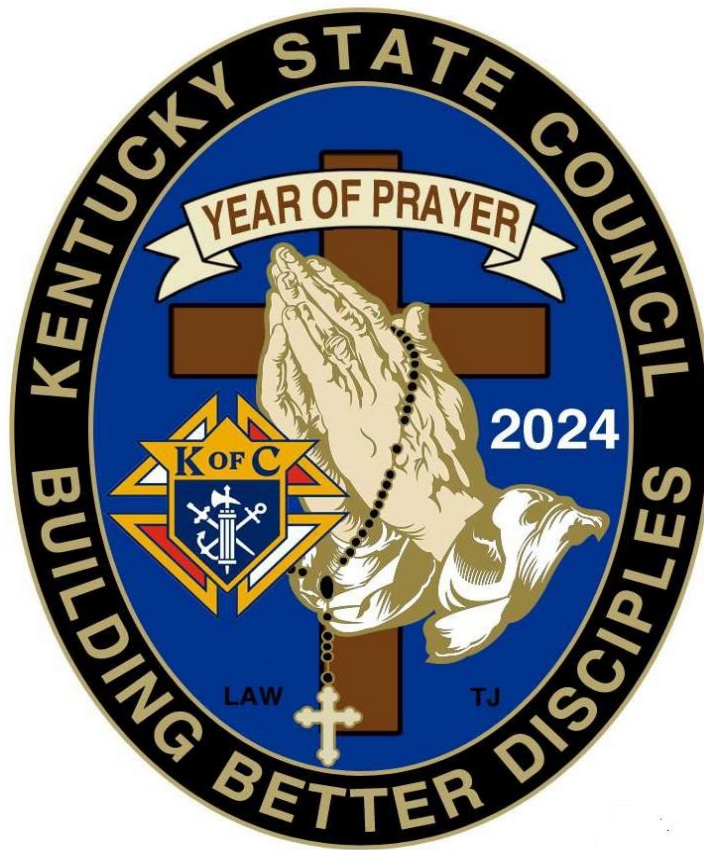


Knights of Columbus Kentucky State Council Membership Handbook



A Guide to Membership Recruitment and Retention in the State of Kentucky

Building Better Disciples

Foreward

The Knights of Columbus offers every man the chance to live his faith and be an example for others to follow. We owe it to all Catholic men to provide them this opportunity. The opportunity to be a better Catholic, the opportunity to be a better man, the opportunity to be a better husband, father, grandfather, brother or son and friend.

Our motto for the year is “Building Better Disciples” and in these extraordinary times, we must be men, Catholic men ready to Step Into the Breach and fight for our Faith & Our God!

Last year at the 141st Supreme Convention, Supreme Knight Patrick Kelly’s address highlighted major milestones in the Order’s growth. Today, the Order has more than 2 million members around the world in 16,672 councils. He applauded the Knights on reaching new generations and setting the stage for a “new era of impact.”

In this age of mediocrity, the Knights of Columbus invites men to greatness; to sacrifice themselves for the good of others; to commit to a higher call with a band of brothers; and to stand strong in the breach, side by side, instead of being swept away by the culture, one at a time.”

Our goal is to help men, their families and their parishes grow closer to Christ. Through our programs and resources, the Knights of Columbus provide opportunities to live and spread the Catholic faith.

The Knights of Columbus should be involved in every parish. If the parish is not large enough to support a council, then they should have an active group of knights from a nearby council serving the pastor and church.

I am thankful to every Knight who uses this Membership Guide to help reach out to those men who are and are not members so we can all be a part of the Discipleship Jesus Christ asks us to live.

Vivat Jesus!

Luke A. Williams

Kentucky State Deputy

Preface

Much has been accomplished since Blessed Father McGivney met with a small group of men in the basement of St. Mary's Church in 1882. WE continue to be leaders paving the way into the future. The number of members and Councils continue to grow because of your efforts. Growth is the key to our survival and our future leadership. With each member efforts to Recruit, Retain and Reclaim we will succeed in keeping the dream of Blessed Father McGivney alive. Remember: If not Me, then Who?

