

MASTER COPY

Study Guide Leader's Booklet

for the

NATIONAL STUDY GUIDE as CD or ONLINE:

PREPARATION FOR ADMISSION INTO THE ORDER OF THE DAUGHTERS OF THE KING

*** * * PLEASE READ BEFORE USING * * ***

- **This copy BELONGS to your CHAPTER. It should be kept as a master copy to be reproduced.**
- **It is intended ONLY to be used by the STUDY GUIDE LEADER(S).**
- **A copy of both the Study Guide and the Leader's Booklet MUST be made for EACH STUDY GUIDE LEADER. Read the booklet BEFORE the first class.**
- **“A Service for Beginning the Preparation for Membership in The Order of the Daughters of the King” should be used. It can be found in the center of your National Handbook for Senior Daughters. Each Daughter should receive a copy with their Study Guide, as well as these brochures: DOK Information, Prayer, and Rule of Life. (Use the National Office order form to order up to 20 brochures free from the National Office.)**

➤ **At least 6 wks in advance of Installation Date send in:**

- 1. All New Member Applications (signed and w/ cross sizes)**
- 2. One National Office Order Form for total order**
- 3. One check / credit card payment (including Shipping Fee) for total order**

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The Order of the Daughters of the King

Introduction

You have agreed 'For His Sake' to serve the order in a special way by leading a preparation class for those seeking admission. This booklet was prepared to provide relevant, useful and practical information to assist you as a study guide leader. It contains information about what is expected of you, a suggested class schedule, teaching aides and various forms.

The chapter president is ultimately responsible for the paperwork that must be filed with the National Office so it is vital that you coordinate through her and keep her informed. The National Office takes pleasure in filling orders for incoming Daughters, as well as preparing charters for new chapters to be instituted. However, many of the orders they receive do not include all the necessary information which slows down the paperwork process. Examples: no date for the service of institution and no date for the service of admission. Institution date is vital because the date is typed on the Charter and admission is critical for that Daughter's membership records. Incomplete applications and order forms delay order fulfillment.

As the Order grows it becomes imperative that the chapter and membership records be accurate. Please take a few minutes to check that the forms are complete before sending them to the National Office. Please include one National Office order form with attached Membership Applications and send one check or credit card payment for the entire order.

Below is a list of the documents and forms included. They may be freely copied.

(Additional brochures may be ordered from the National Office.)

- | | |
|--|---|
| • Guidelines for chapters | Provides general information |
| • Schedule for Eight Weekly Sessions | Enter dates of the sessions and provide a copy to each participant. |
| • Class Registration form | Fill out at first class session and provide a copy to each participant. |
| • Application for Membership form | This form is also included in the Study Guide |
| • Evaluation form for Leaders | Summarizes the student evaluation forms found in the Study Guide, along with your comments, and sent to the Diocesan President who will review and forward to the National Office |
| • Service for Preparation program | Copy front to back and provide a copy to each participant Found on page 41 in the National Handbook |
| • Brochure for Study Six
<i>A Rule of Life</i> | Copy front to back and provide a copy to each participant when Study Six is assigned |
| • Brochure for Study Seven
<i>Prayer Changes Me</i> | Copy front to back and provide a copy to each participant when Study Seven is assigned
<small>"Without a vision, the People Perish" <i>Book of Proverbs</i></small> |

The Order of the Daughters of the King Guidelines for Chapters and Study Guide Leaders

For Chapter Presidents/Officers:

- Plan for growth! At least once a year, provide an opportunity to explain the Order at an open informational meeting or social function (luncheon, tea, etc.) for interested women to meet with chapter members. Include a question-and-answer time. Invite the clergy!
- Encourage chapter members and officers to participate. You may want to include Diocesan officers.
- Publicize the informational meeting as open to women in the congregation. Publicize the meeting in the bulletin, newsletter, posters, display boards, etc.
- Based on the interest generated by the meeting, determine if a preparation class should be implemented.
- Determine who will lead the preparation class.

For Study Guide Leader:

- Be prepared! BEFORE each session refer to the Schedule for Eight Weekly Sessions.
- Make the course a meaningful, sharing, learning experience. Remember to pray as you serve!
- 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.
- Plan ahead for the service of admission and/or initiation. Prepare the necessary forms and collect the fees well ahead of the date set for the service. Allow 6 weeks for receipt of materials.

