

CALIFORNIA STATE COUNCIL
OPERATIONS HANDBOOK

**California
2019-2020**



**“Love one
another as
I have
loved you”**

**Knights of Faith – Knights of Charity
Knights of Action**

**DAVID ABBOTT
STATE DEPUTY
2019-2020**



CALIFORNIA STATE COUNCIL 2019-2020 OPERATIONS HANDBOOK



OPERATIONS DIRECTOR

Gene Hays

There are four Operations areas to focus on this Columbian Year. These programs are important and in place to provide support to Membership, Service Programs and Fraternal Benefits. Leadership Training, Ceremonials, Vocations and Information Technology are those focus areas.

Leadership Training

The primary goals of the California State Leadership Training Program is to provide basic leadership and knowledge of our Order's vision and mission.

- Make the resources available to accomplish them
- Understand the expectations, duties, and goals placed on the officer corps at all levels within the State of California.
- With this knowledge base, it will establish a strong foundation for you to effectively grow in your ability to lead your district and council by formulating and executing plans for success.

The role of this Leadership Training Program is to specifically to make available training both face-to-face and webinar classroom-type. The State Leadership Training Program Director will establish and coordinate the training schedule for the 2019-2020 fraternal year, through the chapter level in addition to providing online webinars on a scheduled basis. District Deputies should encourage as many of the council officers and service program directors within their districts to attend these chapter and webinar training sessions when they are scheduled, with a goal of getting the maximum number of members trained within the 2019-2020 fraternal year.

We have identified the 7 areas for Training in the State;

- Fraternal Training for Officers On-Line – Training Portal
- Webinars – Administered by Supreme – With invitations sent out from State Office for those without logins for Officers On-Line
- Webinars – Administered by State Training Chairman
- Financial Secretaries – Member Management/Billing (Chapter Level)
- Council Officer Training – District Deputies
- State Deputy Forums – (State Officer Level)
- Supplemental Training from Supreme (When available)



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OPERATIONS CONTACT INFORMATION

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GOOD OF THE ORDER: Ivan Reek, PSD, Chairman: 951-663-2733; ivanreek@gmail.com

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LITURGY: Fr. John Cantwell, Chairman: state.chaplain@californiaknights.org

CONVENTION: Edward Huestis, PSD, Chairman: 707-452-8636; ed.huestis@californiaknights.org

HISTORICAL AND ARCHIVES: John Shea, Chairman



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Leadership Training Program **Ed Broadhurst - Chairman** **2019-2020**

General Overview

The primary goals of the California State Leadership Training Program is to provide basic leadership and knowledge of our Order's vision and mission.

- Make the resources available to accomplish them
- Understand the expectations, duties, and goals placed on the officer corps at all levels within the State of California.
- With this knowledge base, it will establish a strong foundation for you to effectively grow in your ability to lead your district and council by formulating and executing plans for success.

In an ideal world, prior to becoming grand knight of a council, a knight should have served in most of the officer positions in the council; but, we are finding that some members within 5 or 6 years of becoming a member of the Knights of Columbus, may find himself thrust into being the grand knight of his council.

- We should at least give the grand knight the tools necessary to perform his duties and responsibilities, here are some “minimum” qualifications for that member to fulfill prior to stepping into this very important position.
 - Planning of projects/events/activities, budgets, funding, personnel and management issues, etc.,
 - we are seeing that the grand knights have to lead and run this “voluntary” organization like a business.
 - Without the proper tools, training and or guidance, we are setting him and his council up for failure

The role of this Leadership Training Program is to specifically to make available training both face-to-face and webinar classroom-type. The State Leadership Training Program Director will establish and coordinate the training schedule for the 2019-2020 fraternal year, through the chapter level in addition to providing online webinars on a scheduled basis. District Deputies should encourage as many of the council officers and service program directors within their districts to attend these chapter and webinar training sessions when they are scheduled, with a goal of getting the maximum number of members trained within the 2019-2020 fraternal year.

