



**Knights of  
Columbus®**

# **COVID Recovery Program**



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# Overview

This booklet outlines a COVID Recovery Program (CRP) to help Knights of Columbus councils and their parishes emerge strongly from the recent pandemic.

The CRP focuses on resuming operations in a way that inspires members and parishioners to become reinvolved with church and community activities. The CRP has three key elements: parish support, interactions between state and local councils, and fraternal engagement.

- a. An essential part of CRP is for each council to support its parish's recovery. Councils should be active, visible contributors in efforts to refill the pews and support the spiritual needs of parish families.
- b. Interactions between state and local councils are critical for success. A state council representative, usually the district deputy, will meet with council leaders to assist in developing and implementing a unique recovery plan for the council according to its needs.
- c. The fraternal engagement of council members is the foundation for recovery. This must be done through a thoughtful plan of volunteer services, charitable activities, and meetings that form and strengthen fraternal bonds.

Recovery plans will be unique for each council. The CRP provides a basic framework. It can be modified as needed. Some councils will need very little help and can put together a recovery plan on their own. Some councils will need the assistance this program offers.



# Technology and Recovery

During the pandemic, many councils performed great works of charity and volunteer service by leveraging virtual technologies and procedures. Going forward, all councils should embrace and adopt virtual capabilities because they facilitate the engagement of council members, especially those who cannot attend meetings or events. The virtual environment allows them to be engaged from a distance.

Despite the availability of vaccines and the tapering of COVID cases, many members continue to fear the potential risk of infection from group activities. Remote participation should be offered whenever possible so that these members are given the opportunity to participate.

Technology also enables more effective communications. Younger generations communicate largely by digital means. This is the way of the future and the time to adopt it is now. The CRP provides helpful information on digital tools and procedures, along with tailored coaching on setup and use.



# Precaution

The pandemic and associated corrective actions vary from place to place. Likewise, recovery actions will vary too. There may be additional spikes of contagion or new strains of the virus that spur a resumption of social distancing measures. The CRP is flexible so state and local councils can adapt it to their unique circumstances. Good recovery programs can accommodate both the continued easing of pandemic restrictions and the potential resumption of restrictions in the event of renewed spread of the virus.

For these reasons, council leaders must remain flexible and proceed cautiously. They must exercise prudential judgment when planning meetings and events. All parish, diocesan, and civil regulations must be fully understood and obeyed.



# Key Steps

The recovery program involves three basic steps:

- a.** Offer assistance to parishes. Council leaders will meet with the pastor to discuss how the council can help with parish recovery plans. The agenda in Appendix A should be used to prepare for this meeting. At a minimum, every council should complete this step even if they are unable to manage a more comprehensive recovery program.
- b.** Council leaders will meet with the district deputy or state council representative to assess the council's status and develop an appropriate recovery plan. An agenda for this meeting is contained in Appendix B. The council assessment should be done using the checklist in Appendix C. The recovery plan should put into place the essential elements for resumption of council operation and support of parish recovery.
- c.** Put the recovery plan into action. Council leaders will engage their members to conduct the planned works of charity and service. This will rekindle a spirit of fraternity.





# State & Jurisdiction Procedures

Every state should have a recovery program for the resumption of local council operations. The CRP provides a good foundation for such programs and focuses attention on assisting in parish recoveries. It imposes little additional work beyond what district deputies should already be doing with their councils. No extra reporting requirements are imposed on the state councils. States may modify or amend the CRP to address the unique needs of their jurisdiction.

The suggested procedure for state councils is:

- 1. Modify or amend the CRP as needed**

- 2. Assign a representative to assist each council**

Ideally, this will be the DD, but Jurisdictions may assign other fraternal leaders to this role.

- 3. Arrange training for the Representatives**

The state council representatives should attend the Supreme webinar and review the CRP resources. Regional Training Directors can provide tailored training upon request.

