Knights of Columbus

2008– 2009

Council Handbook

North Carolina

Forward

GRANITE KNIGHT

How to Increase Council Business Meeting Attendance and follow-on Fellowship Time

Does your Council Have This Problem?

One of the most common concerns I've heard from District Deputies and Grand Knights and I have talked with is the lack of attendance at Council Business Meetings. It appears the same core active members are the only ones to attend. Even new members are often seen at a few business meetings, afterwards they just stop coming. As a Past Grand Knight and Former District Deputy, I have also seen this problem up close in my own Council and the council of my District. Some councils are lucky to attract no more than 5% of the members on their Council Roster. And some councils have great difficulty to attract even a simple quota of 8 members. I'm told by some of our current District Deputies that its not unheard of to see councils with only 3 members at their business meetings.

Are There Ways to Solve This Problem and Increase Business Meeting Attendance?

Of course there is! And a number of our current Grand Knights have made great progress in addressing this issue. Some hold Council meals before the business meetings. Some serve chip, cheese & crackers and refreshment after their meeting to increase fellowship among their members. And finally, I heard about some of our Grand Knights that attempt to involve their new members by explaining what's going on during the meeting to them. In this way, the new members having a better understanding of the parliamentary procedure meetings follow and the specific items in our Order of Business. They are more apt to get involved and want to come to future meetings.

But what if these ideas have not worked for you, what if your attendance is continuing to go down versus up. Well first, don't give up! You may just have an unknown problem in your council and there are always ways to identify and tackle it. Here's an idea and some example dialogue that might get you started. This approach requires the assistance of your Officers & Directors. And best of all, as well as helping you to pin point concerns of your council membership, it can also help you identify what you are doing **RIGHT** in your council. So with that, here goes:

Identifying problems and concerns of your council

Sometimes leadership is just listening and not talking. If you listen (**Really Listen!**) to your council members they'll give you all the details of the problems to be solved, and many times, the solutions, just for the asking.

At your next Officer or Planning meeting, explain to your Officers and Directors that you need their help. Ask them to begin actively listening to the membership. Request them to ask for feedback with questions not statements, then to **LISTEN** and write down the concerns they hear. Ask them to clarify the concern with **MORE** questions not excuses or defensive statements. Their goal is to **capture** concerns not **solve** them! Ask them to thank the members they speak to, for their input and to remind the members that they would be glad to receive other input in the future from them. This information can now be brought to your next Officer's Planning meeting for discussion and possible resolution. Make sure you, and the officer who spoke to the member, provide feedback to and solicit help from the member who gave them the initial input.

Sample Dialog might sound something like this.

Officer: Hi Bob! How are things going within our council? Is there anything we could do better?
Member: *Well since you asked, our Grand Knight isn't listening to the whole council!*

Officer: I'm interested! Tell me more.
Member: *The same members do all the talking at our council meetings and either don't give other members a chance to talk or intimidate us not to speak out. I know a couple of members are pretty fed up with it and may not be coming back to future meetings.*

Officer: I appreciate that input Bob. What do you think we could do about it?
Member: *Well if you ask me, the Grand Knight could limit the discussion time each member gets to provide their input to a motion and then go out of his way to solicit opinions and points of view from the quiet members of the council.* ***It's their council too, you know!***

Officer: Bob, I think that's an excellent idea! I plan to bring it up at the next Officer's meeting. May I suggest the Grand Knight that he also chat with you to get more details?
Member: *Sure! If he's interested, I'd be glad to give my opinions and suggestions.*
Officer: Great! Thanks again for the input and if you have other things in the future that you think would help our council, please see me. I'm all ears! Also, could you please ask those members to be sure to come to the next business meeting. I think they'll see a definite improvement! Thanks again!

