

# **Knights of Columbus North Carolina State Council**

**2024-2025**

## **Council Recognition Manual**



## **Preface**

An active Council is a successful Council. More importantly, as a leader, recognizing your brother Knights shows appreciation for their hard work and affirms that they are contributing positively to their parish, community, and council.

This guide is to highlight many of the possible recognitions that Supreme and the State Council offers. Please share this with all the officers and other leaders of your Council.

State General Program Director

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## SUPREME AWARDS

**COLUMBIAN AWARD** – This award recognizes excellence in your council's programming and charitable outreach. To earn this award your council must conduct and report programs in each of the four program categories (Faith, Family, Community, and Life). Requirements for this Award are:

- Conduct the required number of programs in each program area (4 each, for a total of 16)
- Submit Colombian Award Application (Form SP7) before June 30

**FATHER MCGIVNEY AWARD** – The Supreme Council recognizes those Councils that are growing. New brothers bring new ideas and the manpower needed for your programs. Requirement to get this award is:

- Achieve a 6% new member growth of your council membership (Minimum 5 / Maximum 15)
- All membership transactions must be received, processed, recorded, and released by Supreme by June 30.

**FOUNDERS AWARD** – The Supreme Council recognizes those Councils that carry on the vision of our Founder Father Michael J. McGivney by promoting the benefits of being a Brother Knight. Requirement for this award is:

- Promote and host two Fraternal Benefit Seminars (virtual or in person)
- Submission of new online form #11077 by the Grand Knight within seven days of the seminar
- The required sum total attendance of members, or member eligible men, at these events must equal or exceed:
  - 10 for councils with 99 or fewer members
  - 14 for councils with 100 or more members

**STAR COUNCIL AWARD** – This should be the goal of every Council. The Supreme Council recognizes those Councils that have done an exceptional job throughout the year. Requirements for this award are:

- Meet all the requirements for the Colombian Award
- Meet the requirements for the Father McGivney Award
- Meet the requirements for the Founders Award
- Service Program Personnel Report (Form #365) submitted by July 1
- Annual Survey of Fraternal Activity (Form #1728) submitted by January 31
- Supreme per capita must be paid
- Safe Environment compliance by all appropriate members (Grand Knight, Program Director, Community Director, Family Director)

**MULTIPLE STAR COUNCIL AWARD** – The Supreme Council recognizes those Councils that have achieved all of the requirements for STAR Council, and have achieved even higher membership growth with one of these very prestigious awards:

- 200% of their Membership quota – Double STAR Council Award
- 300% of their Membership quota – Triple STAR Council Award

For more information, on these awards please refer to the Supreme website at [kofo.org/star](http://kofo.org/star)

## NC STATE DEPUTY AWARD

Each year NC State Council recognizes those Councils that do an exceptional job. This is the highest honor a Council can receive from the NC State Council. It is presented at the NC State Convention every year. To qualify for the State Deputy Award a council must:

### **Have Council Representation at these Meetings:**

- District Mid-Year meeting (January)
- NC State Convention (April/May)
- State Regional Council Leaders training sessions (July)
- District Organizational meeting (July)

**Achieve “Charity” Recognition:** For more information and the guidelines, refer to the “Council Recognition Award” below.

**State Council Recognition Program:** Submit at least four (4) programs to [forms@kofcnc.org](mailto:forms@kofcnc.org) using Form 10784 during reporting period of January 1<sup>st</sup> to December 31<sup>st</sup>. For more information and the guidelines, refer to “Council Service Program” section below.

### **Pay Council Assessments:**

- Supreme invoices (Per Capita)
- NC State invoices (Per Capita & Insurance)

### **Submit the following Supreme Reports:**

- Report of Council Officers (Form 185)
- Service Program Personnel (Form 365)
- Semi-Annual Audit covering January-June (Form 1295)
- Annual Survey of Fraternal activity (Form 1728)
- Semi-Annual Audit covering July-December (Form 1295)

**Meet or Exceed Supreme Membership Goals:** This will be determined by comparison of the Supreme membership reports from January 1 through December 31.

### **Submit a minimum of three of the following nominations to the State Council for consideration:**

- Knight of the Year
- Golden Knight of the Year
- Family of the Year
- Rookie of the Year
- Priest of the Year
- Deacon of the Year

**Compliance with Safe Environments:** All Council members that are required to complete the required training and/or background check must be verified.

# STATE “OF THE YEAR” AWARDS

## STATE PRIEST OF THE YEAR AWARD

Each Council is encouraged to submit one (1) candidate for this award. Every Council has that man of Faith that makes an impact on the Council and the Parish. This is an excellent way to give him some special recognition.

A candidate for this award must be a Priest in good standing with his Diocesan Bishop and must have been a member of the Order for a minimum of one (1) year by January 1.

The Priest of the Year should be a Knight who is actively involved in the spiritual growth of the Council and their families, supporting “Faith in Action” initiative, and the vision of our founder, Fr. Michael J. McGivney, while also performing other works within the community.

When submitting your Priest of the Year’s resume, consider the following questions:

**1) Does the priest candidate exercise a “pastor's heart” when ministering to his people?**

In Pope Francis’s own words, “mercy must be the cornerstone and bedrock foundation of everything we do in Evangelization.” Provide specific examples.

**2) Does the priest candidate place people above ideology?** In other words, is he more concerned about doing the right thing or doing things right when exercising his pastoral leadership & spiritual direction? What defines a “practical Catholic.”? Is it all about those who qualify or is it more about standing with the marginalized & disenfranchised?