As a leader in your council or district, your responsibility is to actively participate in these training sessions so that you will better understand your role and to also provide inputs and



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suggestions as to how we can improve our processes, our training modules, and our state organization.

The goal of every Grand Knight is to achieve the “Star Council Award” and the goal of every District Deputy is to achieve the “Star District Award”. This is accomplished by achieving the membership, insurance, and programming goals required for this award. By doing so, you will be insuring the continued success of your council, your district, your chapter, your state, and the continued growth of the greatest fraternal Catholic organization in the world. Having the appropriate education and training will help those members achieve those council or district goals, which will ultimately assist the state to achieve its goals.

Training Available

We have identified the 7 areas for Training in the State;

- **Fraternal Training for Officers On-Line – Training Portal**
- **Webinars – Administered by Supreme – With invitations sent out from State Office for those without logins for Officers On-Line**
- **Webinars – Administered by State Training Chairman**
- **Financial Secretaries – Member Management/Billing (Chapter Level)**
- **Council Officer Training – District Deputies**
- **State Deputy Forums – (State Officer Level)**
- **Supplemental Training from Supreme (When available)**

Fraternal Training through Officers On-Line - Knights of Columbus training portal allows officers to unlock their potential and develop their leadership skills. Through various training video modules, testing components, and support materials, officers can gain information on recruitment strategies and best council practices. Presently, Grand Knights, Council Chaplains, Chancellors and Recruitment Committee members receive invitations to access through this portal. Additional individualized courses are forthcoming.

Webinars – As presented by Supreme. All invitations will be sent through State to cover those brothers that are not currently receiving training notifications from Supreme. Items that have been addressed and available today:

- ***Columbian/Founders and Fr McGivney awards***
- ***Invitation to join***
- ***The Power of One***
- ***Effective Use of the Fraternal Leader Success Planner***



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- ***Financial Secretary Leadership Training***
- ***District Deputy Leadership Training***
- ***Grand Knight Leadership Training***

Financial Secretaries Training – Member Management – It is the expectation that each Chapter have Financial Secretary Training for Member Management/Billing available. The Chapter President is responsible to provide a training coordinator and to identify qualified individuals who can serve as such trainers. It is the responsibility of the State Training Chairman to evaluate and qualify those individuals and it is the target is to have 16 trainers/coordinators.

Webinars- As Presented by State. A schedule of training sessions will be distributed throughout California in order to reach a larger group of Grand Knights, Financial Secretaries and District Deputies. Trainers have been identified to provide support in several chapters with onsite sessions pertaining to the use of the Member Management/Billing System.

- FS Training Modules
 - FS responsibilities
 - Member Billing and Accounting Systems
 - Member Management,
 - Officer On-Line,
 - Officer Desk Reference
 -
- Grand Knight Modules
 - Member Management,
 - Officer On-Line,
 - Officer Desk Reference
 - Audit Procedures
 - Retention Procedures
 -
- District Deputy Modules
 - Member Management overview

Webinar sessions on these modules will be offered throughout the year. All new and first term Financial Secretaries will receive training notifications of these seminars and record of participation will be maintained. All FS will be made aware of FS mentoring resources available ongoing.

Council Officers Training – Each Chapter through their District Deputies will hold a training with each of their Councils (or jointly with other Councils) Explaining the requirements and expectation for each Council position – elected or appointed. This is available from the Chapter



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Trainer to provide to the District Deputies. It will also be available from the State Training Chairman.

The State Deputy Forums – will be held throughout the State. The plan would be to hold a minimum of one Forum in each Chapter. Some chapters may require more than one given the logistics. We are currently waiting for the State Calendar to be completed before we acknowledge the scheduled dates for the Forums. The forums would need to cover the following areas:

- Membership –
 - quotas and needs,
 - assistance available
 - General Agents and Field Agents
- Touch on the Requirements for Star Councils
 - Fr. McGivney Award
 - Founders Award
 - Columbian Award
- Supreme Featured Programs
 - Faith RSVP Program
 - Community Habitat for Humanity & American Wheelchair Mission
 - Life Special Olympics, March for Life / Ultrasound Initiative
 - Family Food for families
 Coats for Kids
- State Featured Programs
 - Membership
 - Operations
 - Programs

Training from Supreme – When Available

- Council Officer Duties & Responsibilities:
 - Power Point presentation that goes through all the officer positions outlining key duties and responsibilities. This is a basic training presentation that helps council officers understand their job roles.

