

Policy Manual

Diocesan Assembly of Central Florida

Copy 1 of this Manual is kept with the Presidents' permanent records.
Copy 2 is kept in the Recording Secretary's Permanent Minutes Record Book.



Initiated: September 1, 2015

Adopted February 3, 2018

Revised: May 4, 2019

Revised: August 2022

Revised: November 1, 2025

Revisions:

A Revision is updated when a new Policy is added to the Policy section of the Manual. Additions to any of the Appendix sections are not revisions. Policies must be approved by the Executive Committee and are stated in the Minutes. An annual review of the Policy section is suggested. Copies may be kept in digital format.

Style Guide (See www.doknational.org/resource/resmgr/dok_resources/Writing_Style.pdf)

1. Policies are printed in MS Word, using Times New Roman, 12 pt font – 1" margins.
2. Policies are to be clear and concise and written in the third person.
3. Words need to be selected carefully. Words such as *should* and *may* imply choice.
4. Do not use information that can become outdated such as names or web addresses.

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POLICY MANUAL

Statement of Purpose

Adopted February 3, 2018

Revised: 2018; 2019; 2022; 2025

Policies serve as guidelines to meet the needs of a group who want to be consistent in dealing with recurring situations. Policies are put in place by an adopted motion of the Executive Committee or by the Bylaws and are binding until a motion to change or rescind them is adopted. Policy is also established by tradition. The fiscal year for the Diocese of Central Florida is September 1 to August 31, the same as National. Terms for elected officers are three years to commence at the Fall Assembly a year after elections were held and will serve to the Fall Assembly at the end of the triennium. Authority for these entries are noted where they can be established, and all entries were approved as fact when the manual was adopted.

I. **COMMON PROPERTY** (Recording Secretary will have photographs of each item)

1. Gold President's Cross (Katherine Travers Memorial Cross, 1948) and gold chain. To be in the president's possession and use during her term in office. Bylaws
2. Silver Greek Fleury Cross and silver chain. To be in the chaplain's possession and use during his/her term in office. Bylaws
3. Silver Bishop's Cross and silver chain. To be in the Bishop's Cross recipient's possession for her one-year term. Bylaws
4. Blue Chasuble with The Order's symbol. To be in the chaplain's possession and use during his/her term in office.
5. Computer and Printer: A computer and printer to be used by the president and/or Executive Committee members during their terms in office.
Authority: Executive Committee Minutes: May 4, 2019
6. Blue pottery chalice (large and small), paten, ciborium, cruets (large and small) held in the Diocesan office in Orlando for services held at the chapel.

II. **MEETINGS AND EVENTS**

1. Fall Assembly and Spring Retreat

- a. Diocesan Dinners held before Fall Assembly or Spring Retreat considers the following as paid guests: Bishop(s), Speaker(s), Chaplain, President and spouses.
Authority: Executive Committee Minutes: October 24, 2015
- b. Clergy are exempted from registration fees for the Fall Assembly and Spring Retreat and are encouraged to attend
Authority: Executive Committee Minutes: August 5, 2017
- c. Guidelines and checklists to assist a chapter in hosting the Annual Fall Assembly, Diocesan New Year Assembly, Deanery Meetings, and Spring Retreat are in Appendix B of this Manual.

Authority: Executive Committee Minutes: May 4, 2019

2. Province IV Assembly – Held annually – four Delegates per Diocese

- a. The President is one delegate, and her expenses are paid.
- b. Three additional delegates will be paid as budgeted. They will be elected electronically by simple majority.
- c. During a Triennium year, the incoming president will have her expenses paid.
Authority: Diocesan Quarterly Minutes: November 9, 2019

- d. Grant money may be provided for the outgoing president and chaplain with the approval of the Executive Committee.
- e. Daughters may apply for the Krisita A. Jackson Memorial Scholarship for financial assistance to attend. Authority: Executive Committee Minutes March 15, 2025
- f. A Daughter elected to serve as a Diocesan delegate to the Province IV Assembly, can only serve two years consecutively. However, she may stand again after one year has lapsed since she last served. Authority: Diocesan Quarterly Minutes: November 9, 2019

3. Triennium Assembly – Held every three years – one delegate per Diocese.

- a. The incoming president is the delegate, and the outgoing president may be the alternate. The delegate has her expenses paid.
Authority: Executive Committee Minutes: August 5, 2017 (2. a, b, c & 3 a)
- b. Daughters may apply for the Krisita A. Jackson Memorial Scholarship for financial assistance to attend. Authority: Executive Committee Minutes March 15, 2025
- d. Grant money may be provided for the alternate with the approval of the Executive Committee. Authority: Executive Committee Minutes: February 3, 2018

III. OUTREACH PROJECTS WITHIN THE DIOCESE

1. Project Nomination

To nominate a project a Diocesan Outreach Project Nomination form must be submitted to the President at a date set by her at least sixty (60) days prior to the annual Fall Assembly.
Authority: Tradition

2. Project Guidelines

- a. A project must be an IRS 501(c) (3) nonprofit organization.
- b. A project can only be submitted three times for consideration.
Authority: Executive Committee Minutes: August 6, 2016 (2. a, b)

- c. A project will be selected through electronic election by a simple majority. The selected project will be announced at the Fall Assembly.

Authority: Tradition

2. Project Donations

- a. Each member and chapter are encouraged to support the current project.
- b. Donations collected at Fall Assembly will go toward the project that was selected for the upcoming year.

Authority: Tradition

- c. Surplus funds from Spring Retreat or Fall Assembly or any official meeting will be donated to the current project.

Authority: Executive Committee Minutes: August 8, 2017 (3. a, b, c)

- d. Donations collected throughout the year must be received by the Treasurer two weeks prior to the end of the fiscal year, August 31.
- e. Donations received by the Treasurer after August 31 will go toward the project selected for the coming year.

Authority: Executive Committee Minutes May 4, 2019

IV. REIMBURSEMENTS

- 1. The Diocesan President or her designee, will receive mileage reimbursement for travel to new chapter orientations, Service of Institution, Service of Admission and/or chapter visitations.
- 2. The Executive Committee members will receive mileage reimbursement for travel to Executive and Assembly Board meetings that exceed 40 minutes round trip.
- 3. The Outreach Chair may also receive reimbursement for travel if approved by the president and treasurer.
- 4. Mileage is reimbursed at the current IRS charitable rate.
- 5. Expenditures for the Diocesan Assembly, including any use of the Diocesan debit card, must receive prior approval from the Treasurer.
- 6. Receipts for reimbursement, including toll receipts and travel mileage, must be accompanied by an Expense Voucher (Appendix D) and sent to the treasurer within ten days of the expenditure.

I. KRISITA A. JACKSON MEMORIAL SCHOLARSHIP FUND

Krisita was an active and much-beloved member of The Order of the Daughters of the King for 24 years. She held many leadership positions in her local chapter and on the Executive Committee of the Diocesan Assembly of Central Florida (including secretary, 2nd vice president and president), before serving an historic four-year term as National President for The Order, from 2018-2022.

In gratitude for Krisita's faithful witness and dedicated service, The Krisita A. Jackson Memorial Scholarship Fund was established by The Order of the Daughters of the King® Diocesan Assembly of Central Florida in 2025. The Fund provides financial assistance to Central Florida Daughters who desire to attend the annual Province IV Fall Assembly and/or Triennial (the National Conference, held every three years) for the purpose of educational growth and spiritual enrichment.

- Applicants must have maintained membership in good standing for a minimum of three years.
- Applicants must have membership dues paid up to date (upon receipt of invoice from the national office) prior to the submission of the application.
- Application must be signed by the Chapter President, verifying the applicant's regular attendance at chapter meetings during the fiscal year and attendance in person at two Diocesan events during the fiscal year (Fall Assembly, New Year Meeting, Deanery Meeting, Spring Retreat).
- Applicants cannot serve as a delegate to the event for which assistance is requested.
- Applicants are only eligible for one scholarship per fiscal year.

Application is provided in the appendix.

Authority: Executive Committee Minutes March 15, 2025

Appendix A: Diocesan Forms and Reports

National Dues Assistance Application (refer to the National Policy at www.doknational.org
Resources > Policy and Procedures of The Order)

Diocesan Expense Voucher

Annual Chapter Reports for the Diocesan President (Daughters and Juniors)

Annual Chapter Treasurer's Report for the Diocesan Treasurer

The Krisita A. Jackson Memorial Scholarship

Purpose

Application

Application for Dues Assistance



For detailed information regarding the application for and processing of dues assistance, please refer to The Order's Dues Assistance Policy and Procedures found on the website under Resources > Policies and Procedures of The Order. Daughters requesting dues assistance must complete page 1 only. Page 2 is for officers' processing.

Date: _____ Member # (if known): _____

Name: _____
FIRST _____ MIDDLE _____ LAST _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Cell: () _____

Email: _____ Daughter at Large: Yes _____ No _____

Provincial Assembly: _____ Diocesan Assembly: _____

Name of Parish and City: _____

Chapter: _____ Charter #: _____

I am requesting Dues Assistance for:

- Current Dues Owed _____ (State amount)
- Permanent Dues Assistance (refer to the Dues Assistance Policy and Procedures for further details in completing this form, Chapter presidents may complete this application for permanent dues assistance on behalf the Daughter)

To be eligible for Permanent Dues Assistance, applicants must meet **ALL** the following prerequisites:

- is **current** in the payment of her dues
- is **permanently** incapacitated (physically or mentally) as indicated by a lack of physical or mental ability that results in the significant limitation of a person's capability to manage her own personal care, property or finances
- has an on-going financial hardship
- is unable to receive financial assistance from their chapter, diocesan assembly, or provincial assembly (requires signatures on page 2.)

Daughters receiving Permanent Dues Assistance will no longer:

- be eligible to serve as a delegate to Triennial
- be eligible hold office at any level of The Order
- receive *The Royal Cross*

Briefly describe the circumstances that necessitate this request: _____

Applicant's Signature: _____

➔ Upon completion, please submit to your chapter president.
Daughters at Large, please submit to your diocesan assembly president.

