

Council Officer Overview



KNIGHTS
OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

Basic Structure.

- **Supreme Knight-Carl Anderson**
 - Supreme Officer
 - Board of Directors- Supreme Master
 - Supreme Staff
- **State Deputy**
 - State Officers and Directors
- **District Deputy**
 - District Warden
- **Grand Knight**
 - Council Officers and Directors



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

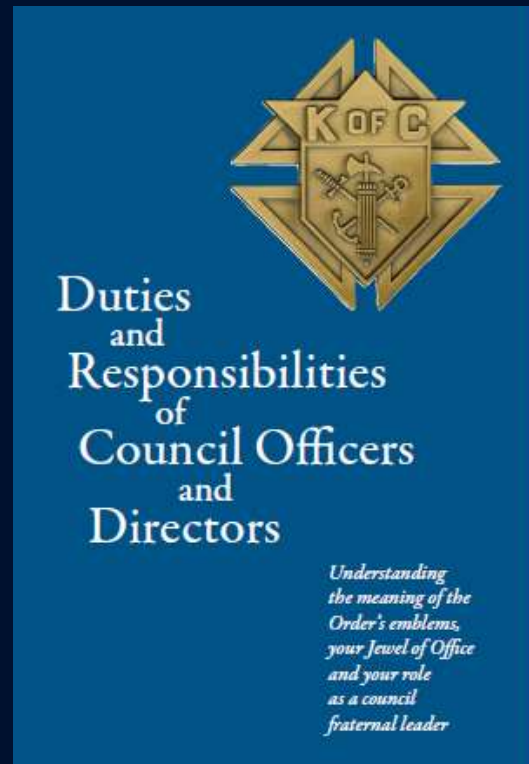
Elected and Appointed Council Officers

Each local council annually elects twelve officers and appoints others to oversee the business of the council



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Duties and Responsibilities of Council Officers Brochure #4241



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Elected Council Officers

Grand Knight

Deputy Grand Knight

Chancellor

Recorder

Treasurer

Advocate

Warden

Inside Guard

Outside Guard

Trustees (3)



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Appointed Council Officers

Grand Knight

Chaplain

**Financial
Secretary**

Lecturer



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Chaplain

- Appointed by Grand Knight under the guidelines of local diocese.
- Serves as the spiritual leader for the council
- Supervise the councils religious activities, and helps the development of spiritual programs for the members
- Provides spiritual comfort in difficult times



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Grand Knight

- Responsible for overall welfare of the council
- Provides thoughtful and inspiring leadership
- Presides over all council meetings
 - Recommend he hold a monthly officer meeting, and monthly meeting with chaplain/pastor
- Ex-officio member of all committees (tie breaker)
- Make all needed appointments
 - Lector, membership, program, special committees etc. recommends Chaplain.
- Oversees First (Admissions) Degree



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Grand Knight..cont

- Insures that all reports are submitted on time
- Interacts with Financial Secretary and Treasurer to insure all financial obligations are met
 - Reads all vouchers and countersigns all orders and checks
- Perform all duties the Order imposes upon him
- Membership growth and activities are a priority



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Deputy Grand Knight

- Assist the Grand Knight in his duties
- Presides over council meetings in the absence of the Grand Knight
- Presides over Member Retention Committee
- May serve as Council Program Director
- Training position for Council Grand Knight



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Chancellor

- Assist the Grand Knight and DGK, third in line of progression.
- Encourages members to take an active role in the council
- Reminds members of fraternal responsibilities, such as visit the sick and members in distress
- Chairman of the welcoming committee
- Presides over the Admissions committee and works with the council vocations director



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Recorder

- Responsible for an accurate record of the council's activities.
- Keeps minutes of all meetings discussions, motions as well as any decrees.
- Reads minutes from previous meetings.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Financial Secretary

- Reports to the Grand Knight
- Is appointed by the Supreme Knight for a 3 year term upon the Grand Knight and Trustee's recommendation,.
 - may be reappointed with the State Deputy's approval
 - The appointment is for the bonding.
- Keep record of all the members in the council, and reports all membership transactions to Supreme
- Keeps all member and financial records secure
- Monitors timely filing of all council reports and forms.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Financial Secretary..cont

- Prepares vouchers for all council payments
- Prepares and send all bills, notices of dues, ect.
- Receives all council funds and maintains certain records of council finances
- Submits supply and material orders
- Assists the with the council audit



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Treasurer

- Deposits all money from the financial secretary in a council approved bank and returns receipts of deposit to the Grand Knight
 - Makes sure all monies (cash, checks, etc) in his possession are secure
- Maintains record of council bank account
- Pays all council approved bills and expenses
- Reports financial status of council at each meeting
- Assists the with the council audit



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Proper Flow of Money Received