The problem used here, is just an example, and not what the dialog should have pointed out to you. What was important is the technique the Officer used to keep the Member talking instead of defending the Grand Knight. In this way he was able to get the Member to provide a possible solution to his own problem. When presented at the Officer's meeting, it will sound constructive versus complaining. The other important thing is to realize how easy it is to lose members. By listening this Officer may be able to retain a couple of members (maybe Bob was one of them) and give the Grand Knight the opportunity to rectify something he may not have even been aware of. Try it! You'll be surprised with what you may hear!

The Last Step is to Plan Action

Identifying Council problems is a very important step, but the action or inaction on the part of you and your staff will determine the fate of a dissatisfied or inactive member.

Remember to **Act on Input**. Don't let problems fester, especially after being made aware of them.

Always **Solicit help from the source of the input**. If they are concerned enough to make problems known, they are usually willing to help solve them.

And finally, Communicate to the Council. When you have identified a problem and made plans to solve it, let your council know. Even if you are not at the solution stage yet, fill them in on the fact that you have understood that something needs to be fixed and their council officers are working on a solution.

It is hoped that identifying and addressing council problems will help you retain existing and new members at your Council Business Meetings. Indirectly this may also bring previously active members. I wish you great success with your Council and on behalf of our entire State Council, offer my appreciate for your time, efforts, dedication and love of the "Knights"

God Bless you and your Council Family

Essentials to Council Success

Communication

Communication with the Supreme Council

The Supreme Council has many resources that it can offer a local council. These resources can take the form of information or inspiration. Once Supreme gets the necessary information about the Officers and Directors for a council the information from Supreme will begin to flow. Supreme has developed forms to minimize the efforts councils need to extent in getting the necessary information to the Supreme council. Additionally these have been computerized and are accessible on the Web at www.kofc.org . The following tables summarizes these forms and list each forms associated due date.

Due Date	Report Title	Form Number
**July 1st	Report of Council Officers	(#185)**
**August 1st (Org Meeting)	Service Program Personnel Report	(#365)**
**August 15th	Semiannual Council Audit Report	(#1295)**
**January 31st (Mid-Year Mtg)	Annual Survey of Fraternal Activity	(#1728)**
** February 15th	Semiannual Council Audit Report	(#1295)**
June 30th (Convention)	Columbian Award Application	(#SP-7)
June 30th	Knights of Columbus Round Table Annual Award	(#2630)
When Started	Report of Round Table Coordinator	(#2629)
Immediately	Membership Document	(#100)
15th of each Month	"Family of the Month" selection	(on-line)

** Submitting these forms are required for Supreme award considerations and in the North Carolina Council Recognition Program.

Communication with the State Council

The State Council of North Carolina provides information about the events and occurrences within the state by way of a monthly newsletter called the "Tarheel Knight". This publication provides insights from the State Officers and Staff in addition to alerting councils to upcoming program events as well as acknowledging the achievements of individual councils.

The Tarheel Knight has a limited hardcopy distribution but is available electronically on the state's website. The address for the site is www.kofcnc.org. In addition to housing the state newsletter, the NC State Website is home to various state forms, a calendar of state wide events and a listing and links to all the councils throughout the state.

As in your council the most valued form of communication is one on one. The following listing of all the State Officers and Staff provides you with immediate effective communication opportunities in what ever your area of interest:

State Deputy	John Gouldie	kofcgouldie@earthlink.net	919-870-1808
State Chaplain	Padre Leon	padreleon@ec.rr.com	
State Secretary	Dave Jones	icilamp@bellsouth.net	704-535-6599
State Treasurer	Greg Kent	gkent@carolina.rr.com	704-458-2510
State Advocate	Jack Murray	kofcjjm@yahoo.com	336-261-5362
State Warden	Mike Durbin	jdurbin@ec.rr.com	252-223-9992

