

# KENTUCKY KNIGHTS OF COLUMBUS



## PROGRAM GUIDE

State Deputy

Tom Johnson (Janet)

2022-2023



## Table of Contents

|                                                              |    |
|--------------------------------------------------------------|----|
| Table of Contents .....                                      | 2  |
| FOREWORD .....                                               | 4  |
| Membership:.....                                             | 4  |
| <b>State Program Director</b> .....                          | 5  |
| Faith in Action .....                                        | 5  |
| Requirements for State Program Awards .....                  | 8  |
| State Program Director Award.....                            | 8  |
| State Deputy Award .....                                     | 8  |
| <b>Council Tally Sheet</b> .....                             | 9  |
| State Deputy Award Tally Sheet .....                         | 10 |
| <b>Star Council Award</b> .....                              | 10 |
| STAR COUNCIL AWARD CHECKLIST .....                           | 11 |
| Dentinger Lifetime Service Award .....                       | 12 |
| Chaplain of the Year Award .....                             | 12 |
| Family of the Year .....                                     | 13 |
| Single Service Program Awards.....                           | 13 |
| Guidelines for Single Service Program Awards .....           | 14 |
| Shining Armor Award .....                                    | 15 |
| State Membership Program.....                                | 16 |
| New Council Development .....                                | 17 |
| Parish Round Table .....                                     | 17 |
| Membership Retention .....                                   | 18 |
| Member Withdrawal Procedure .....                            | 19 |
| KNIGHTS OF COLUMBUS MEMBER RETENTION BILLING PROCEDURES..... | 20 |
| Protocol.....                                                | 22 |
| <b>Ceremonials</b> .....                                     | 22 |
| Fourth Degree .....                                          | 22 |
| FAITH ACTIVITIES.....                                        | 23 |
| Knights of Columbus Traveling Chalice .....                  | 25 |
| Kentucky's Heavenly Pennies Program .....                    | 25 |
| <b>Vocation Activities</b> .....                             | 26 |
| Refund Support Vocations Program (RSVP).....                 | 27 |

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| <b>COMMUNITY ACTIVITIES</b> .....                                     | 27 |
| Coats for Kids .....                                                  | 28 |
| Habitat for Humanity .....                                            | 29 |
| Global Wheelchair Mission .....                                       | 29 |
| <b>FAMILY ACTIVITIES</b> .....                                        | 30 |
| Food for Families.....                                                | 30 |
| Catholic Citizenship Essay Contest.....                               | 31 |
| Keep Christ in Christmas .....                                        | 31 |
| Free Throw Championship.....                                          | 31 |
| Soccer Challenge .....                                                | 32 |
| <b>Life Activities</b> .....                                          | 32 |
| March for Life.....                                                   | 33 |
| Ultrasound Initiative .....                                           | 34 |
| <b>KY Special Olympics</b> .....                                      | 35 |
| The Columbian Squires .....                                           | 36 |
| Knights of Columbus Soccer Challenge .....                            | 36 |
| Knights of Columbus Free Throw Championship.....                      | 37 |
| Substance Abuse Awareness Poster Contest.....                         | 38 |
| Knights of Columbus Charities of Kentucky, Inc. ....                  | 39 |
| Kentucky Association for Persons with Intellectual Disabilities ..... | 41 |
| Natural Disaster Funds Program .....                                  | 42 |
| Father Michael J. McGivney Guild.....                                 | 42 |
| Decency in the Media .....                                            | 43 |
| <b>Public Relations</b> .....                                         | 44 |
| Kentucky State Council Newsletter.....                                | 45 |
| <b>Resolution Submission Procedure</b> .....                          | 45 |
| By-Laws Amendment Procedure .....                                     | 46 |
| Candidacy Declaration for (Name of Candidate) .....                   | 46 |
| <b>Policy Letter Number 1</b> .....                                   | 47 |
| Policy Letter Number 2 .....                                          | 48 |
| Policy Letter Number 3 .....                                          | 48 |
| Policy Letter Number 4 .....                                          | 49 |
| Exemplification of Charity, Unity & Fraternity –.....                 | 49 |
| Fourth Degree Exemplification –.....                                  | 49 |
| State Executive Secretary.....                                        | 50 |

## FOREWORD

Welcome Brothers to a new fraternal year. The 2022-2023 fraternal year is upon us and I for one am looking forward to it! I am humbled and honored to serve you as your State Deputy. I look forward to working with you in the upcoming year. The success of the KY Jurisdiction and the success of your council is solely dependent upon the efforts and programs that we chose to implement.

As your State Deputy it is my responsibility to take a hard look at the councils within the KY Jurisdiction and determine which councils are doing well and which councils are hurting. While we have been adding new councils annually, we have also been losing councils and when we lose a council, we lose a part of our identity and coveted history. Like the pendulum on a clock, we have good years, and we have bad years. Therefore, my focus will be on working to save those councils that are having a bad year(s) and that are in trouble of becoming inactive.

We've all heard over and over again, and year after year, that in order for a council to be successful that a Council, a Jurisdiction, must offer programs that appeal to our diverse membership and that are inviting. Supreme has spent thousands of hours and resources in developing programs that promote Fr. McGivney's vision of Charity, Unity & Fraternity through the Faith In Action Programs. You've heard it time & time again that if you're not recruiting new members then you're dying. What's a council to do then, when you look around and see that not only is your council dying but suddenly you realize that your parish is dying. Catholic gentlemen join the Knights of Columbus because they want to be involved in their parish and make a difference. Your council's activities and the visibility they provide are the best way to attract new active members to your council.

My brothers in Christ, we have our work cut out for us. If you truly believe in your Catholic Faith and you truly believe in the mission of the Knights of Columbus, then let us fall to our knees and ask Blessed Fr. McGivney to intercede for us and ask God to grant us the strength and courage to pick up the cross and step Into the Breach.

During my term as your State Deputy, I intend to focus on the spiritual needs of our families, our Catholic Schools and our Catholic Nursing Homes. Qualifying for the State Deputy and the State Program awards will be different. Please take the time to review the changes in the pages that follow.

Councils are still encouraged to strive for the Star Council Award offered by Supreme. Achieving this award is a true testament to good works and accomplishments of the council. Councils are encouraged to continue implementing the many wonderful programs that they have done for many years.

Vivat Jesus  
Tom Johnson  
KY State Deputy

Vivat Jesus  
Fred Meade  
KY State Program Chairman

## **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 “Men on a Mission – A Catholic Brotherhood Changing the World” In these extraordinary times, we must be men, Catholic men ready to Step Into the Breach and fight for our Faith & Our God! The recent ruling by the Supreme Court essentially overturning Roe V Wade and saving the lives of the unborn, has further shown the enormous hatred of the “pro-choice” movement towards Catholics and all Christians. Thirteen states had “trigger” laws ready to go into effect the moment Roe V Wade was overturned and abolish abortion. The pro-choice advocates in a number of those states have already asked “Liberal” judges to place an injunction against those laws and allow, for now, a continued killing of babies.

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!

Take Care & God Bless,

Tom Johnson  
KY State Deputy

## State Program Director

Council programs should be a diverse combination of “Building the Domestic Church”, Supreme Featured Programs, State Council programs, and local council programs. The contents of this report will give councils guidance in developing a diverse set of council programs. The keys to success are early planning, effective leadership, and proper execution. Manage the programs throughout the year and you will be sure to enjoy a successful year.

## Faith in Action

Remains the focal point of the Supreme program model for this year. The goal and intent of “Faith in Action” is to put more concentration on quality Faith and Family oriented programs. The four program categories include **Faith, Family, Community, and Life**. All Grand Knights, Program Directors, and Deputy Grand Knights should familiarize themselves with “Faith in Action” right away. The best place to find this information is at the Supreme website at: <https://www.kofc.org/en/resources/programs/10590-faith-in-action-guidebook.pdf>.



The program categories no longer have mandatory programs assigned, Featured programs (which count for 2 on the SP-&) are still present and the list has been expanded.

“Faith in Action” builds upon the “Building the Domestic Church” initiative. Councils must familiarize themselves with this new program to develop their program portfolio. Programs that the council plans to do must be developed where possible in the spirit of “Faith in Action”. Plan your program portfolio now to meet the requirements of the revamped Columbian Award.

The Grand Knight and Program Director (at a minimum) must meet with their pastor(s) as soon as possible (preferably by July 15th) to identify how the council can become more involved with the parish(es). The goal is for the council to become more fully integrated into the parish and their activities. Develop a list of programs and activities for the council to implement based on the pastor(s) input. Share “Building the Domestic Church” and “Faith in Action” with the pastor(s) to assist in the effort. This is also a good time to work on your “Covid Recovery Plan” and examine “Leave No Neighbor Behind”.

If you need program ideas, the Knights of Columbus Supreme website has many suggestions. Visit <https://koqc.org/uns/en/programs/index.html> for additional information. Your pastor(s), members, and District Deputy should all be used for program ideas throughout the fraternal year.

Councils should develop a program calendar no later than August 1st to include the programs identified by the pastor. Additional programs should be chosen from the categories listed above as well as local programs that have previously been successful in the council. The program portfolio should be a diverse representation from all four of the categories – Faith, Community, Family, and Life.

Councils should appoint a chairman for each program planned at the outset of the fraternal year to ensure that the program is on track and effective. Programs should be conducted in a manner that involves all members of the parish wherever possible.

The State Program Director working with each State Program Chairman will communicate monthly specific Supreme and State Council programs to be conducted that month as well as programs in the

coming months that councils should be planning now. Communication will be done through the State Council Newsletter, emails, and personal contact where necessary.

Councils should identify programs they have conducted that they are particularly proud of and write them up for consideration as one of the four State program award winners at the State Convention. More information can be found at [Council Forms | Knights of Columbus \(kofc.org\)](https://www.kofc.org/council-forms).

It should be every council's priority to run an effective and diverse set of programs that support the needs of the membership, parish, and the community. As effective programs result in membership growth, it should be the council's top goals to achieve Star Council status and to earn the State Deputy Award. The Grand Knight and Program Director should track their progress of both of these prestigious awards through the year.

The requirements for the Kentucky State Awards are listed in this booklet. The requirements for the Supreme Awards, including the McGivney, Founder's, and Columbian awards can be found at the Knights of Columbus Supreme website at: [Star Council Award | Knights of Columbus \(kofc.org\)](https://www.kofc.org/star-council-award).

It is important that reports are sent to the correct chairman on time. Each report lists the persons that the report should be sent to and the deadline. Please be diligent in this effort. By submitting it to the wrong person and/or sending it in late, you will likely not be credited properly for your activity. Don't wait until the State Convention to correct any errors.

The time period for reporting activities is April 1, 2022 through March 31, 2023. It's important that all activity reports be sent to the Program Director no later than March 31. This is a hard deadline to allow time to compile data, determine the winners, and have the awards made before the State Convention.

The Star Council Award is given by Supreme Council and is the highest award a Knights of Columbus council can receive. At the close of the Fraternal Year on June 30, 2023, requirements for receiving Star Council must be met. These requirements are clearly listed in this guide. Every council should work toward the lofty goal of becoming Star Council.

If you have any questions or need an update at any time during the fraternal year, feel free to email me.

**Fred Meade**

KY State Program Director

71 Pinetop Drive

Walton, KY 41094

859.46-6939

fsmeade@fuse.net

## Requirements for State Program Awards



### State Program Director Award

- Complete and submit the SP-7 Columbian Award applications to the State Program Director. At least four (4) activities in each of the four service areas: **Faith, Community, Family, and Life**
- The following reports must be made to Supreme Council:  
**Officers Chosen (Form #185), Service Program Personnel (Form #365), Audit due August 15<sup>th</sup> (Form #1295-1), Fraternal Survey (Form #1728), and Audit due February 15<sup>th</sup> (Form #1295-2)**

### State Deputy Award

- Councils must qualify for the State Program Director Award (see above)
- Councils must accumulate a minimum of **800** program points
- ***Any Council that meets all the requirements for Star Council on or before March 31, 2023 will automatically qualify for the State Deputy Award regardless of Program Points earned. (See Star Council Requirements on Pages 10 & 11 of this guide.)***

If you have any question or problem of any kind, do not hesitate to contact me. I want every council to receive the highest award that they are entitled to have, working together we can achieve that goal.

