

Knights of Columbus Monsignor Doyle Council
1186 Sacred Heart Parish
Council Officers and Program Directors
(With KofC Prescribed Roles and Responsibilities)



1186

Chaplain (Fr. Arjay Abanto)

- Serves as spiritual advisor to council members (and their families) and provides faith formation during council meetings.

Grand Knight (Timothy Dahm)

- Presides over all meetings.
- Appoints council chaplain, program and membership directors, and committees. Countersigns checks and orders for payment.
- Monitors council progress towards earning Star Council Award.
- Ensures all council forms and reports are submitted in a timely manner.
- Conducts the council semi-annual audit.

Deputy Grand Knight (John Bothwell)

- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight, presides at council meetings in the absence of the grand knight, and often serves on the council's Retention Committee.

Chancellor (Tim Cornish)

- Responsible for encouraging members' participation in council programs, assists the grand knight and deputy grand knight with their duties and often serves on the council's Admission Committee.

Financial Secretary (John Leahy)

- Ensures that the council membership records are updated and that new members sign the Constitutional Roll.
- Files various reports and membership/insurance transactions with the Supreme Council.
- Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents as necessary.
- Collects dues from members.
- Responsible for sending billing notices and initiating retention measures.

Recorder (Kevin Byrne)

- Responsible for keeping and maintaining a record of council meetings and maintains all correspondence of the council, oversees all council communications, social media pages, and council calendar.

Treasurer (Naveed Pascal)

- Responsible for handling council funds.
- Receives money from financial secretary and deposits it in the proper council accounts.
- Responsible for paying all council expenses.

Lecturer (Fr. Eric Nelson)

- Responsible for providing suitable educational and entertaining programs during the "Good of the Order" section of council meetings.

Advocate (Lawrence Ator)

- Acts as parliamentarian for the council.
- Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, and council by-laws.
- Responsible for seeking legal assistance from the state advocate when necessary.

Warden (Rob Perrin)

- Responsible for supervising and maintaining all council property.
- Prepares council chambers for meetings and degree exemplifications.
- Oversees inside and outside guards.

Inside/Outside Guards (David Venini/Wayne Gerylo)

- Attends the doors of the council chamber, checks current membership cards and allows entrance and assists the warden with his responsibilities.

Board of Trustees (1st, Lorne Gartner, 2nd, Martin McDonald, 3rd, Ryan Hoffman)

- Supervises all financial business of the council and conducts semiannual audits.

Program Director (Phonse Delaney)

- Works with the grand knight in scheduling council programs.
- Manages chairmen and other Knights responsible for implementing the council's programs and activities.
- Keeps accurate records of council programs for reporting on the annual Survey of Fraternal Activity (#1728) and Columbian Award Application (SP-7).
- Keeps council's public relations chairman informed of all programs for promotion.

Membership Director (Kelvin Ohanyere)

- Collaborates with the grand knight on council membership goals.
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee.
- Plans and coordinates the council's schedule of recruitment programs.

Retention Chairman (Kelvin Ohanyere)

- Creates and updates the new member plan, guiding Knights through the first months and year of membership.
- Contacts members in danger of being suspended and discusses their reasons for decreased activity.
- Examines reasons why Knights become inactive and plans attractive programs to reengage the council's membership.

Faith Director (Lorne Gartner)

- Responsible for all Faith based council programs
- Keeps accurate records of the council's Faith programs including Refund Support Vocations Program (RSVP), if applicable

Family Director (David Venini)

- Responsible for all Family based council programs
- Keeps accurate records of the council's Family programs including Food for Families and Family of the Month/Year, if applicable

Community Director (Alberto Remolano)

- Responsible for all Community based council programs
- Keeps accurate records of the council's Community programs including Coats for Kids and Global Wheelchair Mission, if applicable

Life Director (Robert Perrin)

- Responsible for all Life based council programs
- Keeps accurate records of the council's Life programs including Special Olympics and Ultrasound, if applicable

Youth Director (Cyril Nwachukwu)

- Point of contact with Sacred Heart Elementary school.
- Develop and implement programs for youth in our parish and Catholic community.

Public Relations Director (Ryan Factura)

- Prepare and disseminate council activities across appropriate communication channels.
- Promote awareness of council activity with the Parish and larger Catholic community.

Health Services Director (Eric Stilling)

- Provide expert opinion, guidance and interpretation on health and related matters within a context of Catholicity.