

# MICHIGAN KNIGHTS OF COLUMBUS

## LEADERSHIP GUIDE

2026-2027



## MICHIGAN'S BIG FOUR

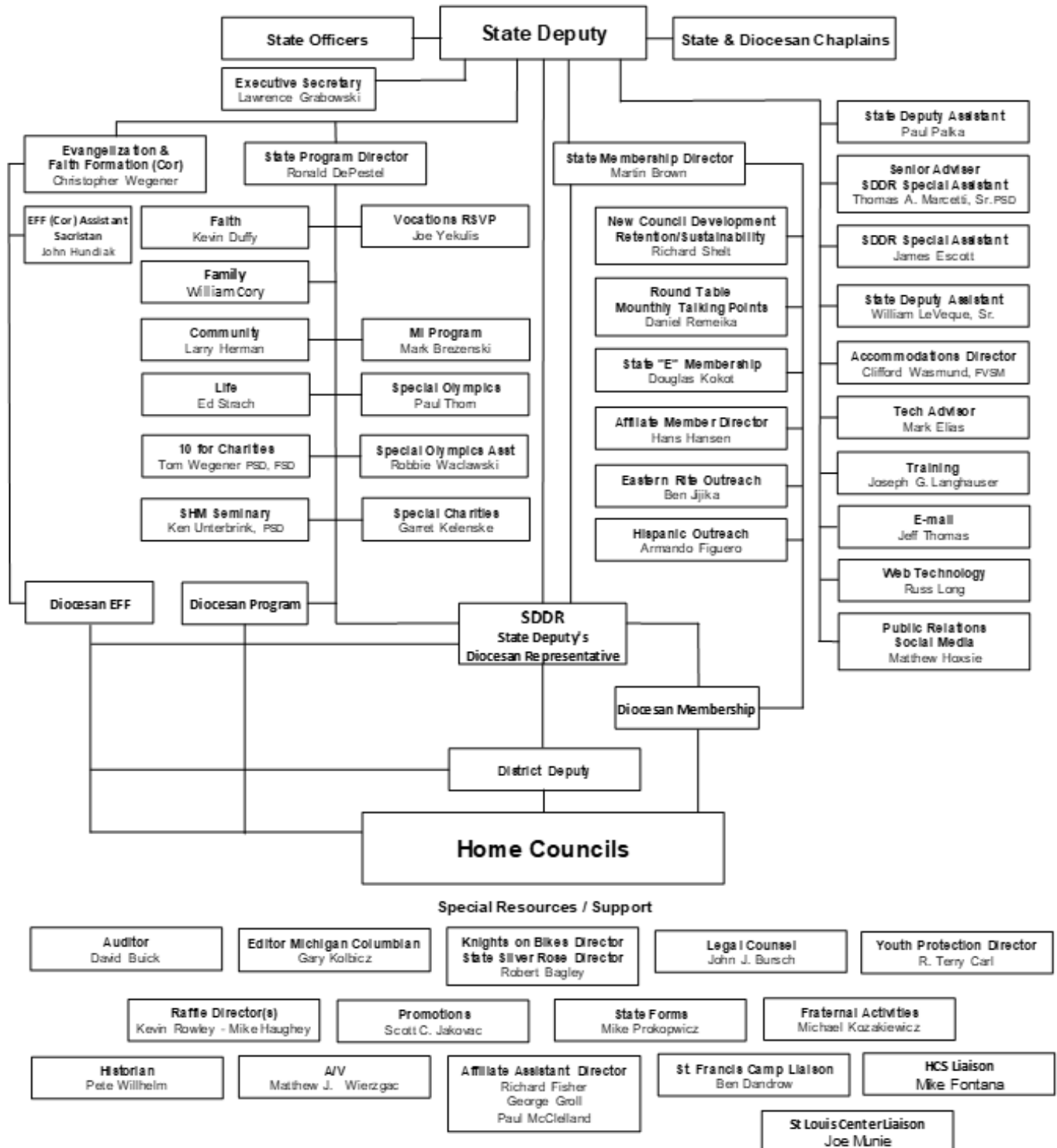
**SPIRITUALITY**

**MEMBERSHIP**

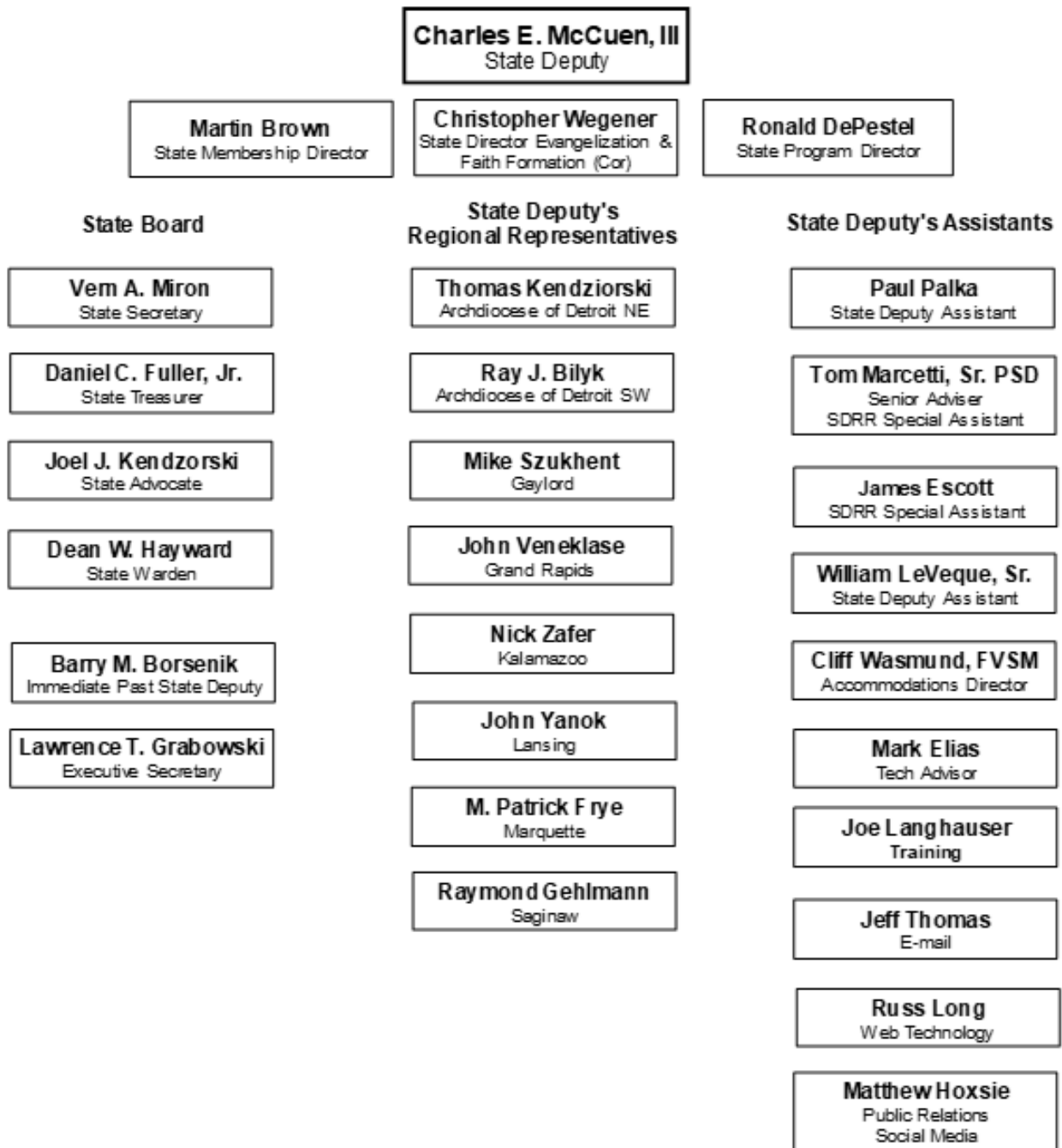
**COMMUNICATION**

**ACCOUNTABILITY**

# STATE ORGANIZATIONAL CHART 2026 - 2027



## Michigan State Council Leadership 2026 - 2027



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# PREFACE

## • Purpose of the Guide

- It serves as a **reference tool** for Grand Knights and their leadership teams to fulfill responsibilities.
- It does **not replace the Charter Constitution and Laws** but complement them.

## • Recommended Usage

- Treat it as a **first resource** for questions or concerns, not something to set aside.

## • Additional Resources

- Supreme Council and Michigan State Council websites offer **training modules** for officers and directors.

## • Membership Growth Essentials

- Two critical elements: **good communication** and **strong programs**.
- Retention happens when members see and participate in council contributions.
- Visibility of council activities encourages other Catholic men to join.

## • Format and Accessibility

- The manual is **electronic only**, downloadable for easy access.
- It will be **updated regularly**, and leaders should share its location: [www.MIKofC.org](http://www.MIKofC.org).



# VISION



Publicly & faithfully support the Catholic Church and uphold Her doctrine



Reach out to all Catholic men & their families, including under-represented cultures and rites



Offer the opportunity for every Catholic gentleman to join our Order



Ensure that parishes are encouraged to start a new Council



Foster a fraternal environment in all Councils



Encourage programs and activities appealing & attractive to all age groups



Support lay leadership and the use of personal talents at all levels



Promote communication among our Councils and with our community



Increase the use of technology & modern leadership techniques

## Objectives

- ❖ Obtain Membership Quota
- ❖ Obtain Insurance Quota = 2 Fraternal Benefit Seminars / council with 10 members total for Council less than 100 or 14 members total for larger Councils.
- ❖ Obtain Columbian Award
- ❖ Communicate with all Members
- ❖ Involve All Council Members in Activities

[Link to Supreme Fraternal Excellence Guide](#)

[Fraternal Excellence Guide](#) #11619 for more information about Officers and Directors duties and responsibilities.

## Leading Volunteers

### • Similarities and Differences in Leadership

- Previous leadership experience (work or military) provides useful skills.
- Major difference: volunteers **choose to participate**—they can say “no” without consequences.

### • Core Principle

- Success depends on **understanding volunteers**, their motivations, and aligning tasks with what excites them.

### • Volunteer Motivation Categories

- **Social-oriented**: Enjoy events and networking; great for recruitment and social activities.
- **Task-oriented (doers)**: Prefer helping rather than leading; ideal for program support.
- **Leadership-oriented**: Interested in leading or developing leadership skills; candidates for officer roles.
- **Matching interests**: Use tools like the **Member/Prospect Interest Survey (Form 1842)** to track preferences.

### • Two Final Keys

- **Make it fun**: Enjoyment matters as much as completing tasks.
- **Show appreciation**: Thank volunteers, recognize contributions, and reinforce their value.

## District Deputy Duties

### • Constructive Criticism

- Frame feedback as an opportunity for growth, not as a reprimand.
- Use language like: *“Here’s one way we could improve this process...”* instead of *“This is wrong.”*

### • Demonstrate When Needed

- Sometimes showing is more effective than telling. Offer to walk through a task or share a best-practice example.

### • Celebrate Success

- Publicly acknowledge achievements in meetings or newsletters.
- A simple thank-you note or recognition during events can boost morale.

### • Measure Your Impact

- Ask yourself: *Would each Grand Knight say I helped them succeed?*
- If not, identify gaps—perhaps in communication, resources, or training.

## **Core Responsibilities**

### **1. Governance & Compliance**

- Supervise councils within the district and enforce the laws and rules of the Order.
- Inspect financial records and request them for examination.
- Ensure timely submission of all required reports and forms (e.g., Form #944 by 9/15).
- Follow guidelines for affiliate members or withdrawals.
- Handle dissolution of councils by securing books and papers for the Order.

### **2. Ceremonial & Administrative Duties**

- Install council officers promptly at the start of the fraternal year.
- Ensure candidates receive the Exemplification of Charity, Unity, and Fraternity.
- Act as the representative of the State Deputy and Supreme Knight.
- Promote Member Management and Billing tools in Officers Online.

### **3. Membership & Programs**

- Personally recruit new members.
- Encourage councils to participate in programs and events.
- Make sure at least one Service Program Award comes from your district annually.

### **4. Communication & Networking**

- Host district meetings of council officers at least twice a year.
- Help create a fraternal network for effective charitable outreach.
- Encourage council delegates to attend the annual state convention.

### **5. Participation & Leadership**

- Attend state and diocesan meetings.
- Actively participate in council events and programs.
- Take part in the annual state convention and exemplifications.

## Grand Knight's Duties

### Core Leadership Responsibilities

- **Vision & Inspiration:** Provide thoughtful and inspired leadership to guide the Council effectively.
- **Administrative Oversight:** Serve as the chief administrative officer, preside over Council meetings, and convene officer/executive committee meetings.
- **Committee Management:** Act as an ex officio member of all committees, appoint directors, chairmen, admissions, and special committees.

### Operational & Program Duties

- **Faith & Fraternity:** Ensure Exemplifications of Faith, Unity, and Fraternity are properly organized.
- **Compliance & Reporting:** Submit all required reports and forms on time, including Form #365 for Service Program Personnel and Round Table Coordinator reports.
- **Financial Stewardship:** Work with the Financial Secretary and Treasurer to meet obligations and review monthly vouchers.
- **Audits:** Issue calls for semiannual audits.

### Member Engagement & Growth

- **Retention & Recruitment:** Head an active retention committee, promote membership growth, and encourage participation in the four FIA categories.
- **Communication:** Regularly share Council, Assembly, District, and State events with members.
- **Parish Relations:** Schedule monthly meetings with parish priests and appoint Round Table Coordinators.

### Collaboration

- **District & State Goals:** Work closely with the District Deputy and insurance Field Agent for events and exemplifications.

## Council Officer Roles and Key Responsibilities

### Grand Knight (Elected)

- Must complete **Safe Environment Training**.
- Serves as chief administrative officer and presides over meetings.
- Maintains working knowledge of:
  - mikofc.org
  - kofc.org
  - Officers Online and Member Management.
- Reads official council email weekly.
- Refer to **Protocol, Meeting and Ceremonials (#11620)** for detailed guidance.

### Deputy Grand Knight (Elected)

- Assists the Grand Knight in council operations.
- Presides in the Grand Knight's absence.
- Recommended to serve on the **Retention Committee**.
- Reads council email when Grand Knight is unavailable.
- Familiar with **Protocol, Meeting and Ceremonials (#11620)**.

### Chancellor (Elected)

- Strengths of the members' interest in council activities.
- Recommended chairing of the **Admission Committee**.
- Should know membership qualifications and forms:
  - Membership Document (Form 100)
  - Membership Prospect Interest Survey (1842).

### Recorder (Elected)

- Maintains permanent records of council actions.
- Reads bills into minutes for discussion.

### Financial Secretary (Appointed)

- Handles member records and correspondence.
- Reads official email weekly.

### Treasurer (Elected)

- Manages council funds and accounts.
- Pays council expenses and Supreme assessments.

## **Lecturer (Appointed)**

- Provides educational and entertainment programs under “Good of the Order.”
- Keeps informed on charitable and social programs.

## **Advocate (Elected)**

- Acts as parliamentarian.
- Knows council bylaws and Order’s laws (Form #30).
- Familiar with **Protocol (#11620)** and Officers Desk Reference.

## **Warden (Elected)**

- Supervises council property.
- Prepares meeting chambers and oversees guards.

## **Inside/Outside Guards (Elected)**

- Monitor entry to council chambers.
- Assist Warden as needed.

## **Board of Trustees (Elected)**

- Includes Grand Knight and three elected members (terms: 1, 2, and 3 years).
- Supervises financial procedures and audits.
- Ensures proper protocol for payments (cannot override council votes).

## **Membership Director**

- **Appointment:** Annually by the Grand Knight.
- **Key Responsibility:** Oversee membership growth and retention efforts.
- **Communication:** Must check MDxxxxx@MIKOF.C.ORG email weekly.

## **Program Director (*Safe Environment Training Required*)**

- **Appointment:** Annually by the Grand Knight.
- **Key Responsibilities:**
  - Provide leadership and guidance on council programming.
  - Collaborate with the Grand Knight to set the annual program calendar.
  - Manage category directors (Faith, Family, Community, Life) and chairmen.
  - Maintain accurate records for:
    - Annual Survey of Fraternal Activity (Form #1728)
    - Columbian Award Application (Form #SP-7)

- Other program-related reports (Form #10784).
  - Inform the Public Relations Chairman about programs for parish and media promotion.
- **Compliance:** Complete Safe Environment training and adhere to Knights of Columbus policies (kofc.org/safe).

