

CALIFORNIA STATE COUNCIL MEMBERSHIP CAMPAIGN HANDBOOK



**STATE DEPUTY
2019-2020
David M. Abbott**

**STATE MEMBERSHIP
DIRECTOR
TW Starkweather**

Table of Contents

Membership Director's Message	4
Membership Goals	4
Membership Organization	5
Contact Information	6
Membership Recruitment	8
Membership Drive Surveys	9
Awards and Incentives	10
Area Recruitment Teams	13
Church Drive Materials Order Form	14
Sample Pulpit Announcements	15
Online Membership	20
Squire to Knight Program	21
Shining Armor Award Program	22
Shining Armor Award Form	24
Membership Retention	25
Weekly Conservation Report	26
Suggested Overdue Dues Policy	27
Retention Committee	28
Dues Billing	29
Caller Script for Member Retention	30
"We Miss You Brother" Postcard	33
New Council Development	35
Discussion Points When Meeting With Pastors	39
Sample Announcements When Forming a New Council	40
Notice of Intent to Establish a New Council (Form 133)	42
Round Tables	43
Report of Round Table Coordinator (Form 2629)	45
Council Retention	46
Council Reactivation	49
How to Reactivate a Council or Move a Suspended Council Number	49
College Councils	52
Cultural Outreach and Development	53
Ceremonials	54
State Insurance Program	61



2019-20
Statewide Membership Drives



BIG BANG QUICKSTART - July 6th & 7th, 2019
COLUMBUS DAY - October 12th & 13th, 2019
FOUNDER'S DAY - March 28th & 29th, 2020

Membership Director TW Starkweather, Master

My Brothers,

Congratulations on achieving a leadership position in the Knights of Columbus. You will find it both challenging and rewarding. If you are reading this you have taken an important step in ensuring your success. You have inserted the flash drive you were provided into your computer and are exploring the files it contains. You are actively seeking knowledge that will help you achieve your goals. In the sections that follow you will find information and advice from State Committeeman that were once in your shoes, and are a ready resource should you have questions or when challenges arise.

I would advise you not to try and read everything at once. Take it in sections, or browse the table of contents for those things that interest you. Feel free to print sections out, or transfer them to your phone or tablet where they are readily accessible. You will find information on a variety of programs, including membership recruitment and retention, round tables and new council development. There is also information on membership awards and incentives such as the *Shining Armor Award*.

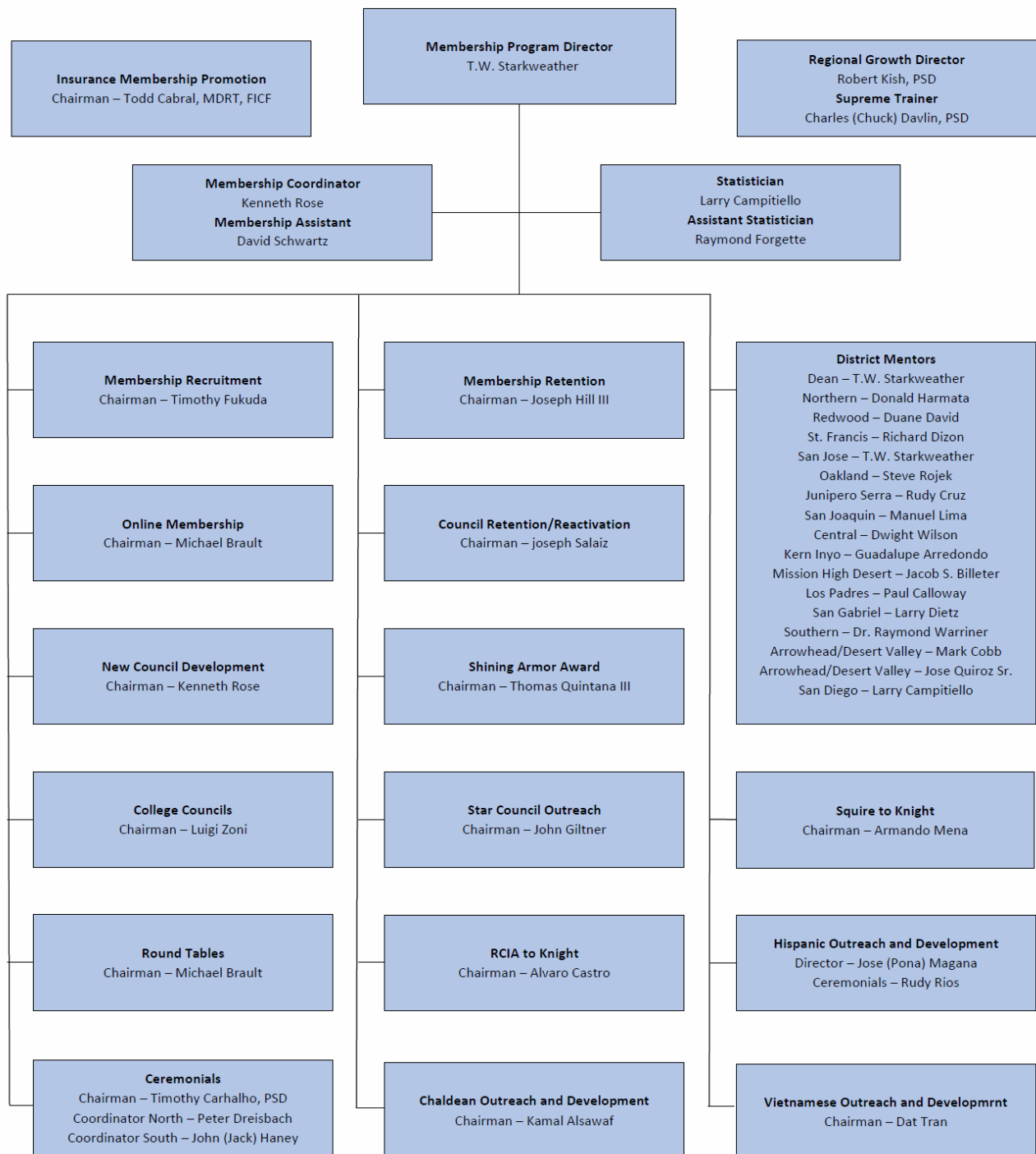
Our single most important goal this year is to make your year as a council officer, Grand Knight, District Deputy or committeeman both informed and enjoyable. As shown in the table following, the Supreme Council has set high expectations for California this year in terms of membership growth. The goals are modest and achievable, if everyone does their part. Our membership theme for the year is ***Every Member A Recruiter!*** If each of the 78,000 Knights of Columbus brothers in California recruited just one new member, think of the records we would set!

Membership Goals:	2019-2020
Intake	6,000
Net Membership Growth	5,025
Net-Net (Actual) Membership Growth	2,500 80,000 California
New Council Development Hispanic New Councils	20 One Per Chapter
Reactivated Councils	12
Round Tables	150

Number of Star Councils

125

The Following are the men and membership committees that stand ready to serve you. We plan on working hard to achieve both your goals and ours:



Following is the contact information for many of the chairmen shown above:

Membership Director:

TW Starkweather (Jackie)	(925) 997-4947	membership@californiaknights.org
--------------------------	----------------	--

Membership Coordinator

Kenneth Rose (Julie)	(209)-535-6871	kofc.ken.rose@gmail.com
----------------------	----------------	--

Membership Assistant

David Schwartz (Myla)	(510) 325-7810	kofcskdave@gmail.com
-----------------------	----------------	--

Insurance Membership Promotion Chairman:

Todd Cabral MDRT, FCIF (Christine)	(916) 350-4390	todd.cabral@kofc.org
------------------------------------	----------------	--

Regional Growth Director:

Robert J. Kish, Jr., PSD (Susan)	(541) 760-2821	robert.kish@kofc.org
----------------------------------	----------------	--

Supreme Regional Training Director:

Chuck Davlin, PSD, VSM (Kathy)	(203) 500-1302	chuck.davlin@kofc.org
--------------------------------	----------------	--

Special Consultant:

James Scroggin, SD, PSD, FVSM (Lisa)	(559) 250-0441	jimscroggin@comcast.net
--------------------------------------	----------------	--

Statistician:

Larry Campitiello, VSM (Mary)	(858) 487-2832	lcampit1@san.rr.com
-------------------------------	----------------	--

Supreme Membership Referrals and E-Councils Chairman:

Michael D. Brault (Kathy)	(619) 548-3190	mbrault54@gmail.com
---------------------------	----------------	--

Council Membership Recruitment Chairman:

Timothy T. Fukuda (Becky)	(916) 539-4811	owlscouter@aol.com
---------------------------	----------------	--

Retention Chairman:

Joseph P. Hill	(559) 335-1897	sirknightjhill@gmail.com
----------------	----------------	--

New Council Development Chairman:

Kenneth Rose (Julie)	(209)-535-6871	kofc.ken.rose@gmail.com
----------------------	----------------	--

Round Tables Chairman:

Michael D. Brault (Kathy)	(619) 548-3190	mbrault54@gmail.com
---------------------------	----------------	--

College Councils Chairman:

Luigi V. Zoni	(619) 980-3313	luigizoni@aol.com
<u>Council Retention/Reactivation Chairman:</u>		
Joseph C. Salaiz, IPSD (Anna)	(909) 434-0460	ipsd@californiaknights.org
<u>Shining Armor Chairman:</u>		
Thomas H. Quintana (Gabriela)	(626) 230-1370	skthomasquintana@gmail.com
<u>Squire to Knight Chairman:</u>		
Armando L. Mena (Kristina)	(760) 213-1535	americanaztec@sbcglobal.net
<u>Hispanic Development Director:</u>		
Jose "Pona" A. Magana	(909) 218-0567	ponamagana@yahoo.com
<u>Vietnamese Outreach Chairman:</u>		
Dat T. Tran (Hoa Thi)	(408) 238-0817	dattran_50@yahoo.com

Membership Awards and Incentives

In addition to the awards and recognition offered by Supreme, we have many exciting rewards and incentives planned throughout the year. Chapters who meet 100% of their membership goal will be given \$1,000 for their Bishop's Burse. District Deputies and Councils who excel in membership growth will be eligible to win prizes increasing visibility in their local area, as well as be entered into periodic drawings for weekend getaways and prizes. Awards will be presented at the end of each quarter, mid-year and at year end.

We will continue to explore the "**Worthy Shepherd**" programs. Particular emphasis will be placed this year on the individual Contact with "ALL" Members. These and other programs will be described in greater detail in the sections that follow.

It goes without saying that our Order must grow to remain healthy, active and vital. Since its founding in 1882, leadership has passed to each new generation, finding relevance in their lives and spirituality. We are the current custodians – charged with passing the venerable Father Michael J. McGivney's legacy on to future generations. Customs, clothing, technology and methods of communication may change, but the basic tenants of our church and Order do not. Let us evangelize, and continue to grow a community of like minded men in service to our Church and Christian values. ***Every Member A Recruiter!***

Vivat Jesus!

TW Starkweather, Master

State Membership Director

925-997-4947

membership@californiaknights.org

or

twstark@aol.com

Membership Recruitment

Timothy T. Fukuda, Chairman

My Brothers,

Membership recruitment as we all know is the basis for growth and the lifeblood of our Order. To a great degree, we need to sustain continued growth and recognize that greater challenges lie ahead of us. There is an urgent call for continued expansion of the Order. Meeting or exceeding our goal is first and foremost. Please take ownership of our brotherhood and lead by example, with a strong conviction and unparalleled commitment in making membership recruitment paramount and our top priority. Moving forward, as leaders and facilitators, let's walk in unison; recruiting new members and serving as a good example to each and every one. Together, united in Unity, let us bring our great State Council to the next level.

Offer the gift of membership to every practical Catholic man. This gift will draw him more deeply into our Faith, enable him to feel community through the ties of Brotherhood & service, and will empower him to demonstrate spiritual leadership to his family and to the world.

We, the Knights of Columbus are known to be the "Right Arm of the Church" in support of our Bishops and priests. We change Lives and save lives. Our faith-filled activities are all related to the overall goal of living our faith and evangelizing. Our deeds and our actions serve as the cornerstone to membership recruitment.

Our goal for the State of California set by the Supreme Office this year is to recruit approximately 4,500 new members. As we set our goals, let's all have one talking point, not just a mere slogan, but a course of action and the framework of our membership recruitment. You will be reminded of it throughout the year.

Every Member A Recruiter!

Recruitment is simply every Knight's responsibility, it can happen anytime, anyplace. Believe it or not, less than 2% of our Brotherhood recruits new members to the Order. That is a number that needs to change. This year we are placing particular emphasis and providing incentives for the individual recruiter. Membership growth and the health of our Order is everyone's responsibility.

Like any other program, councils should follow a plan. Recruiters within councils are the catalyst and enablers of our membership program. In order to be effective, both a structure and a team must exist that implements a common goal. Over the years, recruitment has proven to be most successful when conducted in an organized fashion.

This year, statewide membership drives are scheduled for the following weekends:

BIG BANG QUICKSTART - July 6th & 7th, 2019
COLUMBUS DAY - October 12th & 13th 2019
FOUNDER'S DAY - March 28th & 29th, 2020

In addition to the two (2) fixed Church Drives, all councils are encouraged to conduct a fourth recruitment activity on the date of your own choosing. It is suggested it coincide with another council activity or an important event (e.g. a fundraiser, Council Anniversary, Wheelchair Sunday or Parish Ministry Fair, for instance).

The State Council would like to be informed when councils conduct Church Drives in order to assist those who may be doing one for the first time. Every council needs new members as a means of promoting council programs and leadership growth. This year the State will be aggressive in encouraging and tracking Council participation in membership drives. Please try to finalize your membership drive dates with your church or parish by August 1, 2019.

