Membership Campaign Handbook

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State Deputy

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Membership Director

California State Membership Handbook
2018 – 2019

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Membership Hierarchy

Membership Program Team

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Membership Recruitment

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Welcome Back, Brother		
Chairman	Eric	Watson
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NCD/Council Reactivation-English		
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RCIA to Knights

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Shining Armor Awards

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Star Council Outreach

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Membership Director's Message
2018 – 2019 Michael Brault

2018-2019 Statewide Membership Drives

QUICK START –Any Weekend during July/August/September

COLUMBUS DAY - October 6 & 7, 2018

FOUNDER'S DAY - March 23 & 24, 2019

4TH QUARTER – Choose One:

- **Divine Mercy – April 27 & 28, 2019**
- **Mothers' Day- May 12 & 13, 2019**
- **Catch Your Star – Extended Drive - May 25th until Star is Attained!**

Both California and Supreme are asking all Councils to focus on "Building the Domestic Church" (which means strengthening the Faith within our families) and on enthusiastically reaching out to other cultures, especially our Hispanic Brothers. For Membership, that means we need to emphasize building the spirituality of our Brothers and directing our efforts towards strengthening our families.

In addition, we should strive to find ways to reach the Hispanic men who are Catholic in California. Pew Research listed 15 million Hispanics in California as of 2014. Approximately one third of those are Catholics, that is 5 million Hispanics. We can estimate at least one third of that number would be men, at least 18 years old so the number of eligible, Hispanic, Catholic men in California exceeds 1.6 million! Let us vigorously reach out to these men.

Our Supreme Knight, Carl Anderson, has expressed his desire that every practicing Catholic man be offered membership in the Knights of Columbus. Membership in our Order is a gift; we must find ways to share that "Experience of a Lifetime" with all of the Catholic men whom we encounter.

Since our ***long-term goal*** is to offer membership to **every practical Catholic man in California**. In order to make progress toward this lofty goal, we have set the following:

State Membership Goals

Membership Goals	*2017-2018*	*2018-2019*	*Reach Goal*
Membership Intake	4,375	4,400	5,000
Net Membership Growth	3,060	3,000	4,000

Net/Net Actual Membership Growth	1,315	1.300	1,800
New Councils	14	14	20
Reactivated Councils	8	7	10
Round Tables	140	140	1601
Number of Star Councils	100	100	150

Brothers, we can achieve these goals if each Council makes a commitment to offer opportunities for men to grow spiritually through the Knights of Columbus and if our Council activities are rooted in strengthening families. This is Building the Domestic Church. When men see that the K of C is a gateway to spirituality and is also helping families to stay connected to the Catholic Church, then they will ask to join us!

In order to Build the Domestic Church and to increase our spirituality, we will center our Membership efforts on two ideas: 1) **"Casting the Net"** in which Membership Recruiters work to bring Catholic men into the Order, and 2) **"Anchor Line to Faith"** Retention Committee will strive to keep families actively involved in the Church and connected to the Order through personal communication.

You will note that we intend to follow the example of Christ, the original Fisher of Men and our Good Shepherd. He offered the gift of eternal life to all men and told His Apostles to become Fishers of Men. We will cast our nets out to bring entire families closer to the Church. Christ used the parable of the Good Shepherd to explain the importance of keeping each and every one of His sheep safe in the flock; we have an obligation to keep our Brothers in the Order so that their family remains anchored to our Faith. Our Worthy Shepherd and Apostles program is designed to connect our Brothers to the Knights as an anchor line to our Christian principles and commandments.

We as Knights must follow our Savior's lead! We must cast our nets to all eligible Catholic men by offering the gift of Membership to both them and their families. Then, once they are in the Order, we must be willing to be the Worthy Shepherds and go out of our way (even to knock on doors) to keep those Brothers and their families in our "Flock" securely anchored to Holy Mother the Church.

