



# CHAPTER MANUAL

The Order of the Daughters of the King®  
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**Contact information for the National Council or the National Office staff is available:**

- **On the website at [www.doknational.com](http://www.doknational.com)**
- **On the first page of *The Royal Cross* publication**
- **From the National Office at 770.517.8552**

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## **BEFORE YOU BEGIN**

On the following pages, you will find what may be the most important documents in this manual. They speak volumes in bringing forth the type of leadership for which we hope and pray.

- Please read them and prayerfully consider them.
- Share them with all Daughters in your chapter and ask for their input.

## **FOR OUR OFFICERS**

Any Daughter who believes that God has called her as an officer of the Order needs to undergo a careful self-examination, asking herself the following questions:

- Am I willing to communicate openly with my sisters?
- Am I willing to wholeheartedly submit myself to the administrative tasks of being an officer of the Order?
- Am I willing to be held accountable by my sisters for things done and things left undone, without becoming resentful, hurt or bitter?
- Am I willing to admit to being overwhelmed or unable to perform my administrative tasks and openly ask my sisters for help?
- Am I willing to use my power to build community and empower the ministries of my sisters and not to bolster my own ego?
- Am I willing to identify my own needs and take care of myself?
- Am I willing to work at identifying my own issues of control that prevent me from communicating and empowering my sisters and to surrender them to God?
- Am I willing to be open and accepting of all Daughters, not judging them or their spiritual journeys, and pray unceasingly for the grace of God to accomplish this?

## WHAT BEING IN COMMUNITY MEANS

As committed Episcopal women in a community of prayer, we rely upon one another for spiritual support. Any woman who prayerfully considers becoming a Daughter for the King needs to seriously consider what it means to be “in community”.

When we take our vows as Daughters, we reaffirm our covenant with God as expressed in our Baptismal Covenant and we enter into a covenant of community with our sisters.

Being in community requires that we acknowledge that the one and only Head of the Church is Jesus Christ. Our actions and words are being guided by prayerful discernment of God’s will through the action of the Holy Spirit.

Being in community requires that we acknowledge that none of us possesses the whole truth of God...that revelation is an ongoing process in our spiritual journeys, both in our corporate and personal lives and in our relationships with our sisters.

Being in community requires COMMUNICATION. Communication requires both talking and sacred listening. One without the other is not communication.

Being in community requires that we respect and affirm each person’s dignity and gifts...even those with whom we disagree.

Being in community requires that we be responsible and accountable to our sisters in things done and things left undone.

Being in community requires that each person constantly struggles to remain Christ-centered in her life while openly acknowledging her own biases and brokenness as a human being.

Being in community requires that we acknowledge the diversity of the Episcopal Church and truly stand as “unity in diversity” in prayer and service.

## **A SERVANT LEADER**

- Insists on collaboration rather than competition.
- Puts a premium on truthfulness and admits mistakes.
- Can move to the other side, feeling with New Testament compassion.
- Holds accountable, but never blames.
- Compromises with others when appropriate.
- Lets go of control, and trusts and validates others.
- Seeks to enhance the individual or community as the outcome primary to productivity.
- Uses power for participation, not for domination – power with, not power over.
- Puts oneself at risk, with humility and charity that is Christ-like.
- Succeeds because they value and validate their members and tell the truth.
- Fails when a leader exploits the members and hides and conceals.

## CHARACTERISTICS OF A SERVANT/LEADER

The Servant/Leader:

1. Is servant first, to whom followers grant leadership after they have been well-served.
2. Is open to inspiration and insight and thus provides vision and direction.
3. Invites others to go along and trusts them to do so.
4. Always knows and can articulate the bigger goal, the vision, the dream, which excites followers' imagination and sustains their spirits.
5. Is an intent listener, knowing that genuine listening both builds strength in others and provides information for problem solving.
6. Can take the abstract idea and facilitate the hearer's "leap of imagination" drawn from the hearer's own personal experience so it all makes sense.
7. Can systematically neglect the less important while choosing to do the more important.
8. Knows when to withdraw and regroup or take time for reorientation.
9. Accepts a person unqualifiedly; never rejects a person, but may reject performance.
10. Empathizes with others by being able to get into their shoes. Has genuine interest in and affection for followers.
11. Can tolerate imperfection in self and others.
12. Uses own intuitive insight to bridge the gap in available information to make decisions, and has good record of right decisions. Knows when to decide.
13. Possesses foresight about what is going to happen when in the future and the ethical resolve to act on that while action is still possible.
14. Thoroughly prepares for a situation, with faith that if one releases the analytical thought processes, a solution will appear from the creative depths.
15. Possesses the ability to be on two levels of consciousness always: (1) in the real world, involved and responsible; and (2) detached and standing outside the real world, seeing it in the long sweep of history and future.
16. Is aware of life and the environment in a way that gives own intuitive computers a lot of data to work with.
17. Believes that in the stress of real life one can compose oneself in a way that permits the creative process to provide answers. Has an inner serenity.
18. Believes that persuasion, rather than coercion, convinces one to change.
19. Knows whom he or she is; able to be one's own person, choosing own role.
20. Perseveres – one step at a time toward the goal in spite of frustrations.
21. Can conceptualize change and instill the spirit to work for change in those who have to accomplish the change.

Summarized from "The Servant as Leader" by Robert K. Greenleaf, Center for Applied Studies, 17 Dunster Street, Cambridge, MA 02138/1970 Used by permission

## A VISION OF THE ROLE OF OFFICERS

Each time an officer is installed, we are given instructions by the priest (Handbook, p. 42): “*As members of The Order of the Daughters of the King<sup>®</sup>, your duty this coming term is to cooperate with the officers you have chosen,*” so the responsibilities I write about are ones for us all.

- Please begin to pray for your chapter before the meeting. The wonderful prayers in our Handbook will give you ideas. Pray that those who need to be there will come, that their hearts will be prepared to be together and with Our Lord. Pray for an outpouring of the Holy Spirit. Only you know the true need of your chapter, please pray at each meeting.
- Prepare for the time you have together. Plan with those presenting the lesson, prayer time, or book you are studying. Find outside speakers, Daughters from other chapters, priests from surrounding churches, or members of your own parish who are not Daughters. The free resources are limited only by your imagination. Remember that no woman today has time for another meeting, so make your meeting worth her time and she will come again.
- Take charge of the meeting room. On the day or evening of your meeting, please consider inviting several people to come early to pray, to decorate, or even to clean the room you meet in, and to make a pot of coffee or set up other kinds of simple refreshments. This might be a good time for the chapter (diocesan, provincial) officers to meet together. The idea of taking charge of the room will probably sound silly, but I invite you to try it once and experience the difference. Try taking flowers, moving the tables and chairs to suit your needs, removing any odors left in the room from previous meetings, and making it a place of prayer. On a recent visit to a monastery the monks suggested using outward and visible signs of prayer, for example: lighting a candle to show that the room has been prayed in or playing tapes of good music softly as your members are gathering. There are a million ideas, but you surely get the point and I want to leave room for you to be creative. I will promise you that providing a worshipful place will enhance your meeting time.
- Hospitality is still terribly important. Greet every member and guest at the door. Thank them for taking the time and the energy to come to this meeting. It is important for their efforts to be appreciated.
- Agendas and/or schedules are important. If agendas have not been mailed, find some paper and use it. It is possible to get input from the membership at the beginning of the meeting, but have a plan that is visible to all so that each person knows what to expect. Surprises are sometimes fun, but secrets cause stress. If one knows what is expected of her, then she is more willing to fit into the plans; if she does not, she may create unconscious resistance.

- Pray. When the members have been greeted, and the schedules have been completed, turn first to the Lord. Please allow time for each member to offer her prayers. Just getting to a meeting can be stressful, and we need time to change gears so that we may be fully present at the meeting. I find it helpful to have different members of the chapter lead the prayer time, and to encourage them to try new methods of prayer. Use Morning or Evening Prayer on occasion, or use praise tapes and sing with them. Try standing in a circle for one-sentence prayers, or a silent meditation. Every one of us goes through desert times when our preferred prayer style seems dry as dust. If we have experienced many different styles or prayer at our chapter meetings, this will help us become creative in our personal prayer time.
- Service Projects. If you are having a difficult time finding a service project for your chapter, please consider praying at your meeting for the right project, with the idea that this project will last only until the next meeting. If we believe that we become the Body of Christ as we pray together, then we must also believe that He gives us all the gifts and talents necessary to function as that body. Wouldn't it be exciting to see what He asks, and how He provides the gifts and talents necessary from those present (for they are just the right people for that task). Long-term projects tend to frighten those whose lives are already over-scheduled, but obedience to short-term request is very exciting.
- Focusing on the Positive. It is so easy to see all that a chapter is unable to do because of lack of time or money, and this lack can become very demoralizing to the group. Should this come up at your meeting, ask each member to tell "not what they cannot do but what they are willing to do and what they are willing to commit to". For example: This process was started with a chapter and it was discovered that all the members were willing to pray at any time of the day or night, so an emergency telephone chain was set up and the list given to the rector. In another chapter of older Daughters who are widows or have already experienced "empty nest syndrome", they discussed their experiences and what had been helpful to them in their time of need and are compiling these experiences for a book. Every member of the Order has gifts and talents too great to ever be exhausted, and many of them require no physical stamina to put them into action.
- Evangelism begins at your meetings. As you encourage, nurture and strengthen the members of your chapter, the good news becomes a natural way to share about their recent experiences.
- Celebrate. Being a member of The Order of the Daughters of the King<sup>®</sup> is a blessing, a gift that each of us shares, and this is worth celebrating! Please do not get caught up in numbers. If each meeting is a worshipful experience, a time to feel the presence of the Lord and to become closer to each other, guests will come and they will want what you have. Remember, "Seek first His Kingdom and His righteousness, and all these things will be yours as well." (Matthew 6:33)



# For His Sake

Marji Elzey

Voice

The musical score is written in 8/8 time on a single treble clef staff. It consists of five lines of music, each with a key signature of one flat (Bb) and a common time signature of 8/8. The lyrics are written below the notes. Chord symbols are placed above the staff at the beginning of each measure or group of measures. The lyrics are: "For His sake, for His sake, I am but one, but I am one. I can-not do ev - 'ry thing, but I can do some-thing. What I can do, I ought to do. What I ought to do by the grace of God I will do. Lord, what wouldst Thou have me to do? Lord, what wouldst Thou have me to do? Lord, what wouldst Thou have me to do?"

C Dmin G

For His sake, for His sake, I am but

6 C G C C7 F C

one, but I am one. I can-not do ev - 'ry thing, but I can do

12 Dmin G Amin Emin C7

some-thing. What I can do, I ought to do. What I ought to do by the grace of

17 F C F/G C/G

God I will do. Lord, what wouldst Thou have me to do? Lord, what wouldst Thou

21 F/G C F/G G C

have me to do? Lord, what wouldst Thou have me to do?

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# **GENERAL INFORMATION**

**Defining the Order**

**General Questions**

**Description of the Order**

**Junior Daughters**

**International Connection**

**Daughters-at-Large**

**Get Ready and Grow**

## **DEFINING THE ORDER**

*The Right Reverend Roger J. White, National Chaplain of the Order, was asked to draw up a succinct statement of what it means to the Daughters to be in an order. The following statement was written by Bishop White:*

### **The Order of the Daughters of the King®**

We are women of the Episcopal Church who have intentionally taken lifelong vows to keep a daily Rule of Life as members of this religious order.

We are a community of nurturing women who meet in local chapters in the USA and in other parts of God's world.

We live out our vows in our daily places.

We rejoice as we accept all of God's people, bridging our differences and standing unified in prayer.

Empowered by the Holy Spirit and bonded together in Christ through our baptism and vows, we dedicate ourselves to prayer, service and evangelism for the spread of the Kingdom of God.

## **DEFINITION RELATING TO OUR ORDER**

*Religious Orders. As Daughters of the King we take life long vows (promises) to live a specific daily Rule of Life set by this religious order.*

## **OUR 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 become reflections of God's love throughout the world. *NH* Page 1

## **GENERAL QUESTIONS**

*Below are some questions that Daughters are frequently asked, and some suggested responses.*

### **What is The Order of the Daughters of the King®?**

The DOK is a spiritual, praying order for women who are communicants of the Episcopal Church or churches in communion with the Episcopal Church and churches who are in the historic episcopate.

### **What is the mission of the Order?**

The mission of the Order is evangelism. We desire, through our Role of prayer and service, to encourage in ourselves and others a deeper relationship with our Lord Jesus Christ. A Daughter continually renews her baptismal vows to follow Jesus as her Savior and Lord, to work, to pray and to give for the spread of His kingdom.

### **How does the Order differ from other church organizations?**

The disciplines of the Order pervade a woman's entire life. By using a common Rule, Daughters are aware of growing toward Christ, together with their sisters in Christ. Many other church organizations have their emphasis strictly on service and socializing.

### **How will being in the Order help me to deepen my life as a woman?**

The Order can help by pointing the way to a stable grounding in Christ through prayer, study and service, with like-minded women. A daughter finds her mind and heart turning from self to God.

### **What do Daughters do?**

Daughters are not called to do but to be. Daughters are not required to participate in any project undertaken by the chapter. Most Daughters wish to give some tangible service, according to their talents, toward the spread of Christ's kingdom on earth.

### **Am I good enough to be a Daughter of the King?**

Daughters are not members of a spiritual elite, but rather women who feel a need to conform their lives more closely to God's will. The more dissatisfied you are with your present religious life, the more the Order can help you.

### **I belong to the Episcopal Church Women, isn't that enough?**

As a Daughter you are not expected to change the way you participate in general parish life. You will not be asked to do anything more than you are already doing, but you will find your service will have more purpose and meaning. Anything you do in Jesus' name is Daughters' work, whether done at church or elsewhere.

### **Why do I need an interior spiritual life?**

Whether you know it or not, you cannot be at peace with yourself without an interior spiritual life. "...whom I created for my glory, whom I formed and made..." (Isaiah 43:7)

**Why do we wear the cross faithfully?**

We wear the cross as a visible witness of a life committed to showing forth the love of Christ to all people. It reminds us that we bear Christ's name and sign, and that we have a responsibility to bring Him into our daily lives through thought and action.

**Must I become a Daughter of the King?**

Of course not. Thousands of saints never heard of the Daughters, but those of us who are Daughters find it a great help in the modern world.

**What happens if I become a Daughter and then move away from this chapter?**

Notify the National Office of your new status and request a list of nearby chapters. If there is no chapter in the area, talk to your new rector about forming one or you can become a Daughter-at-Large. This way you will stay in touch with the Order through *The Royal Cross* and Daughters At Large newsletter and you can continue to wear your cross as a sign of your commitment.

**If there a similar program for girls?**

Yes, young girls and young women 7 to 20 years of age can become Junior members of The Order of the Daughters of the King<sup>®</sup>. Junior Daughters are a part of the Order and by their vow of daily prayers and daily service have the special opportunity to grow in Christian faith and commitment. Junior members may belong to any church, but the president of a Junior chapter must be a communicant of the Episcopal Church. Junior members wear a silver cross with the initials FHS, "For His Sake". These girls pray, serve and reach out with love to other girls.

## DESCRIPTION OF THE ORDER

The Daughters of the King is a religious order for women in the Episcopal Church, with chapters in the Roman Catholic Church, Anglican Episcopal Church, and the Lutheran ELCA Church. Each member undertakes a Rule of Life, pledging herself to a lifelong program of prayer, service and evangelism, dedicated to the spread of Christ's Kingdom, especially among women, and the strengthening of the spiritual life of her parish. Chapters are organized within parishes, missions and institutions with the consent of the priest, chaplain or bishop, with as few as three communicant women, who serve a three-month training period in preparation for membership. Chapters may not raise money in the name of the Order.

The Order was begun in 1885 in New York City by Mrs. Margaret Franklin and in 1896, Junior Daughters began in Washington, D.C. In purpose and origin, the Order is closely allied with the Brotherhood of St. Andrew.

The emblem of the Order is a silver Greek cross, which members wear at all times. Latin words inscribed on this cross broadly translate, "With heart, mind, and spirit uphold the Cross". Members are involved in all aspects of the work of the parish, such as chalice bearers, lectors, the vestry, Altar Guild members, ECW, Sunday School teachers, ushers, the choir, Holy Orders, etc. Members may also assist at healing services, teach or attend Bible classes, and sponsor study groups, Quiet Days, workshops and intercessory prayer groups. Ordained women may also become members.

Through the Self-Denial Fund, Daughters support mission ministries and missionaries in our own country, as well as in Africa, Asia, Central and South American, and other countries. Medical teams, orphanages, schools, building projects, and many other ministries have been supported by grants from the Self-Denial Fund.

In 1922, the Order inaugurated the Master's Fund. Donations to the Master's Fund were at first intended to assist Daughters or other women to attend "church training schools", where they could prepare for missionary or other church-related work. Today, attendance at any accredited college, university or graduate school by women who intend to pursue church-related careers is encouraged and may be supported by the Master's Fund.

The number and size of the grants are restricted to the amount actually in the fund when applicants are reviewed. There is a special grant available to those participating in seminars or regional training courses.

The Order, which has its National Office in Woodstock, Georgia, is governed by a National Council of fifteen (15) elected members and representatives from eight (8) provincial assemblies. Daughters cooperate with and retain membership and representation in other church agencies such as the Anglican Fellowship of Prayer, the Brotherhood of St. Andrew, PEWSACTION, the Episcopal Council for Global Mission, and the Council for Women's Ministries to advance prayer, service and evangelism within the church.

## **JUNIOR DAUGHTERS**

As part of the Order, Junior Daughters of the King take vows of daily Prayer and Service, through which they have a special opportunity to grow in Christian faith and commitment.

Junior chapters provide an opportunity for girls to experience belonging to a fellowship in which love of God, others, and self is the framework for their meetings, and ministry to others.

Organized within the Episcopal Church, membership in Junior Daughters is extended to all baptized girls. The Order hopes to help them grow in their commitment to Jesus Christ and His Church, and, when members of the Episcopal Church or affiliate chapter, to become senior members of the Order.

The first National Conference on the work of the Junior Daughters was held on October 17, 1916. More recently, a national conference for Junior Daughters and their leaders has been held once every three years, during one of the two summers between the Triennial Conventions of the Order.

### **THE JUNIOR DAUGHTERS' PRAYER**

God of love, God of life,  
God of holy strength, guide us,  
that by our daily practice of Prayer and Service,  
we may draw others to Christ.

