Knights of Columbus®

Protocol, Meetings, and Ceremonials

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Protocol

Protocol

By definition, protocol is a system of rules that explain the correct conduct and procedures to be followed in formal situations. We can add further that it covers anything that is proper and in good taste.

While it's impossible to cite every rule governing all situations, by applying formal courtesy you will never go wrong in those situations not covered in this booklet.

We should always display proper consideration for the office represented by the person. In no way should we let dislike for a person influence our respect for the office he holds.

Council and Assembly Meetings

The grand knight and faithful navigator must conduct their meetings in accordance with the Charter, Constitution and Laws of the Knights of Columbus, supplemented by your council's or assembly's by-laws and according to parliamentary procedure. The standard reference on the subject of procedure is Robert's Rules of Order. For guidelines on the order of business and how to conduct a council/assembly meeting, please reference the section on Meetings and/or *The Method of Conducting Assembly Meetings* (#10325). Presiding officers should control all meetings so that they follow the set agenda by limiting any sidebar discussion.

When a member wishes to speak, he does so by rising from his seat, addressing the chair by saying "Worthy Grand Knight" or "Worthy Faithful Navigator" and rendering the salute. (Representing the tree of the Cross, the member makes a vertical motion, with his arm and vertically opened hand, from top to bottom). The presiding officer recognizes the speaker by announcing his name and rendering the salute in return. (Representing the arms of the Cross, the presiding officer makes a horizontal motion, with his arm and horizontally open hand, from left to right).

The presiding officer should, at all times, refer to and address the officers by their proper title. He is thus setting a good example for all members to follow.

All members who are not officers should be recognized by name as "Brother . . . . . ." or "Sir Knight . . . . . ." All questions or comments must be directed to the chair (the presiding officer), for example: "Worthy Grand Knight or Worthy Faithful Navigator may I ask the previous speaker to explain. . . ."

The presiding officer always speaks in the third person such as "The chair rules that . . . ." or "Your Grand Knight or Faithful Navigator reports that . . . ."

Members should speak of the chair in the third person: "Worthy Grand Knight or Worthy Faithful Navigator will the chair please explain the effect of the pending motion?"

Dignitaries at Meetings

When priests, state officers, vice supreme masters, district masters, district deputies, general agents, field agents or special guests are present at a meeting they should be treated as dignitaries accorded due recognition for the office or position they hold. They should always be seated in a place of honor.

If a dignitary should arrive while a meeting is in progress; the presiding officer raps the gavel three times for all to stand and instructs the warden to escort the guest to the station of the presiding officer. The presiding officer then offers a seat of honor to the guest.

With the exception of a priest, a dignitary present at his home council or assembly, need not be specifically recognized unless he has been invited to attend in his official capacity or requests to be so recognized. This will allow the officer to engage in the regular business of his home council or assembly without involving the position he holds.

When a general agent or field agent is present at a meeting, he should be treated as a guest. He should be seated and introduced with the dignitaries.

Guests and Non-Members at Meetings

Members of the Order with a current membership card are allowed admittance into council meetings or assembly meetings in accordance with their degree. Online and Affiliate members with a current membership card are allowed admittance into all council meetings. Visiting members from other councils/assemblies should be greeted by the presiding officer and acknowledged during the meeting.

Only those meeting attendees who are members of the host council/assembly may vote on council/assembly matters. The presiding officer can call on guests, during discussion, if they have information germane to the motion; but the guests should not take an active part in voting on council/assembly business.

While the contents of a council/assembly meeting are not secret, attendance is typically for members only. However, meetings can occasionally be open to non-member guests, including wives. The occasional open meeting can build strong ties with family members and other ministries. Grand Knights should always obtain approval from the membership before extending invitations to guests. Open meetings with guests should be the exception, and not the rule. Having non-members at too many meetings will hinder the membership's ability to speak freely and have the healthy conversations that support initiatives and create fraternal bonds.

Dress for Meetings

The presiding officer, in keeping with the dignity of his office, should be neatly and properly dressed. He should request that other officers do likewise to set the proper dress code for the membership to follow.

After the Meetings

All council or assembly officers should wear some form of identifying tag or name plate. The officers should mingle with the members before and after the meeting. Every effort should be made to visit with those who have not attended meetings for some time. In addition, new members should be welcomed.

Relationship Between the District Deputy and the Grand Knight

District deputies are the representatives of the supreme knight and the state deputy, and as such, grand knights and council officers should familiarize themselves with the respect due to the position the district deputy holds. District deputies should be neatly and properly dressed when attending meetings or functions. When a district deputy visits a council or attends a function in his district, he should always be seated in front, near the grand knight.

The district deputy should notify the grand knights in his district, either through email or in writing and in advance (one week to ten days) when making an official visit so that all officers will be present with their books and records.

District deputies should instruct the grand knight and warden, if necessary, on proper chamber setup for council meetings. The district deputy may also need to advise officers on the proper protocol for members during meetings.

The district deputy should always be called upon to speak and all members should rise when he is introduced.

Correspondence

When corresponding with others, email is the most cost effective and efficient means of communication. However, email may not be the most appropriate means of communication in all circumstances. Sometimes typed memos or letters, on letterhead, should be utilized and care should be taken to ensure that the letter writer uses proper letter writing techniques.

Email messages also need to be handled with care. Officers need to make certain that their email address is appropriate along with the content contained within the email. Sending an email does not ensure delivery to the intended recipient. Email is cost effective and can be an easy way for councils or assemblies to communicate, but it is not a guarantee of participation at an event. Email messages, as with letters, need to be clearly stated and have the main points separated. Make certain that email messages that contain

confidential information are not broadcast to a large group. Email messages cannot replace the personal contact of a phone call or personal conversation.

Social communications provide members of the Knights of Columbus with powerful tools that can build up your council by promoting its charitable mission and by encouraging members to live out their Catholic faith. The term “social communications” refers to, among other things, the internet, and social media. The term “social media” includes blogs and microblogs, social networking sites, and picture and video sharing sites, such as Twitter, Facebook, LinkedIn, Instagram, YouTube, and similar applications.

Social communications should be used in a manner consistent with Catholic values and principles of the Order. Members who use social communications should carefully review and at all times observe the Order’s Social Communications Guidelines and Policy, which can be found under the Social Communications tab on the Officer’s Desk Reference located in Officer’s Online at www.kofc.org. The Guidelines and Policy apply to members and subordinate units of the Order when they choose to identify themselves as members of the Knights of Columbus or to discuss the work of the Knights of Columbus using social communications. Members should be aware that the Laws and official policies of the Knights of Columbus apply to fraternal social communications as they would in any other setting. The reputation of the Order depends upon how members conduct themselves, both online and in person. Accordingly, members using social communications should remember that they are expected to conduct themselves as Catholic gentlemen, which at a minimum requires that any material posted online respects human dignity and maintains a culture of respectful dialogue and friendship.

Correspondence should be addressed to the individual, using his full, proper name (not his nickname), followed by his proper title, whether he be a Knight of Columbus, a priest or a businessperson. If an individual has more than one title, the highest ranking title is always used. Names of civic and religious individuals are prefixed by such forms as: His Excellency, The Honorable, Reverend Father, etc. Prefix titles of Mr., and Mrs. or Ms. are omitted when the individual has another official title. If he has no title, Mr., Mrs., or Ms. should always be used as a prefix to his or her name. When addressing an individual as an official of an organization, the name of the organization should always be shown on the next line. For example:

His Eminence James Cardinal Gibbons

Archbishop of Baltimore

The salutation in this case would be “Your Eminence.” If writing to an archbishop or bishop then the letter would be addressed to:

Most Reverend Leonard P. Blair

Archbishop of Hartford

The salutation would then be “Your Excellency.” Still another example of addressing correspondence in the proper manner is:

Patrick E. Kelly, Supreme Knight
Knights of Columbus
1 Columbus Plaza
New Haven, Connecticut 06510-3326

The salutation in this case would be “Worthy Supreme Knight.”

If you have a close working relationship with any officer, your letter need not be so formal. However you first must acknowledge the office he holds. The salutation would then be “Worthy Grand Knight and dear Brother Bill.”

The individual’s full proper name and title are always shown on both the letter and the envelope.

Invitations

Guests should be sent proper invitations in writing well in advance. Invitations should be mailed at least six weeks before an event. This will afford ample time to respond to the invitation.

All invitations should be sent in the name of and signed by the grand knight or faithful navigator, although he may request that replies be directed to a chairman or committee member. The district deputy, as the special representative of the supreme knight and the state deputy, should be invited to special council or assembly functions.

Never give a blanket invitation to anyone. Always send each guest a personal invitation. If tickets are being used for a function, they should be forwarded, suitably marked, along with the invitation.

Invitations should be in the form of a letter when addressed to a specific person. Printed cards or general invitation notices may be used if the occasion warrants. A bulletin or flyer may be enclosed with the invitation if it gives more detailed information. It should not be used in lieu of an invitation. Such bulletins should never show the name of the person invited unless he has agreed to be present.

When an invitation is extended to anyone it should contain all details such as dress, extent of participation, etc. It is embarrassing for a guest to appear and find that he is the only one at the head table not in a tuxedo, or the only one present wearing one.

State Deputy or High Ranking Officer Visit

When the state deputy, district master or other high ranking officer is scheduled to attend a council or assembly function, always be sure that he is advised of the date, time, place, purpose, type of affair, and other individuals on the program — including their function, and other pertinent data.

If women are to be present, the state deputy's wife should be invited. Advise her of the appropriate dress for the occasion and arrange for a ladies' committee to greet and welcome her.

Always advise the state deputy and head table guests of the proper dress for the affair.

Offer to arrange hotel facilities for the state deputy or inform the state deputy or guest of the most convenient hotel accommodations. Determine his time of arrival and arrange to greet him. If the affair is not a banquet, arrange for someone to offer to take the state deputy or high-ranking officer to dinner. Arrangements also should be made for travel to the site of the affair and return to the hotel.

On arrival at the site of the affair, the grand knight or faithful navigator and his committee should again greet the high-ranking officer. He should be properly introduced to the other dignitaries in attendance.

In recognition of his high office, special appreciation should always be expressed to him thanking him for his visit to the function. Arrange proper speaking facilities, including podium, podium light and microphone.

The state deputy is the highest elected official in the jurisdiction and proper attention must be given to seating arrangements. Other high ranking officers need to be seated according to protocol.

If there is additional entertainment after the banquet, a special table for the high-ranking officers should be arranged so that they will be with the grand knight or faithful navigator and other dignitaries.

The master of ceremonies should be provided with a resume of the state deputy and other head table guests so that he can make proper introductions. If glossy photographs are required for publicity purposes, they should be requested directly from the guest.

If some other high-ranking official, not a Knights of Columbus member or member of a different council, is invited to attend a council or assembly function, the sponsoring organization should extend the same courtesies as those suggested for use with the state deputy and high-ranking officers of the Order.

Greeting Your Guests

All guests should be greeted by the grand knight or faithful navigator. The grand knight or faithful navigator should be assisted by a committee whose function would be to care for the guests' coats, to introduce them to others in attendance and to answer any questions they may have.

Guests should not be left talking among themselves. They usually do not know many of your council members, and therefore should not be left alone. Various persons should be assigned to converse with guests during their visit *(not necessarily the same person or persons for the entire visit).*

Introductions

Many if not most introductions involve people of unequal or different status or position. They can differ in rank, in age or in sex, but the result is the same: an introduction usually consists of presenting one person of lesser importance or status to another of greater importance or status.

In introducing a group of people to an individual, avoid running through all the names without a break. It is better to introduce two or three people at a time, so that names can register properly. This is where use of name tags is most effective.

A form of acknowledgement used chiefly when meeting a group is repeating the name of the person to whom you have just been introduced.

Before introducing dignitaries at the head table, be certain names are spelled correctly and proper titles are used. It is a good idea to check the pronunciation of any names to be announced. The order of rank should be observed meticulously. A person who has been elected but has not yet taken office is called by the title of that office with — "elect" after the title. A monsignor is not addressed as "Father" and a state officer is not addressed as "Brother." Remember, if you don't announce the name and title to the gathering, how can they be expected to properly address the person?

Speakers and Speeches

Whoever sets up the program should decide in advance who he wants as speakers and the length of the speech desired. He should give ample notice to those selected that they are expected to speak. He should never ask an invited guest to speak unless the person has been forewarned. Nor should he ever ask a guest at an affair if he wants to speak. So many times a grand knight or master of ceremonies will approach a guest during the program and ask if he wants to speak, giving the impression that they would prefer he did not. There should be only one main speaker — normally the last speaker on the program. Remarks from others should be limited to two minutes each.

The state deputy or his official representative whether a current state officer, past state deputy or district deputy should always be given an opportunity to speak whenever he appears in an official capacity at a function or meeting. The same scenario applies in the Fourth Degree for the district master, but in all cases the state deputy is accorded the use of the floor. When several are present it might be necessary to call on the senior ranking officer to speak. In any case, all should be recognized and accorded proper respect.

A general agent or field agent also should be accorded the opportunity to speak, particularly when he is present at official meetings of the state or a local council. If several general agents are present, one should be invited to speak for the group.

The main etiquette problem posed by councils is that of handling speakers and speeches. When the speaker is not a member of the Knights of Columbus or a personal friend, the chairman owes it to him to:

1. Give complete information about his audience so he will not produce boredom and embarrassment all around with an inappropriate speech.
2. Give him a definite time limit well ahead of the occasion so he can prepare the speech accordingly. Just before he begins to speak, arrange a mutually agreeable signal to tell him he has, for example, three minutes left to talk.
3. Provide adequate audio-visual equipment and, if possible, give the speaker the choice of whether or not to use a microphone.
4. Show interest in the speaker before and after the speechmaking. Bring members to him for introductions instead of circulating the speaker around the room. Center the conversation on the guest, not around council affairs he has little interest in. Introduce a speaker briefly, with only enough biographical material

to establish him as an authority on his subject. Remember: it takes only one line to introduce the President of the United States.

5. If the speaker is a woman or if the main speaker's wife attends, she usually is presented with flowers.
6. Thank the speaker at least three times:
    a. In public from the podium.
    b. In private before his departure.
    c. In a letter from the council the following day.
7. Presiding officers and masters of ceremonies should familiarize themselves with Knights of Columbus titles and protocol.
8. Appropriate salutation to those present should always be used before speaking.
9. Jokes or comments that relate to ethnic groups must never be used.

Head Table

At any gathering of the Knights of Columbus, the cardinals, bishops, priests, religious brothers, supreme officers, supreme directors, state officers, state directors and chairmen, district deputies, general agents, vice supreme masters, masters, faithful navigators and visiting grand knights always are honored guests and as such should occupy a seat of honor. *(Sometimes because of the large number of dignitaries in attendance it is impossible to seat everyone at the head table. In cases such as this, only the top ranking officials should be seated at the head table. Other dignitaries should sit at designated seats in the audience and should be introduced at an appropriate time by the master of ceremonies.)*

Seating is arranged by rank from the middle out to either end — with the highest ranking official seated at the middle of the head table. Guests are introduced from the master of ceremonies, right toward the middle, then from left toward the middle, excluding speaking members of the head table. All should rise when said members enter and remain standing until they are seated.

PROTOCOL FOR HEAD TABLE SEATING

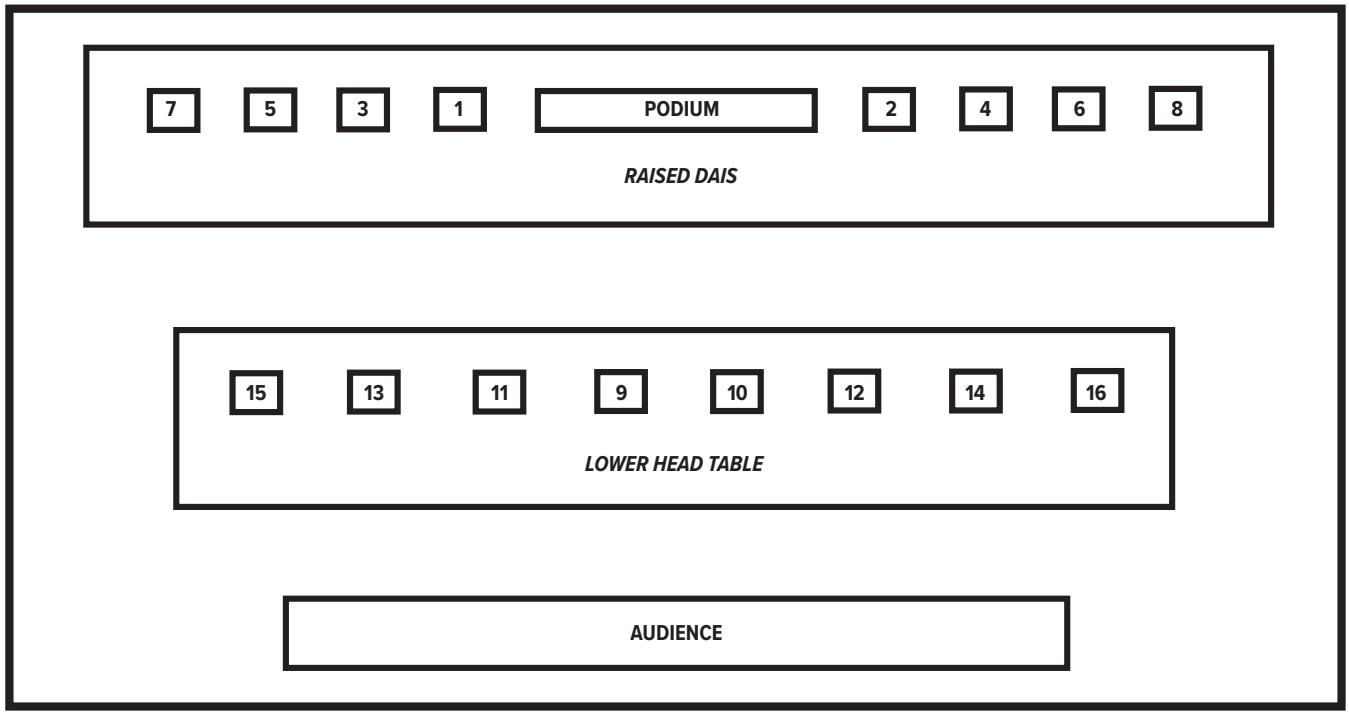


Figure 3

Procession

In all cases, the wishes of the celebrant are to be followed. Knights of Columbus are first to enter the church in a liturgical celebration, and follow the celebrant out of the church. The order of precedence for Knights of Columbus processional into the church is from lowest rank to highest. The highest ranking would be first to follow the celebrant out of church and would follow the "Order of Precedence" listed on the following page. The color corps, when used at the celebration of Mass or a Knights of Columbus function, is to be lead into the church by the district marshal or color corps commander and followed by the highest ranking in colors.

Council and Assembly Degree Order of Precedence

Below is the priority seating arrangement for the head table at a Third Degree or Fourth Degree function, not attired in Fourth Degree color corps regalia. (See Figure 3.)

Council

1. Supreme Knight
2. State Deputy
3. Supreme Officers
4. Supreme Master
5. Supreme Directors
6. Former Supreme Officers & Directors
7. Vice-Supreme Master
8. State Officers*
9. District Master*
10. Past State Deputies
11. Former Vice Supreme Masters
12. District Deputies*
13. Former Masters*
14. State Directors
15. General Agents
16. Chapter Presidents
17. Grand Knights
18. District Marshal
19. Faithful Navigators
20. Council Officers
21. Assembly Officers
22. District Warden
23. Field Agent

*(*At a Fourth Degree function, the district master and state officers, former masters and district deputies exchange positions.)*

For speaking programs, guests are introduced from lowest rank up to the main speaker of the occasion. A person of junior rank should never speak after someone with a higher office unless he has been selected specifically as the speaker for the occasion. Persons introduced from the audience should be ranked from top down as opposed to speakers who appear from the lowest up.

When more than one priest is present and a speaker does not wish to mention each by name he should say: "Reverend Monsignors and Fathers." One should never use "Reverend Clergy" unless clergymen from other faiths are present. At cooperative affairs, officers of other organizations should be seated by Knights of Columbus officers of equal rank and introduced at the same time.