**Fred Meade**, State Program Director



## Council Tally Sheet

| Council Tally Sheet - State Deputy Award: Apr. 1, 2022 to Mar. 31, 2023 |                                                                                                                                                                            |                                                                                                                                                                             |                |              |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| Council #                                                               |                                                                                                                                                                            |                                                                                                                                                                             | Possible Award | Actual Award |
| <b>SUPREME RECOMMENDED FAITH IN ACTION PROGRAMS</b>                     |                                                                                                                                                                            |                                                                                                                                                                             |                |              |
| 1                                                                       | Supreme recommended programs listed in the Faith in Action Guidebook plus Knights of Columbus Traveling Chalice. <b>Leave No Neighbor Behind.</b> List each activity held: |                                                                                                                                                                             | 50 ea          |              |
| 2                                                                       | <b>SUPREME COUNCIL SERVICE PROGRAMS (must submit req'd reports to Supreme)</b>                                                                                             |                                                                                                                                                                             |                |              |
|                                                                         | FAITH                                                                                                                                                                      | *Refund Support for Vocations Program (RSVP) or *Into The Breach or *Spiritual Reflection or *Holy Hour<br>*Bonus Points for Each Additional \$500: 25 (maximum of 100 pts) | 100<br>25 ea   |              |
|                                                                         | FAMILY                                                                                                                                                                     | *Food For Families or *Family of the Month or *Family Prayer Night or *Family Fully Alive                                                                                   | 100            |              |
|                                                                         | COMMUNITY                                                                                                                                                                  | *Habitat for Humanity Project or *Global Wheelchair Mission or *Coats for Kids or Leave No Neighbor Behind                                                                  | 100            |              |
|                                                                         | LIFE                                                                                                                                                                       | *March for Life or *Ultrasound Initiative or *Special Olympics or *Pregnancy Center Support                                                                                 | 100            |              |
| 3                                                                       | <b>SUPREME COUNCIL REPORTS (req'd to earn Program Director Or State Deputy Award)</b>                                                                                      |                                                                                                                                                                             |                |              |
|                                                                         | Officers Chosen, Form #185, due July 1st                                                                                                                                   |                                                                                                                                                                             | 25             |              |
|                                                                         | Service Program Personnel Report, Form 365, due August 1st                                                                                                                 |                                                                                                                                                                             | 25             |              |
|                                                                         | June Semiannual Audit, Form #1295-1, due August 15th                                                                                                                       |                                                                                                                                                                             | 25             |              |
|                                                                         | Fraternal Survey, Form #1728, due January 31st                                                                                                                             |                                                                                                                                                                             | 25             |              |
|                                                                         | January Semiannual Audit, Form #1295-2, due February 15th                                                                                                                  |                                                                                                                                                                             | 25             |              |
|                                                                         | Columbian Award Report (SP-7) to State Deputy (completed & accepted) by Mar. 31                                                                                            |                                                                                                                                                                             | 25             |              |
|                                                                         | <b>STATE REPORTS, MEETINGS &amp; FEES</b>                                                                                                                                  |                                                                                                                                                                             |                |              |
| 4                                                                       | Grand Knight & Financial Secretary data to Executive Secretary                                                                                                             |                                                                                                                                                                             | 25             |              |
| 5                                                                       | Council represented at State Organizational Meeting in July (Virtual)                                                                                                      |                                                                                                                                                                             | 50             |              |
| 6                                                                       | Council represented at Diocesan Regional Meeting                                                                                                                           |                                                                                                                                                                             | 50             |              |
| 7                                                                       | Tootsie Roll Drive Report for KAPID, due January 31st                                                                                                                      |                                                                                                                                                                             | 25             |              |
| 8                                                                       | State "Per Capita" paid by January 31st                                                                                                                                    |                                                                                                                                                                             | 25             |              |
| 9                                                                       |                                                                                                                                                                            |                                                                                                                                                                             |                |              |
| 10                                                                      | Participate in KY Heavenly Pennies Program                                                                                                                                 |                                                                                                                                                                             | 25             |              |
| 11                                                                      | Submit Council History Report to State Historian                                                                                                                           |                                                                                                                                                                             | 25             |              |
|                                                                         | <b>MEMBERSHIP &amp; OTHER COUNCIL PROGRAMS</b>                                                                                                                             |                                                                                                                                                                             |                |              |
| 12                                                                      | Host New Combined Degree (Req's Form 450 be submitted to Ceremonials Chairman)                                                                                             |                                                                                                                                                                             | 50 ea          |              |
| 13                                                                      | Membership Drive: 50 pts first drive; 50 points second drive (maximum of 100 pts)                                                                                          |                                                                                                                                                                             | 50 ea          |              |
| 14                                                                      | Membership Quota                                                                                                                                                           |                                                                                                                                                                             | 100            |              |
|                                                                         | Over Membership Quota                                                                                                                                                      |                                                                                                                                                                             | 25             |              |
| 15                                                                      | Insurance Program                                                                                                                                                          |                                                                                                                                                                             |                |              |
|                                                                         | Insurance Benefit Night, members & spouses before Dec. 31st                                                                                                                |                                                                                                                                                                             | 75             |              |
|                                                                         | Insurance Benefit Night, members & spouses after Dec. 31st but before March 31st                                                                                           |                                                                                                                                                                             | 50             |              |
| 16                                                                      | Shining Armor Award                                                                                                                                                        |                                                                                                                                                                             | 25             |              |
| 17                                                                      | Memorial Mass for Deceased Council Members                                                                                                                                 |                                                                                                                                                                             | 25             |              |
| 18                                                                      | Council Corporate Communion (maximum of 100 points)                                                                                                                        |                                                                                                                                                                             | 25 ea          |              |
| 19                                                                      | Clergy Appreciation & Recognition Event                                                                                                                                    |                                                                                                                                                                             | 50             |              |
| 20                                                                      | Sponsor & participate in local Eucharistic Revival/Procession (Feast of Corpus Christi)                                                                                    |                                                                                                                                                                             | 100            |              |
| 21                                                                      | Roundtable Form #2629 submitted                                                                                                                                            |                                                                                                                                                                             | 50             |              |
|                                                                         | Bonus Points for Additional Roundtables @ 10 points per Roundtable (no maximum)                                                                                            |                                                                                                                                                                             | 10 ea          |              |
| 22                                                                      | Each \$50.00 donation to KY Charities Raffle Fund                                                                                                                          |                                                                                                                                                                             | 10 ea          |              |
| 23                                                                      | Support Scouting                                                                                                                                                           |                                                                                                                                                                             | 25             |              |
| 24                                                                      | Football Frenzy Fundraiser, minimum 25 tickets sold or a \$100 donation                                                                                                    |                                                                                                                                                                             | 25             |              |
| 25                                                                      | Basketball Slam Sweepstakes Fundraiser, minimum 25 tickets sold or a \$100 donation                                                                                        |                                                                                                                                                                             | 25             |              |
| 26                                                                      | Special Olympics Fundraiser - minimum \$500                                                                                                                                |                                                                                                                                                                             | 100            |              |
| 27                                                                      | Participation in Statewide Special Olympics, Novena for Life, and/or Food Drive                                                                                            |                                                                                                                                                                             | 50 ea          |              |
| 28                                                                      | Support or Participation in Special Olympics outside of Statewide program                                                                                                  |                                                                                                                                                                             | 25             |              |
|                                                                         |                                                                                                                                                                            |                                                                                                                                                                             |                |              |
|                                                                         | <b>Total Points Earned</b>                                                                                                                                                 |                                                                                                                                                                             |                |              |

## **State Deputy Award Tally Sheet**

Descriptions of the line items for the State Deputy Award Tally Sheet are as follows:

- 1) **Supreme Faith in Action Programs:** Programs listed in the Guidebook that are not listed in Section 2 below will earn 50 points each. This also includes the Kentucky Knights of Columbus Traveling Chalice (KCTC) program. The Guidebook can be found at <https://www.kofc.org/un/en/forms/programs/10590-%20Faith%20in%20Action%20Guidebook.pdf>
- 2) **Supreme Council Service Programs** are the Featured Programs that can count for two-line items in their respective program category. The programs must be done in accordance with the Supreme guidelines and necessary reports must be filed with Supreme to receive credit. Also, featured Faith In Action programs listed are eligible for more points.
- 3) **Supreme Council Reports** include all the reports that must be submitted to Supreme with the respective due date. Reports will be accepted after the due date except for the Columbian Award which must be submitted by March 31. The Columbian Award submission replaces the Program Director Award Sheet used previously.
- 4) **State Reports, Meetings & Fees:** Consist of submitting GK & FS data to the Ex Secretary, having your councils represented at State meetings, paying your Per Capita on time and documenting your councils history.
- 5) **Membership & Other Council Programs:**
  - **Faith:** Memorial Mass for deceased brothers, participate in Corpus Christi Procession, Pray the Rosary, Collect for Heavenly Pennies, Participate in the Stations of the Cross
  - **Family:** Hold a clergy appreciation dinner, Corporate Communions, Host Charity, Unity & Fraternity degrees, participate in two Insurance Benefit nights
  - **Community:** Participate in Annual Derby Day parade, Support Catholic Nursing homes and schools and hold a tootsie roll drive.
  - **Life:** Recognize Down Syndrome month, participate in 40 days for life, participate in diocesan Pro-Life mass, support or participate in Special Olympics fundraiser
  - **Other:** Achieve Membership Quota, participate in the College Football and Basketball slam fundraisers, donate to the Christopher and Raffo funds, hold a membership drive, sponsor a roundtable, implement the Shining Armor Award and participate in other Statewide Programs.

## **Star Council Award**

To Qualify for Father McGivney Award (membership) - Attain membership quota based on intake only - No submission is required - monitor "Monthly Council Statement" to ensure new members are credited.

To Qualify for Columbian Award (programs) - Submit Form SP7 and is accepted by Supreme

To Qualify for Founders' Award (Insurance) - Conduct 2 Fraternal Benefit Seminars, either virtually or in person, with at least 7 attendees - Form F11077 must be filed with General Insurance Agent - General Insurance Agent will notify Supreme

Complete and timely file Annual Survey of Fraternal Activity (Form 1728)

And be in good standing as of June 30th

## STAR COUNCIL AWARD CHECKLIST

The criteria for achieving the premier Star Council Award is as follows:

- ★ The **Service Program Personnel Report (Form #365)** must be sent in by **August 1st**. This report is required to be eligible for all Supreme awards. This form must be sent in with the **Retention Chairman** being named or the **State Deputy** will not allow any member to be suspended from the council.

**Date #365 filed at Supreme:** \_\_\_\_\_

- ★ **Supreme Per Capita** must be paid.

July per capita must be paid by **October 10<sup>th</sup>**.

**Date Paid:** \_\_\_\_\_

January per capita must be paid by **April 10<sup>th</sup>**.

**Date Paid:** \_\_\_\_\_

- ★ **Annual Survey of Fraternal Activity, (Form #1728)** is due to Supreme by **January 31<sup>st</sup>**.

**Date #1728 filed at Supreme:** \_\_\_\_\_

- ★ The **Columbian Award** Application (Form **#SP-7**) must reach the Supreme Council office and be accepted by **June 30<sup>th</sup>** (no exceptions). Each council must report on at least 4 activities in each of the following service areas; Faith, Community, Family, and Life. There are many Supreme programs that can satisfy specific activity requirements. Consult the "Faith in Action" program resource guide on Supremes' website.

**Date #SP-7 filed at Supreme:** \_\_\_\_\_

- ★ **Membership Quota** must be achieved by **June 30<sup>th</sup>**. The quota for councils is a 6% based on intake only or a minimum of 5 members or max of 15 members. The council quota is listed on the "Council Statement – Summary and Payment Coupon", which must be downloaded from "officers' On-Line."

**Membership Quota: Quantity** \_\_\_\_\_ **Date achieved** \_\_\_\_\_

- ★ **Insurance Quota** must be achieved by **June 30<sup>th</sup>**. There is no quota, but 2 "Fraternal Benefit Seminars" must be held and reported to the General Insurance Agent on Form 11077 (Must be 7 eligible individuals in attendance).

**Fraternal Benefit Night 1: Date** \_\_\_\_\_ **Fraternal Benefit Night 2: Date** \_\_\_\_\_

- ★ **Safe Environment Training** requirements must be met for the Grand Knight as well as the Program, Community, and Family Activity Directors. Community and Family Directors also require a background check be performed.

**Grand Knight Training Complete – Date achieved** \_\_\_\_\_

**Program Director Training Complete – Date achieved** \_\_\_\_\_

**Community Director Training Complete – Date achieved** \_\_\_\_\_

**Family Director Training Complete – Date achieved** \_\_\_\_\_

## Dentinger Lifetime Service Award

This award is named for Father Roy Dentinger, who was the first recipient of the award. Father Dentinger served the order as a local and State Chaplain for well over twenty years and as a priest for over sixty years. His ten years as a State Chaplain was an inspiration to all who had the privilege of knowing him.

This award is the only award given by the State Council in recognition of a lifetime of Service. It is meant to honor a brother knight who has been a member of the order for at least twenty years of continuous service and whose service to the order is exemplary in every respect.

