



**Knights of Columbus -- North Carolina State Council
District Deputy Training Manual**

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 • Discover a World of Good Things •
 • in the Knights of Columbus •



North Carolina State Council District Deputy Training Manual

Introduction

What you have in your hands are the keys to success as a District Deputy. Whether you are a new or returning District Deputy, there is much to learn. Within these pages you will find the answers to many of the questions that challenge all District Deputies (DD). It is part of the continuing legacy of Father Michael J. McGivney who started our Order in 1882. Because of many thousands of men who have stepped forward over these past 120 years to serve as District Deputies, we are able to continue his dream of providing for the Catholic Family.



This training manual supplements the *District Deputy Handbook and Reference Guide*. The District Deputy Handbook is your primary source of Supreme Council Guidance. However, all of your duties and responsibility, and authority come from the Knights of Columbus *Charter Constitution and Laws (1997)*. Know all three documents well. Take time now to read all three from cover to cover. Within these three books will come the information you need to answer the many questions that will come up during the council year. Prepare now and you will be a fountain of wisdom on all things ***Knights of Columbus***.

This training manual is the compilation of many years of experience as a council member, council officer, Grand Knight, Past Grand Knight, Faithful Navigator, District Deputy, Past District Deputy. It is from not just one Knight's experience, but is a collection of ideas. It is the result of sharing failures and the acknowledgement of successes. We learn from each other.

We look forward to adding your thoughts and successes to this manual. It will grow each year to include our new collective experiences. Remember that each of us, alone, is but a fiber, but collectively we are an awesome force dedicated to one thing. That one thing is the success of our State Council and State Deputy.



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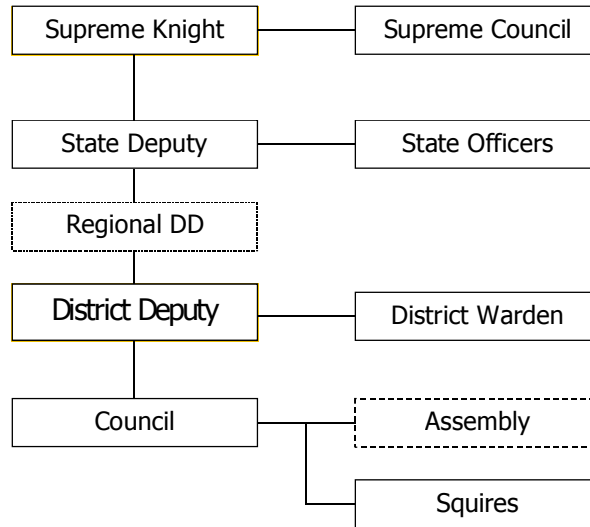


The Legacy of Father McGivney



Lines of Communication

This chart shows organizational chain for the District Deputy



Regional District Deputy

This is a new position within North Carolina. Knights who have migrated from the North or a very large state may know this position as the **Chairman of the Board of District Deputies**. Our Regional District Deputies serve on the State Council and are responsible for all districts with the state. They are the personal assistant to and representative of the State Deputy. Regional District Deputies will promulgate information on state programs and special projects on behalf of the State Deputy.

Regional DDs have served as DDs and are familiar with the day-to-day operation and programs of the Knights of Columbus. They are your advisor, mentor and moderator. They are an invaluable resource to the State Deputy and to their District Deputies.

The role of the RDD

Their position in the “chain of command” in no way prevents or precludes you, as District Deputy, from communicating directly with the State Deputy. In fact, you are expected to do just that. All copies of your correspondence should be sent to the appropriate Regional District Deputy. Responses from the State Deputy and State Officers should also carbon copy the Region District Deputy.

Attire

The attire and robe for the Regional District Deputy is the same as that for the District Deputy. The jewel is the District Deputy jewel suspended on a purple ribbon.

District Deputy

The role of the District Deputy is both rewarding and exciting. Yet at times it is also frustrating and tiring. But, there is no other job in the state that affects the growth, stability, and very life of the State Council than that of the District Deputy.



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All Grand Knights depend on the District Deputy to teach them how to build a strong council. You are their mentor.

District Warden

Select a Past or current Grand Knight within your district to serve as your District Warden. Selection can be someone who can be the next District Deputy. He receives no per diem (except for a meal in conjunction with an installation), but it is great to have a "faithful companion" to accompany you as you visit your councils. Think of him as a DD in training. He serves for a year. A District Warden jewel is available from Lynch and Kelly. This is a small investment that is worn with great pride.

Grand Knight

All of you have served in this position. You know the importance of it. You know, too, that some are weak and some are strong. Some were prepared, some not. Your job is to mold the Grand Knight. You are the potter.

Ensure that he performs his duties in accordance with the Knights of Columbus *Charter Constitution and Laws*. Yet, do not use that law as a hammer. Be understanding, be considerate, and be deliberate. Take him by the hand and give him the tools to succeed. Give him also an understanding of the power and influence of his office.

One "secret" of success for a Grand Knight is obvious, but often overlooked. It is the Past Grand Knight and the Deputy Grand Knight. More on the PGK later. The Deputy Grand Knight is the Grand Knight in training. At some councils, however, he may not get much leadership opportunities, let alone gavel time. The Deputy Grand Knight, working closely with and under the guidance of the Grand Knight, can take charge of many projects and help the Grand Knight with his many responsibilities.

Past Grand Knight – Continuing Influence

The positions of "former" and "past" are mentioned often in the Knights of Columbus *Charter Constitution Laws*. There is a reason! ***Transition and continuation of the Order***. The gavel is passed, but the Immediate Past State Deputy and Immediate Past Grand Knight retain membership in the State Council [Sec. 12(a) CCL]. You will see them prominently listed as a member of the State Council in the District Deputies Handbook organizational chart (page 3).



The CCL states that "a Past Grand Knight" from each council is a member of the State Council. Some councils are well established and may have many PGKs. In that instance, the council must hold an election to determine which PGK represents the council at a State Convention. You are encouraged to suggest that the outgoing GK take this position of leadership. He has most current knowledge about existing programs. In case of poor performance, another could be selected.

Past Grand Knights are a key and integral part of the State Council and the Knights of Columbus. Stepping down from their office as Grand Knight is very traumatic to some of them. They feel out of place. They reached the top of the ladder and it is all over. But is it? Many retiring Grand Knights are outstanding candidates for state office. Don't let them go to seed! If they have merit, nominate them to the State Deputy. Encourage their active participation. Encourage the GK to use their wise council. Do these things and your councils will thrive.



District Deputy Role and Responsibility

You serve as the local personal representative of the Supreme Knight. You were selected by the State Deputy for this important and vital position. You serve for a period of one year. You may be re-nominated by the State Deputy three times to serve no more than four terms. The full scope of your position is covered in the District Deputy Handbook, but your duties and responsibilities are contained in the Knights of Columbus *Charter Constitution Laws* (CCL). District Deputies must read and become thoroughly familiar with the *Charter Constitution Laws* (1997) and the Knights of Columbus *District Deputy Handbook and Reference Guide*. A copy of both manuals is provided to each new and returning District Deputy at the State Organizational Meeting in July.

The District Deputy (DD) is the key to the success of the State Council and is the guide and advisor to the local councils he represents. He should be sensitive to the needs of his councils and go out of his way to assist them as needed. He must thoroughly read and understand the DD handbook, and be familiar with the Supreme and State By-laws and the Council Financial Secretary handbook.

Responsibilities

- Perform as specified in the District Deputies handbook.
- PUSH THE NEED FOR COUNCILS TO HAVE INSURANCE AND USE THE ONE SET UP BY THE STATE. (only \$1.00 per man for \$2 million in coverage.)
- Assist the State Warden at all state meetings with set up, tear down, and guard duty as required.
- Work with your councils in completing and submitting, on time, all forms required by Supreme and State.
- Work with the State Fund Raiser Chairman in the distribution of tickets and material and collection of tickets and money.
- Work with the LAMB Foundation Director to ensure councils are following procedures and submitting reports on time.
- Monitor your councils. You should visit them at least once every other month. The council officers must run the council so stay in the background, but guide and advise as necessary. Those councils you don't visit in a particular month, you should contact the GK to see how things are going.
- Never criticize a council or the officers at a membership meeting. Keep things positive. If criticism is needed, meet with the officers separately.
- Review the council accounts and records on an annual basis.
- Hold a district meeting immediately after the State Organizational & Regional Training meetings.
- Install council officers.
- Attend and **report** all degrees in your district. This includes first, second, and third degrees.
- Hold second degrees as necessary in your district.
- Encourage councils to have district or area competition or activities.
- Evaluate new council development prospects in your area and, if directed, establish new councils. Work with the New Council Development Chairman in carrying out this responsibility.
- Copy the State Deputy, State Secretary, and your RDD on all correspondence, including e-mail.
- Other activities as requested by the State Deputy, either directly or through the Regional District Deputy.