General Program Director	Jack Murray kofcjjm@yahoo.com 336-261-5362	Membership Director	Robert E. (Bob) Hack, FDD hackbob@excite.com 910 - 754 - 2647
Vocations Chairman	Padre Leon padreleon@ec.rr.com	Church Director	Dave McGuire, FDD dnmcguire@inteliport.com 252-338-9619
Council Director	Wayne Kleven, FDD waynekleven@earthlink.net 252-478-0440	Community Director	Patrick S. (Pat) Love, FDD plove001@triad.rr.com 336 - 227 - 0335
Family Director	Colin Jorsch Jr., FDD cojorsch@aol.com 910-322-1711	LAMB Director	Angelo Gibilaro AngelO@ec.rr.com 910-201-1048
Youth Director	Christian W. (Pod) Podgurski, FDD cpodgurski@luwausa.com 919 - 235 - 2740	Retention Chairman	Vincent (Vince) Lombardo, FDD vince2323@ctc.net 704-983-3734

Protocol Officer	Terry Miner, FDD tminer@bellsouth.net 919-848-9777	Pro-Life Chairman	Edward (Ed) M. Rogosich edbossman1@juno.com 919-833-0302
Website Updates	Tom Riley Griley1@carolina.rr.com	RSVP Chairman	Charles L. (Chuck) Nebraski flog@ec.rr.com 252-725-2460
Athletic Events Chairman	Tim Whelan twhelan@us.ibm.com 919-878-9162	Special Olympics Chairman	Larry W. Stewart lstewart@ec.rr.com 910-388-2289
Ceremonials Chairman	Joseph Brunner, FDD Jbrunner21@aol.com 910-281-3957	Tar Heel Knight Editor Historian	Greg Ciesielski, FDD lilski@ec.rr.com 252-444-1859
Reports & Forms Chairman	Jack Murray kofcjjm@yahoo.com 336-261-5362	Awards Chairman	Jack Murray kofcjjm@yahoo.com 336-261-5362
Chorale	Joe Dick, PSD, FDM jhdick@juno.com 336-584-7667	Site Selection Chairman	Anthony (Tony) Petite, PSD tonypsd@Northstate.net 336-841-1089
Columbian Squires Chairman	John C. (Chris) Headley chrisfcs@aol.com 704-289-5718	Photographer	Lew McLoud lew.mccloud@gmail.com 910-325-6530
Media	Thomas Beckett, FDD thomaskofc@earthlink.net 704-788-6818	Technology	Brian Koomen koomen@carolina.rr.com 704-271-5400
Parish Round Table Chairman	Dave McGuire, FDD dnmcguire@inteliport.com 252-338-9619	Fr. McGivney Guild Chairman	Charles L. (Chuck) Nebraski flog@ec.rr.com 252-725-2460
Administrative Assistant	Gene Tortone, FDD tortone@adelphia.net 252-331-2338	Fund Raiser Chairman	Daniel (Dan) L. Lange dlange386@verizon.net 828-369-0059

Communication within your Council

One way to maintain good communications is to publish a Council newsletter at least quarterly. This is an excellent way to keep those council members who may miss a business meeting. Simply conveying the next month's upcoming activities while lacking can have great benefit with regards to Council involvement. Distribution of the newsletter can be via email or a council website, however, caution should be exercised to ensure that those members without email access are still sent a hard copy.

The State Council awards excellence in the area of newsletters through the Duane Russell Award. Guidelines for publishing a newsletter consistent with the requirements for the award are in the 2007 – 2008 Council Recognition Program Handbook.

Caution should be exercised to ensure that those members without email access are still sent a hard copy.

Lastly a great tool for increase communication within a council is a name badge. Order information for name badges can be obtained from the NC State Website (www.kofnc.org) or directly from the supply company at www.fraternalsupply.com.