## Faith Director

- **Appointment:** By the Grand Knight, in consultation with the Program Director.
- **Key Responsibilities:**
  - Plan and promote faith formation activities.
  - Build ties with parish ministries under the pastor's direction.
  - Implement required Faith program: **Spiritual Reflection**.
  - Support vocations and religious devotions.
  - Promote membership in the Father McGivney Guild (fathermcgivney.org).
  - Keep records for Form #10784 and RSVP reports.
  - Share program details with the Public Relations Chairman.

## Family Director (*Safe Environment Training & Background Check Required*)

- **Appointment:** By the Grand Knight, in consultation with the Program Director.
- **Key Responsibilities:**
  - Strengthen family life through inclusive activities.
  - Implement required Family program: **Consecration to the Holy Family**.
  - Support education, religious devotions, and remembrance of deceased members.
  - Maintain records for Form #10784 and related family program reports.
  - Communicate program details for parish and media promotion.
- **Compliance:** Complete Safe Environment training and pass a background check (kofc.org/safe).

## Community Director

- **Appointment:** By the Grand Knight, in consultation with the Program Director.
- **Reports to:** Program Director.
- **Role:** Oversees all community-based council programs.
- **Key Responsibilities:**
  - Plan, coordinate, and promote the required **Helping Hands** program.
  - Direct efforts that fight poverty, aid individuals, promote athletic events, and sponsor larger campaigns.
  - Assign committee chairmen and develop committees for civic involvement, public safety, health services, cultural diversity, and honoring Christopher Columbus.
  - Maintain accurate records for Form #10784 and reports for programs like **Coats for Kids, Global Wheelchair Mission, and Habitat for Humanity**.
  - Share program details with the Public Relations Chairman for parish and media promotion.

- **Compliance:** Must complete Safe Environment training and pass a background check per Knights of Columbus policies (ko fc.org/safe).

## Life Director

- **Appointment:** By the Grand Knight, in consultation with the Program Director.
- **Reports to:** Program Director.
- **Role:** Oversees all life-based council programs.
- **Key Responsibilities:**
  - Plan, coordinate, and promote the required **Novena for Life** program.
  - Lead initiatives supporting pro-life efforts, people with intellectual disabilities, and persecuted Christians.
  - Assign committee chairmen for pro-life education, pregnancy centers, and civic involvement.
  - Maintain records for Form #10784 and reports for programs like **March for Life**, **Special Olympics**, and **Ultrasound Initiative**.
  - Provide program details to the Public Relations Chairman for parish and media promotion.

## Retention Director

- **Appointment:** By the Grand Knight, in consultation with the Membership Director.
- **Role:** Ensures member engagement and retention.
- **Key Responsibilities:**
  - Build a team for consistent outreach throughout the year.
  - Implement mentoring programs for new members and encourage participation.
  - Assist members transferring to other councils when they move or graduate.
  - Make efforts to retain members before moving them to the affiliate program.
  - Apply the principle of fraternity to re-engage inactive members and address non-payment of dues.
  - Oversee the retention committee and all related activities.

## Working Successfully with your Pastor / Chaplain

### [Working with Pastor guide](#)

### Establishing Council / District Goals

- **Planning is essential** – Without a plan, success is unlikely.
- **Balance in goal setting** – Goals should be challenging but attainable to keep members motivated.
- **Continuous improvement** – Strive to do better than last year with positive reinforcement and encouragement.

## **Programs – Owner = Program Director**

- **Goal:** Strive for the **Columbian Award**.
- **Action Points:**
  - Plan **4 programs in each Faith in Action category:** Faith, Family, Community, Life.
  - Identify **new parish needs** and integrate them into your program calendar.
  - Ensure programs are offered at **all parishes supported by your council**.
  - Review existing programs: **cut those with low interest or lacking fun**.
  - Confirm **Safe Environment compliance:** Program, Family, and Community Directors complete training and background checks.

## **Membership – Owner = Membership Director**

- **Goal:** Strive for the **Fr. McGivney Award**.
- **Action Points:**
  - Recruit **more members than last year**.
  - Create a **written plan with action steps** for re-engaging inactive members.
  - Build a **membership team** to assist the director.
  - Increase member satisfaction: **fun, fulfillment, and fraternity**.
  - Explore outreach: **nearby parishes or colleges for Roundtables**.

## **Service Program Award**

- **Owner:** Program Director
- **Action Point:** Identify and **submit your best program** for the State Service Program Award.

## **Insurance – Owner = Grand Knight**

- **Goal:** Strive for the **Founders Award**.
- **Action Points:**
  - Schedule **two Fraternal Benefit Seminars annually**.
  - Strengthen relationships with your **Field Agent or General Agent**.

## **Forms – Owner = Grand Knight**

- **Action Points:**
  - Implement a **tracking system** for timely submission of all required forms.
  - Share copies with your **District Deputy** and **State Forms Director**.

## **Good Standing – Owner = Financial Secretary**

- **Action Point:** Ensure all **Supreme and State per capita and bills** are paid promptly.

## **Fundraising – Owner = Grand Knight**

- **Action Points:**
  - Develop **new fundraising ideas** for council sustainability.
  - Promote **Michigan State Raffle Participation**.

## Eleven Steps for a Successful Knights of Columbus Council

### 1. **Collaborate with Your Pastor**

Form a committee of the Grand Knight, Deputy Grand Knight, and Program Director (or others as appropriate) to meet with the council chaplain or parish priest. Discuss how the council and parish can work together for mutual benefit.

### 2. **Set Clear Goals**

The Grand Knight meets with council officers and directors to outline responsibilities and goals for the fraternal year, emphasizing Star Council achievement and identifying potential Supreme Service Programs.

### 3. **Plan the Year's Activities**

Council officers, directors, their families, and interested members gather to create a schedule of activities focused on parish and community service.

### 4. **Hold Executive Committee Meetings**

Officers and directors meet before every council meeting to review agenda items, upcoming programs, and expenses. *Note: This meeting is required for all councils.*

### 5. **Prioritize Membership Growth and Retention**

Regularly conduct Exemplifications of Charity, Unity & Fraternity. Emphasize membership growth and retention in all programs. Members who fail to pay dues after the second notice should receive a Knight Alert letter along with a council brochure and the booklet *These Men We Call Knights*.

### 6. **Promote Visibility**

Publicize council programs and activities in council, parish, and community publications.

### 7. **Use Planning Tools**

The Grand Knight should utilize the Fraternal Success Planner and ensure officers participate in state, diocesan, regional, and district meetings and share what they learn.

### 8. **Stay Connected**

The Grand Knight, Financial Secretary, Program Director, and Membership Director should regularly access the State Council email system and use monthly "talking points" to guide meeting content.

### 9. **Recognize Achievements**

Celebrate member contributions through Knight of the Month/Year and Family of the Month/Year awards, as well as appreciation events during the fraternal year.

### 10. **Submit Forms on Time**

Ensure all required forms are submitted promptly to receive credit for the council's good works.

### 11. **Communicate Consistently**

Publish a council newsletter to keep members informed of council business and upcoming events. While monthly newsletters are ideal, at least one per quarter is recommended.

## Chain of Command for Resolving Council Issues

Most problems should be resolved within the Council whenever possible. Always rely on **fraternal consideration** as the guiding principle. If a reasonable resolution cannot be reached—or if the issue involves a major violation of the Charter, Constitution, and Laws—then a stricter interpretation of the law is required.

### Proper Escalation Process

#### 1. Council Advocate

- Attempts to resolve the issue or consults with the Grand Knight.
- Must be familiar with:
  - Charter, Constitution, and Laws of the Knights of Columbus
  - Michigan State Council By-laws
  - Local Council By-laws
- For guidance, refer to the **Officer's Desk Reference** on the Supreme Council website under *Officers Online*.

#### 2. Grand Knight

- Resolves the issue or consults with the District Deputy.

#### 3. District Deputy

- If unresolved, all protests or complaints must be:
  - In writing
  - Signed
  - Addressed to the District Deputy
- The District Deputy then attempts resolution or consults with the State Advocate.

#### 4. State Advocate

- Resolves the issue or consults with the State Deputy.

#### 5. State Deputy

- If unable to resolve, refers the matter to the Supreme Advocate.

*Following this procedure will avoid a lot of confusion and waste time.*

## Councils using Home Corporation Facilities

### Key Points from the Guide

#### 1. Role of Home Corporations

- HC facilities have historically provided space for charitable, fraternal, and parish activities.
- However, many HCs now face financial and operational challenges (e.g., property taxes, liability risks, competition with banquet halls).

#### 2. Supreme Knight's Initiative

- The initiative **"Building the Domestic Church While Strengthening Our Parish"** urges councils to transition away from HC-based operations toward parish-based councils.
- Councils should assess whether maintaining an HC aligns with the Knights' core mission of charity, unity, and fraternity.

### 3. Policy Requirements

- Councils that continue using HC facilities must:
  - Maintain **written agreements** outlining usage and closure procedures.
  - Act in good faith as **tenant and landlord**, respecting distinct roles.
  - Ensure compliance with Supreme Council guidelines.

### 4. Resources

- The **Handbook for Councils Using Home Corporation Facilities** provides detailed expectations and is available in the **Officer's Desk Reference** at [www.kofc.org](http://www.kofc.org).

## Practical Recommendations

- **Evaluate Mission Alignment:** Ask, “Does this facility help us fulfill our charitable and fraternal mission, or is it draining resources?”
- **Engage Parish Leadership:** Begin conversations with pastors about integrating council activities into parish life.
- **Formalize Agreements:** If continuing with HC use, ensure contracts clearly define responsibilities and contingency plans.
- **Plan for Transition:** Develop a roadmap for moving toward parish-based operations, including timelines and communication strategies.

## Guidelines for Display of Trademarks

Subordinate Units (local Councils, Assemblies, Circles, etc.) using facilities owned and operated by Home Corporations are permitted to display the registered and unregistered trademarks and service mark of the Knights of Columbus, including, without limitation, the name and mark “KNIGHTS OF COLUMBUS,” “K of C,” and the “K of C DESIGN EMBLEM” (collectively “Marks”) outside and inside of such facilities in accordance with the following guidelines:

- The subordinate unit’s **name** if any;
- The subordinate unit’s **number**;
- The **geographical location** of the subordinate unit; and
- The day(s) of the month on which the Subordinate Unit holds its regular meetings.

### Example:

*Knights of Columbus*

*Father Michael J. McGivney Council #12345*

*Springfield, Missouri*

*Meets on First and Third Thursdays*

## Display Must State Name of Legal Owner on Premises

Signage in a visibly conspicuous location and near each display of the Order's emblem shall identify the legal owner of the Corporation facilities being used by the subordinate unit. Additionally, if the Home Corporation operates a bar and holds a liquor license, the Home Corporation must display such signage in proximity to the display of the home Corporation's liquor license to clarify the Home Corporation maintains the liquor license, not the subordinate unit.

### Example:

*Premises Owned and Operated by Columbia Club, Inc.*

Home corporations **are prohibited** from using Knights of Columbus trademarks to promote rentals of corporation's facilities

Home Corporations are not authorized to use the trademarks of the Knights of Columbus. If a Home Corporation rents out its facilities, the Home Corporation should develop its own original brand name and logo to market and conduct its commercial business rentals.

### Example:

*Columbian Hall Rental Enterprises  
123 Main Street  
Springfield, Missouri*

# The Knights of Columbus Safe Environment Program

The Knights of Columbus Safe Environment Program safeguards minors and other vulnerable people, assures members and their families of a safe environment, protects members from awkward situations, misunderstandings, and appearances of impropriety, builds trust with arch/dioceses and parishes, and protects the good name of the Knights of Columbus.

## Our program contains two key components:

### 1. Diocesan Safe Environment Training

The first requirement of the Knights of Columbus Safe Environment Program is for our members to be compliant with the diocesan safe environment requirements applicable to members' volunteer activities in their parish. Each Parish is required to have a protecting Gods Children coordinator that can provide guidance. Requirements for the Diocesan Safe Environment Training are detailed below

- [Detroit = Training & Screening | Protect | Archdiocese of Detroit \(aod.org\)](#)
- Gaylord = [Protecting God's Children | Diocese of Gaylord](#)
- Grand Rapids = [Safe Environment Training - Diocese of Grand Rapids \(grdiocese.org\)](#)
- Kalamazoo = [Safe Environment - Kalamazoo, MI \(diokzoo.org\)](#)
- Lansing = [Child and Youth Protection | Diocese of Lansing](#)
- Marquette = [Diocese of Marquette: PROTECTING CHILDREN](#)
- Saginaw = [Office of Child and Youth Protection | Diocese of Saginaw](#)

Member volunteers must complete these diocesan requirements before they begin their service or within 30 days from the time they begin working with young people. Only Members who have had the required diocesan training and completed any required diocesan background check should be working with children and young people.

The Knights of Columbus strongly encourages all officers & other fraternal leaders who supervise youth leaders, including Grand Knights, State Deputies, and District Deputies, to complete all diocesan safe environment/youth protection requirements.

### 2. Knights of Columbus Safe Environment Training through Praesidium Academy

Under Faith in Action, certain state and council officers and directors are required to complete the Order's online safe environment training and may also be required to provide authorization for a background check. some roles also have access to Officers Online: Safe Environment Status to view member compliance within their council or jurisdiction.

If members in certain roles are not compliant within 30 days of notification, they become non-compliant and are subject to removal from those positions.

The following criteria must be met for a council to be Safe Environment compliant:

1. Email addresses are mandatory to appoint members into ALL roles that have safe environment requirements. Emails must be unique to the member, NOT gkcouncil123@XYZ.com to ensure that members retain credit for completing their training and background checks.
2. There must be a Grand Knight assigned via Form 185 through Member Management.
3. The council must have submitted Form 365 Report of Program Personnel or named program personnel via online Member Management. Watch this video to learn how to submit online: [https://players.brightcove.net/802593642001/y6FLiIaOf\\_default/index.html?videoId=6191938577001](https://players.brightcove.net/802593642001/y6FLiIaOf_default/index.html?videoId=6191938577001)
4. On the 365 Report, there must be three different members assigned to:
  - a. Program Director
  - b. Community Director
  - c. Family Director
  - d. Grand Knights may only hold one of the additional director roles listed above.
5. All roles above must complete the Safe Environment training. The Community Director and the Family Director must also provide consent for a background screening (criminal and motor vehicle records).
6. If the council sponsors a Squires Circle, that circle must be compliant for the council to be compliant. The following criteria need to be met for the circle to be compliant:
  - a. Form 468 must be submitted appointing counselors every year
  - b. One (1) Chief Counselor must be appointed
  - c. A minimum of one (1) Adult Counselor must be appointed
  - d. The circle must have a minimum of ten (10) Squires
  - e. For every additional ten (10) squires, there must be one (1) additional Adult Counselor
    - i. Example 1: 10-20 Squires must have 1 Chief Counselor + 1 Adult Counselor
    - ii. Example 2: 21-30 Squires must have 1 Chief Counselor + 2 Adult Counselors
    - iii. Example 3: 31-40 Squires must have 1 Chief Counselor + 3 Adult Counselors
  - f. Chief Counselor and Adult Counselor(s) must complete training and provide consent to a background screening.

All members who have access to Officers Online may view the safe environment status of their council or jurisdiction each week on the Reports tab

Through its partnership with Praesidium, the Order provides key leaders access to the most up-to-date resources to keep minors and vulnerable persons safe, including Praesidium's Armatus® online training at the website <https://www.kofc.org/en/safe-environment-program/index.html> and background screenings and an exclusive helpline to report child safety concerns 844-563-2723.

## Training Resources

All Council Officers and Directors need to be properly trained so they understand their roles and responsibilities and know what tools and techniques are available for their use. Training is available in many formats in many places:

1. **Supreme Website** ([www.kofc.org](http://www.kofc.org)) click on

FOR MEMBERS

then

TRAINING & WEBINARS

- **Fraternal Training Webinars** are available on demand. View the list of webinars and watch those of interest for your position.
- **Officers Resources** contains guidebooks for District Deputies, Grand Knights, Financial Secretary, Program Director and Membership Director as well as other material.

### Officer's Online – Officers' Desk Reference

Officer's Desk Reference is a great place to find "plain English" type information about the Knights of Columbus. It contains information like who we are, tax issues, charitable giving, financial issues, etc... Grand Knights, Financial Secretaries and Advocates should be very familiar with this tool.

2. **State** ([www.MIkofc.org](http://www.MIkofc.org))

- The Michigan State Council website was **revamped in 2021** for better usability.
- Under the **RESOURCE** tab, you'll find:
  - **Council Officers:** Job aids, manuals, and presentations for positions like Grand Knight and Financial Secretary.
  - **District Directors:** Materials for Membership Director, Program Director, and other appointed roles.
  - **District Deputy:** Guides and presentations tailored for District Deputies.
  - **Reports and Forms:** Instructions and templates for council reporting.
  - **Other Material:** Additional training resources.
- There's also a **Manuals and Documentation** section that complements training materials.