Use your RDD. He is your guide and mentor and should be consulted on any questions or concerns you have within your district or about the duties and responsibilities of your position.

Problems that may come up within your councils – If you are not sure what to do, contact your RDD first, to discuss a plan of action. Then carry out that plan.

DO NOT MICRO MANAGE, let the Grand Knight run his council. He is in charge, NOT YOU.



Expectations

The position of District Deputy is one of the most important positions in our Order and in our State. You are the guiding light to all new Grand Knights and the role model and mentor for all Knights in our state. Many DDs have gone on to hold higher state office and some have even gone on to serve the Supreme Knight and Supreme Council. You are entering the training ground for much greater things.

A successful District Deputy is open-minded, a willing listener, a good counselor, and a friend. Your councils will watch and observe you. They will often question your motives and may even challenge your direction, but they will always give you total support. Today's weak councils may suddenly flourish, and a strong council may experience great difficulty. Winners may become losers and losers may excel when you least expect it. Your job is to monitor their actions throughout the Council Year and help them all achieve Star Council.

Your councils will often give you grief, cause frustration, and some will give you a headache. But, when the year is done and we gather for the State Convention and you look back over the many opportunities that have become great successes, you will stand tall with pride. You will see your council Grand Knights join the State Deputy at the podium and receive awards for programs, successes, and projects that you inspired them to undertake. It is a great feeling, and it begins today.

Assuming the Duties of DD

New DDs do not take office until July 1, but preparation must begin a month before officially assuming office.

Transition

If you are a new District Deputy and you have not yet sat down with your predecessor, do it soon. It's your opportunity to collect the district files and get a report on the health of your councils. He is a great source of information and as a Former District Deputy (after the Organizational meeting) he is an invaluable source of information. Don't make the mistake of losing a wise counsel. They offer a wealth of information and can help you as you assume your new duties. His new title is Former District Deputy. He is recognized by this title at council and district events.

If you are a departing DD, get with your successor and help make the transitions smooth. You may recall your hectic first month. You should also suggest candidates for District Warden. All districts will have one. The new DD will need a confidant, mentor, traveling buddy and friend. He should be a GK or PGK with the same fine skills and camaraderie of a DD.

Former District Deputy Jewel

Former District Deputies retain their jewel. Lynch and Kelly offers a special Former District Deputy Jewel for wear by retiring District Deputies. There is also a miniature service medal.

District Deputy Attire

Business Attire

The uniform for the District Deputy is:

- Dark Navy sport coat
- White Shirt
- Grey Slacks
- Plain, business or Knights of Columbus Tie



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- Black Shoes
- State Council Nametag
- District Deputy Jewel

Exception: Jewels are not worn during the Organizational Meeting. They are collected and turned in to the Protocol Officer. Jewels are presented during an installation ceremony, Saturday afternoon. Returning DDs should label their jewel with their name. New DDs receive a new jewel.

Dress Code for District Deputies

You are always “on parade.” What you do and how you do it reflects on the Order. You are a representative of Supreme and the State Deputy. You are always on display. When attending a council meeting, state event, or church/council social wear the designated uniform. (See Business Attire).

Informal Dress Code

After meetings, during social events (hospitality suite), you may wear slacks and a casual golf shirt. Just remember that you are still the DD and your “off duty” appearance is also observed.

Jewels, Nametags and Stationery

New District Deputies will get their jewels and nametags at the Organizational Meeting. It is presented during the post-mass Installation Ceremony. It is not unusual for the Bishop to install officers.

Retiring DDs keep their jewels. New jewels are issued to all incoming DDs.

Returning DDs should mark their jewels with a name sticker at the Organizational Meeting. The Protocol Officer will collect your jewel. Don’t worry. You get it back. Putting your name inside ensures that you get your jewel. It is yours during your office term and yours to keep when your term is complete.

Have a tired, worn jewel? Let the State Secretary know. He can obtain a replacement.

Stationery for use in your DD related correspondence will be provided to you by the NC State Council.



District Deputy Robe

Robes are provided free of charge by Supreme Ceremonials. Each departing DD passes on his robe to his successor. Should the robe be too big or small, too short or long, contact Supreme. They will exchange it for you. Supreme will also replace damaged robes.

Incoming DDs should obtain their predecessor’s robe. Try it on for correct fit and order a replacement, if necessary.

Robes - Replacement

Call Supreme and let them know about your problems with a robe. They will repair or replace it for you.



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They will want to send you a form to request a replacement. It is a one-for-one replacement program.

Contact them at: (203) 772-2130, Fax: (203) 772-1923 The number is for the central reception. The first person you talk to will refer you. Call as soon as you can. Shipping is about seven days, average.

District Affairs and Operations

District Deputy Goals

Your duties as a District Deputy are promulgated by the *Charter Constitution Laws*. But, how you run your district is up to you. Each DD is given broad latitude and complete control over his district. You are free to develop your councils, as you desire, so long as you adhere to the rules and regulations for the State Council and Supreme.

You should set goals for yourself. You can't get to the end unless you know where it is and what lies between you and that point! Here are some *ideas* to get you going.

1. **Build team (council) spirit.** Concentrate on continuing what we do very well. Identify our district's best councils and learn from them. Take their winning programs and processes to other councils in the district. This will help build camaraderie within your district and help all councils grow.
2. **Build better communications.** Publish a council newsletter and mail it to every knight's home. Get at least one council in each district host a web site. This "mother" site could publish district information and help ensure that all councils know district events, degrees and the like. Web site space is available free from Angelfire.com and other providers. Ad-free web sites are available for as little as \$8 per month. Free sites have the nuisance pop-up ads, but some councils just don't have the money to pay for a site. The Supreme Council offers a free web-building package for councils! See Chapel Hill's site at: www.angelfire.com/nc2/chapelhill10910 It was built using Supreme's web site template.
3. **Develop Degree teams.** All councils need a First Degree team. Each District needs a Second Degree Team. Stealing a line from the movies, "If you build it, they will come." Degree teams need practice. That means members! Councils need First Degrees, and that means you need a team. Build these two teams and you will see your councils grow.
4. **Build Family and Youth Programs.** Focus council activities on family activities, events, and projects. Focus on acts of charity that involve the parish family.
5. **Total Support of our priests.** Our watchwords are, "How may I help you, Father?" Get all GKs to spend time with the parish priest and administrator. Be there for them. **Be proactive.**

Spouses

Never hesitate to take your spouse to a council event, especially to dinners. Ask the Grand Knight if other spouses will be at the event you are attending. This gives your wife a chance to see what you do and to observe the importance of your duties and your positive impact on the men in your district. Spouses make the Knight. We could never achieve what we have accomplished without the support and assistance of our spouses. They want to be involved. We need them involved.



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Enjoying the Job – Having Fun

Your work as a representative of the Supreme Knight and State Deputy is hectic, but it is also fun. You must make yourself a promise to laugh at your mistakes, laugh at the fun things around you, and to take time to have fun with your councils. Promote family. Promote the Catholic Gentlemen and father. Promote all that is good about the Knights of Columbus. But, always remember to enjoy all that is good around you and have fun. “Smile and the whole world (district) smiles with you.”

District Wardens

The Supreme Knight recognizes the position of District Warden, but it is a position without pay. Each District Deputy will have one. The term of office is concurrent with that of the District Deputy. District Warden jewels are available from Lynch and Kelly at a nominal fee.

The District Warden is responsible for protocol matters within the district and is your action person for Second Degrees and District Degree Team training. He develops the teams, coordinates degree teams, and maintains the Second Degree Team ceremonials.

This is a critical position and you should consider your choice wisely. The warden should be a likely successor to you. Ensure he travels with you on council visits. This will give you a chance to observe him as you give him leadership opportunities and exposure within the district and State Council. Wardens are also great sources of objective criticism and will help you succeed. Take him everywhere you go. You will enjoy his company on long drives. He is a mentor, friend, and confidant.

District Deputy Expenses

Your official expenses are covered by Supreme, but there are limitations and exceptions. The State Treasurer will discuss this topic during the District Deputies training session and provide handouts.

Warden Expenses

“In the performance of his duties in installing officer or conferring ceremonials, the district deputy is permitted to be accompanied by a warden. The expenses of the warden are limited to meals and are reportable on the district deputy expense account.” [KC Form 267 3-00].

Submitting Expense Reports

Submit your expenses, via the State Deputy, on a timely basis. Do not wait for a month or more to pass before you submit. Simply complete one each month and submit it. It will give you good records and will speed up processing.