Leadership Training Program Roles & Responsibilities

The role of the Leadership Training Team (State Program Director, Regional Trainers & District Deputies and Mentors) is to provide an effective training program for the benefit of District Deputies, Grand Knights, Financial Officers, other council officers, and Service Program



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Directors throughout the State of California as follows. Every Chapter has identified and provided a “Regional” trainer and their respective District Mentors. These trainers are to be at each Chapter Meeting and will be scheduling their specific training programs.

The role of the District Deputies is to attend and attentively participate in the training programs made available to them, and to take the information received at those training sessions back to their respective districts. In addition, it is incumbent upon the District Deputies to make good use of that information by incorporating it into their district plans, while at the same time providing leadership for the councils within their jurisdiction. Further, it is the expectation of the District Deputies to assist councils towards the achievement of the Star Council Award, thereby assuring current and future success through the achievement of membership goals, insurance goals, and program goals.

The role of the Grand Knights, Financial Officers and Service Program Directors is to attend and attentively participate in the training programs made available to them, and to take the information received at those training sessions back to their respective councils. In addition, it is incumbent upon the Grand Knights and Financial Officers to make good use of that information by incorporating it into their council plans/programs.

Leadership Training Requirements

District Deputy (DD) Training will be provided at the June DD Orientation Meeting; Grand Knight Training should actually be taken by Deputy Grand Knights and/or returning Grand Knights 3-4 months prior to them taking office on July 1st; and all other training modules should be scheduled as appropriate during the remaining 3 quarters of the fraternal year (October – June). All training modules are open at any time for any members who might be interested in filling a DD, GK, DGK, Financial Officer position, with an emphasis on having the aforementioned minimum qualifications (see General Overview above).

Thank You,

Ed Broadhurst
State Leadership Training Program Chairman
training@californiaknights.org
619.633.9845



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RESOLUTIONS

Rene Trevino

State Advocate and Resolutions Committee Chairman

2019-2020

1. All resolutions, petitions, recommendations and proposed amendments to the State Council By-Laws must be submitted in writing and received by the State Advocate (care of the State Office) before but not later than February 1, 2020 who shall refer them to the Resolutions Committee. The State Advocate shall, forty-five (45) days prior to the Annual Meeting on May 15 - 16, 2020 in Sacramento, furnish to the subordinate councils, two copies (one for each voting delegate) of the resolutions received by him with the Resolutions Committee's recommendations.
2. Any resolution submitted after the submission deadline (February 1, 2020), may be considered on the floor of the convention, if such resolution:
 - (a) has the approval of a majority of the members of the Resolution Committee
 - AND
 - (b) is supported for presentation to the delegates by a two-thirds vote of the convention delegates.

These late resolutions will be considered by the Resolutions Committee if received anytime before the start of the Resolutions Committee meeting on the day preceding the opening session of the Convention. Late resolutions will not be accepted if they involve finances, as the Administrative & Finance Committee will not have time to consider it. Late Resolutions should include written justification for late submittal. There will not be verbal arguments presented to the Committee.
3. Individual members may not submit resolutions to the Annual Meeting. Resolutions may only be submitted by a Council or the State Officers as a group. Additionally, a State Director or State Committeeman may submit resolutions on matters that relate only to the activities of the Director or Committee, if approved by the State Deputy.
4. In order to avoid a huge number of congratulatory resolutions, it is suggested to limit these to multiples of 25 years (i.e., 25, 50, 75 years etc.) unless there is good cause for an exception.
5. No resolutions involving finance shall be considered at the annual meeting, unless submitted to the State Advocate as prescribed by item 1 above. Upon receipt of resolutions involving finance, the State Advocate shall immediately provide copies to the Chairman of the Administrative and Finance Committee. The Administrative and Finance Committee shall then provide advance notice to the State Advocate of the amount of increase or decrease that will result to the Per Capita assessment if such resolution is adopted.
6. All Council resolutions MUST:
 - a. show the **DATE** the resolution was adopted.
 - b. have the **SIGNATURE** of both the **GRAND KNIGHT** and the **RECORDER**.
 - c. Have the **SEAL** of the Council.

