

Informational Meeting Agenda

- Opening Prayer
- Pledge of Allegiance
- DD/NCD Comments
- Father's Comments
- Supreme Council General/Field Agent
- Video Presentation
- Diocesan Program Director
- Diocesan Membership Director
- Questions from Prospective Members
- Fill out Form #100's (assist as necessary)
- DD/NCD Comments about Recruiting
- Give out literature for Prospective Member to Recruit new members (including blank Form #100's)
- Select Next Meeting Date & Time
- Announce next Admissions Degree Date & Time
- Father's Closing Remarks & Prayer
- Social Time

DD/NCD To Provide Refreshments



Institutional Meeting Agenda

- Opening Prayer
- Pledge of Allegiance
- DD/NCD Comments
- Select a Note Taker
- Diocesan Program Director
- Diocesan Membership Director
- Supreme Council General/Field Agent
- Father's Comments
- Make Selections:
 - Chaplain*
By Appointment of the Bishop
 - Financial Secretary*
Pending Approval of Supreme
 - Pass Out & Read List of Officers' Duties
- Election of Officers
 - Grand Knight
 - Deputy Grand Knight
 - Chancellor
 - Recording Secretary
 - Treasurer
 - Advocate
 - Warden
 - Inside Guard
 - Outside Guard
 - Trustee Three Year
 - Trustee Two Year
 - Trustee One Year
- Select Council Name
- Select Meeting Date/Time
- Set Council Dues
- Review Charter
- Discuss Checking Acct.
- GK request of the Bishop for Chaplain
- Reports #185 & #365
- Set Council Direction
- Installation of Officers Date/Time
- Closing Prayer

DD/NCD To Provide Refreshments



Knights of Columbus

Michigan State Council

NEW COUNCIL DEVELOPMENT PLAN

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State New Council Development Director

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Regional NCD Director

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The New Council Development Plan

Step #1 – Survey the Area

- NCD Director should check Parishes and Round Tables List for 300 or more Families in the Parish.
- Identify any previous activity at the Parish.
- Is the Pastor supportive of a New Council?
- Contact State Deputy if no DD has been assigned.

Step #2 – Contact the Pastor

- Schedule and prepare a strategy for a meeting with the Pastor.
- This meeting should include the NCD, the DD and possibly the Diocesan Chaplain.
- Set up a second meeting if necessary. This meeting could also include the Diocesan Directors, the Insurance Agent and a leader from the Parish.

Step #3 – If the Pastor is Agreeable to the formation of the New Council

- Contact the State Deputy and the State NCD Director.
- Then DD will fill out and submit Form #133 Notice of Intent to Establish a New Council to Supreme.
- Supreme will send a New Council Canvasser's Kit for the Initial Recruitment Church Drive.
- Ask the Pastor to make a pulpit announcement at all the Masses. Invite all the Men and their Families to the Information Night or to a Parish Cookout.
- Schedule the Initial Church Drive and the Initial Information Meeting.
- Prepare announcements for the Parish Bulletin.
- Schedule the "Charter Admissions (1st) Degree."

Step #4 - Contact the New Council Development Team

- The Team should include:
 - District Deputy
 - Diocesan Chaplain
 - NCD Director
 - Diocesan Membership and Programs Directors
 - Supreme Council General & Field Agents

Step #5 – The Initial Recruitment Church Drive

- The Team should greet all Parishioners as they enter and leave the church.
- They will have Knights of Columbus Literature to pass out to all parishioners.
- Using the Candidates Cards, get names, contact numbers and email addresses and invite them to the next Information Meeting.

Step #6 – The Information Open House

- Conduct an Information Meeting for all Prospective members and their families.
- Sometimes the Parish Office will give you a Parish Phone List. Use this to contact the men of the Parish.
- The District Deputy or the NCD Director should use the Informational Meeting Agenda set up by the Supreme Council. It can be found on the back of this folder.

Step #7 – The Admissions (1st) Degree

- The DD should schedule and provide a Team for the Admissions Degree at the New Council's Parish.
- If necessary schedule a second Admissions Degree until you have the necessary number of members to start a new council.

Step #8 – The New Council Institution Meeting

- With 20 to 30 or more members, a New Council Institution Meeting can be held.
- The DD or the NCD Director should lead the meeting using the Supreme Agenda. The Agenda can be found on the back of this Tri-Fold.
- The New Council Officers will be elected, with the name, dues and meeting date and time of the new council to also be decided.
- The Council's checking account and the GK's request of the Bishop for the chaplain will be discussed and planned.
- The FS Form should also be sent in for approval by Supreme.
- Reports #185 & #365 will be filled out and sent in to Supreme.
- The New Council should plan ahead and determine which direction it will go with their programs and its service to the Parish.
- The date and time should be established for the Installation of the New Officers.

Step #9 – Notice of Institution and Application for the Council Charter

- With 20 or more members (30 or more is better) attained, Form #136 Notice of Institution, along with all Membership Documents Form #100's will be submitted to Supreme.
- These new members will be known as "Charter Members"
- A New Council Development Kit and Council Seal will be sent to the New Council.
- Use only Formal Names, no Nick Names, when filling out the Charter.

See Supreme Document #2119 for details.