Use Knights of Columbus Expense Account of District Deputy or Conferring Officer (KC Form 267 3-00), to submit your expenses. Attach receipts for lodging and meals. A form is in your District Deputy package from Supreme and a spare is in the back of this manual.

For **State Council expenses**, the rules for submission are nearly identical, but the form is different. A State Expense form is provided by and is available from the State Treasurer. Submit your claim direct to the State Deputy.

Correspondence

When you communicate within the state, include the State Deputy and State Secretary as information addressees. Provide them with a copy of all written (including email) correspondence.



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District Deputies receive their State Council stationery at the Organizational Meeting. It is very important to remember that you represent the Supreme Knight and the State Deputy. It is State Council stationery that bears your signature. Watch your words. Say nothing in anger. Write in positive, constructive tones.

Please ensure the Regional District Deputy gets a copy of DD correspondence between State and Supreme. This includes all emails.

Reports to Supreme

Reports are a necessary part of doing business. There are quite a few reports that you need to submit. Here is a list of them all. A sample copy is contained in the back of this manual.

District Deputies Semiannual Report on Council Status, Form 944A-NC 10/98

A key and essential report that lets Supreme know that the council was visited by the DD, that it is functioning in accordance with the CCL, that the required reports have been submitted, and that the books were reviewed.

District Deputy Ceremonials Report, Form 2408 5/96

Submitted at the beginning of the council year as a district report of functioning First Degree Teams, plans for building degree teams. It also asks you to certify that all councils are operating their meetings in accordance with the "Order of Business" mandated by the Supreme Council.

Supreme Council Requisition for First Degree Ceremonials, Form 532-NC 1-81

All councils should have their First Degree Ceremonials, but if you need to order them, this is the form.

Supreme Council Request for Degree Team Certification, Form 551-NC 6/81

When your new teams are formed and need certification, complete this form. Use this form to request re-certification, too. Grand Knights submit this report to you to request certification of their First Degree team.

Supreme Council Request for First Degree Certificate and Certification Cards, Form 543-NC 10-94

Use this report to critique the dress rehearsal of a First Degree Team. This form is also used to request cards for team members you are certifying.

District Deputy's Degree Exemplification Report, Form 450-NC 10/87

The District Deputy or his District Warden attends each First Degree. This report is used to identify councils that participated, the number of new members, and the quality of the degree. You can be assured that the Supreme Ceremonials office will read this report and send you a letter with their comment on the degree.

Knights of Columbus Expense Account of District Deputy or Conferring Officer

Use this form to submit you expenses to Supreme

Reports to the State Council

North Carolina State Council Disbursement Voucher

Use this form to submit expense claims to the State Council.



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District Deputy Quarterly Report to RDD

This report is in addition to the semi-annual report that you submit to Supreme. You submit this one to the Regional District Deputy.

First Degree Exemplification Schedule

Use this report to show all First Degrees scheduled for your district. Resubmit mid-year to show changes.

Second Degree Exemplification Schedule

Use this report to show all Second Degrees you have scheduled for your district.

District Records

Returning DDs. Set up a new set of files for the coming year. Retire last year's files. You should keep files for at least three years. If you have items of particular interest or historical value, contact the State Secretary before disposal. He may want to put them in the State Council Archives. Remember that your files are the history of your councils and will be foundation on which a new DD will build his district. He needs good, complete records.

Retiring DDs. Please arrange your files and prepare to transfer them to your successor. Schedule a meeting with him and go over the content of the files. Discuss the different reports, forms and surveys. Explain their use and how to submit them.

Incoming DDs. Review the district files and compare them to the information about them in the *District Deputy Handbook*. Many of these reports will be used to help a new GK prepare council reports. His transition may not be as orderly as yours and you will be in a position to help him. You can provide copies of missing reports that will enable him to complete the current report.

District Appointments

In the first part of this manual you were encouraged to select a District Warden. If you have not selected one, do it soon. This is very important. The District Warden position ensures continuity of office. Your selection of the right man is one of the most important decisions you will make. This person is essential to your success. You get to pick him. Choose him well. He will be a valuable asset. He is more than the person that sets up the installation ceremonies. He is your filter. He is your buffer. When things go wrong and you need a champion, he is there. He will accompany you to council and district events. His watchful eye and ear will see and hear things that you miss. He will protect you and keep you out of trouble. When you are suddenly sick or called out of town, he is ready to take control and represent you.

His attire should be like yours. His jewel is different and you will have to buy it, but it is one of the best investments you will make. Order a nametag from Fraternal Supply to match yours. Only change in his nametag over yours is the title and name. You can order a nametag via the State Council website. Choose **Other Websites**, then **KofC Badges**.

He receives no stipend or mileage, but Supreme will partially cover his meals when you are traveling to an installation. See the back of the District Deputy expense claim form for details. He is a traveling buddy and great company. District Deputies often pay for my Warden's meal or go Dutch, but at many council events the council hosts something for the visiting District Deputy and Warden. If not, stop somewhere on the way home. Take the opportunity to talk about your experiences, observations, and jot down things before you forget them. It is also a great time to complete your council visit report.

Introduce him to the council members. Make sure they know that he, too, is there to help.



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It is not uncommon for a District Deputy to find it necessary to step down because of job change or health. His loss to the District is often devastating. Not so in those districts where there is a District Warden who worked closely with his District Deputy. He should be able to assume the position and continue the programs and projects in place. The chain is unbroken. Your councils will thank you and your State Deputy will thank you. Most of all, you will be able to step aside knowing that your councils are in good hands...hands that you trained, motivated and modeled after yourself.

District Deputy Resource Books

Supreme Council District Deputy Handbook

This is the definitive guide to the operation of the Knights of Columbus from Supreme Council on to the local council level. It is a must read. You will find things in this book that will shock and amaze you. You will find *new rules* and regulations! Actually, these newly discovered rules have been there quite some time. You, like many, may never have been made aware of them. It will answer questions on organization, council composition, resources, reports, insurance, travel, degrees, expenses, installations, jewels, degree paraphernalia, degree teams, dress, more reports, financial matters, audits, district meetings, meetings with the Grand Knights, council visits, recruiting, service programs, and more. The list seems endless.

The District Deputy Handbook is the result of Supreme's continuing efforts to ensure that you have the tools you need to succeed. Your success ensures the success of the local council.

This handbook is almost pocket size. That is so that you can take it with you on visits, trips and other events.

Knights of Columbus Charter Constitution and Laws

This manual contains the laws of our Order. From it all things are accomplished. It is pocket-sized so that it travels with you all of the time. It does not read like a novel, but it is not hard to follow and understand. You must master it. You must take your highlighter and get to work on it. Know it well.

Whenever you are in doubt, look here. The index is very complete and will help you locate a section that covers your questions.

Grand Knights Handbook

This manual is provided to each incoming Grand Knight at the Organizational Meeting. It is reissued each year to reflect changes in programs and organization.

The handbook is an essential guide for the Grand Knight, yet some may go months before they really read it through. Some may not pay much attention to it at all. You will know who fits in this latter category by the timeliness of their reports and the spirit of the Council Chamber.

One of your first duties is to host the **District Organizational Meeting** (page 17, DD Handbook). Bet you didn't know about that one! (You also have a District Mid-Year Meeting and Strategy Sessions!) But, we digress. Ensure each of your Grand Knights brings their Grand Knight Handbook with them to the District Organizational Meeting. Go over it with them page by page. Use it as a talking paper. You can use your dog-eared and heavily highlighted copy as your guide.



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Time spent going over the Grand Knights Handbook is time that will pay great dividends through your council year. Once the Grand Knight realizes that there is a plan for success and that he has it at his disposal, half of the hard work is done.

District Ceremonials

Installation of Officers

Installation of council officers should occur as soon as practicable, but after July 1st. The attire is with District Deputy Robe: however, you may opt not to wear the robe due to location of the installation (concurrent with a mass). In this case, wear the DD business attire.

Professionalism in Delivery

This ceremonial sets the pace for the new council year. Hold this ceremonial with the highest degree of professionalism. Use your best speaking voice. Encourage family participation. Honor the outgoing Grand Knight and his staff. The extra effort you provide here will be warmly received and remembered by the knights and their ladies. It is a special moment.

Ceremonials for Installation

See the appendix for council chamber arrangement, list of officers and guests form, and ceremonial script.

District Meetings

Hold periodic District Deputy Meetings. You are required to host a District Organizational Meeting, a Mid-Year District Meeting and strategy sessions with your councils.