Purpose

The purpose of this Guidebook is to provide District Deputies, Grand Knights, and Council Membership Teams with a guide containing valuable information to aid them in their recruitment and retention efforts.

Although this handbook provides key personnel with most of the tools required, a successful Council Membership Program is directly dependent on the leadership of the Grand Knight, the initiatives of the Council Membership Team, support and active participation of every member of each and every council.

Objective

With strong State Membership leadership and support to its subordinate Councils, we will keep Knights of Columbus membership in Kentucky growing.

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State Membership

The Knights of Columbus offers every man the chance to live his faith and be an example for others to follow. We owe it to all Catholic men to provide them this opportunity. The opportunity to be a better Catholic, the opportunity to be a better man, the opportunity to be a better husband, father, grandfather, brother or son and friend.

The Knights of Columbus should be involved in every parish. If the parish is not large enough to support a council, then they should have an active group of knights from a nearby council serving the pastor and church.

Our motto for the year is “Building Better Disciples” In these extraordinary times; we must be men, Catholic men ready to Step Into the Breach and fight for our Faith & Our God! With the overturning of Roe V Wade and the saving of the lives of the unborn, the Pro-Choice movement is showing the enormous hatred they possess towards Catholics and all Christians, but their hatred will not stop us. Last year, Supreme rolled out the ASAP program (Aid & Support After Pregnancy) and exceeded their goal of providing 5 million dollars to support pregnancy centers. This happened because of you.

How many times have we prayed and asked God to hear our prayers and how many times has He answered them? We have a chance to show our love and gratitude to God by stepping up and doing His will...to grow His Church and to build His Kingdom. We can do this by growing the Order and Standing in the Breach!

*The following are taken directly from the **Fraternal Excellence Guide** [11619-fraternal-excellence-guide.pdf](#). It's an invaluable resource with Practical Information for Council and District Officers and recently updated information.*

Forms and Reports

Due Date	Form/Report
June 30	Report of Chosen Officers for the Term (#185) 185 Report of Officers (kofc.org) OR the Officers Screen on Member Management Service Program Personnel Report (#365) * service_personnel365_p.pdf (kofc.org) OR the Service Personnel Screen on Member Management
August 15	Semiannual Council Audit (#1295) 1295 Council Audit Report (kofc.org)
September 15	District Deputy Report (#944) District Deputy Annual Report on Council Status (FY 24-25) (alchemer.com)
January 31	Annual Survey of Fraternal Activity (#1728) * 1728 Activity Survey Council (kofc.org)
February 15	Semiannual Council Audit (#1295) 1295 Council Audit Report (kofc.org)
June 30	Columbian Award Application (#SP-7) * SP-7 Columbian Award (kofc.org)
Immediately	Online Membership kofc.org/join OR Membership Document (#100) Form 100 - Membership Document (uknight.org)
If Required As Required	Notice of Intent to Retain (per Financial Secretary instructions #1845A) Entries for the State Council Service Program Awards Contest (#STSP) STSP 10-23 Service Award App (kofc.org) and Family of the Year Contest to your state council
Monthly	Family of the Month (#1993) 10680 Family of Year Form (kofc.org)

* Indicates Star Council Award Requirement

Membership Director

Qualifications for Membership

The qualifications for Knights of Columbus membership, as contained in Section 101 of the Laws of the Order, are:

- Only practical Catholics in union with the Holy See shall be eligible and entitled to continue membership in the Order.
- An applicant for membership shall not be less than 18 years of age on his last birthday.

Practical Catholic Guidelines

Guidelines have been established to assist in determining the practical Catholicity of an applicant or member. These guidelines will assist the grand knight in performing his duties when serving on the council's admission committee.