1. FS receives monies

2. FS turns monies over to Treasurer

3. Treasurer fills out receipt

6. Treasurer deposits cash

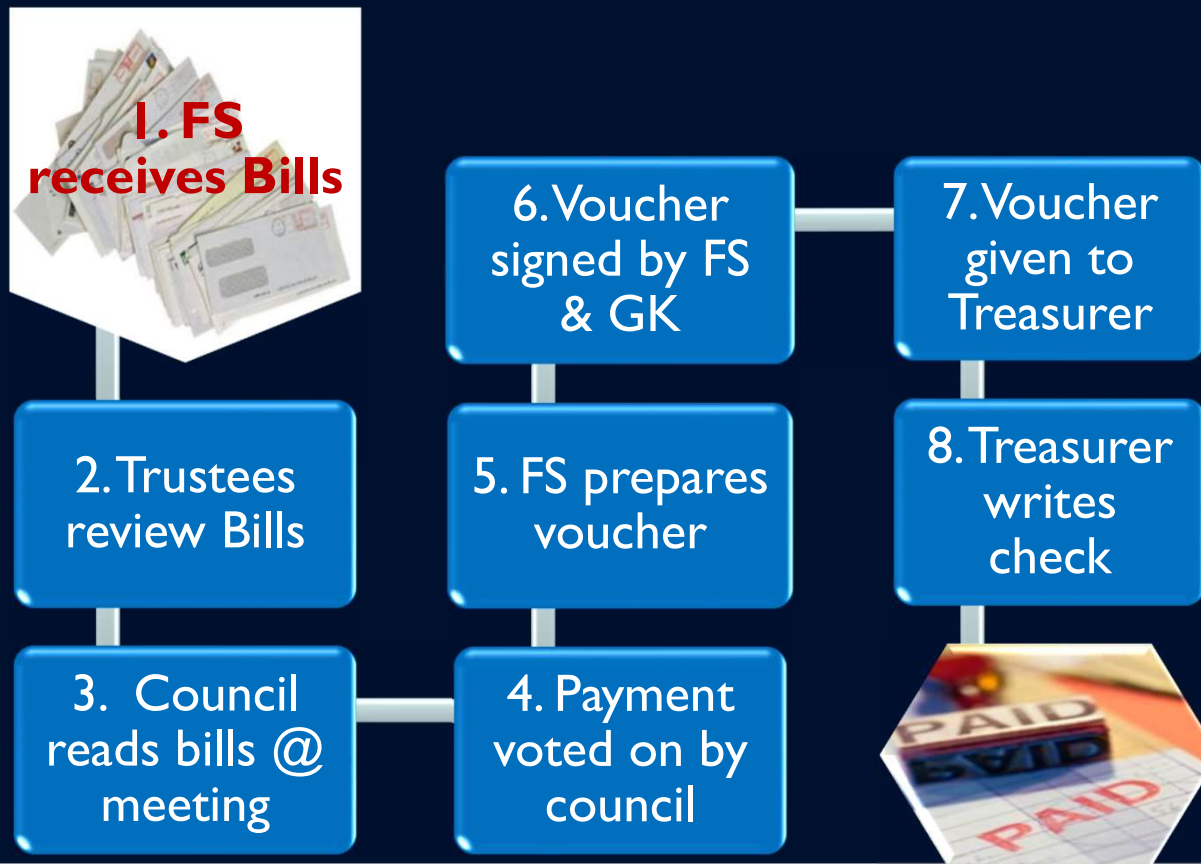
5. Treasurer retains receipt copy

4. FS retains signed receipt



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Proper payment of bills



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Advocate

- Legal representative of the council
- Should be familiar with, Supreme, State and council by-laws. Keeps and maintains council by-laws
- Should know and use “Roberts Rules of Order”



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Warden

- Keeps secure all council property, especially degree items.
- Instructs and oversees the Inside/Outside Guards. Makes sure all members have current membership cards for meeting
- Prepares room for all meeting.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Guards

- Both work with the Warden in their duties
- Guards stationed at entrance to the meeting room
- Verify the validity of membership cards upon entering a business meeting or a degree ceremony

First persons a new member will see at his first meeting.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Board of Trustees

- Consists of Grand Knight and three members elected annually by council members.
- Audit the records of the financial secretary, treasurer, and all council funds. Report findings semiannually
- Responsible for the financial health and condition of the council
- Help to develop plans to insure adequate income for the council.
- Monitor and review all council expenditures, but does not override the vote of the council
- Serve on retention committee under the direction of the Deputy Grand Knight



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Lecturer

- Provides inspirational and or entertainment for the members at the end of the council meetings
- Utilizes appropriate films, and even guest lecturers



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Council Directors and Chairman

Along with elected and appointed officers the Grand Knight appoints several chairmen and directors



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Grand Knight

Program Director

Faith Director

Community
Director

Family Director

Life Director

Membership Director

Recruitment
Committee/Team

Retention
Committee

Insurance Promotion
Committee



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Program Director

- Has overall responsibility for the planning, supervision and successful completion of all council programming activities.
Done with the help of the individual chairs and directors.
- Insures a balanced of program and events that have the interest of all members, makes sure there are no calendar conflicts.
- Motivates others and reflects a positive attitude.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Council Directors

- Each local council appoints four directors for separate categories to ensure a balance of programs appealing to everyone.
- The work with separate, with other directors, or other groups to build and run each programs.
- Coordinate projects with the council program director.