Most districts are four or five councils. Rotate the meetings from council to council and hold one a quarter. Do it the first one within thirty days of the Organizational Meeting. It is important to make it informal and fun. Remember that you are dealing with volunteers that are new to the job. Consider holding a dinner meeting at a local restaurant that is inexpensive and that has facilities where you can get away from the crowd. Here are some tips on a successful event:

Agenda

The following topics should be covered, at a minimum:

- Open the meeting with a prayer and the pledge of allegiance
- Council Insurance – Through the State (only \$1 per member for \$2 million coverage)
- Reports
 - Importance of reports. Dates are critical for recognition and awards.
 - 185 - Report of Officers
 - 1295 - Semiannual Council Audit
 - 365 - Service Program Personnel
 - State Inter Council Recognition - trimester
 - Review report forms book from Supreme
 - 1728 - Annual Survey of Fraternal Activity
 - Council Review forms
- Degrees



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- Establish dates for all 1st and 2nd degrees in District and publish the dates to all councils in the district. Try to tie these in with the published 3rd degree schedule.
- Ensure all councils have a 1st degree team. If not work with Grand Knight to make it happen.
- Enforce the need to have someone go along with the candidates to degrees.
- Go over the proper procedures to follow when hosting a degree and what the dress code is for candidates and members.
- Recruitment
 - Membership Blitz – it's here to stay
 - Guide them through how to do one properly
 - Why?
 - How to?
 - One on one
 - Just ask
 - Open house
 - Pitch at Mass
 - Other ideas
 - Set goals for each council and go over State and District goals
- Retention
 - Mentor Program – what it can do for a council
 - How to
 - What's the purpose
 - Personal contact
 - Timing
 - Forgiveness of past debt (Supreme states that a member owing back dues is only responsible for the last quarters dues).
 - Keeping members and their families busy
 - Make all feel welcome
- Communications
 - How to and the importance of
 - Council Newsletters and the minimum distribution
- State Programs and Awards
 - Program manual and what the various programs are
 - How to report on a trimester basis and to whom
 - What are the State and Supreme Awards, how to submit for them, what forms to us, and when to submit
- District Level and State Events
 - What are they and when
 - Develop a schedule and publish to councils
 - District Activities
- General Discussion
- Summarize
- Close the meeting with a prayer

Location and Date

- The District Deputy, after consulting with his Grand Knights, shall schedule the meeting at a suitable date and place. This should be done with the first meeting to be held as soon after the Organizational meeting as possible. The DD will notify the State Deputy at least 7 days before the meeting of its time and place. The State Deputy may attend or send a representative.

Attendance

- The District Deputy and his Warden
- All Grand Knights in the District
- The Deputy Grand Knight, Program Director, Membership Director, and Retention Chairman.
- Any other interested council members are encouraged to attend.



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If a Grand Knight and the others cannot attend, it is your responsibility to sit down with them, one-on-one, to go over the topics covered in your meeting. You must stress the importance of his attendance, but do not badger him, he just may have responsibilities other than the Knights.

District meetings should set the pace for your councils. The State Deputy will get them all fired up and ready to go at the Organizational Meeting. Here's your chance to focus that energy and identify councils needing extra help.

Council Meetings – District Deputy Attendance

You should visit a council as often as appropriate by no more infrequent than at least once every other month. Make sure your GKs know that you want to receive their newsletter and announcements on events. You want to be invited! Make sure your Grand Knights know this...tell them! Remember that you are a “biggie” to them and many are intimidated and some many think you would not want to go. Some Grand Knights are simply reluctant to ask you to attend. You need to be visible! If it is a social event, take your spouse with you.

Advance Notice of Visit

If you are visiting a council, let them know in advance. Tell them that you want to view the council books after each audit. Look also at membership. If you see problems, talk to the GK in private and give him your assistance. The mission is to see things before they become problems.

Preparing for Visit

Take time to prepare for the visit. Write something down about State Programs. You are delivering a message from Supreme and the Worthy State Deputy. What will it be?

Observe the Council Members and Make New Friends

Take a small notepad or 3x5 index cards to take notes. Mingle. Don't be a wallflower. You are the Supreme Knight's man on the scene. Talk with council members informally before the meeting. Learn what is going on. Sit near the GK, but don't participate in the meeting as a member of the council. If you need to interject, address the GK and request permission to address an item under discussion. If you can, wait until the time set-aside for the District Deputy to speak.

While you are watching the meeting, take note of errors or omissions. Don't make a big deal about them, but be sure to speak with the GK in private about them after the meeting.

Addressing the Council

If you are attentive during the meeting you are sure to come up with a lot of things to congratulate the council on. Talk to the membership and council officers. Address them by name, if known. Be personable and sincere. Let them know what other councils are doing. Praise other councils, but never overshadow the one you are visiting. Encourage them to visit other councils and to work with them on joint projects. Encourage “showing the colors” of the Order.

How you do it is up to you, but if you remember to thank the council for their hard work, they will work even harder. We all want to be recognized and appreciated.

District Reports



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District Deputy Semiannual Report on Council Status

The District Deputy must evaluate each council twice a year. This is done by using the District Deputy Semiannual Report on Council Status (Form 944A-NC). See your District Deputies Handbook. A copy of the report is in the appendix of this guide.

This is a very important report as it gives you a chance to evaluate your GKs as individuals. These reports are more talking papers than reports on the GK. They help you ensure that you discuss Knights of Columbus and State programs. We don't rate the councils, we are looking at how they are going, what needs to be done to help them succeed, and to document outstanding performance within the councils.

The first submission is due November 15th. Put several blank forms in your briefcase and have them ready to fill out during your visit. Mail them the next day.

When your reports are done you will have a strong idea of where you need to concentrate your efforts. This is an easy report to fill out. Distribution is:

- Original to Supreme
- 1 copy to the State Deputy
- 1 copy to the State Secretary
- 1 copy to the RDD
- 1 copy to the Council DD file

Report of District Degrees Planned

Supreme has prepared a form for each District Deputy. On this form you list your councils and their scheduled degree dates. You need to get them working on their schedules now because the State Deputy will give you your form at both the Organizational and the Mid-Year meeting. Some of you already have a plan for the next six months. Others may not. You all have time to make it happen. A copy of this form is in the back of this manual.

Correspondence

One of the biggest issues with regards to correspondence is maintaining the proper lines of communication (see Lines of Communication section). Additionally it is stress that the State Deputy and the RDD should be copied to keep them informed.

Form 100

One of the biggest headaches for the State Council and District Deputy is submission of Form 100's. The problem is two-fold:

1. Getting the forms to Supreme
2. Getting the Form 100 out of the council

Here's what typically happens.

- A degree is held.
- The DD completes and submits his Degree Exemplification Report and provides a copy to State.
- The Grand Knight or Financial Secretary picks up the Form 100 at the conclusion of the degree. It gets tucked away in their jacket or briefcase and stays there.
- The State Deputy receives the DD report of a degree and tracks the numbers.
- Supreme publishes their monthly report on council membership.
- The State Deputy matches your report to Supreme's and there is error.

You are sure to get a call or e-mail. You can avoid this by working closely with the Financial Secretaries and Grand Knights at the degree. Stress the importance of getting the Form 100 in the mail! Encourage



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them to submit a copy of the Form 100 to the State Deputy. When errors are found, the State Deputy will use the copy the council provided to correct Supreme records.

This is extremely important at the end of the Council Year. One year our State missed being Number One in the Order by one new member.

Reports to the State Deputy and Regional District Deputy

If there is something going on in your District that impacts on the state in either a positive or negative way, let the State Deputy and RDD know. If you suspect a problem is about to get out of control, let him know. Here is the acid test to use in determining if you should let him know about an issue: If you have to ask yourself, "Should I let the State Deputy and RDD know about this?", it is important enough to pass along. His wise counsel may help you resolve an issue before it becomes a problem.

Your frank, honest and sincere comments about State Council programs and activities, as seen by the Grand Knights, are also important. Share your information.

District Calendar of Events

Prepare a district calendar of events for major state functions and reports due. Show all degrees in the district, regardless of council. Use this calendar to remind yourself about reports and special events. It will often take a call from you to get a report rolling. It is easier to publish a calendar and discuss upcoming reports the month before. It sure will cut down on your extra calls to find out what happened when a report does not arrive.



The Council

*"You can get everything you want out of life if you just help others get what they want out of life."
Star District is a natural consequence of greatness in councils. Your job is to help your Grand Knights
succeed. Love, praise and encourage your Grand Knights!*

Council Meetings

Ensure your councils hold their business meetings as prescribed by the *Charter Constitution and Laws*. They will receive a script as part of their Grand Knights package at the Organizational meeting. It contains everything they need to moderate the meeting.