These guidelines include:

- A practical Catholic accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accordance with the precepts of the Catholic Church, and is in good standing with the Catholic Church.
- A practical Catholic strives to have a greater knowledge of the teaching of Christ and his Church, and to accept, respect and defend the Church's authority (vested in the Supreme Pontiff, the hierarchy and clergy united with him) to teach, govern and sanctify the faithful.
- A practical Catholic gives material and moral support to the Church and her works on all levels, promoting the programs of the parish and diocese and coming to the aid of the missions, the needy and the under privileged; supports and advances the just causes of minority groups; endeavors to eliminate unjust discrimination, prejudice, etc.; and supports the Church in her defense of marriage and family life.

Standing Council Committees

Admission Committee — Ensures that the applicant understands the Order and that the council understands what the candidate expects from his membership. A properly functioning Admission Committee:

1. Is comprised of the chancellor and six members who are appointed by the grand knight
2. Requests the candidates to complete the Member Interest Survey (#1842) [1842 FIA Member Interest Survey \(kofc.org\)](#) to identify what types of activities are of interest to the candidates
3. Forwards the Admission Committee Report, which is read at a meeting of the council followed by candidate balloting, to the grand knight
4. Informs the candidates of the date for the next Exemplification of Charity, Unity, and Fraternity
5. After the candidates have taken their exemplification, asks the new members to consider joining in the committees and activities that match their interests

Recruitment Committee — Continually keeps a fresh list of potential candidates for membership in your council. A properly functioning Recruitment Committee:

1. Is composed of three or more members appointed by the grand knight in collaboration with the membership director

2. Identifies and schedules recruitment drives, which should include Church drives, open houses and team recruiting initiatives
3. Works with the Program Director in inviting potential members to participate in council activities

Retention Committee — Keeps the members of your council interested and participating in your council activities. A Retention Chairman must be reported to the Supreme Council in order to suspend members for non-payment of dues. A properly functioning Retention Committee:

1. Is comprised of the Retention Chairman (usually the deputy grand knight), council trustees and any other members appointed by the grand knight
2. Recognizes each member's accomplishments
2. Ensures new members are introduced to the council membership and made to feel welcome
3. Communicates with members to remind them of meetings and activities
5. Works with the Program Director to encourage the members to participate in council activities

Membership retention is one aspect of the Knights of Columbus that doesn't get the attention that it should. It should start as soon as the applicant fills out and signs the Form 100 or joins as an Online Member.

Keep members involved and active. Offering a variety of programs and activities that appeal to a large segment of your membership will help ensure that all members have the opportunity to live out their Christian life.

Typically, a member who has lost interest will stop paying his dues. The **Financial Secretary** will be the first one to know this. The Financial Secretary must alert the **Grand Knight** of all those who have not paid their dues. After the second notice is sent to the member, the **Retention Committee** should be informed of this. One of the Retention Committee members **must make personal contact** with the member to understand what is going on.

A **Retention Chairman** must be named on the Service Program Personnel Report (Form #365) [service_personnel365_p.pdf \(kofc.org\)](http://service_personnel365_p.pdf(kofc.org) and sent to Supreme Fraternal Services. If this is **NOT** done, no suspensions will be allowed by a council. No member will be suspended without **personal contact** by a member of the **Council Retention Committee**. **Leaving a message or a text does not satisfy this requirement.**

Membership Procedures

The Membership Team and Financial Secretary have options to process a prospect and members:

- A. The preferred method for adding a prospect is by utilizing the Kofc.org/join website [Join Us | Knights of Columbus \(kofc.org\)](#)
- B. An alternate and effective method is using the State Council Recruitment Card [scan me](#)
- C. Online Form 100 / Candidate Tab Frequently Asked Questions for all non-online joining [online-form-100-faqs.pdf \(kofc.org\)](#)
- D. The financial secretary should use the Member Management application (the preferred method, when applicable) or process a Membership Document (#100) [Form 100 - Membership Document \(uknight.org\)](#) for each of the following transactions:

