INTERNATIONAL ORDER OF
THE KING’S DAUGHTERS
AND SONS

Members’ Manual
Table of Contents

Foreword and Acknowledgements            4

1. Our History                              5

2. Introduction                             8
   a. The Pillars of our Organization
   b. Our Purpose
   c. Our Policies

3. Membership Information                   10
   a. Eligibility
   b. Dues
   c. Circle Membership
   d. Members-at-Large
   e. Branch Membership
   f. Chapter Membership
   g. Districts, County and City Unions
   h. Junior Membership

4. Governance at the International Level     13
   a. General Convention
   b. Central Council
   c. Executive Committee
   d. Finance Committee
   e. Departments
   f. Standing Committees

5. Project Development at the International Level
   a. Departments Serving Others
   b. Departments and Committees Serving Our Members
   c. New Project Development

6. Projects and Activities at the Branch Level 18

7. Projects and Activities at the Circle Level 19
8. Communications
   a. The Silver Cross 20
   b. Website 21
   c. Other Communication 21

9. Headquarters and Staffing 22

10. Members’ Toolkit
   a. Awards 24
   b. Tools for Branch Leaders 25
      Admission Service 29
      A Candlelight Installation Service 33
      Installation Service for Officers 35
      Memorial Service 37
      Service of Remembrance 39
   c. Tools for Circle Leaders 41
   d. Tools For Juniors 45
      Founders Day Play: "Channel K.D.K.S" 47
      A Candlelighting - Flower Installation for Juniors 49
   e. Tools for Recruiting Members 50
   f. Tools for Our Spiritual Life 51
      Hymns and Songs of Praise 52
      A Responsive Service 55
      Step Out in Prayer 57
   g. Members' Manual Feedback 59
FOREWORD AND ACKNOWLEDGEMENTS

This manual is intended for new members, long-serving members and members who are new to or experienced with leadership roles at the Circle, Branch or International level. In other words, this manual is for you.

What Awaits You as a Member

You have the opportunity to -

make lasting friendships with people from all backgrounds;

use your talents and grow your experience;

receive and give inspiration, comfort and joy;

improve the lives of people in your community and globally; and,

add to the legacy of an interdenominational group with more than 120 years of service.

The purpose of this manual is to provide you with practical help and concrete information so that you can make the best of your membership opportunities. It is a living document that will be updated regularly. To obtain updates, refer to our website www.iokds.org

Questions or suggestions related to the content of this document are to be sent to the Headquarter Committee Chairperson c/o iokds5@windstream.net using the feedback form at the end of the Manual.

We give thanks for all those who have worked to create Manuals before this one. Every good work builds on the foundation of other good works and this is no exception.
SECTION 1 - OUR HISTORY

Mrs. Margaret Bottome founded this organization on January 13, 1886 with a meeting in her home at 18 Washington Place, New York City. Eventually, she brought together nine of her Christian friends who, along with herself, made up “The Original Ten.”

Did you know?
From our beginnings, The KDS has been -
- interdenominational, with a focus on service;
- respectful of individual and denominational theologies; and
- respectful of the interest of members in their own church activities.

Our incorporated name is International Order of The King’s Daughters and Sons (August, 1891). The King is Christ. Our incorporated name is protected for use only by our organization.

Learning about The KDS

Much is known about the history and development of this organization. The following sources are available for you:
  a. Our history books
  b. Our website www.iokds.org
  c. Our Historian
  d. Our Memorial Museum

a. Our History Books
You may wish to purchase copies of our history from our Headquarters office or borrow them from members. Every Branch is encouraged to obtain a complete set of all available volumes for their members’ use.

History of The International Order of The King’s Daughters and Sons, Sara F. Gugle, Stoneman Press, 1931.

This volume covers the early beginnings of the organization from 1886 to 1930. It includes biographies of the founding members and the history of the early growth of the organization. Original copies are scarce, but it was reproduced in 1984. The biographies and early history are also repeated in Volume III.


Using copies of The Silver Cross and the minutes of meetings of Central Council as reference sources, this volume covers the years 1931 – 1950. It presents information by Department, by Branch and by year.
History of The International Order of The King’s Daughters and Sons, Volume III, Color Art Press, Dorothy F. Ellison, 1970

Volume III repeats the early history (from Volume I) with more details and provides further information about Department activities, Branch activities and International activities from 1886 to 1970.

History of The International Order of The King’s Daughters and Sons, Volume IV, Pierson Printing Co, Ruth M. Bleich, 1986

Using the minutes of Central Councils and General Conventions, this volume outlines the major events at the International and Branch levels from 1970 to 1986.

History of The International Order of The King’s Daughters and Sons, Volume V, Fleet Printing Frances Buskey Sellew, 2001

This volume provides an interesting look at the most recent activities at the International and Branch levels from 1986 to 2000.

b. Our website
Go to www.iokds.org and follow the links to our history.

c. Our Historian
Contact our Historian through the IOKDS Headquarters office, PO Box 1017, Chautauqua New York, 14722 Tel: 716-357-4951

d. Visit our Memorial Museum
The Memorial Museum is located on the second floor, Benedict House, 34 Vincent Avenue, Chautauqua Institution, New York. It was established in 1981 with a mission to identify, organize and preserve the printed, taped and photographic records and artifacts of The KDS to benefit the members’ and the general public’s understanding of the organization.

What you will find in the museum:
- exhibits of early publications
- photographs, including all Chautauqua Scholarship classes (1920-present)
- North American Indian artifacts
- original minutes of the early meetings of many parts of the organization
- the Margaret Bottome Room

How to contribute:
Contact the Historian, through the Headquarters office, with your offer of donations of documents, photographs and other memorabilia. Your offer may be accepted if it is in keeping with the mission and if it extends the current collection.
For historical research:
If you require access to the primary sources held in our museum, you must obtain written permission from the Historian. No items may be removed from the museum.

Celebrating our History

January 13
Founders’ Day – Circles and Branches are encouraged to celebrate each January 13th or a date close to it. It is a wonderful opportunity to share more of our history. For ideas on how to make Founders’ Day special, see The Silver Cross, contact the Historian or look at the www.iokds.org website.

December 29
Margaret Bottome Day – December 29th is our Founder’s date of birth and is marked as such in her honor. We also celebrate this day as “Juniors Day” in honor of our members 17 years and under.
SECTION 2 - INTRODUCTION

a. The Pillars of our Organization

Our Purpose:
The objects of the Order shall be the development of spiritual life and the stimulation of
Christian activities. (Bylaws, Art. II)

Our Text:
Not to be ministered unto, but to minister. Mark 10:45 (King James Version)
Not to be served, but to serve. Mark 10:45 (Revised Standard Version)

Our Motto:
Look up and not down;
Look forward and not back;
Look out and not in,
And lend a hand. By Edward Everett Hale

Our Watchword:
In His Name (from the Lend-a-Hand Movement, Edward Everett Hale)

Our Pledge:
We pledge allegiance to The King of kings whose Daughters and Sons we are and whom we
serve; one group banded together to minister to the whole world In His Name.

Our Insignia:
The Badge of Membership shall be a silver Maltese cross, worn with or without a purple ribbon,
bearing the initials ‘I.H.N.’ on one side and the word ‘Seal’ and the date ‘1886’ on the reverse
side. (Bylaws, Art. XXII)

The Maltese Cross of The KDS may be worn only by accredited members.

Pins that denote positions (for example, for positions such as Past International President,
Branch President, Past Branch President, Circle President, past Circle President, and Life Member
of Central Council) may only be worn by those who are serving or have served in those
capacities. The Life Member of the Order pin and the Founders’ pin are honorary awards. (See
Section 10 A – Awards) (See Section 10B - Tools for Branch Leaders for information on
purchasing jewelry)

Prayer of the Order:
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless
us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ
our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the
sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the
Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to
Jesus, and seek to labor not for self, but for others, In His Name, Amen.
Our Contemporary Prayer:
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.

b. Our Purpose

Spiritual Development:
The purpose of The KDS is to interest and unite women and men in the development of spiritual life and in the exercise of Christian activity and benevolence. As members, we strive to make Christ the central figure of our lives and we seek to be part of a service that helps to further His Kingdom here on earth.

Stimulation of Christian Activities:
Based upon the “Lend a Hand” movement, we seek opportunities to serve.

Education:
Although support of educational programs was not a stated purpose of the Founders, the women’s interest in this field was responsible for the early planning of home study courses, instituted by Miss Kate Bond, our second President. Education then became a formal part of the program of the membership. This emphasis now includes an extensive scholarship program which provides financial aid to North American Indian college students, ministerial students, health careers students, students around the world studying in their home countries, and a summer scholarship course for young adults aged 19 to 25 years at the Chautuaqua Institution in New York. (See Section 6 for information on scholarships).

c. Our Policies
The KDS is an interdenominational organization. From its inception, The KDS has set a policy of promoting religious life without reference to denominations; charitable work without reference to race, creed or color; and educational advancement under Christian influence.

The KDS shall not be used for political purposes or participate directly or indirectly in the candidacy of any person for political office.

The KDS must not be merged with any other organization. Circles may cooperate locally with other agencies to promote a specific project, but may not become constituent parts of other organizations. The question of affiliation or federation may be decided only by the General Convention.

Any fund-raising activities of The KDS must be conducted in a way that respects the dignity and religious principles of the organization.
SECTION 3 - MEMBERSHIP INFORMATION

a. Eligibility
Any person may become a member of the International Order of The King’s Daughters and Sons whose purposes and aims are in accord with its objects and who holds herself or himself responsible to The King, our Lord and Savior, Jesus Christ. (Bylaws, Art. III)

b. Dues
All members pay dues annually. Dues are set in the following ways:
- the International portion of dues is set by the membership at a General Convention;
- some Branches will set an additional amount to support Branch work;
- some City or County Unions may add a fee; and
- some Circles may decide to add a Circle fee.