Some councils, however, have fallen on hard times and are lax. Others are new and just never received proper training. These two groups will challenge your skills as a mediator. You can't just show up one day and throw everything into turmoil.

You can help all councils by improve in this area by holding regular district meetings and by attending council meetings. Take weak Grand Knights to meetings hosted by strong councils. Expose them to the right way and offer suggestions on how to slowly bring their council back in line.

Suggestions on bringing order to a council chamber include:

- Have your District Warden work with the Council Warden
- Come up with a council chamber arrangement that works. (Some chambers are too small for the normal setup. You may have to be creative, but try to be as close to the model in the Order of Business.
- Encourage use of position nameplates
- Encourage the GK to wear a jacket and tie. Suggest that he get his primary officers to do likewise.
- Teach the GK to create an agenda (script) for the meeting
- Help the GK create a Council Schedule of Events
- Teach the GK to use the power of the gavel to control the meeting.
- Encourage the GK to use Chairmanships and Committees to research issues before the monthly council meeting. Vent issues in the committee. Bring proposals and solutions to the meeting.
- Recognize Past Grand Knights at meetings and solicit their comments and suggestions on items under discussion.
- Always have a Knight of the Month and recognize him at the meeting. (Review and announce the list of honorees at Council Family Socials.)
- Applaud the efforts of brother knights who have accomplished some activity or participated in a parish ministry.
- Applaud the work of a committee for work in progress or completed.
- Invite the parish priest, District Deputy, and state officers to meetings.
- Ensure that each meeting has a "For the Good of the Order" presentation.
- Ensure that the social after the meeting is a time to build new friendships. Socialize. The GK should mingle with everyone! It's time to thank them and maybe to even ask them to help him on a special project.

These are only some of the many things that can be done to instill pride and camaraderie within the council. The men will sit straighter, participate more, and leave with a strong feeling of value and importance. They just completed a meaningful meeting that was one time, productive and fun.



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Council Records

You need to schedule a review of council records. It is part of your duties. It will also ensure you don't get a surprise. When a council knows you are going to ask to see their reports, minutes and financial statements, they tend to keep better records. You are not the IRS, so be considerate, but be observant and recommend action, if needed. See your District Deputy Handbook for details.

Protocol

There is a defined way of doing everything in the Knights of Columbus. We call it protocol.

You may well recall some ceremonial that was done with shortcuts. You may have cringed and wondered, "Why?" Now is your chance to help ensure that it does not happen in your district.

Our ceremonials are handed down as a continuous chain from ceremonials designed by our founder. They have meaning, they have purpose and our councils must adhere them to. This is one of the most important roles of the DD. You are the guiding light that instills pride in organization, in church and in our state traditions.

There are no shortcuts. Follow the laws as set forth by Supreme in the *Charter Constitution and Laws* and by the protocol guides provided by Supreme Ceremonials. This is not to say that on occasion you will have to blink and move on. What we do say is that you have to set the pace for excellence.

Council meetings, installations, and masses should be in jacket and tie. It will not always be that way, but that is what is expected. Some councils are lax in this area. How do you get them back on track? Talk to the Grand Knight. Review with him the ceremonials in the Grand Knights Handbook. Encourage him to set the example in attire and to have his officers do the same. Ask that he work with his warden to configure the council chamber as required. Use your district warden to assist you.

There is no problem wearing relaxed attire, but the council meeting is a business meeting. Set the chamber up as if you are going to conduct business and meetings will soon be better structured and run.

Image is everything. Ties are back, casual is out.... again.

Council Programs

Council Degree Team

Plan for Success. Like the line from "*Field of Dreams*," "If you build it they will come..." You have to plan for success. It just doesn't happen by itself. Schedule First and Second Degrees in all of your councils. If a council is without a team, talk with the GK of a council with a team. Invite the team to the council. Or, take the council's candidates to them. Regardless, each council must have a schedule. The date of "their" degree may be the date they are going to another council to hold the degree. That is fine. The important thing is that they have a plan, a schedule, a target, and a commitment. Ensure you get a copy of their schedule so that you can track their success.



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The holding of joint degrees counts as a degree for each of the supporting councils. Some councils do not have a degree team and this is the only way they can get credit for the degree. For those councils without a team, suggest that they host the site and provide the refreshments. Traveling to other councils pays off. Councils take note of what they see and often copy each other.

Council Program Schedule

Each council should create a planning calendar of events for the first six-months and for the Council year. A significant cause of weak councils is planning, or lack of. This task can be insurmountable for some councils who have never done it before. In cases like that, give them a copy of a sister council's calendar. They don't have to do all of the events their neighboring council does, but it is helpful to have a reference point. You should also create and share with your councils a District Calendar of Events. Include dates for submitting reports, Lamb events, special state programs, and degrees.

Council Meeting Protocol

Proper respect is given the District Deputy and the Grand Knight. District Deputies are the **personal representatives of the Supreme Knight and the State Deputy**, and as such, the Grand Knights and Council Officers should familiarize themselves with the respect due their office.

District deputies must always be properly attired when attending meetings. This means that you must wear your dark blue blazer, gray slacks, white shirt, plain business or Knights of Columbus tie, and jewel.

The district deputy is **always seated in front**, as near the Grand Knight as possible.

The district deputy should **always be called upon to address the council** and all members should rise when he is introduced, unless the State Deputy is present; then only the State Deputy is risen for.

District deputies are seated **at the head table** at any council function, even if not on the speaking program.

Internet-based Protocol Resources

This booklet could be filled with pages of information on Protocol, but there are better sources and easy access. Use the Supreme Council web site at www.kofc.org and visit our brothers to the north in Maryland for an extensive protocol site. Their address is: <http://users.erols.com/kc2169/kcprotcl.htm#DDANDGK>. We will add this type of information to our own state council web site (www.kofcnc.org).

Council directory information

Ensure each council submits the council information, names of new key officers, and contact information to the State Council. This is done each year by July 1st (after the council elections). Councils may submit this information on-line by going to the State Council web site at www.kofcnc.org.

Council Reports

Annual Survey of Fraternal Activity Report (Form 1728)

This is the report that lists hours and talent spent by members of our Order to help others. Supreme takes our data to build a consolidated report. This report is due by January 31, 2002. We submit it early!

Grand Knights are asked to bring their Original and one copy of their report with them to the Mid-year Meeting. You should ask for a copy, too. DDs collect the reports for their district and turn them in to the State Programs Director. Ensure your GKs prepare their reports by the end of November. They can use last year's report as a guide.



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The State Programs Director will have copies of the council's prior year report with him. DDs and GKs can access this prior report. If they did not bring their report, they will have to complete one before leaving the meeting. If a GK tells you that he already mailed it in to Supreme, ask them to bring you a copy. If you have a copy in your files, bring that.

The Fourth Degree Assembly



The Fourth Degree Assembly is not under the control of a Council. Council members may be also members of one of the many local Assemblies. All Assembly members must be active members of a Council in the Third Degree and in good standing.

The Assembly is the patriotic arm of the Knights of Columbus. They are men who are not only patriotic, but men who are strong in their Catholic beliefs. Members of the Assembly are typically "knights for life."

Membership is restricted to members of the Third Degree who have been a knight for one year by the date of Exemplification.

The North Carolina State Council Chorale is built from members of the Fourth Degree knights from all over the state. They serve at their own expense and receive a small stipend from the State Council.

It is the Fourth Degree Assembly that provides a Color Corps for special events and members for honor guards at wakes and funerals.

Fourth Degree members of a council should be the primary participants at special masses and for the retiring of the Eucharist during Easter season processions.

To many Catholics, Knights of Columbus are the fellows with the cape and hat. They are the most visible knights to be sure.

You are encouraged to get to know the members of the Assembly supporting your district. Support their programs and efforts. Offer to address the Assembly to discuss district programs. You will be warmly welcomed.

Keep them in mind for use at membership nights and open houses. They are living recruiting posters. Knights of the Fourth Degree in social or full regalia are what mothers and daughters remember of their fathers. It is not usual to have a spouse walk up to a knight in regalia and ask, "Can my husband join the Knights of Columbus?" "My Dad (Brother, Uncle) was a Knight."



The North Carolina State Council

Degree Teams

First Degree

Every council should have a First Degree team, as a minimum. We all know that this is not necessarily so.

Councils that have degree teams would be good candidates as district degree team trainers. You would be surprised at how proud they would be to show their brothers how hard or easy it was to build their team.

**If you want to see membership soar in your district,
build a new First Degree team!**

Membership

Here is a word of caution and a charge from our degrees... Ensure that the men you invite to join our order are of like mind and strong beliefs. It makes no sense to recruit someone who is not dedicated to the Catholic Church and Family.

