**ONLINE CEREMONIAL PROCEDURES**

**Special COVID-19 procedures in effect until further notice.**

In a accordance with Supreme Guidance and the Arizona State Deputy’s directions, all live KofC or KofC-sponsored group activities are to be canceled and replaced with online meetings or other electronic communications means until it is declared safe to resume in-person meetings by government and health officials and accepted by the Supreme Council. By definition, these restrictions also apply to all ceremonials to include degrees, business (officer and membership) meetings and installations.

In the interim these are the options for bringing in new members into a Council:

1. **Supreme Online CUF Degree.** The Supreme Council will continue to conduct online Charity, Unity and Fraternity (CUF) degrees at least through August (and probably beyond). The CUF in English occurs on Thursdays (twice per day) and the CUF in Spanish occurs on Wednesdays. Here are the procedures for bringing in the new candidates.
2. Councils should forward this downloadable PDF invitation to all eligible prospects for admission and advancement (click here for [English](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUb_awZqUSfIduGItaBhNir4MckYiCsu5PNbSC5JvckwQl5z_LEn17KhP1ziG5MpPuqQ2QVTRqUp3YC7lhHKl3v8wDTLz1sKd0YlKLZAswv_G1MUOZg1eODfRtQoB-T3e5TNPifLdJa2s_w2juvvo6z_jJ--2k7e3M325j5RAPzE2l1pQ3Hlxrz9w=&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==), [Spanish](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUb_awZqUSfIdumcT5DCdNJo_JMz311nj8iwFs75nv20cDcAQpWp_dGz_i5_X4V9EVCMXE_UH38gFqnZyZnBhBpqw_YKrlauK7-j0C2FjK9Tek5sdbR_tiKSHF9wKZp4SrbU2M3ap0aWpVIQw3I23114HcAKbRhvWAqzvd1nNGK2kH4SZfOyJvzQs=&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==), [French](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUb4FS13ngzbf7EJLQ7-nx4M7r7BpEjhogtJBR6qHBwfOalmw8UPC5xrZDlP1swF0MhATL1JPJODRjC6UBirvcA4H2cYqYo382ItsbKT2J5cnuYXzW2vncXRpEcUFMfg6dgUfP46NjNY1Ik4e2uoafvoc1Jna_NEx6VBSfQolBrx53b44iqHeJ1rw=&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==)).
3. Instruct the candidates to register for the exemplification of their choice by clicking on its associated link within the PDF invitation and filling out the online form. **Note that they will need your council number to complete the registration.**
4. Contact the candidates to guide them through the registration if needed.
5. Candidates then participate in the scheduled ceremony.
6. After the ceremony, councils must process the candidates by submitting Forms 100 the traditional way or electronically in Officers Online.

Note that candidates for admission must be approved by your council. See the temporary rules for electronic voting (click here for [English](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUb3CB3a5u_bpwDoVlsfzyzOtK_Dd8US9H5HYEfP-7QDbNwGbCo8OuZMDum-_CvqhR4yQ0DuW61r2kBwbeT12PtQ3MkvHqrDRELaV9IU0R011KN1ZAkFYP0toMlc4fExRd7ofg2mogcKTSWvpX9KXYYWGHN5SCwN5rHGDKZ7yPdw1_1RA1sRFC9hNo-xV91Z4bdUhr1CuWhZLppESYH3_XwHs_m88K6GjQdg==&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==), [Spanish](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUb015LZ9Q61HPShsiC5iMpeP8J99dW612kyXtOBoO2hrq4Yhxwv7h0nb3jGLcUHgvQtuNbe3Aamll8_XltdgtH0IkZSDe_VKGSrEDykZvCoIhKD1Za1NdMccZ_FeB7AwNetsHaC3JkRWfPkyZ4Uy6HZsrtB5nDZhWYz2k0H-cJpvmmWNwdS1-CJ8=&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==), [French](http://r20.rs6.net/tn.jsp?f=001jPBDucZlHlLYEn3d3RYITz--T59pJ6KkyVjT_hXkQmZGNexMLKoUbz5WBuhsECG16uz1838KO7_aMaJayGNlY6JXa_vNRq3TJYQSoTw4NcpKJiqor6mn4v9Gv-PnPmvZGLx9M-QY22meRCxgIQa-53g9dC0cag4XM7Ep8GUGWhbkc4Nv0WmCwdg16smnG2Fb5klh_rc0Oj6Cv_A8RZqEego_BWaZVwHn8sQ_AOKSNnQ=&c=MnkwU4jTRc6XRCN-JqoUi6iM9LMNobWsp6gh2cLxU6luXBKM3W2uLA==&ch=1W6k7bU0xw4LHibPhpRPl-wDi0ngqTgXAZxNEap9BdGNdjLBhBCUtA==)).

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1. **Arizona Online (live) CUF Degrees.** Arizona Regional teams will resume online CUFs twice a month starting in August. The first one will be on August 11, 2020 and will be hosted by DD Jim Walsh and his St. Anne Council 10540 team. To register a Candidate or Observer, send an email to DD Jim Walsh at [Jim.Walsh.KofC.District8@gmail.com](mailto:Jim.Walsh.KofC.District8@gmail.com), or call 480-772-3094. Please send in registrations no later than Monday, August 10, 2020 by 6:00pm.

Required information:

1. Candidate’s name, phone number, email address and Council number.
2. Observer's name, position, phone number, email address and Council number.
3. Candidates will call in at 6:45pm, Observers will call in at 6:55pm.

A copy of the details for this degree will be sent out to all DDs and GKs.

1. **“On Demand” CUF degree.** This Degree can be accessed and completed 24/7, but GKs should help their candidates by explaining how the “On Demand” degree is accessed, reviewed and completed. The candidate will have to have the Council # he is joining to complete the application process that is the first part of the “On Demand” degree process. Once the candidate completes the entire degree video Supreme will notify the Council that the candidate is ready to be accepted by your Council. Your FS should then provide written proof of the vetting of the candidate (Form 100) to complete the process. The “On Demand” Invitation is the same letter that is used for the Supreme Online Degree (see above).

Here are the options for the other ceremonials.

1. **Officer and Business Meetings online.** Supreme guidelines are contained in Pamphlet #10318 - [Method of Conducting Council Meetings](https://www.kofc.org/en/resources/service/council/method-conducting-council-meetings10318.pdf). Once you have established an online meeting follow the order of the reports but, obviously, delete the physical actions that cannot be duplicated online (e.g., salutation table). Since it is a ceremonial your officers should at least have on a collared shirt. There are instructions above on voting online so most regular business can be completed virtually.
2. **Virtual Installation of Council Officers**. Supreme has issued a virtual version for DDs to use online and you should be able to download it here:



1. **Fourth Degrees.** The District Master is working on a virtual presentation of the Fourth Degree and is planning to have a Supreme-approved script for online use by the end of August. Watch for updates via e-mail to Faithful Navigators and the State website postings.

**Skip**

E. “Skip” Hopler

Ceremonial Chairman

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Cell: 602-677-2029