Nominations may be made by any member in good standing at any time up to **April 1** of the fraternal year. The state officers will review the nominations and decide if there is a winner. No more than one award will be given in any fraternal year with no requirement to give one every year. Nominations should be sent to the State Deputy.

## Knight of the Year

In the past each council has been encouraged to have a Knight of the Month and a Knight of the Year. Each council is now encouraged to write a report about their Knight of the Year and submit it to the State Deputy by April 1<sup>st</sup> each year. The State Officers at the April Awards meeting will select a Kentucky Knight of the Year from those submitted by the local councils.

Sitting District Deputies and current and Past State Officers are excluded from consideration for this award. The Knight of the Year will be presented a plaque at the State Convention Awards Ceremony in May. No more than one award will be given in any fraternal year with no requirement to give one every year. Nominations should be sent by **April 1** to the State Deputy

## Chaplain of the Year Award

The Chaplain of your council is very important to the life and growth of your council and the Knights of Columbus. The Chaplains Handbook, a guide furnished by Supreme says; *“As an organization of Catholic men who are conscious of their responsibilities to the mission of the Church, the Knights of Columbus look to their Chaplains for encouragement and guidance so that their motivation may be duly spiritual and their thinking in harmony with the teachings of the Church and the policies of the local Bishop and Pastors.”*

To express our appreciation, we conduct a “Chaplain of the Year” award program annually each year at the Kentucky State Convention; an award is given to a Council Chaplain, one from each of the four dioceses in Kentucky. It is our intent that this award not only recognizes our council Chaplains but will encourage other priests to serve as future Chaplains. An even greater hope is that this award might inspire some of our young Knights of Columbus Squires or members of the parish to consider the priesthood as a life commitment and vocation.

To nominate your Chaplain, simply write a letter of nomination explaining how your council has benefitted from

the support and involvement of your Chaplain. Send the nomination to the State Deputy or the State Program Director at the address below. The State Chaplain and the State Deputy will make the selection based upon the content of the nomination by a council. Nominations can be sent anytime during the fraternal year but must be received by **April 1<sup>st</sup>**. This will allow time for the selections to be made and the awards procured for presentation at the State Convention.

It is important that we recognize what our Chaplains do for our councils. Without their support some of our councils would cease to exist or never have been instituted. They help and guide us in many of the activities that we undertake. This award is one small way that we can show our admiration, appreciation, and respect for our priests. Additionally, it gives us a chance to publicly recognize that they are important not only to our council but also to their parishioners and the community-at-large.

## Family of the Year

Some councils have a member that gets involved in almost all activities of the council. Some councils have a member and his spouse that get involved in almost all activities of the council. Some councils have a member and his spouse and their children that get involved in almost all activities of the council. Then there are some councils that a member and his spouse and their children get involved in council activities, parish activities and community activities. This is the family that needs to be nominated by your council as “Family of the Year”. This is the family that goes the extra mile to not only help the council but the parish and the community as well.

To nominate this family for “Family of the Year” go to the Supreme web site at [www.kofc.org](http://www.kofc.org) and click on the “Publications and Resources” button. Click on the “Forms” and then click on the “Council” button on the leftside. Third from the bottom will be the “Family of the Year Awards Entry Form”. Print a copy and fill out the form. Instructions are on the form. You should also include photographs, news clippings, letters of commendation and other items that will tell more about the family. Put it all together in a booklet form.

When you have completed the booklet, send it to the Program Director. **It must be received by April 1.** All of the entries will then be given to the judging team as selected by the State Deputy. They will determine which family will be chosen as the Kentucky Knights of Columbus, “Family of the Year”. They are invited to the Kentucky State Convention as special guests to receive the “Family of the Year” award from the State Deputy.

The booklet will then be sent to Supreme for consideration as the International “Family of the Year”. If they are chosen, they will be invited to the supreme Convention in August to receive the award from the Supreme Knight.

This is our way of showing our appreciation to all families and their contribution to the council but also the parish and the community.

Any questions contact the State Program Director.

## Single Service Program Awards

Annually, the Service Program Awards competition recognizes those councils conducting outstanding projects in each of the 4 categories of the Service Program: **Faith, Community, Family, and Life**. Every council is eligible to compete for the awards being offered on the State and Supreme Council level.

Each Jurisdiction is responsible for selecting the single best Faith, Community, Family, & Life activity program conducted by an individual council between April 1<sup>st</sup> & March 31<sup>st</sup> of the following year. Those councils competing for the State award must submit to the State judging team the entry form **#STSP** and any photos, news articles and any other items that explain more of what the activity was. The form **#STSP** has instructions on what should be included with the form. It should be put together in a booklet form and sent to the KY State Program Director. *Each entry must be received by the Program Director by April 1.* State winners are announced at the State Convention and plaques are presented to each winner.

The form **#STSP** can be found on the Supreme web site at [www.kofc.org/forms](http://www.kofc.org/forms) under the “council forms” section. This form should not be used for reporting any other activity other than the activity submitted for the single service program award.

The state winners of each service area are then submitted to the Supreme Council for consideration for the International Award. The International Award-winning Council’s Grand Knight and his wife of each service area will be awarded a trip to the Supreme Convention in August where the International Award will be presented.

Remember, this award is based upon **a single project or activity conducted by the council during the current fraternal year**. It is not based upon an accumulation of activities in a particular service area.

Any questions please contact State Program Director

## Guidelines for Single Service Program Awards

To determine under which program area the project or activity should be entered ask this question: **“Who benefitted most from the program?”** If a fund-raiser was conducted to build a new parish hall, it’s a “Faith” activity. If the council members organized a community rosary for the unborn, it’s a “Life” activity. If you need help in determining the proper category, contact Supreme Council Department of Fraternal Services.

### Basis for judging:

- *Nature of the activity:* Does this demonstrate the objectives of the Service Program – Catholic, family, fraternal, service?
- *Participation of membership in the project:* How many members participated? What percentage of the entire membership participated?
- *Results:* What were the benefits derived from sponsorship of the project? How did the results affect the Church, community, council, family, or youth?
- *Program originality:* Was the program something new?
- *Committee planning:* How effectively was the program organized? How much detail was involved in staging the event?
- *Delegation of responsibility:* How many members served as workers, planners? What type of organization was established for the implementation of the project?
- *Publicity:* How effectively was the program publicized throughout the area – radio and television, local and diocesan newspapers, and council newsletters?

## Shining Armor Award



The "Shining Armor Award" is awarded for service to the Order with distinction during the first year of membership. This award is given to those men who exemplify what a true Knight of Columbus is. The concept of the award program is to get new members active in the many facets of the Knights of Columbus as early as possible, maintain that activity, and honor them as a valued member of your council.

To qualify for the "Shining Armor Award", new Knights must during their first year of membership:

- 1) Be involved in at least three council service programs.
- 2) Attend at least three council business meetings.
- 3) Meet with their council's insurance representative.
- 4) Recruit at least one new member.

Keep in mind, the main focus of the program is to get new members actively involved in their council from the very beginning. Qualification cards help new members keep track of their progress toward attaining the "Shining Armor Award" as their Grand Knight verifies each completed requirement.

When the new member has completed all of the qualifications for the award, a "Certificate of Recognition" and the "Shining Armor Award" lapel pin are to be presented to the member by the Grand Knight. These will not only be an honor to those who earn them, but they can also serve as an incentive for incoming Knights to earn the award. This is an excellent program to get new members active in the council as soon as they join the Knights of Columbus.

Flyer #4297E, Qualification Card #4292E, Certificate #4293E and Lapel Pin #1700E are all available from Supreme Supplies online.

## State Membership Programs

My Brother Knights,

We have heard recruit, recruit, recruit more times than many of us want to hear. We have heard membership goals, new council and roundtable goals, men under 50 goals and on and on at every meeting we attend. Sometimes it's like the only thing that matters.

To be fair, membership is an important part of any organization if it wishes to remain viable and survive. Father McGivney believed in his mission and 140 years later that mission carries on. As members of this Great Fraternal Organization, we must realize that without inviting Catholic Men to join with us in our works of charity, that someday those works will cease.

Being a member of the Knights of Columbus is more than just being a member and performing works of charity, it is also about our Spiritual Development. I believe Supreme is recognizing the enormous need for councils to look at their membership and discern whether or not their works, their meetings and their overall direction is building and supporting the Catholic men in their parishes.

At our July Organizational meeting our Supreme Representative Kyle Montgomery spoke about the WHY. Why is it more important today than ever as men of faith, as Knights of Columbus to Step Into The Breach and serve our Lord God. Then, without any prompting, our Membership Director, Father Phil DeVous asked the questions... WHAT has happened to our Catholic men and WHERE have our Catholic men gone?

We are in a Spiritual battle. You see it all around you. As in any battle, men and resources are needed to defeat the enemy. In this case Satan and his minions. The Knights of Columbus has the resources, but we need more faithful Catholic men. Remember those words when you took your 1<sup>st</sup> degree...Mary and Her Knights! Take up your rosary and pray it as often as you can. Carry it with you always.

Brothers now is the time, and this is the place. The battle for the souls of your wives and children are at stake. Satan can only get to them if we let him. Stand firm and remember that Jesus Christ died for us. Let us fight for our families, our neighbors and loved ones. The pages that follow are to be used as a guide. They offer suggestions about activities that most all councils can perform such as: Praying the Rosary, attending the Stations of the Cross, holding Corporate Communion and so on. I pray that you and your councils have a successful year.

In God's Holy Name,

Tom Johnson  
KY State Deputy



## 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 100 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, "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, "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, "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 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 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.

## Membership Retention

As every Grand Knight will tell you, recruiting new members is a challenge. Keeping existing members is vital. Every member has something to offer the council. The council should help him to find out how he can participate and stay involved before he becomes bored and decides to leave. *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.*

The candidate should be afforded the opportunity to be exemplified in the Degrees of Charity, Unity, and Fraternity as soon as possible. Find out what the new member is interested in. Discuss various things he has done and how that fits in with council activities. Get him involved in something that he is interested in right after he has been exemplified.

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) 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.**

This past March 2022, Supreme instituted the Affiliate Council Program to allow those members that have not paid their dues in over 18 months or who have moved away and can no longer be contacted by the council to be transferred into the State's Affiliate Council. The man remains a member of the Knights of Columbus but is removed from the council's roster. Supreme has taken on the responsibility to stay in touch with those men.

**"Proper Billing Procedures"** and utilizing the **"Notice of Intent to Retain"** remain an important part of the Financial Secretary's duties. For more information on the Retention process, consult the Financial Secretary Handbook. If we work together, we will retain more of our members.

## Member Withdrawal Procedure

In 2003 the Supreme Council Board of Directors approved a modification to the withdrawal process of a member. The Form 100 can no longer be used to request the withdrawal of a member. The member requesting a withdrawal must submit a written personal letter, (see sample below), requesting his membership withdrawal from the Knights of Columbus to a council or assembly who will then forward it to the Supreme Council Membership Records Department. ***It is not acceptable for anyone other than the member to create this letter.*** Those members that are granted a withdrawal will not maintain continuous membership. Their membership will reflect a break in service if they decide to reactivate their membership at a later date.

If the member is an insurance member, he will remain on the council rolls as an inactive member. The council is still responsible for Supreme and State levied assessments, but the council will receive a \$9.00 credit from Supreme as explained under suspension.

### ***Sample Withdrawal Letter***

*Knights of Columbus Council #Council Address*

I hereby request the withdrawal of my membership in the Knights of Columbus.

Signature of member *Member's name Address*  
*City, State, Zip Code Membership No.*

The original letter is to be forwarded to the Supreme Council Membership Records Department and a copy should be put in the council's files.

## KNIGHTS OF COLUMBUS MEMBER RETENTION BILLING PROCEDURES

A vitally important part of the financial welfare of the council is the collection of dues and per capita assessments from members. The Grand Knight and the Trustees should, therefore, always be certain that the following retention process is to be followed.

Please note that Financial Secretaries should use the Member Management and Member Billing applications, located in the secure Officers Online area of [www.kofc.org](http://www.kofc.org), to perform the tasks listed in this section online. Instructions, recorded webinars, and help are available within the online application.

1. The Financial Secretary mails the membership bill "First Notice" 15 days before the billing period to each member.
2. If payment is not received in 30 days, the Financial Secretary will mail the membership bill "Second Notice".
3. If payment is not received within 30 days from the date the "Second Notice" was sent, the Financial Secretary will provide the names, addresses, telephone numbers, and amounts due for each member in arrears to the retention committee for personal follow up.

The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report - typically the Deputy Grand Knight), the Trustees, and the proposer, if available. **(NOTE: The Financial Secretary is NOT a member of the Retention Committee.)**

The Retention Chairman (typically the Deputy Grand Knight) shall assign a member of the retention committee to discuss the reasons for non-payment: discuss any personal situations prohibiting payment: or to offer a cooperative remedy to the delinquency situation.