How to "Cast the Net"

- Extended Membership Drive – See Membership Recruitment Section
- Chapter Extended Membership Drive Challenge – See Membership Recruitment Section
- District Recruitment Teams and Special Action Teams – See Membership Recruitment Section
- Family Membership Recruitment – See Membership Recruitment Section
- Knights of Columbus Visibility in the Parish – See Membership Recruitment Section
- Celebrate Shining Armor Awards – See Shining Armor Award Section
- Shining "*Armorer"* Award – See Shining Armor Award Section

Using an Anchor Line to the Faith to connect Brothers and Families

- Worthy Shepherds and Apostles (Retention Team) – See Membership Retention Section
- Worthy Shepherd Award (Plaque to Worthy Shepherd & Certificates to each Apostle) – See Membership Retention Section
- Worthy Shepherd Incentive – See Membership Retention Section

Finally, keep in mind that we hold Degrees for Candidates, we should NOT hold Candidates for Degrees.

A Prospect (or a Brother) should not have to wait more than two weeks to attend an Admissions Degree. At least every four weeks there should be a nearby Formation Degree. Each Chapter should arrange for Knighthood Degrees either every month (for large Chapters) or every other month (small chapters).

Please post ALL Degrees using this link: 2018-19 California Ceremonial Degrees – Enter Data

Once Councils, Districts, and Chapters follow through and post their upcoming Degrees, you will be able to see those postings (sorted by District) using this link:
2018-19 California Ceremonial Degrees Master List

More Ceremonials = more members = more leadership. This will guarantee the continued growth and success of the Knights of Columbus in California.

Our Membership catch phrase will be:

K of C – Focused on Family, Anchored in Faith!

Yours in Service,

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2018 – 2019 California Membership Incentives

Ongoing Star Recruiter Incentive

1 Recruited = Star Recruiter Pin
3 Recruited = Star Recruiter Hat
5 or more Recruited = Star Recruiter Polo Shirt

Note: These prizes are cumulative so as a recruiter continues, he earns pin then hat then polo shirt. Prizes will be sent to Chapter Presidents for distribution to the Chapter's recruiters.

Monthly Statewide Recruiter Incentive

1st Prize $25 (minimum 5 recruited *during that month*)
2nd Prize $20 (minimum recruited *during that month*)
3rd Prize $15 (minimum 3 recruited *during that month*)
4th Prize $10 (minimum 2 recruited *during that month*)

Note: A prize will be awarded each month to the Top 4 Recruiters Statewide. In case of ties, the winner will be selected by random drawing from Recruiters who tied.

Quarterly Chapter Recruiter Incentive

1st Prize $25 (minimum 5 recruited *during that quarter*)
2nd Prize $20 (minimum 4 recruited *during that quarter*)
3rd Prize $15 (minimum 3 recruited *during that quarter*)
4th Prize $10 (minimum 2 recruited *during that quarter*)

Note: Up to four prizes will be awarded each quarter to Top Recruiters from each Chapter. In case of ties, the winner will be selected by random drawing from Recruiters who tied.

Online Membership Conversion Incentive - Quarterly

1st Prize $100 Restaurant gift certificate
2nd Prize $75 Restaurant gift certificate
3rd Prize $50 Restaurant gift certificate

Note: Chapters are encouraged to develop a plan to convert Online Members into Council Members. Three Chapters each quarter will be awarded "Dinner to the Winner" based on highest % of conversion of Online Members to Council Membership for that quarter. The Chapter will determine the awardee based on who affected "conversions" the most.

Quarterly Council Recruitment Incentive

1st Prize $150 Credit to Banners.com
2nd Prize $100 Credit to Banners.com
3rd Prize $75 Credit to Banners.com
4th Prize $50 Credit to Banners.com (Highest % gain net)

Note: Three prizes will be awarded each quarter to Councils with the highest Net Recruited during the Quarter. The 4th prize will be awarded to the Council with the highest net % gain for the Quarter. In case of ties, the winner will be selected by random drawing from Recruiters who tied.

New Council or Reactivation Incentives

1. **Knights of Columbus Tablecloth**
   When 5 or more new Members have taken the Admissions Degree.