The principal speaker or ranking person present should be seated in position #1. The master of ceremonies, if he is the presiding officer, is seated at position #2. If the presiding officer is not the master of ceremonies

he is then seated in position #3. Seating should then continue with the next ranking person down through the order of rank. Wives should always be seated with their husbands where possible.

The same scenario is applied to the lower head table beginning with position #9 and so on. Never place a lady or a priest on the end of the head table.

HEAD TABLE FLAG ARRANGEMENT

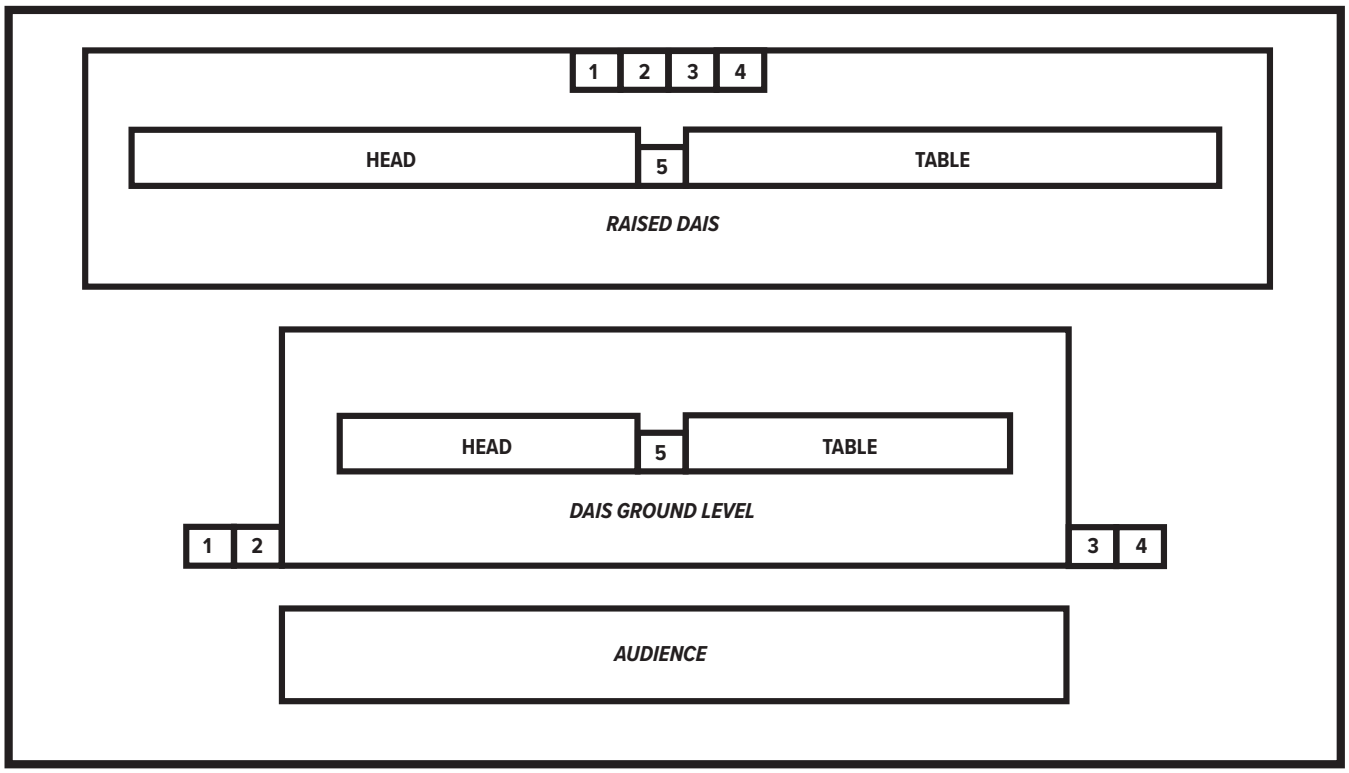


Figure 4

1. National Flag
2. Vatican (or Papal) Flag
3. State or Provincial Flag
4. Knights of Columbus Flag
5. Podium

Rules for Displaying the Flag of the United States

- If the flag is displayed from a staff projecting from a building, the union should be at the peak, unless flown at half mast. When flown from a halyard over a sidewalk from a building pole, the flag should be hoisted union first from the building.
- The National Flag should be placed in the center, and higher, when displayed with a group of state, local or organizational flags flown from staffs.
- If the flag is displayed flat on a speaker's platform, it should be placed behind and above the speaker with the union to the speaker's right.
- When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- When displayed from a staff in an church or public auditorium, the flag should hold the position of superior prominence, in advance of the audience and in the position of honor at the priest's or speaker's right as

he faces the audience. Any other flag so displayed should be placed on the left of the priest or speaker or to the right of the audience.

- When displaying the flag against the wall with another flag, the U.S. Flag will be on its right (the viewer's left) with its staff crossing over the staff of the other flag.
- During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their head-covering with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.
- When flags of states, cities or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the National Flag or to its right.
- When carried in procession with other flags, the National Flag should be on the marching right. If there is a line of other flags, it should be center forward of that line. The U.S. Flag should always be staffed flowing freely when carried on a float.
- When the flag covers a casket, the union should be at the head over the left shoulder. During burial, the flag must not touch the ground nor be lowered into the grave. To fly at half staff, the flag should be hoisted to the peak, then lowered. The opposite applies when lowering the flag from half staff.
- When the flag is passing in parade, being hoisted or lowered, all present should face it, stand at attention and salute: uniformed persons render the military salute; women and uncovered men place their right hand over their hearts. Men should remove their hats, holding them over their hearts with their right hands.
- No flag or pennant will be flown above or to the right of the U.S. Flag at the same level, except the church pennant. This pennant may be flow above the flag during religious services at sea.
- When flags of two or more nations are displayed, they should be the same size and flown from separate staffs. Customs forbids the flag of one nation to fly over another in peacetime.
- Although the flag should be a distinctive feature at an unveiling of a statue or monument, it should never be used as the covering or veil.

Marks of Respect

- The National Flag should be flown daily from sunrise to sunset in good weather from public buildings, schools, permanent staffs in the open and near polling places on election days. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed. The flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- The flag should always be flown on national and state holidays and on those occasions proclaimed by the President. On Memorial Day, the Ensign shall be half staffed until noon.
- The flag should be hoisted briskly and lowered ceremoniously. It should never be dipped to any person or thing nor should it ever be displayed with the union down except as a signal of dire distress.
- The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally — always aloft and free.
- It should never be used as drapery or decoration, for carrying or holding anything, or stored in such a manner that it will be damaged or soiled.
- The flag should never be used for advertising purposes in any manner whatsoever, nor should any picture, drawing, insignia or other decoration be placed upon or attached to the flag, its staff or halyard. The flag should not be embroidered on personal items nor printed on anything designed for temporary use and then discarded.

- When the flag is so worn or soiled that it is no longer suitable for display, it should be destroyed in a dignified manner, preferably by burning.

For rules on Posting the Colors, please refer to the Patriotic Degree ceremonial book.

Rules for Displaying the Flag of Canada

- Officially, the flag is flown on land only in daylight hours, being raised at sunrise and lowered at sunset.
- There is no official statue concerning a salute to the flag as in other countries. When the flag is raised, it is customary for civilians to stand; civilian males should remove their hats.
- When more than one flag is flown and it is impossible to hoist them or lower them at the same time, the Canadian flag should be hoisted first and lowered last.
- Territorial flags flown together — for example, the flag of another country or a provincial flag flown with the Canadian flag — should be flown on separate staffs. They should be of approximately the same size and flown at the same height.
- Non-territorial flags — for example, Centennial flags — may be flown beneath the national flag when physical arrangements make it impossible for them to be flown separately. But no flag, banner or pennant should be flown above the Canadian flag.
- When the national flag is flown with a second flag, the maple leaf flag occupies the staff on the left from the viewpoint of the audience facing the flags. The two flags should be flown side by side and at the same height. They should also be of the same size.
- If three flags are flown together, the national flag should occupy the center staff and the flag of the country being honored is on the left-hand staff from the viewpoint of the audience facing the flags.
- When more than three flags are flown, the national flag may be at the left or there may be one Canadian flag at each end of a line of flags if several countries are being represented.
- If a number of flags are being carried in a procession or parade, the Canadian flag should be in the position of honor at the marching right or at the center front.
- If the flag is displayed flat against a wall, it is normally hung horizontally or vertically.
- If the national flag is displayed vertically, the top point of the maple leaf should be to the left and the stem to the right as seen by the spectators.
- There is no limit to the number of flags which may be displayed at one time as long as the display is in good taste. This is especially true for large open areas, banquet halls and convention centers.
- If the national flag is displayed on a staff which is placed on a platform, stage or dais, it should be to the right of the speaker.
- If displayed flat against a wall at the back of the platform, the flag should be above and behind the speaker.
- The flag is used as a drape only on a casket of the dead or in the unveiling of a monument.

For rules on Posting the Colors, please refer to the Patriotic Degree ceremonial book.

MEDALS OF OFFICE

Official Medals of Office are available from knightsgear.com, except for the state deputy, district deputy, vice supreme master and master medals.

State deputy and district deputy medals are supplied only to the State Councils through the General Office (gereral.office@kofc.org). Vice supreme master and master medals are supplied directly to the officers from the Supreme Master's Office. District deputies can request replacement medals through their state councils. Replacement medals for the state deputy, vice supreme master and master can be requested from general.office@kofc.org or supremmaster@kofc.org respectively.

Wearing Medals of Office

All council, assembly, district and state officers should wear their current medal of office at all meetings and official functions of the Order. At council/assembly functions and socials, it is proper and fitting that Third and Fourth degree officers wear their medal of office.

When a Fourth Degree member attends an official function of the Order where Fourth Degree dress is requested, he may wear the medal of his current office around his neck, be it an assembly or council medal.

State Deputies are supplied a “formal” and a “working” Medal of Office. The formal Medal of Office (red ribbon) is worn at formal events and when business attire is appropriate. The working Medal of Office (light blue ribbon) is worn on less formal occasions and when dressed more casually.

Miniature Past and Former Medals

A past state deputy, former supreme director, former vice supreme master, former district master, and former district deputy, past grand knight, or past faithful navigator is authorized to wear the miniature medal of these previously held offices above the left breast pocket of his jacket.

The miniature medals are to be worn so that the bottom of the medal is just above the name badge when in the pocket. The miniature medal is not to be worn on the jacket lapel.

The miniature medals were approved by the board of directors on April 19, 1993 to allow those who have served the Knights of Columbus in a position of authority to wear the medal that acknowledges their contribution, while at the same time giving due and proper respect to the current officers. The medal representing the highest ranking office is positioned nearest the heart of the wearer. Any neck medal from any source for past state deputy, former district deputy, past grand knight, past faithful navigator, color corps commander or color corps is not authorized. Members entitled to wear more than one miniature medal should purchase and utilize ribbon bars available from knightsgear.com

The following are examples of the order of precedence of the miniature medals, which always has the highest ranking medal closest to the heart of the wearer.

The priority of the past and former miniature medals from highest to lowest is:

Former Supreme Director (not shown)
Past State Deputy
Former Vice Supreme Master
Former District Master
Former District Deputy
Past Grand Knight
Past Faithful Navigator

Orders of Papal Knighthood are permitted for wear due to their religious nature and the Order’s solidarity with the Church. Papal medals permitted include but are not limited to the Order of Malta, Order of the Holy Sepulcher, Order of St. Gregory the Great, and the Order of St. Sylvester. Medals are to be mounted in order of precedence, before any Knights of Columbus miniatures.

Military medals, diocesan medals or awards, state council medals or medals of any other group, society or association are not permitted on Knights of Columbus Fourth Degree member or color corps regalia attire, unless expressly permitted in the Charter Constitution and Laws and the Laws of the Fourth Degree.

Past and former miniature medals are available from knightsgear.com. No other miniature medals are allowed.

At the completion of their term, each state deputy and each vice supreme master is provided a miniature medal from the Supreme Knight.

Past and former miniature medals
Third and Fourth Degree Combinations

Final Protocol Considerations

As has been mentioned earlier, it is impossible to cite a rule for every situation. No doubt there will be times when the grand knight will encounter some rather difficult and even unique situations. Under those circumstances the grand knight must use his judgment and simply apply common courtesy.

Council Meetings

Introduction

Strong councils hold good meetings that members enjoy. This guidebook shares the best practices for hosting such meetings.

Section 124 of the *Charter, Constitution and Laws of the Knights of Columbus* requires each subordinate council to hold at least two regular meetings each month. One is a **Council meeting** for all members. The purpose of this meeting is to build fraternal spirit, to share information, to strengthen formation in the faith, and to present matters that require the vote of council members.

The other monthly meeting is an **Officers' Planning meeting**. The purpose of this meeting is to plan programs, develop budgets, pay approved bills, prepare motions, discuss new ideas, and deal with other necessary matters. Council officers, directors, and chairpersons are required to attend this meeting. This meeting is open to any council members who wish to attend.

In addition to guidance on running these two types of meetings, this guidebook also contains a section on virtual meetings and the conduct of business by virtual means.

Overview

The monthly Council meeting should be conducted in a professional manner. Those who attend should feel that their time was well spent. Members will forgive many imperfections; but they will not tolerate their time being wasted. They particularly dislike poorly run meetings.

Hosting a professional meeting does not mean that fellowship should be ignored. Indeed, fellowship is a critical part of our members' experience. Council meetings should be combined with fraternal events like meals or social hours so that members can enjoy the wonderful camaraderie of their brothers. Enjoy a meal or social hour, then get down to business. Or, conversely, get the work done and then socialize.

The Grand Knight is uniquely responsible for the success or failure of council meetings. He should conduct them exactly as he would at work where an ineffective meeting would reflect poorly upon his performance. A Grand Knight should use council meetings to share the council's vision, highlight success, explain the work at hand, and call for votes on important issues. This is where he motivates members to participate in charitable activities and parish/community service.

Successful meetings do not happen by chance. They require significant planning and coordination by the Grand Knight. Dynamic, productive council meetings are extremely satisfying for both the attendees and the host. It is a wonderful feeling for a Grand Knight to witness brother knights responding positively to his well communicated messages and calls to action.

In recent years, adoption of virtual technologies has become commonplace. Face-to-face meetings can be supplemented by digital access for members who cannot attend in person. Member engagement and participation can be enhanced by virtual collaboration.

Elements of a Successful Council Meeting

Meeting Preparations

1. Grand Knights should use the Council Meeting Preparation Checklist in Appendix A.
2. A critical part of meeting preparation is telling members when and where the meeting will take place. Details should be announced well in advance. Recognize that some men do not communicate through texts, some never email, and some only make phone calls. Use multiple, parallel communication paths to convey meeting invitations. Consider sending notices one week, three days and twenty-four hours in advance of the meeting.
3. The members' experience will be enhanced by social or fraternal elements hosted in conjunction with the meeting. These should be planned and staged with as much care as the meetings themselves.

4. Guests or dignitaries should be invited at least three weeks in advance and proper protocol arrangements should be made. When dignitaries attend a meeting, be sure to plan time for them to speak.
5. A good meeting starts with a good agenda. Every item should be thoroughly prepared. A standard agenda for council meetings is found in Appendix B. The Grand Knight must know every topic including: what needs to be said about it; who will speak about it; and how much time will be spent on it. Any deviations from the agenda can negatively impact subsequent, important topics.
6. The Grand Knight should not put contentious items on the agenda when guests or new members will be at the meeting. Their first exposure to the Knights should be one of fraternal harmony.
7. A Grand Knight can significantly boost meeting attendance by presenting awards like Knight of the Month, Family of the Month, Certificates of Appreciation, Certificates of Merit, Years of Service, Shining Armor Award, Honorary Life, etc. Let members know in advance that they will receive an award and consider inviting their families to observe.
8. Grand Knights may consider hosting the Exemplification of Charity, Unity, and Fraternity before or after council meetings.
9. Non-Knights and family members may be invited to attend council meetings on occasion to see presentations, accept donations, receive awards, etc. This can build strong ties with family members and other ministries. Grand Knights should always obtain member approval before extending such invitations.
10. Appoint a technology expert to confirm the availability and operability of audiovisual equipment and all technologies that are needed for the meeting. Conduct a dry run to evaluate the quality of what the audience will see and hear.

Conducting the Meeting

1. The Grand Knight's role during a council meeting is much like that of an orchestra conductor who plans and controls every detail of a performance.
2. The Warden should set up the chamber and stage all ceremonial items like flags, podium, gavel, officer medals, etc.
3. A technology expert should be assigned to facilitate the participation of virtual attendees.
4. The Guards should welcome and sign in all attendees. Membership cards should be inspected. Only approved guests may remain for the meeting. All should be advised that only council members in good standing are permitted to vote during the meeting. The Warden should present the attendance list to the Recorder for mention in the minutes.
5. New members and guests should be welcomed upon arrival. Grand Knights should formally introduce them to the group shortly after the meeting begins.
6. Good meetings start promptly on time and finish exactly when expected. This is a matter of respecting the valuable time of our brothers. Members should never feel trapped in a meeting that seems to go on forever. If that happens, they won't come to another.
7. In general, a council meeting should not exceed one hour. With the pledge of allegiance, opening prayer, closing prayer, and other routine elements, only about 45 minutes are available for everything else. Grand Knights must be ever mindful of the clock.
8. The Recorder should note the attendance of council officers and mention it in the minutes. There is no need to spend time on a formal roll call.
9. Some Grand Knights find it helpful to use a script during council meetings. A convenient script is provided in Appendix C.
10. Some Grand Knights use presentation tools (like PowerPoint) to keep meetings focused. Such tools can facilitate the timely sharing of information. However, users must be proficient with these tools to avoid

moments of confusion. A speaker must avoid facing the screen and reading the content with his back turned to the audience.

11. Reading of minutes during a meeting can be time consuming. Recorders can disseminate minutes in advance by electronic means to all members. Minutes distributed in this manner should be secure and confidential. The use of a password-protected Google Doc or uploading to a password-protected council website is advised. If that is done, Robert's Rules of Order presumes that the membership has taken the opportunity to read them. Therefore, the minutes are not read at the meeting, unless requested by a member, and the Grand Knight simply can ask if any additions or corrections are needed before calling for a vote to approve the minutes.
12. The Grand Knight's Report is an opportunity for the Grand Knight to deliver his vision for the council and to encourage member participation in upcoming programs and volunteer activities. He should focus on key issues and important points for members to know. He should avoid dwelling on minor details. Ideally, the Grand Knight's Report should take no longer than ten minutes to allow time for remaining agenda items to be adequately covered.
13. During the meeting, the Grand Knight may choose to present short videos and other inspirational materials from the Supreme Council. These videos showcase top programs and motivational stories. Alternatively, such materials may be shown by the Lecturer during his Reflection.
14. Consider having the council Lecturer or guest speakers talk during the social part of the evening, especially if the meeting has a tightly packed agenda. In general, such talks should not be longer than ten minutes during the social or five minutes during the meeting itself.
15. The Supreme Council offers many resources that can be used for the Lecturer's Reflection, including: The Supreme Chaplain's Challenge (published monthly in *Columbia*) and *The Knights of Columbus: An Illustrated History* by Andrew and Maureen Walther.
16. Every presenter at the meeting (for example a committee chairman or program director) must be prepared to give short, pointed presentations. A good rule of thumb is to allow no more than three minutes for any one topic. Appendix D has suggestions on how to prepare a good report.
17. Effective Grand Knights use parliamentary procedures and wield the gavel with impact. They invite discussion only for motions that are properly made and seconded. Discussions on topics other than motions are best done in committee or small group meetings. Good leaders end discussions when the key points are made. They stop repeated mention of the same idea. They call for votes and move to the next agenda item. See the section of this guidebook on Parliamentary Procedure for more information on motions and voting.
18. Unfinished Business is for closing out motions that were carried forward from a previous meeting.
19. In general, New Business is where expected motions are made, seconded and discussed. It is not a forum to discuss random topics that were not considered beforehand by council officers or committees. However, Grand Knights can entertain impromptu motions when needed, especially for crises that require timely actions or for minor matters that do not warrant detailed consideration by the council officers.
20. Good Grand Knights are quick to table motions for which the council leaders are unprepared. The Grand Knight can table such motions for subsequent review and bring them forward as part of Unfinished Business at the next Council meeting.
21. Use the Protocol section for guidance on saluting, how to address officers / dignitaries, and how members should speak during meetings.
22. To honor our founder, Blessed Michael McGivney, it is fitting that he be part of every Knights of Columbus meeting. The closing prayer, which includes intentions for the sick and distressed and any special intentions of the council, should therefore always be either #10502 – *Prayer for the Canonization of Blessed Michael McGivney* or #11118 – *Litany of Blessed Michael McGivney*, both of which can be found in Appendix E. This is especially important as Knights of Columbus continue to pray for the canonization of our Blessed founder.

