

Knights of Columbus



2009– 2010

Council Handbook

North Carolina

Forward

GRAND KNIGHT

How to Increase Council Business Meeting Attendance and follow-on Fellowship Time

Does your Council Have This Problem?

One of the most common concerns I've heard from District Deputies and Grand Knights and I have talked with is the lack of attendance at Council Business Meetings. It appears the same core active members are the only ones to attend. Even new members are often seen at a few business meetings, afterwards they just stop coming. As a Past Grand Knight and Former District Deputy, I have also seen this problem up close in my own Council and the council of my District. Some councils are lucky to attract no more than 5% of the members on their Council Roster. And some councils have great difficulty to attract even a simple quota of 8 members. I'm told by some of our current District Deputies that its not unheard of to see councils with only 3 members at their business meetings.

Are There Ways to Solve This Problem and Increase Business Meeting Attendance?

Of course there is! And a number of our current Grand Knights have made great progress in addressing this issue. Some hold Council meals before the business meetings. Some serve chip, cheese & crackers and refreshment after their meeting to increase fellowship among their members. And finally, I heard about some of our Grand Knights that attempt to involve their new members by explaining what's going on during the meeting to them. In this way, the new members having a better understanding of the parliamentary procedure meetings follow and the specific items in our Order of Business. They are more apt to get involved and want to come to future meetings.

But what if these ideas have not worked for you, what if your attendance is continuing to go down versus up. Well first, don't give up! You may just have an unknown problem in your council and there are always ways to identify and tackle it. Here's an idea and some example dialogue that might get you started. This approach requires the assistance of your Officers & Directors. And best of all, as well as helping you to pin point concerns of your council membership, it can also help you identify what you are doing **RIGHT** in your council. So with that, here goes:

Identifying problems and concerns of your council

Sometimes leadership is just listening and not talking. If you listen (**Really Listen!**) to your council members they'll give you all the details of the problems to be solved, and many times, the solutions, just for the asking.

At your next Officer or Planning meeting, explain to your Officers and Directors that you need their help. Ask them to begin actively listening to the membership. Request them to ask for feedback with questions not statements, then to **LISTEN** and write down the concerns they hear. Ask them to clarify the concern with **MORE** questions not excuses or defensive statements. Their goal is to **capture** concerns not **solve** them! Ask them to thank the members they speak to, for their input and to remind the members that they would be glad to receive other input in the future from them. This information can now be brought to your next Officer's Planning meeting for discussion and possible resolution. Make sure you, and the officer who spoke to the member, provide feedback to and solicit help from the member who gave them the initial input.

Sample Dialog might sound something like this.

Officer: Hi Bob! How are things going within our council? Is there anything we could do better?

Member: *Well since you asked, our Grand Knight isn't listening to the whole council!*

Officer: I'm interested! Tell me more.

Member: *The same members do all the talking at our council meetings and either don't give other members a chance to talk or intimidate us not to speak out. I know a couple of members are pretty fed up with it and may not be coming back to future meetings.*

Officer: I appreciate that input Bob. What do you think we could do about it?

Member: *Well if you ask me, the Grand Knight could limit the discussion time each member gets to provide their input to a motion and then go out of his way to solicit opinions and points of view from the quiet members of the council. **It's their council too, you know!***

Officer: Bob, I think that's an excellent idea! I plan to bring it up at the next Officer's meeting. May I suggest the Grand Knight that he also chat with you to get more details?

Member: *Sure! If he's interested, I'd be glad to give my opinions and suggestions.*

Officer: Great! Thanks again for the input and if you have other things in the future that you think would help our council, please see me. I'm all ears! Also, could you please ask those members to be sure to come to the next business meeting. I think they'll see a definite improvement! Thanks again!

The problem used here, is just an example, and not what the dialog should have pointed out to you. What was important is the technique the Officer used to keep the Member talking instead of defending the Grand Knight. In this way he was able to get the Member to provide a possible solution to his own problem. When presented at the Officer's meeting, it will sound constructive versus complaining. The other important thing is to realize how easy it is to lose members. By listening this Officer may be able to retain a couple of members (maybe Bob was one of them) and give the Grand Knight the opportunity to rectify something he may not have even been aware of. Try it! You'll be surprised with what you may hear!

The Last Step is to Plan Action

Identifying Council problems is a very important step, but the action or inaction on the part of you and your staff will determine the fate of a dissatisfied or inactive member.

Remember to **Act on Input**. Don't let problems fester, especially after being made aware of them.

Always **Solicit help from the source of the input**. If they are concerned enough to make problems known, they are usually willing to help solve them.

And finally, Communicate to the Council. When you have identified a problem and made plans to solve it, let your council know. Even if you are not at the solution stage yet, fill them in on the fact that you have understood that something needs to be fixed and their council officers are working on a solution.

It is hoped that identifying and addressing council problems will help you retain existing and new members at your Council Business Meetings. Indirectly this may also bring previously active members. I wish you great success with your Council and on behalf of our entire State Council, offer my appreciate for your time, efforts, dedication and love of the “Knights”

God Bless you and your Council Family

Essentials to Council Success

Communication

Communication with the Supreme Council

The Supreme Council has many resources that it can offer a local council. These resources can take the form of information or inspiration. Once Supreme gets the necessary information about the Officers and Directors for a council the information from Supreme will begin to flow. Supreme has developed forms to minimize the efforts councils need to extent in getting the necessary information to the Supreme council. Additionally these have been computerized and are accessible on the Web at www.kofc.org. The following tables summarizes these forms and list each forms associated due date.

