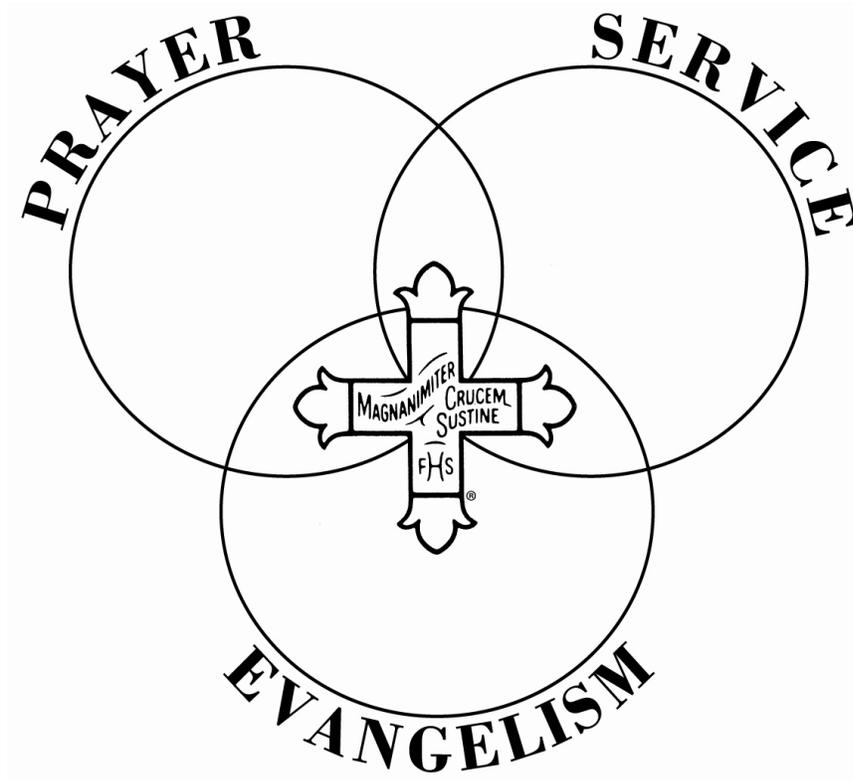


LEADER'S GUIDE

For the National Study Guide
The Order of the Daughters of the King®



2016 Edition

106EN 5.16

Table of Contents

Introduction	1
Prayers for Leading the Study Sessions	2
Instructions	3
Scheduling the Study Sessions.....	3
Before the Study Begins	4
Once the Study Begins.....	5
At the Close of the Study.....	6
Choosing the Date for the Service of Admission.....	7
Checklist for Completing the Study and Application Process.....	7
Transitioning Junior Daughters	9
Appendix	10
The Orientation Meeting	11
Schedule of Study Sessions.....	12
Class Registration Form	14
Daughters of the King Quiz.....	15
Self Assessment Questionnaire.....	16
Study Guide Leader’s Evaluation Form	18

All material contained in *The Leader’s Guide* for the National Study Guide is the property of The Order of the Daughters of the King®, Inc. It may be reproduced for use by the members of The Order of the Daughters of the King®. To use for any other purpose, contact the National Office for permission. 106EN 5.16

THE MARGARET J. FRANKLIN CENTER
NATIONAL OFFICE of THE ORDER OF THE DAUGHTERS OF THE KING®
101 Weatherstone Drive, Suite 870 Woodstock, GA 30188
Phone (770) 517-8552 Fax (770) 517-8066
www.doknational.org
501(c)(3)

Introduction

As stated in our bylaws, a three-month preparation period is required for membership in the Order of the Daughters of the King® (Article IV Section, D2). During this time prospective members participate in a period of concentrated study, training, prayer and service (Article III Section 3, A1).

Another word used to describe the preparation period is *discernment* period. Discern means to understand, distinguish or differentiate something. What is it that distinguishes The Order of the Daughters of the King® from other Christian women's organizations? What makes us different? This is what the preparation period is all about, helping women understand what it means to be a member of our beloved Order and then finding out if God is calling them to make this commitment.

Encourage the prospective members to use this as a time of reflection and discernment. Let it be an opportunity for growth in their commitment to our Lord Jesus Christ and in their awareness of how essential prayer and service are for the spread of His kingdom. It is therefore very important they take the full three months to prepare for membership in the Order and learn about: 1) who we are, 2) what we do, 3) what is expected of us as members, and 4) whether God is calling them to make this commitment.

