



Council Officers Workshop July 18, 2026

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Prayer for Pope Leo

O God, who in your providential design willed that your Church be built upon blessed Peter, whom you set over the other Apostles, look with favor, we pray, on Leo XIV, our Pope and grant that he, whom you have made Peter's successor, may be for your people a visible source and foundation of unity in faith and of communion. Through our Lord Jesus Christ, Your Son, who lives and reigns with You in the unity of the Holy Spirit, one God, forever and ever. Amen.



Pledge of Allegiance





Agenda

How Chapter Helps Your Council

Leadership & Officers Duties

Budgets, Bills & By-Laws

Awards & Council Insurance

Membership and Retention

Forms, Suspensions

Accountability and Safe Environment

Planning and Star Council

Campeños Program

President:
Ralph Ruiz

Vice-President
Dan Hoffman

Secretary:
Mike McGranahan

Treasurer
Steve Martinez

Chapter officers, Committee Chairmen and District Deputy Mentors are ready to help you and your council with membership and programs. We are here to help!



Who are we?

- The Knights of Columbus is an organization of CATHOLIC men who give back to their church and community.
- Coats for Kids, Food for Families, Wheelchairs for Veterans.
- Supporting programs for children and adults with special needs, scholarships for seminarians and religious brothers and sisters.
- Our programs show the world who we are and what we do. Every activity is a recruitment opportunity.

ORANGE DIOCESE CHAPTER

What is chapter???



**You and your council are
chapter**



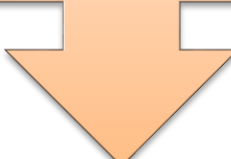
**Chapter is the communication and
organization agency for the order.
Coordinate & promote program
participation.**



**Chapter meeting are held the 4th Thur.
of the month, Food and fellowship at
6:30 pm. Meeting at 7:00 pm**

What Does Chapter Do For You

Chapter coordinates our annual campaign to help children and adults with Special Needs. These funds are donated to 501 c (3) organizations supporting intellectual disabilities..



Chapter Free Throw Contest



Chapter Poster& Essay Contest

What Does Chapter Do For You

Council Attendance
Drawing. \$75 to your
council's charity if
you are present at the
meeting

Chapter sponsors the Annual
Clergy Appreciation Night
Dinner to show our support for
our priests and religious
brothers and sisters.

Chapter meetings provide an
opportunity to **SHARE IDEAS**
and programs with other
councils. The meetings are a
chance to learn what works in
OTHER COUNCILS and how
these programs could help you.

What Does Chapter Do For You

Chapter sponsors a hospitality suite at the State Convention each May. Food and refreshments are available for all of our brother knights and their families at NO charge.

Chapter provides annual special training programs for council officers and District Deputies.

**Chapter Financial Secretary
Mentor: Ralph Ruiz: 949-422-3561**

Chapter will publish Exemplifications on the Chapter Website.

What Does Chapter Do For You

Chapter helps with the Annual Day of Sharing Carnival for Intellectually Disabled each April.

Social Media: The Chapter website (ockc.net) and the Chapter *facebook and twitter* pages provides information for councils and affords an opportunity to publicize your council events.

Promote your council event. Send in your flyer to post. Send me council ACTION Photos.

We can do more together!!!

**Basketball
& Soccer**

Exemplifications

**Culture of
Life**

**Essay
Contest**

Social Media

**Father
McGivney Guild**

**Special Needs
Drive & Special
Olympics**

**Membership
Growth**

**New
Councils/Round
tables**

**Membership
Retention**

Vocations

Wheelchairs

**Chapter Program Chairman
Coordinate With Councils**

LEADERSHIP



Who are WE????

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Questions Most Asked

1. What to do when there is an officer vacancy?
2. \$500 rule. How much money can be voted on that is not in the budget?
3. What insurance do we need? Is the parish an additional insured?
4. How do we adopt a budget?
5. What are the safe environment requirements from Supreme and the Diocese?
6. What to do with a disruptive member?

MAKE FRIENDS WITH YOUR PASTOR

TAKE HIM TO BREAKFAST

TAKE HIM TO LUNCH

INVITE HIM TO YOUR HOUSE FOR DINNER

ASK HIM WHAT THE KNIGHTS CAN DO TO HELP HIM.

**YOU NEED HIS SUPPORT FOR MEMBERSHIP DRIVES,
SPECIAL NEEDS CAMPAIGN, ETC.**



Keep Your Members



Make friends with your pastor.



Officers should greet every member at each meeting.



Contact each member at least three times a year (birthday, anniversary of degree, etc.)

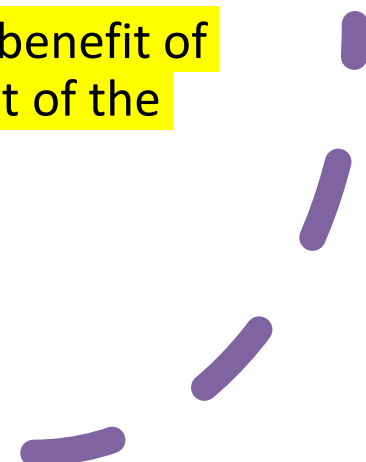


The most important person in the room is the newest person in the room

***The
Leadership
Challenge***
(Sixth Edition,
2017)
James
Kouzes and
Barry Posner

- Leadership is an observable pattern of practices and behavior and a definable set of skills and abilities **that can be learned**.
- **Five Practices of Exemplary Leadership**
- Model the Way – Set the example – values and mission
- Inspire – imagine exciting & enriching possibilities and enlist others in a shared vision
- Challenge the Process – Seize the initiative and look for innovative ways to improve
- Enable Others to Act – Build trust and facilitate relationships. Strengthen others by developing competence.
- Encourage the Heart – Recognize contributions and celebrate victories



- 
- 
- You do not have to be an extrovert to say hello!
 - All officers should greet each member at every Meeting/event. Make them feel welcome.
 - The most important person in the room is the NEWEST person in the room.
 - Include the new brother in conversations before and after meetings.
 - True leadership must be for the benefit of the followers not the enrichment of the leaders.”
 - *Robert Townsend*

Leadership

To follow someone willing,
people need a leader who they
believe is:

- Honest – “If you don’t believe the messenger you will not believe the message.”
- Competent
- Inspiring
- Forward Looking



Council Leadership

- When we agreed to take on a leadership role, it came with certain responsibilities to be visible and present at Council and Chapter events. While we do not need to attend every single event, we should attend Chapter Clergy Appreciation Night, Chapter Officer Training, Day of Sharing and Chapter meetings.

Yes, we are all volunteers, however our role as leaders requires that we do more. **We are role models and set the example for others to follow.** As Council Officers, it is important that we actively participate and encourage our members to participate as well.

LEADERSHIP SKILLS

Successful
leaders are
able to...

Communicate
Delegate

Motivate

Build Teams

Solve
Problems

Resolve
Conflicts

Manage
Change

Promote
Creativity

“True leadership must be for the benefit of the followers not the enrichment of the leaders.”

- *Robert Townsend*

The Order's Basic Structure

- Supreme Knight-Patrick Kelly
 - Supreme Officers
 - Board of Directors
 - Supreme Office & Field Staff (TGD & RGD)
- State Deputy
 - Chapter
 - District Deputies
 - State Officers & Directors & Chairman
- Grand Knight
 - Council Officers



SUPREME COUNCIL

State Deputy, last living Past State Deputy, Territorial Deputy,
delegates to the Supreme Council, Supreme Council Officers,
Board of Directors and Past Supreme Knight.

BOARD OF DIRECTORS/
SUPREME COUNCIL OFFICERS

STATE COUNCIL
Grand Knights, Immediate Past Grand Knights,
State Officers and last living Past State Deputy

DISTRICT DEPUTY

ASSIGNED COUNCILS

CHAPTERS

Grand Knight

Deputy Grand Knight

Chancellor

Recorder

Treasurer

Advocate

Warden

Guards

Trustees

Chaplain

Financial Secretary

Lecturer

Elected

Appointed

Council Guidelines

The Grand Knight is primarily responsible for the successful conduct of his Council.



TAKE THE ONLINE GRAND KNIGHT TRAINING ON KOFC.ORG

- He will not be able to perform all its business details, but he must see that they are done properly and on time.
- This is done through constant Supervision of the work of all officers, directors and committees.

•Use the Resources

• Mailed to council FS

Star Council Checklist



Fraternal Year 2022-2023

☐ Service Program Personnel Report — Form #265 — Due June 30

☐ Annual Survey of Fraternal Activity — Form #1728 — Due January 31

☐ McGinney Award

Membership Quota of _____ — By June 30

☐ Founders' Award — Form #11077 — Due Within 7 Days of Seminar:

Host two Fraternal Benefits Seminars (virtual or in-person), minimum of seven eligible attendees per event — By June 30

☐ Columbian Award — Form #SP7 — Due June 30

Path	Family	Community	Life
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.

Officers Planning Meeting

A great deal may be gained by holding a meeting of the Council officers at least once a month or preferably before every regular council meeting. (avoid wasting time in council meetings discussing program logistics, etc.)

By discussion among themselves of matters that relate to their respective duties, to the general welfare of the council, and programs that are to be presented to the council, the officers are able to keep intimately acquainted with everything that is of interest and concern.

Officer's Planning Meeting: Guidance

**Less formal, but
serious work gets
done**

**Any council
member may
attend**

**Take care of
details that don't
interest members**

**Entertain new
ideas, programs
and initiatives**

**Agree upon
agenda details for
Council Meeting**

OFFICERS MEETINGS



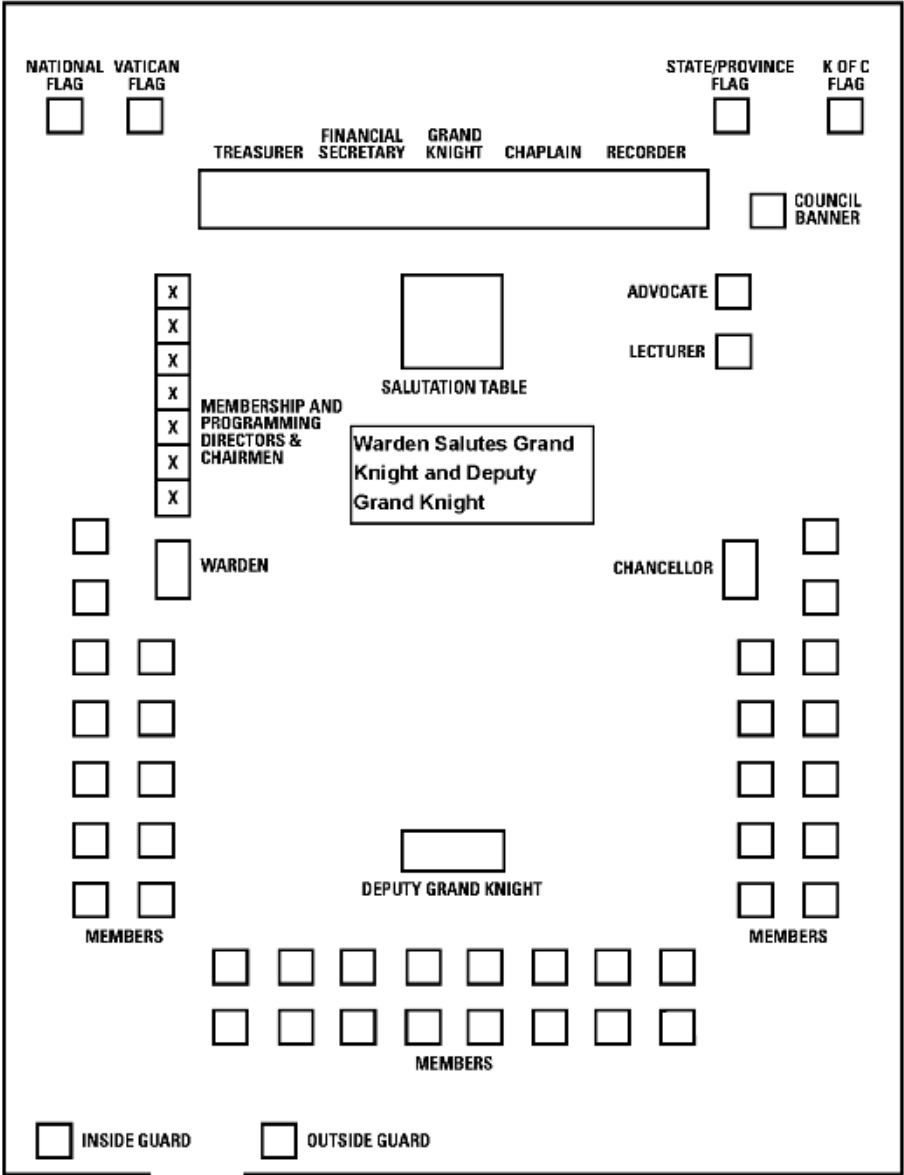
- ALL requests for donations or expenditures **NOT** in the council budget must first be brought to the officers meeting.
- **REPORT OF RETENTION COMMITTEE** at each meeting.
- All officers' meetings should be called by the Grand Knight.