Use these Surveys to report your Church Drive plans to the State:

[2019 Columbus Day Church Drive Plans](#)

[2020 Founders' Day Church Drive Plans](#)

[2019-20 Additional Church Drive Plans](#)

Your Council should expect an email reminder or a phone call if you fail to submit the information in a timely manner. Councils that decide to conduct their Church Drive on dates different from those specified should notify me in writing (by the survey, by mail, or email) with a copy to their District Deputy.

At the conclusion of each membership drive, the council should report:

- # of prospects
- # of Transfers
- # of Reapplications or Readmissions
- # of Form 100s
- # of new Brother Knights from this drive

By the Monday after each Church Drive weekend, use this link to submit the results the current Church Drive:

[2019 - 2020 Church Drive Results](#)

Immediately after the Church Drive or other recruitment activity, the council should conduct an informational meeting and admission interview at the earliest opportunity, and assure the candidates take their Admission (1st) Degree exemplification as soon as possible. Another option during a Church Drive weekend is to designate a special Admissions Committee who will be there to interview candidates as soon as they sign the form 100. In this way, an Information Session / Admission (1st) Degree Ceremony can be scheduled for Sunday afternoon or evening of your Church Drive. You could induct new Brother Knights the very day they sign up!

The *Shining Armor Award* (covered elsewhere in this section) should be highlighted by the District Deputy or the Grand Knight at each Admission (1st) Degree exemplification.

Here are a few Tips in Conducting a Successful Church Drive:

1. Order a recruitment package from the Supreme Supply Department using the form at the end of this section (allow four to five weeks for delivery)
2. Obtain permission from your Pastor to give pulpit announcements
3. Advertise in council and parish bulletins and other media outlets
4. Mobilize all members of your council and have a significant presence of the Knights of Columbus at your membership recruitment venues
5. Set up informational tables at every door of the church. Have plenty of prospect cards and pencils on hand to distribute to each man as he enters the church.

6. Invite every Catholic man to join the Knights of Columbus

To facilitate our Brother Knights' journey to full Knighthood, formation of degree exemplification teams is encouraged. Each council should have the ability to perform an Admission (1st) Degree, each district should have a Formation (2nd) Degree team and each Chapter should have a Knighthood (3rd) Degree team.

If for any reason a council or district cannot form its own team, a joint Admission (1st) Degree team might be formed with a neighboring council. Likewise, a district might consider forming a joint Formation (2nd) Degree team with a neighboring district. In addition, we encourage the degree teams to schedule as many exemplifications as possible. Admission (1st) Degree exemplifications should be conducted by each team at least once a month (not necessarily on the council meeting night, but a date convenient for the candidates). Formation (2nd) Degree exemplifications should be conducted by each team at least once every two months. Each Chapter should schedule a Knighthood (3rd) Degree exemplification (through the District Deputies and State Ceremonial Chairman) at least once every three months.

Top Recruiters, Top Performing Councils, Districts and Chapters are to be congratulated and recognized for their efforts. Awards and incentives ought not to be the sole purpose of increasing our membership, but they are a testimony to the hard work, dedication and achievements of those who are successful. However, true gratification always comes from within - in doing God's work and spreading the Good News of the Lord.

Membership Awards and Incentives:

In addition to the Star District, Star Council and VIP awards offered by Supreme, there are a number of membership recruitment rewards and incentives provided by the State this Columbian Year. With the exception of ongoing recruitment awards such Shining Armor and membership awards presented at State Convention, the cycle for recognition this Columbian Year will follow four (4) key dates:

Award Dates:	2019-2020
Quick Start	September 30, 2019
Mid Year	December 31, 2019
Third Quarter	March 31, 2020
Year End	June 30, 2020

Following are some of the special incentives planned for this year:

- **Chapters achieving 100%** of their membership goal set by the State will receive \$1,000 for their Bishop's Purse.
- **The top three (3) District Deputies** in the State based upon net membership gain on each of the dates above will receive a \$100 award (it is possible to win more than once). In addition they will automatically be entered into a drawing for added prizes at mid-year and year end.
- **District Deputies achieving 100% or more** on their monthly Shield Report will receive a commemorative shield lapel pin to wear at Knights of Columbus events and functions.
- **District Deputies achieving an All Star District** (all active councils qualifying for the Supreme Star Council award) will be treated to a Lake Tahoe vacation hosted by State Deputy Dave Abbott and wife Debbie.

The State Deputy's Goal is 125 Star Councils during Columbian Year 2019-2020

- **The top three (3) councils** in each membership division with the highest net membership gain on each of the dates above will receive 4'X8' tablecloth with Knights of Columbus branding for use at church and council activities (it is possible to win more than once). In addition they will automatically be entered into a drawing for added prizes at mid-year and year end.

2019-2020 Membership Strategies - Fishers of Men

Those councils particularly interested in growing the Order and legacy of the venerable Fr. Michael J. McGivney might consider implementing an extended membership drive to meet their goals and objectives. Councils might consider turning one or more of their membership drives into an **Extended Membership Campaign**. Holding a 4 to 6 week, Extended Membership Campaign gives constant visibility to the Knights of Columbus. It allows your recruiters to show the men of the parish that the Knights are there to stay. Recruiting outside of each Mass for a month or more can build a rapport with those who are not yet Knights. Consider making at least one of your Church Drives into an Extended Membership Campaign. Following are some "Best Practices" to consider in extended membership drives:

Best Practices - Extended Membership Challenge	
Each Council considers an Extended Membership Drive (full month or more)	<ul style="list-style-type: none"> • Place council drive on Church Calendar • Organize council members into recruitment teams to cover all Masses • Enlist assistance from nearby councils and Chapter if needed • Involve your Field Agent
Two Statewide Membership Drive Weekends	<ul style="list-style-type: none"> • Columbus Day Membership Drive - October 12th -13th, 2019 • Founders' Day Membership Drive - March 28th & 29th, 2020
Employ District and Chapter (Area) Recruitment Teams	<ul style="list-style-type: none"> • Get the motivated and best recruiters on the team

	<ul style="list-style-type: none"> • Some Chapters may form multiple area teams • Teams also recruit for special projects like Wheelchair Sundays and special events • District Deputy may form a district team • Use these teams to rejuvenate Councils, for NCDs, and for Council Reactivations
Family Membership Recruitment	<ul style="list-style-type: none"> • Brother Knight, his wife, and his kids recruit • Brother talks to prospect • Wife talks to ladies • Kids talk to kids • Each tells how the Knights improve their lives
Membership Recruitment Visibility	<ul style="list-style-type: none"> • Set up pop-up canopy with table at church exits • Hang recruitment posters on the canopy • Use table skirts with printed Knights of Columbus Logo • Display assorted recruitment flyers in different languages – old <i>Columbia Magazines</i>, etc. • Offer prayer cards as a gift from the Knights as people enter • Recruit as people leave • Maintain prospects cards and master list of those interested
“Join Us” Poster with List of Current Knights	<ul style="list-style-type: none"> • List all members of council on a large piece of poster board with Knights of Columbus branding and display at church entrance • List Priests and Deacons first and highlight them • Leave blank lines for those who sign Form 100s
Follow Up	<ul style="list-style-type: none"> • Call contacts within 48 hours • Offer rides to the information session and or Admission (1st) Degree • Provide reminder calls the night before information sessions and Admission (1st) Degrees
Information Sessions and Admission (1st) Degrees	<ul style="list-style-type: none"> • Schedule information sessions and Admission (1st) Degree Ceremonies each week during the extended drive • Vary time and day of week (e.g., evenings, Saturday afternoon, Sunday afternoon, etc.) • Bring families to information sessions (Brothers, Knights’ Ladies, kids)

	<ul style="list-style-type: none"> • Consider combining information session with Admission (1st) Degree – 45 minute information session – 10 to 15 minute break – begin Admission (1st) Degree • Review Shining Armor Award requirements • Allow time for each candidate to introduce themselves following the degree. • Introduce fraternal benefits (Field Agent or council insurance chairman) • Announce upcoming 2nd & Knighthood (3rd) Degrees in the area
New Member Retention	<ul style="list-style-type: none"> • Assign a mentor to call the new member monthly and invite him to council meetings • Assure he attends a 2nd & Knighthood (3rd) Degree • Remind him of council activities and events • Stress importance of paying dues yearly • Give him a task related to his interests (get him involved) • Verify that new Brothers are added to council phone tree and email list (Shepherd & Apostles team)

Area Recruitment Teams

This year the State Recruitment Committee will work with Chapters to organize the best and most motivated recruiters into Area Recruitment Teams. These teams will be used to staff drives for New Council Development, Council Reactivation, and Council Rejuvenation. Consider volunteering for this vital role.

My Brothers, accepting a leadership role in membership recruitment with no doubt, will be challenging but worthwhile and ultimately rewarding.

Thank you for all that you do for the Order.

Vivat Jesus!

Fraternally,

Timothy T Fukuda, Chairman

Membership Recruitment Chairman

916-627-1191

owlscouter@aol.com

CHURCH RECRUITMENT DRIVE MATERIALS ORDER FORM

**From : Knights of Columbus
Supply Department
78 Meadow Street
New Haven, CT 06519**

Date needed by:

*Please allow 4 - 6 weeks for shipping, prior to the date
of your council's Recruitment Drive to avoid any
additional shipping charges.
Councils will be charged shipping on rush orders.*

**The following items will be in your
council's kit.**

Description	Item #
Membership Recruitment and Retention Manual	#10237
Member Benefit Flyer	#2773
Prospect Card	#921-A
Membership Document	#100
Suggested Pulpit Announcement	#10067
24 Hours Can Change Your Life	#10099
Why You Should Become a Knight	#10100
10 Keys to Membership Recruiting Success	#10233

*Please note that items may change
due to stock availability.*

Please Ship Order To: (NO P.O. BOXES PLEASE)
(PLEASE TYPE OR PRINT CLEARLY)

Name: _____

Address: _____

City: _____

State: _____ Postal Code: _____

Phone: _____

COUNCIL #: _____

SIGNATURE: _____

*For authorization of charges to the council's account.
(PLEASE TYPE OR PRINT CLEARLY)*

Shipping is free for one (1) kit.

*Councils will be charged shipping costs when
ordering more than one kit. Kit orders on a
Requisition Form #1 will also be charged for
shipping.*

**Please mail or fax orders to the
Department of Fraternal Services**

Knights of Columbus
1 Columbus Plaza
New Haven, CT 06510

Or fax to:

(203) 752-4108



Sample Pulpit Announcements

Sample Pulpit Announcement Example 1

Do you know much about Knights of Columbus? You've probably seen the local Knights of Columbus honor guards for the Bishop or with their families in church at their Corporate Communion. But where do the Knights of Columbus come from? What do they stand for? And what are they all about? The Knights stand for a world of good things. K of C programs and projects make a difference in every community and country where they're found.

THERE IS A PLACE FOR YOUR FAMILY IN OUR COUNCIL.

The Knights of Columbus began in 1882, when Father McGivney and a small group of pioneering Catholics founded a society designed to provide much needed security for widows and orphans of Catholic parishioners. The original idea grew quickly, becoming an order of Catholic men and their families, dedicated to promoting the concepts of charity, unity, fraternity and patriotism. Today there are more than 1,700,000 members in over 14,000 local councils.

Over the years, the Knights of Columbus has become a diverse organization. Its members belong to many races. They speak many languages. But, like in any large family, their common bonds provide strength and their diversity is an asset in searching for ways to make every day better and they work hard to make it happen.

What can you expect to learn about the Knights of Columbus family? Plenty, just attend our Knights of Columbus Information Seminar this _____ and we will be happy to share with you what the Knights of Columbus is all about.

Family is paramount in the Knights of Columbus. All Knights of Columbus programs allow families to work together, involving everyone to aid their Church, their community and one another. Knights help the Church. Making sure the Catholic Church remains vigorous and undiminished is one of the primary missions of the Knights of Columbus. Knights and their families don't believe in sitting idly and just watching life pass by. Knights feed the hungry and help shelter the homeless. They help senior citizens remain healthy and active. They conduct blood drives and fight to protect the right to life of all individuals.

The challenge to become involved has never been greater. The search for solutions has never been more necessary. What is missing is YOU and your family. If you are a practicing Catholic man at least 18 years of age, the Knights of Columbus may be just what you've been looking for. You can become as involved as you wish. Just remember that the Knights offer an opportunity for fellowship with people who share the same beliefs, and who recognize the same duty to God, to family.

We ask you to accept the invitation from one of our members following Mass and learn more about us and what we do.

Thank You.

Sample Pulpit Announcement Example 2

Families are the building blocks forming the foundation of society. When families thrive, so does society. However, in these times, families are doing less and less together and they are becoming fragmented. The Knights of Columbus is a family organization which helps families grow together in love while assisting the Church and the community.

Every K of C council provides a wide variety of opportunities for family involvement such as volunteer service projects, picnics, father / daughter and mother / son activities, Communion breakfasts and plenty more. All these activities and many others benefit the families involved, the parish and the community.

(Name of Council) Council is conducting a membership drive in our parish this weekend. Your neighbors, who are Knights, are here at each of the Masses today to answer your questions about the Knights of Columbus and our local council and to invite you and your wife to the K of C Information Seminar for interested Catholic families.

Thank You.

Sample Pulpit Announcement Example 3

Time is one of the most valuable commodities we have in life. The amount of leisure and free time for the average person has decreased in recent years. Many outside influences are vying for the precious time that we have.