1. New Member — The Exemplification of Charity, Unity, and Fraternity establishes membership, and the recording of that exemplification is required to activate fraternal benefits. Immediately (within 24 hours) following the Exemplification of Charity, Unity, and Fraternity, the financial secretary will process the Membership Document (#100) by mail or email. Whether you mail or send an email of the Membership Document (#100) to the Supreme Council Office, always copy the general agent. This will ensure that the new member is recorded on the council roster and that the general agent receives a copy of the Membership Document (#100). (Note: If the field agent is present at the ceremony, he may pick up this document for delivery to the general agent.) The council should always retain a copy of the Membership Document (#100) for its records. When sending the Membership Document (#100) via email, there is no need to send a hard copy.

2. Juvenile to Adult — Juvenile to Adult constitutes a specific category for an applicant for membership who holds an in-force insurance policy that was issued while he was under 18 years of age. His application is to be processed as a Juvenile to Adult transaction. The juvenile policy number should be included on the Membership Document (#100), if available. If the prospect applies for membership prior to his 19th birthday, the maximum initiation fee that can be charged is \$5.

Completed Membership Documents (#100) can be scanned and emailed to membership@kofc.org and to the general agent of your council. This saves time and money and ensures that transactions are posted to your council's account quickly. Preferably, any updates to a member's status should be made through the Member Management application located in Officers Online.

3. Reinstatement — This transaction can be used if membership termination has been for a period of three months or less. Reinstatements can only take place in the council from which the member was suspended or took a withdrawal. A reinstatement will not reflect a break in membership. No council vote is required.

4. Readmission — This transaction is appropriate if membership termination has been for a period of more than three months and up to seven years. The applicant may be readmitted into the council of his choice. Council vote on his membership is required, but action by the admission committee is normally not needed.

5. Reactivation — The proper transaction for reentry of an inactive insurance member is reactivation. An inactive insurance member has been suspended for nonpayment of dues but maintains an in-force Knights of Columbus insurance certificate.

6. Reapplication — When an applicant has been out of the Order for more than seven years, reapplication is the proper transaction to be used. He may reapply to the council of his choice, and the re-applicant need not be exemplified again if he satisfies the admission committee that he's already done so. He pays no initiation fee.

7. Transfer — A member in possession of a current membership card may transfer to any council of his choice by applying through a Membership Document (#100). The receiving council accepts the application for transfer under the elective procedures. Please note that a transfer is initiated only by the receiving council. Members cannot be transferred out of a council.

8. Withdrawal — The withdrawal transaction cannot be reported by using the Membership Document (#100) . Rather, a personal, signed communication from the member requesting withdrawal (resignation) is required to be sent to the council and forwarded to the Supreme Council Office. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the council or assembly. Withdrawal is not an option for a felon, non-practical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in service. If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the council roster as long as his insurance is in force. The council continues to be responsible for Supreme and state council assessments on inactive members. However, a \$9 credit is applied to the council's account the month following the anniversary date of the member's insurance policy to offset such assessments. Upon receipt of a valid withdrawal request, the Membership Records Department will process the request and a letter from the Supreme Knight will be sent out to the former member acknowledging that their withdrawal was processed and providing information on how they can once again become a Knight in the future should they wish to join a council or join online as an Online Member. The State Retention Chairman is copied on each of these letters so that the state council can follow up and attempt to retain each of these withdrawals.

9. Suspension — Nonpayment — A member must be in arrears for at least three months before he can be suspended for nonpayment. Any member in that status, however, is to be advised that a current membership card is required for attendance and participation at all Knights of Columbus business meetings and ceremonial exemplifications. A "current" membership card is defined as one bearing a "DUES PAID TO" date equal to or greater than the current date. Because this category of suspension represents the largest group of losses to our Order each year, it is of vital importance that proper billing procedures be followed before active membership is terminated by suspension. As in the case of a withdrawal, a suspended insurance member goes to an inactive status and remains on the council rolls. Because of this fact, the council is responsible for Supreme and state levied assessments and also receives the annual \$9 credit, as explained in the preceding section.

