

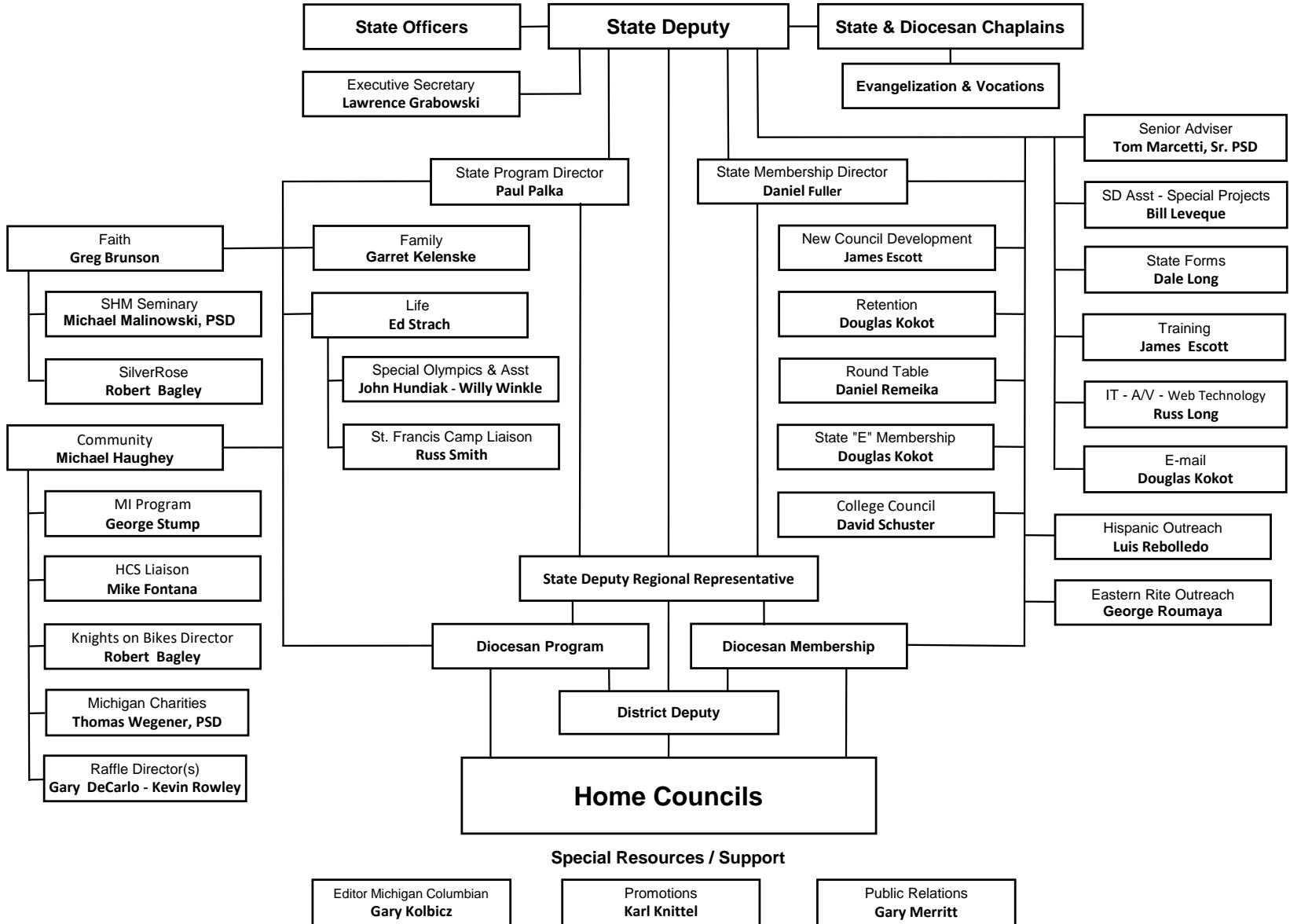
2020 – 2021
Leadership Guide



Program and Membership

Rise Up and Answer the Call

Michigan Jurisdiction State Organization 2020



Michigan State Council Leadership 2020

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PREFACE

The Leadership Guide is intended to serve as a guide and reference to our Councils and to provide information to Grand Knights and their leadership teams in fulfilling their responsibilities. The Leadership Guide is not intended to replace the Charter Constitution and Laws of Knights of Columbus. Use this guide as a first resource for a question or concern, do not place it on a shelf and forget about it.

In addition, there is a wealth of resources provided on the Supreme Council and Michigan State Council websites. The Supreme Council officer training modules are available to all officers and directors.

The two essential elements needed to gain members are good communication and programs. This guide offers concrete suggestions to be used in Councils, parishes and the larger communities they serve. Members are retained when they see the contributions made by their Councils and are involved in them. Other Catholic men will want to join the Knights of Columbus when they see what the organization does. This happens when there is good communication within and outside of the Council. The Leadership Guide will help Council leaders to make this goal a reality.

Starting in 2020-2021, this manual is furnished in an electronic format only. You can download it to your computer or wireless device for reference wherever you go. This document will be updated when needed so you will have the most up to date information just a click away. Please share where to locate the manual with your Brother Knights at www.MIKofC.org.

LEADERSHIP

Who are the Knights of Columbus?

The Knights of Columbus is an organization deeply rooted in the Catholic faith that is based on Charity, Unity, Fraternity, & Patriotism with many great benefits for both the member and all his family.

Vision

The vision of the Michigan Knights of Columbus is to:

- 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 those parishes that can support a healthy Council, without negatively impacting existing Councils, are contacted & encouraged to start a new Council, particularly when requested by the parish priest;
- 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 to include video conferencing and virtual Exemplifications

Objectives

- ❖ Obtain Membership Quota
- ❖ Obtain Insurance Quota
- ❖ Obtain Columbian Award
- ❖ Communicate with all Members
- ❖ Involve All Council Members in Activities

Leading Volunteers

Leadership in any charitable organization like the Knights of Columbus has some similarities to leadership at work or in the military. But there are also many differences. So, if you have previous leadership experience at work or in the military, you've developed many skills which will help you be successful as a leader in the Knights of Columbus.

But please remember, you are leading volunteers. Unlike at work or in the military, the people you are leading don't have to listen to you. They are volunteers and, as such, can just say no any time they'd like to. There are no negative consequences of just saying no.

Leading volunteers is very much dependent on knowing your volunteers, knowing what motivates them, and using this knowledge to get them excited about doing the work of the Order.

- Some people are very social. They like to socialize, make friends and attend social events. Work to steer these people toward social events within the council. These people also make great recruiters and can draw others to the order.
- Some people like to do work (but not lead work). Work to steer these people to sign up to help at program events. You need a lot of doers to hold a successful event.
- Some people like to lead. Ask these people to be Council Officers or Program Personnel within the council. It's also good to know who may want to develop these leadership skills and work with them to obtain those skills.
- Match people up with what they want to do; what they enjoy doing; what they are good at.

Two final key aspects of leading volunteers are to (1) make sure they have fun and (2) make sure they feel appreciated. Leaders easily get caught up in completing the task at hand. Always remember to allow people to enjoy the task they're doing while they work on tasks. It's not the destination but the journey! And, absolutely recognize their efforts. Thank them. Make sure they know you appreciate them, don't take them for granted, and ensure they know that their contributions are important to the Order.

District Deputy Duties

1. Supervise the councils assigned within his district and is responsible for the enforcement of the laws and rules of the Order.
2. Have charge of the Exemplification of Faith Unity and Fraternity.
3. Inspect the books, vouchers and accounts of councils within the district, and request them for examination.
4. Install Council Officers as close as possible to the start of the Fraternal year.
5. Act as the special representative of the State Deputy and the Supreme Knight.
6. See that the candidates in each council receive the required degrees as expeditiously as possible.
7. Promote the use of the Member Management and Member Billing applications in Officers Online.
8. Follow the guidelines for a member's suspension or withdrawal.
9. In case of a dissolution of a council, take possession of books and papers for the benefit of the Order.
10. Direct and assign duties to trustees of councils when deemed advisable.
11. Is the chief administrative officer of the Council.
12. File reports of the condition of the councils in his district when requested to do so by the State Deputy, the Supreme Knight and Board of Directors. (Forms #944 A&B).
13. Perform such other duties as the laws of the Order prescribe.
14. Attend State and Diocesan meetings so you can be prepared to assist the councils in your district.
15. Personally, recruit new members.

16. Hosting your District Meetings of Council Officers (at least twice a year).
17. Help create a fraternal network for the councils in your district to become effective in their charitable outreach.
18. Participate in and attend the annual State convention.
19. Encourage delegates from each council in your district to attend the annual convention.
20. Actively participate in council events and programs.
21. Participates in the Exemplification of Charity, Unity & Fraternity.
22. Ensures that all reports and forms are submitted on time.

Grand Knight's Duties

1. Provides thoughtful & inspired leadership.
2. Is the chief administrative officer of the Council.
3. Acts as an *ex officio* member of all committees.
4. Appoints the membership & program director and works with them to select committee chairmen.
5. Appoints and forms the Council admissions committee & oversees its work.
6. Appoints special committees.
7. Presides over Council meetings.
8. Convenes the Council officer/executive committee meetings.
9. Oversees the proper Exemplification of Faith Unity and Fraternity.
10. Participates in the Exemplification of Charity, Unity & Fraternity.
11. Ensures that all reports and forms are submitted on time.
12. Interacts with the Financial Secretary & Treasurer to ensure all Council financial obligations are met.
13. Countersigns all Council checks.
14. Reviews monthly vouchers.
15. Attends Council functions whenever possible.
16. Ensures the Supreme Service Program Personnel Report (Form #365) is completed in Member Management as soon as he has appointed most of his Council's Service Program Personnel or by the form due date.
17. Issues the call for a semiannual audit.
18. Works together with the District Deputy to achieve the goals of the District & State.
19. Contacts the insurance Field Agent for all Exemplifications of Charity, Unity & Fraternity & information nights.
20. Sets up regular meetings with the priest of each parish the Council represents.
21. Encourages all members to get active in the four service categories.
22. Heads an active retention committee all year long.
23. Communicates Council, Assembly, District & State events to all members regularly.
24. Promotes Membership growth.
25. Appoints Round Table Coordinators to the parishes served by the Council & communicates these appointments on the report of Round Table Coordinator (form #2629)

NOTE: *The only exception is a home-parish Council supporting its own parish; the Council church activity director fills this need within the parish.*

Council Officer Duties

To build a strong foundation for success and to position your council to last for generations, it is important that all council leaders work as a team and understand their individual duties and responsibilities. It is also important that this knowledge be passed to future leaders, so they will be prepared to one day assume these roles. Every member of your council is committed to its success.

When you are charged with a task, ask other members to assist you with any work related to their skills and interests. Afterward, follow up on a regular basis to check on progress and to see if any assistance is needed. Sharing your responsibilities shows your trust and helps keep others engaged.

Below are the responsibilities of office of our Order. Should your council wish to add additional responsibilities to an office, consult and consider amending your council's bylaws regarding each officer and director's duties. This will have to be done resolution. More information on fraternal leader responsibilities can be found by accessing the Fraternal Training Portal, located training through K of C open enrollment. Sabacloud.com and filling out request for portal.

Chaplain – Council Officer (appointed position)

- A priest is chosen annually by the grand knight, deputy grand knight and board of trustees.
- Acts as spiritual advisor to the brother Knights and families of a council.
- Provides his message to members at the beginning of the meeting as outlined in the Method of Conducting Council Meetings (#10318) or whenever it best suits his schedule.
- The chaplain should attend meetings of the council — including officers' meetings — whenever his schedule allows, as his advice is frequently needed.
- Additional information on the role of the chaplain is contained in the Chaplain's Handbook (#945).

Grand Knight – Council Officer (elected position) – Safe Environment Training Required

- Presides over all council meetings.
- Appoints program and membership directors.
- Appoints committees as needed.
- Countersigns orders for payment and checks.
- Ensures the submission of all paperwork required by the Supreme and State Councils.
- Maintains working relationships with the council's chaplain, district deputy, field agent and general agent, as well as with other local service organizations (e.g. Habitat for Humanity, food pantries/soup kitchens).
- Has a working knowledge of the kofc.org website, Officers Online and Member Management.
- Responsible for his council's Exemplification of Faith Unity and Fraternity.

- Additional information to assist the grand knight in the performance of his duties can be found in the Grand Knight’s Guide (#5085), the Knights of Columbus Leadership Resources (#5093) and the Method of Conducting Council Meetings (#10318).
- Further details are also available on the Fraternal Training Portal.

Deputy Grand Knight – Council Officer (elected position)

- Assists the grand knight with operation of the council.
- Presides at council meetings in the absence of the grand knight.
- Is recommended to serve on the council’s retention committee.
- Has a working knowledge of the Knights of Columbus website, Officers Online and Member Management.
- Performs other such duties as the grand knight may direct.
- The deputy grand knight should be familiar with the Method of Conducting Council Meetings (#10318).

Chancellor – Council Officer (elected position)

- Assists the grand knight and deputy grand knight with their duties, as assigned.
- Is entrusted with strengthening the members’ interest in council activities.
- Is recommended to serve as the chairman of the Admission Committee.
- Performs other such duties as the grand knight may direct.
- It is recommended for the chancellor to be familiar with the Order’s qualifications for membership, the Membership Document (Form 100) and the Member/Prospect Interest Survey (#1842).

Recorder – Council Officer (elected position)

- Responsible for keeping and maintaining a true and permanent record of all actions of the council, using a Recorder’s Minute Book (Form #1403).
- Reads the bills into the minutes for discussion.
- Performs such other duties as the grand knight may direct.

Financial Secretary – Council Officer (appointed position)

- Is appointed by the Supreme Knight for a three-year term upon the grand knight and trustees’ recommendation.
- Must complete and submit the Application for Appointment as Financial Secretary (Form #FS-101).
- Collects dues from members through the timely sending of billing notices and initiates retention measures by providing a list of delinquent members to the grand knight (to prevent members from being suspended for nonpayment of dues).

- Ensures that the council's membership records, including email addresses, are kept updated and that new members sign the constitutional roll.
- Receives honorary and honorary life membership cards from the Supreme Council and provides them to the grand knight for distribution.
- Files various reports and membership/insurance transactions with the Supreme Council.
- Has a working knowledge of the Knights of Columbus website, Officers Online and the Member Management/Member Billing Applications.
- Responsible for completing and submitting a Form 990 for the council.
- Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents.
- Performs such other duties as the grand knight may direct.
- Additional information on the duties and responsibilities of the financial secretary can be found in the Knights of Columbus Leadership Resources Book (#5093) and the Summary of Financial Secretary's Responsibilities (#10238).

Treasurer – Council Officer (elected position)

- Handles council funds.
- Receives money from the financial secretary and deposits it in the proper council accounts.
- Maintains all the council's checking and savings accounts.
- Is responsible for paying all council expenses, including assessments from the Supreme Council.
- Performs other such duties as the grand knight may direct.

Lecturer – Council Officer (appointed position)

- Is appointed annually by the grand knight.
- Is responsible for providing suitable educational and entertainment programs under the "Good of the Order" section of council meetings.
- Stays abreast of developments within the council's charitable, membership and social programs.
- Performs other such duties as the grand knight may direct.

Advocate – Council Officer (elected position)

- Acts as parliamentarian for the council.
- Has a working knowledge of Method of Conducting Council Meetings (Form #10318).
- Knows the council's bylaws and the Order's Charter, Constitution and Laws (Form #30).
- Has access to Officers Online and Officers Desk Reference.
- Seeks legal assistance from the state advocate as needed (But worked through the District Deputy).
- Performs other such duties as the grand knight may direct.

Warden – Council Officer (elected position)

- Supervises and maintains all council property.

- Arranges the council chambers for meetings and exemplifications.
- Oversees inside and outside guards.
- Performs other such duties as the grand knight may direct.

Inside / Outside Guards – Council Officer (elected position)

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance.
- Assists the Warden as required.
- Performs other such duties as the grand knight may direct.

Board of Trustees – Council Officer (elected position)

- Consists of the grand knight and three other members, who are elected by the council's membership for terms of three years, two years and one year.
- At each regular election, the position of each trustee will be voted upon, with the current three- and two-year trustee potentially moving on to become the two- and one-year trustee, respectively.
- Supervises all financial procedures of the council and conducts the semiannual audits.
- Ensures that proper protocol and procedures are followed by the council for the payment of monies — however, cannot override the vote of the council's membership.
- Performs other such duties as the grand knight may direct.

Membership Director – (appointed position)

- Appointed annually by the grand knight.
- Oversees recruitment and retention for the council as well as insurance promotion.
- Collaborates with the grand knight in setting the calendar of membership programs for the fraternal year.
- Manages the recruitment and retention committees and insurance promotion chairman as they implement the council's membership growth program.
- Ensures that Membership Applications (Form #100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent.
- Keeps the council's public relations chairman informed of all membership programs and activities for promotion to the parish community and to local media.

Program Director – (appointed position) – Safe Environment Training Required

- Appointed annually by the grand knight.
- The program director is responsible for providing the council leadership with guidance and direction needed on council programming
- Acts as spiritual advisor to the brother Knights and families of a council.
- Collaborates with the grand knight in setting the calendar of council programs for the fraternal year.

- Manages each category's program directors (Faith, Family, Community, and Life) and chairmen as they implement the council's programs.
- Keeps accurate records of council programs for reporting on the Annual Survey of Fraternal Activity (Form #1728) and the Columbian Award Application (Form #SP-7), along with reports on all other program related applications and reports – all can be found at kofc.org/forms.
- Keeps the council's public relations chairman informed of all programs and activities for promotion to the parish community and to local media.
- Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available kofc.org/safe.

Faith Director – (appointed position)

- Appointed by the grand knight, in consultation with the program director.
- The Faith director reports to the program director. The individual appointed to this position should be comfortable discussing and planning faith formation activities for the council. He must be comfortable developing ties with other parish ministries to advance the needs of the whole parish community at the pastor's direction. He works with and understands the information available for faith development through the Order's Catholic Information Service (kofc.org/cis).
- Responsible for all Faith based council programs.
- Plans, coordinates, and promotes the required Faith program: Spiritual Reflection.
- Assigns committee chairmen and develops committees that support vocations, parochial services and religious devotions.
- Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Faith programs.
- Promotes membership in the Father Michael J. McGivney Guild and promotes the cause for his canonization (fathermcgivney.org).
- Keeps accurate records of the council's Faith programs for reporting to the program director, along with completing reports for the Refund Vocations Support Program (RSVP), if applicable, and all other Faith programs.
- Provides the council's public relations chairman information about all Faith programs and activities for promotion to the parish and local media.