### 3. Council Officer Fresh Start Workshops

These annual workshops are designed to:

- **Provide practical, hands-on information** that goes beyond theory, focusing on real-world scenarios officers encounter.
- **Serve as a strong foundation for new officers** by introducing them to their responsibilities, tools, and best practices.
- **Act as a refresher for experienced officers**, ensuring they stay updated on changes in policies, forms, and program requirements.
- **Foster collaboration and networking**, allowing leaders to share ideas and learn from each other.

1. **Grand Knight Training** is intended for current Grand Knights, Deputy Grand Knights and anyone considering becoming a Grand Knight.
2. **Program and Membership Director Training** is intended for Program Directors as well as Faith, Family, Community and Life Directors, also for Membership Directors, Retention Directors and anyone who assists with recruitment.
3. **Financial Training** is intended for Financial Secretaries, Treasurers and Trustees.
4. **Ad-hoc training**

If you don't find what you need in the 3 categories listed above, we will provide specific training just for you if you request it. If interested in specific training just for you, proceed as follows:

1. **Check the resources listed above** and see if any of the existing training material will suit your needs.
2. **Call your District Deputy.** He should be more familiar with the existing course material and can direct you to the right material if you cannot find it.
3. **Your District Deputy can call the Michigan State Training Director** to request a specific training program for you.
4. **Your District Deputy will schedule the training date and location** which fits your schedule. If the content of the training is also beneficial to others in your area, he may invite other councils (and even other Districts) to attend as well.

### **Incoming Funds Process (Receipt of funds)**

Key points to remember when receiving money into the Council:

1. Financial Secretary should be the person receiving all funds.
2. Financial Secretary records the transaction in Member Management prints the receipt & turns the money over to the Treasurer.
3. Financial Secretary signs the receipt (and keeps a copy for his records).
4. Treasurer also keeps a copy for his records.
5. Treasurer deposits the money in the Council bank account.

### **Outgoing Funds Process (Checks/Payments)**

Key points to remember when issuing checks from the Council:

1. Financial Secretary received a bill (regardless of format).
2. Council approves payment (either through an approved budget or by council vote)
3. Financial Secretary prepares a voucher.
4. Grand Knight and Treasurer sign the voucher.
5. Trustees examine the voucher.
6. Treasurer writes the check.

Notes:

- The check must have the Council name and Council number on it.
- The memo line must show the purpose of the check.
- Checks to Michigan State Council can only be for one item or payment. Please write another for the other item.
- All checks are written to the "Michigan State Council" and mailed to the **State Secretary Vern A. Miron at 805 Superior Ave, Baraga, MI 49908**. The only exception is the submission of the MI-Drive funds, and this check is mailed directly to the State MI director.

## State Per Capita and Seminarian Assistance

- **Billing Schedule:**

- Per capita bills are sent **twice a year**:
  - **July** (due by **October 10**)
  - **January** (due by **April 10**)
- Seminarian Assistance billing is sent **each July**.

- **Payment Details:**

- Checks should be made payable to “**Michigan State Council**”.
- Include a clear memo line indicating the purpose of the payment.
- Mail checks to the State Secretary’s address:  
**Vern A. Miron, 805 Superior Ave, Baraga, MI 49908.**

- **Important Consequences:**

- Councils that fail to pay per capita on time will **not have their delegates seated at the State Convention**.

Note: The Council does not have to vote approval for these expenses

## Take 10 for Charity

- **Nature of Funds:** These are *pass-through monies*, meaning councils collect them and forward them without retaining any portion.

- **Billing Process:** The Financial Secretary sends an annual billing to each council member requesting support for these programs.

- **Where to Send Funds:**

- **Recipient:** State Secretary – Vern A. Miron
- **Address:** 805 Superior Ave, Baraga, MI 49908

- **Payment Details:**

- Make checks payable to “**Michigan State Council**”
- Include “**Take 10**” in the memo line

- **Timing:** Send funds **as soon as possible after receiving them** to ensure timely processing.

Note: The Council doesn’t have to vote approval for these expenses.

## Sacred Heart Major Seminary – Endowed Scholarship Fund (E.S.F.)

- **Purpose:**

In 2018, Archbishop Allen H. Vigneron and Msgr. Todd Laginess proposed creating a \$1 million Endowed Scholarship Fund to support seminarians in formation for the priesthood. Once fully funded, the interest and dividends will help cover costs for **Pre-Philosophy and Theology studies**.

- **Background:**

The Knights of Columbus have a long history of supporting Sacred Heart Major Seminary through initiatives like:

- Father McGivney Chair of Life Ethics Fund (completed in 2016)
- RSVP program
- Fundraisers for Study Abroad programs (e.g., Desert Meals)

- **Seminarian Costs:**

- Philosophy degree: approx. \$40,000/year
  - Theology degree: approx. \$50,000/year
- RSVP program continues to assist with incidental costs. For every \$500 raised by councils, Supreme adds \$100.

- **Funding Goal:**

- Complete \$1 million by **December 2027**
- Each Michigan Knight is asked to donate **\$6 annually** toward the fund. With 65,000 members, this goal is achievable.

- **Action Steps for Members and Councils:**

- Members: Send \$6 contribution with annual council dues to the Financial Secretary.
- Councils: Host fundraising projects to accelerate progress and assist members who may be financially challenged.

Checks should be made out to **MICHIGAN STATE K OF C CHARITIES. Memo line E.S.F.** Council fund raisers and members donations should be mailed to the **State Secretary Vern A. Miron at 805 Superior Ave, Baraga, MI 49908.**

### **Supreme Per Capita, Culture of life, Supplies, Catholic Advertising**

Checks for Supreme Per Capita, Culture of Life, Supplies, and Catholic Advertising are mailed to Council Accounts, P.O. Box 382172, Pittsburgh, PA 15251-8172.

The per capita bills mailed in July are due on or before October 10<sup>th</sup>, the per capita billings mailed in January are due on or before April 10<sup>th</sup>. Councils' delinquent in their per capita billings will be suspended by Supreme Council. Suspended councils lose all fraternal benefits *for their members* including accidental death, family fraternal benefit, orphan benefit and many more. Do not cause the loss of these benefits for your members.

Note: The Council does not have to vote approval for these expenses.

## Forms

Every Council is responsible for completing reports and sending them to appropriate State/District officials when necessary. Councils should retain a copy of each completed report or form in their Council files.

**Where to Find Forms:** All forms can be found in one of two places.

### 1. Michigan State Council Website - [www.mikofc.org](http://www.mikofc.org)

Enter the Michigan State Council web site at [www.mikofc.org](http://www.mikofc.org) Click on "Resources" in the Menu. The forms are listed by their most common use: Council, District, State and Supreme Council Forms. Click on the form name in the menu and the form will open on the screen.

### 2. Supreme K of C Website [www.kofc.org](http://www.kofc.org)

Select "FOR MEMBERS", and then select "Forms". Again, you have a choice of submitting the form using their electronic forms system (recommended), or via a PDF form which may be printed, filled out, scanned and e-mailed.

## Where to Send Forms:

|                | Supreme             | State | District Deputy | Council Files |
|----------------|---------------------|-------|-----------------|---------------|
| Michigan Forms | <i>Not required</i> | Yes   | Yes             | Yes           |
| Supreme Forms  | Yes                 | Yes   | Yes             | Yes           |

- **For Supreme** forms should be sent to the e-mail address as indicated on the form.
  - If no e-mail address is listed, send it to [forms@kofc.org](mailto:forms@kofc.org).
- **For State**, forms should be sent to the e-mail address as indicated on the form
  - If no e-mail address is listed, send it to the State Forms Director at [forms@mikofc.org](mailto:forms@mikofc.org).
- **For District Deputy**, forms should be sent to his e-mail address which is [DDXXX@mikofc.org](mailto:DDXXX@mikofc.org).
  - So, if you are part of District 105, your District Deputies e-mail address is [DD105@mikofc.org](mailto:DD105@mikofc.org).
  - So, if you are part of District 125, your District Deputies e-mail address is [DD125@mikofc.org](mailto:DD125@mikofc.org).
- **For Council files**, see your Grand Knight for instructions on where to send the forms.

# **MEMBERSHIP**

**2026 – 2028**

***Invite all men to become better men, better husbands, better fathers and better Catholics***

***Secure Your Council's Destiny!***

**Marty Brown**

**State Membership Director**

## Michigan State Council Membership 2026 - 2027

**Charles E. McCuen, III**  
State Deputy

**Martin Brown**  
State Membership Director

### State Membership Directors

**Richard Shelt**  
New Council Development  
Retention/Sustainability

**Daniel Remeika**  
Round Table  
Monthly Talking Points

**Douglas Kokot**  
State "E" Membership

**Hans Hansen**  
Affiliate Member Director

**Richard Fisher**  
**George Groll**  
**Paul McClelland**  
Affiliate Assistant Director(s)

**Ben Jijika**  
Eastern Rite Outreach

**Julio Salinas**  
**Armando Figuero**  
Hispanic Outreach

### Diocesan Membership

#### Archdiocese of Detroit NE

**Wally Papciak**  
Membership Director - East

**Alex Dominque**  
Membership Director - West

#### Archdiocese of Detroit SW

**Gary Mallia**  
Membership Director - North

**Joe Lalli**  
Membership Director - South

#### Gaylord Diocese

**Richard Wagner**  
Membership - East

**Joe Zayaz**  
Membership - West

#### Grand Rapids Diocese

**Robert Wassick**  
Membership Director North

**Larry Adams**  
Membership Director - South

#### Kalamazoo Diocese

**Joe Hamish**  
Membership Director

#### Lansing Diocese

**Dan Cross**  
Membership Director North

**Paul Funk**  
Membership Director - South

#### Marquette Diocese

**David Guenther**  
Membership Director

#### Saginaw Diocese

**Brad Covalesski**  
Membership Director

## Introduction

Maintaining and growing the Order is every knight's responsibility. Supporting the principles of the Knights of Columbus and serving others through programs makes membership growth essential.

The Knights strengthen parishes, communities, and the nation. Our continued impact depends on attracting committed men and their families who share a desire to make a difference.

Membership offers fraternal benefits and helps men become better Catholics, husbands, fathers, and leaders. Knights serve as role models and keep councils vibrant and connected to their communities.

Growth requires effort and focus. With strength in numbers, we can defend the vulnerable, uphold family values, and protect religious freedom—ensuring the Order's continued success.

## Council Membership Team

Councils will have a membership team comprised of the Grand Knight, Deputy Grand Knights, Membership Director, Retention Director and Program Director. Under the leadership of the Membership Director, others may be added to the team.

## Keys to an Effective Membership Program

An effective membership program begins with a committed team focused on strengthening the Council. Led by the Membership Director, this team should be proactive, confident, and collaborative. Success depends on strong communication and teamwork. Below are essential traits and responsibilities for the Membership Director and his team:

### Core Responsibilities

- Build relationships: Try to know and recognize members at meetings and events.
- Maintain engagement: Develop a system to contact members who have not attended functions or meetings at least quarterly.
- Communicate effectively: Write membership articles for the Council newsletter, parish bulletin, and other publications.
- Collaborate with leadership: Meet regularly with the Grand Knight to review membership status, recruitment plans, and retention strategies.
- Promote visibility: Attend parish activities and invite men to join while promoting Council programs.
- Share progress: Report on membership and retention at Council meetings.
- Organize recruitment efforts: Plan church drives, information programs, and membership tables at parish events.
- Welcome new members: Introduce them at Council meetings and provide details on upcoming Exemplifications of Charity, Unity & Fraternity.

- Conduct interviews: Meet with prospective members and work with parish roundtables as needed.
- Align with vision: Share the Grand Knight's goals for the fraternal year and integrate membership into all Council programs.
- Drive growth: Initiate recruitment activities aimed at achieving Star Council status and collaborate with the District Deputy for Exemplifications.
- Promote recognition: Encourage participation in Supreme and State Shining Armor awards.

## Personal Qualities

- Open-minded: Accept suggestions and consider alternative ideas.
- Analytical: Think critically about challenges and propose practical solutions.
- Flexible: Adapt to changing circumstances and feedback.
- Tactful: Be considerate when inviting prospective members.
- Resourceful: Ensure adequate recruitment materials (brochures, Form 100s, etc.) and suggest incentive programs for proposers.
- Enthusiastic: Embrace and enjoy the role of membership recruitment.
- Outgoing: Engage confidently with members and the public.
- Decisive: Make informed decisions and clearly communicate the reasoning behind them.

## “Extended” Council Membership Team

### Everyone Has a Role in Membership Growth and Retention

Membership is the lifeblood of every council, and every member shares responsibility for recruiting new members and ensuring current members feel valued and engaged.

- **Council Chaplain (and/or Parish Pastor):** Pastoral support is essential for successful recruitment. All membership activities—whether setting up an information table, publishing announcements in the parish bulletin, or hosting a church drive—should be planned in partnership with your chaplain and parish priests. Experience shows that recruitment efforts succeed most when they have the full endorsement of parish clergy. When we work in *solidarity with our priests*, our efforts are richly rewarded.
- **Field Agent (or General Agent):** Your Field Agent is an excellent resource for recruitment. Invite him to assist with membership drives, participate in exemplifications, and share copies of all Form 100s or online transfer details immediately after ceremonies.
- **District Deputy and Diocesan Membership Director:** These leaders bring valuable experience in membership recruiting. Include them in council events and membership drives to strengthen your efforts.
- **Past Grand Knights:** Former Grand Knights have a wealth of knowledge about your council's history and can share compelling stories that demonstrate the value of joining the Knights of Columbus.

- **Every Member:** Recruitment and retention are everyone's responsibility. Each member should help bring in new members and make existing members feel appreciated and welcome. The most common reason men become inactive is that they do not feel valued. A culture of fraternity and recognition is key to keeping members engaged.

## Key Responsibilities of a Proposer/Mentor

### 1. Know the Candidate

Ensure the man is a practical Catholic. Learn about his church attendance, family, and interests so you can share relevant details with the Council. If concerns arise about his Catholicity, consult the chaplain or pastor—always with charity and without judgment.

### 2. Guide Through Membership Process

- Help him join online or complete Form 100.
- Speak on his behalf to the Admission Committee and move for approval at the business meeting.
- Escort him to the **Exemplification of Charity, Unity & Fraternity**.

### 3. Integrate into Council Life

- Introduce him at his first Council meeting.
- Encourage participation in fraternal activities before and after meetings.
- Assist him in completing requirements for the **Shining Armor Award**.

### 4. Promote Engagement

- Motivate him to attend events and learn about programs and officer roles.
- If he becomes inactive, reach out personally to resolve concerns.

### 5. Recognition

Proposers and mentors should be acknowledged in newsletters and at Council meetings for their vital role in member development.

## Membership Recruitment and Degrees

### Degrees

The Exemplification of Charity, Unity and Fraternity held in church after a Mass are preferred. Once a Brother Knights has completed the Exemplification of Charity, Unity and Fraternity invite him to advance to the Fourth Degree our Patriotic Degree of the Order. District Deputies will continue to submit monthly Exemplifications online before the summer and winter leadership conferences.

### Major Recruitment Activities

Councils will identify and implement a major recruitment activity during each quarter of the fraternal year. This may be a Council/parish dinner program, festival drive, breakfast, etc. During each program the membership team is expected to actively “work the audience” to solicit new members. Working together with the parish priest, councils are expected to participate in four major membership events.

Working with the parish office – placing an announcement in the bulletin to announce the next parish drive will be helpful in sharing the information. Here is sample that may be helpful:

*The Knights of Columbus of \_\_\_\_\_ parish will be hosting a membership recruitment drive the weekend of \_\_\_\_\_ before and after all masses.*

*K of C members will be available to provide information and answers to question parishioners may have about the Knights and how to join.*

*Men of the parish are asked to take a few moments of their valuable time to learn more about membership in the world's largest Catholic, Family, Fraternal, and Service Organization and of the good works being done by the Knights in the Parish and your community.*

## **Delta Church Drives**

For use in Parish drives and other events being hosted by our councils as a low-impact way to share information with men about our Order. The Delta Drives have been shown to an easy way to for councils to hold a drive and they are successful in gaining new members to join.