KNIGHTS
OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

Membership Team

Responsible for membership growth,
retention and insurance promotion



KNIGHTS
OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

Membership Director

- Plans and oversee all council membership recruitment activities.
 - Semi-annual church drive and open house/information nights
 - Works closely with Ceremonials director or is ceremonials director.
 - Provides the necessary tools for successful recruitment, and retention: IE Form 100's, pamphlets, other materials.
 - Teaches and guides the council members on how to recruit and retain
- Informs council members of recruitment results.
 - Promotes the various incentives
 - May serve on the council admissions committee.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Membership Team

- **Recruitment Team:** Is responsible for council membership growth and recruitment activities
- **Retention Committee:** Personally contact all members in arrears on dues or in danger of suspension.
 - Collect and report reasons given by the members
 - Work with the Chancellor for insuring all members are active and involved.
- **Insurance Promotion:** Works with insurance representative to promote the Order's insurance program. Informs members of fraternal benefits and promotes these products.

We all are responsible for the Council's Growth and Success



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Others

- **Ceremonial Director:** Forms the Degree team, Plans regular Admission Degrees, Makes sure books are current, and Holds short practices.
 - May work on District Formation Degrees.
- **New Member Mentor:** Helps a new member get comfortable and works them into the “culture” of the Knights
 - Reminds Member and Sits with New member at meetings.
 - Introduces the new member to other members.
 - Makes sure families are involved. (Some one sits with them at social functions)
 - Finds out new members interests and directs them to various programs.
 - Helps new member get the Formation and Knighthood degree.
 - May offer rides or ride with.
- **On-Line eMembership Chairman**
 - Helps develop the council’s on-line eMembership program



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

4th Degree “The Visible Arm of the Order”

Sir Knights wear the 4th Degree uniform and carry the sword to honor Christ and His apostles, especially on religious and civic occasions



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

4th Degree Assembly



- An assembly is made up from members from several councils in an region or area.
- Has an officer structure
- They hold separate meetings, can fund, material raise, and hold programs which is encouraged.
 - Is still under the State Deputy authority
- The 4th degree provides color guards for various events.
- Their main focus is Patriotism.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

4th Degree Officers

Meaning of each color

- Supreme Master- Dennis Stoddard Dark Blue
- Vice Supreme Master Light Blue
- District Master Gold
 - District Marshall (similar to District Deputy) Green *
- Faithful Navigator White
 - Color Corp Commander Purple *
 - 4th Degree Knight

* Wears this color as a Past XX



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Assembly Officers



- Faithful Navigator Same as Grand Knight
- Faithful Friar Same as Chaplain
- Faithful Captain Same as Deputy Grand Knight
- Faithful Admiral Advisor to Faithful Navigator
- Faithful Comptroller Similar to Financial Secretary
- Faithful Purser Same as Treasurer
- Faithful Scribe Same as Recorder
- Faithful Pilot Same as Warden
- Inner and Outer Sentinel Same as Guard
- Trustee Same
- Commander-Appointed Leads/Coaches Color Guard



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

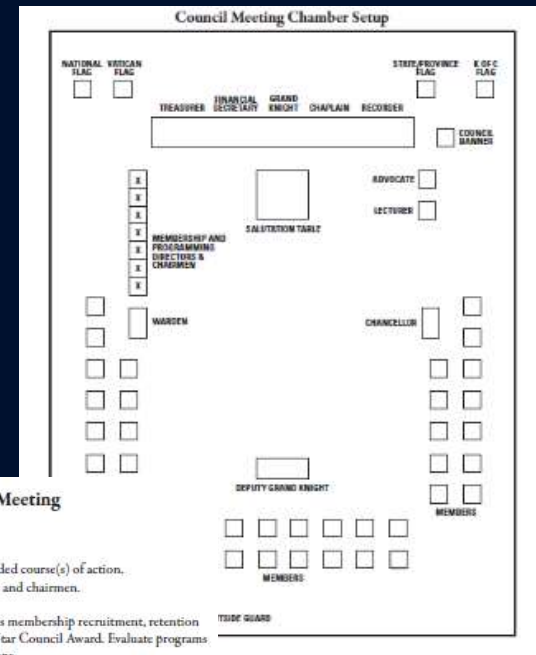
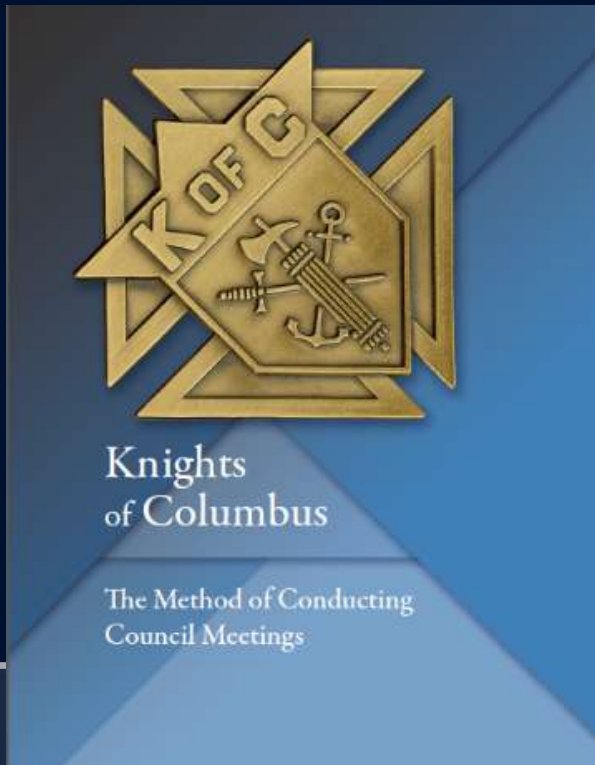
Resources