At every level, as a member, you have a vote and a voice in these decisions.

If you are a member of a Circle, dues are paid to your Circle Treasurer. If you are a member-at-large in an area with a Branch designation, you pay your dues to the Branch Treasurer. If you are a member-at-large in an area without a Branch designation, you pay your dues directly to Headquarters. The deadline for the submission of dues is November 1.

So that accurate records may be kept at Headquarters, it is important that you list your name consistently each year. For instance, if you registered as Mary Smith, you should not be listed in a succeeding year as Mrs. William Smith. Please notify Headquarters of any name changes due to marriage, etc.

No person may belong to a subordinate group (Branch, District, County, City Union or Circle) and NOT pay the International portion of their dues.

c. Circle Membership
The Circle is the unit of membership in the organization. Three or more members may organize a Circle, adopting their own rules and conducting their own affairs in any manner consistent with the policies at the International level. Circle members should promote interest in The KDS by spreading information of its principles and activities, and by supporting the various International departments. A Circle may undertake service for any human need in its area.

Circles are responsible for reports to the City, County, or District levels and directly to the Branch.

Every Circle is obliged to submit the International dues for each member. A Senior Circle Fee of twenty dollars ($20.00 U.S. as of 2013) is due and payable when membership dues are paid. A Junior Circle Fee is ten dollars ($10.00 US as of 2013). This fee provides support to the various International projects and departmental work as determined through The KDS annual budget.
d. **Members-at-Large**
Individuals, who reside in an area without a Branch and are not members of a Circle, may become members of The KDS as members-at-large (M-A-L). M-A-Ls of Branches are those individuals who do not belong to a Circle in the Branch.

e. **Branch Membership**
“Branch” is the name given to the subdivision, in a geographic sense, called a state or province. In states, Canadian provinces, and countries outside Canada and the United States, one or more Circles having fifty enrolled members of The KDS may nominate a Branch President and establish a Branch. *See Section 10 B - Tools for Branch Leaders*

f. **Chapter Membership**
Whenever fifty or more members of The KDS choose a special activity, they may organize a Chapter. Membership in a Chapter is in addition to Circle membership and may include members from any geographic location. The Chautauqua Chapter with its focus on all activities related to Chautauqua is an example.

g. **Districts, County and City Unions**
Subordinate groups of the membership may include District, County, and City Unions, which serve as administrative and advisory links between the Branch and Circle levels. Wide latitude is given such groups in the matter of organizational structure, meetings, and projects, as long as the intention of the group is consistent with the aims and policies of The KDS as a whole.

h. **Junior Membership:**
Junior Membership is for those from birth through seventeen years inclusive.

With the guidance of adult members, they may join into Circles, carry out many projects, programs, activities, and enjoy holding office or being chairman of a committee. *See Section:10 D - Tools for Juniors*
In summary, members build our structure.
Every member is entitled to a voice and a vote at the General Conventions that are held biennially, in the even years. You are encouraged to attend to learn and to contribute at workshops and meetings. As well, General Conventions are excellent opportunities to meet members and learn from their experiences.

You elect leaders
↓
(International) Executive Committee
↑
Branch Branch Branch \(\leftrightarrow \text{you elect leaders}\)
↑
Unions \(\leftrightarrow \text{you elect leaders}\)
↑
Circle-----Circle-----Circle
↑
You join as a member and elect leaders

In some area, Circles have networked together to form Unions. As a member of a Circle, Union and/or a Branch, there are opportunities for you to elect your leaders, select your projects, and get involved in whatever way suits you.
SECTION 4 - GOVERNANCE

a. General Convention
The management and general administration of The KDS is determined by the General Convention, held biennially in even years. The rules of the organization are established by this group. International officers are elected and reports are presented by all officers and directors, committee chairmen, and Branch Presidents. All policies, including management of The KDS funds and property, are approved. Any member may attend the General Convention, join in business discussions and enjoy all courtesies of the convention, including voting on all motions.

b. Central Council
Central Council is the advisory board of The KDS and is composed of all members of the Executive Committee, Branch Presidents, and Life Members of Central Council. It meets annually to transact necessary business and exercise interim powers of the General Convention.

c. Executive Committee
These International officers constitute the Executive Committee: President, Vice President (Spiritual Life), Secretary, Treasurer, Editor of The Silver Cross, and the directors of the following departments -- Chautauqua, Around the World, North American Indian, Student Ministry, Health Careers, and Junior.

The Executive Committee is responsible for the policies and the administration of the affairs of The KDS, including the operation of Headquarters Office, and may take action on such matters as may be necessary, exercising the powers of Central Council in the interval between meetings of that board.

d. Finance Committee
The Finance Committee is composed of the President, Vice President, Secretary, and the Treasurer. They have general supervision over the finances of The KDS, submitting an operating budget at the General Convention and making recommendations to the Central Council when necessary.

e. Departments
The following departments carry out our work: Spiritual Life; Chautauqua; Around the World; North American Indian; Student Ministry; Health Careers; and Junior. (See also Section 5 - Project Development.)

f. Standing Committees
i. Bylaws – This committee recommends changes or amendments to the Bylaws. It consists of three members appointed by the President.

ii. Chautauqua Building – This committee has the general supervision over the organization’s property, its maintenance and improvements. It opens and closes the organization’s houses and Chapel and is responsible for repairs and general upkeep.
iii. Chautauqua Program – This committee promotes interest in the Chautauqua Scholarship Program at the Chautauqua Institution and schedules, promotes and supervises Open Weeks. Three other members appointed by the International President serve with the Chautauqua Director.

iv. Editorial – This committee advises and assists the Editor of The Silver Cross in the editorial production of the magazine and in establishing and implementing editorial policies and procedures for review of submitted manuscripts. One member shall be the Website Coordinator. The Editor and at least three other persons, appointed by the President, fulfill these obligations.

v. Headquarters – This committee works with the President in formulating policies for the administration and operation of our Headquarters Office. It supervises the Headquarters staff and the office. Three members appointed by the President perform these duties.

vi. Long Range Development and Planning – This committee is responsible for the following: exploring methods for increased visibility for The KDS, membership growth for the future of The KDS, philosophy of financial investments with recommendations to reflect the changing times and needs of The KDS, and the continuity and utilization of the properties as well as the membership in leadership roles. It is composed of five members, including the current International President, ex-officio, the Immediate Past International President, and three additional members, appointed by the President. The Office Manager serves in an advisory capacity.

vii. Membership Extension – This committee promotes an increase in membership and consists of five members appointed by the President.

viii. New Horizons – This committee is responsible for planning and implementing a leadership training program to inspire, inform and enrich participants, thereby promoting growth in membership. There are two phases for this scholarship program – one at Chautauqua and the other is called “New Horizons On The Road.” The chairperson and vice chairperson travel, at the invitation of members, to present the leadership training. There are five members on this committee, three of whom are appointed by the President. The other two are members of the Chautauqua Program and the Membership Extension Committees.

ix. Nominating – This committee submits a slate of nominees to the General Convention, following rules outlined in the Bylaws. The five members are elected by the Central Council at the post convention meeting, two from the Executive Committee, two Life Members of Central Council, and one Branch President.
SECTION 5 - PROJECT DEVELOPMENT AT THE INTERNATIONAL LEVEL

The work of the organization at the International level is divided into departments. Each Department Director is a member elected to that position at a General Convention.

Did you know?
Funding for the work of each department comes primarily from the annual donations of members, Circles and Branches. In some cases, designated funds have been established through bequests, disbanded Branches and generous donors.

To make a donation
All donation checks are payable to “IOKDS.” Your cover letter should indicate which department you have selected to receive your help. Donor forms are also available from our website. Income tax receipts are provided for US residents.

To obtain more information
For more information on each department, including eligibility criteria, application processes and funding, ask your Branch Officers or see www.iokds.org or contact the Department Director, c/o IOKDS Headquarters, P.O. Box 1040, Chautauqua New York, 14722

Deadline for all applications is April 1, except where noted.

a. Departments Serving Others

Around the World Department
Purposes: To award financial assistance to students who live outside the United States and Canada in order that they may further their education; to encourage membership and the formation of overseas Circles; and, to select overseas projects run by other organizations to receive your donations. Eligibility criteria apply.

Chautauqua Scholarship Department
Purpose: To provide young adults with an opportunity to live together as a Christian community for four summer weeks in The KDS houses in order to develop their spiritual lives and to provide the opportunity to participate in the activities of the Chautauqua Institution (www.ciweb.org). Students are carefully selected and deadlines apply. Led by the Chautauqua Department Director, the volunteer staff is composed of members who demonstrate the necessary skills to support and supervise all aspects of the program. The application deadline for those not sponsored through a Branch Scholarship is March 1.

Health Careers Department
Purpose: To provide financial assistance to US or Canadian citizens who are studying medicine, dentistry, nursing, pharmacy, physical or occupational therapy, or medical technologies. Eligibility criteria apply.
North American Indian Department
Purposes: To provide financial assistance to North American Indians who have a tribal Registration Number to further their education and to support Christian mission work on reservations. Eligibility criteria apply.

Student Ministry Department
Purpose: To award scholarships to full-time students attending school or seminaries accredited by the Association of Theological Schools in the United States and Canada. Eligibility criteria apply.