Help us to reach up in hope,  
receive in spirit, respond in faith,  
and reach out in love for all.

We pray that your Kingdom will come for all creation,  
all people living together in love and peace,  
For His Sake.

Amen.

## INTERNATIONAL CONNECTION

### REACHING OUT TO THE ANGLICAN COMMUNITY AND WOMEN OF THE ROMAN CATHOLIC AND LUTHERAN FAITHS

The founding members of the Order saw from the very beginning that the principals of the Order should be made available to all women of the Anglican Communion in other countries. We had daughters in Canada and England in the early 1900's, and as the Order grew and women moved from their "hometowns" to other parts of the world, they took the Order with them. We have had chapters in the Philippines, Jamaica, and other Caribbean Islands. As the transient Episcopalians lived in other countries due to jobs or wars, the women planted chapters when they could exercise their rule of life together in community.

Little attention was given these chapters and many died out. Other chapters were being started by our missionaries Elizabeth Daniel and Pat Bowers in Brazil, and these chapters are still very active. The 12 chapters in Brazil formed the first National Assembly out of the United States in October of 1998.

Since that time the Order has been growing with the help of members and missionaries. It was seen as a necessary step to appoint an International Chairman to help coordinate these efforts, and a position of the National Council was initiated in 1993. Working with the Self Denial Fund, Provinces IV and VII, and interested members, we have chapters in Cuba, Dominican Republic, and Honduras, where it has grown with the help of Bishop Leo and Diana Frade. Mission minded women with the help of the Order and Province VII have founded chapters and our first International Junior Daughters' chapters in Ghana. And so it goes on and on. Other countries like Malawi, Canada, Bolivia, Australia, England, Nigeria and Kenya are requesting information and forming chapters.

Our dream is to be united with daughters around the world in the Anglican Community and in other recognized denominations. Through the Order, we can reach out in common bonds and share our vision of a network of women all over the world weaving nets of love that carry us and the church when we are weak or when we are strong. To help implement this vision, and International Structure with representation of all of the different countries is being developed. We do this through prayer and service for the extension of God's kingdom, **FOR HIS SAKE**.

- Become a partner to an International Chapter and exchange prayers and concerns. Contact the International Chairman for information.

## DAUGHTERS-AT-LARGE

What is a Daughter-At-Large, really?

**D**evoted daily to prayer, service and evangelism.

**A**lways remembers it is God's work she is called upon to do.

**U**nattached to a parish chapter, but is a part of the larger community.

**G**lorifies God

**H**as hands stretched out to feed the hungry ones

**T**eachable, so that she too may teach the precious things God imparts.

**E**vangelizes when and wherever she can.

**R**eaps the rewards of being a reflection of God's love.

**A**ssembles with other Daughters whenever possible.

**T**ouched by the Holy Spirit.

**L**ifts high the cross.

**A**lters her life for Him.

**R**eaches out to others to spread His Kingdom

**G**enerous in her giving.

**E**ager to do whatever she can For His Sake.

Daughters At Large are still a part of The Order and as such are required to pay National, Provincial, and Diocesan dues. Because they pay annual dues they are eligible to receive *The Royal Cross*, other correspondence from the province and dioceses, and the DAL Newsletter... This helps them stay in touch with other Daughters. They learn of retreat and assembly times. A Daughter-At-Large wears her cross daily and keeps her vows wherever she is. If she knows of other women in her parish who would be interested in starting a chapter, she may gain support of the clergy and call the National Office for materials. Daughters-At-Large need to feel community with other Daughters.

## **GET READY AND GROW**

### **HOSPITALITY**

Hospitality means including perspective or new members in your Chapter from the moment they come to their first meeting. It means seeing that the place for that meeting is set up in a way that is conducive to prayer and conversation. Greeting each member, old or new, at the door with a touch on the arm or a hug. It means having meetings that are well planned, that provide spiritual food for our hungry members. None of us has time for one more meeting, but all of us look forward to being fed. Hospitality also means communication, so...

### **COMMUNICATION:**

Good communication is letting all know when the meetings are scheduled, in time so they can make plans to attend, and planning the meetings when the majority of the members or prospective members are able to attend. Communication is a two-way street. If any member is having problems attending meetings because of time or place, please go to your president and tell her. Scripture is very clear that we are not to be mind readers, so do not expect your president to try to read your mind. If you have any questions or concerns, do not tell your closes friend; go to the person who is responsible and able to create change. The same holds true on a diocesan, provincial and national level. Talk with the person who is able to help you change things for the better. On all levels, write, talk, call on the phone, but communicate. We strongly believe that each one of you has wonderful things to share, and we need to hear all of your ideas.

The most important level in the Order is the parish chapter. This is the heart of the Order. This is where we are doing most of the work of the Order. This is where we make the difference, by providing a prayer foundation for our parishes. The diocesan, provincial and national levels exist to encourage, support, share new ideas, and increase communication between chapters.

### **EVANGELISM**

The National Council is working hard to clarify the terms we use. Promotion is sharing with others about the Order. Evangelism is sharing with others about who Jesus is in your life. In the three-month preparation period for new members, evangelism seems to take the most time, for it is the most feared. We are not asking Daughters to stand on street corners preaching with a Bible in their hands. We *are* asking Daughters to begin discovering their own stories. The Bible is the story of the people of God, but the story does not end with Revelation. 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. A timeline is a helpful way to begin. Draw a line on a piece of paper, beginning with your birth date and ending with the present date. Start with major events like the date of your baptism, confirmation, wedding, when you became a Daughter, and any other major events of your life. Then begin to prayerfully fill in the blanks. 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.

### **CELEBRATE**

Celebrate the fact that we are praying and serving. Celebrate the joy that comes from having the freedom to pray and serve. Celebrate our growth. Celebrate diversity in our Order, for if we were all just alike, we would not have any new ideas to communicate. 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 to hear it. Celebrate the fact that by taking our Lord with you, you do make a difference in the church, your community and the world.

# **ORGANIZATIONAL INFORMATION**

## **Organizational Diagram**

### **Description of National Council, Provincial and Diocesan Assemblies**

### **Nominees for National Council**

### **Triennial Questions and Answers**

# ORGANIZATIONAL DIAGRAM

**JESUS CHRIST**

**National Council**

**National President**

**Committee Chairs**

**Executive Board**

**Provincial  
Presidents**

**National Office**

**National  
Chaplain**

**Past Nat'l President Counsel**

**Membership  
All Daughters of the King**

**Committee Chairs:**

Daughters At Large  
Evangelism  
Junior DOK  
Literature  
Endowment Fund  
Master's Fund  
Self-Denial Chair  
Membership  
Service-Worship  
International  
Spiritual Formation  
Archives  
Triennial  
National Affiliate  
Finance  
Strategic Planning  
International Secretary  
Public Relations  
Communications

**Executive Board:**

1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer  
Jr. DOK Chair  
Endowment Chair  
Finance  
Strategic Planning Chair

**National Office:**

Director of Operations  
Office Staff

There are eight Province Presidents – one for each province. Province Presidents do not serve as chairs. However, members of the council can serve as a part of the Executive Board and as one or two Chairs since the National Council is limited to twenty three members. Please see *The Royal Cross* for a complete name and address list of the National Council and the National Office.

## **DESCRIPTION OF NATIONAL COUNCIL AND PROVINCIAL AND DIOCESAN ASSEMBLIES**

While the National Triennial Retreat is the primary legislative body, the National Council administers the affairs of the Order between assemblies. The five primary areas of activity for the council are the following:

1. Promoting a continuing program of extension to establish new chapters in dioceses throughout the United States and the world, especially in those areas where Daughters' activity is limited.
2. Handling the necessary administrative details to keep the organizational aspects of the National Office functioning efficiently.
3. Providing inspiration, guidance and assistance to chapters and assemblies, through publications, tracts and correspondence. Constant renewal and strengthening of our will to fulfill our role as Christians and Daughters is a vital function of the National Council.
4. Providing training and program materials and exchange of ideas to assist chapters in developing and carrying out their programs.
5. Arranging the National Triennial Retreat every three years and assisting in organizing provincial spiritual renewal, exchanging ideas, and conducting the National affairs.

National Council is not interested in a large number of members for numbers alone. Our Order is of value only so long as its members, whether there are 100 or 10,000, are who they have vowed to be.

Each province is entitled to representation on National Council. Our provincial representatives bring the Council direct news from Daughters across the country and help Council deal with immediate, diverse regional needs.

Provincial presidents are rarely asked to chair committees in National Council, leaving them the freedom to focus on the needs of their provinces.

Each of the 15 council members elected at Triennial Retreat is assigned to a committee at her first Council meeting and these positions are printed in every issue of *The Royal Cross*. A Council member may also be asked to serve on at least one committee other than her own, as well as one National Triennial Retreat committee.

It is not an easy assignment to serve on the National Council. But it is a very important one, for we believe that the Order has a profound ministry to each other, the church and the world. Those who serve on the National Council minister in a very special way so that the rest of the Order can concentrate on our Rule of daily prayer and service.

## NOMINEES FOR NATIONAL COUNCIL

Each Diocese is encouraged to nominate one Daughter who would be eligible for election to the National Council, provided that Daughter has consented to serve.

To be eligible for election to National Council, a Daughter must be current in payment of dues, must have held some office in a chapter or diocese and must have been a Daughter for at least three years.

Each diocese may submit the name of one nominee. If your diocese does not have a nominee, you may nominate someone from another diocese, providing you have her consent to do so.

In suggesting nominees for the National Council, the following qualifications should be considered:

- Personal commitment to our Lord and devotion to the Church.
- Active membership in the Order for at least three years.
- A gift for leadership, appreciation of different points of view and the ability to listen.
- An understanding of the geographic cultural differences worldwide and within the United States.
- Knowledge and understanding of the aims and purposes of the Order, with interest and skill in communicating them.
- Ability to think creatively and the courage to express her convictions and encourage others to do the same.
- Some familiarity with the program of the whole Church.
- Experience in working in chapters, dioceses, and/or provinces.
- Ability to attend the Council meetings (a period of 4 or 5 days) and the Triennial Retreat of the Order.
- Available time at home for committee work and correspondence.
- Good health and stamina in order to meet the intensive schedule of meetings. It is essential that she be mentally alert during her years of service.
- A woman is elected for a three-year term and may be re-elected.
- It is required that all nominees be present at the Triennial Convention.

Each nominee must be willing to consider National Council membership the highest responsibility outside the requirements of home and/or profession and to subordinate other activities to it should she be elected to serve.

It should be kept in mind that election to the National Council is not recognition for long activity in the Order, nor is it to satisfy ambition to hold office. The Order needs clear-thinking, progressive-minded women of ***broad vision and insight***.

## **TRIENNIAL – QUESTIONS AND ANSWERS**

### **WHAT PROSPECTIVE NOMINEES FOR NATIONAL COUNCIL MUST KNOW**

#### **What is the National Council of the Daughters of the King?**

The National Council is composed of 15 women who are selected by ballot at the Triennial business meeting of the Order, plus a representative from each of the eight provinces. These women offer their time and talents to carry out the business of the Order and give leadership to the Order in carrying out our primary purpose: *The extension of Christ's Kingdom, through Prayer, Service and Evangelism.*

#### **How does the National Council go about doing this?**

The full council meets once a year for five days, often in a retreat setting. Members make a commitment to each other to attend and participate to the best of their abilities at these meetings. When the business agenda allows, one day is set aside for a directed retreat of prayer and meditation. During the business meeting NORMS for the Council are observed. Motions are made and voted on, but most decisions are arrived at by consensus of the Council.

#### **What is it like to serve on the National Council?**

The National Council operates like a national chapter. Each person is assigned a task or role to play, as an officer with her job description found in the bylaws, or as a committee chair with her assignment given to her by the president and her duties listed in the National Council Procedures Manual. The assignments are prayed over so that each Daughter's gifts and talents match her task. Every assignment is of great importance, and everyone must do her job completely for the Order to achieve its intended goal.

#### **What else?**

The nominee should have served in various leadership roles at the diocesan and provincial levels. (Local chapter presidents become members of the diocesan board, etc.) She should understand the Order's policies and procedures and how to carry out the business of the Order. The most important prerequisite for serving on Council is a willing heart to pray, discern, love and to come to consensus with her sisters. Again let us say that it takes women of commitment and integrity to serve the Council well.

#### **What if I am asked to stand for National Council?**

If you are asked to stand for Council, honor the request with much prayer. Ask other Daughters to pray with you for discernment as to whether this is indeed a call from God. If it is His call, He will clear the way as you begin your journey in this new and wonderful way of service. Nominees are asked to attend a nominees' lab which is held the morning of the day the Triennial begins, which means you will need to be free to come a day early. The new council will meet the day following the end of the Triennial, so again, that means another day extra if you are selected.

## **CHAPTER INFORMATION**

**More than a Chapter**

**Formation of a Chapter**

**Financing a Chapter**

**National Study Guide**

**Guidelines for Chapter Meetings**

**Officers – Starting Small**

**Commitment**

**Basic and Minimum List of Officer Responsibilities**

**Officers' Job Descriptions**

**Suggestions for Chapter Officers**

**Morning and Evening Meetings**

**Minimum Guidelines for Chapter Bylaws**

**Committees**

## MORE THAN A CHAPTER

This manual was put together to provide information designed specifically for chapters and chapter presidents.

It needs to be stated that ***never*** are we to think of ourselves as just an individual chapter. To do so allows us to drift into parochialism – to isolate ourselves and believe that all that happens outside our parish walls is someone else’s responsibility and we are under no obligation to participate at any other level.

We ***all*** are the whole Order as the church is the Body of Christ. Each one of us is important and has gifts to share. When we keep ourselves separated from the whole (which is easy to do), we deny our gifts to the whole of the Order.

The whole of our gifts can be exercised only if we communicate with each other. Please read and consider the following suggestions to help all members feel part of the whole Order.

Chapter Officers:

- Know who your diocesan officers are and where they live. Call, introduce yourself and offer your and your chapter’s assistance in any upcoming functions.
- Call or drop a note to your diocesan chaplain.
- Educate your members about your diocese (the geographical size, how many chapters, who the Bishop is). It might surprise you to know that some Daughters do not know which diocese they live in!
- Educate yourself and your members as to the structure of the Order. Do they know which province they live in? Who are the provincial officers? The National President?
- Pray for the whole Order at every meeting.
- Set an example for your chapter by attending all Quiet Days and assemblies or at the very least, if distance is a problem, insist that your chapter be represented by at least one person at these gatherings.
- Give input to diocesan officers. Positive comments about an event are so very much appreciated. Criticism abounds, but praise is a real blessing to those who have worked hard.
- Because of the large size of some dioceses (number of Daughters), the responsibility for initiating communication really lies with the chapter officers, although communication is always a two-way process.
- Read your diocesan and provincial newsletters faithfully and share this information with your chapter.
- Teach your chapter members to make “what I want” subservient to “what we as a community want”.

## FORMATION OF A CHAPTER

A chapter is started, with the approval and encouragement of their victor, rector or bishop, by three or more women interested in joining the Order. For more information about this process, ask a Daughter, the president of your diocesan assembly, or write to the National Office at 101 Weatherstone Drive, Suite 870, Woodstock, Georgia 30188-4472.

Preparing for the admission of a new Daughter or several Daughters to the chapter is an exciting time indeed. The National Office takes pleasure in filling these orders, as well as preparing charters for new chapters to be instituted across the country and abroad. Providing our National Office with all the information requested on the application form is vital in order for crosses or charters to be shipped to you in time for the service.

*The following is a guideline that may assist you in ordering crosses and charters:*

- At about the halfway point in the Study Program, it is necessary to make an assessment and look toward the day of admission. Have each prospective Daughter complete the application form which is found in the back of the most recent *National Handbook*, on the website or may be requested from the National Office.
- Obtain the signature of the responsible clergy in charge. Make arrangements with the priest for the service of admissions.
- As chapter president, sign the applications and make sure that all information and the correct fees are included.
- Complete an order form from a CURRENT issue of *The Royal Cross* (found on the back page of the magazine) indicating the number of new members and their desired crosses and sizes. The National Office order form may also be found on the website.
- Mail the order form, the application for membership, and a check for the registration fee and a shipping-and-handling fee. The National Office will quickly process the order. **Allow 6 weeks for delivery.** The new member kit includes the Disposition of Cross cards, a copy of the service of admission, a copy of *The Royal Cross*, and the silver or pewter cross.

*If your study group is to be a newly chartered chapter, additional items need to be completed:*

- Just as in the case of an admission service, the priest will need to be consulted to coordinate the plans for the service of institution.
- The diocesan president should be contacted to coordinate plans for the institution of the new chapter. She, or her representative, will attend the service and present the charter and the crosses. The National Office will have the charter certificate and new member kits **DELIVERED TO HER.**
- The application for Charter forms (which may be ordered from the National Office) needs to be filled out – complete with the priest's signature, institution date and the name of the chapter. The charter application should be mailed with the order form, applications for membership and checks to the National Office.

***Upon receiving delivery of the New Member Kit the chapter president and/or secretary will:***

- Check order to ensure that all materials are included. Contact the National Office, if necessary.
- Finalize plans for admission/institution with priest and diocesan president (if a new charter).
- In the case of institution of a new chapter, assist the diocesan president or her representative in finding lodging, if necessary.
- Fill out the Service of Admission folder for each new member. Have the new member fill out the two Disposition of Cross cards. Instruct the new Daughter to keep one in her home filing system. The chapter retains the other card either in a chapter file or in the parish office. (It is the responsibility of the chapter to approach the family of a deceased Daughter about her wishes regarding the cross. The priest may be able to assist in this matter.)
- Check with the parish secretary or the priest regarding inclusion of the Service of Admission within the parish services bulletin.
- If for any reason, one of the Daughters-in-Training decides not to take the vows, please notify the National Office immediately and return her new member kit. The office can then remove her name from the membership list and refund her registration fee.
- Finalize plans with all chapter members.
- Pray for all persons involved.

## FINANCING A CHAPTER

Chapters need money for many reasons. Here are a few of them:

1. To purchase stationary and stamps for general correspondence.
2. To mail reports to Diocese, Province, and National.
3. To purchase cards for special occasions and postage to mail them.
4. For supplies from the National Office: handbooks, study guides, bookmarks, logos, etc.
5. To subscribe to *The Royal Cross* for your priest at a cost of \$15.00 per year.
6. For expenses when you host a diocesan assembly.
7. To help a current or potential member who cannot afford dues or membership fees, etc.
8. To send your chapter president to the Diocesan Retreat.
9. To send your chapter president to the provincial assemblies and the Triennial National Convention.
10. To send money to help pay expenses of the diocesan president and chaplain to attend the provincial assembly.