**3) Does the priest candidate have the “apostolic courage” and boldness of faith to stand up and speak out on “quality of life” issues affecting and threatening Christian family values?** Is he just a one-note messenger on the pro-life issues of the day: abortion, divorce, and contraception only? Is he equally prophetic about the other pro-life issues impacting the parish family: child immigration, income inequality, gun violence, capital punishment, social justice, human and civil rights, that are all a part of what Fr. McGivney could relate to in his concern to support struggling families?

**4) Does the priest candidate exercise a ministry of inclusiveness?** Does he practice collegiality, share ministry and collaborate with both men and women across the board?

The accomplishments of the candidate must have taken place during this Program Year (January 1 through December 31).

The local Council’s nominee for the Priest of the Year award need not be the Council’s Chaplain (although this would be unusual). Prior winners of the State Priest of the Year **are not eligible**.

The State Chaplain, with the approval of the State Deputy, will select the winning candidate. The selection process will be concerned with factual information describing the candidate’s accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate’s resume must be sent to the State Chaplain, **no later than February 1st**, to be considered. **No exceptions will be considered**. Any questions regarding this award will be addressed to the State Deputy.

## STATE DEACON OF THE YEAR AWARD

Each Council is encouraged to submit one (1) candidate for this award. Every Council has that man of Faith that makes an impact on the Council and the Parish. This is an excellent way to give him some special recognition.

A candidate for this award must be a Deacon in good standing with his Diocesan Bishop and must have been a member of the Order for a minimum of one (1) year by January 1.

The Deacon of the Year should be a Knight actively involved in the spiritual growth of the Council and their families, supporting the "Faith in Action" initiative, and the vision of our founder, Fr. Michael J. McGivney, while also performing other works within the community.

When submitting your Deacon of the Year's resume, consider the following questions:

***5) Does the deacon candidate exercise a "heart of a servant" when ministering to his people?***

In Pope Francis's own words, "mercy must be the cornerstone and bedrock foundation of everything we do in Evangelization." Provide specific examples.

***6) Does the deacon candidate place people above ideology?*** In other words, is he more concerned about doing the right thing or doing things right when exercising his pastoral leadership & spiritual direction? What defines a "practical Catholic."? Is it all about those who qualify or is it more about standing with the marginalized & disenfranchised?

***7) Does the deacon candidate exercise a ministry of inclusiveness?*** Does he practice collegiality, share ministry and collaborate with both men and women across the board?

The accomplishments of the candidate must have taken place during this Program Year (January 1 through December 31).

Prior winners of the State Deacon of the Year **are not eligible**.

The State Chaplain, with the approval of the State Deputy, will select the winning candidate. The selection process will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Chaplain, **no later than February 1st**, to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE KNIGHT OF THE YEAR AWARD

Each Council can submit one (1) candidate for consideration of this award. Every Council has at least one Brother Knight that stands out. This is an excellent way to give him some special recognition.

A candidate for this award must be a member in good standing and must have been a member of the Order for a minimum of one (1) year by January 1.

The Knight of the Year should be a Knight who is actively involved in the works of the Order, his Church, and his community. All of these areas should be described in detail in his submission. The following percentages will be considered during judging:

- 80% – Work for the Knights of Columbus
- 10% – Work for the Church
- 10% – Work for the Community

The accomplishments of the candidate must have taken place during this Program Year (January 1 through December 31).

The Council's nominee for the State Knight of the Year award need not be the Council's Knight of the Year, although this would be unusual. Nor is it a requirement that the Council's nominee has received the Knight of the Month award, however, that program should provide an excellent pool of candidates.

Prior winners of the State Knight of the Year **are not eligible**.

Judges will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the candidate only in the last paragraph to the writeup.

The candidate's resume must be sent to the State Secretary **no later than February 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.



## STATE ROOKIE OF THE YEAR AWARD

As a Council recruits new members, often one of these new Brothers seems to get very involved as soon as they join. Each Council can submit one (1) candidate for consideration of this award. This is an excellent way to give that brother some very special recognition.

A candidate for this award must be a member in good standing and joined the Order no more than eighteen (18) months before January 1.

The Rookie of the Year should be a Knight who is actively involved in the works of the Order, his Church and his community. All of these areas should be described, in detail, in his submission. The following percentages will be considered for each of the areas during judging:

- 80% – Work for the Knights of Columbus
- 10% – Work for the Church
- 10% – Work for the Community

The accomplishments of the candidate must have taken place during this Program Year (January 1 through December 31).

Judges will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the candidate only in the last paragraph to the writeup.

The candidate's resume must be sent to the State Secretary **no later than February 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE GOLDEN KNIGHT OF THE YEAR AWARD

Each Council can submit one (1) candidate for this award. Every Council has at least one Brother Knight that has stood out for many years. This is an excellent way to give him some very special recognition.

A candidate for this award must be a member in good standing and must have been a Knight of Columbus member for at least fifteen (15) years. The Brother Knight so honored should exemplify Columbianism in the truest sense of the word. He should be a true source of inspiration to his Brother Knights. Someone deserving of the title of “**Golden Knight**” should be a man involved in the works of:

- The Order
- His Church
- His Community

His resume should include his involvement and accomplishments in each of these areas.

Judges will be concerned with factual information describing the candidate’s accomplishments. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the candidate only in the last paragraph to the writeup.

The candidate’s resume must be sent to the State Secretary **no later than February 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE FAMILY OF THE YEAR AWARD

Each Council can submit one (1) family for this award. Every Council has at least one family that stands out. Everyone in the family is involved in the Parish and the community. This is an excellent way to give them some real special recognition.