Resolutions must be presented in their ORIGINAL FORMS ONLY - NO FAX OR COPIES.

To avoid typographical errors in retyping resolutions, it is strongly recommended that an **electronic copy** of the resolution also be sent to state.advocate@californiaknights.org and state.office@californiaknights.org.

Rene Trevino

State Advocate and Resolutions Committee Chairman

Tel: (858) 602-6437

Email: state.advocate@californiaknights.org



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Information Technology Committee **Thomas Quintana – Chairman** **2019-2020**

The Information Technology Committee (ITC) has the task of keeping our communications and state office business infrastructures abreast with technology. The ITC provides guidance in the areas of software, hardware, and the State Council website (www.californiaknights.org) and the State electronic newsletter, *The California Knightletter*. It also provides Audio/Visual advice and services for State Events such as District Deputy meetings and the State Convention.

Website

More upgrades in appearance and features are planned. All State Committee Chairman who want to have a presence on the website are urged to contact the webmaster to begin design of their pages. Visit the website on a regular basis as new information, improvements, and updates are uploaded regularly. Councils are encouraged to develop a website. Most councils have a member who can design and update a council website.

Social Media

Gene Hays, Sr.

Social Media Coordinator

Email: gene.hays@californiaknights.org

A/V Services

Providing Audio visual services at District Deputy meetings and the State Convention saves the State Council considerable money. Help is needed during set up, changing from meeting to Mass, and packing up. Younger, able-bodied Knights are requested to volunteer.

IT Committeemen

Thomas Quintana

State ITC Chairman

A/V Coordinator

Webmaster

Email: webmaster@californiaknights.org



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Website Awards

Council, Assembly and Chapter websites will be judged on a statewide basis and not by division. Three awards (1st, 2nd, and 3rd place) will be presented.

Submit the request to have a Council, Assembly or Chapter website evaluated using the Website Awards Entry Form below which is also available on the State website.

**KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL
WEBSITE ENTRY FORM COUNCIL, ASSEMBLY & CHAPTER**

Council Name: _____ Council # _____
District # _____

Assembly Name: _____ Assembly # _____

Chapter Name: _____

Location (town/city) _____

Website URL: _____

Project Description:

Chairman's Name: _____

Address: _____

Phone: _____

GK/ FN/ CP Signature: _____

GK/ FN/ CP Name: _____

GK/ FN/ CP Phone: _____

SUBMIT ORIGINAL TO: State Council Webmaster **SEND COPY TO:** State Service Program Director (no supporting materials needed)

Submit by **April 1** to: Thomas Quintana via email at: webmaster@californiaknights.org



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Good of the Order Committee **Ivan Reek, PSD – Chairman** **2019-2020**

The *Good of the Order Committee* has the scope and responsibility to study issues affecting the Order; and to formulate and present recommendations when possible to the California State Council at its annual meeting in the form of Resolutions.

Additionally, the *Committee* is charged with the preparation of appropriate salutary or congratulatory Resolutions for those Hierarchy and distinguished members of the Order, especially Supreme Council representatives who may be present at the annual meeting (State Convention).

Finally, the *Committee* may serve as an advisory body to individual councils which may want it to make recommendations in the form of a Resolution having broad benefits to members in our jurisdiction and/or our Order.

Recommendations to be considered by the *Good of the Order Committee* must be submitted to its Chairman by January 13, 2020, in order for the entire *Committee* to give full consideration to a Resolution.

Councils should feel free to contact the *Good of the Order Committee* for suggestions and advice.