These are just a few of the reasons why chapters may need money. Because our Order is not allowed to raise money in the usual ways – bake sales, rummage sales, etc. – we offer some novel suggestions and hope they will be of use to you:

1. Rectors Discretionary Fund or parish budget.
2. Use the same principal as the United Thank Offering – have a place to drop a few coins for special thanks.
3. How about your birthday present or wedding anniversary? Ask your husband, parent, or friend to just give you a card and a check for your Chapter. If the check is substantial enough, share it with your diocese.
4. How about giving your chapter a present on the anniversary of your admission as a member?
5. How about celebrating your chapter's birthday with a monetary gift?
6. Are you trying to break bad habits? What about a quarter for every failure?

7. Make a gift to your chapter in memory of a family member or a friend who has passed away.
8. Thanksgivings for answered prayers.
9. What about love gifts? Because you love being a Daughter, because you love our Lord.

## **NATIONAL STUDY GUIDE**

The complete National Study Guide may be obtained as follows:

- You may print it free from the DOK Website under “Forms”
- You may order it (as a CD or as a printed copy) for a fee using the National Office order form located on the web or in the Royal Cross publication

It is designed so that each group may obtain one and make copies as needed. The latest version is May 2005. “The Purpose of This Study Guide” and the “Table of Contents” have been included in the Chapter Manual to familiarize you with this important tool for prospective new members.

## THE PURPOSE OF THIS STUDY GUIDE

1. To serve as the official preparation guide for prospective members
2. To introduce prospective members to the Rule of The Order
3. To establish an understanding of The Order
4. To serve as a review for members of The Order
5. To be a source of information

A period of preparation for membership is required before admission into The Order. This study guide is designed to be completed in eight weekly sessions. Meeting weekly for study and prayer together offers the best opportunity for deepening spiritual growth, building community and preserving continuity in the study materials. Each session asks questions that will challenge participants and lead to an understanding of The Order. Daughters-in-preparation make meetings a priority in their lives. Why? Because they believe the Lord is calling them to deepen their spiritual lives and they respond to that call in their day-by-day lives and schedules.

A thorough study or review of The Order, its Rule, objectives and methods will provide a solid foundation for every Daughter and chapter to build upon. The woman who is well informed about The Order and her role as a member is in the best position to fulfill the commitment and responsibility involved in being a Daughter of the King.

### Some suggestions for using the *National Study Guide*

- ✝ Begin your study preparations with prayer.
- ✝ Read each study through completely. Highlight material that seems important.
- ✝ Answer the questions in the space provided in the text.

The following books will be used throughout the study:

- 📖 *Holy Bible*, with a Concordance or a separate Concordance
- 📖 *Book of Common Prayer*
- 📖 *National Handbook of The Order of the Daughters of the King*®

---

Date study began: \_\_\_\_\_ Date study completed: \_\_\_\_\_

Study Guide Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Study guide Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

**THIS IS YOUR STUDY GUIDE.  
KEEP IT FOR INFORMATION ABOUT THE ORDER.**

**God bless you as you begin your study.**

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## GUIDELINES FOR CHAPTER MEETINGS

1. Worship. Begin each meeting with one or more of these:

Holy Eucharist or the appropriate Daily Office; pray together the Prayer of the Order and say the Motto; a selected scripture/collect for the day, and selected prayers from *The Book of Common Prayer* or *National Handbook*.

2. Clergy Participation.

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

3. Study Presentation.

Designate a study leader.  
Provide a rationale for the study.  
State the content of the study.  
Explain the study material.  
Introduce the guest speaker – or –  
Introduce the video or cassette tape selection.

Experience has shown that study presentations must be interesting and must accomplish something worthwhile if the chapter is to remain active. The study presentation should provide a better understanding of Christ and challenge the members to spiritual growth.

4. Discussion.  
Old/New Business  
Sharing  
Prayer List Update

5. Close each meeting with corporate prayer and/or The Lord's Prayer.

## **OFFICERS - STARTING SMALL**

Many new chapters start out with only three or four members. Some of the documents contained in this manual are geared for larger chapters, e.g., committees, number of officers, large service projects. ***PLEASE DO NOT FEEL OVERWHELMED.***

Start small and simple:

- You may need only two officers, a president and a secretary/treasurer.
- If you wish to establish bylaws, keep them simple (see form at end of this section.) Bylaws must be in compliance with our National Bylaws in the Handbook.
- Do not undertake too much too soon. To do so will set everyone up to be discouraged.
- The only thing you cannot do too much of is extend hospitality and invite other women in your parish to join you.

## COMMITMENT

God gave us free will, and throughout our lives we must make choices, establish priorities and assume the responsibilities of our decision.

Remember that the commitment we make as Daughters of the King is second only to the commitment we have made *to* the King.

### Meetings – The 10 B's

1. **Be** there.
2. **Be** on time.
3. **Be** attentive.
4. **Be** open.
5. **Be** active.
6. **Be** kind.
7. **Be** considerate.
8. **Be** vulnerable.
9. **Be** loving.
10. **Be** affirmative.

## **BASIC AND MINIMUM LISTING FOR OFFICER RESPONSIBILITIES**

### **President**

1. Presides at all meetings of the chapter and its executive board, if any.
2. Is an ex-officio member of all committees except the nominating committee.
3. May appoint a chaplain, a parliamentarian, and the chair of all committees deemed necessary by the Executive Committee.
4. Appoints the chair of the nominating committee.
5. Collects annual dues to send to the National Office.
6. Reports changes of chapter membership to the National Office.

### **Vice President**

1. Presides at any meeting when the president is absent.
2. Fills the office of president if that office becomes vacant.
3. Assists the president when needed.

### **Secretary**

1. Keeps an accurate record of all meetings.
2. Provides copies of the minutes to be approved at each meeting.
3. Provides a file for Disposition of Cross Cards.

### **Treasurer**

1. Receives and disburses money as directed by the executive committee.
2. Reports to the diocesan secretary and the National Office the names of members who have died and may make donations to the Endowment Fund in memory of that person so that her name may be added to the Book of Remembrance of the Order.
3. Records all receipts and disbursements accurately in a journal for audit/review every three (3) years.
4. Gives a report of current receipts, disbursements and the current balance at any business meeting.
5. May collect chapter dues for the work of the chapter.

# OFFICERS' JOB DESCRIPTIONS

## CHAPTER PRESIDENTS

### Communication.

1. You are the contact person between your chapter and the diocese.
  - a. Attend your diocesan board meetings or send a representative.
  - b. Be sure to pass on information you receive, either at the board meetings or from elsewhere, to ALL of your members. (Do not forget those who were absent from your chapter meetings.)
2. You are the main contact between your clergy and the chapter. Try to arrange regular meetings with your priest in order to be aware of any service he/she needs from your chapter.
3. Your chapter is entitled to one delegate at provincial assemblies and National Meetings. Try to see that your chapter is represented.

### Membership.

1. *New Members.*
  - a. Appoint someone to guide new members through the National Study Guide. Weekly meetings for 12 weeks are recommended. These should be in addition to the prospective member's attending once at the regular chapter meetings.
2. *Resignations.*
  - a. Be sure that the Daughter has talked with her priest (see bylaws in the National Handbook.)
  - b. Fill out the transition form for a resignation and send to the National Office.
  - c. Follow through with returning the cross to the National Office.
3. *Reinstatements.*
  - a. Be sure that the Daughter has talked with her priest. See bylaws in Handbook concerning reinstatements.
  - b. Send the dues along with the Transition Form complete with signatures and marked "Reinstatement" to the National Office.
4. *Crosses and Replacement Crosses.*
  - a. Crosses for new members may be ordered only by an officer (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 death and before the funeral, have the secretary check the Disposition of Cross card on file and make sure that the family knows the wishes of the deceased Daughter concerning her cross. Possibly the priest could help make her wishes known to the family.
  - b. Fill out the Transition Form indicating "deceased" and mail to the National Office.
  - c. If the cross is to be returned to the National Office, follow through with this within a reasonable time.
  - d. It is suggested that each Chapter send a memorial gift to the Endowment Fund. The gift is honored by placing the deceased's name in the *Book of Remembrance*. Have the treasurer follow through with this part of the procedure.

**Dues.**

1. Each May an annual dues packet will be mailed from the National Office. This packet will include a chapter list, instruction letter, dues payment form and copies of forms that you need to make changes to membership, etc. It is your responsibility to collect dues from each member of the chapter and send ONE check to the National Office with the payment form and any changes of membership. Annual dues deadline is September 1 of each year. Please try to pay by August of each year if possible.
2. If you find that one of your members cannot afford to pay her dues this year, please treat this matter with the utmost confidentiality and try to pay her dues from your treasury. It is recommended that every chapter have a fund for just such a purpose. If you cannot do this, then promptly notify your diocesan president of the situation, so she can follow through to pay dues from the diocese or request scholarship funds from the National Office to pay dues for the member.

## **CHAPTER SECRETARIES**

**Membership.**

1. *New Members:*
  - a. When a new Daughter is admitted, have her fill out both cards concerning the disposition of her cross. She is to keep one card and the other card should be kept in a folder in the chapter records, perhaps in the parish office.
  - b. Notify the diocesan president when the candidate has been admitted.
  - c. If the candidate changes her mind and decides not to be admitted after the registration has been sent, notify the National Office.
2. *Transfers In and Out of the Chapter.*
  - a. Fill out the transition form and send to the National Office.
  - b. Daughter-at-Large status may be requested by a Daughter who is attending a parish which has no chapter. A transition form may be used for this request also. It is desirable that this Daughter make efforts to form a chapter at her new parish. Assistance may be sought from the Diocesan President and the National Office may be contacted for materials to start a new chapter.

**Change of Name and Address.**

Remind a Daughter who has changed her name and/or address to fill out the transition form and mail to the National Office. Check names, addresses and telephone numbers in your chapter file with those listed on the annual chapter list from the National Office and return a copy of the corrected list.

**Changes of Offices.**

As soon after the election of new officers as possible, full out the "Change of Officers" form and send to the National Office.

## CHAPTER TREASURERS

### **Dues.**

1. The Chapter Treasurers can assist the Chapter President is collecting and mailing dues to the National Office... The Chapter Treasurer is responsible for collecting chapter dues, if any, and for keeping account of any chapter expenditures.
2. The National Office will include a chapter list in the annual dues packet which indicates the dues status of each member.

### ***The Royal Cross Gift Subscriptions.***

1. During the month of September, send the renewal for a subscription to *The Royal Cross* to the National Office for each of the clergy in your Parish. Notify the National Office of any change.
2. (Option): Instead of sending to an individual by name, just have the subscription sent to the parish. This may cause a problem when there is more than one clergy.
3. (Second Option): Have the subscription sent to the Chapter President for her to distribute to each clergy person. Handing a copy to each of your clergy is a good way to make sure each one receives it.

**Funds: Memorial and Honoree donations must be given to the Endowment Fund for that person to be listed in the Book of Memory and Book of Honor kept at the National Office. Donations may be given in ‘memory or honor of’ to the other funds, but the person’s name will not be listed in the Book of Memory or Book of Honor.**

1. *Self-Denial Fund.*
  - a. Give each member a “Self-Denial” cover for a soup can and encourage practicing self denial and saving all year.\*
  - b. In January give each member a plain envelope and collect the donations for the fund.\*
  - c. At the service closest to February 2, have someone present this collection at the offering time. There is a prayer in the Handbook that the priest may read when receiving this offering.
  - d. Send check(s) as soon as possible to the National Office staff, which will deposit checks in the Self-Denial account and send acknowledgements to the chapter.
  - e. Individual donations may also be sent to the National Office.
2. *Master’s Fund.*
  - a. About two weeks before Pentecost, give each member a plain envelope and collect the donations for the fund.
  - b. At the service on Pentecost, have someone present this collection at the offering time. There is a prayer in the Handbook that the priest may read when receiving this offering.
  - c. Send check(s) as soon as possible to the National Office. The staff will deposit the checks into the Master’s Fund account and send an acknowledgement to the chapter.
  - d. Individual donations may be sent directly to the National Office.

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\* These are two of many ways that Daughters of the King may find helpful as a constant reminder of the aim and purpose of the Self-Denial Fund.

3. *Endowment Fund.*

- a. These donations should be sent directly to the National Office, where they will be deposited and acknowledged. If specified, an acknowledgement may be sent to the person being honored or to the family of the person being memorialized. These names will appear in the *Book of Remembrance*.
- b. It is suggested that each chapter make a donation to this fund at the time of a member's death.

***Designation of payment should be clearly marked on any check sent to the National Office and should be accompanied by a clear printed and complete Contribution form. Contribution forms can be found in the National Handbook, on the website, in this manual, and obtained from the National Office.***

## Guidelines for Collection of Chapter Dues

The *Chapter President's Dues Packet* is mailed each year in April from the national office to each known chapter president. Each packet contains a *Chapter List* of your chapter's members and their contact information, as well as the date of members' most current dues paid, a Chapter President's *Dues Payment Form*, *Transition Form* and a mailing envelope for your convenience.

Charges for banking, mailing, paper and printing consume much of the Order's operational funds when individual notices are mailed. Sending the chapter's notices in one packet helps the Order conserve funds. To be better stewards of the Order's funds, chapters are asked to adhere to the procedures below when collecting dues. Make and keep a copy of all paperwork for your chapter records.

*Chapter President and Treasurer*, please note the following guidelines:

- ❖ Collect dues checks from each member and deposit the checks into a chapter bank account or the church bank account. Write each paying member's name on the *Dues Payment Form* and update contact information as necessary on the *Chapter List*. Use a *Transition Form* for each individual not on the membership list (you may make copies).
- ❖ Until the end of July, continue to collect dues from your members. August 1 you will send to the national office the items listed below with one check for the total amount collected. This process will prevent the paid members from receiving an individual dues notice in October.
- ❖ The check for the total amount of dues collected can be either a chapter check or a church check. If it is a church check, you will be responsible for making sure the check and paperwork are sent to the national office in a timely manner.
- ❖ Envelope checklist ~ **Mail by August 1** so payment arrives to national office **prior to the dues deadline of September 1**:
  - One check for total dues collected through the end of July
  - *Dues Payment Form* so we can identify who is paying and how much
  - *Chapter List* of members with updated information
  - Individual *Transition Forms* for omissions and/or additions to membership

## SUGGESTIONS FOR CHAPTER OFFICERS

1. Stay in office a short period of time – no longer than two years. There are many reasons for this suggestion:
  - a. This enables more Daughters to become more involved with their chapter;
  - b. Protects the chapter from taking on the personality of a long-standing president;
  - c. Enables fresh points of view and new goals.Setting a time limit may help in the decision to accept the responsibility of being an officer.
2. Leadership is a learned skill. There are leadership workshops available all over the country. It is suggested that new officers participate in leadership training, and then relax as they put this knowledge to work.
3. Be prepared. Daughters are busy women. It is often difficult to find time to come to meetings unless each meeting offers stimulation to mind and spirit. Planning sessions with all of the officers are important and can be fun. The meeting begins as each member prepares to come. Officers could begin with prayers for each member as they dress and drive to the meeting. The meeting room itself is important. If it is clean, sweet-smelling, and set in order, your meeting will go better. Any room can be made attractive with time, love and special attention to details.
4. Remember that in every group that forms, it takes time and effort to establish a real trust level. This deals with the “ICA Factor”:
  - Inclusion** – Make sure that every person who attends each meeting knows they belong there. Greet each member at the door; perhaps you could serve coffee until all have arrived. Your president is also a hostess; the members are invited guests.
  - Control** – The president should be a facilitator or hostess for the meeting and there are many gracious ways of achieving this goal: being well prepared, allowing all to share; 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.
  - Acceptance** – It is important for each member to feel accepted for who she is (her personhood), what she is (their role), and where she is (her spiritual journey).*Our job as Daughters is to love.*
5. 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.
6. Offer stimulating studies or outside speakers on spiritual subjects.
7. Keep your prayer lists simple.
8. Allow opportunities for different prayer styles. Each Daughter has her own prayer style, and we need to be considerate of all. Some Daughters have a gift for praying long and exquisitely beautiful prayers aloud, but those who do not have this gift could feel inadequate. Perhaps a quiet Daughter could be asked to read a meditation followed by silence. Perhaps you have a Daughter who could lead praise songs. Try an appropriate service from the Prayer Book. Alternate any of these and your own ideas to fit the needs of your chapter.

9. For all who are approached or are considering becoming officers, we in the Daughters of the King have a previously unwritten saying: “We do not run for office; we stand for office.” Translated: we do not campaign on a chapter, Diocesan, Provincial, or National level. Our selection process comes from our prayers. If you’re asked to stand for office, believe that those asking you have prayed long and hard before doing so, then take their requests to pray yourself before offering a reply. To those who feel they are being called to an office, please submit your name to the appropriate people, believing that they will know you have prayed this through, and ask them to pray about it before replying to you. Our process is peculiar, as very few officers know exactly how they got in their positions, but we believe that God knows about each and every one.

## MORNING AND EVENING MEETINGS

Our world is changing, and our lifestyles are changing as well. Many women are working now and midday meetings are not possible for them, while others do not drive at night or for other reasons cannot attend evening meetings. What to do?

### **Plan 1.**

Provide morning meetings and evening meetings, but with one set of officers and one charter. The president attends one meeting; and the vice president attending the other. Both groups could study the same book, share a prayer list, and communicate carefully to share all upcoming dates and news of interest. Service projects could be different to accommodate the different time schedules. Plan to have a combined meeting occasionally on a Saturday. Perhaps you could combine your meetings in the summer when schedules are flexible and it stays light longer. Strive to accommodate all in planning parish Quiet Days or other parish activities. This has worked well in several parishes.

### **Plan 2.**

Some parishes have two separate chapters, perhaps one that meets in the morning and one in the evening, or a weekday chapter and a weekend one. They have separate studies, separate prayer lists, and separate service projects, but combine for installations, Quiet Days, etc.

### **Plan 3.**

Some chapters are so big that they have several small groups that meet all through the week and have divided according to (1) studies offered, (2) service interests, (3) time that best suits, but they remain united through their vows and close communication.