- 4. Contact councils**

The state council representatives should contact council leaders and direct them to meet with their pastors, using the agenda in Appendix A. They should also arrange to meet council leaders in person or virtually.

- 5. Coach the councils**

The state council representatives will meet with council leaders and complete the Council Assessment (Appendix C). Using Appendix B as a guide, they will assist them in developing a recovery plan. The state council representatives shall demonstrate the resources available to council leaders and sign them up for supreme and state distribution lists and online content. Wi-Fi access is needed for this meeting.

# Local Council Procedures

## 1. Meet with Pastor (*Appendix A*)

Council leaders should meet with their pastor to offer assistance and identify how the council can help with parish recovery actions. Prior to the meeting, review the agenda in Appendix A. At a minimum, every council should complete this step even if they are unable to manage a more comprehensive recovery program.

## 2. Meet with State Council Representative (*Meeting Agenda – Appendix B*)

The Council Assessment (Appendix C) should be completed to provide a starting point for a recovery plan. Then, using Appendix B as a guide, the council leaders and state council representatives should prepare a plan for COVID recovery. Available resources should be reviewed during this meeting.

## 3. Engage council members in recovery activities and fraternal events

Council leaders must reach out to all members and encourage them to participate in the recovery plan. They should bring the members and their families back to successful meetings and events. The state council representative can offer training and other resources to facilitate effective communications.



# Resources

- [COVID Recovery Program Guidebook \(#11177\)](#)
- [Subscribe to the Fraternal Leader Advisory](#)
- [Fraternal Programs Report Form \(#10784\)](#)
- [Officer's Online and Member Management \(#185 / #365\)](#)
- [Leave No Neighbor Behind Guidebook \(#11039\)](#)
- [Guidelines for Council Meetings \(#10318\)](#)
- [Knights of Columbus Public Relations and Publicity Guide \(#2235\)](#)
- [Fraternal How To Videos](#)
- [Virtual Operations Resources](#)
- [Tips for Council Budgeting](#) and [Sample Budget](#)
- Appendix A – Pastor Meeting Agenda
- Appendix B – Council Leader and District Deputy Meeting Agenda
- Appendix C – Council Assessment
- Appendix D – Suggested Methods to Engage Members
- Appendix E – Sample Program Ideas



# Appendix A: Pastor Meeting Agenda

Prior to this meeting, review “Working with Your Pastor” ([Video/PDF](#))

1. Ask your pastor to begin with a prayer.
2. Introduction by Grand Knight or Council Leader.
  - Thank Father for meeting with you, and for his spiritual leadership of the parish during this pandemic.
  - Emphasize your council’s support for your pastor and the parish.

*The Council wants to be an active, visible contributor in parish recovery efforts to refill the pews and meet the spiritual needs of parish families.*

3. Offer to assist in parish recovery efforts that encourage parishioners to return to Mass and the sacraments.

You can suggest that Knights of Columbus are available to:

- Make phone calls to parishioners.
- Distribute flyers door to door to registered parishioners.
- Usher for Mass and Sacraments.
- Help organize parish “welcome back” initiatives.

Remain open and receptive to any other requests that your pastor may have for the parish. Discuss the unique needs of your parish and community.

4. Grand Knight’s Summary.
  - Commit to follow up on his requests for support in a specific timeline.
  - Schedule a follow up meeting with your pastor.
  - Invite the pastor to council meetings if he does not already attend. Make time in your meeting agenda to address parish support and recovery efforts.
  - Thank the pastor for his time.
5. Close in prayer, asking Father to bless the works of the council.