The *National Study Guide* is designed to help women prayerfully discern a call to become a member of The Order of the Daughters of the King®. It serves as the official preparation for prospective members, introduces the Order's Rules of Prayer and Service, establishes an understanding of the Order, and serves as a review for current members of the Order. Through the three-month preparation period we hope prospective members prayerfully decide to become Daughters of the King and realize the importance of the commitment they are about to make. Most importantly, we hope it will develop and strengthen their relationship with our Lord and Savior Jesus Christ.

This Leader's Guide is designed to provide relevant, useful and practical information to assist you as Study Guide Leader. It contains information about what is expected of you and the prospective members, helpful teaching aids, a checklist for completing the study and application process, and various forms of the Order.

Thank you for agreeing to serve The Order in this special way and for your desire to lead women in a closer walk with our Lord Jesus. May He bless you, and may this time of study bring you closer to our Lord as well.

Prayers for Leading the Study Sessions

Mother Teresa's Daily Prayer

Dear Jesus, help me to spread your fragrance everywhere I go.
Flood my soul with your spirit and love. Penetrate and possess my whole being so utterly that all my life may only be a radiance of yours.
Shine through me and be so in me that every soul I come in contact with may feel your presence in my soul.
Let them look up and see no longer me but only Jesus.
Stay with me and then I shall begin to shine as you shine, so to shine as to be a light to others. Amen.
(<http://www.americancatholic.org/features/teresa/prayer.asp>)

St. Therese of Lisieux - For Peace Within

May today there be peace within. May you trust God that you are exactly where you are meant to be. May you not forget the infinite possibilities that are born of faith. May you use those gifts that you have received, and pass on the love that has been given to you. May you be confident knowing you are a child of God. Let this presence settle into your bones, and allow your soul the freedom to sing, dance, praise and love. It is there for each and every one of us.



Instructions

The *National Study Guide* contains twelve sessions. It can be completed over the course of the three months in twelve weekly sessions, or whatever fits into your and the prospective members' schedules. The important thing is to be flexible and take your time. A suggested Schedule of Study Sessions can be found in the Appendix. See also the section on "Scheduling Study Sessions."

Preparation for membership should provide not only information about The Order but also opportunity for spiritual development and discernment. This is accomplished through personal quiet time with our Lord Jesus and through fellowship within the small group.

- Make this a meaningful, sharing, and learning experience.
- Encourage questions. Use the Study Guide as a starting point for discussion. Provide an opportunity to share written answers. Remind the participants that the group honors confidentiality.
- Remind the prospective members that they are expected to come to every session, do their homework, and participate.
- Plan ahead for the **Service of Admission** (and Institution if this is a new Chapter). All Services can be found in *A Daughter's Book of Services* and on the National DOK website in the Resources section. Prepare the necessary forms and collect the fees well ahead of the date set for the service.

Scheduling the Study Sessions

Scheduling the sessions so that everyone can participate in each can be a challenge given our busy lives. Many chapters find it difficult to schedule 12 separate sessions over a three or even six-month period. One alternative approach is to cover several chapters during a weekend retreat. This has the advantage of building deeper trust and community among participants. Another approach is to combine pairs of chapters in a longer session so that all twelve chapters can be covered in eight

sessions. The combinations that lend themselves to this approach are: chapters 2 and 3; 6 and 7; 8 and 9; and 11 and 12.

No matter how the sessions are scheduled, it is important to allow for the full three months of discernment so that prospective members can live into the practice of daily prayer and service before making the commitment to become a member of The Order.

Before the Study Begins

Before you begin the study and discernment period spend some quality time with our Lord Jesus Christ. Pray for wisdom and guidance from His Holy Spirit as you lead the candidates on this wonderful journey.

Next, check out the National DOK website. Under the **Membership** section, under **Become A Member**, there is a great deal of information regarding the discernment process, our Rule of Life, and our cross. You will also find all of the materials candidates need for their study including *The National Handbook and Bylaws of the Order*, *The National Study Guide*, *The National Transition Study Guide* (if you have any Junior members transitioning to senior Daughters), *The Pray Your Way into Their Story* booklet, and the Application for Membership. The materials can be downloaded for free or purchased from the online store or from the National Office.

Next, consider having an **Orientation Meeting**. At the Orientation meeting you can explain what the purpose of the discernment period, what the expectations are, and distribute all of the required materials. For more information please see [The Orientation Meeting](#) found in the Appendix.

