

Recruitment and Day of Reflection Thoughts for Fr. Bill's Visit

Preparation before the Event(s)

1. Permission from your pastor to allow Fr. Bill to be there. (Fr. Bill can celebrate or concelebrate mass) but he is not there to replace your pastor on that Saturday/Sunday unless they work it out before hand). **Use the Pastor Permission Form below.**
2. Fr. Bill will need to have his expenses covered (mileage. Honorarium for day of reflection and stipend for masses). **Council pays the mileage and the pastor pays the mass stipend.**
3. You will need to see if he can spend the night in the rectory or your council will need to make arrangements for his overnight stay.

Recruitment Drive

4. Should have an Open House and Exemplification of Charity, Unity, and Fraternity planned within two weeks following the recruitment drive.
5. Invite your field agent (if none assigned, contact your general agent) he is a GREAT help for your effort. **The FA is critically important if there's a planned Spanish language membership drive.**
6. Make sure your DD and RDD are notified of your event (they will be happy to help out!)
7. Must have plenty of CURRENT membership material. At a minimum order the Blitz Membership Package from Supreme. (<https://kofcnc.org/wp-content/uploads/2017/01/bmof.pdf>) Do not try to use old or out of date materials. Hey, membership materials are free! Have these materials on hand at least two weeks prior to the recruitment drive. **There have been problems with Spanish materials on hand.**
8. Day(s) of recruitment you must have enough Knights to cover all doors of the church. This is at least 2-3 members at each exit of the church. The more at each Mass the better.
9. Make sure you have many of the Online Membership cards (Contact membership@kofcnc.org) These are for those who may want this as an option. **Some Councils have relied on the form 100 and it works.**
10. YOU MUST FOLLOW UP ON EVERY interest card received. The State Deputy is not happy if you don't. **A 2 day max for following up with a phone call or personal visit.**

Day of Reflection

11. Again, must have permission of your pastor. **Use the Pastor Permission Form below. Be inclusive, invite neighboring parishes with Councils. Get the DD involved.**
12. Work with Fr. Bill about any topic you are interested. He will work with you.
13. Post in your bulletin at least two weeks that it is occurring. Invite your target group to attend. **I have a flyer for the Council to use. (attachment) They will have to make the needed changes.**
14. Again, if non-Knights are invited, have membership recruitment materials available. **Women have been included in the day with great results.**
15. Have the facility available for the event. Fr. Bill will help with what additional resources are needed.

Event Follow-up

16. Let all know the success of the event. (State Deputy, DD, RDD)
17. Let the above know how many interest cards, online cards, attendees, degree(s) you know all the good stuff!

Parish Pastor Permission Form

Grand Knight: Please fill out the top of this form for your pastor and then talk to him about the event. Then, ask him to print his name and sign the bottom of the form if he agrees.

Name of Parish: _____

Parish Address: _____

Council Number: _____ Council Name: _____

- Father William Lesak, State Chaplain of the NC Knights of Columbus, has my permission to conduct a recruitment drive and Day of Reflection at this parish.
- I would like Father Lesak to concelebrate with me at Mass on the weekend he Conducts the above-mentioned Knights of Columbus event.
- I understand that Father Lesak is due a stipend should I invite him to celebrate the Mass that weekend.

Pastor's Name: _____

Pastor's Signature: _____

Send this completed form to:

- Father Bill (statechaplain@kofcnc.org)
- Your District Deputy
- The State Secretary (statesecretary@kofcnc.org)

Grand Knight Agreement

Council Number: _____ Council Name: _____

I have read the document titled "Recruitment and Day of Reflection Thoughts for Fr. Bill's Visit" and I agree that:

- I will obtain my Pastor's permission for Father Lesak to come for the recruitment drive and will submit the **Parish Pastor Permission Form**.
- I understand that my council will cover Father Lesak's expenses for the weekend including reimbursement for mileage and an honorarium.
- I will make arrangements with my Pastor for Father Lesak to stay in the parish rectory. If that is not an option, other arrangements will be made for his overnight stay.

Grand Knight's Name: _____

Grand Knight's Signature: _____

Send this completed form to:

- **Father Bill (statechaplain@kofcnc.org)**
- **Your District Deputy**
- **The State Secretary (statesecretary@kofcnc.org)**