# Appendix B: Council Leader and District Deputy Meeting Agenda

1. Opening Prayer.
2. Assess Council Status (Appendix C). Clarify strengths and weaknesses.
3. Discuss the pastor's requests for council support.
4. Show available resources and train on use as needed:
  - a. Fraternal Leader Advisory ([Video](#) – [Past Issues](#) – [Sign Up](#))
    - i. Sign up leaders for email distribution and FLAs
  - b. Virtual capabilities ([Resource page](#) – [Planning Guide](#) – [Technical Guide](#))
  - c. Meetings ([Council Meeting Video](#) – [Officers' Planning Meeting Video](#))
  - d. Officers Online (Use "SIGN IN" button on [KofC.org](#))
  - e. Email tool in Member Management ([Video](#))
  - f. Webinars ([Training & Webinars](#))
  - g. Online ceremony ([Ceremonials](#))
5. Develop a COVID recovery plan that leverages assessed strengths and improves identified weaknesses:
  - a. Identify people for core leadership positions: Grand Knight, Financial Secretary, Treasurer, Program Director, Technology Director
  - b. Schedule at least six events for the next six months (Appendix E)
    - i. Reflect holidays, holy days, feast days, Founder's Day, McGivney feast day, etc.
  - c. Schedule council and officers' planning meetings
  - d. Create a member outreach plan ([Leave No Neighbor Behind](#) – [Email Tool Video](#))
  - e. Implement the use of virtual tools for meetings and events (see 4b above)
  - f. Develop a budget ([Tips for Council Budgeting](#) and [Sample Budget](#))
  - g. Share best practices and success stories from other local councils
  - h. Set measurable and achievable goals, ie.:
    - i. \_\_\_\_ events per month
    - ii. \_\_\_\_ attendees per event
    - iii. \_\_\_\_ prospective members per event
    - iv. \_\_\_\_ members attending council meetings
    - v. \_\_\_\_ members contacted successfully
    - vi. \_\_\_\_ Date to complete a full slate of officers and directors
6. Develop agenda for officer planning meeting.
7. Develop agenda for council meeting.
8. Closing Prayer.









## Appendix D: Suggested Methods to Engage Members

- o Create a “phone tree” to make personal contact with every man in your council
- o Talk with members to foster socialization and gauge health concerns
- o Ensure members have necessary support and resources
- o Encourage Members to return to Mass
- o Communicate council recovery plans to all members
- o Promote council plans through the parish web site and bulletin
- o Encourage attendance at meetings and events
- o Hold council meetings and events with hybrid options using virtual tools
- o Explain virtual tools and assign “Buddies” to assist members who are unfamiliar with technology
- o Solicit volunteer workers for scheduled events
- o Encourage members to wear Knights of Columbus branded apparel





# Appendix E:

## Sample Program Ideas

### Faith Programs

#### Into the Breach

- o Into the Breach is a call to battle for Catholic men which urges them to embrace wholeheartedly masculine virtues in a world in crisis

#### Adoration

- o Consider beginning the recovery efforts with a 24-hour adoration led by Knights for the whole parish

#### Rosary

- o Invite members and parishioners to pray the rosary after some parish Masses. This program can be done monthly or quarterly

#### Blessed Michael McGivney Prayer Hour

- o Celebrate the beatification of Blessed Michael McGivney through a special prayer hour open to the whole parish

#### Spiritual Reflection

- o Retreat or half day of reflection for men of the council and parish

### Family Programs

#### Family of the Month

- o Recognize a council / parish family that models Christian family values

#### Food for Families

- o Council and parish families raise funds and supplies to support their local food pantries

#### Family Prayer Night

- o Council / parish families gather for prayer, food, and fellowship



## **Community Programs**

### Helping Hands

- o Support those in need in a manner that best serves local circumstances

### Free Throw/Soccer/Hockey Championship

- o Competitions for boys and girls

### Habitat for Humanity

- o Team with Habitat for Humanity if they are building homes in your area for families in need

## **Life Programs**

### Pregnancy Center Support

- o Support a local pro-life pregnancy center

### Novena for Life

- o Lead your community in the spiritual fight to establish a culture of life

### Mass for People with Special Needs

- o Celebrating a Mass for People with Special Needs can be the first of many steps toward integrating them into regular weekly or even daily Mass

The [Remote Programming Supplement](#) has additional suggests and is a guide for expanded participation.



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