Spiritual Life Department
Purpose: To provide clergy, giving priority to those who have served in congregations for more than seven years, with a one-week stay in The KDS houses at the Chautauqua Institution. Clergy and their spouses are invited. Accommodation and breakfast, gate passes for the clergy and some meals are provided. Clergy must be nominated by a member.

b. Departments and Committees Serving Our Members

Junior Department
Purposes: To encourage the formation of Junior Circles, children’s summer camps and recreational programs and to offer support and guidance to Junior Circle leaders. 
(See also: Section 10 D - Tools for Juniors)

Spiritual Life Department
Purpose: To strengthen the spiritual life of the membership, to encourage Bible study, prayer and meditation and to plan and implement Clergy Renewal Week. Also it is responsible for planning and notifying members about our November 1st Prayer Day.

Chautauqua Program Committee – Open Weeks
Purpose: To provide all members with the opportunity to enjoy a holiday at Chautauqua. Every summer, members can book a room in one of our houses in the Chautauqua Institution. Available weeks, the booking process, a full description of the facilities and costs that are to be covered by your donation are available through the Chautauqua Program Chairperson. Reservations require a deposit and are made on a “first come, first served” basis.

New Horizons at Chautauqua and New Horizons “On the Road”
Purpose: To provide a leadership training program to inspire, inform and enrich participants, thereby promoting growth in membership. For new Horizons at Chautauqua, participants stay in the houses on the grounds of the Chautauqua Institution. For the “On the Road” format, the New Horizon chairperson and vice chairperson travel, at the invitation of members, to present the leadership training. This program, in either format, is offered at no cost to the participants. Application forms are available at www.iokds.org.
c. **New Project Development**
At the 2008 General Convention, the membership embraced two new foci for our work – literacy and autism. For ideas on how to help your communities, see our website or contact our Headquarters, P.O. Box 1040, Chautauqua New York, 14722. Helpful handbooks are available for a nominal fee.
### SECTION 6 - PROJECTS AND ACTIVITIES AT THE BRANCH LEVEL

**How to use this table:** The purpose of this table is to provide you with local activities “at a glance.” Please note that not all the areas listed are Branches. Some of these activities are supported by Circles, some are also supported by levels of government and donations from the community at large.

**To find out more about these activities:** contact the Branch Officers or ask the Headquarters staff for assistance in making a contact.

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<th>Area</th>
<th>Grants, Foundations</th>
<th>Clothing, Food Banks, Shelters, Thrift Shops</th>
<th>Ronald McDonald House</th>
<th>Seniors Homes</th>
<th>Seniors Apartments</th>
<th>Hospital/Health Care</th>
<th>Clinics, ER Medical Services</th>
<th>Convalescent Homes</th>
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SECTION 7 - PROJECTS AND ACTIVITIES AT THE CIRCLE LEVEL

Circles are encouraged to choose projects and activities that serve their local communities and are in keeping with the stated purpose of the organization. Some Circles choose to raise funds to donate to Union, Branch or community projects. Other Circles choose to provide volunteer support to projects. Your Circle may choose to do both.

Each Circle is encouraged to develop methods for choosing Circle leaders, for holding effective meetings, for recording decisions and for communicating with its Branch leadership. Circles work well when everyone is afforded a voice in decisions and agreement is reached on the selection of activities.

Circle meetings should offer members regular opportunities for prayer, activity, learning and service. (See also Section 10 B - Conducting Effective Meetings)
SECTION 8 - COMMUNICATIONS

a. The Silver Cross
As a member, you will receive The Silver Cross magazine throughout the year. You are encouraged to read it and to share it with friends and neighbors. It will bring you invaluable information about Circles, Branches, International projects and services as well as inspirational messages from the International President and the Spiritual Life Director.

Did you know?
This publication began in 1888 and priceless bound copies are preserved in the Margaret Bottome Memorial Museum at our headquarters in Chautauqua, New York. Be sure to visit the museum.

How to make best use of The Silver Cross:
- use the contents as inspiration for your Circle meeting programs;
- use the inspirational messages for your Circle devotions;
- inform yourself about our projects and direct your donations accordingly;
- share your Circle and Branch news with others;
- learn new ideas for community service; and,
- learn about key members of the organization and offer to profile those you know who make a difference in your area.

How to contribute:
Your local Circle and Branch news and photographs are important and welcome. Send your contributions by email to the Editor. Contact information is found inside the front cover of each magazine.

In preparing your submission, please adhere to the following:
- articles and news items must be well-written, balanced, articulate, factual, and succinct;
- use a title that gives readers an idea about your article. Use innovative titles;
- use plain unformatted text. Do not press the return/enter key after each sentence; only at the end of the paragraph;
- limit submission to a maximum of 1000 words;
- proofread your submission for accuracy before sending;
- all photographs must be clear and a minimum of 4x6 inches. The larger the digital image, the better;
- people and activities in the photo must be identified; and,
- at least tacit permission to publish a person’s photo must be obtained.

The Editor reserves the right to edit or modify any submission and cannot promise that it will be published. Items will be used based upon editorial interest and space available.
How to make a donation:
If you wish to help with the publication costs of *The Silver Cross*, your donation is welcome and a tax receipt is provided for US residents.

How to order a gift subscription or individual back copies:
Send your request in writing to the IOKDS Headquarters, PO Box 1017, Chautauqua, New York, 14722 or by email. Email address is found inside the front cover of each magazine.

How to unsubscribe:
Send your request in writing to the IOKDS Headquarters, PO Box 1017, Chautauqua, New York, 14722. Your request to not receive *The Silver Cross* will not change your annual membership dues.

b. Our Website
Our website address is [www.iokds.org](http://www.iokds.org) Visit the website to obtain the latest news, to download forms, to obtain a copy of our logo and to keep up-to-date with the latest news.

Get listed:
You can receive email messages of website updates if you request that by email to the Webmaster, Chris White: iokds5@windstream.net. The organization will not sell, trade or otherwise distribute the email list to any other organization.

How to contribute:
You are encouraged to send your news items and photos by email to our Webmaster and the International President ([see also “How to Contribute” Section 8a for guidelines](#)).

c. Other Communication
From time to time, Branch Presidents, Committee members and LMCCs share written communication. If you would like to be on the email list, email your request to iokds5@windstream.net.
SECTION 9 – HEADQUARTERS AND STAFFING

Mailing address
IOKDS, PO Box 1017, Chautauqua, New York, 14722-1017

Site address at Chautauqua
Jennie C. Benedict House, 34 Vincent Ave, Chautauqua Institution

Email address
iokds5@windstream.net

Telephone number
716-357-4951

Fax Number
716-357-3762

Office Hours (EST)
Monday to Friday 9:00 am to 4:30pm. Closed at lunch.

The KDS Headquarters Office is located in Jennie C. Benedict House, on the brick walk leading from the Welcome Center to Bestor Plaza. It occupies the entire left side of the first floor.

Christine White, who is a Certified Public Accountant, is our Office Manager. Larisa Price is her Administrative Assistant. Due to their efforts, our organization is well managed and efficient. They handle all the day-to-day operations for a diverse group of officers and members who live great distances apart.

When to contact the staff:
- you have a question that cannot be answered by this manual, your Branch Officers, the appropriate Committee Chairperson or a member of the Executive Committee;
- you don’t know where to direct your question;
- you are having difficulty completing a form or information request from Headquarters;
- your copy of The Silver Cross has not arrived as expected;
- you have news about the health and well-being of Life Members of Central Council, Branch Presidents or Executive Committee;
- you move; or,
- a member of your Branch has passed away.
When contacting the staff, if possible, use email. This allows the staff to have a record of your request and the ability to pass it quickly to the appropriate person(s).

Please:
- do not send the staff chain email. Those funny stories we all enjoy can easily clog their inboxes making it harder for them to locate urgent and important requests;
- when you drop in for a visit, keep it brief; and,
- respect the confidentiality of their workplace.
SECTION 10 - MEMBERS’ TOOLKIT

a. Awards

Life Members of Central Council (LMCC):  
International Officers who have served a full tenure of office (4 years) are honored with Life Membership in Central Council. LMCCs continue to pay annual dues through their Circle, Branch, and International levels.

Life Members of the Order:  
Honorary Life Membership in the organization is conferred upon any member with the payment of the fee prescribed in the Bylaws (in 2013, $150.00 U.S.). All Life Membership fees are added to the Headquarters Endowment Fund. Life Members continue to pay annual dues through their Circle, Branch, and International levels.

Founders’ Award:  
The Founders’ Award, a new award, established on July 27, 2005, to honor the spirit of our ten founders, is a pin symbolized by a double heart, supporting a Maltese cross engraved with IHN. Individual members, Circles, or County Unions may submit the name of a person deserving this special award to the Branch. The Branch will then implement a selection process and send the request to Headquarters, along with the fee (currently $250.00 U.S.). A certificate and the pin will be mailed to the Branch and awarded at a Branch convention or other special meeting.

Honorees should demonstrate one or more of these qualities of our Founders:

- Margaret Bottome’s spirituality and leadership
- Mary Lowe Dickinson’s great vision of the future and ability to communicate
- Isabella Charles Davis’ rousing enthusiasm
- Mrs. Theodore Irving’s interest in young people
- Miss Georgia Libby’s devotion to friendship
- Mrs. Frances Payson’s beautiful character
- Miss Susan B. Schenck’s interest in missions
- Mrs. Courtland DePeyster Field’s consecration to The King
- Miss Helen Hammersley’s good works
- Mrs. J. F. Ruggles’ willingness to serve
b. **Tools for Branch Leaders**

At the end of this section you will find help with your duties related to admission, installation and remembrance services. Several different styles of service are offered. You may copy and paste to create your own document and tailor it specifically to your needs. Permission to copy and distribute is granted.

**Branch Membership**

“Branch” is the name given to the subdivision, in a geographic sense, called a state or province. In states, Canadian provinces, and countries outside Canada and the United States, one or more Circles having fifty enrolled members of The KDS may nominate a Branch President and establish a Branch.

