

The
Diocesan President's
Leadership
Guide

Compiled by the National Office Staff

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Diocesan President's Responsibilities...

To the National Office

- ❖ Respond immediately to the National Office email...many requests are time sensitive.

- ❖ New Chapter Formations:

Respond to the national office's notification that someone has requested a charter kit by contacting the person receiving the charter kit, offering support and assistance with

- Obtaining Priest's permission
- Lessons
- Presentations
- Completing Applications

(See *Suggested Steps for Forming a Chapter* enclosure)

Coordinate a date of institution between the Priest and the Chapter.

Educate the new Chapter about usage and completion of forms; how to order from the National Office, what the dues payment process is (See *Dues Procedures*), etc.

If it is possible, collect the Charter Application, New Member Applications and all funds, review and mail to the National Office. If distance prohibits doing this, contact the new chapter contact person and review with her all paperwork to ensure correct information. Mail the packet to the National Office, allowing a minimum of six weeks before the date of institution. **BE AWARE THAT INCOMPLETE ORDERS MAY CAUSE DELAY.**

Make arrangements to attend new chapter institutions as presenter. If unable to attend, appoint a representative to attend in your place. Inform the National Office of any changes, as the Charter Certificate and crosses are shipped to the presenter.

- ❖ Inform the National Office and your Provincial President of any address, phone, email updates for you and your Board members that occur during your term of office.
- ❖ Keep a current list of Chapter Presidents. Keep in mind that only members in Good Standing can be Officers for Chapters, Diocese, and Provinces.
- ❖ **Mentor the incoming Diocesan President. Pass your *Diocesan President's Leadership Guide* on to your successor.**

Diocesan President's Responsibilities...

To the Diocese

- ❖ **Everyday prayerfully seek the will of God for the Daughters of her Diocese.**
- ❖ **Act as the administrator of the Diocese.**

Keep a listing of all chapters and their presidents. Remember that all officers must be members in good standing.

Keep a current listing of your Board members and notify the National Office and your Provincial President of any changes.

Make Committee Chair Appointments at the beginning of the term and as needed. Assist in organizing each of the committees whose duties are to facilitate the work of the Order at the Diocesan level.

Appoint a Diocesan Daughters At Large Chair whose duty it is to act as liaison between Daughters At Large and the Order, encourage the DALs to attend Diocesan and Provincial Assemblies and Retreats and link the DALs to nearby chapters that can offer them support. The DAL Chair would also notify any DAL if she is not current in her dues. This gives her a good opportunity to discover any changes in address or status and to minister to this Daughter without a chapter.

Appoint a Junior Daughter Chair who would provide information concerning the development of Junior Chapters. She would also assist throughout the process of study and organization. She would act as a liaison between Junior and Senior Daughters.

Appoint a Communication/Promotion Chair person who would act as a liaison between the Diocesan Board and the Chapter membership in distributing information about upcoming events and articles on spiritual development. She might be the editor of the Diocesan Newsletter. She can request mailing labels from the National Office at no cost to the Diocese.

Appoint a Diocesan Chaplain, who is an approved choice of your Diocesan Bishop. The Chaplain is the spiritual leader of the assembly of Daughters.

❖ **Attend and Plan Meetings.**

Plan and hold annual Chapter President's meeting.

Plan and hold regular Diocesan Board meetings that include chapter presidents.

Make arrangements for the Diocesan Annual Assembly. Choose date, arrange for a parish to host this meeting, contact the bishop and diocesan chaplain about their participation, coordinate and work with the host parish on details of the meeting, choose theme, speaker, workshop subject(s) and leader(s), get out publicity, etc. Call to order and preside at the Diocesan Assembly. Check with the Province President prior to the meeting to see if there are any special business items or announcements that need to be included. (An effort should be made to coordinate the date with the Province President so that she may attend if possible.)

Make arrangements for Diocesan Retreat. Obtain facilities and date, choose a retreat leader, see that publicity and registration forms are sent out, try to work within a planned budget so that all expenses are paid by the participants, not by the Diocesan treasury. Notify the National Office for inclusion of details on the website.

Attend Triennial Meeting as the delegate from the Diocese.

❖ **Promoting the DOK in the Diocese.**

Visit each DOK chapter in the Diocese at least once a year to offer personal assistance in any way needed, to show the individual chapters that the Diocese is interested in each individual chapter's well-being. This is a good opportunity to note the spiritual and organization status of the chapter and to answer questions about completing forms, paying dues, etc.

Communicate with the priests of parishes in the Diocese who do not have a DOK chapter to determine whether or not they would like to organize one in their parish. Work with them accordingly, furnishing literature, explaining to them the purpose of the Daughters as an Order with a Rule a Prayer and a Rule of Service to assist the priest wherever possible to bring about the spread of God's Kingdom.

