution of a Chapter

- This service is used to formally establish a chapter at a church.
- The Service of Institution of a Chapter includes the Presentation of the Charter to the clergy who duly institutes the chapter in the parish.
- It is to be followed by the Service of Admission and may include the Installation of Officers and Chaplain.
- The diocesan assembly president or her representative should present the Charter and Chapter for Institution to the clergy. She should also present the members at the Service of Admission. If there is no diocesan assembly, it is fitting that a provincial representative or other member of the National Council makes the presentation.

Service of Admission

- This service takes place after prospective members complete the study period.
- At this time, the new member receives her cross, which is blessed by the clergy, and promises to faithfully obey the two Rules of the Order, offer her aid to the clergy, wear her cross faithfully and work for the purposes of the Order.

Service of Rededication

- During this service a Daughter renews the vows she made at the Service of Admission and rededicates herself to the Order, its purpose and its mission.
- It is also used when a Daughter is to be reinstated.
- The clergy or chapter president may lead it.
- This service is customarily used at the close of the National Triennial of the Order but can also be used by chapters any time of the year.

Service of Transition from Junior to Senior Daughter

- This service takes place after a Junior Daughter completes the study period and professes her desire to become a senior member of the Order.
- She receives her senior cross and confirms the promises she made at her Service of Admission as a Junior and rededicates herself to the Order, its purpose and mission.

Service for a Departed Daughter used at a Funeral

- The service takes place during (or as part of) the funeral of a departed Daughter.
- The service honors her faithful devotion through The Order of the Daughters of the King® and acknowledges the chapter's loss.

Memorial Service for a Departed Daughter

- The Service can be used at chapter meetings or other Daughters gatherings.
- This Service honors the Daughter's faithful devotion and provides a way for Daughters who could not be present at her funeral to honor their sister and mourn her loss.

Service of Installation of Officers – Chapter, Diocese, or Province

- In this service new officers agree to devote themselves to the tasks they have agreed to do or been elected to do and members promise to support and cooperate with their chosen officers.
- The clergy of the parish installs chapter officers. The Diocesan Chaplain installs diocesan officers and the Provincial Chaplain installs Provincial officers.
- If it is not possible for the appropriate clergy to install officers, a member of the Order may lead the service, omitting the benediction and concluding with “Let us bless the Lord,” to which members respond, “Thanks be to God.”

Service of Installation of Chaplains–Chapter/Diocese/Province/National

- In this service the chaplain, chosen by the president, is installed. The chapter president installs the chapter chaplain; the diocesan assembly president or past diocesan chaplain installs a diocesan chaplain; and the province president or the past provincial chaplain installs a provincial chaplain; a National Chaplain may be installed by the National President or past National Chaplain.
- Junior Chaplains may also be installed using this service.

Service of Installation of Members and Officers of the National Council

- In this service the newly elected members and officers of the National Council are installed.
- Margaret J. Franklin’s gold cross is blessed and presented to the new incoming National President.
- This service is held during the closing Eucharist at Triennial.

PRAYER, SERVICE AND EVANGELISM

Although *The National Study Guide* discusses prayer, service, and evangelism in separate chapters, a Daughter's basic commitments are all related and flow into one another. As we pray each day, God opens our eyes and burdens our hearts to pray for an individual or for a broader need. The more we pray, the more attentive we become to those we pray for. Our increased awareness motivates us to show God's kindness in practical ways. Thus we begin to serve others. As we engage with individuals, we notice ways God is already at work in their lives, and we can share how God has worked in our own lives. We pray some more for God's light to shine among those we serve – and for more opportunities to show and tell the love of God. The more we see God at work, the more we are inspired to pray, to serve and to tell of God's mercy. The cycle repeats!



A brief publication developing this concept is available on our website or can be ordered from the National Office. Titled, “Pray Your Way into Their Story,” it describes in more detail a holistic “Prayer-Care-Share” understanding of outreach and evangelism, motivated and empowered by prayer and service.

Prayer

In our Rule of Life, prayer always comes first. Our daily choice to consciously practice the presence of God gradually transforms our lives. At first, most of us are inconsistent about maintaining daily prayer, even though the rule is not strict. Our vows do not specify particular prayers, length of prayers or times of prayer, just that we pray daily for our sisters, our church and our clergy. Yet, even minimal daily prayer increases our ability to see God at work around us. We grow in faith to pray, not only for our own needs, but for those of others. As we practice listening for God's voice, we learn to recognize and act on half-whispered responses to our frequent question: “Lord, what will you have me do?” Over time, daily prayer creates in our hearts a flowing spring of praise and thanksgiving to our awesome God.