**To establish a Branch**

A Branch President is nominated by the Branch membership and then appointed by the General Convention or Executive Committee to serve until an election of officers at a Branch Convention to be called within one year after the appointment. The Branch also must adopt Bylaws consistent with those of The KDS.

**To obtain a copy of the International KDS Bylaws**

Bylaws may be obtained through the Headquarters office.

**Established Branches**

An established Branch holds its own Convention. If the office of Branch President becomes vacant and there is no Branch Vice President, the Branch Executive Committee has the power to elect a President to serve until the next Convention. Branch Presidents are members of the Central Council; they keep records and submit reports of their work to Central Council and General Convention.

**Chapter Membership**

Whenever fifty or more members of The KDS choose a special activity, they may organize a Chapter. Membership in a Chapter is in addition to Circle membership and may include members from any geographic location. The Chautauqua Chapter with its focus on all activities related to Chautauqua is an example.

**Districts, County, and City Unions:**

Subordinate groups of the membership may include District, County, and City Unions, which serve as administrative and advisory links between the Branch and Circle levels. Wide latitude is given such groups in the matter of organizational structure, meetings, and projects, as long as the intention of the group is consistent with the aims and policies of The KDS as a whole.
Choosing Branch, Circle or Union Projects
Each Branch (Circle or Union) is encouraged to undertake missions and projects that aid in the development of spiritual life and the stimulation of Christian activities. All projects and ministries undertaken at the local level are to be managed and operated according to policies and practices determined by the local governing board and staff. Branches are fully autonomous and are solely responsible to regulate, manage, supervise and create local projects. As well, Branches cannot commit the resources of the international organization.

Branch and Circle Treasurers
Membership forms should be secured from Headquarters office through the Branch Treasurer. A complete list of dues-paying members for the upcoming year must accompany the annual payment, which is due November 1 and must be paid no later than November 30.

Every Circle is obliged to pay the international dues for each member. A Senior Circle Fee of twenty dollars (currently $20.00 U.S.) is due and payable when membership dues are paid. A Junior Circle Fee of ten dollars (currently $10.00 US). This fee provides support to the various International projects and departmental work as determined by Central Council.

When you welcome new members
When you welcome new members to your Circle or Branch, also remember:
- let your Branch President and Branch Membership Chairperson know;
- send their contact information to Headquarters.

Jewelry
Maltese Crosses, along with the pins for various Branch and Circle positions, and pins denoting awards are all ordered from Headquarters. Be sure to allow at least three weeks for shipping of pins and six weeks for the award pins that require engraving. Items available and prices are at www.iokds.org and follow the link to Sterling Silver Insignia.
Conducting an Effective Meeting

1. Pay attention to the setting
   Make sure that there is comfortable seating where everyone can see and hear. Reduce any background noise. Check that the lighting allows for easy reading.

2. Have an agenda
   Without an agenda, your meeting will drift. There are several ways to create an agenda:
   - create it together as the opening activity of the meeting
   - create it ahead of time with input from the members
   - have several members create it using an established format.

   Whatever method you use, be sure that everyone has input into the agenda.

3. Leadership in conducting the meeting
   The meeting chairperson or facilitator has several responsibilities. Depending on the formality of the meeting, the leader may require a working knowledge of Robert’s Rules.

   At the very least, the leader must ensure:
   - that the agenda is followed
   - that everyone has the opportunity to be heard
   - that the agreed upon process for making decisions is followed (for example, voting or consensus)
   - that decisions are recorded
   - that there is some form of periodic evaluation of the way meetings are conducted and decisions are made.

4. Evaluating
   From time to time, ask the members to participate in evaluating how the group is doing. It could be as simple as asking:
   1. What do we do really well as a group?
   2. What could we do better?
   3. What do you like about our meetings?
   4. How could we make our meetings better?

5. Remember prayer, fellowship and encouragement
   As important as it is to run your meetings well and to have a sense of purpose as a group, Circle members also look forward to praying together, to friendship-building time, and to encouraging each other through difficult times.
Tips for Refreshing Your Branch or Circle

1. Set goals
Members are more motivated when they identify their own goals and assume responsibility for accomplishing their goals. There are many interesting ways to survey the membership at general meetings. A few of these are described below.

Sub groups (large group). Divide the Circle into groups of three. Each group has ten minutes to write down all their ideas. Share the ideas with the whole Circle and have the whole Circle set priorities by discussing the possibilities. Come to an agreement on the priorities and record that information.

Sharing ideas (large or small group). Tape a large piece of paper to the wall. As people arrive, ask them to write at least one thing they would like to do during the year. All ideas are good ideas at this stage. As a Circle, look over the list and discuss the pros and cons of each idea. Then have each member privately rank them (numbering in order of choice-1, 2, 3, 4...) as his or her first choice of goals. Tally the results and discuss which ones will be group goals, and then record.

2. Plan the Program
Possible activities that would help members accomplish these goals:
- invite guest speakers
- have a Circle member research and present on a topic
- attend an activity or lecture as a group
- participate in a community service project together
- implement fund-raising activities
ADMISSION SERVICE

Leader:
Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer.

*If you have any encouragement from being united with Christ, if any comfort from His love, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourself. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.* Philippians 2: 1-5

The International Order of The King’s Daughter and Sons is an international and interdenominational organization of Christian men and women dedicated to service in Christ’s name.

Our three-fold purpose is religious, educational, and philanthropic, with a focus on training our members as well as others, for Christian service.

Our aim is “not to be ministered unto, but to minister.” Mark 10:45  According to our Bylaws “Anyone whose aims and purposes are in accord with our objects and who holds himself responsible to The King, our Lord and Saviour Jesus Christ,” is eligible to join.

Understanding this, in the presence of our Father, by the power of His Spirit, and in the name of His Son, do you dedicate yourself anew to service In His Name?

**Answer:**
I do.

**Leader:**
Will you look up and not down?
Will you look forward and not back?
Will you look out and not in?
Will you lend a hand willingly, wherever the Father calls?

**Answer:**
I will.
Leader:
Matthew 20:28
_The Son of Man did not come to be served, but to serve, and to give his life as a ransom for many._

There are givers and takers in this world; the servant leader is a giver. To be a servant leader, you have to care more about the people you serve than you care about yourself. Will you become a servant for The King?

Answer:
Yes, I will become a servant for The King.

Leader:
By the power invested in me as an officer of The King’s Daughters and Sons, I hereby declare you a member.

All Members:
We the members of the International Order of The King’s Daughters and Sons, in furtherance of its objects, and looking to The King for guidance, welcome you to our fellowship and joint service in His Name.

Together recite one of the following prayers

**Prayer of the Order:**
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others, In His Name, Amen.

**Our Contemporary Prayer:**
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.
ADMISSION SERVICE

Leader - “Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer.”

Leader – We are gathered together here, in love and Christian service dedicated to helping others. Daughter(s) and (Sons) of The King, do you wish to become members and in the presence of Almighty God, dedicate yourself(selves) in service to your King, In His Name?

Answer – I do.

Leader – On January 13, 1886, a sisterhood of service was founded by ten women in New York City, who had the spirit of interdenominational cooperation in serving others. It is now known as the International Order of The King’s Daughters and Sons.

The objects of this Order are: ‘the development of spiritual life and the stimulation of Christian activity.”

Its watchword is “In His name.”

Its text is “Not to be ministered unto but to minister.”

Its motto: “Look up and not down,
Look forward and not back,
Look out and not in,
And lend a hand.”

Scripture – John 15: 1 – 12, I Cor. 13: 4 – 8, a

Leader – Do you accept responsibility to join with the members of ______________________ Circle in serving others, In His Name?

Answer – I do.

Leader – The Maltese Cross is our insignia, and is worn as an outward symbol of our inner dedication to The King. Believing these things to be the thoughts of your heart, I gladly welcome you into the International Order of The King’s Daughters and Sons, and to the membership of ______________________ Circle. This cross I give you as a symbol of your consecration to service, In His Name.
Leader – Mary Lowe Dickinson, one of the Original Ten, has written these lines:

“To bind earth’s broken hearts and sore, to tread the way Christ walked before,
To know Thee better, serve Thee more, we take Thy cross, our Lord and King.

To help the weary to Thy rest, to heal and comfort earth’s distressed,
To show the World we love Thee best, we wear Thy cross, our Lord and King.”

Will the members please rise?

Together we say:
We, the members of the International Order of The King’s Daughters and Sons, in furtherance of its objects and looking to The King for guidance, do welcome you to our fellowship and to joint service, In His Name.

Leader - Let us pray: O God, we thank You for the existence of an organization bound together by the ties of Christian love and charity. Bless each individual member, and help them as they go forth on their errands of mercy and kindness. Challenge us to a more noble and worthy life, as we reveal to the world that we belong to The King of Kings, whose daughters and sons we are, and whom we strive to serve. Bring the blessing of Your strength to this (these) newly installed members, and let them know the joy and peace of their honor, is in serving You. In His Name, and with love in our hearts we ask it! Amen.

Prayer of the Order:
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others, In His Name, Amen.

Our Contemporary Prayer:
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.
A CANDLELIGHT INSTALLATION SERVICE

This service may be used as an Installation Service for new officers of a Branch, Circle or Union.

Directions: Have five candleholders placed on a table with a tall white candle in the center holder, shorter candles in the four others. Small candles should be passed out to the officers before the service.

Leader: lights the tall center candle saying: “This light stands for the Spirit of The King’s Daughters and Sons. ‘Let your light so shine before men that they may see your good works and glorify your Father in heaven’ ”.

Have someone read Psalm 45 or 1 John 4: 13.

Leader: (or a member) reads the poem “The King’s Daughter Serves.”