If you have questions about Dues Assistance Policy and Procedures, please contact the National Office of The Order of the Daughters of the King® via phone or email: Phone: (770) 517-8552 • Email: Dok1885@doknational.org

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Application for National Dues Assistance Continued

----- Below this Line is for Administrative Use by Officers Only -----

Dues Assistance Approval Name of Daughter requesting assistance: _____

Chapter (check one)

Chapter is paying the dues Parish/Clergy is paying the dues
 Chapter cannot pay the dues – forwarding the application to the diocesan assembly president
 Chapter president verifies that the Daughter meets the prerequisites for permanent dues assistance and the chapter cannot pay the Daughter's annual dues going forward

Clergy Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

➤ File a copy of this document in your chapter's records and follow up for final disposition and notification.

Diocesan Assembly (check one)

Diocesan assembly is paying the dues – notify chapter president
 Diocesan assembly cannot pay the dues – forwarding the application to the provincial assembly president
 Diocesan assembly president verifies the Daughter meets the prerequisites for permanent dues assistance and the diocesan assembly cannot pay the Daughter's annual dues going forward

Diocesan Assembly President Signature: _____ Date: _____

➤ File a copy of this document in your diocesan assembly's records and follow up for final disposition.

Provincial Assembly (check one)

Provincial assembly is paying the dues – notify diocesan assembly and chapter presidents
 Provincial assembly cannot pay the dues – forwarding the application to the national office
 Provincial assembly president verifies the Daughter meets the prerequisites for permanent dues assistance and the provincial assembly cannot pay the Daughter's annual dues going forward

Provincial Assembly President Signature: _____ Date: _____

➤ File a copy of this document in your provincial assembly's records and follow up for final disposition.

National Membership Chair (check one)

National dues assistance is approved National dues assistance is not approved
 Permanent dues assistance is approved Permanent dues assistance is not approved

If dues assistance is not approved, state reason _____

National Membership Chair Signature: _____ Date: _____

➤ File a copy of this document in the national office records and follow up for final notification.

Daughter lovingly notified of decision by _____ on _____

NAME

DATE

EXPENSE VOUCHER

Policy: All receipts for reimbursement must be sent to the Treasurer, no more than 10 days of the expenditure.

Complete & Return to Diocesan Treasurer

Sue B. McIlrath
5617 Devon Street
Port Orange, FL 32127

Please Print Your Name & Address

Date	Purchase or Event	Cost	Airfare or Mileage (Include Address of Destination)	Tolls	Total
TOTALS					

Receipts attached: Yes **If not why:** _____

Comments: _____

Your Signature: _____

Date Paid _____ **Check #:** _____

Diocesan Assembly of Central Florida

Chapter Annual Report

Chapter Name: _____

Parish: _____ **City:** _____

Fiscal Year: September 1, _____ - August 31, _____

Please give the number of the following:

Total Sr. Chapter Members: _____
Sr. Daughters in discernment _____

Total Junior. Chapters Members: _____
Junior Daughters in discernment/formation: _____

Chapter Officers Beginning 9/1/____

President _____

1st Vice Pres. _____

2nd Vice Pres. _____

Secretary _____

Treasurer _____

Jr. Directress _____

Membership Chair _____

Sr. Chapter Studies:

Sr. Chapter Outreach:

List any additional information you would like to share. Use additional sheets as needed.

**Chapter President: Please complete this form and return it to Nadine Craig via email to:
nadinekraig@outlook.com or mail to St. Mary's Church 216 Orange Ave. Daytona Beach,
FL 32114**

Diocesan Assembly of Central Florida Chapter Annual Report

Chapter Name: _____

Parish: _____ **City:** _____

Fiscal Year: September 1, _____ - August 31, _____

Please give the number of the following:

Total Sr. Chapter Members: _____
Sr. Daughters in discernment _____

Total Junior. Chapters Members: _____
Junior Daughters in discernment/formation: _____

Chapter Officers Beginning 9/1/____

President _____

1st Vice Pres. _____

2nd Vice Pres. _____

Secretary _____

Treasurer _____

Jr. Directress _____

Membership Chair _____

Sr. Chapter Studies:

Sr. Chapter Outreach:

List any additional information you would like to share. Use additional sheets as needed.

**Chapter President: Please complete this form and return it to Nadine Craig via email to:
nadinekraig@outlook.com or mail to St. Mary's Church 216 Orange Ave. Daytona Beach,
FL 32114**



Date

Chapter Name

The Order of the Daughters of the King, Inc.

Address

Address

Re: FY _____ annual Financial Report for _____ Chapter (#Sr_____)

I am reporting that the _____ Chapter located in _____, Florida operated within the bylaws, policies and procedures set forth by The Order of the Daughters of the King, Inc. located in Woodstock, Georgia and its affiliated entities.

During the fiscal year September 1, 20____ to August 31, 20____, the chapter had _____ members (confirmed membership list attached) and recorded _____ in revenue and _____ in expenses.

The president can be contacted at _____ or by email at _____.

The treasurer can be contacted at _____ or by email at

_____.

For His Sake,

Name_____

Signature

Chapter President

Name_____

Signature

Chapter Treasurer



Krisita A. Jackson Memorial Scholarship Fund

Application Process

Applicant must complete and submit the Application Form (having obtained the required signature / verification from their Chapter president).

- Application for financial assistance to attend the Province IV Fall Assembly must be received by _____.
- Application for financial assistance to attend Triennial must be received by _____.

The application must be sent to the Diocesan Treasurer, Sue McIlrath:

Email: mcilrathsuemac@cfl.rr.com

Mail: Sue McIlrath, Diocesan Treasurer
5617 Devon St.
Port Orange, FL 32127

Upon approval of the by the Scholarship Committee and the Executive Committee, the scholarship recipient and an alternate will be notified.



APPLICATION FOR KRISITA A. JACKSON MEMORIAL SCHOLARSHIP FUND

"Here I am, Lord, send me."

Isaiah 6:8

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Email:

Home Church _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Is the applicant a Member of The Order? Yes No

If yes, Member # _____ Year Admitted: _____

Name of Chapter:

Chapter Charter #: Member of the Clergy? Yes No

Application for: Province IV Fall Assembly, 20

Triennial, 20

To Be Completed by the Chapter President on Behalf of the Applicant:

I confirm that the Applicant, _____, is a member in good standing, current in her dues, and regularly attending and participating in Chapter meetings. I also confirm that the Applicant has attended at least two Diocesan Assembly events during the past fiscal year:

- Fall Assembly on ____/____/20____
- New Year Meeting on ____/____/20____
- Deanery Meeting on ____/____/20____
- Spring Retreat on ____/____/20____

President's Signature

Printed Name

Applicant Affirmation:

I confirm that I meet the eligibility requirements for the scholarship and affirm my commitment to follow the guidelines and procedures set by the Diocesan Board, including providing timely notice if I'm unable to attend the event for which I am requesting assistance. I certify that all information I've provided is accurate and complete to the best of my knowledge, understanding that any intentional misrepresentation may result in the denial of my application.

Signature of Applicant

Date

All applications will be reviewed by the Scholarship Committee prior to final approval by the Diocesan Executive Board.

Application for the Province IV Assembly is due on _____.

Application for the Triennial Meeting is due on _____.

Application must be submitted to Diocesan Treasurer Sue McIlrath:

Email: mcilrathsuemac@cfl.rr.com, or mailed to

Mail: Sue McIlrath, Diocesan Treasurer
5617 Devon St.
Port Orange, FL 32127

Appendix B: Hosting Meetings

Fall Assembly:
Guidelines

New Year Meeting:
Guidelines

Deanery Meetings:
Guidelines

Spring Retreat:
Guidelines

GUIDELINES FOR HOSTING FALL ASSEMBLY

President and Committee Responsibilities	
Committee	Date - a Saturday in the fall Registration fee
President	Location: alternates Deaneries Guest Speaker Clergy Program and Theme Junior Daughter Program (with Junior Daughter Chair) Publicity (<i>The Flame, Episcopalian, Constant Contact</i>) Printing for folder to include: <u>Service Bulletin</u> with Service of Rededication and Deceased Daughters <u>Agenda</u> with directions for location of business meeting <u>Welcome</u> by President and Chaplain <u>Annual Reports</u> from Committee Chairs – Junior Daughters, Daughters at Large, National Funds and Outreach Project <u>Calendar</u> <u>Budget and Treasurer's Report</u> <u>Inspirational material</u>
Treasurer	Registration

Host Chapter Responsibilities	
Chapter President and team	Work closely with Diocesan President Solicit help from local Deanery chapters
Facility	Accommodation for 150-225 people Space for Eucharist, business meeting, luncheon and speaker Space to set up Registration table Provide media- audio/visual equipment as needed
Personnel for Eucharist	Altar Guild Readers LEMs Ushers Offering – for Outreach Project Music – organist or pianist
Food and Decorations	Cost: work within the budget set by the Committee/president <u>Coffee hour</u> : coffee, tea, juice and light refreshment (seek food donations from Deanery chapters)
Guidelines for Hosting Fall Assembly	

Luncheon: keep it simple.
Menu example: sandwiches, salads, dessert, drinks...
Serving style: buffet, seated serving, box lunch...
Decorations/favors: simple, reusable

GUIDELINES FOR HOSTING THE NEW YEAR ASSEMBLY

The New Year Assembly is held so Daughters within the Diocese are provided with information from the National, Provincial, and Diocesan levels. It provides an opportunity for members to be informed about the ongoing business within the Diocese. It is also a time of Chapter Sharing and fellowship. All Daughters are welcomed and encouraged to attend.

All members of the Assembly Committee, both elected and appointed, are expected to attend and be prepared to share information as necessary. All Chapter Presidents are expected to attend or to send a chapter representative.