The father of the nominated Family of the Year is not required to be a member of the Knights of Columbus, but councils are encouraged to, at a minimum, invite this man to join the council, as long as he is a practical Catholic in good standing.

To qualify for consideration for the Family of the Year, the candidate for Family of the Year must have been submitted to and approved by Supreme (received on time by the 15<sup>th</sup> of the following month) within the past calendar year for "Family of the Month". A copy of a Form 10784 for that family as "Family of the Month" must also be in the possession of the State Warden, having been sent to [forms@kofcnc.org](mailto:forms@kofcnc.org).

The nomination write-up must include the detailed accomplishments of the entire family. Activities involving the Order should be emphasized, but Church and community activities should also be included and will be considered.

The accomplishments outlined must have taken place during this Program Year (January 1 through December 31).

Prior winners of the State Family of the Year award **are not eligible**.

Judges will be concerned with factual information describing the family's accomplishments during the period specified above. The quality of literary embellishment will not influence the decision. The winning family will be announced at the North Carolina State Convention and their resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page. To increase the dramatic impact, try to name the family only in the last paragraph to the write up.

The family's resume must be sent to the State Secretary **no later than February 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## ANNUAL STATE AWARDS

As members of the Knights of Columbus we are called to do service for our families, our Church and our communities. To help us with our call, the councils organize and run many great programs throughout the year. Through our Building the Domestic Church Initiative, we strive to get everyone in our parishes involved in the programs we organize. We have been doing this for many years. In an effort to recognize the great work already being done, the North Carolina State Council has a number of awards that a Council can receive. Even though you don't do the programs to get awards, it does feel good to get recognized for the work you are doing, and it causes you to want to do even more. With the help of the Council leaders, the Brothers doing the work to make the programs possible will get the recognition they should get. With proper planning these awards can be earned by any Council.

### COUNCIL RECOGNITION AWARD

The service programs performed by Councils within North Carolina are judged against a standard defined below based upon the size of the Council. Those Councils that meet the required goals are rewarded. This award is divided into three levels:

- **Charity** is the highest level of performance
- **Unity** is the second highest level of performance
- **Fraternity** is the third highest level of performance

Every Council should strive to reach the Charity level. To achieve the Charity level, it will take a little planning, but is certainly achievable. Will the programs your Council conducted in the past be enough to get you to the Charity level? To be sure, get with your District Deputy at the beginning of the year and go over your program plans with him. Your District Deputy can help you put together a plan that will help you reach the Charity level.

Your plan must include a number of programs in each of these program areas:

- FAITH
- FAMILY
- COMMUNITY
- LIFE

We also recognize that a small Council doesn't have enough manpower to do as many programs as a large Council. Therefore, the North Carolina State Council has divided the Councils into four divisions for the purposes of Council recognition. A breakdown of all Councils by division in North Carolina for the Program Year is provided at the end of this document. The divisions are based on each Council's membership numbers on January 1 of each year with the inactive and disabled members on the council roster removed.

Division	From	To	Number of Councils Reporting
I	1 Member	49 Members	30
II	50 Members	81 Members	29
III	82 Members	149 Members	33
IV	150 Members	and up	38

## Reporting Requirements

Reporting for the NC Council Recognition Award is done utilizing the Form 1728. Work with your Council leaders to complete this form and submit it electronically to your District Deputy, State ([forms@kofcnc.org](mailto:forms@kofcnc.org)), and Supreme. Your District Deputy requires this document for the District Deputy Mid-Year Meeting in early January. This form is used to determine how many programs were conducted as well as hours and monies donated in each of the four Supreme program areas. In order to ensure that your form is completed intime for the Mid-Year DD Meeting, you should complete it with your District Deputy prior to December 31. Activities planned, but not yet conducted during the reporting period may be counted (For example: The DD and GK should sit down after December 1 to complete the form and if the Council should have a family activity planned for later that month, that activity could be counted in this period.).

The scoring for the Council Program Awards will be as follows: 1 point for every \$10 donated, 1 point for every 10 hours volunteered and 1 point for each visit or activity reported on the Form 1728 in each of the four program categories: Faith, Family, Community, Life. Remember to report your LAMB activities in either the Community or Life categories.

Here are the requirements to achieve the Council Program Awards:

		I	II	III	IV
<b>Faith</b>	Charity	250 and up	600 and up	1000 and up	1500 and up
	Unity	100-249	250-599	400-999	600-1499
	Fraternity	30-99	125-249	200-399	300-599

<b>Family</b>	Charity	200 and up	300 and up	600 and up	900 and up
	Unity	750-199	150-299	250-599	400-899
	Fraternity	25-74	50-149	100-249	150-399

<b>Community</b>	Charity	250 and up	600 and up	1000 and up	1500 and up
	Unity	100-249	250-599	400-999	600-1499
	Fraternity	30-99	125-249	200-399	300-599

<b>Life</b>	Charity	120 and up	200 and up	300 and up	500 and up
	Unity	50-199	100-199	150-299	200-499
	Fraternity	20-49	30-99	50-149	75-199

## LAMB AWARDS

OPERATION Least Amongst My Brethren (LAMB) is one of our greatest outward displays of our Order's Principle of Charity. The people that we support through the efforts of our OPERATION LAMB program have come to rely on your generous donations of time, talent, and treasure. Therefore, the LAMB Foundation of NC, Inc. would like to recognize Councils that go "above and beyond" their assigned goals based on the Council's per member average (total annual collections divided by their beginning of the year membership number) compared to the statewide average of collections.

- A **"Trendsetter Award"** will be given to councils that may not have met their goal, but are still above the per member average for LAMB
- An **"Award of Excellence"** is given to those councils that do exceed their goal
- To recognize the "best of the best" an **"Outstanding Achievement Award"** will be given to Councils that attain the highest per member average in their particular division

These awards are presented at the annual NC State Convention.