### **Plan 4.**

Have meetings on Saturday or Sunday.

National Council members from all parts of the country have been hearing, “We need younger women”, or “We need new members”. Consideration for providing for the needs of these new members is necessary. Ask your chaplain for his/her advice; call your provincial representative or any National Council member. Don’t ignore diocesan/deanery resources. Sometimes an outside opinion is just what it takes to get the ball rolling. Changes can be hard at first, but this type of change can also be very rewarding.

# Sample Guidelines For Chapter Bylaws

## 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. Chapter contributions are recorded and deposited by the chapter treasurer.
  - b. Membership dues are paid to the chapter treasurer or president; a dues check made out to The Order of the Daughters of the King® with the chapter membership form should be mailed to the National Office before September 1 of each year.
  - 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 three years, starting at the beginning of the fiscal 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 rector, 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.

**COMMITTEES**  
**(LONG OR SHORT-TERM)**

1. Program.
2. Devotions.
3. Self-Denial promotion.
4. Master's Fund promotion.
5. Liaison with other parish organizations/projects.
6. Publicity/public relations.
7. International connection.
8. Affiliate Chapters connection.
9. Training.
10. Junior Daughter liaison.

# **MEMBERSHIP AND DUES PROCEDURES**

**Clarification Of Membership Status**

**Dues Procedures**

**Chapter Updates**

**When Is It Due? Where Do I Send It? Who Do I Call?**

**Copies of Commonly Used Forms**

**Copies of Form Letters**

**Public Relations Materials (Can be copied)**

## CLARIFICATION OF MEMBERSHIP STATUS

Membership in The Order of the Daughters of the King® is established by taking a **lifetime** vow of Prayer and Service which is our Rule of Life.

Members are expected to pray daily, to serve the church in whatever manner they feel called and to further the spread of Christ's kingdom through evangelism.

Members are expected to promptly pay national, provincial and diocesan dues on a yearly basis.

Membership includes **only two categories**:

1. A member of a chapter.
2. A Daughter-at-large.

Please note: In the past, there were members who considered themselves **“inactive”**. There is no category for **“inactive”**. If a member does not pay the current year's annual dues, she is considered **“Not In Good Standing”**. **Daughters who are “Not In Good Standing” can not purchase crosses and/or serve as an officer on the chapter, Provincial, Diocesan or National Council level.**

### Explanation of Membership Categories and Commonly Asked Questions.

#### Membership in a Chapter

A woman enters the Order by completing a three-month preparation period in conjunction with a chapter, filling out the appropriate paperwork signed by the rector of her church and finally being admitted as a Daughter by the taking of her lifetime vow.

**Q. Am I supposed to attend chapter meetings during my three-month preparation period?**

A. Absolutely. A woman in preparation for entry into the Order is to attend chapter meetings and any service projects or quiet days during that time. This will help her with her final decision and she will receive the insight and spiritual guidance of her sisters in Christ.

**Q. What if I really feel called to be a Daughter and will follow the Rule of Life, but find my schedule so full that I just can't make another meeting?**

A. There is no requirement that one must attend chapter meetings, but it is encouraged. This is where many of our members who somehow consider themselves “inactive” are coming from. Of course, the three month preparation period is a commitment in itself and most Daughters want to attend meetings. All Daughters should attend at least two chapter meetings a year.

**Q. But what if my chapter is doing a service project and I can't participate?**

A. Again, there is no requirement to participate in group service projects although it is encouraged. Most Daughters wish to participate, but a member should not be penalized if she cannot or does not feel so called. She could be encouraged to increase her own personal devotion time.

Each Daughter may serve the church in her own way. Examples might be: Chalice Bearer the Altar, Vestry, Choir, Altar Guild, teaching Christian Education, Holy Orders, outreach ministry or maybe being the one who always washes the dishes at a potluck dinner.

**Q. What if I can no longer participate because of illness, disability or age?**

A. No Daughter who has become ill, disabled or elderly should feel the need to resign because she can no longer get to church, or even get out at all. Those who are able are expected to continue in their daily prayer for the Order and the spread of Christ's Kingdom. A suggestion might be that she participates in the *Allongsidars* program offered by the Anglican Fellowship of Prayer or something similar. For those who are totally incapacitated, we will pray for them because they remain Daughters in their chapter or at-large and are our sisters in Christ. Dues for these persons may be paid by their family, chapter or scholarship funds.

**Daughters-at-Large**

A woman becomes a Daughter-at-Large when she moves to an area that has no Daughters' chapters within a reasonable traveling distance. She may remain a Daughter-at-Large for as long as she is in this situation. We understand that we have very faithful Daughters who are not called to lead. Although we would hope and strongly encourage a Daughter-at-Large to establish a chapter in her new church, she is not required to resign if she does not.

**Q. What if I don't like my chapter, my rector or the views of my parish? Can I ask for a Daughter-at-Large status?**

A. No. What you can do is ask for a transfer to another chapter in your area. If there is no other chapter, then you remain a member of that chapter. We must assume that all our Daughters are committed Christians and because we live in a very broken world, sometimes our personalities and views will conflict. This is to be expected. A woman who finds herself in this position needs to seek spiritual direction from a safe and trusted clergy or layperson and pray for discernment prior to making any decisions.

## General Questions

**Q. What if I leave the Episcopal Church or move to an area where there is no Episcopal church?**

A. This is a very difficult question that the Order is facing and we are trying prayerfully to discern God's will. Presently the best course of action is to contact the Membership chair or the National Office. We are dealing with these questions on a case-by-case basis in the most pastoral way possible.

**Q. What if I don't want to pay the full amount of my dues for various reasons?**

A. To put it as gently as possible, it is required that all dues, national, provincial and diocesan be paid on an annual basis. It is part of the commitment we make when we take our lifetime vow. Dues may not be designated to "only pay national" or "only pay diocesan". Perhaps it is a practice of some parishioners to withhold funds when they are unhappy with the views of their diocesan parish rector, but we have taken **lifetime** vows and good stewardship is expected. If a woman still feels that she cannot in good conscience pay her dues, prayerful discernment about continued membership should be undertaken.

If a member is in financial distress, we do have scholarship funds available.

### *The Order of the Daughters of the King®*

## **INFORMATION FOR INCOMING MEMBERS**

The application for membership form must be filled out and submitted to the national office before you can be admitted to the Order. To assure that new member packets arrive in time for the service of admission, the applications must be filled out *before* the study guide is completed. The registration fee and shipping fees must accompany the application form. The fee covers:

1. Admission/registration fee.
2. Emblem of the Order, the silver cross – which remains the property of the Order.
3. Subscription to *The Royal Cross* – the official magazine.
4. Dues for the next fiscal year – if submitted after June 1.

The fiscal year is September 1 to August 31.

**PLEASE RETURN THE APPLICATION FORM AND YOUR FEES TO THE STUDY GUIDE LEADER.**

- If you are being admitted into a chapter that is being newly formed, leave the chapter number blank.
- If you are being admitted into an established chapter: The chapter number is: \_\_\_\_\_
- Make check for admission/registration fee payable to: The Order of the Daughters of the King®, Inc.
- A postage fee may be assessed – the study guide leader will inform you of the amount.

REMINDER: A National Office order form must be completed and sent with new member applications.

## **DUES PROCEDURES**

This document is being included in The Chapter Manual to help chapter officers understand the procedures used by the National Office as directed by the National Council for the billing of dues.

### **FISCAL YEAR for the Order runs from September 1 through August 31.**

This is important for our members to understand because we must be able to plan a budget to be in place by August 31 to insure the continued financial operation of the Order. Dues notices are mailed annually based on our fiscal year.

**April – Dues packets are mailed to the Chapter President asking that dues be paid by July 15<sup>th</sup> if possible. Packets include a payment form, chapter list, instruction sheet and important forms.**

Please make check payable to The Order of the Daughters of the King<sup>®</sup>.

Complete Transition Forms and Change of Officer Forms as required and send with dues payment check.

Please encourage each member to promptly submit her dues payment. The Chapter President then sends one check to the National Office.

In a pastoral manner, please encourage those who have not paid their dues to do so. If you know this presents a financial difficulty for some women, search for scholarship funds from chapter, priest, diocese or National Office. If a person has paid, but the list indicates “unpaid”, call the National Office and verify or correct. No data entry system is perfect and delays in mail delivery occur.

**October – Second dues notices are sent with an accompanying letter.**

**November – Full chapter lists are printed and sent to chapter, diocesan and provincial presidents when requested.**

It is vital that the National Office knows the president of record so that the Chapter List can be mailed to her without delay. The chapter president should collect any remaining dues and mail to the National Office. Any changes (addresses, transfers, etc.) should be noted on the Chapter List and a copy returned to the National Office by December 15.

**January – Membership updates.**

- 1.** Members unpaid as of January 1 cease to receive *The Royal Cross*. Members unpaid for three years are noted in the database. Deceased members and members who resign are noted in the database and member records are archived.

## CHAPTER UPDATES

**Chapter updates are due in the National Office by December 15**

**Chapter updates include changes of:**

Name  
Address  
Status of Membership  
Change in Officers

**Chapter lists are sent to chapter presidents in November when requested.**

The following procedure should be followed upon receipt of the chapter list:

1. Check names, addresses, phone numbers (especially if area code changes) and email addresses. Note on the list any changes to be made.
2. Check membership status: dues paid? If not, chapter president should collect dues and send them to the National Office.
3. Fill out separate chapter Officers Change Form. **Please fill this out even if your officers have not changed so that the National Office will know it is a current list.**
4. Keep a copy for yourself. Mail the Chapter Officers Change Form and the corrected list by December 10, to ensure its arrival in the National Office by December 15.

**WHEN IS IT DUE?  
WHERE DOES IT GET SENT?  
WHOM DO I CALL**

**1. Funds:**

	<u>DATE DUE</u>	<u>SEND TO</u>	<u>QUESTIONS?</u>
Endowment fund	Anytime	National Office	Contact Fund Chair
Master's Fund	2 weeks after Pentecost	National Office	Contact Fund Chair
Self-Denial Fund	February 20	National Office	Contact Fund Chair

- Any Daughter may make an individual contribution at any time to any of these funds.
- The current fund chairs are listed on the inside cover of *The Royal Cross*.
- Donations over the amount of \$250.00 will receive a tax receipt.
- See form in Appendix

**2. Status Changes**

Death, Resignation, Transfer in/out	As they occur	National Office	Diocesan President
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- Fill out the Transition Form in Appendix.
- Crosses of the deceased and resigned should be returned to the National Office as directed in the By-Laws, Section 4.
- If there are questions, call your diocesan president. If there is no diocesan Assembly call your provincial president.

**3. Supplies**

Handbooks, crosses, literature, etc. (allow 6 weeks for delivery)	When needed	National Office	National Office
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- You may fax your order to the National Office if you are paying by MasterCard, Visa or Discover. **Do not forget to add shipping costs. See rate scale on order form.**

**4. New Member Kits and Charters**

	When needed	National Office	National Office
Membership	6 weeks prior to Admission		
Reinstatement	When needed		
Charter	6 weeks prior to Institution		

- Please fill out forms (see Section 4) completely and legibly. Double check your math for correct totals. **Do not forget to add shipping costs** as listed on National Office Order form.
- Allow adequate time for processing.

## 5. Dues

	<u>DATE DUE</u>	<u>SEND TO</u>	<u>QUESTIONS?</u>
Dues Packet	By July 15th	National Office	Membership Chair
2 <sup>nd</sup> Dues Notice	Immediately	National Office	Membership Chair

- See Dues Procedures in Section 4.

## 6. Chapter List Updates

Chapter Updates	By Dec. 15	National Office	Membership Chair
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- See Chapter List Update procedure in Section 4.
- Use Chapter Officers Change Form and Transition Form as needed.

## **PUBLIC RELATIONS MATERIALS (Can be copied)**

Note: This and any other items in this Section may be used for public relations purposes in local and/or Church news. The material can be used as is or in parts.

The Order of the Daughters of the King® is an international religious order for Episcopal women and girls. Founded in 1885, its 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.

The requirements for membership in the Order are that a woman be a communicant in the Episcopal Church, or a church in communion with the Episcopal Church, be willing to participate in a three-month orientation and preparation period, and accept the Rule of Life. After determining commitment, the candidate reaffirms the promises made in Baptism and Confirmation by pledging herself to a lifetime of daily prayer and service.

Daughters are dedicated to serving the church and their community, and the Motto of the Order keeps them focused on doing everything **“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?”**

As a constant reminder of our vows, we wear daily the emblem of our Order: a silver pin in the form of a Greek cross. This is worn over the heart or on a chain around the neck. The Latin words, broadly translated, mean **“with heart, mind, and spirit uphold and bear the cross.”** The initials “FHS” at the base of the cross mean “For His Sake”.

To communicate with members and provide inspiration in devotional life, the Order publishes a bi-monthly magazine, *The Royal Cross*, to which non-members may also subscribe.

Since the Daughters of the King is an order, members are not permitted to raise money in the name of the organization. Dues are requested for the work of the Order on the diocesan, provincial and national levels.

Voluntary contributions are made annually to several funds. The Masters Fund is used to provide tuition grants for higher education to women seeking to prepare for church-related careers. The Endowment Fund supports the work of the Order. Donations are made in thanksgiving for blessings, to honor members, as memorials and by bequests in wills. Non-members also contribute to these funds. The Self-Denial Fund provides a channel for filling the variety of needs of the missionary endeavors.

The organization of the Order parallels that of the church. Chapters are formed in parishes, missions, and other appropriate institutions. Where there are three or more dioceses, a provincial assembly is formed. There are nine provinces in the United States. Representatives from each province, along with fifteen members elected by ballot at the Triennial Convention, become the National Council of the Order.

The ministries in which Daughters are involved are as varied as their personalities and spiritual gifts: healing, evangelism, teaching, hospitality, outreach, welcoming newcomers, comforting the bereaved, food banks, soup kitchens, hospice, and visiting the elderly, the sick, shut-ins and those in prison. Members help sponsor study groups, workshops, “quiet days,” retreats, intercessory prayer groups, and Junior chapters. They participate regularly in the worship, study and work of the church. These are not the only services performed by Daughters. They try to serve whenever and wherever there is a human need.

The Order cooperates with other church agencies, such as the Anglican Fellowship of Prayer, Bible Reading Fellowship, The Brotherhood of Saint Andrew, PEWSACTION and the Council of Women’s Ministries, at the diocesan and national levels.

It is not necessary for a woman to be a member of the Daughters of the King to pray and serve in the church. It helps, however, to have a support group of women with similar interests to share ups and downs, affirm ministries, cooperate in programs and projects and just be there!

# **MEMBERS OF THE CLERGY**

**Points to Remember**

**Clergy/Daughter Relationships**

**Guidelines for the Priest**

**Twenty Pointers for Improving Relationships**

## **POINTS TO REMEMBER ADDRESSING “MEMBERS OF THE CLOTH” EVEN IN THE AGE OF INFORMALITY**

In the Address of the Clergy, it is important to remember that the form of Reverend (and, in addition, Most, Right or Very) is a *description*, not a *title*. This is, therefore, ALWAYS preceded by “the” and NEVER by itself, as in “Reverend Smith”. As politicians are, “the Hon. Walter Mondale”, for example, said the clergy are, “the Reverend”. No one should address Mr. Mondale as “Honorable Mondale”, nor should a clergy person be addressed as “Reverend Smith”.

### **Degrees and Honors.**

Like the animal kingdom, there is a hierarchy of degrees. The most senior, a Doctor of Divinity, always comes last. Therefore, if the person addressed is both a Doctor of Medicine as well, the address would be: “the Reverend A. B. Smith, MD, DD”. If the person addressed has a Civil Honor, it comes first after the name. Military rank always comes first. As an example: “Major the Reverend John Smith, OBE, MA, DD”. If the person addressed is a member of a society which, by custom, uses initials in the address, these come last: “The Reverend John Smith, MA, FRCS”, for example. Senator Danforth of Missouri, an Episcopal priest, is entitled to the address, “the Honorable”, and would properly be addressed as, “The Reverend and Honorable John Danforth”. It is incorrect to use, “The Reverend Doctor A. B. Smith, DD.”. Use either “The Reverend Doctor A.B. Smith” or “The Reverend A.B. Smith, DD”.

### **The Primate and Presiding Bishop.**

Written:	The Most Rev. A. B. Primate and Presiding Bishop of the Episcopal Church 815 Second Avenue New York, NY 10017
Begin:	Dear Presiding Bishop – or – Dear Bishop B.
End:	Yours faithfully,
Spoken:	Presiding Bishop, Primate; Bishop

### **Presidents of Provinces.**

Written:	The Rt. Rev. A. B. President of Province (Number) (Address)
Begin:	Dear Bishop – or – Dear Bishop B.
End:	Yours faithfully,
Spoken:	Bishop; Bishop B.

### **Diocesan Bishops.**

Written: The Rt. Rev. A. B. (Degrees & Honors: e.g., DD)  
Bishop of X (the See)  
(Address)  
Begin: Dear Bishop B.  
End: Yours faithfully,  
Spoken: Bishop; Bishop B.

### **Coadjutor, Suffragan and Assistant Bishops.**

Written: The Rt. Rev. A. B., and C.  
Coadjutor/Suffragan/Assistant Bishop of X (name of See)  
(Address)  
Begin: Dear Bishop B.  
End: Yours faithfully,  
Spoken: Bishop; Bishop B.

### **Deans**

Deans of cathedrals are addressed as “the Very Reverend”. There is NO authority to address deans of seminaries or deans of convocations as such. In the Episcopal Church, deans of cathedrals are “the Very Reverend”; the subordinate to a Dean is a sub-dean, but, as in the case of Washington Cathedral, the title “provost” is used. Properly a PROVOST is the rector of a pro-cathedral, that is, a Cathedral which is also a parish church. A cathedral chapter consists of Canons, but in the Episcopal Church, this title has been appropriated by Diocesan functionaries.

Written: The Very Rev. A. B.  
Dear of X (name of cathedral city)  
(Address)  
Begin: Dear Dean B. or Dear Mr./Ms. Dean  
End: Yours faithfully,  
Spoken: Dean; Dean B; Mr./Ms. Dean

### **Canons.**

Written: The Rev. Canon A. B.  
(Address)  
Begin: Dear Canon or Dear Canon B.  
End: Yours faithfully,  
Spoken: Canon; Canon B.