The great strength of being a Daughter is that each of us starts out as a member of a chapter of praying women or girls, ideally surrounded by others who will encourage and mentor us in becoming more faithful disciples of our King and Savior Jesus Christ. Friends can share how God has led them, confess their struggles and give thanks for answers to prayer. Although we may at first be shy of praying out loud with a small group, with trusted friends it gets easier to speak the cry of our hearts very simply in our own words. We can learn from others a whole

variety of ways to deepen our prayer lives and become more open to the work of the Holy Spirit. When we are hurting or perplexed, there is always someone who will pray with and for us.

The network of praying women to which we belong extends to churches in our immediate area, across our nation and around the world. When a tornado hits Alabama, for example, a call for prayer can go out to thousands of women across our nation. When Honduras experiences an earthquake or there is a political crisis with violence in Kenya, Daughters of the King, in great numbers, pray for that need at the request of their sisters in those countries. When spiritual evil seems to invade a campus, church or community we know, we can call on our sisters in other places to ask for angelic intervention.

Intercessory Prayer

Intercession may be defined as coming to God on the behalf of another. According to Webster, “intercede” means “to go between; act between parties with a view to reconcile those who differ or contend; to interpose; to mediate or make intercession.” Time and again in scripture we read of the prayers of the patriarchs and the prophets, of Jesus, of the apostles and disciples on behalf of others and we see the effectiveness of intercessory prayer. Prayer is the proving ground of our faith, a way of developing intimacy with God. Through intercessory prayer, believers stand in the gap for others, linking God’s mercy with human need. “So I sought for a man among them who would make a wall, and stand in the gap before me on behalf of the land, that I should not destroy it, but I found no one.” (Ezekiel 22:30) (NASB)

Daughters practice intercession individually in their daily prayers, corporately in regular worship and also in their chapters. Chapter meetings should include scheduled time for intercession where Daughters, together, name before God their shared concerns. Some practical helps for chapter prayer are provided at the end of this section. They include:

- **Guidelines for Prayer Groups**
- **Prayer Request Form**
- **Guidelines for Prayer Lists**

Service

At our founding, Daughters understood their vow of service largely in terms of efforts to disciple others, especially women and girls. A paragraph about evangelism follows the description of the two Rules in our Handbook, since “the spread of Christ’s Kingdom” is a key element in both the Rule of Prayer and the Rule of Service. For Daughters, prayer comes first, so preparation for any service, witness or outreach to others includes prayer. Indeed, intercessory prayer itself is service, and chapters often serve their congregations by maintaining the list of prayer requests used in the prayers of the people.

To begin to think about service, we need to know what we are about. We need to know that as Daughters of the King we are indeed a part of the royal household. We are chosen servants of the Lord – chosen to seek and hear Christ’s teaching and to follow in His footsteps. We pray, we listen, we become grounded in His Truth and come in touch with the Holy Spirit and His power. Our spiritual roots need to be deep enough to balance our activities.

There are always more “needs” than we have time and energy for, so we ask the Holy Spirit to lead us to those who will be blessed by who we are and what we have to give. We consider the needs of our parish and community – particularly those that God seems to call to our attention. We assess the talents, time and gifts of the members of our chapter, always with faith that God can do more with what we give than we can imagine.

Service Projects

The Rule of Service obligates Daughters “to render at all times aid to the clergy for the spiritual up-building of the church.” Spiritual up-building frequently involves pastoral care, such as visiting the sick, taking the sacrament to nursing homes, or transporting parishioners to medical appointments. Often, chapters help bereaved parishioners by preparing receptions following funerals at the church. Individually or collectively, members may teach or assist with church school, form a healing prayer team, lead an adult forum class, work with Vacation Bible School, assist a youth project or sponsor a retreat day. Ministry projects of all kinds should be undertaken only with the consent and input of the church rector, along with prayer support from any chapter members who are not otherwise engaged in that ministry.

The Rule of Service also asks each Daughter “to be Christ’s faithful servant in the extension of His Kingdom.” Many chapters fulfill this purpose with works of mercy in our communities, often through other organizations. Outreach may take many forms, from tutoring grade school children to building Habitat for Humanity® houses. Many chapters help feed the hungry. Daughters in one church annually ask for donations of new underwear and socks for a homeless shelter. Others make blankets or quilts for patients, sew prayer bears and knit prayer shawls. One chapter teaches knitting to women in a halfway house. In countless other ways Daughters reach out to the needy, the sick and the lonely.