President Responsibility	
	<p><u>Date</u> - Selects a Saturday in January</p> <p><u>Place</u> – Solicits invitations from Deanery Representatives and gets RSVP information</p> <p><u>Guest Speaker</u> – optional</p> <p><u>Worship</u> – Eucharist or Morning Prayer and/or Noonday Prayer and/or Devotional</p> <p>Clergy – Chaplain and/or Rector</p> <p>Lay Ministers – use Daughters from around the diocese</p> <p><u>Program and Theme</u> – utilize the yearly theme-scripture</p> <p><u>Publicity</u> – contacts Communications Secretary to email notice with registration form and cost to attend</p> <p><u>Printing</u> – handouts and agenda as needed</p>
Host Chapter Responsibility	
	<p><u>Registration Form</u> that lists Name, Chapter, Jr or Daughter, Church, City and fee for attending. Communications Secretary is willing to assist in creating the form. After the deadline for registration, email to the Recording Sec and Treasurer.</p> <p><u>Registration Table</u> – sign in for those attending, collect any fee outstanding, provide name tag</p> <p><u>Coffee Hour</u> – Tea, coffee, juice, and simple refreshments</p> <p><u>Luncheon</u> – a simple lunch with your choice of menu and serving style; decorations are optional</p> <p><u>Worship</u> - Altar Guild, ushers, lector, LEM offering for Outreach Program, music</p> <p><u>Media</u> – audio/visual equipment for program and speaker as needed</p>

GUIDELINES FOR HOSTING A DEANERY MEETING

Deanery Representative Responsibilities		
	Location	For a group of 35-50 people
	Worship	Discuss with the rector of the parish
	Publicity	Work with Communications Secretary for an e-blast to Committee and all members of the Deanery
Host Chapter Responsibilities		
	Registration Table	<u>Attendance</u> sign-in sheet <u>Collection</u> of unpaid registration fees <u>Provide</u> name tag
	Registration Form and Fee	<u>Registration Form</u> - Communications Secretary can assist in creating a form and distribute by email, copy to the Treasurer. <u>Registration fee</u> is collected to cover expenses incurred for the meeting, including honorariums, meals and decorations.
	Food and Decorations	<u>Coffee Hour</u> – tea, coffee, juice, light refreshments <u>Lunch</u> – your choice of menu and serving style <u>Decorations</u> - optional
	Speaker	audio/visual equipment for program and speaker as needed
	Eucharist	Worship Bulletin Altar Guild (from the chapter whenever possible) Lay Ministers Lectors Ushers Offering – for Outreach Program Music – piano or organ

GUIDELINES FOR HOSTING SPRING RETREAT

President and Committee Responsibilities	
Committee	Date - a Saturday in spring Registration fee
President	Location: alternates Deaneries Guest Speaker(s) Clergy Program and Theme Junior Daughter Program (with Junior Daughter Chair) Publicity (<i>The Flame, Episcopalian, Constant Contact</i>) Printing for folder to include: <u>Service Bulletin</u> <u>Agenda</u> <u>Welcome</u> by President and Chaplain <u>Inspirational material</u>
Treasurer	Registration

Host Chapter Responsibilities	
Chapter President and team	Work closely with Diocesan President Solicit help from local Deanery chapters
Facility	Accommodation for 150-225 people Space for Eucharist, meeting, luncheon and speaker(s) Space to set up Registration table Provide media- audio/visual equipment as needed
Personnel for Eucharist	Altar Guild Readers LEMs Ushers Offering – for Outreach Project Music – organist or pianist
Food and Decorations	<u>Cost:</u> work within the budget set by the Committee/president <u>Coffee hour:</u> coffee, tea, juice and light refreshment (seek food donations from Deanery chapters) Luncheon: keep it simple Menu: example sandwiches, salads, dessert, drinks...

Appendix C: Position Descriptions

Table of Contents

Executive Committee Positions

Elected

President

1st Vice President

2nd Vice President

Recording Secretary

Communications Secretary

Treasurer

Appointed

Chaplain (voice but no vote)

Executive Committee Advisor (voice but no vote)

Appointed Assembly Board Positions

Daughter at Large

Deanery Representatives (one appointed for each of the five Deaneries)

Devotions Chair

Historian Chair

Junior Daughter Directress

IT Chair

Membership Chair

National Funds Chair

Outreach Chair

Photographer Chair

Special Committees

Ballot Committee

Nominating Committee

Scholarship Committee

Position:	President
Purpose:	To be the leader for the Diocesan Assembly of Central Florida representing The Order of the Daughters of the King® by ensuring that the printed bylaws and guidelines of The Order are followed to the best of her ability.
Authority:	Established through the Bylaws.
Term:	Elected for a three-year term at a Diocesan election held in the year before National Convention is held and takes office on September 1 in the year the National Convention is convened.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Choose a theme for her term in office to be announced at the Fall Assembly.</p> <p>Establish dates for all gatherings. Organize and oversee all meetings, workshops and events of the Assembly.</p> <p>Schedules Quarterly Diocesan Conversations with Daughters and Summer Bible Study via Zoom which is led by the chaplain.</p> <p>Must provide handout packets for the Fall Assembly and Spring Retreat.</p> <p>Select guest speakers for Fall Assembly and Spring Retreat with guidance and approval of the Executive Committee. Guest speaker will not promote personal interests.</p> <p>Prepares an annual report for the Fall Assembly packet.</p> <p>Appoint chairs for various committees deemed necessary to carry out the work of The Order within the diocese, i.e. Ballot Committee, Nominating Committee, IT Chair, Junior Daughters, etc.</p> <p>Appoint Deanery Representatives for each of the five Deaneries.</p> <p>Appoint the Membership Chair and National Funds Chair; may be a member of the Executive Committee.</p> <p>Choose an Assembly Chaplain who must be approved by the Diocesan Bishop.</p> <p>Schedule regular communication with the Assembly Chaplain to keep him/her informed of coming events, expectations for his/her participation and to seek guidance in these matters.</p> <p>Seek chaplain's advice on setting up for any worship services in which she wants the chaplain to participate.</p> <p>Schedule a meeting with the Diocesan Bishop at least once a year. Review strategic goals with Bishop and provide updates on progress. Invite him/her as guest speaker at one or more Fall Assemblies during her term of office.</p> <p>Provide effective communication between the Assembly Board and the members.</p>

Keep informed of changes and events at the provincial and national levels.

Inform the IT Chair of current items to be put on our website.

Oversee new chapters in training.

Preside at new chapter institutions or assign an officer or past president to serve as her representative.

Schedule visits to chapters as asked or needed.

Contact chapters whose membership drops to three. Work in conjunction with Membership Chair in revitalizing chapters.

Authorize the use of Dues Assistance in partnership with the treasurer and Membership Chair adhering to the Dues Assistance policy of the Diocesan Assembly of Central Florida.

Inform Communications Secretary of chapter presidents who change addresses, are new, or outgoing.

Ensure that the Devotions Chair sets up a display and/or a prayer room at the annual Diocesan Convention and schedules volunteers for the Prayer Room.

Registers for a display table at the Diocesan Convention for Daughters of the King to promote and distribute information about The Order and schedules volunteers to be at the table.

Provides a form to nominate the annual Outreach Project a minimum of 60 days prior to established deadline of July 1.

Authorized to use a debit/credit card and must notify the treasurer when used.

All receipts for reimbursement must be sent to the treasurer, using the Expense Voucher, including toll receipts and travel mileage, no more than 10 days of the expenditure.

Attend the annual Province IV Assembly and Retreat with expenses for travel and registration paid by the Diocesan Assembly.

Attend the annual Province IV January Board Meeting. Registration is paid by the Diocesan Assembly with travel, room, and board paid by the Province.

Attend the National Convention as the incoming president/delegate. Expenses are paid by the Diocesan Assembly. The outgoing president may be the alternate.

Prepares an Annual Report for Province IV Assembly and Retreat. Requires each chapter in the diocese to submit a Chapter Annual Report to her by August 1.

Skills: Should be computer literate and able to travel. Able to lead meetings and converse comfortably with individuals and large groups. Have a good knowledge of The Order's bylaws and policies.

Required: Copies of the current *National Handbook*, Assembly Bylaws and Policy Manual.

Position: **First Vice President**

Purpose: To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to act as the Public Relations officer.

Authority: Established through the Bylaws.

Term: Elected for a three-year term at a Diocesan election held in the year before National Convention is held and takes office on September 1 in the year the National Convention is convened.

Responsibilities:

Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.

Serves on the Executive Committee and Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.

Contact Deanery Representatives quarterly to receive chapter information updates.

Provides chapter information updates to the President and Corresponding Secretary.

All receipts for reimbursement must be sent to the treasurer, using the Expense Voucher, including toll receipts and travel mileage, no more than 10 days of the expenditure. Travel expenses will be under the direction of the President.

Performs all duties of the President at meetings, in the absence of the President.

Automatically becomes President in the case of the resignation, incapacity or death of the President.

Skills: Should be computer literate, able to travel and is comfortable speaking to groups and have a working knowledge of the Assembly Bylaws and Policy Manual.

Required: Copies of the current *National Handbook*, Assembly Bylaws and Policy Manual.

Position:	Second Vice President
Purpose:	To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to act as the Communications Officer. Frequent and timely communication assures that the vital work and events of the Assembly are promoted.
Authority:	Established through the Bylaws.
Term:	Elected for a three-year term at a Diocesan election held in the year before National Convention is held and takes office on September 1 in the year the National Convention is convened.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Executive Committee and Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Regularly produces and distributes a printed or electronic newsletter, <i>The Flame</i>, that provides information about Assembly activities and events. Recommend using a mass mailing program (e.g. MailChimp, Constant Contact, etc.)</p> <p>Provides a written annual report to the president before the Fall Assembly.</p> <p>In the absence of the President and First Vice President at a meeting, will perform all duties of the President.</p> <p>All receipts for reimbursement must be sent to the treasurer, using the Expense Voucher, including all toll receipts and travel mileage, no more than 10 days of the expenditure. Travel expenses will be under the direction of the President.</p> <p>Automatically becomes President in the case of the resignation, incapacity, or death of both the President and First Vice President.</p>
Skills:	Should be computer literate, able to travel, familiar with creating a newsletter and using a mass mailing program. Needs to have a working knowledge of The Order's terminology and writing style and the Assembly Bylaws and Policy Manual.
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws and Policy Manual.