The Retention Chairman will notify the Grand Knight of the results of the contact. If directed, the Financial Secretary forwards a "Knight Alert" letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work.

NOTE: The Retention Committee should make use of various methods, including internet search engines, in its attempt to locate the member if unreachable.

The committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman will then compile a report on all members in arrears to be presented to the Grand Knight who will present the findings at the next officers meeting to determine if members are to be suspended or need assistance. **Personal financial difficulty is not a sufficient reason for suspension.**

If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member with a payment plan or other financial arrangement that is acceptable to the council.

4. If after 15 days of sending the "Knight Alert" the member still has not paid his dues or no satisfactory arrangement has been made, the "Notice of Intent to Retain" is prepared and signed by the Financial Secretary and countersigned by the Grand Knight.
  - a. The "Original Copy" is sent to the delinquent member.
  - b. The "Supreme Office Copy" is forwarded to the Department of Membership Records.

The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his "good standing" status.

The State Retention Chairman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the

conservation list. He should also communicate with the member, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.

The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation. In the course of the visit, suggestions as to possible solutions should be recommended, and the District Deputy will volunteer to assist the member, if the need exists.

The District Deputy determines whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded and then forwarded as soon as possible to the State Deputy for review. The "Council Copy" is retained for council files.

If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the Notice of Intent to Retain, then the council may file a Membership Document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a "Notice of Intent to Retain" has been on file for the required 60 days.

The "Notice of Intent to Retain" becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption the council has been successful in retaining the member.

If, subsequently, the member on whom the council previously filed a "Notice of Intent to Retain" again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each council in his district.

It is the State Deputy's responsibility to ensure that the State Membership Director, the State Retention Chairman, and the District Deputy follow the retention procedures.

### **If using calendar Year billing**

- 1<sup>st</sup> Notice sent to member on December 15<sup>th</sup>
- 2<sup>nd</sup> Notice sent to member on January 15<sup>th</sup>
- Retention Committee contacts those in arrears
- Knight Alert Letter sent February 15<sup>th</sup>
- Notice of Intent to Retain sent March 1<sup>st</sup>
- File a Form #100 with the Supreme Council on May 1<sup>st</sup> but no later than June 1<sup>st</sup>

## Protocol

The dignity in which your council provides the proper protocol at meetings and functions will have an impressive impact on the membership and visitors alike. When you have visiting dignitaries, it will mean a great deal to them. Not using proper protocol may provide an embarrassment to the council and to the Grand Knight.

Please read and use the Protocol Booklet. Appoint someone to advise the council on how to have the proper protocol not only at meetings and other functions, but also when the council may have a visitor.

## 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 make 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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](http://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, and copy the State Deputy so that it can be forwarded to the Supreme Council.

## 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.

## **FAITH ACTIVITIES**

As we enter a new fraternal year, we once again are battling challenges to the Catholic Church and Christianity as a whole from the ACLU and other anti-religious groups. To combat these movements, we have to display our God and our religious beliefs whenever and wherever possible. As a Knight we pledge: to maintain unity; to practice virtues of charity and brotherly love; to exemplify in all our relations with our fellow man the sublime teaching of the Holy Mother Church. The Knights of Columbus is first and foremost a Catholic men's organization. The pledge and dedication of any K of C council to its local church should be a matter of profound satisfaction to the pastor. Now is the time to show our local churches and our communities that there is a need for the strength, character and tradition of service that are the essence of every Knights of Columbus council.

It should be the goal of every council across the state of Kentucky to be more visible and active in their local parishes. Some suggestions on achieving these goals are as follows:

### **Pastor Meeting**

Set up a meeting between the pastor of your local parish and your program personnel. Explain what the Knights could offer the parish through existing programs. What is expected from your council in the way of leadership, special talents, financial aid or maintenance of church property? Present a calendar of upcoming council events and ask for support and assistance for these K of C activities.

### **Corporate Communion**

Some councils use the Fifth Sunday of a month for a Memorial Mass for deceased Knights and encourage the members of the council to receive Holy Communion at that Mass. Some have a breakfast for the council members after the Mass. A new Supreme program has been instituted to hold a Fifth Sunday Rosary that could be done in conjunction with the Corporate Communion.

### **Lay Ministers**

Encourage members of the council to serve as lay ministers in their parish. Many members already serve as commentators, lectors, Eucharistic Ministers, and ushers.

### **Into The Breach**

In his apostolic exhortation *Into the Breach*, Bishop Thomas J. Olmsted outlines the challenges faced by men of faith in the world today. Using either Bishop Olmsted's inspirational letter or the Knights of Columbus video series it inspired, councils will prayerfully examine the crisis of religious faith in our world. By discussing the lessons and calls to action found throughout *Into the Breach*, men will begin to devise a personal plan of spiritual battle to strengthen their lives, their families, and their communities. To obtain *Into the Breach* program resources, visit [www.kofc.org/breach](http://www.kofc.org/breach)

### **Religious Life**

As the strong right arm of the church, Knights of Columbus are committed to providing moral, financial and spiritual support to our future priests and religious at all stages of their formation. Through the Refund Support Vocation Program (RSVP), council and parish families will raise funds to support seminarians in their area. For every \$500 given to an individual, the Supreme Council will refund the council or assembly \$100. The maximum refund a council or assembly can receive is \$400 per individual supported. Councils are also called to provide their "adopted"

seminarian or religious aspirant with moral support and prayers for their success. For RSVP resources, visit [www.kofc.org/rsvp](http://www.kofc.org/rsvp)

### **Faith Building**

Create annual opportunities for prayer and reflection together as a fraternity. Under the guidance of their chaplain, councils can attend a retreat or day of reflection together or organize their own event for the men of their parish. In conjunction with pastors, councils and jurisdictions can hold low-cost retreats of their own. These events might be open only to council members or men of the parish – or may be open to entire families. If councils are unable to organize these events themselves, they could go attend an existing retreat as a group. For Spiritual Reflection program resources, visit [www.kofc.org/reflection](http://www.kofc.org/reflection) by making the Building the Domestic Church Kiosk (#BDC-K) available in your parish and organizing activities based on its content, councils will educate and evangelize using the rich, faith-based literature found in the Catholic Information Service (CIS) Building the Domestic Church series of booklets. Since 1948, CIS has been the major evangelical arm of the Knights of Columbus. Through multiple booklet series and various media formats, CIS makes our Catholic faith accessible and continually provides tools for catechesis and faith formation. For \$150, councils will receive a Building the Domestic Church Kiosk (#BDC-K) and the first set of 225 booklets of the most popular CIS resources, aimed at helping Catholics to live out the Church's vision for our families. For Building the Domestic Church Kiosk program resources, visit [www.kofc.org/kiosk](http://www.kofc.org/kiosk).

### **Rosary Program**

The Knights of Columbus Rosary Program encourages councils to promote devotion to the rosary in our families and parishes by scheduling regular rosary prayer services on any day of the week, at any time of the year, with the guidance of their pastor. Councils should personally invite each family of the parish and offer attending families a copy of the Knights of Columbus Catholic Information Service's A Scriptural Rosary for the Family (#319). Encourage families to read this booklet and learn how their faith can be strengthened through a devotion to Our Lady, while praying the rosary at home together regularly. Kits with rosary rings, rosary prayer guides, and leader books are available for councils to order. For Rosary program resources, visit [www.kofc.org/rosary](http://www.kofc.org/rosary).

### **Eucharistic Adoration**

Encourage deep personal encounters with Christ through Eucharistic adoration in the form of Holy Hours and Eucharistic Processions. As Catholics, we believe in the Real Presence: that Jesus Christ is truly present – body, blood, soul, and divinity – in the Eucharist. As such, we are compelled to grow in our devotion to Jesus in the Eucharist and to share His presence with the world. Holy Hours feature the exposition and benediction of the Blessed Sacrament and can also include a reflection, communal rosary, prayers for intercession by Blessed Michael McGivney or St. Joseph, and other devotions as decided by the council and pastor. Eucharistic Processions provide an opportunity to walk with the Blessed Sacrament through your community, bringing Jesus to everyone along the route. For Holy Hour program resources, visit [www.kofc.org/holyhour](http://www.kofc.org/holyhour). For additional Eucharistic Procession resources, visit [kofc.org/eucharist](http://kofc.org/eucharist).

### **Family Fully Alive**

During his visit to the Philippines, Pope Francis cited the need for “holy and loving families to protect the beauty and truth of the family in God’s plan and to be an example for other families”. The Family Fully Alive monthly devotions are concrete ways that Knights of Columbus, in solidarity with Pope Francis, can support the growth of holy and loving families in the Church. The Family Fully Alive Program asks families to invite God into their homes and cultivates each family as a miniature domestic church. To this end, the program provides monthly themes, scripture verses and activities. Through prayer and reflection, each family has the opportunity to grow in holiness together. This is a flexible program that can be started at any time of the year and continues year-round. For Family Fully Alive resources, visit [www.kofc.org/familyfullyalive](http://www.kofc.org/familyfullyalive).

### **Consecration to the Holy Family**

To help families live out the joy of Christ, Supreme Chaplain Archbishop William Lori has composed a prayer through which families will come together to consecrate themselves under the protection of the Holy Family. In this prayer, we ask for the aid or intercession of the perfect son Jesus Christ, Mary the perfect mother, and Joseph who is a model for every father. Councils will guide their parishes and community to understand and offer this important and impactful prayer. Preparing for the Consecration to the Holy Family is not a single event. It is



choosing a way of life for your family. Through this consecration, each participant is consciously choosing to be a beacon of God's love through His Church. For Consecration to the Holy Family resources, visit [www.kofc.org/consecration](http://www.kofc.org/consecration).

Other programs that could be considered are "Keep Christ in Christmas", Marian Prayer Program, Clergy Appreciation efforts, RCIA sponsorship.

## Knights of Columbus Traveling Chalice

The Knights of Columbus Traveling Chalice [KCTC] offers councils a simple, reverent means for praying for vocations by giving an opportunity for young people to view, touch and revere the presence of a Knight's Chalice while praying for a priest to come and use that chalice.

Each council recruits Knights to be "prayer battle-buddies" who take a 4th Degree Knight's memorial chalice home with them and return it with a "prayer log" at the next council meeting. Each Knight, with their family, would participate for two weeks before turning the Chalice over to the next "prayer battle-buddy". A pamphlet is available through the State Council that details the daily prayers and has a place for participants to sign off each day.

This program was designed by Past State Chaplin Fr. Patrick Dolan



## Kentucky's Heavenly Pennies Program

The Kentucky's Heavenly Pennies Program (KHPP) is predicated on the old adage of a penny saved is a penny earned. It is also based on the concept of the time value of money. Money saved, no matter how small the amounts, when done so on a routine and consistent basis over time, will result in significant savings. The monies earned through the KHPP will be used to support vocations in the State of Kentucky.

The KHPP container given to each Council is to be used for collections. At every Knights of Columbus meeting, event and function, pass the jar and let everyone know that the money placed therein goes to support vocations in their area. The monies turned in to the Kentucky State Council twice annually (on or before December 15<sup>th</sup> and on or before April 15<sup>th</sup>) will be distributed to the Diocese/Archdiocese in which each individual Council resides for the purpose of supporting vocations.

The key to conducting a successful KHPP campaign in your Council is consistency. Pass the jar at every opportunity and once again set the standard as the Strong Right Arm of the Catholic Church.



## Vocation Activities

**Vocation:** a call; a summons; a calling to a particular state, business, or profession as a vocation to the religious life.

Vocations are the work of all people as everyone has a vocation in life. It is our job as Knights to pursue vocations of service to our church. The following goals were established by the Supreme Council and should be foremost in our minds in implementing programs in our councils to foster religious vocations throughout the state.

### In relation to all of the faithful, we should work

- To create awareness that God calls everyone to a special vocation to serve Him as a cleric, a religious or lay person in the Church.
- To motivate people to listen and respond to God's call.
- To provide the proper climate so that people will be able to hear God's voice and respond to His call-in freedom.

These goals can be accomplished through an active Vocations Program. It is necessary to appoint a Vocation Committee and Chairman within the council that will be dedicated to reaching these goals. Numerous programs can be undertaken toward that end.