- Grand Knight's Guide (#5085)
- Chaplain's Handbook (#945)
- Financial Secretary's Guide (#5089)
- Summary of FS's Responsibilities (#10238)
- Faith in Action Program Guidebook (#10590)
- Method of Conducting Council Meetings (#10318)
- Protocol Handbook (#1612)
- Charter, Constitution and Laws of the Knights of Columbus (#30)
- Leadership Resources (#5093)
- Fraternal Leader Success Planner (#5033)



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Method of Conducting Council Meetings (#10318)



Guidelines: Conducting a Council Officers' Meeting

1. Call to Order by grand knight.
2. Opening Prayer (chaplain or grand knight).
3. Review of correspondence and discussion of any recommended course(s) of action.
4. Review program schedule and events with officers, directors and chairmen.
5. Call for report of officers.
6. Call for report of membership and program directors. Assess membership recruitment, retention and insurance promotion performance toward earning the Star Council Award. Evaluate programs and activities and member involvement. Discuss future actions.
7. Call for report of financial obligations of the council and open the floor to any remarks by the council's treasurer.
8. Review financial secretary billing with the council's membership.
 - a. 1st billing — 15 days prior to billing period.
 - b. 2nd notice — 30 days later.
 - i. If payment is not received within 30 days of the second notice's mailing, the financial secretary will provide the names, addresses, telephone numbers and amount due for each member in arrears to the Retention Committee for personal follow-up.
 - ii. If directed by the grand knight, the financial secretary forwards a Knight Alert letter, signed by the grand knight, to the delinquent member. This is done only after the retention committee has completed their work.
 - c. After 15 days from sending the Knight Alert letter, if the member still has not paid his dues or no satisfactory arrangement has been made, the *Notice of Intent to Retain* (#1845) is prepared and signed by the financial secretary and grand knight.
 - d. Within 60 days from sending the *Notice of Intent to Retain* (#1845), your council may file a *Membership Document* (#100) and check "Suspension" in section 2 for members in arrears.
9. Call for retention committee report of previous assignments.
10. Review reports from Admission Committee and applications to be processed.
11. Review council supplies on hand and order any necessary supplies from knightsgear.com.
12. Good of the Order.
13. Closing Prayer (chaplain or grand knight).



The Method of Conducting a Council Meeting #1937

KNIGHTS OF COLUMBUS The Method of Conducting a Council Meeting

ORDER OF BUSINESS

1. CALL TO ORDER.
 (Grand Knight stands at all times while presiding.)

Grand Knight — (After rap of guests) — Brothers, we are about to open this council to the first service. All persons not having received the honors of membership in the first service shall please enter from the rear. The door shall now be closed and the guests receive their positions. (If their absence, the grand knight shall repeat guests previous.)

2. Worshiper's Report on Membership Card.
Grand Knight — Worshiper, do you recall that all persons are in possession of the current membership card? (Worshiper replies and proceeds to request membership cards.)

Worshiper — Worshiper (optional) I recall that all persons are in possession of the current membership card. (Worshiper grand knight and deputy grand knight.)

3. Prayer.
Grand Knight — Brothers, let us begin the service following by requesting about the fourth degree.

4. Prayer of Welcome to the Flag or some other suitable patriotic display of honor.

5. Roll Call of Officers.
Grand Knight — The recorder will call the roll of officers.

6. Opening Talk.
Grand Knight — Brothers, we shall now say the opening talk.

7. Reading of Minutes of Previous Meeting.
 Are there any corrections to the minutes? — They are approved as read.

8. Report of Activities Committee and Reading of Applications.

9. Roll Call for Membership (New members, reactivations, resignations, transfers.)

10. Initiations.

11. Grand Knight's Report.

12. Chapter's Report.

13. Treasurer's Report.

14. Reading to Grand Knight of Resignation of Treasurer or Financial Secretary and Treasurer's Resignation of Degree(s).

15. Reading of Bills and Communications.

16. Financial Secretary's Report of Receipts of Working.

17. Report of Auditor's and Treasurer.

18. Chapter's Report on Resolutions.
Grand Knight calls on membership and program committees who introduce their committee resolutions for their reports.)

Working Order _____
 Recorder _____
 Treasurer _____
 Secretary _____
 Chaplain _____
 Past Master _____

19. Report of Grand Tote Chairman.

20. Report of Working Committees.

21. Unfinished Business.

22. New Resolutions.
 (When resolutions are in order, take to the first rank under "New Business.")

23. Report of the Fourth Degree.

24. Field Agents Report.

25. Director Degree's Report.

26. Good of the Order.
Grand Knight — Before proceeding to the "Good of the Order" let me ask: Has any brother given honor of a member of the council, or an immediate brother of the Order, with us to dinner?

27. Closing Talk.
Grand Knight — We shall now say the closing talk.

28. Chapter's Resolutions.

29. Chapter's Program.
Grand Knight — Brothers, we shall now close this meeting. Let us stand and pray that we may ever be united in charity, that God may bless our work, and so to bring our program for the greater glory, and that the way great eternal peace to the souls of our departed brothers.

30. Closing Prayer.
Grand Knight — (Four rap, Chaplain or grand knight or group, then rap at conclusion.)

31. Closing Talk.
Grand Knight — (Three rap, no resolutions, see rap, at the end thereof) I now declare this meeting adjourned.

