



Grand Knight Training



Faith & Family First

Congratulations on Being Elected Grand Knight

Information to all Members

**Grand Knight
Introduce Yourself
Believe it or not, not all council
members know you.**

Brother Knights, thank you for electing me your Grand Knight. I believe many of you know me my name is William Leveque. I married my wife Cindy in 1988. We have 3 boys 1 girl and 3 grandchildren. I went to School here at STA and so did my children. We have been members of the Parish since 1964. I became a Knight here at STA 04/1996. I have been involved at both the Parish level and at the school. I am here to serve our councils need and have an open-door policy, if there is a program you want us to be involved with, please bring it to my attention, if there is something we can do better on the programs we run let me know If you want to chair a program let me know. I look forward to our future together. Sincerely GK William LeVeque , gk7816@mikofc.org, or 517-749-2011.

Part 2 : Message from State Program Director, Paul Palka,
p.palka@mikofc.org

What Programs can we do at our Council?

Faith - Into the Breach video series

Faith - Can Drive for Seminarians

Family – Family Game Night

Family – Food for Families Food Drive

Community - Coats for Kids Drive

Community - Keep Christ in Christmas Poster contest

Life – Support of a Pregnancy Aid Center

Life – Sponsor or help Sponsor an Ultrasound Machine

These are just a few ideas, there are many more on our State and Supreme websites.

[Part 3: Message from State Membership Director, Jim Escott,
j.escott@mikofc.org](#)

Growing your councils is critically important for many reasons:

- Council benefit – The more men you have in your council, the more programs you can do. It's important to bring in new members for the long-term sustainability of your councils.
- Church benefit – The Knights of Columbus is an important resource to help your parishes thrive and fulfill their mission.
- Member benefit – The Knights help all men to become better men, better husbands, better fathers and better Catholics.

Continued next page

Here is the list of the recruiting incentives for council members and councils for the 2023-2024 fraternal year:

1. A member recruits **THREE** new members in first six months (July 1 to December 31) - State Raffle tickets (book of 5 tickets) awarded (only awarded once to each member per year).
2. A member recruits **SIX** new members – The member then becomes a member of the Ambassador Club and receives KofC short-sleeve polo shirt.
3. A member recruits **NINE** new members – The member receives a Knights Gear gift certificate for \$75.
4. A member recruits **TWELVE** new members will receive a Knights Gear gift certificate for \$100.

Communication with all council members will help ensure success, this letter is the first step.
Now unto some training.



Modules:

- 1. Building to Become Successful Grand Knight**
- 2. Conducting successful meetings**
- 3. Youth Protection Policy & Training**
 - GK – Technology overview Video**





- **Becoming a Successful Grand Knight:**
 - Start with a solid foundation
 - Build on your solid foundation
 - Resources – Where to go for help when needed





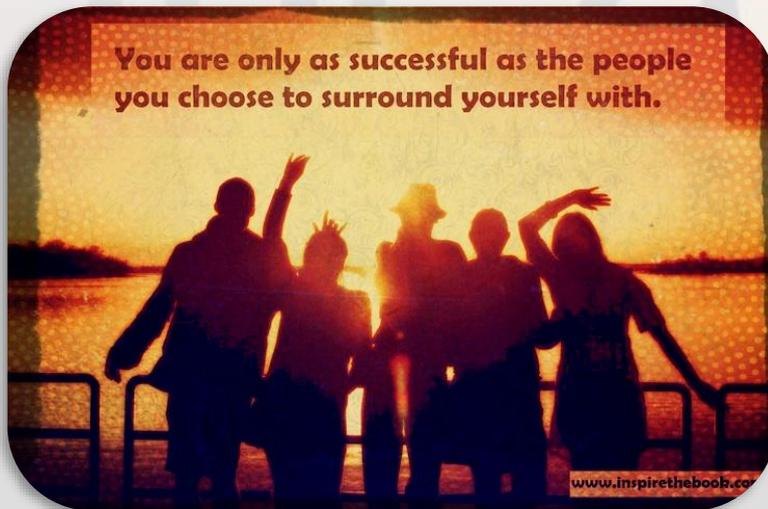
- Surround yourself with great leaders
- Insist your predecessor brings you up-to-speed
- Get basic training
- Create a working relationship with your Pastor
- Run effective council & officer meetings (See Module 2)
- Establish goals for the council and it's members
- Understand, embrace and implement Faith in Action
- Focus on addressing your council's biggest issues
- Use the State Council's e-mail system
 1. Grand Knight
 2. Financial Secretary
 3. Program Director
 4. Membership Director