### A few of these programs are listed below:

- Participate in the "Refund Support Vocation Program". Remember that for each \$500.00 that you give in support of this program, with the proper paperwork submitted to the Supreme Council, you can receive a \$100.00 refund.
- With the help of all the councils in your diocese or Archdiocese, arrange a program and/or an Appreciation Dinner for all the priests in your diocese or Archdiocese.
- Hold classes or instruction groups teaching the doctrine of Vocations as a divine-human dialogue.
- Hold an "Awareness Program" stressing religious vocations.
- Celebrate "Vocation Awareness Week" in October with other parishes.
- Celebrate "World Vocation Day" in cooperation with other parishes.
- Pray for vocations daily and at each council meeting. The Vocation Prayer Card, (# 1874) is an excellent prayer and is available from Supreme Supply at no charge.
- Set aside the first Saturday of each month as "Pray the Rosary for Vocations Day".
- Present a program on vocations to your Squires Circle or to the religious education classes in your parish.
- Develop a community or family program to reestablish family pride in vocations.
- Coordinate a program for the parish through the Parish Council Vocations Committee.
- Install a pamphlet rack or bulletin board on vocations in your council hall or in your parish's church.
- Sponsor a program about the Permanent Deacon and his role in the church.
- Adopt a seminarian or postulant from your parish or in your area or a nearby parish. Send them a "Care" package periodically.
- Arrange trips for interested youth to a local seminary or religious establishment
- In conjunction with your Chaplain, contact your diocesan or archdiocesan Vocations Director to offer your assistance in regard to vocations.

"Vocations are Everybody's Business" is a Knights of Columbus slogan, but the obligation and the privilege of living out its true meaning are ours as Catholic Christian men. The Knights recognize that each diocese with their parishes have the primary right and responsibility to minister to vocations, but we as Knights of Columbus have the obligation to assist in any way possible to be of service to our various parishes.

The pro-vocations effort is actually concerned with three objectives: **Awareness, Climate & Motivation**. Consult your Vocations handbook for many more suggestions, supplies and guidelines.

## Refund Support Vocations Program (RSVP)

Through the Knights of Columbus Refund Support Vocations Program, councils, assemblies, and Squires circles “adopt” one or more seminarians or postulants and provide them with financial assistance and moral support. RSVP money can be used by those in religious formation for tuition, books, emergency expenditures or other living expenses. Knights should provide more than financial support though. Members are encouraged to write letters, sponsor dinners, and invite the men to join the Order and most importantly to pray for their success and vocations.

Since the program’s start in 1981, millions of dollars have been raised and contributed to seminarians, postulants, and novices. Past Supreme Knight, Carl Anderson said, “Our goal continues to be the adoption of every seminarian in the United States and Canada through our RSVP program.” The Kentucky State Council founded the *Rev. Charles P. Raffo Fund*, in honor of Kentucky’s first State Chaplain, to achieve this goal in Kentucky as set forth by the Supreme Council.

Seminarians are defined as those enrolled in the first formation programs for priesthood. Postulants are defined as men or women enrolled in first formation programs for religious life. This applies also to those special institutes of the consecrated life known as Secular Institutes. Programs for the diaconate or for continuing education of a priest or religious are not included in the RSVP program.

Application form **#2863** for refund payments and the sponsor award plaque can be found at [www.kofc.org](http://www.kofc.org). All application forms should be submitted between April 1<sup>st</sup> and June 30<sup>th</sup>. A gift of \$500.00 qualifies for a refund if it is divided between two beneficiaries, but no more than two per \$500.00 gift.

Even though the refund aspect of RSVP is important, it is secondary to the moral support aspect. The RSVP Program will only be fully effective when the “adopted” persons become known to the Knights and their interest in them moves them to encourage vocations in their own communities and families.

In reference to moral support, the award plaque will be a meaningless symbol if it does not signify ongoing and substantial interest in the adopted seminarian or postulant by the members of the council. The minimum requirements for the awarding of the plaque are as follows;

- At least four letters during the year from council members to the individual.
- Personal contact through visits with the seminarian or postulant at their residence or at the council.
- Cooperation with the local parishes in celebration of vocations events and/or other vocations initiatives.

## COMMUNITY ACTIVITIES

Wherever we live, whether it is in Paducah, Lexington, or Ashland, we all have perceptions of “Community”. Community undoubtedly means different things to each of us due to our particular experiences.

Every individual has a voice in shaping the world around him and everyone can make that voice heard. Your voice is important, and you should make it heard in your community. Making a difference in the lives of those with whom we come in contact in business or social environments says, “I care”.

Your community offers limitless opportunities for action. Look for something that is needed and workable in your community. Get your Brother Knights to join the effort. Here are some examples:

- Actively participate in statewide programs. Special emphasis will be placed on the Tootsie Roll Drive in the fall. Participate and get others to help.
- Be involved in Education. Good education in these times is an important matter for the children of your community and will help shape the course of their future. Good schools are vital to this concern.
- Find out what your community has in the way of recreational and cultural opportunities. Ask yourself what it lacks. Find out what you can do to help.
- Show pride in your country by displaying the flag proudly and properly.
- Look in the “Faith in Action” booklet from Supreme Council for a whole host of proven ideas and community programs including Habitat for Humanity and Global Wheelchair Mission.

Other Community activity suggestions include: Promoting religious freedom; support of the Stewards of Appalachia; support of the “Kentucky Association for Persons with Intellectual Disabilities”; Tootsie Roll drive; Community beautification; Planting trees; Hosting a Mass for police, firemen and paramedics; Natural disaster relief; Adopt a Highway; and Voter registration, to name a few. The Supreme Council featured Community Programs are “Coats for Kids”, “Habitat for Humanity”, and “Global Wheelchair Mission”.

Your boundaries are virtually limitless! Just about everything that your council does can be aimed at your community.

## Coats for Kids



Distributing coats to needy children not only fills a vital need in the community, it is also an excellent way to build camaraderie among members and prospects. Seeing the joy that getting a new winter coat brings to a child will help prospects to see the Knights of Columbus as an organization they want to be a part of. Over the years, Knights of Columbus councils have distributed more than 72,000 winter coats to needy children.

- Make Coats for Kids a project for the entire parish community.
- Assess the need in the community. Pastors and Catholic school principals can be excellent resources in identifying children who would benefit from this program.
- Determine how much of the need the council can meet. Consult “Supplies Online” at [kofc.org](http://kofc.org) for coat pricing.
- Use council funds or conduct targeted fund raisers to purchase needed coats. Coat drives in the council or parish are great ways to supplement the coats purchased.
- Purchase the coats using the form on [www.kofc.org/coats](http://www.kofc.org/coats)
- Schedule a distribution date, time and location. Parish halls, Catholic school gyms or council homes all make good distribution sites.
- Secure manpower. Invite the entire parish community to participate.
- Publicize the distribution among the recipients. Also, advise local media.

Any council that conducts a Coats for Kids program, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

## Habitat for Humanity



Habitat for Humanity seeks to eliminate poverty housing and homelessness one family at a time. The organization assists in providing quality-built, affordable homes to needy families by cooperatively involving the future homeowner with community volunteers and suppliers to build or renovate the home. Knights of Columbus members and their families have contributed millions of hours to Habitat building projects, and donated millions of dollars to those projects. Habitat for Humanity building projects are excellent opportunities to show prospective members what the Knights of Columbus is all about. The steps involved in participating in Habitat for Humanity include:

- Contact the local Habitat for Humanity affiliate in your community. Visit [www.habitat.org](http://www.habitat.org) or email [volunteer@habitat.org](mailto:volunteer@habitat.org) for information on your local affiliate. They will be able to brief you on the volunteer opportunities available to council members, prospects and families.
- Involve the entire parish community in the project. This will increase exposure for the council and the project and will help volunteers develop the skills to build a home.
- Develop a calendar of Habitat for Humanity build dates and advise council members and parishioners well in advance so they can participate.
- Make this a family project. Wives and children can help build and enjoy the camaraderie that comes with completed build projects.
- Hold a "Thank You" or "Open House" event for all that participated in the build. Make a presentation other programs and activities in which the council is involved. Then ask those prospects to join.

Any council that participates in a Habitat for Humanity building project, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

## Global Wheelchair Mission



In 2003, the Knights of Columbus teamed up with The Global Wheelchair Mission ([www.amwheelchair.org](http://www.amwheelchair.org)) to help bring wheelchairs to those who lack freedom of mobility. Since then, Knights in the U.S. and Canada have sponsored the distribution of some 30,000 wheelchairs in Argentina, Colombia, Cuba, the Dominican Republic, Ecuador, Guatemala, Jordan, Mexico, Morocco, Oman, Panama, the Philippines, Poland, the United States and Vietnam.

The Global Wheelchair Mission purchases wheelchairs in bulk and delivers them by sea containers around the world.

For every donation of \$150 received by the Global Wheelchair Mission, it can deliver a brand-new wheelchair

which would cost over \$500 in a medical supply store.

They are shipped by 100 to 280 wheelchair containers directly from the factory to the destination countries at no cost to the recipients.

Councils, assemblies and circles are encouraged to promote this program to their membership, inviting personal consideration, as well as implementing this as an ongoing charitable event.

Any council that participates in the Global Wheelchair Mission program, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

## FAMILY ACTIVITIES

Families are the foundation of society and are at the core of the Knights of Columbus. Councils regularly sponsor activities that allow families to spend time together in volunteer activities, faith initiatives and social events. In addition, the Knights of Columbus regularly recognizes the importance of the family and outstanding families. In addition, since its beginnings, the Order has always stood ready to help protect the widows and orphans of its members.

As Knights of Columbus, we are interested in the continuing development of strong, vibrant families throughout our order. To further this theme and recognize families of this type, each council is asked to select a **“Family of the Month”** during the twelve months of each fraternal year.

Knights of Columbus **Family Week** (held in August) is a special opportunity for our Order to celebrate and emphasize the importance of the family through programs that support the Church and the parish and unite Knights and Squires with their families and the community at large. These programs should be fun and enjoyable for all, but also meaningful in their message. Our celebration of the family shouldn't be a private matter. Open it to nonmembers, prospects, parishioners, friends, priests, religious and everyone else in your community. Advertise your events and show the world that families are the backbone of communities and our Order. The Supreme website offers many ways to celebrate Family Week at your council.

Other activity ideas include adopting a needy family, promoting the Supreme program “Fathers for Good”, family movie night, and various social family activities. The Supreme Council featured Family Program is “Food for Families”.

To be eligible for the State Council's **“Family of the Year”** award, your reports and supporting documents must be submitted before **April 1<sup>st</sup>** to either State Deputy Tom Johnson or Program Director Fred Meade.

## Food for Families



In these difficult economic times even something as basic as putting food on a table is difficult for some families. The difference between having a nutritious meal and going to bed hungry can be a thin line. You and your brother Knights and families can be that difference and help set the table for people in need by conducting Food for

Families programs.

- Contact a local food pantry or soup kitchen to ensure they will be able to receive the food and ask what their needs are. Also, determine if there are specific items that they need.
- Obtain permission to set up the food drive at your parish or a local store.
- Display posters around your parish, community and stores. These posters should include the date, time and location of the drive.
- If you are conducting the event at your parish, hand out flyers to the parishioners as they enter the church and ask your pastor to announce the initiative, or get permission to have a council officer make an announcement before or after Mass.
- Request that a written announcement be included in the parish bulletin. In the announcement ask parishioners to donate nonperishable food items. These items should be brought to Mass the following weekend (you will need to run the informational part of the event on the first weekend and collect the items on the second weekend).
- Another option that can effectively involve all parishioners is a “40 Cans for Lent” program, where every parishioner contributes one can of food for each day of the Lenten season.
- Pass out flyers to shoppers as they enter the store asking them to purchase extra food and to place it in the collection boxes on their way out of the store.
- When collecting monetary donation, make sure to have a secure receptacle in your collection area for cash or checks.
- Place some items in the collection boxes after setting them up so people can see what types of items are needed. Put a sign on the collection receptacle so people who miss the announcement will know what it is for.

Any council that conducts a Food for Families program, and meets the minimum requirements, will receive credit for two lines in the Family section of the Columbian Award (SP-7).

## Catholic Citizenship Essay Contest

The Knights of Columbus sponsors the Catholic Citizenship Essay Contest to encourage today’s youth to be more connected to their community and their faith. The goal of this program is to involve young Catholics in 8th through 12th grade (public, private, parochial, or home schools) in civic discourse and instill in them religious and life-affirming values. The essay should be approximately 500-750 words on a specific subject, changing every other year. Entrants will be judged on grammar, style, and how clearly, they present the theme – which should showcase creativity, imagination and overall development of the topic. For Catholic Citizenship Essay Contest resources, visit [www.kofc.org/essay](http://www.kofc.org/essay)

## Keep Christ in Christmas

The Knights of Columbus sponsors the Keep Christ in Christmas poster contest annually to encourage today’s youth to be more connected to their community and their faith. The goal of this program is to involve young Catholics ages of 5 and 14. Age eligibility is determined by the age of the contestant as of November 1. Posters must reflect the theme of Keep Christ in Christmas. Each poster should be the original work (including concept, layout, slogan, and any visual images) of a single person. Poster should be approximately 11x17 inches. However, the Supreme Council will not disqualify based on poster size. If pastels, chalk, or charcoal are used, the poster must be laminated or covered with clear plastic. For Keep Christ In Christmas resources, visit [www.kofc.org](http://www.kofc.org) and search on Keep Christ in Christmas Poster Contest.