## **Key Results from Delta Drives**

- Your Council will grow in numbers with active, and engaged members
- You will grow the Knights of Columbus Family
- Your Council will be better positioned to more fully implement, Faith in Action Programs
- Your Council's relationships with the Parish Priests, Deacons, Staff and the Congregation will be enriched
- Your Council will prove that Delta Church Drives work

## **Implementation of Action Items and Timeline**

Grand Knight will schedule meeting with the Council Chaplain or Parish Priest, include Roundtable Coordinators in this meeting. Please note that the Parish Staff is welcome to attend any planning meeting you schedule with the Priest. The meeting should be to ask the Parish Priest for permission to host a Delta Church Drive. If permission is granted, the items below should be the agenda for the rest of the meeting:

- The Date of the Church Drive(s) - A Delta Church Drive covers all weekend Masses
- Determine who will be giving Pulpit Announcement
- Discuss Ambassador Roster and set Dates for Ambassador Practice Sessions
- Submit Pre/Post Delta Church Drive Bulletin Announcements and Print Dates
- Set Realistic Goals/Expectations about the results you want to see from this effort
- Discuss and get approval for Ambassador follow-up plan
- Determine number of items needed and order Delta Church Drive Kit

Grand Knight will lead Delta Church Drive Roll-out Meeting for the Council. Membership Director, Program Director, and Ambassadors should be in attendance. Agenda for Meeting should include:

- Date of Church Drive that will be hosted at all weekend Masses
- Assignment of Duties: Prospect Card placement, Ambassador Duties, Pulpit Announcement, Follow-Up with Prospect and Recruits, Onboarding and Mentoring of New Members
- Introduce Ambassador Team and provide training session dates and times
- Set Realistic Goals/Expectations about the results you want to see from this effort
- Build excitement and get buy-in from all involved
- Hold a training session for the Ambassador team
- Place the Delta Drive announcement in the church bulletin a week before the drive date and if possible, do a brief pulpit announcement at the weekend Masses
- Pick a raffle item as an award for participation of prospective members that will be awarded the week following the Delta Drive
- Example - Councils have used a Bible, a gift card to a local restaurant or other such items

On the weekend agreed to by the pastor, conduct the drive at all the weekend Masses. Plan an Exemplification to allow interested men to join as soon as possible. The Sunday afternoon following Mass is not too soon. Follow-up with a bulletin announcement a week or two later with a thank you to those involved and a “sorry we missed you” message along with the winner of the raffle.

Each Parish is different, but target to hold one (or two) Delta Church Drives at each Parish per year. More than two begins to diminish effectiveness. Less than one is missing a great opportunity to reach parishioners. Don’t forget about round tabled parishes. They should also have Delta Church Drives at least once a year at each parish.

To learn more about how to conduct a successful Delta Drive, please contact your District Deputy or your Diocese Membership Director

### **Recruiting at an activity.**

- The recruiter moves from table to table. He must talk to people.
- He may ask questions about their appreciation of the activity, but his goal is to get people interested in joining.
- The wife/significant other is often the best person to talk to in the couple.
- His focus is on gathering names/phone numbers to invite them to an open house....
- He registers people who want to attend an open house.
- Registers people who are ready to join online help him complete and make sure he replies to the email.
- Keeps track of people who hesitate.
- Goal collects #912 prospect cards or register the new member online.

### **Open House**

An open house should follow a parish drive or activity. The membership team should use the prospect cards to contact members and their families to attend. They can provide food and snacks, but no alcoholic beverages should be served. Council officers and directors should attend. They should be neatly dressed. Advertisements should be placed in the Council and parish bulletins. Prospects should be called and personally invited on the Sunday before the open house. Make the Open Houses a family affair. Wives and children should be invited, with plans for childcare to entertain the children while presentations are being delivered. Prior to the Information Night do the following:

- Set the date and location
- Invite the Council chaplain/pastor, Council officers, directors and other members
- Publicize the night at the Church Drive, bulletin, pulpit announcements, and by personal invitations
- Set the Exemplification Date
- Documentation
  - 100 Membership form
  - 2773 Members Benefits
  - 10099 24 hours Can Change Your Life
  - 10100 Why you should become a Knight
  - Council and District lists of Activities
- Visual
  - Photos of Knights in Action!
  - Photos of awards presentations
  - Awards/Plaques presented to Council

### **The Objectives of an Open House**

- Our history
- The difference we make in the parish/community
- Benefits for our members and their families

### **Open House Structure**

- Roles of the committee
  - Presenter
  - Welcome guests
  - Children's Activities
  - Brochures / Photos / Videos
  - Admission committee
  - From 100 / Exemplification
  - Snack table / Fraternizing

### **Suggested Open House format**

- Open with a prayer and the Pledge of Allegiance.
- Presenter
  - Welcoming words
  - History and Mission of the Order
  - Faith in Action
  - Videos
    - Answering the Call
    - The Good Samaritan
  - Why was the Order founded
    - Difficult to get jobs for Catholics
    - Ridicule in national newspapers
    - Families made homeless by bank foreclosure
    - Children removed from family following the father's untimely death
    - Father McGivney gathers 7 Catholic men in basement of St. Mary's Church (New Haven, CT)
  - What we are today
    - Over 2.2 million members
    - Active in 20 countries
    - Serving our parishes and communities
    - Our impact last year
      - More than 47 million volunteer hours
      - More than \$190 million in charitable work
  - The impact of membership on members
    - Everyone has his own reason for becoming a K of C
    - Positive impact on self and family
    - Better man
    - Better husband
    - Better father
    - Better Catholic
    - Continuing the Missing of Christ and Father McGivney
- Other corners of the open house to be filled
  - Food and snacks
  - Flyer corner
  - Admissions committee corner
  - Corner for making appointments
  - Children' corner
- Admission Committee
  - Learns to recognize prospects' qualities
  - Discovers their interest in our programs
  - Provides Council information
  - Answers questions
    - Especially all question from Mrs...
  - Interest Survey [form 1842](#)
  - In-person Exemplification

- Agree on a date for his Exemplification
  - Offer him several options depending on HIS availability
  - Invite spouse and family
  - Provide transportation (if needed)
- Discussion during the open house
  - Be Positive
  - No Negative
  - Answer questions
  - Did you miss anything in your approach
- Closing prayer followed by social time

## Recruitment Considerations

The Michigan jurisdiction of the Knights of Columbus is no stranger to success, and the past few years have provided a great deal of knowledge concerning effective recruitment strategies from our best recruiters. Consider the following while developing your Council's recruitment strategies during this upcoming year.

**On-Line Membership Option** [www.KofC.org/joinus](http://www.KofC.org/joinus)

### Online Membership Initiative: A Key Opportunity for Growth

This initiative represents a significant step forward for our Order and offers tremendous potential for membership growth and engagement. Here's what it provides:

- **A Faster Way to Join**  
One of the most common objections to joining is, "*I don't have time.*" With Online Membership, a process that once took up to two months can now be completed in less than an hour.
- **A Digital Experience**  
Tailored to younger men and those with busy schedules, this initiative offers a low-pressure, low-commitment digital experience. It meets men where they are, helps form them as Catholic men, and enables us to bring more men into the fold.
- **An Amplified Message**  
Backed by a substantial marketing campaign, Online Membership actively seeks and converts prospective members.

#### Important Clarifications:

- Membership requirements remain unchanged—only practical Catholic men are eligible.
- Online Membership does **not** eliminate degrees. Men who join online are non-degreed members and must complete the *Exemplification of Charity, Unity, and Fraternity* before joining a local council.
- It does **not** eliminate the councils. The goal is to form men for committed, lifelong, council-based membership. Online Membership creates a pool of recruits for councils to engage with.
- It does **not** create a new class of members. Online Members are full Knights of Columbus, though they do not yet belong to a local council.

## Parish Visibility

### Why These Questions Matter

- **Visibility builds trust and interest:** Parishioners are more likely to join when they see Knights actively serving, not just recruiting.
- **Programs drive engagement:** Corporate Communion, youth involvement, and parish ministries show that the Knights are integrated into parish life.
- **Communication is critical:** Websites, bulletin ads, and kiosks make your presence known beyond events.

### Practical Steps for Improvement

1. **Corporate Communion**
  - Schedule at least **quarterly Corporate Communion** and promote them in parish bulletins.
  - Invite families and make it a visible event (Knights in regalia or branded attire).
2. **Brand Visibility**
  - Ensure the **K of C emblem** is on parish bulletin boards, event posters, and banners.
  - Use parish social media and newsletters to share photos of Knights in action.
3. **Youth Engagement**
  - Volunteer for parish youth programs (sports, retreats, catechism).
  - Sponsor scholarships or youth events to build goodwill.
4. **Parish Ministries**
  - Encourage members to serve as lectors, ushers, Eucharistic ministers—and wear K of C pins or shirts when appropriate.
5. **Digital Presence**
  - Create or update your **council website** and link it from the parish site.
  - Post upcoming events and success stories regularly.
6. **Bulletin Ads & Announcements**
  - Run monthly ads or short blurbs about upcoming programs and membership opportunities.
7. **Building the Domestic Church Kiosk**
  - Place the kiosk in a prominent location and keep it stocked with fresh materials.

## Community Visibility

### Visibility Checklist

1. **Brand Presence**
  - Are members consistently wearing Knights of Columbus apparel (shirts, hats, jackets) at events?
  - Is the K of C emblem prominently displayed on parish bulletin boards, event posters, and community banners?
2. **Public Awareness**
  - How often do you publish press releases or articles in local newspapers about your charitable works and events?
  - Do you share updates on parish bulletins, social media, and community newsletters?
3. **Youth Engagement**
  - Are local high school and college students invited to participate in council events?
  - Do you sponsor scholarships, youth sports, or faith-based programs?
4. **Charitable Outreach**
  - What specific programs are in place to assist the poor, developmentally disabled, widows, and orphans?
  - Are these efforts visible and well-publicized in the community?

### Why This Matters

- **Visibility = Recruitment:** Prospective members want to join an organization that is active and vibrant.
- **Community Impact:** Public presence reinforces the Knights' mission and builds trust.
- **Retention:** Engaged councils keep members motivated and proud of their involvement.

## Planning for Success

### Purpose of the Council Activity Tracker

- It helps councils **plan for success** by organizing membership campaigns and events.
- Designed to be completed **twice a year** (June and December) with a **6-month forecast** of activities.
- It's a **living document**, meaning you can update it anytime to reflect changes.

### Key Features

- Tracks **dates, locations, and techniques** for membership campaigns.
- Ensures inclusion of **all parishes** that are round tabled with your council.
- Available as an **electronic copy** on the Michigan State Council website under **Resources → Council Forms**.
- Also accessible via the **mikofc.org email system** (Google Sheets format) for easy collaboration.

### Best Practices for Implementation

1. **Plan Ahead:** Use the tracker to schedule recruitment drives, open houses, and Delta Church Drives well in advance.

2. **Collaborate:** Share the tracker with your membership team and pastor to align efforts.
3. **Update Regularly:** Treat it as a dynamic tool—adjust dates and strategies based on results and parish needs.
4. **Evaluate Progress:** Review the tracker during council meetings to measure success and identify areas for improvement.

## Recruitment Tools and Techniques

1. **Recruitment = Health**

Just like exercise and nutrition sustain physical health, consistent recruitment and service programs sustain council health. Councils that fail to recruit for extended periods often struggle to maintain engagement and charitable impact.

2. **Leadership Messaging Matters**

- Grand Knights should **regularly deliver motivational messages** about membership during meetings.
- Membership Directors should **speak at every meeting** to remind members of their responsibility for recruitment and retention.

3. **Personal Challenge for Members**

Encourage every active member to **commit to recruiting at least one new Knight per year**. A practical tactic:

- Have members **write down the name of a friend** who isn't a Knight but should be.
- Challenge them to personally invite that man to join.

4. **Early Warning Sign**

Councils that fail to recruit even one new member in a year are at risk. This is often the first indicator of deeper issues with engagement and sustainability.

## One-on-One Recruitment

**One-on-One recruiting is the most effective method for bringing new members into the Knights of Columbus**, even more so than large membership drives. The reasoning is clear: personal engagement creates trust and builds relationships that last.

### Why One-on-One Works

- **Personal Connection:** Treat the candidate as a person, not just a number. Learn about his family, interests, and faith life.
- **Mentorship Opportunity:** Position yourself as a guide who will help him integrate into the council and grow spiritually and socially.
- **Long-Term Impact:** Even if he doesn't join immediately, the relationship you build can lead to future membership.

## Tips for Success (Expanded)

### 1. **Wear the Emblem**

This is a subtle but powerful conversation starter. It signals pride and invites curiosity.

### 2. **Share Your Story**

Authenticity matters. Explain why you joined and how it has enriched your life—spiritually, socially, and personally.

### 3. **Connect to His Interests**

After listening to his priorities (family, faith, community), show how the Knights align with those values.

### 4. **Address the “No Time” Objection**

Frame the commitment realistically:

- Dues cost less than a round of golf.
- One activity per year (2–3 hours) can make a big impact—like giving a coat to someone in need.

## Advanced Strategies

- **Follow-Up:** If he hesitates, keep the door open. Invite him to a social event or parish program.
- **Leverage Parish Life:** Engage him during parish activities where he already feels comfortable.
- **Use Visuals:** Photos of Knights in action or family events can make the invitation more compelling.

## Council Chaplain / Pastor Invitation

🔍 **Personalized Letter:** Ask the pastor or chaplain to write a letter inviting potential members and their families to an information night. This letter should emphasize the Knights’ contributions to the parish and community.

🔍 **Follow-Up:** After mailing the letter, the membership committee should follow up with a phone call or personal contact to encourage attendance.

🔍 **New Families:** Send the same letter to families who recently joined the parish.

🔍 **Gift Bag at Baptisms:** Include items like:

- A baptism congratulations card
- A Knights of Columbus bear
- A flyer about the Knights
- Other small, meaningful items

## Information Table

### Key Elements for Your Table

- **Visual Appeal:** Use bright, clean tablecloths and arrange items neatly. Position the poster board with event photos at eye level for maximum visibility.
- **Awards & Recognition:** Place plaques or certificates prominently—they signal credibility and success.
- **Leadership Presence:** Include a photo of your Grand Knight and officers to personalize the council.
- **Official Materials:** Ensure all Supreme-provided brochures and forms are organized and easy to grab. Consider bilingual materials if your parish has Spanish-speaking members.

### Engagement Strategies

- **Be Approachable:** Smile, greet people warmly, and start conversations about parish life before introducing the Knights.
- **Ask Open Questions:** “Have you heard about the Knights of Columbus?” or “Do you enjoy volunteering in the parish?”
- **Collect Contact Info:** If they’re not ready to join, get their name, phone, and email for follow-up. Use a simple sign-up sheet or digital form on a tablet.
- **Leverage Stories:** Share quick examples of how your council has impacted the parish or community—real stories resonate more than facts.

### Pro Tips

- **Location Matters:** Position the table near high-traffic areas like church entrances after Mass.
- **Timing:** Schedule during parish events or weekends with multiple Masses for maximum exposure.
- **Follow-Up Plan:** Have a clear process for contacting prospects within 48 hours—speed shows commitment.

## 24 - Hour Knight

### Key Talking Points

#### 1. Frame the Commitment Clearly

Emphasize that 24 hours a year is less than **0.3% of their time**—a very small investment for a big impact.

#### 2. Show the Breakdown

Use the bullet points provided:

- 12 hours reading parish and council updates.
- 2 hours volunteering at a charitable event.
- 2 hours attending prayer services.
- 2 hours helping with a parish or community project.
- 2 hours attending one council meeting.
- 4 hours enjoying a family social event.

### 3. Highlight the Benefits

- Strengthening faith and family life.
- Build friendships and community connections.
- Make a tangible difference in parish and local outreach.

### 4. Use Visuals

Consider creating a **simple infographic or flyer** showing the 24-hour breakdown. This makes the concept easy to grasp and share.

## Practical Tips for Councils

- **Start a Newsletter** if you don't have one—this helps fulfill the “12 hours reading” part and keeps members engaged.
- **Offer flexible opportunities** for volunteering and participation so members can choose what fits their schedule.
- **Promote family-friendly events**—these count toward the 24 hours and strengthen the sense of fraternity.

## Power of Ten

### What It Is

- The **Grand Knight**, along with the **Membership and Program Directors**, selects **10 chairmen** to lead teams of 10 members each.
- These chairmen can be elected officers or strong recruiters. A **co-chairman** is recommended for support.
- The goal: **personal contact with every member**, active or inactive.

### How It Works

- **Small councils (<50 members):** Use 5 teams of 10.
- **Large councils:** Add more teams to ensure coverage.
- **Every member is assigned to a team**, including those who rarely attend meetings.
- Chairmen distribute a **Membership Interest Survey** to their team members.
- Team members call the men on their list to learn about their interests and encourage participation.

## Benefits

- **Engagement:** Helps identify programs members and families want to join.
- **Communication:** Quick way to share updates or organize prayer chains.
- **Retention:** Builds fraternity and keeps inactive members connected.
- **Recruitment:** Dynamic recruiters in leadership roles can boost growth.