<u>Due Date</u>	<u>Report Title</u>	<u>Form Number</u>
July 1 st	Report of Council Officers	(#185)
August 1 st (Org Meeting)	Service Program Personnel Report	(#365)
August 15 th	Semiannual Council Audit Report	(#1295)
January 31 st (Mid-Year Mtg)	Annual Survey of Fraternal Activity	(#1728)
** February 15 th June 30 th (Convention)	Semiannual Council Audit Report Columbian Award Application	(#1295)** (#SP-7)
June 30 th	Knights of Columbus Round Table Annual Award	(#2630)
When Started	Report of Round Table Coordinator	(#2629)
Immediately	Membership Document	(#100)
15 th of each Month	“Family of the Month” selection	(on-line)

** Submitting these forms are required for Supreme award considerations and in the North Carolina Council Recognition Program.

Communication with the State Council

The State Council of North Carolina provides information about the events and occurrences within the state by way of a monthly newsletter called the “Tarheel Knight”. This publication provides insights from the State Officers and Staff in addition to alerting councils to upcoming program events as well as acknowledging the achievements of individual councils.

The Tarheel Knight has a limited hardcopy distribution but is available electronically on the state's website. The address for the site is www.kofcnc.org. In addition to housing the state newsletter, the NC State Website is home to various state forms, a calendar of state wide events and a listing and links to all the councils throughout the state.

As in your council the most valued form of communication is one on one. The following listing of all the State Officers and Staff provides you with immediate effective communication opportunities in what ever your area of interest:

State Deputy	Dave Jones	icilamp@bellsouth.net	704-535-6599
State Chaplain	Msgr Richard Bellow	richard.bellow@yahoo.com	
State Secretary	Greg Kent	gkent@carolina.rr.com	704-458-2510
State Treasurer	Jack Murray	kofcjjm@yahoo.com	336-261-5362
State Advocate	Mike Durbin	jdurbin@ec.rr.com	252-223-9992
State Warden	Colin Jorsch	cojorsch@aol.com	910-322-1171
General Program Director	Mike Durbin jdurbin@ec.rr.com 252-223-9992	Membership Director	Vince Lombardo, FDD vince2323@ctc.net 704-983-3734
Vocations Chairman	Msgr Richard Bellow richard.bellow@yahoo.com	Church Director	Lenny Quemuel, FDD lquemuel@ec.rr.com 910-577-9046
Council Director	Wayne Kleven, FDD waynekleven@earthlink.net 252-478-0440	Community Director	Vince Higgins vincehiggins@triad.rr.com 336-725-1175
Family Director	Tony Coppola FDD akadriven@nc.rr.com 910-215-0500	LAMB Director	Richard White rwhite1951@aol.com 704-543-6351
Youth Director	Tim Whelan twhelan@us.ibm.com 919-878-9162	Retention Chairman	Bob Hack, FDD hackbob@excite.com 910-754-2647
Protocol Officer	Terry Miner, FDD tminer@bellsouth.net 919-848-9777	Pro-Life Chairman	Edward (Ed) M. Rogosich edbossman1@juno.com 919-833-0302

Website Updates	Tom Riley Griley1@carolina.rr.com	RSVP Chairman	Charles L. (Chuck) Nebraski flog@ec.rr.com 252-725-2460
Athletic Events Chairman	Rick White rijema@juno.com 704-880-4339	Special Olympics Chairman	Larry W. Stewart lstewart@ec.rr.com 910-388-2289
Ceremonials Chairman	Dave onofrio, PSD donofrio@nc.rr.com 919-552-7817	Tar Heel Knight Editor Historian	Greg Ciesielski, FDD lilski@ec.rr.com 252-444-1859
Reports & Forms Chairman	Mike Durbin jdurbin@ec.rr.com 252-223-9992	Awards Chairman	Mike Durbin jdurbin@ec.rr.com 252-223-9992
Chorale	Joe Dick, PSD, FDM jhdick@juno.com 336-584-7667	Site Selection Chairman	John Gouldie, PSD kofcgouldie@earthlink.net 919-870-1808
Columbian Squires Chairman	David Taylor davidtaylor@haywardnet.com 336-492-2830	Photographer	Lew McCloud lew.mccloud@gmail.com 910-325-6530
Media	Thomas Beckett, FDD thomaskofc@earthlink.net 704-788-6818	Technology	Tom Riley Griley1@carolina.rr.com
Parish Round Table Chairman	Dave McGuire, FDD dnmcguire@inteliport.com 252-338-9619	Fr. McGivney Guild Chairman	Charles L. (Chuck) Nebraski flog@ec.rr.com 252-725-2460
Administrative Assistant	Gene Tortone, FDD tortone@adelphia.net 252-331-2338	Fund Raiser Chairman	Daniel (Dan) L. Lange dlange386@verizon.net 828-369-0059

Communication within your Council

One way to maintain good communications is to publish a Council newsletter at least quarterly. This is an excellent way to keep those council members who may miss a business meeting. Simply conveying the next month's upcoming activities while lacking can have great benefit with regards to Council involvement. Distribution of the newsletter can be via email or a council website, however, caution should be exercised to ensure that those members without email access are still sent a hard copy.