Planning

Develop an Activity Schedule

An important planning exercise is to develop an Activity Schedule. The development process should involve Council Officer and Directors this will aid in their necessary ownership of the overall plan. The scope of the calendar should be such that when all events are completed, the Council will qualify for Distinguished Council. The intent is for the Council to plan their success through the activities in an orderly fashion. In preparation of this calendar, councils should keep in mind to consider other parish functions and availability of facilities. Finally, it is important to communicate this information to the general member with enough advance warning and frequency to maximize their participation in all events. The following is a sample calendar:

Calendar of Events
July XXXX to June XXXX

July

3rd	Officers & Directors Meeting
16th	Council Business Meeting
23rd	State Organizational Meeting - Greensboro

August

2nd	Greensboro Baseball game - Family outing
6th	Officers & Directors Meeting
20th	Council Business Meeting

September

2nd	Altar Servers Appreciation Day - Pool Party

Sample Only

4th Officers & Directors Meeting
8th Adopt-A-Highway Cleanup
9th Parish Picnic - Our Lady of Grace
17th Council Business Meeting
21st Social Meeting

October

1st Officers & Directors Meeting
5th Operation LAMB
6th Operation LAMB
8th Columbus Day Mass - St. Benedict's
12th Operation LAMB
13th Operation LAMB
15th Council Business Meeting
18th Operation LAMB
19th Operation LAMB
28th Children's Halloween Party

November

7th Setup for Parish Bazar - Our Lady of Grace
4th Dismantle setup of Parish Bazar - Our Lady of Grace
5th Officers & Directors Meeting
6th Kid's Voting
11th Veterans Day Parade - High Point
19th Council Business Meeting
22nd Thanksgiving Day Open House for Members and Family's - Covered Dish
27th Mary Field Nursing Home Escorts - Shopping trip with residents

December

1st Adopt-A-Highway Cleanup
1st - 22nd Christmas Tree Sales
3rd Officers & Directors Meeting
15th Keep Christ In Christmas Display - Our Lady of Grace
17th Council Business Meeting
22nd Council Christmas Party
24th Decorate Our Lady of Grace Church

January

5th – 7th Mid Year Meeting - Charlotte
9th Officers & Directors Meeting
20th Remove Decorations - Our Lady of Grace
21st Council Business Meeting

February

4th	Officers & Directors Meeting
9th	Valentine's Dance
16th	Host 2nd & 3rd Degree ?
18th	Council Business Meeting

March

1st	Fish Fry - Council Home
4th	Officers & Directors Meeting
8th	Maryfield Nursing Home Escorts
8th	Fish Fry - Our Lady of Grace
10th	Adopt-A-Highway Cleanup
15th	Fish Fry - St. Benedict's
16th	St. Patrick's Day Dance
18th	Council Business Meeting
23st	Social Meeting - Fire, Police & EMS Awards

April

1st	Officers & Directors Meeting
14th	Corporate Communion - St. Benedict's - 10:00 AM Mass
15th	Council Business Meeting
26th	Social Meeting

May

7th	Officers & Directors Meeting
19th – 21st	State Convention - Greensboro
18th	Awards Night
20th	Council Business Meeting & Elections
23rd	Mary Field Nursing Home Escorts - Shopping trip with residents
31st	Social Meeting

June

4st	Adopt-A-Highway Cleanup
7th	Officers & Directors Meeting
21st	Council Business Meeting
24nd	Installation of Officers
31st	Appreciation of Spouses Dinner

This is a tentative Calendar of Events. Other events will be added, as the dates are set. Come to meetings. See you're your Council newsletter or website for time, places and additions.

Financial Responsibility

Your Council Financial Commitment to the State and Supreme Council

Good standing with the Supreme and State Council as well as with the Federal Government is clearly a requirement for any council to succeed. Funds are necessary for both the Supreme and State Council to facilitate the work of our Order. Failure to pay Supreme's assessments can result in the loss of a council good standing while failure to pay the assessments from the State Council can result in a council's ineligibility to be seated with voting rights at the State Convention. These should all be budgeted items and therefore Council approval for payment is not required. The following tables summarizes these payments and their associated due date