32. Grand Knight — Before proceeding to the "Good of the Order" let me ask: Has any brother given honor of a member of the council, or an immediate brother of the Order, with us to dinner?

33. Closing Prayer.
Grand Knight — (Four rap, Chaplain or grand knight leads prayer for work or otherwise, then rap.)

Grand Knight — The "Good of the Order" will now be conducted by the Worshiper. I want to be emphasized, instructions and utilization of all present. (The Worshiper then presides, but the grand knight may terminate this order of business at his pleasure.)

34. Closing Prayer.
Grand Knight — (Four rap, Chaplain or grand knight or group, then rap at conclusion.)

35. Closing Talk.
Grand Knight — (Three rap, no resolutions, see rap, at the end thereof) I now declare this meeting adjourned.

*When of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. An asterisk indicates meetings of all meetings to start including the last regular business meeting shall be read. (Other guests therefore must sit at council.)

**For an up date to an Order's articles 1937-1950.



KNIGHTS OF COLUMBUS
 IN SERVICE TO ONE. IN SERVICE TO ALL.

Fraternal Planner #5033



FRATERNAL LEADER
SUCCESS PLANNER

2018 - 2019

July 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30 Report of Officers Present From 2018	1
2	3	4	5	6 2017-2018 Fraternal Year Review	7	8
9 Order Service Disturber Material	10 Order Service Concord Meeting	11 Order Check Order Kits for October	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	AUGUST 2018 M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		SEPTEMBER 2018 M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
Formal or Event Traditions	Important Dates	Supreme Office Events	Membership Activities	Programming Activities		

MEMBERSHIP 365

My Notes

Things to accomplish

- Report of Officers (R/O) (R/O)
- R/O T/LS
- Service Program Presentation Report (SP/RS)
- O/LS R/T
- Installation of Council Officers
- Organizational Meeting
- Social Challenge
- Goals for Risk
- Prayers for Families
- Catholic (Observing) Newy Contract
- Brotherhood Priority Program

Course Planning

August Planning

- Church Service in October
- Council Audit @ T/LS (LS/LS R/T)
- Family Week
- Council Action Plan (Engage Week)
- Service Program Presentation Report (SP/RS)
- Social Challenge
- Goals for Risk
- Prayers for Families
- Catholic (Observing) Newy Contract

Checklist of meeting

Plan

Done, List Member Names, Detail for Identity

to, Unshared Initiative

for Success

If your council attended the District
Council Officers
Chosen for the Term (R/O)
new members welcomed into your council
your district recruited at least one
Meeting attendance:
of council officers present _____
of district that will earn the Star
Officers in each of your assigned
units in your jurisdiction have recruited
for this month?
of District Deputies attendance:
District Deputies Present _____
Officers have provided you with their
calendar? Total _____ Dates Received _____
Officers have provided you with a list of
total # scheduled for month _____

*"We know that
the future
of the Church
in a rapidly
changing society
will call, and
even now calls,
for a much
more active
engagement on
the part of
the laity."*

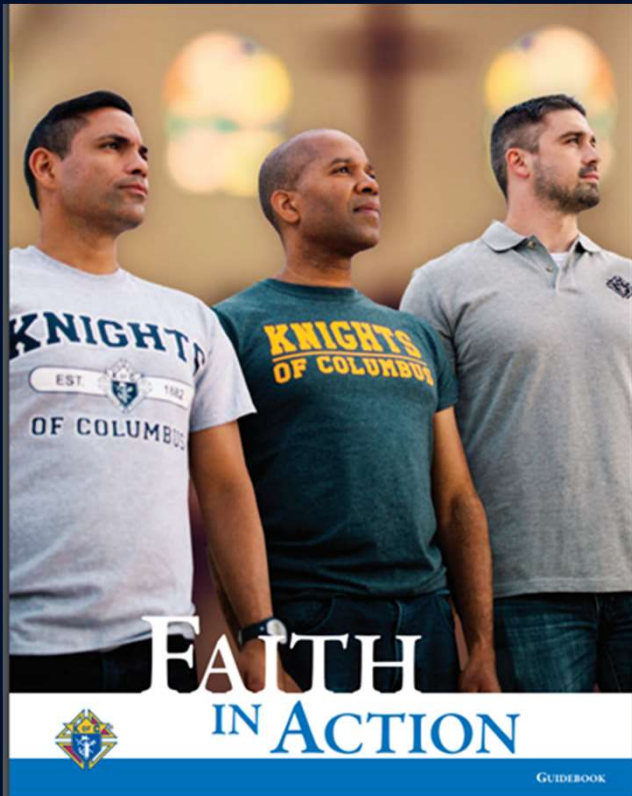
Pope Francis

MEMBERSHIP 365



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Faith in Action Program Guidebook #10590



FAITH IN ACTION

PROGRAM CATEGORIES

A well-rounded council program will have activities in each of the following categories: Faith, Family, Community and Life.

This manual highlights the 32 Supreme Council-recommended programs, inclusive of existing and new programs. Your council is encouraged to implement any program(s) that will help make a difference in your parish and community. Obtaining a maximum of 16 program credits qualifies the council to earn the Columbian Award. For additional information on the Columbian Award, visit kofc.org/stat.