If you believe in the importance of investing your time in friendship, the Church and helping others, the Knight of Columbus is for you. The Knights of Columbus is an organization of Catholic men and their families that derive a great sense of satisfaction from being able to develop lasting friendships with each other while helping the less fortunate.

Every day, the K of C provides its members with the opportunity to discover the importance of charity, unity, fraternity and patriotism to our country and the world.

I urge all men in this parish, whose families are not involved, to join the K of C. (Name of Council) Council is conducting a membership drive in our parish this weekend. Your neighbors, who are Knights, are here at each of the Masses today to answer your questions about the Knights of Columbus and our local council and they invite you and your wife to our K of C Information Seminar for interested Catholic families. Please accept our invitation.

Thank You.

Sample Pulpit Announcement Example 4

For those who don't know, the Knights of Columbus is an organization of Catholic men and their families – husbands, wives, children, widows, college students and religious. Our parishes K of C council offers (LIST YOUR COUNCIL'S SERVICE PROJECTS AND ACTIVITIES FOR YOUTH AND FAMILY) and many more good things. Every day, Knights and their families experience the importance of charity, unity, fraternity and patriotism. The Knights are built on family, faith and friendship.

There will be a K of C information Seminar for parishioners who are interested in learning what the Knights of Columbus is all about.

K of C council members will be present at this K of C Information Seminar to answer questions about the Order's goal, interests and activities – as well as how they benefit all members. All parish families are invited to attend this K of C Information Seminar to learn more about the Order. Your neighbors, who are Knights, are here at each of the Masses today to answer any questions you may have about the Knights of Columbus and to give you more information in this seminar.

The event will be _____

Thank You.

Sample Parish Bulletin Announcement

The Knights of Columbus of _____ Parish will be hosting a membership recruitment drive the weekend of _____ before and after all Masses.

Knights of Columbus members will be available to provide information and answer questions you may have regarding the Knights of Columbus.

We urge you, men of our parish, to take a few moments of your valuable time and use this opportunity to learn more about membership in the world's largest Catholic, family, Fraternal Organization.

Or come to our information seminar at _____ on _____ at _____ P.M.

Sample Prospective Member Invitation

Dear Prospective Member

You And Your Spouse Are Invited To

Knights of Columbus
Information Night

At _____

Tuesday, 7:30 P.M.
Your Council No. 01234
Anywhere, California

* * * * *

A KNIGHT WILL CALL TO OFFER TRANSPORTATION ASSISTANCE

Online Membership

Michael D. Brault

If you are not already aware of it, there is an area on the Supreme website (www.knights.net) where Catholic men interested in joining the Knights of Columbus can become members. Online membership is one of the easiest ways to recruit a new member into the Order.

When the prospective member completes the Online Membership Form on the Supreme web site, an email is automatically generated and sent to the State Membership Director and Online Membership Chairman in the state where the prospect resides. The email is then forwarded to the appropriate local leadership for action. It is important the prospect be contacted right away, and a determination be made on the best council for him to join. Many factors go into this determination including his city of residence or work; the parish attended and preferred language. Having determined the best Council for membership, the prospect's information is forwarded to the appropriate Grand Knight and Financial Secretary for an admission interview and, if the candidate is found to be eligible, his Admission (1st) Degree.

Always respect the Online Member's wishes when contacted. First impressions are very important. It is essential to act on the referral on a timely basis, and to do the follow-up quickly, whether it be the District Deputy, Grand Knight, Financial Secretary, Council Membership Chairman or Field Agent. For the program to be effective, it is important the final outcome (whether the prospect has joined or not) be reported back to the State leadership (email: mbrault54@gmail.com).

I have found from experience that putting a monthly advertisement in your Church bulletin pointing to the Online Member form on the Supreme web site helps those interested Catholic gentlemen to join our Order. Just put an ad like this one in your church bulletin:

"If you are interested in serving our parish and our community, helping those in need, and growing in your faith, then the Knights of Columbus is the organization for you. You can get additional information and find out how to join the Knights in your local council by going to the Supreme web site "www.knights.net"

Grand Knights, Financial Secretaries and Council Membership Chairman, if a referral comes to you, please act on it right away and set the admission process in motion – then . . . FOLLOW-UP . . . FOLLOW-UP . . . FOLLOW-UP!

Fraternally,

Michael D. Brault

Online Membership/E-Council Referrals

619-548-3190

mbrault54@gmail.com

Squire to Knight Program

Armando L. Mena

My Brothers,

We in the California jurisdiction are going to be placing an emphasis on encouraging those in the Knights of Columbus youth organization, the Columbian Squires, to consider membership in our order upon turning 18 years of age. This is an ongoing source of membership growth reinvigorate aging councils and providing leadership for the future.

Sponsoring councils should continually make known to their Squires Circles that they will be welcomed as members of the Knights of Columbus when they come of age. In particular, sponsoring councils should invite those Squires turning 18 years of age to become members of the Knights of Columbus.

This can be accomplished and encouraged in a number of ways. Sponsoring councils could send birthday cards to each Squire turning 18 with an invitation to join our order accompanied by a letter outlining the benefits of becoming a Knight. However, we all know that personal contact is the real key to membership growth. This holds true here, as well. The host councils may be better served by celebrating the birthdays of Squires turning 18 years old and making the signing of a Form-100 a significant part of that event. Only imagination limits the approaches you can use to attract these young men to our Order.

These young men have already shown an interest in serving our church and our fellow man. It is a natural progression that they continue to grow in faith and service through participation in the Knights of Columbus. My Brothers, I ask you to encourage these young men to become members of the Knights of Columbus as they move into adulthood, enhancing their spiritual and fraternal growth.

Fraternally,

Armando L. Mena

Squire to Knight Chairman

760-213-1535

americanaztec@sbcglobal.net

Shining Armor Award Program

Thomas H. Quintana

The Shining Armor Award Program is a voluntary program for the brand new member of the local council designed to have that member become involved in the activities of the council including membership recruitment.

The District Deputy should present the Shining Armor Award tracking card to the new member at the conclusion of the Admission (1st) Degree. In absence of the District Deputy, the host Grand Knight or the Supreme Council Insurance Representative should insure that the new member receives this card.

For this Columbian Year, there are 2 types of Shining Armor that will be awarded:

1. Shining Armor Member Award
2. Full Armory Award

The following are the requirements for the **Shining Armor Member Award**:

1. Recruit one member (1st year) or two members 2nd year and beyond
2. Participate in three or more Council activities (Church, Community, Council, Family & Youth)
3. Complete 1st, 2nd, and Knighthood (3rd) Degrees
4. Meet with Fraternal Benefits Coordinator (Field Agent)
5. Attend three or more Council meetings (For Supreme Shining Armor Award)

The following are the requirements for the **Full Armory Award**:

- Awarded to District Deputies (DD) who have submitted one or more Shining Armor Award, from each of his Councils, during the Columbian year
- DD must track the recruiters within his District
- DD encourages recruiters to bring in one more member

It is recommended Full Armory Awards presented at regional Chapter Meetings and/or Knighthood (3rd) Degree Exemplifications.

Note: Following are goals related to the Shining Armor Award this Columbian Year:

1. ***At least one Shining Armor Award in each council this Columbian Year***
2. ***One or more Full Armory Awards in each Chapter this Columbian Year***

In the case of new members, the Shining Armor qualifying activities need to be completed within one year from the date of the Admission (1st) Degree taken by the new member. A certificate, signed by the State Deputy and Membership Director, and a specially designed lapel pin will then be presented to the Shining Armor Award recipient, preferably at the conclusion of an Admission (1st) Degree in front of brand new members of our Order.

Looking over the required activities, you can see where the council benefits with an involved member. Brothers are more likely to stay a member after completing the Knighthood (3rd) Degree. Families will benefit if a Knight becomes an insured member. Finally, our new Brothers have the opportunity to offer the gift of membership when they recruit another man into the Order.

Appropriate recognition will be made at the State Convention in May 2020 for the council that has the most Shining Armor Award qualifiers in their Council between July 1, 2019 and April 30, 2020.

Completed Shining Armor Award tracking cards should be forwarded to your District Deputy who will forward the Shining Armor Award Program Qualification Submittal Form to the State Shining Armor Award Program Chairman for processing. Information can also be entered online using the form located at [CA Shining Armor Award Request](#).

For additional information about the Shining Armor Award program, feel free to contact me personally. Shining Armor Award tracking cards can be obtained by calling the State Office at (909) 434-0460, or via e-mail at state.office@californiaknights.org

Fraternally,

Thomas H. Quintana

Shining Armor Awards Chairman

626-230-1370

skthomasquintana@gmail.com

**KNIGHTS OF COLUMBUS
SHINING ARMOR AWARD PROGRAM
QUALIFICATION FORM**

Name: _____

Membership Number: _____

Admission (1st) Degree Date: _____

Knighthood (3rd) Degree Date: _____

New Member's Name: _____

Membership Number: _____

Date of Admission (1st) Degree: _____

If the Shining Armor Award qualifier is qualifying under the Existing Member Program (sponsoring two new members), please provide the following information for the second new member sponsored:

New Member's Name: _____

Membership Number: _____

Date of Admission (1st) Degree: _____

The following information is required in order to be eligible for appropriate recognition:

Council Number: _____

District Number: _____

District Deputy: _____

Chapter: _____

Supreme Insurance Field Agent: _____

Supreme Insurance General Agent: _____

Grand Knight's Printed Name & Signature: _____

Date Submitted/Received/Presented: ____/____/____

Submit completed form to:

Thomas H. Quintana, Shining Armor Awards Chairman

2801 W Shorb St

Alhambra, CA 91803

(626) 230-1370

skthomasquintana@gmail.com

Membership Retention

Joseph P. Hill, Chairman

Worthy Shepherd: Retention of Brother Knights

We are Catholic Gentlemen who have sworn Oaths to God, our Pope, Bishops, Priests and Religious to remain the Strong Right Arm of Holy Mother Church. We acclaim our Fealty to Her; we seek through the power of the Rosary and prayer the strength to remain true and loyal sons.

“Remember, personal contact is the key”

Every Knight, regardless of the circumstances, deserves the dignity and consideration afforded by our Order, faith, Christian charity and belief in the Holy Catholic Church. It is important that every member feel he is a NEEDED, IMPORTANT, INVOLVED and a CONTRIBUTING MEMBER of our organization. Through our united efforts to retain current members as well as recruiting new ones, we will keep our Order strong and growing.

The Foundation of our Catholic faith is rooted in the Holy Scriptures. We seek its clarity when we are uncertain. I draw your attention to Luke 15: 3 -7 (the parable of the lost sheep) and to John 10: 1-17, Matthew 9: 36, Mark 6: 34 in which Jesus explains His role as Shepherd. In John 21: 15 – 17, Jesus transfers the care of his flock to Peter the Founder and Cornerstone of the Holy Catholic and Apostolic Church. So if we Brother Knights are to also be Apostles like Peter, we must be willing to be Worthy Shepherds who *WORK* to keep our Brother Knights in the Order. We help them to know our voice by calling each Brother at least once per quarter. In this way these Brothers can continue to truly be part of the right arm of Holy Mother Church, the Knights of Columbus.

We need Worthy Shepherds to preserve our membership and seek our Brothers that have lost their way. How many Past Grand Knights wonder, “What is my future in the Council?” They may say, “I have held all the Officer Duties, I have made my contribution, I have a Legacy that I am proud of, and my work is done.” I humbly suggest their work is **not** done and will **never** be done. There is **always more** that can be done to assure the success of our Order. Past leaders are more needed than ever before. We need Worthy Shepherds (Retention Chairs) in every council and we need them to begin working immediately.

Remember, as in the Gospels of old, when the Shepherd left the flock to seek the lost sheep, He left his flock in the care of his trusted Apostles **(and he left it for us as His Disciples in Mission also)**. Let us ask our Past Grand Knights to continue their leadership by diligently fulfilling the role of Worthy Shepherd.

Use the Power of Ten:

1. Appoint a **Worthy Shepherd /“Retention Program Chairman”** and treat him with the respect of any Officer of your Council. This Worthy Shepherd can be the Deputy Grand Knight and should **not** be the Financial Secretary, Grand Knight or the Membership Program Chairman. **The important mission of retention needs to be separate and assigned to a committee of sufficient size to reasonably perform the task of contacting each member.**
2. Have the newly appointed Worthy Shepherd (Retention Program Chairman) form a Shepherd Committee with one committeeman (Apostle) for every ten members of the Council. These can be Knights who hold other offices or duties but **should not** include the Financial Secretary,

Grand Knight or Membership Chairman who have their own important duties, which must be their primary focus.

3. The Worthy Shepherd (Retention Program Chairman) and his Apostles should meet with “ALL” of the council members with a focus on those members who have not attended at least one meeting in the prior three months. They should call the member and make an appointment to stop by for coffee or a simple visit “**in person**”. If they cannot be reached by phone to make the appointment, the committeeman should consider driving to the last known address. Knock on the door and ask to be allowed in and pray the Rosary or have coffee and hear what is going on with the Brother. (Emails and letters will follow later, but this first meeting must be in person.)
4. The Worthy Shepherd (Retention Program Chairman) will deliver a simple, monthly report to the Council stating the committee’s quarterly progress. The goal is to have a personal meeting or a phone call visit with 100% of our members once each quarter. Yes, Gentlemen, we should start immediately and contact 100% of our members focusing on those that have not been at the past three meetings. Once you know the status of the Brothers that have not been in attendance, an action plan can be worked out for each and every member. Ask your Pastor to help find those whose contact information is no longer current, or request assistance your from Field Agent. There are also researchers on the State Retention committee well versed in finding people via the Internet. Please feel free to enlist their services.
5. Consider planning a special event (Pasta Night at the Parish Hall or Pancake Breakfast to welcome our Brothers back) and use the proceeds to help forgive past dues of those that truly are in financial need. Find ways to interest and retain Brother Knights in your council.