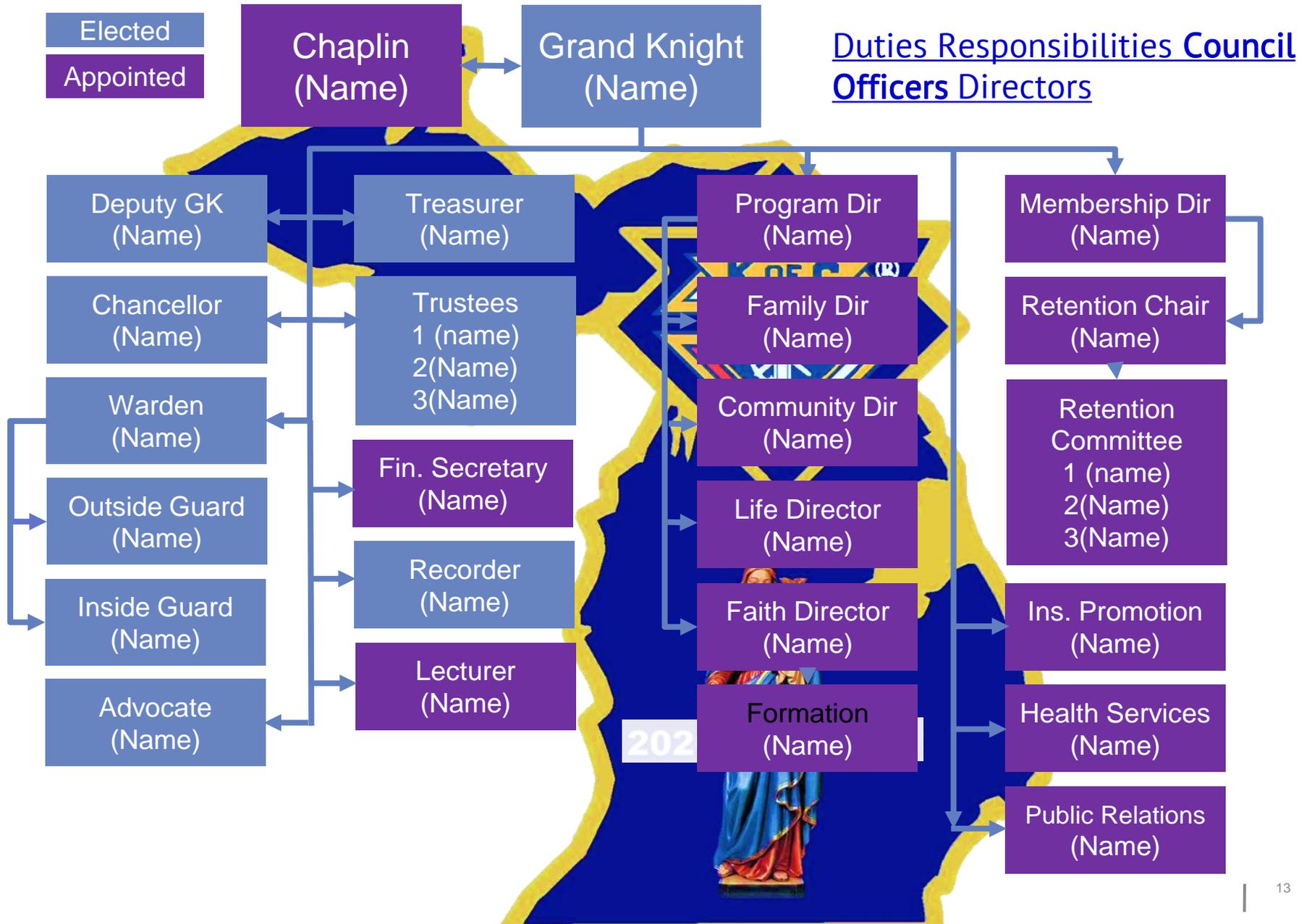
Every minute you spend selecting your leadership team will save you an hour later in the year

- The stronger your leadership team is...
- The less work you need to do yourself

Don't pick your friends or those who volunteer, pick those you think will do a good job.



Build Your Councils Organizational chart



- 1.) A Practical Catholic Male, a sincere devotion to the Catholic Faith and our brotherhood in Christ (Church attendance as often as possible/Confession a must, -time table based upon perceived need) **These have specific Catholic guidelines - but It is not for me to judge.**
- 2.) Outgoing and has, or can have a great relationship with the Pastor, and or the Parish's Evangelization Team.
- 3) A Man who has the time to make a commitment to hold the Cor Meeting monthly if not Weekly, and can lead a small group discussion.
- 4) A Man that is open and willing to listen to all points of view and is able to control a meeting.
- 5) A Man that wants to bring others to Jesus via Evangelization.
- 6) Willing and able to hold the podium at a meeting and not be thrown of course,
- 7) Someone willing to use opportunities to invite men to become a Knights of Columbus Member.
- 8) Finally, someone who is on a the Journey to become a better Catholic through discourse, readings and videos and seeks to grow in their faith through fellowship.

Council Officers Form # 185



HOLY FAMILY CO 11811
NOVI, MI



Page 1 of 2
May 24, 2017

Officers – 2017 - 2018

Officer Positions	Name	Address	Telephone #s	Email
Grand Knight	Abraham Lincoln	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	a.lincoln@gmail.com
Financial Secretary	Jack Benny	5678 Stoney Creek Dr. Hollywood, CA 34567	248-248-2482 (R) 248-313-1235 (C)	pennypincher@yahoo.com
Deputy Grand Knight	Benjamin Franklin	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2483 (R) 248-313-1236 (C)	nextinline@gmail.com
Chancellor	George Washington	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2484 (R) 248-313-1237 (C)	dollarbill@yahoo.com
Recorder	John F. Kennedy	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2485 (R) 248-313-1238 (C)	gotapen@gmail.com
Advocate	Perry Mason	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2486 (R) 248-313-1236 (C)	rulesguy@yahoo.com
Warden	J. Edgar Hoover	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2487 (R) 248-313-1230 (C)	fbiguy@gmail.com
Inside Guard	Paul Simon	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2488 (R) 248-313-1231 (C)	sng1@yahoo.com
Outside Guard	Art Garfunkel	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2489 (R) 248-313-1232 (C)	sng2@yahoo.com
One Year Trustee	Larry	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2480 (R) 248-313-1233 (C)	stooges1@gmail.com
Two Year Trustee	Mo	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges2@gmail.com
Three Year Trustee	Curly	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges3@gmail.com

Member Management Steps

- Go to: www.kofc.org (click)
- Sign in
- Officers Online
- Member Management
- LIVE
- Council Administration
- Council Officers
- Choose Role
- Assign a Name
- Submit
- Print Center
- Save & e-mail report