Establish a day, time, and place for each study session (or at least the first several.) Be sure to check with the candidates regarding prior commitments they may have.

Perform **The Service of Preparation for Membership**. This Service is found in multiple places including the back of *The National Study Guide*, *The National Handbook and Bylaws*, *A Daughter's Book of Services*, and on the National DOK website. During this Service prospective members

promise to be faithful in their study and preparation for membership in The Order. For more information see the “Concerning The Service of Preparation for Membership” found with this Service.

Make sure that each candidate has the following items:

- *The National Study Guide*
- *The National Handbook and Bylaws of the Order*
- *The Pray Your Way Into Their Story* booklet
- A Bible
- Their respective Prayer Book (Book of Common Prayer, Evangelical Lutheran Worship, or Catechism of the Catholic Church)

Once the Study Begins

Once the Study begins remind each candidate to bring all the materials needed for the Study to each meeting and to be prepared. Provide a Concordance in the meeting for reference as needed.

Distribute a Schedule of Study Sessions and Class Registration Form, found in the Appendix, to each of the candidates.

Below is a simple format for each meeting, but of course, feel free to move as the Holy Spirit leads you:

1. Open with the Prayer of the Order, or the Motto, or other prayer.
2. Review the previous session’s questions and discuss any additional assignments or homework.
3. Go over the current session’s material.
4. Encourage questions and facilitate thoughtful discussion.
5. Close with sharing time and corporate prayer followed by the Lord’s Prayer.

At the Close of the Study

As the Study Guide Leader there are several important things you must do to complete the preparation period and successfully admit these new members.

Ensure that each new prospective member is comfortable with her decision to become a member and is aware of the duties and responsibilities of membership. See *The National Handbook and Bylaws*, Duties and Responsibilities of Membership.

Coordinate the date for the Service of Admission (Institution if a new chapter) with each new member, the chapter president, the Diocesan Assembly President, and the Clergy. See the section on “Choosing the Date for the Service of Admission.”

Invite the Diocesan Assembly President to be present when the new Daughters are admitted. If this is a new chapter, coordinate the date with the Diocesan Assembly President (or her representative) as she will present the charter. Be sure to issue a general invitation or announcement to chapters in your area.

Collect all paperwork and fees from each prospective member. See the “Checklist for Completing the Study and Application Process.”

After the three-month period of discernment is completed, each prospective member should:

- Complete the **Application for Senior Membership** (found on the National DOK website).
- Choose the cross they wish to receive at the **Service of Admission** (see the Cross Information Sheet found on the National DOK website). The price of the New Member Packet, which includes the admission fee, cross of The Order, and the annual membership dues (refer to Dues Payment Schedule on the next page), is on Section A of the **National Order Form**.
- Submit payment to the Study Guide Leader for her New Member Packet.
- Fill out the Evaluation Form found in the back of *The National Study Guide* and submit it to the Study Leader.

Choosing the Date for the Service of Admission

The fiscal year of the Order is from September 1st to August 31st. Dues must be paid annually *by September 1st* to be in good standing.

** Be sure to instruct each new member when she will begin paying her annual dues and remind her that they can be paid by signing into the website and accessing her member profile.

Dues Payment Schedule

Admission Month	Date Next Dues Payment Due
January – May	September 1 of same calendar year
June – December	September 1 of following calendar year

Checklist for Completing the Study and Application Process

Please use the following checklist to complete the study and application process:

1. Fill out the Study Guide Leader's Evaluation Form and collect the National Study Guide Evaluation Forms from the candidates.
2. Complete Section A on the National Order Form.
3. Collect from each candidate:
 - a. Payment for her New Member Packet
 - b. Application for Senior Membership
 - i. Signed by the applicant, chapter president, and clergy
 - ii. Includes the date of Admission
 - iii. Indicates the type of cross
4. Mail one form of payment, check or credit card, including the shipping fees, to the National Office.

5. If this is a new chapter, complete the Application for a Senior Charter making sure it is signed by the clergy, chapter president and chapter secretary. Contact the National Membership Coordinator at the National Office to confirm that it is in fact a new chapter.
6. Submit all paperwork and payment to the National Office four to six weeks prior to The Service of Admission (or Institution) to allow time for processing and delivery.