Council Meeting

A Council meeting should be completed within an hour.

Experience Has shown that when meetings are always started absolutely **on time**, members will be there for the beginning of the meeting.

Council Meeting Chamber Setup



Council Meetings: Agenda & Script

Appendix B: Council Meeting Agenda

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance (USA) or Patriotic Display of Loyalty
4. Approve Minutes of Prior Meeting
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Report
8. Membership Report
 - Balloting of Candidates for Admission or Transfer
9. Other Reports
 - Programs
 - Committees
 - Fourth Degree
 - Insurance Agent
 - District Deputy
 - Other
10. Unfinished Business (*motions carried over from previous meetings*)
11. New Business (*new motions*)
 - Bills Not Previously Approved
12. Good of the Order
 - Awards (*Family and Knight of the Month, etc.*)
13. Lecturer's Reflection (*optional*)
14. Grand Knight's Summary
15. Closing Prayer (*including intentions for sick or distressed members*): Prayer for Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney
16. Adjournment



Appendix C: Grand Knight Script for Council Meeting

1. Call to Order
Brothers, we are about to open this council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.
2. Opening Prayer*
Brothers and guests, let us invoke the Divine blessing as our Chaplain leads us in the Lord's Prayer.
3. Pledge of Allegiance (USA)
Brothers and guests, please join me in reciting the Pledge of Allegiance.
4. Approve Minutes of Prior Meeting
The minutes of the previous meeting were transmitted to all members.

Are any corrections or additions required?

I seek a motion to approve the minutes.

The minutes are approved.
5. Chaplain's Message
Worthy Chaplain, please enlighten us with your message.
6. Grand Knight's Report
7. Financial Report
Worthy Treasurer, please report the council's financial status.
8. Membership Report
Worthy Membership Director, please give us your report and present applications for new members and transfers.

(*Call for a motion, discussion, and vote on admissions and transfers.*)

The applications are approved.

COUNCIL MEETINGS: Agenda

Call to Order
Opening Prayer
Pledge of Allegiance
Approval of Minutes:
Email minutes in
advance of meeting to
approve.
Chaplain's Message
Grand Knight's Report

Financial Report
Membership Report,
Balloting
Other Reports (as needed):

- Programs, Committees
- Fourth Degree
- Insurance Agent
- District Deputy

Unfinished Business
New Business:
Elections
Bills Not Previously
Approved-Sent to Trustees
Before Meeting
Good of the Order (Awards)
Lecturer's Reflection
Grand Knight's Summary
Closing Prayer
Adjournment



Meeting Guidelines

Can council votes be held at an Officers' Planning meeting?

No. Council votes can only be held at Council Meetings.

Can minutes from a previous meeting be posted on a council webpage so they do not have to be read at the current meeting?

Meeting minutes can be posted on a council webpage **if access is password protected and accessible only to members.** Notification should be sent to all members when minutes have been posted.

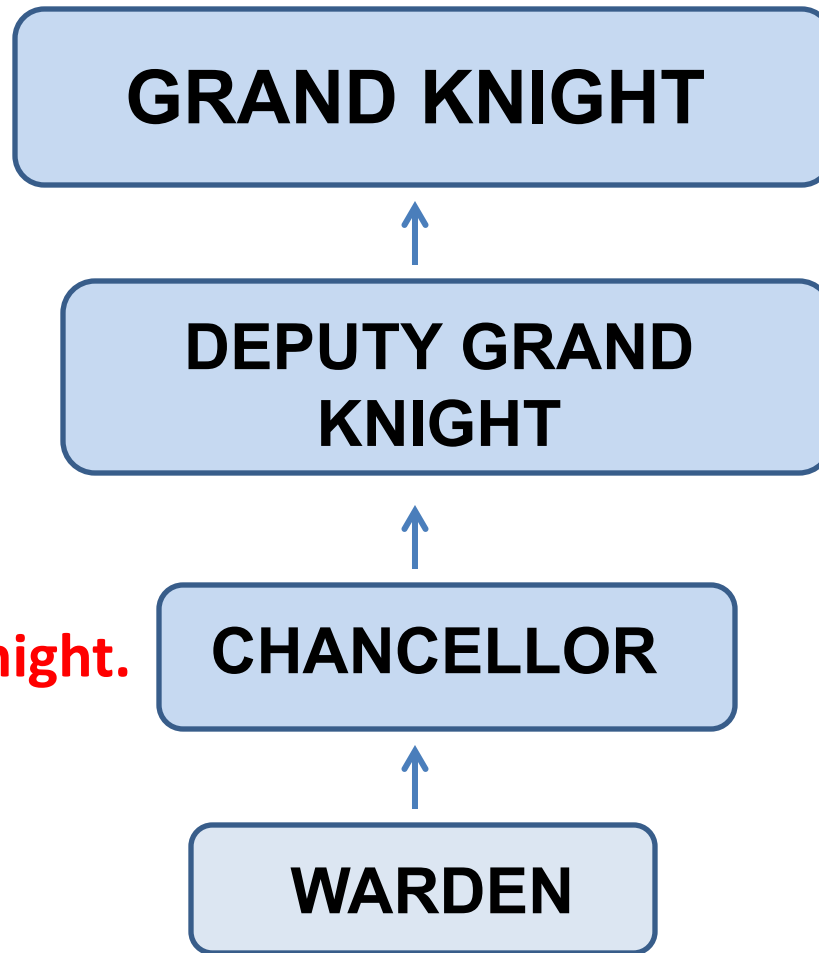
Do the Treasurer and Financial Secretary both speak during the Financial Report of the Council meeting? The script only mentions the Treasurer.

In general, the Financial Report will cover only the status of council accounts managed by the Treasurer. The Financial Secretary may be asked to provide a report on other timely matters, or in response to a question from the members.

Traditional Officer Progression

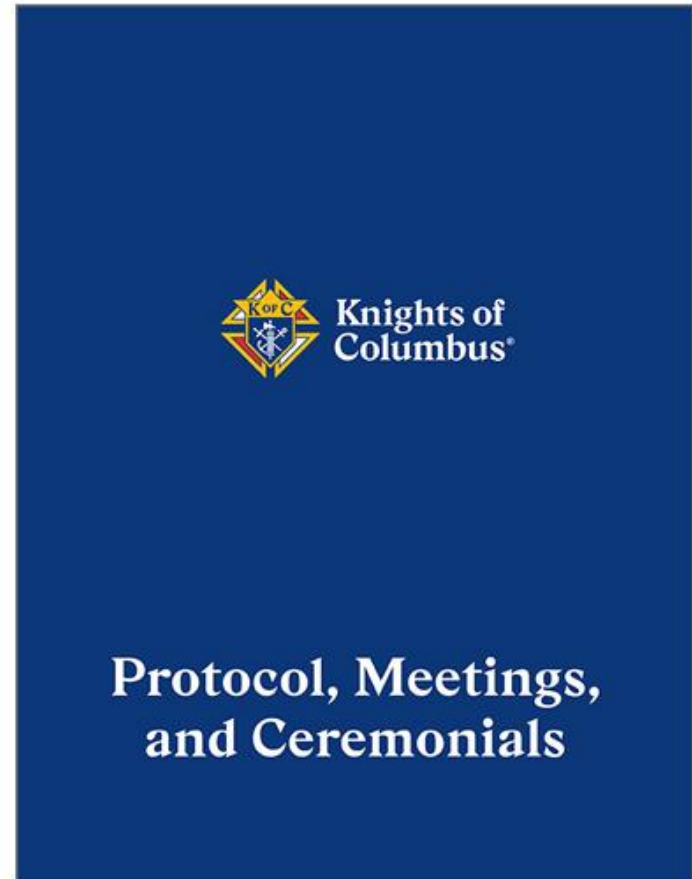
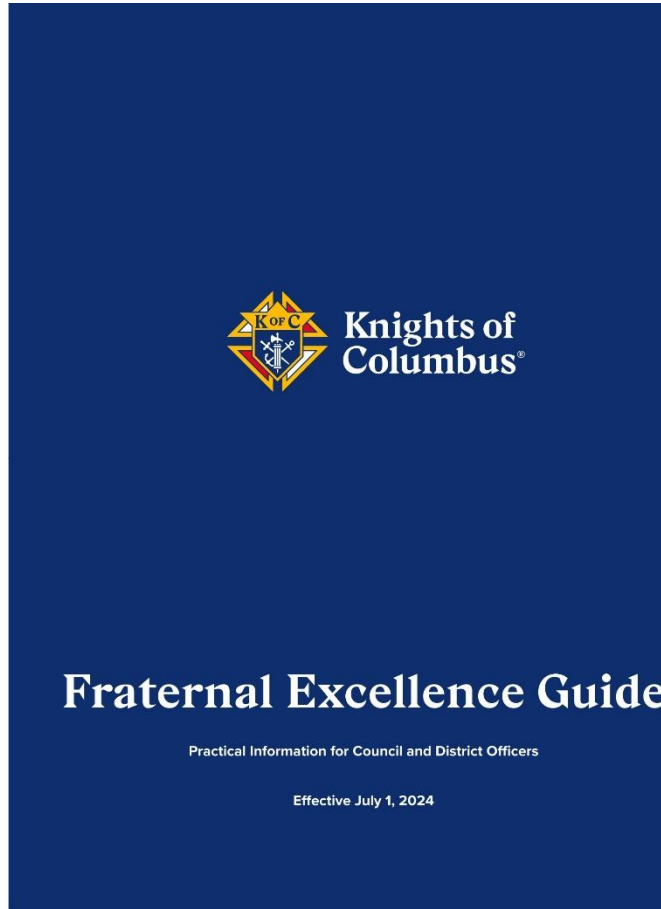
**Mentor
the officers
behind you.**

**The person
Elected Warden
should be able to
serve as Grand Knight.**



**Visit at least
two other
council's
meetings with
your officers.**

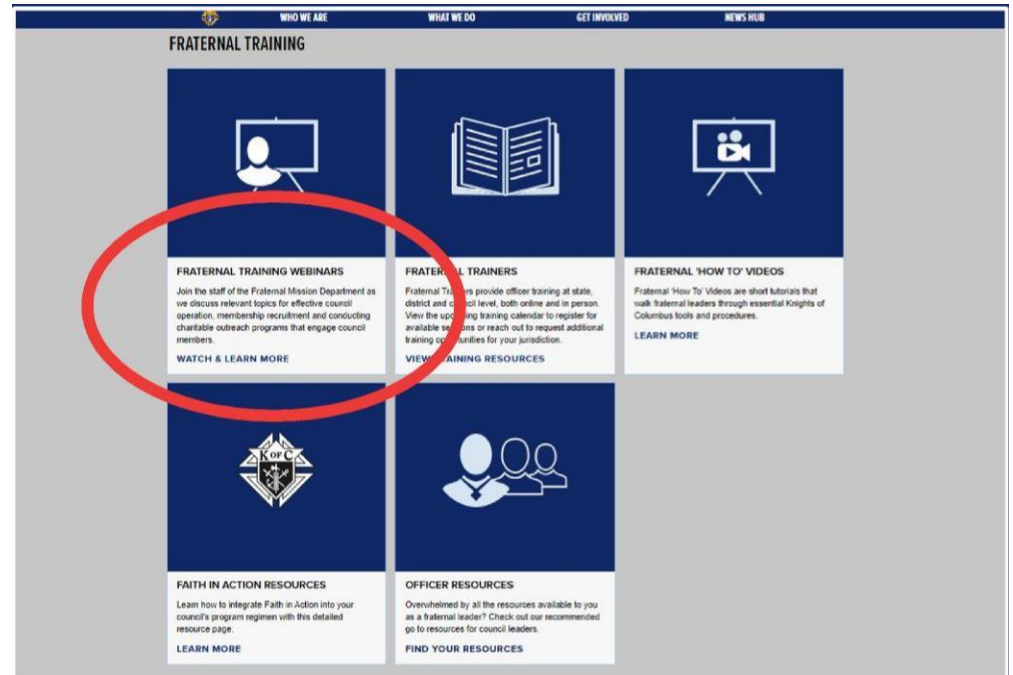
Order from Supplies Online



Officers Duties, Activities, and more.

•Webinars

- Announced in Fraternal
- Leaders Advisories
- Encourage all to watch
- Available on demand
- Topics :
 - Planning for the Next Fraternal Year
 - Cor Initiative
 - Catholic Information Service
 - Program Planning & Budgeting



Officers Online – Desk Reference for more information.

Supplies are ordered online.