The programs highlighted here are meant to inspire your council to put their faith into action. Your council may choose to conduct one or more of the programs in this manual, or it may develop programs unique to the parish or community. The goal is for the council to be active and conduct programs that draw men closer to their faith, families and communities — and defend life in all stages and in all conditions.



Supreme-Recommended Program Category Matrix

FAITH	COMMUNITY
RSVP	Coats for Kids
Into the Breach	Global Wheelchair Mission
Marian Icon Prayer Program	Habitat for Humanity
Building the Domestic Church Kiosk	Disaster Preparedness
Rosary Program	Free Throw Championship
Spiritual Reflection Program New	Catholic Citizenship Essay Contest
Holy Hour New	Soccer Challenge
Sacramental Gifts New	Helping Hands New
FAMILY	LIFE
Food for Families	Marches for Life
Family of the Month/Year	Special Olympics
Keep Christ in Christmas	Ultrasound Program
Family Fully Alive	Christian Refugee Relief
Family Wick	Silver Rose
Consecration to the Holy Family	Mass for People with Special Needs New
Family Prayer Night New	Pregnancy Center Support New
Good Friday Family Promotion New	Novena for Life New

Bold denotes Featured Programs
Faith in Action Programs — Table 2

FAITH IN ACTION

- *State Council Service Program Award Entry Form (STSP)*
- Executive summary of the winning program prepared by the state council, highlighting why it was chosen as the winner
- Original submission from the winning subordinate council
- Supporting documentation of the winning program

Winning programs at the international level are recognized at the annual Supreme Convention in August. 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 in good standing is eligible and encouraged to compete for this distinguished honor.

Safe Environment — Office of Youth Protection

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 Præsidium'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 (SPMS)* is being completed, ensure that all member email addresses are accurate. Præsidium, 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 Præsidium 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.

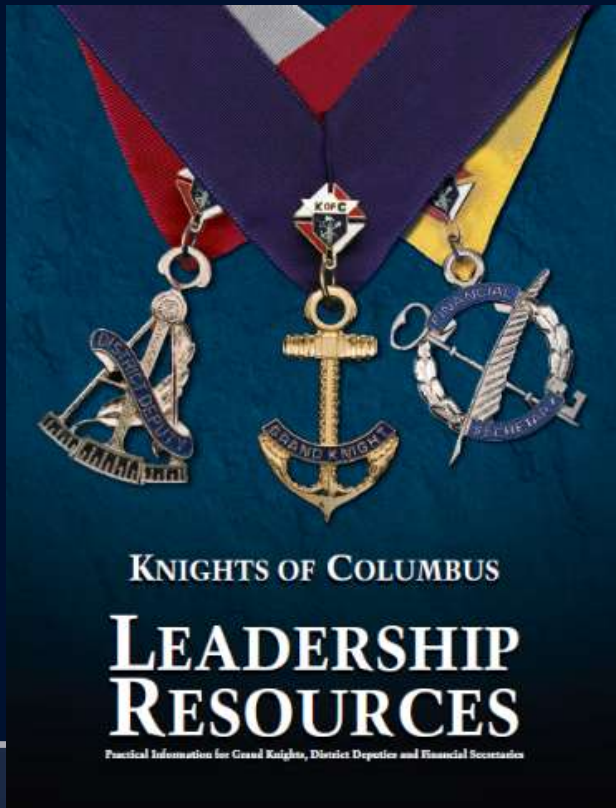
ROLES	TRAINING	BACKGROUND CHECK	ARMATUS ADMINISTRATION
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator	✓		✓
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

Safe Environment Program Training and Background Check Requirements — Table 1



KNIGHTS OF COLUMBUS
 IN SERVICE TO ONE. IN SERVICE TO ALL.

Leadership Resources #5093



General Section

SUPREME COUNCIL HEADQUARTERS CONTACT DIRECTORY

Main Number.....203-752-4000
 Customer Service.....1-800-380-9995
 KnightsGear.....1-855-432-7562.....knightsgear@kofc.org

Catholic Information Service.....203-752-4574.....cis@kofc.org
 Ceremonials.....203-752-4346.....ceremonials@kofc.org
 Chaplains Programs and Development.....203-752-4267.....chaplains@kofc.org
 Columbia Magazine.....203-752-4398.....columbia@kofc.org
 Council Accounts.....203-752-4392.....council.accounts@kofc.org
 Financial Secretary Appointments.....203-752-4285.....financial.secretary@kofc.org
 Fraternal Services.....203-752-4270.....fraternalservices@kofc.org
 Membership Growth.....203-752-4473.....councilgrowth@kofc.org
 Membership Records.....203-752-4210.....membership@kofc.org
 Membership Management/Member Billing.....203-752-4955.....membership@knfc.org
 Scholarships.....203-752-4332.....scholarships@knfc.org
 For general inquiries, email.....info@kofc.org