Look for men who participate in the many ministries of the church. Look for men who live for their family. Look for men who can help build your council. Need a strong financial secretary? Recruit men who understand business. Need a chairman for youth programs? Look for a man who does it now! Bring men into the Order who will help it grow and then, once they are part of your councils ensure that they are welcomed and given opportunities to develop the council.

Timely Submission of Form 100

Form 100's arrives sporadically at Supreme. They should be mailed within a day of the degree.

One of the biggest reasons why they are not is that some Financial Secretaries don't attend all degrees. They should. Whoever attends the degree on their behalf is traveling with the Form 100s. They, in turn, have to get the forms back to the Financial Secretary. This can take a day, week, until the next meeting, or they may never get back to the Financial Secretary.

Once in the possession of the Financial Secretary, the delay gets extended. He may toss the form(s) into his briefcase or folder and head home. The briefcase or folder may stay in his trunk for a day, a week or a few weeks. Sometimes the briefcase makes it into the house and gets placed with pride next to his desk. It is late, he is tired and will get "around to it" tomorrow. End result? The Form 100 is in limbo until some reminder gets it going again. That reminder is often the next council meeting when a report is given.

You can take control of this issue by collecting the original Form 100 at the end of the degree. You can mail it to Supreme for the Council. I don't recommend this, however. It is better to work with the Grand Knight and Financial Secretary. If they understand the importance of timely submissions, they will fix the problem.

Suspensions

We lose members for many reasons. Transfers do not affect our statistics. Loss because of a drop does.

If a council has a quota of three new members and loses two members, they only gained one.



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Some councils like to clean house and drop inactive members. This is treating the symptom and not the cause. Work closely with your councils and help them by teaching them how to build a strong, active council. Active knights don't drop their memberships. Someone said once that, "If men only kept the promises made during the dating phase, they would still be married." Building a council is more than recruiting. Treat the problem. We already know the symptoms.

Membership Committees and Retention.

Recommend that council membership committee chairmen be PGKs and that the trustees be on his committee. These are all seasoned knights. They may not be able to retain everyone, but they will do their best.

The District Deputy Handbook has a very good section (page 24) on retention. Add to that the material found in the Grand Knights Handbook under the Membership tab and you have the tools to retain members.

New Council Development

Councils grow. Cities and towns prosper. We build new churches every year. Years ago it was not unusual for a council to support two or more churches. Some still do. Each church should have a council for the parish. If you see a situation where a council is growing and it has active members, but is serving more than one parish, consider developing a new council. Contact the State Deputy and share with him your thoughts. He has a team of state officers and directors that can help make a new council.

State Council Meetings

The State Deputy calls meetings of his officers and hosts several statewide meetings.

Meetings called by the District Deputy are non-reimbursable meetings for council member attendees. Exception: If the State Deputy asks a District Deputy to host a meeting on his behalf. In this latter case, he may or may not provide a stipend. You are not authorized to expend State Council travel expenses without his prior approval.

Organizational Meeting - July

It is a great event and a must attend for all DDs. Be sure to bring your wife. It is a family affair. This is a training and familiarization meeting that starts the new council year. The focus is on the duties of the Grand Knight, his officers and State Programs.

District Deputies are installed at a very inspiring ceremony after the daily mass. Spouses will also participate. A dinner is held after the installation.



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Supreme pays for one day's lodging and meals. State pays for the other day. You submit your claim to both Supreme and State. Claims against the State Council may be submitted to the State Treasurer at the meeting.

Event details

Arrival Time for District Deputies.

Friday night is a training night. The Training Session normally lasts two hours.

Spouse attire and events

There is no formal plan for spouses at an Organizational Meeting. However, officers' spouses usually get together for lunch on Saturday. Some will head to nearby shopping areas. Others just get together to build friendships. Attire for the installation of officers is what is normally worn to mass (business attire). Dinner follows immediately after the installation. It is usually informal. A hospitality suite is open in the evening and the hotel has an excellent restaurant.

Departure is on Sunday. The host council will provide details and reservation forms.

Stipends

Some councils plan on making it the meeting a local trip or day-trip and don't see the need to submit a reservation/registration. Ensure all councils submit a registration form. If they are not going, have them state so on the registration form. This will save you a lot of phone calls trying to locate information on who is going. Recommend you get them to submit a copy of their registration form to you.



Please contact each of your Council Grand Knights and express the importance of attending all the meetings during the July training session. This means both Saturday and Sunday. This is not a one-day event. In fact, the pay plan is based on attendance at all meetings. Therefore, if an attendee is not present at both the Saturday and Sunday meetings, he will not receive a stipend check from the State.

Mid-year Meeting - January

This event is really a training meeting. It's the council's opportunity to get their membership director, program directors, and Deputy GK fired up about their programs. They will get to share their successes with others and, at the same time, learn how others do similar programs. This training will help build a stronger council and will prepare council directors for positions of greater responsibility. Attendees get to listen to and work with members of the State Council and, perhaps, it will motivate a few Grand Knights to assume a state chairs and directorships. Each council should have a minimum of three knights attending.



Form 1728, Survey of Fraternal Services, is collected by the District Deputies during the meeting. This means that you should alert your councils a month in advance so that they can bring their form. This is required even if they state they mailed it direct to Supreme. They must give you a copy to submit for your district. If a council forgets, and some will, the State Program Director will have a copy of last year's council submission. Forgetful Grand Knights will be asked to complete a report using last year's report as a guide.

Remember that most GKs have never attended a mid-year meeting and don't know how it works. You do. Give them calls or speak with them during your next visit. Encourage strong council participation and remind them to reserve their rooms now. You don't want to get a phone call telling you that no rooms were available and no one told them.



Arrival Time for District Deputies

District Deputies arrive on the Friday before the meeting. Meeting topics typically include Membership Drives/Open Houses and New Council Development. DD attire is the required (it is not a casual event). We will socialize after the meetings to share ideas.

Council Participation

This is a must participate event for all councils. All councils should be there. If you find this to be the case, you must advise the State Deputy.

Hotel accommodations

Room rates are kept as low as possible by signing a contract with the hotel. Rates are guaranteed until about two weeks before the event. Ensure your councils reserve their rooms early. (For the District Deputy, lodging costs are paid both by Supreme and State. Supreme pays for the first day.)

Meal Stipend

Meal costs are covered by the stipend from State, but you have to spend the night to get the stipend.

Banquet registration forms and fees

The cost of banquet meal is deducted from attendee stipend, but you still must send in the form! One form should be submitted per council. Show all attendees and spouses. Remit only for spouses. GK and Council Representative meal cost is paid direct to the host council by State.

The registration form is required even if the attendee does not plan to attend the banquet. The host council needs to know the status of each council and assumes that all are council are going to participate. When they don't get the form, they don't know what the council is planning.

Forms should be in the hands of the host council by December 15th. It is the holiday season and the host would live to have this project ready before Christmas.

State Convention

The State Convention is in May of each year. It is also a must attend by all councils.

The convention is the place for election of new state council officers, requesting changes to programs and procedures and for the recognition of outstanding service and leadership within the State at the council level. It marks the completion of a council year. Give it your full support.

Your schedule and expenses are very similar to the Organizational Meeting. See that section for general information, but contact the host council for details. You will receive advance information, reservation forms, and a tentative schedule at the Mid-Year Meeting.

Advertising

The host councils are responsible for all expenses of the convention. They pay for buses, hospitality suites, and special programs through fees, raffles and advertisements in the State Convention Book. The State Council only reimburses for expenses relating to protocol, floral arrangements, and the mass. It is very important that the sale of advertising be successful. This sale is the primary source of funds. Encourage your councils to purchase an ad of any size that is affordable. An ad is not a requirement. Participation is voluntary.



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State Council Ad

The State Council purchases an ad for the District Deputies. You will receive a notice of your fair share for this ad from the State Advocate.

Programs - State

The programs of the State Deputy and Supreme Council are too numerous to cover here. Refer to the State Council's Grand Knight Handbook for program details.

There are, however, several programs that require a tremendous amount of advance work. Keep them always foremost in your mind. Promote them and help your councils with their efforts. These programs are excellent topics for District Deputy Meetings and council visits. Here are a few of the critical events:

**Operation Lamb
Free Throw Contest
Right to Life**

**Keep Christ in Christmas
Round Table
Membership Drive**

**Vocations
State Raffle
Squires**





Programs – Supreme Council

September 11th Heroes Funds

Our Supreme Knight has stepped forward on behalf of all knights with two significant programs for the families of the victims of September 11th. They are

Heroes Fund of \$1,000,000. This provides cash grants to survivors. They don't have to be a knight. They don't have to be a Catholic. They just have to be one of the many that lost someone.