## MEMBERSHIP AWARDS

Membership is the key to continued success and survival of a Council. New members provide new opportunities for the financial viability of your Council as well as new innovative programs that better serve our families, our Church, and our community. For that reason, the North Carolina State Council recognizes and awards those Councils that are growing in membership.

Council success is determined by total GROSS membership intake from **January 1 through December 31** without taking into account withdrawals, deaths, transfers to other councils, or transfers to the Affiliate Program.

Each goal is based on the Council membership quota set by Supreme on July 1.

Awards will be given for the following achievements:

- 100% of Goal
- 125% of Goal
- 150% and above of Goal
- Highest % of Goal

These awards are presented at the annual NC State Convention.

## BEST SERVICE PROGRAM AWARD

### Guidelines for Top Program Awards in North Carolina and Supreme

Every Council runs many great programs. Each time a program is completed it needs to be reported on form 10784. All submitted form 10784s for programs completed between January 1<sup>st</sup> and December 31<sup>st</sup> will be reviewed for **BEST** programs consideration for his Council in **each** of the four (4) program areas (Faith, Family, Community, Life). It is best if you submit your program report right after the program is completed. The facts for your write-up will be fresh in your mind. A good write-up will have as many facts as possible. All completed 10784 forms will need to be submitted to [forms@kofcnc.org](mailto:forms@kofcnc.org) to be reviewed and considered. A copy of the submission report is to be sent to your District Deputy and your RDD. The due date is January 15<sup>th</sup>.

The State Program Directors will select the top 5 programs for his program area in each Division. Emphasis will be given to those programs that are innovative, original, and promote the Order's principles. The winners in each Division for each of the program areas will be awarded at the State Convention.

The State Officers will then review the top winners in each program area and the best program in each program area will be the North Carolina State Program of the Year for that program area. The State will submit the winning programs in **Faith, Family, Community, and Life** to Supreme to be considered for the **Supreme International Service Program Award**.

## THE DUANE RUSSELL AWARD – COUNCIL NEWSLETTERS

The Duane Russell Award, presented at the state convention, is given to three (3) Councils that produce the best and consistently good newsletters during the Program Year (January 1 through December 31).

Judging for the Duane Russell Award is based on the following criteria:

- The newsletter must be published at least once per quarter and should include the issue and date of the publication.
- Must be the official publication of the council and for the council members.
- Each issue must include LAMB activities, degree dates, membership activities, and the Family and Knights of the Month.
- **NO** advertising from insurance or financial planning companies that compete with the Knights of Columbus Field Agency should be included.

Style will be judged not on whether the appearance is pleasing to the eye, but if it appears that the newsletter editor attempted to stylize the publication. A copy of the newsletter must be sent to the State Council and the Tar Heel Knight Chairman. The subject line of the e-mail must read as such:

[Issue] Newsletter for [Council Number], [Council Name]

Example: "September 2018 Newsletter for #13812, Pope John Paul II"

If you have any questions or need help with how to put together your newsletter, please contact the THK Chairman at [thkchairman@kofcnc.org](mailto:thkchairman@kofcnc.org).

## COUNCIL WEBSITE AWARD

The Council Website Award, presented at the state convention, is given to three (3) Councils that maintain the best website during the Program Year (January 1 through December 31). This is based on the website content and presentation. The State Webmaster will judge the websites with the following criteria:

### Overall:

Websites to be considered must have a link to it on the North Carolina State Website. When using the Knights of Columbus logo, a customized statement should appear "The Official Website of (Council's name and number) Knights of Columbus" in close proximity of the logo. **NO** advertising from insurance or financial planning companies that compete with the Knights of Columbus Field Agency should be included.

### Content Guidelines / Suggestions:

Information should be timely, organized, easy to read and POSITIVE tone.

- Your website should be used to comment on your Council's progress and encourage participation in upcoming events, as well as public recognition for all awards and recent work well done.
- Family of the Month and Knight of the Month profiles should be a regular feature.
- Operation LAMB and membership progress should be reported.
- Dates of upcoming Degrees should be included.

The following criteria will be used in the judging of the "Council Website Award" of the Year.

The Council Website Award will be awarded to three (3) Councils that maintain the best website during the fraternal year. This is based on the website content and presentation. The State Webmaster will judge the websites.

Points 10 per criteria (Max 100pts):

- Easy to read? (10ptx)
  - Is the site able to be navigated without prior knowledge of the site?
  - Is the message readable?
- Does the site include Public Relations and Event information about the programs and events? (10ptx)
- Calendar(10ptx)
  - Does the site include information members are needing to know?
  - Is this updated?
- Family of the Month/ Year? (10ptx)
  - Does the site include information about the Family of the Month/ Year?
  - Is this updated?
- Op. LAMB? (10ptx)
  - Is this on the page?
  - Does the site have a redirect to the State Op. LAMB page?
- Membership resources? (10ptx)
  - Does the site have resources as to who and how to contact the Membership Director?
  - Forms or a link to Join?
- Online Payments? (10ptx)
  - Can a member pay dues online?
  - Can you purchase tickets/ meals online?
- Contact Page? (10ptx)
  - Is there a contact page?
  - Does this have a way to send email to the leadership?
  - Are there multiple people who can receive emails?



- Links (Max 20pts)
  - State - kofcnc.org
  - Supreme – kofc.org

Remember, what seems like satire to one, may be offensive to others. Choose your words like a true journalist and Knight. All websites that have links on the North Carolina State Council Website on February 1<sup>st</sup> will be judged. To have your site linked, e-mail the necessary information to the State Webmaster [web@kofcnc.org](mailto:web@kofcnc.org) .

