



Warden & Guards Training Manual

The council Warden and Guards are very important positions within the council. These positions really don't require a significant amount of time. Any council member who regularly attend council meetings can easily fill these any of these roles and make a significant contribution to your council.

The Warden is the overall leader of the Guards. The Warden (along with his team of Guards) has the following responsibilities:

Supervise and maintain all council property

Most church-based council own very little property. Typical property owned by councils include the Council Charter, pictures of Fr. McGivney and maybe the Pope, the council Jewels for Officers, American Flag and the Flag of the Catholic Church and other such material.

Most churches have assigned a closet (storage room) for the council to store their property. The Warden (with the help of the Guards) is responsible for keeping this closet clean and organized. Throw out any old items no longer of use to the council. The Warden should be the main custodian of the key for the storage room.

Arranges the council chambers for meetings and degree exemplifications

These are newly updated (as of December 2020) guidelines for council meetings. Strong councils hold good meetings that members enjoy. Section 124 of the Charter, Constitution and Laws of the Knights of Columbus requires each subordinate council to hold at least two regular meetings each month.

- 1. A Council meeting for all members.** The purpose of this meeting is to build fraternal spirit, to share information, to strengthen formation in the faith, and to present matters that require the vote of council members.
- 2. An Officers' Planning meeting.** The purpose of this meeting is to plan programs, develop budgets, pay approved bills, prepare motions, discuss new ideas, and deal with other necessary matters. Council officers, directors, and chairpersons are required to attend this meeting. This meeting is open to any council members who wish to attend.

Please read the official document from Supreme for details. [The Guidelines for Council Meetings \(#10318\) \(rs6.net\)](#)

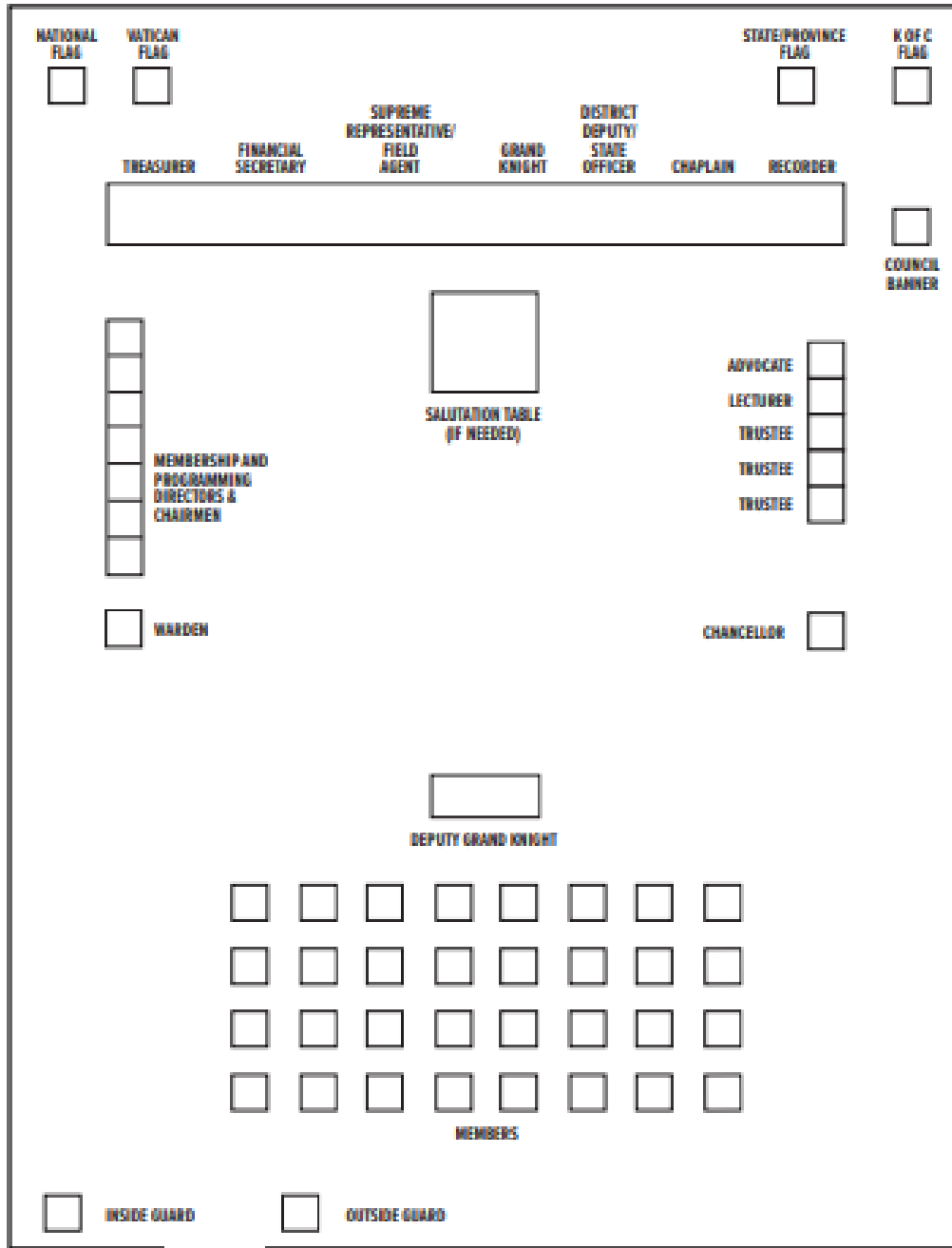
The highlights of this document include the following:

1. Council Meeting Preparation Checklist (Appendix A – page 19)
2. Describe the room arrangement the seating at the head (officers) table (see next page)
3. Considerations for In-Person Meetings During Times of Pandemic
4. Virtual Council Meeting Guidelines
5. Parliamentary Procedure



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Council Meeting Chamber Setup





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Oversees Inside/Outside Guards

The Warden and council Guards should work as a team with the Warden acting as the team leader. Here are the main responsibilities of the council Guards. The Warden should teach the Guards how to perform these duties and help out whenever possible:

1. Monitor the doors to the council chamber.
2. Aid the Warden when arranging the council chambers for a meeting.
3. Assist the Warden to maintain order during a council meeting.

Duties at the Beginning of a Council Meeting:

1. Set-up the meeting chamber as described in [The Guidelines for Council Meetings \(#10318\) \(rs6.net\)](#)
2. Inspect membership cards as members enter the council chamber.
3. Review response when the Grand Knight asks: "Worthy Warden, do you vouch that all present are in possession of a current membership card." NOTE: A current membership card is for the current year and is only given to members when they pay their dues. Warden's response: "I do so vouch."
4. Distribute materials (Meeting minutes, other hand-outs).
5. Distribute the jewels of office.

Duties during a Council Meeting:

1. Maintain order in the council.
2. Review the protocol when members enter meetings late or leave meetings early [escorted by the guard or warden to the station of the Grand Knight, salutes him and the Deputy Grand Knight and the takes a seat / leaves the council chamber].
3. Distribute materials during the meeting (eg. Ballots for voting, etc.).
4. Use tact in situations (e.g. Addressing a member who is wearing a hat in the council chamber during the meeting).

Duties at the Conclusion of a Council Meeting

1. Expectations for "cleaning" the council chamber.
2. Care for the ceremonial paraphernalia.
3. Reaffirm the importance of the Guard position.
4. Questions and Answers

Additional guidelines for College Councils:

Many college councils utilize the warden and guards as custodians of the campus ministry property which may include raking leaves, shoveling snow and assisting with maintenance of the interior. College Councils should consider appointing additional inside and outside guards, especially among promising freshmen, as this provides early leadership opportunities from which they can be elected to higher positions as they enter their sophomore year.



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Frequently asked Questions and Answers - [frequently asked questions and answers \(rs6.net\)](https://rs6.net)

Council Meeting Webinar: [Fraternal Video Resources | Knights of Columbus \(kofc.org\)](https://www.kofc.org)

All fraternal leaders are strongly encouraged to register and watch the on-demand webinar at your convenience. The webinar covers:

- Member survey results
- New agendas and guidelines
- Best practices
- Methods for virtual meetings
- New resources

Other reference material – Please also check out the [Protocol Handbook \(kofc.org\)](https://www.kofc.org) which describes the detailed protocols for council meetings. The Warden should be the council expert on these protocols.

Guidelines for Charity, Unity and Fraternity Exemplifications

The Warden and council Guards should also assist the Grand Knight and Council Membership Director in setting up, conducting and closing down exemplifications.

- The [Exemplification of Charity, Unity and Fraternity](#) document provides the chamber set-up and details on how to conduct a degree.
- Also, read the [best practices for conducting in-person exemplifications \(kofc.org\)](#) for detailed instructions and ideas on best practices for exemplifications.