Forms and Reports

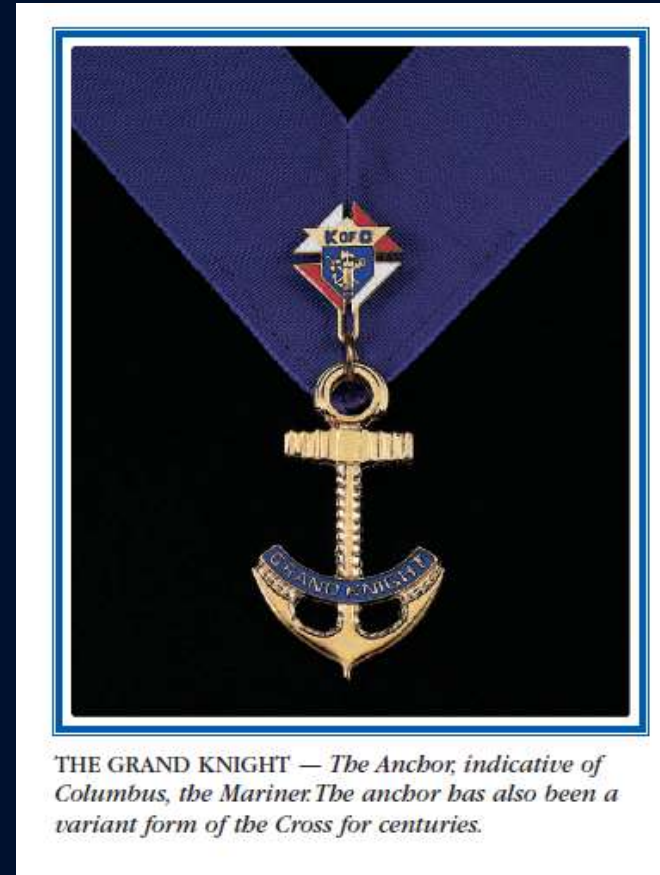
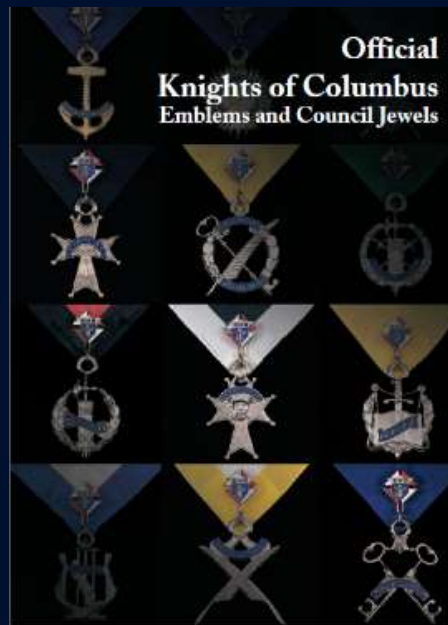
Due Date	Form/Report
July 1	Report of Chosen Officers for the Term (#185)
August 1	Service Program Personnel Report (#365)*
August 15	Semiannual Council Audit (#1295)
December 31	District Deputy Semiannual Report (#944A)
January 31	Annual Survey of Fraternal Activity (#1728)*
February 15	Semiannual Council Audit (#1295)
June 30	Columbian Award Application (#SP-7)*
June 30	District Deputy Semiannual Report (#944B)
Immediately	Membership Documents (#100)
If Required	Notice of Intent to Suspend (#1845)
As Required	Entries for the State Council Service Program Awards Contest (#STSP) and Family of the Year Contest to your state council
Monthly	Council First Degree Exemplification Report (#450C)
Monthly	District Deputy's Degree Exemplification Report (#450)
Monthly	Family of the Month (#1993)

* Indicates Star Council Award Requirement
 Electronic versions of most forms can be found at kofc.org/forms.



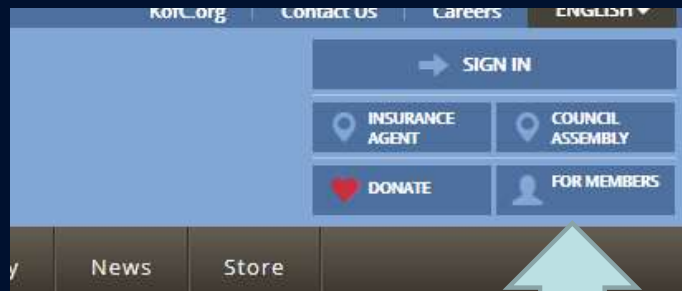
**KNIGHTS
OF COLUMBUS**
 IN SERVICE TO ONE. IN SERVICE TO ALL.

Explanation of Council officer Jewels. #1910



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Available to download at kojc.org



Council Forms Online

COUNCIL FORMS

Please submit all PDF forms to the Fraternal Mission Department using the fraternalmission@kofc.org email address.

Tips when using Online forms:

- Please print out a copy of the form before submission.
- To email a copy to yourself, include your email address at the bottom of the form.