The King’s Daughter and Son serves as the Master did,
Regardless of race or creed,
The only set requirement is
An urgent human need.
They LOOK UP to the cross the Saviour bore,
Not DOWN to earthly things,
To receive their inspiration
And the joy that service brings.
They LOOK FORWARD to great achievements,
Not BACKWARD to things undone;
LOOK FORWARD to greater and higher goals,
Not BACK to a race unrun.
They LOOK OUT with their own hearts filled with love
To see what the Master requires.
So The King’s Daughter and Son willingly “LENDS A HAND.”
With no thought of wealth or fame,
But service to Him who has asked for it,
And that Service “IN HIS NAME.”
- E.E. Parish

President: Our objects are the development of spiritual life and the stimulation of Christian activities.

Vice-President: Our watchword is “In His Name.”

Secretary: Our text is “Not to be ministered unto, but to minister.”

Treasurer: Our motto, which through the years has been the inspiration of so much noble work and endeavor, is:
“Look up and not down; Look forward and not back; Look out and not in and Lend a Hand.”
President: I light the candle of FAITH, I will LOOK UP AND NOT DOWN.

Vice-President: I light the candle of HOPE, I will LOOK FORWARD AND NOT BACK.

Secretary: I light the candle of LOVE, I will LOOK OUT AND NOT IN.

Treasurer: I light the candle of SERVICE, I will LEND A HAND willingly.

Together we pray (choose one of the two versions):

Prayer of the Order
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear, and to stand as Thine handmaids and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self but for others IN HIS NAME.” Amen.

Our Contemporary Prayer:
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.

If this service is used in church, the group may leave by the center aisle, carrying the lighted candles and singing a selected hymn or song of praise.
Installation Service for Officers

Instructions: Call the Officers to be installed forward. Address each one in turn. You may also choose to present each one with a token to represent his/her office. You may adapt this service to fit the offices being filled.

Leader:
“You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men that they may see your good deeds and praise your Father in heaven.” (Matthew 5:14 – 16)

As President, you are charged with the leadership. As our leader, we will look to you for inspiration as we strive to live our text of “not to be ministered to, but to minister.” (Mark 10:45) As you will represent us both within our organization and to the greater community, we ask that you do everything “In His Name”. We ask God to provide you with the gifts of wisdom, discernment, patience and compassion.

Will you undertake this charge?
Response: I will, God being my helper.

As First Vice President, you are charged with assisting us to develop our spiritual lives by leading devotions. This will require careful preparation and a love for and an understanding of God’s word. You are also charged with assuming the responsibilities of the President when necessary. We ask God to protect your open and willing heart and to inspire you with all that His creation offers.

Will you undertake this charge?
Response: I will, God being my helper.

As Second Vice President, you are charged with administering and promoting all available scholarships and with working to maintain contact with current and past scholars. You are also charged with encouraging the development of new Circles. This will require a love for young people and a passion for encouraging the development of their spiritual lives. When necessary, you will assume the duties of the First Vice President. We ask God to sustain your enthusiasm and to provide you with many opportunities to connect with young people.

Will you undertake this charge?
Response: I will, God being my helper.

As Treasurer, you are charged with keeping the books and having them audited. Your work will include depositing all money received to the credit of our organization, paying regular expenses and supervising all investment funds. You will act as custodian of our financial documents and corporate charter. This will require your time and expertise. We ask God to continue to provide you with a strong sense of duty and care.
Member’s Manual August 2013

Will you undertake this charge?
Response: I will, God being my helper.

As Recording Secretary, it will be your duty to record and attribute for approval the minutes of our meetings. This will require attention to detail, accuracy and prompt action. The records that you keep will one day become part of the history on our Order. We ask God to continue to inspire your words and actions.

Will you undertake this charge?
Response: I will, God being my helper.

As Corresponding Secretary, you are charged with writing our general correspondence and you will report all correspondence received. As the written word is powerful and permanent, we ask God to guide your pen as you write.

Will you undertake this charge?
Response: I will, God being my helper.

Members please rise.

You are charged with the encouragement and support of those whom you have chosen as leaders.

Will you undertake this charge?
Response: I will, God being my helper.

Together, we pray (choose one of the two versions)

Prayer of the Order
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others, In His Name, Amen.

Our Contemporary Prayer:
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.
MEMORIAL SERVICE

Instructions:
Arrange beforehand one candelabrum in the front of the room with 15 inch rainbow colored candles in the following sequence beginning on the audience’s left: violet, indigo, blue, green, yellow, orange and red.

Have one white candle for each member to be remembered set in front on a low table.

One server will light the candelabrum and one server for each person to be remembered will light one of the white candles.

Leader:
A convention of The King’s Daughters and Sons is a happy occasion; the coming together of coworkers and friends, the comparing of notes on the year’s work, the listening together to helpful and inspiring addresses and music. But, inevitably, we miss some who have been with us heretofore. We salute their memories.

They knew the pride and happiness in the title we bear, The King’s Daughters and Sons. They knew the yearning to give to others less fortunate. We remember their sweetness, their patience, and their helpful hands with sadness. But we remember their joy in service, and the joy they shared, and our feeling changes to one of thankfulness that these were our friends, that we were privileged to know them and walk and talk with them.

Truly, they were The King’s Daughters and Sons. They stimulated spiritual growth and they furthered Christian activity. What more can we say of them? They are The King’s Daughters and Sons gone now into our Father’s house to higher service.

Science tells us all the colors of the rainbow are refracted from pure white; and, so the pure white candle of Love will light our colorful rainbow of memories. (The server lights each rainbow colored candle as the color is mentioned.)

The VIOLET hue reminds us that they were first The King’s Daughters (add “and Sons” if men’s names are to be read also). They were zealous in living In His Name. Their joy in service is as a light to us, and encourages us in our work for tomorrow.

The INDIGO rays remind us of their faith, their depth of conviction and their devotion to purpose.

The BLUE is surely for their steadfastness, their dependability, and their overflowing love.

The GREEN, the center of the rainbow, is for their congeniality, and their ability to work with others and to carry on In His Name.
The YELLOW is for their vision, their far-seeing eyes looking to the future, their hands ever ready to prepare for the future.

ORANGE is for their recognition of the beauty of the Christian life and service, their acknowledgment of a God-given grace falling like a benediction upon those who serve Him.

RED is for their outstanding personalities, their combination of the qualities of The King’s Daughters (and Sons), the outward sign of the glory within.

And so we remember our rainbow, that it isn’t always seen in the evening, but as God’s promise of better things to come, shines in the morning or afternoon also. And so, in honor to those to whom we would do honor, we lift our candle high to see the hearts within.

“But it isn’t the candles, it isn’t the show
Of the brightened color or the softened glow,
It’s the laughter of children mounting high
In a shower of radiance to the sky.
For memory is real and love is a force,
And the Torch which ages ago had its source
In the Star that lights the wise man’s way
Burns intensely that same fire today.”

(Author unknown)

As we walk in their light we will remember “Whatsoever things are pure, whatsoever thing are lovely, whatsoever things are of good report, we will think on these things.”

The procession of servers to light the white candles comes forward. Before lighting the candle, the server faces the audience and announces clearly the name of the departed member. Narrator waits until all candles have been lit and then closes ceremony with our prayer (choose one of the two versions).

**Prayer of the Order:**
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others, In His Name, Amen.

**Our Contemporary Prayer:**
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.
SERVICE of REMEMBRANCE

“The eternal God is your refuge and underneath are the everlasting arms.” Deut. 3:27

We have gathered at this hour to thank God for this Daughter (Son) of The King. __________________________ has been a member of __________________________Circle of The King’s Daughters and Sons since ______________.

We are here in acknowledgment of sacred ties now severed, of memories of service, bound together by a triple cord, whose strands are Faith, Hope, and Love; these three abide forever.

Faith is in the fountain; Hope drinks the water of the fountain; Love distributes the water to the weary and heavy-laden. May our King, who has been our Hope thus far, still continue to lift His countenance upon us.

EVENTIDE AND BEYOND by the Rev. T. A. Stafford
Good Lord, when life’s evening comes, and we hear the sound of the vesper bell, And day’s end is writ in shadows on the path, and the light grows dim before our eyes, And the voices around us are stilled in the night, and we touch the waters of the silent river, Then, O Lord, with arms of love and mercy, lift us away to the heights of bliss, Where the tree of life blooms in perfection, where the body shall nevermore grow weary, Where the spirit shall lay the burden down, where light and glory come from Thyself, And the company of those who walk with Christ is a joy without end, even forevermore.

She/He was devoted to the ideals of The King’s Daughters and Sons, was faithful to the text: “Not to be ministered unto, but to minister.” Mark 10:45.

She/He followed our motto: “Look up, not down; Look forward, not back; Look out, not in; Lend a hand.”

Since looking upward is to trust, looking forward is to hope, looking outward is to feel the woes of others, forgetting our own, lending a hand is only love in action.

All members stand as the Prayer of the Order is offered.
FAREWELL to THE KING’S DAUGHTER (SON)

Our Father and our King, today we honor our friend, _____________________, a member of the____________________ Circle, Your Daughter (Son) whom You in Your wisdom have taken to be with You. We do not mourn as those who have no hope, but we are comforted by faith and trust in Your eternal goodness. We believe that in Your good time we, too, shall see You face to face and be reunited with our loved ones.

We hear You say, “I am the Resurrection and the Life; he that believes in Me, though he were dead, yet shall he live; and whosoever lives and believes in Me shall never die.”

We thank You for Your love which is so much greater than we can ask or understand, and we pray that we may return to our daily tasks upheld by faith in Your nearness, and joy in Your service. We pray IN HIS NAME, Amen.

Song: to the tune of “Blest Be the Tie that Binds” By James Montgomery

Servant of God, well done! Rest from your loved employ;
The battle fought, the victory won, enter your Master’s joy.