Before submitting all the paperwork, make sure that:

- The date for The Service of Admission (or Institution) is included on each application
- The clergy has signed each Application for Senior Membership and the Charter Application (if new chapter)
- You are using the current National Order form
- The size and type of cross is indicated for each new member
- The National Order Form, applications, and evaluations are all included
- No PO Box addresses are listed since the National Office primarily uses UPS which can only ship to a residential address

Keep in mind that if any of the information described above is missing or inaccurate it will cause a delay in the processing of applications. This could mean that the crosses (and charter) will not arrive in time for The Service of Admission (or Institution). Please make sure that all forms and applications are filled out correctly and completely and that the total payment amount is correct. Don't hesitate to call the National Office if there are any questions.

Transitioning Junior Daughters

Junior Daughters prayerfully discerning a call to become a senior member of the Order can use the National Transition Study Guide. The Transition Guide is based on the *National Study Guide* with additional questions to help her reflect on her time as a Junior Daughter.

It can be very beneficial to have transitioning Junior Daughters participate in the class with women who are discerning a call to join the Order for the first time as their experiences will add to the discussion.

If you have a Junior chapter, check with your Junior Directress to see if there are any Juniors who would like to transition and participate in the study sessions. If so, obtain a copy of the *National Transition Study Guide* available on the Forms page of the National website or from the National Office, and familiarize yourself with the additional questions.

Coordinate the remaining requirements of her transition with the Junior Directress. The requirements can be found in the *National Handbook*.

Appendix

The Orientation Meeting

Schedule of Study Sessions

Class Registration Form

Daughters of the King Quiz*

Self-Assessment Questionnaire*

Study Guide Leader's Evaluation Form

*** Can be used as Handouts at the Study Guide Leader's discretion. Please note that the Handouts are not in *The National Study Guide*, so copies must be made from this Leader's Guide.**



The Orientation Meeting

After the interest, or informational, meeting consider having an Orientation Meeting before your first study session.

At the Orientation meeting explain what the discernment process is all about, what the expectations are, then, if desired, close the meeting with The Service for Preparation for Membership. Invite current chapter members to the meeting and ask them to briefly share a little about themselves and what their experience of being a Daughter has been like. Keep the meeting to no more than 45 minutes to an hour.

Provide each prospective member with:

- The *National Study Guide*
- *The National Handbook and Bylaws of the Order*
- A folder that contains the Schedule of Study Sessions, a list of Chapter Members and a schedule of chapter meetings
- The Daughters of the King informational brochure
- A notebook or journal (if possible)

Other possible things to have on hand:

- The latest *Royal Cross*
- Annual Reports of Daughters activities that are given to the church or Diocese
- Light refreshments

Be sure to:

- Open and close the meeting with prayer
- Go over the Schedule of Study Sessions and try to accommodate everyone's schedule
- Invite prospective members not only to the meetings but also to other Daughters activities
- Invite current chapter members to the Study sessions
- Provide plenty of time for questions



Schedule of Study Sessions

National Study Guide class held at _____
(Church name and location)

The Class begins on _____
(Day) (Date) (Time)

Leader(s)

Name _____ email address _____

Phone _____

Name _____ email address _____

Phone _____

Study Session 1: (date) _____

Assignment for next session:

Read Study Two

Answer questions on page 8

Study Session 2: (date) _____

Assignment for next session:

Read Study Three

Answer questions on page 12

Study Session 3: (date) _____

Assignment for next session:

Read Study Four

Answer questions on page 14

Study Session 4: (date) _____

Assignment for next session:

Read Study Five

Answer questions on page 19

Study Session 5: (date) _____
Assignment for next session:
Read Study Six Answer questions on page 22

Study Session 6: (date) _____
Assignment for next session:
Read Study Seven Answer questions on page 24

Study Session 7: (date) _____
Assignment for next session:
Read Study Eight Answer questions on page 28

Study Session 8: (date) _____
Assignment for next session:
Read Study Nine Answer questions on page 30

Study Session 9: (date) _____
Assignment for next session:
Read Study Ten Answer questions on page 34

Study Session 10: (date) _____
Assignment for next session:
Read Study Eleven Answer questions on page 37

Study Session 11: (date) _____
Assignment for next session:
Read Study Twelve Answer questions on page 41

Study Session 12: (date) _____
**Review the List of Resources on page 42 and FAQ and General
Information on pages 43-45
Fill out the Evaluation Form**



Class Registration Form

Class Registration Date _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Email _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Email _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Email _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Email _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Email _____
Church _____



