

HOW TO FORM AN INTERNATIONAL CHAPTER OF THE DAUGHTERS OF THE KING

- Obtain the approval of the Bishop and clergy in charge.
- Three or more baptized women are needed to form a chapter.
- Contact the National Office of The Order of the Daughters of the King, Inc., and request the necessary forms and publications. (The National Office will notify the National President, the Regional Coordinator and/or appropriate provincial president, and the International Chair, who will assist as needed.)
- If necessary, ask the National Office for guidance in translation of materials.
- Identify a local leader to coordinate the study. The clergy in charge or his/her designee may need to assist with facilitating the study sessions.
- Hold a “Service for the Beginning of the Preparation” found in the *National Study Guide* and in the *National Handbook*.
- If possible, provide a copy of the *National Handbook* and the *National Study Guide* for each woman. The *National Handbook* is available from the National Office and the *National Study Guide* can be downloaded from the website: www.doknational.com. In some cases, two Handbooks and two Study Guides can be gifts to the forming chapter. Ask the National Office staff about this.
- Meet regularly to complete the *National Study Guide*, in order to learn about the Order and be prepared for admission. At least twelve weeks are needed as a period of discernment and preparation.
- Determine a date for the institution of the Chapter and the admission of new members, after consultation with the clergy and Regional Coordinator. The Regional Coordinator (or her representative) will present the new members, the officers to be installed, and the Charter to the presiding clergy.
- Choose a name for the chapter and select chapter officers near the end of the preparation period. Prepare a list of participants who have completed the study and obtain written verification of this list from the clergy in charge.
- The completed Application for Charter form and registration fee for each member should be submitted to the National Office at least six weeks prior to the scheduled Institution date. Scholarships are always available to cover registration fees if needed, and can be arranged at this time by the National Office staff.
- Hold the Service of Institution and Admission on the date established when applying for the Charter.