Position:	Communications Secretary
Purpose:	To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to be responsible for Diocesan Assembly correspondence (excluding <i>The Flame</i>). Maintains mailing lists and assists the Recording Secretary with electronic voting for Diocesan elections.
Authority:	Established through the Bylaws.
Term:	Elected for a three-year term at the Diocesan election held in the year before National Convention is held. Takes office on September 1 in the year the National Convention is convened.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Executive Committee and Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Maintains a master list of all Daughters in the Diocesan Assembly for the purpose of sending communications via email regularly updating it (at least six times per year) from the National database.</p> <p>Sends Diocesan news, updates, information, prayer requests, Zoom links, and meeting announcements in a timely manner, at the President's direction.</p> <p>Coordinates with Deanery Presidents to distribute announcements and registration forms for upcoming Deanery meetings.</p> <p>Works with the Recording Secretary to manage electronic voting for Assembly elections.</p> <p>Ensures confidentiality of membership data and Assembly business.</p>
Skills:	Must be computer literate, experienced with Constant Contact and Zoom. Able to travel and comfortable interacting with people.
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws and Policy Manual.

Position: **Recording Secretary**

Purpose: To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and acts as the secretary for the Assembly. Properly kept minutes are necessary to ensure that business decisions are recorded and as a source for historical reference.

Authority: Established by the Bylaws.

Term: Elected for a three-year term at a Diocesan election held in the year before the National Convention is held and takes office on September 1 in the year the National Convention is convened.

Responsibilities:

Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.

Serves on the Executive and Assembly Boards and is expected to attend all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.

Responsible for taking minutes at the Executive Committee meetings, Assembly Board meetings and Fall Assembly.

Shall maintain the *Permanent Minutes Record Book of the Diocesan Assembly* together with any report requested to be attached to any minutes. This may be digital/electronic or hard copy.

Shall send a copy of the Executive and Assembly Board minutes to members for review within two weeks after said meeting.

Shall provide a copy of the Fall Assembly minutes to members of the Executive Committee for review within two weeks after Fall Assembly and will present reviewed/corrected minutes at the next Fall Assembly for approval.

Keeps a master list of Outreach Projects that have been supported in the past.

Shall request a copy of the Assembly Board meeting attendance list to have a record of the churches who were represented at the meeting for the Minutes.

Takes roll call at Fall Assembly and prepares a Roll Call list of all active Daughters chapters and Junior Daughters chapters. This list is used for the official count of everyone present. It should include headings for: church and city; chapter name, Daughters, Junior Daughters, clergy and guests.

Manages, with the Communications Secretary, the electronic voting for Assembly elections.

Reviews and updates the Diocesan Policy Manual at least once during a triennium.

Skills: Should be computer literate, familiar with taking minutes*, able to travel and comfortable with speaking to groups. (*refer to section on Minutes in Roberts Rules of Order, latest edition.)

Required: Copies of the current *National Handbook*, Diocesan Assembly Bylaws and Policy Manual.

Position:	Treasurer
Purpose:	To act as the Finance Officer for the Diocesan Assembly of Central Florida of The Order of the Daughters of the King®.
Authority:	Established through the Bylaws.
Term:	Elected for a three-year term at a Diocesan election held in the year before National Convention is held and takes office on September 1 in the year the National Convention is convened.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Executive Committee and Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Shall collect and disburse all monies of The Order within the Assembly except the four National funds and National dues.</p> <p>Shall provide copies of the Diocesan Expense Voucher used for reimbursing personal funds spent for The Order. Receipts must be attached to the voucher.</p> <p>Responsible for maintaining bank accounts (checking and savings) and reconciling these accounts monthly.</p> <p>The Diocesan President is a second signatory on the bank accounts.</p> <p>Only one signature is needed on checks.</p> <p>Has authority to use a bank debit/credit card, as does the President.</p> <p>Shall print and disseminate current Treasurer's reports for all meetings and a year-end report for the Fall Assembly.</p> <p>Acts as the Finance Chair and, with the Executive Committee, shall prepare a proposed budget for review at the summer Assembly Board meeting. The approved budget is presented to the Fall Assembly.</p> <p>Acts as the registrar for Spring Retreat and Fall Assembly and is present at a registration table for these events. Arranges for one or two assistants.</p> <p>Responsible for counting all love offerings taken at meetings. Arranges for two assembly members to count.</p>

Treasurer (cont'd)

Maintain a *Diocesan Assembly of Central Florida Finances* binder for bank statements, bills and receipts, and treasurer reports. Always bring this binder and checkbook to all meetings. Only the checkbook is brought to Spring Retreat.

All receipts for reimbursement must be sent to the treasurer, using the Expense Voucher, including toll receipts and travel mileage, no more than 10 days of the expenditure.

An official IRS EIN number is assigned to this Assembly and a copy of the paperwork is permanently maintained in the *Diocesan Assembly of Central Florida Finances* binder.

Skills: Must be computer literate along with some knowledge of accounting and banking procedures.

Required: Copies of the current *National Handbook*, Assembly Bylaws and Policy Manual.

Position: **Chaplain**

Purpose: To provide spiritual support for the Diocesan Assembly of Central Florida as needed.

Authority: Established through the Bylaws.

Term: The President-elect shall submit one or more names to the Diocesan Bishop for his/her consideration. The Diocesan Bishop shall appoint the Diocesan Chaplain as his/her representative for a three-year term to serve concurrently with the elected officers. May serve more than one term, if approved by the Bishop.

Responsibilities:

He/She shall be a priest, active or retired, licensed to serve in the Diocese of Central Florida.

The Diocesan Chaplain shall oversee the spiritual matters of the Assembly under the Bishop's direction.

His/Her presence at the Spring Retreat and Fall Assembly is expected unless circumstances prevent attendance. Ample notice of absence should be given to the president.

He/She shall have seat and voice, without vote.

He/She shall lead Quarterly Diocesan Conversations with Daughters via Zoom

He/She shall lead Summer Bible Study via Zoom.

He/She may wish to attend the annual Province IV Assembly and or the National Convention. Funding may be available.

Required: He/She shall be provided with a current copy of the *National Handbook*, Diocesan Assembly Bylaws and Policy Manual.

Chaplain's Cross and Vestments are the property of the Central Florida Diocesan Assembly of The Order of the Daughters of the King®.

The Chaplain is provided with the silver Chaplain's cross and chain to wear during his/her term in office.

The Chaplain shall present this cross to the incoming Chaplain at the Fall Assembly following the installation of officers.

A royal blue chasuble and stole with an embroidered Cross of The Order are provided to wear during the worship services and is kept in his/her possession during the term of office.

Position:	Executive Committee Advisor
Purpose:	To be an advisory counsel for the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® and the Executive and Assembly Boards on matters pertaining to The Order.
Authority:	Established through the Bylaws.
Term:	Appointed by the president and must be a past President of a Diocese, Province or a past member of the National Council. Shall serve a three-year term that runs concurrently with the elected officers. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Executive and Assembly Boards and is expected to attend all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Shall have seat and voice, without vote.</p> <p>Funding is not provided for attendance at the Annual Province IV Assembly and Retreat or the National Convention.</p> <p>All receipts for reimbursement must be sent to the treasurer, using the Expense Voucher, including toll receipts and travel mileage, no more than 10 days of the expenditure.</p>
Skills:	<p>Current knowledge of the Bylaws of The Order at the diocesan, provincial and national levels is needed.</p> <p>The ability to deal with unusual circumstances which may arise between or among members as necessary.</p> <p>Ensures confidentiality of circumstances and situations both verbally and in writing as needed.</p>
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws and the Policy Manual.

Position:	Daughters At Large Chair
Purpose:	To support and assist the Diocesan Assembly of Central Florida President as called upon and to establish and maintain a sense of community with Daughters at Large.
Authority:	Established through the Bylaws.
Term:	Appointed by the president to serve for a three-year term that runs concurrently with the elected officers. May serve in office for more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>As a member of the Assembly board is expected to attend all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Serve as a liaison between Daughters at Large and the Assembly.</p> <p>Maintain a current list of Assembly Daughters at Large secured from the national office.</p> <p>Develop a Master List (name, address, email, etc.) and a logbook/digital record of contact dates and pertinent information.</p> <p>Send Transition forms, as necessary, to the Assembly President and the national office to inform them of membership and address changes.</p> <p>Inform Daughters at Large of activities of the Assembly.</p> <p>Encourage Daughters at Large to attend all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Encourage Daughters at Large to always wear the cross of The Order in parish and community activities.</p> <p>Encourage Daughters at Large to work toward starting or reinstating a chapter in their home parish.</p> <p>Complete an Annual Report for the president to be included in the packet for Fall Assembly.</p>
Skills:	Should be computer literate, comfortable with speaking to others in a confidential and caring way and have a working knowledge of the Assembly bylaws and policies.
Required:	Copies of the current <i>National Handbook</i> , Diocesan Assembly Bylaws and Policy Manual.

Position:	Deanery Representative – One assigned to each Deanery Deaneries: Southwest – Southeast – Central – Northwest – Northeast
Purpose:	To support and assist the President of the Diocesan Assembly of Central Florida of The Order of the Daughters of the King® and to be a liaison from the Deanery to the First Vice President.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers and reports to the First Vice President. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board and is expected to attend all meetings (Fall Assembly, Spring Retreat, NewYear Meeting, and their Deanery Meeting) whenever possible.</p> <p>Contact chapter presidents in her Deanery on a quarterly basis.</p> <p>Request information about any changes in chapter officers or members.</p> <p>Ensure that appropriate forms (Transition, Change of Officer) for changes in chapter officers or members are completed. Forms may be completed online or in hard copy. Assist with completing forms as needed.</p> <p>Ensure that updated chapter officer and member information is provided to first vice president, corresponding secretary, and the national office.</p> <p>Request information from chapter presidents about upcoming special activities (i.e. Quiet Day, new project, Daughters in training, admission(s)). May report information to second vice president for inclusion in <i>The Flame</i>.</p> <p>Oversee Deanery meetings by securing chapter, church/city. Select a date from dates established by the Assembly President.</p>
Skills:	Should be computer literate and comfortable with interacting with people.
Required:	Copies of the current <i>National Handbook</i> , Diocesan Assembly Bylaws and Policy Manual.