*Form #185 Member
Management Video*



Service Program Personnel



HOLY FAMILY CO 11811
NOVI, MI



Page 1 of 2
July 12, 2017

Service Program Personnel – 2017 - 2018

Program Position	Name	Address	Telephone #s	Email
Program Director	Abraham Lincoln	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	a.lincoln@gmail.com
Faith Director	Jack Benny	5678 Stoney Creek Dr. Hollywood, CA 34567	248-248-2482 (R) 248-313-1235 (C)	pennypincher@yahoo.com
Vocations Chairman	Benjamin Franklin	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2483 (R) 248-313-1236 (C)	nextinline@gmail.com
Community Director	George Washington	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2484 (R) 248-313-1237 (C)	dollarbill@yahoo.com
Life Director	John F. Kennedy	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2485 (R) 248-313-1238 (C)	gotapen@gmail.com
Health Service	Perry Mason	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2486 (R) 248-313-1236 (C)	rulesguy@yahoo.com
Public Relations	J. Edgar Hoover	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2487 (R) 248-313-1230 (C)	fbiguy@gmail.com
Family Director	Paul Simon	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2488 (R) 248-313-1231 (C)	sng1@yahoo.com
Membership Director	Art Garfunkel	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2489 (R) 248-313-1232 (C)	sng2@yahoo.com
Retention Committee 1	Larry	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2480 (R) 248-313-1233 (C)	stooges1@gmail.com
Retention Committee 1	Mo	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges2@gmail.com
Retention Chairman	Curly	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges3@gmail.com

Member Management

- Go to: www.kofc.org (click)
- Sign in
- Officers Online
- Member Management
- LIVE
- Council Administration
- Service Program Personnel
 - Choose Role
 - Assign a Name
- Submit
- Print Center
- Save & e-mail report



Form #365 Member Management Video



- Forms submitted previous 2 years
- ➔ • GK e-mail address & password
- GK Jewel
- Lessons Learned
- Important issues facing the council



Your GKXXXX@mikofc.org account has a space on the google drive that you can store forms and documents. When you use the drive and hand off email and password it will allow the new GK to have the items he needs to take over smoothly.



Important meetings to obtain critical information

- Diocesan Meetings – Held every summer
- District Deputy Meetings – Held at least twice / year

Leadership Guide (Provided @ Diocesan Mtgs)

- Leadership
- Council Administrative
- Membership
- Programs
- State Calendar Forms Due Dates



TIP!



Use google calendar and send out meeting invites to all members. This will help you increase attendance at meetings



Supreme Material

- ➔ Leadership Resources
- ➔ Video Library

➔ Michigan State Material

- Building the Domestic Church
- Ceremonials
- Family
- **Forms**

Youth Protection

- ➔ • **Knights of Columbus (Supreme)**
- ➔ • Praesidium - Knights of Columbus
- ➔ • Detroit Diocesan
- Gaylord Diocese
- Marquette Diocese

- ➔ • **Officers Online**
- ➔ • **Training (*Within Officers Online*)**

- **Membership**
- **Manuals & Documentation**
- **Officer Training Material**
- Publications

- ➔ • Lansing Diocese
- ➔ • Kalamazoo Diocese
- ➔ • Grand Rapids Diocese
- ➔ • Saginaw Diocese



Become a Helpful part of His team

- Set up a meeting to get to know each other
- What does he want / need from the Knights?
 - How can you help?
- Does he have issues with the Knights?
- Become the council he wants you to be
- Meet regularly to stay aligned
- See *“How to win over your Pastor”* for ideas



*How to Successfully
Communicate with your Pastor*



SET GOALS

Why not Star Council?

What do you want to accomplish?

Input

Output

1.
2.
3.





Project

Tasks

Who

When

Status

Goals can't be accomplished
w/o an Action Plan

– Step-By-Step

- Keep each step attainable,
easy to identify as being
completed

– Time-Line (make it realistic)

– Who's going to do what,
when



CAT Process

- ◆ Go to the State Website (www.mikofc.org)
- ◆ Scroll down & click on Membership
- ◆ Click on “CAT - Enter a new Recruiting Event”
- ◆ Fill in the blanks
- ◆ Hit submit



Note: Enter “at least one” and “No more than 3” events per quarter.



Building the Domestic Church



- It is **believing** that how you live your faith in your councils, families, parishes and community has a ripple effect that changes the world
- It is **knowing** that your actions speak louder than your words
- It is the council, the family and the parish that knows that everything they do must be based in prayer



KNIGHTS
OF COLUMBUS

BUILDING THE DOMESTIC CHURCH



**Building the Domestic
Church**

While Strengthening Our Parish

Faith & Family First

kofc.org/DomesticChurch





- Building the Domestic Church is the foundational model for Faith In Action Programs
- The goal is for men to *lead* their family in service — not *leave* their family for service
- Building the Domestic Church is the GOAL
- ➔ • Faith In Action is the action plan
 - Highlights opportunities to make a meaningful difference

<p>FAITH IN ACTION</p> <p>A New Model A New Age</p> 	<p>“What is Faith in Action?”</p> <p>The new umbrella for all Supreme Council recommended programs, replacing Surge... with Service</p> <p>“Why the need to change the model?”</p> <p>Faith in Action is a realization that while our mission remains unchanged it has evolved to meet a changing world</p> <p>“Why the Faith in Action Model?”</p> <p>Simplifies and focuses councils to provide quality faith-filled family programs</p>		<p>SIMPLE</p> <p>Four Categories Four Programs</p> <p>Faith Family Community Life</p> <p><small>Knights of Columbus © 2013</small></p>
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What to do

- Get educated (Explore the web pages
▶ or)
 - ▶ –Building the Domestic Church
 - ▶ –Faith In Action
- Talk with your Pastor
- Define activities
 - Plan Them
 - Do them



TIP!