## Best Practices

- Schedule **quarterly check-ins** for each team.
- Use the system for **event reminders, rosary chains, and urgent updates**.
- Track responses from the interest survey to align programs with member preferences.
- Recognize chairmen and co-chairmen for their efforts—this motivates continued involvement.

## Turning Passive Recruitment into Active Membership

Here are simple, practical ways to turn regular council presence into meaningful recruitment opportunities:

- **At Parish Picnics**  
Encourage a member with a young family to do more than sit with fellow Knights. Have him introduce himself to other parents, connect through their children, and share how the Knights support charitable, family, and youth activities within the parish.
- **After Mass**  
Ask an usher who is also a Knight to intentionally greet someone he doesn't recognize—especially new parishioners. A warm introduction can naturally lead to a conversation about the Knights' mission and opportunities to get involved.
- **At Fish Fries and Parish Events**  
When interacting with guests, have members explain how event proceeds support key charitable initiatives—such as vocations, Catholic schools, parish ministries, the local food bank, or other council-approved charities. These simple conversations often open the door for men to consider joining.

## Ceremonials

### Exemplifications: Best Practices for Advancing New Members

Getting a candidate to join your council is a “Goldilocks and the Three Bears” situation. You should avoid rushing a candidate into joining before he learns about your council and feels comfortable. Invite him to a well-run council event so he can meet members, participate, and experience the fraternity of the council he is considering.

However, waiting too long introduces risk. The longer a candidate goes without completing the Exemplification of Charity, Unity & Fraternity, the more likely he is to lose interest. For this reason, it is essential to advance candidates to the Knighthood Degree as soon as reasonably possible. Each District is required to hold an Exemplification of Charity, Unity & Fraternity in the month of July. Because membership is a year-round priority, councils are encouraged to begin the new fraternal year with a July exemplification to set a strong tone for the months ahead.

Every council is encouraged to form and maintain an Exemplification Team. With your own team, you can schedule ceremonies whenever needed. If your council has never had a team—or if an older team has faded away—now is an excellent time to rebuild one. Regular practice ensures that candidates receive the most inspirational and spiritually meaningful experience.

A statewide exemplification schedule is posted near the top of the Michigan State Council website. If a candidate cannot attend the exemplification held in your district, take him to a nearby council's ceremony. Do not make him wait. As another option, encourage him to join as an E-Member; once he completes an exemplification, your Financial Secretary can transfer him into your council.

## Three Approved Methods for Hosting Exemplifications

### 1. **State Expert Exemplification Teams**

The State Council now offers trained exemplification teams whose members have memorized their parts and deliver a deeply spiritual and memorable ceremony. Contact your Diocesan Membership Director for scheduling details.

### 2. **Council- or District-Based Exemplification Teams**

Councils and districts are encouraged to form and maintain their own teams. Memorization is not strictly required, but teams should rehearse regularly and focus on the reverence and spirituality of the ceremony.

### 3. **Exemplification Video (Officers Online)**

Every council may download the official Exemplification video through Officers Online. This option ensures no candidate waits more than a week to join. Candidates should dress in a suit and tie; an officer's jewel and ceremonial degree sash are appropriate for presenters.

**Important:** The video should be used only as a *last resort*—live exemplifications remain far more meaningful and impactful.

## Scheduling and Conducting Exemplification of Charity, Unity and Fraternity

### Scheduling and Conducting Exemplifications

Promptly advancing new members through the Exemplification of Charity, Unity, and Fraternity is essential to building and maintaining a strong council. A well-organized, regular exemplification schedule helps ensure steady member progression and reduces the likelihood of losing prospective Knights.

### Best Practices for Exemplification Success

- **Sponsor an Exemplification Team whenever possible.**

If your council does not have its own team, participate in a District Exemplification Team to help ensure ceremonies are available when needed.

- **Schedule exemplifications strategically.**

Align them with important Knights of Columbus or council dates but avoid major holidays to maximize attendance and family participation.

- **Confirm candidate participation in advance.**

Contact each candidate a few days before the ceremony to confirm attendance and advise on appropriate attire.

- **Encourage proposer involvement.**

The proposer should pick up his candidate, accompany him to the exemplification, and remain with him as a guide and mentor.

- **Recognize new members immediately.**

After the ceremony, present each new Knight with:

- A rosary
- A Knights of Columbus emblem lapel pin
- *These Men They Call Knights* booklet

Also, inform them of upcoming exemplification dates for further advancement.

- **Present certificates and publicly acknowledge new members.**  
Provide a New Member Certificate (#268) or other current exemplification certificate. Publish the names of new Knights in the next council newsletter to welcome them and reinforce their sense of belonging.
- **Promote the Shining Armor Award.**  
Encourage each new Knight to pursue this award during his first year. When achieved, celebrate it meaningfully-doing so fosters engagement, pride, and long-term retention.
- **Ensure ongoing proposer mentorship.**  
The proposer should maintain contact with the new member, inviting him to meetings, activities, and programs to support early and lasting engagement in council life.

## **Membership Development/Round Tables**

### **Parish Round Table Program**

Supporting the Catholic Church has been a hallmark of the Knights of Columbus since our founding in 1882. Each year, Knights contribute millions of volunteer hours in service to the Church, our clergy, and our communities. Organizationally, this support is carried out in two primary ways:

1. **Establishing a new Council**
2. **Establishing a Parish Round Table**

### **Purpose and Mission of the Parish Round Table**

The Parish Round Table exists to **build and maintain visible, active ties** between Knights of Columbus Councils and the parishes they support-especially where a parish may not have the population or resources to sponsor its own council. Members of a Council may come from multiple surrounding parishes, and the Round Table ensures each parish receives the support it needs.

Key mission objectives:

- **Serve every parish** in the area that does not have a home-parish Council.
- **Support parish programs and initiatives** as directed by the pastor.
- **Build stronger relationships** through consistent and meaningful parish contact.

### **Appointment of Round Table Coordinators**

At the start of each fraternal year, Grand Knights must:

1. **Appoint Round Table Coordinators** for every parish their Council serves.
2. **Submit the Report of Round Table Coordinator (Form #2629)** online through the Supreme Council website.

**Note:** Form 2629 has been revamped and now replaces both the old Form 2629 and Form 2630.

## Exception for Home-Parish Councils

A Council supporting its own parish does **not** need a separate Round Table Coordinator. In this case, the **Council Church Activities Director** serves as the primary liaison.

However, the same Council **may still establish Round Tables** at neighboring parishes or missions if members belong to those communities.

## Determining Parish Assignments

The Grand Knight and officers should:

- Identify which parishes Council members belong to.
- Assign all members to their corresponding Parish Round Table automatically.
- If multiple Councils serve members within the same parish, coordinate with:
  - the pastors,
  - affected Councils,
  - the District Deputy, and
  - the State Round Table Directorto determine the best arrangement for effective service.

## Responsibilities of the Round Table Coordinator

The Round Table Coordinator:

- **Must be a member of both the Council and the parish** he represents.
- Acts as the **primary point of contact** for the pastor.
- Communicates parish needs to the Council (with pastor approval).
- Provides **monthly reports** to the Council.
- Send a copy of these reports to the **District Deputy**.

## Reporting to Supreme and State Leadership

- Notify the **Supreme Council Department of Council Growth** using Form #2629.
- Copy the **State Deputy** and **District Deputy** on all submissions.
- Use the same form throughout the year for any personnel or parish updates.
- Supreme will mail the **Program Supplement** to each appointed Round Table Coordinator.

## Special Cases: Clustered Parishes

If parishes are **clustered but not merged**, then:

- Appoint a **Round Table Coordinator for each parish/worship site**.
- Work with the pastor to determine which Coordinator should act as his primary liaison.

## Admission and Keeping Members Active Admission Committee

### Admission Committee

The Admission Committee provides a new member's first real introduction to the inner life of the Knights of Columbus. Because first impressions shape long-term engagement, this meeting should be warm, welcoming, and conducted by members who are knowledgeable, encouraging, and capable of making the experience enjoyable. A positive interview sets the tone for a fruitful and lasting relationship with the Council.

### Committee Composition

The Grand Knight appoints **five to seven members** to serve on the Admission Committee. It is strongly recommended that the **Council Program Director** be included, as he can use the interview and the candidate's interest survey to immediately guide the new member into appropriate Council activities and establish early connections with other Knights.

The proposer should accompany the candidate to the meeting whenever possible and may be invited to observe the interview. All committee members must understand the purpose of the committee and prepare an agenda that accomplishes the following tasks:

### Committee Responsibilities

- **Explain the Order:**  
Provide an overview of the workings of the Knights of Columbus, including a brief history at both the international and local levels.
- **Review Membership Benefits:**  
Inform the candidate about fraternal, spiritual, charitable, and insurance benefits available to members.
- **Clarify Member Expectations:**  
Outline expectations for active membership, including timely payment of dues, attendance at meetings, and progression through the degrees of the Order.
- **Identify Interests:**  
Discuss the candidate's interests, skills, and availability to help guide future involvement in Council programs.
- **Form a Mentor Team:**  
Assign members who will personally welcome, guide, and accompany the new Knight during his first year.
- **Verify Practical Catholicity:**  
If any doubt arises, only a priest may determine whether a candidate is a practical Catholic, provided the candidate affirms he is Catholic.
- **Engage Clergy:**  
It is recommended that the Council Chaplain meet with candidates, or that the candidate's pastor be consulted when appropriate.
- **Review Exemplification Schedule:**  
Ensure both the candidate and proposer are informed of upcoming Exemplification dates.
- **Collect the Interest Survey (Form 1842):**  
Review the completed survey to match the candidate with appropriate activities and mentor support.

## Post-Interview Procedures

After completing the interview, the Admission Committee reports its findings and recommendations at the next Council Membership Meeting.

## Special Considerations

- **Priests and Religious:**

Applications from priests or members of religious communities are *not* referred to the Admission Committee. These requests are presented directly to the Council.

- **Reapplications (7+ Years in Exit Status):**

Former members inactive for more than seven years must appear before and be approved by the Admission Committee.

They must also demonstrate that they previously completed the degrees of the Order; otherwise, they will be required to take any or all degrees again.

## Remember the Sick and the Departed

### Fraternal Care for the Sick, Homebound, and Bereaved

Make it a policy to include prayers during meetings for Knights and family members who are ill. When possible, arrange for Council members to visit a brother Knight or a member of his family who may be hospitalized, living in an extended-care facility, or homebound. A simple gesture—such as praying a decade of the rosary with them—can lift their spirits and remind them of the fraternity that unites us. Offer practical assistance to families of hospitalized or homebound Knights. This may include driving family members to visit their loved ones or staying with the homebound Knight or family member while caregivers take time for errands, appointments, or needed rest. When a Knight or a family member becomes seriously ill or hospitalized, send postcards or publish a notice in the Council newsletter so that all members may remember them in prayer. Encourage Council members to make personal contact through phone calls, emails, letters, or in-person visits.

The death of a loved one can be devastating. At such times, the Knights of Columbus can bring real comfort by being present for the family. Attending the wake service for a deceased Knight or for a Knight's family member is a visible sign of fraternity and solidarity.

Support should continue after the funeral. Councils are encouraged to assist widows and families in practical and meaningful ways: inviting them to Council activities, especially memorial Masses, offering help with household tasks such as repairs or maintenance; and ensuring widows remain on the Council newsletter mailing list if they wish.

Without its fraternal and Catholic nature, the Knights of Columbus would be little more than a typical men's club. Our true strength lies in our brotherhood—an unwritten yet essential benefits of membership. Like all meaningful things, this bond must be nurtured through intentional acts of charity, presence, and concern for one another.

## “Three for Life”

The goal of **Three for Life** is to encourage councils to intentionally engage members who have joined within the past three years. These early years are critical for fostering connection, building fraternity, and helping new members grow in their faith and in their role within the council.

Councils should create a list of these new members and personally contact each of them **at least four times per year**. Personal outreach—either in person or by phone—is far more effective than group emails or newsletters, which seldom build meaningful relationships.

Inviting new members to participate in activities such as **Corporate Communion**s, **retreats**, **Rosary gatherings**, or a **Mass of Explanation** helps them feel welcomed and included. When new Knights are personally invited, encouraged, and accompanied, they become far more likely to stay active, grow spiritually, and contribute to the life of the parish and council.

Investing time now in building these relationships strengthens the council today and significantly reduces the need for retention interventions in the future.

### Three for Life Process

- **Create a list** of all members who have joined within the past three years.
- **Appoint a chairman** to oversee communication and engagement efforts.
- **Make personal contact** with each member **four times per year**.
- **Use in-person or phone conversations**—not mass communication—to build genuine relationships.
- **Invite them** to council meetings, attend events, attend a Corporate Communion, or participate in other council and parish activities.

## Ways to Keep Members Active

### Best Practices for Keeping Members Active and Engaged

- **Implement and utilize an admissions Committee** as outlined earlier to ensure new members are welcomed, informed, and matched with activities that fit their interests.
- **Keep council meetings engaging and relevant.** Boring meetings drive members away—active participation begins with meetings that are meaningful, efficient, and enjoyable.
- **Offer programs your members want.** If participation is low, reassess your program mix and introduce activities that reflect current member interests and parish needs.
- **Make fraternity your foundation.** Create a warm and welcoming environment where members feel supported, known, and connected to their brother Knights.
- **Keep members involved.** Personally invite inactive members to events. Pair new or returning members with mentors who can guide them and connect them with programs they’ll enjoy.
- **Provide training and mentorship.** Many members hesitate to volunteer because they fear the unknown. Show them what to do, teach them step-by-step, and give support until they feel confident.

- **Avoid the summer slump.** Instead of “taking the summer off,” offer fun, family-friendly programs so members stay connected while enjoying time with their families.
- **Make it fun.** Even serious programs should be enjoyable. Keep events light, positive, and rewarding so volunteers and participants genuinely look forward to being involved.
- **Recognize contributions.** Celebrate members who step forward—especially new and returning members. Recognize the council’s collective efforts through awards and public appreciation.

## Membership Retention

Admission and Retention are key ingredients to successful membership development, but they have little positive impact as practiced by most Councils. In many Councils “retention committees” are comprised of only the Financial Secretary or only meet and become active when it is time to move to an Affiliate members. It is obvious from the number of members we lose annually that we need to make a drastic and major change in the way we view admission and retention in our Councils.

In the following section a new year-round approach to retention that will reduce the number of brothers we lose and have the overall effect of strengthening the Council “from cradle to grave”. The Membership Retention process begins immediately as soon as a Membership Application Form #100 is signed, a member is initiated and then continues forward until we say farewell at his funeral.

## Membership Retention Committee

### Membership Retention Overview

With the implementation of the Affiliate Program, the Knights of Columbus has greatly reduced the workload of the Council Retention Committee. The time saved should be reinvested strategically:

1. **33%** toward strengthening and fully executing the retention process. Without this continued focus, councils will quickly accumulate a backlog of inactive members.
2. **67%** toward membership growth—actively inviting, welcoming, and onboarding new members.

### Role of the Council Membership Retention Director

The mission of the Retention Director is to apply the principle of **Fraternity** when members become disconnected from their council. Retention includes re-recruitment efforts and all actions regarding non-payment of dues.

Each year, the **Grand Knight** shall appoint a Retention Chairman and committee. Members should be dedicated brothers willing to work year-round to maximize member engagement. The chairman may recommend committee members and may call on proposers, Past Grand Knights, insurance agents, or the Chaplain.

The chairman’s name and contact information must be submitted on:

- **Supreme Form #365 – Service Program Personnel Report**
- **State Form MI-365 – State Service Program Personnel Report**

## Principles of an Effective Retention Process

To ensure success, the Retention Committee must embrace the following:

- **Every brother deserves personal attention and respect.**
- **Retention must be proactive**, not reactive.
- **Fraternity must guide all outreach**, especially when members face difficulties paying dues.
- **Councils and District Deputies must follow the official retention process** as prescribed.

Retention begins **the day a man becomes a Knight** at his Exemplification and continues throughout his life. Councils must work intentionally to keep members active, informed, and connected.

## Welcoming and Engaging Members

All new members should:

- Be introduced at their first council meeting.
- Be greeted personally by other Knights, especially senior members.
- Be encouraged to participate in programs and take on leadership roles.
- Be invited, along with their families, to council activities.

Regular communication—newsletters, email updates, program reminders—helps keep members engaged and aware of opportunities to participate.

Councils that monitor member involvement will quickly recognize early warning signs of potential inactivity.