Good of the Order Committee:

Ivan Reek, PSD, Chairman
E-mail: ivanreek@gmail.com



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Protocol **Larry Campitiello - Chairman** **2019 – 2020**

Protocol is the ceremonial forms and courtesies that are established as proper and correct in official exchanges between heads of state and their ministers. It is the rigid code setting for the degree of obedience, the order of precedence, and the rules of official and social behavior. It covers anything that is proper and in good taste.

Protocol dictates and guides how an activity should be performed - specifies proper and generally accepted behavior such as showing appropriate respect and acknowledgment of the hierarchical standing of all present.

In the Knights of Columbus, protocol is part of everything we do while conducting a meeting, seating and introducing dignitaries, as well as addressing individuals. Dignitaries include the Hierarchy, Priest, Religious, Supreme Officers, Supreme Directors, State Officers, General Agents, State Directors and Chairmen, District Deputies, Vice Supreme Masters, Masters, Faithful Navigators, Chapter Presidents, Grand Knights and Local and State officials when in attendance.

Dignitaries include the Hierarchy, Priest, Religious, Supreme Officers, Supreme Directors, State Officers, Vice Supreme Masters, Masters, District Deputies, Past State Deputies, General Agents, State Directors and Chairmen, Chapter Presidents, Grand Knights Faithful Navigators, and State and Local officials when in attendance.

It is impossible to cite every rule governing every situation that is why most rules are unwritten. As a guide, we should always display proper respect for the office or title represented by an individual. In no way should we let dislike for a person influence our respect for the office he holds.

In order to help plan your formal events, the following guidelines have been included to insure proper protocol is followed. However, it would be impossible to include all possible situations so please contact me for help in successfully planning your event.

Additional information can be found in the **Protocol Handbook** (form 1612) that can be ordered through the Supreme Supply Catalog.

Larry Campitiello
Protocol Chairman
lcampit1@san.rr.com



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CALIFORNIA STATE COUNCIL – PROTOCOL

While protocol should be observed in all that we do – from meetings, service activities, to social gatherings, the following will attempt to cover our more formal functions. The Grand Knight has been provided with a protocol book to cover other areas.

The following list is intended as a guide to properly recognize and honor our officers and dignitaries.

List of Officers in Rank Order

Supreme Knight
State Deputy
State Chaplain
Supreme Officers, Supreme Master, Supreme Directors,
Former Supreme Officers & Directors
Vice Supreme Masters

State Officers

District Masters

Supreme Membership/Program Consultant
Past State Deputies
Supreme Coordinators

District Deputies

Former Masters

General Agents
State Directors and Chairmen
Chapter Presidents
Grand Knights
District Marshal
Faithful Navigators
Field Agents
State Committeemen

**(At a Fourth Degree function, switch positions;
between the district master and state officers
then between former masters and district deputies.)**



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INVITATIONS

A written invitation (mailed USPS) should be sent well in advance (at least 6 weeks before event) to afford ample time for a response. It is customary to invite the State Deputy, all the State Officers (the Immediate Past State Deputy is also a state officer.), and the District Deputy. Also consider inviting the Vice Supreme Master, General Agent, Master, and Past State Deputies in your areas.

The State Deputy may not be able to attend your important event because of his busy schedule. Notwithstanding, he will always try his best to send another officer to represent him. Remember that they should be treated with all the same courtesy that you would extend to the State Deputy. If a Bishop is unable to attend a function and sends a representative, it is extremely important to remember that his representative be treated with the same courtesy and respect that you would afford the Bishop.

The Invitation should include the following:

- Date, time, location, purpose, type of affair, and other individuals on the program.
- Dress for the event.
- Nearby hotels and telephone numbers for the hotel.
- If mass will be part of the event, the time of the mass and address of the church.
- If there is not a mass, include the name, address and mass times for a nearby church.
- If the affair includes wives or is an all-male event.
- If there are any activities for State Officers' wives.
- Weather you expect the State Deputy to be a speaker at the event. Don't assume that he will talk at the event. Let him know in advance. Verify if he is the main speaker or not. Advise him of other individuals on the program – including their function and other pertinent data.
- If the State Chaplain is attending the event, let him know in advance if you wish for him to speak, give the Homily, Invocation or Benediction at the function.
- Arrange proper speaking facilities, including podium, podium light and microphone.