PAYMENT SCHEDULE DUE DATES

July	**Due Date**	**Send To**
Supreme Per Capita	On Receipt	Supreme Secretary
September		
State Per Capita	On Receipt	State Secretary
October		
Catholic Advertising	On Receipt	Supreme Secretary
November		
IRS Form 990	Nov. 15th	Department of the Treasury Atlanta, GA 31101
December		
Operation LAMB Funds Final Deposit & Report	December 31st	State Secretary
(Absolute deadline - If date missed, funds will apply to following year!)		
January		
Supreme Per Capita	On Receipt	Supreme Secretary
February		
State Per Capita	On Receipt	State Secretary
April		
Catholic Advertising	On Receipt	Supreme Secretary
May		
Bishop's Fund	State Convention	State Secretary
(Checks made payable to State Council, memo line to indicate Charlotte or Raleigh Diocese)		

Supreme Secretary
Knights of Columbus
P.O. Box 1670
One Columbus Plaza
New Haven, CT

State Secretary
Dave Jones
4838 Butterwick Ln
Charlotte, NC 28212

Verification through Auditing Council Records

The semi annual audits performed by the council are the two most important tasks performed by the council each year to ensure their ongoing success. These audits verify sufficient financial resources exist within the council and ensure that the proper processes are being followed to provide the integrity to the council operations. Later in this section you will find a list of items needed to perform the audit this will provide valuable assistance and efficiency in performing these audit. It should also be pointed out when completing Form 1295 all sections A through C are essential to a good quality audit.

Experience tell us that one of the most disregarded items on the semi-annual audit form is in Schedule C - Assets and Liabilities.

Under Assets, the figure for "Due from _____ Members". Both the number of members who owe and the total amounts of owed dues, can be obtained from the Financial Secretary's records, mainly from his ledger cards or ledger sheets, where the old system of accounting is in use. Under the new accounting system, a report can be produced for both.

Note: One criteria of the financial condition of a council is indicated by the number of members who have either paid their dues in advance or are in arrears and the amount of money involved. Please be sure to complete this item in this section.

According to Supreme, a member is liable for only the last period in which he failed to pay dues. With this in mind, multiply quarterly dues times the number of members to get the amount due from members. This does not preclude any effort on the part of the Council to continue trying to collect all past amounts due until the members is finally suspended but DO NOT INCLUDE TOTAL PAST DUE IN THE AUDIT. Frequently, these efforts are to no avail and therefore, the assets of a Council are exaggerated.

On the Liability side of Section C, be sure to fill in any "Advanced Payments by _____ Members". There are always members who pay in advance of the billing period, particularly if dues are payable in January and you are doing the July audit. It is a liability because it represents dues payments not yet chargeable to the members.

Also in the Liabilities Section under "Due State Council", be sure to indicate any assessments, as well as Per Capita, still due the State Council. Assessments such as "Ceremonials" should be included to properly reflect total liabilities and also as a check on the part of the State Council to verify that all credits were properly made to each Council.

Check List

Description	**Obtain From**
Semi-Annual Audit Forms	Council Files
File of Previous Audits	Council Files
Completed Cash Receipts	Financial Secretary
Voucher Receipt Book	Financial Secretary

Supreme Monthly Statements	Financial Secretary
Council Membership Files	Financial Secretary
Receipts from Treasurer	Financial Secretary
Signed Vouchers	Treasurer
Bank Statements & Cancelled Checks	Treasurer
Cash Receipts received from F.S.	Treasurer
Bank Deposit Slips	Treasurer
Statements for Savings Accounts	Treasurer
Statements for Cert. of Deposit (CD's)	Treasurer
Council Check Book	Treasurer
Council Books of Account	Treasurer

Presence Required

Grand Knight
Trustees (3)

Presence Optional

Financial Secretary
Treasurer
Deputy Grand Knight

Note: As a matter of courtesy, the Grand Knight should inform his District Deputy of the date, place and time of the audit. The DD has the option to attend or not.

File the following forms

July	**Due Date**	**Send To**
Audit of Council Finances	by July 31st	Supreme Secretary State Deputy District Deputy Council Trustees & File
January		
Audit of Council Finances	by January 31st	Supreme Secretary State Deputy District Deputy Council Trustees & File

Development of a Council Budget

Every council, regardless of size or money raised, should prepare a budget. Ideally, each candidate nominated for Grand Knight should present a budget to the council. Voting on the budget should be in accordance with the council's bylaws (Article VII, Sec.3). Usually this is done at the beginning of the fraternal year.