The State Council awards excellence in the area of newsletters through the Duane Russell Award. Guidelines for publishing a newsletter consistent with the requirements for the award are in the 2007 – 2008 Council Recognition Program Handbook.

Caution should be exercised to ensure that those members without email access are still sent a hard copy.

Lastly a great tool for increase communication within a council is a name badge. Order information for name badges can be obtained from the NC State Website (www.kofnc.org) or directly from the supply company at www.fraternalupply.com.

Planning

Develop an Activity Schedule

An important planning exercise is to develop an Activity Schedule. The development process should involve Council Officer and Directors this will aid in their necessary ownership of the overall plan. The scope of the calendar should be such that when all events are completed, the Council will qualify for Distinguished Council. The intent is for the Council to plan their success through the activities in an orderly fashion. In preparation of this calendar, councils should keep in mind to consider other parish functions and availability of facilities. Finally, it is important to communicate this information to the general member with enough advance warning and frequency to maximize their participation in all events. The following is a sample calendar:

Calendar of Events July XXXX to June XXXX

July

3rd Officers & Directors Meeting
16th Council Business Meeting
23rd State Organizational Meeting - Greensboro

August

2nd Greensboro Baseball game - Family outing
6th Officers & Directors Meeting
20th Council Business Meeting

September

2nd Altar Servers Appreciation Day - Pool Party

*2008-2009
Council
Handbook*

- 4th Officers & Directors Meeting
- 8th Adopt-A-Highway Cleanup
- 9th Parish Picnic - Our Lady of Grace
- 17th Council Business Meeting
- 21st Social Meeting

October

- 1st Officers & Directors Meeting
- 5th Operation LAMB
- 6th Operation LAMB
- 8th Columbus Day Mass - St. Benedict's
- 12th Operation LAMB
- 13th Operation LAMB
- 15th Council Business Meeting
- 18th Operation LAMB
- 19th Operation LAMB
- 28th Children's Halloween Party

November

- 7th Setup for Parish Bazar - Our Lady of Grace
- 4th Dismantle setup of Parish Bazar - Our Lady of Grace
- 5th Officers & Directors Meeting
- 6th Kid's Voting
- 11th Veterans Day Parade - High Point
- 19th Council Business Meeting
- 22nd Thanksgiving Day Open House for Members and Family's -
- 27th Mary Field Nursing Home Escorts - Shopping trip with residents

Covered Dish

December

- 1st Adopt-A-Highway Cleanup
- 1st - 22nd Christmas Tree Sales
- 3rd Officers & Directors Meeting
- 15th Keep Christ In Christmas Display - Our Lady of Grace
- 17th Council Business Meeting
- 22nd Council Christmas Party
- 24th Decorate Our Lady of Grace Church

MEMBERS ONLY

January

- 5th - 7th Mid Year Meeting - Charlotte
- 9th Officers & Directors Meeting
- 20th Remove Decorations - Our Lady of Grace
- 21st Council Business Meeting



February

- 4th Officers & Directors Meeting
- 9th Valentine's Dance
- 16th Host 2nd & 3rd Degree ?
- 18th Council Business Meeting

March

- 1st Fish Fry - Council Home
- 4th Officers & Directors Meeting
- 8th Maryfield Nursing Home Escorts
- 8th Fish Fry - Our Lady of Grace
- 10th Adopt-A-Highway Cleanup
- 15th Fish Fry - St. Benedict's
- 16th St. Patrick's Day Dance
- 18th Council Business Meeting
- 23st Social Meeting - Fire, Police & EMS Awards

April

- 1st Officers & Directors Meeting
- 14th Corporate Communion - St. Benedict's - 10:00 AM Mass
- 15th Council Business Meeting
- 26th Social Meeting

May

- 7th Officers & Directors Meeting
- 19th – 21st State Convention - Greensboro
- 18th Awards Night
- 20th Council Business Meeting & Elections
- 23rd Mary Field Nursing Home Escorts - Shopping trip with residents
- 31st Social Meeting

June

- 4st Adopt-A-Highway Cleanup
- 7th Officers & Directors Meeting
- 21st Council Business Meeting
- 24nd Installation of Officers
- 31st Appreciation of Spouses Dinner

This is a tentative Calendar of Events. Other events will be added, as the dates are set. Come to meetings. See you're your Council newsletter or website for time, places and additions.