Family Director – (appointed position) – Safe Environment Training Required

- Appointed by the grand knight, in consultation with the program director.
- The Family director reports to the program director. The individual appointed to this position should work to strengthen and nourish wholesome home life through the sponsorship of activities involving entire families, even when the age range of family members vary. This person should work to stimulate togetherness within families. He should be comfortable discussing and planning family programs that support and encourage service to the community and faith formation of council and parish families.
- Responsible for all Family based council programs.
- Plans, coordinates, and promotes the required Family program: Consecration to the Holy Family.

- Assigns committee chairmen and develops committees that support family programs such as the many Supreme-recommended Family programs in the Faith in Action program model.
- Supports the areas of education and religious devotions of families, recreational activities and remembrance of fallen brother knights, and support of their widows and family's members.
- Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Family programs.
- Keeps accurate records of the council's Family programs for reporting to the program director, along with completing reports for the Food for Families and Family of the Month/Year program, if applicable, and all other family programs.
- Provides the council's public relations chairman information about all Family programs and activities for promotion to the parish and local media.
- Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at kofc.org/safe.

Community Director – (appointed position) – Safe Environment Training Required

- Appointed by the grand knight, in consultation with the program director.
- The Community director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts in the broader community. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance along with local government agencies.
- Responsible for all Community based council programs.
- Plans, coordinates, and promotes the required Community program: Helping Hands.
- Assigns committee chairmen and develop committees that support civic involvement, public safety, the environment, health services, neighbors in need, morality and decency, honor Christopher Columbus, and support cultural diversity.
- Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Community programs.
- Keeps accurate records of the council's Community programs for reporting to the program director, along with completing reports for the Coats for Kids, Global Wheelchair Mission and Habitat for Humanity programs, if applicable, and all other community programs.
- Provides the council's public relations chairman information about all Community programs and activities for promotion to the parish and local media.
- Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at www.kofc.org/safe

Life Director – (appointed position)

- Appointed by the grand knight, in consultation with the program director.

- The Life director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.
- Responsible for all Life based council programs.
- Plans, coordinates, and promotes the required Life program: Novena for Life.
- Assigns committee chairmen and develops committees that support right to life issues, civic involvement, pro-life education, pregnancy centers and more.
- Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Life programs.
- Keeps accurate records of the council's Life programs for reporting to the program director, along with completing reports for the March for Life, Special Olympics and Ultrasound, if applicable, and all other community programs.
- Keeps the council's public relations chairman informed of all Life programs and activities for promotion to the parish and local media.

Retention Director – (appointed position)

- Appointed by the grand knight, in consultation with the membership director.
- Builds a small team of members to ensure a consistent outreach to members during the fraternal year.
- Works to keep the council's members active once they join.
- He should consider implementing programs and practices that provide mentors for new members and he should regularly communicate with the council to encourage their participation.
- When students graduate, the retention director should help them transfer to a council in their area.
- At times when a council wishes to suspend members, they must have the retention director make an effort to keep these members or have them transfer to another council.
- His mission is to apply the principle of Fraternity to situations where our brothers find themselves out of communication with the rest of the membership.
- Council level retention includes re-recruitment and all actions in the matter of non-payment of dues.
- Oversees the retention committee and all their activities to retain members.

Working Successfully with your Pastor / Chaplain

You go through life trying to seek approval from your superiors. You constantly want to please your parents with good grades, impress your coaches on the field and wow your professors in the classroom. And as a Grand Knight, you want to win over your Pastor. Our advice would fall into three categories:

1. Do great work
2. Assist and support your Pastor in accomplishing his goals
3. Consistently demonstrate an interest in the success of your Pastor and the parish.

Once he sees the value the Knights of Columbus bring to your Parish, he will be a strong supporter of you, your council and your great works.

1. Do your job, and do it well.

It may seem obvious, but plenty of your peers fail to accomplish the basic tasks that are required of them. If you make a diligent effort and do a good job, your Pastor will be impressed. It all starts here. If you don't do great work it will be difficult, if not impossible, to win over your Pastor, even if you follow all the remaining suggestions well. Councils who do good work, consistently, efficiently, and with humility, are a joy to work with and ultimately allow their Pastor to focus on other issues within the Parish.

The less your Pastor has to focus on council tasks within the parish, the more he can focus on accomplishing his tasks.

2. Really get to know your Pastor.

When you first start working with your Pastor, you should sit down and have a conversation about how he likes to communicate. Ask your Pastor if he likes to correspond by phone, e-mail or in person, find out how often he wants status updates from you, and figure out how much detail he wants in those updates. Great communication is vital for building a strong relationship with your Pastor.

3. Assist and support your Pastor's goals (and the parish goals).

A primary job of any Grand Knight is to make the Pastor's life easier. And just like you, your Pastor has goals that he is trying to accomplish. Find out what's on your Pastor's plate and see how you can help to lighten the load.

4. Be loyal to your Pastor.

Always be dedicated to your Pastor. Never talk about your Pastor in a negative way and never go around him when you have an issue. If there is an issue, sit down and talk to your Pastor. Be a respectful and loyal parishioner and keep those conversations between the two of you. A lack of trust can severely damage the relationship and his relationship with your council as well.

5. Make your Pastor's priorities your priorities.

Your job is essentially all about meeting the Pastor's priorities the way he wants them to be met. Remember that it's a team effort, with your Pastor as the lead person. If something isn't at the top of your list but your Pastor expresses that it's a priority – then it immediately becomes your priority too. Communicate with your Pastor regularly to make sure your goals and priorities are in sync.

6. Look for opportunities to "make something happen".

For example, there are always projects and assignments that others don't have "time" to do. Find one that your council can do and volunteer to do it! Your Pastor will appreciate it and remember it in the future.

Volunteer to take on new projects—but don't overload yourself. You want to have enough time and energy to do a great job on everything. One thing that will really impress your Pastor: Try to think of valuable projects or assignments that you can start and complete without much supervision or guidance from your Pastor.

7. Seek solutions to problems.

Don't rely on your Pastor to fix everything. When a problem arises don't just point it out. It's likely obvious to everyone that something has gone wrong. Instead, offer suggestions. And, if appropriate, roll up your sleeves and try to address the problem. When a problem surfaces, never whine about it. No one likes a negative person. That reduces morale and may impede productivity. When adversity comes, and it will, try to avoid complaining and instead seek ways to solve the problem.

8. Make note of anything that you and your Pastor have in common.

From non-work-related points of interest like pets, golf and, jogging, to spiritual ideals. In general conversation, find an opportunity to make your Pastor aware of your similar interests. Don't be afraid to tap into your Pastor's personal life. No one is all work and no play. Find out what the Pastor likes to do for leisure and take an interest in that activity. Consider reading the same book he's started and discuss key points or chapters with your Pastor or join him in a round of golf if he loves the links. He'll appreciate your efforts to share in something he finds pleasurable, and you may get some invaluable one-on-one time to display your skills and competencies.

9. Demonstrate a long-term interest in your parish.

Although Pastors move around every few years, there's nothing stopping you from thinking and acting in the long-term interest of the Parish. Learn about your key issues facing your parish and figure out how you can support increased growth. Ask questions to get a better idea of where the parish is heading and to figure how you can align your council goals with the parish's goals. Over time you will develop into a valued partner, and hopefully you will acknowledge your Pastor as a key supporter in the growth and development of your council – which ultimately indicates to others in your parish that your Pastor is a great developer of talent.

10. Agree with your Pastor without compromising your own values.

This way, when the two of you do disagree or if you need to challenge your Pastors' assumptions, it won't be viewed as "disagreeing" but rather, a "different perspective".

11. Respect your Pastors' time.

Invite him to council activities but always ensure he knows you know he is a busy man. When meetings with him or just engaged in casual conversation, be careful and don't chatter away when clearly, he is busy.

12. Be yourself

Over time, your Pastor will want to know you. Not just the Grand Knight position you hold for a while but who you really are. As you strive to do the items on the checklist, try and find a way to accomplish these things in a way that fits who you are. It needs to fit your personality, your

communication style. You must come across as genuine. Finally, this will be much easier and enjoyable if you can be yourself.

Establishing Council / District Goals

There is an old saying. If you fail to plan you are planning to fail. Each council (and each District for that matter) needs to establish goals for each year. Then, once the goals are established, you can create a plan on how to achieve your goals.

When setting goals, find the right balance. If goals are too difficult and unattainable, people tend to give up and/or become discouraged. As stated previously, members need to be positively motivated, so unrealistic and unattainable goals are counter-productive. But, also ensure the goals you set are stretch goals. Strive to do better than last year. Kick it up a notch. With positive reinforcement, encouragement and a winning attitude, your council (and your District) can accomplish great works. Greater than last year. Here is a list of items you should consider setting goals for:

- **Programs** – Owner = Program Director (*Strive for the Columbian Award if possible*)
 - Can your council do the 4 required programs?
 - Can your council accomplish 4 programs in each category (Faith, Family, Community & Life)?
 - Are there Parish needs your council hasn't addressed in the past you can add this year?
 - Are there programs you should cut due to lack of interest or just aren't fun anymore?
 - Can you get the Program, Family and Community Directors youth protection training and background checks completed?
- **Membership** – Owner = Membership Director (*Strive for the Fr. McGivney Award if possible*)
 - Can your council recruit more members than last year?
 - Can your council reduce (or eliminate) withdrawals and/or suspensions?
 - Can you establish a goal (with action steps) to get inactive members to become active?
 - Can you get your Membership Director more help from the rest of the council?
 - Can you help your members have more fun or feel more fulfilled?
 - Is there a near-by Parish or college you could reach out to and start a Roundtable?
- **Service Program Award** – Owner = Program Director
 - Does your council have a great program they could submit for the Service Program Award?
- **Insurance** – Owner = Grand Knight (*Strive for the Founders Award*)
 - Can you hold a Benefits Night / Open House?
 - Improve relations with your Field Agent or General Agent?
- **Forms** – Owner = Grand Knight
 - What can you do to stay on top of required forms better than last year?
 - Have you provided your District Deputy with a copy of each form you have submitted?

- Have you forwarded a copy of each form to the State Forms Director?
- **Good Standing** – Owner = Financial Secretary
 - Has your council stayed current in paying all their Supreme & State per capita and other bills?
- **Fund Raising** – Owner = Grand Knight
 - What ideas do you have to raise more money for your council?
 - Can you promote more participation in the Michigan State Raffle?

Eleven Steps for a Successful Knight of Columbus Council

1. A committee made up of the Grand Knight, Deputy Grand Knight and Financial Secretary (or others as appropriate) meet with the Council chaplain / Priest of the parish(es) served to discuss how the Council and parish can work together for their mutual benefit.
2. The Grand Knight meets with his Council officers and directors and discusses their responsibilities to achieve success in the fraternal year stating his goals with emphasis on achieving the Michigan Achievement Award, Star Council and identifying potential Supreme Service Programs and the group's commitment to attaining them.
3. The Council officers, directors, their families and other interested knights meet to determine the Council's schedule of activities for the upcoming year with an emphasis on service to the parishes and community.
4. The executive committee (officers and directors) meet prior to every Council meeting to discuss agenda items, upcoming programs and expenses / bills to be paid and to assure that the meeting runs smoothly and efficiently. Note: This meeting is required of all Councils.
5. Regular Exemplifications of Charity, Unity & Fraternity, membership growth and retention are emphasized in all Council programs in the parish and the community and regularly reported at Council meetings. Members who don't pay their dues after the second notice receive a Knight Alert letter along with a copy of the Council tri-fold image brochure and the booklet titled *These Men We Call Knights*.
6. Council programs and activities are well publicized in Council, parish and community publications.
7. The Grand Knight uses the Fraternal Success Planner (provided the District Deputy or received from Supreme) and ensures that Council officers and directors participate in state, diocesan, regional and district meetings and training and report what they learned to the other Council members.
8. The Grand Knight, Financial Secretary, program and membership directors regularly access the State Council email system using the monthly e-mailed "talking points" in determining their contribution to the content of Council meetings.
9. Council achievements and member service are recognized through Knight of the Month / Year and Family of the Month / Year awards as well as an appreciation night programs during the fraternal year.
10. All forms are submitted on time to show completion of tasks and to receive credit for the good works done by the council.

11. The Council newsletter is an important communications link that keeps members informed and aware of the business of the Council as well as important dates for Council, District, and State events. Although newsletters should be sent monthly, a minimum of one each quarter is suggested to meet this requirement.

Chain of Command/Solving Council Issues

Most problems can, and should be, handled within the Council. Where possible, fraternal consideration should be the principle relied upon to deal with issues. Where a reasonable resolution is not possible, or if the issue is a major violation of Charter Constitution and Laws, then a stricter interpretation of the law becomes necessary.

The proper way to handle any questions, issue or dispute in a Council is to go through the leadership chain:

1. The **Council Advocate** resolves the problem and/or consults with Grand Knight. The Council Advocate should familiarize himself with the Charter Constitution and Laws of the Knights of Columbus, as well as the Michigan State Council By-laws and Council's By-laws. To assist Grand Knights and Council Advocates, the Supreme Advocate maintains definitive guidance on the various subjects relating to the governance of local Councils on the Officer's Desk Reference, located on the Supreme Council Website (www.kofc.org) under Officers Online. The contents of the Desk Reference should be accessed each time to address a question regarding council issues.
2. The **Grand Knight** resolves the problem and/or consults with the **District Deputy**.
3. If the issue is not resolved, then all protests or complaints must be in writing, signed & addressed to District Deputy.
4. The **District Deputy** resolves the problem and/or consults with the State Advocate.
5. The **State Advocate** resolves the problem and/or consults with the State Deputy.
6. If the **State Deputy** cannot resolve the problem; he will refer the problem to the Supreme Advocate.

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

Councils using Home Corporation Facilities

Home Corporation (HC) facilities can serve a role in their community providing gathering space, not only for Knights of Columbus charitable and fraternal programs, but also for many parish activities. Successful relationships between Councils and Home Corporations are those that have at their heart the principal of charity, and such relationships are exemplified by Council programs that serve the local community. However, many Home Corporations also struggle to pay increased property taxes, manage liability risks, and compete with local banquet halls and conference centers. These and other challenges often lead to difficulties in the relationship between Councils and Home Corporations.

Councils with their own facilities face further challenges to meet costs associated with personnel, maintenance & liability that take away from the mission of the K of C. The Supreme Knight has announced an Order wide initiative to strengthen both parishes and families titled *Building the Domestic Church While Strengthening our Parish*. This initiative builds upon our past programs and accomplishments. The initiative requires that Councils accelerate the process of moving *away* from the home association system and moving *toward* more parish-based Councils. We should not expend valuable resources supporting home associations whose activities are outside the mission of the K of C or the Church. The deployment of resources should be made based on mission integrity with our core principles of charity, unity & fraternity. Councils with Home Corporations must undertake a serious assessment of how that relationship supports the Council in its fulfillment of the core mission of the K of C. The intent is that Councils will move toward greater integration in the life of the parishes.

Councils that still maintain their facilities must adhere to Supreme policies. The Supreme Council established a policy that Councils using HC facilities must maintain written agreements governing a Council's use of HC facilities and how matters will be settled between the Council and the HC if the HC chooses to close. The Supreme Council expects Councils & HC to work together in mutual respect regarding their distinctly different but complementary roles – namely, that of tenant and landlord. The Supreme Council expects that officers of Councils and representatives of HC will act in good faith to clarify the relationship between them in order to promote the fraternal and charitable mission of the Council. These expectations are consistent with the original purpose of forming HC, which was to support the mission of the Council.

The Office of the Supreme has developed the *Handbook for Councils using Home Corporation Facilities*. The handbook clarifies the expectations between the Council and the HC.

Councils & HC are encouraged to work together to implement these guidelines. The Guidelines are available on the Officer's Desk Reference at www.kofc.org.

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 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*

Youth Protection Policy

Our Safe Environment Program safeguards children and other vulnerable persons, assures members and their families that we maintain 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 Policy contains two key components:

1. Diocesan Safe Environment Training

Supreme Council requests all Youth leaders to check with their diocese regarding their youth protection policy. Requirements for the Diocesan Safe Environment Training are detailed below and are also available on the Officer's Desk Reference at www.kofc.org.

Youth leaders 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.

The Knights of Columbus asks that all youth leaders, and those that supervise youth leaders, provide a copy of the certificate of completion they received (e.g. VIRTUS training) as evidence that they have completed the required diocesan training.

All youth leaders and those who supervise youth leaders must scan and e-mail a copy of the diocesan certificate to youthleader@kofc.org The e-mail subject line should contain the Council or Circle number and the youth leader's name and membership number (e.g., Circle 560, John Doe, #8675309).

2. Knights of Columbus Praesidium Armatus Program Training

Under Faith in action, certain state and council officers/ chairmen are required to take safe environment training and may also be required to provide authorization for a background check. some positions also have access to Praesidium's Armatus administration dashboard to view member compliance within their council or jurisdiction.

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

As the Service Program Personnel Report (form #365) is being completed, ensure that all member email addresses are accurate. Praesidium, the order's safe environment partner, will use these

email addresses to send email notifications to the program directors and chairs who are required to complete safe environment training and to provide authorization for a background check. Directors and chairs should look for email notifications from Praesidium in their inbox or spam folder. These will provide assigned username and password to complete the required training and the link necessary to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements.

Email notifications are unique to each recipient and cannot be forwarded or used by another director or chair. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

Roles	Training See note below	Background Check	ARMATUS Administration
Grand Knight	X		X
Faithful Navigator	X		
Program Director	X		X
Family Director	X	X	
Community Director	X	X	
Chief Counselor	X	X	
Adult Counselor	X	X	

Training includes the following three courses. All three must be completed:

1. Meet Sam
2. Duty to Report: Mandated Reporter
3. Knights of Columbus Safe Environment Policies

Through this partnership, the Order provides youth leaders with access to the most up-to-date resources to keep children safe, including Praesidium's Armatus® online training at the website <http://website.praesidiuminc.com/LoginNow> and background screenings and an exclusive hotline to report child safety concerns (1-844-KOFC-SAFE (844-563-2723)).