See that a Diocesan newsletter is prepared and sent AT LEAST TWICE EACH YEAR to EVERY Daughter in the Diocese.

Serve actively on the ECW Diocesan Board, seeking voice and vote, if this has not already been obtained.

Promote and arrange for the display of DOK literature at all church conventions, i.e. ECW and Diocesan, where and when possible to promote knowledge concerning the Order of the Daughters of the King.

Give an oral presentation to groups interested in learning more about the Order and the formation of a Daughter's chapter.

Keep a supply of DOK brochures, etc on hand.

❖ **Forming new Chapters in the Diocese.**

Act as or appoint a mentor for each incoming chapter during their time of preparation. This person should be able to meet with the group weekly for the 12 weeks.

Confer with the parish priest to plan the Service of Institution. Present the charter and candidates at the Service of Institution.

[This listing is not meant to be a rigid job description. Serving as Diocesan President is a commitment and during this time should be the first priority of the person after her Lord and family.]

Diocesan President's Responsibilities...

To the Province

- ❖ Be available to the Provincial President so as to create a viable line of communication between them and through the Provincial President to the National Office.
- ❖ Compile and send an Annual Report of her Diocese activities to the Province President.
- ❖ Be prepared to give an oral/written report at/for the Provincial Assembly.
- ❖ Be a member of the Province Board. Attend the Provincial Assembly.
- ❖ Additional Duties...

Dues Procedures

- Dues packets including a chapter list will be mailed to Chapter Presidents in April/May. These packets include detailed instructions for the Chapter Presidents to collect the dues from all of their members. Once these dues are collected, one check from the chapter along with a form listing the Daughters who paid is to be sent to the National Office.
- The National Office will review these dues packets, process the data entry and deposit the checks. The National Office will then review the database to see who has not paid their dues. Individual dues notices will then be mailed usually in October to those Daughters asking them to pay their current year dues.
- An individual dues notice will be mailed to all Daughters At Large at the end of July.
- The annual chapter lists are mailed from the National Office in once a year with the Presidents Dues Packet. Additional lists may be requested at any time during the year by contacting the National Office. These lists indicate when dues were last paid. Any member in arrears should be reminded by the chapter president to send her dues to the National Office.
- Those members who neglect to pay dues by January 1 will be removed from the Royal Cross mailing list.
- Only members who have paid the current year's dues may order crosses, may be officers and may be eligible as delegates at the Daughters of the King Triennial Meeting.

Suggested Steps for Forming a Chapter

Ask the National Office to send a **Chapter Start-up Kit** which contains

- **The Royal Cross** magazine,
- letters from the National Chaplain, National President and the Director of the National Office,
- an application for chartering a chapter and other documents to be completed
- a clergy brochure,
- a brochure for prospective members,
- a national handbook and
- a bookmark.

There is no charge for this packet.

Share the clergy's brochure with your clergy and ask for the clergy's support. Without the signature of clergy of the church, application for charter cannot be made.

Have an informational meeting. Contact the national office for brochures. Invite your diocesan president to give a presentation. **Stay in touch with your Diocesan President throughout this process.**

If three or more women are interested in beginning a chapter, send an order to the national office for a **National Handbook** for each person and a **Twelve Question Study Guide** for the group. (The *Twelve Question Study Guide* may be downloaded gratis from the Order's website: www.dok-national.org.) Include shipping and handling based on the rate scale at the bottom of the order form.

The **Twelve Question Study Program** may take about 12 weeks. Ask your Diocesan President if she or someone on her board can assist with some of the lessons. The clergy may also want to assist with the process. Someone who is already a Daughter either in the new group or in another chapter nearby may also be supportive.

At about the half way point in the study, ascertain who will be taking the vow and be admitted to the **Order**. Mail all documents at one time to the National Office including...

- **Application for charter** with signatures, date of institution, name of presenter
- **Individual applications** for membership...include signatures and cross size and date of admission. Print clearly.
- **Completed Order Form**...note rate scale for shipping charges at the bottom of the form
- **Transition forms** for any Daughters who are transferring into the chapter (dues may be included)
- **Payment** for registrations and shipping fees...costs appear on the order form.

The national office staff will process your order and all materials will be mailed to the Diocesan President or whomever she appoints as presenter. The Diocesan President will check the order to make sure all items are included....crosses, paperwork and charter certificate.

It is a traditional courtesy to inquire if the Diocesan President needs room and board when she travels to your service of institution.

You may wish to invite neighboring chapters, along with your church family, to attend a reception after the service of institution.

Ask for prayers for your new chapter and its formation. A neighboring chapter would be happy to support you in this way. May God bless you and all you do *For His Sake*.