Sometimes Daughters are inspired to surprise someone in Jesus’ name. Surprises could be Easter baskets for kids and their moms at a shelter, a birthday party for a shut-in, care packages for Canterbury club students on campus or popsicles and Bible songs in a park. To engage in “conspiracies of kindness” without thought of reward brings joy to others and to us. We want to share not only the love we have been given but also the joy we experience in following Jesus together, praying always that those we meet will be blessed by our Lord.

Evangelizing Our Children

How do we pass on the faith we have received to our children and grandchildren? What about the children and young people in our church? Our neighborhoods? “Feed my lambs,” Jesus said to Peter. We may despair when we see how mesmerized 21st century children can be by images on screens large and small, but they see our crosses too.

In a speech to the Methodist Women’s Assembly in Louisville (2014), Hillary Clinton recalled how her grandmother sang hymns as she braided her granddaughter’s hair, and how her father prayed at her bedside every night. Her Methodist church was a church she loved, a place that nurtured her faith.

The daily rituals of prayer at table and bedtime can have a profound effect on the spiritual growth of a child, especially if they see that their parents or grandparents make their faith a priority.

Scrapbooks can reflect our faith in God. A Daughter commented, “When our oldest grandchild graduates from college, one of her gifts will be a scrapbook of special times when her life and ours intersected with God in unique ways. There is a picture of her with me as I told her the story of the Good Shepherd on the second anniversary of her baptism . . . They show her as she grew and was confirmed”

We need to do all we can to make our churches not only safe but “child-friendly,” a place where children can believe that Jesus loves them because members care about them. Every child in our churches should be prayed for regularly by at least one adult. Our church’s ministries to young people and children should be on our prayer lists and frequently Daughters volunteer to be a part of those ministries.

Mary Davenport, founding mother of the Junior Daughters, said, “We must not let their lamps go out for want of oil.” Starting a Junior chapter is an excellent way to evangelize young girls in our midst. To form a chapter, it only takes three baptized girls, one or more committed adult Daughters to serve as Directress(es) and, of course, the approval of the clergy (see section on “How to Start a Junior Chapter”). Juniors can invite their friends from other churches to join, so the group is not limited to the number of girls in the sponsoring church. There are many resources available to help Junior Directresses work with the girls (see section on “Resources for Junior Directresses). Daughters who are not actively leading the Juniors can still support them in prayer and provide food or craft materials when needed (see section on “How a Senior Chapter can Support a Junior Chapter”).

Service Evangelism

Many of us learned the mantra of friendship evangelism through Cursillo: “Make a friend, be a friend, and bring that friend to Christ.” Faith often spreads in just that way, through networks of personal relationships. Friends invite friends and family to an outdoor picnic, a concert, a discussion – and then to a regular service. Early in the Order’s history, members pledged to invite at least one woman to church each week as part of their vow to serve.

The concept of service evangelism is less familiar, but is integral to the “Fresh Expressions” movement in England and is spreading in the U.S. as well. It is highly compatible with The Order’s practice of prayer, service, and evangelism. A major insight of this movement is that “Acting as a group to serve people nearby allows forms of witness that are impractical for individuals.” (Michael Moynagh, *Being Church, Doing Life*, Monarch Books:Oxford, 2014, p. 22). Fresh Expressions groups may be small, but they think of themselves as a witnessing community with a desire to be of service to their “unchurched” neighbors, whether in a workplace or neighborhood. Documented service projects include bereavement groups, business lectures, craft activities, new mothers support groups, Hot Chocolate Dundee – Moynagh describes hundreds of service projects on both sides of the Atlantic.

Service-first evangelism is shaped by what the group has to give and the perceived needs of those around them. Understanding service as witness for Jesus’ sake, the Christians who undertake it consciously and prayerfully introduce “a taste of church” or “signposts to Jesus” within the project. They may invite prayer requests. They may do something special at Christmas or Easter. They may have a “God-slot” in a series of lectures or craft projects or engage the larger group in supporting a drive to help a needy family. Individuals who would not consider attending church may not only be blessed by the activities, but also become seekers after faith as they participate.