2. **Custom Tablecloth or Standard Canopy Back Wall**
   Sent to completed Council Reactivation or New Council projects.

Casting the Net – Inviting Families into the Order

Membership Recruitment

The great challenge and urgent call for continued expansion of our Order lies ahead of us. Membership recruitment, as we all know, is the basis for growth and the lifeblood of the Order. We must take ownership of the growth of our brotherhood and lead by example with strong conviction and unparalleled commitment in making membership recruitment paramount and our top priority as a member. Let us move forward in unison; increasing one member at a time along throughout the year, to move our Councils, Districts, Chapters, and State towards our goals.

We, the Knights of Columbus, are known as the "Right Arm of the Church" in Support of our Bishops and Priests. We "Change Lives and Save Lives." Our faith-filled activities are all related to the overall goal of Living our Faith and Evangelizing; our deeds and our actions are the cornerstone to membership recruitment.

POWER OF ONE
1 NEW MEMBER PER COUNCIL PER MONTH
1 FIRST DEGREE PER COUNCIL PER MONTH
1 STAR COUNCIL PER DISTRICT THIS YEAR
1 ALL STAR DISTRICT PER CHAPTER THIS YEAR
1 NEW MEMBER PER OFFICER/LEADER THIS YEAR

2018-19 Membership Strategies
Casting the Net

- Extended Membership Challenge
  - Each Council considers an Extended Membership Drive (full month or more)
  - Place Council Drive on Chapter Calendar & State Database

    - Chapter finds Councils to cover each of the months of the year
    - Chapter supports Council with District Recruitment Teams & Special Action Teams
- Plan on Three or More Church Drive Weekends per Council This Year
    - Quick Start Membership Month – Council chooses July or August or September
    - Columbus Day Membership Drive - October 6 -7, 2018
    - Founders' Day Membership Drive - March 23 – 24, 2019
    - 4th Quarter Drives – Divine Mercy Drive, Mothers' Day Drive, Catch Your Star Drive
    - Local Special Event Membership Drive – such as a Parish Anniversary or Festival
- District Recruitment Team
    - Get two or more of the best recruiters on the Team from each Council
    - Teams should plan about one special project per quarter
    - Special Projects could be a New Council, a Reactivation, or a Rejuvenation Project
    - Invite nearby District Recruitment Teams to assist on your projects
- Special Action Team
    - Each Chapter should form Special Action Teams for NCDs and Reactivations
    - Invite the best and most motivated recruiters from local District Recruitment Teams
    - Form a Hispanic Special Action Team for the Chapter composed of bilingual recruiters
- Family Membership Recruitment
    - Brother Knight, his wife, and his kids recruit
        - Brother talks to prospect
        - Wife talks to ladies
        - Kids talk to kids
        - Each tells how the Knights improve their lives
- Membership Recruitment Visibility
    - Set up pop-up canopy with table at church exits
    - Hang recruitment posters on the canopy
    - Offer prayer cards a gift from the Knights as people enter for Mass
    - Recruit as people are leaving Mass
    - "Join Us" poster with list of current Knights
        - List Priests and Deacons first and highlight them
        - Print Roster of the Council in large (easy to read) font
        - Leave blank lines for those who sign Form 100s
        - * (star) next to those who complete the Admissions Degree

Recruitment is everyone's responsibility; it can happen at anytime, anyplace. Proper planning should increase your success. Over the years, recruitment works when conducted in a structured and organized manner.

This year, plan on conducting three or more Church Drives, two should coincide with the Statewide Church Membership Drives:

Columbus Day - OCTOBER 6 & 7, 2018

Founders' Day - MARCH 23 & 24, 2019

In addition, each Council is asked to conduct one or more of the following Drives:

Quick Start Membership Month – a month long drive sometime in July, August, or September

Local Special Event Membership Drive – choose a significant local event such as a parish anniversary, ministry fair, or a parish festival

4th Quarter Drive (choose one)

- Divine Mercy Drive – April 27 – 28, 2019
- Mothers' Day Drive – May 12 – 13, 2019
- Catch Your Star Drive – Begin on May 25, 2019 and continue until Star is reached!