Heroes Scholarship Fund for the children of Knights who were in the military or full time law enforcement officers or fireman who were either killed or permanently disabled in Washington or New York. This scholarship is to ANY CATHOLIC COLLEGE OR UNIVERSITY. The value of this fund is about \$1,000,000, if not more. These are some of the best and most prestigious colleges in our great land.

Knights of Columbus Masses - Special Supreme Council Events

For special Knights of Columbus Supreme-sponsored masses, there is usually a Rubric published. Use the Rubric. Masses must be done right and if you want to really make it easy on the parish priest, present him with the Rubric. The rubric is a set of rules for the conduct of the mass for this event. It has valuable information for the priest and, because it is published and researched by Supreme, it is credible.

Right to Life

There are Order-sponsored Right to Life events and excursion trips to Washington, DC, and Raleigh, NC. This is an important program that is supported very strongly by our members. Learn all you can about planned events and help coordinate inter-council district-wide participation. The sharing of a bus among councils has helped some councils participate in the major events.

Star Council

Everyone is proud of their council and works hard to be the best they can be. Supreme wants to reward every council that performs as intended. Each of our councils does more than expected and, for that reason, they are all worthy of recognition.

Columbian Award

To win Star Council, you have to first qualify for the Columbian Award!

If every council submits their periodic reports on what they have done each quarter, all of your councils will achieve Columbian Award Status. That assumes, however, that we take the time to submit the Columbian Award nomination form. Work with all GKs to ensure that the nominations get submitted by May 1st. You, too, can help your GK pull the needed reports together, as many of you have experience submitting reports to the State Council. But, as the Cricket said, ".... but wouldn't you rather be a Star!" Star Council, that is.



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Councils can easily get Star Council status. It reflects not just on the District Deputy and Grand Knights, but it equally applauds the efforts of the many hundreds of men in our councils who helped make the programs work.

Star Council Quota

The missing link in achieving Star Council is membership. All councils are usually on track to achieve their goals, and then some. The "gotcha" is going to be the new insurance member quota. Talk about insurance and most get quiet. We shouldn't!

So what does your council have to do to get the Star membership quota? You must gain new insurance members each year to get Star. Check your membership report for quotas. The gain can be a NEW member who takes insurance or an existing member who adds the basic or other insurance. A member who takes out an annuity is also considered an insurance member. Review your district's District Deputy's Report. It lists each council's membership report information. Both the GK and Financial Secretary get a similar report. It will show the quota you need to win Star Council.

Knights of Columbus Insurance Program

When you are stretched out bare-chested on a gurney and getting wired for sound, it is too late to take charge and buy the policy that you were always meaning to get! Some of you have been there and have "done that!" You know from where we speak.

Our Order was founded on the premise that we have to take care of our families when we lose a Brother Knight. We should never avoid or apologize for our insurance program. Ensure your council lets all new members know that they have free insurance because of their membership and that other programs are available to them.

We owe it to our fellow knights to encourage them to take advantage of the very programs that our Order was created for ...to provide for our widows and orphans. We need to speak out positively and frequently about the many benefits of the Order and about getting insurance. Insurance is like a bitter pill. You hate taking it, but once you do, you will feel better...and so will your family.



Free Benefits with Membership

- We all have FREE Accidental Death Insurance.
- We all have Fraternal benefits at no cost.
- We don't have a small term policy unless we request it.



Low Cost Benefit Upon Joining the Knights of Columbus

Cost is just \$50, per year. It is a great package that offers thousands of dollars in benefits to the younger knights, gradually reducing the death benefit, as we get older. It still provides a significant death benefit for older guys. Try getting anything when you are past your prime! See a Form 100 for rates based on age.



If a knight did not apply for the insurance when they became a knight, they can now apply. This is a new rule. Cost is about \$1 a week.

Council-provided Insurance Benefit

Some councils have elected to purchase the first six-month policy for new members. This is not a requirement, but has proven to be a good program. The council buys the first six months (\$25) as a gift; they then automatically become a new insurance member (assuming they are insurable).

Districts Without an Insurance Representative

Recognize that you are not an insurance agent. We have a great agency that will provide your district with a talented agent who will visit your councils again and again. He is there to help and will do whatever it takes to help your brothers better understand the opportunities available. You need only ask.

There will be times, however, when you will be without a dedicated agent. Each council needs an insurance program to satisfy some award requirements. In this instance you can serve as the insurance agent. No you cannot offer insurance, but you can provide the council with information on the many insurance programs, benefits and opportunities. Direct inquiries to the Agency.

Remember the family





District Deputy Program Support Section

This section contains crib sheets, helpful guides, samples, processes and procedures. It will grow as we develop solutions to new issues. Use them to help you deal with similar items in your district. However, if you come up with something not in this section, you have to share. Send a copy to the Regional District Deputy. We'll add your work, too.

Award Ceremony in conjunction with a Mass

Mass is held as normal. Award presenters sit near podium area. (Reserve a section for them. Coordinate it with the parish mass coordinator.) At conclusion of mass, but before adjournment and announcements, do the presentation.

1. Father invites GK to podium for an announcement. If present, GK introduces DD (or other Knights of Columbus State Officer).
2. DD addresses congregation and thanks them for the opportunity to join with them to recognize the efforts of the local council.

DD says something brief about the significance of the Knights in the parish and how the State Council or, the Supreme Knight has recognized their efforts. Include some item of recent significance (i.e.; LAMB drive results). Pause.

3. GK invites award recipient to podium.
4. DD addresses recipient.

DD states nature of award (brief description of award and basis for earning). [Use Supreme form 2030 to describe Father McGivney, Founder's or Columbian Award. Form 2030 is packaged with each award when forwarded to DD by Supreme.]

5. DD announces that he is about to read a letter from the Supreme Knight (the reverse of Supreme form 2030 contains the letter). DD reads letter (adjust last paragraph, as applicable), and presents award. Congratulates recipient.
6. GK moves to podium or center of area and leads congregation in round of applause for recipient.
7. Pastor joins in congratulations to the recipient.

Pastor may wish to impart a blessing on the Knights as a group.

If parish community is also part of award (they participate heavily in council programs), the pastor may wish to impart a blessing to them, too.

DD acknowledges priest, bows to altar, and returns to seat.

All awards from the State Council and Supreme should be presented to the Council at a meeting or Council awards or social event. If the Council wins the Columbian or Star Council awards,



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work with Council GK to present at conclusion of a mass. Officers of the council should wear their jewels. Consider a post-ceremony dinner event for Council and their spouses. Include the parish priest and award giver(s). Remember that recognition to the GK is recognition to all members of the council family.

Council Award Ceremony Script

Announce Special Presentation to the parish Knights of Columbus

Call up _____, Council Grand Knight

Briefly commend knights for parish and community work (add as appropriate)

Raised \$ _____ for diocese seminarians.

Part of a state-wide effort that raised \$ _____ for Retarded Children in Operation Lamb

Knights are active in many ministries of the church.

Role models for the men of the community.

Present award – N.C. Distinguished Council

Presenter: Fr. _____ pt
_____ (DD or State Officer)

Note: As you call upon GK, DD (and/or State Officer) will accompany GK to the Altar or Podium. He will have award.

CITATION

On behalf of the North Carolina State Officers of the Knights of Columbus, I extend my sincere congratulations to you and your council upon receiving the

DISTINGUISHED COUNCIL AWARD

Your achievements this past year are emblematic of the vitality and dedication that your members have shown toward the principles of the Order.

John Gouldie
State Deputy

Blessing for the Knights by parish priest...



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RECRUITING

If you want to have a successful recruiting campaign, it has to be continual throughout the year. You do it by showing your product. What's your product? Charity, Brotherhood, Family and Fraternalism. "One for All and All for One!"

How do you present the product? Participate in all things good in your parish. Be a positive role model and be visible. You are selling yourself.

How do they know about the Knights? It's called "branding" in retail. Wear your council colors, jackets, nametags and ball caps. Let people know you are a knight.

- Participate in and help set up special masses and events where the Assembly members can participate in their regalia (even if it is just social). Spouses are great recruiters. Their Dad's were knights. Why not their husband? **Be visible!**
- If there is a parish event, get with the priest and let him know that your council is not only ready to lend a hand at the event, but they are able to help set the plans in action. **Be proactive!**
- Sponsor Seminarians. Adopt one or two. If you are a large council and your coffers are overflowing, adopt five or six! Spread the wealth among many. Hold toiletry drives and provide the House of Formation with things that they can use. Invite them to events. Repair their cars. Love them as you would your son. **Charity.**

They will know you by your deeds.

They will want to join because you are doing productive, charitable works in the church.