The pains of death are past; labor and sorrow cease;
And life’s long warfare closed at last, your soul is found in peace.

Rest from you labor, rest, soul of the just, set free;
Blest be your memory, and blest your bright example be.

Now, toil and conflict o’er, go, take with saints your place;
But go as each has gone before, a sinner saved by grace.

Soldier of Christ, well done! Praise by your new employ;
And, while eternal ages run, rest in your Saviour’s joy.

**Benediction:** Father, in Your gracious keeping, leave we now Your servant sleeping. Amen.
c. Tools for Circle Leaders

ORGANIZING A NEW CIRCLE

Prepare yourself:
Study the Members' Manual. Be sure that you understand the purpose of The KDS; know something of its history and origin. Be familiar with the organization's projects and activities.

For a nominal fee, order from Headquarters Office as many copies of the Information Leaflets as you need for prospective members.

Interest a Group:
Through personal contact and conversation you may know several people whom you feel would be interested in membership in the organization - or you may be aware of individuals already interested in a particular community need or project that could be better served by an organized group.

Select several such people that you feel would provide a good nucleus for a Circle, invite them to your home or some scheduled place to talk informally about organizing a Circle. Have several copies of The Silver Cross magazine and the Information Leaflets.

Enthusiastically present the history, purpose, and ideals of the organization.

Tell them about the work of the organization and how they can participate.

Explain the Branch organization and tell of the Branch projects and other outstanding Branch work.

Tell why this group should organize.

Outline a few possible projects.

Allow time for questions.

Schedule, if possible, the next meeting; encourage those present to invite other interested persons.

FIRST ORGANIZATIONAL MEETING:

1. Have a suitable devotional service.

2. Pay attention to the setting
Make sure that there is comfortable seating where everyone can see and hear. Reduce any background noise. Check that the lighting allows for easy reading.
3. **Have an agenda**
Without an agenda, your meeting will drift. There are several ways to create an agenda:
- create it together as the opening activity of the meeting,
- create it ahead of time with input from the members, or
- have several members create it using an established format.

Whatever method you use, be sure that everyone has input into the agenda.

4. **Leadership in conducting the meeting**
The meeting chairperson or facilitator has several responsibilities. Depending on the formality of the meeting, the leader may require a working knowledge of Robert’s Rules.

At the very least, the leader must ensure:
- that the agenda is followed
- that everyone has the opportunity to be heard
- that the agreed upon process for making decisions is followed (for example, voting or consensus)
- that decisions are recorded
- that there is some form of periodic evaluation of the way meetings are conducted and decisions are made.

5. **New Business** (may take more than 1 meeting)
a. Elect temporary officers; nominations may be made from the floor. A president (leader) and a secretary will be all that is necessary at this time. Be sure that it is understood that these are temporary officers.

b. Elect from the floor a committee to write the Circle bylaws or guidelines. This committee should be ready to present them at the next meeting. Keep them simple. They should comply with International and Branch bylaws

c. Discuss the following: Name of Circle, projects, time and place of future meetings, dues (including International and Branch as well as Circle dues).

d. Complete the "New Circle Formation Information" sheet and send it to Headquarters.

6. **Remember prayer, fellowship and encouragement**
As important as it is to run your meetings well and to have a sense of purpose as a group, Circle members also look forward to praying together, to friendship-building time, and to encouraging each other through difficult times.
SECOND ORGANIZATIONAL MEETING:

Open with a devotional thought.

Read the minutes of the previous meeting.

Have the report of the Bylaws or Guidelines Committee.

After the bylaws have been accepted, those who desire to become charter members should sign them.

The permanent officers should then be elected (the bylaws indicate who they are and how long they serve), and they take office as soon as elected.

NEW BUSINESS:

The first item should be the filling in of the membership lists in triplicate. (These may be requested from your Branch Treasurer or Headquarters.) Send three copies of the list, along with the dues from each member, to the Branch Treasurer who will keep one copy, send one list to the Branch President and the third with the International dues to Headquarters. Indicate on the lists that this is a new Circle.

Suggestions for Circle Projects

Invite your Branch President to talk to your Circle about Branch Projects and how you can support them.

Invite an area social worker to talk about local needs

Adopt a family with a special needs child and offer to provide meal support, babysitting or entertainment.

Select a “clean up” project to help an elderly person with household cleaning, minor repairs or painting.

Volunteer, as a group, at a mission, shelter, day program, food bank or nursing home.

Plan an annual “worship together” as a group (if your members attend different churches).

Learn about KDS member Fanny Crosby and enjoy her hymns.

Collect new and gently used children’s books and donate them to a local community center, shelter or after school program.

Form teams to serve with Meals-on-Wheels programs in your community.
Fill shoeboxes for Operation Christmas Child, Samaritan’s Purse.

Use the articles in *The Silver Cross* to discuss International projects and set a goal for the one your Circle will support for the year.

Remember our scholarship students, including those who attend Chautauqua, with notes, prayers and care packages, as appropriate.

Develop a Circle lending library of Christian books that members have enjoyed. Lend the books for $1.00 and put the proceeds in your Circle Treasury.

Participate in a local fund-raiser for your local Autism Society.

**New Circle Formation Information**
Please complete this form, attach a Circle Fee of $20 for a Senior Circle and $10 for a Junior Circle and mail to:

International Order of The King’s Daughters and Sons  
PO Box 1017, Chautauqua, New York, 14722-1017

Name of Circle:

Date Circle was established:

Location (city, state/province, country):

Circle contact (usually the Circle President or Treasurer):

Attach a list of the charter members of your Circle. Include full names, addresses, telephone numbers and email addresses.

**Distribution checklist**

☐ Copy sent to Headquarters with:
☐ Circle fee attached  
☐ Membership list attached  
☐ Copy of membership list sent to Branch Treasurer  
☐ Copy of membership list sent to Branch President

**Response Request:**

Please send me the following documents and an invoice for the costs and shipping

☐ Members’ Manual paper copy $15.00  
☐ Members’ Manual CD copy $5.00  
☐ Caring for all God’s Children Information leaflet (cost per pamphlet)  
☐ Faith edition of *The Silver Cross* (shipping fee only)  
☐ Membership Development Starter Kit (shipping fee only)  
☐ An order form for The KDS jewelry, including Maltese Crosses
GENERAL INFORMATION AND SUGGESTIONS FOR CIRCLES:

An admission service may be planned for admitting new members.

Our insignia may be purchased from Headquarters.

Although neither International nor the Branch exercise control over the work of a Circle, there are certain obligations which every Circle should recognize:
- payment of Branch and International dues annually for each member;

- payment of the International Circle Fee for the support of International projects and departments; and

- education of the members to be good daughters and sons of The King, emphasize the purposes of KDS, the prayer, motto and watchword. Explain structure, policy, the departments of KDS, etc.

The use of volumes of KDS History (available, except for Vol. II, through Headquarters) is recommended for additional interesting facts and information. The more you put into the work, the more you will get out of it.

d. Tools for Juniors

Eligibility
The Junior Members are aged birth through 17 years of age.

Dues
International Junior dues are $2.00 per year. Junior Membership cards are available at Headquarters. The International Junior Department Director will send letters of welcome and Junior Membership certificates to new Junior Members.

Circle Fee
The fee for organized Junior Circles is $10.00 per year.

Members-at-Large
Juniors can also be Members-at-Large. These members can be sent in with the Senior Membership lists.

Summer Camps
There are currently two active Junior Camps: Camp Lookout in Montrose, Iowa and a Junior Camp in Indiana which for the last few years has been held at McCormick Creek State Park.
Project Ideas
At our website: www.iokds.org there is a “Junior Circles” link which is updated by the International Junior Department Director each month so all Junior Members can get information and a craft or recipe to make.

The Junior Prayer
Almighty God, our everlasting Father, may we always strive to please You in our efforts to do good; wherever we are, whatever our duties, may we always be true to the little cross we wear, for it stands for purity, honor and unselfish actions. Help us to do everything, In His Name. Amen.

The Junior Prayer (on a bookmark) is available from our Headquarters staff.

Junior Circles
Junior Circles are formed with three or more Members. They have adult supervision and are usually sponsored by a Senior Circle. The adult leader should be there for support, encouragement, and ideas. The International Junior Department Director sends a letter of congratulations and a plaque to all new Junior Circles when they are formed. All Junior Members are registered at Headquarters. Each Junior Circle should have planned Bible studies, activities, projects, and programs that are age appropriate. These young Members will continue to grow in their spiritual life and leadership skills. They will begin to hold leadership roles, learn our history, and learn parliamentary procedure as they start their journey. Upon their 18th birthday, they become Senior Members. It is our hope that they will continue their membership and continue with their leadership skills as they take us into the future.

Junior International Project
In 2004, it was voted that the Juniors’ International Project would be Operation Christmas Child Shoeboxes. This is through Samaritan’s Purse which was founded by Franklin Graham. This is a way that children can help children.

Junior Day
In 1925, December 29th was declared “Junior Day.” This is the birthday of our founder, Margaret Bottome.
“Channel K.D.K.S.”
A playlet suitable for Founders Day –
(Compiled by Mrs. Ray C. Alger)

Instructions: This playlet is a great way to introduce and/or review our history with Junior members. Have the Original Ten members, seated at a table, answer the questions from a Junior.

*Junior:* (comfortably seated in a big chair, reading the history of the Order, looks up and sees the Ten) Are you the Original Ten I have been reading about?

(Margaret Bottome and all the ladies nod in the affirmative.)

*Margaret Bottome* replies: Yes, and we shall all be glad to answer any of the questions that you may wish to ask us.

*Junior:* Who was the first to have the idea of organizing The KDS?