Councils should extend one or more of these Membership Blitzes into an **Extended Membership Campaign**. Holding a 4 to 6-week, Extended Membership Campaign gives constant visibility to the Knights of Columbus. It allows your recruiters to show the men in your parish that the Knights are there to stay. Recruiting outside of each Mass for a month or more can build a rapport with those who are not yet Knights. (Please see the "Chapter Extended Membership Campaign" directions page below.)

The State Council would like to be informed of those councils conducting membership drives and assist those who may encounter difficulties. This year your Council, District, and Chapter are each encouraged to participate in Church Membership Drives as a means of promoting council programs and membership growth. Councils will be asked to submit their Membership Drive Plan by completing this online survey 2018-19 Council Membership Drives. Each Council is asked to plan the entire year ASAP in order to ensure success.

As soon as possible, at the beginning of the year, please open and complete this
2018-19 Council Membership Drive Plan link.

At the conclusion of each Membership Drive, the Council should report its results by using
2018-19 Council Membership Drive Results link.

Immediately after a Membership Drive or other recruitment activity, the council should conduct an Informational Meeting and Admission Interview at the earliest opportunity. Then arrange for the candidates to take their Admissions Degree exemplification. The District Deputy or the Grand Knight should explain the *Shining Armor Award* (covered elsewhere in this section) at each Admissions Degree exemplification.

Here are few Tips in Conducting a Successful Church Drive

1. Order recruitment materials from the Supreme (allow four to five weeks for delivery).
2. Get Pastor's permission to have pulpit announcements.
3. Advertise in council and parish bulletins and other media outlets.
4. Mobilize all members of your council. Try to have two or more recruiters at each door or area of the membership recruitment venue.
5. Set up display tables at every door of the church. Use a canopy and hang recruitment and "Join Us" posters. Use display boards to show photos with brief captions. Show awards, K of C basketballs, soccer balls, essay contest submissions, poster contest submissions, etc.
6. Have plenty of prospect cards, recruitment flyers with name and phone # on the back,

prayer cards, and pens/pencils on hand to distribute to each man as he exits the church.

7. Invite every Catholic man to join the Knights of Columbus.
8. Schedule one or more Information Night after each recruitment weekend.
9. Schedule an Admissions Degree Ceremony within two weeks of your recruitment weekend. (You may work with other local Councils to offer more Admissions Degrees.)
10. Print a flyer with the dates, times, and locations of the Information Nights and Admissions Degrees scheduled.

To facilitate our Brother Knight's journey to full Knighthood, formation of more degree exemplification teams is encouraged. Each Council should have an Admissions Degree Team, each District should have a Formation Degree team and each Chapter should have a Knighthood Degree Team. If for any reason a Council or District cannot form its own team, a council can form a joint Admissions Degree Team with a neighboring Council. Likewise, a District could consider forming a joint Formation Degree Team with a neighboring district. In addition, we encourage the degree teams to schedule as many exemplifications as possible. Ideally, each Admissions Degree Team would conduct an exemplification once a month (not necessarily on the council meeting night, but a date convenient for the candidates). Each Formation Degree Team would hold a 2nd Degree exemplification once every two months. Each Chapter would schedule a Knighthood Degree exemplification (through the District Deputies) at least once every two months.

Top performing Councils, Districts, and Chapters will be recognized for their efforts. Awards and incentives ought not to be the sole purpose of increasing our membership. They are a testimonial to the hard work, dedication, effort, and achievement of the Council, District, and Chapter. However, true gratification always comes from within - in doing God's work and spreading the Good News of the Lord.

Thank you for accepting a leadership role in membership recruitment. With no doubt, your responsibility will be challenging, worthwhile and ultimately rewarding.