Appearance

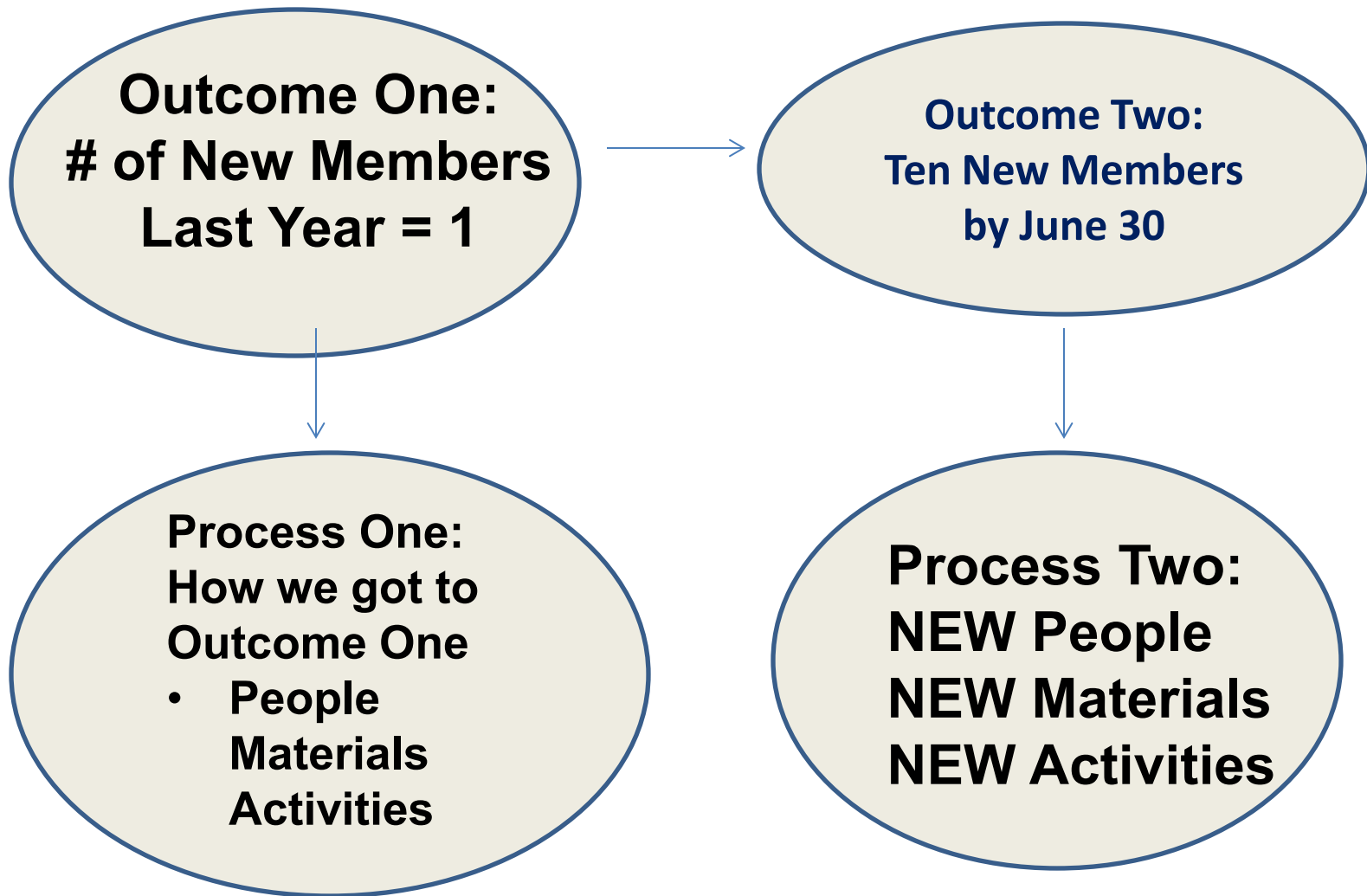
Every public appearance you or your council/assembly make representing the Knights is an opportunity to recruit new members.

Make sure you look and act like a group that Catholic men would want to join.

If Knights want to be perceived as winners, doers and people who accomplish their goals then it is up to us to look and act the part.

Name badge, council shirt and jacket. Wear your name badge to church. Men will ask you about the Knights.

Process – Outcome Evaluation



**Rule of Seven: Convey your message
seven times in seven ways.**

Communication Tips

Paused

- **Rule of seven**
- **All members don't hear the same way**
 - **Use several methods (text, email, bulletin, newsletter, phone)**
- **External Comms are critical too**
 - **Parish, Community, Ministries, Other Councils**
 - **Press Releases**

Council Communication

Lack of
Communication is
Main Reason
Knights Leave.

Only
communication
was a dues
notice.

PHONEVITE – 7 cents per call.

Council Bulletin

Council
Brochure

Supreme
Brochure with
Council Label

Council Website -
\$30.00 a month –
Are you a secret
council????

Email List
Parish Bulletin

Council Shirts &
Jackets -
Visibility

CHAPTER WEBSITE

MEMBERS ONLY PAGE:

PASSWORD = Kofc1882

The screenshot shows the website for the Knights of Columbus Orange County Chapter. The header is blue with the text "Knights of Columbus Orange County Chapter" and "Orange County California" on the left. On the right, there are navigation links: "About Us", "What We Do", "Members Only", "Officers Information", "Join Us", "Contact Us", and "Twitter Page". Below the navigation links, the text "Chapter Website: ockc.net" is displayed in yellow. The main content area is divided into four columns. The first column is titled "Chapter Meetings" and lists the meeting details: "Chapter Meetings are held the 4th Thursday in Holy Family Parish Hall 566 S. Glassell St., Orange Social 6:30 pm Meeting 7:30 pm" and a link "CLICK HERE FOR Meeting Information and map." The second column is titled "Receive Current Events by Email" and contains a sign-up form. The form has the text "Enter your email address to receive notifications of new posts by email." and "Join 280 other subscribers". Below this is an "Email Address" input field and a red "SUBSCRIBE" button. A black arrow points to the "Email Address" input field. The third column is titled "Chapter Facebook Page" and shows a preview of the Facebook page with the text "Knights of Columbus" and "Like Page". The fourth column is titled "Follow Us on Twitter" and shows a preview of the Twitter page with the text "My Tweets".

Knights of Columbus
Orange County Chapter
Orange County California

About Us What We Do Members Only Officers Information Join Us Contact Us Twitter Page

Chapter Website: ockc.net

Chapter Meetings

Chapter Meetings are held the 4th Thursday in Holy Family Parish Hall 566 S. Glassell St., Orange Social 6:30 pm Meeting 7:30 pm [CLICK HERE FOR Meeting Information and map.](#)

Receive Current Events by Email

Enter your email address to receive notifications of new posts by email.

Join 280 other subscribers

Email Address

SUBSCRIBE

Chapter Facebook Page

Knights of Columbus
Like Page

Follow Us on Twitter

My Tweets

St. Joseph's Table

The Knights of Columbus are inviting all parishioners to donate a loaf of baked good, sweet or treat for the St. Joseph's Table celebration on Sunday, March 14, 2020. Homemade bread, pastries, cakes, and cookies and gifts for the table are welcome. Please bring your gift to the table.

Sign up for latest chapter news. Insert your email address.



Where do I find answers?

How to conduct a council audit?

What are the requirements for Star Council?

What are council officers duties?

How to develop a council budget?

What is the difference between Honorary and Honorary Life members?

What is a Readmission, Reapplication, Reinstatement, Reactivation?

How do I create a council website?

What are the Admission Committee guidelines?

What are the member billing procedures?

Here are the answers:

<http://www.ockc.net/officers-information/>



Chapter Website: ockc.net



Members Only Section:



Exemplifications, Grand Knight Reports, Minutes, Budgets



Password: Kofc1882



State Council Website: californiaknights.org

HONORARY AND HONORARY LIFE MEMBERSHIP

Members who have attained the actual age of 65 years and who have been members of the Order for 25 consecutive years shall be designated as Honorary members. Said members shall be exempt from general fund charges except payment of the sum of state and Supreme Council per capita charges and levies.

Members who have attained the actual age of 70 years and who have been members of the Order for 25 consecutive years and those who have been members of the Order for 50 consecutive years, regardless of age, shall be designated as Honorary Life members. Said members shall be exempt from further payment of dues, per capita charges and assessments. SUPREME SENDS THE CARD AUTOMATICALLY.

Grand Knight

- One of the most important leadership roles in our Order is that of the Grand Knight. The first time you are addressed as “Worthy Grand Knight” places responsibility upon your shoulders to uphold and live the mission of our Order as established by our founder Father Michael McGivney.
- Don't count the days. MAKE THE DAYS COUNT.

Grand Knight Responsibilities

Observing the Laws of the Order and his Council



Lead his Council in service to Family, Church and Community



Ensure membership, insurance, and program growth



Ensure the involvement of all Council members

Grand Knight

Presides over all meetings

Appoints program and membership directors.

Appoints committees as needed.

Countersigns checks and orders for payment.

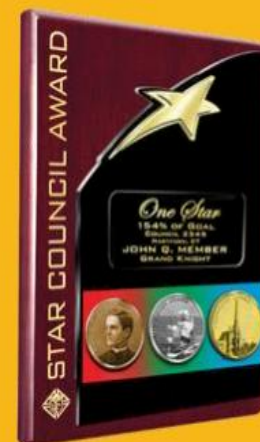
Responsible for the council's Admission Degree Team

The Grand Knight must conduct his meetings in strict accordance with the Constitution and Laws of the Knights of Columbus.

The business meeting is a ceremonial. With a vote of the members, a prospective member may be invited to a meeting.

Grand Knight Leadership

- Earn the Star Council Award. (New Requirements)
- Be the “Go-To” charitable organization in your parish and community.
- Focus on offering membership and its benefits to all qualified catholic men.
- Promote our Orders top-rated insurance program. (Partner with Field Agent)
- Set goals, evaluate performance and plan for success.
- Share responsibilities. (Delegation is key)
- Develop strong working relationships with Priests, Deacons and Seminarians.
- Use monthly council and officer meetings to brainstorm and plan council projects.
- Create an atmosphere where all members are welcome and valued.
- Communicate often with council officers.



Deputy Grand Knight



Deputy Grand Knight

- **Assists** the Grand Knight with the operation of the council
- **Presides** over council meetings in the absence of the Grand Knight
- **Serves** on the council's retention committee (Recommendation)
- **Carries** out any other duties assigned to him by the Grand Knight

CHAPLAIN



Chaplain

- **Is** a priest, preferably the active pastor
- **Serves** as spiritual advisor to the councils for members and for action
- **Provides** his message at council meetings
 - If unavailable, he may provide notes or comments
- **Appointed** by the Grand Knight after consultation with the Council Trustees
- **Helps** the council stay on track
- **Incorporates** teamwork and a spiritual focus for the benefit of all

TREASURER



Treasurer

- **Responsible** for maintaining council accounts
- **Receives** money from the Financial Secretary
- **Deposits** council funds into the proper accounts and reconciles accounts
- **Prepares** checks to pay all council expenses, including assessments from the Supreme Council
- **Maintains** financial records, for a minimum of seven years (10 years is recommended).

RECORDER



Recorder

- **Records** the doings of his council upon books approved by the Board of Directors and furnished by the Supreme Secretary at council expense
- **Conducts** all correspondence of the council
- **Maintains** a record keeping system of meeting minutes and votes in a permanent nature for historical purposes, and other important and pertinent information for posterity
- **Performs** other such duties as the council or the Order may direct.

Chancellor



Chancellor

- **Strengthens** the members' interest in council activities
- **Assists** the Grand Knight and Deputy Grand Knight with their duties
- **Takes** charge of the council during the incapacity or extended leave of both the Grand Knight and Deputy Grand Knight
- **Serves** on the council's Admissions Committee (Recommendation)



Warden



Warden

- **Supervises** and **maintains** all council property
- **Prepares** council chambers for meetings and degree exemplifications
- **Oversees** inside and outside guards
- **Performs** additional duties assigned by the Grand Knight

Advocate



Advocate

- **Acts** as a parliamentarian for his council
 - **Has** working knowledge of:
 - The Laws of the Order
 - Council Bylaws
 - Robert's Rules of Order
 - Method of Conducting a Council Meeting
 - Protocol Handbook
 - **Uses** the Officers' Desk Reference in Officers Online for current guidance on fraternal issues
 - Consults with State Advocate if necessary*
- *If legal assistance is needed, the council may need to obtain competent local legal providers

Fraternal Leaders

Fraternal Leaders focused on the spiritual, financial and members experience of council members.

Lecturer



Responsible for providing suitable educational, faith filled and entertaining programs that .

Trustees



Guardians of the health and welfare of all aspects of financial, experience and engagement

Guards

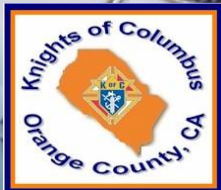


Attends the doors and welcomes members guests to meetings and events, and aids the Warden

Financial Secretary

- **Files** various reports and membership/ insurance transactions with the Supreme Council
- **Responsible in the U.S.** - for completing and submitting the proper IRS-Form 990 for his council
- **Keeps** the official council seal and affixes it to membership cards, resolutions and other official documentation
- **Distributes** Honorary Life Membership Cards to qualified members





Financial Secretary

- **Collects** money from all council sources, member dues charitable programs, initiatives, and social programs
- **Proficient** in Member Management and Member Billing
- **Responsible** for sending billing notices and initiating retention measures
- **Ensures** that the council membership records are updated and that new members sign the constitutional roll



Board of Trustees

The board of trustees consists of the grand knight and three members elected by the council. Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the financial secretary and treasurer. The grand knight is the chairman of the board. It is suggested that the board of trustees and the deputy grand knight serve on the council's retention committee.

Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, and the current three and two year trustees move on to become two and one year trustees, respectively.

Member Billing prepares all receipts and vouchers. If the voucher amount is in the approved council budget, it **does NOT require a vote** of the members. The trustees must determine if the voucher is within the budgeted amount for the expense and appropriate. If the amount is over the budgeted amount or not in the budget, a vote is required.



Directors

Program Director

The program director is appointed by the grand knight and oversees the Faith in Action areas of Faith, Family, Community and Life. In some councils this may be the duty of the deputy grand knight. The program director ensures that all his subordinate committees meet regularly and plan appropriate events. He communicates individual committee reports to the grand knight. Keeps accurate record of council programs for reporting on the [*Annual Survey of Fraternal Activity \(#1728\)*](#) and the [*Columbian Award Application \(#SP-7\)*](#). **Must complete required Safe Environment training.**

Faith Director

The faith director is appointed by the grand knight and reports to the program director. Responsible for all faith-based council programs. He should develop relationships with other catholic student center ministries to advance the needs of the whole campus ministry community at the pastor's direction.

Family Director

The family director is appointed by the grand knight and reports to the program director. Responsible for all family-based council programs. **Must complete required Safe Environment training and background check.**

Community Director

The community director is appointed by the grand knight and reports to the program director. Responsible for all community-based council programs. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance. **Must complete required Safe Environment training and background check.**

Life Director

The life director is appointed by the grand knight and reports to the program director. Responsible for all life-based council programs. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.

Membership Director

The membership director serves as the head of the Admission Committee and works to grow the council's membership through new and transfer members. He should actively identify potential recruits, plan recruitment programs, host informational meetings and encourage council members to seek candidates. In addition, the membership director should ensure that a council has access to frequent degree exemplifications (whether its own or local councils) and should work that each member reaches the third degree in a timely manner.

Retention Chairman

The retention chairman works to keep the council's members active. implements programs and practices that provide mentors for new members and regularly communicates with the members to encourage their participation. At times when a council wishes to suspend members, they must have the retention chairman reach out to members and ask them to keep their membership or to transfer to another council.

Officer Vacancy

- By-Laws Section 5.

Vacancies in elective offices shall be filled, after notice to the members, by election at the regular business meeting next succeeding the regular meeting at which the vacancy was created. Only State Deputy can remove a council officer.

Council Liability Insurance

Diocese Requirement
Parish must be Additional
Insured



Injuries at council events-who gets sued?



RV Nuccio Insurance (\$355 annual
premium) Use if over 125 members



Locton Affinity (\$2.40 per active member)
 $125 \text{ members} \times \$2.90 = \$362$

LIABILITY INSURANCE

- SUPREME DOES NOT PROVIDE. SEE OFFICERS DESK REFERENCE
- COUNCILS RESPONSIBLE TO SECURE COVERAGE
- MANY DIOCESES REQUIRE COVERAGE
- DESIRED PROTECTION INCLUDES:
 - General Liability
 - Director and Officer Liability
 - Liquor Liability
 - Sexual Abuse Liability
 - Covid Exposure Liability



BUDGET, BILLS & BY-LAWS

Council Budget

The Grand Knight should work with the treasurer, financial secretary and trustees of your council to compare the past year's actual figures with the budgeted figures that were approved by the council.

The information obtained will be used to develop the budget for the current fraternal year.

Your council's budget should correspond to the fraternal year, which covers the period from July 1 to June 30.

Setting your council's budget should be started immediately after your election as grand knight.



Council Budget

Once the budget is prepared and finalized, it should be adopted at a regular council meeting by a vote of the membership. It is recommended that this take place during one of the first meetings early in the fraternal year.

This process ensures that future meetings are utilized to the fullest and are not taken up with voting on each project's expense.

Bills that can be paid without council approval:

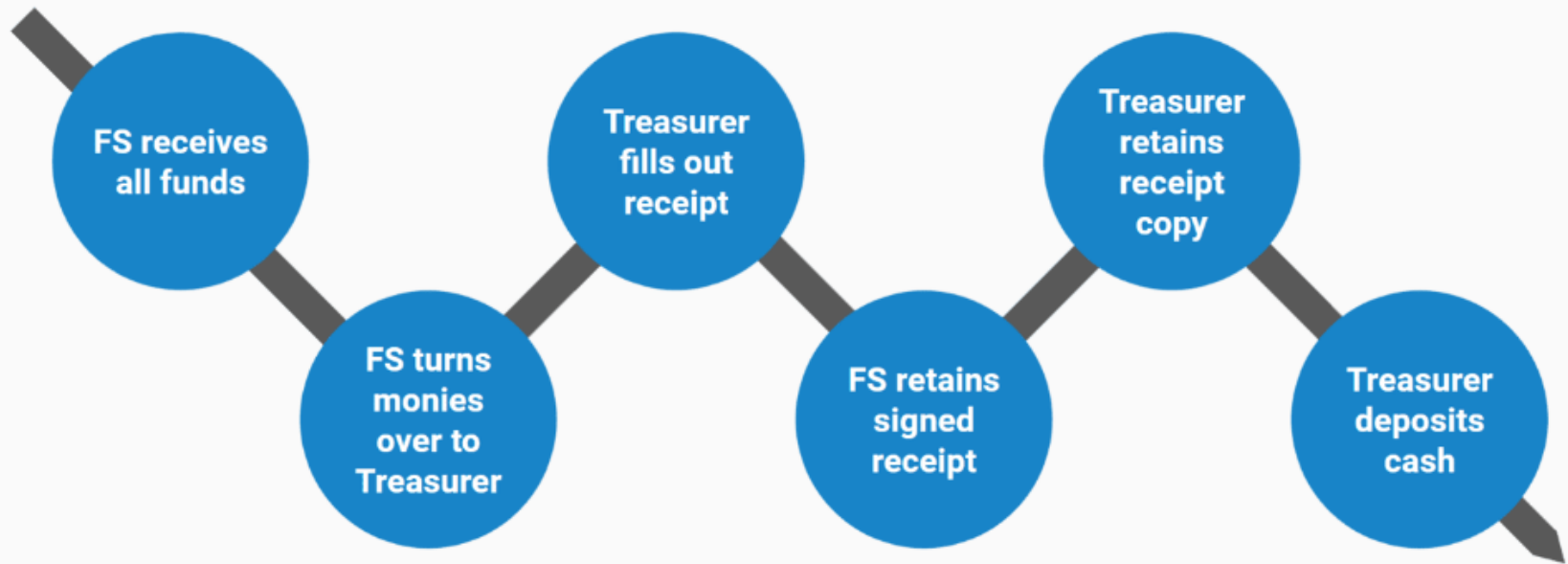
- Supreme per capita which includes Catholic Advertising

- Supply invoices from Supreme

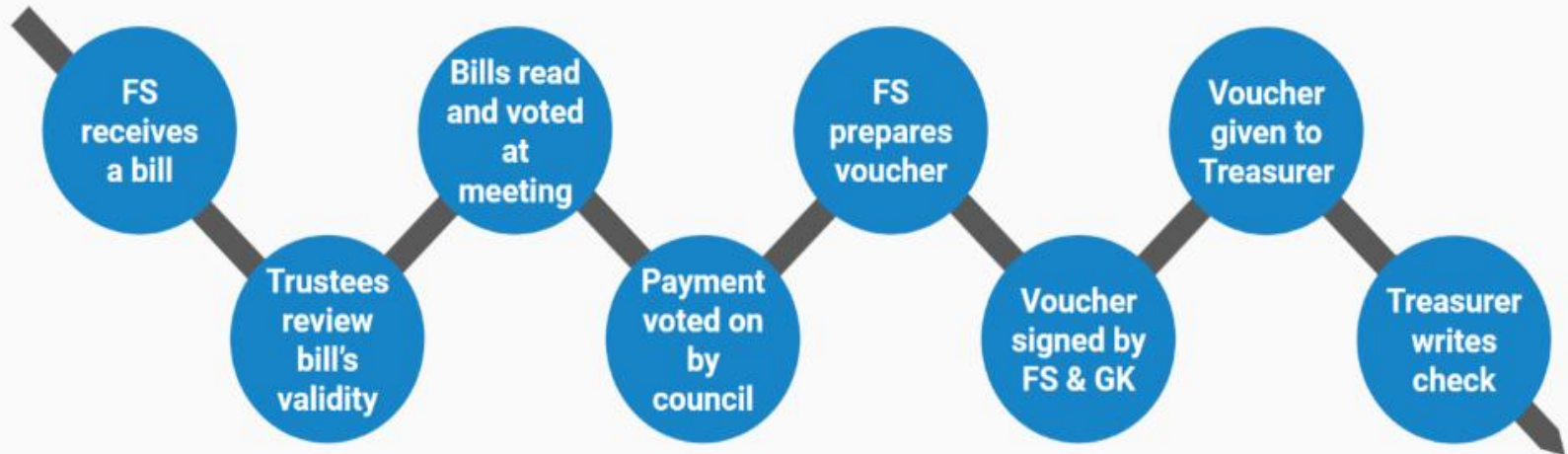
- State per capita and assessments

- Budgeted expense items pre-approved by majority of council membership at a regular business meeting.

Flow of Money into Council



Flow of Money Out of Council



FS should send vouchers and receipts to GK and trustees BEFORE Each meeting. Prepare from Member Billing.

Council Expenditures

Expenditures. No money in excess of the amount stated in Section 122(b) of the *Laws of the Order* (currently \$500) shall be paid or transferred from the Treasury of a council unless a two-thirds vote of the members present and voting at a regular business meeting held subsequent to a regular meeting at which a notice in writing as to the purpose and transfer of such money shall have been given and regularly read. All checks shall be signed by the Treasurer and the Grand Knight.

COUNCIL BY LAWS

In order to make sure that all councils and assemblies use a uniform set of by-laws, the Supreme Council created a program known as **By-Laws Online** accessible by Advocate.

The program is extremely user-friendly and allows councils and assemblies to create a set of by-laws electronically and receive automatic approval.

The program also maintains a historic file of each set of by-laws that were submitted and approved and enables councils and assemblies to submit requests to have copies of an approved set printed by the Supreme Council.

Since the program has become operational, **we are no longer accepting or reviewing deviations from the on-line template.**

State Programs

Guide

PROGRAM CD PROVIDED TO ALL
GRAND KNIGHTS EACH YEAR

State Council Awards

Awards are presented
by Divisions

Distribution Of Councils
by Division----

- **Division 1 ---- 1-60 members**
- **Division 2 ---- 61-90 members**
- **Division 3 ---- 91-120 members**
- **Division 4 ---- 121-180 members**
- **Division 5 ---- over 180-members**

STATE AWARDS

State Council Program Awards

Entry Form

THIS REPORTING FORM MUST BE COMPLETED BY EACH COUNCIL AND FORWARDED TO THE STATE COUNCIL.
(A separate reporting form should be completed for each program category.)

CATEGORY (MARK ONE): ☐ Faith ☐ Family ☐ Community ☐ Life



COUNCIL INFORMATION:

1 Council Number: _____ Total Council Members: _____
Grand Knight: _____ E-Mail: _____

PROGRAM INFORMATION (complete all sections):

2 Program Title: _____ Program Date: _____

Participation: _____ + _____ = _____ X _____ = _____
Members Non Members Total Participants Total Participants Hours Total Volunteer Hours

Program Planning: _____ & _____ Members Recruited: _____ Donations: _____
Costs Time Local Currency

3 Describe program in detail. Use additional paper if necessary. Supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, videocassettes, DVD's, display materials, films, etc., as they will not be considered in judging the nomination.

3a) In the space provided below, briefly describe the purpose and goals of this program. This section must be completed.

DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL

ENTRY MUST BE RECEIVED BY THE STATE COUNCIL
TO BE ELIGIBLE FOR THE COMPETITION

SUBMIT ORIGINAL BY APRIL 1 to: State Activity Chair for Each Category (Faith, Family, Community or Culture of Life)

EMAIL COPY TO: State Program Director

COPY TO: Council File

Available in electronic format at www.kofc.org



(continued on reverse)

3b) Whom does this program benefit?

3c) What problem or need did this program resolve?

3d) Why did the council select this program?