[Click for planner](#)
Use the Faith in action
planner

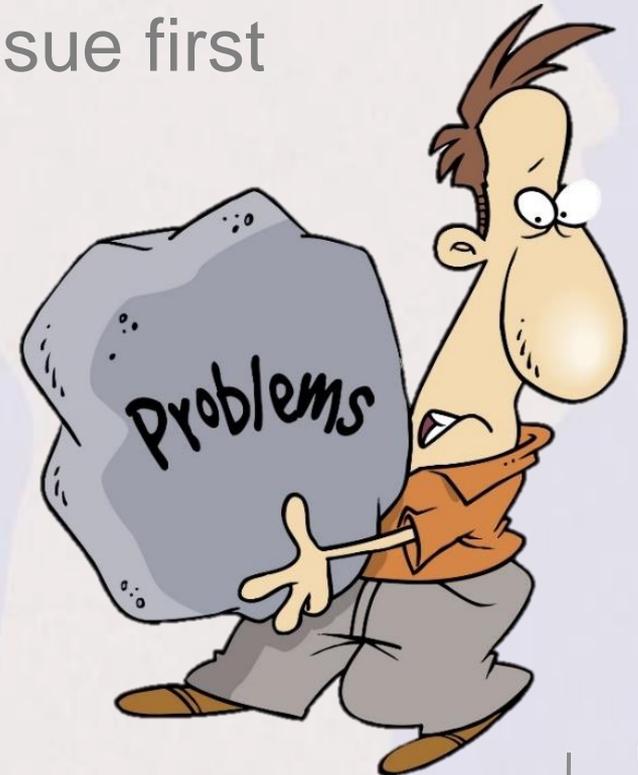




Address problems

The SOONER the BETTER

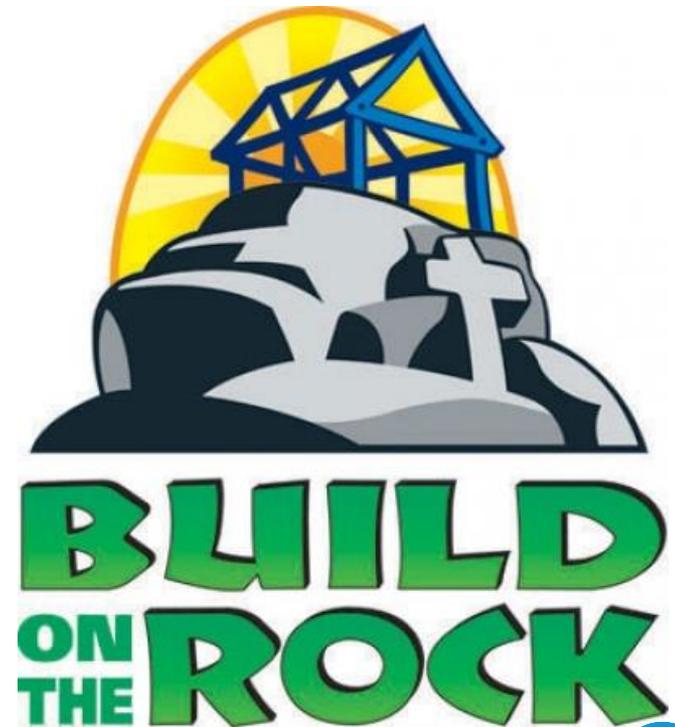
- Seek out the hot issues from others
- Prioritize them
- Step up and fix the biggest issue first





Build on a solid foundation

- Star Council Award
- Forms – Communicate to Supreme & State
- Oversee personnel who impact Star Council Goals
- Mentor & Develop your leaders



Star Council Award



- Attain Membership Goal

- Attain Insurance Goal

- Attain Program Goals

- Complete and submit required forms

 - #1728 - Annual Survey of Fraternal Activity - [PDF](#) - [Online](#)

 - ➔ #185 - Report of Officers Chosen for Term - [PDF](#) - [Online](#)

 - ➔ #365 - Service Program Personnel Report - [PDF](#) - [Online](#)

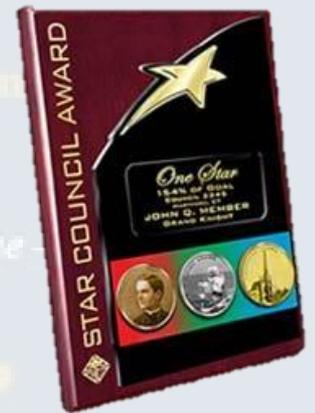
 - SP-7 – Columbian Award Application - [PDF](#) - [Online](#) -

[Instructions](#)

 - ➔ Make all per-capita payments

 - Youth Protection Training

 - ➔ More Details Supreme Website



Earn the Double Star Council Award by attaining 200%

Faith & Family First *Earn the Star Council Award by attaining 300%*



- Minimize changing who fills them out
 - The GK IS responsible, regardless of who fills it out
- Use the previously submitted form as a starting point
- Discuss up-coming forms at every Officers meeting
- On-time (or early) minimizes frustration
 - Paper Forms take Supreme 6 to 8 weeks to process
- Use tracking matrix for check list (see tip!)



TIP!



Watch this video to see where to find all forms



TIP!



Use the tracking spread sheet to help keep you on track!



