

Bringing Online Members into your council

Step-by-Step
How to Guide



ONLINE MEMBERSHIP

Join the Knights with an online membership, no matter how much time you have to commit. Everyone is welcome.



Agenda

- ➔ Overview
- ➔ Step 0: Becoming an E-member
- ➔ Step 1: View Online Member Reports
- ➔ Step 2: Contact the Online Member
- ➔ Step 3: Ask him to join
- ➔ Step 4: Exemplification
- ➔ Step 5: Update the Prospect Tab
- ➔ Step 6: Update Member Management
- ➔ Step 7: Welcome the new members



TIP!

This symbol will help provide tips and guidance.



Jump to document section



Go to WEB Link



Return to home page



Step 0: Becoming an E-member

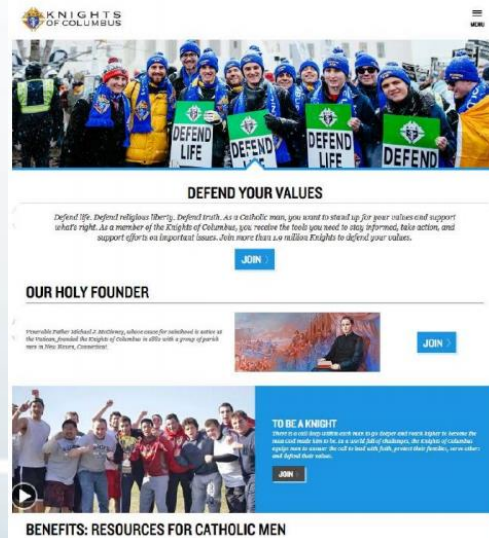
Click here to see Step 0 in detail: [E-Membership Join Process](#)

www.kofc.org/joinus

Name, Email, DOB, etc.

Address, Parish, prior member

Payment & Continue to join



The screenshot shows the homepage of the Knights of Columbus website. At the top, there is a banner with the text "DEFEND YOUR VALUES" and a "JOIN" button. Below this, there are sections for "OUR HOLY FOUNDER" and "BENEFITS: RESOURCES FOR CATHOLIC MEN", each with a "JOIN" button. The "JOIN US TODAY" text is highlighted in blue.

JOIN US TODAY

Since 1882, membership in the Knights of Columbus has been open to men 18 years of age or older who are "practical" (that is, practicing) Catholics in union with the Holy See. Since that time, the Knights of Columbus has understood "practical catholic" to mean a Catholic who accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accord with the precepts of the Catholic Church, and is in good standing in the Catholic Church.

Fields indicated with * are required.

State/Province: Maryland

Name: George Rath

Email: GreatSambino@kofc.org

Confirm Email: GreatSambino@kofc.org

Date of Birth: 03 - Jan 6 1920

- I am a baptized Catholic male *
- I am a practical Catholic *
- I agree to abide by the [Laws and Rules of the Knights of Columbus](#), and accept the [Privacy Policy](#).

Captcha: I'm not a robot

On my honor as a Catholic gentleman I declare that the above is true.

[PROCEED TO JOIN >](#)

Failure to answer truthfully to any of these declarations, or failure to remain a practical Catholic in union with the Holy See, renders void your membership in the Knights of Columbus.

Street Address: 333 W Camden St

Country: United States

State: Maryland

City: Baltimore

Zip/Postal Code: 21201

I am interested in joining a local council.

Preferred Council # (If Known): 15768

I am a former member of the Knights of Columbus.

I have or previously held Insurance with the Knights of Columbus.

Parish Name: Baltimore Basilica

Parish City: Baltimore

State: Maryland

How did you hear about us?: K of C Council

JOIN US TODAY

INFORMATION PAYMENT SUBMIT

AMOUNT DUE: \$30.00

Promo Code: [APPLY >](#)

Fields indicated with * are required.

Name on Card: Chris Columbus

Card Type: Visa

Card Number: 4111111111111111

Expiration Date: 05 - May 2020

CVV: 242

Auto Schedule Yearly Payment of \$30/year.

BILLING ADDRESS:

Mailing Address is same as Billing Address.