Virtual Council Meeting Guidelines

Councils are encouraged to use virtual technologies to enhance member experience and reach. A series of webinars were conducted to highlight the features, advantages, and disadvantages of these virtual tools and procedures. These webinars remain available online for review at KofC.Org/Webinar.

In general, a virtual meeting follows the same agenda as a regular meeting for content and sequence of events. However, members will likely be seated the whole time, so there is no need to gavel them to sit and stand as done in-person.

The following general practices will enhance the conduct of virtual meetings:

1. **Test the meeting platform in advance**

   Before hosting a virtual meeting, test the online meeting platform with council officers.

2. **Setup where Wi-Fi is strong**

   Set up the laptop or PC where the wireless router signal is strong. Consider using a hard-wired connection to assure uninterrupted internet access.

3. **Appoint a member to oversee the meeting platform and technology**

   Designate a technology expert to operate equipment, assist virtual attendees, manage electronic voting, and other technical issues that arise. This will allow the Grand Knight to focus on running the meeting.

4. **Use headphones**

   Use headphones with a microphone or a Bluetooth headset. Built-in computer audio is not optimal.

5. **Mute when not speaking**

   To reduce interference and background noise, it is best to have all attendees mute themselves when they are not speaking. Unmute only to speak.

6. **Look at the camera when speaking**

   Look directly into the camera when speaking to maintain the attention of those on the other side.

7. **Raise hands and use chat features**

   If a member has something to add or ask, he should raise his hand or use the chat feature of the platform. This will draw the presenter's attention without disrupting his remarks by having two or more people speaking at once.

8. **Ask for thumbs up and thumbs down**

   When seeking group consensus, the presenter should ask for a thumbs up or a thumbs down from the attendees. This will give him a quick visual answer.

Elements of a Successful Officers' Planning Meeting

Every successful Council meeting is preceded by a good Officers' Planning meeting. Planning meetings are where ideas are suggested, debated, budgeted, accepted or declined. These meetings are for officers, directors, and interested members to apply their collective wisdom and experience to the matters at hand. It is where proposals are clarified, strategies are made, tactics are approved, and funds are lined up. It is where approved or budgeted bills are paid. It is where the subsequent Council meeting agenda is created and agreed upon. It is where everyone gets a say; however, it is critical that officers leave every Planning meeting fully supporting the decisions that were made and the messages that will be delivered to the members.

In sum, Officers' Planning meetings are where many of the details for council activities and programs are determined. As such, these meetings should always have an agenda posted in advance. (See Appendix F for a suggested agenda which Grand Knights can modify, as needed.) That said, the Planning meeting need not have the same formal tone as the typical Council meeting. In fact, many councils employ a more fraternal working atmosphere at these meeting.

Parliamentary Procedure

Parliamentary procedure is utilized to ensure that meetings are conducted efficiently and that business is handled in a proper manner. In essence, parliamentary procedure is a more formal and structured way for members to come together, discuss and weigh any matters at hand until an agreement is reached.

Motions

The word "motion" refers to the procedure of bringing items before your council. When a member says, "I move that we give $50 to buy playground equipment for the school," he has made a motion. When the motion is talked about and discussed, it is often called "the question."

Business may be presented to your council in two ways:

1. By a simple motion
2. By a resolution

After being presented to your council, both are considered in exactly the same manner.

Simple motions are usually short and presented without much preparation. As a rule, they are not written down before presentation. Wherever possible, however, written form is more satisfactory.

Resolutions are often long and the result of careful thought and planning. They are always written and take some form of the following:

> *Whereas*, this community has a large group of boys and girls
>
> *Whereas*, these boys and girls have already had experience in Boys and Girls Club work but are at the present time without leadership and supervision.
>
> *Be it resolved*, that this council take upon itself the responsibility of supplying this leadership and supervision for the coming year, and that the effective carrying out of this matter be left to the Boys and Girls Committee.

Some motions have the "right of way" over others. They are usually classified in four groups: main (or principal) motions, subsidiary motions, incidental motions and privileged motions.

Main Motions

A main (or principal) motion is one made to bring a particular subject before your council for consideration. It may take the form of a simple motion or a resolution. Such a motion cannot be made when any other question is currently being discussed by your council, and it must give way to all other types of motions. Main motions include:

1. Adoption of a motion or resolution
2. Amend the bylaws
3. Rescind or repeal a previous action
4. Ratify or confirm an action taken

Main motions generally are not in order when they conflict with your council's bylaws (unless there is a motion to amend the bylaws) or conflict with the *Charter, Constitution, and Laws of the Knights of Columbus*.

Subsidiary Motions

A subsidiary motion is used to modify the main motion or to resolve it in some way other than by direct vote. It must be decided before the main motion and it is considered after privileged and incidental motions.

These subsidiary motions are listed here in their order of importance to the main motion, but must be considered in the reverse order. Thus, in reverse, a motion "to lay on the table" comes before all others, while a motion "to amend" takes precedence only over a motion "to postpone indefinitely."

The subsidiary motions are:

1. To postpone indefinitely
   - The purpose of this motion is to kill the main motion for the duration of the council meeting without taking a direct vote on it. It is not in order when another has the floor. It needs a second, is not amendable, can be debated, and requires a majority vote to pass.
   - Example: “I move to postpone donating $400 to the school indefinitely.”
2. To amend
   - The purpose of this motion is to change the pending motion before it is acted upon. It is not in order when another has the floor. It needs a second, is debatable if the motion to be amended is debatable, is amendable, and requires a majority vote to pass.
   - Example: “I move to amend the motion by inserting “St. Mary’s” before the word “school.”
3. To refer to committee (commit or refer)
   - The purpose of this motion is to have a small group investigate a proposal. It is not in order when another has the floor. It needs a second, is amendable and debatable, and requires a majority vote to pass.
   - Example: “I move to refer the motion of donating $400 to St. Mary’s School to the finance committee, to investigate if that amount will meet the school’s needs.”
4. To postpone to a certain time
   - The purpose of this motion is to put off or delay a decision. It is not in order when another has the floor. It needs a second, is debatable and amendable, and requires a majority vote to pass in most cases.
   - Example: “I move to postpone the motion of donating $400 to St. Mary’s School until the next council meeting.”
5. To limit or extend debate
   - The purpose of this motion is to limit or extend the length of debate or the number of times a member can speak in debate. It is not in order when another has the floor. It needs a second, is not debatable, is amendable and requires a two-thirds vote to pass.
   - Example: “I move to limit debate to five minutes per member.”
6. To move the previous question (to close debate)
   - The purpose of this motion is to close debate and immediately take the vote. It is not in order when another has the floor. It needs a second, is not amendable or debatable, and requires a two-thirds vote to pass.
   - Example: “I move the previous question.”
7. To lay on the table
   - The purpose of this motion is to set aside the main motion temporarily. It needs a second, is not amendable or debatable, and requires a majority vote to pass.
   - Example: “I move to lay the motion on the table.”

Privileged Motions

A privileged motion is one relating to the well-being of your council or any of its members. Because of its importance to individual members, it takes precedence over all other questions.

These privileged motions are also listed in their order of importance to the main motion, but must be taken up in the reverse order. Thus, a motion “to fix time to adjourn” must be considered first, followed by a motion “to adjourn” and then a motion “to take a recess.”

The subsidiary motions are:

1. Orders of the day
    - The purpose of this motion is to make your council conform to the agenda, or to take up a general or special order. It is in order when another has the floor. It doesn't need a second, and is not amendable or debatable.
      No vote is taken unless the members want to set aside the orders of the day, which takes a two-thirds vote to pass.
    - Example: “I call for the orders of the day.”
2. Questions of privilege
    - The purpose of this motion is to permit a member to make a request relating to the rights and privileges of your council or an individual member and to consider it immediately because of its urgency. It is in order when another has the floor, but courtesy demands that the question of privilege wait until the member has finished speaking. It doesn’t require a second, is not debatable or amendable, and requires the grand knight rule on the request. (Note: If the question of privilege is raised by the member in the form of a formal motion, only then does it need a second, is debatable and amendable, and can be reconsidered. It also must be adopted by a majority vote.)
    - Example: “Worthy grand knight, I rise to a question of privilege concerning the council and ask that the member speak into the microphone because it is difficult to hear in the back of the room.”
3. To recess
    - The purpose of this motion is to take a short intermission and then resume business where your council left off. It is not in order when another has the floor. It needs a second and is not debatable or amendable. It requires a majority vote to pass.
    - Example: “I move to take a 20 minute recess.”
4. To adjourn
    - The purpose of this motion is to end the council meeting immediately. It is not in order when another has the floor. It needs a second and is not amendable or debatable. It requires a majority vote to pass.
    - Example: “I move to adjourn.”
5. To fix time to adjourn (when a question is pending)
    - The purpose of this motion is to set the time to adjourn the meeting. It is not in order when another has the floor. It needs a second, is not debatable, but is amendable. It requires a majority vote to pass.
    - Example: “I move that we adjourn this meeting at 8:30.”

Incidental Motions

An incidental motion is one that comes up while other motions are being considered and must be disposed of before the main motion or a subsidiary motion can be acted upon. The incidental motions include, but are not limited to:

1. Point of Order
    - The purpose of this motion is to correct a breach in the rules. It is in order when another has the floor. It doesn’t require a second, is not debatable unless the grand knight submits the question to the council members, and is not amendable. The grand knight rules on the point, unless the grand knight submits the point to a majority vote of the council members present.
    - Example: “I rise to a point of order.”
2. Appeal from the Decision of the Chair

- The purpose of this motion is to disagree with the grand knight's ruling and let the members decide the disagreement by a majority vote. The motion must be made at the time a ruling was made. It needs a second, is not amendable and can be debated.
- Example: "I appeal the decision of the chair."

3. To suspend the rules
   - The purpose of this motion is to set aside a rule of your council (except bylaws, fundamental principles of parliamentary law, or rules that protect absent members or basic rights of the individual). It is not in order when another has the floor. It needs a second; is not debatable or amendable; and requires two-thirds vote to suspend a parliamentary order, or a majority vote to suspend a standing rule.
   - Example: "I move to suspend the rules and take up new business before old business."
4. Objection to consideration of a question
   - The purpose of this motion is to prevent the main motion from being considered. It is generally in order when another has the floor. It doesn't need a second, is not debatable or amendable and requires a two-thirds vote.
   - Example: "I object to consideration of the question."
5. To withdraw a motion
   - The purpose of this motion is to withdraw a pending motion on the floor without taking a vote. It is in order when another has the floor. It doesn't need a second, is not debatable or amendable and simply needs the general consent of the council to pass. If there is objection, the grand knight may put the request to a majority vote.
   - Example: "I ask for permission to withdraw the motion of donating $400 to the school."

How to Make a Motion

The following procedure is generally recognized as good form in making a motion.

1. A member obtains the floor through the following steps:
   - Stands. (Except in very small or informal meetings, the grand knight should also stand.)
   - Addresses the grand knight as "Worthy Grand Knight" and renders the salute. (Representing the tree of the Cross, the member makes a vertical motion, with his arm and vertically open hand, from top to bottom).
2. Grand knight recognizes the speaker by announcing his name and rendering the salute in return. (Representing the arms of the Cross, the grand knight makes a horizontal motion, with his arm and horizontally open hand, from left to right). The speaker may not present the motion until recognized by the grand knight.
3. Member states the motion carefully. This is usually done by saying "I move that _____" or "I move the adoption of the following resolution." It is best to have the motion prepared in written form before the meeting.
4. If the motion requires a second, it must be seconded before it can be discussed. If it does not receive a second, it is lost. Any eligible member, other than the one who made the motion, may second it. Those seconding may remain seated, stating simply, "I second the motion."
5. Grand knight repeats the motion in full. Typically, this statement is along the lines of the following: "The motion has been made and seconded that_____. Is there any discussion?"
6. The motion is then open for discussion. To participate, members must follow the aforementioned procedure (Step 1) to obtain the floor:
   - Address the chair as "Worthy Grand Knight" and render the salute

- Receive recognition by the grand knight, who announces the speaker's name and renders the salute in return

A good grand knight encourages as much discussion as possible. In this way, the facts and merits of the question are brought to light and members can vote more intelligently. Thorough discussion helps your council meetings feel more inclusive and satisfying to attendees. The person who makes the motion is usually given the opportunity to open and close the discussion.

7. After a motion and a second to move the previous question, the vote is taken. In the spirit of charity, full discussion should be encouraged before your council accepts a motion to move the previous question.

How to Amend a Motion

An amendment to a motion is made to change or modify the previous motion which is under consideration. An amendment, like the main motion, must be seconded. It is also debatable so long as the motion to be amended is debatable, and it is amendable. An amendment may do one of four things:

1. Add one or more words or sentences to the motion under consideration.
2. Strike out one or more words or sentences from the motion under consideration.
3. Substitute another motion for the one being considered.
4. Substitute words or replace wording under consideration.

The proper form for making an amendment is either of the following:

- "I move to amend the motion to read _____."
- "I move to amend the motion by _____."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment is agreed upon, the original motion will be revised and voted on accordingly. If the amendment is lost, the motion is voted upon as originally stated.

In case of an amendment to an amendment, the most recent amendment is always voted upon first. If it is carried, the preceding amendment is then voted upon as amended.

Ways of Voting

When the discussion is over, the grand knight repeats the motion either verbally or by asking the recorder to repeat the motion. He then puts it to a vote. The following four voting methods are commonly used:

1. Voting by Acclamation: "Aye" or "Nay." This is probably the most commonly used method of voting. However, it has both advantages and disadvantages:
   - Advantages:
     a) It is the quickest method.
     b) For unimportant questions or when there is no doubt about the wishes of the majority, it is very satisfactory.
   - Disadvantages:
     a) The minority group may produce enough sound to "drown out" the majority.
     b) The grand knight has an ability to favor the outcome if the vote is close.
     c) The side voting first (which must always be the affirmative) has a decided psychological advantage. For example, if a member that intends to vote "nay" senses that the majority of his council is going to vote the other way, he may change his vote at the last second or abstain from voting.
2. Voting by Standing or Raising the Hand: This method overcomes the first two disadvantages of voting by acclamation ("Aye" or "Nay"), as the majority and the minority are clearly identified from

the floor and the chair. This method is advisable for all important matters where the following two methods are not used, and where the result of the voter would otherwise be uncertain.

3. Voting by Roll Call: Sometimes also called "Yeas and Nays." Roll call gives every member the chance to have his vote on record. Legislative bodies, therefore, use it frequently.
4. Voting by Ballot: This takes more time. Slips of paper are first passed around to the members, who write the name of the person they prefer, or "yes" or "no" on their slip.
   To make voting by ballot quicker, tellers may be selected to collect and count ballots.
   - Advantages:
     a) Offers discretion. No one person need influence the vote of another.
     b) Offers accuracy. Every member present has a chance to vote and get a fair decision.
     c) The decision is not known until all ballots are cast.

The Grand Knight's Vote

The grand knight is the conductor of the debate and should, in most cases, remain as impartial to either side as possible. However, should he choose to vote, please note the following:

- If the grand knight's vote causes a tie, a motion is then lost.
- If a vote is a tie without the vote of the grand knight, he has the option to cast his vote and thus carry or deny the motion.

Please note, when voting by ballot, there is this important difference: The grand knight must vote in the same way as the other members, and therefore has no deciding vote.

How to Elect Officers

Council officers should always be chosen by ballot. There are three popular methods of suggesting candidates:

1. Nominations from the floor with a choice by ballot.
   - This method is satisfactory and speedy.
2. An "informal" ballot to indicate choice, followed by an election via "formal" ballot.
   - This method is least likely to offend any of the candidates.
3. Suggestions by a nominating committee: a "slate" with one or two names for each office.
   - This method permits some knowledge of the qualifications of the candidate for the respective office.

In all cases, balloting should continue until a majority vote has been received by one of the candidates.

Records

Good records are valuable reports of what is done in Council meetings.

The minutes of the meetings are kept by the recorder. He can use #1403 – *Recorder's Minute Book* or another form of record if preferred.

The minutes of the Council meetings should contain a complete record of what transpired. They include every motion, whether lost or carried, and the names of the members who made and seconded them. Details of discussions are not necessary, but records should indicate the number of votes on either side if the votes were counted. No personal opinions or comments should be included.

Committees

Committees generally consist of an odd number of members (usually three or five), chosen for the purpose of investigating a specific matter or carrying out a particular piece of work.

Committees offer two great advantages. First, they allow more time and greater opportunity for consideration of a question. Second, they are a means of delegating responsibility in your council.

A committee is subject to the same rules of order as your council, except that it can act with greater freedom.

Committees are formed by the grand knight, who appoints committee chairmen.

Parliamentary Terms

Acclamation A method of voting.

Adjourn To close the meeting.

Amend To change a motion by means of another motion.

Amendment A change made in a previous motion. Such an amendment is debatable and may be reconsidered.

Appeal from decision of the chair An incidental motion. Any member disagreeing with the grand knight's decision may thus put the matter to a vote of your council. This is in order, even though another member has the floor. The member rises, saying, "I appeal from the decision of the chair." If the appeal is seconded, the grand knight must say, "Shall the decision of the chair be sustained?" It cannot be amended but may be reconsidered. A tie vote sustains the chair.

Ballot A method of voting.

Debatable The discussion of a motion or question. Discussion must always follow the accepted rules of order.

Division of the house If any member of your council is dissatisfied with the result of the vote as announced by the grand knight, he may call for a "division of the house" or "division of the council" or just "division." The grand knight says, "A division is called for; those in favor of the motion will rise." The grand knight then appoints "tellers" to count those standing. Announcing the number, the grand knight says, "Those opposed will rise." They are also counted by the teller and the grand knight announces the result.

Fix time to which to adjourn This is a privileged motion which takes precedence over all others.

Lay on the table A subsidiary motion, the purpose of which is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion, with the assumption that it is to lie on the table permanently. If carried, a motion to "lay on the table" usually takes with it everything concerned with the question. It is not debatable and cannot be amended.

Majority A total which is a number greater than half the votes cast.

Meeting The time a council remains together without adjournment. A call-to-order after an adjournment constitutes another meeting.

Minutes The written records of the proceedings of the meetings, as kept by the recorder.

Motion The accepted name applied to the procedure of getting a matter before your council.

New Business Matters which have not been formally discussed before, but are brought up for the first time.

Nomination Suggesting the name of a person for an office, to be used at the time of election. It is not a motion and requires no second.

Objection to consideration of a question An incidental motion. The object of this motion is to avoid consideration of a question which is irrelevant or otherwise improper. Such an objection may be made to any principal motion, but only when it is first introduced and before it is debated. It can be made when another member has the floor and does not require a second. It cannot be debated or amended. The grand knight

may decide the point or may put the question, “Will the council consider it?” If decided in the negative by a two-thirds vote, the matter is dismissed.

Obtain the floor Securing the right to speak, either to make or discuss a motion.

Order of the day To call for orders of the day is a privileged motion. This commonly refers to the order in which your council has decided to take up its matters of business. To change this order of business after the time for consideration of each question is set, a vote of your council is required.

Plurality The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.

Point of order An incidental motion made to correct disorder in the proceeding or in the deportment of members. Any member may obtain the floor and say, “I rise to a point of order.” The member then states the point, and the grand knight decides whether it is well-taken. It does not require a second and cannot be debated, except that the grand knight may ask for the opinions of others before giving his decision. It cannot be amended, but it may be reconsidered.

Previous question To “move the previous question” is a subsidiary motion. Its object is to bring the question which is under consideration before your council for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.

Question The motion before your council is called “the question.” When members wish to close the discussion and put the matter to a vote, they may call “question-question.”