## COUNCIL SERVICE PROGRAMS

A minimum of **four (4)** programs in each of the program areas are required to qualify for the Supreme Columbian Award. There are no mandatory programs, but the featured programs are:

### Community:

- Coats for Kids
- Global Wheelchair Mission
- Habitat for Humanity

### Faith:

- RSVP
- Into the Breach
- Spiritual Reflection
- Holy Hour

### Family:

- Food for Families
- Family of the Month
- Family Prayer Night
- Family Fully Alive

### Life:

- Special Olympics
- March for Life
- Ultrasound Program
- Pregnancy Center Support

For additional information on many recommended Council Programs please go to:

[www.kofc.org/en/what-we-do/faith-in-action-programs](http://www.kofc.org/en/what-we-do/faith-in-action-programs)

## KEEP CHRIST IN CHRISTMAS POSTER CONTEST (FAMILY PROGRAM)

The Keep Christ in Christmas (KCIC) program will run annually, following the rules of the Supreme Council as outlined on their website, regarding both subject and content. Each poster must reflect the Keep Christ in Christmas theme with a visual image. There is no limit to the number of posters each contestant may submit. The timeline is as follows.

Local — Councils should order their kits in September or October to be ready to present the contest by November. Posters should be completed by December 1, and the council judging should take place by December 31.

Judging teams should be composed of students, Knights, teachers, administrators, council chaplain, pastor, etc. A 100-point scoring system will be used to determine the winners.

- Slogan — 30 Points:
- How clearly is the theme presented?
- Visuals — 30 Points:
- How well do the visuals convey the message?
- Overall Impact — 40 points:
- How effective was the poster in capturing your attention and causing you to reflect on the topic at hand?

Judging deadlines are as follows:

- District — January 15
- Regional — January 31
- Jurisdictional — February 15
- International — State councils must submit their winning entries to the Supreme Council no later than February 28. International winners will be announced approximately March 15.

Contest entrants compete in one of the grade groups: Kindergarten, 1st through 2nd, 3rd through 4th, 5th through 6th, 7th through 8th. Each local, district, regional or jurisdictional competition may have up to 3 winning entries - a first, second, and third place winner in each grade category.

It is recommended that each participant is recognized by presenting a participation certificate to all who submit entries and council champion certificates to your council's winners. (Certificate is included in KCIC kit from Supreme) Encourage each parish or participating school to develop some type of recognition for the winning artists in that particular school. It is also important to recognize District and Regional winners with a certificate. The State winner will receive proper recognition within the Council's area with a plaque awarded to the individual participant at a time that is agreed upon by the State Deputy.

The General Program Director will send jurisdiction-level winners' posters to:

Knights of Columbus  
Fraternal Mission Department  
C/O Keep Christ in Christmas Poster Contest  
1 Columbus Plaza  
New Haven, CT 06510-3326

## ESSAY CONTEST (COMMUNITY PROGRAM)

The Catholic Citizenship Essay Contest is to involve young Catholics in 8th through 12th grade (public, private, parochial or home schools) in civic discourse and instill in them religious and life-affirming values. The essay should be approximately 500-750 words on a specific subject, changing every other year. Entrants will be judged on grammar, style, and how clearly they present the theme – which should showcase creativity, imagination and overall development of the topic.

Essays must reflect the assigned theme and be the student's original work. Essays must be typed and be between 500 and 750 words in length. The student's name should appear only on the official Catholic Citizenship Essay Contest entry form, which must be stapled to the essay. All entries become the property of the Knights of Columbus and will not be returned.

The timeline for this event is as follows:

- September: Students write essay.
- October: Judges review essay for council level.
- November/December: Judges review essay at the district and jurisdiction level.
- January: Jurisdiction judging.
- Essays due to the Supreme Council for international judging by January 31.
- Jurisdiction winners should be recognized at the jurisdiction convention or another jurisdiction event.
- March: International Essay Contest winners announced by the Supreme Council office.

Judges (three or more) will be selected by the sponsoring Knights of Columbus council, assembly or circle. Council and/or assembly members, teachers, clergy, civil officials and/or members of the community may serve as judges. The final winner will be determined by the State Officers, or a committee of three (3) selected by the State Deputy.

Essays will be judged on a 100-point scoring system:

- 35 points: Content How clearly is the theme presented?
- 30 points: Grammar Does the essay reflect proper sentence and paragraph structure and utilize correct spelling?
- 35 points: Style Does the essay show creativity, imagination and development of the topic in a compelling style?

It is recommended, but not required, that councils consider monetary awards (\$25-\$50) in the form of gift certificates or cash to first place winners. District and Regional winners should be awarded a Certificate within the District and Regional area as determined by the District Deputy and Regional District Deputy. State winners will be awarded a plaque given by a State Officer, which may be assigned by the State Deputy.