Position:	Devotions Chair
Purpose:	To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to create devotional moments for the gathered Assembly.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers and reports to the President. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Provide and conduct devotions as requested by the President.</p> <p>Set up, schedule, and oversee the Prayer Room at Annual Diocesan Convention.</p>
Skills:	Comfortable speaking to groups, have a desire to share her love of God and His Word with others.
Required:	Current copies of the <i>National Handbook</i> , the Assembly Bylaws and Policy Manual.

Position:	Historian Chair
Purpose:	To support and assist the Diocesan Assembly of Central Florida of The Order of the Daughters of the King® President as called upon and to maintain and preserve an historical record of the activities of the Assembly.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers. May serve more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Keep, maintain, and update the historical chronological record of all Assembly meetings, Spring Retreats, Fall Assemblies, and special projects.</p> <p>Keep and preserve copies of all service bulletins or items of memorabilia which might have historical significance to our Assembly.</p> <p>Keep a photographic scrapbook/digital record of picture-worthy events at Board meetings, Spring Retreats, Fall Assemblies, or other places where she can find Daughters of our Assembly.</p> <p>Is responsible for setting up a display of historical memorabilia and/ or photo albums at Assemblies, Retreats, and Conventions, which reflect activities within the Assembly.</p>
Skills:	Comfortable speaking and working in groups, scrapbooking skills, familiar with developing displays and have photographic equipment and skills.
Required:	Copies of the current <i>National Handbook</i> , the Diocesan Assembly Bylaws and Policy Manual.

Position:	IT Chair (previously Webmaster)
Purpose:	To support and assist the President as called upon and keep the Diocesan Assembly website current.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Keep Assembly Officers list, Chapter Lists, Deanery Lists, current Outreach Project information, and calendar updated.</p> <p>Visit the website regularly to stay aware of notices and remove outdated information. Suggest that additions, deletions and/or corrections be done at least twice a month.</p> <p>Keep a running calendar of all Daughters' meetings and happenings for easy inclusion on the website.</p> <p>Permission from the President is needed for inclusion of special notices other than regularly scheduled meetings or events.</p> <p>Periodically confirm that "links" are correct and working.</p> <p>Create and maintain a central repository of photographs and Diocesan history.</p> <p>Bring to the attention of the Treasurer when domain name or website renewals are due. We currently have a Go Daddy account.</p>
Skills:	Be adept at the computer and able to understand website programming. Able to spend time necessary to keep the website current with information.
Required:	Current copies of the <i>National Handbook</i> , Assembly Bylaws and Policy Manual.

Position:	Junior Daughter Chair – Directress
Purpose:	To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to be the liaison between Junior Daughter Directresses and their Chapters and the Assembly.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers. May serve in office more than 1 term.
	<i>Note: The person who accepts this position has the option and is encouraged to select an assistant to coordinate and share responsibilities. Please notify the President if an assistant is selected.</i>
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Facilitate communication between Junior Daughter Chapters through regular reports to the Executive Committee and Assembly Board meetings.</p> <p>Stimulate growth and interest within existing Junior Daughter Chapters.</p> <p>Assists Daughter Chapters with needed resources to start a Junior Daughter Chapter.</p> <p>Acts as a resource person for Junior Daughter Chapters.</p> <p>Maintains a current list of Junior Daughter Chapters and their Directresses and inform the President and Corresponding Secretary of changes.</p> <p>Establishes and/or maintains a Junior Daughters annual meeting or special event.</p> <p>Promotes Junior Daughters and their Chapters through articles in <i>The Flame</i>.</p> <p>Prepare a written annual report to be included in the Fall Assembly packet.</p> <p>Familiarizes and manages the Transitioning process from Junior Daughter to senior Daughter.</p>
Skills:	Enthusiastic about working with and training Junior Daughter-aged girls and young women, able to travel and comfortable speaking and working with groups.
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws and Policy Manual.

Position:	Membership Chair
Purpose:	To support and assist the President of the Diocesan Assembly of Central Florida The Order of the Daughters of the King® as called upon and to motivate members of the chapters of the Assembly to be a reflection of God's love and thereby expand Christ's Kingdom.
Authority:	Established through tradition and Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers. May serve for more than one term. May be an Executive Committee Officer.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism</p> <p>Serves on the Executive Committee and Assembly Boards attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Track Membership numbers by communication with the National Office for quarterly updates.</p> <p>Works in conjunction with the president in all membership matters.</p> <p>May be invited to attend Province membership meetings when scheduled.</p> <p>Encourage and assist with the formation of new chapters. Attend admission services and the institution of new chapters when able.</p> <p>Be available by phone or email to help resolve concerns and answer questions that relate to membership.</p> <p>Monitor chapters with fewer than three members and encourage personal contact with the members and/or the clergy in charge of the parish.</p> <p>Advise and consult with the president on challenging situations of chapter membership. Seek assistance from the Province Membership Chair if needed.</p> <p>Offer assistance in an effort to revitalize small chapters. This may take the form of special attendance at chapter meetings, a visit from the Chaplain, encouragement in phone calls and emails, etc.</p>

Membership Chair (cont'd)

Assist with chapter disbandment when efforts to revitalize fail. Report for Chapter Disbandment is found on the national website (www.doknational.org) under Resources > Forms and Applications > Forms for Seniors.

Encourage chapter presidents to check chapter lists online to confirm contact information is up to date for members. Assist them in using Transition and Change of Address Forms available on the national website under Resources > Forms and Applications > Forms for Seniors.

Promote payment of national dues and encourage chapter presidents to review member lists online to determine what Daughters are behind in payment of their dues. Personal contact by phone is encouraged as well as the counsel of the clergy when a Daughter cannot pay her dues.

Be familiar with the procedure for providing dues assistance and dues relief at the Diocesan, Province and National levels.

Skills: Should be computer literate, comfortable speaking with groups and have a working knowledge of the Assembly Bylaws and Policies.

Required: Copies of the current *National Handbook*, the Diocesan Assembly Bylaws and Policy Manual.

Position:	Multicultural Chair
Purpose:	To support and assist the Diocesan Assembly of Central Florida president in the intentional efforts to include and value diverse cultural backgrounds and creating a welcoming and inclusive environment where women can feel valued and empowered to participate fully in The Order.
Authority:	Established as a need identified with the increasing number of Hispanic and Haitian congregations within the Diocese of Central Florida.
Term:	Appointed by the president to serve for a three-year term that runs concurrently with the elected officers. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of life that includes prayer, serve, and evangelism.</p> <p>As a member of the Assembly Board is expected to attend all meetings (Fall Assembly, Spring Retreat, New Year Meeting, and their Deanery Meeting) whenever possible.</p> <p>Serve as a liaison between any multicultural congregations and the Assembly and the president.</p> <p>Develop a list of congregations that have the potential for women interested in an active chapter in The Order.</p> <p>Reach out to interested congregations and their clergy, in conjunction with the president, to assist in establishing a chapter.</p> <p>Offer literature of The Order in languages available.</p> <p>Assist in translating documents of The Order in other languages (Haitian, Creole).</p>
Skills:	Willing to work with women who speak languages other than American English; comfortable with speaking to others; computer skills maybe beneficial.
Required:	Copies of the current National Handbook, Diocesan Assembly Bylaws and Policy Manual.

Position:	National Funds Chair
Purpose:	To support and assist the President of the Diocesan Assembly of Central Florida The Order of the Daughters of the King® as called upon and to promote and encourage support of the four National Funds of The Order: Mission and Outreach, Ministry Education, Junior Daughters, Endowment.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs consecutively with the elected officers. May serve in office more than one (1) term. May be a member of the Executive Committee.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Executive and Assembly Boards attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.</p> <p>Stimulate knowledge and interest about the National Funds within the Assembly.</p> <p>Act as a resource person for the National Funds.</p> <p>Promote the National Funds through articles in <i>The Flame</i>.</p> <p>Provide notices in advance of the ingathering dates of each National Fund by forwarding a written notice to the Corresponding Secretary for distribution.</p> <p>Request from the National Office, prior to Fall Assembly, a total amount donated by the Central Florida Assembly for each of the Funds. This provides the information for the written annual report.</p> <p>Provide a written annual report to the president prior to Fall Assembly. The report should include a three-year comparison of the donations to each National Fund and will be included in the Fall Assembly packet.</p>
Skills:	Should be computer literate, able to travel and comfortable with speaking to groups.
Required:	Copies of the current <i>National Handbook</i> , the Diocesan Assembly Bylaws and Policy Manual

Position: **Outreach Chair**

Purpose: To support and assist the Diocesan Assembly of Central Florida President of The Order of the Daughters of the King® as called upon and to promote the Diocesan Outreach Project that is elected annually.

Authority: Established through tradition.

Term: Appointed by the president to serve for a three-year term that runs concurrently with the elected officers. May serve in office for more than one term.

Responsibilities:

Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.

Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and Deanery Meetings) whenever possible.

Acts as a liaison for the Outreach Project to the chapters.

Enthusiastically promotes support through displays, handouts, and talks at the Assembly and Deanery meetings.

Encourages the spokesperson of the Outreach Project to attend meetings with her.

Promotes support through articles in *The Flame* and other diocesan communications.

Encourages support through chapter gifts and through individual gifts.

Responsible for securing and maintaining contact information of the selected project.

Keeps a Master List of Outreach Projects that have been supported in the past. The Recording Secretary also maintains this list.

Reviews the policy manual for guidelines that apply to the Outreach Project.

Regularly updates the Assembly, with the treasurer, regarding the total donations to the Outreach Project during the year.

Facilitates the nomination of potential projects for election for the upcoming year.

Prepare an annual report for the president to be included in the Fall Assembly packet. When approved by the Diocesan President and Diocesan Treasurer, submit receipts for reimbursement to the treasurer, using the Expense Voucher, including toll receipts and travel mileage, no more than 10 days after the expenditure.

Skills: Should be computer literate, comfortable speaking to groups and have a working knowledge of the Assembly Bylaws and policies.