10. Death — As soon as possible after the death of a council member, a Membership Document (#100) should be submitted to the Supreme Council Office for processing with the complete date of death and survivor information included. If Member Management is used to report this transaction, there is no need to submit additional documentation. Deceased members are remembered in daily Mass at St. Mary's Church, New Haven, CT — the birthplace of our Order.

11. Disability — Relief from Payment — Those brother Knights who are unable to engage in any occupation for a period of at least six months are eligible for a waiver of dues under Section 118(e) of the Order's laws. The Application for Per Capita Disability Exemption (#1831) [1831 3-22 Council Dues Relief \(kofc.org\)](#) must be submitted to the Supreme Council with the signatures of the grand knight and financial secretary. If the application is approved, dues and per capita shall be waived until the financial secretary notifies the Supreme Council that the exemption should be rescinded. Council members who are exempt from dues payment under Section 118(e) are to be issued a Membership Card on a calendar year basis. In the case of a member qualified for exemption under both Sections 118(e) and 118(d) — honorary life — the honorary life designation takes precedent.

12. Suspension — Lack of Practical Catholicity — One of the requirements for membership in the Knights of Columbus is "...practical Catholic in union with the Holy See." In order to remain on the active rolls of your council, a current member must maintain his practical Catholicity. On occasion, however, members leave the faith, marry outside of the Church or otherwise lose that status. In such cases, they forfeit their membership "ipso facto" — by virtue of the fact. Before a suspension for this infraction can be processed, tangible evidence to support a suspension under Section 168.1 of the Laws of the Order is required. A statement must be on file in the Supreme Council office from the council chaplain or the member's parish priest to the effect that the man in question is no longer a practical or practicing Catholic. A statement signed by the member admitting to the infraction giving rise to the attempted suspension is also acceptable. One of these statements, along with a completed Membership Document (#100), must be submitted in order for suspension processing can be initiated. This transaction is NOT counted against Supreme Council award quotas.

13. Suspension — Felony Conviction — Section 168.6 of the Laws of the Order stipulates forfeiture of membership for a felony conviction. A felony is generally one where the potential penalty is greater than one year incarceration. To substantiate conviction, the financial secretary must submit: a newspaper account of the conviction, written confirmation from the prosecutor or a certified copy of the court documentation. Proof of conviction should include a description of the crime as a felony. Any ONE of the aforementioned proofs of conviction, certification that the individual convicted is known by the financial secretary to be the member to have his membership forfeited and a completed Membership Document (#100) are sufficient for suspension under Section 168.6. This transaction is NOT counted against Supreme Council award quotas.

14. Suspension — Misconduct — Detailed instructions on filing complaints against a member, his rights to plead and trial are found in the Laws of the Order, Chapter XIX, Sections 170-181. A completed Membership Document (#100) and all paperwork resulting from compliance with Chapter XIX of the Laws of the Order must be submitted to the Department of Membership Records before the suspension processing can be initiated. This transaction is NOT counted against Supreme Council award quotas.

Membership Procedures

Transferring Online Members — Online Members “assigned” as prospects to councils will appear in the council’s Prospect tab in Officers Online, this tab will only be seen by grand knights and financial secretaries. Councils will not have an “Unassigned” tab.

Candidate Tab — Entering Member Information Online

The Candidate Tab, which is accessible through Officers Online, allows grand knights and financial secretaries in the United States and Canada to provide the membership information for new, reactivated and transferring members directly to the Supreme Council online. While this tool helps streamline the processing of member information, it does not fully replace the Form #100 and each prospective member should still complete a Form #100 for state and council records. Information submitted using this tool can be expected to be processed within 2-3 days. Once the council has gone through the admissions process, and the member has taken his Exemplification of Charity, Unity, and Fraternity, they can transfer him by simply adding the date read in the “Grand Knight Approval (Date Read)” section, and the exemplification date in the “Financial Secretary (Ceremonial Date)” section, and clicking the update button. These two dates can be added separately, but once the ceremonial date is added, the transfer will be processed. Once the update is submitted, the member will be automatically transferred into his new council. The council will not need to submit a Form 100.

