



Central Florida Diocese Guidelines for New Member Training

One of our National and Diocesan Strategic Goals is to grow our membership. In order to ensure that we maintain consistency in training new members for every Chapter within our Diocese, we ask that the following Guidelines be met:

1. The Training to Admission process is a **minimum** of 3 months. During the time of discernment, prospective Daughters will attend several meetings; observe participation in special projects; attend a Diocesan Assembly meeting and/or Deanery meeting to gain insight from current members as to what it means to become a Daughter of the King; and, complete the Training program.
2. Training is conducted by a Daughter appointed by the Chapter President who is committed to being available for weekly/biweekly/ or monthly classes. The Leader(trainer) must download the Training materials from the DOK National website. A copy of the Leader's Guide and Training Program for Participants as well as the National Handbook need to be downloaded. Create a binder for the Leader with the Leader's Guide and National Handbook. Create a binder for each participant with Training Program materials and a National Handbook prior to the start of classes. The trainer must complete and keep track of the participant forms during the training classes for attendance and participation documentation.
3. Training materials are to be downloaded from the DOK National website for each training class in order to ensure that the latest training materials are being used. Please stick to the DOK National Training materials vs. adding "favorite books or readings". We are striving for consistency in our training across the Diocese and need to stay on topic.
4. The classes should be interactive with much discussion vs. "lecture" style.
5. The Leader is asked to notify the 1st VP/Membership Chair for the Diocese when a class is starting and when the Admission services will be held.

Valuable Tips:

1. Before the first study session, hold an Orientation meeting at which the Leader hands out the Training binders; provides an overview of what will be occurring in the classes; provides a schedule for the training classes (weekly, biweekly, or monthly); gives assignments for the next class (i.e. read Chapter 1); addresses any questions from the trainees; then, *if desired*, close the meeting with The Service of Preparation for Membership. The Service of Preparation for Membership is found in The National Handbook and Bylaws and on the National DOK website.
2. Classes usually last 1 - 2 hours. Be respectful of the length of time in class so as not to overwhelm the Trainee.
3. Use Zoom, Google Chat, Skype or Conference Calling to conduct training during times that we cannot meet face-to-face.
4. Invite a Daughter or officer from the Chapter to sit in on the classes to share and enrich the discussion.

Once the classes have been completed, the forms for Admission are to be completed by the participants and then sent to the DOK National office. Admission packets are usually sent out from the National office in 4-6 weeks. Once the Admission Packets have been received, Admission services can be scheduled after a discussion with the Rector. Usually, the President of the Chapter will schedule the Admission services with the Rector after Training has been completed and Admission packets have been received.

Please contact the Linda Anselmini 2ndVP and Membership Chair with any questions or needs:
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