For more information, please read 'The Knights of Columbus Safe Environment Program *Frequently Asked Questions*', Publication 5103 located at www.kofc.org

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)

- **Officer Guides** are available for many leadership positions.
- **Fraternal Training Webinars** are available on demand. View the list of webinars and watch those of interest for your position.
- **Membership Resources** contains a list of documents for you to use as tools to enhance your knowledge as a fraternal leader in the Knights of Columbus. The instructions, rules and advice provided in these resources will help you in setting an example of charity, unity and fraternity.
- **Membership Videos** contains a list of videos for you to use as tools to educate your council members and some for viewing by prospective candidates.

Officer's Online

- District Deputy
- Grand Knight
- Deputy Grand Knight
- Financial Secretary
- Council Officer
- Member Recruitment
- Member Retention
- Conducting Meetings
- Charity Matters
- Safe Environment

2. **State** (www.Mlkofc.org)

Under the resource tab, you will find:

- **Culture of Life** materials
- **Council Materials** – Lot of job aids, manuals and presentations on a variety of council positions.
- **District Materials** – Lots of job aids, manuals and presentations for District Deputies.
- **Leadership Guides** – Lots of leadership guides (including this document) for council officers to use and reference.
- **Publics Relations** – Lots of documentation and help for councils to use and access to assist them in doing public relations within their councils.

- **Training PowerPointPoints** – Here is a list of various training presentations that have been developed over the past 5-10 years.
- **Youth** – Lots of documentation of various youth programs available for you council to do as part of their Family program activities.
- **Website Help** – Various instruction manuals on how to use the Michigan State website.

3. **Council Officer Fresh Start Workshops**

Every year, just prior to the start of the fraternal year, Michigan offers live, class-room workshops for most of the council officers and directors. These workshops have been significantly improved over the past few years offering more practical information than ever before. It's a great start for new officers and a great refresher for existing officers.

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

5. **Ad-hoc training**

If you don't find what you need in the 4 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.

Council Administration

Officers Online

This site, accessed from the main Knights of Columbus webpage, provides you with access to your council’s membership roster and financial statement. Your access to this website is granted once the Supreme Council Headquarters receives your contact information on the completed *Report of Officers Chosen for Term* (#185) or on the Council Officer screen in Member Management. This report should be submitted to the Supreme Council immediately after council elections. Only upon recording of this information will the Supreme Council Office grant access to this secure section of the Knights of Columbus website.

This site lets you track your council’s progress for both membership and insurance growth, which is useful information toward the earning of the Star Council Award.

Awards Progress								
	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	8	1	0	1	1	0	1	13
INS	3	0	0	0	0	0	0	

Council Membership	
Total Membership 3/1/2019	YTD Change in Membership
113	1













After signing into *Officers Online*, as grand knight, you can access the following applications:

1. **Officers’ Desk Reference** – This provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, council and assembly issues, the Fourth Degree and social communications. There’s a very good chance that many of the questions you might have about some of the more challenging aspects of being a grand



knights have been dealt with here. Entries are regularly updated and expanded as new questions arise or additional information becomes available.

- WHO WE ARE
- PRINCIPLES OF FRATERNALISM
- FRATERNAL PROGRAMS
- MEMBERSHIP ISSUES
- ONLINE MEMBERSHIP
- COUNCIL AND ASSEMBLY ISSUES
- COUNCIL AND ASSEMBLY ACTIVITIES
- FOURTH DEGREE ISSUES
- NAME AND EMBLEM
- MEDIA PUBLICITY AND COUNCIL PUBLIC RELATIONS
- SOCIAL COMMUNICATIONS
- POLITICAL ISSUES
- TAX ISSUES
- FINANCIAL ISSUES
- PROTECTION OF MEMBERSHIP AND FINANCIAL INFORMATION
- STATE COUNCIL CHARITABLE CORPORATIONS

2. The **Fraternal Training Portal** provides an entire library of courses to assist councils, districts and assemblies in their daily activities. New officers should visit this site as soon as possible and take any classes applicable to their position. Existing officers should reference this site at least quarterly as they have questions and need help.

 TRAINING CATALOG	 DISTRICT DEPUTY	 GRAND KNIGHT	 FINANCIAL SECRETARY
 DEPUTY GRAND KNIGHT	 COUNCIL OFFICER	 MEMBER RECRUITMENT	 MEMBER RETENTION
 CONDUCTING MEETINGS	 CHARITY MATTERS	 KOFC.ORG	 SAFE ENVIRONMENT

ANNOUNCEMENTS

 LATEST INFORMATION	 WEBINARS
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3. **Office of Youth Protection** is a one-stop shop to tell Grand Knights just about everything they need to know about youth protection for the Knights of Columbus and their Diocese.


REPORTING SUSPECTED ABUSE WITHIN KNIGHTS OF COLUMBUS PROGRAMS
REPORTING NON-KNIGHTS OF COLUMBUS RELATED SEXUAL MISCONDUCT INVOLVING A MEMBER
2018 SAFE ENVIRONMENT PROGRAM INFORMATION GUIDE
2018 STATE DEPUTY SAFE ENVIRONMENT ACTION PLAN
OVERVIEW
KNIGHTS OF COLUMBUS YOUTH ACTIVITY POLICY
YOUTH LEADER SELECTION
MEMBER ROLES DESIGNATED FOR MANDATORY TRAINING
LOCAL DIOCESAN SAFE ENVIRONMENT PROGRAM REQUIREMENTS
MEMBER COMPLIANCE WITH DIOCESAN SAFE ENVIRONMENT POLICIES
BEST PRACTICES REGARDING COUNCIL COMPLIANCE WITH DIOCESAN SAFE ENVIRONMENT PROGRAMS
BACKGROUND CHECK DOCUMENTS (CANADA AND PHILIPPINES)
BACKGROUND CHECK DOCUMENTS (UNITED STATES)
ARMATUS® LOGIN INSTRUCTIONS
ADDRESSING A MEMBER WHO HAS BEEN REMOVED FROM A YOUTH LEADER ROLE
GRAND KNIGHT: SAFE ENVIRONMENT PROGRAM TALKING POINTS FOR PROSPECTIVE MEMBERS
GRAND KNIGHT: SAFE ENVIRONMENT PROGRAM TALKING POINTS FOR NEW MEMBERS
SUSPENSION OF NON-COMPLIANT SQUIRE CIRCLES
FREQUENTLY ASKED QUESTIONS: KNIGHTS OF COLUMBUS SAFE ENVIRONMENT PROGRAM
FREQUENTLY ASKED QUESTIONS: MEMBER COMPLIANCE WITH DIOCESAN SAFE ENVIRONMENT POLICIES

4. **Home Corporations:** The Knights of Columbus conducts its charitable and fraternal mission through an extensive network of subordinate councils, which are prohibited from owning real property. Subordinate councils are unincorporated associations holding charters from the Knights of Columbus or otherwise approved by the Board of Directors of the Knights of Columbus; they are subject to dissolution or merger according to the Order's laws. Subordinate councils have the discretion to choose a suitable location to conduct their activities considering the mission and identity of the Knights of Columbus. The Supreme Council has strongly encouraged councils to meet at a local parish, in accord with the original vision of Father McGivney. Today, most councils of the Knights of Columbus are parish-based. The Handbook for Councils using Home corporations contains the following information:

HOME CORPORATIONS ARE SEPARATE ENTITIES
NAME AND EMBLEM ISSUES
TAX AND INSURANCE ISSUES
RENTAL HALL ISSUES
BUILDING THE DOMESTIC CHURCH WHILE STRENGTHENING OUR PARISHES
SUPREME COUNCIL RESOLUTIONS REGARDING COUNCILS USING HOME CORPORATIONS
HANDBOOK FOR COUNCILS USING HOME CORPORATION FACILITIES
AUGUST 2017 COLUMBIA MAGAZINE ARTICLE ON COUNCILS AND HOME CORPORATIONS
UPDATED TEMPLATES

5. **Member Management application** and which will be further discussed in the next section.
6. **By-Laws Online** – This provides an easy way for you to view (and update) the by-laws of your council.

Print Screen 

	Officers Online
<ul style="list-style-type: none">• Edit/Create By-Laws• Standard Template▶ View Document▶ Officer List	By-Laws Online - Standard Template 
	Council

7. **Order council supplies** which can be charged to your council's account. Click on Supplies Online to view the materials available and place your order. Gift items are also available by clicking on the Knights Gear logo, which brings you to knightsgear.com. Through this website, your council can also order customized apparel (e.g. your council's name and number).



Please be sure to familiarize yourself with these applications.

Member Management Application

The online Member Management application provides an efficient, way for grand knights and financial secretaries to report Council Officers (Form 185) or Service Program Personnel (Form 365). The 4-Step process will have your officers assigned in no time.

1. Choose a Role: Select an officer (or Director) position which you want to add (or change).
2. Search by last name: Find the member of your Council who was elected (or chosen) to fill this position.
3. Enter Start Date:
 - a. Enter the start date
 - b. Click Assign to add this council member to that position
 - c. Click Submit to submit the updated form to Supreme. There is no need to send the Supreme Council hard copies.
4. Go to the Print Center and generate a PDF document of the Council Officer and Service Program Personnel reports to forward to the district deputy and state deputy through an email account. Be sure to save the form with the appropriate form name (Form #185/Form #365) and Council number. You can then email the form to your District Deputy and the State Deputy's forms chairman.

The grand knight and financial secretary of every Council have access to a login account for our online Member Management application.

With this application. The report can also be printed and sent by regular mail, but you need not send an additional copy to the Supreme Council.

If your Council is unable to take advantage of the new reporting mechanism, we ask that you use the PDF link provided to generate a “Print” version that will need to be mailed. The “Online PDF” version of the Form 185 is no longer available.

We hope that your Council will adopt this reporting mechanism and find it much more efficient than any other reporting method.

Gaining Access

Grand knights and financial secretaries who do not have an account registered to access Member Management can create their account in a matter of minutes after receiving their Invitation Code. To get your Invitation Code, have your membership number in hand, and contact our Customer Service Department at (800) 380-9995.

You should let them know that you are a grand knight or financial secretary and you wish to have an Invitation Code to register your account. Customer Service can also assist officers who have forgotten their username and/or password.

The brochure *Your Guide to Information Security* will guide you through the registration process

Guidance

The Supreme Council publishes the **Grand Knight’s Guide, Publication #5085**. The guide is designed to help the Grand Knights be a successful leader. The guide will cover the 10 Keys to Success for a Grand Knight. They are:

1. Earn the Star Council Award
2. Be the “go-to charitable organization” in your parish and community
3. Focus on offering membership and its benefits to all qualified Catholic men and on conducting frequent Exemplifications on Charity, Unity & Fraternity
4. Promote our Order’s top-rated insurance program
5. Set goals, evaluate performance, and plan for the future
6. Enlist the support of your pastor or chaplain and develop working relationships with organizations in the community to ensure membership growth and successful service projects
7. Share responsibilities
8. Use Council and officer meetings to brainstorm and plan Council projects
9. Generate an atmosphere where all members are welcome and valued
10. Communicate regularly with Council members

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 & turns the money over to the Treasurer.
3. Treasurer fills out a receipt.
4. Financial Secretary signs the receipt (and keeps a copy for his records).
5. Treasurer also keeps a copy for his records.
6. 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.
7. The check must have two signatures (with one being the Grand Knight signature)

Notes:

- The check must have the Council name and Council number on it.
- The memo line must show the purpose of the check (if paying more than one invoice with the check – include a payment breakdown with the check).
- All checks are written to the “Michigan State Council” and mailed to the State Secretary at his home address (which can be found in the State directory). 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 Holy Cross Services

The State Secretary will send each Council a bill for the State Per Capita twice a year in July and January. The per capita billings mailed in July are due on or before October 10th, the per capita billings mailed in January are due on or before April 10th. The checks are made out to “Michigan State Council” and sent to the State Secretary’s home address (found in the State Directory). Councils delinquent in their per capita billings will not have their delegates seated at the State Convention. Be sure to indicate what the payment is for on the memo line of the check. The State Secretary also sends a billing for Holy Cross Services each July.

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

Take 10 for Charity

Take 10 for Charity funds are pass through monies. The annual billing sent by the Financial Secretary to each Council member requests support for these programs. Funds collected for this program should be sent to the State Secretary's home address (found in the State Directory) as soon as possible after receipt. Make the check payable to "Michigan State Council" and mark the memo line "Take 10".

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

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

Archbishop Allen H. Vigneron, D.D. and Msgr. Todd Laginess, President/Rector of Sacred Heart Seminary approached the board of the Michigan Knights of Columbus in 2018, to consider funding an "Endowed Scholarship Fund". The fund amount agreed upon would be \$1.0 million dollars. Once totally funded, the interest and dividends from the fund would be allocated to seminarians in formation for the priesthood. Allocated funds from the E.S.F. would be directed towards the Pre-Philosophy and Theology studies.

The Knights of Columbus have a history of supporting Sacred Heart Major Seminary and its seminarians in formation with programs such as the Father McGivney Chair of Life Ethics Fund completed in 2016, R.S.V.P. program, and fund raisers for Study Abroad scholastic requirements (Desert Meals).

Annual tuition, housing and text books for seminarian "formation" range between \$40,000 for Philosophy degrees and \$50,000 for Theology degrees. The R.S.V.P. program designated funds historically aid seminarians' incidental costs. For every \$500 collected for a seminarian by local councils, Supreme Council K of C contributes an additional \$100.

The financial agreement between S.H.M.S. and the Michigan State Knights of Columbus was drafted and signed by the responsible parties (K of C Board & President/Rector of S.H.M.S.) on April 5th, 2018. The goal is to complete the funding of the E.S.F. by June of 2021. The fund stipulates that each Michigan K of C member donate annually \$6.00 designated as their contribution toward the E.S.F. With 65,000 members, the goal becomes realistic for the completion date.

Members are encouraged to send their E.S.F. contribution of \$6.00 along with their council dues to their council Financial Secretary annually. Additionally, councils are encouraged to host "fund raising" projects to accelerate reaching the \$1.0 million goal and/or supplement members who are 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 Walter Winkle at 2600 Ellsworth St. Columbus, Michigan 48063.

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

Checks for Supreme Per Capita, Culture of Life, Supplies, and Catholic Advertising are mailed to Knights of Columbus, Council Accounts Department, 1 Columbus Plaza, New Haven, CT 06510.

The per capita billings mailed in July are due on or before October 10th, the per capita billings mailed in January are due on or before April 10th. 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

Enter the Michigan State Council web site at 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

Select "FOR MEMBERS", then "COUNCIL LEADERS", then "RESOURCES", (under the appropriate officer title), 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.
- **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.
- **For District Deputy**, forms should be sent to his e-mail address which is DDXXX@mikofc.org.
 - So, if you are part of District 5, your District Deputies e-mail address is DD105@mikofc.org.
 - So, if you are part of District 25, your District Deputies e-mail address is DD125@mikofc.org.
- **For Council files**, see your Grand Knight for instructions on where to send the forms.

Faxing to the Michigan State Council

Fax of forms should be avoided by scanning and e-mailing a copy to the State Office. If you must FAX a form, please follow these steps: create a cover letter stating what the document is for, who it is from, the number of total pages included and your phone number. Then fax the document to the State Office at (586) 883-9473.

Most fax machines will print a confirmation page, confirming a successful send. If in doubt, call the State Office at (586) 883-9456 to confirm they received your fax.

DO NOT FAX FORMS TO THE SUPREME COUNCIL. HOWEVER, THEY CAN BE E-MAILED AS ATTACHMENTS TO SUPREME.

MEMBERSHIP

2020 – 2021

“Rise Up and Answer the Call”
***Member Involvement to Strengthen
and Grow Our Councils***

Daniel Fuller
State Membership Director

Michigan State Council Membership 2020

Walter Winkle, Jr.
State Deputy

Daniel Fuller
State Membership Director

State Membership Directors

James Escott
New Council Development

Douglas Kokot
Retention

Daniel Remeika
Round Table

Douglas Kokot
State "E" Membership

George Roumaya
Eastern Rite Outreach

Luis Rebolledo
Hispanic Outreach

David Schuster
College Council

Diocesan Membership Directors

Region 1

Vern Miron
Marquette West

Michael Prokopowicz
Marquette East

Larry Herman
Gaylord West

Michael Czajkowski
Gaylord East

Dominique Quintanilla
Director for Hispanic

Region 2

Mark Stenske
Lansing West

Ed Nickel
Lansing East

Gerald Leinberger
Saginaw

David Buick
Lansing - Saginaw

Region 3

Bill Bernesser
Grand Rapids North

Lawrence Adams
Grand Rapids South

Luis Rebolledo
Director for Hispanic

John Byrnes
Kalamazoo

Region 4

Paul McClelland
Detroit - North end of Region

Ken Krause
Detroit - South end of Region

Region 5

Dennis Dopke
Detroit - North end of Region

Hans Hansen
Detroit - South end of Region

Introduction

Maintaining and growing the Order is a responsibility for all knights. If we agree and support the principles of the Knights of Columbus, especially the need for serving others through our programs, the need to increase our membership is obvious.

The Knights contribute much to our parishes, our communities and our nation. Continuing our work requires new members with talent and commitment. We are an Order that has never shrunk from challenges, and this has largely been because we have the men and their families sharing a desire to make a difference.

Being a knight allows us access to the fraternal benefits provided by the Order. Members will tell you that they have become better Catholics, better husbands, better fathers, and better men resulting from their involvement with their Councils. Membership encourages men to put their faith into action. Knights are role models for young men who might want to join in the future. New members keep Councils vibrant and in tune with the pulse of the local community.

Membership growth doesn't happen on its own; it takes work and focus. Strength in numbers permits us to defend the poor, widows, orphans, elderly, unborn, family values and religious freedom. Through a unified effort, we can work together to ensure the continued success of our Order.

Council Membership Team

Members of the 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.

Council Membership Team Skills

The key to an effective membership program is a team committed to making their Council stronger. Led by a Membership Director, they aren't afraid to ask men to join. There are many traits that can characterize the membership director and his teammates that will result in an effective membership recruitment and retention program. Another key to being effective is the proper use of communication and team building is vital for everyone involved:

- Makes an effort to know and recognize members at Council meetings and other events.
- Develops a system to have contact made with members not attending functions or meetings on a quarterly basis.

