

NEW COUNCIL DEVELOPMENT PLAN
Mike Lewis SNCDD – July 2016 to June 2018

STEP #1 – Survey the Area

The State and Regional New Council Development Directors will survey the State Parish and Round Table List for Round Tables and Parishes over 300 Families. They will also check those parishes with no Knights of Columbus presence and, as a part of our job description of Council Retention, follow up on those councils that did not add any new members this past year. Through contacting the local District Deputies we can find out what efforts were previously made in the parishes.

STEP #2 – Contact the Pastor

Set up and prepare a strategy for the meeting with the Pastor. This meeting should include the DD, the NCD Dir. and the Diocesan Chaplain whenever possible. If the Pastor is in favor of forming a new council in his parish, then schedule a Church Membership Drive and an Open House with him and through the Parish Office as soon as possible.

STEP #3 – Contact the State Deputy through the SNCDD

Let the SNCDD know about the results of your efforts and he will notify the State Deputy about the Pastor's desire to have a K of C council at his parish. Then the DD will fill out Form #133- Notice of Intent to Establish a New Council and send it to the State Deputy for his signature. He then forwards this form to the Supreme Secretary. A short time later you will receive a New Council Canvasser's Kit for your New Membership Church Drive.

STEP #4 – Contact the NCD Team

Contact the Insurance General Agent for that area, who will then assign an Insurance Field Agent to the project. Also contact the Diocesan Membership Director and the Diocesan Programs Director. Begin to identify the leaders in the parish who can help with Church Drives and getting other men of the parish to join.

STEP #5 – Initial Recruitment Drive

Ask the Pastor to make a pulpit announcement at all of the Masses. He should explain why he wants a new council and the benefits he sees for the parish. An announcement should also be placed in the Parish Bulletin inviting all families to an Open House or a Parish Cookout. At the first Church Membership Drive, the New Council Development Team and Knights and Color Corp from other councils can be invited to pass out literature and sign up new members.

STEP #6 – The Open House

Conduct an Informational Meeting for all prospective member and their families. You can also prepare a letter to be sent out to all eligible men of the Parish inviting them and their families to the Open House or Cookout. Another method of contacting the men would be to obtain a parish phone list from the parish office and make calls to them. The DD should follow the Informational Meeting Agenda set up by the Supreme Council.

STEP #7 – The First Degree

The DD should scheduled and provide a Team for a First Degree at this time. If 20 or more members are now available, a new council may be “Instituted.” We still believe the new council will be stronger the closer they are to 30 or more members. This number includes new first degree members, transferred members and former members. If the 20 member minimum has not been attained, then another Church Drive and First Degree may be scheduled. Believing that this minimum will be met, a first Membership Meeting can be scheduled.

STEP #8 – The New Council Institution Meeting

With 20 – 30 or more members present, a New Council Institutional Meeting can be held. This meeting should be lead by the DD, using the Supreme Agenda. At this meeting, new council officers will be elected, with the selection of a council name, meeting dates and times, and the Council Charter being established. A council checking account and the GK’s request of the Bishop for the council Chaplain will be discussed and planned. Reports, #185 and #365 will be filled out and sent into Supreme. A Council Financial Secretary will be appointed and the form submitted to Supreme for approval. Finally, the council should determine which direction it should follow and establish an Installation of Officers date and time.

STEP #8 – Notice of Institution

With 20 or more members attained, the Notice of Institution Form #136, along with all Membership Documents Forms #100, will be filled out and submitted to the Supreme Secretary’s office. A copy of Form #136 should be sent to the State Deputy. These members of the new council will be known as the “Charter Members” and the Grand Knight as the “Charter GK.”

- Supreme will send a New Council Development Kit, which contains all the necessary supplies and materials for the operation of a properly functioning council.
- A Council Seal will be ordered by the Supreme Secretary’s office for the new council.

STEP #10 – APPLICATION FOR CHARTER

The “Application for Charter” should be completed and forwarded to the Supreme Council office as soon as possible. Formal and complete names will be printed in alphabetical order.

- If the new council is named after an individual, the DD must include a short biography of that person, along with the date of death.
- The new Charter will be forwarded to the Charter GK.
- The DD will make a formal presentation of the Charter to the GK on behalf of the Supreme Knight Carl Anderson.

THE NEW COUNCIL DEVELOPMENT TEAM

- NCD Director
- District Deputy
- Diocesan Chaplain
- Diocesan Membership Director
- Diocesan Program Director
- Supreme Council General & Field Agents

See the Supreme Document #2119 “New Council Development Guideline” for details of document submissions.