Form #	Form Name	Status	Due Date	Assigned To	Notes
1000	Application for Membership	Submitted	2024-01-15	John Doe	Review by committee
1001	Application for Membership	In Progress	2024-01-20	Jane Smith	Waiting for documents
1002	Application for Membership	Completed	2024-01-10	Mike Johnson	Approved
1003	Application for Membership	Submitted	2024-01-18	Sarah Lee	Review by committee
1004	Application for Membership	In Progress	2024-01-22	David King	Waiting for documents
1005	Application for Membership	Completed	2024-01-12	Emily White	Approved
1006	Application for Membership	Submitted	2024-01-25	Chris Brown	Review by committee
1007	Application for Membership	In Progress	2024-01-30	Alex Green	Waiting for documents
1008	Application for Membership	Completed	2024-01-08	Mia Black	Approved
1009	Application for Membership	Submitted	2024-01-28	Noah Blue	Review by committee
1010	Application for Membership	In Progress	2024-02-02	Olivia Red	Waiting for documents



Critical Forms

- ➔ • 185 – Report of Officers Chosen
- ➔ • 365 – Service Program Personnel Report
- ➔ • Form 10784 – Fraternal Programs Report
- ➔ • Form SP7 – Columbian Award Application
- ➔ • 1728 – Annual Survey of Fraternal Activity
- ➔ • 1295 – Semi-Annual Audit
- ➔ • Form 10784 – Special Olympics



COUNCIL FORMS

A BETTER WAY
BELLEB WAY

Access Member Management with your login as Officers Online

PDF Print Form 365

The online Member Management application provides a new, more efficient, way for grand knights and financial secretaries to report Council Service Program Personnel. The 3-Step process will have your chairmen assigned in no time. Learn more in this video demonstration:

Streamed Video [Click here to stream how to for online forms](#)

Change Current Service Program Personnel

Supreme Defined Positions | Council Defined Positions

1 Choose a Role: Pri Life Couple 2 Search by Last Name: Search 3 Enter Start Date: 07/01/2008

Choose Member: UNASSIGNED Hoffman, James R Higgins, William T Hinkley, Stephen E Holley, William A Howard, William F

Move to list → Assign

Saves Page → Submit



TIP!

Critical forms are highlighted in Yellow on tracking spreadsheet!





Show your interest

Provide direction

Let them do their job

- Program Director
- Membership Director
- Financial Secretary and Treasurer
- Insurance Agent can help



Good to Great

- Have subject matter experts teach others
- Work with your weakest leaders
- Do they each have back-ups / replacements?
- What do they want to do next?
- Are they having fun?
- Are there new people who want to move up?

“The Four Keys of Great Managers:

1. "When selecting someone, they select for talent ... not simply experience, intelligence or determination."
2. "When setting expectations, they define the right outcomes ... not the right steps."
3. **"When motivating someone, they focus on strengths ... not on weaknesses."**
4. "When developing someone, they help him find the right fit ... not simply the next rung on the ladder."

— Marcus Buckingham





LEADERSHIP RESOURCES



*Watch the Officers Online
Overview Video*



LEADERSHIP

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

- #5085 - [Grand Knight's Guide](#)
- #5087 - [District Deputy's Guide](#)
- #5089 - [Financial Secretary's Guide](#)
- #945 - [Chaplain's Handbook](#)
- #5033 - [Fraternal Leader Success Planner](#)
- #10318 - [Method of Conducting Council Meetings](#)
- #1612 - [Protocol Handbook](#)
- #10238 - [Summary of FS's Responsibilities](#)
- #30 - [Charter, Constitution and Laws of the Knights of Columbus](#)
- #5093 - [Leadership Resources](#)

Practical Information for Grand Knights, District Deputies and Financial Secretaries





- Fresh Start workshop – *Great start*
- Leadership Guide – Provided @ Diocesan Meetings
- Method of Conducting Council Meetings (#10318)
- Supreme – (www.kofc.org) Under “*For Members,*” look for “*Resources,*” then look for “*Officer Guides,*” and, “*Membership Resources*”
- State – (www.mikofc.org) Under “*Resources,*” look for training material under “*Manuals and Documentation,*” then, “*Council Materials*”
- Youth Protection Training
- Past & Present Council Officers
- District Deputy – Outside of your council
ALWAYS start here
- State Officers & Directors (your DD will assist)





Running successful meetings:

- Grand Knights roles and responsibilities
- Before the meeting – Preparation
- During the meeting – Effective Execution
- After the meeting – Follow up



Quick Tips
FROM
FRATERNAL

TIP!

HOW TO RUN A SUCCESSFUL COUNCIL MEETING



Watch this video on how to run a successful council meeting





Men don't join the Knights to pay dues and go to meetings

- Facilitate – Don't dominate
- Fun – Meetings should be enjoyable
- Informative – Communicate valuable information
- Interesting – Not boring
- Moving – Don't let things get off track



Goal: Have your members leave the meeting saying... "Wow! That was a great meeting!!!"