Before the study begins:

- Establish a day, time and place for the class
- Consider team teaching. It offers continuity and shares the teaching load.
- Participants should have a copy of the *National Study Guide* and the *National Handbook*. The Master Copy of the *National Study Guide* and the *National Handbook* are purchased by the chapter from the National Office.
- Prepare a copy of the Service for Beginning the Preparation... for each participant.
- Prepare a copy of the Class Registration Form to be filled out and provided to each participant.
- Prepare copies of the Schedule for Eight Weekly Sessions with dates for each participant.

When the study begins:

Session One:

- Open with a welcome and the Service for Beginning the Preparation...
The service may be led by the study guide leader or clergy.
- Distribute the Class Registration Form, Schedule for Eight Weekly Sessions, *National Handbook* and *National Study Guide*. See *Schedule: Session One* for class details.
- Encourage each participant to bring a Bible, a concordance, the *Book of Common Prayer*, the *Study Guide*, and the *National Handbook* to each meeting. Close the meeting with sharing time and corporate prayer followed by the Lord's Prayer.

Session Two and all remaining sessions:

- Refer to the schedule for class details
- Open with the motto and prayer of the Order; then review the previous week's questions and discuss assigned questions. The lessons should be read as homework and not in class.
- Close with sharing time and corporate prayer followed by the Lord's Prayer.

At the close of the study:

- At the last session have participants fill out the evaluation forms. Then fill out the Study Guide Leader's Evaluation Form and attach participant evaluation forms. Send all of these to the Diocesan President.
- Consider holding a Quiet Day or a special gathering for the participants. Invite all chapter members to participate. This is a meaningful way to welcome the new Daughter(s) into the community of an established chapter.

**The Order of the Daughters of the King
Schedule for Eight Weekly Sessions**

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

The Class begins on: _____
(day) (date) (time)

Leaders:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Session 1: (date) _____

Open with the Service for Beginning the Preparation for Membership

Read together introductory page iv

Read together Study One

Answer questions on page 3

Assignment for next week:

Read Study Two

Answer questions on page 8

Read Study Three

Answer questions on page 12

Session 2: (date) _____

Review in class questions on page 3, 8, 12

Assignment for next week:

Read Study Four

Answer questions on page 14

Session 3: (date) _____

Review in class questions on page 14

Assignment for next week:

Read Study Five

Answer questions on page 19

Session 4: (date) _____

Review in class questions on page 19

Assignment for next week:

Read Study Six

Answer questions on page 22

Read Study Seven

Answer questions on page 24

HANDOUT: Rule of Life brochure and Prayer Changes Me brochure

Session 5: (date) _____

Review in class questions on pages 22 and 24

Assignment for next week:

Read Study Eight

Answer questions on page 28

Read Study Nine

Answer questions on page 31

Application forms will be collected next week. Please be prepared to pay the fees.

Session 6: (date)_____

Review in class questions on page 28 and 31

Assignment for next week

Read Study Ten

Answer questions on page 35

LEADER:

- *Collect Application forms and fees from participants, and verify that all Application forms are signed by Chapter President and Clergy.*
- *Fill out a National Office Order Form and attach signed Application for Membership forms. Indicate Admission Date on Order Form and Applications.*
- *Sent all to National Office with one check or credit card payment for total order.*
- *Allow 6 weeks for delivery of items.*

Session 7: (date)_____

Review in class questions on page 35

Assignment for next week:

Read Study Eleven

Answer questions on page 38

Read Study Twelve

Answer questions on page 42

Session 8: (date)_____

Review questions on pages 38 and 42

Review Resources Section and read pages 44 and 45 together

The Order of the Daughters of the King
Class Registration
Date _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

Name _____
Address _____
City _____ State ____ Zip _____
Phone (____) _____ Fax(____) _____ E-mail _____
Church _____

**EVALUATION OF THE NATIONAL STUDY GUIDE
STUDY GUIDE LEADER(S) FORM**

Please complete this evaluation form as soon as you complete the study guide program. Mail it along with the preparation class evaluation, to your Diocesan President. Each leader is encouraged to submit an evaluation. Your feedback will help determine how effective the national Study Guide is in content and ease of use.

PARISH _____ DIOCESE _____

Chapter Name _____ Chapter Number _____

Chapter Address _____

City _____ State _____ Zip _____

Leader Name (1) _____

Leader Name (2) _____

Date Study Began _____ Date Study Completed _____

Number of Daughters-in-preparation who attended the study program: _____

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

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

Excellent Good Fair Poor

2. How would you evaluate the format?

Excellent Good Fair Poor

(Please use the back of this sheet if additional space is needed)

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