[CONTINUE >](#) [BACK](#)



Michigan State Council
Knights of Columbus



Overview

- ❖ Why do we recruit?
- ❖ Prospect Point of View
- ❖ Roles and Responsibilities



COUNCIL MEMBERSHIP

Join men from all over the world, young and old, who work with local parishes and communities to follow a path where faith leads the way.



Why do we recruit?

- ❖ **To strengthen our Parishes**
- ❖ **To provide charity in our communities**
- ❖ **To help men become better Catholics, husbands and Fathers**
- ❖ **To strengthen Catholic families**
- ❖ **To “Vivat Jesus” though our actions**
- ❖ **Bring men and their families back to the Church**
- ❖ **Evangelize – Tell your story why you are a knight and how being a Knight has helped you**



TIP!

Click on the link below to see why men want to join the Knights of Columbus. Keep these reasons in mind as you recruit.



Prospects point of view

- ❖ **Reach out to me**
- ❖ **Engage me as a friend**
- ❖ **Communicate with me early and often**
- ❖ **Relate to my perspective**
- ❖ **Understand my availability and offer choices**
- ❖ **Include my family and yours**
- ❖ **Thank me regularly and ask me to invite a friend**



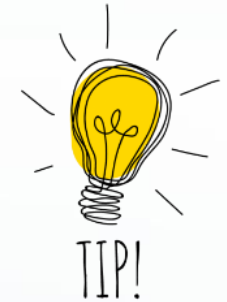
Roles & Responsibilities

Roles

- Grand Knight – Oversee the process
- Financial Secretary – Member Management
- Membership Director (and Team) – Work with Prospects
- District Deputies – Help councils and communicate
- ***Rise up and Answer the call***

Responsibilities – Get Online members to join your council

- Educate and vet prospects
- Get them involved with your council (meetings and activities)
- Get them to (and through) the exemplification
- Introduce them to the Council and help them become active



TIP!

Duties

Responsibilities

Council Officers

Directors



Step 1: View Online Member Reports

❖ Reports are sent to Councils (and District Deputies) 3 ways

- ❖ Officers Online (District Deputies, Grand Knights & Financial Secretaries)
- ❖ Monthly Online Member Reports sent to DDs from SDRRs
- ❖ E-mail communication from Doug Kokot for each Online Member

❖ These men are already Knights – Bring them into your councils

- ❖ Each one counts toward your membership quota
- ❖ Recruiting is already done – All you need to do is Admit these men
- ❖ Get them active in your council programs and meetings



1st - Monthly Online Member Reports

- Sent by SDRR
- To each District Deputy

Subject: District e-Member Update

Date: Sunday, August 30, 2020 at 1:27:30 PM Eastern Daylight Time

From: Dean Hayward

To: District Deputy 504

CC: Edward A. Nickel

Hi DD Rick,

There are eight e-Members in your District that have indicated that they want to join Councils in your District.

However, the Councils have not moved forward with taking the next steps.

Please find below their information:

Omer Bernal	8489
Rene Bernal	8489
Carl Davis	7418
Andy Toth	7418
Daniel Hall	6694
Benjamin Dahlgren	6742
Ryan D Schweitzer	8489
Jack L Massimino	6742

Please contact the Councils to see what can be done to get these members through the Exemplification process.

Please let me know if there is anything the Lansing Diocese Membership team can do to help.



2nd - E-mail communication from Doug Kokot

----- Forwarded message -----

From: Douglas D. Kokot <d.kokot@mikofc.org>

Date: Fri, Oct 16, 2020 at 9:23 AM

Subject: Fwd: A New Brother Knight

To: District Deputy 4 <dd4@mikofc.org>, GK 7011 <gk7011@mikofc.org>, FS 7011 <fs7011@mikofc.org>, MD 7011 <md7011@mikofc.org>, District Deputy 104 <dd104@mikofc.org>

Cc: Walter Winkle <w.winkle@mikofc.org>, Dan Fuller <d.fuller@mikofc.org>, R. Terry Carl <r.carl@mikofc.org>

Worthy District Deputy, Grand Knight, Financial Secretary and Membership Director,
Great News!!!

George Washington has become an E-Member and attends St. Mary's (Washington, MI). He is interested in transferring his membership to your council. (see more of his details below)

Worthy Grand Knight and Financial Secretary, this member will appear in your Prospects tab in Officers Online. Once he has been vetted by the council and completes the first degree, he can be transferred to your council via Member Management or using a form 100.