Weekly Conservation Report

This year particular attention will be paid to the **Weekly Conservation Report** published by Supreme that lists Brothers who are being proposed for suspension. A State Committeeman will contact the Chapter Presidents, District Deputies, and Grand Knights of the Councils that file a Notice of Intent to Suspend. These leaders will be asked the following questions:

1. Is there a Worthy Shepherd/Apostle Committee for the council?
2. Was every Brother proposed for suspension personally contacted by phone or in person?
3. When was the call made? By whom?
4. Did the Worthy Shepherd or Apostle use the Shepherd’s Caller Script for Conservation Reports following this section when making the call?
5. Why is the Brother being proposed for suspension?
6. Was the District Deputy and State Office properly notified when the Notice of Intent to Suspend was sent to Supreme?
7. Was the Brother offered a chance to handwrite a message of resignation so that he could retain his years of service when he files for readmission?
8. Did the Council offer dues forgiveness for previous years and only request payment for the current year?
9. Is the Council offering charity to Brothers who are suffering financial hardship?
10. Is your Financial Secretary filing a medical exemption form for those Brothers who are disabled?

Brothers, if we follow Jesus’ example as the Good Shepherd, we must do all in our power to keep our “Lost Brothers” in our Order.

Suggested Overdue Dues Policy

It is highly suggested that each Council adopt a policy of forgiving past years' dues if it was not collected. Resolve to collect only the current year and or 1 year pass for delinquent Brothers and ask them on their honor as a Catholic gentleman to not fall behind again. Remind these Brothers that they can pay quarterly to make it easier to afford. Be Brotherly – forgive!

Retention is every bit as important as recruitment and warrants the same amount of attention and energy as identifying new members and inducting them into our Order. If our Order is to grow, not only must we recruit new members but also retain the ones we have. Once a member has joined, how do we engage him, retain him, and encourage him to grow in his involvement and leadership? *Currently, for every two new members that join our Order, one existing member is suspended.* Why then, once having joined, do members become inactive and leave? This trend must be reversed, and we need to understand the circumstances that motivate men to drop out.

It Starts with the Admissions Committee

The retention effort begins when the Council Admission Committee interviews candidates and potential members. Remember a lesson from the Formation (2nd) Degree. Particular emphasis is placed not only on recruiting new members, but also in the quality of those recruited. Potential members should be active in their Parish, exhibit interest in the Knights of Columbus and a willingness to participate. In many cases, the Admission Committee interview is the first formal process that potential candidates are exposed to, and a place where lasting impressions are formed. This interview becomes the anchor point from which that candidate determines how accepted and comfortable he will feel upon becoming a Knight in your council. Make this moment about **him** and his family and becoming a part of the family of Knights. Find out his interests and tell him about your council and how he might make it better. According to the Supreme *Charter Constitution Laws*, the Grand Knight of a council is to appoint an Admission Committee consisting of 7 members. Reports of the Admission Committee on candidates and potential members be a part of every meeting.

It Continues with the Role of the Sponsor

Every completed Form 100 must show the name and signature of a Brother Knight who, as the Proposer, has accepted being the “Sponsor or Mentor” of the new prospective Knight.

Besides the Admission Committee the proposer is the single most important person involved in the “Retention” of our new Knight. The Supreme Council provides a free pamphlet #4636 describing the “Duties of a Proposer.” When a sponsor signs the Form 100, he should be given a copy of this pamphlet so he will fully know his responsibilities. In summary here are a few of the “Proposer’s” duties:

- Bring the Candidate to his Admission (1st) Degree ceremony
- Bring him to council meetings - Introduce him to his Brother Knights make him feel comfortable and at home at a council meeting - explain meeting procedures and protocols
- Bring him to council functions; get him involved in council activities. The book “These Men They Call Knights” can also be helpful. Does he like to make pancakes, or BBQ, etc.? Giving a new Knight responsibility and immediately assigning him a particular job or task goes a long way in making him feel like an important part of the council - an involved Brother is a happy Brother!
- Work with the Membership Chairman to bring the new Brother to his Formation (2nd) Degree and Knighthood (3rd) Degree. Statistics show that a Knighthood (3rd) Degree Knight is a Knight

for life the Knights that we lose are those that have not made their Formation (2nd) nor Knighthood (3rd) Degrees and have not become involved.

- In many councils, it is common to have two or three “Top Recruiters” sponsoring several candidates at a time. In this situation, the Grand Knight might consider appointing others in the council to mentor each new member in order to assure a ***one-on-one experience***.

It continues with motivation – the Shining Armor Award

The *Shining Armor Award* is an invaluable tool in helping new members become active and engaged. Described previously in this section, the *Shining Armor Award* program is administered, with minor variations, both through the California State Council and Supreme.

In addition to the programs described above, The Supreme Council publishes several documents and brochures helpful in retention efforts.

The documents, along with a number of membership retention strategies, are outlined on the Supreme website at: <https://www.kofc.org/en/members/membership/member-retention/index.html#/>

No matter how hard we try, there will be those who don’t pay their bills, move away and leave no forwarding address or, for whatever reason, decide the Knights of Columbus is not for them. By far this makes up the largest group that is submitted for suspension. It is this group where we must focus our attention. How do we assure that members, both old and new, remain interested, active and engaged? The next step is the responsibility of the “Retention Committee.”

Retention Committee (Worthy Shepherds & Apostles)

The Council Financial Secretary should not be a retention committee of one. It is important that a senior member or officer of the council contact every member in arrears personally in order to investigate their situation. The Grand Knight should appoint one “distinguished” member of the Council for every ten men in the Council to serve as the Worthy Shepherd and the Apostles. This Retention Committee should include the Deputy Grand Knight and council trustees or other PGKs of the Council. The committee charge is two-fold:

- 1) Contact members quarterly to build Fraternity and then contact those who are inactive or in arrears prior to suspending them.
- 2) Having discovered reasons why members are becoming inactive or letting their membership lapse, devise and suggest new programs to remedy the situation.

There are several tools at a Council’s disposal that are helpful in easing the burden for those with extenuating circumstances, or who are having a hard time paying Council dues.

- Knights with a medical disability may be eligible for a *Disability Waiver* from Supreme, suspending all State and Supreme per capita assessments. The council can apply for the waiver using Supreme Form #1831, available on the Supreme web site at https://www.kofc.org/un/en/forms/council/dues_relief_1831_p.pdf

The form must be certified by both the Grand Knight and Financial Secretary and include a doctor’s note or some other proof of the medical disability. The disability waiver must be renewed prior to December 31st each year thereafter and can be kept in effect indefinitely for as long as the disability exists.

- Elderly or senior members living on a fixed retirement income may be eligible for *Honorary* or

Honorary Life Membership, depending upon their age and years of continuous service. Those 65 years or older with 25 or more consecutive years of service in the Knights of Columbus are eligible for *Honorary Membership*, relieving State and Supreme assessments and reducing their council dues to a minimal rate (usually \$10.00 per year). Those 70 years or older with 25 years of consecutive service are relieved of all state and supreme assessments and exempt from payment of all council dues. Supreme automatically issues *Honorary* and *Honorary Life* membership cards, but it is important that the Financial Secretary review the entire roster to assure that those eligible have been so recognized with council billing notices adjusted accordingly.

- In matters of extreme financial hardship and/or extraordinary circumstances, the council, at its discretion, may waive the dues for a particular member found to be in distress or difficulty or another Brother may volunteer to pay for him.

Regardless of the method or situation, it is important the Retention Committee investigate and report the circumstances of every member in arrears and recommend a suitable course of action or solution for each one.

Dues Billing

The procedures for collecting member dues and the conditions for suspension are clearly set forth in both the newly revised *Financial Secretary Handbook* (Publication #1410) and the *Charter Constitution Laws* of our Order. It is vital that these procedures be followed to assure that every member is treated equally. It is not our intent to repeat these procedures here.

Obviously, this is a long and rigorous process, allowing many opportunities for personal contact, accommodation and problem resolution. As a church, family and fraternal organization, we owe it to our members to exert every effort in the retention process, especially during times of hardship or financial difficulty. We are an Order based on Charity; let us NEVER drop a Brother in need of charity!

There are a few programs that have been successful in other Councils that should be considered:

- Assign a one-on-one Brother to invite and take the Knight in arrears to a Council meeting or event.
- Set up a Council dinner, inviting all Knights to attend with their wives and children.

Remember, personal contact is the key. Every Knight, regardless of the circumstance, deserves the dignity and consideration afforded by our Order, faith, Christian charity and belief in the Holy Catholic Church. It is important that every member feel needed, important, involved and a contributing member of our organization. Through our united efforts to retain current members as well as recruiting new ones, we will keep our Order strong and growing.

Vivat Jesus!

Fraternally,

Joseph P. Hill PGK, PFN, FDD, PCP
Retention Chairman
559-355-1897
sirknightjhill@gmail.com

Worthy Shepherds & Apostles

Challenges / Solutions

Caller Script for Member Retention

Contact the Brother in person or by phone. Use this list as a script for calls and contacts.

1. Get to know him. Find out what is happening in his life. Be a friend.
 - a. Open with, "I'm _____, a Brother Knight and I'm helping Council (Name and Number) to reconnect with some of our Brothers. What's been happening in your life lately?"
 - b. Listen to his responses and comment when appropriate.
2. Thank him for being a Brother Knight. Remind him that Knights help their Brothers. Ask if there is any way the Council could help him or his family.
3. Any prayer requests?
4. Say, "Feel free to join the Council in _____ or _____ which are coming up on _____."
5. Say, "You joined the Knights for a reason. What was that reason?" If needed ask, "Is there anything the Council can do to rekindle that flame?"
6. Ask if any information should be updated: preferred phone #, address, email, etc.
7. Say, "The Council hasn't seen you very much for a while. Is there anything we can do to help you?"
 - a. Listen, comment, and if needed, let him know that you will pass the information on to the Council for their consideration.
8. Ask him if the activities and services provided by the Knights are valuable to him or his family.
9. Say, "Don't you want to continue to be part of those good works? Is there anything that the Council can do to keep you in the Knights?"
10. Tell him, "I see that the Financial Secretary has you on the list of Brothers who have not yet sent in their dues. Is there any way we can help? Did you ever get the notice or did you put it aside?"
11. Offer to pray with or pray for him and his family. Ask him to join you in a prayer to close.

As you get into the Challenges, listen to what your Brother has to say. Try to offer a positive solution and then ask, "**Doesn't that sound OK?**" Or, "**Isn't that right?**" Or, "**Don't you agree?**"

Challenge – I lost my job. I can't afford the dues.

Solution –

- We are an Order that was founded on the principle of Charity. Ask the Council for dues forgiveness for anyone who has financial hardships.
- Apply to Columbian Charities (365 Club) for those with major financial problems.
- Ask the Brother to volunteer time and service in place of dues.

Challenge – I can't come to the meetings.

Solution –

- That's OK, you can still help by volunteering for some of our projects or even just by attending some of our activities.
- Pick the activities and service projects that meet needs and interests of you and your family. By participating, you and your family will feel the strength of the Brotherhood.
- Give me your best phone # and email so we can let you know what our Council is doing.

Challenge – I don't have time to be in the Knights.

Solution –

- Did you know that our Council has done ----- for the church and ----- for the community? By continuing on as a Knight, you are supporting the work of those who have the time to serve.
- You aren't required to attend meetings so come if you can but don't worry if you can't.
- You can still be an active knight just by participating in one or two of the activities that fit your family's needs.
- Remember to keep paying your dues and , if possible, make a donation, so the Council can continue to do its charitable works.

Challenge – I'm angry at what the Council (or one of the Knights) has done.

Solution –

- What incident caused the anger?
- Please remember that we are only human and will make mistakes. Can't you follow Christ by offering forgiveness?
- Let's talk this out, face-to-face, so this Challenge won't affect other Brothers and so that you can reconcile with the Brother or the Council.

Challenge – I've moved out of the area.

Solution –

- Would you like some help to find the Council closest to you so you can join them in their efforts?
- Would you like to keep paying your dues to maintain your membership in our Council?
- We can put you on a list to receive annual updates regarding the activities, services, and accomplishments of our Council.

Other arguments to stay in the Knights:

1. All Knights in good standing have an automatic, accidental death benefit.
2. Knights will continue to receive the Columbia magazine.
3. Knights and children of Knights may apply for State and Supreme K of C college scholarships.
4. Knights help each other and their families to stay strongly connected to the Catholic faith.
5. When there is a death in the family, a Brother Knight who is a Field Agent will assist your family with the funeral arrangements whether you are insured or not. You can't get that free help any other way.
6. You will lose your years of service toward Honorary and Honorary Life if you are suspended.

For those in the Military, Police, Fire Fighters, or other peacekeepers:

1. The Matthew / Swift Scholarship program will provide funds to send your kids to four years at any Catholic University if you are killed or permanently disabled while serving in harm's way if the serviceman had any Knights of Columbus insurance or annuity.
2. This is offered to those who have ANY insurance with the Knights, even just a small annuity.

For those who are Insured Members:

1. Your insurance dividends will be reduced to pay the Supreme Per Capita if you leave.
2. You will lose the automatic accidental death benefit if you leave or are dropped.

For those who you just cannot convince:

1. Ask if a Chapter Officer or a State Committeeman can call to follow up this conversation.

2. Let the Brother know that if he would handwritten and sign a brief note of resignation from the Order, his years or service in the Knights would be maintained when he chooses to re-apply for membership.