Rejecting Transfers — If, for some reason, the Online Member is not going to transfer into the assigned council, the council may “reject” the member by clicking “reject” and selecting a reason from the drop-down menu. Rejecting an Online Member for transfer will result in the member reappearing in the “Unassigned” section of the state’s “Prospect” tab. A rejection will not trigger an email to state officers.

New Council Development

The development of a new council is primarily the responsibility of the District Deputy. When anyone identifies "fertile ground" for a new council the District Deputy should be contacted. The State Deputy and the New Council Development Director will assist the District Deputy in this undertaking.

The following steps can be used as a guide in forming a new council:

1. Upon being notified of a potential New Council, the District Deputy and New Council Development Director should explore this potential. It is suggested that at least 200 families are needed in a parish to form a council.
2. The District Deputy should make personal contact with the pastor and determine if he would support a council.
3. If the pastor is receptive to starting a council, the District Deputy should inform the State Deputy and complete **form #133NC** [133 Notice of Intent New Council \(kofc.org\)](http://kofc.org), "*Notice of Intent to Establish a New Council*" and send to the Supreme Council. A copy of this form is in the District Deputy's packet.
4. The District Deputy informs the General Insurance Agent of the intent to form a new council.
5. The District Deputy asks the pastor for a list of individuals that might be willing to serve on a steering committee.
6. Form the steering committee and appoint a chairman and secretary.
7. Working together, the steering committee, pastor, District Deputy, State Deputy, and the New Council Development Director establish a timeline for a recruitment drive. Some techniques for recruiting are a church drive, an open house and individual personal contacts with prospective members.
8. Invite all potential members and their families to an organizational meeting to explain the programs and goals of the Knights of Columbus.
9. Make sure candidates receive the Degree of Charity, Unity, and Fraternity as soon as possible and to have it at the parish. You can use a local team for the exemplification.
10. When at least 20 members are initiated or transferred, the District Deputy completes **form #136** [136 Notice Institution New Council \(kofc.org\)](http://kofc.org), "*Notice of Institution*". One copy and the membership documents are forwarded to the Supreme Secretary's office.
11. After sufficient time (less than 60 days), the District Deputy completes **form #137** [137 Application for Charter \(kofc.org\)](http://kofc.org), "**Application for Charter**" One copy is to be forwarded to the Supreme Secretary's office. A good recruiting tool for potential members is to encourage them to join so that their names will appear on the charter document.
12. The District Deputy arranges for the State Deputy to formally present the Charter to the new council. Publicity is a great way to let everyone in the parish and the community know that a new council of the Knights of Columbus has been formed.
13. After the council is formed the District Deputy maintains close contact with the council and its officers to mentor them on their duties and responsibilities.

If you are aware of potential new councils, contact your District Deputy and the New Council Development Chairman.

Parish Round Table

The parish round table is a valuable tool for both parishes and councils. Both benefit from the close association of Knights and parish pastors working together. Parishes benefit by allowing Knights to perform services in many areas. Councils benefit by having positive exposure to more parishioners and to the pastor.

Establishing a parish round table is very easy. The Grand Knight selects a member of the council who is also a member of the parish to be the round table coordinator. Together they meet with the pastor to explain the purpose of the program and offer the support of the council to the pastor. The coordinator becomes the primary contact to the pastor. They should meet regularly to reinforce the availability of the council to the pastor and to find out how the council can provide support.