Daughters as a group frequently engage in service projects that touch unchurched people in our communities. We could become more intentional in understanding our service as witness to our King and Saviour, and be less shy about offering Christian faith, including prayer, as we serve and wear our crosses. May the Holy Spirit enable us to let the light of Christ shine more and more in what we do and what we say as we carry out our vows to pray, serve and evangelize!

Some practical helps for common service activities are provided at the end of this section.

They include:

- **Suggestions for Quiet Days**
- **Suggestions for Short Retreats**
- **Guidelines for Visitation**
- **Guidelines for Healing Prayer Ministry**

Guidelines for Prayer Groups

An established prayer chain or distribution list is an effective way to quickly communicate prayer requests so timely prayers can be offered. Prayer requests can be communicated through email or by phone. Be thoughtful about what email address is used when you are sharing requests by email. Office email is subject to review by the office management, for example. Some Daughters share an email address with another family member. In those cases perhaps the Daughter can have a clear understanding that any email with the subject heading “DOK – confidential” should not be opened by anyone else. Generally, office-based emails should be avoided in favor of personal emails. Perhaps a text is a better alternative.

In a telephone chain, the first person calls the second person and so on until all the members of the chain have been reached. (If the group is large, the chain could start two chains by calling two people to start the chains.) If the person after you on the list cannot be reached, leave a message - voice or text - then call the next person on the list so as many people as possible can be contacted. You will have to call those you could not reach at a later time. The last person on each chain should call the first person to tell them the circuit has been completed.

Many of our churches have their own websites. The webmaster may be able to place a “request for prayer” link on the site that would send an email to the DOK prayer chair and the chaplain or rector.

Remember the six C’s...

Commitment – Remember that you have agreed to be part of this community and you have a responsibility to your chapter and to your parish.

Compassion – With and for the person who has made the request. It may not sound important to you but it is to the person making the request.

Charity – To those you cannot reach. It is frustrating when you cannot get the next person, but how did they know you were going to call?

Courtesy – So you missed three people. Be sweet. If you could not leave a message; give them a call later so they can be informed too. It is not fair to be left out.

Consideration – Are you going to be out of town for a few days or longer? Call or email the person who calls you and the person you call next on the chain and let them know.

Confidentiality – Remember that we are entrusted with sometimes very personal prayer requests, so we must respect the confidentiality with which some of the requests are given and keep them in the group.

Prayer Request Form

The “Request for Prayer” form could be made available in the sanctuary, narthex, back of a pew, a DOK prayer table, or anywhere accessible.

Request for Prayer

Date: _____

I ask you to pray during the coming month for:

Name: _____

Need: _____

Please place this card in the offering plate. For a month's time, your requested prayer will be included in the intercessory prayers of the Daughters of the King. Requests may be renewed by card, email, or phone. Emergency requests may be phoned to the Church office or to any Daughter of the King. All prayer requests are confidential. If you desire the name to be read in the prayers of the people during Sunday worship services, please check here: ☐

Guidelines for Prayer Lists

Prayer lists do not need to monopolize meetings. The prayer list can simply be passed around during the meeting so each member has an opportunity to add her requests. This is easier if an updated list has been emailed to all members two days before the meeting. A copy of the completed list should be distributed to each Daughter as soon as possible after the chapter meeting.

No more than a brief explanation of requests is needed. The Lord knows each need and it is all too easy to cross the line into gossip if we start talking about the requests. Insight will come as we pray, rather than as we talk. However, sharing thanksgivings and answered prayer is welcomed. It is a privilege to pray for others. Prayer ministry is always treated with confidentiality and is not to be taken lightly. Below are several sample forms for prayer lists.

It is also possible to supplement the list with a cycle of prayer based on the days of the month or the week, so that Daughters agree, for example, to pray for local schools one week, for good government another week, for outreach projects a third week, and for the ministries within the church (vestry, altar guild, choir, youth group, etc) in the fourth week.

The Order of the Daughters of the King® Intercessions List				
Date: _____				
Thanksgiving	Discernment	Health	Grieving	Visitors/Newcomers
Clergy Concerns	Other	DOK Concerns	Travelling	Spiritual health of the church

- A. Category List - Names or needs are entered under the suitable category when the list is passed around (sample categories above).
- B. General List - The chair can add requests received between meetings, email it before the next meeting, and then pass it around for updates.