Financial Responsibility

Your Council Financial Commitment to the State and Supreme Council

Good standing with the Supreme and State Council as well as with the Federal Government is clearly a requirement for any council to succeed. Funds are necessary for both the Supreme and State Council to facilitate the work of our Order. Failure to pay Supreme's assessments can result in the loss of a council good standing while failure to pay the assessments from the State Council can result in a council's ineligibility to be seated with voting rights at the State

Convention. These should all be budgeted items and therefore Council approval for payment is not required. The following tables summarizes these payments and their associated due date

PAYMENT SCHEDULE DUE DATES

<u>July</u>	<u>Due Date</u>	<u>Send To</u>
Supreme Per Capita	On Receipt	Supreme Secretary
 <u>September</u>		
State Per Capita	On Receipt	State Secretary
 <u>October</u>		
Catholic Advertising	On Receipt	Supreme Secretary
 <u>November</u>		
IRS Form 990	Nov. 15 th	Department of the Treasury Atlanta, GA 31101
 <u>December</u>		
Operation LAMB Funds Final Deposit & Report (<u>Absolute deadline</u> - If date missed, funds will apply to following year!)	December 31 st	State Secretary
 <u>January</u>		
Supreme Per Capita	On Receipt	Supreme Secretary
 <u>February</u>		
State Per Capita	On Receipt	State Secretary
 <u>April</u>		
Catholic Advertising	On Receipt	Supreme Secretary
 <u>May</u>		
Bishop's Fund (Checks made payable to State Council, memo line to indicate Charlotte or Raleigh Diocese)	State Convention	State Secretary
Supreme Secretary Knights of Columbus P.O. Box 1670 One Columbus Plaza New Haven, CT		State Secretary Dave Jones 4838 Butterwick Ln Charlotte, NC 28212

•
•
•
•
•
•
•
•

Verification through Auditing Council Records

The semi annual audits performed by the council are the two most important tasks performed by the council each year to ensure their ongoing success. These audits verify sufficient financial resources exist within the council and ensure that the proper processes are being followed to provide the integrity to the council operations. Later in this section you will find a list of items needed to perform the audit this will provide valuable assistance and efficiency in performing these audit. It should also be pointed out when completing Form 1295 all sections A through C are essential to a good quality audit.

Experience tell us that one of the most disregarded items on the semi-annual audit form is in Schedule C - Assets and Liabilities.

Under Assets, the figure for “Due from _____ Members”. Both the number of members who owe and the total amounts of owed dues, can be obtained from the Financial Secretary’s records, mainly from his ledger cards or ledger sheets, where the old system of accounting is in use. Under the new accounting system, a report can be produced for both.

Note: One criteria of the financial condition of a council is indicated by the number of members who have either paid their dues in advance or are in arrears and the amount of money involved. Please be sure to complete this item in this section.

According to Supreme, a member is liable for only the last period in which he failed to pay dues. With this in mind, multiply quarterly dues times the number of members to get the amount due from members. This does not preclude any effort on the part of the Council to continue trying to collect all past amounts due until the members is finally suspended but **DO NOT INCLUDE TOTAL PAST DUE IN THE AUDIT**. Frequently, these efforts are to no avail and therefore, the assets of a Council are exaggerated.

On the Liability side of Section C, be sure to fill in any “Advanced Payments by _____ Members”. There are always members who pay in advance of the billing period, particularly if dues are payable in January and you are doing the July audit. It is a liability because it represents dues payments not yet chargeable to the members.

Also in the Liabilities Section under “Due State Council”, be sure to indicate any assessments, as well as Per Capita, still due the State Council. Assessments such as “Ceremonials” should be included to properly reflect total liabilities and also as a check on the part of the State Council to verify that all credits were properly made to each Council.

Check List

<u>Description</u>	<u>Obtain From</u>
Semi-Annual Audit Forms	Council Files
File of Previous Audits	Council Files
Completed Cash Receipts	Financial Secretary
Voucher Receipt Book	Financial Secretary
Supreme Monthly Statements	Financial Secretary
Council Membership Files	Financial Secretary
Receipts from Treasurer	Financial Secretary
Signed Vouchers	Treasurer
Bank Statements & Cancelled Checks	Treasurer
Cash Receipts received from F.S.	Treasurer
Bank Deposit Slips	Treasurer
Statements for Savings Accounts	Treasurer

Statements for Cert. of Deposit (CD's)
Council Check Book
Council Books of Account

Treasurer
Treasurer
Treasurer

Presence Required

Grand Knight
Trustees (3)

Presence Optional

Financial Secretary
Treasurer
Deputy Grand Knight

Note: As a matter of courtesy, the Grand Knight should inform his District Deputy of the date, place and time of the audit. The DD has the option to attend or not.

File the following forms

July

Audit of Council Finances

Due Date

by July 31st

Send To

Supreme Secretary
State Deputy
District Deputy
Council Trustees & File

January

Audit of Council Finances

by January 31st

Supreme Secretary
State Deputy
District Deputy
Council Trustees & File

Development of a Council Budget

Every council, regardless of size or money raised, should prepare a budget. Ideally, each candidate nominated for Grand Knight should present a budget to the council. Voting on the budget should be in accordance with the council's bylaws (Article VII, Sec.3). Usually this is done at the beginning of the fraternal year.