## Retention Best Practices

While each council should tailor its retention approach, the following proven practices provide a strong foundation:

### Identifying and Addressing Causes of Inactivity

- Analyze and determine why members become inactive.
- Use “exit interview” insights to make positive changes.
- Review council culture and identify any practices that discourage involvement.

### Proactive Member Outreach

- Contact members **before** they fall behind on dues.
- Identify early warning signs, such as:
  - Missed meetings
  - Reduced involvement in events
  - Not being seen at Mass
  - No response to communication
- Ensure the Financial Secretary follows all required billing procedures.

## Strengthening Council Programs

- Evaluate whether current programs appeal to a broad range of members.
- Ensure activities are meaningful, sincere, and aligned with the interests of the council and parish.
- Use **Form #1842 (Member Interest Survey)** to place members in committees that reflect their strengths and passions.

## Re-Engaging Former Members

- Host a **“Welcome Back” or “Come Home”** event.
- Invite former members and their families personally.
- Share Knights of Columbus videos and information that reconnect them to the mission.
- Follow up with attendees after the event to encourage reinstatement.

## Improving Meeting Quality

- Streamline meetings; keep discussions focused and respectful.
- Begin meetings on time, which builds trust and consistency.
- Refer unrelated or lengthy discussion items to committees.

## Encouraging Early and Ongoing Involvement

- Promote the **Shining Armor Award** to engage new members immediately.
- Recognize participation and accomplishments publicly.
- Have the Retention Committee contact a few infrequent attendees each month:
  - Ask about their well-being
  - Offer transportation
  - Invite them to upcoming events
  - Encourage prayer intentions and mutual support

## Fostering an Active Culture

- Encourage every member to participate, even if only once a year.
- Support the elderly, sick, and homebound through visits and prayer.
- Create a fraternal environment where each man feels valued and connected.

## Affiliate List Submission Process

### Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all the following engagement methods must have been attempted and failed:**

- Regular dues notices were sent, and dues were not paid, and

- Emails were sent and ignored or bounced, and
- Postal mail was sent and ignored or returned undeliverable, and
- Phone calls were made and ignored or number not in service, and
- The members have not been seen at Mass, meetings, or events.

## Affiliate Member Designation Process

1. The Financial Secretary creates a list of eligible members to be recommended for Affiliate designation.

2. The Grand Knight, along with the Trustees and/or other knowledgeable leaders, reviews the list and removes members for whom extenuating circumstances apply. These may include, but are not limited to the following:

- Charter membership
- Military deployment
- College / University / Seminary attendance
- Approved exemptions
- Financial hardship, job loss
- Medical hardship, convalescent home, or hospice care

1. The Financial Secretary or Grand Knight creates an Excel Workbook spreadsheet (xlsx) with column headers and information exactly as shown below. Do not hide any rows. The Prefix and Suffix columns must be included, even if those cells remain blank.

|   | A              | B                 | C      | D          | E           | F         | G      |
|---|----------------|-------------------|--------|------------|-------------|-----------|--------|
| 1 | Council Number | Membership Number | Prefix | First Name | Middle Name | Last Name | Suffix |
| 2 |                |                   |        |            |             |           |        |
| 3 |                |                   |        |            |             |           |        |
| 4 |                |                   |        |            |             |           |        |
| 5 |                |                   |        |            |             |           |        |

**Enter council number, membership number, first name and last name for each member to be designated as an Affiliate member. Lists not submitted in this format will be returned.**

4. The Grand Knight emails the final list to the District Deputy.

5. The District Deputy verifies proper procedures were followed and emails the spreadsheet to [affiliate@kofo.org](mailto:affiliate@kofo.org). Spreadsheets may be submitted anytime, but those received after May 1st may not be reflected on council rosters until after July 1st.

Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to [membership@kofo.org](mailto:membership@kofo.org) so they can be properly removed from the Order

## Member Hardships/Disability – Relief from Dues Payment

### Member Hardship and Disability Assistance

Brother Knights, who are unable to engage in any occupation for at least six months may apply for a waiver of dues under Section 118(e) of the Charter, Constitution, and Laws. The process begins when the member submits evidence of total disability to the Supreme Council. Councils and members may support him by assisting with résumé updates, offering interview practice, or sharing information about job opportunities.

Councils should also provide fraternal support to Knights experiencing difficult times. This may include helping with household chores, providing transportation to medical appointments or interviews, or offering other assistance as needed. Charity begins at home—councils are encouraged to actively support brother Knights and their families during hardship.

## Practical Catholic

A brother Knight must remain in communion with the Catholic Church in order to be considered a *practical Catholic*. However, this determination is **not** one that the council or its members should attempt to make on their own. The Church alone has the authority to decide whether a man is a practical Catholic.

If concerns about a member's Catholicity arise, the committee must consult with the council chaplain or the member's pastor. The committee is then **bound by the priest's decision**.

If a brother Knight **states that he is no longer Catholic**, or if a **priest determines** that he is no longer a practical Catholic, no additional council action is required prior to suspension. In such cases:

- The Financial Secretary prepares a **Form 100**, indicating that the member is no longer a practical Catholic.
- A **letter signed by the member or by the priest** must accompany the form.
- Both documents are sent to the Supreme Council for immediate processing.

This type of deduction **does not count against Supreme Council Award quotas**.

## Fraternal Year or Calendar Year Billing Cycle

### Calendar Year Billing

- 1<sup>st</sup> Notice sent to members on December 15
- 2<sup>nd</sup> Notice sent to members on January 15
- Retention Committee contacts those in arrears

### Fraternal Year Billing

- 1<sup>st</sup> Notice sent to members on June 15
- 2<sup>nd</sup> Notice sent to members on July 15
- Retention Committee contacts those in arrears

## Directories and Resources for Use with Retention

### Locating Members Who Have Moved or Become Unresponsive

If a member has moved, the Council will often receive returned mail that includes a forwarding address. If no new address is provided, the Grand Knight or Financial Secretary should contact other members, family, or the parish priest to help determine the member's current location. The following public-access websites may assist in tracing lost members:

- [www.anywho.com](http://www.anywho.com)
- [www.whitepages.com](http://www.whitepages.com)

Each **State Deputy's Regional Representative (SDRR)** also has access to additional tools and resources to help councils locate members who have become difficult to reach. SDRRs will coordinate their efforts with the **State Retention Director** to assist councils as needed.

### When a Member May Be Deceased

If a brother Knight has been out of state, missing for an extended period, or entirely unreachable—and no information can be obtained through normal contact attempts—there may be reason to believe he has passed away. Death records or confirmation may sometimes be obtained by:

- Contacting the member's **Insurance Field Agent**
- Contacting the **State Retention Director**

If you confirm that the member is deceased:

1. **Print** the webpage or document showing evidence of death.
2. **Attach** this documentation to a **Form #100 Membership Document**.
3. **Submit** the completed materials to the Supreme Council.

Supreme will process the change as a **deceased member**, and **no suspension will be charged** to the Council.

## Awards/Recognition Programs

Membership growth and retention are essential to the long-term health and vitality of the Order. Every new member strengthens our councils with fresh energy, new ideas, and a renewed commitment to the principles of Charity, Unity, and Fraternity. Because membership is measured throughout the fraternal year, councils are encouraged to be intentional and consistent in their efforts to welcome, engage, and retain Brother Knights.

To recognize councils, districts, and individuals who demonstrate excellence in membership development, several awards have been established. These awards celebrate achievements in recruitment, retention, insurance promotion, and overall council performance. The awards and their respective criteria are outlined in the sections below.

## Star Council Award

### [Star Council link](#)

## Supreme Council Shining Armor Award

The **Supreme Council's "Shining Armor Award"** program is designed to engage new members early, strengthen their involvement, and honor them as valued members of their Council. This program encourages new Knights to become active in the life of the Order from the very beginning of their membership.

### Qualification Requirements

To earn the **Shining Armor Award**, a new Knight must complete the following during his **first year of membership**:

- Participate in **at least three** Council service programs.
- Attend **at least three** Council business meetings.
- Meet with the Council's **insurance representative**.
- Recruit **at least one** new member.

### Purpose and Impact

The program's purpose is to help newly admitted Knights discover the full breadth of what the Order offers—fraternity, service, formation, and leadership. Its requirements encourage habits that build long-term engagement, helping transform new members into committed Brother Knights.

Every recipient should be **recognized enthusiastically**. Make it a **BIG deal—make it FUN!** Highlighting these achievements inspires others and reinforces a strong culture of participation within the Council.

### Program Materials

Supreme provides helpful tools for implementing the program:

- **Shining Armor Flyer (#4552)** – explains the award and its purpose.
- **Qualification Card (#4292)** – tracks progress toward completion.
- **Certificate of Recognition (#4293)** – presented when all requirements are met.
- **Shining Armor Lapel Pin (#1700)** – an optional but meaningful additional honor.

### Presentation of the Award

Presenting the award at a **Council meeting** or a **special Council event** gives proper recognition to the Knight and visibly celebrates his contributions. Be sure to also:

- Announce awards in your **Council newsletter**.
- Promote the program to encourage other new Knights to pursue it.

Remember—the ultimate goal of the Shining Armor Award is to **integrate new members into the Council as quickly and meaningfully as possible**, laying the groundwork for a vibrant and active fraternal community.

## Michigan Shining Armor Award

Every aspect of the Supreme **Shining Armor Award** is designed to strengthen a council by encouraging Knights to engage in meaningful and productive activities. Building on this foundation, the **Michigan Shining Armor Award** program extends these benefits to *all* Brother Knights-not only new members. It also provides an excellent opportunity to re-engage members who may have become less active over time.

Senior Council members may qualify for this award at any point during their membership.



### Qualification Requirements

To earn the **Michigan Shining Armor Award**, a Knight must:

- Be a member **in good standing**
- Participate in **at least three Council service programs**
- Be an **insurance member** *or* meet with the council's insurance representative
- Attend **at least three Council business meetings**
- Be a **Third-Degree Knight** by completing the *Exemplification of Charity, Unity, and Fraternity*
- **Recruit at least one new member**

Councils may order the Michigan Shining Armor Award **pin and certificate** from the Executive Secretary at the State Office. These items are provided **at no cost** to the council.

## Diocese Chaplain/Bishop Awards

The Diocese with the highest percentage of growth, based on the published quotas, will win this semiannual incentive. The Diocesan Chaplain will receive \$250 and Bishop will receive \$500. This award is important to your Diocese Chaplain and Bishop. Your hard work with membership will help ensure they receive this award from the Michigan State Council.

## “Quick Start” Council and District Awards

Councils and District Deputies that obtain 50% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year (at the end of December) will be recognized with a “Quick Start” Award at the annual State Membership Tribute Banquet in February.

## State Chaplain/State Deputy Awards

Councils, Membership Directors and District Deputies who obtain 100% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year (at the end of December) will be recognized with a State Chaplain/State Deputy's Award at the annual State Tribute Banquet in February.

## **“Finish Strong” Council Award & District Awards**

Councils and Districts that achieve 100% or more of their membership quotas for the Father McGivney Award by May 1<sup>st</sup> of the fraternal year will be recognized at the State Convention with a “Finish Strong” Award during the convention weekend on Mackinac Island.

## **State Convention Membership Award Deadline May 1<sup>st</sup>**

Our State Convention is the highlight of the year in the Michigan jurisdiction and provides the Order with an opportunity to recognize the many wonderful things we have accomplished during the fraternal year. In order to properly prepare for the State Convention, the Supreme Membership Status Report issued on May 1<sup>st</sup> is the one used for our recognition at the State Convention.

If a Council completes their membership goals after May 1<sup>st</sup> they will still receive their Star Council Award from Supreme; however, only those Councils that have completed their membership and insurance quotas by the end of April will be recognized for these awards during the State Convention.

## **Century Club**

Members who have recruited 100 or more new members will receive a specially designed sport coat from the State Council as a tribute to this amazing achievement in building the sustainability of our Order here in Michigan. This tribute will be based on the report of proposers received from Supreme.

# Evangelization and Faith Formation (EFF)

## Michigan State Council Evangelization & Faith Formation (Cor) 2026 - 2027

**Charles E. McCuen, III**  
State Deputy

**Christopher Wegener**  
State Director Evangelization &  
Faith Formation

### Diocesan EFF Directors

#### Archdiocese of Detroit NE

**Mike Mandziuk**  
EFF

#### Kalamazoo Diocese

**Philip Zamlynski**  
EFF

#### Archdiocese of Detroit SW

**Jason Buckley**  
EFF

#### Lansing Diocese

**Charles McCuen IV**  
EFF

#### Gaylord Diocese

**Seth Peters**  
EFF

#### Marquette Diocese

**Matt Handley**  
EFF

#### Grand Rapids Diocese

**Randy MacGeorge**  
EFF

#### Saginaw Diocese

**Bill Learman**  
EFF

The Evangelization and Faith Formation team is dedicated to implementing, advancing, and integrating the evangelization and faith formation initiatives of the Supreme and State Councils respectively. Primarily, this is working toward executing COR in every Parish in Michigan.

## Diocesan Evangelization and Faith Formation Coordinators

Diocesan EFF Coordinators support the State EFF Director and serve as the primary point of engagement within their diocese. Their responsibilities include:

- Facilitating engagement and fraternity among Council EFF Directors
- Providing training and ongoing formation for Council EFF Directors
- Offering reminders, guidance, and accountability
- Keeping leadership focused on the mission and its continued integration
- Supporting and collaborating with Knights of Columbus leadership and diocesan clergy

### Ideal Candidate Profile (F.A.C.T.)

A strong Diocesan EFF Coordinator is:

- **Faithful** – Grounded in Catholic identity and prayer
- **Available** – Able to commit time and presence
- **Compelling** – Able to inspire and accompany others
- **Trainable** – Open to formation and eager to grow

He should embody the vision of Blessed Michael McGivney by:

- Desiring to keep men rooted in their Catholic faith
- Seeking to form and strengthen men spiritually
- Being willing to be formed as a missionary disciple
- Possessing the ability to form others into missionary disciples
- Sharing this mission clearly within the context of the Knights of Columbus

## Role of the Grand Knight in Cor

The implementation of *Cor* is designed to add **minimal extra work** for the Grand Knight.

The Grand Knight should:

- Survey council members to discern interest and needs
- Appoint and empower a dedicated **Evangelization and Faith Formation (EFF) Director** to fully manage *Cor*. [Link to Council EFF Director Submission Form](#)
- Maintain healthy collaboration and communication with the pastor
- Seek the pastor's permission before launching *Cor* in the parish
- Ask how the Knights should coordinate with existing men's ministries
- Bring the EFF Director into meetings involving parish leadership or other men's groups

The Grand Knight is encouraged—but **not required**—to attend *Cor* gatherings.

## Council Evangelization and Faith Formation Directors

The Council EFF Director leads the implementation of *Cor* at the parish level. Working closely with the Grand Knight, Pastor, and State EFF team, he will:

- Plan, structure, and host all Cor gatherings
- Build a local EFF team to share responsibilities
- Reserve space, prepare materials, and communicate schedules and content
- Ensure each gathering is executed with excellence
- Coordinate with existing parish ministries-especially men's groups—to foster collaboration
- Explore hybrid or cooperative opportunities that support mutual goals

## COR

The Knights of Columbus empowers Catholic men to live their faith boldly and serve their families, parish, community, and nation. *Cor* is the primary tool for this mission.

### Why Cor?

Because:

- Families need strong, faith-filled husbands and fathers
- The world needs courageous witnesses to Jesus Christ
- Catholic men must deepen their relationship with God through prayer and the sacraments
- Men need ongoing formation and authentic brotherhood
- The Church needs missionary disciples prepared to evangelize

### Mission of Cor

Cor exists to:

- Refocus men on Jesus Christ
- Strengthen them in faith and virtue
- Build a brotherhood rooted in **prayer, formation, and fraternity**

Each Cor gathering aims to help men:

- Encounter Christ
- Pray together
- Grow in their faith
- Build strong fraternal bonds
- Prepare for leadership in family, parish, and community evangelization

## COR Structure

Cor gatherings follow a simple, flexible framework centered on brotherhood in Christ. Examples of how the structure might look are below:

### Formation-Centered Gathering #1 – *Into the Breach* (60–90 min)

1. Fraternity: Coffee, donuts, and small-group discussion
2. Formation: Watch *Into the Breach* and discuss
3. Prayer: Rosary or Chaplet of Divine Mercy

### Formation-Centered Gathering #2 – *Patris Corde* (60–90 min)

1. Fraternity: Coffee, donuts, and discussion
2. Formation: Read and discuss *Patris Corde*
3. Prayer: Rosary or Chaplet of Divine Mercy

### Prayer-Centered Gathering #1 – Rosary (60 min)

1. Fraternity: Coffee & conversation
2. Formation: Discuss “Praying the Rosary” (10–15 min)
3. Prayer: Scriptural Rosary with intentions (20 min)

### Prayer-Centered Gathering #2 – Holy Hour (60–90 min)

1. Fraternity: Coffee & conversation
2. Formation: Discuss “Prayer Time” (10–15 min)
3. Prayer: Eucharistic Adoration or church prayer (30–60 min)

## COR Content

When beginning Cor, it is recommended to use content found on the Knights of Columbus Supreme website. These resources are pre-vetted and ready for immediate use. Suggested content includes:

- **Cor website** – Organizational hub for training resources and content <https://www.kofc.org/cor>
  - From here, you can click the How to Lead Cor button to find
    - **Startup Resources**
    - Information on Cor **Structure**
    - Links to **Content**
    - EFF **Leadership** Resources
    - Training Videos

- Popular **Cor Content** includes
  - [Blessed Michael McGivney Cor Session Guide](#)
  - [Into the Breach](#)
    - Choose from 3 series, each with its own support materials free to download
      - Into the Breach
      - Into the Breach: The Mission of the Family
      - Into the Breach: The Dignity of Work
  - [Patris Corde \(With a Father's Heart\) study material](#)
  - [CIS \(Catholic Information Service\) Booklets](#)
    - A wide range of Catholic teachings and topics to center a meeting around.