Good Degree Work

Duties & Responsibilities for a Degree Exemplification

1.The Grand Knight check with the Admissions Committee Chairman to see how many candidates are to be voted on at a meeting. One they are voted on and approved by the Council, the Grand Knight schedules a First Degree as soon as possible to get the new members in to the Order.

2.The Form 100's are turned over to the Financial Secretary of the Council so he may call and inform them of the date, time and place of the First Degree.

3.The Grand Knight also informs the Degree Captain of the date, time and place of the degree.

4.The Team Captain calls all the members of the team to advise them of the degree. This should be done well in advance so the members can schedule their time. In the event that a member of the team cannot make the degree, the Team Captain should contact his back-up members to fill in.

5.If the Team Captain can not fill all the slots on the team, he should contact the District Deputy and let him arrange for members of another team in the district to substitute.

6.Once the Team Captain has gotten a full team together, including a music man and the necessary equipment, he should then report back to the Grand Knight that the team is ready to conduct the exemplification.

7.It is the Team Captain's responsibility to maintain a roster of all of the members of his team, including their home and work phone numbers and an email address, if applicable. This makes it an easier task when contacting them concerning a pending degree exemplification.

8.Included in the list above, there should be a note listing the part or parts the members are capable of performing. This list should also be shared with the District Deputy and updated on a regular basis.

9.Members of the team should not read their parts, but have them memorized for the full impact on the candidates.

10.If the Grand Knight and Team Captain follow these guidelines, the degree should flow very smoothly and prove very edifying for all, especially the candidates.

Conducting the First Degree

First Degree

The GK is in charge of this degree. The conferring officers need not be the current chair officers. They serve at the pleasure of the GK. They must be able to deliver their charges in an inspiring manner and from memory. It is preferable that the conferring officers leave their stations to deliver the charge in front of the candidates. The conferring officers

should be robed for this degree. *If the coun*cil *has not been able to purchase robes, the team should wear ties and jackets. Candidates should be in respectable dress. No cutoffs, shorts, tank tops or very casual clothing should be permitted.*

This ceremonial must be conformed to strictly in every particular language and ceremony. Additions, omissions, changes or innovations of any kind are absolutely prohibited. Any such should be reported at once to the State Ceremonial Chairman and/or the State Deputy. All parts **MUST BE MEMORIZED.** Reading parts will not be tolerated.

All councils are encouraged to develop back up members for their degree teams.

The GK shall notify his District Deputy *and the assigned Field Agent* of all degree dates.

Conducting the Second Degree

Second Degree

The District Deputy shall be in charge of the Second Degree. He may conduct a Second Degree either separately or in conjunction with a Third Degree He shall notify the State Deputy of his intentions and abide by the decision of the State Deputy. The rules provide that the DD open the degree in the second section. The conferring officers serve at the pleasure of the DD. They must be able to deliver their charges in an inspiring manner <u>and from memory</u>. It is preferable that the conferring officers leave their stations to deliver the charge in front of the candidates. The conferring officers should be robed for this degree. *If the coun*cil *has not been able to purchase robes, the team should wear ties and jackets. Candidates should be in respectable dress. No cutoffs, shorts, tank tops or very casual clothing should be permitted.*

This ceremonial must be conformed to strictly in every particular language and ceremony. Additions, omissions, changes or innovations of any kind are absolutely prohibited. Any such should be reported at once to the State Ceremonial Chairman and/or the State Deputy. All parts **MUST BE MEMORIZED.** Reading parts will not be tolerated.

Candidates from councils other than the host shall be advanced only at the request of their GK and must produce a current First Degree Membership card.

District Deputies are encouraged to develop back-up members for their degree teams

Continued Growth

6 Steps for Council Improvements

1. MEET WITH THE PASTOR(S):
   - Set up a lunch or other meeting. Invite your DD or other State officer to attend.
   - How can the Council be more visible in church activities?
   - How can the Council get more recognition/acceptance within the parish?