Daughters of the King Quiz

True or False

1. The Order of the Daughters of the King® is a religious Order.
2. Every Daughter makes a vow to follow a Rule of Prayer and Service.
3. When the need arises a chapter may hold a fundraiser.
4. A Daughter may give her cross to a relative or friend.
5. The mission of the Order is the extension of God's kingdom through Prayer, Service and Evangelism.
6. The hymn of the Order is "We Must Keep the Cross Lifted."
7. The Order was organized by Margaret J. Franklin in New York on Easter eve, 1885.
8. "Magnanimiter Crucem Sustine" means "with heart, mind and spirit uphold and bear the cross."
9. The Self Denial Fund is the fund used to support missionaries around the world.
10. If a Junior Directress wants to apply for financial aid for a Junior retreat she should apply to the Endowment Fund.
11. The name of the official publication of the Order is "The Royal Tern".
12. The National Triennial Convention is held every two years.
13. The Order cooperates with other church-related agencies such as the Anglican Fellowship of Prayer and Brotherhood of St. Andrew.
14. The sevenfold gift of the Holy Spirit includes Understanding.
15. One of the responsibilities of membership is to pay our dues annually.

Answer Key: 1. True 2. True 3. False 4. False, the cross belongs to the Order. 5. True. 6. False, "Lift High the Cross" 7. True 8. True 9. True 10. False, Alpha Fund 11. False, "The Royal Cross" 12. False, every three years 13. True 14. True 15. True

Self Assessment Questionnaire

“Reaching Out to Serve”

Name _____

1. Of all the talents and abilities that you possess, which of the ones listed below do you think best represents you? Circle one and/or all that apply:
 - a. Like challenges
 - b. Like working with people
 - c. Self-disciplined
 - d. Persistent, not a quitter
 - e. Can make own decisions
 - f. Like working with people
 - g. Good manager of God’s gifts
 - h. Like sharing ideas and things with others
 - i. Organized
 - j. Dependable

List others _____

2. Circle the descriptions that best describe you:

I prefer to:

- a. Be given options and then make my own decision as to when I will do something
- b. Have my own daily schedule
- c. Have a set schedule of work to follow

I am more comfortable when I’m working:

- | | |
|---------------------|------------------------------|
| a. With 3-5 people | c. Alone |
| b. With 6-12 people | d. The number doesn’t matter |

I feel confident about my ability to accomplish things:

- | | | | |
|---------------------|-----------|---------------------------|---------------------|
| a. Most of the time | b. Rarely | c. Almost all of the time | d. Some of the time |
|---------------------|-----------|---------------------------|---------------------|

When it comes to helping someone, I see myself as

- a. Courteous
- b. Considerate
- c. Put upon
- e. Charitable
- f. Blessed
- g. Kind

I would describe myself as:

- a. Outgoing
- b. Serious
- c. Opinionated
- d. Shy and quiet
- e. Compassionate and caring
- f. A good worker
- g. Strong
- h. Controlling
- i. Wise
- j. Busybody
- k. Honest in relationships
- l. A good listener

Study Guide Leader's Evaluation Form

Please complete this Evaluation Form as soon as you complete the *National Study Guide* and send it to the National Office along with the evaluation forms from the members. Your feedback will help determine how effective the *National Study Guide* is in content and ease of use.

Church _____

Diocesan Assembly _____

Chapter Name _____

Charter Number _____

Chapter Address _____

City _____ State _____ Zip _____

Leader's Name (1) _____

Leader's Name (2) _____

Date Study Began _____ Date Study Completed _____

Number of prospective members who participated in the study program: ____

Number of Daughters taking the study program as a review: _____

Number of Transitioning Junior Daughters who participated: _____

1. Overall evaluation of the National Study Guide: (Please circle one)

Excellent

Good

Fair

Poor

2. How would you rate the format?

Excellent

Good

Fair

Poor

(Please use additional sheets of paper if additional space is needed for comment)

3. Suggestions for additional materials that would help you as the Study Guide Leader:

4. List additional material you would like included in the Study Guide:

5. Other suggestions or general comments you would like to share:

THANK YOU FOR YOUR ASSISTANCE!

**THE MARGARET J. FRANKLIN CENTER
NATIONAL OFFICE of THE ORDER OF THE DAUGHTERS OF THE KING®
101 Weatherstone Drive, Suite 870 Woodstock, GA 30188
Phone (770) 517-8552 Fax (770) 517-8066
www.doknational.org
501(c)(3)**

This page left intentionally blank.