Questions of privilege This is a privileged request concerned with the health of members. The form is “Worthy grand knight, I rise to a question of privilege.” The grand knight then says, “The brother will state his question of privilege.” The grand knight then decides on the merits of the case. Although another member may have the floor, the question is in order and requires no second. It is debatable, may be amended and may be reconsidered.

Quorum A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the bylaws.

Recess, Take a A privileged motion used to secure a resting period or intermission without adjourning the meeting. If the time to resume the meeting is named in the motion to take a recess, it cannot be amended or debated. However, if the time is not named, it may be debated or amended.

Reconsider “To reconsider” is a means whereby a decision once made and which later seems wrong, may be corrected or changed. It must be made by some persons who voted on the affirmative side of the question. It cannot be amended or reconsidered. If carried, the original question is again put before your council. It usually takes the order of a principal motion.

Refer to a committee This is often called to “commit” or “refer” or “recommit,” and it is a subsidiary motion. The usual form of the motion is to “refer the matter to a committee.” It is advised to name the committee in the motion if it is a standing one or if a new committee should be formed. Such a motion is debatable and may be amended by altering the committee or by giving it more specific instruction.

Reports The (preferably written) records or findings of officers or committees that are submitted for consideration and approval at a meeting of your council.

Rescind A motion to rescind is designed to nullify a former action of a council when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to “strike from the records” the rescinded action. If carried, the recorder writes across the material in the records “stricken from the records by order of the council, (date).”

Resolution A formal type of principal motion.

Robert's Rules of Order A manual of rules of order for deliberative assemblies. This is a standard and authoritative source. It should be consulted regarding many detailed points.

Second An indication that at least a second person approves of the motion.

Simple motion A rather simple type of principal motion.

Special committee A committee chosen for some particular purpose. When its object is attained, the special committee is usually discontinued automatically. However, when a special committee has not completed its work, it may ask permission of the council to "sit again."

Standing committee A committee appointed for a long period of time, often a year. Such committees are frequently named in the bylaws.

Standing vote A method of voting whereby members indicate their choice by standing.

Suspend the rules An incidental motion used in urgent cases to save time. It is usually resorted to only by unanimous consent. It cannot be amended or reconsidered.

Unanimous ballot A ballot cast by the recorder for a candidate when he is the only person nominated for a particular office and no one objects to him for that office. The usual form is for the grand knight to instruct the recorder to "cast a unanimous ballot" for the candidate being considered for the certain office. However, if anyone objects, the balloting must be done in the usual way.

Unfinished business Motions that have not yet been decided and have been left over from preceding meetings.

Withdraw a motion An incidental motion permitting a previous motion to be withdrawn. It is not debatable and cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it with the consent of the person who seconded it and the grand knight if done before decision or amendment.

Yeas and nays A method of voting sometimes called voting by roll call.

Council Meeting Preparation Checklist

- ☐ **Securely distribute the prior meeting minutes to all members for advance review.**
- ☐ **Notify members about the meeting.**
  - ☐ Share details by text, email, social media, and phone. Consider sending notices at one week, three days, and 24 hours in advance.
- ☐ **Plan the social or fraternal elements.**
  - ☐ Arrange for food and drinks.
  - ☐ Follow guidelines for safe food handling.
- ☐ **Plan for guests.**
  - ☐ Obtain council approval to invite non-Knights as guests.
  - ☐ Formally invite guests at least three weeks in advance.
  - ☐ Assign someone to greet and escort guests to the Grand Knight.
  - ☐ Observe protocol for dignitaries and allow time for them to speak.
- ☐ **Prepare awards, especially for Knight and Family of the Month.**
  - ☐ Give recipients advance notice.
  - ☐ Consider inviting their families to attend.
- ☐ **Determine agenda topics and allocate time for each.**
  - ☐ Review the content with presenters.
  - ☐ Avoid contentious items if guests will be present.
  - ☐ Do not exceed one hour of planned material.
- ☐ **Organize presentation materials.**
  - ☐ If using presentation software, prepare the slide deck and view it beforehand.
- ☐ **Familiarize yourself with the meeting script.**
- ☐ **Appoint a technology expert to set up and run all electronic equipment and virtual elements of the meeting.**
  - ☐ Verify strong internet connectivity and test the platform for virtual attendees.
  - ☐ Assemble all necessary equipment in advance.
  - ☐ Determine optimal arrangements for lighting and sound.
- ☐ **Direct the Warden to inventory and stage necessary equipment.**
  - ☐ This includes podium, tables, chairs, flags, banners, gavel, attendance sheet, medals of office, etc.
  - ☐ Also provide personal protective equipment (masks, gloves) and sanitizing supplies.
- ☐ **Assemble necessary reference materials.**
  - ☐ This includes *Charter, Constitution, and Laws of the Knights of Columbus*, Council Bylaws, programs materials, etc.

Council Meeting Agenda

1. __Call to Order
2. Opening Prayer
3. Pledge of Allegiance (USA) or Patriotic Display of Loyalty
4. Approve Minutes of Prior Meeting
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Report
8. Membership Report
   - Balloting of Candidates for Admission or Transfer
9. Other Reports
   - Programs
   - Committees
   - Fourth Degree
   - Insurance Agent
   - District Deputy
   - Other
10. Unfinished Business *(motions carried over from previous meetings)*
11. New Business *(new motions)*
    - Bills Not Previously Approved
12. Good of the Order
    - Awards *(Family and Knight of the Month, etc.)*
13. Lecturer's Reflection *(optional)*
14. Grand Knight's Summary
15. Closing Prayer *(including intentions for sick or distressed members):* Prayer for Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney
16. Adjournment

Grand Knight Script for Council Meeting

1. **Call to Order**

   Brothers, we are about to open this council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.

2. **Opening Prayer***

   Brothers and guests, let us invoke the Divine blessing as our Chaplain leads us in the Lord's Prayer.

3. **Pledge of Allegiance (USA)**

   Brothers and guests, please join me in reciting the Pledge of Allegiance.

4. **Approve Minutes of Prior Meeting**

   The minutes of the previous meeting were transmitted to all members.

   Are any corrections or additions required?

   I seek a motion to approve the minutes.

   The minutes are approved.

5. **Chaplain's Message**

   Worthy Chaplain, please enlighten us with your message.

6. **Grand Knight's Report**

7. **Financial Report**

   Worthy Treasurer, please report the council's financial status.

8. **Membership Report**

   Worthy Membership Director, please give us your report and present applications for new members and transfers.

   (Call for a motion, discussion, and vote on admissions and transfers.)

   The applications are approved.

9. **Other Reports**

   (The following reports are made as needed.)

   - Worthy (_____) Program Director, please report on upcoming events.
   - Worthy (_____) Program Director, please report on upcoming events.
   - Worthy (_____) Committee Chairman, please give us your report.
   - Worthy (_____) Committee Chairman, please give us your report.
   - Worthy Fourth Degree Representative, please give us your report.
   - (_____), please give us your report.

(The following reports are made if the Insurance Agent and/or District Deputy are present.)

- Worthy Insurance Agent, please give us your report.
- Worthy District Deputy, please give us your report.**

10. <u>Unfinished Business *(motions carried over from previous meetings)*</u>

The following motion was tabled at a prior meeting. I now reopen it for discussion and vote:

The 'ayes' have it. The motion is carried.

The 'nays' have it. The motion is lost.

11. <u>New Business *(new motions)*</u>

Worthy Financial Secretary, please present any bills not previously approved for payment.

I seek a motion to pay the bills.

The motion is carried. The bills are approved to be paid.

I will now entertain new motions. *(Allow expected motions to be made and discussed, then voted upon)*

The motion is carried.

The motion is lost.

12. <u>Good of the Order</u>

We will now recognize the outstanding accomplishments of our members:

- Family of the Month Award
- Knight of the Month Award
- Other Awards

13. <u>Lecturer's Reflection *(optional)*</u>

Let us now listen to the Worthy Lecturer's Reflection. *(If not done during social time)*

14. <u>Grand Knight's Summary</u>

15. <u>Closing Prayer</u>*

Before proceeding to the closing prayer, let me ask: Does any brother know of a member of this council, or brother of the Order, who is sick or in distress?

Worthy Chaplain, please lead us in the Prayer for Canonization of Blessed Michael McGivney *(or Litany of Blessed Michael McGivney)* as we pray for the distressed and close this meeting.

16. <u>Adjournment</u>

I declare this meeting adjourned

<u>Gavel Protocol:</u>

All Sit

Officers Stand

All Stand

All Kneel

* When praying at meetings and other formal events, councils may invoke three raps of the gavel to stand or four raps of the gavel to kneel. When determining to stand rather than kneel, officers should take into account the age and physical health of the membership.

** As a sign of respect, it is customary for the Grand Knight to gavel the council to rise when the District Deputy stands to give his report. After members have extended this courtesy, the Grand Knight may gavel the assembly to sit if the speaker has not already asked everyone to be seated.

How to Prepare a Good Report

Numerous topics must be covered in a one-hour council meeting. One issue cannot be given so much time that other important issues are excluded or given inadequate attention. So, it is incumbent upon anyone making a report to be ever mindful of the clock.

In general, a presenter should take no more than three minutes to give his report. With careful preparation, this is ample time to convey the necessary information. A crisp, focused report respects not only the Grand Knight who carefully prepared the meeting agenda, but also the other presenters who limited their reports to fit the allotted times.

Often, people who are not accustomed to public speaking at council meetings will speak much longer than the audience is willing to listen. Instead of focusing only on the key points and main take away items, they dwell at length on lesser details as if they were delivering an academic paper. They fail to note when the audience has lost interest, and they drone on while members look at their smart phones and other distractions.

A good presenter respects the valuable time of the audience. A good report is short and simple. Key elements include:

- The five W's: Who, What, When, Where, Why.
- Results if reporting completion of a project.
- Status if giving an update on a project.
- Clear requests for needed support.
- Recommendations for further actions.

It is unnecessary to drag the audience through the thought process and intermediate steps taken to reach the conclusions. The speaker should tell the audience what they need to know, answer their questions, and sit down.

Some speakers find it helpful to write down their intended remarks. Then they cut it in half and reorganize. Then they cut it in half yet again. This forces them to eliminate all superfluous information. In time it becomes second nature to focus on only the most important matter.

Prayers to Blessed Michael McGivney

Prayer for the Canonization of Blessed Michael McGivney

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present *(here make your request)*.

Through Christ our Lord. Amen.

Litany of Blessed Michael McGivney

Lord, have mercy on us.
Lord, have mercy on us.
Christ, have mercy on us.
Christ, have mercy on us.
Lord, have mercy on us.
Lord, have mercy on us.

Christ, hear us.
Christ, graciously hear us.

God, the Father of heaven,
have mercy on us.

God, the Son, Redeemer of the world,
have mercy on us.

God, the Holy Spirit,
have mercy on us.

Holy Trinity, One God,
have mercy on us.

Holy Mary, Mother of God, *pray for us.*
Our Lady of the Immaculate Conception, ...
Our Lady of Guadalupe, Star of the New Evangelization,
St. Joseph, Spouse of Mary and Guardian of the Redeemer,
St. Michael the Archangel,

Blessed Michael McGivney, *pray for us.*
Humble Servant of God, ...
Faithful Disciple of Jesus,
Son of the Immaculate Heart,
Obedient Son of the Church,
Exemplary Priest of Purity,
Zealous Priest of Christ,
Gentle Shepherd of Souls,
Devoted Parish Priest,
Wise Counselor,

Teacher of the Faith,
Servant to All,
Protector of the Poor,
Defender of the Widow and Orphan,
Friend of the Lonely and Suffering,
Companion to the Imprisoned,
Comforter of the Sick and Dying,

Apostle of Christian Family Life,
Father to the Young,
Advocate of Workers,
Evangelizer of Those Gone Astray,
Champion of the Gospel of Life,

Guardian of the Laity,
Pastor of Immigrants,
Exemplar of Charity,
Model of Unity,
Builder of Catholic Fraternity,
Instructor of Christian Patriotism,
Founder of the Knights of Columbus,

Blessed Michael, humble in service, *pray for us.*
Blessed Michael, devoted to the Sacred Heart, ...
Blessed Michael, pure in heart,
Blessed Michael, faithful in priestly duties,
Blessed Michael, strong in suffering,
Blessed Michael, peaceful in dying,
Blessed Michael, conformed to Christ crucified,

Lamb of God, who takes away the sins of the world,
spare us, O Lord!
Lamb of God, who takes away the sins of the world,
graciously hear us, O Lord!
Lamb of God, who takes away the sins of the world,
have mercy on us!

V/ Pray for us, Blessed Michael McGivney,

R/ *That we may be made worthy of the promises of Christ.*

Let us pray. God, our Father, inspired by the heroic example of the life and virtue of your priest, Blessed Michael McGivney, may we follow your Son, Jesus Christ, more closely, fulfilling His commandment of charity and building up His Body, which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast.

Through Christ our Lord. Amen.

Officers' Planning Meeting Agenda

1. Opening Prayer
2. Grand Knight's Report
   - Overview of Council Issues
   - Review Correspondence
   - Review Schedule
   - Agenda for Next Council Meeting
   - Unfinished Business
   - New Business
3. Officers' Reports
   - Chaplain
   - Deputy Grand Knight
   - Chancellor
   - Recorder
     - Minutes
   - Financial Secretary
     - Council Standing
     - Reports
     - Receipts
     - Bills
     - Supplies
   - Treasurer
     - Accounts Status
   - Lecturer
     - Proposed Reflections
   - Advocate
   - Warden
     - Equipment
   - Trustees
     - Audits
   - Others as Needed
4. Membership Report
   - Candidates
   - Exemplifications
5. Program Reports
   - Faith
   - Family
   - Community
   - Life
   - Committees
   - New ideas from members in attendance
6. Good of the Order
   - Prayers for Members
   - Upcoming awards for members, other
7. Closing Prayer (Prayer for the Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney)

Exemplification of Charity, Unity, and Fraternity

Conducting the Exemplification of Charity, Unity and Fraternity

Council Checklist

1. **Meet with your council Chaplain or local Pastor.** Working with your Chaplain/Pastor, obtain his recommendations on conducting an Exemplification of Charity, Unity, and Fraternity. Ideally, select a date when he can attend and lead the prayers during the ceremony. (If no priest is available, the Presiding Officer may lead the prayers.)
2. **Select a date and secure a location.** Preferably, the exemplification will be held in a Catholic church following Mass.
3. **Order materials.** Order a sufficient supply of *Candidate Kits* (#531) from Supplies Online, the supply ordering portal available on Officers Online.
4. **Select an Honoree.** Inform the Honoree if applicable.
5. **Promote.** Build public interest in the upcoming exemplification in your parish and larger community. Include mention of the Honoree. Use multiple methods of communication.
    - Bulletin announcements
    - Pulpit announcements
    - Posting on your council and parish website/social media pages
6. **Plan a reception.** Strongly consider hosting a social event after the ceremony so that everyone can meet the council's newest members and their families.
7. **Invite brother Knights to attend.** Invite all council members, their families, your District Deputy and your Field Agent to attend. Encourage First and Second Degree members to participate in the Exemplification of Charity, Unity and Fraternity, so that they may advance to Third Degree.
8. **Practice**. Conduct walk-throughs so that all Exemplification Personnel are comfortable in skillfully presenting their parts in a solemn and dignified manner.
9. **Afterwards, distribute Membership Cards.** Following the exemplification, the Financial Secretary should present a *Membership Card* to each of the newly advanced members.

Exemplification Personnel

1. **Presiding Officer** *(Serves as Master of Ceremonies)*
2. **Chaplain** *(Leads assembly in Opening and Closing Prayers)*
3. **Presenter on Charity** *(Teaches the Lesson on Charity and delivers the discourse on the rosary)*
4. **Presenter on Unity** *(Teaches the Lesson on Unity)*
5. **Presenter on Fraternity** *(Teaches the Lesson on Fraternity)*
6. **Warden** *(Guides the Candidates)*
7. **Investing Officer** *(Presents rosaries and lapel pins to the Candidates. The Grand Knight or highest-ranking officer in attendance may fill this role and, depending on the number of Candidates, multiple officers may assist)*
8. **Financial Secretary** *(Registers Candidates and obtains their signature on the Constitutional Roll)*
9. **Field Agent** *(Meets and greets Candidates, assists the Financial Secretary and should be given the opportunity to address members at any function following the ceremony)*

Ceremonial Materials

Ceremonial Baldrics – Baldrics for Presiding Officer, three Presenters, Warden and the Investing Officer to wear during the exemplification.

Crucifix – A crucifix large enough for demonstration purposes. It is preferred that the crucifix be wooden and large enough for all to clearly see the corpus – the body of Jesus Christ. A wooden crucifix is available from Knights Gear and similar crucifixes are available from the Official Ceremonial Suppliers.

Cable and Fibers – The fibers (small strings) and cable are available from the Official Ceremonial Suppliers. The cable should be white in color, approximately 1 inch in diameter and 2 feet in length.

***Candidate Kit* (#531) –** One per Candidate. Includes rosary and lapel pin presented during the exemplification.

Official Ceremonial Suppliers: USA & Canada – The English Company

Team Instructions

First Impressions:

This Ceremony will introduce the Knights of Columbus, and its principles, to Candidates, their families, and other observers. It is imperative that all aspects be conducted in a highly professional manner, and with the utmost decorum. First impressions are lasting ones. A poorly conducted ceremony will tarnish the reputation of our Order.

Impact of team performances:

This Ceremony was designed for a church setting with a large audience. Particular attention should be given to how the performance will be perceived by, and its impact upon, candidates and all in attendance. Although presentation from memory is ideal, team members may read the script. All presenters must be skilled readers and speakers, fully comfortable with the wording, pronunciation, transitions and tone. The ceremony must be conducted with theatrical flair and passion. Teams should view the online video and practice numerous times before conducting any exemplifications. Team certification is not required.

Ceremony Venues and modifications:

The script was designed for exemplifications in a church. It also may be done in less formal venues like parish halls and council chambers. Since some priests prefer the sacred space be reserved for liturgical purposes, please consult with your pastor or chaplain regarding holding the ceremonial in a church and accept their wishes. Sensible modifications, like using additional men to present rosaries and lapel pins for large groups, may be made as needed. Also, if candidates are not seated in church pews, they may remain at their chairs for the investment of rosaries and lapel pins. Make sure, in that case, to allow enough room between rows for the team members to pass through.

Video:

The online video is meant to raise awareness of the new ceremony and train presenters. However, when necessary, councils may show the video on a limited basis to Candidates who cannot attend a scheduled ceremony. In such cases, the Grand Knight and two other members should preside over the ceremony, dressed in dark suits with ceremonial baldrics. The location should be formally set up with all ceremonial materials on hand.

Grand Knight and District Deputy responsibilities:

The Host Grand Knight is responsible for conducting exemplifications in a manner like that shown in the video. No additions, omissions or innovations are allowed for ceremonial elements.

District Deputies shall correct any deviations from the approved script with the Grand Knight and Team.

Setup and Preparations:

1. Extend the professional courtesy to Candidates and guests of starting on time.
2. Candidates should be greeted by the Financial Secretary and Field Agent and assembled in an area that will be conducive to reviewing the pledges and signing the Constitutional Roll. Conduct the registration and signing of the Constitutional Roll as expeditiously as possible. This is the candidates' first exposure to the Order. It should be highly professional. Do not waste a single moment of their valuable time.
3. While administering to the Candidates, arrange for the comfort and entertainment of their families and guests in the ceremonial chambers.
4. A common challenge when exemplifying a large group is the entanglement of rosaries. The subsequent efforts to disentangle can significantly detract from the desired decorum. Teams should devise methods to prevent entanglement.
5. Another common challenge is the placement of Candidate chairs too close together such that Candidates are uncomfortably squeezed. Space the chairs with adequate room between them.
6. Give Blessed Michael McGivney Canonization Prayer cards to all guests and Candidates upon their arrival so they can all participate in the closing prayer.

Candidate Preparations:

1. *Review with the Candidates the Promises that they will make.*
2. *Have each Candidate examine and sign the Constitutional Roll.*
3. *Do not allow Candidates to sit idle in the preparation area. When their processing is complete, take them to their assigned seats or to the families / guests / council members until you are ready to begin the ceremony.*

Immediately before the ceremony begins:

The Warden escorts those to be exemplified to their reserved seats in front of the assembly. For small classes, they may be escorted as a group. For large classes, they may be escorted in small groups as they finish signing the Constitutional Roll.