## Appendix

### COUNCIL DIVISION ASSIGNMENTS BY COUNCIL NUMBER

<b>Council No.</b>	<b>City</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
770	Charlotte	Bishop Michael J. Bagley	4	18	III
939	Greensboro	Piedmont	3	24	IV
1074	Wilmington	Wilmington	1	25	IV
1695	Asheville	St. Lawrence	5	16	II
2546	Raleigh	Father Thomas F. Price	2	28	IV
2829	Winston-Salem	Santa Maria	3	11	IV
2838	Fayetteville	Cardinal Gibbons	7	22	IV
3303	New Bern	Msgr. James R. Jones	1	2	IV
3390	Durham	Maria Immaculata	2	10	III
3498	Burlington	Pius X	3	30	IV
3574	Jacksonville	Father William O'Byrne	1	29	III
4507	High Point	Bishop Hafey	3	12	IV
4600	Rocky Mount	Father James Schomber	6	7	III
4660	Wilson	Bishop McGuinness	6	7	III
5487	Goldsboro	Msgr. Arthur R. Freeman	6	4	IV
6451	Hickory	St. Aloysius	5	20	IV
6528	Southern Pines	Msgr. Frederick A. Koch	7	6	IV
6600	Greenville	John Ivey Smith	6	7	III
6648	Havelock	Msgr. Frank J. Howard	1	2	III
6650	Cary	Msgr. Michael A. Carey	2	5	IV
6700	Gastonia	St. Gregory	4	14	IV
6717	Sanford	Father Maurice Spillane	2	5	III
6970	Reidsville	Immaculate Mary	3	30	I
7024	Swansboro	Father Vincent J. Mahoney	1	29	IV
7152	Statesville	St. James	4	23	II
7184	Hendersonville	Immaculate Conception	5	31	IV
7186	Apex	Fr. H. Charles Mulholland	2	5	IV
7225	Lumberton	P. Holley Burch	7	19	III
7232	Roanoke Rapids	Father John B. McGuirk	6	7	II
7259	Newton Grove	Dr. John Carr Monk	6	4	II
7343	Charlotte	St. John Neuman	4	26	IV
7406	Mooreville	Saint Therese	4	23	IV
7450	Concord	St. James	3	13	IV
7547	Elizabeth City	Archbishop Fulton J. Sheen	6	3	III
8143	Morehead City	Our Lady Star of the Sea	1	2	III
8363	Franklin	St. Michael's	5	17	II
8509	Kernersville	Holy Cross	3	11	III
8664	Lincolnton	St. Dorothy's	4	14	III
8680	Salisbury	Sacred Heart	3	13	II
8684	Greensboro	St. Mary's	3	24	III

<b>Council No.</b>	<b>City</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
8759	Kill Devil Hills	Annunciata	6	3	III
8857	Hope Mills	Good Sheppard	7	6	III
8886	Brevard	Jack Driscoll	5	17	II
8923	Arden	Father Joseph Maule	5	31	III
9030	Laurinburg	Bishop Vincent S. Waters	7	19	I
9039	Shallotte	Our Lady of the Rosary	1	25	IV
9249	Davidson County	Our Lady's	3	12	I
9364	Washington	Msgr. E. T. Gilbert	1	2	I
9365	Henderson	Father Parker-Woods	2	21	III
9492	Tryon	St. John	5	31	II
9499	Clemmons	Bishop Greco	3	11	IV
9549	Hillsborough	Fr. C. Ralph Monk	2	21	II
9560	Charlotte	St. Vincent de Paul	4	18	III
9570	Lenoir	Father Thomas McAvoy	5	20	I
9579	Morganton	Father Willaim T. McShea	5	20	II
9709	Raleigh	All Saints	2	9	IV
9722	Sylva	Smokey Mountain	5	17	I
9847	Fayetteville	Sons of Mother Seton	7	22	III
9880	Raleigh	St. Raphael the Archangel	2	9	IV
10389	Denver	Holy Spirit	4	23	IV
10495	Albemarle	Rev. J. A. Cowan	3	13	II
10504	Winston Salem	Our Lady of Mercy	3	11	IV
10505	Charlotte	St. Thomas Aquinas	4	26	IV
10615	Monroe	Our Lady of Lourdes	4	26	II
10783	Hamlet	St. James	7	19	II
10852	Charlotte	St. Matthew	4	26	IV
10891	Asheboro	St. Joseph's of Asheboro	3	30	III
10892	Wendell	Msgr. Lou Morton	2	28	III
10910	Chapel Hill	Paul J. Trageser	2	10	IV
11076	Belmont	Queen of the Apostles	4	14	IV
11101	Greensboro	St. Puis X	3	24	IV
11102	Charlotte	Our Lady of the Assumption	4	18	I
11103	Pinehurst	Father Robert T. Lawson	7	6	IV
11180	Edenton	Mother of Mary	6	3	II
11234	Wake Forest	Saint Catherine of Siena	2	8	IV
11235	Roxboro	Father John B. Paro	2	21	I
11265	Smithfield	St. Ann's	2	28	IV
11266	Garner	Father James Keenan	2	28	III
11406	Mt Airy	Holy Angels	3	27	I
11494	Whiteville	Father Joseph Toner	1	25	I
11605	North Wilkesboro	Father Red Keene	5	15	II