*M.B.:* Perhaps I was the first one to think of a sisterhood of service, with a badge that would be worn to show our willingness to serve humanity wherever needed.

*Junior:* Where was the first Circle organized?

*M.B.:* At my home, 18 Washington Place, in New York City. Nine were present at that first meeting and we kept a place for Mrs. Isabella Charles Davis who could not be there that day. You see we used Dr. Hale’s suggestion of the Ten for a Circle.

*Junior:* Who were the ten in that first Circle? Are they all here with you today?

*M.B.:* Yes, and I shall be very happy and proud to present them to you, the original ten members. (They stand and acknowledge the introductions): Mrs. Mary Lowe Dickinson, Miss Georgia Libby, Mrs. Theodore Irving, Mrs. Mary Payson, Mrs. DePeyster Field, Mrs. Ruggles, Miss Susan Schenck, Miss Helen Hammersly, and Mrs. Isabella Charles Davis.

*Junior:* (Gets up and goes to table and shakes hands with each one of the ten.) It is a great honor for me to meet you. I cannot be one of the first members, but I shall try to be a very good member. Who was your first president?

*M.B.:* I was chosen to be the first president; but now let me present our first secretary, Mrs. Dickinson.

*M.L.D.:* Thank you, Margaret, and now I shall present to you our first treasurer, Miss Hammersly, and Miss Libby who soon took over for her and served until 1891.

*Junior:* Where did you find the name The King’s Daughters and Sons?
Mrs. Irving: I think I may best answer that question, for I was responsible. I had a select school for young ladies in New York City, and at their graduation I would call them together and talk to them before they went out into the world, calling them “The King’s Daughters.” This name seemed to an appropriate one for our sisterhood of service rendered In His Name.

Junior: Could someone tell me about the Maltese Cross and how it was chosen?

Mrs. Davis: We borrowed the little Maltese cross from the early Waldensian Christians; our badge is the silver Maltese cross, with the letters IHN on one side, 1886, the year of organization, on the back.

Junior: Do we have a motto?

Mrs. Payson: We have a very inspiring motto. One that Dr. Hale suggested for us to use:

Look up, and not down;
Look forward, and not back;
Look out, and not in,
And lend a hand.

And we also have a simple, but meaningful watchword. The letters IHN stand for In His Name, for we desire to do all in our Master’s name.

Junior: I wonder if we have a text also.

Mrs. Ruggles: Yes, we have a text that is the central thought of all our activities, taken from Mark 10:45, “Not to be ministered unto, but to minister.”

Junior: Someone mentioned the Waldensian Christians. Who were they, and what connection do they have to us?

Miss Schenck: Shall I answer this question, Mrs. Davis? The Waldensians were early Christians and the time of their severest persecutions, they used the letters IHN, also the Maltese cross, the sign by which they could recognize each other as they went out to battle.

Junior: Do you have any official magazine that every member might know what is happening?

Miss Hammersly: We have a fine magazine that is published regularly during the year, called The Silver Cross.

Miss Libby: You know we have had this magazine since 1888 when Mrs. Dickinson brought the first manuscript to Central Council. She was the first editor and served for twenty-six years.

Junior: Thank you for answering all my questions. I will work hard to do my part today, so that I, too, shall add something constructive to the future of The King’s Daughters and Sons.

Junior: (speaking to all Juniors everywhere) Let us celebrate our Order’s birthday by being better members and by helping others whenever we can.
A CANDLELIGHTING – FLOWER INSTALLATION for JUNIORS

One large white or purple candle is lighted by the Leader as she opens the service saying:

“A candle is a lovely thing, to light for Him tonight;
A slim white candle, straight and tall, to make the darkness bright.
So pure He was, so tall and straight, that all the world was lit;
A pathway widened out ahead, when Christ walked into it.”

Leader – Read Psalm 45:1-11.

Again it is the time for the installation and dedication of the officers you have chosen to guide your Circle for the coming year. No matter how well you have selected and elected the officers, they cannot realize complete fulfillment of your goals without the cooperation, understanding and love of every member. This is an important occasion for you as members, as well as for the officers.

Leader --- “And there shall be a watered garden.” Jeremiah 31:12.
In some gardens, we find all kinds of flowers, different colors, many fragrances. In our Order, we find a great variety of personalities, many and varied talents, yet they are all needed in the scope of our world-wide service. I think of these chosen officers as a lovely garden.

Leader --- To the President:
I give you this lovely red rose as a symbol of Love and Courage; the long stem is the year ahead, which at this time may well seem long; the thorns are the trials that may come – they usually do, in some form. May the love and fragrance dispel all difficulties. “Love is patient and kind, long-suffering, and is not boastful.” For courage, “Be strong and of good courage; be not afraid, nor dismayed for the Lord your God is with you.”

To the Vice President:
I give you this pink flower of Co-operation and Strength. “I will trust in the Lord, and not be afraid, for He is my strength.”

To the Secretary:
I give you this flower (yellow, or any color) of Concern and Interest; “Study to show yourself approved of God...”

To the Treasurer:
I give you this white flower of Service; “Not to be ministered unto, but to minister.”

(If there are other officers, choose suitable words, and texts, and other colors, i.e., the purple flower of Understanding; “The fear of the Lord is the beginning of wisdom and understanding.”)

To all of the officers:
I charge you all to accept the various duties of the office to which you have been elected, not as mere tasks to be accomplished, but as privileges for further service, In His Name. You
cannot do this alone, nor do you need to, for you have the promise of One who is able, and He has said, “As your days, so shall your strength be.”

To the members:
As a pledge of loyalty to these officers you have elected, will you stand for the prayer of dedication, each one rededicating their services to our King of kings.

All pray the Prayer of the Order.

Leader – Now by the authority given me as the installing officer I declare you have each been duly invested with the office to which you were elected. I congratulate the Circle.

e. Tools for Recruiting Members

Resources Available
An excellent booklet Membership Development Starter Kit includes:
- an introduction to membership development;
- know your mission, purpose and key benefits for members;
- know who you are looking for;
- extending the invitation;
- know the effect of making changes;
- setting goals and reviewing progress.

It includes 6 exercises which can easily be used by Circles as a part of a program or by Branches at a convention.

Also available are the Leaders’ Notes

To obtain a copy, contact your Branch President or the Headquarters’ Office.
f. **Tools for Our Spiritual Life**

**Looking for meditations and devotions?**

Go to [www.iokds.org](http://www.iokds.org) and download Meditations and Devotions used at recent Central Councils and General Conventions.

Read the inspirational messages in *The Silver Cross*.

**Did you know?**

November 1 is Prayer Day for all members of The KDS.

**Our Daily Consecration Prayer:**
Each morning I seek to give myself to my Heavenly Father for the day; saying ‘Take me, Lord, and use me today as You will.’ Whatever work You have for me to do, give it into my hands. If there are those You would have me help in any way, send them to me. Take my time and use it as You will. Let me be a vessel, close to your hand and for Your service, to be employed only for You and for ministry to others ‘In His Name’, Amen.

**Prayer of the Order:**
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others, In His Name, Amen.

**Our Contemporary Prayer:**
Eternal and Loving God, inspire and strengthen The King’s Daughters and Sons to grow in Your love. Open our hearts to seek Your will in all we say and do. As we strive to serve those far and near, help us to reflect Your Holy and Loving Spirit. May we fulfill Your will and mirror the presence and power of Jesus Christ. Keep us faithful to the cross that we wear. In His Name, Amen.

**Our Junior Prayer**
Almighty God, our everlasting Father, may we always strive to please You in our efforts to do good; wherever we are, whatever our duties, may we always be true to the little cross we wear, for it stands for purity, honor and unselfish actions. Help us to do everything, In His Name. Amen.
Hymns and Songs of Praise

Did you know?
One of the most prolific of hymn writers, Frances Jane “Fanny” Crosby (1820-1915) was a member of The KDS.

To Bind Earth’s Broken Heart – to the tune of “Just as I Am”
Words by Mrs. M.L. Dickinson

To bind earth’s broken heart and sore,
To tread the way Christ walked before,
To know Thee better, serve Thee more,
We wear Thy cross, our Lord and King,
To help the weary to Thy rest,
To heal and comfort earth’s distressed,
To show the world we love Thee best,
We wear Thy cross, our Lord and King.

Why We Wear It – to the tune of “The Church’s One Foundation”

A little Cross of Silver,
We wear it “In His Name,”
It helps in time of sorrow,
It helps in hours of pain.

It proves a “silver lining”
To many a darkened cloud:
It brings the sweetest blessings,
To many a heart that’s bowed.

It teaches sweet submission
As we bend to Him our will;
It teaches us to listen
Till we hear His “Peace, be still.”

So we’ll wear the Cross of Silver,
Wear it “In His Name,”
And in “the every day of life”
Win victory, if not fame
“O Christ, for Thee” (Tune: “Fling Out the Banner”)

Look up, not down, look out, not in
Our Ministry of love begin
At home and far across the sea,
Each deed be done, O Christ, for Thee.

As forward “In His Name” we go,
To help all men His love to know
Our Silver Cross shall be the key,
That opens doors, O Christ, for Thee.

Thy blessing on our work bestow,
Let ministries increase and grow,
Till all shall bow, and bend the knee,
In prayer and praise, O Christ, for Thee.

Here I am, Lord

I, the Lord of the sea and sky,
I, have heard my people cry.
I, who made the stars of night.
I, will make their darkness bright.
All who dwell in dark and sin
My hand will save.
Who will bear my light to them?
Whom shall I send?

Chorus
Here I am, Lord
Is it I Lord?
I have heard you calling in the night.
I will go Lord, if you lead me.
I will hold your people in my heart.