Required: Copies of the current *National Handbook*, the Diocesan Assembly Bylaws and Policy Manual.

Position:	Photography Chair
Purpose:	To support and assist the Diocesan Assembly of Central Florida of The Order of the Daughters of the King® President as called upon and to maintain and preserve an historical record of the activities of the Assembly.
Authority:	Established through the Bylaws.
Term:	Appointed by the President to serve for a three-year term that runs concurrently with the elected officers. May serve more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Serves on the Assembly Board attending all meetings (Fall Assembly, Spring Retreat, New Year Meeting and their Deanery Meeting) whenever possible.</p> <p>Will work in coordination with the Historian Chair to record Diocesan events for posterity.</p> <p>Keep, maintain, and update the historical chronological record of all Assembly meetings, Spring Retreats, Fall Assemblies, and special projects.</p> <p>Keep a photographic scrapbook/digital record of picture-worthy events at Board meetings, Spring Retreats, Fall Assemblies, or other places where she can find Daughters of our Assembly.</p> <p>Will coordinate with the Historian with setting up a display of historical memorabilia and/ or photo albums at Assemblies, Retreats, and Conventions, which reflect activities within the Assembly.</p> <p>With the IT Chair will create and maintain a central repository of Diocesan photographs and history.</p>
Skills:	Comfortable speaking and working in groups, scrapbooking skills, familiar with developing displays and have photographic equipment and skills.
Required:	Copies of the current <i>National Handbook</i> , the Diocesan Assembly Bylaws and Policy Manual.

Position:	Ballot Committee
Purpose:	To serve the president by assisting in the establishment of a format for electronic elections for matters that come before the Assembly including election of officers, Outreach Project, delegates for Province IV Fall Assembly, and other matters as determined by the Executive Committee.
Authority:	Established by the request of the president during the 2020 Pandemic and has continued ongoing. Electronic elections do not exclude in person elections as needed at the Fall Assembly.
Term:	The President will appoint a committee of at least three members to serve a three-year term that will run concurrently with the elected officers and reports to the president. May serve in office more than one term.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Must have at least one individual on the committee with the ability to use electronic communications, specifically the Constant Contact digital format, used for all Assembly communications.</p> <p>Must have access to the National database to establish that all candidates are current in dues payment and thus members in good standing.</p> <p>Must have understanding and ability to create documents for use in dissemination of information to the Assembly.</p> <p>Must plan the process for a successful electronic election to be held during the summer prior to the Fall Assembly.</p> <p>In coordination with the president will determine the deadline for the submission of voting delegates information to the committee.</p> <p>Must have the willingness to work with chapter presidents and Deanery Representatives toward a successful election process and the full participation of all delegates.</p> <p>Must have a desire for all chapters to be represented in each election.</p>
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws, Policy manual and access to <i>Robert's Rules of Order</i> , latest edition.

Position:	Nominating Committee
Purpose:	To serve the President by providing a slate of nominees for the election to be held prior to Fall Assembly the year prior to Triennial. Officers of the Assembly Executive Committee are President, First Vice President, Second Vice President, Recording Secretary, Communications Secretary, and Treasurer.
Authority:	Established through the Bylaws.
Term:	The President appoints a special committee of at least three members in the spring of the year before National Convention is to be held.
Responsibilities:	<p>Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.</p> <p>Determines among members who shall Chair the committee and will use <i>Robert's Rules of Order</i>, latest edition, as authority.</p> <p>Shall be aware that all elected officers, except the President, may serve more than one term. The President is not eligible for re-election since she cannot succeed herself.</p> <p>Shall be aware that all offices are elected for a three-year term.</p> <p>Contact present officers to see if they wish to continue in their current office or stand for another office.</p> <p>Seek input from current officers, chapter presidents and Assembly membership for suggestions of candidate(s) for the slate. Nominees must comply with eligibility requirements in our Bylaws.</p> <p>Prepares a slate with at least one candidate for each elected office and presents this slate to the President and the Ballot Committee.</p> <p>The Ballot Committee will create the ballot and present to eligible Executive Committee and chapter delegates for electronic election to be held prior to Fall Assembly.</p> <p>The President, or her designee, will present the results of the election at Fall Assembly.</p>
Required:	Copies of the current <i>National Handbook</i> , Assembly Bylaws, Policy manual and access to <i>Robert's Rules of Order</i> , latest edition.

Position: **Scholarship Committee**

Purpose: To serve the president by assisting her in the review and selection of Daughters in the Central Florida Assembly of The Order who have a desire to grow in understanding of The Order and for spiritual enrichment and have applied for financial assistance through the *Krisita A. Jackson Memorial Scholarship Fund* to be able to attend the annual Province IV Fall Assembly and/or the National Convention held every three years.

Authority: Established through Executive Committee Meeting Minutes March 15, 2025.

Term: The President appoints a special committee of at least three members to serve a three-year term that will run concurrently with the elected officers and reports to the president. The Treasurer of the Assembly may serve on this committee. May serve in office more than one term.

Responsibilities:

Must be a Daughter in good standing, faithfully attending worship and following a Rule of Life that includes prayer, service, and evangelism.

With the president will determine the date for submission of appropriately completed applications for Scholarship assistance.

Will prayerfully consider all applicants and make a determination for candidates to receive the financial assistance for the purpose of educational growth and spiritual enrichment.

Required: Copies of the current *National Handbook*, Assembly Bylaws, Policy manual and access to *Robert's Rules of Order*, latest edition.

Appendix D: Various Diocesan Information

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Faithful Daughters Growing In His Light

2024 - 2027 Strategic Goals and Actions

Diocesan Assembly Goals and Actions are set to align with six goals for 2024 - 2027. Each goal is also aligned with The Prayer of the Order. Actions may change pending the approval of the Assembly Committee.

Goal # 1 Inspire Spiritual Growth and Development

Prayer Connection: “Pour out upon us the seven-fold gift of the Holy Spirit”

Action(s)

- Provide Spiritual / Christian Study opportunities at Chapter meetings
- Provide Devotional Moments at all Chapter Meetings, Board Meetings, Deanery Meetings, and Assemblies / Retreats.
- Create a Speakers Directory for Chapter and Deanery Meetings.
- Continue to provide and promote the use of a Prayer Chapel hosted by Daughters at the Central Florida Diocesan Annual Convention.

Goal #2 Strengthen Our Call to Service and Evangelism

Prayer Connection: “Give us the grace to work to spread your kingdom.”

Action(s)

- Encourage the “de-churched” to return to church and grow our churches; invite new or returning members to join Daughters.
- Provide service opportunities at Diocesan Spring Retreat and Fall Assembly and Deanery meetings, for Daughters to consciously reflect Christ’s love.
- Highlight the ways Daughters share God’s love in the Diocesan Assembly.
- Share our stories in the Diocesan newsletters, including but not limited to, The Episcopalian and The Flame.

Goal #3 Nurture and Grow Our Members with Women of All Ages

Prayer Connection: “...to gather your scattered sheep within your fold.”

Action(s):

- Intentionally reach out to women of all ages and, in particular, Gen X, Millennials and Gen Z; host introductory events and activities; be flexible and willing to adopt new strategies, methods, or ideas; troubleshoot obstacles on the local level.
- Actively promote and encourage the establishment of new Chapters of Junior Daughters; support Junior Daughters in attending Retreats and Assemblies. Work with Youth Ministry Clergy in Diocese to support JR DOK.
- Embrace and encourage the preservation of the history of The Order at the Diocesan Assembly and Chapter levels.
- Establish Chapters in Latin and other cultural communities

2024 - 2027 Strategic Goals and Actions (cont'd)

Goal #4

Raise Up and Mentor New Leaders

Prayer Connection: "Always remember it is your work we are called to do."

Action(s):

- Participate in and utilize the National Enrichment Discernment Program.
- Develop team-building strategies to encourage local leadership and ownership / implementation of Diocesan Assembly goals.
- Implement mentoring program to foster future leadership.
- Encourage Daughters of all ages to stand for office on the Chapter, Assembly, and National levels.
- Invite Board Members to Executive Committee Meetings

Goal #5

Foster Community and Build Connections.

Prayer Connection: "Give your blessing to our Order wherever it may be Throughout the world."

Action(s):

- Encourage Daughters to regularly attend Chapter meetings.
- Encourage Daughters to attend in-person Deanery, Diocesan, Province and Triennial events.
- Encourage each Chapter to have a Chaplain for spiritual guidance
- Offer a variety of online opportunities for Prayer, Bible Study, and Conversations with Daughters within the Assembly.
- Use a variety of communication methods (calls, cards, emails, social media, e-newsletters, websites) to keep Daughters informed and connected.
- Exec. Board will visit all Chapters over 3 yrs. Being a Light to Chapter members and igniting excitement to answer "Lord, what will You have me do?"

Goal #6

Instill a Spirituality of Giving

Prayer Connection: "That all we think, do or say may be pleasing in Your Sight."

Action(s)

- Actively encourage giving in support of the National Funds of the Order.
- Raise awareness of and promote Lifetime Memberships
- Provide and promote opportunities for sacrificial giving to the Diocesan Assembly Annual Outreach Project.
- Provide and promote opportunities for giving to the Diocesan Assembly Scholarship Program.

The Structure of The Order

As a Daughter, you are first a member of a Chapter . . . but you are a part of so much more . . . you are part of an Order that has over 20,000 members in the United States and Chapters in 21 countries around the world. Gatherings provide an opportunity to inform us, inspire us and nurture us, as we continue the “work we are called to do.” Below is a list of occasions that we can personally connect with other Daughters at the Diocesan, Deanery, Provincial and National levels. The various meetings are time well spent as we encourage and support each other on our-journey.

YOUR CHAPTER: Each Chapter decides on the place, time, and number of meetings to be held.

YOUR DIOCESE: Central Florida - 112 Dioceses in the Episcopal church - Publishes *The Flame*

All Daughters are members of a Parish in a Diocese. Within the structure of the DOK, your Diocese is called the **Diocesan Assembly of Central Florida**. The website is www.dokcentralfl.org. Each Diocesan Assembly determines its meeting schedule. (see map) Our Assembly meets 4 times during the year:

Sept/Oct: *Fall Assembly* (Annual meeting) for all Diocesan Daughters.