When all Candidates are in their assigned places, the Presiding Officer and Presenters take their places.

The ceremony then begins.

Opening Prayer

Presiding Officer – Reverend Father, my Brother Knights, ladies, and friends. Welcome to this Exemplification of Charity, Unity and Fraternity. Let us stand and begin with prayer.

Chaplain – In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Let us pray. God, our Father, you so loved the world that you sent us your only Son to suffer, die, and rise for us, and for our salvation. Give us the grace to daily encounter Our Lord Jesus Christ with a living faith and so come to know in our lives the power of His love. Let us find in His Cross the strength to rise above our sins and to be confirmed in virtue, so that we may live our vocations faithfully and accomplish our work with integrity. Unite us, Lord, in the fraternity of the Knights of Columbus as we bear witness to Christ, serving the needs of others in charity, and

keeping the commandments in the spirit of the Beatitudes. We ask this through Christ our Lord. Amen.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Presiding Officer – Please be seated. By founding the Knights of Columbus in 1882, Father Michael McGivney sought to establish a fraternal Order whose members live the Christian virtues by means of the principles of Charity, Unity, and Fraternity. He sought to unite members in their Catholic identity as practical Catholics, that is, as Catholics who accept the teaching authority of the Catholic Church on matters of faith and morals, who aspire to live in accordance with the precepts of the Catholic Church, and who are in good standing in the Catholic Church.

By your presence here today, you pledge that this is your understanding and intention in joining the Knights of Columbus.

At the time of our founding, Catholics in America faced discrimination and bigotry. Many immigrants were challenged by a hostile society that considered them outsiders and incapable of full citizenship. Often these Catholics were tempted to abandon their faith and the Sacraments.

The father was the family's primary wage earner and, with no social support network available, frequently his untimely death was a catastrophic event. His widow and children faced financial ruin and the breakup of their family. Removed from their family's home, children often found themselves removed from their family's faith.

Yet in the face of these challenges, Father McGivney was determined to find a way to strengthen the faith and families of his fellow Catholics.

Father McGivney's vision established our organization of local councils whose members sought to strengthen their faith, to serve the needs of others, and to protect their families through our insurance program.

The first members of our Order chose the name Columbus to emphasize that from the earliest days of the European exploration of America, Catholics had played an essential role. Christopher Columbus was a revered hero in the 19th century who inspired the names of cities throughout the United States, including the nation's capital, as well as a province in Canada and a nation in Latin America.

Those early Knights recognized Christopher Columbus, not only as an explorer of extraordinary skill and daring, but as a layman committed to bringing the Good News of the Gospel to a New World.

Our founding members chose to be called knights in recognition of the historic mission of Christian knights — men who led lives of virtue, defended the Faith, and served those in need.

In medieval times, when Christian knights took up arms and put on their armor, they understood that they were putting on the armor of Our Lord, Jesus Christ, in order to serve a higher calling. A knight was committed to the cardinal virtues of prudence, justice, fortitude, and temperance. He was willing to sacrifice himself for others, especially the poor and the vulnerable.

Although times have changed, this higher calling has not. Today, we do not put on armor made by fire and forge, but we are still called to put on the armor of Christ.

We are called, as St. Paul tells us, to stand firm, with integrity as a breastplate, carrying the shield of faith, wearing salvation as a helmet, and carrying the Word of God as a sword.

Our Church is still in need of men dedicated to this mission, men willing to be the strong right arm of the Church.

The Knights of Columbus is a brotherhood in service to the Catholic Church, bound together by our principles of Charity, Unity, and Fraternity. For Knights of Columbus, these principles find their origin and meaning in the Holy Eucharist. United to Christ in the Eucharist, we go forth seeing Christ in each other and in those we serve.

Listen now to the lesson on Charity.

The Presiding Officer is seated and the Presenter on Charity assumes the podium.

Lesson on Charity

Presenter on Charity – Gentlemen, the first and foremost principle of our Order is Charity, the greatest of all virtues and the crowning glory of a Christian life.

But the true meaning of charity is often lost today. It is not merely a feeling, nor is it solely a gift of time, talent or treasure. It is more than almsgiving. It is more than good works.

Presenter on Charity raises a crucifix while reading these lines:

The greatest act of charity the world has ever known is the sacrifice of Jesus Christ, who freely and willingly offered Himself for us on the Cross. Christ's redeeming love is the true measure of charity. Charity is a heart

that sees Christ in our neighbor. And through the power of the Holy Spirit, we can, like Christ, make a sincere gift of ourselves to others.

Presenter on Charity lowers crucifix.

Charity is the virtue that gave rise to chivalry. It is the essence of knighthood. A Christian knight without charity was regarded as unworthy of his high calling.

Charity is that priceless gift placed by God in the human soul to measure man's allegiance to his Creator. Charity is a duty, not a courtesy. It is an obligation imposed by Heaven upon rich and poor alike.

Charity moves the heart to comfort and console, advise and instruct, bear and forgive. In God and with God, we love even those we do not know. This is the charity that evangelizes. This is the charity that gladdens the heart.

The Presenter on Charity is seated and the Presiding Officer assumes the podium.

Presiding Officer – Charity is our authentic witness to God through our good works. Charity is stronger and a greater service to the community when we are united.

Listen now to the lesson on Unity.

The Presiding Officer is seated and the Presenter on Unity assumes the podium.

Lesson on Unity

Presenter on Unity – Gentlemen, to be a Knight of Columbus means that you possess unity in purpose and unity in action, which come from our shared Catholic faith and the grace of the Holy Spirit.

It is appropriate that Unity follow our first principle of Charity, as charity binds together everything in perfect harmony.

The unity of our Order is founded in the sacred unity of our Church, which arises from the unity of God, who is Father, Son, and Holy Spirit. Our unity expresses our belief in one Lord, one Faith, one Baptism, and one God and Father of us all.

The principle of Unity is first experienced at home. Marriage is a unique and irreplaceable sign of God's love for His Church. The faithfulness and fruitfulness of married love is the foundation of the family. And the Christian family is an icon of the loving communion within the Blessed Trinity.

Brother Knights and their families encourage one another to establish loving homes that cultivate virtue and holiness. In a divided world, where many find it difficult to truly encounter God, Knights of Columbus families live their faith, fulfill their mission, and evangelize the world.

History offers countless examples of small groups of men who surmounted overwhelming odds because they were joined together by a common purpose. It is not on the size of the army that victory depends, since our strength comes from Heaven.

Christ calls us to unity with Him and with each other. To increase unity in our Church and our families is one of the great missions of the Knights of Columbus. Our Order prays and works to bring about the unity Our Lord wills for his Church and for our families.

When we stand united, our Order is a force for the defense of our faith, our families, and one another.

Jesus told his disciples: "Remain in me, as I remain in you. Just as a branch cannot bear fruit on its own unless it remains on the vine, so neither can you unless you remain in me. ... Whoever remains in me and I in him will bear much fruit, because without me you can do nothing."[1]

[1] Jn 15:4-5

Now, we will impress upon you the strength men possess when united in pursuit of a common purpose.

Candidates, please stand.

Warden, distribute the fibers to the candidates.

The Warden gives each candidate a piece of fiber (string).

Please turn and face the audience.

The candidates turn to face the audience.

Gentlemen, break the fiber.

The candidates break the fibers.

Please be seated.

The candidates are seated.

Now observe: when individual fibers are bound together, they become a strong cable.

The Warden pulls on the cable thrice to demonstrate its strength.

As the fibers are to the cable, so are you to our Order. The strength of any cable depends upon the quality of the fibers, and their perfect union.

Dedicated to the principle of Unity, we pray with Our Lord that his followers "may all be one."

The Presenter on Unity is seated and the Presiding Officer assumes the podium.

Presiding Officer – Long ago, Father McGivney proposed an ideal model of unity for the Catholic men of his parish. He envisioned a fraternal brotherhood — Catholic men supporting each other and their families, united in Christ and building up His body. His vision continues today as his Order works to strengthen Catholic families and parishes.

Listen now to the lesson on Fraternity.

The Presiding Officer is seated and the Presenter on Fraternity assumes the podium.

Lesson on Fraternity

Presenter on Fraternity – Gentlemen, a Knight of Columbus is a man of integrity. He takes responsibility for his actions. He is also a man for others. He guards and protects those under his care. He stands united with his brothers and with them he puts his faith into action.

A Knight of Columbus is called to fraternal charity with his brother Knights. And he is called to a fraternal unity with them. Psalm 133 proclaims, "How good and how pleasant it is when brothers dwell together as one!"[2]

United by Baptism and the Eucharist, Knights of Columbus stand ready as brothers to bear one another's burdens. Where there is a spiritual or material need, we assist one another by prayer, counsel and practical support.

Our Lord calls us to live in fraternal communion, and to encourage one another.

We follow the counsel of St. John the Evangelist, who told us: "Whoever does not love a brother whom **he has seen** cannot love God whom **he has not seen.** This is the commandment we have from him: whoever loves God must also love his brother."[3]

Our bond of Fraternity is not merely a lofty principle. It is the way of life of a steadfast Knight of Columbus strengthened by the Holy Spirit. It is the responsibility of every Knights of Columbus council to be an exemplary model of Catholic fraternity.

In times past, a candidate for knighthood spent the eve of his knighting in a church, upon his knees, placing his sword and shield before the altar of the King of Kings, his Lord and God.

Today, Knights of Columbus continue to serve this same king — Christ the King, truly present in the Eucharist.

While founded as an organization of Catholic laymen, our Order has always had a special relationship with our priests. We owe our very existence to the vision and determination of one parish priest, Blessed Michael McGivney, whose heroic virtue continues to inspire us today.

[2] Psalm 133:1

[3] 1 Jn 4:20-21

The Knights of Columbus was, is, and always shall be a brotherhood in solidarity with our priests whose ministry makes Christ present to us in the Eucharist.

The Presenter on Fraternity is seated and the Presiding Officer assumes the podium.

Presiding Officer – You have heard that the virtue of Charity is the guiding principle of our Order. You have heard that there is strength when men work in Unity for a common cause. You have heard that Fraternity is an abiding fellowship with Christ and with your brother Knights.

As Catholics, we know that death does not have the final word! Our fraternal greeting is *"Vivat Jesus!"* which means "May Jesus Live!" With this greeting we recognize one another as brother Knights and we profess the hope by which we are saved.

Pause.

Presiding Officer – The perpetual watchword of our Order is *"Tempus Fugit. Memento Mori."* which means "Time flies. Remember death." We must remain vigilant, for we know not the day, nor the hour, when we will be called to give an account of our life. We must prepare for our death spiritually. And it is our duty to protect those who have been entrusted to our care by God — to be good stewards and to safeguard their future. The financial protection of our families remains fundamental to Father McGivney's vision and the mission of the Knights of Columbus.

Promises

Presiding Officer – To profess your commitment to our principles, I now ask our candidates and all the brother Knights here present to rise.

Candidates and all brother Knights stand.

Candidates and brother Knights, raise your right hand and respond “I do” to the following questions.

Candidates and all brother Knights raise their right hands.

Presiding Officer – Do you promise to conduct yourself as a Catholic gentleman, and to live your life guided by the principles of Charity, Unity, and Fraternity?

Gentlemen – I do.

Presiding Officer – As a practical Catholic, do you promise to continue to form yourself in the Catholic Faith, to live in accord with the Precepts of the Catholic Church, and to participate in its sacramental life, especially through attendance at Sunday Mass?

Gentlemen – I do.

Presiding Officer – Do you promise to promote the well-being of your brother Knights, and to support the mission and activities of your council?

Gentlemen – I do.

Presiding Officer – Having reviewed and signed the Constitutional Roll, do you promise to obey the laws, rules and lawful authority of the Order?

Gentlemen – I do.

Presiding Officer – Gentlemen, your promises are hereby accepted. Please lower your hand and be seated.

Let us now invoke the protection of the Blessed Virgin Mary.

The Presiding Officer is seated and the Presenter on Charity assumes the podium.

Discourse on the Rosary

Presenter on Charity – As Knights of Columbus, we turn always to the gentle and glorious Virgin Mary, our Queen and our Mother. The Order is entrusted to the protection of the Blessed Mother under her title: Our Lady of Guadalupe.

Mary's love encircles us, drawing us closer to her Divine Son. Under the mantle of her protection, we take up her Holy Rosary.

Presenter raises aloft a rosary and holds it through the following invocations.

Mary, Mother of God, with her Knights,
for the sanctity of human life in all stages.
Mary, heart of the Holy Family, with her Knights,
for faithful marriages and joyful families.
Mary, the Immaculate Conception, with her Knights,
for decency and purity in our world.
Mary, to whom her Son would refuse nothing, with her Knights,
for justice and compassion for the downtrodden
and all those who suffer.
Her Holy Rosary in our hands going where we go.
The salutation "Hail Mary" on our lips.
What challenge can we not face?
What victories can we not achieve?

Presenter on Charity lowers the rosary and returns to his seat. The Presiding Officer assumes the podium.

Presiding Officer – I invite our *[Investing Officer(s)]* forward to invest you with a Rosary and the Emblem of the Order.

The Investing Officer(s) enters the sanctuary, bows to the altar and steps to a side table where the rosaries and lapel pins are placed.

The Warden will now escort the candidates forward.

The Warden brings the candidates forward and arranges them around the perimeter of the Sanctuary. The Investing Officer(s) and candidates bow to the altar.

Presiding Officer – Gentlemen, please present your hands ***[he demonstrates]*** joined as if in prayer, and turn to face the audience to receive the Rosary of Mary our Queen.

The candidates turn to receive the rosaries and lapel pins.

Invest each candidate with a rosary, using these words.

Investing Officer(s) – *Carry it always and pray it as often as you can.*

Presiding Officer – Gentlemen, you will now receive the Emblem of the Order.

Present each candidate with a lapel pin, using these words.

Investing Officer(s) – *Wear it always with pride, dignity, and honor.*

Presiding Officer – My Brother Knights: we welcome you as Third Degree members of our Order, with all the responsibilities, rights and privileges accruing thereto.

You may place your rosary in your pocket and return to your seat.

The Warden leads the newly invested Knights back to their places.

Presiding Officer – Brother Knights, remember that the saints did not conquer nations by the sword but by prayer and good works. Members of our Order have been raised to the honors of the altar as saints and blesseds. The world continues to need saints.

And the Knights of Columbus offers each of us, today, the opportunity to live a life of heroic virtue, through the grace of the Holy Spirit.

Presiding Officer –We have witnessed the promises you have made here today. Let them challenge you to live your life from this day forward holding fast to our principles of Charity, Unity, and Fraternity, so that on the last day your souls, filled with happiness, may enjoy the reward of a life well spent — an eternity in the presence of God Himself.

Everyone please stand for the Closing Prayer.

The Presiding Officer invites the Council Chaplain or another priest to lead the prayer, if present, otherwise the Presiding Officer leads the prayer himself.

Closing Prayer

Chaplain – The prayer for the canonization of Blessed Michael McGivney speaks to our mission as Knights of Columbus.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor.

Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will.

Through his intercession, grant the favor I now present *[here make your request].* Through Christ our Lord. Amen.

If a priest is present, he gives a final blessing:

And may the blessing of almighty God, the Father, and the Son, ✠ and the Holy Spirit, come down on you and remain with you for ever. Amen.

In the absence of a priest, the Presiding Officer concludes:

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Presiding Officer – Please join me in congratulating our newly invested Third Degree Knights of Columbus with a round of applause.

Leads applause.

Presiding Officer refers to next page for instructions on closing remarks.

Closing Remarks

At this point the ceremony is complete. Guests and members should be excited about the lessons learned and the significant commitments made by the new Knights. You should quickly enhance their new fraternal spirit by socializing with them and their families. So, keep the closing remarks brief and limited to the following key points:

1. **The Presiding Officer should introduce the host Grand Knight.**
2. **The host Grand Knight should:**
    - Congratulate the new members.

- Thank the team members and Chaplain / Pastor.
- Encourage the new members and their families to get involved in council activities at every opportunity.
- Mention the Honoree for the Exemplification.
- Invite everyone to the dinner or reception or other post ceremony event.
- Introduce the highest-ranking Officer present. If no one is present, cover their talking points.

3. **The highest-ranking officer should:**
   - Congratulate the new members.
   - Encourage the new members and their families to evangelize the faith through actions of service with their councils.
   - Stress the importance for Knights of Columbus to be parish leaders in the support of our Church, particularly in efforts to evangelize our faith.
   - Encourage the new members to advance to the Fourth Degree.
4. **The Grand Knight should introduce the Chaplain or Pastor.**
   - Ask him for closing comments and to bless the meal, if applicable.
5. **The Grand Knight should conclude the event.**
   - Announce that the formal ceremony is concluded. Then invite members and guests to personally congratulate the new Knights and enjoy the reception.

Installation of Council Officers

Installation of Council Officers Ceremonial

The Installation of Council Officers should be completed by the District Deputy as soon as practical and as close as possible to the start of the new fraternal year.

The Council chamber or hall to be used is arranged as illustrated on the attached Diagram. The chairs are occupied as follows:

Dais chairs are occupied by District Deputy and Council Chaplain. The retiring Grand Knight opens the ceremonial and after the introduction of the District Deputy and the exchange of the gavel, the retiring Grand Knight joins the other retiring officers. If the Grand Knight is re-elected, the portion of the retiring Grand Knight is omitted.

The newly-elected Officers should wear jackets and ceremonial baldrics, and be seated with their wives. Retiring Officers, Council members and guests will be seated as indicated on the Diagram (Audience).

The Warden of the Council will have arranged the Officers' chairs in the form of a Cross as described in the Diagram, and he shall place the proper number on each chair. A prepared table shall be set in front of the dais, holding the Officer Medals, Holy Water and a corsage for the wife of each Officer to be installed.

Installation of Council Officers

Retiring, Newly-elected or Re-elected G. K. - Reverend Father, my Brothers of _____ Council No. _____, ladies and gentlemen:

The Installation of Council Officers is always a solemn and hope filled occasion.

[RET. G.K. (ONLY): I offer my sincerest thanks to my Brothers who, during the past year, have given me the benefit of their prayers and advice, the strength of their arms in our actions, and the invaluable support of their confidence. You have demonstrated that a small group of people united in a common cause can be a powerful force for good, and that by working together as a team we can make a difference in our parishes, our communities and the world. On behalf of the Officers who are retiring from their posts, I extend to our worthy successors our warmest congratulations, assurance of continued cooperation, and prayerful wishes for a most successful administration.]

D. W. - Please rise.

G. K. - It is my pleasure to welcome and introduce our Worthy District Deputy *(Full Name)* and his District Warden, *(Full Name)*.

To you, Worthy District Deputy, I present the gavel and ask that you proceed with the Installation of Officers.

(G. K. shakes hands with D. D. – turns gavel over to him and salutes. Retiring G.K. proceeds to join the Retiring Officers; the re-elected G.K. proceeds to join the officers to be installed.)

D. W. - Please be seated.

D. D. - Reverend Father, my Brother Knights, ladies and gentlemen; I bring you greetings from our Supreme Knight *(Full Name)*, the Supreme Officers, the Board of Directors of the Knights of Columbus and our Worthy State Deputy *(Full Name)*. Before we proceed to the important and pleasant tasks ahead, I will ask our Worthy Chaplain to invoke the blessing of God upon our efforts. Worthy Chaplain, please lead us in prayer.

D. D. - ***(Three raps.)***

D. W. - Please rise.

CHAPLAIN - In the name of the Father, and of the Son, and + of the Holy Spirit. Amen.

O Heavenly Father, we, your children, are assembled here to invest the chosen Officers of our Council with the medals symbolic of the authority to lead and to administer our Council in the days to come. Bestow upon us the grace to remember that as all duly appointed authority stems from you, so also does the wisdom to exercise that authority with justice and charity.

Inspire us, therefore, to always consult with you in the important decision making process. Imbue us with the strength to act always in the spirit of brotherly love. Grant us the precious humility to acknowledge the ever-present possibility of error in human deliberation.

O Heavenly Father, aid us to be the finest example of complete dedication to the practice of Christian principles, as was our venerable founder Father Michael J. McGivney, and to conduct ourselves at all times so as to reflect your holy will.