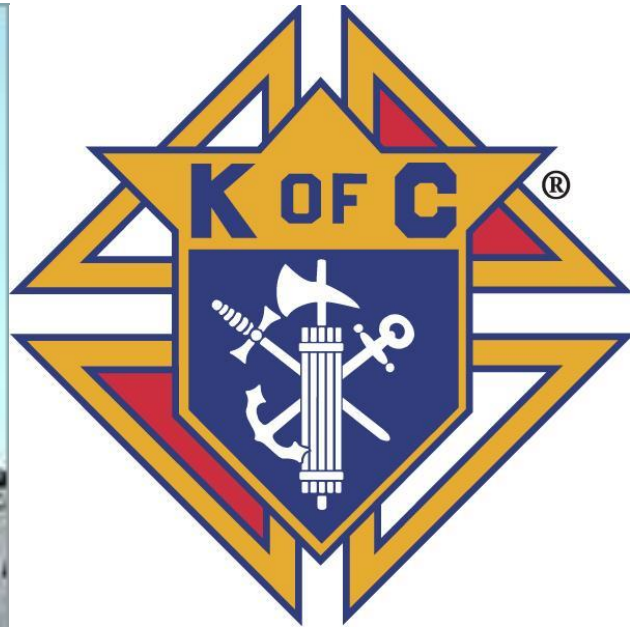
Be sure to keep notes regarding the call.

1. Date.
2. Name of caller.
3. Details regarding the Brother's situation.
4. The Brother's main reason for not paying dues or participating with the Council.
5. If the challenge was not solved, was this contact referred to a Chapter Officer or State Retention Committeeman for follow up?

Please send any additional suggestions especially Challenges / Solutions that you may encounter when contacting Brothers to Membership@californiaknights.org so that we can modify this Caller Script.



We Miss You Brother!



We Miss You Brother!

We Miss You Postcard Instruction:

- Customize your Council's postcard with a photo of your church or hall.
- The Worthy Shepherd or Apostles can send a postcard to a Brother with no phone # listed who lives out of the area. For Brothers with a phone # - Call! For Brothers in the area – Knock on Doors!
- Message on the back should be handwritten legibly (cursive or printing)!
- Address phone and email can be pre printed above.
- You can print your own postcards on cardstock paper.
- You can also order postcards from Vista Print at
<http://www.vistaprint.com/postcards.aspx?GP=5%2f20%2f2014+2%3a05%3a27+PM&GPS=3189312875&GNF=1#>

Sample Message:

Brother (Your Name Here)
Your Council Name and Number
Your Address
Your City and Zip
Your phone number / Your Email Address

Brother Joe,
We miss you! I am writing on behalf of (Name of Council) # _____. It's been (years, a long time, months, etc.) since we have heard from you. We'd like to know how you are doing and what is happening in your life. Please send us an update so we can share it with your Brothers and friends. You may write back to me, call me, or email me using my contact information above. Be sure to include your current phone numbers and email address so we can more easily keep in touch in the future.
Your Brothers and I are praying for you!
(Vivat Jesus, Yours in Christ, Sincerely),
Signature
Print Name

- You can also order postcards from Vista Print at
<http://www.vistaprint.com/postcards.aspx?GP=5%2f20%2f2014+2%3a05%3a27+PM&GPS=3189312875&GNF=1#>

Sample Message:

Brother (Your Name Here)
Your Council Name and Number
Your Address
Your City and Zip
Your phone number / Your Email Address

Brother Joe,
We miss you! I am writing on behalf of (Name of Council) # _____. It's been (years, a long time, months, etc.) since we have heard from you. We'd like to know how you are doing and what is happening in your life. Please send us an update so we can share it with your Brothers and friends. You may write back to me, call me, or email me using my contact information above. Be sure to include your current phone numbers and email address so we can more easily keep in touch in the future.
Your Brothers and I are praying for you!
(Vivat Jesus, Yours in Christ, Sincerely),
Signature
Print Name

New Council Development

Ken Rose, Chairman

My Brothers,

New Council Development follows in the footsteps of Father Michael J. McGivney, when he wrote a letter to every Pastor in the Diocese of Hartford, which at that time encompassed all of Connecticut, asking them to “exert your influence in the formation of a council in your parish.” The request thus demonstrated a vision of new councils as the best viable means of growth and expansion for the Order. Today, we are still pursuing our Founder’s goal of one council in every parish, echoed by Supreme Knight Carl Anderson with the statement “We must have a Knights of Columbus presence in every parish.”

In addition to creating an Order where Catholic men grow their faith and help Brothers in times of need, establishing a council will be an opportunity for the parish to prosper in five key areas of service: faith, community, family, youth and fellowship. Given a perfect union and partnership, every parish will have a council they can call their own, and every council will reside in a parish they can call home.

Many parishes are sharing a council with other parishes, or have no Knights of Columbus presence at all. We are motivated this year to identify Pastors whom we know would be best served by having a Knights of Columbus council dedicated to helping him and the parish community to flourish. The church is best served when the council exists within the context of a single parish, serving that parish community to the best of its ability.

The Challenge: “One Parish – One Pastor – One Council”

Strategies for Establishing a New Council

1. District Deputies should identify un-served or underserved churches, missions and communities worship to select NCD targets:
 - a. Parishes with little or no Knights of Columbus presence
 - b. Mission Churches
 - c. Round Tables
 - d. Unassisted communities of worship within or adjacent to their districts
2. Work with Field Agents to define targets
 - a. Target Parishes
 - b. Target Dates
3. Meet with Pastors - discover how Knights can serve specific parish needs. Use the checklist that follows this section.
4. Set the Dates with the Pastor for
 - a. Membership drives
 - b. Pulpit announcements
 - c. Information nights
 - d. Admission (1st) Degree dates (and 2nd & 3rd)
 - d. CHARTER DATE!
 - e. Installation date

Following these steps, each Parish can have its own Council in 8 Weeks! Supreme has *temporarily* lowered minimum member threshold to only 20 to Charter.

To better incorporate the various Catholic populations, Supreme Council also encourages formation of councils to include colleges and universities, military bases, cultural communities of worship and Eastern Rite churches. Designed to assist in the development of new councils, college councils, Spanish-speaking councils and the reinstitution of dissolved councils, the following information gives a basic knowledge and understanding of procedures used in the development of new councils.

Information and Instructions on how to form a new council can be found on the Supreme web site at <http://www.kofc.org/un/en/membership/ncd/guideline.html>.

You may download and print “New Council Development Guidelines.”

<http://www.kofc.org/un/en/resources/service/council/GeneralCouncilGuidelines.pdf>

Additional Tips in Establishing a New Council

Additional Tips – Establishing a New Council	
Contact	Contact your Chapter President, New Council Development Chair, your DD, your Field Agent, and CA State NCD Chairman Ken Rose at 209-535-6871 or kofc.ken.rose@gmail.com , when a location for a potential new council is identified.
Meeting with the Pastor – Action Plan	The District Deputy and Field Agent are to hold a follow up meeting with the Pastor who requests a new council. Their action plan needs to include: <ul style="list-style-type: none"> • Publicity – announcements, flyers, and posters encouraging Catholic men to inquire about joining the Knights of Columbus • Frequent membership recruitment drives until the council is formed • Don’t be afraid to ask neighboring councils for assistance • Request 4th Degree Sir Knights to be present at table in full Regalia • Schedule around or partner with “existing” parish events, to become more involved with and a part of the parish
Information Nights and Admission (1st) Degrees	<ul style="list-style-type: none"> • Hold frequent information nights until the council is formed • Print a schedule of Admission (1st) Degree Exemplifications to be held locally during the membership recruitment period • Ask established Admission (1st) Degree Teams to bring their team to the NCD site for

	exemplifications
Parish Progress Reports	<ul style="list-style-type: none"> • Create a visual to show progress towards Council formation and update it weekly • Consider using a vertical thermometer graph that shows the names of the Knights who have joined thus far • Make the goal 20 new members but include space for more
Form 133	<ul style="list-style-type: none"> • Once your Action Plan has been formed send online Form #133 “Intent to Establish a New Council” which can be downloaded from https://www.kofc.org/un/en/officers/forms/state.html (a copy is provided at the end of this section)
Frequent Updates	Provide weekly or monthly updates to your: <ul style="list-style-type: none"> • State Membership and New Council Development Chairman • Chapter New Council Development Chair • Chapter • Local councils
Assistance	<ul style="list-style-type: none"> • Remember: once started, keep up the momentum. Continue to ask for help from your Chapter and local Councils. Let them know your progress.
Form 100s	<ul style="list-style-type: none"> • NCD Form 100's should be sent to stephen.hinkley@kofc.org and clearly marked with the name of the parish and NCD project.

Communication

This is one of the keys to success in any endeavor, especially in New Council Development. We ask each Chapter to assign one or more energetic and responsible Knights to work together on new councils. **District Deputies** and **Field Agents** make an effective team to contact the Pastors of all unassisted Parishes to determine how the Knights may best serve the parish.

If the formation of a new council is delayed or untimely, consider forming a **Round Table** to create a Knights presence in the parish or community of worship. In time Round Tables often become a new council. If you have questions, feel free to communicate with the State and Chapter **New Council Development and Round Table Chairmen** to decide which course of action is appropriate.

In as much as the development of a new council is primarily the responsibility of the District Deputy, they may certainly be assisted by State and Chapter representatives and New Council Development Committeemen. The Insurance Agency for the area is also a key source of assistance. Furthermore, any responsible and knowledgeable Brother Knight in good standing both in the Order and his parish could pave the way to the formation of a new council. An informed conversation with diocesan planners and parish leadership could point the way to a growing church or community of worship that so far has not

yet had the benefit of a Knights of Columbus council.

We want to hear from District Deputies throughout the state that has one or more parishes with the potential of becoming the newest Council in their District this year.

Please feel free to call or email me or any of the State Membership Team for advice and assistance in the development of a new council. Thank you for your participation and leadership in the New Council Development program.

Fraternally,

Ken Rose

New Council Development Chairman

209-535-6871

koqc.ken.rose@gmail.com

Discussion Points When Meeting With Pastors

- Stand strongly in support of Pastors, Bishops and religious in fostering Catholic family values
- Support Vocations
- Assist or initiate parish social, charitable, spiritual and community events
- Organize family game nights, movie/video nights
- Set up/conduct parish or youth talent contests
- Organize/assist parish family/youth camp outs
- Sponsor Columbian Squires young boys group, Scouts
- Volunteers for parish ministries such as music, hospitality, Lectors, Commentators, Ushers, Eucharistic Ministers, etc.
- Set up and take down tables and chairs for various parish functions including, dinners, bazaars, festivals, fiestas, parish ministry fairs, etc.
- Organize or help with church clean up or renovation projects
- Volunteers and leadership for Pastoral projects
- Help with and lead parish fundraisers and capital campaigns
- Volunteer and support parish Religious Education programs
- Organize and stimulate faith formation through guest speakers, retreats, prayer and bible study groups
- Provide manpower for frequent parish breakfasts, dinners and social events
- Assist with parking at heavily attended Masses during Christmas, Holy Week and Easter
- Willing volunteers for Parish Council and Parish Finance Committee positions
- Minister to the sick and elderly
- Organize and run Parish Blood Drives
- Conduct American Wheelchair Mission Sundays
- Organize support for local Pregnancy Resource Centers
- Support and participate in Walks for Life, Pro-Life events and fundraising
- Support for local Veterans' Centers and Veterans' Hospitals
- Publicize parish events in local media; newspapers, radio, TV
- Organize and raise funds for those with special needs (Intellectual Disabilities)
- Help with Special Olympics.
- Assist with Parish web site and social media
- 4th Degree Honor Guard for visits from the Bishop and special parish events
- 4th Degree Honor Guard at Rosaries and funerals for deceased Knights and family members
- Knights' family participation in local parades
- Assistance to other parish groups and ministries
- Support for parish school
- Food for Families/Coats for Kids Programs
- Support for local food lockers and homeless shelters

Sample Announcements When Forming a New Council

Church Bulletin Insert – (Dates).

THE KNIGHTS ARE COMING! (Mark your calendars)

One of Father _____ vision is to have a (Knights of Columbus) Council at _____ parish. This involves bringing together a core group of parishioners (Catholic men 18 years & older) to assist him with the various ministries and parish projects. If you are already involved with an existing ministry or project, you are asked to act as liaisons to the newly formed (K of C) council. Please mark your calendars on Insert Dates, as (K of C) members will be signing up new prospective Knights, after each Mass. Also mark your calendar for the afternoon of Sunday, Insert Date, as candidates (prospective members) will be invited to attend a special (K of C) ceremony with Father _____ – as you become Brother Knights. For more information call (Insert name & contact numbers).

Church Bulletin & Mass Announcement – (Dates)

ALL CATHOLIC GENTLEMEN WANTED (Mark your calendars)

As a reminder, next weekend (Insert dates - after each Mass), members of the Knights of Columbus will be inviting all Catholic gentlemen (18 yrs & older - from our parish community) to form a new Council here at (name of parish), to help Fr. _____ & our parish. Please mark your calendars and plan on giving them a few minutes of your time, as it's for the good of our Church and in support of priests! For those interested, an exclusive invitation will be extended to attend a special (K of C) ceremony, to become "Charter" Knights, – this special day is on (Insert Date) (after each Mass) – Call (For more details contact: Insert name & contact numbers)...We look forward to meeting all of you next week!