2. INCREASE MEMBERSHIP ATTENDANCE AT MEETINGS:
   - Set up a telephone calling program.
   - Offer special incentives to attendees, ex. Food & Beverage. Make it their responsibility to the church and council.

3. MEMBERSHIP DRIVE:
   - Set a First Degree date for the following month.
   - Work with your priests to make announcements from the pulpit.
   - Put a notice in the church bulletin.
   - Order necessary pamphlets.
   - Set up in front of church after each weekend Mass.

4. GET FAMILIES INVOLVED WITH KNIGHTS ACTIVITIES:
   - Plan a family covered dish or other get together. Include the children.

5. GET ACTIVE IN AN UCOMING CHURCH EVENT:
   - Offer to supply all the ushers for a non weekend Mass. (Vigil masses, pall bearers for any parish member, etc.)
   - Offer to supply the Eucharistic ministers and altar servers for special Masses.
   - Wear your council name badge to all church Masses and functions.

6. PLAN AT LEAST TWO PROJECTS IN EACH OF THE FOLLOWING CATEGORIES IN THE NEXT SIX MONTHS:

   CHURCH COMMUNITY COUNCIL FAMILY
   YOUTH MEMBERSHIP

   - You, the members, are the only hope that this Council can survive and flourish.
   - *Work together*
   - *Set Goals*
   - *Make a commitment*

Get Active in the State

Plan to Host a State Athletic Event

To ensure that State Athletic Events are held at adequate facilities and represent the best interests of the Knights of Columbus in North Carolina, all Councils interested in hosting a State Athletic Event must submit a proposal to the State Athletic Events Chairman by May 1st .

Your proposal should include a description of athletic facilities, preliminary schedule of vents, banquet plans (if any), approximate date of event and any special features that will "***SELL"*** your Council as the preferred site of the State Athletic Event.

The State Council will review each proposal and make a recommendation to the delegates at the North Carolina State Convention for their consideration and vote.

Plan to Host a Third Degree

Before you are awarded a date for hosting a Third Degree, we must be assured that your Council has:

- Confirmed the date with the owner of the facility. (Pastor of the church, manager of the Council home, etc.)
- A facility that is adequate to host the degree.
- Access to and will provide the necessary manpower.
- Agreed to follow these guidelines to ensure a successful event.

Manpower - We believe that you will need, on the average, eight (8) men to assist the Degree Team in the exemplification. You must also provide the staff for the registration desk and for the kitchen, if you are preparing the meal.

Facility - You must have access to adequate facilities for staging the Degree. This means, a room a room approximately the ½ the size of a regulation basketball court, (without seating capacity), to be used as the Chamber. A second room, out of hearing distance, and roughly one-quarter (1/4) the size of the first room, to be used as the Antechamber, which should be free of all furniture to permit the d's to circulate easily among the candidates. Also required, a separate area where the candidates and observers can be registered and must also be out of hearing distance and, if possible, out of view of the large room (Chamber).

Degree Notification - Six (6) weeks prior to the date of the Degree, you should mail an announcement to all DD's and GK's within a 65 mile radius of your Council. It should indicate the date of the degree, time of registration, location where the Degree will be held, detailed directions and map (if possible) to the facility, cost for candidates and observers and all other pertinent details regarding the event. A copy of the complete notification **must** also be sent to the State Deputy, Ceremonials Chairman, Conferring Officer and the Degree Team Captain.

Because of an overload situation encountered occasionally, you should specify that the class will be limited to fifty (50) candidates. First come - First served.
Important - 2 weeks before degree date, contact the State Deputy, CO and Team Captain with a status report on the number of candidates and/or problems. Also, advise them , by phone or email, 48 hours prior to the degree regarding the number of candidates expected.

Fees - You are limited to a **$12.00** per man cost per candidate or observers. Five ($5.00) of that fee is to be paid, on the date of the Exemplification to the Captain of the Degree Team. Should the class be smaller than 30 candidates, you must pay him $130, regardless.