Remember, the State Deputy and his wife are your guests and should be treated as a guest. This holds true for his representative as well. They should **never** be charged for their meals.

1. Prior to the event, the Chapter President, Grand Knight or his designate, should telephone the State Deputy and ask if he, the State Deputy, will need any assistance, i.e., transportation for the airport to the hotel, hotel to the event, etc.



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2. Prior to the start of mass, the Chapter President or a designated Chapter Officer should introduce the State Deputy to the celebrant.
3. If the State Deputy or any of the State Officers are expected to read or participate at the mass, let them know in advance.
4. If there will be a procession at the mass, assign a Chapter Officer the responsibility for reserving pews and line up of the Chapter Officers. The State Warden will assist him with this task. The State Warden will line up the State Officers. Have your delegate show up at the church at least twenty (20) minutes prior to the scheduled mass time.
5. At the event or dinner, the Chapter President should be ready to personally greet the State Deputy when he arrives. If there is a Bishop in attendance, the State Deputy should be introduced immediately to the Bishop. The Chapter President should personally introduce the State Deputy to any priest and the other Chapter Officers in attendance. If the Chapter President's wife is in attendance, she should make the appropriate introductions to the State Deputy's wife. If not present, then another Chapter Officer's wife should do these honors.
6. Above all, remember that the State Deputy is the highest-ranking member of the Knights of Columbus in the State of California and all courtesy and honor should be afforded to him and his wife.

MASTER OF CEREMONIES

When selecting a Master of Ceremonies, never do so based on past rank held. In other words, never because he is a past or present officer. A Master of Ceremonies should be selected for their abilities as a public speaker, their knowledge of the event, and their knowledge of Protocol. The person responsible for organizing the event and the Master of Ceremonies should never be the same person. Once an event starts, the Master of Ceremonies is in control, so it is important that the Chapter President or Grand Knight makes his wishes for the event known prior to the start of the event. The Master of Ceremonies should familiarize himself with the proper pronunciation of all the names that he will be introducing, wife's name if present, and only the highest current title or highest past title. Do not enumerate all past positions/titles.

If you are planning on using a written program for your event, and it is recommended to use one, it should include the correct full name of those listed including their proper current or highest past Knights of Columbus title. It is not proper to list all past positions/titles – only the highest current title or highest past title. It is not proper to use 4th degree titles (like Sir Knight) at 3rd degree functions.

Priests should always be listed as "Reverend Father" and Bishops should always be listed as "Most Reverend" and addressed as your Excellency.



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SPEAKERS or PRESENTATIONS

For speaking programs, guests should speak from the lowest rank up to the main speaker of the event. A person of lower rank should never be asked to speak after someone of higher office unless specifically selected as the main speaker for the occasion. Exception, if a high-ranking official and or speaker, especially a member of the Hierarchy is unable to stay until the conclusion of the function, he may be permitted to speak out of order.

If gifts are to be exchanged, as has been the custom at Testimonials, the Chapter President or Grand Knight would make the first presentation and the State Deputy or Guest of Honor next. If the wives are also making presentations, each wife would follow the presentation by her husband.

SEATING

At all functions, the number of persons to be seated at the head table is based on the size of the function and number of attendees. The number at the head table should never be out of proportion to the number present. If there are many to be recognized, and the total number of persons is small, then a head table of eight to twelve persons would be appropriate. Use the "List of Officers in Rank Order" as your guide, starting with the highest-ranking officer present. Others of rank may be seated at reserved tables up front. At large functions, a second table may be used in front and below the head table, In this case the first head table should be placed on a riser. The second table should never exceed the number seated at the first head table. Ladies and clergy seated at the head table should never be placed at either end of the table.