District Deputy #__

Letterhead

DATE

Parishioner's Name

Address

City, State, Zip

RE: CHARTER MEMBERSHIP INVITE

Dear (**First Name**),

Father _____ has recommended you for membership in the Knights of Columbus, at Our parish _____, as part of a New Council Development (NCD), at your parish. Please be informed that with the formation of each new council, our national headquarters (Supreme Council) issues an "official" council certificate - called a "Charter". Every Knight that joins, as part of the NCD, is listed on that certification as "Charter Members" and will become part of the new council's historical record. All others that join, thereafter, are still considered Brother Knights, but won't hold this prestigious distinction nor will they be part of this historical documentation for your parish.

Although there will be other opportunities to join our Order, as our door is always open to good Catholic men (18 years and older), the last chance to be included, as a "Charter Member", is now upon you. The

event below will bear the same date as will the aforementioned "Official" Charter for your newly formed (K of C) Council:

Knights of Columbus Admission (1st) Degree

Name of Parish

Address

Sunday, (***Insert Date***)

1:00 p.m. Check-in / 2:00 p.m. Ceremony

We realize that your available time maybe an element of concern, I've included a matrix (spreadsheet of sample activities or interest) that should assist your volunteerism, which can be credited as your Knight's involvement with the Church and/or civic activities.



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

NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL

FORM 133

11/03

TO

Supreme Secretary

FROM

State Deputy: _____

Jurisdiction: _____

District Deputy _____ of District No. _____

NAME

has been directed to explore the possibility of developing a new council in _____

CITY OR TOWN

The membership for this new council will be drawn from the following parish(es) in the area:

This location is in the area covered by General Agent _____

who ☐ has been advised ☐ has not been advised of this Notice of Intent to establish this new council.

Anticipated Institution Date: _____

Please send Canvasser's Kit to:

District Deputy: _____

Street Address: _____

City: _____ State or Province: _____ Zip: _____

Signed: _____

STATE DEPUTY

DATE

Round Tables

Michael D. Brault

As is well known by every Knight, Venerable Father Michael J. McGivney formed the first council of the Knights of Columbus in New Haven, Connecticut. There is an unwritten story that shortly after starting the first Council of the Knights of Columbus he was transferred to another parish where he started another council. Every time that he was transferred he started another council.

Father McGivney wanted to make sure that the Knights had representation in every parish. This is now our task to bring Father McGivney's dream to reality. As a state, we are blessed with an abundance of parishes and mission churches, many of which have no representation from our Order. Father McGivney wanted his Knights to help Catholic men remain steadfast in their faith through the practice of charity, unity, fraternity and mutual encouragement. In order to accomplish this, it is important we have a presence in every parish and community of worship.

How can this be done? One way is to form **Round Tables** in nearby parishes, or ethnic communities of worship in your own parish that do not have Knights of Columbus representation. Sponsored by an existing council, *Round Tables* serve to “reach out” out to other churches, ministries and ethnicities in the Catholic community increasing membership and participation. In parishes where multiple ethnic communities are present and Masses are conducted in more than one language, *Round Tables* also serve as a unifying influence. In time, given a significant growth in membership, *Round Tables* can become councils in their own right.

The first step in forming a Round Table is to meet with the Pastor. When meeting with the Pastor, it should be explained the Knights are there to help him and his parish. Review what the Knights have to offer in the way of services, fraternal benefits and volunteerism, and discuss the needs at his parish. Get the Pastor’s recommendations for leadership, and who should be approached to join. Following are steps suggested by the Supreme Council:

- The Grand Knight presents the parish priest with a Knights of Columbus overview brochure (Form# **4519**), a parish *Round Table* program brochure (Form# **2632**) and a list of Knights who are parishioners.
- If the Pastor is not receptive to a parish *Round Table*, his decision is accepted and he’s told that the offer remains open if circumstances change.
- If the Pastor is receptive, the Grand Knight of the sponsoring council appoints a *Round Table* coordinator.
- The Grand Knight completes the Report of the Parish Round Table Coordinator (Form #2629) and mails it to Supreme with copies to the State Office and District Deputy.

A copy of Form #2629 follows this section, or it can be found online at:

http://www.kofc.org/un/en/forms/council/roundtable_coordinators2629_p.pdf

The completed form should be mailed to:

Supreme Council
Department of Council Growth
1 Columbus Plaza
New Haven, CT 06510

The address for the State Office is:

California State Council
Knights of Columbus
P.O. Box 2649
West Covina, CA 91793

Please note: More than one *Round Table* can be created on Form #2629. Councils with *Round Tables* must file Form #2629 every year. If you fail to re-file Form #2629, another council may claim the *Round Table*.

As a leader in your local area you are perhaps most knowledgeable about where *Round Tables* might be formed. Nearby parishes without councils of their own, mission churches, Newman Centers, colleges, universities and ethnic communities within your own parish are all candidates for *Round Tables*, and serve to significantly increase the number of men, families and ministries served by our Order. It takes only a single member to serve as a Round Table Coordinator and provide opportunity for others to join.

If Venerable Father Michael J. McGivney's dream is to become a reality, we must reach out to others who are un-served or underserved. Thank you for doing your part to make sure that every parish has a Knights of Columbus presence in one way or another. Let us make sure that every Pastor and every Catholic man knows that we are there to help him and strengthen his faith.

You may wish to order or download and print Form # 2632, Parish Round Table Guidelines. It can be found on the Supreme web site at
https://www.kofc.org/un/en/resources/service/church/parish_support.pdf.

If you need materials or assistance, please feel free to contact either of us directly.

Fraternally,

Michael D. Brault

Round Table Chairman

619-548-3190

mbrault54@gmail.com



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

REPORT OF ROUND TABLE COORDINATOR

20 - 20

During Supreme Knight Carl Anderson's first address to the state deputies, he stated that "we have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order." He also stated, "We must have a Knights of Columbus presence in every parish." Therefore, councils serving more than one parish are urged to implement the Parish Round Table program in each of the parishes. They serve there by establishing a Knights of Columbus presence.

Under the Parish Round Table concept, council members belonging to each parish will become members of the Parish Round Table developed to assist the pastor with any project that he may assign to the group. The pastor will be asked to recommend a member from the group and the grand knight will appoint that member as the coordinator. **However, the coordinator must be a member from the council that sponsors the Round Table.** Round Tables should also be offered to small parishes and missions within your area that cannot sustain their own council. These parishes need a Knights of Columbus presence and can also offer your council additional growth potential.

Please print or type names and membership numbers for those chairman appointed for the Parish Round Tables of the council. Failure to include membership numbers will only delay the processing. The Report of Round Table Coordinator (Form #2629) should be submitted to the Supreme Council as soon as the Round Table is formed. If there are address changes, additions or deletions of coordinators at any time during the year please notify the Supreme Council Department of Membership Growth and Ceremonials. State Councils will continue to be urged to form new councils in those parishes large enough (over 150 families or 600 parishioners) to support a council.

Additional information on the Parish Round Table program may be obtained by contacting the Supreme Council Department of Membership Growth and Ceremonials. Form 2629 must be filed each year even if the Coordinator is the same member.

Is your Council a Parish Council? ☐ Yes ☐ No Base/Main Parish: _____

Council: _____ City: _____

Jurisdiction: _____ Language: E ☐ F ☐ S ☐ Other _____

Diocese: _____ Specify Language if Other: _____

(1) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE	ZIP
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____		NUMBER OF FAMILIES AT PARISH: _____		
(2) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE	ZIP
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____		NUMBER OF FAMILIES AT PARISH: _____		
(3) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE	ZIP
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____		NUMBER OF FAMILIES AT PARISH: _____		

2629 11/11

Council Retention

Joseph C. Salaiz, IPSD

Retaining a council starts at its inception. A well-formed council, with guidance from the State Council and the District Deputy, goes a long way to keeping a council active and vibrant. When a council lacks guidance, it will most likely encounter problems. There are multiple aspects of maintaining an active council:

1. Conduct an orientation of the Officers' Duties (Use the video, "Those Who Serve.")
 - a. This video is available on the Supreme web site at <http://www.kofc.org/un/en/videos/#> under the tab "Instructional", then scroll to the last video.
2. Train key officers on how to conduct their job. These officers are:
 - a. Grand Knight (Grand Knight training video available using the same link and instructions above.)
 - i. How to run an effective meeting.
 - b. Financial Secretary (Financial Secretary training video available using the same link and instructions above.)
 - i. The duties and responsibilities of the Financial Secretary, including and not limited to the use of the Member Management application on their login page on the Supreme Web site.
 - ii. The correct 1845 procedures.
 - iii. All the forms that are the responsibility of the Financial Secretary.
 - iv. Filing Annual Federal Tax using IRS Form 990 and CA State Income Tax Form 199.
 - v. Supreme Per-Capita Payment due on August 10th and April 10th of the Columbian year
 - c. Treasurer
 - i. How to open and maintain an account.
 - ii. How to keep accurate records.
 - d. Recorder
 - i. How to take notes during the meeting.
 - ii. How to use the Recorder Minute Book.
 - e. Trustees
 - i. Teach them to help oversee the well being of the council and how to conduct an audit and retention of members.
 - ii. Duties of a Trustee as noted in the REFERENCE Section of the Grand Knights Handbook (Form 915).
 - f. Membership Director
 - i. How to work closely with the Financial Secretary on membership issues.
 - ii. How to Schedule Admissions Degrees regarding new members for the council.
 - iii. How to appoint, with the help of the Grand Knight, the following:
 1. Admission Committee
 2. Retention Committee
 3. Recruiting Committee
 - g. Program Director ("Faith in Action" training video available using the link <https://youtu.be/KfGKU3zPzI8>)

- i. How to identify members that will want to conduct council programs.
- ii. How to help the Grand Knight prepare a planning meeting for the fraternal year.
- iii. How to make sure that there are enough programs to attract potential new members to join the council.
- iv. Teach him to work closely with the Membership Director and admission committee to identify the programming interest of new members.

3. Admission Committee

- a. Use some of the five Membership videos at <http://www.kofc.org/un/en/videos/#> under the tab "Membership."
- b. Instruct how to effectively screen potential members, include Parish Pastor or Council Chaplain.
- c. Instruct how to make sure that a member interest survey or anything similar is filled out and signed by the member as a commitment to his participation.
- d. Carefully match the potential member with an officer, a director, or the proposer to help him continue along the way to his full knighthood.

When a council begins showing signs of trouble, the District Deputy is the first line of defense to keep the council from becoming suspended.

- 1) The District Deputy needs to make sure that he is in constant communication with the Grand Knight.
- 2) During each quarter he must attend at least one council meeting or more.
- 3) Observe the behavior and demeanor of the officers.
- 4) The District Deputy should plan on attending the June Orientation meeting and State Mid-year meeting to keep abreast of all the new programs that the State Council and Supreme are promoting.
- 5) Should conduct at least two district meetings a year. In addition, he should not be afraid to solicit help from the State Officers and Committeemen.

Signs of Trouble

The following is a partial list of the signs that a council is experiencing difficulty:

- 1) No one is willing to take office.
- 2) They are getting behind on paying their per capita for State and Supreme.
- 3) No quorum for their meetings.
- 4) Few programs are being conducted.
- 5) No new members.
- 6) Indifference amongst members.
- 7) Not supporting the parish or the Pastor.
- 8) Not completing some or all of these required forms #185, #365, #1295 & #1728.

When one or more of these signs appear, the District Deputy, the Chapter, Council Retention Chairman, and the State Council need to start taking measures to help the council. Always, try to involve the Pastor in resolving issues in the council. As soon as you identify a Council in trouble, contact me and I will do all I can to assist you in saving any council. There will be incentives to both the District Deputy and Chapter, and Council Retention Chairman that saves a council in trouble.

Remember, by recognizing the warning signs of a council in trouble and acting upon them, the efforts to retain a council will keep our Order strong and growing into the future.

Fraternally,

Joseph C. Salaiz, IPSD

Council Retention/Reactivation Chairman

909-434-0460

ipsd@californiaknights.org

Council Reactivation

Joseph C. Salaiz, IPSD

When a council has become inactive there are many reasons this has happened. We cannot always understand the reasons why, but we can restart and reactivate the council with the proper positive attitude and the willingness of members and former members to participate.

Most important is a meeting with the Pastor. Explain to him what the Council can do for him and his parish and listen to his concerns. Do not attempt to answer a question of which you are not 100% sure. Share with him some of the positive aspects:

1. A Knights of Columbus Council will help enrich the men of the parish spiritually.
2. It provides opportunity for families to be protected by fraternal benefits.
3. A council will allow the men to be active in their community and parish.
4. Being part of a council could help men be better fathers, husbands and parishioners.

Following are the suggested steps in reactivating a suspended council:

How to Reactivate a Council or Move a Suspended Council Number to a New Council Under Development	
Meet with Pastor	<ul style="list-style-type: none">• Make appointment with Pastor of church;• Meet with the Pastor to obtain approval & discuss plans;• Record comments, address concerns, obtain schedule for church; conduct membership drives & informational meetings and schedule admission degrees.
Order a New Council Development Kit	<ul style="list-style-type: none">• Order New Council Development Kit for this Reactivation or NCD effort;• Allow two - three weeks for delivery.