Good Degree Work

Degree Work (General Information)

1. 1st and 2nd degrees may be held on the same day. Do not have a food or drink break between degrees. You may, however, offer drinks and snacks after the 2nd degree.
 2. 2nd and 3rd degrees may be held on the same day. Do not have a food or drink break between degrees. The dinner after the 3rd degree is all that is required.
-

- 3. You cannot hold all three degrees on the same day
- 4. It is strongly recommended not to hold the 2nd and 3rd degrees in the same facility. This will be discussed further under the Security section of 3rd degrees.
- 5. It is the attending council's responsibility to communicate with each of their candidates and the host council of a degree and must do so by the required deadline.
 - a. District Deputies:
- 6. You are required to review each degree held in your district during the fraternal year. That means you should make every effort to attend these degrees. If you cannot, send your District Warden to act on your behalf. This includes 1st, 2nd, and 3rd degrees. Supreme will be sending you a form that needs to be filled out and send a copy to the State Deputy, State Ceremonials Chairman, and Supreme. The District Deputy must complete the form. If you cannot attend, the form will be based on the observations of your Warden, but signed by you.
- 7. **NOTE: NEVER SEND A CANDIDATE TO ANY DEGREE BY HIMSELF. HE MUST BE ACCOMPANIED BY AT LEAST ONE BROTHER KNIGHT.**

Conducting the First Degree

First Degree

1. Each council should plan to put on or host at least 3 1st degrees each half of the fraternal year (total of 6 for the year at a minimum). This report must be turned in by July 25th.
 2. Every council should have a 1st degree team. If you don't have one, start by getting a couple of men to learn the GK and DGK parts or some smaller part. Then talk it up in the council and with the new brothers. Over time this will lead to more interest and before you know it, you will have a team.
 3. If a council does not have a 1st degree team, offer to host a degree for other councils in your district and ask one of the council teams to come in and put on the degree for you.
 4. Every 1st degree team must be certified. This is done by your DD. If he can't do it, he will contact his RDD, one of the State Officers or the State Ceremonials Chairman to certify the team.
 5. Degree teams must practice prior to putting on a degree. **All parts must be memorized. There is no reading allowed.** Your DD will enforce this. The beauty and dignity of the lessons taught depends on the proper performance of each team member.
 6. At least 2 weeks prior to hosting a 1st degree, contact the other councils in your district, your DD, your RDD, and your Insurance Agent. Give them the date, time, and place of the degree. Ask the councils to get back to you within a week of the degree if they will be bringing candidates to your degree **or not.** In other words, return communications is needed.
 7. If the host council is having trouble getting the degree team together, they must contact their DD right away and he should be able to help you find someone to fill in where needed.
 8. It is the DD's responsibility to follow up often with the council hosting a degree to make sure everything is in ready.
 9. Once your DD gets notification of the degree, he will contact the DDs in the immediate area and find out if any of their councils would like to bring candidates to the degree and they will be asked to contact the host council with this information.
 10. **Never cancel a degree just because you only have one candidate.** Ask a brother to stand in with the candidate while taking the degree. There have been many men lost to the Order because of cancelled degrees.
 11. During a degree, have one team member assigned to follow the degree with the degree book open. If a team member gets stuck, this person can coach him. Many teams have the music man do this since he has the degree book open already.
 12. Several councils have expressed a concern about holding a 1st degree on a meeting night because it makes for a very long evening. If this is the case, host the degree on another night, but send out a
-

- notice to all brothers to please come and welcome the new members of their council by observing the degree. I have heard from several new members that they were overwhelmed by so many brothers being there for them while taking the degree. If your brothers will not attend a special degree night, then you have no choice but to hold 1st degrees on a meeting night. Brothers are sending out the message that they don't care. Can you imagine how the new men feel when only the degree team shows up?
13. When you have candidates attending other council 1st degrees, the following items must be brought with you for each of your candidates:
 - a. Rosary
 - b. Rosary prayer card
 - c. Membership pin
 - d. The book "These Men They Call Knights"
 - e. A blank form 100
 - f. Your council "Constitutional Roll" for the candidate to sign
 - g. Any other materials (i.e., Shinning Armor information) the council may give to new members (some councils have a membership kit they give to each new member)
 14. Each candidate taking their 1st degree:
 - a. Must have paid his dues and initiation fee or made arrangements with the council FS to do so over a period of time.
 - b. Must have been interviewed by the council admissions committee (the application for membership has a place at the bottom for the admissions committee chairman to sign).
 - c. The completed and signed application must be read and approved by the membership prior to taking the degree. If necessary, this can be done prior to starting the 1st degree and before handing over the gavel to the degree team GK.
 - d. Must be told what the proper dress code is for the degree. It can be business casual or tie and jacket.
 15. Priests taking their 1st degree:
 - a. A priest or member of the clergy does not actively participate in any degree. They take their degrees by observation only.
 - b. They should be escorted into the council chamber just before the degree begins. The escort will announce their entry and the GK will rap the gavel 3 times for all to rise. Once the priest is in his position to observe the degree, the GK will rap the gavel 1 time for all to sit.
 - c. A priest or member of the clergy should have a seat where he can observe all that goes on during the degree.
 - d. Once the priest is seated, he should be given his rosary and shown the compass and explain that the candidates will receive the rosary and be shown the compass during the degree and that they will be given an explanation of each at the time.
 16. The antechamber for the degree must be void of all chairs and tables. Do not keep the strangers in the anti chamber very long. They are allowed to mingle outside the anti chamber during registration but away from the Chamber where the degree will take place.
 17. Seminarians are not yet members of the clergy and take their degree, as do all other candidates.
 18. **DISTRICT DEPUTIES:** You must complete and mail out the degree report form for every degree held in your district. A copy goes to the SD, State Ceremonials Chairman, and Supreme. The RDD will enforce this.
-