Suggestions for Quiet Days

Under the rule of service, *The National Handbook* suggests, “A Daughter will lead or participate in quiet days....” A quiet day is refreshment to the body, soul and spirit. Daughters need to give and participate in quiet days or retreats. Nothing we have to say is ever as important as what God has to say to us. He constantly invites us to “come to Him.” Daughters who provide the time and space for such an experience for themselves and others are providing a way of coming into His presence and setting apart a time to take away all obstacles and just be with Him. Think of it as “hospitality for God.” A quiet day or retreat day may be held at any time and take any form the leader chooses. It will evoke different emotions and meanings in each person who attends. The following are simply suggestions.

Thoughts on Quiet days

Reflect on the words of Jesus to His apostles when they told Him all they had done and taught and how Jesus responded, “Come with me by yourselves to a quiet place and get some rest.” (Mark 6:31) (NIV). Should not we do likewise?

A quiet day may be simple or elaborate. Regardless, make sure a comfortable setting is provided. It may be a gathering of a few Daughters, who set aside several hours to silently meditate on a given Scripture or theme, or it may be a highly structured day led by clergy or a speaker who will request complete silence as everyone partakes in reflective meditation. Silence is usually observed during a quiet day. It may be kept the whole time, a few hours, or only briefly. The intended duration of silence should be announced and clearly understood by all attending. Remember this is a day of quietness, a day to refresh, a day to be set apart...“to get some rest.”

A suggested schedule for a Quiet Day

9:30 – 10:00	Morning Prayer
10:00 – 11:00	First Meditation (5 to 10 minutes) Maintain silence until the next one
11:00 – 12:00	Second Meditation (5 to 10 minutes) Maintain silence until the next one
12:00	Noonday Prayers and Lunch Silence may be kept or broken as the group desires or a suitable reading selection shared.
1:00 – 1:30	Third Meditation (5 to 10 minutes) Maintain silence until the next one
1:30 – 2:00	Continue in silence or use this time for sharing
2:00 – 3:00	Holy Eucharist

Suggestions for Short Retreats

Half-day on-site retreats with opportunities to express and share insights are also spiritually refreshing and, for many people, more accessible than Quiet Days. Daughters can sponsor such retreats in cooperation with their clergy. Sometimes for working members of the congregation a mid-week evening retreat is easier to attend than one on Saturday morning. Consider providing child-care.

A Suggested Schedule for an Evening Retreat to which all church members are invited:

- 4:30 – 5:00 Contemplative music, live or recorded
- 5:00 – 5:20 First meditation presented
- 5:20 – 5:45 Choice of activities, such as a table with art supplies, a “wall” where thoughts and prayers can be written with markers, or outdoor reflection/adoration.
- 6:00 – 6:30 Light supper
- 6:45 – 7:05 Second meditation
- 7:05 – 7:30 Choice of activities: Guided Ignatian meditation (i.e., imagining with all our senses being part of a Biblical story), centering prayer, prayer walk
- 7:40 – 8:00 Feedback session
- 8:00 – 8:15 Compline, dismissal

Guidelines for Visitations

Your rector may want help from Daughters to visit parishioners in hospitals or nursing homes. Ask for guidance; clergy are a valuable resource in this important ministry. Daughters who are licensed as Eucharistic Ministers (or Eucharistic Visitors) may take the Eucharist with them when they visit parishioners who are in poor health. General guidelines are listed below.

1. Pray – ask God for guidance, strength and discernment during the visit.
2. Go as a team – two Daughters may go together or a Daughter may accompany a member of the clergy. A team makes conversation easier and offers security.
3. Before you make the visit, determine the purpose for the visit and something about the person – their family, activities, etc. – so that you will be prepared.
4. When you arrive, cheerfully identify yourselves: “We are from the _____ church and Father _____ asked if we would drop by and say “Hello.”
 - a. Do not talk about activities, anything you have been doing, what the world is doing, the weather, the elections, parish activities, etc.
 - b. Do enter into a relationship. If you wish, you may offer a copy of the parish bulletin, the parish directory, a pamphlet, article or book that you have read. Say, “Here is something I enjoyed.” You might be prepared with a devotional or scripture reading, if they seem receptive.
 - c. Short visits, frequently made, are best. When time to go, simply stand up and say, “I enjoyed being with you.” or “We will visit again soon.” or “May we pray together before we leave?” Then LEAVE.
 - d. Do not say, “How are you?” or discuss their physical or mental problems.
 - e. Do not mention your own illnesses or those of your friends or family.
 - f. Do not sit on the bed; if they are bedridden, it may make them uncomfortable.
 - g. Do not make judgments; we are about God’s work, not our own and we do not know all the circumstances.
5. Maintain a record of all visits to avoid duplication. Records should list the date of visit, the names of the visiting team, to whom the visit was made and any special notations needed for future reference.
6. Thank God for the opportunity to serve In His Name and For His Sake.