January: *New Year* for all Diocesan Daughters

April-May: *Spring Retreat* for all Diocesan Daughters.

July: *Summer Bible Study* via Zoom for all Diocesan Daughters.

YOUR DEANERY: Southeast, Southwest, Northeast, Northwest, and Central

The Diocese of Central Florida is divided into 5 Deaneries: Southeast, Southwest, Northeast, Northwest, and Central. Each Deanery represents a geographic area. A Deanery meeting is held for all Chapter members within a specific Deanery.

Each Deanery holds 1 meeting a year at various dates and parishes within the Deanery.

YOUR PROVINCE: Province IV - 20 Dioceses are in Province IV - Publishes *The Messenger*

The Diocese of Central Florida is a part of Province IV and there are 2 meetings a year. All Daughters within the Province are encouraged to attend. (see map)

Sept/October: The annual meeting announced in The Messenger

June/July: A summer meeting is held at various places within the Province. It is held mainly for our Junior Daughters; however, Seniors are encouraged to attend.

Triennial Meeting: Held every 3 years

All Daughters of the King, including International Daughters, participate. It meets every 3 years and is held at different locations around the United States. The 15-member National Council is elected by delegates at Triennial.

The Fiscal Year of The Order runs from September 1 – August 31.

National Office of The Order

**Margaret J. Franklin Center
101 Weatherstone Dr, Ste 870
Woodstock, GA 30188-7007**

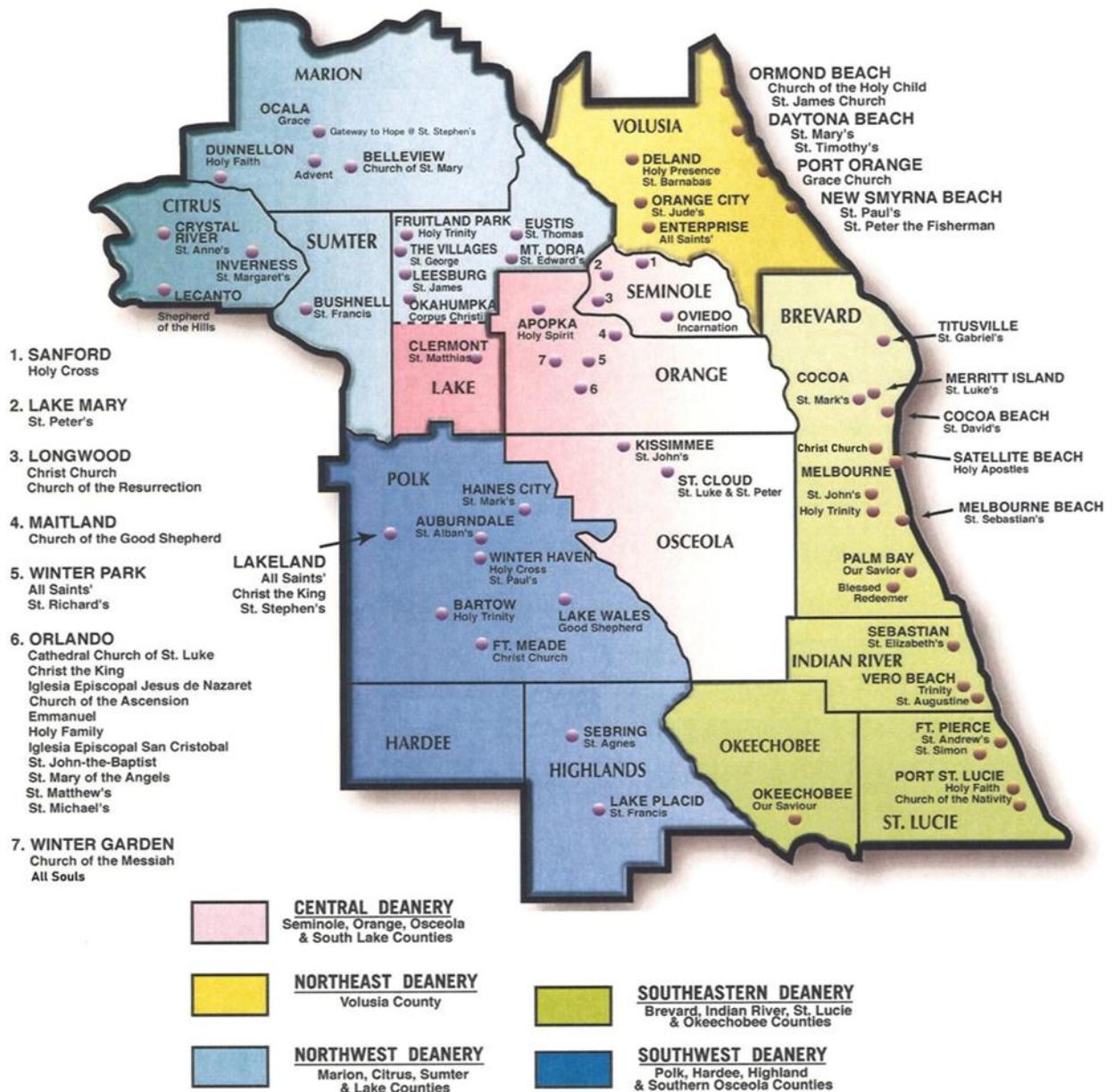
Publishes: *The Royal Cross; Cross+Links; Cross+Currents*

