



Knights of Columbus

Fourth Degree
John H. Reddin Province
PO Box 3392
Sierra Vista, AZ 85636-3392

14 August 2019

Dear Worthy Officers and Brothers All,

Please distribute this entire packet to all. Please actively recruit new members into the Fourth Degree.

The next scheduled Exemplification of the Fourth Degree will be in Casa Grande Arizona on Saturday, 28 September 2019, hosted by Fr, Patrick J. Murphy, Assembly 22. The ceremonial will be held at St Anthony Recreation Center, 150 Dry Lake Rd, Casa Grande, AZ. Directly behind St. Anthony of Padua Church.

The Exemplification will start at **10:00 AM**. Following the ceremony, there will be a reenactment of the Knighting Ceremony for those who want to take photographs.

Mass will be celebrated at **12:00 (Noon)** and all Priests in attendance are welcome to concelebrate. A meal will follow.

One of the top Exemplification Teams in the entire order will present the degree ceremony. All Candidates must be in the traditional black tuxedo or a dark suit (black, dark grey or dark blue) white shirt, black shoes and conservative tie and pay the fees mandated by Supreme. Active Duty Military, Police, Firefighters and Border Patrol are urged to wear their dress uniforms, and Priests their traditional dress. See the Letter of Instructions for more details.

Requirements: To be eligible for the Fourth Degree, candidates must have attained the Third Degree, and be in good standing.

Enclosed in this packet are the agendas for the Saturdays Exemplification activities: General Instructions and Registration Form.

Please reproduce this entire packet and ensure that every candidate has a copy.

This letter; all forms and instructions; and additional information are available on the Arizona State Council Web Site: <http://kofc-az.org/patriotic-degree>

Sincerely and Fraternaly,

Bryant Sayers
Arizona District Master



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Fourth Degree Exemplification LETTER OF INSTRUCTION

1. Mandatory Dress

The mandatory dress for the exemplification for Candidates and Sir Knights will be one the following:

1. A **Dark Suit** (black, dark grey or dark blue), white shirt, black shoes and a conservative tie.
2. **Black Tuxedo** pleated white shirt, black shoes, black bow tie and black cummerbund. The shirt must have a **PLAIN LAY DOWN COLLAR ONLY. NO WING TIP COLLARS, VESTS, OR WAIST COATS ARE ALLOWED.**

Members of the Armed Forces, Police, Firefighters and Border Patrol may wear their full-dress uniform in lieu of a tuxedo or dark suit. Priests may wear Clerical Garb with Collar.

Guests dress for the luncheon will be church attire suitable for the occasion.

2. Recruitment


Faithful Navigators are encouraged to visit councils and start recruiting as many Third-Degree Knights as possible or that will have their Third Degree by the suspense date. At every council meeting, there is time set aside for a Fourth-Degree report. Grand Knights should allow the Faithful Navigator or a representative of the Assembly to speak and recruit at this time.

The Faithful Navigator or representative should walk the candidate through the registration process and hand this packet in its' entirety to the candidate to complete along with a Form 4.

3. Candidates Membership Application (Form 4)

PLEASE PRINT

1B 1A
CB 1

 **FOURTH DEGREE MEMBERSHIP DOCUMENT**
KNIGHTS OF COLUMBUS
A SOCIETY OF CATHOLIC MEN

PRINTED IN U.S.A. 4 7/11

MEMBERSHIP NUMBER **1234567**

LAST NAME KNIGHT		FIRST NAME JOHN		MIDDLE INITIAL	TITLE
STREET 1234 S MAIN ST		CITY PHOENIX		ST / PROV AZ	POSTAL CODE / COUNTRY 85044
HOME PHONE 480-555-5555		DATE OF BIRTH 10/16/1978	MARITAL STATUS M	1st DEGREE DATE 1/15/1997	COUNCIL NO. 10062
CITIZEN OF WHAT COUNTRY? USA		BY BIRTH OR NATURALIZATION? BIRTH	IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?	YES	NO
IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE: INITIATION		TERMINATION	ASSEMBLY NUMBER	CITY	ST/PROV.
DATE OF					
REASON FOR TERMINATION					
PARISH CORPUS CHRISTI		ASSEMBLY NUMBER 14	CITY PHOENIX	ST/PROV. AZ	
I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE. <i>John Knight</i> 02/14/2013 SIGNATURE OF APPLICANT DATE <i>Joseph Benedict</i> 14 SIGNATURE OF PROPOSER ASSEMBLY 10062		I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN 10062 COUNCIL NO. 02/28/2013 DATE <i>Rich Finnegan</i> SIGNATURE OF FINANCIAL SECRETARY		LOCATION PHOENIX	
FAITHFUL NAVIGATOR <i>7. Dolan</i> 3/17/2013 DATE		RECEIVED FEES OF \$		DATE	
FAITHFUL COMPTROLLER <i>Herb Compton</i> 3/17/2013 DATE		APPLICANT INITIATED AT		DATE	

Signature of Master (required for new members only)
Supreme Secretary Copy

Example of properly filled out Form 4

All Form 4's must be filled out properly. Be sure the form has the candidate's **membership number** (top right-hand corner) and **personal information**. Ensure all blocks requiring signatures (**Applicant, Sponsor, Council Financial Secretary, Faithful Navigator, and Faithful Comptroller**) are completed. Rank or Title is for Priests or Military only. Please type or print legibly in **ALL CAPITAL** letters.