•
•
•
•
•
•
•
•
•
•

Conducting the Second Degree

Second Degree

1. Each district should plan to put on or host at least 2 2nd degrees each half of the fraternal year (total of 4 for the year at a minimum). Report this plan to your RDD, State Ceremonials Chairman and the State Deputy by July 25th.
 2. Every district should have a 2nd degree team. If you don't have one, start by getting a couple of men to learn a couple of the smaller parts. As you visit councils talk it up. Over time this will lead to more interest and before you know it, you will have a team.
 3. If a district does not have a 2nd degree team, offer to host a degree for other DDs in your immediate area and ask one of the DDs if his team can come in to put on the degree for you.
 4. Every 2nd degree team must be certified. This is done by your RDD. If he can't do it, he will contact one of the State Officers or the State Ceremonials Chairman to certify the team.
 5. Degree teams must practice prior to putting on a degree. **All parts must be memorized. There is no reading allowed.** Your RDD will enforce this. The beauty and dignity of the lessons taught depends on the proper performance of each team member.
 6. It is the DD's responsibility to establish a host council. He should also contact the other councils in his district, other DD's, the RDD(s), the State Ceremonials Chairman, and Insurance Agent(s) as soon as he knows when the degree is scheduled. Once this has been done, he needs to let the host council know what councils; DDs, RDDs and Agents need to be on the degree notification.
 7. It is the host council's responsibility to communicate with the councils, DDs, RDDs, and Insurance Agents to advise them of the date, time and place of the degree. It is also their responsibility to stay in touch with all the councils notified of the degree to ensure they have an accurate number of candidates that will be taking the degree.
 8. It is the DD's responsibility to ensure he has a complete team. If he needs to fill a spot, he should contact other DDs and his RDD for help.
 9. It is the DD's responsibility to follow up often with the council hosting a degree to make sure everything is in ready.
 10. During a degree, have one team member assigned to follow the degree with the degree book open. If a team member gets stuck, this person can coach him. Many teams have the music man do this since he has the degree book open already.
 11. Each candidate taking his 2nd degree must have a current membership card in the 1st degree of our Order and show it upon entering the anti-chamber. He should be told ahead of time what the proper dress code is.
 12. Priests taking their 2nd degree:
 - a. A priest or member of the clergy does not actively participate in any degree. They take their degrees by observation only. They should be escorted into the council chamber just before the degree begins. The escort will announce their entry and the DD will rap the gavel 3 times for all to rise. Once the priest is in his position to observe the degree, the DD will rap the gavel 1 time for all to sit.
 - b. A priest or member of the clergy should have a seat where he can observe all that goes on during the degree.
 13. The antechamber for the degree must be void of all chairs and tables. Do not keep the strangers in the anti chamber very long. They are allowed to mingle outside the anti chamber during registration.
 14. Seminarians are not yet members of the clergy and take their degree, as do all other candidates.
 15. **DISTRICT DEPUTIES:** You must complete and mail out the degree report form for every degree held in your district. A copy goes to the SD, State Ceremonials Chairman, and Supreme. The RDD will enforce this.
-

Conducting the Third Degree

All bids to host a 3rd degree are to be submitted to the State Ceremonials Chairman

1. Before you are awarded a date for hosting a Third Degree, we must be assured that your Council has:
 - a. Selected and confirmed 2 possible dates with the owner of the facilities. (i.e. pastor, manager of the council home, etc.)
 - b. A facility that is adequate to host the degree.
 - c. Easy access to the facilities
 - d. Provide the necessary manpower on the day of the degree.
 - e. Agreed to follow these guidelines to ensure a successful event.
 2. **Manpower:**
 - a. We believe that you will need, on the average, eight (8) men to assist the Degree Team with the set up of the exemplification. You must also provide the staff for the registration desk and for the kitchen, if you are preparing the meal.
 3. **Facilities:**
 - a. You must have access to adequate facilities for staging the Degree. This means, a room approximately the ½ the size of a regulation basketball court, (without seating capacity), to be used as the Chamber.
 - b. A second room, out of hearing distance, and roughly one-quarter (1/4) the size of the first room, to be used as the Antechamber, which should be **free of all furniture** to permit the d's to circulate easily among the candidates.
 - c. Also required, a separate area where the candidates and observers can be registered and must also be out of hearing distance and, if possible, out of view of the large room (Chamber).
 4. **Degree Notification:**
 5. Six (6) weeks prior to the date of the Degree, you must mail an announcement to all DD's and GK's within a 75 mile radius of your Council. It should indicate the date of the degree, time of registration, location where the Degree will be held, detailed directions and map (if possible) to the facility, cost for candidates and observers and all other pertinent details regarding the event – including when councils are to get back to you with the number of candidates and observers. This response date should be 2 ½ weeks prior to the degree. A copy of the complete notification **must** also be sent to the State Deputy, all State Officers, Ceremonials Chairman, General Agent, Conferring Officer, the Degree Team Captain, RDDs, DDs, and Field Agents to whom the councils on distribution are assigned to.
 6. Because of an overload situation encountered occasionally, in your letter, you should specify that the class will be limited to fifty (50) candidates. First come - First serve. In reality, if the total goes over, call the State Ceremonials Chairman right away and he will try to work something out. Unless it becomes an extremely large class or you don't feel you have the facilities to handle the number of men, we will try to accommodate all of them.
 7. Four (4) weeks prior to the date of the Degree, you must follow-up with an email to the same distribution and carbon copy list mentioned in item 1 above. It should contain the same detailed information as called out in the letter you sent out.
 8. Two (2) weeks prior to the date of the degree, you should start making phone calls to all the councils that have not responded to your letter and previous email. Phone calls need to be made until all councils on distribution, who have not responded, have been contacted. You can also send emails to these councils.
 9. One (1) week prior to the date of the degree send out a final email to the same distribution and carbon copy list used for your initial letter and let all know the due date for responses has ended. Be
-

flexible. While making phone calls you may have made special arrangements with some councils and you need to honor those agreements.