## **Archdeacons.**

An archdeacon is properly the senior clergy of an area, an archdeaconry, directly responsible to the Bishop. He or she has the title “the Venerable”.

Written:                               The Ven. A.B.  
  Archdeacon of X  
  (Address)  
Begin:                                 Dear Archdeacon B.  
End:                                  Yours faithfully,  
Spoken:                              Archdeacon; Archdeacon B.

## **Other Clergy**

All other clergy are properly addressed as “The Rev. A. B.” with any other position following the name, i.e., “The Rev. A.B., Dean of X Convocation, (address)” or “The Rev. A.B., Rector of St. Swithin’s Church, (address)”.

Written:                               The Rev. A.B.  
  (Title)  
  (Address)  
Begin:                                 Dear Rector/Vicar/Father/Father B/Dr. B./Mr. B.  
End:                                  Yours faithfully,  
Spoken:                              Rector/Vicar/Father/Father B/Dr. B./Mr. B.

## CLERGY/DAUGHTERS OF THE KING RELATIONSHIPS

It is customary to receive the approval of the Bishop before forming a diocesan assembly, and then to ask for his recommendation for a diocesan chaplain - but that is only the beginning.

### Chapter Presidents

- Keep your Clergy or chaplain informed. (The Clergy of some large parishes are just too busy to be chaplains and allow associates or curates to fill that role.) Letters or notes to the chaplain are helpful. Do not try to tell him/her anything on Sunday morning, for it may be forgotten before lunch, as everyone else is telling stories, too.
- Let your chaplain know that while he/she is invited to every meeting, he/she is not required to be there unless especially requested by mail or phone. When possible, make your requests in plenty of time and offer him/her an alternate date.
- Ask your chaplain's advice, by appointment, letter or telephone, about all prospective new members, service projects and study aids for your chapter.
- Ask your chaplain's permission before volunteering your church or chapter to host any deanery, convocation or diocesan meetings
- Invite your chaplain to come and speak to your chapter periodically.
- Give your chaplain a subscription to *The Royal Cross*.
- Be careful to pray for your clergy, not at them. (Example: *Dear Lord, we know that Father has been busy and hasn't been able to support us the way he would like to, but we are grateful that he could find time to be with us today.*)
- Please invite your chaplain to attend deanery, convocation, diocesan, provincial or national meetings when people from your chapter are attending.
- Clergy and their families need love and support. Please find ways to let them know their loved and that they are being prayed for daily. They will love and appreciate you for it

**GUIDELINES FOR THE PRIEST  
WHOSE PARISH HAS A CHAPTER OF  
THE ORDER OF THE DAUGHTERS OF THE KING®**

For a chapter in a parish to be all that it should be, it is important that the Clergy totally supports his/her chapter.

1. Be available to celebrate Holy Communion whenever the chapter desires it. If they would like to have communion at every monthly meeting, please try to accommodate them.
2. Work with the chapter president. She will need your support. Provide leadership and direction with the study program choices.
3. Remember that the Daughters vow to serve the church and the priest. Therefore it benefits everyone to work closely with the Daughters, giving direction in their ministry, i.e., visiting shut-ins, making hospital calls, new member calls, etc.
4. Give direction and encouragement to Daughters as they seek to discover their Rule of Life. Be available for confession as part of their spiritual direction.
5. Try to attend diocesan and deanery assemblies. Encourage your Daughters to do likewise.
6. Make contact, at least annually, with your diocesan president and diocesan chaplains. They are willing and able to assist in many ways and appreciate contact with parish priests who have chapters of the Order.

*God bless you as you work with the Daughters of your parish.*

## **TWENTY POINTERS FOR POSITIVE RELATIONSHIPS WITH RECTORS AND VICARS**

The ideal relationship between a daughter or chapter and rector or vicar is God's love in Jesus... And this is a sacrificial love that can make the church's mission possible. And because conditions may be less than ideal in some parishes and missions, the following suggestions are made in improving or restoring relationships:

1. Initiative must begin with the Daughter or chapter. Prepare with prayer and enter into the spirit of the Beatitudes.
2. Keep the rector or vicar on your daily prayer list.
3. Before you ask for anything, make sure you are his or her friend and you're not perceived as either another person making a demand or an antagonist. This will take time, so go easy on newly installed clergy.
4. Do not expect your new rector or vicar to measure up to the close relationship you may have had with the previous rector or vicar.
5. Remember his/her birthday, ordination anniversary, wedding anniversary. Send Christmas and Easter cards.
6. Do send a get well card when he/she is sick or when his/her family is ill. Remember when there is a death in the family.
7. Be sensitive to the workload and energy level when requesting his/her time or aid.
8. Some chapters want money from the parish or mission budget. Substantiate your needs clearly, ask respectfully, and be prepared to ask several times before receiving. Do not complain or gossip if you don't get it. It may be God's will for you to discover a creative alternative.
9. Respect the holiness of Christian relationships and never compromise that by meeting your rector or vicar, if they are of the opposite gender, in a place that is not public.
10. Do not try to become the rector or vicars "best pal". This never works in church politics.
11. Do not tolerate gossip about clergy between Daughters, especially your rector or vicar. Make sure he/she knows this is a chapter principle. Stick up for him/her. Do not ever betray. Clergy will remember throughout their careers.
12. Work with him/her to develop a plan of development and ministry for your chapter. Invite him/her for a periodic visit to a chapter meeting.
13. Be forgiving and gentle when your rector or vicar fails to meet your expectations.
14. Once a year surprise him/her with a meal at his/her favorite restaurant or a ticket to the movie - to include his wife or her husband.

15. If you fail in your relationship with him/her, ask for forgiveness. Do not brood!
16. Do not expect a lot if you're not giving money, talents and time for the work of your church. Relationships where you ask and seldom give have very short histories. Not being on the rector or vicar's team in any one of these areas may cause doubt about your sincerity.
17. Help your rector or vicar with the youth ministry by starting a Junior Daughter's chapter.
18. In a chapter with more than one section, be prepared to help where the ladies are elderly by attending that meeting to ensure its vitality and show the true DOK spirit. This will not go unnoticed.
19. Some clergy have had bad experiences with DOK or the experience of a very dull and ineffective chapter. If you're trying to invigorate a chapter, be patient and show results before asking for a change in attitude.
20. When you're around him/her, be a source of joy. You will be surprised how they warm up over time.

## **Other Resources**

## **Suggestions for Chapter Activities**

**This section is for you. Please add information from other resources that you found successful. Also suggestions for Chapter activities may be added here.**

# **PRAYER, SERVICE AND EVANGELISM**

**Prayer Circle and the 5 C's**

**Prayer List**

**Guidelines for Intercessory Prayer**

**Prayer**

**Prayers for a Meeting**

**A Meeting Prayer**

**Service**

**Guidelines for Visitation of the Sick and Shut-Ins**

**Evangelism**

**Fasting and Feasting**

**Commitment to Excellence**

## **PRAYER CIRCLE AND THE 5 C'S**

This is used primarily, although not always, for emergency-type prayer requests where the need can be communicated quickly and immediate prayers can be offered. The first person calls the second person and so on and the circle is completed when the last person calls the first. If the person after you cannot be reached, call the next person so as many people as possible can be activated. Please call the person you could not reach at a later time so she has the prayer request also.

### **The 5 C's:**

1. **Commitment** – Remember that you have agreed to be part of this circle and you have a responsibility to your chapter and to your parish.
2. **Compassion** – With you and for the person who has made the prayer request. It may not sound important to you, but it is to the person asking.
3. **Charity** – To those you cannot reach. It is frustrating when you cannot get the next, or the next person, but accept that everyone has a much busier life today and sometimes people are just not available. They may be out of touch because of a family crisis.
4. **Courtesy** – If you did not reach one or more people, try giving them a call later so they can be informed too. They will appreciate the courtesy.
5. **Consideration** – Are you going to be out of town for a few days or longer? Call the person who calls you, and the person you call, and let them know.

## **PRAYER LIST**

As you begin to pray, follow the pattern of ACTS – Adoration, Confession, Thanksgiving, Supplication.

God already knows the needs, but it helps us when we can identify them in our prayers. It may help to have categories in your prayers of supplication. To suggest a few:

- Our Order – at chapter, diocesan, provincial and national levels.
- Our clergy – our parish and the organizations and activities of our parish.
- Healing – shut-ins – guidance – marital and domestic problems – renewal – conversion – travelers – pregnancies – special projects and concerns – repose.

Remember to review the prayer list before meetings, and always treat your list with respect and as a confidential trust.

Remember, too, that times of prayer with God are followed by times of power with people!

Prayer lists do not need to take up much time in our meetings. Except for clarification, they do not need to be discussed. Pass around the prayer list on a clipboard to add or delete names, then have the list copied for all members. The Lord knows the needs and we do not talk among ourselves about those on our prayer lists unless information is pertinent to our prayers. It is a privilege to pray for others – this is not to be taken lightly.

## GUIDELINES FOR INTERCESSORY PRAYER

**A. Request for Prayer Form.**

Below is the intercessory prayer request form.

<b>Request for Prayer</b>	
Date: _____	
<b>I ask you to pray during the coming month for:</b>	
<b>Name</b>	_____
<b>Need</b>	_____ _____ _____
<b>Requested by:</b>	_____
<small>Please place this card in the offering plate. For a month's time your requested prayer will be offered at the altar of this church and included in the intercessory prayers of the Daughters of the King. Requests may be renewed by card or phone. Emergency requests may be telephoned to the church office or to any Daughter of the King. All prayer requests are confidential.</small>	

**B. Corporate Prayer List – General Form.**

This form can be used at chapter meetings for general prayer requests. It can be passed around at the meeting and each member could add her own prayer requests. The completed form is then copied and distributed to serve as the Corporate Prayer List.

<b>1. General Corporate Prayer List</b>		
Month/Year: _____		
<b>Day</b>	<b>Name</b>	<b>Request (Optional)</b>

**C. Corporate Prayer List – Category Form.**

This form can be adapted to your chapter/parish as a set of categories for a Corporate Prayer List.

The Order of the Daughters of the King® INTERCESSIONS			
DATE: _____			
Thanksgiving	Guidance	Those Who Mourn	Shut-ins/Healing

DOK Members	Members Absent	Travelers	Special Concerns/ Projects	Parish Members

## **PRAYER**

### **A chapter devotions chair may consider the following:**

- Go to your priest or diocesan chaplain. He/she will be invaluable and you will need him/her. Be available to help plan the worship for retreats, assemblies and Quiet Days.
- Bible Readings.

### **Other Suggestions:**

- Prayer Partners – exchange names at your meetings, then pray with that person for a designated time. After that start over again.
- Write a devotion or prayer for your newsletters.
- Have a devotion at board meetings and all chapter meetings. Perhaps a Daughter-at-Large can be your devotions chair (province or diocese).
- Send your priest or chaplain a note each month signed by each member present at chapter meetings or (Province and Diocese) at each board meeting. That includes your bishop.
- Companion chapters have combined meetings from time to time, perhaps a Pray/Play Day.
- Keep a calendar for times each member needs prayer. One way to do this is to pass the calendar for the coming month for member's special needs.
- Make each person feel needed and appreciated. We are all special.

## **PRAYERS FOR A MEETING**

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 His Sake. Amen.

*~ Adapted from Mary Agnes' 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's Triennial prayer*

### **Prayer for National Council**

Heavenly Father, bless the members of our National Council as they strive to perform their responsibilities to the Order. We pray, believing that the sense of Your presence will strengthen them for the tasks and decisions placed before them. They acknowledge You as the Master of their lives. Take their lips and speak through them; take their hearts and set them afire to do Your will; and take their hands to serve wherever called in His name and For His Sake. Amen.

### **For Moral Courage**

Heavenly Father, You know the weakness and cowardliness of my heart. You know how much I care for the opinion of others. Help me, I beseech You, to care more for what is well-pleasing in Your sight. Make me strong and courageous that I may never be afraid to do my duty. Give me grace and courage to speak when and as I should. Let me never shrink from my duty through the fear of others. Let the love of Jesus fill my heart, that in His strength I may be strong. Give me the constant guidance and assistance of the Holy Spirit. I ask all in the name and for the sake of Your dear Son, Jesus Christ. Amen.

### **For Faithfulness in Service**

Lord, Jesus Christ, head of the mystical body of the Church of which we are members, cleanse our eyes to see You, quicken our ears to hear You, open our lips to show forth Your praise, give our hands skill to do Your bidding and make our feet swift to go where You guide, that Your Kingdom may come and Your will be done on earth as it is in heaven, and all for Your dear sake. Amen.

## A MEETING PRAYER

Today we gather.  
Meeting together to consider  
Where we stand  
And who we are.

We come to order ourselves  
Into a new sense of order according to our progress  
From the last gathering to this one.

Be with us, O God,  
In this space and time  
As we affirm and shape the changes  
In our understanding of the Way.

We desire not to fly apart  
In garish fantasy of vision  
But rather to move the boundaries that we have set before  
In order to encompass and embrace the living and breathing growth of each and all.

We work in prayer and dialogue.  
In going back to see where we have been,  
We steady ourselves  
For the journey forward today.

We are here  
To reconcile all that we were  
Our trust...our hopelessness  
Our joy...our despair  
Our confirming...our betrayal  
To offer a farewell to those departed  
And to welcome those who are newly come.  
To confess, absolve, reconcile, renew.  
To be all that we can be.

To set firm a pathway that is possible.  
Possible for us to walk until we meet again  
To reassess the journey  
And again set firm a pathway.

Each step along the way we clear the stones and obstacles,  
Healing and refreshing each other.  
We listen openly to each tale or travel and  
Hear each one's proposal for the time ahead.

Knowing You are here, God,  
We are freer in our interaction,  
More daring in the sharing of our personal visions,  
Loving in our confrontation,  
Deeply silent in consideration and accepting in the choices  
That for a little while will help us to define our actions  
Until broader definitions draw us on.

In this Your presence,  
We meet to order ourselves anew,  
To consider where we stand and who we are.  
Today we gather.

## SERVICE

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 always ask, "What is service?" and "What can we do?"

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 because we have chosen to hear 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... This leads to doing what God has called us to do. Our spiritual roots need to be deep enough to balance our activities.

There are always more "needs" than we have time and energy for. Our prayers grow when we consult with our rectors. We know that God is asking and we receive the grace to accomplish what He asks. We consider the needs of our parish and community and the talents, time and gifts of the members of our chapter. With any service project, we need an operational procedure including definite individual responsibilities, follow-up, accountability and evaluation. If a service project is not working, it is probably due to lack of interest and poor planning, or it is a job too burdensome or difficult. If this is so, remember we are not locked into one service project for all time. Be free to let go, pray and begin again. His gift is His love and our gift is service given in love and charity.

Traditionally service projects revolve around various aspects of intercessory prayer and visitation. Various chapters have participated in the following ways.

### **Visitation to:**

- The sick
- The homebound
- Hospitals and nursing homes
- Sitting with shut-ins to allow family/caregivers to attend church, sleep, etc.
- Birthday party for shut-in
- Meals at time of bereavement, illness, new baby
- Taking older member to special event – play, picnic, ride in country
- Newcomers
- Lapsed parishioners

### **Intercessory Prayer**

- Parish, priest, chapter members and others
- Prayer Chain
- Praise God sheet – thanksgiving
- Mail prayer list to those not at meetings

### **Parish Activities**

- Organize or sponsor Quiet Days, healing services, Bible study
- Provide music for service
- Take altar flowers to sick, shut-ins
- Send cards
- Help parish secretary with mailings
- Help maintain church gardens
- Establish parish library
- Operate a medical loan library (wheel chairs, walkers)
- Establish a guild of Christ Child
- Fix breakfast for Kairos team
- Reach out to one new person each week
- Serve as a Telephone partner
- Provide soup and salad for singles/widows one Sunday/month
- Publish newsletter – every three months to all members, probationers, and clergy
- Call parish members to be “a friend of DOK: i.e., involve others in parish activities
- Provide transportation for non-drivers
- Help with formation of new chapters

### **Community Projects**

- Assist food and clothing banks
- Sponsor a blood bank
- Help with community Christmas causes
- Host Church Women United
- Sponsor a Hospice

## GUIDELINES FOR VISITATION OF THE SICK AND SHUT-INS

\*\*\*\* The ministry of visiting the sick and/or shut-ins is a serious one. Some Daughters are gifted in pastoral visitation and others have different gifts. Please do not insist that a Daughter who is uncomfortable with this ministry participate in a chapter service project that ministers to the sick or shut-ins. \*\*\*\*

Daughters are prayerful and loving women. Many things can be done with the best of intentions that violate another person's dignity. So please be careful. Keep in mind that people who do not feel well or are shut-in have a sense of loss of control in their lives. They are probably anxious, depressed and often angry. Hospital patients who are poked, prodded and questioned unceasingly can really be at their wit's end.

Before you go: Prepare yourself in silent prayer. Be mindful to pack away all judgments and agendas of what you personally believe (this is not easy, but comes with practice). In other words, pray for a plan that is no plan at all. Simply go and be present. Assemble the "tools of your trade": a 1979 and a 928 BCP, a Bible, an oil stock if you use it, and prayer cards to leave with the person.

The following are your basic Do's and Don'ts when visiting a person who is ill or shut-in.

DO knock on the door and wait to be asked in.

DO give a cheerful greeting and introduce yourself slowly and clearly.

DO allow the patient time to say they prefer not to have company. If this happens, leave a prayer card and tell them you will include them in your prayers.

IF you are invited to stay, walk slowly to the bed.

DO NOT sit on the bed or touch the patient without permission...always ask and allow adequate time and opportunity for them to respond positively or negatively. This helps them to feel in control of the situation. A bedridden person is a "captive audience". The worst thing we can possibly do is take advantage of that, invade their space, violate their dignity and preach our own agendas.

DO NOT ask the patient what's wrong with them. This is an invasion of privacy.

You may ask how long they think they might be there. If they want to tell you more, they will.

You may ask them how they like the food – you're liable to hear an earful.

You may comment that it's hard just lying in bed, but DO NOT tell them about your own operations and illnesses...that is your agenda, not theirs.

DO NOT ask personal family questions unless you know for sure they have family who cares. It can be a very painful point. We are there to comfort, not inflict pain.

NEVER assume anything about a person's beliefs or faith.

SO YOU MAY ASK:

WHAT CAN I DO IF THERE ARE ALL THESE THINGS I CAN'T DO?

GOOD QUESTION!