Degree Cancellation - The State Deputy is the **only** person who can cancel a Third Degree.

Meals - You are also expected to provide the Degree Team with a reasonable breakfast. Remember, they can't go out for lunch and your degree meal will usually start between 2:30 or 3:00 PM. The Degree meal should be simply adequate, not lavish. Give your Brothers something they will feel is worth the fee. State officers and the degree team should not be charged for any meal.

Times - The Degree should be scheduled to begin at noon or later. Candidates should be asked to be on site not more than one hour before the designated starting time. If they arrive earlier, we run in to recognition

problems. You must give serious thought to the security problem when the team is practicing and candidates are on the premises.

Security - If you intend to host both a Second and Third degree on the same day, two separate facilities for the degrees is the more desirable way to facilitate both degrees. When both are in the same location, security becomes a major problem for the Degree Team.

Third Degree Responsibilities

State Council

- Name Team Captain
- Assign Host Council
- Assign CO and Team
- Determine Honorees
- Publicize date in Tar Heel Knight
- Assume no financial interest or responsibility
- Retain final Go / No Go responsibility

Team Captain

Furnish all team members who have completely memorized their parts and who have practiced together.

- Furnish all necessary props
- Approve local facilities (may include suggestion of some changes to be carried out by local Council)
- Practice, set up and exemplify the Degree
- Receive $5.00 per candidate before departure
- Team receive free dinner from host Council
- Keep record of the account and paraphernalia
- Arrange transportation for the team and materials
- Coordinate practice session time with the host GK and CO
- Distribute mileage money to drivers on day of degree
- Provide statement of team fund balance to State Deputy at end of Fraternal year

Host Council

Forty-five days prior to the degree date, send special mailing to all DD's, and Grand Knight's within a 75 mile radius **and** the Ceremonials Chairman, State Deputy, all other State officers, Conferring Officer and the Degree Team Captain.

- To ensure a smooth degree, the Host Council should contact the State Deputy, Ceremonials Chairman, CO and Team Captain several weeks in advance of the degree to discuss the degree plans and work out any problem
- **2 weeks before degree date**, contact the State Deputy, CO and Team Captain with a status report on the number of candidates
- **72 hours before the degree date**, call Grand Knights who have responded, to verify the number of candidates to be expected
- **Advise State Deputy, CO and Team Captain by phone or email, 48 hours prior to the degree** of the number of candidates expected
- Furnish appropriate facilities and manpower to assist team in set-up for early rehearsal on degree day
- Provide coffee and doughnuts (or other breakfast) for the team - it will be greatly appreciated

- Register candidates, collect fees (**Maximum $12.00 per candidate**) and pay Team Captain $5.00/ candidate on the day of the Degree
- Provide an appropriate meal after the Degree
- Limit the number of bona fide candidates to 50
- Furnish up to 6 local Council members to assist the team as needed
- Guarantee a minimum of $130.00 to the Degree Team
- To ensure a smooth degree, the Host Council should contact the CO and Team Captain several weeks in advance of the degree to discuss the degree plans and work out any problems

Volunteer for State Positions

The state is always in need of talented dedicated brother Knights to conduct the affairs of the state. Your interest in such involvement can be expressed directly to any State Officer or by way of an interest form available on the State Website (www.kofnc.org). Finally if your interest manifests itself in a desire to serve your Brothers throughout the State of North Carolina as a State Officer the following Campaign Policy must be adhered to

1. All resolutions for state office will be submitted to the State Advocate by March 15th for his review. After his review and approval resolutions may be published.
2. Councils to send ONLY the resolution to Grand Knights, District Deputies, and State Staff. No cover letter or add-ons to accompany resolution.
3. Campaign will be limited to convention site as convention hotel rules dictate. All campaign literature in meeting chamber to be distributed to delegates only. No campaign material on State Officers table.
4. At the mid-year meeting all potential candidates will be asked to meet with the State Advocate to discuss campaign rules.