- Writes membership articles for the Council newsletter, parish bulletin, etc.
- Meets regularly with the Grand Knight to review membership status, recruitment plans and retention status.
- Attends parish activities and promotes Council programs inviting men to join.
- Articulates Council membership success and needs soliciting Council cooperation to address them.
- Reports on membership and retention at Council meetings.
- Organizes church drives, new member information programs and membership tables at parish events.
- Introduces new members at Council meetings.
- Provides information on upcoming Exemplifications on Charity, Unity & Fraternity with specific dates and times.
- Conducts interview of perspective members.
- As necessary, work with parish roundtables.
- Shares the Grand Knight's vision and goal of where the Council should be at the end of the fraternal year.
- Conscientiously works on membership goals and shares them with members.
- Works with directors and chairpersons to infuse membership in all Council programs.
- Regularly discusses progress on insurance quotas with the Grand Knight and Council insurance field agent.
- Seeks new ways to help the Council grow.
- Initiates membership recruitment activities that help to attain the Star Council and Michigan Achievement Awards.
- Works with the District Deputy to host Major Degrees.
- Promotes the Supreme and State Shining Armor awards.
- Open to suggestions on new membership recruitment ideas.
- Works with the program director and chairpersons to address problems that arise in planning programs.
- Makes practical suggestions when presented with problems and challenges.
- Thinks analytically about solutions and presents ideas while considering other suggestions.
- Flexible in considering the suggestions of others.
- Tactful and considerate when inviting prospective members to join.
- Obtains adequate recruitment brochures, Form 100s and other supplies.
- Suggests incentive programs to motivate proposers.
- Embraces and enjoys the role played in membership recruitment.
- Outgoing, enjoys interacting with members and the public.
- Confident in making decisions and presenting the reasons for them.

“Extended” Council Membership Team

Everyone in the council has a responsibility to assist with membership (both bringing in new members and retaining existing members).

- **The Council Chaplain (and/or Parish Pastor)** To be successful in membership recruitment, do not forget the importance of pastoral support in everything that you do. All of your recruitment planning, whether it is to set-up an information table, publish an announcement in your parish bulletin, or run a church drive, should be done in partnership with your Council chaplain and parish priests. The evidence is clear that our most successful recruiting occurs when they are conducted with the full support and endorsement of our parish priests. When we are in “Solidarity with Our Priests”, our efforts are richly rewarded
- **Your Field Agent (or General Agent)** is also an excellent recruiter. Always ask your Field Agent to assist in membership drives, invite him to your Admission (1st) Degrees and send him copies of all Form 100’s immediately after the Admissions Degree.
- **Your District Deputy** (and your Diocesan Membership Director) should also be very experienced in membership recruiting. Invite them to your council events and membership drives to assist in recruiting.
- **Past Grand Knights** also make excellent recruiters. These men have a wealth of knowledge about the history of the council and can share many stories to help show prospective members the value of joining the Knights of Columbus.
- **Every Member of your Council** should also assist with recruiting new members AND making existing members feel valued, appreciated and welcome. The main reason men become inactive in their councils is because they did not feel valued, appreciated or welcome.

Duties of a Proposer / Mentor

Inviting a man to join the Knights of Columbus means that he is known to be a practical Catholic. It is suggested to ask the Council chaplain/ pastor about a man's Catholicity prior to recommending a man for membership. The proposer should know the man attends church, some information about his family and activities he is interested in so he may share the information with the Council. After extending the invitation and the man accepts - have him complete the Form 100 membership application.

- Speak on his behalf to the Council Admission Committee and make a motion to approve his application to join the Council at the business meeting.
- Offer to take him to the Exemplification of Faith Unity and Fraternity.
- Once he takes his Exemplification on Charity, Unity & Fraternity, bring him to his first Council meeting and introduce him to his brother Knights. Encourage him to take part in the fraternalism before and/or after Council meetings.
- Assist the member in completing the requirements for the Shining Armor Awards.
- Encourage him to be active in Council events and to learn about Council programs and officer responsibilities.
- If a new member stops attending Council meetings or events – contact him to see if you can help resolve any concerns he may have.

Proposers and mentors should be recognized for the valuable service they provide in Council newsletters and recognized within the Council.

Membership Recruitment and Degrees

A successful membership recruitment plan considers that Councils are in different cities, counties, countries, urban, suburb and rural areas. Building Based Councils may have different expectations and available facilities impacting recruitment and hosting degrees than Parish Based Councils. Diocesan Membership Directors can be helpful in designing effective plans. Please seek the advice of you DMD.

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 a form listing monthly Exemplifications at 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 church drive weekends as set by the Supreme and State Councils. Councils will continue their recruitment efforts that have proven successful in the past while looking for new ways to attract members.

Parish Drive Dates

Although Councils may host Parish Drives when they best fit in the host parish schedule with the expectation of one being held each quarter. The Church Drive dates are suggested for the following dates:

Late August – Venerable Michael McGivney Birthday Drive

Mid-October – Columbus Day Drive

Late January – New Year Drive

Post Easter – Spring Drive

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

In 2019, Michigan Councils and Districts were introduced to the new “Delta Drive” 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.

Objective

The Grand Knight, Membership Director, Program Director, and the Delta Church Drive Ambassadors will focus on getting the name, email, and phone number from all prospects so they may be enrolled in the "Online Membership" portal. This portal tool automates the follow up process. Supreme will send these candidate emails informing them about our Order.

Once their information is entered to the on-line portal – they will receive weekly branded touch point emails. The program is designed to help your Council position itself to properly engage and bring potential new members into the Order in a sustainable manner.

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 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 and Council Membership Director determine who will be the Councils Delta Church Drive Ambassadors and complete the Prospecting Landing Page Request Form at:

<https://info.kofc.org/pagerequest>

Grand Knight will lead Delta Church Drive Roll-out Meeting for the Council. Membership Director, Program Director, 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
- Briefing on Prospect Landing Page
- 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. Afterward ensure the information you gathered from the prospects is entered to the landing page. 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.

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

Open House / Informational Night

An open house or informational night should follow a parish drive. It can also be held at any time during the year except for holidays. The membership team should use the prospect cards to contact members and their families to attend. They can provide for 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 the Sunday before the open house. Make the Open Houses a family affair. Wives and children should be invited, with plans for child care to entertain the children while presentations are being delivered. Prior to the Information Night do the following:

- Set the date and location
- Plan for a half hour greeting/social time prior to the start of the meeting
- Invite the Council chaplain/pastor, Supreme Council general/field agent, Council officers, directors and other members
- Publicize the night at the Church Drive, bulletin, pulpit announcements, and by personal invitations
- Set the Exemplification date
- Have materials on hand such as AV equipment, tri-fold image brochures, handouts and form 100s and tablets for e-membership enrollment
- Plan for refreshments and absolutely no alcohol
- Keep the presentations on topic – consider having your wife discuss the importance of being involved with the Order in the family

Suggested Open House / Informational Night format

- Open with a prayer and the Pledge of Allegiance.
- Introduce the Council officers, directors, and insurance agents attending the meeting.
- The Council chaplain/pastor of the parish addresses the work of the Council and encourages families to be a part of the Knights of Columbus.
- Show the video *Experience of a Lifetime* (available from the Supreme website)
- Consider “Into the Breach” videos from Supreme website
- The Grand Knight or membership director takes about ten minutes presenting the structure of the K of C and emphasizing Council activities held in the parish and community
- The Supreme Council Insurance Field Agent takes about 5 to 10 minutes briefly describing the history and work of the K of C nationally and internationally
- Take time for Questions and Answers
- Men in attendance are asked to complete the Form 100 or become e-members
- Information about the Exemplification is presented
- 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

This initiative is an important step for our Order and presents a tremendous opportunity for membership growth and engagement. The initiative allows for:

- **A Faster Way to Join** - One of the most common objections to joining is “I don’t have time.” Through Online Membership, a join process that can take as many as two months now takes five minutes.
- **A Digital Experience** -This initiative provides a new membership experience that is tailored to younger men and busier men who may not yet be ready for council-based membership. This low-pressure, low-commitment and digital experience meets men where they are, helps to form them as Catholic men, and enables us to bring more men into the fold.
- **An Amplified Message** -The Online Membership initiative is backed by a substantial marketing campaign that will find and work to convert prospective members.
- The Online Membership Initiative does not change requirements for membership.
- Membership in the Knights of Columbus remains open to practical Catholic men.
- **Does not eliminate degrees** - Men who join online are non-degreed members. Once they are ready to convert to a local council, they are required to take the first degree.
- **Does not eliminate councils** - The goal of online membership is to form men for committed, lifelong and council-based membership in the Knights of Columbus. In fact, Online Membership creates a pool of recruits for local councils to engage with.
- **Does not eliminate dues** - Online Members are required to pay \$30 annual dues. *Dues year starts the day they join not a Fraternal year*
- **Does not create a new class or type of member.** Online Members are members of the Knights of Columbus. They are non-degreed members, and they do not belong to local councils, but they are not provisional or partial members.

Parish Visibility

Look around your parish and ask yourself; how visible are the Knights in this parish? Would the parishioners be able to tell you what the Knights do? Or, would they tell you the only time they see Knights is when they want us to join their “Club”? Remember that strong programs produce strong membership. We can’t have one without the other.

- How many Corporate Communion are held in your parish?
- How visible is the K of C emblem on posters, banners, and bulletin boards?
- How active are you with the youth programs of your parish?
- How many Council members participate in parish ministries, e.g. lectors, Eucharistic ministers, ushers, etc.? Do they wear the emblem of the Order?

Community Visibility

Look around your community and ask yourself; how visible are the Knights in our local community?

- Do your council members wear KofC shirts, hats, jackets, etc....?
- How visible is the K of C emblem on posters, banners, and bulletin boards displayed at community events?
- How often are press releases placed in local papers letting the community know what you do?
- How active are you with the youth programs of your community?
- Are the youth from local high schools and colleges invited to participate in council events?
- What is your Council doing to help the poor, developmentally disabled, widows and orphans in your community?

New members want to join an organization that is alive and vibrant. People want to be part of success. A visible Council is your best recruitment tool. If you aren't enjoying recruitment success in your Council, ask yourself these questions and think about your Council. Perhaps it's time for a Council self-assessment.

Planning for Success

Membership Recruitment & Programs Action Plan MI-19 is tool to help your Council plan for success. This tool/planning form is available on the State Website. It is designed to be filled out in six-month increments starting in July. You choose a date, location and a technique for each one of your membership campaigns. This plan must include each Parish that is Round Tabled with your Council.

This will be a means for you to track your progress and help you evaluate your events and plan for your next membership recruitment activity. This form is meant to be a living document, meaning you can change it at any time. An electronic copy of the MI-19 is available at [www.mikofc.org \(resources/council forms\)](http://www.mikofc.org/resources/council%20forms).

Recruitment Tools and Techniques

Recruitment and service programs are like exercise and good nutrition and are necessary to keep a Council functioning in a healthy and vibrant manner. A Council that is stable and strong, regularly recruits new members and conducts programs for the Church and community. A Council that is facing difficulties often goes months or even years without adding any new knights to its membership roster or has difficulty sponsoring service projects.

Grand Knights should have a motivational message from the podium about membership. The Council Membership Director needs to speak at every meeting to remind members of their responsibility to help gain new members, retain and engage non-active members.

Every active member needs to be encouraged to bring in one new member during the year. Have each member write down the name of a friend who isn't a Knight, but who should be a Knight, then challenge that man to recruit him into the Order.

In the Michigan Jurisdiction, there are Councils that unfortunately fail to recruit even one new member, and this can be the first sign that a Council is in trouble. Don't let your Council reach this stage. If your Council has not added a new member, work diligently to do so immediately, ask for advice if necessary.

One-on-One Recruitment

One-on-one recruiting remains the most important tool for bringing new members into our Order, over and above membership drives. When focusing on a potential Catholic gentleman as a recruit for your Council, remember that taking the time to show personal interest in him as more than "just another member," should be your approach. Show your interest in him as a person, a fellow Catholic, a father, a husband, and a friend. Take the time to learn his interests so that you can be a mentor to him throughout the entire growth cycle as he advances in degree and leadership. Even if you haven't signed up your recruit by the next membership drive, the personal relationship you've developed may be enough to get him to join.

Councils that recruit all year round using one-on-one recruitment techniques are the most successful, because their recruiting efforts are more personalized, and become more meaningful to both the recruiter and the new member.

Here are some tips for one-on-one recruiting to help you be successful

- **Wear and display the emblem of the order.** Others will see this, ask questions and this will start the conversation.
- **Tell them your story.** Tell them why you became a member of the Knights of Columbus and how you have personally found the knights of Columbus to be fun and rewarding.
- **Tell them why it's good for them.** Many candidates you talk to may be different from you. After you learn about their interests, explain how the Knights of Columbus can help fulfill their interests and make them better Christians, better husbands and better fathers or sons.
- **If they say they don't have time...** This is a very common response. Tell them we don't require a lot of time. We'd like them to do 2 things each year:
 1. Pay their dues which is typically less than a round of golf
 2. Participate in one activity a year (2-3 hours). Ask them if they have time to give a coat to someone who can't afford to buy their own coat.

Council Chaplain / Pastor Invitation

Another recruitment technique that has shown much success is to identify potential members who belong to the parish. Ask the Council Chaplain / Pastor to compose a letter to the potential member and his family that is mailed by the Council. The letter addresses the work of the Knights in the parish

and invites them to attend an information night. The Council membership committee follows up with a phone call or other personal contact requesting that the parishioner and his family attend the information program.

The letter should also be sent to new families as they join the church. Another idea is to provide a gift bag at baptisms. The bag can include a baptism congratulations card, a KC bear, a flyer about the Knights and any other small item that your Council considers appropriate.

Information Table

One of the most popular ways to recruit new members into your Council is to set up an information table. This can be very successful if done correctly. After receiving permission to set up your table, it is critical to have at least two members participate. Few prospects will just come up and see what you are trying to promote. You must encourage them. You should dress neatly and make your table inviting. Your table should include the following items:

- Pictures recently taken of Council events, mounted on a poster board used as a back-drop;
- Any awards or recognitions that your Council is proud to display;
- A picture of your Grand Knight and Council Officers;
- Material from Supreme ordered by your Financial Secretary 6 weeks prior to the event (Form #100, Prospect Cards #921A, These Men the Call Knights Booklet #937, Did you know? Flyer #1267, Pocket Flip Chart #2041, Family Fraternal Benefits Flier #2761, Military Members Benefits #4685, and Shining Armor Program #4292 and #4297, in both Spanish and English).

Be prepared to answer questions about your involvement in the Knights. If the prospect is not ready to fill out a Form #100, try to get a name and a phone number so they can be contacted later. Add the contact to your candidate portal so Supreme can follow up with email information. Ask your District Deputy to review your recruiting plans and to help you make this table-top tool be more effective.

You may want to consider having a device with web access available at these events to allow the man to join on the spot via the on-line membership site (www.kofc.org/joinus).

24 - Hour Knight

Anyone who has worked to recruit new members for the Order has heard: "I'm too busy right now to join the Knights; maybe another time..." In today's world with the need to find time for work, wife, children, church, and community - it is no surprise that a man feels too overwhelmed to add another commitment. This is the reason for the 24-hour Knight. If we help a man realize that he would not be expected to give more than he can and that he will receive a great deal in return, he may well rethink his answer. We can help him understand that the time spent with the Knights will have a positive effect on his wife, children, church and community.

Example of a 24-hour break down:

- **4 hours a year** at a corporate communion or prayer services,
- **4 hours a year** attending two Council meetings (A well-organized meeting that is shorter, allows for more fraternal time encouraging the member to attend more often.)
- **4 hours a year** helping a church and community functions such as the MI Drive, food bank, highway clean-up, blood drive, Right to Life activity, parades, etc.,
- **2 hours a year** helping at youth activities such as the Free Throw competitions, Christmas party, spelling bee, poster contest, etc.,
- **4 hours a year** helping a Council fundraiser such as a pancake breakfast, Lenten fish fry, etc.,
- **2 hours a year** reading Council, state and Supreme publications,
- **4 hours a year** enjoying social Functions, such as dinners, dances, picnics, etc.

The above are examples of a way to break down the 24 hours into smaller units that will encourage the man to join our Order. When you develop your list, make sure to include what your Council is famous for and what the membership finds most enjoyable.

Power of Ten

The Grand Knight along with his Council Membership and Program Directors selects ten “Power of 10” Chairmen to lead each of the of the Council’s 10 member teams. The chairmen of these teams can be either an elected or selected Council officer or they may choose dynamic recruiters. A co-Chairman is recommended to assist with the recruiting and retention activities as well as implementing the Council’s programs and charities.

Smaller Councils with less than 50 members may reduce the number of Power of 10 teams to 5; each will still be comprised of 10 members. Larger Councils are encouraged to increase the amount of Power of 10 teams formed. Adding additional teams in larger Councils ensures that every member will have some type of personal contact with the Council.

Every member is assigned to a Council team. Teams are comprised of active and current inactive members (ones not attending Council meetings). The objective of this process is to make sure that the entire Council membership is assigned to a Power of 10 Team. Councils may form additional teams if needed.

Once the teams have been established, the chairman sends to each of his team members a Membership Interest Survey. Each team member calls the men on his list and asks the questions on the survey to help the chairman to determine which Council programs the member and his family is most likely to participate in.

This technique is also a means of contacting members quickly when needed. It can be used as a rosary chain when a member dies, or to contact members about upcoming Council activities.

Turning Passive Recruitment into Active Membership

communicate – “who we are” and “what we do” for our families, our communities and our parishes.

The Council Membership Director should identify various members who will be working at or attending a specific event and challenge them to take away from that event-at least one new member.

How to challenge your Council membership? A few examples for consideration:

- A member with a young family who will be at the parish picnic, instead of sitting only with brother Knights, have him find out who his kids are playing with, meet the parents and let them know about the charitable, family, and youth programs his Council sponsors.
- After Mass, have an usher who is a member introduce himself to someone new to the parish.
- At a fish fry, strike-up a conversation with a couple and let them know that the proceeds will go to support vocations, Catholic schools, the parish, the community food bank or any other charity donation recently voted by the Council.

Ceremonials

As soon as a Catholic gentleman signs a Form #100 and becomes a candidate for Knighthood, a clock starts ticking. The longer that clock runs before he goes through the Exemplification of Charity, Unity & Fraternity, the greater the chances are that he never will. Therefore, it is important to advance candidates to the Knighthood Degree as soon as possible.

Each District is required to hold an Exemplification of Charity, Unity and Fraternity in the month of July. Membership is a monthly concern, and Councils are encouraged to start in July with an Exemplification. This will set the tone for the rest of the year.

Every Council is encouraged to form and maintain a Exemplification Team. With you own Exemplification Team, you can schedule an event whenever you want. If your Council has never had a Exemplification Team or it has faded away, now is the perfect time to correct that problem. The team should practice regularly to ensure the best experience position for the new members.