<b>Council No.</b>	<b>City</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
11683	Fayetteville	Father William P. Ryan	7	22	II
11817	Castle Hayne	Father Roland Gross	1	25	III
11848	Clinton	Father Thomas A. Williams	6	4	I
11911	Asheville	St. Eugene	5	16	III
11946	Shelby	Rev. Michael J. Hoban	4	14	I
11966	Boone	Cardinal Joseph Bernadine	5	32	I
12017	Wilmington	Father James E. Waters	1	1	IV
12025	Raleigh	Our Lady of Lourdes	2	9	III
12119	Fuquay-Varina	Father Albert J. Todd	2	5	IV
12167	Kannapolis	St. Joseph's	3	13	I
12233	Burnsville	Father Andrew Graves	5	16	I
12266	Forest City	Immaculate Heart of Mary	4	14	II
12267	King	Good Sheppard	3	27	I
12281	Hampstead	Harry "Hap" Hansen III	1	1	III
12455	Raleigh	St. Luke the Evangelist	2	8	III
12481	Lexington	St. Francis de Sales	3	12	I
12537	Southport	Sacred Heart	1	25	IV
12610	Mocksville	St. Francis of Assisi	3	27	II
12640	Fayetteville	St. Maron	7	22	I
12654	Huntersville	Reverend Monsignor Joseph A. Kerin	4	23	IV
12832	Charlotte	St. Luke's	4	26	IV
12885	Wrightsville Beach	St. Therese	1	1	III
12921	Wallace	Father Bernadine Golden	1	1	I
13016	Swannanoa	St. Margaret Mary	5	16	II
13220	Camp Lejeune	Father Aloysius H. Schmitt	1	29	III
13236	Greensboro	St. Paul the Apostle	3	24	III
13488	MCAS New River	Col. Jerry W. Marvel	1	29	II
13511	Louisburg	Father James D. Campbell	2	8	II
13812	Durham	Pope John Paul II	2	10	II
14276	Butner	St. Bernadette	2	21	I
14422	Raleigh	Rev. Joseph McNamara	2	9	I
14632	Raeford	St. Elizabeth's of Hungary	7	6	I
14767	High Point	Christ the King	3	12	I
15085	Waynesville	Father Bernard McDevitt	5	17	II
15250	Ft Bragg	St Michael the ArchAngel	7	6	II
15265	Candler	St. Joan of Arc	5	16	II
15551	Raleigh	Msgr. James P. Keaney	2	8	II
15752	Greenville	Fr. Maurice Tew	6	7	II
16013	Mount Olive	San Juan Pablo Segundo	6	4	I
16247	Red Springs	San Andres	7	19	II
16442	Sapphire	St. Francis Xavier	5	17	I

<b>Council No.</b>	<b>City</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
16543	Bryson City	St. Joseph	5	15	I
16839	Jefferson	St. Francis of Assisi	5	15	II
17058	Marion	Our Lady of the Angels	5	32	I
17125	Durham	Blessed Louis Brisson	2	10	II
17501	Charlotte	Iglesia Catolica Nuestra Senora de Guadalupe	4	18	IV
17510	Taylorsville	Holy Trinity Mission	5	20	I
17870	Charlotte	Joseph J. Hunt	4	18	I
17960	Linville	Our Lady of Lourdes	5	32	I
18470	Sparta	St. Frances of Rome	5	15	I



## COUNCIL DIVISION ASSIGNMENTS – DIVISION I

<b>Council</b>	<b>Location</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
6970	Reidsville	Immaculate Mary	3	30	I
9030	Laurinburg	Bishop Vincent S. Waters	7	19	I
9249	Davidson County	Our Lady's	3	12	I
9364	Washington	Msgr. E. T. Gilbert	1	2	I
9570	Lenoir	Father Thomas McAvoy	5	20	I
9722	Sylva	Smokey Mountain	5	17	I
11102	Charlotte	Our Lady of the Assumption	4	18	I
11235	Roxboro	Father John B. Paro	2	21	I
11406	Mt Airy	Holy Angels	3	27	I
11494	Whiteville	Father Joseph Toner	1	25	I
11848	Clinton	Father Thomas A. Williams	6	4	I
11946	Shelby	Rev. Michael J. Hoban	4	14	I
11966	Boone	Cardinal Joseph Bernadine	5	32	I
12167	Kannapolis	St. Joseph's	3	13	I
12233	Burnsville	Father Andrew Graves	5	16	I
12267	King	Good Sheppard	3	27	I
12481	Lexington	St. Francis de Sales	3	12	I
12640	Fayetteville	St. Maron	7	22	I
12921	Wallace	Father Bernadine Golden	1	1	I
14276	Butner	St. Bernadette	2	21	I
14422	Raleigh	Rev. Joseph McNamara	2	9	I
14632	Raeford	St. Elizabeth's of Hungary	7	6	I
14767	High Point	Christ the King	3	12	I
16013	Mount Olive	San Juan Pablo Segundo	6	4	I
16442	Sapphire	St. Francis Xavier	5	17	I
17058	Marion	Our Lady of the Angels	5	32	I
17510	Taylorsville	Holy Trinity Mission	5	20	I
17870	Charlotte	Joseph J. Hunt	4	18	I
17960	Linville	Our Lady of Lourdes	5	32	I
18470	Sparta	St. Frances of Rome	5	15	I

## COUNCIL DIVISION ASSIGNMENTS – DIVISION II

<b>Council</b>	<b>Location</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
1695	Asheville	St. Lawrence	5	16	II
7152	Statesville	St. James	4	23	II
7232	Roanoke Rapids	Father John B. McGuirk	6	7	II
7259	Newton Grove	Dr. John Carr Monk	6	4	II
8363	Franklin	St. Michael's	5	17	II
8886	Brevard	Jack Driscoll	5	17	II
9492	Tryon	St. John	5	31	II
9549	Hillsborough	Fr. C. Ralph Monk	2	21	II
9579	Morganton	Father Willaim T. McShea	5	20	II
10495	Albemarle	Rev. J. A. Cowan	3	13	II
10615	Monroe	Our Lady of Lourdes	4	26	II
10783	Hamlet	St. James	7	19	II
11180	Edenton	Mother of Mary	6	3	II
11683	Fayetteville	Father William P. Ryan	7	22	II
11605	North Wilkesboro	Father Red Keene	5	15	II
12266	Forest City	Immaculate Heart of Mary	4	14	II
12610	Mocksville	St. Francis of Assisi	3	27	II
13016	Swannanoa	St. Margaret Mary	5	16	II
13488	MCAS New River	Col. Jerry W. Marvel	1	29	II
13511	Louisburg	Father James D. Campbell	2	8	II
13812	Durham	Pope John Paul II	2	10	II
15085	Waynesville	Father Bernard McDevitt	5	17	II
15250	Ft Bragg	St Michael the ArchAngel	7	6	II
15265	Candler	St. Joan of Arc	5	16	II
15551	Raleigh	Msgr. James P. Keaney	2	8	II
15752	Greenville	Fr. Maurice Tew	6	7	II
16247	Red Springs	San Andres	7	19	II
16839	Jefferson	St. Francis of Assisi	5	15	II
17125	Durham	Blessed Louis Brisson	2	10	II