The gaining Assembly Comptroller will detach the Assembly's copy of the completed Form 4 for their file and detach the Council's copy and provide it to the candidate's Financial Secretary's for their file. Mail all remaining copies (Supreme & Master) with candidate registration form and fees paid via checks made payable to **District Master Knights of Columbus**, shown on the Registration Form. All checks must be sent to arrive **NO LATER THAN 20 SEPTEMBER 2019**

NOTE: Incomplete forms will need to be corrected ASAP.

Candidate Fees are **\$70.00** which includes one banquet ticket (mandatory and not refundable), a Social Baldrick, and a Fourth Degree Lapel Pin. Fees for Priest Candidates including the above are **\$50.00**. Assemblies take care of (that is, pay for) Priest Fees and accommodations.

PLEASE NOTE: Send properly completed Forms 4's with candidate fees paid via checks made payable to **District Master Knights of Columbus**, shown on the Registration Form. All checks must be sent to arrive **NO LATER THAN 20 September 2019**.

4. Mass

Mass will be celebrated at 12:00 Noon. Everyone is invited to Mass. Priests who would like to concelebrate Mass should bring Alb & Stole, and inform the Arizona District Master in advance by email to arizonadistrictmaster@gmail.com or to his 4th Degree Executive Secretary at azjhrpexecsec@gmail.com.

5. Registration Form

The attached registration form at the end of this packet must be filled out completely and mailed along with full payment prior to 20 September 2019. Registration forms may also be brought the day of the Exemplification. Please mark special needs access (wheelchair/walker) and/or dietary needs in the *Other Special Needs* box.

6. GENERAL INFORMATION:

Make additional copies of all Forms as needed. All documents included with this packet are available on-line at the Arizona State Council web site: <http://kofc-az.org/patriotic-degree>. These forms can be downloaded, printed, and manually completed and may also be completed on-line using required publishing software. Instructions for electronically completing the Registration Form are posted to the web site.

NOTE: THERE WILL BE NO REFUND OF ANY PAYMENTS FOR ANY REASON AFTER 20 SEPTEMBER 2019.

7. TENTATIVE AGENDA – 28 September 2019 Exemplification

Saturday

7:00 AM to 9:00 AM	Continued Registration of Sir Knights and Candidates.
9:15 AM	Candidates report to candidates' room to sign the registration log
9:45 AM	Candidates Process to main ballroom with Honor Guard (Sir Knights in Ballroom)
10:00 AM	Exemplification Fourth Degree
Following Exemplification	Knighting Re-enactment Photo Session immediately following the ceremony
12:00 Noon	Mass
Following Mass	Luncheon



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How to Register for the Fourth Degree Exemplification
28 September 2019, Casa Grande Arizona hosted by Fr. Patrick J. Murphy, Assembly 22. The ceremonial will be held at St Anthony Recreation Center, 150 Dry Lake Rd, Casa Grande, AZ

Please read and follow the below instructions carefully.

Third Degree Candidate Instructions

1. **Form 4** - You must have a completed and approved Form 4 processed through your gaining Assembly. Contact your gaining Assembly's Officers to ensure this has been done.
2. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
 - a. Your banquet meal, and only yours, is included in the Candidate Registration Fee (\$70 for Candidates, \$50 for Priest Candidates).
 - b. Total all the charges and enter on the Grand Total Line.
3. **Payment**
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
 - c. **Assemblies should pay all fees for their Priest Candidates!**
4. **Mail** - Mail your Form 4, the completed Registration Form, and check (if paying directly) as noted on registration form

Registered Candidates will get a confirmation if they provide an email address that accepts email from azjhrpexecsec@gmail.com. DO NOT assume that you are registered. If you do not receive a confirmation, please call 520.234.4120 or email the Arizona District Master Executive Secretary, for confirmation.

Sir Knight Instructions

1. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
2. **Payment** – ALL SIR KNIGHTS ARE REQUIRED TO PAY THE \$10 REGISTRATION FEE!
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
3. **Mail** - Mail the completed Registration Form, and check (if paying directly) as noted on registration form.

Registered Sir Knights will get a confirmation if they provide an email address that accepts email from azjhrpexecsec@gmail.com. DO NOT assume that you are registered. If you do not receive a confirmation, please call 520.234.4120 or email the Arizona District Master Executive Secretary, for confirmation.