Fill out Notice to Reactivate a Council	<ul style="list-style-type: none"> ● Manually complete Form 133 - <i>Notice of Intent to Form Council</i>; ● Include in BOLD RED LETTERS across top of form that either "Reactivation of a Council" or "Moving a Council Number"; ● Forward this to the State Deputy for his approval and signature.
Conduct Membership Drives	<ul style="list-style-type: none"> ● Inform other DD's, Chapter, Field Agent and membership support team; ● Recruit minimum 10 new members; ● Schedule information meetings and Admission Degrees.
Conduct Information Meeting and Admission Degrees	<ul style="list-style-type: none"> ● Conduct information meeting with prospects & plan to explain workings of the council; ● Invite Chapter, Field Agent & membership support staff; ● Have Admission Degree Team ready to administer exemplification; ● Review roster from old council - invite members from the roster to this meeting.
Complete Form 185 – Election of Officers	<ul style="list-style-type: none"> ● Hold election of Officers; ● Complete Form 185 - All officers must be elected!
Appoint a Financial Secretary	<ul style="list-style-type: none"> ● Appoint a Financial Secretary; ● Complete FS application (Form 101) and FS nomination (Form 103); ● <i>NOTE: District Deputy or State Deputy appointed member acts as FS for this reactivation until FS is appointed by Supreme.</i>

Complete Form 365 – Service Program Chairman	<ul style="list-style-type: none"> ● Help the newly elected Grand Knight appoint program committee chairmen and complete Form 365 ● Minimum of following 4 must be appointed - Program Director, Membership Chairman, Recruitment Chairman, & Retention Chairman (usually the DGK); ● Helps to have a Chaplain and Insurance Promotion Chairman (usually the Field Agent) listed.
Forgive Old Council Indebtedness	<ul style="list-style-type: none"> ● District Deputy to write letter to State Deputy requesting forgiveness of state indebtedness for this council; ● State Deputy asks Supreme Secretary for forgiveness of Supreme indebtedness.
SEND DOCUMENTS TO SUPREME	<ul style="list-style-type: none"> ● Mail all forms (133, 185, 365, 101 & 103, State Deputy debt forgiveness letter) including all Form 100's; ● Keep Supreme contact informed of progress if all forms do not go in at same time.
CLEAN UP ROSTER	<ul style="list-style-type: none"> ● Plan on having 2 - 3 months to clean up old council roster

Council reactivation is just as important as New Council Development, and if it is to succeed, it takes work, patience and perseverance. Please contact me if you have any questions.

Fraternally,

Joseph C. Salaiz, IPSD

Council Retention/Reactivation Chairman

909-434-0460

ipsd@californiaknights.org

College Councils

Luigi V. Zoni

Is your Council located near a college or university? If so, you have the opportunity to help guide young men in their faith and provide leadership for our Order in the future. Find out if your local community colleges, colleges, or universities already have some form of Catholic campus ministry or Newman Club. If so, it is possible to start a college council. Start your efforts there and follow these steps:

1. Contact the college or university to determine if they have a Catholic Campus Ministry, Newman Center, Newman Club, or other Catholic Club.
2. Schedule a meeting with the leader or director of the Catholic group on campus.
3. Find out the size of the group and what is already being done to foster faith formation of the students.
4. Discuss the benefits and kinds of activities and events that a Knights of Columbus council can do for the campus and student body.
5. If the campus leadership decides a Knights of Columbus council is desirable, determine if a council can be formed immediately or if it should be preceded by a Round Table.
6. If a council is to be formed file Form #133 and proceed with the steps outlined under New Council Development.
7. If a Round Table is to be formed, file Form #2629 and proceed with the steps outlined under Round Table development.

NOTE: No college council can be instituted unless a member of the faculty or staff of the college, or permanent resident of the local community, agrees to serve as Financial Secretary. This intent is to ensure continuity of leadership within the college councils. The District Deputy and Financial Secretary should open a bank account under the temporary name of "New Council, College Name, Town or City, Knights of Columbus." Checks should be signed only by these two individuals although the responsibility for these monies rests with the District Deputy.

Keep in mind, that the men you are recruiting on a college campus will include both students and faculty. If a Round Table is formed, the young men may serve to assist and rejuvenate the sponsoring council until such time as a standalone council can be formed. Be sure to let me know the date and time of any meeting you have scheduled with a College or University leader or directors. I will do my best to be there, have one of my Committeemen be there, or arrange for a State Representative to attend.

Please feel free to contact me with any specific questions you may have regarding College Councils and College Round Tables. For further information see the Knights of Columbus College and Young Adult Facebook page at <https://www.facebook.com/collegeknights>.

Faternally,

Luigi V. Zoni

College Councils Chairman

619-980-3313

luigizoni@aol.com

Cultural Outreach and Development

Hispanic Development

Jose “Pona” A. Magana

Vietnamese Development

Dat T. Tran

The primary purpose of Cultural Outreach and Development is to promote membership growth and a Knights of Columbus presence in non-English speaking communities of worship. Many of these communities exist in parishes by themselves or coexist with English speaking communities that may or may not already have a Knights of Columbus council. Thus, in a particular parish, it is possible to have many cultures and ethnicities represented. Many of the members of these ethnic communities either do not speak English, or may feel more comfortable engaging in social activities specific to their culture. They may also be more comfortable communicating in their native language.

In parishes where there is already a Knights of Columbus council, one way to reach out to these cultural communities of worship is by forming an ethnic *Round Table*. There are *Round Table* kits available in Spanish and other languages containing all the materials necessary to start a *Round Table*. A guide to forming Round Tables in Spanish (“*Mesa Redonda Parroquial Guía*”) may be found online at <http://www.kofc.org/un/es/resources/service/council/roundtable.pdf>.

If there is not an existing Knights of Columbus council at the parish, an ethnic council may be established with the Pastor’s approval. If there are multiple ethnic communities within the parish, a *Round Table* may be established for each ethnic community. The appointed Round Table Coordinator must be bilingual in English and the language of the ethnic community. He will serve as the liaison between the council, the Pastor and the ethnic *Round Table*.

The State Cultural Outreach and Development Committee is a vital resource in planning and executing membership drives, information sessions and Admission (1st) Degrees in Spanish or the particular language required. These same personnel will assist you and point you in the right direction if the community is not Spanish speaking. When initiating membership drives and recruitment efforts, involving members of the Cultural Outreach and Development Committee will help ensure cultural differences are bridged and you can recruit new members into your ethnic project effectively and successfully. Traditional recruiting methods may not work in some cases, so this is the reason for involving these members to help you.

It is recommended when holding open houses, informational sessions and Admission (1st) Degrees that they occur on the home parish grounds and not at a different site. Committee members are ready willing and able to travel and assist you in your Cultural Outreach projects and recruitment efforts.

Fraternally,

Jose “Pona” A. Magana, Hispanic Outreach and Development Chairman

909-218-0567 ponamagana@yahoo.com

Dat T. Tran, Vietnamese Outreach and Development Chairman

408-238-0817 dattran_50@yahoo.com

Ceremonials Program

Timothy L. Carvalho, PSD

Many Fraternal organizations were begun in the late 1800's. All of them, in the beginning, had ceremonials as a part of their initiation and advancement process. Through the years, almost all of them abandoned ceremonials. Almost all of them have experienced a decrease in membership, even to extinction. Ceremonials remain of primary importance in promoting the growth and vitality of the Knights of Columbus. Ceremonials welcome new members into our Order and guide them in their advancement while teaching the fundamental lessons of who we are and what our mission is.

Experience has shown that members are more likely to remain active in our Order if they have taken their Admission (First) Degree, Formation (Second) Degree and Knighthood (Third) Degree in a timely manner. Proposers are asked to attend ceremonials with their candidates. This not only shows the new member that he is supported by his brother Knights, but also renews the existing member's understanding of who we are and what we stand for.

The Admission (First) Degree is of prime importance in the life of a member of the Knights of Columbus. It is imperative that the best possible impression be made upon the candidate during this degree. There is only one opportunity to make the first impression upon a candidate. The Admission (First) Degree is the gateway to membership and a passport to the other degrees.

Degree teams must strictly conform to the ceremonials. The proper paraphernalia must be available and properly used. **In order for a team to be certified, all parts must be memorized.** The need for team practice cannot be over emphasized. Additions, omissions, changes or innovations of any kind are absolutely forbidden. As Admission Degree Teams are preparing for their certification, the degree may be read for Candidates. It still should be done in the same manner as if the team is certified.

In addition, as of January of 2014, Supreme Knight, Carl Anderson has made available a video Admission Degree for councils to utilize when bringing in new members. This video presentation is designed to aid any Council:

1. Lacking a First Degree team, and where there are no other First Degree ceremonials within a reasonable driving distance that a candidate can be transported in order to take the degree;
2. Special circumstances where a candidate cannot attend any available First Degree ceremonial.

The preferred method of conducting the First Degree Ceremonial is by a skilled council team. The video ceremonial presentation, when utilized, must be dignified and solemn. It is preferable to have as many members present to observe and support each candidate. All laws and procedures as to the proper attire and admittance of new members remain in effect.

The Admission (First) Degree is under the direct control of the Grand Knight of the Council. All Councils are encouraged to establish their own First Degree Team and to hold frequent Admission Degrees. **It is a requirement that all Districts hold one (1) Admission (First) Degree monthly.** If there are no candidates, use the time to practice and improve the team's presentation, performance and memorization of the Degree.

The Formation (Second) Degree is under the control of the District Deputy. These should be scheduled and held on a basis of one (1) for every three (3) Admissions Degree held in the District. The District Deputy is also responsible for coordinating and hosting Knighthood (Third) Degrees.

All Chapters are encouraged to appoint a Chapter Ceremonials Chairman. **The State Ceremonial Chairman will schedule Knighthood (Third) Degrees in coordination with the Chapter Ceremonial Chairman, District Mentor and District Deputy.** The Chapter Chairman is responsible for working with the District Mentor, District Deputies and Grand Knights in coordinating and scheduling Third Degrees. The Chairman will coordinate with the District Deputies to help establish and publish a list of all Admission (First), Formation (Second) and Knighthood (Third) Degrees scheduled within the Chapter.

It is imperative that effective communication be established and maintained to ensure successful Ceremonial work. Should you have any questions, you are encouraged to contact the State Ceremonials Chairman or your Regional Ceremonials Coordinator.

Fraternally,

Timothy L. Carvalho, PSD

Ceremonials Chairman

805-306-5950

timlcarvalho@gmail.com

General Ceremonial Guidelines

Getting Forms

Forms referenced in this section are available from the Supreme web site or by contacting the State Ceremonials Chairman. Request for a Knighthood Degree Conferring Officer is on the State website.

Supreme Website for Forms: <http://www.kofc.org/un/en/members/resources/forms/council.html>

State Website for Forms: <https://www.californiaknights.org/state-forms/>

Forming an Admission Degree Team:

The Grand Knight is responsible for the formation and maintenance of the Admission Degree Team in his Council. He is responsible for the scheduling of Admission Degrees to support attaining the planned and expected growth of the Council. All Councils are encouraged to have their own Admission Degree Team. The Council's District Deputy is responsible for the certification of Admission Degree Teams. **In addition the District Deputy is responsible to ensure one Admission Degree is held in his District per month.**

Procedure:

1. GK notifies his Council of his intention to form a First Degree Team and requests volunteers
2. GK selects the key team members. That of: Grand Knight, Deputy Grand Knight, Chancellor, Warden and Financial Secretary. Speaking parts should be assigned to members willing to completely memorize the parts and who project clearly.
3. GK requests ceremonial books from the Supreme Secretary thru the State Ceremonial Chairman using Form 532.
4. Degree books will be sent to the Financial Secretary. He is the custodian of the books.
5. Materials are distributed to the team members for memorization of parts.
6. The GK schedules team rehearsals as needed until parts are memorized and parts are well rehearsed.
7. The GK requests certification from the DD.
8. The DD observes the team at a dress rehearsal to ensure the team's presentation is effective and well memorized. The DD completes the certification report (Form 543).
9. The Supreme Secretary will mail team certification and team member cards to the DD for presentation to now certified members.
10. Each team should consist of cross trained and alternate members to fill in if needed for any member not present for a degree. Admission Degree Teams will not be certified until all parts are completely memorized. Alternate members will be reviewed by the DD. The DD will certify new members and request certification cards using form 529-C.
11. The GK will provide the names, roles, phone numbers and Email addresses of each certified team member to the Chapter Ceremonial Chairman and District Deputy. Neighboring teams may contact a certified member of another team to fill in for a team member who is unable to be present at a Degree.

Exemplification of the Admission Degree

The Exemplification of the Admission Degree, including the required paraphernalia is fully described in the ceremonial booklet (One).

Please note:

1. The chamber should be sound isolated from the antechamber. The registration area should be isolated from the chamber and antechamber.
2. The Ceremonial Roll must be signed by the candidates.

3. Ensure that a rosary, lapel pin, membership card, Shining Armor Card, Father McGivney Guild application, and the booklet, "These Men They Call Knights" is available for presentation to each candidate.
4. Remember, Priests may take no part in the exemplification of any ceremonial, except by observation. Priests do all pledges and are presented with a rosary, lapel pin, membership card and booklet.
5. The Council banner of all participating Councils, National Flag, and if available, Papal and State flags should be proudly displayed.
6. All team members should strive to wear the Yellow and White Ceremonial Sashes. These sashes are available from Knights of Columbus suppliers (Lynch and Kelly, The English Company). The Ceremonials Robes are still allowed for use.
7. At minimum, shirt and slacks is the preferred dress for candidates.
8. Begin the registration 30 minutes before and ending 10 minutes before the scheduled meeting starting time.
- 9. START ON TIME.**
10. Whenever possible, schedule the Admission Degree within the context and guidelines of a regular business meeting.
11. At the conclusion of the degree, the GK or Degree Team Captain should introduce the team before turning the meeting back over to the host GK for introductions of dignitaries and any announcements. The normal business meeting may then be resumed or if the Degree was stand alone, the meeting may be adjourned.
12. When the Degree is complete the Team Captain should with the Grand Knight of the Host Council complete the Form 450 and send a copy to the State Ceremonials Chairman for recording at Supreme. He should send a copy to those Councils who had Candidates (now Knights) take the degree without someone present.