3e) Describe the success of the program:

Signed: _____
Grand Knight Date

- TEN MINUTE BREAK

FORMS

FORMS



July 1: Report of **Council Officers.** (#185)

August 1: **Service Program Personnel Report.** **(#365)

August 15: Semiannual **Audit Report.** (#1295)

January 31: Annual **Survey of Fraternal Activity.** **(#1728) AND
Partnership Profile with **Special Olympics** (#4584)

February 15: Semiannual **Audit Report.** (#1295)

April 15: **Calif. Election of Delegates Form** to State Office

June 30: Application for **Columbian Award** (#SP-7)** due at Supreme
Council office by June 30 ****REQUIRED FOR STAR COUNCIL**

New Disability Exemption Form (#1831)

Paused

- **Simpler form**
 - **GK and FS attest**
 - **No doctor sig**
 - **No member sig**
 - **No annual recertification**

Application for Per Capita Disability Exemption

CERTIFICATION OF COUNCIL

Council No. _____

This is to certify that _____ is a
(Member Name) (Member Number)
member in good standing in this council and that he is eligible for relief from payment of all council
dues and Supreme and state council per capita taxes, due to total disability, as authorized by
Section 118(e) of the Charter, Constitution, and Laws of the Knights of Columbus.

Attest: _____
Financial Secretary Grand Knight

Dated _____

Submit completed form to membership@kofc.org.

Notes: If the application is approved, dues and per capita shall be waived until the financial
secretary notifies membership@kofc.org that the exemption should be rescinded. Membership
that is continued under the provisions of Section 118(e) shall be construed as active membership
in computing the membership requirement for recognition as honorary or honorary life
membership.

1831 3/22



Annual
Audit – Due

August 15.

RECORDS FROM:
Financial Secretary
Treasurer and
Minute Book from
Recorder.

- 1 audit per year
 - Due August 15th
 - Reviewed by a combination of Trustees, Financial Secretary, Treasurer and Grand Knights
 - Electronically signed and submitted by the Grand Knight to Supreme.
- Required for Star Council Award



Annual Council Audit Worksheet

Use the worksheet to prepare the information to complete and submit the Annual Council Audit Report in Officers Online or www.korc.org/forms

*** Do not send this worksheet to the Supreme Council ***

Council # _____ Jurisdiction _____ For Period Ending June 30, _____

Do you have a Council Account with the Knights of Columbus Charitable Fund? ☐ Yes ☐ No

IRS Employer Identification Number (EIN) _____

Every US Council should have their own unique EIN # (Email Tax.EIN@KofC.org with questions)

Did your council submit the IRS Form 990 tax filing this year? ☐ Yes ☐ No

Every US council must file a Form 990 annually

Council Balance Sheet

Current Assets

Undeposited Money \$ _____
Savings Account \$ _____
Checking Account \$ _____
Money Market Accounts \$ _____
Electronic Payments Undeposited \$ _____
Square, Paypal, Venmo, etc.
Credit Card Balance \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Liabilities

Unpaid Bills \$ _____
Uncashed Checks \$ _____
Unpaid Credit Card Balance \$ _____
Loans/Debt Repayment \$ _____
Other \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Please clarify "Other" Current Assets, if used.

Please clarify "Other" Liabilities, if used.

Other Assets

Investments

Mutual Funds \$ _____
CDs & Bonds \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Property (>\$5K)

Real Estate \$ _____
Vehicles (inc. Trailers) \$ _____
Large Equipment \$ _____
Other \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Please clarify "Other" Investments, if used.

Please clarify "Other" Property, if used.

Statement of Cash Flows

Cash on Hand - Beginning of period _____

Incoming Cash Flows

Event Revenues \$ _____
Dues \$ _____
Incoming Donations \$ _____
Investment Income \$ _____
Interest Earned \$ _____
Other \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Outgoing Cash Flows

State and Supreme Per Capita Assessments \$ _____
Donations Out \$ _____
Excluding Donations from KCCF Council Account
Supplies \$ _____
Program Expenses \$ _____
Event Expenses \$ _____
Council Insurance Premiums \$ _____
Other \$ _____
Other \$ _____
Total \$ _____

Please clarify "Other" Income, if used.

Please clarify "Other" Expenses, if used.

Cash on Hand - End of period _____

Knights of Columbus Charitable Fund Council Account

Balance of your Council Account as of beginning of period _____

Total Contributions to your Council Account (July 1 through June 30) _____

Total Grants from your Council Account (July 1 through June 30) _____

Additional Information

Comments _____

Audit reviewed by (check any that apply) ☐ Grand Knight ☐ Trustee 2 ☐ Treasurer
☐ Trustee 1 ☐ Trustee 3 ☐ Financial Secretary

Email Addresses for Distribution

Trustee 1 _____ Treasurer _____
Trustee 2 _____ Financial Secretary _____
Trustee 3 _____ District Deputy _____

Submitted by Grand Knight

First Name _____ Last Name _____

Email Address _____

I certify that the information contained in this audit is true and accurate to the best of my knowledge.

Use the worksheet to prepare the information to complete and submit the Annual Council Audit Report in Officers Online or www.korc.org/forms

*** Do not send this worksheet to the Supreme Council ***

1295A 8/25

MEMBERSHIP RETENTION & SUSPENSION

Three most important factors in retaining volunteers are:

1. They believe the organization is going in the right direction.
2. They feel genuinely appreciated for their efforts.
3. Always remember, **Knights are VOLUNTEERS** not your employees. Ask for their help. Do not tell them or demand they help unless you want to lose members.



Calendar Year Billing – Member Billing

- 1st Notice sent to member on December 15th**
- 2nd Notice sent to member on January 15th**
- Retention Committee contacts those in arrears**
- Knight Alert Letter sent February 15th**
- Notice of Intent to Retain sent March 1st**
(DD & State Retention Chairman must agree to send Notice)
- File a Form #100 with the Supreme Council on May 1st but no later than June 1st (60 days)**
After 60 days, you have 30 days to suspend for non-payment of dues.

RETENTION

EVERY COUNCIL OFFICERS MEETING:

- Review financial secretary billing to membership.
- The financial secretary must also provide the retention committee with the names, addresses and telephone numbers of the delinquent members. The grand knight shall assign a member of the retention committee to telephone each member to remind him that his dues have yet to be paid.



1

The committee member will provide a written report to the grand knight of his findings.)

2

Personal contact by retention committee at beginning of second month (February), if not paid.

3

(Note: Grand knight responsible for financial secretary carrying out billing duties.)

RETENTION



Knights of Columbus

Affiliate List Submission Process

Affiliate Member Eligibility

Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all of the following engagement methods must have been attempted and failed:**

- Regular dues notices were sent, and dues were not paid, and
- Emails were sent and ignored or bounced, and
- Postal mail was sent and ignored or returned undeliverable, and
- Phone calls were made and ignored or number not in service, and
- The member has not been seen at Mass, meetings, or events.

Affiliate Member Designation Process

1. The Financial Secretary creates a list of eligible members to be recommended for Affiliate designation.
2. The Grand Knight, along with the Trustees and/or other knowledgeable leaders, reviews the list and removes members for whom extenuating circumstances apply. These may include, but are not limited to the following:
 - Charter membership
 - Military deployment
 - College / University / Seminary attendance
 - Approved exemptions
 - Financial hardship, job loss
 - Medical hardship, convalescent home, or hospice care
3. The Financial Secretary or Grand Knight creates an Excel Workbook spreadsheet (.xlsx) with column headers and information exactly as shown below. Do not hide any rows. The Prefix and Suffix columns must be included, even if those cells remain blank.

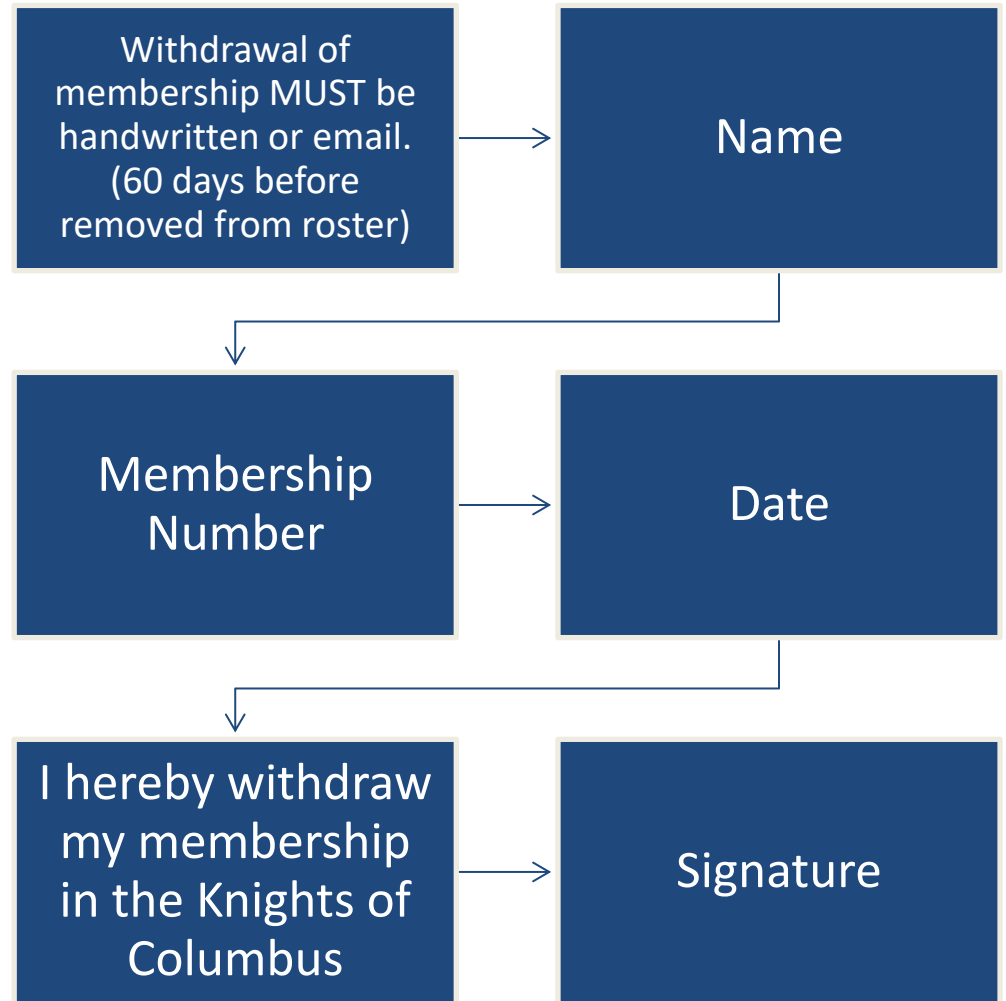
	A	B	C	D	E	F	G
1	Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix
2							
3							
4							
5							

Enter council number, membership number, first name and last name for each member to be designated as an Affiliate member. Lists not submitted in this format will be returned.

4. The Grand Knight emails the final list to the District Deputy.
5. The District Deputy verifies proper procedures were followed and emails the spreadsheet to affiliate@kcof.org. Spreadsheets may be submitted anytime, but those received after May 1st may not be reflected on council rosters until after July 1st.

Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to membership@kcof.org so they can be properly removed from the Order.

WITHDRAWAL



Suspension Procedures



- There are specific procedures for Suspensions – follow them!
- Before Suspensions – use the Retention Committee and Sponsors and Insurance Agents
- Before submittal – give DDs a chance
- Plan your suspensions
 - 1st attain your membership goals early (Dec)
 - Suspension for non-payment of dues
 - **MUST LIST RETENTION CHAIRMAN ON FORM 365**

Council Assessments

- Supreme Per-Capita fee is **\$3.50** per member per year.
Supreme Catholic Advertising is **\$1.00** per member per year.
Supreme Culture of Life is \$2.00 per member per year.
- State per-capita fee is \$13.00 per member per year.
State per-capita for inactive & honorary is **\$4.50** per year.
- **Orange Chapter per capita fee is \$1.00** per member per year.
- ***The Council must pay \$20.20 in fees for each member per year. 18 members who do not pay dues costs your council \$400 or one RSVP Scholarship.***
- No assessments or dues for Honorary Life Members
- Inactive insurance members will remain in that status on the council roster as long as his insurance is in force. The council continues to be responsible for Supreme and state council assessments on inactive members. However, a **\$9.00** credit is provided by Supreme.

Keep Your Members



Make friends with your pastor.