- ➔ • Review “The Method of Conducting Council Meetings”
- Plan the agenda
 - Review previous meeting minutes & notes
 - ID topics to be carried over (*Old Business*)
 - ID new topics (*New Business*)
 - Review Dan Remeika’s “Talking Points”
- Communicate the agenda
 - ID important topics, discussions, or, votes



During the Meeting Execution



- Start on time, every time! – Will help you end on time
- Follow the agenda – Park new items for future discussions
- Make a list of *YOUR* Action Items – For your Follow up
- Assign responsibilities/tasks – For others to follow up
- Confirm next steps
- ➔ • Don't get “bogged down”
- ➔ • Use “Robert’s Rules”
- How to Conduct a Meeting Pamphlet
- Have your council’s ADVOCATE help control the meeting
- DO NOT revisit an issue/vote UNLESS
 - New data, or, information becomes available that could impact the original decision, or,
 - Circumstances have changed which affected the original decision





- Publish meeting minutes
 - As soon after the meeting as possible
- Follow-up
 - Who's doing what, when
- Including YOUR Action Items
 - What are next steps





- Lots of beneficial information available
 - Michigan State Council at www.mikofc.org
 - ➔ • “How to Conduct a Meeting Pamphlet”
 - ➔ • Many other references. Go to “Resources”
 - Supreme Council at www.kofc.org
 - ➔ • “Robert’s Rules Of Order”





Everything you ever wanted to know about conducting a meeting, but were afraid to ask

- Council chamber set-up
- Duties & responsibilities
- Conducting Officer & Council meetings
- Parliamentary Procedure
- Motions
- Voting

“The Method of
Conducting Council Meetings”





- Why is this important?
- Who needs training & what do they need?
- How to sign up for training
- Armatus Site
 - Class 1 – Meet Sam
 - Class 2 – Duty to Report
 - Class 3 – KofC Safe Environment Policies
 - Background Check
 - Armatus Administration



Why is this important?



- There is no greater priority within the Order than the safety, security and protection of the children and young people who participate in its youth programs.
- To help ensure the selection of only the best youth leaders for our programs, the Knights of Columbus has instituted the Safe Environment Program.

Who needs Training?



Praesidium Training Here

Position	Meet Sam	Duty to Report Mandated Reporter	KofC Safe Environment Policies	Background Investigation
Grand Knight	Required	Required	Required	
Program Director	Required	Required	Required	
Community Director	Required	Required	Required	Required
Family Director	Required	Required	Required	Required

STAR Council Award



KNIGHTS
OF COLUMBUS™

- Attain Membership, Insurance & Program Goals
- Complete and submit required forms
- Make *all* per-capita payments (Supreme & State)
- **Youth Protection Training**
 - Grand Knights, Program Directors, Community Directors & Family Directors must all take 3 classes.
 - Community & Family Directors also need to have a background check done.
 - Plus, your council needs to comply with all Youth Protection Requirements for your Diocese.
 - All appointments and requirements must be completed, and reported by May 1st



Service Program Personnel Report



- ➔ Option 1: Submit form 365 = Service Program Personnel Report
- ➔ Option 2: Filling Service Program Personnel via Member Management

Option 2 is preferred for the following reasons:

- Supreme is notified immediately (nothing needs to be sent to Supreme)
- Minimizes chance of human error (misplace forms, etc...)

Key things to keep in mind:

- **Ensure forms contain accurate and updated e-mail addresses for the members.** (Otherwise, they will not receive the e-mail notice to take the training)
- This form is due August 1st

OUR LADY QUEEN OF MARYS CO 1032
BEVERLY HILLS, MA

Page 1 of 2
December 18, 2019

KNIGHTS OF COLUMBUS
Service Program Personnel - 2019 - 2019

Program Position	Name	Address	Telephone #s	Email
Program Director	James E Suter	1069 Electrowood Ave Beverly Hills, MA 02453-0215	248 238 9176 (H) 248 261 4534 (C)	jsuter@glmail.com
Faith Director	UNASSIGNED			
Vocations Chairman	UNASSIGNED			
Community Director	UNASSIGNED			
Lit Director	Anthony R King	1908 Palmetto Ave Dorset, MA 02574-1764	313 328 2810 (H) 313 358 1088 (C)	AKING17@GCOMCAST.NET
Health Service	UNASSIGNED			
Public Relations	UNASSIGNED			
Family Director	Curt S Miller	3046 Waterbur Dr Beverly Hills, MA 02453-4821	248 269 8227 (H) 248 973 2628 (C)	CURT@KOFCSMA.COM
Membership Director	Steven W Abel	3870 Mount Vernon Dr Beverly Hills, MA 02451-3226	248 642 8208 (H) 248 338 3852 (H) 248 338 3852 (C)	STEVE@KOFCSMA.COM
Recruitment Committee 1	UNASSIGNED			
Recruitment Committee 2	UNASSIGNED			
Recruitment Committee 3	UNASSIGNED			
Religion Chairman	Bernard J Damann	1038 Ashland Ave Beverly Hills, MA 02453-2600	248 368 4670 (H) 248 648 2608 (C)	BDMANN@KOFCSMA.COM

SERVICE PROGRAM PERSONNEL REPORT
JULY 1, 20 THRU JUNE 30, 20

Council # _____ Jurisdiction: _____ Due By: AUGUST 1

The Service Program Personnel Report (SPSR) must be completed by the Supreme Council Officer by August 1 for the council to be eligible to vote for the Star Council Award. Please complete and submit the report with the council's registered personnel.

- Submit this report through Member Management or e-mail to the council's registered personnel.
- If filing on the report on paper, be sure to include the correct membership number for each role.
- Reported roles to be appointed have been designated - Program Director, Community Director, Family Director, Membership Director, & Vocations Chairman.
- Changes during the training year can be made using Member Management to update the roles accordingly. If you cannot use the paper form, only complete and submit the information which has changed.

PROGRAM POSITION	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
FAITH DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
COMMUNITY DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
FAMILY DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
VOCATIONS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
MEMBERSHIP DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
RELIGION CHAIRMAN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
HEALTH SERVICE POSITION	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
VELOCATIONS CHAIRMAN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
HEALTH SERVICES	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				
PUBLIC RELATIONS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	EMAIL
REQUIRED				

SPSR ORIGINAL TO: Department of Personal Matters (sent to membermanagement@kofc.org)
SPSR COPIES TO: Star Deputy, District Deputy, Council PM

Grand Knight _____ Due _____

COUNCIL FORMS

A BETTER WAY
V BELLES WAY

Access Member Management with your login to Officers Online
PDF Print Form 365

TIP!