Please contact him within the next few days. Invite him to a council meeting or activity (he is a Knight). Worthy District Deputy, please follow up with the council and let me know how things went within the next week.

Good luck on bringing a new Knight into your council.

Have a blessed day,

Doug Kokot
State E-Membership Director




To: GK, FS, MD, DD and others

Instructions: Doug gives you a pretty detailed list of action items on how to proceed.

- Call the Prospect
- Vet the Prospect
- Exemplification
- FS – Update MM



3rd - Officers Online Reports

- Go to Supreme Website (www.kofc.org)
- Click on Sign In  – Login to Officers Online
- Only District Deputies, Grand Knights and Financial Secretaries have access
- Enter User Name & Password and Sign In
- Click on the Prospect Tab
- [Online Membership Prospect Tab](#)



Watch the first 2 minutes of this 7 minute YouTube video to see how to login to Officers Online



KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD | LOGOUT
LANGUAGE: ENGLISH | FAQ

UPDATE YOUR PROFILE

Officers Online

Hi James Escott | Last Login: 10/16/2020 at 9:25 am | Change Role: District Deputy

Urgent Messages

Michigan > 803 > Council

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online

Membership | Reports | Forms | Publications | **Prospect**

	Awards Progress								District Membership	
	Quota	Month to Date			Year to Date				Total Membership 10/15/2020	YTD Change in Membership
		Gain	Loss	Net	Gain	Loss	Net	%		
MBR	25	0	0	0	0	1	-1		119	
INS	0	0	0	0	0	0	0		-11	



Prospect Tab

Date	Name	Member #	City	Rejected By Council	Council #	Action
10/09/2019	Zach A Kelly	5114074	Dunedin			Update Report
11/12/2019	Christopher J Frankard	5121090	Fayetteville			Update Report
11/05/2019	Brian Cavotcha	5125094	Tempe			Update Report
11/05/2019	Ryan W Leggett	5124671	Tampa Palms			Update Report
11/01/2019	Dr Kevin Nelson	5126113	Palma Gro			Update Report
12/02/2019	Christopher P Szwed	5129803	Westly Ch...			Update Report
12/02/2019	Robert B Hall	2431000	Tallahassee			Update Report
12/02/2019	Ignacio J Perez	5129701	Pembroke Pines			Update Report
12/02/2019	Mr Ronald Mccrory	5129544	Troy			Update Report

Assigned List

- Includes members that have said they want to join your council.
- It may also include members assigned to your council by our State E-Member Director.

List of Prospects

- Click on the prospect name to see detailed information for a specific Prospect. (See next page)

Action

- FS should pass the Prospect information along to the Membership Director so the Prospect can be contacted.



Prospect Report (Member Name)

Name
Adam Brown
Adam Eisen
Alexander O Hurst
Andy J Toth
Anthony J Macksoud

Member Details

Name			
Title		Initial	
First Name	George	Last Name	Washington
Last Name	Washington	Suffix	

Current Address			
Street Address	1234 Knights Dr.	City	Clinton Township
State/Province	MI	Zip/Postal Code	480387254
Country			

Contact Information			
Cell Phone	(248) 123-4567	Email Address	G.Washington@lovetheUS.com
Preferred Language	ENGLISH		

Current Council Information			
Current Council	98021	Age	28
Parish	St. Clement	Years of Service	0

Click on Member Name






Member Details

Use this information to either call (or e-mail) the Prospect



Step 2: Contact the Online Members

Contact each Prospect

-  Introduce yourself
-  Get to know the prospect (Vet him)
-  Answer any questions the Prospect has
-  Invite him to come to a Council meeting (and/or event)
-  Invite him to join



Each council has their own process to contact prospects so please follow whatever processes are appropriate for your council. But, ensure the following things are accomplished:

- Contact them
- Vet them
- Invite them to participate
- Invite them to join



Step 3: Ask him to Join

- ❖ **Don't over think this step or try to make it complicated**
 - ❖ The prospect has already said he is interested in joining your council
 - ❖ Just tell him how to join (provide options for exemplification)
 - ❖ Follow your council's normal vetting process
 - ❖ Meets requirements (age, practical Catholic, etc...)
 - ❖ Don't be too harsh (or too easy) – Just follow your normal process
 - ❖ Answer any questions the prospect may have
 - ❖ This ensures the Prospect has all the information he needs to join
 - ❖ Get your councils approval for him to join
 - ❖ Follow your councils standard process to approve him to join




Step 4: Exemplification

Council Exemplification

-  After Mass or at a Council meeting

District Exemplification

-  If your council doesn't have an exemplification team

State Exemplification

-  Zoom exemplifications

Supreme Exemplification

-  On Demand exemplifications

All of these are acceptable exemplifications and available for you and your prospects. These are listed in priority sequence:

- Council exemplifications are always preferred. They are the most personal and intimate.
- Supreme exemplifications provide additional flexibility but are much less personal.




Step 5: Update the Prospect Tab


Membership Reports Forms Publications **Prospect** Candidate

Assigned


Council #	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
3274	05/01/2020	Mr Matthew J Camara-Gonzalez	5154118	04/30/2020	MMDD/YYYY	Transfer Reject
3274	05/01/2020	Mr Johnathan C Rodriguez	5154114	04/30/2020	MMDD/YYYY	Transfer Reject
3274	01/31/2020	Segundo Flo	5138307	01/30/2020	MMDD/YYYY	Transfer Reject
3274	12/30/2019	Mr Mchery J Kane	5133427	12/27/2019	MMDD/YYYY	Transfer Reject
3274	12/04/2019	Mr Daniel Echavaria	5127150	12/04/2019	MMDD/YYYY	Transfer Reject
3274	11/16/2019	Michael D Walsh	4915319	12/12/2007	MMDD/YYYY	Transfer Reject


 **Action / Transfer** – If you are transferring this member into your council...

 **Ceremonial Date** – Enter the date of his Exemplification.

 **Transfer** – Click transfer to complete the process.

 **Action / Reject** – If you do NOT want this member transferred to your council...

 **Reject** – Clicking Reject will remove this member from your list. He will be unassigned.

 **Select the Reason** – From the drop down box, select the reason this member is being rejected.



Please provide the reason for rejection.

Select the Reason

Select the Reason
Eligibility Concerns
Council Incompatible
Does Not Want To Transfer

ed Cancel



Step 6 - Update Member Management

◆ Prospect Tab updates members as 1st Degree members

◆ The new Exemplification makes them 3rd Degree members

◆ FS needs to update Member Management to make them 3rd Degree members.

◆ Login to Member Management & pull up the record for the new “1st Degree” member

◆ Click on “Fraternal Information” & copy the 1st Degree date into the fields for 2nd & 3rd Degrees

◆ Click

◆ Send a notice to your Field Agent *(Either fill out a Form 100 or print the Member Info Report)*

◆ Click on Member Info Report

◆ Save the PDF

◆ Email it to your Field Agent

Member	
Roosevelt, Franklin D.	Council 12345
Member #: 1234567	Phone:
DOB: 02-17-1963	Wife: Susan
<< Prev Next >>	Email Member 
	Member Info Report



Step 7: Welcome (Man & family)



❖ **Proposer Roles & Responsibilities**

- ❖ Introductions – Individually & to the entire council
- ❖ Sit with him – Explain anything needing explanation
- ❖ Sign him up – Get him (and his family) engaged in an activity

❖ **Council Roles & Responsibilities**

- ❖ Program Director – Get him engaged in an activity
- ❖ Grand Knight – Welcome
- ❖ Everyone – Make him feel accepted



Summary

❖ Be proactive to reach these prospects

- ❖ They want to join your council
- ❖ Prospects see delays as “You aren’t interested in them”
- ❖ Call them within 1-2 weeks

❖ Don’t make this too complicated

- ❖ Just follow your normal council process to “Admit” new members

❖ The hardest part of Membership work is already done

- ❖ These men already want to join your council
- ❖ Just vet them, get them through an exemplification, process the paperwork & get them actively engaged.

❖ Remember why you’re doing all this

- ❖ Strengthen your church
- ❖ Grow the Order
- ❖ Help these men become better Catholics, husbands, fathers and men