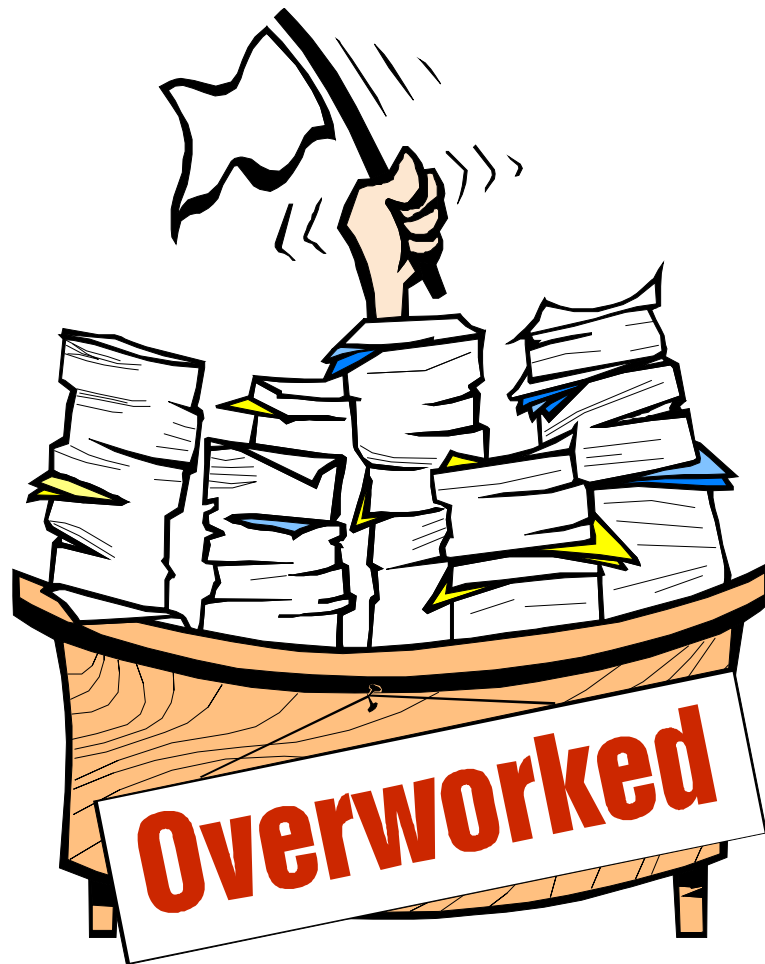
Officers should greet every member at each meeting.



Contact each member at least three times a year
(birthday, anniversary of degree, etc.)



The most important person in the room is the newest
person in the room



Too Many Activities

Accountability

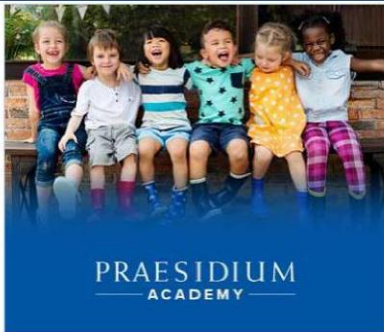
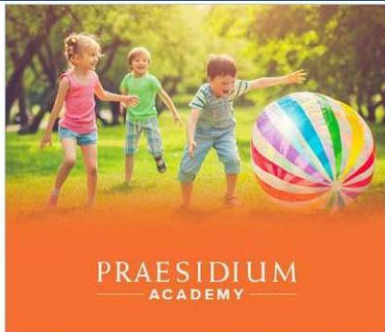


Accountability: Safe Environment Compliance



- Grand Knights
- Program Directors
- Community Directors (BC)
- Family Directors (BC)
- Is a Star Council Requirement



 PRAESIDIUM ACADEMY	 PRAESIDIUM ACADEMY	 PRAESIDIUM ACADEMY
KEY LEADERS State Deputies, State Advocates, State Program Directors, State Youth Directors, State Community Directors, State Family Directors, State Squire Chairman, Grand Knights, Program Directors, Community Directors, Family Directors, Faithful Navigators, Chief Counselors, Counsellors. TRAINING FOR LEADERS - GET STARTED	MEMBER SELF-REGISTRATION All members are encouraged to complete this training. UNITED STATES TRAINING CANADA TRAINING U.S. TERRITORIES/ INTERNATIONAL TRAINING	NON-MEMBER SELF-REGISTRATION We encourage everyone interested in understanding Knights of Columbus safe environment policies and procedures to complete our training. TRAINING FOR NON-MEMBERS - GET STARTED

Safe Environment Requirements

Paused

POSITION	COMPLETE COURSE	BACKGROUND CHECK
Grand Knight	YES	N/A
Program Director	YES	N/A
Family Director	YES	YES
Community Director	YES	YES

- **Minimum of three people required**
 - Grand Knight can hold one other position
- **Personal email addresses required**



James.Mullen@gmail.com



gkcouncil1@gmail.com

Accountability Star Tracker Stats

Member Quota (McGivney Award)	Gain	New Member %	Fraternal Benefit Event (FBE)* Due 6/30		Program Personnel Report Due 7/1	Annual Survey of Fraternal Activity Due 1/31	Columbian Award Due 6/30	Safe Environment Praesidium's Armatus®				
			Star Council Requirements									
			Events Per Council	Total Participants	#365	#1728	#SP7	Grand Knight (501)	Program Director (511)	Community Director (514)	Family Director (519)	Final Council Compliance
6	0	0.0%	0	0	X	X		No Record	No Record	No Record	No Record	Not Compliant
8	9	112.5%	5	39	X	X	Y	Yes	None	Yes	Yes	Compliant
8	8	100.0%	2	46	X	X	Y	Yes	No Record	No Record	No Record	Compliant
10	4	40.0%	0	0	X	X		Yes	Yes	No Record	None	Not Compliant
15	3	20.0%	2	3	X			Yes	No Record	No Record	No Record	Compliant
5	0	0.0%	2	10	X	X	N	No Record	No Record	No Record	No Record	Compliant
10	10	100.0%	4	18	X	X	Y	None	Yes	Yes	Yes	Compliant
5	5	100.0%	0	0	X	X	Y	None	Yes	Yes	Yes	Compliant
5	5	100.0%	4	13	X	X	Y	No Record	No Record	No Record	No Record	Compliant
10	12	120.0%	6	40	X	X	Y	Yes	None	Yes	Yes	Compliant
5	4	80.0%	1	1	X	X		None	Yes	Yes	Yes	Compliant
6	3	50.0%	1	1	X	X		Yes	Yes	Yes	Yes	Compliant

A new formatted Star Tracker report will be coming out August 1st . The report will be open to anyone who wishes to view it. The data will be updated every week.

- | 
KNIGHTS OF COLUMBUS | REPORT OF OFFICERS CHOSEN FOR THE TERM
JULY 1, 20 TO JUNE 30, 20 |
|--|---|
| Council # | DATE OF ELECTION |
| THIS REPORT CAN BE COMPLETED USING MEMBER MANAGEMENT
OTHERWISE PLEASE PRINT – INDICATE MEMBERSHIP NUMBERS | |
| Due By: JUNE 30 | |
| COUNCIL ADDRESS (Meeting Location) | |
| STREET | ADDITIONAL ADDRESS |
| CITY | STATE/PROVINCE |
| ZIP/POSTAL CODE | |
| SEANNE KNIGHT | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| ☐ NEWLY ELECTED ☐ RE-ELECTED | |
| TELEPHONE AREA CODE | PHONE NO. |
| EMAIL | |
| CHAPLAIN | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| DEPUTY GRAND KNIGHT | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| CHANCELLOR | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| RECORDER | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| TREASURER | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| LECTURER | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| ADVOCATE | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| WARDEN | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| INSIDE GUARD | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| OFFICER GUARD | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| TREASURER FOR ONE YEAR | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| TREASURER FOR TWO YEARS | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| TREASURER FOR THREE YEARS | MEMBERSHIP NO. |
| LAST NAME | FIRST NAME |
| INITIAL | EMAIL |
| STREET | CITY |
| STATE/PROVINCE | ZIP/POSTAL CODE |
| ☐ ADDRESS CHANGE | |
| COUNCIL MEETS | |
| * THE INFORMATION IS ESSENTIAL FOR TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS.
* APPOINTMENT OF FINANCIAL SECRETARY (SECTION 106) LAWS AND RULES.
THE FINANCIAL SECRETARY SHALL BE APPOINTED BY THE SUPREME KNIGHT. HE SHALL HOLD OFFICE AT THE WILL OF THE SUPREME KNIGHT. | |
| SEND ORIGINAL TO: Membership Records (email: AddressChange@kcof.org)
SEND COPIES TO: State Deputy, District Deputy, Council File | |
| SIGNED & FILE | |

Service Program Personnel Report

July 1, 20__ through June 30, 20__

Council # _____ Jurisdiction: _____

Due By: July 1

The Service Program Personnel Report (PS66) must be received by the Supreme Council by July 1 for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel.

- Strongly consider submitting this report through Member Management for expedited processing. This is the preferred method.
- If filing out this report on paper, be sure to include the accurate membership number for each role.
- Required roles to be appointed have been designated – Program Director, Family Director, Community Director, Membership Director, Retention Chairman.
- Changes during the internal year should be made using Member Management to update the roles accordingly. If your council uses the paper form, only complete and submit that information which has changed.

PROGRAM DIRECTOR REQUIRED	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
FAMILY DIRECTOR REQUIRED	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
COMMUNITY DIRECTOR REQUIRED	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
LIFE DIRECTOR	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
MEMBERSHIP DIRECTOR REQUIRED	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
RETENTION CHAIRMAN REQUIRED	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
NON-LEADER PROMOTION	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
VOCATION CHAIRMAN	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
HEALTH SERVICES	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		
PUBLIC RELATIONS	MEMBERSHIP DIRECTOR	LAST NAME	FIRST NAME	EMAIL
		EMAIL		

SEND ORIGINAL TO Department of Fraternal Mission jessie.fraternalmission@kco.org
SEND COPIES TO: State Deputy, District Deputy, Council File

Grand Knight

Date

265

Accountability: Star Tracker Report

- **Consolidates all required Reports & Status for each Council**
 - **Council Location, Size, District/ District Deputy**
 - **Membership Size, New Member Requirements & Status**
 - **Fraternal Benefit Events Quota and Status**
 - **Council Personnel Reports (#185, #365, #1728)**
 - **Columbian Award (SP-7) Faith in Action Programs/Projects**
 - **Semiannual Audits (1295-1, 1295-2)**
 - **Safe Environment Compliance Status (GK, PD, CD, FD)**
- **Star Tracker Report delivered Twice per Month**
- **Report is available on The CA State Web Site**

MEMBERSHIP



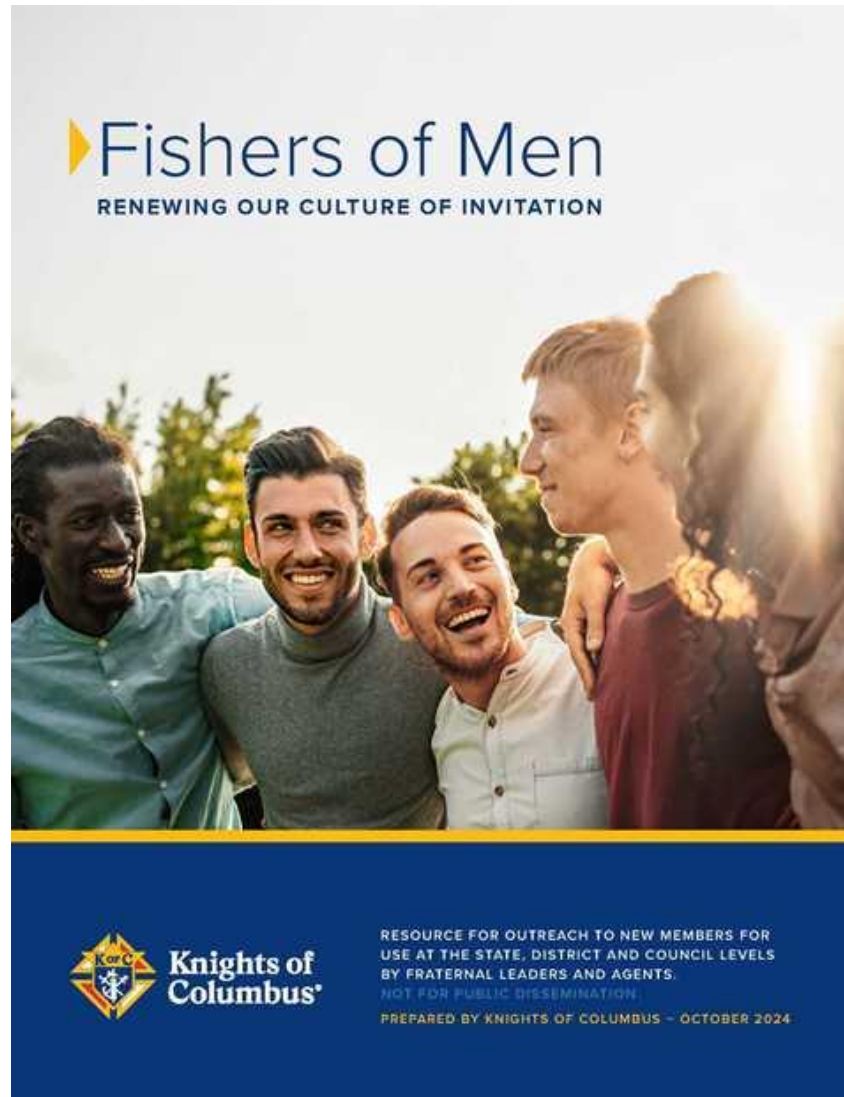
MEMBERSHIP RECRUITING



EVERY EVENT IS AN
OPPORTUNITY
TO HAVE A MEMBERSHIP DRIVE

- Blood Drives,
- Donut or Popcorn sales,
- Parish Fiestas or BBQs,
- Fish Frys
- Cor
- Prolife efforts
- Pancake Breakfasts