Once the round table is established and the pastor learns that he can call upon the Knights for help, he becomes a valuable supporter of the Knights of Columbus. Parishioners learn that the Knights are a force for good in the parish, which helps the council gain more members. This is why the Supreme Knight wants every parish to have a round table affiliation with local councils. The "Report of Round Table Coordinators", form #2629 [2629 Roundtable \(kofc.org\)](http://kofc.org) is to be filled out by the Grand Knight. The original copy is sent to the Supreme Council Department of Council Growth & Development. One copy is sent to the State Deputy, one copy to the District Deputy and one copy to the State Round Table Director. As additional coordinators are gained, or changes are made, additional copies of the form should be sent.

Working at the parish can provide additional benefit for a council that is looking for ways to get recognized. When performing a service for a parish, document it so that it can be sent to the State Council for evaluation as a possible award winner at the state level. If it becomes a winner at the state level, it is sent to Supreme for their evaluation as a possible international award winner.

No one is looking for more paperwork, especially the Grand Knight. However, forming parish round tables with your local parishes provides the council with a means to gain new members. The forms are on the Supreme web site and are available from the Supreme Council Supply Department

How To Conduct An Effective Membership Recruitment Blitz

A coordinated membership Recruitment Drive is an all-out effort to maximize your membership team's efforts, canvassing an entire parish on one weekend, gathering the names of prospective new members to follow-up with or to sign up on-line via kofc.org/join [Join Us | Knights of Columbus \(kofc.org\)](http://kofc.org/join)

The Preparation Phase

- Obtain the pastor's permission to conduct a drive at the church during a specific weekend.
- Advertise the event weekly (in the parish bulletin) building up to the drive weekend.
- Order recruitment materials from the Supreme Council Supply Department (allow 4 — 5 weeks for delivery).
- Inform the Field Agent about the dates of the recruitment drive.
- Schedule a Charity, Unity and Fraternity Exemplification to initiate the new candidate or e-member in a timely fashion.

The Implementation Phase

- Set up information tables at every door of the Church. Have plenty of prospect cards and pencils on hand to distribute to each man as he enters the Church.
- Arrange for a membership recruitment announcement to be made during Mass by either the priest or the Grand Knight.
- Have brother Knights on hand to answer any questions and to collect prospect referral cards or names and contact information as men leave church with their families.
- If the prospect is not ready to sign-up now, invite him and his family to your next council social event.

The Follow-Up Phase

- Personal contact is critical to the success of your campaign and must be made with every prospect within 48 HOURS.
- Inform and invite each prospect and his family of the date, time and location for the Charity, Unity and Fraternity Exemplification.
- Offer transportation if that is the prospect's limitation.

Ceremonials

The Knights of Columbus was, is and always shall be a brotherhood bound together by the lessons of Charity, Unity, and Fraternity. These lessons are exemplified through our Charity, Unity & Fraternity ceremony. It is our ceremony that makes us Knights rather than simply a member of a men's club.

The new degree format is no longer secret. It is designed to recall the important features of the old 1st, 2nd and 3rd degrees but it is also designed to be shared with family and friends. While it can be carried out in a variety of formats, holding the exemplification in church after mass is probably the most memorable.

If a council prefers to conduct their own Charity, Unity, and Fraternity Degree, and needs help getting started they should contact their District Deputy or a State Officer. They can also go online at kofc.org and search on ceremonials. The new degree is also available on the Supreme website on Demand.

If you conduct a degree, please notify your District Deputy.

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.) [Ceremonial Resources | Knights of Columbus \(kofc.org\)](#)
- 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.
- 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.
- 10.** Report your success. Complete a Degree Exemplification Report (#450) [KY-450 dd_degree_report - NEW BLUE-450 p - JAN 2023 - BLANK.pdf](#) and submit the form to Ceremonials@kofc.org, State Membership Director, District Deputy and Council file.