The officers of the highest rank are seated to the right of the podium (facing the audience), and those of lesser rank to the left of the podium. The Master of Ceremonies (MC) is seated immediately to the left of the podium followed by the presiding officers in rank order. This seating arrangement makes it possible for the MC to introduce all to left of the podium (lesser to higher rank) and then all to right of the podium (lesser to higher rank).

Persons introduced from the audience should be ranked from top down as opposed to the head table being introduced from the lowest up.

Consult the following seating charts to select the one which best meet the specific needs of the function. Take notice of how the left and the right side of the podium are divided.



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CHAPTER FUNCTIONS

Chapter Installation, State Deputy Testimonial, etc.

A U D I E N C E

6	5	4	3	2	1	Podium	1	2	3	4	5	6
---	---	---	---	---	---	--------	---	---	---	---	---	---

left

- 1 - Master of Ceremonies & Wife
- 2 - Chapter President & Wife
- 3 - Chapter Chaplain
- 4 - Chapter Vice President & Wife
- 5 - Chapter Secretary & Wife
- 6 - Chapter Treasurer & Wife
- 7 - Immediate Past Chapter President
- 8 - Host Council Grand Knight

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Vice Supreme Master & Wife
- 6 - State Officer & Wife
- 7 - District Master
- 8 - General Agent & Wife

Note: Start from the top until you fill up the seats. All others may sit at reserved tables in front.
If a high government official is present, some adjustments should be made. Always try to balance both sides.

COUNCIL FUNCTION Council Anniversaries and other major events

These functions are as a rule smaller in attendance, therefore keep the table in proportion.

A U D I E N C E

5	4	3	2	1	Podium	1	2	3	4	5
---	---	---	---	---	--------	---	---	---	---	---

left

- 1 - Master of Ceremonies & Wife
- 2 - Grand Knight & Wife
- 3 - Council Chaplain
- 4 - Chapter President & Wife
- 5 - Field Agent & Wife

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Vice Supreme Master & Wife
- 6 - District Master and Wife
- 7 - District Deputy and Wife
- 8 - General Agent & Wife



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4TH DEGREE (DISTRICT) FUNCTION

District Exemplifications and other major events

The following diagram is similar to Chapters in that the left of the podium is reserved to recognize the Masters while the right side will honor our top ranking officers.

A U D I E N C E

6 5 4 3 2 1	Podium	1 2 3 4 5 6
-----------------------	--------	-----------------------

left

- 1 - Master of Ceremonies & Wife
- 2 - District Master & Wife
- 3 - District Friar
- 3 - (Guest) Master & Wife
- 4 - (Guest) Master & Wife
- 5 - District Marshall & Wife
- 6 - District Marshall & Wife

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - Class Honoree
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Supreme Master & Wife
- 6 - Vice Supreme Master & Wife
- 7 - State Officer & Wife
- 8 - General Agent & Wife

Note: It is recommended that District Marshalls sit in reserved tables in front with the rest of the District Officers. All Former VSM, Former Masters, PSD's should be seated at reserved tables in front so they can be properly recognized later.



CALIFORNIA STATE COUNCIL 2019-2020 OPERATIONS HANDBOOK



Historical and Archives

John Shea – Chairman

2019 - 2020

The Knights of Columbus California State Council retains records for many purposes. Certain records are necessary for day-to-day business decisions while others must be retained pursuant to government laws or regulations, or because of pending or threatened government enforcement actions or litigation.

The California State Council has in place a system of maintaining records that complies with all relevant laws and regulations. To this end, and in accordance with the recommendations of the Supreme Advocate's Office of the Knights of Columbus, it is the policy of the State Council to adhere to the general standards for maintaining a complete set of records, both papers and electronic:

Selected artifacts, materials, and records of intrinsic value may be entrusted to the Emilio B. Moure California Knights of Columbus Museum Association for preservation and future exhibit or display. All records relating to the business of the State Council shall be subject to historical review by the Curator of the Museum Association (or their designee) prior to disposal. Employee, personnel or other records that are confidential by law shall be exempt from this provision.

John D. Shea

Historical and Archives Chairman

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