Forming a Formation Degree Team

The District Deputy is responsible for the formation and development of a Formation Degree Team in his district. He must ensure that Formation Degrees are coordinated to support the First Degrees in his district, and that they are presented in a timely manner. **They should be scheduled to have one (1) for every three (3) Admission Degrees.** If a team already exists in his district, he should review it regularly.

Generalized Procedure:

1. The DD notifies his District of his intent to form a Formation Degree Team
2. DD solicits volunteers. Previous degree experience is helpful, but not required.
3. DD selects the key team members: District Deputy, Grand Knight, Chancellor, Warden and Financial Secretary.
4. It is desirable that Formation Degree Team be formed using members from several Councils in the District.
5. DD requests ceremonial books from the Supreme Secretary thru the State Ceremonials Chairman using form 533.
6. When materials are received, they are distributed to team members.
7. DD schedules rehearsals as needed until parts are memorized and presentation is polished.
8. When ready, the DD requests certification from the State Ceremonial Chairman who will certify the team personally or may delegate a representative to review and certify the team.
9. The team will be reviewed at a dress rehearsal.
10. The State Ceremonials Chairman or his representative completes a Form 529 requesting certification cards for team members.
11. Team and member certification documentation will be mailed to the DD from the office of the Supreme Secretary.

12. Teams are encouraged to cross train team members and to recruit back up members for the team.

Exemplification of the Formation Degree

The Exemplification of the Formation Degree along with the required paraphernalia are described in the ceremonial booklet, (Two)

Please note the following items:

1. The chamber should be sound isolated from the antechamber. A separate registration area for the candidates should be available. The chamber should be dimly lit using candles and/or indirect lighting.
2. An appropriate registration sheet must be provided. Candidates without a Membership card in the First Degree should be vouched for by a Member in good standing with their Council before proceeding to taking the Degree.
3. Ensure that there are updated membership cards available for each candidate including priests.
4. Be absolutely certain that no priest takes any part in any ceremonials other than to take all pledges and, in the Formation Degree, should be invested with the Cross.
5. Display the Council Banners of the host Council and all other participating Councils. The National Flag, State Flag and Papal Flag should be displayed in the Council Chamber.
6. All team members should strive to wear the Yellow and White Ceremonial Sashes. These sashes are available from Knights of Columbus suppliers (Lynch and Kelly, The English Company). The Ceremonials Robes are still allowed for use.
7. The minimum dress for the degree will be sport shirt and slacks. Shirt and tie are preferred. Candidates not appropriately dressed should not be allowed to receive the Degree.
8. Begin registration 30 minutes before the scheduled start time. End registration 10 minutes before the scheduled start time.
- 9. START ON TIME.**
10. At the conclusion of the degree, turn the meeting over to the Grand Knight or host District Deputy for additional introductions of dignitaries and announcements.
11. Admission and Formation Degrees should not be conducted on the same day without prior approval of the State Deputy.
12. The exemplification of the Formation and Knighthood Degrees on the same day is discouraged but permitted.
13. If the Formation and Knighthood Degrees are exemplified on the same day, please note the following:
 - ❖ Minimize introductions following the Formation Degree. Introduce only the Degree Team deferring the introduction of dignitaries until after the Knighthood Degree
 - ❖ Allow 1 hour for the exemplification of the Formation Degree
 - ❖ Refreshments or lunch should be provided for the candidates. An additional hour should be planned to allow the candidates to eat and rest before the Knighthood Degree.
14. When the Degree is complete the Host District Deputy and the Team Captain should complete the Form 450. This is necessary for the Team to be resupplied with crucifixes. Also send a copy to the State Ceremonials Chairman for recording at Supreme. The Host DD should also send a copy to those Councils who had Knights take the degree without someone present.

Forming a Knighthood Degree Staff

The Knighthood Degree is exemplified by a Certified Conferring Officer and his staff. Conferring Officers are certified by the State Deputy or the State Ceremonials Chairman. Individuals wishing to begin study for certification as a Conferring Officer must contact the State Ceremonials Chairman. The acceptance of new candidates for the position of Conferring Officer will be determined by Degree demand. If

approved, the State Ceremonials Chairman will request the Supreme Secretary to send study materials to the candidate for Conferring Officer. The Conferring Officer will select a Warden and PFC (Presenter of the Fraternal Charge) to form his staff. When completely prepared, and after witnessing at least 3 exemplifications of the Knighthood Degree, the Conferring Officer Candidate and his staff will be reviewed for certification together at a dress rehearsal by the State Deputy, the State Ceremonials Chairman or an authorized representative.

Exemplification of the Knighthood Degree

The State Ceremonials Chairman with the coordination of the Chapter Ceremonials Chairman, District Mentor and District Deputy is responsible for scheduling Knighthood Degrees. Knighthood Degrees will be scheduled to lead into Patriotic Degrees scheduled by the Masters of their District. Knighthood Degrees will be conducted in different districts throughout the Chapter which can only be accomplished by this coordination to ensure access for all candidates. All Chapters should have scheduled at least four (4) Knighthood Degrees during the Columbian Year (once per quarter). The Host District Deputy is responsible for the location and all supporting activities. The ideal size of the class for a Knighthood Degree is approximately 20-30 candidates. If more than 60 candidates are expected, a second Knighthood Degree should be considered. **A class with expected size of less than 10 candidates or more than 60 candidates requires approval of the State Ceremonials Chairman.**

1. The District Deputy, **together with the Chapter Ceremonials Chairman and District Mentor**, selects the time and place for the Knighthood Degree. Avoidance of the ID Drive weekend, State Membership Drive weekends and Exemplification of the Fourth Degree dates will be done by the State Ceremonials Chairman. NO Third Degree will be scheduled on the following dates:
 - ❖ Thanksgiving weekend
 - ❖ December 24th and 25th (or Christmas weekend)
 - ❖ December 30th and January 1st (New Year's Weekend)
 - ❖ Easter Weekend
 - ❖ State Convention Weekend
 - ❖ Super Bowl Sunday
 - ❖ Mother's Day
 - ❖ Father's Day
 - ❖ District Deputy meeting weekends
2. The District Deputy and the Host Grand Knight **CONFIRM** the reservations for appropriate facilities. The Host District Deputy then completes the Request for a Conferring Officer form and submits, **through the Chapter**, the form to the State Ceremonials Chairman.
3. The State Ceremonials Chairman completes the Conferring Officer Request (electronic form) and sends it to the Host District Deputy, **Chapter President and Chapter Ceremonials Chairman** a minimum of 60 days prior to the requested date. **Chapter President and/or Ceremonials Chairman will sign and forward to the appropriate District Deputy for execution and coordination.**
4. The **State Ceremonials Chairman** at the same time will forward to a state ceremonials consultants/ coordinators for assignment of a Conferring Officer with his staff and then send the instructions with the name of assigned CO, and Team to the Host District Deputy, **Chapter President, District Mentor and Ceremonials Chairman.**
5. The District Deputy and/or the Host Grand Knight should prepare a site map of the facilities to be used. Driving instructions to the facility should be included. This information will be sent to the Conferring Officer.
6. The District Deputy must contact the Conferring Officer assigned with an estimate of the number of expected candidates at least 30 days prior to the scheduled exemplification. The District Deputy must contact the Conferring Officer again one week (7 Days) prior to the

exemplification with an adjusted number of expected candidates. Failure to do so may limit the number of candidates who will be allowed to take the Degree.

7. The Degree Staff Warden will review the facilities and preparation plans indicating any changes required.
8. The Conferring Officer is in complete charge from the time he arrives on site until the Degree is concluded.
9. The Degree facility must have a registration area, staff room, chamber and antechamber.
10. The chamber must not be an open area that can be observed by strangers. If there are windows, they must be covered.
11. The chamber must be large enough to accommodate the expected number of candidates and side liners. The registration area and antechamber must be sound isolated. Ensure that candidates cannot see or hear the preparation for or the opening of the degree.
12. **Payment is to be made to the Staff immediately following the Degree. The expense to be paid by the Host Council is the cost of the Third Degree Medallions (\$6.00 per candidate). There is no charge for medallions given to Priests or Supreme Insurance Representatives. Checks should be made payable to Knights of Columbus California State Council. Please pay by check, not cash.**
13. When the Degree is complete the Host District Deputy and the CO Team Captain should complete the Form 450. Also send a copy to the State Ceremonials Chairman for recording at Supreme. The Host DD should also send a copy to those Councils who had Knights take the degree without someone present.

NOTE:

Once scheduled, no Admission Degree or Formation Degree should be cancelled. If no candidates are present, the scheduled degree should become a team practice session. **After approval, the Knighthood Degree may not be cancelled without prior consent of the State Deputy. Prior to cancellation, the Host District Deputy must personally contact the State Deputy for permission to cancel the Degree before sending out cancellation notifications.**

State Insurance Program

CALIFORNIA STATE COUNCIL

2019-2020

COLUMBIAN YEAR

David M. Abbott
State Deputy



The Knights of Columbus

Knights providing Catholic families with security and protection, in faith,
through professionalism, in fulfillment of Fr. Michael J. McGivney's legacy.

Todd Cabral, MDRT, FICF
General Agent
State Insurance Director

As State Insurance Director and on behalf of all the General Agents in the State of California, I would like to thank our State Deputy, David Abbott, for his confidence in us — to lead our Field Agents in relaying the vision and legacy of our founder, Father Michael J. McGivney, by telling his story of why the Knights of Columbus was started; and about the numerous fraternal benefits that are provided to associate members, and the additional fraternal benefits that are entitled to only insured members and their families.

Our mission is to clearly convey that the Knights of Columbus stands strong, ready and able to provide, protect and give financial peace of mind to our Brother Knights and their families by means of our highly-rated, faith-based and secure financial products of Life Insurance, Annuities, IRAs, Disability Income Insurance and Long Term Care Insurance. We take this responsibility seriously and will do our very best to provide all our Brother Knights and their families the most professional and ethical advice they deserve, while at the same time fulfilling Father McGivney's vision that all our Brothers are protected in those times of unforeseen tragedies.

General Agents Keith Whiteaker, Ben Baca III, Pablo Contreras, Steve Owens, Carlos Gutierrez, Stephen Melancon and I, along with all the field agents consider it an honor to help David Abbott and pledge our support to him this year as State Deputy of California. We will also support our Clergy, the State Team, District Deputies, Chapter Presidents, Council Officers and all our Brother Knights in the best ways possible individually and as a team.

Our primary financial benefit, and on which our Order was founded, is our life insurance. No other company is rated higher than the Knights of Columbus Insurance in North America. By owning our life Insurance, our members protect themselves and their families with a highly rated and secure product based on the first principal of our Order, Charity. This also provides the financial engine and monetary resources, from the funds produced for our Order, to make a difference in evangelizing our faith and family values. We strengthen community through programs like Special Olympics and youth events, provide funds for those locally and around the world who have been left in need due to disasters, and supply funds for scholarships and continued support for our churches.

I believe that as Brother Knights we should all promote the insurance products we have available to us and encourage our members to participate in the opportunity to financially protect their families. In turn, our efforts help provide our local and global communities the means to change lives for the better.

What Can Your Brother Knight and Field Agent Do For You and The Order?

- Meet with every assigned member and complete a Family Service Record
- Provide insurance and financial planning for each assigned member and their families
- Submit monthly articles for the Council Bulletins/Newsletters
- Attend the District Deputy Workshops and strategize with assigned District Deputies
- Participate in recruitment drives and recruitment of new members
- Approach Parish Pastors to help form new Councils
- Assist in implementing State and Supreme Membership Programs
- Help with member retention
- Work with Councils to attain the Shining Armor Award for members, Founders Award, Star Council Award and Star District Award

How Can You Help Your Field Agent?



- **Encourage** members to meet with their Field Agent so he can allow those members, new or existing, access to the benefits of the Order
- **Invite** Field Agents to every District Deputy Workshop, District Meeting, Exemplification, Degree Ceremony and Council Meeting
- **List** the General Agent and Field Agents with the Council Officers and District Deputies in all Council Bulletins, providing quick contact information
- **Include** the General Agent and Field Agent in all mailing lists and newsletters
- **Include** your Field Agent's business card in the Council Bulletin
- **Publish** monthly articles provided by your Field Agent or General Agent in your Council Newsletters
- **Introduce** your Field Agent at all Exemplifications, Degrees and Council functions
- **Encourage** Councils to have a Fraternal Benefits Night
- **Work** with Field Agents to identify possible new Council development opportunities in your assigned region
- **Offer** recommendations for potential future Knights of Columbus Field Agents

The Knights of Columbus is a fraternal organization and sodality. By that nature alone, we are described as an organized society of men associated together in an environment of companionship and brotherhood; dedicated to the intellectual, physical and social development of its members for religious and charitable purposes. We should all be inspired to follow Father McGivney's path, to unite ourselves as Catholics, invite others to join us, and to encourage each other to protect ourselves and our families from financial despair. Let's put an end to widows and children knocking on the rectory door looking for help. Encourage your Brother Knights to talk with a Field Agent today.

From all your General Agents and Field Agents,

God bless,

Todd Cabral, MDRT, FICF
General Agent
California Insurance Chairman
916-350-4390
todd.cabral@kofc.org

 Knights of Columbus INSURANCE YOUR SHIELD FOR LIFE OFFICE ADDRESS 1024 Iron Point Rd., #1049 Folsom, CA 95630 US	OFFICE	GENERAL AGENT	
	Phone: 916-350-4390 Hours: 8:00 am to 5:30 pm	Todd Cabral MDRT, FICF Direct: 916-350-4390	