In the spirit of Father McGivney, may our Order continue his work of caring for the needy and the outcast. Through the example of his life and virtue may we follow your Son, Jesus Christ more closely, fulfilling his commandment of charity and building up his Body which is the Church. With Our Lady of Guadalupe, under whose maternal protection our Order is consecrated, we make this prayer through Christ, our Lord. Amen.

D. D. - We shall now sing our National Anthem *(or recite the country's Pledge of Allegiance).*

D. D. - ***(One rap.)***

D. W. - Please be seated.

D. D. - To you, retiring Officers of this Council, I offer my congratulations for work well done and my gratitude to each of you for the devotion with which you have exemplified our principles of Charity, Unity, Fraternity and Patriotism.

To you, the Council Officers, whom I am about to install, I express my confidence that you will add luster to your Council's good works; making them even more beneficial to the Church and thereby enhancing our Order's proud name.

In the life of every man there arise many opportunities to take stock of his advancement, both in the spiritual and material sense, to repair omissions, to correct errors and to plan for a brighter future.

Likewise, in the life of a Council, the commencement of each fraternal year provides a similar opportunity.

It is a time when inventory must be taken, past achievements weighed and evaluated, future plans conceived and appraised.

These plans must always be considered in terms of how well they will enable your council to serve your parish, to strengthen your members and their families in the Faith, and benefit your neighbors.

May I please have the list of the Officers to be installed?

D. W. - ***(The District Warden approaches with the list, hands it to the District Deputy and salutes.)***

D. D. - I now ask our Worthy Chaplain to bless the medals of office.

CHAPLAIN - Father in heaven, we ask you to bless these medals, symbolic of the offices to which these men have been called. We pray that you will bestow upon the men who wear these medals the wisdom to exercise the leadership and authority that these symbols represent. May this council ever support the life of the Church through our parish, and as a family-centered organization, may our members and their families work together to help build the common good as faithful citizens. May these medals always be worn with reverence, dignity and grace. We ask this through Christ, our Lord. Amen.

(Chaplain blesses the medals and sprinkles them with Holy Water.)

D. D. - Thank you, Worthy Chaplain. As Council Chaplain, you are heir to the great vision and legacy of our founder, Venerable Michael McGivney and a key figure in the structure of your council and steward of its spirituality. The genius of Father McGivney was that he saw the great potential inherent in the respectful collaboration between clergy and laity that lies at the heart of our Order.

More than ever before, your role as Council Chaplain is indispensable to the Catholic character of our Order. I shall now present you with your Chaplain's Medal.

(They proceed to the table with the assistance of the District Warden, the District Deputy assists the Chaplain in placing the medal around his neck.)

D. D. - Worthy District Warden, please escort the elected Officers to be installed forward.

(They proceed to the table with the assistance of the District Warden.)

Worthy Officers, you have been chosen by your Brothers to guide the destiny of your Council during this year. Your Brothers have demonstrated their confidence that you are capable of outstanding leadership. Prove that they were correct. Remember that it is through their cooperation that your past achievements have been made possible. Continue to merit that cooperation by measuring all of your decisions in the light of what will be fair, just, and beneficial to them. Solicit their advice. Consider it carefully. But remember always that the "Good of the Order" is paramount!

Under the leadership of your Grand Knight, the council officers must function as a united team, for so powerful is the light of unity that it can illuminate the whole world. As your District Deputy, I offer you this advice. Your council will be judged on its actions. Accordingly, as fraternal leaders you should focus your energies on strengthening parish and family life and growing your council in membership strength, insurance protection for our families, charitable outreach, and fraternal activities. This will build a lasting legacy for your council, in the spirit of Father Michael McGivney, our founder. Remember, your council's greatest assets are its members and their unique gifts and talents!

And now, confident that you will fulfil the duties of your respective offices to the best of your abilities, live a good Catholic life, and serve as a model of Catholic brotherhood, we shall proceed with the Installation of Council Officers. It is now my duty to extract from you several promises that, given in the presence of your brothers, friends and family, will be binding as long as you remain in the Office to which you have been elected.

D. W. - Please raise your right hand.

Do you promise to obey the laws and rules of the Order?

(Answer: I do.)

Do you promise to be a Catholic gentleman and to live your life through the practice of good works that personify "the charity that evangelizes"?

(Answer: I do.)

Do you promise that, through your actions, you will help build the domestic church, protect the sanctity of the family, and promote respect for human dignity and religious liberty?

(Answer: I do.)

Do you promise to continue to form yourself in the knowledge of our Holy Religion, to foster priestly vocations, and to faithfully serve our Church?

(Answer: I do.)

Do you promise to uplift those in need, to respect your fellow human beings, to treat all fairly, and to disagree with others honestly and respectfully through civil discourse, and to support one another?

(Answer: I do.)

D. W. - Please lower your hand.

It is important that you, and your members, remember that upon the conduct of each depends the fate of all. Know that locally your Council, and globally our Order, is an enormous force for good, and that the world needs us more than ever.

Your District Deputy, State Deputy and the Supreme Officers are eager for your success and for the prosperity of your Council. Never hesitate to ask for help. Study the official instructions you have received and take advantage of any leadership resources that are available.

D. D. - Worthy Council Officers, I accept your promises as given in good faith, by Catholic Gentlemen, therefore, I shall now invest each of you with your medal of office, a symbol of the duties and responsibilities you accept as a Knights of Columbus fraternal leader.

I now ask that your wife come forward to join you for the investing ceremony, and receive a token of appreciation from your Council.

Worthy Grand Knight _____ - “May you ever wear this Grand Knight medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Deputy Grand Knight _____ - “May you ever wear this Deputy Grand Knight medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Chancellor _____ - “May you ever wear this Chancellor medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Financial Secretary _____ - “May you ever wear this Financial Secretary medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Warden _____ - “May you ever wear this Warden medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Recorder _____ - “May you ever wear this Recorder medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Treasurer _____ - “May you ever wear this Treasurer medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Advocate _____ - “May you ever wear this Advocate medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Trustees _____, _____, and _____ - “May you ever wear this Trustee medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Lecturer _____ - “May you ever wear this Lecturer medal proudly so as to bring honor to yourself, your Council, and the Order.”

Worthy Guards _____ and _____ - “May you ever wear this Guard medal proudly so as to bring honor to yourself, your Council, and the Order.”

D. D. - Worthy District Warden, please form the officers.

(Wives return to their seats, and the District Warden leads the officers to form a Cross in the center aisle of the chamber according to the Installation of Officer Diagram, for the Final Charge and prayer.)

D. D. - Worthy Officers of _____ Council No. _____, you now form a cross to remind you that; first and foremost you are a Catholic man, and as a Knights of Columbus member you are expected to live by the tenets of your faith; and then put them into action through your fraternal leadership skills.

As an officer, you need to hold yourself to an even higher standard. Your individual skills and leadership abilities, when combined, with those of your fellow officers, will help your Council to grow and expand its charitable reach. In doing so, your Council will be able to help more people in need.

The expansion of your charitable service projects is also an effective way for your council to continue to grow, and recruit and retain members. As the faces of those in need change, your council’s programs need to adapt to meet the new challenges of tomorrow.

As your assigned District Deputy, I stand ready to serve the Officers, and members of your Council, and so does ___*(Full Name)*___ Field Agent from the _____ Agency.

And now, I declare that you are truly qualified and installed in your office and authorized to conduct the business of your Council and our Order until such time as you have been lawfully succeeded.

D. D. - Having completed my task, I present to you, your duly installed Officers for the fraternal year. ***(Applause.)***

I now call upon Worthy Grand Knight __*(Full Name)*__ to come forward and announce the council calendar of events.

G. K. - ***(G.K. announces important dates and makes any other important comments. G.K. returns to his place in the Cross configuration. Then, the D. D. continues.)***

D. D. - ***(Three raps.)***

D. W. - ***(To audience.)*** Please rise.

D. D. - Worthy Chaplain, as we close our official business of the day, please invoke the blessing of the Lord upon these men who will serve as Officers of this Council and upon all here present who will be their close companions in the great work of the Knights of Columbus.

CHAPLAIN - In the name of the Father, and of the Son, and + of the Holy Spirit. Amen.

Worthy Officers, as you now stand you form a living Cross. May the Cross ever be a reminder to you that you must be renewed in Christ and that your administration must show that Catholic lay leadership among the people of God flows from this renewal. Invoking God's help to fulfill this mission, I will now impart to each His Blessing.

Holy Father, we thank you for the graces which you have bestowed upon us all. We thank you for the spirit of cooperation which has reigned here and for the inspiration which you have placed in the hearts of these men today. We pray that you will find merit in the endeavors of our newly elected Officers and the Brother Knights of this Council. We ask this in your Son's Name, who lives and reigns with you and the Holy Spirit, for ever and ever. Amen.

D. D. - I declare this Installation of Council Officers complete. ***(One rap of gavel.)***

The Officers then join their wives and lead them to the front of the assembly room and then form with their wives a reception line in the following order:

District Deputy
Grand Knight
Deputy Grand Knight
Chancellor
Financial Secretary
Warden
Recorder
Treasurer
Advocate
Trustees
Lecturer
Inside Guard
Outside Guard

Members and guests then proceed to the front of the chamber to offer congratulations to the new Officers.

Installation of State Council officers and District Deputies

Installation of State Council Officers and District Deputies Ceremonial

INTRODUCTION

The Installation of State Council Officers and District Deputies Ceremonial should always be held after Mass in conjunction with the Annual Organizational Meeting of District Deputies.

The State Deputy and the State Chaplain shall invite the Ordinary of the Diocese to preside at the Installation Mass. If he accepts, the Bishop should be afforded the opportunity to say the opening prayer, bless the jewels of office, and install the State Chaplain. If the Bishop does not accept, the State Chaplain shall say the opening prayer, bless the jewels and the State Deputy shall install and invest the State Chaplain. Should the State Chaplain be a bishop, he can decide who should say the Mass; he should in all instances say the opening prayer and bless the jewels of office at the Installation Ceremonial, and the State Deputy will invest the Bishop with the Jewel of Office.

By this time, the State Deputy will have been duly installed into his office by the Supreme Knight at the Organizational Meeting of State Deputies.

Refer to the section on Protocol.

DRESS

Formal dress should be worn by State Officers and no less than business suits by the District Deputies.

GENERAL PROCEDURE

Proper sound amplification systems should be available. The Installation Table complete with State Officers and first-year District Deputy jewels, corsages, and holy water should be prepared so that it is readily available after Mass.

PROCESSION

Arrangements should be made for a procession. Those participating in the procession should gather in the assembly room approximately thirty (30) minutes before Mass.

The State Deputy should assign a person familiar with protocol to coordinate with the State Warden the following:

1. *Arrangement of Installation Table so that all is in readiness prior to the ceremonial, with jewels to be blessed, corsages, and holy water.*
2. *Appointing and instructing ushers (seating should be as shown on the chart).*
3. *Lining up the procession.*
4. *Directing procession out of church in inverse order and/or arrange for any photos.*

The State Deputy will have procured a Past State Deputy lapel pin (Item PG-112) from the Supplies Online to present to the Immediate Past State Deputy.

Fourth Degree participation is optional. If the Fourth Degree Honor Guard participates then the Order of Procession into the Church will use all steps listed below. If the Fourth Degree Honor Guard does not participate, then the process will begin with #4 the Cross Bearer.

ORDER OF PROCESSION INTO THE CHURCH

1. *Fourth Degree Master (Optional)*
2. *Marshal (Optional)*
3. *Fourth Degree Honor Guard (Optional)*
4. *Cross Bearer*
5. *Altar Servers*
6. *District Deputies and wives*
7. *State Warden and wife*
8. *State Advocate and wife*
9. *State Treasurer and wife*
10. *State Secretary and wife*
11. *Immediate Past State Deputy and wife*
12. *State Deputy and wife*
13. *Clergy in order of Liturgical protocol.*

MASS

Mass begins and proceeds as usual. At the conclusion of Mass, the State Deputy proceeds to Lectern and requests the State Chaplain (or Bishop) to open the Installation Ceremonial with prayer.

STATE CHAPLAIN (OR BISHOP)

Let us pray. All loving Father, bless these brother Knights, and their families, particularly the Officers and District Deputies of the _____State Council of the Knights of Columbus who are here to renew their dedication to you and to be installed into their respective offices and be invested with the Jewel of that office.

Keep them mindful that Jesus, Your Son, taught us that authority among His followers is a ministry of service: “Whoever wants to rank first among you must serve the needs of all” *(Mk 10:44)*. As true servants of their brothers, give them the light and energy to be inspiring and effective leaders. Under their direction, may we continue to enhance our long tradition of loyalty to You and to Your Church.

We pray that, with the help of Your grace and guidance, the understanding and wisdom of these leaders will be such, that the coming months of this fraternal year will see our members as men united in action, generous with their time and talents for Your greater glory and the well-being of all mankind. May Your name be blessed and Your Will be done on earth as it is in heaven.

With Mary, we make this prayer through Christ, our Lord.

Amen.

STATE DEPUTY

Your Excellency, Worthy State Chaplain, Reverend Fathers, Worthy State Officers, District Deputies, both present and past, my fellow Knights ladies and guests:

At the Organizational Meeting of State Deputies held in New Haven, Connecticut, in Saint Mary's Church, the birthplace of our Order, I had the high honor to be installed and invested by our Worthy Supreme Knight as the State Deputy of _____.

Today it is my privilege, as State Deputy to install and invest my fellow State Officers, elected by the State Council and the District Deputies appointed by me, in concert with the Supreme Knight.

(First-year State Deputies continue with acknowledgement of his predecessor and presentation of Past State Deputy lapel pin, with #1; if a second year, or more, omit #1 and skip directly to #2.)

ACKNOWLEDGMENT OF PAST STATE DEPUTY

#1 – (First-year State Deputies) - Before doing so, it is fit and proper that we take a few moments and express our deep gratitude to our Immediate Past State Deputy, Brother *(insert full name)* and to his officers for their total commitment and many achievements during the time of his administration.

Our gratitude is also extended to (*full name of IPSD wife*) and to the wives of the state officers and district deputies for their total support and constant encouragement.

On behalf of the (*jurisdiction*) State Council it is now my honor and privilege to bestow on our Immediate Past State Deputy (*full name*) this past state deputy pin, *(PF#112)* which is in the form of a cross, engraved with a dove, the Holy Spirit, and the emblem of our Order.

At the same time my wife (*first name*) will present a corsage to (*first name*) for her many contributions and sacrifices. I now ask Brother (*first name*) and his wife (*first name*) to come forward. As they do so let us stand and show them our appreciation.

(Invest Immediate Past State Deputy with the lapel pin and his wife with a corsage.)

#2 – (Second-year or more State Deputies) - At this time it is right to express our gratitude of our Immediate Past State Deputy *(full name)* for his help and guidance

this past year. Thank you again, Brother *(last name)* and thank you *(wife of IPSD)* for your help and friendship.

STATE DEPUTY

(The State Deputy requests the State Chaplain (or Bishop) to bless the jewels of office for the State Officers and first-year District Deputies.)

I now invite (Bishop or State Chaplain) to Bless the jewels of office for our State Officers and District Deputies.

BLESSING OF JEWELS

Father in heaven, we ask you to bless these jewels, symbolic of the offices to which these men have been called. We pray that you will bestow upon them the wisdom and authority these symbols represent. May these jewels be worn with dignity and grace. We ask this through Christ our Lord. Amen.

(Sprinkles Holy Water – Sign of the Cross)

INSTALLATION OF STATE CHAPLAIN

The Bishop (or State Deputy) delivers the following charge;

The primary duty of the State Chaplain is to function as the spiritual advisor to the State Council. His duties also include the supervision of all religious ceremonies of the State Council, and encouraging our local Council Chaplains to implement programs that will promote the spiritual welfare of our members.

It is my privilege now to install *(full name and title)* as State Chaplain. I know our Brother Knights and families will support and affirm you as you fulfill the duties of your office.

Worthy State Chaplain, I invest you with this jewel emblematic of your office in the Order of the Knights of Columbus. May we brother Knights always take to heart the spiritual guidance that you will give us during the coming year.

(The State Deputy at this point will deliver a charge to his state officers and district deputies, after which he will pledge them and declare that they are the duly installed officers for the coming year. The officers, district deputies, wives and guests should remain seated during the charge. When taking the pledge, the state officers and district deputies will stand, wives and guests will remain seated.)

STATE DEPUTY - CHARGE

Worthy State Officers and District Deputies:

We have been chosen to guide the destiny of the _____ State Council during this fraternal year. Our duties will be many and, perhaps at times, trying and difficult. We will be held directly responsible for every aspect of the duties which our office demands. The health and welfare of our jurisdiction is dependent upon how we carry out these duties. Only through our dedication can we build a strong and bright future for our jurisdiction and for our Order. Our Brothers have demonstrated their confidence that we are capable of outstanding leadership. Let us prove that they were correct!

Remember also, that it is through their cooperation that our past achievements have been made possible. Let us continue to merit that cooperation by measuring all of our decisions in the light of what will be fair, just and beneficial to them.

Solicit their advice and consider it carefully. Bear in mind that our honored Order is composed of many individuals. Whatever will ensure each Brother's welfare must be the standard governing our every act.

Study the official instructions you have received. Obey the Laws and Rules of our Order and of our State Council. Ensure that each member does likewise. We will then deserve the title by which we will be addressed throughout our term of office.

STATE DEPUTY – And now, my brothers in the presence of your wives, relatives and friends, please stand and raise your right hand and answer truthfully the questions that I ask:

Do you promise to support and obey the Constitution and Laws of our Order?

(A ... I do.)

Do you promise loyalty and devotion to the Church and to the Holy Father, the Bishops and priests?

(A ... I do.)

Do you promise to devote the necessary time to the discharge of your responsibilities as designated by the Laws of the Order?

(A ... I do.)

Do you promise to keep the welfare and the Good of the Order uppermost in your mind and to promote it to the best of your ability?

(A ... I do.)

Accepting your promises as given in good faith, I now declare that you are duly installed in your respective offices and are authorized to conduct the business of the _____State Council and our Order until such time as you have been officially succeeded. I now invite the State Officers to come forward and be invested with their jewel of office.

(The State Officers and their wives come forward to the Installation Table in the order of precedence to be invested with their jewel of office and corsage for the wife of the state officer.)

STATE DEPUTY

(As he invests each state officer with his respective jewel he will say the following:)

Worthy State _____ I invest you with this jewel emblematic of your office. May you ever wear it proudly so as to bring honor and dignity to the Order and to yourself!

(After the officer has been invested, the wife of the state deputy will present a corsage to the wife of the invested officer.)

STATE DEPUTY

(The first-year district deputies and their wives shall proceed to the Installation Table for investiture.)

Now, I invite the newly appointed district deputies to come forward to be invested with their jewel of office.

(As he invests each district deputy with his respective jewel, he will say the following:)

Worthy District Deputy (*last name*), I invest you with this jewel emblematic of your office. May you ever wear it proudly so as to bring honor and dignity to the Order and to yourself!

(After each district deputy has been invested, the wife of the state deputy will present a corsage to the wife of the invested district deputy.)

PRESENTATION OF THE INSTALLED OFFICERS

STATE DEPUTY

Brother Knights, Ladies, family members and guests – You have witnessed the officer

installation and investiture of the state of _____ for the fraternal year _____. In closing, may I ask that you work with us and support us in building the mission of our Order. Let us show these officers our appreciation.

(Applause.)

STATE DEPUTY

(Here the State Deputy will give any directions or announcements. Then he invites the State Chaplain to close the installation ceremony with a prayer.)

STATE CHAPLAIN

+ In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

Holy Father, we thank You for the graces which You have bestowed upon us all. We thank you for the spirit of cooperation and inspiration which we have witnessed here today and ask that this spirit prevail throughout the year. We humbly beg that You will find merit in the endeavors of our duly installed State Officers and District Deputies. Bless the efforts of all Brother Knights and their families who will labor long and unselfishly for the Good of the Order and for the Good of our Church, under the leadership of these men and whom they represent. We ask this in Your Son's name, who lives and reigns with You and the Holy Spirit, forever and ever. Amen.

Presentation of Council Charter

Presentation of Charter Ceremony

The presentation of the charter ceremony should be conducted by the district deputy.