The priest will welcome your efforts.

Table Displays at Events

Setup two tables in foyer of church. Man with knights in social regalia, all masses, three Sundays. Do this at parish stewardship fair, too.

Two knights (one GK, PGK each mass)
Easel with membership information
Tri-fold display with pictures of council and families in action.
Operation Lamb mini-display
Full regalia on display
Knight's handout material
State Raffle tickets (if the season)



Council Membership Drive

There is a great opportunity to recruit new members to the local Council during Council Membership drives. At Council Membership drives people are socializing, participating, and generally interacting with one another.

At these events you should not run out there and put a Form 100 in everyone's hand and then tell them, "Call me." Talk to people, explain all activities your council does. The secret to successful membership drives is to show others that you have a product they just can't live without.

Parish Events

Set up a table at all Knights events. Let people know that you welcome new members.

Church Clubs

Knights should actively participate in clubs and ministries. Let others know that you are a knight.

Free Throw Championships

Ensure the council participates in this special program. The fathers of participants are excellent candidates.

Special Olympics

Sponsor this program in any way that you can. It is a vital program that truly helps those less fortunate, but very capable and worthy of our support.

Operation Lamb

Make your Lamb project a parish project. Don't rely only on the council members. You will be amazed at how this program will grow from year to year. Non-Knight volunteers will sell our program to others and to themselves. It is a strong recruiting tool.

Council Web Site

Build a council web site and advertise council activities. Link off of the church's web site. It gives people a place to go to see what we are all about.



Who Are These Men Called Knights?

Many churches have newsletters. Here is one that you can use as is or flavor as desired.

Sample Parish Newsletter Insert

Some new parishioners are surprised to learn that there is a Knights of Columbus Council at _____. Maybe it's because they are expecting to see Knights in their regalia. We save that for special events.

We are everywhere. In North Carolina there more than 100 councils and thousands of Knights. The Knights have been in North Carolina since the early days when priests traveled from parish to parish to share the Eucharist. Knights are doctors, painters, teachers, laborers, professors, servicemen, farmers, telephone repair workers, factory workers, retired people, priests, truck drivers, salesmen, mechanics, fishermen, computer professionals, nurses, real estate salesmen, bakers, cooks and more.

We are Eucharistic ministers, on the parish council, in the men's club, caring for or visiting the sick, delivering relief to flood victims, sponsoring patriotic events, and raising money for retarded children. We also sponsor seminarians and fund church projects. If you poll the people in a cleanup project, acting as ushers or greeters, or wherever there is a parish emergency—we are there. If you join or visit a church committee—we are there. If you hear of a crisis in our community—we are there. If you drive by the group praying for the unborn at the local abortion clinic, we are there. Visit the church office and you will often find us there as volunteers to fold bulletins or count the offering. And, where we are, so are our wives and our children, for we were formed to strengthen and support the Catholic family, widows and orphans.

We are the silent Christian soldiers at the call of the parish priest and community. We do Christ's work by sharing our talents, time, wealth and love with those less fortunate. We give back to the Lord what he has so greatly blessed us with. We are the Knights _____ Church and community.

We are looking for like-minded men. Be you just a lad of 18 or a seasoned veteran of 90, we welcome you to join us in our quest to bless our Church in every way we can. Come join us. Help make our Church a bright shining light in North Carolina. Call _____ for more information and an application.



District Deputy's Message

A periodic message to your councils is well received, especially when you are applauding their efforts. Your message may appear in their council newsletter.

Sample District Message

I am very impressed with the men of our four parishes and seven churches. At council meetings or events I get to see first hand the work that all of you, your spouses and children are doing to make your council a key resource for the priests of your parish.

I think that the Knights of Columbus offers the greatest opportunity for the men of our churches to build strong Christian families. Not just our immediate family, but also all of the families of the church. We do it by being strong role models for others. We lead by example and dedication to the principles of Father McGivney. By our actions we will draw other like-minded men to our order.

Several years ago, the Knights issued a membership poster entitled, "Knights of Columbus, Cross bearers of Today." I came across it again recently and was reminded of passages of the Bible that call to mind what we, the Knights, do in District _____. *"I was hungry and you fed me. I was naked and you clothed me. I was ill and you comforted me. I was in prison and you visited me."*

There are hundreds of examples of knights being there whenever and wherever there was suffering, loneliness, sadness, illness, or a lack of interest in getting involved and helping others. Keep those candles bright. You can be proud of yourselves and your councils. I am. Vivat Jesus.

How you say it is not as important as what you say. Let your Knights know that you appreciate their work and that you enjoy working with them.



Church Newsletter Item

DID YOU KNOW THAT THE KNIGHTS OF COLUMBUS in our parish are part of a worldwide fraternal men's organization? You often see the local knights in tuxes as part of a mass or working behind the scenes to insure success in many church events and projects. On a larger sense, the Knights of have also

- Contributed over \$28 million to the Special Olympics since its inception
- Was a Bronze sponsor for the International Special Olympics games in Raleigh
- Bring the Pope to the world at least three times a year by providing the uplink cost for the televising of papal ceremonies; especially at Christmas and Holy Week.
- Raised \$1500 for local seminarian support.
- Raised over \$18 million for NC retarded children during last 20 years
- Underwrote completely the renovation of the entire façade of St. Peter's Basilica in Rome, the statues of Sts. Peter and Paul in St. Peter's Square, and the historic Rooms of the Architects in the Basilica proper.
- Provide the entire budget of the National Family Planning offices of the U.S. and Canadian Bishops, and assist the NFP office of the Mexican Bishops.
- Contributed, since 1981, over \$16.5 million to thousands of seminarians and postulates.
-

Yes, the Knights of Columbus is busy helping the priests and bishops with works of charity. If you are ready to help make a difference where it counts, contact _____ at (000) 000-0000 for information or membership.



Motivating Councils – Case Studies

Lamb – A report for the State Deputy

A local council has just completed its annual Lamb event and I wanted to share some observations with you.

Our council has an average age of 60 plus. Most of the previously very active fellows are finding it harder to participate in Lamb. I can count three with open-heart surgery (valves, etc.) who stand in front of Wal-Mart or Food Lion. Some of the younger knights are so busy that they often can't promise to be there. Some give more than their fair share of time, some less. I guess I am describing the average council. But, I came across a tiny council (11235, Roxboro) that has a tiny church, and a small parish community. Yet the Roxboro council consistently collected \$8,000 or more.

As DD I got to spend more time with other councils and started to look deeper and ask questions.

Why was this tiny parish with the "average" council succeeding where they should be struggling?

I found out that the GK at the time realized that it was just impossible to do it alone. The task was too large for his small council in their small city.

He went to the parishioners and asked their help. He made Lamb a parish project. Young, old, big, tall, small, grandparents, grandchildren, sons, daughters, wives and friends. All got together and carried the load as a church project. That is what made them successful. In fact, they use this same principle in all major projects. Their town also sponsored the Korean Special Olympics Team, but it was the Knights of Columbus and the parish that did the work for the town. Helping hands, doing a little at a time to accomplish great things.

My council adopted Roxboro's model. They involved the parish as a stewardship project. We started it last year with Lamb and doubled our contributions. This year we were again able to do very well and doubled our parish participation. We collected over \$12,000 where \$4,000 or less was the norm.

I share this with you as an example of what can be done. I am sure that there are many more stories like this in other councils.

Share your stories from your districts. When you find one; let the State Programs Director and State Deputy know about it. We can all learn from each other.



Appendix

Sample Forms – Supreme Council

District Deputy Semi-Annual Report on Council Status (Form 944A-NC)
District Deputy Ceremonials Report (Form 2408)
Requisition for First Degree Ceremonials (Form 532-NC)
Request for Degree Team Certification (Form 551-NC)
First Degree Certificate and Certification Cards (Form 543-NC)
District Deputy's Degree Exemplification Report (Form 450-NC)
Expense Account of District Deputy or Conferring Officer
District Deputy's Report (Membership)

Procedures for Ordering Materials from Supreme Council Supply
Department
Fraternal Department Information Fact Sheet
Sample District Deputy Council Meeting Visitation Remarks
Supreme Council Awards – Presentation Sample Text
Where Can I Find That?

Sample Forms – State Council

Disbursement Voucher (for State Council Expenses)
District Deputy Report
New Council Development Contact Report
Semi-Annual District Meeting – Sample
District Meeting Agenda Outline
First Degree Exemplification Schedule, July 1 – December 31
Second Degree Exemplification Schedule, July 1 – December 31

Other Forms

Request for Taxpayer Identification Number and Certification (IRS Form W-9)

Insurance Agency Items

Installation of Council Officers Script

List of Officers and Guests