## Free Throw Championship

Knights of Columbus councils sponsor the Free Throw Championship for boys and girls ages 9-14 to provide an athletic outlet and encourage the values of sportsmanship and healthy competition. Kids compete within their own gender and age, and progress from local level to district, regional and state/ province competition. For Free Throw resources, visit [www.kofc.org/freethrow](http://www.kofc.org/freethrow)

## Soccer Challenge

The Soccer Challenge is a great way for councils to engage in their communities with an athletic event for youth that encourages the values of sportsmanship and healthy competition. Children demonstrate the most important skill in soccer – shooting accuracy on the penalty kick. Youth compete within their own gender and age to progress from the local level to district, regional and state/province competitions. For Soccer Challenge resources, visit [www.kofc.org/soccer](http://www.kofc.org/soccer)

## Life Activities

Appoint a “Pro-Life” chair couple to represent your council. Their names should be recorded on the Form #365, “Service Program Personnel Report,” that is to be sent to the Supreme Council by August 1st. This form is in the “Council Reports Form Booklet” that each Grand Knight receives at the beginning of each fraternal year from the Supreme Council. It is also important that this information be submitted to me as your State Culture of Life Director.

Make a financial pledge or donation to the Kentucky State Council Culture of Life Program. Checks should be made out to **KY Knights of Columbus Charities, Inc.** Be sure to put your Council number and Diocese on the Check and write Culture of Life fund in the memo line. Mail the check to:

**KY Charities Secretary,  
Cameron Peck  
796 Wellington Way  
Lexington, KY 40503  
859-333-9343  
[cameronpeck@gmail.com](mailto:cameronpeck@gmail.com)**

Have your council sponsor at least one major Pro-Life activity during the fraternal year. This should be reported to the State Council Pro-Life Director immediately upon completion. The absolute deadline for reporting this or any pro-life activity is **April 1<sup>st</sup>**.

Have your council sponsor at least one major Culture of Life activity during the fraternal year. This should be reported to the State Council Culture of Life Director immediately upon completion. The absolute deadline for reporting these activities is **April 1st**.

Those councils that complete these activities and report them will receive the *State Council Culture of Life Award* at the Kentucky State Convention in May.

A New initiative from supreme is the "**Aid and Support After Pregnancy**" (**ASAP**).

For every \$500 a council or assembly donates to a qualifying non-profit pregnancy resource center or maternity home (up to \$2,000), Supreme will issue a \$100 grant to the same qualifying organization. The most a council or assembly can earn as an additional grant from Supreme for a pregnancy center or maternity home is \$400 per center or home supported, per year. There is no cap on the number of pregnancy centers or maternity homes a council or assembly can support. Qualified donations can be through a monetary donation (e.g. cash, check etc.) or by donating items such as maternity or baby supplies purchased by the council or donated through collection drives. Money or items donated to each qualifying organization must be donated between July 1 and June 30 within the fraternal year applied for and must amount to at least \$500. For additional information and grant form, see [www.kofc.org/asap](http://www.kofc.org/asap)



**Other activities that councils are encouraged to do:**

Strive to keep aware of proposed bills and tactics of the pro-abortionists and others that are attacking the sanctity of life. Council members should be advised at meetings and through council bulletins, so that they can participate in an effort to return the country to a moral and traditional status. Telephone committees and special bulletins on radio and television are other means that can be used to keep members informed if they are to maintain an active and constant campaign against abortion and other life-ending issues.

Seek out and associate your council with other pro-life groups that are in your area. Encourage council members to become active within these organizations. I am sure they need and would welcome not only the volunteer hours but also monetary support.

Actively participate in the Special Olympics. Seek out and find ways for your membership to assist.

**Dave and Sandy Holzwarth, Culture of Life Chair Couple**

113 Parker Place

Georgetown, KY 40324

859-333-5703

[dtholzwarth1950@gmail.com](mailto:dtholzwarth1950@gmail.com)

**Regional Pro-Life Coordinators****Archdiocese of Louisville**

Rick & Celesta Arnold

4604 Primula Place

Louisville, KY 40272

502-797-1874

[rickd.arnold@gmail.com](mailto:rickd.arnold@gmail.com)

**Diocese of Covington****Diocese of Lexington**

David & Sandy Holzwarth

113 Parker Place

Georgetown, KY 42303

859-333-5703

[dtholzwarth1950@gmail.com](mailto:dtholzwarth1950@gmail.com)

**Diocese of Owensboro**

Jeff Smith

[brucewhitehouse@att.net](mailto:brucewhitehouse@att.net)

**March for Life**

Knights of Columbus Culture of Life programs are the very essence of being a Catholic and a foundation of the Order's principles. Every council must promote Culture of Life activities. Respect for life allows our councils to stand in solidarity with our bishops, our priests, and our Church.

The annual March for Life will be held January 20, 2023 in Washington, D.C., and commemorates the

anniversary of the U.S. Supreme Court's infamous *Roe v. Wade* decision to legalize abortion on January 22, 1973.

- All Knights, their families and other parishioners are urged to join the march. Councils planning bus trips to Washington should book their charters early, and make sure to invite non-member parishioners to join them. Knights should carry council banners and KofC posters, wear jackets with the KofC emblem, and walk together to show the Order's support for the right to life.
- Knights who cannot go to Washington can participate in local or state pro-life marches. State Culture of Life chair-couples will have information on local activities sponsored or supported by Knights in their jurisdiction. State and local marches are excellent ways to involve prospects and other parishioners in the Culture of Life activities of the council.
- Knights are urged to schedule prayer services for unborn children at government monuments or participate in other appropriate activities. Invite Squires Circles, ladies' auxiliaries, parish pro-life groups and similar organizations to attend or co-sponsor planned activities.
- Councils can also schedule parish-wide prayer services on the *Roe v. Wade* anniversary date (January 22), the Knights of Columbus Day of Prayer for the Unborn Child (March 25), or during the month of October (Respect Life Month).

Any council that participates in a local, state or national Pro-Life March, and meets the minimum requirements, will receive credit for two of the Columbian Award (SP-7) line items in the Life Activities category.

## Ultrasound Initiative

The Knights of Columbus Ultrasound Initiative seeks to provide medically certified pro-life pregnancy centers with the modern technology to monitor the health of babies in utero, and to allow mothers to visually experience the baby's development. The sophistication of today's medical technology provides a "window on the womb," said Past Supreme Knight Carl A. Anderson. "Even from the early stages of pregnancy, a mother can see her developing child, hear the baby's heartbeat, and recognize the miracle of new life within her."

When a council fund-raising campaign raises one-half of the cost of purchasing an ultrasound machine for a pro-life pregnancy care center, the Supreme Council will match the other half of the machine's cost.

To qualify for matching funds, a council must:

- Locate a pro-life pregnancy care center that is prepared to receive, use and maintain an ultrasound machine
- Present a Diocesan Evaluation form (#9884) to the diocesan culture of life director, who will recommend whether or not the pregnancy care center will be eligible to participate in the Ultrasound Initiative, by working with the council to determine if the pregnancy care center will be able to staff and operate the machine. This will include:
  - Ensuring the center is properly licensed under state and local laws and regulations to operate an ultrasound machine
  - Ensuring that the center is affiliated with a medical doctor who is willing to oversee the ultrasound machine operations
    - Ensuring that the machine will be staffed with licensed and experienced medical personnel
    - Ensuring the center has adequate insurance for operation of the machine
- Determine that the pregnancy care center is not anti-Catholic in any way

Once a positive Diocesan Evaluation form has been submitted to and acknowledged by the Supreme Council, the pregnancy care center should choose an ultrasound machine that meets the center's needs. Get a quote for the purchase price of the machine (not including sales tax, shipping, maintenance agreements or other add-on costs).

If the council commits to raising 50% of the cost of the machine, fundraising can then begin. The council must be actively involved in raising the funds for half of the purchase price of the ultrasound machine.

Once the funds for not less than half the purchase price are raised, the Ultrasound Initiative Application (#4886) should be completed, signed by the State Deputy and submitted to the Supreme Council office.

Refer to the “Ultrasound Initiative Guidelines” and “frequently Asked Questions,” available at [www.kofc.org/ultrasound](http://www.kofc.org/ultrasound) for complete guidelines for participation in the Ultrasound Initiative.

Any council that participates in an Ultrasound Initiative, and meets the minimum requirements, will receive credit for two of the Columbian Award (SP-7) line items in the Life Activities category.

## KY Special Olympics



Knights of Columbus councils in Kentucky contribute to Special Olympics programs in many ways. Councils contribute more than \$15,000 annually at the state and local level through Tootsie Roll and other donations and participation in events like the Polar Plunge and Truck and Plane Pulls. Knights also provide hundreds of hours of volunteer service at Special Olympics competitions throughout the state.

As part of our ongoing goal to provide financial, spiritual, and emotional support to those less fortunate, the Knights of Columbus has been a strong supporter of the Special Olympics since its inception. Our goal is to help Special Olympics not only become stronger and reach more athletes and communities, so that more people can benefit from their positive, uplifting example. The Knights of Columbus believe that the Special Olympics are nearly unparalleled in their ability to show the intrinsic worth and dignity of every single human being. These games don't just build strength and character among the athletes and participants; it only takes a few moments with the competitors to be inspired by the force of their determination, and the true sense of God's love.

There are many ways in which Councils in Kentucky can become involved in Special Olympics activities.

- Donate at the state or local level
- Participate as a council in any of Special Olympics Kentucky's signature fundraising events
  - Polar Plunge – February/March in Lake Cumberland, Lexington, Louisville, Northern Kentucky and Western Kentucky
  - Plane and Truck Pulls – August/September in Lexington, Louisville, Northern Kentucky and Paducah
- Volunteer at any Special Olympics Kentucky competition. Competitions are held throughout the state in a number of sports. Volunteers are needed in roles ranging from certified officials to finish line greeters and medal presenters. There truly is an opportunity for everyone in every part of the state.

Any council that provides financial or manpower support, and meets the minimum requirements for Special Olympics, will receive credit for two lines in the Life section of the Columbian Award (SP-7).

If you have any questions, about how your Council can help support Special Olympics Kentucky, please feel free to contact me.

**Mark Buerger**, Chairman  
 859-338-6075  
[lexbuerger@gmail.com](mailto:lexbuerger@gmail.com)

## The Columbian Squires

The Columbian Squires is a leadership development program for young Catholic men ages 10-18 years old. There are over 25,000 Catholic young men in over 1,500 local units, called Circles, throughout the United States, Canada, Mexico, the Philippines, Puerto Rico, the Virgin Islands, the Bahamas, Guam, and Poland.

The Squires program is designed to develop young men as leaders who understand their Catholic religion, who have a strong commitment to the Church and who are ready willing and capable of patterning their lives after the Youth Christ.

A Squires Circle must be sponsored by a Knights of Columbus council or assembly but is run by and for young men under the guidance of several Knights who serve as counselors. Squires are to be leaders and so, to the degree they are able, they are given the opportunity to lead, by running their own meetings, initiating their own members, setting their Circle's agenda, and implementing their program of activities.

Squires have fun. They meet new friends; they travel, play sports, and socialize. Squires are serious-minded as well. Squires are involved in promoting Catholic education, vocations, marching in defense of unborn life, feeding the hungry, clothing the poor, supporting Special Olympics and countless other activities. The Squires Circle is an athletic team, a youth group, a social club, a spiritual development program, a cultural and civil improvement association, a management training course and a civil rights organization all rolled into one.

If your council is interested in starting a Squires Circle, please contact the State Deputy.

## Knights of Columbus Soccer Challenge



The Knights of Columbus Soccer Challenge is a competition designed for players to demonstrate the most basic soccer skill – the penalty kick. Open to all boys and girls in your community, ages 10-14, where each player will be allowed 15 shots at the goal from the penalty line (12 yards from the goal). Winners progress to the regional, state and international levels.

The recommended time frame for the Soccer Challenge is:

- **Council Competition – September.** The time and place is the responsibility of each participating Council. The entry form/score sheet and proof of age of each winner are to be forwarded to the District Deputy after the local competition.
- **Regional Competition – October.** The District Deputies of each region are responsible for determining the time and place for their regional competition.
- **State Competition – November.** The time and place will be determined for the State competition by the Soccer Challenge Chairman.