Visiting the sick requires really only **one gift: The ability to talk little and listen much.** Long pregnant silences allow a person to gather their thoughts. If you are uncomfortable with this much silence, it will be difficult to be an effective visitor. It's always awkward at first, but becomes easier with practice.

After five or ten minutes, depending on how ill the person is, ask them if they'd like a prayer or a Bible reading. (The Psalms are good, but DO NOT choose Psalm 23 unless requested...it is part of the Burial Office!) Also DO NOT choose other Scripture passages that appear in the Burial Office. Some people become quite upset.

Ask them what they want. They may say they don't want to hear anything. Your simple presence with them is a reflection of Our Incarnate Lord manifest through you.

Ask if they prefer traditional language or contemporary language. If they say traditional and they are probably over seventy, use a 1928 BCP and a King James Edition of the Bible. If they are younger, use Rite 1 prayers and the RSV. The point is that the comfortable words and phrases they have clung to for so long are a great source of comfort to them, even if we prefer something else. A good working knowledge of the Bible and both Prayer Books is a must.

A closing prayer that is spontaneous and short often works well.

DO NOT leave immediately. Often, prayers move people to talk about things that really bother them. Give them a few minutes and see. Bid them farewell and ask them if they'd like you to come back the next time you visit. Smile.

If for some reason you are visiting interdenominational, it is time to broaden your horizons. It is helpful to know the types of prayers the person is accustomed to (e.g., if you visit with Roman Catholics, you may want to learn the Hail, Mary and leave the doxology off the end of the Lords Prayer when praying with them).

Your clergy, whether they possess the gift of visitation or not, have all been trained in this process. Please ask if you have questions.

## EVANGELISM

“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 His Church.” This definition was written by a former Archbishop of Canterbury, William Temple, when he chaired the Evangelism Committee for the Church of England. It was adopted by the Episcopal Church at the General Convention held in Louisville, Kentucky, in 1973.

Since Evangelism is the primary purpose of the Order, Daughters need to understand, accept and incorporate this definition into their daily lives in whatever way is comfortable. Deeds of Christian love must be accompanied by words of God’s love. Neither deeds alone nor words alone communicate the Gospel.

Everyone has God-given spiritual gifts, which makes each person uniquely different. Some are called to be evangelists; some are called to do evangelism. Why are we expected to participate in one way or the other? There are three reasons: (1) In the Great Commission – “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the son and of the Holy Spirit, and teaching them to obey all that I have commanded you; and lo, I am with you always, to the close of the age...” (Matthew 28:19-20) We are not asked if we want to “do”. We are told to “go”. Not to Africa or Brazil, but to wherever our daily lives take us and give us the opportunity. (2) In the Baptismal liturgy, reaffirmed in Confirmation, “continue in the apostles’ teaching and fellowship, in the breaking of bread, and in the prayers” – we agree to be disciples, and “Proclaim by word and example the Good News of God in Christ” – we commit to Evangelism! (3) In the Order’s Service of Admission, we agree “to wear habitually the cross of the Order and to work for its purposes as God may give you the opportunity!” We have been commissioned to do it. We have taken vows to do it. With God’s help, we can do it!

What did Jesus look for in those He entrusted to spread the Good News? Study those disciples He called or who offered to follow Him. They were a motley crew. However, they were committed to following Him and willing to listen to Him. It was through their relationship with Jesus, through Him and willing to listen to Him. It was through their relationship with Jesus, through His teachings, His love, by accepting rejection, by continuing to try, by having some success, that these amateurs learned how to set the world on fire! They were amateurs when they began, but they were evangelists in the end!

We can learn to do the same through study. We have the best resources: the Bible, the Book of Common Prayer, Education for Ministry (a 4-year seminary course for lay ministry, through the University of the South), Renewal and Evangelism Conferences, Anglican Fellowship of Prayer Conferences, the Evangelism Unit at the Episcopal Church Center, resources in our dioceses, etc. How much did the disciples know when they joined up? Only that they loved Him and wanted to follow Him.

We can prepare ourselves. There is a price to pay, however, in time invested in studying, in time and effort invested in building relationships with people. They will be the best investments ever made, for we grow closer in our own relationship with Jesus when we do His work “for His sake”.

## FASTING & FEASTING

Lent should be more than a time of fasting. It should also be a joyous season of feasting. Lent is a time to fast from certain things and to feast on others. It is a season in which we should:

- Fast from judging others;  
Feast on the Christ dwelling in them.
- Fast from emphasis on differences;  
Feast on the unity of all life.
- Fast from apparent darkness;  
Feast on the reality of light.
- Fast from thoughts of illness;  
Feast on the healing power of God.
- Fast from words that pollute;  
Feast on phrases that purify.
- Fast from discontent;  
Feast on gratitude.
- Fast from anger;  
Feast on patience.
- Fast from pessimism;  
Feast on optimism.
- Fast from worry;  
Feast on divine order.
- Fast from complaining;  
Feast on affirmatives.
- Fast from unrelenting pressures;  
Feast on unceasing prayer.
- Fast from hostility;  
Feast on nonresistance.
- Fast from bitterness;  
Feast on forgiveness.
- Fast from self-concern;  
Feast on compassion for others.
- Fast from personal anxiety;  
Feast on eternal Truth.
- Fast from discouragement;  
Feast on hope.
- Fast from facts that depress;  
Feast on verities that uplift.
- Fast from suspicion;  
Feast on truth.
- Fast from thoughts that weaken;  
Feast on promises that inspire.
- Fast from shadows of sorrow;  
Feast on the sunlight of serenity.
- Fast from idle gossip;  
Feast on purposeful silence.
- Fast from problems that overwhelm;  
Feast on prayer that undergirds.

## COMMITMENT TO EXCELLENCE

“I count all things but loss for the Excellency of the Knowledge of Christ Jesus My Lord...This one thing I do, forgetting those things which are behind...I press toward the mark for the prize of the high calling of God in Christ Jesus...” (Philippians 3:8, 13, 14).

**Faithfulness** – To God I give my life in worship and service in all that I am and have. I will seek first the Kingdom of God.

**Unselfishness** – For others I will gladly share and serve as God has so graciously provided for me.

**Truthfulness** – To myself and to all others I shall be honest and truthful with fairness, giving dignity to every person I meet.

**Thoroughness** – In all I undertake to do I shall attempt to be complete and thorough, striving always for excellence.

**Neatness** – The quality of my life and work will also reflect beauty in the things I achieve.

**Promptness** – Knowing that by being prompt I am conserving the time of others as well as keeping myself on schedule, I shall attempt to be prompt in keeping promises.

**Perseverance** – Steadfastly pursuing the goals God reveals to me as appropriate for my life, my abilities, and my calling – this will be my constant aim.

## **WORKSHOPS AND MORE**

**Workshops for a Spiritual Journey  
Contemplation, Questions for Discussion Groups, Dialogue**

**An Evangelism Workshop**

**The Program**

**A Workshop About Junior Daughters**

**A Workshop for Junior Daughters**

**Guidelines for Quiet Days**

**Litanies for the Departed**

**A Litany for Daughters of the King Departed**

**Our Vision Revisited**

**Personal Preference Questionnaire**

**Instructions for Building a Living Altar**

**A Living Altar**

**An African Model for Bible Study**

**The Practices of a Good Listener**

**Some Other Things to Think About**

## WORKSHOP FOR A SPIRITUAL JOURNEY

This workshop is designed to ask questions of each Daughter not only as an individual, but also as a member of the Order and to explore what the commitment to the Rule of Life means as a tool in her spiritual journey.

A suggested structure for the workshop:

1. Have each member in the group read the *Contemplation* section.
2. Have each member answer the questions presented in the *Question* section.
3. Break into small groups (if chapter is a small group, one group will be fine), and open a discussion on the *Dialogue* section and the *Question* section.

**NOTES:** While reading and answering the *Question* section, you may insert questions, thoughts, opinions, comments of your own for discussion in the *Dialogue* portion of the workshop.

This may be used as a project to be done over a period of time, or while studying for admission into the Order. It can also be broken into parts and each section done at a different meeting.

### Definition of Barriers and Bumps:

Age	Sexism	Racism	Economics
Homosexuality	AIDS	Nationality	Churchmanship
Handicap			

### The Bridges are:

Love	Tolerance	Acceptance	Ecumenism
Understanding	Admiration	Knowledge	Education

## CONTEMPLATION

### **Barriers, Bumps and Bridges “Creating the Bubble”**

The “Bubble” is what surrounds us in our everyday activities. It includes our work environment, our families, our friends, and any other activity we participate in – but its total effect is far greater than the sum of its parts and participants. The “Bubble” carries its own point of view. It grows out of the mania, the excitement, the frustration and irresistible sense of drama we experience in our every day lives. Of course, the “Bubble”, particularly for those of us who are immersed, is the evangelism and prayer work of the church.

Of all the words used in any language, surely “*Love*” is the most battered. We sign for it...Praise it...identify it with the very essence of God – and then throw it away, usually with carefully explained reasons. Anger, being understood, even being confused, being prejudiced – all drive us from love. I’m speaking of that love which heals the broken and comforts the afflicted and also challenges the self-righteous and complacent.

As Jesus’ followers, we are asked to love one another and so hold together in a world that is not always friendly, or as we would like it to be. A world that, in fact, crucified Jesus because of its prejudices. Instead of looking, we stop talking to our families, gossip, hoard our gifts – “Of course,” you say, “I’m friendly to everyone.”

Well, I invite you to see the dangers. For instance, how is love shown in Christ’s community, the church? Someone leaves the church because there are black participants. Someone leaves because some members of the congregation are homosexuals or not economically on their level. People who use incense vs. those who don’t. Those who are drawn to penitence vs. celebration. Gospel music, plainsong, and traditional hymns, Catholic-Protestant, women’s roles in clergy, lay persons, my interpretation vs. theirs...

What does this have to do with LOVE? What does this say about the followers of Jesus Christ? Boy, is that a “Bubble-buster!”

For all of us who are working to heal and live through the Gospel, “bubble-bursting” is less predictable. In the New Testament, Jesus was constantly bursting people’s bubbles, continually challenging them to change and to grow. The Pharisees are by no means his only targets. From the rich young man who can’t let go of his money to the compulsive Martha who insists on serving everything just so, to the mercurial Peter who is never quite sure where he is headed next, Jesus’ command of love is the same: Take up your cross and follow me. Pay the price for having your whole life turned around.

## QUESTIONS FOR DISCUSSION GROUP

1. We have made the choice to become Daughters of the King.  
What impact does the commitment to the “Rule of Service” and the “Rule of Prayer” have on our openness to diversity?
2. As Jesus’ followers we are asked to love one another.  
Does this mean we are to love only those who are like us, share our same views and opinions, and are the same race, sex, nationality, economic level?  
Are we true to our commitment when we allow ourselves to be drawn into the “bumps” and “barriers” and not build the bridges?  
How is love shown in Christ’s community, the Church, if we have these prejudices?
3. We must look at God first, then at the world around us.  
We carefully explain our reasons for not wanting to accept things that are different.
4. Are the gospels credible?  
The message that the triune God gives His own eternal life to the world in the missions of the Son and the Spirit depends upon the unity of the church by which that life is exhibited to the world.
5. We as Daughters bring other women into the fold of the Order.  
Jesus’ prayer seems to be that the oneness of his followers may draw the unbelieving world to the fullness of saving faith in Him.

## **DIALOGUE**

### **The Gospel of John**

John 13:35 states, “By this everyone will know that you are my disciples, if you have love for one another”. Love for one another is to be the identifying mark of the Christian community in the world. How can the church be an effective witness to Jesus’ love if it cannot enact that love among its own members? The love Christians are commanded to have for one another will continue the work and presence of Jesus after his death and resurrection.

The language of love is the language of fullness rather than the language of emptying. One will give one’s life for one’s friends as an act of love (15:3), not as an act of self-denial and sacrifice.

The Gospel of John makes clear that the Christians’ love for one another derives from and is modeled on Jesus’ love for his followers. Jesus loved his followers by making God known to them (14:10-11), giving them God’s word (17:14), embodying God’s love (17:23), calling many a varied sheep into His fold (10:16), calling His following “friend”, not servant (15:14-15), and laying down His life for His friends (10:17-18). All of these ways, not exclusively the last, model how the community of Jesus’ followers is to love one another.

The vine metaphor (John 15:1-11): All branches are rooted together in the one vine, and only as a result of their common root can they bear fruit. The task of assessing fruitfulness falls to God alone. Since God is the vine grower, all branches are equal before God. The vine metaphor is a powerful image of the church and a powerful image extended into the community.

## AN EVANGELISM WORKSHOP

**Notes:** This is a workshop model outline of a format that has been used successfully for chapter, diocesan and provincial meetings.

It can be an afternoon program (1½ to 2 ½ hours); part of a day-long meeting that is preceded by business meeting and luncheon, or a complete program preceding or following a meal or refreshments.

It is designed and set up in the simplest of manners so that any Order officer or member who is so inclined may present it.

Needed information is the size of the group, so a sign-up sheet well in advance of the meeting is suggested, with the proper amount of promotion and publicity.

**Meeting place:** A reasonably large, well-lighted, ventilated and comfortable room. It can be set up with speakers, stand or lectern, and participants either seated at round tables of 6 or 8, or chairs set up lecture-style.

**Workshop materials and preparation:**

Easel, newsprint pad – 18 x 24

Tape

Name tags, with broad-tip print markers

Pencils and paper on each table

Poster Board...

- One with the Daughters of the King “Purpose” (page 2, Handbook) boldly, legibly printed on it. (This can be done on a computer that prints out banner style printing...pasted up.)
- Another poster with the word evangelism, printed largely, boldly “EV-ANGEL-ISM” and under it either a cut-out (large) illustration of an angel reaching out her hand.
- Another poster with the definition of evangelism, (page 7, Handbook) printed out.

## THE PROGRAM

PRESENTATION (30 MIN.)

### **Introduction.**

Introduce yourself personally, with a brief description about yourself, family, responsibilities, and church home. You may want to title your presentation with something like ***“APPLYING EVANGELISM AS A MEMBER OF THE DAUGHTERS OF THE KING”*** or ***“DAUGHTERS IN THE DECADE OF EVANGELISM”***. It would also be a good idea to print out the title on poster board to display on the easel and also use in pre-publicity for this meeting.

### **Main Body of Talk.**

This is where you share “your story”. For guidelines and extra hints, see past issues of *The Royal Cross* where council members have shared their stories. How do you go about living our purpose...your rules of life, with personal incidents, background and life and family interest, plus a special incident where Jesus Christ was really close to you?

Include special attention to the Decade of Evangelism, how DOK has been involved for “the spread of Christ’s Kingdom” for over 100 years.

### **Introduce First Sign: “Our Purpose”.**

Then include information about Daughters, what your chapter has done in service and purpose, what you know other chapters are doing.

Next, talk about the Decade of Evangelism, what that might mean to you, definitions, etc., then discuss how you feel about evangelism and...

### **Introduce Sign on Evangelism.**

Discuss how you have “evangelized”, how Daughters have their personal ways of “reaching out and touching someone.”

### **PREPARE FOR FIRST EXERCISE (15 min.)**

Count off in groups of 4, 6, or 8, depending on size of group and reassemble according to numbers. Write on the board following questions for each group to discuss:

1. What did you give up to be here today?
2. What drew you into Daughters and how long have you been one?
3. Find something in your purse that gives you comfort and security. What and why?
4. What are some of the things that you have done personally or would suggest doing or plan to do for the encouragement of the spread of Christ’s Kingdom?

Have each group report back. First answer the questions yourself, then put a clean sheet of newsprint on the easel and ask each group to report. Write up and number the different responses.

TAKE A SHORT BREAK – 5 MINUTES OR SO.

When everyone returns, return to same small group. Have each person find just one other person in that group and exchange addresses and telephone numbers.

*“Now we are going to share in a short meditation.”*

*“Think about God our King in the midst of us here...Think about who God is, who Jesus is...truth, power, forgiveness, release, purpose. We pray for God to pour out His love and power over all of us gathered here. Just picture us holding up each person in prayer into the presence of Christ, believing that He is speaking to each one of us.”*

*“Dear Lord Jesus Christ, unite this group into one body of fellowship and let your Holy Spirit flow into and through each one of us, making us one in love, by and through your love. Amen.”*

Pass out copies of the meditation and be prepared to read it aloud to the group, or you may have someone whom you have appointed, forewarned and prepared to read it.

*“Please follow the meditation as I read it. Let the thoughts lock into your imagination. Make them yours. Put away any wanderings of mind and let the Holy Spirit speak to you. We’ll remain quiet for several moments after the reading and think about our relationship with our Lord Jesus Christ and how this reading has affected our thoughts.”*

### **Meditation.**

We are directly in contact with God through prayer! How comforting to think that we can come straight to Him, talk to Him and experience His love, joy and power in our lives! Why we do not spend more time in seeking this closer touch or contact with Him escapes explanation.

Oh, Lord Christ, as You stand in our very midst at this time, we remember the great length of time You spent in prayer when You were living among us on earth. When we picture You spending all night in prayer, how You prayed before every decision, how You depended automatically on prayer, we realize how often we take actions and make decisions without first asking for and depending on Your guidance.

Lord, we can easily recall times of crisis, distress and feelings of helplessness and depression in our lives when our need for You was apparent. At those times, when we called on You for help, our requests were especially meaningful and You seemed very close and real. When we have experienced times of great joy and blessings, we could suspect they were of You...and yet, at even many of these times, we did not credit You, or give You the honor and glory and praise. We do want to know daily seeking and praying as a way of life You, we are quietly and confident You will fill us with the desire and will to make this real. As we think of your presence here, an adventure in knowing You better stays in our minds. Help us to see some of what we may discover about life with You in present our hearts and souls.

We ask You to help us relate Your love to every experience of our own lives, the upsetting occasions and the joyous times. The very thought of even trying this is glorious!

We are thankful Lord, and find comfort that we are not doing this alone. Thank You for the friendship and strength of others in this place who seek You and feel a kindred hunger. Bless us all and guide each one of us this afternoon and always.

ALLOW A FEW MOMENTS, THEN MENTION...

**Questions to Discuss with Partner.**

1. When in your life was God the most real to you? (Please share one of these experiences with your partner.)
2. What is the most vivid recollection of answered prayer you have ever had? (Share.)
3. What is the most pressing prayer need in your life today...or presently? (Please share your prayer request with your partner.)