10. Important - 2 weeks and again 1 week before degree date, contact the State Deputy, State Ceremonials Chairman, CO and Team Captain with a status report on the number of candidates and/or problems. This can be done via email. Also advise them by phone or email, 72 and 48 hours prior to the degree regarding the number of candidates expected.

11. Fees:

- a. You may charge up to \$12.00 per candidate for their meal. Observers should be charged less, but this is up to you based on what you are serving. Four things to remember:
- b. No money is to be collected prior to registration**
- c. At registration, candidates are not charged. Their council must pay for them. Observers must pay for their own meal.
- d. State Officers, the Conferring Officer, and the Degree Team do not pay.
- e. The Team Captain receives a check from you or your council FS, on the date of the degree, in the amount of \$5.00 per candidate or a minimum of \$150.00.

12. Degree Cancellation:

- a. Since only the State Deputy can cancel a 3rd degree, you must contact the State Ceremonials Chairman right away if you have a concern that you feel warrants the potential cancellation. It is his responsibility to review your request, discuss with the State Deputy, and get back to you with a decision.

13. Meals:

14. You are also expected to provide the Degree Team with a reasonable breakfast. Remember, they can't go out for lunch and your degree meal will usually start between 2:30 or 3:00 PM. Therefore, coffee and donuts are not adequate.
15. The Degree meal should be simply, but adequate, and definitely not lavish. Give your Brothers something they will feel is worth the fee.

16. Times:

17. Registration should begin sharply at 11:00 A.M. Some candidates and observers may arrive earlier so it is important that there be a place they can wait to register where there won't be recognition problems.
18. The Degree should begin sharply at Noon.

19. Security:

20. Candidates should be asked to be on site not more than one hour before the designated starting time. If they arrive earlier, we run in to recognition problems. You must give serious thought to the security problem when the team is practicing and candidates are on the premises.
21. If you intend to host both a Second and Third degree on the same day, two separate facilities for the degrees is the more desirable way to facilitate both degrees. When both are in the same location, security becomes a major problem for the Degree Teams.

22. Third Degree Responsibilities Checklist:

a. State Council

- Determine Honoree
- Assume no financial interest or responsibility
- Retain final Go / No Go responsibility

b. State Ceremonials Chairman

- Approve local facilities
 - Assign Host Council
 - Assign CO and Team
 - Publicize date in Tar Heel Knight
-

c. Regional District Deputies:

You should make every effort to attend the degrees hosted by your districts and councils.

Stay in touch with the host District Deputy and encourage him to complete the degree report form required by the State Deputy, State Ceremonials Chairman, and Supreme.

d. District Deputies:

You should attend the degrees hosted by your councils.

Even if you don't have a council hosting the degree, but have candidates from your district taking the degree, you should make every effort to attend.

You must complete and mail out the degree report form for every degree held in your district. A copy goes to the SD, State Ceremonials Chairman, and Supreme. The RDD will enforce this.

e. Conferring Officer:

As soon as you receive the letter from the host council, contact them and make sure they understand the arrangements and any other instructions you have for them.

If you do not receive any communications from the host council at the 2 week, 1 week, 72 hours, or 48 hours check points, you call the host Grand Knight to touch base with him.

Stay in touch with the State Ceremonials Chairman to keep him informed as to the status of the degree, number of attendees, any problems that have come up, and any changes that may take place.

If something comes up and you cannot perform your duties at the assigned degree, contact the State Ceremonials Chairman as soon as possible. Do not wait until the last minute unless it cannot be helped.

Fill out your paperwork and submit within a week after the degree.

Team Captain

As soon as you receive the letter from the host council, contact them and make sure they understand the arrangements and any other instructions you have for them.

If you do not receive any communications from the host council at the 2 week, 1 week, 72 hours, or 48 hours check points, you call the host Grand Knight to touch base with him.

Ensure all team members have completely memorized their parts and have practiced together. This includes at least one knowledgeable guard or aid to the warden and a music man. The other guard or aid can be gotten from the host council with advance notice.

Stay in touch with the State Ceremonials Chairman to keep him informed as to the status of the degree, number of attendees, any problems that have come up, and any changes that may take place.

If you are having a problem with furnishing a complete team for the degree, contact the other team captains for help. If that fails, contact the State Ceremonials Chairman. Do not wait until the last minute unless it cannot be helped.

Furnish all necessary props and paraphernalia – this includes enough Ode cards because we will not dispense with singing the Ode.