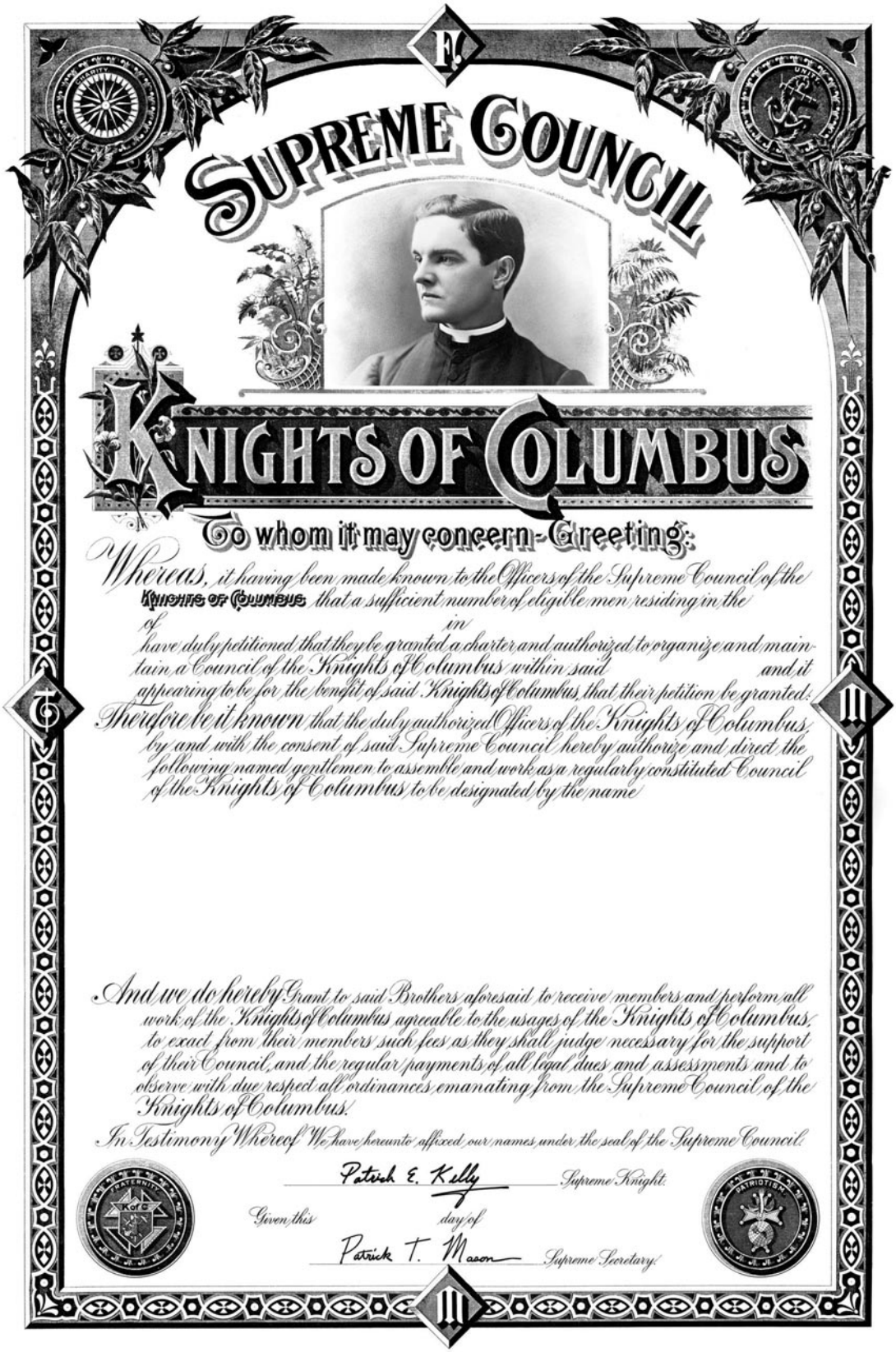
(District deputy invites grand knight to podium.)

D.D. — By order of the supreme knight and the supreme board of directors, I have been commissioned to entrust this Charter into your care and custody. I commit the same with full assurance that the judgment and discretion of your brother knights of this council, in placing you in the leadership position, is sufficient guarantee that you will steadfastly adhere to and carry on the principles for which this instrument is granted.

This Charter is evidence of your right to exist as a council and is the credential of your authority as a council to confer membership and perform all functions of a council in accordance with the Charter, Constitution and Laws of the Knights of Columbus. It is the certificate of your affiliation and fellowship with the entire membership of our Order. Its presentation to this council is a recognition of you by the Supreme Council and a granting of powers to you by it and its acceptance by you — a submission to the Supreme Council.

It is granted to you under the corporate powers given by the legislative act creating this Order and the same power of granting includes the power of revoking it for cause at any time. Let me remind you that the four great principles upon which our Order was founded are essentially necessary to mankind. The cultivation of our social amenities we owe to our eternal faith, without giving way from any of the duties or obligations, enables us to attract to our various councils the pleasurable circle of brotherly love with malice for none but with charity for all; we can contemplate with pride and admiration the good we can do, linked together in crystallized purpose to promote each other's welfare. In this world of uncertainties, where honest want and grasping wealth jostle each other where the nakedness of the indignant world might be clothed from the trimmings of the vain, should the hour of necessity present itself, the abiding satisfaction remains that we have a brotherhood to aid and assist us, and to lift with willing hands the weary traveler, that fate ordains should falter on the way.

May your council long continue to flourish and set a good example for its members. May you all enjoy every blessing and satisfaction that true exemplification of our principles of charity, unity, fraternity and patriotism can bestow, and may the success of our Order be transmitted through your council in this second century of our existence and many years beyond.



SUPREME COUNCIL

KNIGHTS OF COLUMBUS

To whom it may concern - Greeting:

Whereas, it having been made known to the Officers of the Supreme Council of the Knights of Columbus that a sufficient number of eligible men residing in the of in have duly petitioned that they be granted a charter and authorized to organize and maintain a Council of the Knights of Columbus within said and it appearing to be for the benefit of said Knights of Columbus that their petition be granted:

Therefore be it known that the duly authorized Officers of the Knights of Columbus, by and with the consent of said Supreme Council hereby authorize and direct the following named gentlemen to assemble and work as a regularly constituted Council of the Knights of Columbus, to be designated by the name

And we do hereby Grant to said Brothers aforesaid to receive members and perform all work of the Knights of Columbus agreeable to the usages of the Knights of Columbus, to exact from their members such fees as they shall judge necessary for the support of their Council, and the regular payments of all legal dues and assessments and to observe with due respect all ordinances emanating from the Supreme Council of the Knights of Columbus.

In Testimony Whereof We have hereunto affixed our names under the seal of the Supreme Council.

Patrick E. Kelly Supreme Knight.

Given this day of

Patrick T. Mason Supreme Secretary.

Honorary (Honorary Life) Membership Ceremonial

Honorary (Honorary Life) Membership Ceremonial

If the member has been a member for 25 consecutive years and has reached age 70, or has been a member for 50 years regardless of age, the only change in the following ceremonial is to substitute the words "honorary life member" for "honorary member" wherever the latter appears.

The honor may be conferred upon one individual member or in groups of two or more. If a group, change singular to plural where necessary.

The following items should be obtained by the financial secretary prior to the ceremony. Honorary Member (#1457) and Honorary Life Member (#1458) certificates are available for a nominal charge as well as Honorary Member (#PG-109) and Honorary Life Member (#PG-110) lapel pins.

Careful preparations for this solemn ceremony should be made and every care taken to make its impressions lasting. Each officer should be prepared to deliver his part in an inspiring manner, attired in a suit, medal of office and ceremonial baldric if available.

This ceremony may be conducted with the presence of the family and other guests or in private under "The Good of the Order."

G.K. — Our laws provide for conferring a degree of honor upon any member of this council who by reason of age and years of service is worthy of that distinction. The Worthy D.G.K. will announce the name(s) of our brother(s) to be so honored today (or tonight).

D.G.K. — Worthy G.K., the Worthy F.S. has certified to me the name(s) of Brother(s) _____ as meriting this honor. (Asks brother[s] so to be honored to step forward.)

Chan. — Worthy G.K. and brothers, the Knights of Columbus is a strong lay arm of the Church. In the solemn ceremony of initiation, you promised unswerving loyalty to her. You learned also the powerful lesson of unity; and unity, my brothers, means keeping ourselves together in carrying out the high aims and purposes of our Order. When receiving Knightly honors in this Order, you were pronounced the hope of Church and State. Be you ever, therefore, valiant sons of Holy Church and upright and loyal citizens of the State.

Our Order has acquired fame and honor throughout the land for the united efforts of its councils in community charitable service work, building the domestic Church and supporting the culture of life, supporting Catholic education and fostering religious vocations.

How important it is, therefore, that each member of this council should continue steadfast in his fidelity to our council and in unity with our Order. Let us be ever mindful, therefore, brothers, to maintain our membership in our council so that our

unity of purpose and unity in action will not be weakened or diminished in our charitable endeavors and for our efforts to build a stronger and more vibrant faith. Only with steadfast determination for God and for truth will we be able to promote and carry on our humanitarian work.

And so I say, Worthy G.K., that the purpose of this ceremony is to seek out and reward the persistent and faithful members of this council; and from this station I pronounce the brother(s) designated by the Worthy D.G.K. truly deserving of the honor you are about to confer.

(One Rap)

G.K. — (Addressing the brother[s]) Brother(s), _____, the Supreme Council of our Order has empowered _____ Council No._____ to confer upon you the title of Honorary Member (Honorary Life Member) and this decoration of honor and loyalty. You have merited this distinction because you have kept yourself in good standing in the Order for (announce the actual number of years applicable) and with self-sacrifice and unselfishness have aided the Order in the accomplishment of its noble aims.

Your earnestness and zeal have been noted by your superior officers as well as by your brothers of this council. The Order needs such men, men of character, men of principle — stalwart Catholic men. By virtue, therefore, of the authority conferred upon me by the Supreme Council of the Order, I pronounce you an **Honorary (Honorary Life) Member of the Knights of Columbus** — and by like authority I present to you a commemorative Honorary/Honorary Life Member Card, your paid up traveling card, Certificate of Accomplishment and lapel pin, a mark of merit and distinction among your brother Knights. It symbolizes your loyalty, devotion and obedience to the principles of our honored Order.

(G.K. presents to each their Certificate, Commemorative Card and travel card to the brother[s] and inserts the emblem in coat lapel. The brother[s] should be called upon to give expression of his [their] thought and feelings, after which proceed as follows.)

The council sings one stanza of an appropriate hymn. Proceed with the remaining business under "Good of the Order" or, if the ceremonial is conducted during a council meeting, proceed with the next order of business.

Memorial Service

Knights of Columbus Memorial Service for Members of the Knights of Columbus

"I am the Resurrection and the Life:
whoever believes in Me, though he should die,
will come to life..."

(Jn 11:25-26)

THIRD AND FOURTH DEGREE

The Knights of Columbus Memorial Service has been designed for use at the wakes of members of both the Third and Fourth Degrees. It is understood, however, that the traditions of assemblies may differ from those of councils, specifically in the presence of an honor guard and the presentation of a chalice. Nevertheless, the Rosary should be prayed at the wake of every brother Knight (family and pastor permitting). For a member of the Fourth Degree, it is desirable that councils and assemblies work together so that one, jointly sponsored prayer service is offered instead of two separate ones.

PROCEDURE FOR MEMORIAL SERVICE

Following the death of a brother Knight, the members of his local council or assembly should proceed in the following manner in preparation for his wake:

1) Notification of Death

When any member of a council or assembly becomes aware of a brother Knight's death, he should immediately inform the Grand Knight, Faithful Navigator or officer deputized to arrange council or assembly participation at wakes. If possible, information concerning the brother's death, surviving family, wake hours, place and time of the funeral and burial should be provided.

2) Contact the Family of the Deceased

The Grand Knight, Faithful Navigator or deputized officer should contact the family of the deceased, either by phone or in person. Knights in contact with family members should express not only profound sympathy, but also demonstrate a willingness to assist the family in its temporal and emotional needs. Certain families may need transportation to the wake or funeral, baby-sitting or house-sitting services, help with shopping, cooking or cleaning, or simply a receptive ear to the cries of grief. Members of the family should be asked if they would like the Knights of Columbus to lead the Rosary during the wake of the departed Knight. While tentative plans may be made, the time of the Knights' service should not be firmly established until discussed with the pastor of the church where the Mass of Christian Burial will take place.

3) Contact the Pastor

The Grand Knight, Faithful Navigator or deputized officer should contact the pastor of the church where the Mass of Christian Burial will be celebrated. He should inform him of the council's or assembly's desire and the family's willingness to hold a Knights of Columbus Memorial Service for the deceased. So that council or assembly activities will not inconvenience the pastor's plans for the Church's formal Vigil for the Deceased, a time for the Knights' service should be established at the pastor's convenience. The pastor may desire to participate in the Knights of Columbus service, incorporate the Knights' ceremony into the Church's formal Vigil for the Deceased, or allow the council to hold its service independently. Over time, a regular agreement may be established with the pastor as to the time and format of memorial services under his jurisdiction. Councils or assemblies should be aware that while most wakes occur within funeral homes, some are held within a parish church (particularly those of priests and deacons).
Important note: The universal Church prescribes a wake service that is usually conducted by a priest or deacon. Prayers offered by Knights of Columbus members during wake services are in no way intended to interfere with or replace the normative Vigil for the Deceased prescribed by the Church, nor local diocesan customs. If a pastor objects to a wake service sponsored by the Knights, then members of a council or assembly should attend the wake and pray privately.

4) Contact the Funeral Director

Many funeral directors do not allow services to be held on their premises unless they are informed of the time and length of the ceremony. The Grand Knight, Faithful Navigator or deputized officer should coordinate with the funeral director as to the starting time of the Knights' service and the estimated length of 15-20 minutes. Funeral directors are often helpful in assembling the guests for the commencement of the memorial service.

5) Assembling the Brothers

Once a time for the Knights' service has been established, the Grand Knight, Faithful Navigator or deputized brother should contact as many brother Knights as possible, asking for attendance at a Knights of Columbus memorial service. A substantial group should try to gather at a set time. If contacted members of the council cannot attend the wake at the prescribed time, they should be encouraged to attend the wake, funeral or burial individually. If the departed brother belonged to an assembly, an honor guard should be present at the wake according to local customs.

6) Selecting Roles

If the pastor of the local parish plans to participate in the Knights of Columbus Memorial Service, he should act as presider. If the council or assembly chaplain plans to be present, he should act as presider unless the pastor is present and wishes to preside. If neither the local pastor nor council nor assembly chaplain plans to participate, one council member needs to be selected as the presider. However, if any priest or deacon is present during the memorial service, the role of presider should be given to him. In addition, five brothers need to be selected as leaders who will announce and lead each decade of the Rosary. If less than five brothers are in attendance, then one brother will have to lead two or more decades (see Appendices I & II for the Mysteries and proper days of the Rosary).

7) Memorial Service Materials

Rosaries and Rosary cards are available to councils or assemblies for use at memorial services. Members of the council or assembly should keep in mind that some family members may wish to keep these as a remembrance of the Knights' participation during the wake. The Knights of Columbus Memorial Service booklet should remain with the council or assembly for use by brothers involved in the planning and implementation of the memorial service.

8) Presentations

a) Resolutions: It remains a laudable custom that councils and assemblies read and present an official Resolution of Condolence at the conclusion of the memorial service. Certificates of these resolutions (both Third and Fourth Degree) are available from the Supreme Council Supply Department. If certificates are not available at the time of the wake, the text of the resolutions should be read to the family (see Appendix III for the texts of the resolutions).

b) Chalice: If a departed brother belonged to an assembly participating in a chalice program, the presentation of the chalice should be made at the conclusion of the memorial service.

9) November Memorial Service

In addition to its use at wakes, councils and assemblies are encouraged to use the Knights of Columbus Memorial Service during their annual memorial service held each November for all departed brothers and their families.

Memorial Service Rosary

Grand Knight, Faithful Navigator or Presider: Dear friends, shortly before his own Passion, our Lord Jesus wept tears with Mary and Martha upon the death of Lazarus. In the midst of this sorrow, he told Martha: *"I am the Resurrection and the Life: whoever believes in Me, though he should die, will come to life"* (Jn 11:25-26). Jesus raised Lazarus from the tomb to teach us that death is not the end for those who

believe, but rather a glorious beginning. Upon leaving this world, the faithfully departed begin their journey toward a heavenly dwelling place, prepared for them by Christ who rose from the dead (cf., Jn14:2-3). The passing away of our earthly life, therefore, is a transition to a new life in which "every tear is wiped from our faces" (cf.,Is 25:8) and sickness, pain and suffering are no more. Every Knight of Columbus is entrusted to the care of Mary, the Mother of God. We carry the Rosary as the sign of our dedication to her and to her Son. Confident in her motherly love for us all, we entrust the soul of our brother _____ to her, that she may present him to her Son. As an expression of our fraternal concern, let us pray together the rosary of Our Lady.

The introduction having been made, the presider begins:
Presider: In the name of the Father, and of the Son, and of the Holy Spirit.
All: Amen.

The presider leads the people in the recitation of the Creed:
All: I believe in God, the Father Almighty, Creator of heaven and earth...

The presider leads the people in praying the Our Father:
Presider: Our Father...

The presider leads the people in praying the Hail Mary three times:
Presider: Hail Mary...

The presider leads the people in praying the Glory be:
Presider: Glory be...

The presider continues:
Presider: The Five Sorrowful Mysteries of the Most Holy Rosary, offered for the repose of the soul of our brother _____.

First Leader: The First Sorrowful Mystery, the Agony in the Garden.

The first leader and people pray the Our Father once:
First Leader: Our Father...
All: Give us this day...

The first leader and people pray the Hail Mary 10 times:
First Leader: Hail Mary...

All: Holy Mary...

The first leader and people pray the Glory be once:
First Leader: Glory be...
All: As it was in the beginning...

The Fatima Prayer (optional) may be prayed by all after the Glory be.
Second Leader: The Second Sorrowful Mystery, Scourging at the Pillar.

The second leader and people pray the Our Father:
Second Leader: Our Father...
All: Give us this day...

The second leader and people pray the Hail Mary 10 times:
Second Leader: Hail Mary...
All: Holy Mary...

The second leader and people pray the Glory be once:
Second Leader: Glory be...
All: As it was in the beginning...

The Fatima Prayer (optional) may be prayed by all after the Glory be.

Third Leader: The Third Sorrowful Mystery, The Crowning with Thorns.

The third leader and people pray the Our Father once:
Third Leader: Our Father...
All: Give us this day...

The second leader and people pray the Hail Mary 10 times:
Third Leader: Hail Mary...
All: Holy Mary...

The third leader and people pray the Glory be once:
Third Leader: Glory be...
All: As it was in the beginning...

The Fatima Prayer (optional) may be prayed by all after the Glory be.

Fourth Leader: The Fourth Sorrowful Mystery, the Carrying of the Cross.

The fourth leader and people pray the Our Father once:
Fourth Leader: Our Father...

All: Give us this day...

The fourth leader and people pray the Hail Mary 10 times:
Fourth Leader: Hail Mary...
All: Holy Mary...

The fourth leader and people pray the Glory be once:
Fourth Leader: Glory be...
All: As it was in the beginning...

The Fatima Prayer (optional) may be prayed by all after the Glory be.

Fifth Leader: The Fifth Sorrowful Mystery, the Crucifixion of Jesus.

The fifth leader and people pray the Our Father once:
Fifth Leader: Our Father...
All: Give us this day...

The fifth leader and people pray the Hail Mary 10 times:
Fifth Leader: Hail Mary...
All: Holy Mary...

The fifth leader and people pray the Glory be once:
Fifth Leader: Glory be...
All: As it was in the beginning...

The Fatima Prayer (optional) may be prayed by all after the Glory be.

Presider: Hail Holy Queen...
All: ...Mother of Mercy!

Presider: Let us pray...
All: O God, whose only Begotten Son, by His life, death and resurrection, has purchased for us the rewards of everlasting life, pray, we beseech Thee, that meditating on these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Presider: May the Divine assistance remain always with us...
All: ...and may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Presider: In the name of the Father, and of the Son, and of the Holy Spirit.
All: Amen.