The District Deputy has a schedule of Exemplifications in your District and area with at least one each month. If the candidate is unable to attend an Exemplification in your District, take him to a nearby Exemplification at a neighboring council. Do not make him wait to join. Consider asking him to join as an E-Member and then once he can attend an Exemplification, your Financial Secretary can transfer him into your council.

Every Council can download a video of the Exemplification from Officers Online. There should be no reason for a new member to have to wait more than a week to join your Council with this new process. A suit and tie with an officer's jewel and a ceremonial degree sash is acceptable.

Scheduling and Conducting Exemplification of Charity, Unity and Fraternity

Promptly advancing new members through the exemplification of degrees is essential to successfully building and maintaining membership. A well-organized, regular schedule of degrees will ensure this progression and will also help prevent the loss of potential Knights.

- Sponsor an Exemplification Team, if possible. If not, participate on a District Exemplification team
- Schedule Exemplifications around important Knights of Columbus/Council dates. Be sure to avoid major holidays.
- Contact candidates a few days in advance to confirm their attendance and recommended attire.
- Arrange for the proposer to pick up his candidate and escort him to his Exemplification
- Immediately after the Exemplification, present each candidate with a rosary, K of C Emblem lapel pin, and “These Men They Call Knights” booklet. Be sure to advise the newly initiated about the next Formation and Knighthood Degree dates in your area.
- Present each member with a New Member Certificate (#268) or current Exemplification certificates to each Exemplification recipient. Print the names of the new members in the next Council newsletter.
- Celebrate, inspire, and encourage new member(s) to pursue Shining Armor Award in their first year of membership. When achieved, promote and make it a big accomplishment. Doing this effectively and properly will ensure a new member does not become a problematic retention case or issue in the future.
- Be sure the proposer stays in contact with the new member and helps them become engaged in your council activities.

Membership Development/Round Tables

Supporting the Catholic Church has been a hallmark of the Knights of Columbus since its founding in 1882 with millions of volunteer hours each year. Organizationally, we do this in one of two ways – either by (1) the institution of a new Council or by (2) the establishment of the Parish Round Table program.

The mission of the Parish Round Table is to establish and sustain visible ties between Councils and parishes, especially where parishes are not able to support full Councils. Council membership may come from several surrounding parishes.

- Offer services to every parish in the area not having its own home-parish Council
- Support parishes with the programs their pastors deem necessary
- Grow through close parish contact

At the beginning of each fraternal year, the Grand Knights appoint Round Table Coordinators to the parishes they serve and communicate these appointments on the Report of Round Table Coordinator (Form #2629). This form is best submitted on-line at the web site of the Supreme Council. Alternately, the form is also available in the Council forms booklet.

Exception: The only exception is a home-parish Council supporting its own parish; the Council church activity director fills this need within the parish. However, a home-parish Council may also support a nearby parish or mission under the Round Table if it has members from that parish or mission.

During the fraternal year, based on historical averages, Councils should add three (3) new members from each parish. At the end of each fraternal year, the Council summarizes its Round Table results on the Annual Report of the Knights of Columbus Round Table (Form #2630). This form is due by June 30 and best submitted on-line at the web site of the Supreme Council.

The Grand Knight and his officers make lists of Council members who belong to area parishes. All will automatically become part of that Parish Round Table. If more than one Council has members from the same parish, the Grand Knight, working with his Council members from the local parishes, the pastors, the District Deputy, and the State Round Table Director as needed, decides which parishes the Councils can effectively serve with an active Round Table.

The Grand Knight and the Round Table Coordinator call on the pastor to offer help. The Round Table Coordinator must be a member from the parish and from the Council that sponsors the Round Table. The Round Table Coordinator is the point of contact for the pastor to communicate needs to the Council if that process is acceptable to the pastor. The round Table Coordinator should report monthly to the Council and send a copy of the report to the District Deputy.

Notify the Supreme Council Department of Council Growth using the Report of the Roundtable Coordinator (Form #2629) and copy the State Deputy and the District Deputy. Use the form later as needed to report changes. Supreme sends the Program Supplement to the address of each Round Table Coordinator.

If parishes are clustered (not merged), appoint a Round Table Coordinator from each parish/worship space, but work with the pastor on which Round Table Coordinator he wants to use for his primary point of contact.

Report a summary of Round Table activities at the end of the fraternal year (June) on the Annual Report of the Knights of Columbus Round Table (Form #2630). The easiest way to report is to go to Council Forms on Supreme Council's website at www.kofc.org/forms. Select either Form #2629 or Form #2630 as applicable. Tab through the form and fill in the fields, including e-mail addresses at the bottom of the form for the State Deputy (send to State Forms Chairman), District Deputy, and the Council's GK's e-mail.

Admission and Keeping Members Active

In the past ten years, the Michigan jurisdiction has suspended about 18,000 members. With the amount of energy Councils have expended to recruit these men, it is a shame that we have not done more to keep them. One can only wonder how much more we could have accomplished with a membership of 85,000 rather than our current 65,000 members. While it is not reasonable to assume that we could or should have saved every man, many would have still been members had we not failed them. Yes, every suspension is a failure to fulfill Fr. McGivney's vision of "every Catholic gentleman a member of the Knights of Columbus."

Admission Committee

The Admission Committee is a new member's first real exposure to the inner workings of the Knights of Columbus. Since first impressions are important, a warm and friendly meeting is also important. The prospective member will appreciate meeting with his proposer and a group of men who are interested, know what they are talking about, and know how to have fun while they accomplish their goals. This will set the tone for a long and productive relationship.

The Grand Knight shall appoint five to seven members for the Admission Committee. It is strongly recommended that the Council Program Director be a member of the committee. He can use the interview and the results of the questionnaire to help the new member become involved in Council activities right from the start. This involvement may be the best way for him to meet other members of the Council and cement new friendships. It is further recommended, if possible, that the proposer should accompany the candidate to his meeting with the Admissions Committee and be invited to sit in on the interview. It is extremely important that all the members of the Admission Committee understand the purpose of the Admission Committee and prepare an agenda to accomplish the following tasks:

- Inform the new member of the workings of the Order and present the candidate with a brief history of the Order, both at the international and local level
- Inform the candidate of the benefits of membership
- Advise the candidate of what is expected of him, including timely payment of dues, attendance at meetings and advancing through the higher degrees
- Determine the interests of new candidates for subsequent involvement in Council activities
- Establish the members of the Mentor Team for the candidate
- Establish the candidate's practical Catholicity (if there is any question, only a priest may determine that a candidate is not a practical Catholic if the candidate affirms that he is Catholic)
- It is suggested that the Council Chaplain meet the candidates and/or that their pastors be consulted
- Let the candidate and proposer know the schedule for upcoming Exemplification

Following the examination, the committee reports the findings at the Council Membership Meeting.

Note: *Applications for membership from priests and religious clergy shall not be referred to the Admission Committee but rather shall be presented directly to the Council.*

In cases of reapplication by a former member who has been in an exit status for a period of more than seven years, the applicant must appear before and be approved by the Admission Committee. In addition, the re-applicant must establish to the satisfaction of the committee that he has received the degrees of the Order. If this cannot be established, the re-applicant shall be required to take any or all degrees.

Remember the Sick and the Departed

Make it a policy to include prayers during meetings for Knights and family members who are ill. Arrange for Council members to visit a brother Knight or family member who may be hospitalized, living in an extended care facility, or home bound. Pray a decade of the rosary with the person to lift his spirits or her spirits.

Offer to assist family members of a hospitalized Knight by driving them to the hospital for a visit. Offer to stay with the home bound Knight or family member while caregivers go out for shopping, a movie or some other activity. When a Knight or a member of his family becomes seriously ill or is hospitalized, send out post-cards or put a listing in the Council's newsletter asking that this individual be remembered in the prayers of his fellow Knights. Encourage members to telephone, e-mail, write, or visit the bedridden or home bound Knight or family member.

The death of a loved one can be devastating for a family. At such times, Knights can help ease the suffering of the family of deceased in many ways. By attending the wake service for a deceased Knight or a Knight's family member, Council members show the fraternity that is an integral part of the Order.

Once the funeral is over, Knights should continue to be of service to a deceased member's widow and family. Invite them to Council activities, especially memorial Masses for departed members. Stay in touch with the widow to see if there is any work that needs to be done around her home such as roof repairs or repainting. If the widow wishes, be sure that she remains on the mailing list for the Council newsletter.

Without its fraternal and Catholic nature, there would not be much left to the Knights of Columbus. This fraternity is more than just a typical men's organization or club - its true sense of brotherhood is the "unwritten" benefit of membership. This is also something that can easily be taken for granted, but like anything else, it needs the effort of each and every member to keep this fraternal bond alive.

“Three for Life”

The goal of “Three for Life” is to encourage Councils to create a list of members that have joined over the past three years. Use the list to personally contact the members, at least four times a year and invite them to get involved with their Council. Inviting new members to events, makes sure that they feel included and involved within the parish, council and they will grow in their faith. Corporate Communion, Retreats, praying the Rosary and Mass of Explanation are great examples. Personal contact can be in person or by phone. Group emails and newsletters are not effective ways to make the new members feel connected.

Spending the time now to personally contact members who have recently joined the Order will not only add to the vitality of the Council, it may well save time administering the retention process later.

Three for Life Process

- Create a list of members that have joined over the past three years
- Appoint a chairman
- Make a personal contact four times each year
- Make contacts in person or by phone
- Invite to Council meetings, assist at a function, attend a Corporate Communion, etc.

Ways to Keep Members Active

- **Implement and utilize an Admissions Committee** as described above.
- **Keep Council meetings interesting and relevant.** If your members find your meetings boring, they won't attend. It is difficult (not impossible) to stay active if you don't attend meetings.
- **Have programs your members want to participate in.** If you're having trouble getting people to sign-up and participate in programs, maybe you need to find other programs they are interested and excited to participate in.
- **Fraternal – First and Foremost.** Ensure your organization is a place where your members feel welcome and that their brother Knights are there to support them. Ensure the right environment is in place for your members to bond, become friends and socials.
- **Keep members interested and involved.** Invite inactive members to participate in programs. Assign new members or inactive members a mentor to help them to get involved. Find out what they like and steer them toward those activities.
- **Provide Training.** Many members are afraid to sign-up for an activity because they don't know what to do or how to do it. Assign them a mentor. Have someone tell them what needs to be done. Show them how to do it. Watch them do it and provide help if/when needed.
- **Avoid the summer slump.** Many councils take the summer off because people have so many other things to do. But, it's hard to re-engage after being off for 3 months. Have Family programs during the summer so members can participate as a Knight AND spend time with their families.

- **Make it Fun.** Many times, we start to think of programs as a major event that needs planning and work to get it organized. While this is true, we also need to keep in mind it must be fun. So, keep things light. Ensure everyone who participates has a good time.
- **Recognition.** Recognize individuals (especially new or inactive members who participate). Also recognize the council through awards.

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 suspend 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

The mission of the Council Membership Retention Director is to apply the principle of Fraternity to situations where our brothers find themselves out of communication with the rest of the membership. Council level retention includes re-recruitment and all actions in the matter of non-payment of dues.

The Grand Knight shall appoint a Retention Chairman and committee annually. It should be composed of dedicated brothers who are willing to work year-round to ensure the Council is able to retain the greatest number of its members. The chairman may have recommendations on the makeup of the committee. The committee may call on proposers, Past Grand Knights, insurance agents or the Chaplain whenever needed. The name and contact information of the chairman needs to be reported on the Supreme Service Program Personnel Report (Form #365) and the State Service Program Personnel Report (Form #MI- 365).

To ensure a successful retention process, the committee must embrace the following principals:

- Each brother deserves our personal attention and mutual respect
- The Council will take a pro-active approach to retention
- The principle of Fraternity needs to be applied when our brothers find themselves out of communication with the rest of the membership because of the non-payment of their dues
- The Council and the District Deputy will follow the retention process
- Suspension is a last resort and each suspension is a failure

It is the responsibility of the Council and its top leaders to make a firm commitment and pledge to make membership retention a year-round process, not just when the Financial Secretary has presented the committee a list of brothers who are in arrears with their dues.

Keep in mind, the start of member retention begins when a member becomes initiated into the order at their Exemplification. From that day forward, until that member's funeral, it is the responsibility of the Council to keep members active and interested in Council programs and activities.

New members must feel welcome at meetings and events. They should be introduced during their first Council meeting and greeted by (especially by senior) members after the meeting. All members should be encouraged to become active in leadership roles. Councils must make a deliberate effort to encourage and expand programs to include family members. Ongoing communication using newsletters and emails with all members throughout the year is a good way to keep them involved.

Councils that actively monitor and track the participation of their membership will easily recognize opportunities to keep members regularly active. If your Council has not seen or heard from a member in a while, there is a likely probability that member may become a member retention issue in the future.

While each Council should develop a program that works best for them, the following suggestions may serve as a starting point:

- Carefully analyze, review, and determine the causes of suspensions within your Council and provide possible solutions to the problem. In the business world, great companies use exit interviews to better manage and improve their business enterprises; similarly, it's a good practice for Councils to adopt and do the same. Valuable lessons can be learned from the exiting member that can be used to improve the Council. Make recommendations to the Council for changes based on information gathered from delinquent/suspended members.
- Encourage changes in the Council to avoid situations that have led to suspensions in the past.
- Examine your "Council's conscience" often to find possible reasons why a member loses interest in maintaining his active membership in the Order, and then work to eliminate those reasons.
- Pro-actively address the needs of individual members in danger of becoming suspended.
- Contact inactive members before they become delinquent in their dues to determine reasons for lack of participation.
- Prepare a profile of early warning signs of candidates for suspension. For example, if he didn't pay his dues last year (even if he wasn't processed for suspension); has regularly attended meetings, but has missed the last several meetings; he normally works at/or attends events, but now he is missing in action; he has not been seen or heard from in quite some time, he hasn't been seen in church.
- Make certain that your Financial Secretary is following the prescribed procedures for the "Notice of Intent to Suspend" program, including making personal contact by the Retention Committee.
- The "Admission Committee Questionnaire" (#391, E, F, and S) should be completed in triplicate by each new applicant and distributed to the Council Program Director, the Supreme Insurance Agent, and one copy retained in the Council files. New members should be assigned to program

committees of interest to them as soon as possible. Make certain that all members have some specific responsibility or task within the Council.

- Evaluate the programs and activities now being sponsored by your Council. Full utilization of the Service Program proves to be the very best membership retention measure available. Suggest diversified programs aimed at improving your Council's image in the community. Programs must be meaningful, sincere and diversified to provide appeal to all segments of your membership.
- Promote retention programs sponsored by both the State and Supreme Councils.
- Your Financial Secretary should be able to provide a listing of all members suspended from your Council. It is suggested that each former member be personally contacted and asked to enroll again as an active member in your Council. Check the rules governing membership procedures for former members. To ensure the best outcome possible, all membership recruiters should be familiar with these procedures before contacting former members.
- Conduct a survey among members to determine their preferences for committee work. A special "Member Interest Survey" #1842 (appendix) is available in quantity and at no charge through the Supply Department for this effort. Ensure members are appointed to those committees where their interests lie.
- Plan a "Welcome Back" or "Come Home" program for former members. Send special invitations to attend the program to all former members and their families. Also, invite members of your Council and their families to the program. Show one of the Order's videos which help tell the story of the Knights of Columbus. Arrange for appropriate speakers. Following the program, arrange to contact all former members regarding activating their membership in the Council.
- Strive to streamline Council meetings. Keep discussions, comments, etc., within the proper limits. Extraneous matters should be promptly referred by the Grand Knight to the proper committees for further discussion and solution.
- See that Council meetings start on time, even if only a few are present. When the members begin to realize that the meetings will start on schedule, meeting attendance will be improved, interest built, and more members will be retained as active members.
- Institute a "Shining Armor Award" program to get your Council's new members active in-service programs as soon as possible. More information about this program can be obtained by reading the Tools and Techniques section of this guide and the Shining Armor Award Flyer (#4297).
- Encourage the Retention Committee to contact a few members each month who have not attended meetings recently. Ask them how their family is, their health, if they would be able to attend the next meeting, do they need a ride, would they be able to help at the upcoming events, do they have an e-mail address, do they know someone that would like to join the Knights, etc.
- Encourage members to be active; we will not have to act like a collection agency when having to ask for past dues!

Membership Retention Process Outline

The following is a general outline of individual obligations required to complete the suspension process. All actions must be completed in such a way as to comply with suspension timelines.

The Financial Secretary:

- Shall prepare and mail all forms and notices in accordance with the suspension timelines.

- Shall provide to the Retention Committee all information necessary to complete their task including a list of those members who are in danger of being suspended. The committee can then divide the list equally and have teams of two members each personally call upon those members and urge them to become active again.

The Retention Committee:

- Shall take every effort to make personally and compassionately contact with every member who is in arrears of his Council annual dues.
- Shall apply charity in the matter of non-payment of dues such that, short of a brother Knight who no longer is being a practical Catholic, the Council makes every attempt to re-recruit a brother.
- Suggest solutions acceptable to both the member and the Council. Remember that the delinquent member is still a brother Knight and may once again become an asset to the Council.
- Shall personally visit members at their home who have not been contacted by telephone. They shall investigate and resolve problems on non-payment of dues. Simply writing or indicating "No Phone Number" on the MI-12 Retention Worksheet Form is not an adequate solution option. Remember, the Knights of Columbus is more than just a club of men, we are a fraternal organization. Simply put, there is no excuse not to follow up with a brother Knight.
- May recommend a waiver of dues, when appropriate, to the Grand Knight, Financial Secretary, and the Relief Committee if one is appointed.
- Should determine if the member is properly credited as a Life or Honorary Life Member.
- Should determine if the member has a disability and is unable to engage in any occupation for a period of at least six months. If so, a waiver of dues may be applied for under Section 118(e) of the *Charter Constitution and Laws*. To do this, a member must furnish evidence of total disability to the Supreme Council, along with Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges (Form #1831).
- Complete the Retention Worksheet (MI Form #MI-12) for all contacts and to the Grand Knight. Shall confer with the Grand Knight and Financial Secretary about the situation of each member prior to Notice of Intent to Suspend (Form #1845) being sent.
- Shall work with the District Deputy to verify that every member recommended for suspension has been contacted with reasonable effort and diligence.