*There are to be **NO CASH AWARDS** of any kind to any winner at any level of competition. This must be adhered to so as not to jeopardize the amateur status of any winner.*

More information about and the rules for the Soccer Challenge can be obtained by sending in form **#SC-KIT** that is found at **www.kofc.org/forms**, Council Reports Form Booklet (#1436) or by contacting the State Soccer Challenge Chairman at the following address:

## Knights of Columbus Free Throw Championship



Since 1972, councils have sponsored the Knights of Columbus International Free Throw Championship for boys and girls between the ages of 10 and 14.

The championship is set up to have the contestants compete within their own gender and age group tossing 15 consecutive Free Throw attempts. All competition starts at the local level. Winners move on to the district, regional, and state levels. From there, some make it to the international level for championship competition in their group.

The recommended time frame for the Knights of Columbus Free Throw Championship is:

- **Council Championship – January.** The time and place are the responsibility of each participating Council. The entry form/score sheet and proof of age of each winner are to be forwarded to the District Deputy after the local competition.
- **Regional Championship — February.** The District Deputies of each region are responsible for determining the time and place for their regional competition.
- **State Championship — March.** The time and place will be determined for the State competition by the Free Throw Chairman.

*There are to be **NO CASH AWARDS** of any kind to any winner at any level of competition. This must be adhered to so as not to jeopardize the amateur status of any winner.*

More information about and the rules for the Knights of Columbus Free Throw Championship can be obtained by sending in form **#FT-KIT** that is found at **www.kofc.org/forms**, Council Reports Form Booklet (#1436) or by contacting the State Free Throw Championship Chairman at the following address:

## Substance Abuse Awareness Poster Contest



Entries in the Knights of Columbus Substance Abuse Awareness Poster Contest must fall under one of these topics: **Alcohol Awareness and Abuse or Drug Awareness and Abuse**. Each poster must include a slogan reflecting either of the topics and an original visual image. Posters may only be entered under one topic.

The Knights of Columbus Substance Abuse Awareness Poster Contest is open to all young people between the ages of 8 and 14. Contest entrants compete in one of two age groups – **ages 8 through 11, and ages 12 through 14**.

The recommended time frame for the Substance Abuse Awareness Poster Contest is:

- ***Local Competition - January***
- ***District/Regional Competition – February***
- ***State Competition – early March***
- ***International Competition – March 31<sup>st</sup> deadline at Supreme***

More information about and the rules for the Substance Abuse Awareness Poster Contest can be obtained by sending in form #SA-KIT that is found at [www.kofc.org/forms](http://www.kofc.org/forms).

## **Knights of Columbus Charities of Kentucky, Inc.**

The Knights of Columbus Charities of Kentucky, Inc. is a non-profit corporation and a 501(c)(3) tax exempt organization. Donations to the corporation are tax deductible. It was formed in the early 1990's to promote charitable and educational pursuits, to render mutual aid and assistance to those in need and to support and cooperate with all fraternal, charitable, and civic enterprises rendering monetary aid. The membership of this corporation is composed solely of the active membership in good standing of all Kentucky subordinate councils and the Kentucky State Council.

Its affairs are managed by a Board of Directors that are elected from the membership of the Corporation in the manner provided by the by-laws. The governing Board can also make appointments to this Board. The Corporations by-laws are subject to review and approval by the membership. They can be modified only through the amendment process at the Annual State Meeting.

All net proceeds from any fundraiser must be distributed to recognized entities and needy individuals based on grant requests received and voted on by the Board of Directors. Below is sample grant request form. Additional copies are available. Incomplete grant requests from organizations will not be approved. Expenses of the Corporation are only those necessary, reasonable, and directly related that attribute to managing the Corporation. The Board of Directors meets at least twice a year (in person and/or virtually on-line) to consider actions on grant requests.

The Corporation is financially sound with its funds coming primarily from a Sweepstakes fundraiser supported by the jurisdiction's subordinate councils. The officers and directors are continually looking at new ways to increase annual income to fund the many charitable requests that it receives. We need our subordinate councils to continue to keep our Charities Corporation serving those in need by continuing their support of our annual fundraisers.

The primary principle of the Knights of Columbus, as we learned in the First Degree, is CHARITY. The Sweepstakes is one of the easiest ways for a Council to raise money for charitable purposes. It requires very little manpower and no investment of any kind. It is a win-win situation for all involved. Sixty-five percent of net receipts are split evenly among participating Councils and K of C Charities. Each Council receives funds based on the number of tickets they sell. The more participation that we have, the more money we will have available to help those in need. The real winners are the needy that are helped at the council level and those that are helped by grants from Kentucky Charities, Inc.

Additionally, the Corporation has invested funds in the Supreme Council's Christopher Fund. The interest derived from this fund will be returned to Kentucky Charities to be used for charitable distribution. In the coming years we will continue to invest in the Christopher Fund to increase our return for greater charitable endeavors.

### **Gabe Cabral, PSD**

261 Evergreen Court  
Bowling Green, KY 42104  
270-784-3145  
psdgabe@gmail.com

## Request for Funds Form



# Knights of Columbus

## Kentucky State Charities

*What we do for ourselves dies with us.  
What we do for others and the world remains and is immortal. - Albert Pine*

### REQUEST FOR FUNDS

Gabriel Cabral  
Chairman  
261 Evergreen Ct  
Bowling Green, KY 42104  
[psdgabe@gmail.com](mailto:psdgabe@gmail.com)

Cameron Peck  
Secretary  
796 Wellington Way  
Lexington, KY 42104  
[cameronpeck@gmail.com](mailto:cameronpeck@gmail.com)

Dannie Harris  
Treasurer  
654 Morrison Road  
Big Clifty, KY 42712  
[kofckycharities@gmail.com](mailto:kofckycharities@gmail.com)

| Individual or Organization Requesting Funds | Amount Requested     |
|---------------------------------------------|----------------------|
| <input type="text"/>                        | <input type="text"/> |

Name of Individual Submitting Request

Address City, State, Zip

Phone Number & Email

Description of Request:

Use back of form if more space is needed

Signature

Date

Send To:

Gabriel Cabral  
KY State Charities Chairman  
261 Evergreen Court  
Bowling Green, KY 42104



## Kentucky Association for Persons with Intellectual Disabilities

The K of C, Kentucky Association for Persons with Intellectual Disabilities is a non-profit corporation in the state of Kentucky and is an IRS 501(c)(3) tax-exempt organization. The Association is administered under the rules, laws and guidelines of the State of Kentucky, IRS, and Supreme Council.

The purpose of this association is to

1. Promote fraternal, charitable, and educational pursuits for the mentally disabled
2. Render mutual aid and assistance to the mentally disabled
3. Support and cooperate with all fraternal, charitable, and civic enterprises aiding the mentally disabled.

The membership of this Association is composed solely of the active membership in good standing of all Kentucky subordinate councils and the Kentucky State Council. The affairs of this association are managed by a Board of Directors, elected from the membership of the Association in the manner provided by the by-laws of the Association. The Association's by-laws are subject to review and approval by the membership. They can be modified only by an appropriate vote at the State Convention by the Delegates. The Association is financially healthy, but if it is to remain so, we must continue to count on the leaders of the councils.

Each year, usually during the month of October, councils throughout the state have their annual "Tootsie Roll Campaign". Members collect donations from the public and in return give them Tootsie Rolls. All money collected is turned in to the Association. At the present time the amount of money collected by a council, 75% of the net total collected is credited to the council. They can then use that money in any way they see fit to help the mentally disabled. Some councils support "Special Olympics". Others use their money to support local workshops for the mentally disabled or provide for outings for the mentally disabled. The Board of Directors uses the 25% that is left to give grants to qualified groups or associations for the mentally disabled. They also use some of that money to provide scholarships for mentally disabled to attend summer camps.

It is a win-win situation for all involved. The mentally disabled are helped in many ways not only locally but also throughout the state. The members of the councils that get involved in this activity get the satisfaction of knowing that they are helping those that really deserve help. Councils are showing their community that they are concerned about helping those in need. Everyone wins, there are no losers. If your council is not involved in this endeavor, now is the time to get involved. For more information contact the chairman of the association at the following address:

**Tim Gahlinger, Chairman**

715 Settlers Point Drive

Taylorsville, KY 40071

(502) 477-6421 H

(502) 905-0248 C

[yosemitesam1@att.net](mailto:yosemitesam1@att.net)

## Natural Disaster Funds Program

To fulfill its responsibility of its founding principles, the Kentucky State Council Knights of Columbus has developed a Natural Disaster Funds Program to provide relief to members, their families, and councils because of natural disasters.

A natural disaster is defined as an occurrence such as a tornado, storm, flood, earthquake, drought, pestilence, blizzard, or other situation that causes human suffering or creates human needs that the victims will need mitigation and assistance.

When a natural disaster strikes, it creates a catastrophic situation in which the day-to-day patterns of life of our members, their families or our councils are suddenly disrupted. When a Natural Disaster occurs outside of our KY Jurisdiction, we may offer financial assistance to another State Jurisdiction or to Supreme to assist globally.

The Kentucky State Council has established a natural disaster fund assistance program to do the following:

1. Provide victims with immediate financial assistance.
2. Provide emergency financial aid-in-kind in the form of clothing, food, shelter, and supplies.
3. Provide long-term financial assistance when necessary and if sufficient funds are available.
4. Assist the victims in attaining referrals from support agencies, such as the Red Cross, St. Vincent de Paul etc.
5. Provide advice regarding on how to recover from a disaster.
6. Mobilize a fundraising campaign among the state's many councils to help the victims when the disaster is of a large magnitude.

The manner and structure of providing assistance is determined by the unique characteristics of each disaster event. Confidentiality is maintained regarding the specific amount of assistance provided and those that were given assistance.

When you are aware of a natural disaster in your area that has affected Knights of Columbus members, their families or a council that may need assistance, it is imperative that you contact the Natural Disaster Funds Director. When you contact me, I will immediately start mobilizing the program.

The KY Jurisdiction's primary method of funding the Natural Disaster Fund is through the Annual Basketball Slam ticket sales. Not only do the ticket sales provide fund for disaster relief it also provides funding for the local councils.

## Father Michael J. McGivney Guild



The Father Michael J. McGivney Guild promotes the cause for sainthood of the founder of the Knights of Columbus, who was beatified on Oct. 31, 2020. Members of the Guild, and anyone devoted to Father McGivney, can play an active role in the cause by praying for his intercession in times of need, especially in cases of serious illness, and reporting to the Guild any favors received.

Membership in the Guild is free and open to anyone who is devoted to Father McGivney and wishes to invoke his intercession and assist in his sainthood cause through prayer. Members receive a quarterly newsletter and are remembered in a weekly Mass offered for their intentions.

Catholic men who wish to live out the vision and mission of Father McGivney are invited to [join the Knights of Columbus](#) and become part of a network of charity, unity and fraternity that serves local parishes and communities.

Father McGivney founded the Knights of Columbus in 1882 in New Haven, Conn., and died at the age of 38 in 1890. His cause for sainthood was opened in 1997, and his heroic virtue was recognized by the Vatican in March 2008, when he was declared a Venerable Servant of God by Pope Benedict XVI.

On May 26, 2020, Father McGivney took another step toward sainthood when Pope Francis approved the promulgation of a decree recognizing a [miracle attributed to his intercession](#). With the approval of this miracle, he was beatified on Oct. 31, 2020, with the title of Blessed.

Another miracle through his intercession is needed for him to be canonized as a saint.

Those devoted to Father McGivney are encouraged to recite regularly the [prayer for his canonization](#), which is available online and on a special prayer card. You may [Report Favors](#) through this website or by email or regular mail at the addresses listed below.

To request a third-class relic or to order devotional items, click on the [order form link](#). Print out the form, fill it out and mail it to the Father McGivney Guild.

The Guild has more than 176,000 members, and you are encouraged to join by filling out and submitting the [online form](#). Please assist in the cause of Father McGivney by spreading the word about this holy and blessed priest.

**For more information or to request a prayer card:**

**Father McGivney Guild**

**1 Columbus Plaza**

**New Haven, CT 06510**

**Tel: 203-752-4087**

**Email:**

[guild@kofc.org](mailto:guild@kofc.org)

## Decency in the Media

The Bishops of Kentucky have requested that the Knights of Columbus take the leadership role on their behalf to combat the flood of pornography that is ravaging our communities. It has become more essential than ever that concerned citizens actively work to combat this pollution. What can your council do about pornography in the media?

Select a member of your council to head up this cause and forward his name to the State Decency in Media Director listed below.

Encourage your council and its members to join various anti-pornography organizations. One of the many organizations is as follows:

Morality in Media  
 475 Riverside Dr., Suite 239 New York, NY 10115  
 212 870-3222  
[www.moralityinmedia.org](http://www.moralityinmedia.org)



Be on the alert that this poison is spreading and notify your council and community about it.

Report violations of community standards to those responsible for enforcing the law. Every violation must be investigated; complaints to the authorities are the most effective single action a citizen can take.