Grand Knight, Faithful Navigator or Presider:
Mary, Mother of Jesus and our Mother,
we present to you the soul
of our brother _____
that you may lead him into the presence of your Son.
We look forward to the day when we will all join
in that heavenly kingdom,
where your Son lives and reigns forever and ever.
Amen.

Resolution of Condolence (for a Third Degree member)

Begin reading here

Knights of Columbus Resolution of Condolence

(Council name and number)

In memory of Brother *(Name)*

WHEREAS, It has pleased Almighty God, in His infinite wisdom, to call from our midst our beloved Brother who departed from this life *(Date of death)*; and

WHEREAS, By his death, our Council has sustained the loss of an exemplary Catholic and worthy Knight; therefore, be it

Resolved, That our departed Brother be remembered daily in a special Mass offered for the repose of the souls of all deceased Brother Knights at St. Mary's Church, the birthplace of the Order, in New Haven, Connecticut; and be it

Further resolved, That, while we bow in submission to the will of our Heavenly Father, we mourn the loss of our Brother who has been taken from us; and be it

Further resolved, That this testimonial of condolence, duly signed and sealed, be offered to the family of our departed Brother Knight as an expression of our heartfelt sympathy.

Resolution of Condolence (for a Fourth Degree member)

Begin reading here

Knights of Columbus

_____*(Assembly name)*_____ Assembly

Resolution of Condolence

In memory of Sir Knight _____*(Name)*_____

WHEREAS, It has pleased Almighty God, in His infinite wisdom, to call from our midst our beloved Brother who departed from this life ___*(Date of death)*___; and

WHEREAS, By his death, our Assembly has sustained the loss of an exemplary Catholic and worthy Knight; therefore, be it

Resolved, That, while we bow in submission to the will of our Heavenly Father, we mourn the loss of our Brother who has been taken from us; and be it

Further resolved, That this testimonial of condolence be offered to the family of our departed Brother Knight as an expression of our heartfelt sympathy.

Ceremony and Meeting Setup Charts

COUNCIL MEETING CHAMBER SETUP

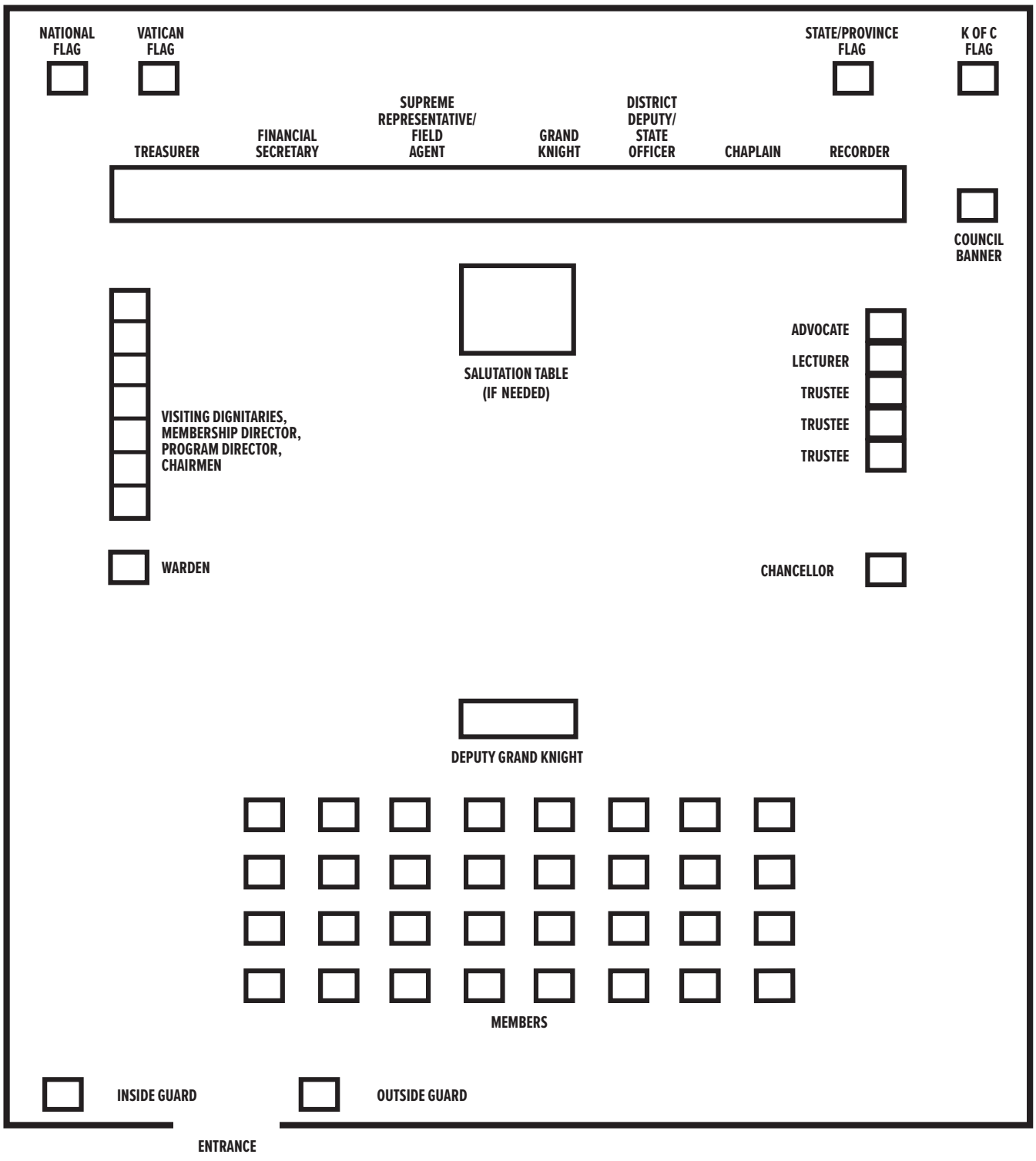


Figure 1

ASSEMBLY MEETING CHAMBER SETUP

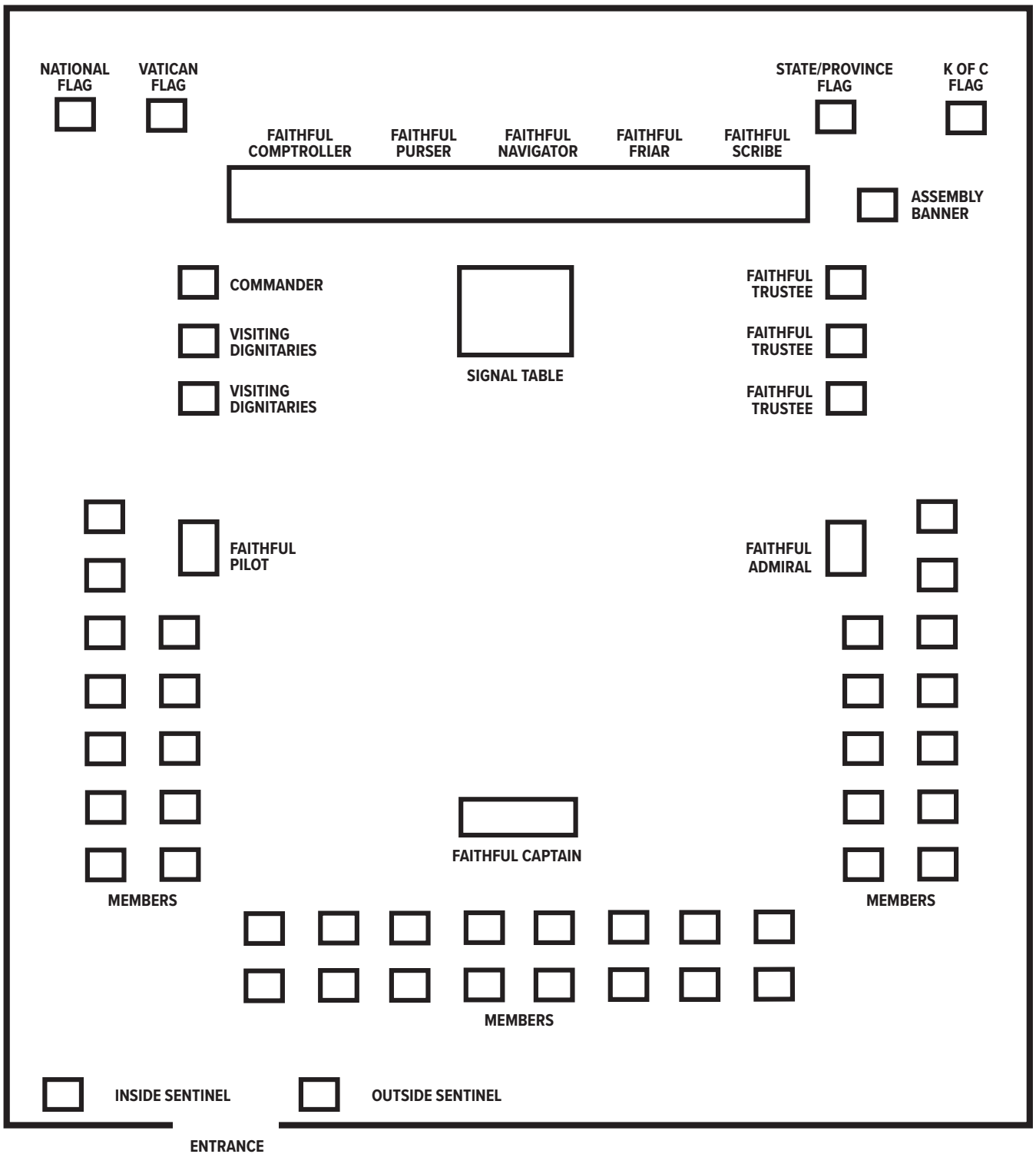
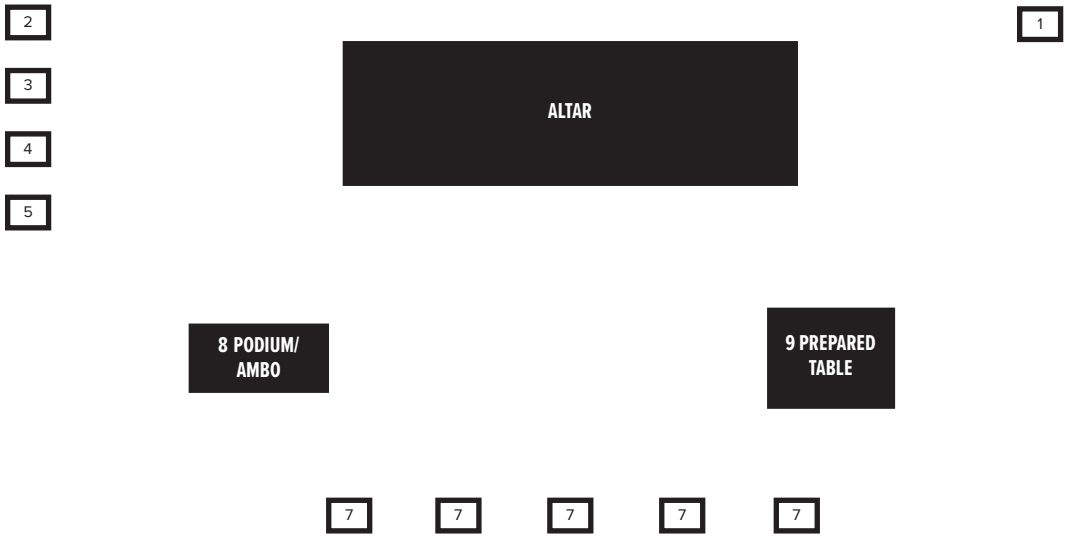


Figure 2

Exemplification of Charity, Unity, and Fraternity Setup

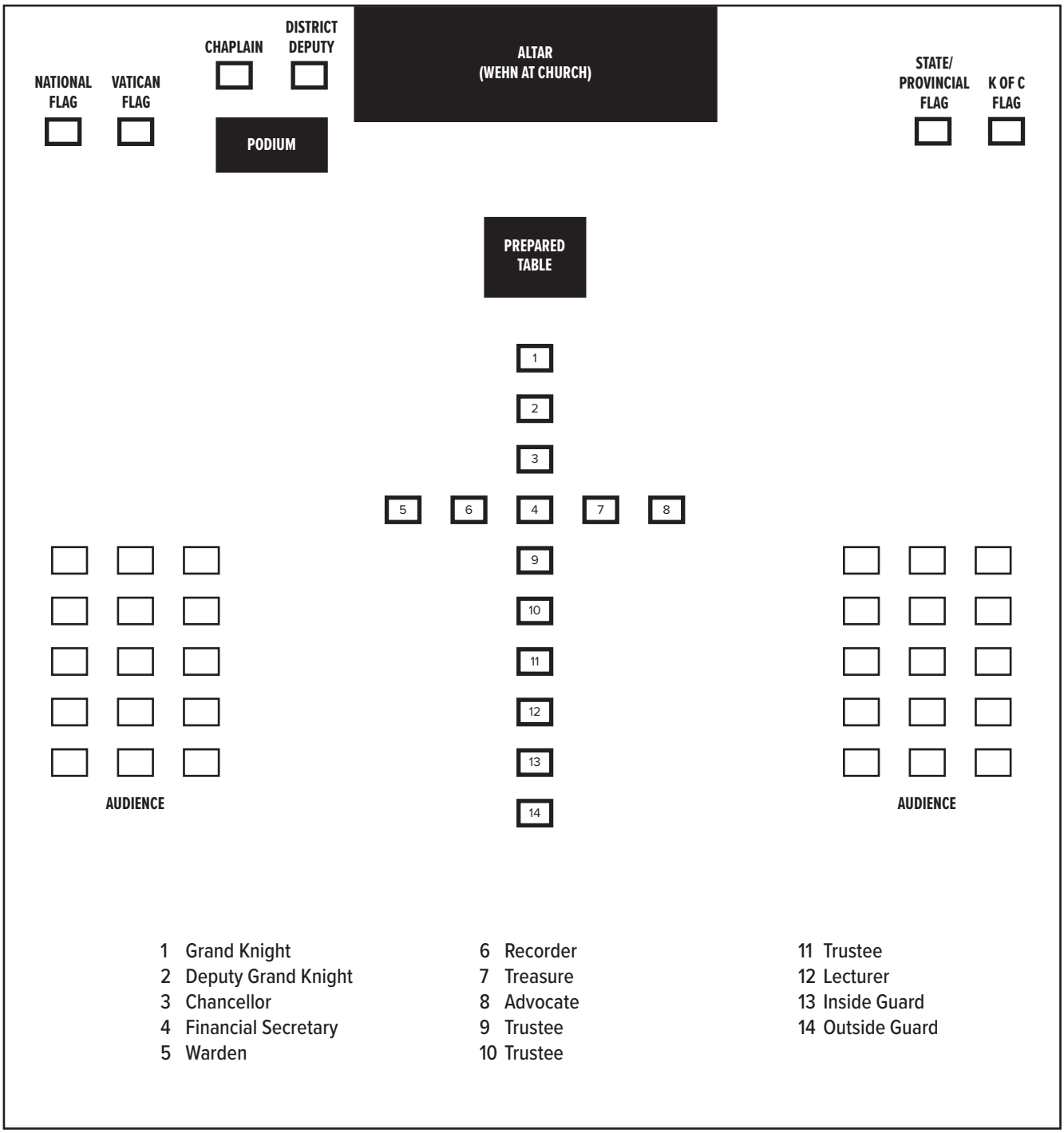


Candidates	Grand Knight & Highest Ranking Officer(s)
Candidates	Council Officers & Field Agents
6	
Candidate Family and Friends	Guests
Candidate Family and Friends	Guests
Candidate Family and Friends	Guests
Candidate Family and Friends	Guests

Chaplain/Pastor 1
Presiding Officer 2
Presenter on Charity 3
Presenter on Unity 4
Presenter on Fraternity 5

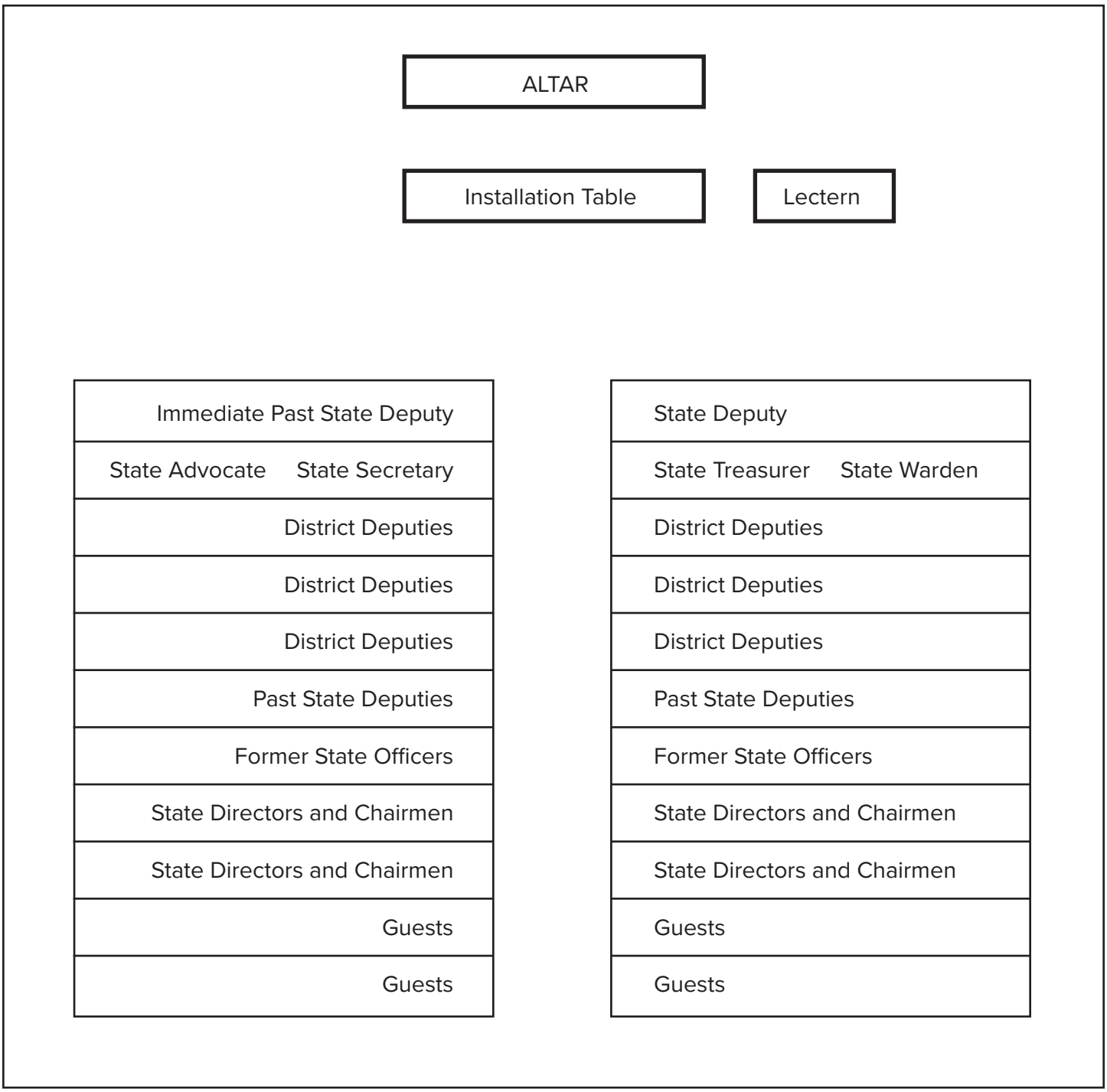
6 Warden
7 Candidates face congregation for knighting with rosary and pinning
8 Podium/Ambo
9 Prepared table with rosaries and lapel pins

Installation of Council Officers Diagram



1 Grand Knight
2 Deputy Grand Knight
3 Chancellor
4 Financial Secretary
5 Warden
6 Recorder
7 Treasure
8 Advocate
9 Trustee
10 Trustee
11 Trustee
12 Lecturer
13 Inside Guard
14 Outside Guard

Installation of State Council Officers and District Deputies



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