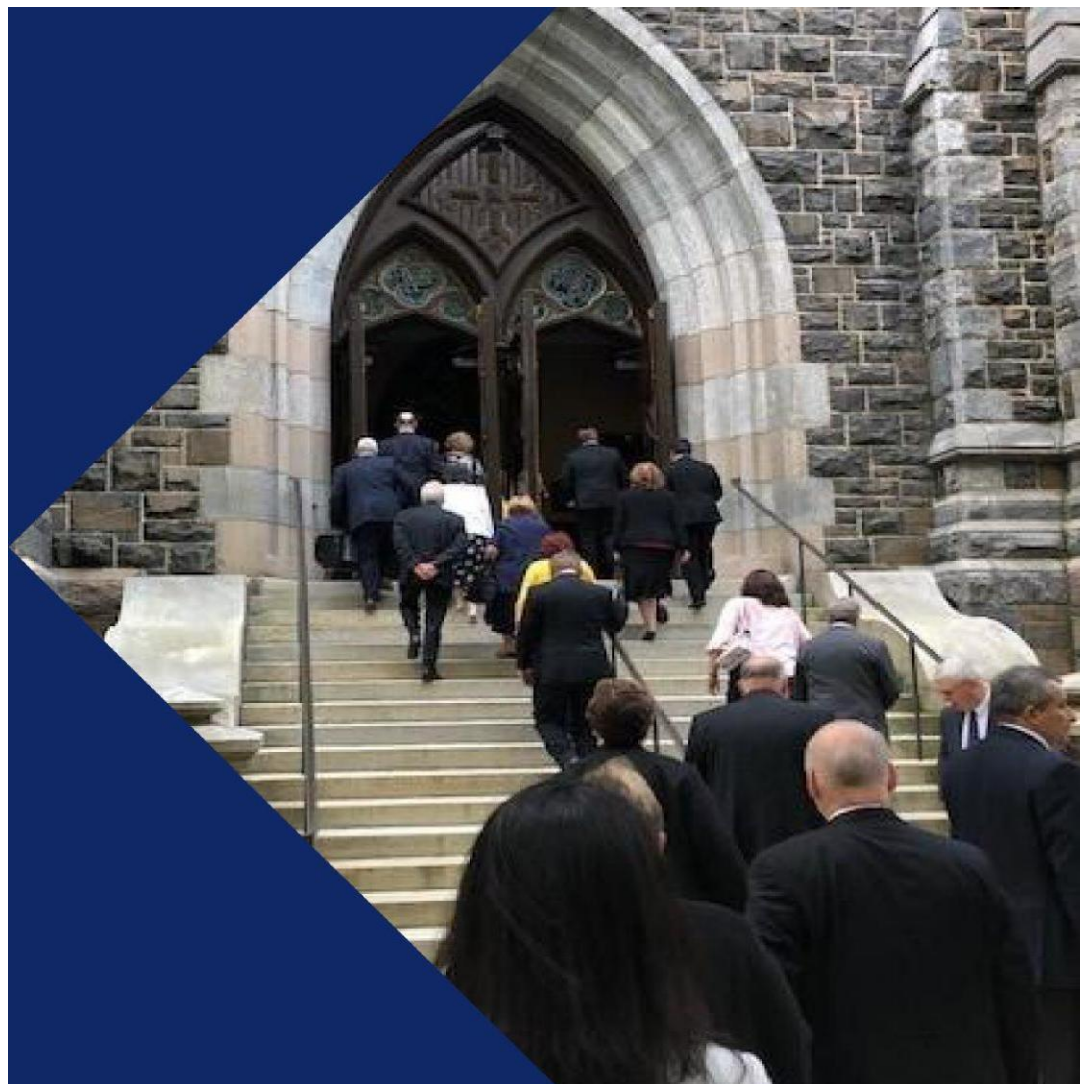
New Membership Help





- **CHURCH *Delta***
- **DRIVES**

- Member Growth:
 - the Life Blood of a Council



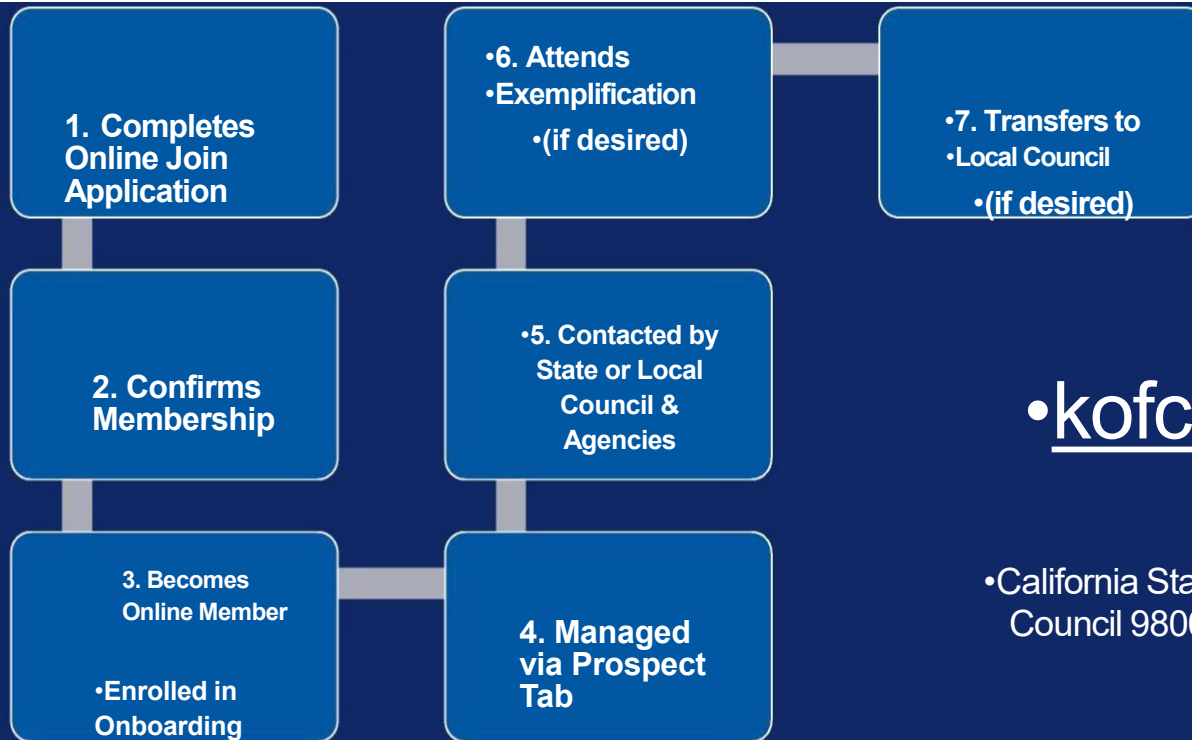


- **Online membership Review**
- **What happens when someone joins online?**

kofc.org/Join



Online Members



•kofc.org/join

•California State Council 98004



Membership Confirmation



- **Men are initially emailed 3 times to confirm membership**
 - Instantly, 24 hours, 48 hours
 - Simply click button: "CONFIRM MEMBERSHIP"
- **Unconfirmed men remain prospects and are emailed weekly**
- **Signing up again with same email address will not work**



kofc.org/Join

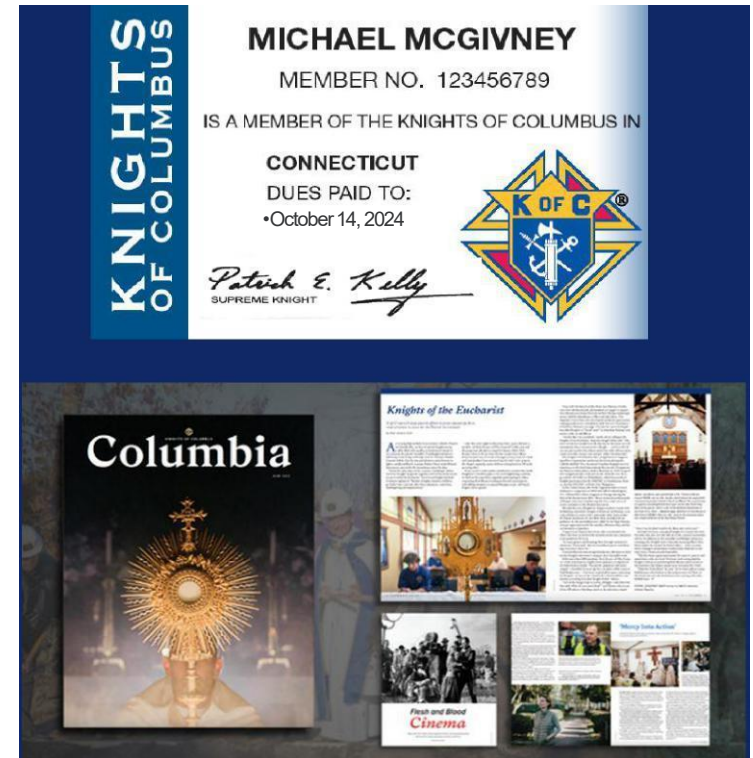


Online Members



•New Online Member receives:

- Membership Card
- Most recent edition of Columbia Magazine
- Online Membership Brochure
- Blessed Michael McGivney Prayer Card
- Welcome letter from the Supreme



Affiliate Membership



- Participating councils now use temporary billing procedures
- States invite Affiliate Members to regional events
- Next open round to convert to Affiliate Member is:
 - Do it NOW if needed!



Retention

- **Once you get'um, How do you keep'um?**
- **The Most Important person in the Room**
- Make sure they know you and your Council Members
- **Get to know them and their families**
- **Invite them to join a Committee or Event**
- They joined to do something
- Don't be a collection agency

• **Don Franson**

• **714 356-0882**

• dfranson49@sbcglobal.net



EXEMPLIFICATIONS IN PERSON IS THE BEST



- ❑ Each Council create their own Ceremonial Team.
 - If this is not possible, there are several Councils that can provide this service. The difficulty of using outside help is that they may not be available when you need them or they may require your Council to travel their church.
 - Notify Chapter to publish scheduled Exemplifications on the Chapter website and announced at the Chapter Meetings each month.
- ❑ The Council sending the proposed knight:
 - must provide the exemplification kit and
 - notify the hosting Council of the number of attendees including their guests Additional costs for any refreshments or dinners.
- ❑ Please also contact your District Deputy so he may attend.



Council Planning and Programs



Membership & Programs



Grand Knight

•Program Director

•Evangelization & Faith
•Formation Director

•Membership Director

•Community Director

•Cor Chairman

•Recruitment Committee

•Faith Director

•Admissions Committee

•Family Director

•Retention Committee

Life Director

•Benefits Promotion

Plan for Success

Paused

- **Set meaningful Faith in Action goals**
 - **Parish / Community needs**
- **Schedule events with Pastor support**
- **Budget the expected revenues and expenses**
- **Have a Comms plan for members, families, parishioners**
- **Be flexible and responsive**

Council Goals

- Planning Meeting with Council Officers
- What do you want to accomplish during this Columbian Year.
- Family Activities
- List your goals.



•New Faith in Action Programs

- Released in 2nd half of 2025 calendar year, these programs
- appeal to Hispanic parishes and councils, but can be used
 - for any council. Already released:

kofc.org/community

Bright Futures

Support students/schools



Celebrating Our Catholic Heritage

Promote local traditions



The Bright Futures program invites councils to support the students and schools in their communities.

Faith Programs

- RSVP
- Into the Breach
- Spiritual Reflection
- Holy Hour
- Pilgrim Icon Program
- Building the Domestic Church Kiosk
- Rosary Program
- Sacramental Gifts



•Community Programs

- Coats for Kids
- Helping Hands
- Global Wheelchair Mission
- Habitat for Humanity
- Disaster Preparedness
- Catholic Citizenship Essay Contest
- Free Throw Championship
- Soccer Challenge
- Hockey Challenge



•Life Programs

- March for Life
- Ultrasound Initiative
- ASAP
- Silver Rose
- Novena for Life
- Special Olympics
- Mass for People with Special Needs
- Christian Refugee Relief



•Family Programs

- Food for Families
- Family of the Month/Year
- Family Fully Alive
- Family Prayer Night
- Keep Christ in Christmas
- Family Week
- Consecration to the Holy Family
- Good Friday Family Promotion



• ***Cor is...***

- *Christ centered brotherhood*
- Intentional and frequent time for:
 - Prayer
 - Formation
 - Fraternity
- Offered by the council for all men of the parish
- To build and strengthen them in faith and virtue as they strive to live the mission of their
 - vocational fatherhood and share their faith



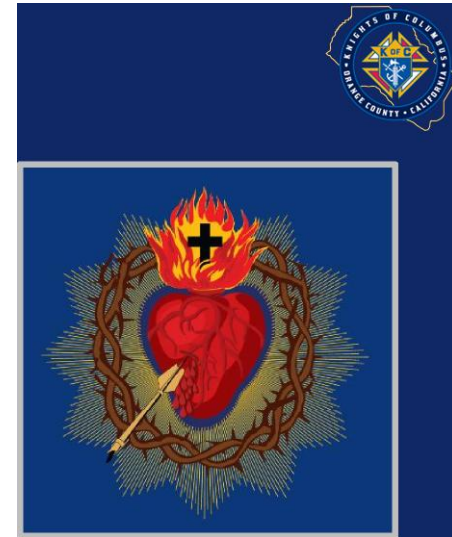
- What is it?