Phone 770-517-8552 Email: DOK1885@doknational.org

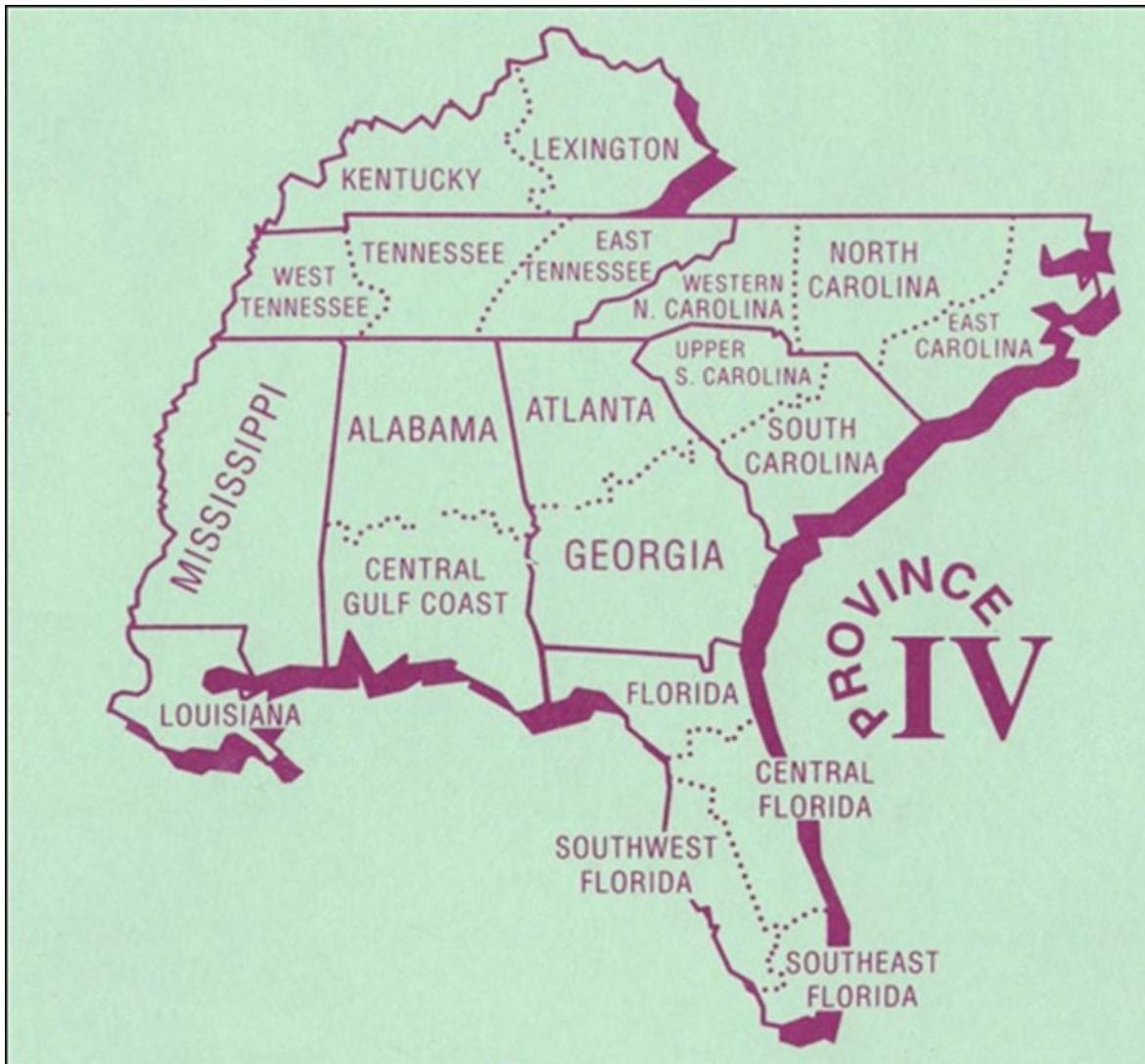
WEBSITE: www.doknational.org

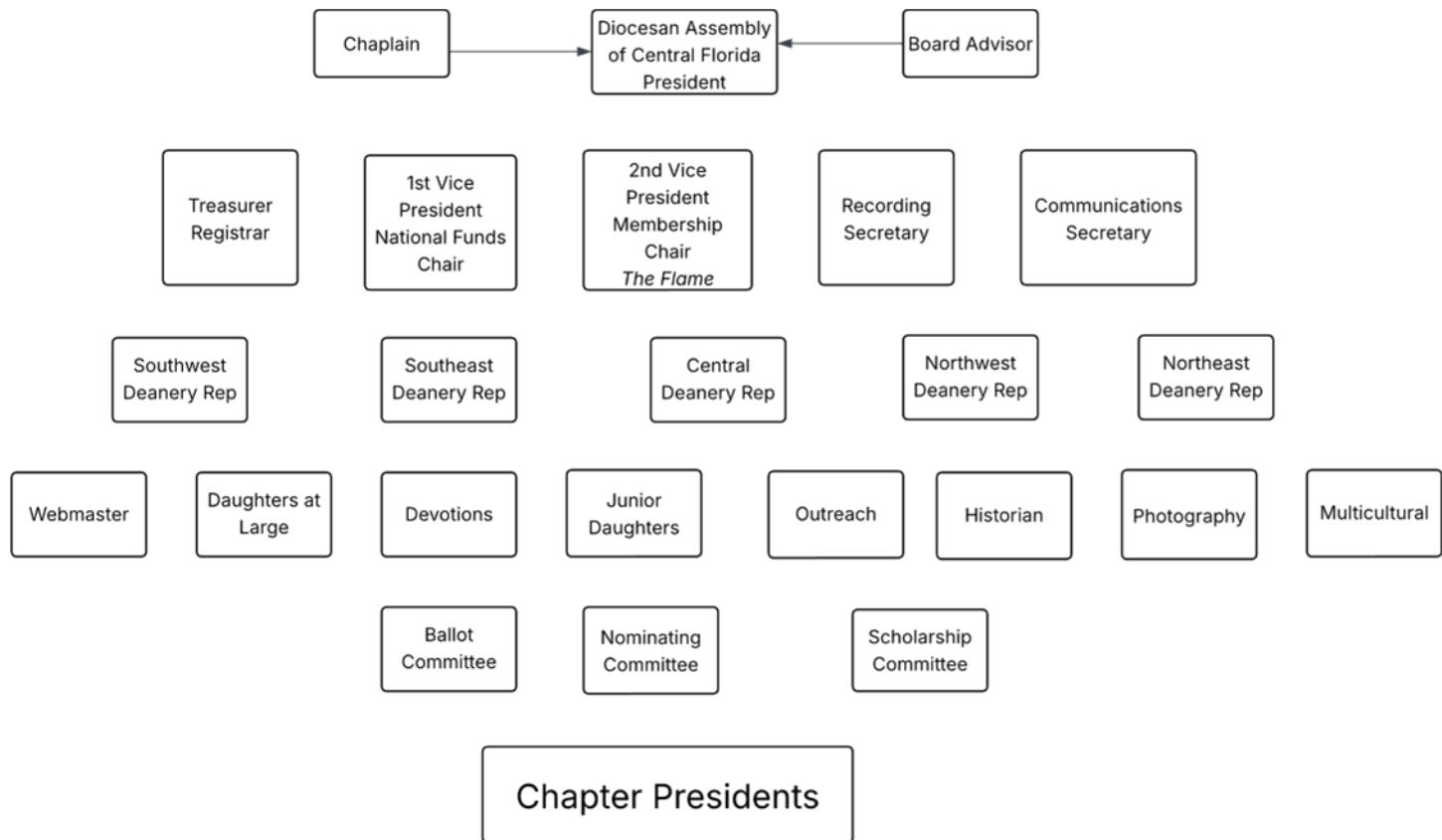
Diocese of Central Florida

The Episcopal Church



Province IV of The Episcopal Church







DIOCESAN ASSEMBLY OF CENTRAL FLORIDA
2024-2027 Officers and Board Appointed Members

Officers	Name	Email
President	Nadine Craig	nadinekraig@outlook.com
1st Vice President	Nancy Kelly	nancybkelly@hotmail.com
2nd Vice President Membership Chair & The FLAME	Linda Anselmini	lanselmini@gmail.com
Rec. Secretary	Marie Hunsaker	mariehunsaker@hotmail.com
Corresponding Secretary	Christin Ditchfield Lazo	christindlazo@gmail.com
Treasurer	Sue McIlrath	mcilrathsuemac@cfl.rr.com
Board Appointed Members	Name	Email
Board Advisor		
Chaplain	Fr. Andrew Lazo	andrewlazo@churchofthemessiah.com
DAL Chair	Jonnette DiMarsico	guildjmd@gmail.com
Deanery Representatives		
Central	Jill Chester	jillchester@icloud.com
Northeast	Betty MacDonald	bettywmacdonald@gmail.com
Northwest	Lisa Fye	fyefamilysc@gmail.com
Southeast	Christine Allen	ladydr34982@gmail.com
Southwest	Patrice Behnstadt	pbehnste@gmail.com
Multicultural Chair	Angela Lopez	angelalopez@churchofthemessiah.com
Devotions Chair	Donna Burns	Godswmn@bellsouth.net
Historian Chair	Keneta Gaillardet	kenetap@comcast.net
Photographer		
Jr. Daughters, Chair	Jamie Roberts	angelicjamie@hotmail.com
Nat'l Funds Chair	Nancy Kelly	nancybkelly@hotmail.com
Outreach Chair	Sara Day	saraday1@gmail.com
IT Coordinator	Heather Herrington	admin-assist@stlukescathedral.org

Central Florida Diocese Guidelines for New Member Discernment

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

1. The Discernment 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 Discernment program.
2. Discernment 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 National Study Guide 2021, the Leader's Guide 2021 and the National Handbook 2024 from the DOK National website. Create a binder for the Leader and for each participant with prior to the start of classes. The trainer must complete and keep track of the participant forms during the Discernment classes for attendance and participation documentation.
3. Discernment materials are to be downloaded from the DOK National website for each class to ensure that the latest Discernment materials are being used. Please stick to the DOK National Discernment materials vs. adding "favorite books or readings". We are striving for consistency in our Discernment 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 2nd 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 Discernment binders; provides an overview of what will be occurring in the classes; provides a schedule for the Discernment 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 Discernment 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 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 Discernment has been completed and Admission packets have been received.

Please contact the 2nd VP/Membership Chair with any questions or needs:

Linda Anselmini lanselmini@gmail.com

Tips for New Chapter Presidents

RESOURCES

- Get a copy of the Diocesan Officers and board.
- Get a copy of the Diocesan Policy Manual and Bylaws, read and be familiar with these.
- **The National website is the resource for National documents that you will need. Below are some of the publications/ forms you will need. Familiarize yourself with the website. www.doknational.org**
- Get a copy of the **Chapter Manual** – can be ordered or downloaded.
- Get a copy of the **Study Guide and Leaders Guide** for use in Discernment.
- Get familiar with the forms available such as the **Transition form** which is used for Daughters transferring in and out of the Chapter or when a Daughter passes. **Officer form** to capture and report changes in officers and **Disposition of Crosses** form, etc.
- Access your **Chapter List** from National – as President, you will have access to your Chapter list under Resources and then Officers Corner. All members in your Chapter will be listed along with contact info and dues payment. **Monitor this list to make sure information is accurate.**
- Encourage and remind members to pay their dues and Fund contributions and that payments can be made on the website.

MEETINGS

- What is the focus for your Chapter for your term as President? Growth in numbers? Spiritual growth? Outreach? Find out from the group what they wish to focus on. Share the focus for the Diocese and National DOK with your Chapter. The focus for our Diocese for 2024-2027 is Growing The Order with Women of All Ages in Membership and Spiritually.
- Set up a group discussion to find out what the Chapter feels is going well, what could be better, are there things they wish to start doing or stop doing? Are meetings held at a convenient time? Any suggestions for changes to allow for more Daughter members to attend?
- Send **Agenda**, Minutes and Treasurer's Report prior to Chapter Meetings **so everyone knows what will be discussed and** to lessen time spent on this at mtgs. Approval is achieved more quickly with early review.
- Make sure your Chapter meetings stay on time. If you have 1 hr. meetings, end at the hour.
- The bulk of time in your meeting needs to be focused on a spiritual discussion –a guest speaker could be clergy or DOK from the Diocese or encourage Faith Walk sharing from a member of your Chapter.
- Make sure that your Chapter is aware of information coming from the Diocese, Province or National and **encourage member participation**. Not everyone checks email so be sure to provide info that comes to you. Stay up with emails sent to you!!!! Make provision for any members who do not use social media to be kept informed.

Tips for New Chapter Presidents (cont'd)

- **Keep members informed of four national funds and deadlines for contributions.**
- Set up **regular** meetings with your Rector to discuss what you are doing to serve the church and ask how you can support your Rector and the church on any outreach planned by the church. See if there is an opportunity to direct prayer requests to DOK as we are the “Prayer Warriors” for our churches. All prayers are confidential!!!!
- Invite your Rector to your Chapter meetings to provide an update on things going on at the church that he/she would like Daughters to be aware of.
- Contact your Deanery Rep with changes in your chapter officers or membership. Please contact Nancy Kelly, 1st VP for help if needed; and contact Diocesan President for help at any time.
- Remember that you are never alone!! We do have a Mentoring Program in our Diocese and you can request a Mentor to help you. Discuss with your Deanery Rep. We are here to help you for anything that you may need!!!!

Diocesan Assembly of Central Florida Presidents 1969 to Present

Pat Phillips	1969 – 1974	(2 terms)
Lorraine Renfroe	1974 – 1977	
Marcia Brown	1977 – 1984	(2 terms)
Joy Dame	1984 – 1988	
Patti Rose	1988 – 1991	
Juanita Macrellis	1991 – 1994	
Shirley Zorg	1994 – 1997	
Clara Lepore	1997 – 2000	
Pat Wood	2000 – 2002	(resigned)
Agnes Wichmann	2002 – 2003	(interim)
Agnes Wichmann	2003 – 2006	
Michele Jump	2006 – 2009	
Anne Harrington	2009 – 2010	(resigned)
Krisita Jackson	2010 – 2011	(interim)
Krisita Jackson	2011 – 2015	
Barbara Spencer	2015 – 2018	
Sharon Murbarger	2018 – 2019	(resigned)
Karen Adderly Clark	2019 – 2021	(interim)
Karen Adderly Clark	2021 – 2023	(resigned)
Nadine Craig	2023 – 2024	(interim)
Nadine Craig	2024 -	