Have everyone reassemble. Have everyone introduce her prayer partner by beginning, "This is my new friend \_\_\_\_\_," with a little something about them, their church, city or family.

**CLOSING.**

"This has been just one small example of what the "E" word is all about. Congratulations...you have experienced what it is like to be an evangelist. To share a little of your story, and to listen to another's story...you have encouraged one another and you have agreed to pray for each other...just talking, listening and encouraging each other. Every day, as we pin on our crosses we can "pick up our daily crosses" and follow Him. Every day, we can reaffirm as we say...(everyone join in and close with the *Daughter's motto*):

"For His Sake..."

"I am but one, but..."

## **A WORKSHOP About Junior Daughters**

**For those who can remember what it was like to be young and for those who would like to remember what it is to be young**

*WARNING:* In either case, and several others, these are just the women who would make good leadership for Junior Daughters.

### **Opening – The Junior Daughters’ Prayer** (Pray together if you have copies for all.)

God of love, God of life, God of holy strength, guide us, that by our daily practice of Prayer and Service, we may draw others to Christ. Help us to reach up in hope, receive in spirit, respond in faith, and reach out in love for all. We pray that your Kingdom will come for all creation, all people living together in love and peace. For His Sake. Amen.

### **Getting to know one another.**

(Depending on size of group, #1, introductions, may be done either in large group, or if preferred, after small groups have been formed. Count off or otherwise have women arrange themselves in small groups of no more than six. Ask each group to choose a leader and a scribe.) The scribe will take down lists of answers to each question as directed.

Review the “rules of sharing”: Everyone is encouraged to share, but no one is forced to share (please do introduce yourself though.) Only one speaks at a time. The Leader may ask a clarifying question or ask to have sharing move on to another, otherwise there is no cross-talk.

1. Please begin by introducing yourself in the following way: First name, chapter/city, and then explain specifically who is it you pray for when you pray for women (a daughter, sister, granddaughter, goddaughter, neighbor, student, etc.), giving the first name of this person and relationship – but no details of the situation at this time if this is in the large group.
2. Read, “It was you who brought me safely through birth, and when I was a baby, you kept me safe.” (Psalm 22:9, TEV) and then share with the group one need you had as a young girl, a young women. (SR=scribe record)
3. In what ways might Junior Daughters help to meet the needs mentioned in your group? (SR)
4. What do you/might you bring to Junior Daughters? (SR)
5. What do you/might you need to work with Junior Daughters? (SR)

Give a five minute warning, and have large group reassemble.

### **Getting to know Junior Daughters.**

(Present the basics as you wish and then update.)

Junior Daughters of the King is for girls ages 7 – 20. Although one Junior Daughter in each chapter must belong to the Episcopal Church, membership is extended to all baptized girls. The Order hopes to help these young girls in their spiritual walk. Junior chapters provide an opportunity for girls to experience the joy of belonging to a fellowship in which love of God, others and self is the framework for their meetings, pastimes and ministry to others. As with our Senior chapters, three girls may form a chapter.

The Junior Handbook has been revised. Each Junior Daughter will want to have one of the new handbooks. Rewritten to the Junior Daughter herself, the handbook is meant to be a “working” book, to be placed in a notebook and pages added as needed. It is filled with resources for Prayer and Devotion, Service and Evangelism, as well as Study.

For those who want step-by-step instruction on how to form a chapter, there is a checklist. For those who want to be creative, there are some general guidelines. For the girls, there are ideas, instructions, history, and the prayers and services she will need.

### **Getting in Touch (Connecting).**

Gather information from small groups, write out on newsprint in two columns.

- Along left-hand side of sheet – put youngsters’ needs
  - Along right-hand side – How Junior Daughters might meet
  - Discuss as time allows
  - What You/We Might Bring – scatter around on a new page – in bright colors!
  - What You Might Need to Work with Juniors – on a new page – group together as appropriate.
- Use this sheet as basis for closing prayer.

### **Wrap-up (Encouragement).**

Read, “If the eagerness is there, the gift is acceptable according to what one has, not according to what one does not have.” (2 Cor. 8:12, NRSV) and give below your version.

There is little we can do in this world more worthwhile than to help a young person grow in her love of and life in Christ. Love, stability, a safe place, fun – whatever other possibilities the group came up with in #1 – these are not simply the needs of the young, they are our needs, too. We are to approach God as children, childlike, not childish. These are what we can offer to those who come after us: our example, our time, our energy, our love, our creativity and faithfulness, our Lord. What will we receive back? Maybe a hug, maybe a crown!

Bless you, for His sake and the sake of the young people your life touches.

The Lord be with you.

*And also with you*

**Closing Prayer.**

Pray for specific needs of those who might work with Junior Daughters, that the needs be met, the call be heard. Invite all to pray aloud or silently for those young women they hold in their hearts. Amen!

**Workshop equipment:**

- Pens, pencils and paper for group scribes.
- Newsprint, easel, large markers – black plus colors
- Copies of the Junior Daughters' Prayer
- Junior Handbook may be ordered from National Office

## **A WORKSHOP For Junior Daughters**

### **Open – The Junior Daughters’ Prayer** (Pray together – using hand movements)

God of love, God of life, God of holy strength, guide us that by our daily practice of Prayer and Service, we may draw others to Christ. Help us to reach up in hope, receive in spirit, respond in faith, and reach out in love for all. We pray that Your kingdom will come for all creation, all people, living together in love and peace For His Sake. Amen.

### **Getting to know one another.**

(Depending on size of group, #1 introductions may be done in large group, or if preferred, may be done after small groups have been formed. Either count off or otherwise have women arrange themselves in small groups of no more than six – and ask each group for a “leader” and a “scribe”.) Sometimes with young girls there is hesitancy to volunteer for leadership, so you might have them form their groups, and then count off – you pick a low number and ask them to serve as leader, another number to serve as scribe.)

Review “rules of sharing”. Everyone is encouraged to share, but no one is forced to share. (Please do introduce yourself though.) Only one speaks at a time. (Something I find good in helping us learn to speak one at a time, is to use a “speaking rock” – that is physically moved into the hands of the one to speak. When they are finished, they pass it to the next person.) Only the leader may ask a clarifying question or ask to have sharing move on to another, otherwise there is no cross-talk or response to another’s sharing.

1. Please begin by introducing yourself in the following way: First name, city where you live, and then tell the first name of someone you are specifically praying for, giving first name of this person and relationship – no details of the situation at this time if this is in the large group.
2. Read “It was you who brought me safely through birth, and when I was a baby, you kept me safe.” (Psalm 22:9, TEV) and then share with the group one need you had as a young girl, a young woman. (SR=scribe record, needs. Optional.)
3. In what ways does being a Junior Daughter help to meet the needs mentioned in your group? (SR Optional).
4. What “gift” do you bring to Junior Daughters? (SR Optional)

**Give five-minute warning, and have large group reassemble.**

## GUIDELINES FOR QUIET DAYS

Under the Rule of Service, the *National Handbook* suggests, “A Daughter will lead or participate in Quiet Days...” A Quiet Day can mean different things to different people. It evokes different emotions. Think of it as “hospitality for God”. A Quiet Day is refreshment to the body, soul and spirit at any time. Daughters can and need to give their own Quiet Days. A Quiet Day simply means taking away all obstacles so that those who participate may relax and come into the presence of our Lord, who constantly invites us to “come to Him”. Nothing we have to say is ever as important as what God has to say to us. Daughters who provide the time and space for such an experience for themselves and others are providing a way of “coming into His Presence”. A Daughter’s quiet day may take any form the leaders choose. You can get much information on how-to-do-it plans from the books on the suggested reading list. The following are simply suggestions.

### Quiet Thoughts on Quiet Day

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. Should not we do likewise?

A Quiet Day may be simple or elaborate. You may choose to plan for a gathering of a few Daughters, who for a few hours, silently meditate on a given Scripture or theme, or for a highly structured offering led by an invited Leader who periodically sends everyone away to meditate. Silence may be kept for the whole time, a few hours, or not at all. The imposition and intended duration of silence should be announced and clearly understood by all attending. Remember that this is a day of quietness, “to get some rest”.

### An example of a schedule of a Quiet Day:

9:30 – 10:00	Morning Prayer
10:00 – 11:00	First Meditation (5-10 minutes) Silence
11:00 – 12:00	Second Meditation (5-10 minutes) Silence
12:00	Noonday Prayers Lunch (Silence may be kept or broken as the group desires, or a suitable reading selection shared.)
1:00 – 1:30	Third Meditation (5-10 minutes)
1:30 – 2:00	Silence or Sharing
2:00 – 3:00	Holy Eucharist

## LITANIES FOR THE DEPARTED

*Prayer, in unison:*

Dear Heavenly Father, we bless You for all those who have departed this life in Your faith and fear, especially Your Daughter, our sister (N), who strove to fulfill Your will on earth through prayer and service in The Order of the Daughters of the King<sup>®</sup>. May her faith and example inspire other women and girls to greater and more faithful labor for You. Grant the light of Your presence and the glory of the life beyond to be her great and everlasting reward. Amen.

Leader: God the Father,  
People: *Have mercy on your servant.*

Leader: God the Son,  
People: *Have mercy on your servant.*

Leader: God the Holy Spirit,  
People: *Have mercy on your servant.*

Leader: Holy Trinity, One God,  
People: *Have mercy on your servant.*

Leader: From all evil, from all sin, from all tribulation,  
People: *Good Lord, deliver her.*

Leader: By Your Holy Incarnation, by Your cross and passion, by the precious death and burial  
People: *Good Lord, deliver her.*

Leader: We sinners do beseech You to hear us, Lord Christ; that it may please You to deliver the soul of Your servant from the power of evil, and from eternal death.  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You mercifully to pardon all her sins,  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You to grant her a place of refreshment and everlasting blessedness,  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You to give her joy and gladness in your Kingdom, with Your saints in light,  
People: *We beseech You to hear us, good Lord.*

Leader: Jesus, Lamb of God,  
People: *Have mercy on her.*

Leader: Jesus, bearer of our sins,  
People: *Have mercy on her.*

Leader: Jesus, redeemer of the world,  
People: *Give her Your peace.*

Lord, have mercy.  
*Christ, have mercy.*  
Lord, have mercy.

People:  
*Our Father, who art in heaven, hallowed by Thy Name, Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil, for Thine is the kingdom and the power, and the glory, forever. Amen*

Leader:  
Almighty God, Father of mercies and giver of all comfort, deal graciously, we pray thee, with all those who mourn, that casting every care on thee, they may know the consolation of Thy love, through Jesus Christ our Lord. Amen.

People:  
*From bondaged flesh, freedom won, eternal life, now begun.*

Leader:  
Almighty God of love and mercy, receive the soul of this Thy daughter and our beloved sister in Christ, Thy faithful servant, who has gone from us now, and in death reposes. Shed on her the radiance of thy heavenly light, lead her onward and upward to Thy holy place, where saints, made perfect, gaze upon thy face. Quicken her Thy face to see.

Priest and People:  
*We thank thee Lord.*

Priest:  
Into Your hands, O merciful Savior, we commend your servant (N). Acknowledge, we humbly beseech You, a sheep of Your own fold, a lamb of Your own flock, a sinner of Your own redeeming. Receive her into the arms of Your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light. Amen.

May her soul and the souls of all the departed, through the mercy of God, rest in peace. Amen.

*This litany may be used at a vigil or a memorial service. Compiled from the Book of Common Prayer, other sources, and of writings of Nellie Carlta Stewart, Church of Our Savior, Brookland Parish. Dedicated to the memory of Otero B. Tymou, and all departed Daughters.*

## A LITANY FOR DAUGHTERS OF THE KING DEPARTED

(Opening Hymn: Hymn of choice of the following, sung to tune, *Breathe on me Breathe of God.*)

*Almighty Lord, Our God*

Almighty Lord, our God,  
God of love divine,  
Lead now this earthbound soul o mine  
Into thy glorious light.

Almighty Lord, our God,  
God of love divine,  
May they live again with thee this day  
For His dear sake, we pray.

*Prayer, in unison:*

Dear heavenly Father, we bless You for all those who have departed this life in Your faith and fear, especially Your Daughters, our sisters \_\_\_\_\_, who strove to fulfill Your will on earth through prayer and service in The Order of the Daughters of the King<sup>®</sup>. May their faith and example inspire other women and girls to greater and more faithful labor for You. Grant the light of Your presence and the glory of the life beyond to be their great and everlasting reward. Amen.

Leader: God the Father,  
People: *Have mercy on Your servants.*

Leader: God the Son,  
People: *Have mercy on Your servants.*

Leader: God the Holy Spirit,  
People: *Have mercy on Your servants.*

Leader: Holy Trinity, One God,  
People: *Have mercy on Your servants.*

Leader: From all evil, from all sin, from all tribulation,  
People: *Good Lord, deliver them.*

Leader: By Your Holy Incarnation, by Your cross and passion, by Your precious death and burial.  
People: *Good Lord, deliver them.*

Leader: By Your glorious Resurrection and Ascension, and by the coming of the Holy Spirit.  
People: *Good Lord, deliver them.*

Leader: We sinners do beseech You to hear us, Lord Christ; that it may please You to deliver the soul of Your servants from the power of evil, and from eternal death,  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You mercifully to pardon all their sins,  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You to grant them a place of refreshment and everlasting blessedness,  
People: *We beseech You to hear us, good Lord.*

Leader: That it may please You to give them joy and gladness in your Kingdom, with Your saints in light,  
People: *We beseech You to hear us, good Lord.*

Leader: Jesus, Lamb of God.  
People: *Have mercy on them.*

Leader: Jesus, bearer of our sins.  
People: *Have mercy on them.*

Leader: Jesus, redeemer of the world,  
People: *Give them Your peace.*

Lord, have mercy,  
*Christ, have mercy,*  
Lord, have mercy.

ALL: *The Lord's Prayer.*

Priest: Deliver Your servants oh sovereign Lord Christ, from all evil and set them free from every bond; that they may rest with all Your saints in the eternal habitations; where with the Father and the Holy Spirit You live and reign, one God, for ever and ever. Amen.

Leader  
(Chaplain): As we are gathered here to memorialize our departed Daughters of the King, daughters and sisters in Christ, and all Your saints, let us join hands symbolizing our unity of spirit. In a moment of silence remember the spirit that is/are \_\_\_\_\_.

SILENCE

Leader: Almighty God of love and mercy, receive the soul of these Thy daughters, who have gone from us now and in death repose. Shed on them the radiance of Thy heavenly light, lead them onward and upward to Thy holy place, where saints, made perfect, gaze upon Thy face. Quicken them Thy face to see.

Almighty God, our Father in heaven, before who live all who die in the Lord, receive our sisters in to the courts of your heavenly dwelling place. Let their heart and soul now ring out in joy to You, O Lord. May their soul, and the souls of all the departed, through the mercy of God, rest in peace. This we ask through Christ our Lord. Amen.

People: *From bondaged flesh, freedom won, eternal life, now begun.*

Leader: Heavenly Father, we bless You for all who have departed this life in Your faith and fear, especially Your daughters, our sisters. Thine their thoughts have been, their works all thine to fulfill Your will on earth through prayer and service in The Order of the Daughters of the King®. We know not how much our lives entwine with theirs, but Thy word is true, O God of life and love. Thy word is just. We leave them now in trust, to meet again.

Leader: Almighty God, Father of mercies and giver of all comfort, deal graciously, we pray Thee, with all those who mourn, that casting every care on thee, they may know the consolation of Thy love, through Jesus Christ Our Lord. Amen.

Priest and  
People:

*We thank Thee Lord.*

Priest: Into Your hands, O merciful Savior, we commend Your servants. Acknowledge, we humbly beseech You, sheep of Your own fold, lambs of Your own flock, sinners of Your own redeeming. Receive them into the arms of Your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light. Amen.

May their souls and the souls of all the departed, through the mercy of God, rest in peace. Amen.

## OUR VISION...REVISITED

- V** Our vision, Lord – is it too small? How have we let these words rest on our hearts? Where are you in these words? Help, help us to find You.
- R** *In your mercy, hear our prayer.*
- V** We say we are Daughters and so we ask, “Do we reflect a wonderful, joy-filled family likeness?”
- R** *Hear our prayer and please be patient with our questions.*
- V** We are women of courage, that quality of being that gives heart to those next to us. We have the courage to care and we dare ask some of the tough questions. We are seen in the rough places.
- R** *Lord, in Your mercy if our heart trembles a little, give us a large measure of Your courage.*
- V** As I put on my cross and reflect on “I am but one...but I am one,” help me to listen to what I am saying. I don’t want these words to be just words, but words that share our hope and help to give life.
- R** *Hear our prayer.*
- V** We wear our cross as an outward sign that we cannot live a day without you, Lord. Help us to feel, know and show that this is really so.
- R** *Have mercy upon us.*
- V** We look to You ...Your love and compassion, as our example or nurturing and building a community. Your acceptance of the unacceptable ones, the homeless unwashed, undereducated, overeducated, and the Marthas.
- R** *Lord, have mercy.*
- V** You have given us the gift of the Holy Spirit...help us now to search in our hearts, closets, to see if we might have misplaced that wondrous gift. For when did I last admit to having such a gift?
- R** *Hear our prayer.*
- V** We don’t really know what we are praying in this our Litany of a Vision, but we ask because we don’t know what else to do. We would have Your vision be our vision, and that Lord is scary.
- R** *Lord have mercy.*
- V** We are Your encouragers...enablers...communicators...and lovers...but are we Contagious? Let us not cheat You, ourselves or that part of the world where You have put us, of the gifts that we have, and the gift that we are, Daughters of the King.
- R** *Lord, in Your mercy, grant us mercy...and may we sing with gusto “Lift High the Cross”.*

## PERSONAL PREFERENCE QUESTIONNAIRE

### PHASE ONE

1. My idea of a good time is (circle two – your first and last choices):
  - a. A quiet evening with a good book
  - b. A stroll through the park with someone I like
  - c. A shopping spree downtown
  - d. Seeing a pro football game
  - e. Working in my garden
  - f. Going out to eat with some friends
  - g. A long walk in the country by myself
2. Nothing touches me like (circle two – your first and last choices):
  - a. A full moon on a still night
  - b. A stirring opera by Wagner
  - c. A little baby in the nude
  - d. New-fallen snow on the mountains
  - e. Waves breaking on the seashore
  - f. The smell of a juicy steak cooking
  - g. Rock-and-roll music
3. Nothing angers me like (circle two – your first and last choices):
  - a. A slow driver in a fast lane
  - b. A lukewarm cup of coffee
  - c. A book with the last page missing
  - d. Someone who is always late
  - e. A suit that does not fit
  - f. Someone who overdraws his bank account
  - g. A car that will not start
  - h. Someone who mashes the toothpaste in the middle
4. When I was a child, I had a secret desire to be (circle one):
  - a. A famous writer
  - b. A great athlete
  - c. An important politician
  - d. A musician
  - e. A preacher
  - f. A cowboy
  - g. An explorer

*PHASE TWO*

1. If I could throw caution to the wind right now, I would like to (circle one):

- a. Bum my way across the country
- b. Take up skydiving
- c. Get a motorcycle
- d. Sail my own boat around the world
- e. Go back to school
- f. Start my own business
- g. Run for public office
- h. Build my own dream house
- i. Try out for the theater
- j. Search for a sunken ship
- k. Climb Mt. Everest

2. At the moment I am searching for (rank 1, 2, 3, in order or priority):

- a cause worth giving my life to
- a source of security
- a sense of personal fulfillment
- a good time
- a way to use my gifts to the fullest
- an inner peace
- a beautiful relationship

## INSTRUCTION FOR BUILDING A LIVING ALTAR

### *MATERIALS*

Table

Cloth

Symbols – cross, candle, rock, leaf, crown of thorns, incense, flower, other offerings

### *HOW TO SET UP THE ALTAR*

- Assemble in circle
- Place table in center of circle, if possible
- Cover table with “fair linens” (any cloth)
- Use cross as center of altar
- Place candle on the altar
- Use incense if there are no persons with allergies
- Use other symbols of your choice

### *DURING THE WORSHIP SERVICE*

Participants bring their offerings to the altar. This may be at a designated time, either individually or as a group, using a theme, event, occasion or gathering.