Guidelines for Healing Prayer Ministry

At assemblies and retreats, Daughters frequently hold a healing service and pray for one another. Many churches also offer a ministry of prayer for healing, sometimes at a midweek service, or following the Eucharist on Sunday mornings. Daughters often take part in these prayer teams. Here are some general guidelines that have been found helpful for Daughters who would like to participate in this ministry.

Ahead of Time: Prepare Yourself to be a Conduit for God's Healing Love

1. Focus on Jesus, the Healer, with praise and worship
2. Ask the Holy Spirit to:
 - a. Empty you of self and cleanse you to be a vessel of healing.
 - b. Guide you with knowledge, wisdom and discernment.
 - c. Empower you for healing prayer, especially with the gifts of love, faith, obedience and humility.

Pray in Teams

1. Pray in pairs, with mixed genders when possible; decide who will begin, or switch roles each time.
2. More experienced persons should be teamed with those who have less experience.
3. Prepare a place for the prayee to sit comfortably, with tissues available
4. Take care not to infringe upon or take over the ministry of another team.
5. If you need help, ask for it; clergy should be available for assistance.
6. Be conscious of time:
 - a. Pray specifically to the stated need; avoid repeating your team member's prayer.
 - b. Pray aloud as the Spirit leads; otherwise, support the one who is praying by silent prayer.

Establish Rapport with Prayee – Use Proper Etiquette

1. Introduce yourself and learn the prayee's name.
2. Ask the prayee what he/she wants Jesus to do at this time, and listen attentively.
3. Ask the Holy Spirit to rest on both of you and guide your prayers; sometimes an image, word, or general intuition may be given to help you pray.
4. Ask permission before laying on of hands, especially with someone of the opposite sex.
5. Maintain confidentiality! Never mention who was prayed for or the content of the prayers.

Prayer Time

1. Pray with your eyes open, watching for body language that may guide you.
2. You may ask the prayee what he/she is experiencing.
3. Bless and praise the Lord for what He is doing.
4. Pray for protection for the prayee and for any healing the Lord has done.
5. Pray scripture as the Spirit leads and as it applies (keep printed favorites on hand).

6. In closing, encourage the prayee to seek continued prayer, as healing is often a process.
7. Before leaving, pray with another team member to be healed and cleansed from anything imparted to you during ministry that you should not continue to carry.

Range of Results Evidenced after Healing Prayer Ministry

1. Immediate and complete healing.
2. Delayed or partial healing.
3. Healing in an area different than that prayed for, such as relational healing after prayer for physical healing.
4. No apparent healing – either at the time or later.

Pitfalls to Avoid

1. Do not tell anyone he/she has an evil spirit of any kind. However, you may:
 - a. In the name of Jesus Christ, bind any substance, spiritual or material that is not of God.
 - b. Ask the Holy Spirit to gently cleanse the prayee as preparation for healing.
2. Do not give advice. Empathize, but remember that our goal is to be conduits of God's healing love.
3. Do not tell a person to stop taking his/her medicine.
4. Do not tell a person that if he/she has enough faith, he/she will be healed.

LET US PRAY

A Prayer for Chapter Presidents

Lord God,

I come to You with a full heart. Entrusted with the leadership of these, Your Daughters, I pause in the enormity of the responsibility set before me. Overcome with gratitude, yet trembling in Your Presence, I pray for Your blessing, Your wisdom and the guidance of Your Holy Spirit. Grant me a gentle and discerning heart that I may encourage their gifts, promote their spiritual formation and support them on their journeys. Empower all of us to be sentinels of prayer, servants in Your Name and seekers of Your truth in every moment. May our gatherings be places of safety and refuge in one another and may our service be infused with compassion and kindness, always reflecting Your Love in our lives. Ever mindful of Your mercy and abiding peace, I offer my all. Amen.

You have called me. Here I am. Bless My Yes!

~ Nancy Severin

A Prayer of New Beginnings

O generous and loving God, guide me on the journey of my life; light the path before me, which is often doubtful and uncertain. When I am confused and struggling I look for you, I seek your direction. I wish to know Your will for me as I begin again each day.