Other effective options: FORMED content, guest speakers, Scripture discussions, That Man Is You, and more. Always select materials in consultation with the pastor and/or Diocesan EFF Coordinator.

## **COR Reporting – Quarterly Survey**

The **Cor Quarterly Report Form** helps Supreme and State EFF teams track progress and strengthen support.

- It summarizes the **past three months** of Cor activity
- Numbers should be **averaged** across that time
- The form may be completed by any leader
- Ideally, the **Council EFF Director** completes it due to familiarity with the program's details

The feedback provided directly influences resources, support, and future planning across the jurisdiction.

[Link to the Cor Quarterly Report Form](#)

## Heart of the Gospel – A Retreat for Men

Let the explosive power of the Gospel ignite your heart! Lead brother Knights and the men of your parish through retreat focused on the core of the Gospel, presented by Fr. John Riccardo. This allows you to **Host a powerful retreat at your parish — without the stress of finding speakers or building an agenda.** *Heart of the Gospel* is a ready-to-use retreat experience featuring comprehensive guides and dynamic presentations that equip any *Cor* leadership team to lead a meaningful and impactful retreat for the men of their parish. Once the opportunity has been discussed with the appropriate priest(s), the only remaining responsibilities for the hosting team are to:

- Secure a suitable location
- Provide refreshments and a meal
- Communicate and advertise the retreat to the parish and community
- **Engage retreatants after the retreat!**

***Heart of the Gospel*** is designed to make evangelization simple, reproducible, and effective—offering Catholic men a powerful way to encounter Christ and grow in discipleship.

### [Heart of the Gospel Retreat Home Page](#)

- The page linked above is the starting point for Heart of the Gospel resources
  - Videos
  - Retreatant Guide
  - Leader Script and Leadership Guide
  - Pre and Post Retreat Cor Session videos and guides
- Council EFF Directors should contact their Diocesan EFF Coordinator and/or the State EFF Director as Step 1 in the planning process. They will assist with:
  - Coordinating with other councils/parishes in the district to ensure there are no competing retreats planned for the proposed date nearby
  - Setting the timeline and checklist for retreat preparation
  - Sharing best practices from other retreats held around the diocese and state

# **PROGRAMS**

**2026 – 2027**



**“In the One, We are One”**

**Our Programs are built on a foundation of our  
Faith, with Member Involvement supporting our  
Parishes, Communities and Families**

**Ronald DePestel**

**State Programs Director**

## Michigan State Council Programs 2026 - 2027

Charles E. McCuen, III  
State Deputy

Ronald DePestel  
State Program Director

### State Program Directors

Kevin Duffy  
Faith

Christopher Wegener  
Evangelization &  
Faith Formation (Cor)

John Hundiak  
EFF (Cor) Assistant  
Sacristan

Kenneth Unterbrink, PSD  
SHM Seminary

Joe Yekulis  
Vocations RSVP

William Cory  
Family

Larry Herman  
Community

Mark Brezenski  
MI Program

Garret Kelenske  
Special Charities

Tom Wegener PSD, FSD  
10 for Charities

Ed Strach  
Life

Paul Thorn  
Special Olympics

Robbie Wacławski  
Special Olympics Asst

### Diocesan Program Directors

#### Archdiocese of Detroit NE

Matt Elias  
Program - East

Joe Brenner  
Program - West

#### Archdiocese of Detroit SW

Jim Kelly  
Program - North

Ed Hurst  
Program - South

#### Gaylord Diocese

Bill Brown  
Program - East

David Boyden  
Program - West

#### Grand Rapids Diocese

Walter Carrier III  
Program Director North

Dave Kuczera  
Program Director - South

#### Kalamazoo Diocese

William Zeman  
Program

#### Lansing Diocese

Mike Babiuk  
Program Direct North

Kelly Donnellon Jr.  
Program Director - South

#### Marquette Diocese

Jim Butorac  
Program

#### Saginaw Diocese

Greg Petrimoulx  
Program

## Introduction

Programs are the lifelines of every Council member and the lifeblood of every Council. Across the Supreme, State, Diocesan, and District levels, a wide variety of programs have been developed to support our mission. In addition, each Council offers its own local and unique initiatives that draw the interest and participation of both members and non-members.

As we continue to *Build the Domestic Church*, it is essential that Councils work closely with their Pastor to ensure that planned programs support—not conflict with—existing parish activities. Whenever Council programs mirror or complement parish initiatives, they should be integrated or conducted jointly as part of our shared mission.

### Programs exist for three primary purposes:

1. **To practice our faith** by giving our “time and talents,” spending meaningful time with family and friends, and strengthening the Domestic Church.
2. **To recruit and retain members** by fostering engagement, fraternity, and visible opportunities for service.
3. **To support the four pillars of Faith in Action—Faith, Family, Community, and Life**—through purposeful, well-planned activities.

Programs are the visible expression of the good works of our Order. Through these charitable and fraternal efforts, we promote and protect our Catholic Church, support our clergy, uphold Christian values, strengthen families—born and unborn—and defend the principles that guide our way of life.

## Our Goal is to Help Your Council

### Key Objectives of Council Programming

- **Understand programs and why they exist.**

Programs are the lifeblood of the Knights of Columbus—they express our mission, engage our members, support our parishes, and strengthen our families and communities. Every program should reflect the Order’s principles and provide meaningful opportunities for service, fraternity, and faith formation.

- **Understand the importance of maintaining an active program calendar at both the Council and Parish levels.**

A strong, well-planned program calendar ensures consistent member engagement, supports parish needs, and aligns council activities with the broader mission of the Church. Proper scheduling prevents conflicts, maximizes participation, and helps councils offer a balanced and vibrant calendar throughout the fraternal year.

- **Become familiar with the reports and tools used for planning, executing, and tracking activities.**

Councils have access to numerous resources—including planning tools, reporting forms, and program guides—to help schedule, prepare, execute, and report all activities. These materials are available at [mikofc.org](http://mikofc.org), and councils are encouraged to consult their District Deputy first when questions arise.

Diocesan and State Program Directors are also available to provide guidance and support when needed.

## Charitable Organization Requirements

The Knights of Columbus is recognized as a **charitable organization** under United States law. To maintain this status, councils must meet strict annual requirements related to **fundraising documentation, program reporting, and volunteer hour tracking**.

Because of these legal and organizational responsibilities, **every elected and appointed officer or director must understand and fulfill the reporting and administrative duties of their position**.

Maintaining a council in good standing—according to Supreme and State By-Laws—is a shared responsibility of all council leadership.

## Council Program Team

### Members of the Council Program Team

Each council's program team consists of the Program Director, Faith Director, Family Director, Community Director, Life Director, Membership Director, and Evangelization & Faith Formation Director. The Program Director may add additional members as needed.

### Council Program Team Skills

An effective program team strengthens the council by planning and delivering meaningful events for the parish, families, and the community. Strong communication, coordination, and teamwork are essential. Effective team members:

- Learn members' interests and ensure programs meet those interests.
- Plan thoroughly—advertising, volunteers, supplies, execution, cleanup, and recognition.
- Prepare promotional content for the council newsletter, parish bulletin, and other communications.
- Meet regularly with the Grand Knight (and Pastor when possible) to review upcoming programs.
- Attend parish events and promote council activities while inviting men to join.
- Welcome new members at meetings and encourage their involvement.
- Collaborate with parish roundtables when needed.
- Seek new opportunities for council growth.
- Demonstrate enthusiasm and a commitment to success.
- Remain open to new ideas and feedback.
- Work closely with the Membership Director and chairpersons to solve planning challenges.
- Offer practical, thoughtful suggestions when issues arise.
- Approach planning analytically and consider multiple perspectives.
- Stay flexible and receptive to others' input.
- Invite prospective members with tact and courtesy.

- Engage comfortably with members and the public, using appropriate humor.
- Make confident decisions and clearly communicate the reasons behind them.
- Flexible in considering the suggestions of others.
- Tactful and considerate when inviting prospective members to join.
- Outgoing and displays appropriate humor.
- Enjoys interacting with members and the public.
- Confident in making decisions and presenting the reasons for them.

## **“Extended” Council Program Team**

### **Everyone Has a Role in Supporting Council Programs**

Every member of the council plays an important part in ensuring programs are successful. Strong programs rely on teamwork, communication, and engagement across the entire council.

- **Council Chaplain (and/or Parish Pastor)**  
Any activity taking place on parish property must have the pastor’s approval and support. Whenever possible, council programs should complement parish initiatives and be understood as an extension of the parish’s mission.
- **District Deputy and Diocesan Program Director**  
These leaders bring valuable experience in planning and executing programs. Councils should invite them to events and involve them when guidance or support is needed.
- **Past Grand Knights**  
Former Grand Knights are a tremendous resource. Their knowledge of council history, traditions, and past successes can inspire improvements and help ensure continuity across years.
- **All Council Members**  
Every member should participate in at least one program each year. Personal invitations—phone calls, conversations, emails—go a long way toward encouraging involvement. Councils must also remain attentive to elderly, ill, or homebound members. Even if they cannot participate physically, fraternity can be maintained through regular visits, calls, and prayerful support so they continue to feel included and valued.

## **Tips for Successful Programs**

Effective programs are the lifeblood of every Council. When planned well, they strengthen families, create fraternity, support the parish, attract new members, retain existing members, and help Councils achieve the Supreme Star Council Award. Our Order—recognized by Popes, presidents, and world leaders as the “strong right arm of the Church”—depends on vibrant and well-executed programs. To build a strong and sustainable program agenda:

- **Engage both current and new members.**  
Look for fresh, innovative ways to involve existing members. Pair new members with an

officer, director, or committee leader who can mentor them and help them become active immediately.

- **Set clear program goals.**

Establish specific objectives for the fraternal year and publish an annual calendar well in advance so members and families can plan to participate.

- **Help new members get started.**

Encourage every new member to set personal participation goals and record event dates on their personal calendars early, while their enthusiasm is high.

- **Plan at least four major programs in each Faith in Action category.**

Use your Council calendar and the Fraternal Success Planner to schedule and balance a minimum of four programs in Faith, Family, Community, and Life.

- **Share your Council calendar widely.**

Provide the full schedule to your membership, newsletter editor, and Pastor to ensure transparency, coordination, and timely planning.

- **Promote activities through parish communication channels.**

Ensure Council and parish programs are regularly published in the parish bulletin and Council newsletter. Build a strong working relationship with the parish secretary, who is essential to successful communication.

## How to Plan and Execute a Successful Program

### Planning and Executing Successful Programs

By following these suggestions, Councils can run successful programs that help make members better Christians, attract new members, and enrich the parish and community. All effective programs follow the same basic steps.

#### 1. Select Someone to Lead the Program

Each activity should have one designated leader—someone responsible for planning and ensuring everything gets done, even if they do not personally handle all tasks.

##### Leadership Options:

- **Parish-led activities:**

When an event is run by the parish, Knights simply assist as needed. Allow the parish to lead.

- **Individual Knight or Family Member:**

Encourage Knights—or their spouses—to lead events. Families often bring valuable organizational talent and highlight that we are a family-oriented Order.

- **Faith, Family, Community, or Life Directors:**

These directors should lead *some* programs, but not all. Overloading them leads to burnout. Use them when they have interest or when no one else steps forward.

- **Program Directors:**

Program Directors are typically the most experienced planners. When they lead, they should recruit an assistant to mentor—building future program leaders.

## **2. Obtain Permission of the Pastor**

Any program taking place on parish property or in partnership with parish ministries must have the pastor's approval. Ensure all council activities support, not compete with, the pastor's goals for the parish. Discontinue any program that conflicts with parish initiatives.

## **3. Plan the Event Thoroughly**

Hold a planning meeting with a small group and answer the essential questions:

- **Who?**  
Who is invited? Who needs to volunteer?
- **What?**  
Define the full scope of the event—not just the general idea.  
*Example:* A pancake breakfast includes pancakes, sausage, potatoes, beverages, décor, music, and volunteers such as the Boy Scouts singing Christmas carols.
- **When?**  
Date, time, and duration.
- **Where?**  
Church, gym, hall, or offsite? Reserve the space.
- **How?**  
Determine all responsibilities and logistics.  
*Example:* Who cooks? Who brews coffee? Who sets tables? Who handles money and change?
- **Why?**  
Younger Knights especially want to understand the purpose.  
*Example:* "We are raising funds to send a seminarian to the Holy Land."  
A clear "why" inspires volunteers.

## **4. Advertise the Event**

Spread the word using every available channel:

- Parish bulletin
- Email or text announcements
- Church posters and community flyers
- Local newspaper ads
- Announcements at council meetings

The better the advertising, the better the turnout—and the easier it is to recruit volunteers.

## **5. Execute the Event**

Put your plan into action:

- Follow the established plan

- Support volunteers
- Delivering a positive experience
- Raise funds or complete the charitable objective
- **Always be prepared to recruit**—programs are visible moments to invite new members

## 6. Recognize Those Who Helped

After the event:

- Thank you to volunteers individually
- Publicly thank the group at the next council meeting
- Share results: money raised, parish feedback, number of prospects, etc.

Recognition motivates and strengthens fraternity.

## 7. Evaluate for Improvement

Hold a short follow-up meeting:

- What worked well?
- What could be improved?
- How can future events run more smoothly?

Continuous improvement strengthens the council.

## PPPPP – Proper Planning Prevents Poor Performance!

Supreme provides the *Fraternal Leader Success Planner*, a highly effective tool for planning your year. It includes:

- Monthly calendar pages
- Forecasts and reminders
- Success metrics for councils and districts
- Motivational insights
- Tools for organization and scheduling

Extra copies may be purchased through the **Supplies Online** system on the Supreme website.

## Public Speaking: Preparation, Development, & Delivery

### Public Speaking for Council Leaders

Council leaders regularly speak before groups in many settings. Public speaking provides a unique advantage: immediate feedback. The interaction between speaker and audience creates energy,

rapport, and opportunities to adjust tone, pacing, or examples based on how listeners respond. This flexibility helps ensure the message is understood and keeps the audience engaged. Like any skill, effective speaking improves with practice—and greater confidence prepares leaders for future roles at the council, district, and state levels.

## Speaker Skills

A strong speaker is organized, prepared, and clear. He uses an outline that the audience can easily follow and delivers material with dignity, confidence, and purpose. He must understand the subject well enough to answer questions and demonstrate credibility. Audiences are more receptive when they trust the speaker's character and integrity.

## Preparation

Before speaking, the presenter should identify the goal of the speech—whether to inform, persuade, or entertain—and clearly define the specific message he wants the audience to take away. Well-prepared content is concise, relevant, and supported by reliable sources, personal experience, or practical examples.

Every effective speech has three parts:

- **Introduction** – captures attention, establishes rapport, and states the topic
- **Body** – presents two to five main points with supporting details
- **Conclusion** – summarizes the message and signals a clear ending

Most speeches should:

- Gain the audience's attention
- Identify a need or purpose
- Present a solution or insight
- Highlight the benefits
- Include a call to action

Transitions between ideas should be smooth so the speech flows as a unified whole. The introduction may use a personal story, a compelling fact, a quotation, a series of questions, something humorous, or something that sparks curiosity.

## Developing the Speech

To communicate clearly, a speaker may use definitions, examples, comparisons, quotations, statistics, and strategic repetition. Visual aids can reinforce important points, but they should be simple, uncluttered, and visible to the entire audience.

All visual and verbal elements should be practiced in advance.