Participants can place their offerings of leaves, rocks, etc. on the altar and around the altar silently or by offering a short prayer aloud.

As time passes, more meaningful offerings are placed on the table. These offerings are not placed necessarily during a service, but at any time during the meeting. They may or may not be more rocks, leaves, and other living things that are indigenous to the geographical location where you are holding your meeting.

If you desire, you may strip the altar. Only remove items that are designated as removable. Stripping represents that healing or cleansing or resurrection has taken place. You are now ready to take these offerings or negative attachments back and deal with them because there has been a resurrection. Placing them on the altar constitutes a raising up, a resurrection.

## A LIVING ALTAR

When I was given the assignment to do a workshop on building an altar, I knew it was going to be challenging because my knowledge of living altars was limited to what I had seen and participated in at the Council for Women's Ministries and the National Council meetings. I know that learning is a lifetime journey.

While I was at my provincial assembly last October, Hendersonville, North Carolina, Kanuga conference Center, I was inspired to begin writing this workshop.

My first thought was to see what the Bible revealed about altars, and of course, I started by looking in the most comprehensive concordance I could find.

As I read about altars, I discovered thirteen biblical references to altars. I would like to share just a little bit of that information with you at this time.

### *Biblical History*

In biblical times, altars were built for two purposes: (1) as a place to sacrifice animals to the Lord, and (2) as places of prayer and assembly or sanctuary.

I learned that the first altar was built by Noah, after the flood (Gen. 8-20).

Then I learned that the second altar was erected by Abraham after the Lord had promised his descendants the land of Canaan (Gen 12:7).

The Patriarchs constructed altars of stone or clay wherever they went or stayed. Altars were also erected to commemorate special events like:

1. The covenant between Jacob and Laban (Gen. 31:44)
2. Israel's victory over Amalek at Rephidem (I Samuel 14:35)
3. Saul's victory over the Philistines (I Samuel 14:35)

Many materials were used to make altars: earth or clay, stone, bronze, gold, and brass.

God told Moses, "An altar of earth you shall make for me, and you shall sacrifice on it your burnt offerings and your peace offerings, your sheep and your oxen. In every place where I record my name I will come to you, and I will bless you and if you make me an altar of stone, you shall not build it of hewn stone, for if you use your tool on it, you have profaned it." (Exodus 20:24-25)

There were altars inside and outside the Temple. In the Temple, another altar, smaller and covered with gold, was used for incense burning.

Early Christians substituted the Eucharist for actual sacrifices and used tables similar to that of the "Last Supper."

I could find no scriptural reference of any altars built by a woman. The Bible was written by inspired men and women were not empowered to do things like build altars. There may have been women who built altars, but those deeds were not recorded in the Bible.

### *Other Information*

Thanks to such women's groups as the Council for Women's Ministries and The Order of the Daughters of the King<sup>®</sup>, we now have women building altars, living altars. Thanks to our forerunner, the Altar Guild, women have been building altars for years – that is, dressing them. I felt a connectedness between the Altar Guild and the Daughters when I discovered that the Altar Guild is referred to as the Servant Guild.

This point brings me to the fact that I have been talking about two kinds of altar-building: The first kind being the actual construction of the altar and the second being the kind we will be concerned with, informally called dressing the altar for workshop, during the worship service.

From the time of the early Church, the altar was sacred and the center of worship. In the Episcopal Church, the altar is always facing east. The use of the free-standing altar is optional; it gives the congregation an opportunity to see the face of the celebrant and to participate more fully in the service.

### *Council for Women's Ministries Altar-Building History*

When Laurie Anne Herman and I attended the Council for Women's Ministries meeting in Rockford, Illinois, two years ago, that was the first time, outside of the National Council meeting, that I had seen or participated in building a living altar. Several years prior to that experience, the Council for Women's Ministries did a leadership training seminar for the National Council. It was at that meeting that I became aware of the Circular Model for conducting business as opposed to the Pyramid Model. In the Circular Model there is no so called leader. Everyone is equal in position. In the Pyramid Model the leader is at the top, officers next, then the other members are near the bottom.

At the Council for Women's Ministries meeting, the altar was in the center of the circle where the business was conducted as well as at the center of the worship service. During the service we built the altar step-by-step, day after day, as we gathered in the circle. The circle is an important logo or symbol for the Council of Women's Ministries. We met and shared ideas in small groups. As a way of bringing the larger group into what we accomplished that day, we would place charts, objects, and other meaningful items on the altar and around the altar of our gifts and talents.

### *National Council's Altar Building History*

It was under the leadership of Whitty Issacs that the National Council began using the Circular Model to conduct business.

Our altar, however, is not usually located in the middle of our circle, but, it is always a part of the circle. The altar is usually located in a convenient place and of course, where that place is, is holy.

And in this holy space, just for us, we honor and glorify God. We bring our treasures, our gifts, and offerings that are meaningful to us. The treasures we bring keep us in touch with the truth of ourselves. We also lay our negative attachments on the altar so that we can be freed to enter into prayer. Now is the time when we concentrate on bringing natural, loving things to the altar – a rock, a leaf, and so forth, as we begin to build and strip the altar. (See instruction for *Building the Altar*).

At the end of this meeting, we undress, or strip, the altar of our offerings as a part of our Resurrection Covenant. Resurrection means raising up.

Presented by  
Ardie Edwards, National Council  
April, 1994

## **AN AFRICAN MODEL FOR BIBLE STUDY**

Source: Lumko Missiological institute of South Africa via the base communities of South America.

1. Read the chose scripture slowly (one person, aloud).
2. Name the word or phrase that catches your attention (1 minute).
3. Each person shares the word or phrase with the group.
4. Read the scripture again.
5. Name/write: Where this passage touches my life today (3-5 minutes).
6. Each shares the above – “I...”
7. Read the gospel again.
8. Name/write: From what I have heard and shared, what does God want me to do or be this week? How does God invite me to change?
9. Each shares the above: “I...”
10. Each person prays for the person on the right, naming what was shared in the previous step and prays that prayer daily until the group meets again (or for an agreed length of time).

## **THE PRACTICES OF A GOOD LISTENER**

1. Listens to understand what is meant, not to get ready to reply, contradict, or refute. This is extremely important as a general attitude.
2. Knows that what is meant involves more than the dictionary meaning of the words that are used. It involves, among other things, the tone of the voice, the facial expressions, and the overall behavior of the speaker.
3. Observes all this and is careful not to interpret too quickly. Looks for clues as to what the other person is trying to say, putting him/herself (as best he/she can) in the speaker's shoes, seeing the world as the speaker sees it, accepting the speaker's feelings as facts that have to be taken into account – whether the listener shares them or not.
4. Puts aside own views and opinions for the time being. Realizes that one cannot listen to him/herself inwardly and at the same time listen outwardly to the speaker. Is careful not to “jam” his/her receiving set.
5. Controls impatience, knowing that listening is faster than talking. The average person speaks about 125 words a minute but can listen to about 400 words a minute. The effective listener does not jump ahead of the speaker, but gives him time to tell the story. What the speaker will say next may not be what the listener expects him to say.
6. Does not prepare an answer while listening. Wants to get the whole message before deciding what to say in turn. The last sentence of the speaker may give a new slant to what was said before.
7. Shows interest and alertness. This stimulates the speaker and improves performance.
8. Does not interrupt. When questions are asked, it is to secure more information, not to trap the speaker or force the speaker into a corner.
9. Expects the speaker's language to differ from the way he/she would say the “same thing”. Does not quibble about words but tries to get at what is meant.
10. The purpose is the opposite of a debater's. Looks for areas of agreement, not for weak spots to attack and blast with an artillery of counter-arguments.
11. Listens to all participants, not only to those who are on her/his side.
12. In a particularly difficult discussion, the listener may, before giving an answer, sum up what he/she understands was meant by an opponent, clearing up contested points before attempting to proceed.

## SOME OTHER THINGS TO THINK ABOUT

We listened; we heard.

God is first; He is the initiator. We are Daughters in response to His CALL.

God's call is an expression of His COMPASSION. He calls us into the Order as a way of meeting our deepest needs. He calls the Order into being to meet the needs of others.

God's call is always backed by his PROVISION. He gives us all we need to accomplish whatever service He lays before us, and his provisions are always in abundance. We do not serve a stingy God.

As members of the Order, we have SISTERS wherever we go. We find connectedness, support, encouragement, and mutual accountability as we intentionally strive to live out our baptismal vows.

Being in the Order gives ORDER to our lives. We each live out our own personal Rule of Life, but we do it in companionship with others who are also seeking discipline.

It is a place where we can practice COMMITMENT to our King, to our Order, to his church, especially that congregation to which the chapter owes allegiance, and to one another.

WEARING THE CROSS of the Order is an acknowledgement that we can do nothing without Jesus, a reminder to uphold and bear the cross with heart, mind and spirit, and an invitation for others to enter into conversation about the cross and its meaning. It is a subtle but very visible tool for introducing others to Christ, a non-threatening opening for evangelism.

The life of a chapter is a MYSTERY just as an individual's life is. There will be peaks and valleys, but Jesus is with us always. Pain and discouragement are part of the realities of this world. With Jesus we can face them head on and find His blessing in the highs and lows.

There is a COST associated with receiving the benefits of being in the Order. The chapter's existence requires priority attention from the individual members. It takes time, tenacity, commitment to each other, commitment to our own spiritual growth, commitment to the Order, teamwork, the humility to listen, patience with the process, and trust that God is doing His work. How can this be done? Only by the grace that comes with the call.

*We are women responding to the mystery of God's call to community in The Order of the Daughters of the King® by wearing the cross of the Order and by living out our vows through a personal Rule of Life.*

**Resources** – (updated Dec 2008)

Forward Movement Publications  
300 West Fourth Street  
Cincinnati, OH 45202-2666  
513-721-6659  
[www.forwardmovement.org](http://www.forwardmovement.org)

Bible Reading Fellowship  
POB 380  
Winter Park, FL 32790-0380  
800-749-4331  
[www.biblereading.org](http://www.biblereading.org)

Anglican Fellowship of Prayer  
POB 31  
Orlando, FL 32802-0031  
407-438-3166  
[www.afp.org](http://www.afp.org)

Upper Room Publications  
POB 340004  
Nashville, TN 37203-0004  
615-340-7200  
[www.upperroom.org](http://www.upperroom.org)

# APPENDIX A

## **COPIES OF COMMONLY USED FORMS**

Application for Membership

Proper Dispensation of Cross

Order Form for National Office

Officers Form

Transition form

Contribution Form

# APPLICATION FOR NEW MEMBERSHIP

## INFORMATION FOR INCOMING MEMBERS

The application for membership form must be filled out and submitted to the National Office before you can be admitted to The Order. To assure that new member packets arrive in time for the service of admission, the applications must be filled out before the study guide is completed. The registration fee plus shipping must accompany the application form and National Office order form. The fee covers:

1. Admission/registration cost.
2. Emblem of The Order, the silver cross – which remains the property of The Order
3. Subscription to *The Royal Cross* – the official publication.

The fiscal year is September 1 to August 31. In August you will receive a dues notice from the National Office. All new members are billed for dues (National, Provincial, Diocesan) by September 1 of each fiscal year regardless of date of admission.

**PLEASE RETURN THE APPLICATION FORM AND YOUR FEES TO THE STUDY GUIDE LEADER.**

- ✠ If you are being admitted into a Chapter that is being formed, leave the Chapter number line blank.
- ✠ If you are being admitted into an established chapter: The Chapter number is: \_\_\_\_\_
- ✠ Make check for admission/registration fee payable to: The Order of the Daughters of the King<sup>®</sup>, Inc.
- ✠ A postage fee may be assessed – the study guide leader will inform you of the amount.

Please send one order form with all of the new member applications.

Please send only one form of payment (check, cash, or credit card) to the National Office for the entire amount due. (Exception: If dues are being paid with the order, they must be paid on a separate check or online with credit card.)

**THE MOST CURRENT ORDER FORM FOR DOK NATIONAL OFFICE  
IS AVAILABLE AT THE BACK OF YOUR *ROYAL CROSS* PUBLICATION  
AND ON THE DOK WEBSITE at [www.doknational.com](http://www.doknational.com)**

# Application for Senior Membership

Choose only one cross from selection below:



## Senior Daughter

Silver Pin/Pendant  Small  Large  
Rhodium-plated Pin/Pendant  One size only (Lg)

## Junior Transitioning to Senior Daughter

Silver Pin/Pendant  Small  Large  
Rhodium-plated Pin/Pendant  One size only (Lg)

**\*\*Pewter Pin/Pendant no longer available\*\***

### ➤ **Chapter President's Instructions for Ordering New Member Kits:**

- Allow at least six weeks for delivery
- **Send all applications with ONE check & ONE National Office Order Form**
- Make check for entire order payable to The Order of the Daughters of the King®  
***There is a fee charged for each returned check.***
- Indicate types, sizes, and number of crosses on National Office form.
- Don't forget to include shipping fee!

### **\*NOTE ~ New Member Kit Fee Includes:**

1. Admission-Registration Fee
2. Use of Emblem (selected cross) which remains the property of the Order
3. Subscription to The Royal Cross, the quarterly publication of the Order

Name of Applicant (*please print*): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Today's Date: \_\_\_\_\_ Admission Date: \_\_\_\_\_

Province: \_\_\_\_\_ Diocese: \_\_\_\_\_ Parish: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Chapter #: \_\_\_\_\_

➤ Clergy Signature: \_\_\_\_\_

➤ Chapter President Signature: \_\_\_\_\_

## PROPER DISPENSATION OF CROSS

Two cards are sent with every new member packet before admission. Complete both cards. Keep one card with your personal papers for your family and give one card to the Chapter Secretary. The Chapter Secretary can ask the Priest to keep in his office for immediate reference in case of a death. The card has the following information:



The cross I wear in the name of the Daughters of the King was blessed at the altar and entrusted to me when I was made a member of the Order at a Service in the Church. I wear it as an outward sign of the inward and spiritual grace which I gain through membership. I must revere it and guard it with care. Should I resign, or when I depart this life, it is to be returned to the chapter to which I belong, which in turn will send it to the National Office, unless I have requested that it be buried with me.

### Proper Disposition Of Cross

- Upon my death, I request that the cross of the Order be buried with me or attached to a suitable marker or urn.
- Upon my death or resignation from the order, my cross will be returned to the National Office at:  
Margaret J. Franklin Center  
***The Order of the Daughters of the King***<sup>®</sup>  
101 Weatherstone Drive, Suite 870  
Woodstock, GA 30188

Name (printed)		Member #	
Street			
City		State	Zip
Signature			
Chapter		Parish	

One copy of this card is kept by Member and one by the chapter



# Officers Form

Mail original form to DOK National Office  
Send copies to 1) Province, and 2) Diocese

Mail original form to DOK National Office  
Send copies to 1) Province, and 2) Diocese

Date: \_\_\_\_\_ Province: \_\_\_\_\_ Diocese: \_\_\_\_\_  
Church Name: \_\_\_\_\_ Chapter Name: \_\_\_\_\_  
Church Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fill out *new* and *previous* officers' information. All officers must be current with their dues.

## New Officers' Information

**President:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Vice President:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Secretary:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Junior Directress:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

## Previous Officers' Names

President: \_\_\_\_\_ Vice President: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
Junior Directress: \_\_\_\_\_

# Transition Form

*Send Original to National Office  
Keep one copy for your chapter records  
Send one copy to your Province president  
Send one copy to your Diocesan president*



## CHECK SPACES APPLICABLE

- Transitioning:
- From Chapter to Chapter
  - To Daughter-at-Large

Member's Resignation  
Cross Returned? Yes / No

Name/ Address Change

Member's Death  
Date of Death \_\_\_\_\_

- Reinstatement  
*Requires clergy signature, payment of current  
year's dues, and completed Transition Form.*

Buried with Cross? Yes / No  
**OR** Cross Returned Yes / No

## OLD INFORMATION

Member # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Province: \_\_\_\_\_ Diocese: \_\_\_\_\_ Charter # \_\_\_\_\_

Parish: \_\_\_\_\_ Chapter: \_\_\_\_\_

## NEW INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Province: \_\_\_\_\_ Diocese: \_\_\_\_\_ Charter # \_\_\_\_\_

Parish: \_\_\_\_\_ Chapter: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

Clergy's Signature: \_\_\_\_\_

*Clergy's Signature required only for reinstatement*

Margaret J. Franklin Center, *The Order of the Daughters of the King*®  
101 Weatherstone Drive Suite 870, Woodstock, GA 30188

# CONTRIBUTION FORM

Margaret J. Franklin Center  
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