Click here to stream how to for online forms Form 365

The online Member Management application provides a new, more efficient, way for grand knights and financial secretaries to report Council Service Program Personnel. The 3-Step process will have your chairmen assigned in no time. Learn more in this video demonstration:

Streamed Video

Change Current Service Program Personnel

Supreme Defined Positions | Council Defined Positions

1 Choose a Role: Pro Life Couple | 2 Search by Last Name: | 3 Enter Start Date: 07-01-2009

Choose Member: UNASSIGNED | Hoffman, James R | Higgins, William T | Hinchley, Stephen E | HOWARD, William F | Howard, William F

Move to list | Assign | Saves Page | Submit

Praesidium sends e-mail to members



From: Armatus Support <support@praesidiuminc.com>
Date: March 21, 2019 at 10:35:34 AM EDT
To: "Member@yahoo.com"
Subject: Armatus Login [ref: _00D36JfvL._5000e1JSoNz:ref]



Thanks for contacting us. I have your log in information below.

To Log in:

1. Go to <http://website.praesidiuminc.com/login>
2. Enter user name and password.
User name: TBD
Password: TBD
3. Click the orange Login button
4. On the next page, scroll down and select the course you want to open and view.

If you have any questions, please let us know.

Thank you,

Latoya Arps
Client Support Specialist
800-743-6354
support@praesidiuminc.com

- Click on this link to access the ARMATUS training website.
- Use the User Name provided here
- Use the temporary password provided here

Praesidium sends e-mail to members



From: Armatus Support <support@praesidiuminc.com>
Date: March 21, 2019 at 10:35:34 AM EDT
To: "Member@yahoo.com"
Subject: Armatus Login [ref: _00D36JfvL._5000e1JSoNz:ref]



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User name: TBD
Password: TBD
3. Click the orange Login button.
4. On the next page, scroll down and select the course you want to open and view.

If you have any questions, please let us know.

Thank you,

Latoya Arps
Client Support Specialist
800-743-6354
support@praesidiuminc.com

Login

Login using your username and password:

Successfully Logged Out!
Please log in again to use Armatus.

Praesidium's offices will be closed on Friday, December 14th for a Staff Development day. Normal business hours will resume on Monday, December 17th at 8 a.m. CST. All calls and emails will be responded to on Monday, December 17th. Thank you for your support. If you have any questions please contact our support team at support@praesidiuminc.com or [817-801-7773](tel:817-801-7773).

Need your Armatus username or password?

Armatus Site - Praesidium



KNIGHTS OF COLUMBUS
Safe Environment Training

Name: MICHAEL P. KING (Last profile)
Organization: SAC - 13353

English | Français | Español

I want to thank you for accessing this online portal as part of your responsibilities as a Knights of Columbus youth program leader.

There is no greater priority within the Order than the safety, security and protection of the children and young people who participate in its youth programs. Because of this, only those men who are fully aware and appreciative of their responsibilities as youth leaders are chosen for positions that involve working with young people. These responsibilities include serving as a positive role model, recognizing their public and private conduct can inspire and motivate young people, as well as maintain and underline young people's faith. Only those members who have shown a clear commitment to living out the highest Christian ethical and moral standards and personal integrity in their day-to-day work and personal lives may be considered for selection as youth leaders.

To help ensure the selection of only the best youth leaders for our programs, the Knights of Columbus has instituted the Safe Environment Program. The Knights of Columbus Safe Environment Program seeks to protect young people against harm. The program consists of a required background check, child abuse awareness training for any member serving as a youth leader. Also included is a robust reporting procedure in the case of possible misconduct. Taking the training provided through this online portal is an important step in preparing for your role in working with young people. I will also remind you to please submit authorization for a background check should you be contacted to do so. Both this, and the training offered through this portal, must be completed within 30 days of your appointment to the position of a youth leader.

In addition, the Knights of Columbus Safe Environment Square and Parent booklet is available for parents to use as a guide for teaching their children about personal safety.

Our first concern is always the safety and well being of young people participating in Knights of Columbus programs. This Knights of Columbus Safe Environment Program is one way we are continuing to work to ensure that young people remain safe and secure.

Fraternally,

Carl A. Anderson
Supreme Knight

For additional help please contact the Safe Environment Program line at [1-800-354-2263](tel:1-800-354-2263).

Your Armatus Courses

Meet Sam
Status: Completed
Date: 2018-06-09

Meet Sam
HELLO
SAM
Meet Sam

Meet Sam helps you understand how to protect children and in this module you will learn how to get away with it. You learn the signs of molesters and the methods they use to trick their coworkers, parents, and children-of to make their own needs. You also learn how to spot danger between adults and children that may indicate danger.

Click the corresponding button for your preferred language.

Select English (English) English version of the course.
Select Spanish (Spanish) Spanish version of the course.
Select French (French) French version of the course.

Duty To Report
Mandated Reporter
Status: Completed
Date: 2018-06-09

Duty To Report
Duty To Report

Adults have a moral responsibility—and in many cases a legal responsibility—to report suspected child abuse or neglect.

In this course you will learn:

- Why reporting suspected abuse and neglect is critical
- What your legal responsibilities are to report suspected abuse and neglect
- What types of conduct must be reported
- How to report suspected abuse and neglect
- How to respond if a child disclosure case or neglect is true.