- Review local facilities (may include suggestion of some changes to be carried out by local Council). This should be done when the team first arrives on the day of the degree
- Set up (with the assistance of the host council), practice, and exemplify the Degree
- Receive \$5.00 per candidate before departure or a minimum of \$150.00
- Team members receive free dinner from host Council – this includes the d's
- Keep records of the financial account and paraphernalia
- Arrange transportation for the team and paraphernalia
- Coordinate practice session time with the host GK and CO
- Provide statement of team fund balance to State Deputy at end of Fraternal year

Host Council

Six (6) weeks prior to the degree date:

On council letterhead and sent via U.S. Mail (*not email*) a letter must go to all councils within a 75 mile radius of your council. The following brothers must be on distribution of this letter also: State Deputy, all State Officers, State Ceremonials Chairman, General Agent, RDDs, DDs, and Field Agents to whom the councils on distribution are assigned to.

Four (4) weeks prior to the degree date:

The Council must follow-up with an email to the same distribution and carbon copy list mentioned above. It should contain the same detailed information as called out in the letter you sent out.

Two (2) weeks prior to the degree date:

The Council should start making phone calls to all the councils that have not responded to your letter and previous email. Phone calls need to be made until all councils on distribution, who have not responded, have been contacted. You can also send emails to these councils, but does not take the place of making phone calls.

The Council should contact the State Deputy, Ceremonials Chairman, CO and Team Captain with a status report on the number of candidates and/or problems. This can be done via email.

One (1) week prior to the degree date:

The Council should contact the State Deputy, Ceremonials Chairman, CO and Team Captain with a status report on the number of candidates and/or problems. Again email is acceptable.

72 hours (3 days) prior to the degree date:

Call Councils who have responded, to verify the number of candidates to be expected.

48 hours (2 days) prior to the degree date:

Contact State Deputy, Ceremonials Chairman, CO and Team Captain by phone or email, with the number of candidates expected

Day of the degree:

Provide a suitable breakfast for the team, not just coffee and donuts.

Furnish appropriate facilities and manpower to assist team in set-up for early rehearsal

Ensure that all brothers helping the team, doing registration, working the kitchen, etc. are at least 3rd degree Knights.

Register candidates and collect fees as describe previously

Provide an appropriate meal after the Degree

Pay the degree team \$5.00 per candidate or a minimum of \$150

Continued Growth

6 Steps for Council Improvements

1. MEET WITH THE PASTOR(S):
 - Set up a lunch or other meeting. Invite your DD or other State officer to attend.
 - How can the Council be more visible in church activities?
 - How can the Council get more recognition/acceptance within the parish?
 2. INCREASE MEMBERSHIP ATTENDANCE AT MEETINGS:
 - Set up a telephone calling program.
 - Offer special incentives to attendees, ex. Food & Beverage. Make it their responsibility to the church and council.
 3. MEMBERSHIP DRIVE:
 - Set a First Degree date for the following month.
 - Work with your priests to make announcements from the pulpit.
 - Put a notice in the church bulletin.
 - Order necessary pamphlets.
 - Set up in front of church after each weekend Mass.
 4. GET FAMILIES INVOLVED WITH KNIGHTS ACTIVITIES:
 - Plan a family covered dish or other get together. Include the children.
 5. GET ACTIVE IN AN UCOMING CHURCH EVENT:
 - Offer to supply all the ushers for a non weekend Mass. (Vigil masses, pall bearers for any parish member, etc.)
 - Offer to supply the Eucharistic ministers and altar servers for special Masses.
 - Wear your council name badge to all church Masses and functions.
 6. PLAN AT LEAST TWO PROJECTS IN EACH OF THE FOLLOWING CATEGORIES IN THE NEXT SIX MONTHS:

CHURCH COMMUNITY COUNCIL FAMILY
YOUTH MEMBERSHIP

 - You, the members, are the only hope that this Council can survive and flourish.
 - *Work together*
 - *Set Goals*
 - *Make a commitment*
-



Get Active in the State

Plan to Host a State Athletic Event

To ensure that State Athletic Events are held at adequate facilities and represent the best interests of the Knights of Columbus in North Carolina, all Councils interested in hosting a State Athletic Event must submit a proposal to the State Athletic Events Chairman by May 1st.

Your proposal should include a description of athletic facilities, preliminary schedule of vents, banquet plans (if any), approximate date of event and any special features that will “*SELL*” your Council as the preferred site of the State Athletic Event.

The State Council will review each proposal and make a recommendation to the delegates at the North Carolina State Convention for their consideration and vote.

Volunteer for State Positions

The state is always in need of talented dedicated brother Knights to conduct the affairs of the state. Your interest in such involvement can be expressed directly to any State Officer or by way of an interest form available on the State Website (www.kofnc.org). Finally if your interest manifests itself in a desire to serve your Brothers throughout the State of North Carolina as a State Officer the following Campaign Policy must be adhered to

1. All resolutions for state office will be submitted to the State Advocate by March 15th for his review. After his review and approval resolutions may be published.
2. Councils to send ONLY the resolution to Grand Knights, District Deputies, and State Staff. No cover letter or add-ons to accompany resolution.
3. Campaign will be limited to convention site as convention hotel rules dictate. All campaign literature in meeting chamber to be distributed to delegates only. No campaign material on State Officers table.
4. At the mid-year meeting all potential candidates will be asked to meet with the State Advocate to discuss campaign rules.