Report all activities of your council in this important area to the State Decency in Media Director:

## Public Relations

Public relations, why is it needed? It's needed to advertise our programs, to tell our story, to inform our members, their families, and our communities, to recruit new membership and most importantly, **to bring people together**. Assume that you have been appointed as your council's PR chairman. What is involved?

First, determine what the target audience will be. Are you amassing information for distribution to members only? If so, you may have forgotten that family involvement is essential to a healthy Knights of Columbus organization. Two additional and very important elements are your parish communities and your general community. A strategy is necessary, something that helps us channel our energy in a direction that promises the best payoff. Having a clear picture of your target audience will help immeasurably in devising your public relations strategy.

A council newsletter is a great PR tool. It is usually more focused toward the membership. It can also serve the parish and local community by addressing events by these groups and highlighting individuals and groups for accomplishments. One important thing to remember is that no one is going to talk about what your council is doing or going to do. That is why you are the one that needs to get the story told and who better can tell the story than you. You were there when it happened.

In addition to the traditional means of communicating your council's activities there are many new electronic communication methods that you should utilize.

- Email has replaced the old "phone tree" method of mass communication in many areas. Having your members supply you or your PR contact with their email address will allow you to quickly and effectively get information to the members.
- Facebook has quickly become the most popular social media on the internet. Consider creating a Facebook page for your council and invite your members to join. This gives everyone the opportunity to share information and communicate effectively. Also promote the Kentucky State Council's Facebook page at [www.facebook.com/kentuckyknights](http://www.facebook.com/kentuckyknights)
- Create a council website. This is a great way to keep your members up to date about upcoming events and to document previous council activities. Also link to the Kentucky State Council Website at [www.kykoec.com](http://www.kykoec.com) for current State Council information.

Please contact the State Public Relations Director for any help that you may need.

## Kentucky State Council Website

The internet today has become a key source of information for us, and we have heard from many Brother Knights of their desire to use the state website, [www.kykoqc.com](http://www.kykoqc.com) as their one stop source of information for the Kentucky Knights of Columbus.

The state website has a feature packed calendar of events. To help keep this calendar current, and promote Knights of Columbus events, an event request form was added so you can provide event information that can quickly be added to the calendar. The State Directory is available for you to print as needed, as well as the monthly State Newsletter, and different council events held across the state.

This website continues to grow with technology and satisfy the needs of our members, while maintaining the professionalism and usability of site. We look for your input and recommendations for changes and improvements to make this site the best it can be. Please check the website regularly to see your suggestions in action.

## Kentucky State Council Newsletter

The Kentucky State Council brought back the “Kentucky Knights” newsletter in electronic format. The newsletter is emailed to anyone that wants to stay in touch with the officers of the State Council and up to date on upcoming events. In order to receive the newsletter, you need to sign up to be included on the email list. This can be done by going to the State Council website at [www.kykoqc.com/news/news.htm](http://www.kykoqc.com/news/news.htm) and following the links.

The newsletter is published on the 15<sup>th</sup> of every month. If you have something to contribute to the newsletter, it must be submitted by the 10<sup>th</sup> of the month to ensure that it is included.

For more information, please contact the State Newsletter Chairman.

## Resolution Submission Procedure

The following is the procedure for submitting resolutions to the Kentucky State Council for consideration as stated in Article VI of the Kentucky State Council By-laws.

**Section 1.** All resolutions to be presented on the State Council floor will be submitted as follows:

1. Copy to the State Advocate, who will within ten (10) days file a report with the State Deputy, State Secretary and the Council submitting the resolution regarding legality and constitutionality.
2. Copy to the State Deputy.
3. Copy to the State Secretary.

**Section 2.** Resolutions to be presented must be filed not later than March 15<sup>th</sup>, each year in accordance with Section 1 above and be delivered to councils of the jurisdiction not later than April 15<sup>th</sup>.

**Section 3.** Only resolutions which comply with Sections 1 and 2 above may be entered on the council floor.

**Section 4.** Resolutions must show the date of reading and approval as well as being duly certified by the Grand Knight and Recording Secretary of the council submitting same.

**Section 5.** Resolutions shall immediately be referred to the Resolution Committee without debate.

**Section 6.** Resolutions not complying with the above may be considered only when directed by the State Deputy to the Resolution Committee and 2/3rds of the Resolution Committee, by vote, recommend consideration.

## By-Laws Amendment Procedure

All amendments to the Kentucky State Council By-Laws must be handled in accordance with the regulations as set forth in Article VI of the same.

No amendments shall be considered unless consent is given by at least 2/3rds of the qualified voting members that are present.

Amendments to the Kentucky State Council By-Laws must be approved by at least 2/3rds of the qualified voting members that are present. The amendment will not take effect until it has been approved by the Supreme Council Board of Directors.

### SAMPLE FORMAT

#### RESOLUTION

#### Candidacy Declaration for (Name of Candidate)

Whereas, it is the policy of the State Council for a subordinate council, by resolution, to announce the availability of a worthy member for a State Council Office, and

Whereas, the members of (Council Name & Number), in (City/Town, State) consider one of our own members to be immensely qualified to be a member of the team of State Officers, and

Whereas, (Name of Candidate) leadership qualities have been demonstrated by... , and

Whereas, this worthy brother's communication skills have been demonstrated by... , and

Whereas, this worthy brother's administration skills have been demonstrated by... , and

Whereas, this worthy brother continues to work enthusiastically at the council level; therefore,

Be It Resolved, the members of Council (number) are proud and pleased to announce the availability of (name) for State Office; therefore,

Be It Further Resolved, that the State Officers and Delegates of the (number) Annual State Council Meeting in (City/Town, State) on (Month, Day, Year) favorably consider the candidacy of Brother (name) for a State Office.

This resolution was read and approved by Council (number) on (Date).

Signature

Signature

Grand Knight

Recorder

## Knights of Columbus Kentucky State Council



### Policy Letter Number 1

#### **Subject: Records Management**

**Purpose: To provide guidance to State Officers, District Deputies, Chairmen, Directors, and Coordinators for annual records archival.**

1. The State Secretary is responsible to archive official records generated by the personnel listed in the purpose statement above at the end of each fraternal year.
2. All personnel will transmit their documents to the State Secretary by June 15 of the year of tenure.
3. Documents can be paper copies, files copied to a CD/DVD or other medium suitable for storage.
4. A CD/DVD/Flash Drive is the preferred archival medium.
5. The State Secretary will consolidate the documents and place them in suitable, sealable storage container marked to identify the contents. For example, RECORDS FOR FRATERNAL YEAR XXXX.
6. After one year the State Secretary will retire the records to the current state storage location.
7. Audit documents and IRS forms 990 will be maintained in a perpetual file and passed from State Treasurer to State Treasurer.

Tom Johnson

KY State Deputy

## Policy Letter Number 2

### **Subject: State Officer Travel**

**Purpose: To provide Guidance to State Officers for travel to various events and to ensure adherence to budgeted expenses.**

1. All state officers shall attend and have expenses reimbursed for travel, meals and lodging to the State Organizational Meeting, Mid-Year Meeting and State Convention.
2. Mileage, meals and one night lodging will be reimbursed for the State Golf Tournament if a State Officer participates as a representative of the State Council.
3. If a State Officer meeting is announced by the State Deputy, mileage, meals, and one night lodging will be reimbursed. (The State Deputy may alter rule 3 as circumstances dictate).
4. State Officers are encouraged to attend all Regional meetings. Mileage, meals, and lodging will be reimbursed.
5. The State Deputy will notify the State Officers of all in-person degree exemplifications. The State Officer residing closest to the event may be requested to attend. Mileage, meals, and lodging will be reimbursed. Overnight stays are not encouraged unless the council has specifically requested a State Officer and the travel distance is more than two hours away.
6. Impromptu Officer's meetings should be conducted electronically to reduce travel and lodging costs. The State Deputy may call for the meeting to include others to participate. There will be no reimbursement for participation in this type of meeting.
7. Reimbursement for meeting expenses will require receipts for the State Council records.

Tom Johnson  
KY State Deputy

## Policy Letter Number 3

### **Subj: Campaigns for State Office**

In the past there have been questions as to the proper method of campaigning for State Office. The purpose of this document is to bring together the information on this topic for the guidance of future candidates for State Office.

**The Kentucky State By-Laws Article III sections 1 through 7 deal with the nomination of candidates and the conduction of the elections. This policy reaffirms that information. In addition, as a matter of guidance in 2007 then State Deputy Dannie R. Harris published a letter with the following points:**

1. A candidate can declare his intent to run for state office (not a specific officer position i.e. Warden) by letter or other media to be dispatched by electronic means or the postal service.
2. Distributing business cards showing qualifications and asking for support before or during the State Convention is permitted outside of the Business Meetings.



3. Larger sized media is inappropriate. Again, a specific office should not be listed.
4. Having friends and supporters to seek support for you on a one-on-one basis is acceptable.
5. Campaigning inside the State Council chamber is not acceptable.
6. Displaying campaign posters is not acceptable.
7. Campaigning before a captive audience is not acceptable.

All subsequent State Deputies and State Councils have conformed to this guidance.

## Policy Letter Number 4

### Subject: Exemplifications

This letter is a reiteration of a longstanding policy. To prevent confusion and allow for proper planning and assignment of degree teams the policy is again being brought to everyone's attention:

#### **Exemplification of Charity, Unity & Fraternity –**

Responsibility – The Council Grand Knight is responsible for scheduling the exemplification. With the implementation of the new Charity, Unity & Fraternity Exemplification Degree, a candidate may participate in the degree ceremony in multiple ways.

1. Ideally the Council will host an in-person degree ceremony in their local parish church after mass with family & friends in attendance.
2. A Council may host an in-person degree ceremony in their local council hall before their monthly council meeting with family & friends in attendance.
3. The Grand Knight or other Council Officer can meet with the candidate at an agreed upon location and time and view the degree ceremony on-line.

Once an Exemplification has been scheduled or has taken place, the GK must notify the District Deputy and the State Deputy. The State Deputy will have it put on the State Calendar. Following the Degree, the Council Financial Secretary must file the form 100's (preferably electronically by emailing to [membershiprecords@kofc.org](mailto:membershiprecords@kofc.org)) being sure that the signatures of the candidate, Grand Knight and Financial Secretary are on the form. Also, be sure that the date of birth for the candidate is listed on the form. The Grand Knight is responsible for the assignment of the Council Degree team or obtaining the services of another council's first-degree team.

#### **Second & Third-Degree Exemplification -**

With the implementation of the Charity, Unity & Fraternity degree exemplification, any currently active dues paying 1<sup>st</sup> degree brother knight may attain his 2<sup>nd</sup> & 3<sup>rd</sup> degree by attending and participating in the Exemplification of Charity, Unity, and Fraternity along with any new candidate making his 1<sup>st</sup> degree. Family and friends are welcome to observe.

#### **Fourth Degree Exemplification –**

Fourth Degree Exemplifications are the responsibility of the District Master. Once he determines a date and location, he will contact the State Deputy and Province Vice Supreme Master to ensure the date does not conflict with State or Province events. Once approval of the State Deputy and Vice Supreme Master are

obtained, the State Deputy will place the event on the State Calendar. The event may not be announced by anyone without all the necessary approvals.

Tom Johnson  
KY State Deputy

## State Executive Secretary

The State Executive Secretary is an appointed position rather than an elected one. The person appointed is selected by the State Deputy. It is a job that is important in many ways, not only to the State Deputy but also to the State Council and its members.

The Executive Secretary's primary responsibility is to provide administrative support to the State Deputy. Some of the many duties are:

- Prepare and send out correspondence, reports and other materials to other state officers, program directors, councils and others as directed by the State Deputy.
- Help to setup and prepare for various state meetings throughout the year.
- Assemble and publish a State Directory for distribution at the Organizational Meeting each year.
- Assemble and publish the Program Guide for distribution at the Organizational Meeting each year.
- Publish the Annual Report for the State Convention each year.

To accomplish these many tasks, I will be calling upon many of you throughout the state for your assistance and input. I know that I can count on your help.

The State Directory will be published and emailed to the council Grand Knight and Financial Secretary near the date of the Organizational Meeting. The Directory will be maintained and available at the Kentucky State Council Website which may be found at [KYKofC.com](http://KYKofC.com). This will be the most up to date edition.

If you have a resignation or change of either the Grand Knight or Financial Secretary or if there is a change in the day, time, or place of your council meetings, please notify me immediately so the directory can be maintained. The directory is only as good as the data you provide.

I am available to assist you and I may be contacted at:

**Mike Rinehart**, State Executive Secretary  
2638 Taylor Mill Rd  
Flemingsburg, KY 41041  
606 748-1256  
[miketheresa@gmail.com](mailto:miketheresa@gmail.com)