Supreme Council Retention Process and Procedures

As provided by Section 168, Paragraph 3, of the *Charter Constitution and Laws*, a member must be at least three months in arrears before he can be suspended for nonpayment. This category of suspensions represents the largest group of losses to our Order. Thus, it is of vital importance that the Financial Secretary, Grand Knight, retention committee, District Deputy, Diocesan Membership Director, State Deputy Regional Representative, and State Retention Director follow proper billing and/or retention procedures. The process only works if each step is completed honestly with respect for the brother who is delinquent in paying his dues.

Councils will follow the Supreme Council Retention Process. A timeline for membership retention is provided for both the first and second half of the fraternal year. Councils will be encouraged to initiate the retention process during the first half of the fraternal year so membership goals that take into

consideration any necessary suspensions. With the second dues notice, the Financial Secretary will include a copy of the Council's tri-fold / image brochure. If a member still doesn't submit his dues, the FS will send another copy of the tri-fold and the booklet *These Men We Call Knights* along with the Knight Alert letter. The DD is expected to contact members on the Council's retention list. Timelines are provided for the first and second halves of the fraternal year.

Member Hardships/Disability – Relief from Dues Payment

Those brother knights who are unable to engage in any occupation for a period of at least six months may apply for a waiver of dues under Section 118(e) of the *Charter Constitution and Laws*. The process starts with the member furnishing evidence of total disability to the Supreme Council. Members may assist him with resume updates and reviews, practicing job interview techniques with him, or letting him know about job openings.

Councils can also help Knights facing difficult times by aiding with chores around their homes, driving them to medical appointments or job interviews. Remember, charity begins at home, so try to assist needy Knights and their families.

Practical Catholic

A brother Knight must remain in communion with the Church in order to be a practical Catholic, but this is not a determination we can or should be making. Whether a man is a practical Catholic is for the Church to decide. Therefore, in this case, the committee will discuss the situation with the Council chaplain or pastor and will be bound by his decision. If a brother declares that he is no longer Catholic or if a priest makes that determination, there are no further steps necessary to suspend his membership. The Financial Secretary prepares a Form 100 indicating that the member is no longer a practical Catholic, along with a letter signed by the member or a priest and sends it to Supreme for immediate processing. The deduction does not count against Supreme Council Award quotas.

Knights of Columbus Retention Billing Procedure

A vitally important part of the financial welfare of the Council is the collection of dues and per capita assessments from members. The Grand Knight and the Trustees should, therefore, always be certain that the following retention process is to be followed. The Financial Secretary mails the membership bill "First Notice" 15 days before the billing period to each member.

- If payment is not received in 30 days, the Financial Secretary will mail the membership bill "Second Notice".
- If payment is not received within 30 days from the date the "Second Notice" was sent, the Financial Secretary will provide the names, addresses, telephone numbers, and amounts due for each member in arrears to the retention committee for personal follow up
- The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report – typically the Deputy Grand Knight, the

- Trustees, and the proposer (if available). NOTE: The Financial Secretary is NOT a member of the Retention Committee.
- Committee members should attempt to contact each delinquent member (3) times over a (3) week period documenting the dates the calls were made and the results of the call (no answer, left a message, wrong number, etc.).
- The documentation shall be reported using the Member Management Retention Committee Report, the Michigan Retention Worksheet (MI-12) or equivalent documentation (excel spreadsheet).
- The Committee Members should contact the Diocesan Membership Director, State Deputy Regional Representative and the State Retention Director for assistance in obtaining current contact information for the delinquent members as required.
- The Committee Members shall review the written report of their findings with the Retention Chairman. The Retention Chairman will present the report to the Grand Knight who will present the findings at the next officers meeting to determine if members are to be suspended or need assistance. Personal financial difficulty is not a enough reason for suspension.
- If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member with a payment plan or other financial arrangement that is acceptable to the Council. A plan can involve work on Council facilities or programs in lieu of membership dues.
- If directed, the Financial Secretary forwards a “Knight Alert” letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work. The Michigan State Council requests that a copy of the booklet entitled *These Men We Call Knights* be mailed with the “Knight Alert” letter.
- NOTE: The Retention Committee should make use of various methods, including internet search engines and personal visits, in its attempt to locate the member if unreachable by phone.
- If after 15 days of sending the “Knight Alert” the member still has not paid his dues or no satisfactory arrangement has been made, the “Notice of Intent to Retain” is prepared and signed by the Financial Secretary and countersigned by the Grand Knight.
 - The “Original Copy” is sent to the delinquent member.
 - The “Supreme Office Copy” is forwarded to the Department of Membership Records.
 - The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his “good standing” status.
 - The “Council Copy” is retained for Council files.
- The State Retention Director and the State Deputy Regional Representatives will have the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the conservation list. He should also communicate with the member, helping and advising him that the District Deputy in his area is available to help with any problems.
- The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area, to access the list of members needed to be contacted. He works with the Council to ensure that every effort has been made to personally contact each delinquent member to discuss the nonpayment situation.

In the course of the process, suggestions as to possible solutions should be recommended, and the District Deputy will volunteer to assist the member, if the need exists.

- The District Deputy determines whether personal contact has been made by the Council including making his own calls to delinquent members. The response and reaction received from the delinquent member is recorded and then forwarded as soon as possible to the State Retention Chairman for review.
- If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing the “Notice of Intent to Retain”, then the Council may file a Membership Document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a “Notice of Intent to Retain” has been on file for the required 60 days.
- The “Notice of Intent to Retain” becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption the Council has been successful in retained the member.
- If, subsequently, the member on whom the Council previously filed a “Notice of Intent to Retain” again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each Council in his District. It is the State Deputy's responsibility to ensure that the State Membership Director, the State Deputy Region Representatives, the State Retention Chairmen and the District Deputy follow the retention procedures.

Fraternal Year or Calendar Year Billing Cycle

Calendar Year Billing

- 1st Notice sent to member on December 15
- 2nd Notice sent to member on January 15
- Retention Committee contacts those in arrears
- Knight Alert Letter sent February 15 (along with a copy of “These Men they call Knights” and the letter from the State Chaplain)
- Notice of Intent to Retain sent March 1st
- File a form #100 with the Supreme Council on May 1st but no later than June 1st
-

Fraternal Year Billing

- 1st Notice sent to member on June 15
- 2nd Notice sent to member on July 15
- Retention Committee contacts those in arrears
- Knight Alert Letter sent August 15 (along with a copy of “These Men they call Knights” and the letter from the State Chaplain)
- Notice of Intent to Retain sent September 1

- File a form #100 with the Supreme Council on November 1 but no later than December 1

Directories and Resources for Use with Retention

If the member has moved, the payment notice should have been returned with a forwarding address. However, if an address is unavailable from returned correspondence, contact other members or the parish priest to try to discover the new address. The following websites may be of value in tracing lost members:

www.anywho.com
www.whitepages.com

Each State Deputy's Regional Representative (SDRR) will have access to additional resources to help locate members your council has lost touch with. SDRRs will coordinate these resources with our State Retention Director.

If the brother is out of state, or has been out of contact with the Council, and no other source of information is available, there may be reason to believe that the brother has passed away. You may find records of his death by contacting your Insurance Field Agent or contacting the State Retention Director.

If you discover that he is deceased, print the screen, attach it to a Form #100 Membership Document, and submit to Supreme. This will be accepted by Supreme and not be charged as a suspension.

Awards/Recognition Programs

We recruit and/or retain members because we know that the Order's health is directly related to membership gain. The new member can be a powerful influence in our local Councils. Membership growth is measured throughout the year; and to help promote robust membership growth, certain awards have been established to give recognition to those who meet established criteria. The awards and their criteria are listed below.

Star Council Award

Star Council is the highest award a Council can achieve and is awarded by the Supreme Council. Membership is only one component of this prestigious award. Achieving Star Council shows that a Council is in good health and has a bright future. There are seven requirements to achieve Star Council.

- Achieve the Fr. McGivney Award (Membership Quota)
- Achieve the Founders' Award (Insurance Quota)
- Achieve the Columbian Award (Meet Program requirements and submit the SP-7 form)
- Service Program Personnel (Submit the Form 365 listing service program directors).
 - Note this form must contain 5 key positions. Otherwise, Supreme will not acknowledge the form as received.

1. Program Director (who requires Youth Protection Certification)
 2. Community Director (who requires Youth Protection Certification and a background check)
 3. Community Director (who requires Youth Protection Certification and a background check)
 4. Membership Director
 5. Retention Director
1. Good Standing (Per Capita Taxes must be paid to date)
 2. Annual Survey of Fraternal Activity (Submit Form 1728 listing member activities)
 3. Councils must be fully compliant with applicable safe environment requirements.

Star Council Checklist

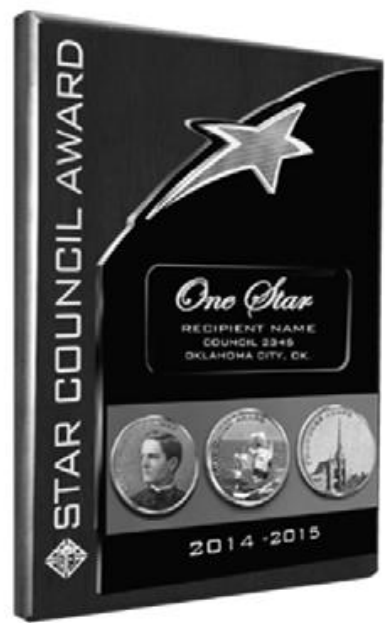
In order to assist Councils in tracking their status for achieving Star Council, Supreme has developed the "Star Council Checklist". Each Council will receive the Star Council Check List from Supreme. By displaying the Star Council Checklist at every Council meeting, it will keep the membership up to date on the status of the Council and encourage the membership to assist in achieving the goal of Star Council

Star Council

Father McGivney Award
Membership Quota
7% of current membership
Or Minimum of 4
Maximum of 35

Columbian Award
Report Form #SP7
Due – June 30th

Good Standing
Current with all Supreme
Council assessments - as of
June 30th of the fraternal year



Service Program Personnel
Report
Form #365
Due – August 1st

Founders' Award
Insurance Quota
2.5% of current membership
Or Minimum of 3
Maximum of 18

Annual Survey of Fraternal Activity
Report Form #1728
Due – January 31st

Multiple Stars
Earn Double Star by attaining 200%
Earn Triple Star by attaining 300%
Earn Four Star by attaining 400%

Supreme Council Shining Armor Award

The concept of the Supreme Council “Shining Armor Award” program is to get new members active in the many facets of the Knights of Columbus as early as possible, assist in maintaining that activity and also honor them as a valued member of your Council. To qualify for the “Shining Armor Award,” new Knights must, during their first year of membership:

- Be involved in at least 3 Council service programs.
- Attend at least 3 Council business meetings.
- Meet with their Council’s insurance representative.
- Recruit at least one new member.

Every new member should be recognized for achieving the Shining Armor Award. Make it a BIG deal - make it FUN! Highly promote this incentive program as its requirements transform newly admitted Knights into long-term brother Knights!

The materials from the Supreme Council contain a Shining Armor Flyer (#4552) to explain the program and a Qualification Card (#4292) to record his progress toward receiving his Shining Armor Award. This will help implement the program. When a new Knight has completed the requirements for the award, the Council should present him with a Certificate of Recognition (#4293) and may further wish to present a “Shining Armor” lapel pin (#1700).

Whether presented at a Council meeting or a special Council event, this will not only be an honor for him, but will also serve to promote the program to other new Knights. Remember to include these and any other award presentations in your Council newsletter. Keep in mind, the main focus of the program is to get new members actively involved in their Council from the very beginning of their membership.

Michigan Shining Armor Award

Every facet of the Supreme “Shining Armor Award” serves to benefit the Council. The requirements are valuable activities for any Knight. Therefore, we have instituted the “Michigan Shining Armor Award.” This program may also help reactivate members that have “slipped” a little. To receive this award, senior Council members can qualify for it any time during their membership.



To qualify for the “Michigan Shining Armor Award” any Knight must:

- Be in good standing
- Be involved with at least 3 Council service programs.
- Be an insurance member, or meet with his Council’s insurance representative.
- Attend at least 3 Council business meetings.
- Be a Third-Degree Knight through attending 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. Note that these are available at no charge.

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 1st of the fraternal year will be recognized at the State Convention with a “Finish Strong” Award during the convention weekend on Mackinac Island.

Bishop’s Tribute Award

Each Diocese that achieves 100% of its membership quota by June 30 will earn \$1,000 to be given to their bishop.

The Ambassador Club

The Ambassador Club (AC) is just one of the ways we will be thanking and recognizing men for their efforts in recruitment of new members. Members of the AC will receive recognition that will let others know of their work building the Order and the thanks of the State’s leadership of their efforts. There are three levels of recognition in this fraternal year.

- First level - A member recruits TWO new members in first six months (July 1 to December 31) - State Raffle tickets (book of 5 tickets) awarded (only awarded once to each member per year).
- Second level - A member recruits FIVE new members in first 6 months (July 1 to December 31) – The member then becomes a member of the Ambassador Club and receives a specially designed item from the State Deputy.
- Third level - A member recruits 12 new members within 12 months or a Grand Knight earning Star Council during the year will receive a personalized gift as thanks for their hard work.

District Deputies earning Star District will join the Ambassador Club, receive a personalized for their efforts along with Wednesday night at the State Convention for him and his wife paid for.

State Convention Membership Award Deadline May 1st

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 1st is the one used for our recognition at the State Convention.

If a Council completes their membership goals after May 1st 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.

PROGRAMS

2020 – 2021

“Rise Up and Answer the Call”

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

Paul J Palka

State Programs Director

Michigan State Council Program 2020

Walter Winkle, Jr.
State Deputy

Paul Palka
State Program Director

State Program Directors

Diocesan Program Directors

Greg Brunson
Faith

Michael Malinowski, PSD
SHM Seminary

Garret Kelenske
Family

Michael Haughey
Community

George Stump
MI Program

Mike Fontana
HCS Liaison

Robert Bagley
Knights on Bikes Director

Ed Strach
Life

John Hundiak-Willy Winkle
Special Olympics & Asst

Russ Smith
St. Francis Camp Liaison

Thomas Wegener, PSD
Michigan Charities

Gary DeCarlo - Kevin Rowley
Raffle Director(s)

Region I

Vern Miron
Marquette West

Michael Prokopowicz
Marquette East

Patrick Oliver
Gaylord West

Joel Kendzorski
Gaylord East

Dominique Quintanilla
Director for Hispanic

Region 2

Ed Warren
Lansing North

Matt Wierzgac
Lansing South

Raymond Gehlmann
Saginaw West

Bill Learman
Saginaw East

Region 3

William "Jim" Dingman
Grand Rapids North

Joe Sejat
Grand Rapids South

Luis Rebolledo
Director for Hispanic

Lou Scohy
Kalamazoo

Region 4

Joseph Brenner
Detroit - North end of Region

Kenneth Warzybok
Detroit - South end of Region

Region 5

David Bergeman
Detroit - North end of Region

Lou Brochner
Detroit - South end of Region

Introduction

Programs are the lifelines for every Council member and the lifeblood for every Council. An extensive range of programs have been developed at the Supreme, State, Diocesan, and District levels. Every Council has their own local and unique programs that will attract the attention and participation of members and non-members alike.

We are continuing to Build the Domestic Church. We need to consult with the Pastor of the Parish regarding programs that we offer to make sure they do not conflict or take away from established parish activities. Our programs that are same as or like that of our parish should be merged with that of the parish we serve in as members.

Programs exist for three specific purposes:

1. Practice our faith and enjoy quality time with family and friends in the giving of our “time and talents” while building the Domestic Church;
2. Recruit and retain membership in your Council and in our Order;
3. Support “Faith,” “Family,” “Community,” and “Life” through organized activities.

Programs are the visible signs of the good works of our order, through our membership, that are instrumental in the promotion and protection of our Catholic Church, our clergy, our Christian beliefs, our families (born and unborn) and our American way of life.

Our Goal is to Help Your Council

- Understand programs and why they exist;
- Understand the importance of maintaining an active program calendar at the Council & Parish level;
- Introduce the various reports and tools available to assist with the scheduling, preparation, planning, completion, and reporting of activities. All necessary forms may be obtained on the State website: mikofc.org. The District Deputy is your first contact for help, but don't hesitate to call the Diocesan or State Program Directors for assistance.

Please keep in mind that the Knights of Columbus is a “charitable organization” as defined by the United States government and, as such, must meet stringent annual requirements in the reporting of fundraising and volunteer time to maintain this status. It is very important for each elected and appointed officer/director to understand that in taking on the responsibility of an officer/director, all the requirements for keeping a Council in good standing, as published in the Supreme and State By-Laws, belong to the Council leadership.

Council Program Team

Members of the Council Program Team

Councils will have a program team comprised of the Program Director, Faith Director, Family Director, Community Director, Life Director and Membership Director. Under the leadership of the Program Director, others may be added to the team.

Council Program Team Skills

The key to an effective program is a team committed to making their Council stronger through offering and executing successful program events in the council, their parish and their community. There are many traits that can characterize the program director and his teammates that will result in effective programs. Another key to being effective is the proper use of communication and team building is vital for everyone involved:

- Makes an effort to know and recognize members interests and ensure programs are available to get them engaged.
- Planning is essential. Knowing how to plan an activity including advertising, getting volunteers, ordering supplies, executing the event, cleaning up after the event and recognizing participants.
- Writes advertisements for the Council newsletter, parish bulletin, etc.
- Meets regularly with the Grand Knight (and Pastor if possible) to review upcoming programs.
- Attends parish activities and promotes Council programs inviting men to join.
- Introduces themselves to new members at Council meetings and encourages them to participate in various council programs.
- As necessary, work with parish roundtables on programs for them.
- Seeks new ways to help the Council grow.
- Thrives on being successful.
- Open to suggestions on new program ideas.
- Works with the membership director and chairpersons to address problems that arise in planning programs.
- Makes practical suggestions when presented with problems and challenges.
- Thinks analytically about solutions and presents ideas while considering other suggestions.
- 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

Members of the “Extended” Council Program Team

Everyone in the council has a responsibility to assist with programs.

- **The Council Chaplain (and/or Parish Pastor)** Any activities planned on church property needs the approval and support of the Parish Pastor. If possible, he should see the council programs as an extension of the parish programs.
- **Your District Deputy** (and your Diocesan Program Director) should also be very experienced in planning and executing programs. Invite them to your council events to assist.
- **Past Grand Knights** also make excellent helpers. These men have a wealth of knowledge about the history of the council and can share many ideas on how to improve programs.
- **Most Members of your Council** should be active and involved in programs (minimally once a year). Ensure they participate, have people continually call them to invite them. But, be aware and sensitive to the elderly and sick who cannot participate. These men remain active by being visited by council members on a frequent basis. Make sure they feel a part of the council.