## Delivery

A well-delivered speech combines confident voice control, purposeful movement, and attentive engagement with the audience. Preparation reduces anxiety and helps coordinate thoughts, emotions, and gestures.

Helpful delivery tips include:

- Take deep breaths before speaking
- Avoid overly complex stories or difficult wording
- Maintain eye contact
- Remember that nervous signs (such as moist palms) are normal
- Dress appropriately to build credibility
- Stand tall to support good breathing
- Speak clearly, pronounce words accurately, and vary tone and pace
- Use pauses effectively
- Involve the audience when appropriate through questions or brief interaction

Notes or cue cards may guide the presentation but avoid reading directly from a script. The more familiar the speaker is with his material, the easier it becomes to speak extemporaneously, adjust to audience reactions, and maintain a lively, confident presence.

## “Faith In Action”

The Knights of Columbus offers men a place to lead their families and communities in faith and service—and to put their **Faith into Action**. Through 40 Supreme Council–recommended programs, members, parishes, and families can make a meaningful difference across four core program areas:

### 1. FAITH

Our goal is to strengthen Catholic men and their families in the faith. From the moment we enter the Order, we are reminded to continually deepen our understanding of the Catholic faith. This formation extends beyond facts or religious practice—it calls us into an authentic relationship with a loving God and His Son, Jesus Christ.

Programs in this category are designed to draw us closer to God and the Church in practical, meaningful ways—whether by supporting the future shepherds of the Church, engaging in quiet spiritual reflection, or honoring Mary, the mother of God. These efforts help equip our men and families for the spiritual battles they face each day.

## 2. FAMILY

Programs in this category are created **for families, by families**. Blessed Michael McGivney sought to strengthen family life, building bonds between husbands and wives and between parents and children. Yet many Catholic families today struggle to find meaningful opportunities to socialize, pray, and grow together in faith.

Family programs help fill this need by creating environments where Catholic families can share fellowship, live their faith, and support one another. Strengthening family life strengthens the Church and the Order.

## 3. COMMUNITY

As Knights of Columbus, we are called to serve our families, our neighbors, and our God. Our first principle—**Charity**—begins at home but extends outward into our communities. While individuals can accomplish much, Knights united in purpose can achieve far more.

Councils that conduct community-based programs significantly shape the well-being of their local areas by addressing real needs, offering hope, and demonstrating Christ's love through action. These works show the broader world the impact of Catholic men serving together as one.

## 4. LIFE

The urgency of defending a culture of life cannot be overstated. Respect for the dignity of every human being demands an unwavering commitment to human rights at every stage of life and in every condition. As Knights of Columbus and as followers of Christ, we embrace St. John Paul II's call that *"Catholics must be committed to the defense of life in all its stages and in every condition"* (1995).

Programs in this category work to protect the unborn, support mothers and families in need, uphold human dignity, and advocate for the most vulnerable in society.

## Program Descriptions

### Faith In Action Guidebook 2026-27 updates

#### Faith Activities

- **RSVP** – Suggested Program Dates: throughout the fraternal year [RSVP](#)
- **Viva Christo Rey** – Suggested Program Dates: Solemnity of Christ the King, Feast of the Mexican Martyrs (May 21). [Viva-Cristo-Rey](#)
- **Imitating Juan Diego** - Suggested Program Dates: St. Juan Diego's feast day on December 9 and Our Lady of Guadalupe's feast day on December 12<sup>th</sup>. [Imitating-Jaun-Deigo](#)
- **Into the Breach** – Suggested Program Dates: throughout the year. [Into- the-Breach](#).
- **Spiritual Reflection Program** – Suggested Program Dates: As needed throughout the year [Spiritual-Reflection](#)
- **Holy Hour** – Suggested Program Dates: Once per quarter. [Holy-Hour](#)
- **Pilgrim Icon Prayer Program** – Suggested Program Dates: coordinate with District Deputy and SDRR for available dates. [Pilgrim-Icon](#)
- **Rosary Program** – at any time of the year, with the guidance of their pastor. [Rosary](#)
- **Sacramental Gifts** - Suggested Program Dates: As needed to support members of the parish. [Sacramental gifts](#)
- **Cans for Seminarians**- Suggested Program Dates: year-round- Councils are asked to gather returnable cans and bottles from council members, parishioners, and the community. Work with your local distributor of beverages, they can assist you with supplies and cashing out the returnables. Funds to be sent to the State Faith Director with the check made payable to: Michigan State Council, the memo line is to read: Cans for Seminarians. The funds will be tracked and applied to the Seminarian Endowment Fund. Contact your Diocesan Program Director with questions.

#### Family Activities

- **Remembering Our Faithful Departed** - Suggested Program Dates: Oct. 31 through the end of November, especially Nov. 1 (Solemnity of All Saints) and Nov. 2 (All Souls Day). [Remembering-our-Faithful-departed](#).
- **Quinceañera Support** - Suggested Program Date: best to Coordinate with the Pastor and family. [Quinceañera-support](#)
- **Food for Families**– Suggested Program Date: around Holidays or as needed [Food-for-families](#).
- **Family of the Month/Year**– Suggested Program Dates: Monthly – Family of the Year State convention submission due by April 15<sup>th</sup> [Family-of-the-month](#).
- **Build a bed** – Suggested Program Dates: Can be scheduled as needed - Contact Special Charities Director. [Build-a-Bed](#).

- **Family Prayer Night** – Suggested Program Dates: at least quarterly, four times during the fraternal year. [Family Prayer-night](#)
- **Building the Domestic Church Kiosk**– Suggested Program Dates: any time of the year, with the guidance of their pastor. [Building-Domestic-Church-Kiosk](#)
- **Keep Christ in Christmas** - Suggested Program Date: the season of Advent and Christmas. [Keep-Christ-in-Christmas.](#)
- **Keep Christ in Christmas poster contest** – Suggested Program Date: Council level- November/December, District level- December, Regional level- January [Keep-Christ-in-Christmas poster-contest-guide-book.](#)
- **Consecration to the Holy Family** – Suggested Program Date: A traditional recommendation is that this takes place on the feast of the Holy Family, typically the first Sunday after Christmas. [Consecration-Holy Family](#)
- **Youth Sportsman Program** – Suggested Program Date: During approved State seasons. [Youth Sportsman](#), [Youth Big Buck Contest.](#)
- **Family Social Events** - As a Catholic Family Fraternal Service Organization, we provide activities to involve the entire family. These not only provide for some great times but are necessary to develop strong family bonds within our natural family and our fraternal family. Councils should plan and promote activities such as picnics, games, cycle events, movie nights, and family days at sporting events etc. which strengthen family ties. Several ideas are detailed in the Supreme booklet “Building the Domestic Church the Family Fully Alive” available on the Supreme web site.

## Community Activities

- **Bright Futures** - Suggested Program Dates: Back-to-School Week, Black Friday, Boxing Day, 3 King's Day (Jan. 6), and Catholic Schools Week (last week of January). [Bright-Futures](#)
- **Celebrating Our Catholic Heritage** - Suggested Program Dates: Sept. 15 – Nov. 15 or on the feast day of an important saint or blessed for the parish. [Celebrating-Catholic-Heritage.](#)
- **Coats for Kids** –Suggested Program Dates: August – Suggested Program Date: September through November [Coats-for-Kids](#)
- **Global Wheelchair Mission** – Suggested Program Dates: anytime throughout the year. [Wheelchair-Mission](#)
- **Habitat for Humanity** – Suggested Program Dates: anytime throughout the year. [Habitat-for-Humanity](#)
- **Knight of the Month / Year** - Suggested Program Dates: Monthly - Knight of the Year State convention submission due by March 15<sup>th</sup>. Report the members' name to the Editor Michigan Columbian. [Family of the month/year](#)
- **Disaster Preparedness** – Suggested Program Dates: as needed [Disaster-Preparedness](#)
- **Catholic Citizenship Essay Contest** - Suggested Program Dates: Council level- August through November, District level November, Regional level December. Topics change yearly [Catholic-Citizenship-Essay](#)
- **Helping Hands** – Suggested Program Dates: as [Helping-hands](#)
- **Casey Teddy Bear** - Suggested Program Dates: As needed. [Casey-Teddy-Bear-Order-Form](#)

- **Free Throw Championship** - Suggested Program Dates: Council Level in December /early January, District Level January, Regional February, State Finals in March. Send original Score sheets of Council winners & runners up to your District Deputy. [Free-throw-challenge](#)
- **Soccer Challenge** – Suggested Program Dates: Council Level in August/early September, Regional September, State finals October. [Soccer-challenge](#)
- **Hockey Challenge** – Suggested Program Dates: Council Level March, District level April, Regional Level early May, State Late May. [Hockey-challenge](#)
- **Spelling Bee** - Suggested Program Dates: The Council level should be held in October through December, The Regional level January / February, The state finals will be held in March [State-Spelling-Bee](#)
- **MI Drive/ Intellectually Disabled (AKA tootsie Roll Drive)** – Suggested Program Dates: Palm Sunday Weekend, Columbus Day Weekend. [Mi-drive](#)
- **Support Catholic Boys and or Girls Camps** - volunteers or monetary contributions.
- **Youth retreat** – organize or volunteer to work with young people at an authorized Catholic retreat
- **Cross Catholic Outreach** – Suggested Program Dates: Can be scheduled as needed. Contact Special Charities Director: Garret Kelenske. [Cross-Catholic-food-packing-events](#)

## Life Activities

- **Holy Hour for Life with Our Lady of Guadalupe** – Suggested Program Dates: any time of fraternal year, October (Respect Life Month) Feast of Our Lady of Guadalupe (Dec. 12). [Holy-hour-for-Life-with-our-Lady-of-Guadalupe](#).
- **The Gospel of Life** - Suggested Program Dates: any time of the year, consider the weeks preceding national, state or local marches for life, 40 Days for Life and Life Chain campaigns, Respect Life Month (October), and the International Day for the Unborn Child (March 25). [Gospel-of-life](#)
- **Marches for Life** - Suggested Program Dates: National March in January, State March in November. [March for Life](#)
- **Ultrasound Initiative** – Suggested Program Dates: any time of fraternal year. [Ultrasound](#)
- **ASAP** - Suggested Program Dates: any time of fraternal year. [Aid-and-Support-program-overview](#)
- **Baby Bottle Program** - Suggested Program Dates: October Respect Life Month or the period from Mother's Day to Father's Day in May and June. Support Culture of Life by collecting funds at meetings, parish events, or within the community with the Baby Bottle Program and then donating the funds to an approved Pro-Life Organization. This program has been accepted and proved successful in raising funds.
- **Special Olympics** – Suggested Program Dates: Year-round especially during the Summer Games (May) and Winter games (January – February). [Special-Olympics](#)

Please remember to report activity using the Fraternal Programs Report Form [\(#10784\)](#) Due January 31. Send a copy to the Supreme Council, [forms@mikofc.org](mailto:forms@mikofc.org), and your District Deputy.

The website for Special Olympics Michigan is [www.somi.org](http://www.somi.org). Become familiar with the site as it contains a lot of programming information. If you have further questions, contact the State Special Olympics Director.

- **Mass for People with Special Needs** – Suggested Program Dates: any time within the Fraternal year with the approval of the pastor. [Mass-people-Special-Needs](#)
- **40 Days for Life** - Suggested Program Dates: September- November. [40daysforlife](#).
- **Christian Refugee Relief** – Suggested Program Dates: any time within the fraternal year [Christian-refugee-relief](#)
- **Silver Rose** – Suggested Program Dates: early March through May Coordinate with Silver Rose Director Robert Bagley to participate in this program [Silver-Rose](#)
- **Visit the Sick** - One of our Catholic Corporal Works of Mercy is to the visit the sick. Members should take time to visit a member or member's family, offering support and prayers at their time of need.
- **Organ Donor Registry** – Support those in need of an organ by registering with the Michigan Organ Donor Registry. Every 10 minutes someone is added to the national transplant waiting list, add 22 patients die each day because not enough organs are available. Registering simple and takes less than a minute. Go to <https://www.giftoflifemichigan.org/become-donor/>.
- **Fostering of Children**– Provide awareness to councils of the continuing need for Fostering of Children.
- **End of Life Issues** – Provide awareness to councils of end-of-life issues (our faith supports life from conception to natural death). Outline what natural death means and provides resources for those with issues they or other family members may face.

## Promote Michigan State Council Fundraisers (Raffle)

Each November, Michigan Knights of Columbus State Charity Raffle Tickets and related materials are sent to all members, including e-members, by mail.

Funds raised through the State Charity Raffle support Michigan Charities including, but not limited to, All Diocese of Michigan, Bishop Baraga Association, Coats for Kids, EWTN Catholic Radio, Gianna House, Heart of Christ Clinic, Right to Life Programs, Holy Cross Services, Vocations Programs, Catholic High School Sports Programs and additional causes addressed by the Michigan State Council.

Charitable participation of all members is vital to the success of the State Charity Raffle. Promotion at the council level via announcements at meetings and council events, church and community activities, pulpit announcements, and council newsletters. Ticket sales promotion ideas include Christmas stocking stuffers gifts, ticket sales to family and friends, ticket sales after Mass, at council activities including breakfasts, spaghetti dinners, etc... Promotion of the State Charity Raffle is essential during the second and third quarters of the fraternal year.

With the opportunity for members to win cash, seller incentives include Early Bird sales drawings, seller incentives to Top Sellers, Top Council Sales by gross sales and percentage of membership. Incentives are also paid to the top four prize winning sellers.

With tens of thousands of dollars in prizes and incentives, the State Charity Raffle drawing is held in mid-April.

## **Awards**

Prior to the end of the fraternal year on June 30, ensure your Council achieves the requirements to qualify for the Fr. McGivney, Founders', Columbian, and Star Council Awards. There are no application forms for the Fr. McGivney awards. The Supreme Council provides report forms at the Knights of Columbus web site at [www.kofc.org](http://www.kofc.org). Direct questions concerning report forms to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, CT 06510-3326 or call (203) 752-4270. [Columbian-Award-Application](#)

### **State Blessed Michael McGivney Award**

Is an award given each year by the Michigan State Council to recognize a chaplain who exemplifies the traditions of the order's founder, Blessed Michael McGivney, through their priestly zeal and exemplary service and is a model of charity and fraternity. [State Blessed Michael McGivney Award](#)

### **State Service Program Awards**

Each year the Michigan State Council recognizes the best program in each of the Service Program areas, Faith, Family, Community and Life at the *annual Michigan* State Council convention. Program book submissions need to be made to the appropriate program director by April 15<sup>th</sup>. [mikofc.org/resources/program-guides](http://mikofc.org/resources/program-guides).

**DO NOT SEND MATERIALS DIRECTLY TO THE SUPREME COUNCIL**

## Reporting Due Dates 2026/2027

### July

- 01 State Per Capita Billing
- 31 Reports of all the council programs for the month (#10784)

### August

- 15 Annual Council Audit Form 1295
- 15 Soccer Challenge Kit Order form SC-KIT
- 31 Reports of all the council programs for the month (#10784)

### September

- 01 Essay Contest Kit Order Form EA-Kit
- 30 Reports of all the council programs for the month (#10784)

### October

- 01 Keep Christ in Christmas Poster Contest Kit Form CPC-KIT
- 16 DAVL Memorial Plaque Application due
- 31 Reports of all the council programs for the month (#10784)

### November

- 01 Free Throw Competition Kit Form FT-KIT
- 29 Fall MI Report Form MI-13 to State M.I. Director
- 30 Reports of all the council programs for the month (#10784)

### December

- 31 Reports of all the council programs for the month (#10784)

### January

- 01 State Per Capita Billing**
- 02 State Essay contest submissions deadline
- 15 Keep Christ in Christmas Poster contest submissions deadline
- 31 Survey of Fraternal Activities Form 1728
- 31 Special Olympics- Fraternal Report Form 10784
- 31 Reports of all the council programs for the month (#10784)

### February

- 28 Reports of all the council programs for the month (#10784)

**March**

31 Reports of all the council programs for the month (#10784)

**April**

15 Program Service Award Applications

15 Blessed McGivney Award application

30 Reports of all the council programs for the month (#10784)

**May**

31 Spring MI Report Form MI -13 to State M.I. Director

31 Reports of all the council programs for the month (#10784)

**June**

15 Council Directory form (25.05) (Online)

30 Columbian Award Application (#SP-7)

30 Report of Officers Chosen for Term Form (#185)

30 Service Program Personnel Report Form (#365)

30 Food for Families Refund Application (#10057)

30 RSVP Refund Application (#2863)

30 ASAP Grant Request Application (Online)

30 Appointment of Round table Coordinator (#2629)

30 Reports of all the council programs for the month (#10784)

30 End of Fraternal Year