Form Number	Administrative Forms	Due Date
#185	Report of Officers Chosen for Term	7/1
#305	Service Program Personal Report	8/1
#400	Degree Exemplification Report	No due date
#532	Regulation for First Degree Ceremonials	No due date
#1295	Semiannual Council Audit	2/15
#1728	Annual Survey of Fraternal Activity	8/15
#1728A	Survey of Fraternal Activity Individual Member Worksheet	No due date
#1831	Relief from Council Dues and Per Capita Taxes	No due date
#1842	Member/Prospect Interest Survey	No due date
#2629	Notice of Appointment of Round Table Coordinator	No due date
#2630	Annual Report KofC Round Table	6/30
#3006	Building the Domestic Church Participation Form	6/30
#59-7	Columbian Award Application	6/30
#5759	State Council Service Program Awards Entry Form	No due date

Form Number	Program Forms	Due Date
#1556	Free Throw Championship Score Sheet	No due date
#1993A	Family of the Month	No due date
No form number	Family of the Year Award Entry Form	No due date
#2863	RVP Refund and Plaque Application	6/30
#4001	Substance Abuse Awareness Poster Contest Participation Form	1/31
#4271	Father Pilgr	No due date
#4567	Soccer Challenge Participation Form	12/15
#4584	Partnership Profile Report with Special Olympics	1/31
#4886	Ultrasound Initiative Guidelines and Application	No due date
#5023	Keep Christ in Christmas Poster Contest Participation Form	1/15
#10057	Food For Families Report Form	6/30
#10071	Global Wheelchair Mission/American	No due date



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

MEMBERSHIP GROWTH



Supreme Knight on Membership 2015

The Supreme Council office provides many tools to help with membership recruitment. To find the membership related materials you need listed here, contact the Department. For additional resources:

Leadership Guide (pdf, 326 kb) - Features ideas and resources to help promote membership recruitment efforts, and encourage new membership for recruitment sites. Includes "clickable" fields to allow you to fill out the forms.

Shining Armor Program (pdf, 148 kb) - A program that encourages new members to be involved in council activities.

10 Keys... (pdf, 208 kb) - Contains best practices for council members to ask potential members to join the council.

Membership Recruitment Drive - An Orderwide emphasis that targets membership recruitment on weekends throughout the fraternal year. Detailed plans will help you run a successful Blitz.

VIP Club (pdf, 121 kb) - Proposers have their own Club - "Very Important Proposer." Promote this program to your council to help with recruiting.

[A Message to Recruiters](#) [Member Retention](#)

[A Message to Recruiters](#)

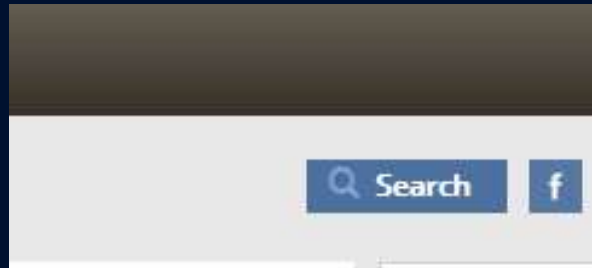
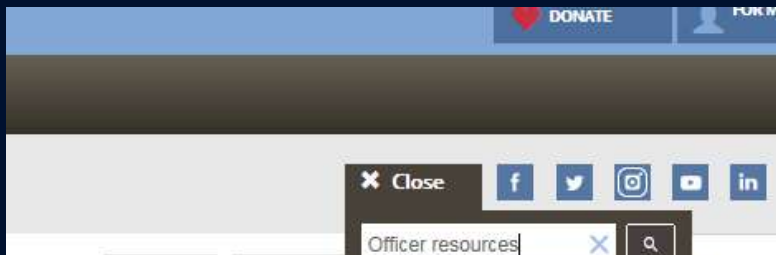
OFFICER GUIDES

Officer handbooks provide a general overview of the duties and responsibilities of each office section on laws and rules within the Knights of Columbus.

- [Chaplain's Handbook \(PDF\)](#)
- [District Deputy's Guide \(PDF\)](#)
- [Grand Knight's Guide \(PDF\)](#)
- [Leadership Resources \(PDF\)](#)
- [Financial Secretary's Guide \(PDF\)](#)
- [Faithful Comptroller Handbook \(PDF\)](#)
- [Vocations Handbook \(PDF\)](#)



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.



Close

Officer resources

About 1,730 results (0.24 seconds) Sort by: Relevance

[Fraternal Leader Training Webinars](http://www.kofc.org/en/members/resources/membership-webinar.html)
www.kofc.org/en/members/resources/membership-webinar.html
Resources: Fraternal Leader Training Webinars... Resources; Forms - Logos & Emblems - Officer Guides - Membership Resources - Fraternal Training Webinar ...

[Leadership Resources](http://www.kofc.org/un/en/resources/officers/officers.pdf)
www.kofc.org/un/en/resources/officers/officers.pdf
File Format: PDF/Adobe Acrobat
through the Fraternal Training Portal, the Officers' Desk, Reference, and on the Knights of Columbus Website kofc.org. This Resource Book supersedes all ...

[Officer Guides](http://www.kofc.org/en/members/resources/officer-guides.html)
www.kofc.org/en/members/resources/officer-guides.html
Officer handbooks provide a general overview of the duties and responsibilities of officer positions within the Order along with ... ORG; Resources: Officer Guides;

[Council Forms](http://www.kofc.org/en/members/resources/forms/council.html)
www.kofc.org/en/members/resources/forms/council.html
ORG; Resources: Council Forms. Search. Close. Print Share ... Report of Officers Chosen for Term - #185 - PDF - Online - due 7/1. Service Program Personnel ...

[Grand Knight's Guide](https://www.kofc.org/un/en/resources/officers/grandknight.pdf)
https://www.kofc.org/un/en/resources/officers/grandknight.pdf
File Format: PDF/Adobe Acrobat



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

VIVAT JESUS!



KNIGHTS
OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.