Tips for Successful Programs

By following these suggestions, Councils will develop and deliver a complete and comprehensive program agenda that will play a vital role in attracting new members, retaining existing members, and building strong family relationships. At the same time, a healthy program agenda will satisfy the requirements for the Supreme Star Council Award. Our order has been called the “strong right arm of the Church” and has been praised by Popes, presidents and world leaders. Suggestions for developing programs include:

- Look for new and innovative ways to involve the present membership as well as help new members get immediately active by having an officer, a director, or a committee leader mentor him.
- Set specific goals for your Council and publish your annual calendar well in advance.
- Help new members set specific goals that pertain to their participation and to enter dates on their personal calendar while they are fresh in his mind.
- Utilize your Council calendar and Success Planner to schedule a minimum of four major programs in each activity area to fill the categories.
- Share your Council calendar with your membership, your newsletter publisher, and your Pastor.
- Be sure the Council’s/church activities are published in your church bulletin and Council newsletter. Your church secretary should be an integral part of your communications.

How to Plan and Execute a Successful Program

By following these suggestions, Councils can hold successful programs which make them members better Christians, attract new members, and enhance their parish or community. Planning and executing successful programs all follow the same basic steps.

1. **Select someone to lead the program.** You should always have one person named to organize and plan each activity. This person doesn't need to do everything. Just ensure it all gets done.
 - **Parish Led activities** – You don't even need someone from your council to lead a program. If it is a Parish-led event, just have Knights participate as needed. Let the Parish lead the event.
 - **An individual Knight or Family member** – It's always good to get brother knights (or their families) to lead an event. Very often spouses can organize an event even better than a brother Knight. This is a great way to show we are a Family Organization.
 - **Faith, Family, Community or Life Directors** – Get these Directors to lead "a few" programs. Don't ask them or count on them to run them all. They will get burned out. But they should be able to run a few programs each year if no one else volunteers or if they have a particular interest in a specific activity.
 - **Program Directors** – These people are, by default, the most experienced people in each council at running programs. It is recommended thought that when they do lead a program, they try and find an assistant. Someone to teach and mentor who could potentially run programs in the future.
2. **Permission of the Pastor.** Any program done on Church property or done in conjunction with the Parish should have the blessing and support of the Pastor. Ensure your programs complement his goals and objectives for the Parish. Stop any program that conflicts with or competes against a Parish program.
3. **Plan.** Hold a meeting with a few individuals to plan out the event. Answer all the questions:
 - **Who?** – Who will be invited? Who will be needed to volunteer?
 - **What?** – What really is the scope of the event. Not just the high-level event but what all will be entailed. Create an agenda of items that need to be planned during the event. You aren't just having a pancake breakfast, you're having pancakes, sausage, potatoes, coffee, tea, juice and the boy scouts are signing Christmas Carols.
 - **When?** – What is the date & time of the event? How long will it last?
 - **Where?** – Is the event at Church, in the Gym? Or is it somewhere else? Where ever it is, you'll need to make reservations so it's available to you for the event.
 - **How?** – Answering this question will help you determine who all is needed to do what to pull off the event. For the pancake breakfast, you'll cook the pancakes in the kitchen, coffee will be brewed in the large coffee urn, juice will just need to be served. What about placemats, setting up the tables, collecting money, having change available, etc...
 - **Why?** – This is especially important for younger members. You're not just having a pancake breakfast. You're raising funds to send a Seminarian to the Holy Land. If people know why you're doing something, they're more likely to volunteer to assist.

4. **Advertise.** Advertise in your church bulletin. Send out an e-mail inviting people. Put an ad in a local newspaper. Have posters displayed in Church and local establishments in your community. The better job you do advertising, the more people will attend. Advertise at council meetings and get volunteers to help with all of the things that need to be done.
5. **Execute.** Now comes the actual event itself. Assuming you planned it all correctly and got volunteers to do everything required. Execute your plan. Hold the event, raise the money, do the good works of the order. Also, don't forget to recruit as well at this event.
6. **Recognize.** Thanks those who helped you run this program. Thank them individually for their individual contributions. Also, thank everyone as a group at your next council meeting. Let them know the results including how much money was raised, what sort of praise did we get from the Pastor (or others), how many new member prospects did we get, etc...
7. **Evaluate.** No matter how well our event went, there is always room for improvement. How a "short" meeting after the event to discuss what went well and maybe what could be done better next time. This way future programs will be better and your council will continue to improve.

PPPPP - Proper Planning Prevents Poor Performance!

Supreme provides a planning booklet, *Fraternal Leader Success Planner*, which is a great tool to assist in formulating a success plan for the year. Along with the monthly calendar planner there are forecasts and reminders of the upcoming items for the following months. The Measuring for Success column will help the evaluation of both Districts and Councils. Motivational quotes throughout the booklet are very inspirational. I encourage the use of this valuable tool provided at no charge for fraternal leaders. Extra copies may be purchased from the Supplies online link from the Supreme website for \$1.00 each.

Public Speaking: Preparation, Development, & Delivery

Council leaders have a variety of opportunities to speak in front of groups. The speaker in front of an audience gets constant feedback. Thus, the contact between a speaker and listener is direct and immediate, providing stimulation and rapport. A speaker can change his words and approach depending on the reaction of the audience and the type of audience. He can then adjust what he says to get his message across and to clear up any misunderstandings. The best way to become an effective speaker is to do it. This builds confidence that is useful to assuming further Council positions as well as those at the District and state levels.

Speaker Skills

Speakers need to be organized and have an outline the audience can recognize, understand and follow. The subject matter must be something the audience needs delivered with dignity, confidence and effectiveness. The speaker must also be prepared to answer questions. Thus, the speaker needs to know what he's talking about. He must be confident that he has a message and the audience will learn from what he says. An audience is open to learn the information conveyed in a speech when they know the speaker has character and integrity.

Preparation

A speaker must know what he hopes to accomplish and the response he expects. Usually this is to entertain, to inform or to persuade. The purpose of the speech should be specific conveyed in words the audience can understand. With this stated at the beginning, the content can be presented efficiently and to the point. The material can come from relevant sources, personal knowledge and experience. With the content and major points in mind, the topic can be presented with the necessary supporting details. The speech should have an introduction, body and a conclusion. In most speeches, the speaker should:

- Gain attention,
- Identify a need,
- Present a solution,
- Show benefits, and
- Contain a call to action.

Regardless of how the speech is organized, it needs to flow smoothly like a single piece. Blend the steps into each other with transitions. The introduction is intended to grab attention, establish rapport, and identify the subject. It might include something personal, an interesting story, a quotation related to the purpose, something that arouses curiosity, a series of questions to prepare the listeners to hear the answer, a fact, or a joke or anecdote. The body includes two to five main points. The conclusion summarizes and reminds the audience of the main points. It indicates the speech is finished.

Develop the Speech

The speaker should use definitions, examples, comparisons, quotations, statistics and efficient repetition. Using these conveys the content and delivers the message. It is also useful to use visual aids to reinforce key points and help the audience remember the ideas. The visual aids should be simple, uncluttered and large enough for all to see. Practice the speech and use of the aids prior to delivering it.

Delivery

Once prepared the speaker must deliver the message with skillful use of voice and body to accomplish the purpose, to communicate and to hold attention. Preparation will help gain self-confidence and an ability to coordinate mind, emotions and body. All speakers face fears that they will not be accepted and fail. Look upon each speaking situation as an opportunity.

When preparing to speak, breathe deeply. Avoid stories that require difficult articulation and pronunciation. Look at the audience. Recognize that moist palms and perspiration are normal. Proper dress and appearance gains listener acceptance. Walk and stand erect to facilitate breathing. Speak clearly, pronounce words correctly and add variety to the voice by varying pitch. Pause for emphasis. As appropriate, engage the audience by asking questions and be prepared to work with the answers.

Use note cards or outlines to jog the memory but avoid reading from a script. Effective speaking comes with practice and rehearsal. Practice making eye contact, speaking from a lectern, walking in an

audience and using visual aids and a projector. Speakers sometimes address issues extemporaneously. This becomes easier when the speaker knows his material and is confident. The speaker is free to adapt, adjust to the audience reactions and be lively.

“Faith In Action”

The Knights of Columbus offers men a place to lead their families and communities in faith and service and put their Faith into Action. Knights of Columbus members, parishes and families have the opportunity to make a meaningful difference through 32 Supreme Council-recommended programs spread across 4 program areas:

1. **FAITH** – Our goal is to strengthen our men and their families in the faith. When we entered the order, we were reminded to constantly inform ourselves in the Catholic faith. This formation goes beyond mere facts or religious practice to an authentic connection 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 a tangible and meaningful way — whether through helping the future shepherds of the mother Church, quiet contemplation in a spiritual reflection program, or honoring Mary, mother of God. These programs should strive to arm us for the spiritual battle that our men and families face daily.
2. **FAMILY** – Put simply, programs in this category are developed for families, by families. Father McGivney sought to strengthen the familial bond of father to mother and children to parents. Catholics often struggle with the reality that they do not have the opportunity to socialize and/or pray with other faith-filled Catholic families. It can be quite a challenge to continue to ground ourselves and raise our children in the faith when there is such limited exposure.
3. **COMMUNITY** – As Knights of Columbus, we are called to serve our family and our God. Our first principle is Charity, at home with our families or in our communities. This is a critical part of our Knights of Columbus mission. Have you ever wondered, “How can I make my community better?” Individuals can do great things on their own but there is something bigger than self when Knights of Columbus members come together as one through their council and accomplish great things. Councils that conduct these programs are positively shaping their communities by addressing the needs of its citizens.
4. **LIFE** – The urgency of the threat to a culture of life cannot be misunderstood. respect for the dignity of life demands a commitment to human rights across a broad spectrum. Both as Knights of Columbus and as followers of Christ, “Catholics must be committed to the defense of life in all its stages and in every condition” (St. John Paul ii, 1995).

Program Descriptions

Faith Activities

- **RSVP** – Support for individual seminarians and postulants. Provides financial support and emotional support and, most importantly, prayer for vocations. Participating councils receive a \$100 refund for every \$500 donated to an individual. The maximum is \$400 refunds per individual in one year.

- **Into the Breach** – Council starts reflection and study groups using the guide printed in the book. Into the Breach should be a resource and reflection piece for all councils striving to deepen their spirituality and formation.
- **Marian Icon Prayer Program** – The Marian icons make their pilgrimage *throughout Michigan*. Councils can coordinate with their District Deputy to host the icon for a prayer service at their parish, spreading devotion to Our Lady.
- **CIS Domestic Church Kiosk & Series** – For \$150, councils can order the first set of books and receive a free kiosk to display the most popular CIS resources aimed at helping us to live out the Church’s mission and vision for our families. Each set contains 225 books, or 15 copies of each.
- **Rosary Program** – The Rosary program encourages councils to schedule rosary prayer services in their parishes and to promote devotion to the rosary in our homes and among our members. Rosary kits with rosary rings, prayer cards, and leader books are available for councils to order at supplies online.
- **Spiritual Reflection Program (REQUIRED)** – Under the guidance of their chaplain, each council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize their own event for the men of their parish.
- **Holy Hour (New)** – Councils work with their pastors to organize regular holy hours of Eucharistic adoration. KofC holy hours could be prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney.
- **Sacramental Gifts (New)** - Councils are present for the most important sacramental events in the lives of families. Through special gifts and prayers, a council can support the family at these times and build a closer relationship with the parish community.

Family Activities

- **Food for Families** – Councils donate and support community food pantries, community food banks, and soup kitchens. The Supreme Council will refund \$100 for every \$500 donated, or for every 1,000 pounds of food that a council contributes - up to a maximum of \$500 per council per fraternal year.
- **Family of the Month/Year** – Promoting and supporting the development of strong and vibrant families, councils establish a committee to select a “Family of the Month” each month to recognize families that strive to model traditional Christian family values.
- **Keep Christ in Christmas** - (Poster Contest, Crèche Blessing/Tree Lighting, Posada, etc.) – A collection of Knights of Columbus activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, Councils promote the “true spirit” of Christmas in our homes, schools and communities, and they evangelize society through their faithful acts and celebrations.
- **Family Fully Alive** - The Family Fully Alive program provides monthly themes, reflections, meditations and family projects to help each family place God and the Catholic faith at the center of its life. Used as a devotional for all families throughout the liturgical year.
- **Family Week** – Designed for councils to work with their parishes to plan a special week in celebration of family life through activities that strengthen parish community and unite Catholic family life. Programs can include a Mass, family picnic, prayer activities for the home and a service project for the community.

- **Consecration to the Holy Family (REQUIRED)** – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this take place on the feast of the Holy Family, typically the first Sunday after Christmas.
- **Family Prayer Night** – Opportunity for families of council members, as well as other Catholic families, to come together for prayer, dinner, and fellowship once a month. The location can rotate as needed, where the host family leads the prayer, and all bring a dish to share.
- **Good Friday Family Promotion** – Councils should lead the promotion of attendance at Good Friday liturgy and education of parish families about the importance of the collection for Christians in the Holy Land.
- **Family Social Event** - 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.
- **Youth Sportsman Program** - The goal of this program is to encourage men to get involved in setting great examples for the youth of the Parish and community by getting them outside and enjoying what Michigan has to offer in the way of hunting and fishing.
 1. Decide on the event. Examples are: Fishing Contests, Big Buck Competitions, Small game Contests, Pheasant Hunts or Duck Hunts.
 2. Research all Fish and Game Regulations pertaining to the event on the Michigan Department of Natural Resources web page.
 3. Decide on the length of the contest. Will it be a one day event or for the whole season.
 4. Decide on awards prizes or just good old bragging rights.
 5. Have a Lunch or Dinner after the event to promote fraternity and good sportsmanship.
 6. Look for possible sponsorship's or prize donations.
 7. Create a flier to promote the event and have Father review it for his approval.

This an open-ended program. During the summer and winter the State of Michigan offers free fishing weekends. This is one way to keep the cost down for this program. Fishing is also free for persons under the age of 17 years and younger. This program is limited only by your imagination so please think outside the box. Remember to follow all Fish, Game and Firearm Regulations.

This is an opportunity to involve community not just your church or council. Promote the Knights of Columbus in the public eye in a very positive way. This is also an opportunity to get some of the less active members involved in a new and exciting event. Keep in mind that wild game can be donated to help feed the needy in our communities.

- **St. John the Evangelist Caretakers Program**- designed to recognize and appreciate the tireless care given by families to their special dependents. Councils would apply for the Award for a worthy family on the website. Applications would be judged the same as the Program Awards. Award is a special St. John the Evangelist rosary, blessed at the convention and used on the lawn

during the Living Rosary. Award would be presented on Friday during the Open Session Awards Presentations.

Community Activities

- **Knight of the Month** - The Knight of the Month award enables a Council to recognize individual member(s) for outstanding jobs done for the Council, Community or Church. Participation suggestion is at least once every other month. Consider presenting the award after Mass at the members' parish. Report the members' name to the Editor Michigan Columbian.
- **Knight of the Year** - The Knight of the Year award is presented to a Brother Knight who clearly distinguishes himself by participating in many of the program activities, who takes responsibility as an elected or appointed officer and is clearly outstanding in the performance of his duties, who represents the interests of the Council, and who promotes the benefits of membership to non-members. Consider presenting the award after Mass at the member's parish. As the Knight of the Year has been selected send the name of Knight to the Editor Michigan Columbian.
- **Coats for Kids** - Councils across North America can purchase new winter coats for children of low-income families at a discount and to distribute them to families in need in their local communities. Coats purchased at a cost of \$220 per case of 12 coats.
- **Global Wheelchair Mission** – Councils are encouraged to donate at least \$150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.
- **Habitat for Humanity** – Councils asked to donate a minimum of \$1,000 or 200 service hours to a Habitat for Humanity affiliate project in their community.
- **Disaster Response** – Knights of Columbus are encouraged to help prepare and participate in community response. Councils should work with their parishes and diocese to ensure a proper plan before a disaster occurs. In the aftermath of a disaster, councils coordinate with regional and state leadership for a consolidated KofC effort to bring financial and relief resources to the affected areas.
- **Catholic Citizenship Essay Contest** - Open to all Catholic students — in public, private, or parochial schools — in grades 8, 9, 10, 11 and 12 during the current school year. This is a creative way to encourage young people to become citizens grounded in their faith. This year's theme is "Going to the Peripheries."
- **Helping Hands (REQUIRED)** – Councils are encouraged to organize or participate in a program that addresses the needs of those who are homeless in their community with the intention to provide them dignity, hope and love. Activities include cooking soup kitchen meals, volunteering or operating a food pantry, and participating in mission trip as a parish.
- **Free Throw Championship** - Free Throw Championship for boys and girls between the ages of 9 and 14. Councils can sponsor a competition by ordering a Free Throw Championship Kit by November 15, or volunteer to host/or support the district, regional and state level championships. Council events should occur in late December or early January. Send original Score sheets of Council winners & runners up to your District Deputy.
- **Soccer Challenge** – Designed for players to demonstrate their skills in the penalty kick, the competition is open to all children ages 9-14. Winners progress to the district, regional, state,

- and international levels. A Soccer Challenge kit is available for organizing councils. Host Council event in September and order SC-Kit by 8/15. Submit form 4567 after hosting Council event.
- **Spelling Bee** - host Council event in December and order materials by November 15 from State Youth Director. Send the Winners and 2 Runners Up names of Council Bee to Diocesan Program Director.
 - **Drug and Alcohol Abuse Poster Contest** - host Council event September thru December and order SA-Kit by September 1. Send form 4001 and winning posters to Diocesan Program Director.
 - **Keep Christ in Christmas Poster Contest** - host Council event November thru early December. Send winners to Diocesan Program Director.
 - **Supreme Essay Contest**- Hold Council contest September thru December. Order EA-Kit by August 15. Send form 4216 and winning essay to the State Youth Director.
 - **Acknowledge First Confirmation Class** - presentation at church.
 - **Acknowledge Communion Class** - presentation at church.
 - **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
 - **Holy Cross Services** - The mission of Holy Cross Services is to bring Hope, promote Change, and help Children and Adults live free, healthy, and productive lives. This mission has been expressed in many different forms since the 1948 opening of Boysville, the forerunner of today's Holy Cross Services (HCS). The Michigan State Council has been a partner with HCS for these 70+ years. Today HCS is active in all of Michigan's Dioceses. The closeness of HCS and the Michigan Knights is borne out by the support HCS receives in monetary donations, and in donations of time and treasure of Michigan's Knights. The Knight's financial support includes our HCS Quota program, calendar sales, proceeds from the State Raffle and Christopher Fund contributions. This support goes to assist HCS in their Chaplaincy Program, aid for mothers and children, and other programs not funded by governmental sources. This is the Michigan State Council's longest running charitable program and is needed as much today as it was at it's beginning. Thank you for your financial support, your material and moral support, and especially your prayers as HCS continues to bring Hope, promote Change, and help Children and Adults.
 - **Holy Cross Services Quota** – Each Council has a Holy Cross Services Quota. Send Council check to the State Secretary with HCS quota on the memo line.
 - **Clothes for Kids** - Early Childhood Development Centers - Warm Winter Outer Wear Most school districts have an Early Childhood Development Center. For a child to attend, the family must fall into a certain income category. In a discussion with the Director of a local center, my wife Betty and I found that there is a need for more than the coats that are distributed in the Fall Coat Drive. The need for some includes: cold weather attire such as snow boots and snow pants, and sneakers. Centers: There are approximately 440 Early Childhood Development Centers in Michigan. There are approximately 1,700 Children in need who attend these Centers. Children age from 4 to 6. Link: [Early Childhood Development Center Director - Local Knights of Columbus Council Team](#). Action: When a Child arrives at the Center with a need, the Director contacts the Council Team Chairperson. Through the Team contacts, the item is purchased and supplied to the Center. No clothing bank or clothing drive needed. Items are purchased as they are needed. This is optional and subject to the relationship between the Center and Council. Supply: The Council Team will choose the clothing supplier and purchase the items. Go to [MIKOFc.org](#) resources for more information.