Click the corresponding button for your preferred language.

Select English (English) You are given a choice for the United States or Canadian version of the course. (The United States version contains information for Puerto Rico, Guam, and the Philippines.)
Select Spanish (Spanish) United States version of the course.
Select French (French) Canadian version of the course.

KNOW YOUR POLICIES!
Status: Completed
Date: 2018-06-09

This course introduces Knights of Columbus Safe Environment policies.

Participants will learn:

- Who is eligible to be a Youth Leader and how to apply for the appointment
- How to detect and prevent abuse in the organization
- How to address and report suspected misconduct and abuse
- Policies for preventing and reporting child abuse

Armatus Administration

The Administrative Module records which members have to administratively completed all required modules. Your access to administrative functions and data is determined by your position. State Deputies, State Advisors, State Program Directors, State Youth Directors, State Family Directors, State Community Directors, and State Square Chancellors may view compliance data for their jurisdiction, and Grand Knights and Program Directors may view data for their councils.

Click here for an Administrative Module tutorial.

- Letter from Carl Anderson – Please read as this explains why this is so important.
- 1. Meet Sam – This is the first (of 3) classes. Click on “Meet Sam” to take this class.
- 2. Duty To Report – This is the second (of 3) classes. Click on “Duty To Report” to take this class.
- 3. KofC Safe Environment Policy – This is the third (of 3) classes. Click on “KofC Safe Environment Policy” to take this class.
- 4. Background Check (not shown here) must also be selected by all Community Directors & Family Directors.
- Armatus Administration is a very useful tool for Grand Knights to use to monitor the training progress of council members.

Training Certificate

Print or save your
course completion
certificate

Send a copy to

- Your Grand Knight
- Your District Deputy



Armatus Administration - Praesidium



Armatus Administration



The Administrative Module records which members have successfully completed all required modules. Your access to administrative functions and data is determined by your position. State Deputies, State Advocates, State Program Directors, State Youth Directors, State Family Directors, State Community Directors, and State Squire Chairmen may view compliance data for their jurisdiction, and Grand Knights and Program Directors may view data for their councils.

[Click here for an Administrative Module tutorial.](#)

Click on this link to see the current course status of everyone who is registered for training in your council.

ARMATUS SYSTEM ADMINISTRATION

Logged in as
Impersonating

Home Organizations Courses Users Resources

Welcome to Armatus Administration

Welcome to Armatus Administration. To get started, select from one of the common tasks below or use the above navigation menu.

Links to common tasks:

- Print Certificate/View User Current Course Status
- View Organization Current Course Status

Admin Resources:

- Administrator Procedures
- FAQ (updated)
- Quick Start Guide
- Administration Essentials (Tutorials)

At a glance

- 0 new accounts have been created in the past 30 days, of which 0 have shown activity.
- 11 courses have been completed by your users.
- 67% of your users have completed at least one course.

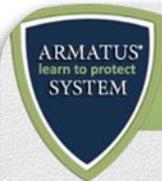
Usage Trends

Courses

No c

Note: If you left a position blank on your Service Program Personnel report, the person will NOT show up on this report. So, even if this report says all classes are complete, your council may not be compliant.

Armatus Administration – Praesidium



ADMINISTRATION

Logged In as: **STEVEN M KLOCKE**
Impersonating:

Selected Org **KofC - 4036** [Logout](#)

[Home](#)
[Organizations](#)
[Courses](#)
[Users](#)
[Resources](#)
[Support](#)
[Help](#)

KofC - 4036 - Current Course Status

10 records per page [Export to Excel](#) [Export to Excel \(Transposed\)](#)

Organization Name	Last Name	First Name	Course Name	Training Status	Completion Date	User ID	Date Of Hire	Program	Position	Employee Type	Home Phone	Work Phone	Email
KofC - 4036	KLOCKE	STEVEN M	Duty to Report: Mandated Reporter	Complete	02/19/2020	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOFC.ORG
KofC - 4036	KLOCKE	STEVEN M	Knights of Columbus Safe Environment Policies	Complete	02/04/2020	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOFC.ORG
KofC - 4036	KLOCKE	STEVEN M	Meet Sam	Complete	11/10/2018	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOFC.ORG
KofC - 4036	MUSGRAVE II	MARK A	Criminal Background Check	Complete	08/19/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Duty to Report: Mandated Reporter	Complete	11/05/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Knights of Columbus Safe Environment Policies	Complete	11/04/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Meet Sam	Complete	11/04/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM

One Last Item on Armatus Training



GET STARTED WITH TRAINING

“A basic responsibility of every family – and especially the Christian family – is the protection of their children.” - Supreme Knight Carl Anderson



PRAESIDIUM'S ARMATUS®
Safe Environment Program Training
START ►

FOR LEADERS

State Deputies
State Advocates
State Program Directors
State Youth Directors
State Community Directors
State Family Directors
State Squire Chairmen
Grand Knights
Program Directors
Community Directors
Family Directors
Chief Counselors (Squires)
Counsellors (Squires)

PRAESIDIUM'S ARMATUS®
Safe Environment Program Training
START ►

FOR EVERYONE

Members not listed on the other button, are encouraged to take the training as well by pressing the blue button.

The Registration Code is **kofcsafe**.

Please Note: If a member is later appointed to a role listed on the other button, the member may be required to retake the training in that role.

Note: The Grand Knight, Program Director, Family Director and Community Director **must** complete the training to qualify for Columbian and Star Council award. Any member can take the training and you should encourage others in you council to take the training using the registration code "kofcsafe".

Youth Safety is Critical!



Questions?



Council Officer Fresh Start Program