Bless my life with meaning and purpose. Open my eyes to see that every ending is an opportunity for a new beginning. Refresh my mind and my heart, O God. Heal me of life's painful disappointments. Give me the courage to start anew. Strengthen me to trust that You are with me in each new beginning in my life. Amen.

~ From Capuchin Franciscan Friars, Union City, NJ

Prayers for Chapter Meetings

Almighty God, you have called us to be members of this Order. Assist us in your mercy to strive to be your faithful and true Daughters during our meeting together. Guard us from remembering laws and disregarding life; from recalling only words and issues and forgetting your Spirit; from judging each other and forgetting your love. Grant us wisdom, courage and compassion to wash what is soiled, water what is dry, heal what is wounded, bend what is rigid, warm what is cold, find what is lost through the power of your Holy Spirit. May your mercy guide your Order into a future full of hope. All this we ask in Your name and for Your sake. Amen.

~ Adapted from Mary Agnes Grissom's prayer

Father, here we are in your presence, giving You the praise and glory that belong to You only. We ask that You pour out blessing upon this meeting of The Order of the Daughters of the King®. As we quiet our minds, we listen for the still, quiet voice of the Holy Spirit. Christ Jesus, speak to us, that our mind, body and spirit may be refreshed, renewed and strengthened to do Your will. Your Daughters are gathering to listen, learn and be loved by You. Lord, what would You have us do?

~ Adapted from Ardie Edward's Triennial prayer

Collect for Guidance

Direct us, O Lord, in all our doings with your gracious favor and further us with your continual help; that in all our works begun, continued, and ended in you, we may glorify your holy Name, and finally, by your mercy, obtain everlasting life; through Jesus Christ our Lord. Amen.

Scriptures for Strength and Guidance

May the words of my mouth and the meditation of my heart be pleasing to you, O Lord, my Rock and my Redeemer. Psalm 19:14 (NLT)

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight. Proverbs 3:5-6 (NIV)

Commit your actions to the Lord, and your plans will succeed. Proverbs 16:3 (NLT)

I can do all this through him who strengthens me. Philippians 4:13 (NRSV)

The Original Prayer of the Order (1891)

O Eternal Father, who has sent us Thy Son to teach us things pertaining to Thy Heavenly Kingdom, give Thy blessing, I beseech Thee, to our Order wherever it may be throughout the world; vouchsafe that I, Thy Daughter, ever may discern Thy sacred Truth, and bear, with sturdy mind, the cross, Thy Kingly emblem, through the battles of my earthly life. Give me strength to overcome and grace that I may strive to spread Thy Kingdom and to gather Thy dispersed sheep within Thy fold. Pour out upon me the sevenfold gifts of Thy Holy Spirit, that I may never forget that it is Thy work which I am called upon to do, that I may think nothing, do nothing, and say nothing which may injure myself, my neighbors or Thy Holy work and that amid all temptations I may be ready always to forget self in obeying Thy most blessed will, until finally, upon me, faithful unto death, Thou shalt bestow Thy crown of Everlasting Life. I ask it all for His sake, for whom I work, Who died for me, Who lives for me and intercedes, my Saviour, Jesus Christ. Amen.

The Original Vows of the Order

The first constitution of The Order of the Daughters of the King was adopted by an acting Council in 1891, at which time there were 80 chapters. Article III described the two rules of the Order at that time as follows:

Pledges: Every woman who becomes a Daughter of the King shall pledge herself to observe the two rules of the Order as long as she shall be a member. These are

- a. To pray daily for the spread of Christ's kingdom among young¹ women; for God's blessing upon all the members of the Order; and for the prosperity of the parish to which her Chapter owes allegiance.
- b. To make an earnest effort each week to bring at least one young¹ woman within hearing of the gospel of Christ as set forth in the services of the Protestant Episcopal Church²; and to offer, at all times, such aid to the Rector or Minister-in-charge of the parish as he may deem necessary for the furtherance of the work of Christ.

¹The first convention (held in Baltimore, 1893) amended Article III by omitting the word "young."

²In June of 1892 Margaret Franklin wrote to the Rev. Ralph Kenyon, Chaplain, who had drafted much of the original constitution, to be sure he knew there was now a chapter in Canada "so that our new rights may cover and embrace Canada & Europe." Eventually the words "Protestant Episcopal" were deleted.