- **MI Drive** – The Knights of Columbus has a long-standing history of helping people with Intellectual and Developmental Disabilities (I/DD). In Michigan, our MI Drives continue to be one of the most successful fundraisers in the Order, helping tens of thousands of I/DD persons in our state. Donations are collected at the parishes, outside local stores, and on street corners in local communities. In appreciation for their donations, contributors are presented with a small gift – a Tootsie Roll.
 - Two drives are conducted each year; one on Palm Sunday weekend, the other on Columbus Day weekend. Councils are encouraged to participate in one or both, if possible. District Deputies will communicate to the State MI Program Director which of their councils are participating in the drives.
 - Informational materials, including drive dates, contacts and posters are distributed to the District Deputies at the State Leadership Meetings prior to the drive dates.
 - A Liability Insurance Policy is secured for each drive by the State MI Program Director, and made available to the councils about 30 days before each drive.
 - Each council that participates in a drive accumulates their donations and decides to which organizations they will allocate their contributions. All of these organizations must meet the criteria of serving people with Intellectual/ Developmental Disabilities; Special Olympics of Michigan, sports and recreational camp facilities like St. Francis Camp, special education departments in our schools, and special housing facilities such as the St. Louis Center, just to name a few examples.
 - The councils then need to complete a current MI-13 Report (available on the state website), and submit it along with their council check to the State MI Director by the due date specified in the drive materials.
 - Council reports and checks are processed, and state checks are made payable to the named organizations and mailed back to the councils' Financial Secretaries. The councils should then deliver these checks immediately, (in person if possible).
 - The goal of the MI Drive is to assist I/DD persons to be more independent in performing daily tasks that we all take for granted, feel inclusive and empowered in society, realize their full potential, and focus on abilities and not their disabilities.

- **Pinewood Open** - The Pinewood Open is an opportunity for Councils and Districts to support families in need in their community. Anyone may enter the race - boys, girls, young or old, and entire families. The Pinewood Open is an excellent example of a Domestic Church program as it encourages the prayerful participation of the entire family while raising funds for the needy in the community. Suggested: Coats for Kids.
 1. Contact your Diocesan Program Director to organize your event. You'll need a track and timer.
 2. Contact your DD, other DD's and GK's to widen your reach.
 3. Secure a site and set the date – preferably at a parish.
 4. Contact local businesses to sponsor the race day program with a small ad.

5. Develop other procedures for the event, registration, agenda, food, pit crew, race officials, awards, etc.
 6. Develop other forms of fundraising, entry fee, race program sponsors, donations towards the awards (for example: observers and participants vote for award winners with cash, the car with the most cash donated wins an award...awards could be “Best Big 10 Entry”, “Most Creative”, “Most Likely to Get Pulled Over”...The awards options are endless.
 7. Market and promote in the parish, local schools, youth groups, church bulletins, local newspapers, local TV/Radio, wherever appropriate. Develop a flyer with all the details and include the rules on the back.
- **Catholic Jobs Fair** - Catholic Jobs Fair would be an opportunity for Councils and Districts to support young catholic families to prayerfully find/improve employment using the experience and contacts of the council members, church community and catholic business leaders.
 1. Contact your peers from other Councils and Districts at the Summer Leadership meeting and Diocesan meeting to help organize your event and to solicit prospective companies and organizations from brother knights, knight’s leadership and church community.
 2. Secure a site and set the date, preferably at a parish.
 3. Contact/solicit catholic owned businesses and organizations with catholic hiring agents in the district to come to the event.
 4. Develop procedures for the event, IE; registration, mass or chapel time, food, power, hosts, babysitting, tables and chairs, signage, etc. Schedule a couple of meetings to fully develop the program.
 5. Market and promote - Perform outreach in the parish, council, diocese, district and wherever appropriate. Approximately two months prior to the event advertise in the church bulletins, council newsletters, Facebook, etc.

Life Activities

- **Novena for Life** (REQUIRED) – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.
- **Marches for Life** – Councils are encouraged to participate or sponsor local, diocesan, state or national marches for life. Councils coordinate at least 100 participants or who organize a local march for life will receive credit for this featured program.
- **Ultrasound Program** – Councils identify a pro-life pregnancy care center for placement of an ultrasound. When a state or local council raises 50% of the cost of an ultrasound machine, the Supreme Council will provide the other 50% of the cost to complete funding for purchase of an ultrasound. Reports indicate that up to 90 percent of women considering an abortion choose to have their baby after seeing an ultrasound image. They hear their baby’s heartbeat; they see their baby’s head and fingers. They know that it is a child, not a “choice”. Take credit by either organizing a project at your Council or donating to another Council, District, or region’s ultrasound project.

- **Baby Bottle Program** - 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 – Special Olympics Michigan provides year-round sports training and athletic competition for children and adults with intellectual disabilities. Athletes develop physical fitness, demonstrate courage and experience joy while participating in the sharing of gifts, skills and friendship among their families, Special Olympics athletes and the community. The athletes achieve their dreams with the support of caring volunteers.

The Michigan State Council Knights of Columbus has long been a civic sponsor of the Special Olympics with financial resources and hand on support.

Your council can become more involved in your area by:

- **Adopting an Olympian:** being a special Olympian can sometimes come with added expenses with travel, hotel stays and meals. Councils are encouraged to contact the Special Olympics chairperson in your county and seek additional information.
- **Hold a Champions Appreciation Night:** Councils can contact their local Special Olympics chairperson after the Summer or Winter Games and invite the athletes to your council and perhaps hold a dinner for them. Awards should be handed out to all participants.
- **Athletes love to help out with the MI Drive.** Contact the local office to get names of volunteer athletes. A portion of your MI Drive monies could be donated to the local office.
- **There are many local events where the Special Olympics offices need volunteer help.** No experience is needed. Events include: bowling, bocce ball, aquatics, track and field, and many more.
- **Councils can directly participate in the major games by assisting with food preparation and serving the athletes and coaches.**

Please remember to fill out Form #4584 Partnership Profile Report with Special Olympics. Send a copy to the Supreme Council, State Council and your District Deputy.

The website for Special Olympics Michigan is 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 – Knights of Columbus Councils are encouraged to work with their pastor, as well as designated members of his staff, to organize an Annual Mass for people with developmental disabilities. It is an invaluable opportunity to welcome families who might not normally feel comfortable coming to a regularly scheduled Mass. Furthermore, it will assist the parish in welcoming these families to any Mass.

- **Pregnancy Center Support** - Many pregnancy centers try to help provide women and families with the often-expensive necessities to care for a newborn child. After a Mass for Life or at any time of the year councils could promote a donation drive for diapers, wipes, clothes, furniture

and other necessities, in addition to hosting a reception to raise money for their local pregnancy centers. Additionally, councils can “adopt” care centers to support as needs arise.

- **Support of county focused Right to Life organizations (new)** – along with Pregnancy Center Support provide county wide Right to Life organizational efforts (where available).
- **40 Days for Life** - A focused pro-life campaign with a vision to access God’s power through prayer, fasting, and peaceful vigil to end abortion. Most local campaigns hold prayer vigils in front of abortion or similar anti-life facilities. Information can be found on the website www.40daysforlife.com. Call your Diocesan Program Director or State Respect for Life Director for reference to local campaigns.
- **Christian Refugee Relief** – Knights of Columbus are called to raise awareness of the plight of Middle East Christians through various parish-based programs and fundraisers. Funds raised are sent to our Christian Refugee Relief Fund. Of focus is the resettling families in the town of Karamles, Iraq. We also encourage councils to utilize the Solidarity Crosses as a fundraiser and prayer campaign in their parishes.
- **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.
- **Silver Rose** – Eight Silver Roses go across North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe. Contact Silver Rose Director Robert Bagley to participate in this program.
- **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 (New)** – Provide awareness to councils of the continuing need for Fostering of Children.
- **End of Life Issues (New)** – Provide awareness to councils of end of life issues (our faith supports life from conception to **natural death**.) Outline what natural death means and provide resources for those with issues they or other family members may face.

Promote Michigan State Council Fundraisers (Raffle)

The Michigan State fundraisers proceeds support all the major charities such as Holy Cross Services and Special Olympics. Along with the Ten for Charity program funds are raised to support the ever-growing list of requests. State Raffle fundraiser information is typically mailed directly to every Council member. Promotion of the raffle is essential at the Council level. Promotion ideas include an ad in a church bulletin or Council newsletter, selling tickets after masses and at all Council activities. Promotion should occur at the least, during the second and third quarters.

Awards

Prior to the end of the fraternal year on June 30, ensure your Council achieves the requirements to qualify for the Father McGivney, Founders’, Columbian, and Star Council Awards. There are no application forms for the Father McGivney and Founders’ awards. The Supreme Council provides report

forms at the Knights of Columbus web site at 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.

Supreme Star Council Award

The Supreme Star Council Award recognizes outstanding achievement in membership, insurance and service program activities. To be eligible to earn a Supreme Star Council Award, a Council must qualify for all three awards (Columbian Award, Father McGivney Award and Founders' Award).

To qualify for these awards, a Council must have submitted its Survey of Fraternal Activity (#1728) and its Service Program Personnel Report (#365). The Council must also be in good standing with the Supreme Council. Other eligibility requirements are listed under Columbian Award, Father McGivney Award and Founders' Award.

Columbian Award

Councils must conduct and report at least four major programs in each service program category of Faith, Family, Community, and Life. With a minimum of 4 of these be designated as Building the Domestic Church. Upon projected completion of these requirements, complete and submit Supreme form #SP-7.

The 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.

A team of judges chosen by the State Deputy awards the top prize in each category to the winning Council at their state convention. The winning entries are then endorsed by the State Deputy and submitted to the Supreme Council office by June 10 for judging to determine the International Service Program Award Winners.

DO NOT SEND MATERIALS DIRECTLY TO THE SUPREME COUNCIL.

Winning entries from the State are sent to the Supreme Council where a panel of judges named by the Supreme Knight reviews each jurisdiction's winners and chooses the single best Faith, Family, Community and Life Activity Order-wide for the fraternal year.

Winning Councils and their programs are recognized at the Supreme Council meeting each year. The Grand Knights of the winning Councils, along with their wives, are invited to the convention as

guests of the Supreme Council. Any Council that is not currently under suspension is eligible and encouraged to compete for this distinguished honor.

To participate, the Council must complete the State Council Service Program Awards Entry Form #STSP.

The form, along with any supporting materials, must be sent directly to the Diocesan Program Director for review and will be forwarded to the appropriate State Director for judging. Check with Diocesan Program Directors for deadline dates to submit.

Submitting a Service Program Award Project Presentation

Every Council is encouraged to plan a “special” project that provides some service to others. The planning of this event should include having the event documented as the Council’s Service Program Award for the year. Planning to document the project from the beginning will save time and lead to a more complete presentation. This presentation is a great way to share the good works being done within your Council and allows other Councils across our State and beyond to learn from your experiences. Please see the Michigan Knights of Columbus website at www.mikofc.org for examples of submissions and suggestions about content.

Planning

Planning for a Service Program Award Project is, like any successful project, is the most important part which will lead to a successful Council presentation. While members of the project activity are encouraged to participate on the Service Program Award team (or committee if the Grand Knight has decided on a more formal structure within the Council), the team should consist of individuals who are responsible for “planning, documenting, publishing, and forwarding” the project for submission as a successfully completed “program” for award consideration.

Initial planning should be done in concert with the “project activity team” so that important details of the early stages of the project are captured and recorded.

Activity

The activity behind the successful documentation and tracking of the project will become the backbone of the successful Service Program Award entry. Collect data and documents needed to complete the entry while the program is in progress. Some suggestions for the Service Program Award Team “owning” the activity for the entry are as follows:

- Attend the initial project meetings and clearly state the requirements for a successful entry
- Designate a Service Program Award team leader who will be responsible for coordinating all the team’s activity.

- Schedule an initial meeting with the Council’s District Deputy. Invite the Grand Knight and other Council officers and review the intention of and plan for submitting a successful Service Program Award entry.
- Contact the Diocesan Program Director and notify him that the Council is intending to submit an entry for consideration. Request a meeting with the DPD at the beginning, halfway point and just prior to submitting the final entry and solicit any support for presenting a first-rate entry.
- Designate a team member to be the “recorder” and who will be responsible for building the 3-ring binder and obtaining all of the necessary contents from other team members and from actual participants on the “project” team.
- Set a separate Service Program Award Team calendar which maps closely to the “project calendar.” Include periodic meetings to review and make certain that all the relevant data is being compiled.
- You cannot take too many photographs or prepare too many documents during this process.
- Stay the course. Whether the entry wins or not, the Council wins, and the Council members win, and the Order wins with every entry submitted. The completed binder will serve as a great recruitment tool.

Preparation

While every activity requires preparation, and certainly all the previous dialogue speaks to preparation, the preparation here specifically addresses preparing the entry for submission. At this stage, the project should be near completion (or may be completed) and the process of culling through all the collected data and materials begins. This is an activity that should include:

1. The Service Award Project Team
2. Representatives from the Project Team
3. The Council’s Program Director At this stage, the formal organization of all the materials being reviewed for inclusion into the entry binder occurs. The information on the label should include: Project title, date of photograph, project phase, a brief description of the photograph, and the names of individuals who are in the photograph.

The Product Binder

The entry should be submitted in an appropriately sized 3-ring binder. The binders with the clear plastic covers for the front and rear are best for inserting a creatively designed project cover page. The cover page should have the K of C logo, the project name, Council name and number, the Grand Knight’s name, and the Project Director’s name. The tab dividers should be labeled in an organized manner and should be either numbered or named to coincide with the Table of Contents. Here is a list of a sample set of tab dividers:

1. Index (INDEX)
2. Introduction Letter from GK & PD (INTRO)

3. Detailed overview of the Project (OVERVIEW)
4. Selection Process
 - a. Recruiting
 - b. Naming Project
 - c. Planning
 - d. Impact to the Community
 - e. Completing
 - f. Setting up the team
 - g. Correspondence by Reference
 - h. Recording Information
 - i. Finances and Donations
 - j. Fund Raising
 - k. Media & Press Releases
5. Project Chronology (CHRONOLOGY)
6. Roster of project participants and the roles they fulfilled (photo desired) (ROSTER)
7. Photographs in chronological order. (PHOTOS)
8. Copies of all press releases sent out and all published media (bulletin, newsletter, MI Columbian, Columbia Magazine, diocesan newspapers, local newspapers) MEDIA
9. Summary of all hours recorded with detailed sheets included chronologically (HOURS)
10. Summary of all finances to include “Budget”, “Actual” & “Fund Raising” data for the entire project (FINANCIALS)
11. Correspondence – Actual letters sent & received to initiate the project, for requesting material donations and letters of acknowledgments received (CORRESPONDENCE)
12. Acknowledgments – all volunteers, suppliers, donors, media and other parties that had a hand in the success of the project.

Make at least two (2) complete and identical copies of your entry. In the unlikely event that an entry was ever lost, stolen or misplaced, having a second copy will be invaluable. Also, projects selected as State winners are not returned to a Council once submitted to Supreme. Additional copies can be used as gifts for presentation to a pastor (if a church project), a facilities director, and so on. This is a powerful tool.

Take pictures of the book and publish with a brief article in the parish bulletin and the Council newsletter.

Summary

The preparation of and submission of a Program Service Project for consideration is a lot of work, but it is something that should be done. Make the preparation and the submission of the project for consideration as a Program Service Award Project just as important as the project itself. When you do, your Council will document a part of its history, so make your project award entry the best it can be.

Calendar of Events

Reporting Due Dates 2020/2021

July

01 Report of Officers Chosen for Term Form 185

August

01 Service Program Personnel Report Form 365

15 Semi-Annual Council Audit Form 1295-1

15 Soccer Challenge Kit Order form Form SC-KIT

September

01 Admission Retention Committee Reports

01 Appointment of Round Table Coordinator form 2629

01 Substance Abuse Awareness Poster Form SA-Kit

01 Essay Contest Kit Order Form EA-Kit

October

10 Per Capita Payment Due

November

01 Free Throw Competition Kit Form FT-KIT

01 Keep Christ in Christmas Poster Contest Kit Form CPC-KIT

28 Fall MI Report Form MI-13 to State M.I. Director

December

01 Soccer Challenge - Report Form 4567

January

15 Keep Christ in Christmas Poster Contest Participation Form 5023

31 Survey of Fraternal Activities Form 1728

31 Partnership Profile with Special Olympics Form 4584

31 Free Throw Participation Form FT-1

31 Substance Abuse Awareness Poster Contest Participation
Form Due Form 4001

February

15 Semiannual Council Audit - Form 1295-2

March

April

15 Program Service Award Applications

May

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

June

30 Food for Families Reimbursement Form 10057
30 Annual Report of Round Table Coordinator Form 2630
30 RSVP and Plaque Application Form 2863
30 Columbian Award Application Form SP-7
30 End of Fraternal Year