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 and assists the Financial Secretary)

Ceremonial Materials

Protocols, Meetings, and Ceremonials [11620 Protocol, Meetings and Ceremonials \(kofc.org\)](http://11620Protocol,MeetingsandCeremonials(kofc.org)

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. Each kit contains the following items:

- 1 Prayer Card Fr. McGivney - 10502A-EA
- 1 How to Pray the Rosary - 1877E-EA
- 1 13.5"x2" Shining Armor Qual. Card English - 4292E-EA
- 1 15"x7" These Men They Call Knights English - 937E
- 1 Emblem of the Order Pin - English - PG 107E
- 1 Knights of Columbus Rosary Black beads - ROSE-1

Fourth Degree

Fr. Edward F. Sorin, C.S.C. Province, Kentucky District

The Fourth Degree of the Knights of Columbus was founded on the principle of Patriotism – love for and devotion to one’s country. Fourth Degree Knights focus the majority of their activities on this principle. However, a Sir Knight does not neglect the principles of Charity, Unity, and Fraternity. Nurturing a spirit of fraternalism within an Assembly is a vital aspect of the work of the Fourth Degree.

The Kentucky District traditionally conducts a Patriotic Exemplification four times each year, moving the Exemplification across the state to give all members the opportunity to join without having to travel a great distance. Informational packages are distributed to each Council and Assembly prior to each event.

An applicant for membership in the Fourth Degree must be a practical male Catholic over eighteen years old.

He must be a citizen of the country in which he resides and a Third-Degree member in good standing. A former member who was terminated or withdrawn and has been readmitted as a Third-Degree member in good standing can apply for membership in the Fourth Degree.

It is a known fact that once a Third-Degree member becomes a Fourth-Degree member, he is a member for life. Rarely does a Fourth-Degree member withdraw his membership. By promoting Fourth Degree membership in your council can help reduce retention problems.

The Fourth Degree is the most visible part of the Knights of Columbus. Many members purchase for themselves the Color Corps Uniform, which is an option, not a requirement. These members participate in Honor Guards or other Color Corps activities including community parades. Other activities of the Fourth Degree include veteran’s assistance as well as promoting the use of the U.S. flag and the Pledge of Allegiance.

Many assemblies also have a chalice memorial fund. Members contribute to a special fund that is used to purchase a chalice when that member, if he is in good standing, passes on. The chalice is engraved with that member’s name, his birth-year and the year of his passing. The chalice can then be presented to the family of the deceased member, who in turn present it to a priest, seminarian, or a church in memory of the deceased member.

For more information about the Fourth Degree contact the Kentucky District Master.

Resources

Use these documents as tools to enhance your knowledge as a fraternal leader in the Knights of Columbus. The instructions, rules and advice provided in these resources will help you in setting an example of charity, unity and fraternity.

- [Charter, Constitution and Laws of the Knights of Columbus](#)
- [Fraternal Planner](#) (#5033)
- [State Program Directors Guide](#) (#11062)
- [Faith in Action Guidebook](#) (#10907)
- [#11077 Fraternal Benefits Event Council Report \(alchemer.com\)](#)
- [District Deputy Annual Report on Council Status \(FY 24-25\) \(alchemer.com\)](#)
- **Fraternal Programs Report Form** - [Knights of Columbus - 10784 - Council v=1.3 \(kofc.org\)](#)
- [Working With Your Pastor](#) (#10999)
- [Fraternal Leader Advisory – Monthly Issues Archive](#)
- [Council Development & Retention Guidelines](#) (#10506)
- [Public Relations and Publicity Guide](#) (#2235)
- [KCCF: Council Account Brochure](#) (#11204)
- [Fraternal Excellence Guide](#) (#11619)
- [Protocol, Meetings, and Ceremonials](#) (#11620)
- [Webinars - Fraternal Training | Knights of Columbus \(kofc.org\)](#)
- [Cor Training Videos \(kofc.org\)](#)
- [Inviting Men to Join | Knights of Columbus \(kofc.org\)](#)
- [11208 Officers Online Infographic \(kofc.org\)](#)
- [11621 Awards Submission Process \(kofc.org\)](#)