## COUNCIL DIVISION ASSIGNMENTS – DIVISION III

<b>Council</b>	<b>Location</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
770	Charlotte	Bishop Michael J. Bagley	4	18	III
3390	Durham	Maria Immaculata	2	10	III
3574	Jacksonville	Father William O'Byrne	1	29	III
4600	Rocky Mount	Father James Schomber	6	7	III
4660	Wilson	Bishop McGuinness	6	7	III
6600	Greenville	John Ivey Smith	6	7	III
6648	Havelock	Msgr. Frank J. Howard	1	2	III
6717	Sanford	Father Maurice Spillane	2	5	III
7225	Lumberton	P. Holley Burch	7	19	III
7547	Elizabeth City	Archbishop Fulton J. Sheen	6	3	III
8143	Morehead City	Our Lady Star of the Sea	1	2	III
8509	Kernersville	Holy Cross	3	11	III
8664	Lincolnton	St. Dorothy's	4	14	III
8680	Salisbury	Sacred Heart	3	13	III
8684	Greensboro	St. Mary's	3	24	III
8759	Kill Devil Hills	Annunciata	6	3	III
8857	Hope Mills	Good Sheppard	7	6	III
8923	Arden	Father Joseph Maule	5	31	III
9365	Henderson	Father Parker-Woods	2	21	III
9560	Charlotte	St. Vincent de Paul	4	18	III
9847	Fayetteville	Sons of Mother Seton	7	22	III
10891	Asheboro	St. Joseph's of Asheboro	3	30	III
10892	Wendell	Msgr. Lou Morton	2	28	III
11103	Pinehurst	Father Robert T. Lawson	7	6	III
11266	Garner	Father James Keenan	2	28	III
11817	Castle Hayne	Father Roland Gross	1	25	III
11911	Asheville	St. Eugene	5	16	III
12025	Raleigh	Our Lady of Lourdes	2	9	III
12281	Hampstead	Harry "Hap" Hansen III	1	1	III
12455	Raleigh	St. Luke the Evangelist	2	8	III
12885	Wrightsville Beach	St. Therese	1	1	III
13220	Camp Lejeune	Father Aloysius H. Schmitt	1	29	III
13236	Greensboro	St. Paul the Apostle	3	24	III

## COUNCIL DIVISION ASSIGNMENTS – DIVISION IV

<b>Council</b>	<b>Location</b>	<b>Council Name</b>	<b>Region</b>	<b>District</b>	<b>Division</b>
939	Greensboro	Piedmont	3	24	IV
1074	Wilmington	Wilmington	1	25	IV
2546	Raleigh	Father Thomas F. Price	2	28	IV
2829	Winston-Salem	Santa Maria	3	11	IV
2838	Fayetteville	Cardinal Gibbons	7	22	IV
3303	New Bern	Msgr. James R. Jones	1	2	IV
3498	Burlington	Pius X	3	30	IV
4507	High Point	Bishop Hafey	3	12	IV
5487	Goldsboro	Msgr. Arthur R. Freeman	6	4	IV
6451	Hickory	St. Aloysius	5	20	IV
6528	Southern Pines	Msgr. Frederick A. Koch	7	6	IV
6650	Cary	Msgr. Michael A. Carey	2	5	IV
6700	Gastonia	St. Gregory	4	14	IV
7024	Swansboro	Father Vincent J. Mahoney	1	29	IV
7184	Hendersonville	Immaculate Conception	5	31	IV
7186	Apex	Fr. H. Charles Mulholland	2	5	IV
7343	Charlotte	St. John Neuman	4	26	IV
7406	Mooresville	Saint Therese	4	23	IV
7450	Concord	St. James	3	13	IV
9039	Shallotte	Our Lady of the Rosary	1	25	IV
9499	Clemmons	Bishop Greco	3	11	IV
9709	Raleigh	All Saints	2	9	IV
9880	Raleigh	St. Raphael the Archangel	2	9	IV
10389	Denver	Holy Spirit	4	23	IV
10504	Winston Salem	Our Lady of Mercy	3	11	IV
10505	Charlotte	St. Thomas Aquinas	4	26	IV
10852	Charlotte	St. Matthew	4	26	IV
10910	Chapel Hill	Paul J. Trageser	2	10	IV
11076	Belmont	Queen of the Apostles	4	14	IV
11101	Greensboro	St. Pius X	3	24	IV
11234	Wake Forest	Saint Catherine of Siena	2	8	IV
11265	Smithfield	St. Ann's	2	28	IV
12017	Wilmington	Father James E. Waters	1	1	IV
12119	Fuquay-Varina	Father Albert J. Todd	2	5	IV
12537	Southport	Sacred Heart	1	25	IV
12654	Huntersville	Reverend Monsignor Joseph A. Kerin	4	23	IV
12832	Charlotte	St. Luke's	4	26	IV
17501	Charlotte	Iglesia Catolica Nuestra Senora de Guadalupe	4	18	IV