I, the Lord of snow and rain
I, have borne my peoples pain.
I, will break their hearts of stone,
Give them hearts for love alone.
I have wept for them.
They turn away
I will speak my word to them.
Whom shall I send?
Chorus

I, the Lord of wind and flame,
I will tend the poor and lame.
Finest bread I will provide
Till their hearts be satisfied
I will set a feast for them
My hand will save.
I will give my life to them.
Whom shall I send?

Chorus
A RESPONSIVE SERVICE for THE KING’S DAUGHTERS and SONS

You may choose to open with a hymn of your choice.

Leader: And I will be a Father to you and you shall be my sons and daughters, said the Lord Almighty.
Response: See what manner of love the Father has given us, that we should be called the children of God.

Leader: Above all else, guard your heart, for it is the wellspring of life.
Response: Create in me a clean heart, O God, and renew a right spirit in me.

Leader: Let not mercy and truth leave you.
Response: Bind them about your neck; write them upon the table of your heart.

Leader: You are an epistle of Christ, written not with ink, but with the spirit of the living God.
Response: Not in tables of stone, but in tables that are hearts of flesh.

Leader: Trust in the Lord with all your heart
Response: And lean not upon your own understanding.

Leader: In all your ways acknowledge Him
Response: And He shall direct your paths.

Leader: Be not wise in your own eyes.
Response: Fear the Lord and depart from evil.

Leader: Act not on your own strength.
Response: Our sufficiency is from God.

Scripture Lesson – Verses in Unison:
“Love suffers long and is kind; love envies not; love does not vaunt itself, is not puffed up, does not behave unseemly, seeks not its own, is not provoked, takes no account of evil, rejoices not in unrighteousness, but rejoices with the truth; bears all things, believes all things, hopes all things, endures all things. Love never fails.”
“Whatsoever things are true, whatsoever things are honorable, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, and if there be any praise, think on these things.”
Consecration:
Each morning I will seek to give myself to my Heavenly Father for the day, saying:
Take me, Lord and use me today as You will. Whatever work You have for me to do, give it into
my hands. If there are those You want me to help in any way, send them to me. Let me be a
vessel close to Your hand and ready for Your service, to be employed only for You and for
ministry to others, In His Name.

Together we pray:
O Almighty God, help us to put away all bitterness and anger and disappointment. May we act
with patience, however much we are provoked, and not be overcome with evil, but overcome
evil with good. Enable us, God of patience, to bear one another’s burdens, and to forbear one
another in love. Teach us and help us all to live in peace and to love in truth, being at peace
with all people and walking in love, as Christ loved us. Make us so gentle and peaceable that
You, the God of peace, may dwell with us forevermore. Amen.

Prayer of the Order.
Almighty God, Eternal Father, look with Thy favor upon The King’s Daughters and Sons and
bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and
employ our ministrations in whatever duty we can be of greatest use. Make us everywhere
true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of
the Saviour. By purity and honor and unselfish behavior may we keep ever true our allegiance
to Jesus, and seek to labor not for self, but for others, In His Name, Amen.
WHAT IS PRAYER?

Prayer is our direct line with heaven. Prayer is a communication process that allows us to talk to God. He wants us to communicate with him, like a person-to-person phone call. Cell phones and other devices have become a necessity to some people in today's society. We have BlueTooths, Blackberries, and talking computers! These are means of communication that allow two or more people to interact, discuss, and respond to one another.

To many, prayer seems complicated, but it is simply talking to God. God looks for time with each one of us, to seek our response, to hear our prayers. Prayer is about relationship. Spending time in prayer will draw you near to the heart of God.

HOW DO I PRAY?

1. Make time to pray – Make prayer part of your daily routine. You can pray at any time or any place. Put first things first and make prayer a regular part of your daily life.

2. Find a good location to pray – Discover the place that best works for your personal life and daily schedule. Find your quiet place. Pray in your car on the way home. Pray in the garden. Pray in the morning as you begin your day, pray at bedtime. Remember... 'Prayer is a gentle whisper' and can be done anywhere!

3. Prepare your heart and mind – The prayer calendar has verses to help guide your time of prayer. Allow the verse to speak to your heart and to help focus you in prayer. You may choose to light a candle, have music on – whatever you need to help you focus on this time apart with God.

4. Begin to pray - You can pray by speaking out loud, singing, whispering, or in silence. Your eyes can be open or closed. You can ask questions, seek strength, pray for others, give thanks, ask for forgiveness, ask for help. This is your time with God – Abide with Him.

5. End the prayer – Close your time of prayer as you are led. Some close with 'Amen' or 'Lord, hear our prayers'.

PRAYER OF THE ORDER

Almighty God, Eternal Father, look with Thy favor upon The King's Daughters and Sons and bless us for good in the land. Accept the hearty desires we bring to Thee for Thy service, and employ our ministrations in whatever duty we can be of greatest use. Make us everywhere true to the sign we wear and to stand as Thine handmaidens and soldiers of old, by the cross of the Savior. By purity and honor and unselfish behaviour, may we keep ever true our allegiance to Jesus, and seek to labor not for self, but for others. IN HIS NAME, Amen

MOTTO
LOOK UP and not down,
LOOK FORWARD and not back,
LOOK OUT and not in,
And LEND A HAND.

WATCH WORD
IN HIS NAME

INTERNATIONAL ORDER OF THE KING'S DAUGHTERS AND SONS

STEP OUT IN PRAYER

In our prayers God comes to help us, to be with us, and to draw near. In prayer we are invited into the divine presence of God where we can open our hearts and minds. God welcomes our slightest word or cry. Prayer is a gift from God; cherish it always and use it daily.
# DAILY PRAYER CALENDAR - Realize God’s Blessings through Prayer

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Gracious God, thank you for the freedom to worship. Guide us as we step out in faith and grow in spiritual truth and wisdom.</td>
<td>Lord, You are the rock on which I place my trust. Thank you for Your faithfulness. May I step out in faith and courage every day.</td>
<td>Gracious God, thank you for the gifts of the Holy Spirit. Help us to discern the best way for each of them to be used to Your good.</td>
<td>O God, may we listen to Jesus today. May we listen and be open to His word.</td>
<td>God, open my heart and mind to receive what You know I need from You.</td>
<td>Almighty God, may all praise and glory be Yours and we worship and celebrate Your Son, Jesus Christ.</td>
<td>Lord, may I begin each day knowing that you believe in me.</td>
</tr>
<tr>
<td>Lord, open my eyes and heart that I would welcome Your people with love and compassion.</td>
<td>Loving Lord, thank you for a new day, and a new week in which to follow in Your footsteps. May I offer “the Light of the World, Jesus Christ” to all.</td>
<td>Lord, God, allow Your grace and wisdom to work through us as we share it with others daily.</td>
<td>Dear Jesus, guide me to walk in the way of Your commandments so that I may be a witness and likeness of You.</td>
<td>O Loving God, allow us to enter into Your gates with thanksgiving and sing praises for all the glory You have given us.</td>
<td>Almighty God, may I use whatever gifts and talents I have fully and with a joyful spirit. Thank you for the provisions and blessings given to me.</td>
<td>Almighty God, You are our refuge and strength. Sustain and guide us this day.</td>
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<tr>
<td>Colossians 3:12</td>
<td>2 Corinthians 4:6</td>
<td>John 1:14</td>
<td>Jeremiah 7:23</td>
<td>Psalm 100</td>
<td>1 Peter 4:10</td>
<td>Psalm 46:1</td>
</tr>
<tr>
<td>Lord, in all I see today may I see you; all I do today may I offer to You.</td>
<td>Everlasting God, help us to know the plans You have for us. May we seek Your path of righteousness.</td>
<td>Lord, bless us as we grow and bear witness to Your Son, Jesus Christ. Lead us in Your perfect will and path as we seek to share from what you have given us.</td>
<td>Almighty God, open our hearts to be more understanding of the needs of the poor and more giving to those needs.</td>
<td>O God, Your love is so great! Please help us share it with the happiest of hearts to all who enter our lives.</td>
<td>Almighty God, help us to renew our faith so that we may rise up as on eagle’s wings, run but not be weary, and walk steadfastly in Your way.</td>
<td>Holy Lord, help me to have the same attitude of mind toward others that Christ Jesus had. Open the eyes of my heart, Lord.</td>
</tr>
<tr>
<td>Precious Lord, guide us as we seek to share Your faith with other people.</td>
<td>Holy Spirit, grant those who mourn and those facing difficult times Your peace. May I look for the last, the lost, and the least among all people and in all situations.</td>
<td>Lord, help us to take better care of the things You have entrusted to us. Help us to make wise and godly decisions.</td>
<td>Lord, thank You for giving us the gift of knowing that You are there to walk hand-in-hand with us through all our trials and tribulations.</td>
<td>Almighty God, forgive us of our daily sins and guide us down the right path to prepare for the kingdom of heaven.</td>
<td>Gracious God, we are all family and have many friends. Allow us to walk in Your shadow so that we may be a light unto the world for You.</td>
<td>Jesus said, “I am the good shepherd.” Lord, help me to follow You and to abide in Your loving presence.</td>
</tr>
</tbody>
</table>

And this is love: that we walk in obedience to His commands. As you have heard from the beginning, His command is that you walk in love. 2 John 1:6.

Please use this daily prayer guide as you step out in faith and walk into the fullness of God’s blessings. The scripture verses and prayers are to guide your time of prayer. Each day of the week has four daily prayers to use throughout the month.
g. Members’ Manual Feedback

Every attempt has been made to make this Members’ Manual accurate and helpful. Errors or omissions should be reported to the Headquarters Committee Chairperson.

If you have ideas for new types of information or ideas for Sections which need to be expanded please send your comments to Headquarters Committee Chairperson.

To allow those volunteers who update the manual to further explore your suggestions with you, please include your name and your telephone number.

Thank you.