- Cor = Latin for heart.
- Not a program

- Cor is a faith-based initiative to form and strengthen
 - Catholic men in faith and virtue of missionary disciples by
 - drawing them into a deeper relationship with Jesus Christ
 - through the three key elements:

- ***Prayer, Formation and Fraternity.***

- Cor is led by the appointed Council **Director of**
 - **Evangelization and Faith Formation (EFF).**
- **Open to any man**
in the Parish.



KofC.org/cor

FAITH IN ACTION

A New Model A New Age



"What is Faith in Action?"

The new umbrella for all Supreme Council recommended programs, replacing Surge... with Service

"Why the need to change the model?"

Faith in Action is a realization that while our mission remains unchanged it has evolved to meet a changing world

"Why the Faith in Action Model?"

Simplifies and focuses councils to provide quality faith-filled family programs

Knights of Columbus © 2016 3



FAITH



COMMUNITY



FAMILY



LIFE



Knights of Columbus

Aid and Support After Pregnancy

ASAP

Handbook



Faith in Action

Life

•Eucharistic Processions



NEW! Holy Hour Featured Program Credit

- Hold at least four Holy Hours (quarterly), or
- Hold at least two Holy Hours and at least one Eucharistic Procession

Committee Operational Ground Rules

A chairman should possess specific qualities and traits.

An engaged chairman:

- **Focuses** on the mission of the Order and the Committee
- **Shares** his organizational (Council & Order) knowledge
- **Values** committee members' opinions
- **Respects** his committee by starting and concluding meetings on time
- **Strives** for consensus
- **Plans** for changes and challenges
- **Ensures** relevant decisions are made and recorded
- **Reports** outcomes to the Grand Knight



Council Officer Training

•10784 Programs Reporting Update



- Submit after every
- event-activity.

•Knights of Columbus

•Family

•Community

•Life

•Family et the Month

•Keep Christ, in

•Christmas Family Fully

•Alhre Family Weak

•Consecration to the Holy

•Family Family Prayer Night

•Good Friday Family Promotion

•Food for Families

•Other

•Disaster Preparedness

•Free Throw Championship

•Soccer Challenge

•Helping Hands

•Catholic Citizenship Essay Contest

•Coats for Kids

•Global Wheelchair Mission

•Habitat for Humanity

•Christian Refugee Relief

•Silver Rose

•Pregnancy Center Support

•Novena For Life

•Mass for People with Special Needs

•Special Olympics

•Ultrasound

•Oilier

•Volunteers

•Members

•Total Members

•Total Volunteers

•Total Volunteer Daum

•Participants (Non-Volunteer)

•Was your Pastor present?

•Program Planning

•Costs

•Members Recruited

•Donations

•On a scale of 1-5 (with 5 being the highest) how engaged was your parish and council by this program?

•What information or feedback would you like to share about your program? (To share more success stories, visit [kofc.org/enlightenaction](#))

•3001300 Characters Limit

SUBMIT

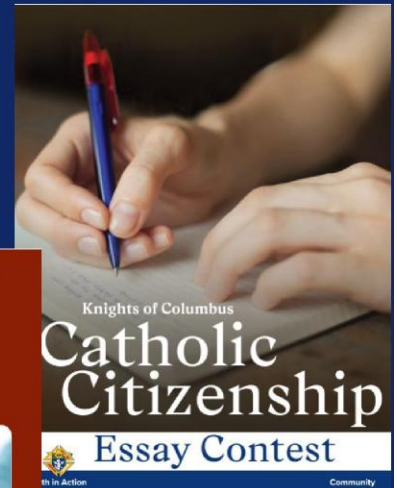
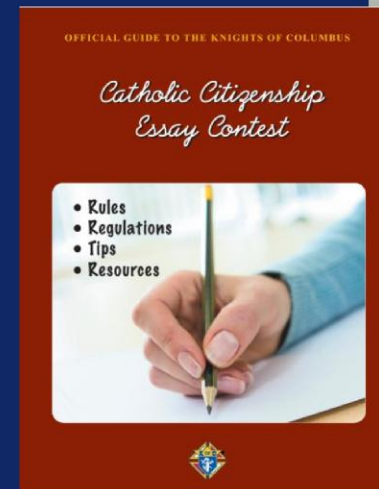
•Online Form #10784



Poster & Essay Contest



- Catholic Citizenship Essay Contest.
- Keep Christ In Christmas Poster Contest.
- Catholic Citizenship Essay Contest.



• KofC.org/cor



•Free Throw Contests

- Provides an athletic outlet and encourage
 - the values of sportsmanship and healthy
 - competition.
- To sponsor a competition start by ordering
 - a Free Throw Championship Kit.
- District, Chapter and State championships.
- Jan-March



Chapter Youth Basketball Free-throw Co-Chairman

Gary Schoenbachler

gary@schoenbachlerems.com

714-928-5119

Chris Glaubenslee

cglaubenslee@gmail.com

(562) 331-6309



•Orange Walk •for Life

- Councils are needed
- to help support this
- event.
- - BBQ
- - Set-up
- - Break-down
- - Pass out Posters
- - Snacks & Waters

October 4, 2025



Knights of Columbus in the Diocese of Orange present:




Orange Walk for Life 2024

Dignity of Life...
...from Conception to Natural Death

October 5, 2024, 8:30 AM
At the Our Lady of La Vang Shrine
at Christ Cathedral

This event is for everyone.

- International Rosary
- Dignity of Life Message by Jill Echeverry
- Mass
- Eucharistic Procession
- ProLife Partners Reception and Lunch

Parking is limited. Carpooling is recommended.
Caravan to Christ Cathedral if you can.




Jill Echeverry:
Catholic Author and pro-life Advocate



"Our pro-life teaching and witness strikes a responsive chord in many hearts because it is founded on the bedrock of reason and natural law...Our mission is to reach those who are searching, because, in their hearts they sense the stunningly beautiful truth about the inviolable dignity of each human being." Archbishop William Lori, Knights of Columbus Supreme Chaplain

•Chapter Walk for Life
Chairman
Michael McGranahan
mikeofkoc@gmail.com
(714) 357-4643



Council Awards

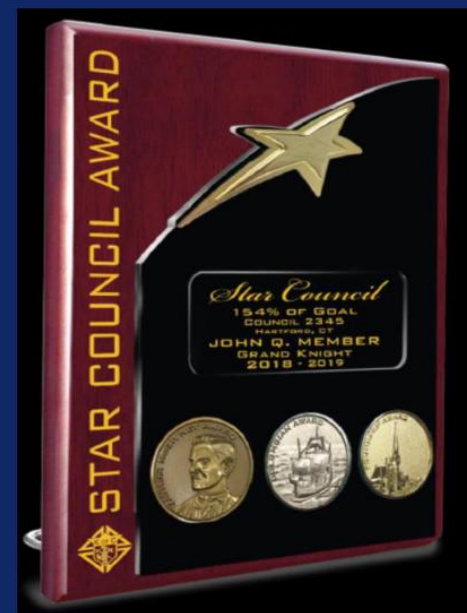
Why Star Council?



Star Council Award

Paused

- Earn McGivney, Founders', and Columbian Awards
- Submit #365 (program personnel) and #1728 (survey)
- Safe Environment compliant (US / CAN)
- Good standing with Supreme
- Plaque and lapel pins awarded
- No Changes



McGivney Award: Membership Growth

Paused

- **Quota of 6% growth; min 5, max 15**
 - Quota increased from 5% to 6%
 - Quota based on intake only
 - no penalty for withdrawals or suspensions
 - Minimum increased from 3 to 5
 - Maximum reduced from 20 to 15



- The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. To earn this award, a number equal to 10% of Associate members on the July 1 council roster must meet individually with a field agent for a financial review (minimum of five and maximum of fifteen). A financial review with an insurance agent is a personalized check-in to evaluate your current financial protection, identify gaps or changes in your needs, and ensure your insurance and long-term financial strategies still align with your goals, family, and future plans.
- Complete the [Founders' Award Application](#) (#11077) by June 30 to qualify.
- [Training for the 2026-27 Founders' Award can be accessed here.](#)
- [CLICK FOR MORE INFORMATION FROM SUPREME](#)
-

Fraternal Programs Report Forms

New Fraternal Benefit Seminar Forms

Paused



Fraternal Benefit Seminar Council Report Form

Councils striving for the Founder's Award must host (or co-host) two fraternal benefit seminars (in-person or virtual) per year. Each council must have a minimum of 7 members or member-eligible attendees at each seminar. Suggested methods of promotion include council email/social media, parish email/social media, pulpit announcement, bulletin notice, and personal outreach to prospects.

COUNCIL NUMBER:

DATE HOSTED:

NUMBER IN ATTENDANCE:

GRAND KNIGHT SIGNATURE OF APPROVAL:

This form must be submitted to the council's general agent within 7 days of the Fraternal Benefit Seminar.

10077 2022

Council Form



Fraternal Benefit Seminar General Agent Monthly Report

The below councils satisfied the criteria for one fraternal benefit seminar in the month of _____

COUNCIL NUMBERS		

GENERAL AGENT SIGNATURE:

General agents must forward this form to CouncilGrowth@kofc.org for each month seminars are conducted. Final submissions for the fraternal year must be received by the Supreme Council no later than June 30.

10080 2022

General Agent Form



Columbian Award Application

SP-7



Columbian Award Application

Due by June 30th

Council Number: 12345 Jurisdiction: State 20 23 - 20 24

FAITH PROGRAMS: RSVP, Into the Breach, Spiritual Reflection, Holy Hour, Pilgrim Icon Program, Building the Domestic Church Kiosk, Rosary Program, Sacramental Gifts

1. Program Name: Council Rosary	Featured Program? ☐ YES ☒ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)
Program Description: Council leaders lead the Rosary at every Sat. Vigil Mass	
2. Program Name: Into the Breach	Featured Program? ☒ YES ☐ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)
Program Description: Councils holds weekly Into the Breach sessions	
3. Program Name: Into The Breach	Featured Program? ☒ YES ☐ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)
Program Description: 2nd credit	
4. Program Name: Building the Domestic Church Kiosk	Featured Program? ☐ YES ☒ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)
Program Description: Council purchased a kiosk for the back of the church and keeps it full.	

FAMILY PROGRAMS: Food for Families, Family of the Month/Year, Family Fully Alive, Family Prayer Night, Keep Christ in Christmas, Family Week, Consecration to the Holy Family, Good Friday Family Promotion

1. Program Name: Family of the Month	Featured Program? ☐ YES ☒ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)
--------------------------------------	---



- 4 programs must be completed for
- each of the 4-program categories.
- Faith, Family, Community, Life
- Do not submit if any line is blank.
- Featured Programs get 2-line credits
 - (You must do the minimum requirements to
 - qualify as a Featured Program)

Description:		
4. Program Name:	Featured Program? ☐ YES ☐ NO (Selecting yes indicates you have fulfilled all featured program minimum requirements.)	
Program Description:		
Signed:	Signed:	Date
Grand Knight	Program Director	

SUBMIT ELECTRONICALLY TO: fraternalmission@kofc.org • SEND COPIES TO: State Deputy, District Deputy, Council File

SPECIAL PROGRAM CREDITS

Receive Two Credits

FAITH

RSVP

Into the Breach

Spiritual Reflection

Holy Hour

COMMUNITY

Coats for Kids

Global Wheelchair Mission

Habitat for Humanity

Special Program Credits

FAMILY

Food for Families

Family of the Month/Year

Family Fully Alive

Family Prayer Night

LIFE

March for Life

Special Olympics

Ultrasound Initiative

Pregnancy Center Support



Campesinos Program

For too long, this need has gone unanswered — but not anymore. Together, we will stand in the gap for our hardworking farmworkers and their families. Brothers, our unity is our greatest force. There are no borders in Brotherhood — only hands joined in faith, service, and love.

Knights of Columbus California
California State Chairman Campesinos
Program – George Arias
661-600-8150, kocproud@gmail.com

In line with St. Mother Teresa's concern for the needy and the poor and her "together we can do great things", this program will initiate for the farmworkers and their families –
The Campesinos (Farmworkers) Program

BOX of HOPE

Each box contains (20 pounds each of Rick, Beans, Sugar, Maseca Flour and 1 gallon of cooking oil)

[Family Programs' Food for Families.](#)

The GIFT of WARMTH

Coats, jackets, socks and clothing for adults and children

[Community Programs' Coats for Kids.](#)

SHOWER of LOVE

Diapers, clothing and toys

[Life Programs' Aid and Support After Pregnancy \(ASAP\).](#)

**WILL YOU BE ABLE TO
SAY NEXT JUNE?**

I HAVE KEPT THE FAITH

I HAVE FINISHED THE RACE

WE WILL RUN WITH YOU!!!!