Dan Lucas
State Membership Recruitment Chair
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Chapter Extended Membership Drive Challenge

- Goal: one or more extended membership drives in each Chapter per month
- Chapter Officers are asked to contact DDs to promote extended membership drives
- Extended membership drives last 4 or more weeks in a row and includes:
    - Pulpit Announcements (preferred but not required)
    - Parish Bulletin Announcements
    - Recruitment booth(s) every weekend
        - Pop Up Canopy with recruitment posters hanging or displayed
        - Table with assorted recruitment flyers (English, Spanish, & other?)
            - Attach address labels with Recruiter's name, phone, & email to all flyers
            - 24 Hours Can Change Your Life (form #10099)
            - Why You Should Become A Knight (form #10100)
            - Faith (#4497), Family (#4252), Service (#4253), Benefits (#2773 or 1267), etc.
        - Prospect Contact Card (Form 921a <space for 1 contact> or #921 <has space for 3 contacts>)
        - Prayer cards – offer as they enter church as a gift from the Knights of Columbus
        - Form 100s
        - Flyer with schedule of upcoming Information Sessions & 1st Degrees
        - Pens
        - Clip boards
        - Old Columbia Magazines
        - Master list of contacts (update between Masses)
        - Display board showing photos of Knights in action with short captions
        - K of C "stuff" (basketballs, soccer balls, awards, etc.)
- Staffing – Church door(s) must be staffed after each Mass for the entire extended drive
    - Schedule to assure coverage
    - Ask EVERY Brother (and their families) to cover after the Mass they attend
    - Ask recruiters to go to the men and families (do NOT hang out behind tables)
- Follow Up
    - Call contacts within 48 hours
    - Offer rides to the Information Session and or Admissions Degree
    - Ma reminder calls night before Info Session/Degree
- Information Sessions & Admissions Degree Ceremonies
    - **Must** schedule Information Sessions and Admissions Degree Ceremonies each week during the extended drive
    - Vary time & day of week up (e.g., Mon. Night, Sat. afternoon, Sunday afternoon, etc.)
    - Bring families to Information Sessions (Brother, Knights' Ladies, kids) to help share
    - Info Session can be combined with Admissions Degree
        - 30 to 45 minutes Information Session
        - 5 to 10 minute break
        - Begin Admissions Degree
        - Team should acknowledge:
            - New Brothers (& ask them to tell why they joined the Knights)
            - Degree Team
            - Dignitaries (Supreme representatives, State representatives, etc.)
            - Current Grand Knights

        - For small crowds – introduce all others present.
    - Review Shining Armor Award requirements
    - Fraternal Benefits intro (by Field Agent or Brother positive towards insurance)
    - Announce upcoming Formation and Knighthood Degrees in the area
- Retention (Drop Prevention)
    - Assign a mentor to:
        - Bring new Brother to his Formation and Knighthood Degrees
        - Call Brother at least monthly
        - Invite Brother to attend Council meetings
        - Remind Brother of Council activities and events
    - Stress importance of paying dues yearly
    - Give new Brother a task related to his interests (get him involved)!
    - Verify that new Brothers are added to communications lists
        - Phone Tree
        - Email list
    - Remind Brothers to update contact information whenever a change is made

New Council Development (NCD)

A number of years ago, we were introduced to the challenge of "One Member, Per Council, Per Month". By following this plan, many Councils have seen their membership numbers grow exponentially. An additional "One Per" Initiative that followed in the past year establishes our strength of unity with our Priests/Pastors: "One Parish - One Council" all for the love of His people.

Since many Parishes in California still SHARE a Council with other parishes, we are motivated this year to identify Pastors whom we know would be best served by having a Parish-Based Knights Council dedicated to EXCLUSIVELY helping that Pastor's own individual Parish to flourish.

We now have an updated Council & Parish Map for all areas of California:

- Have each Chapter, in cooperation with all District Deputies in California, review the local maps to identify the parishes in your Chapter that do not have the presence of the Knights of Columbus.
- Maps have been created for each of the Dioceses in California (see links below):
    - Parish based Councils – Green.
    - Parishes covered by Round Tables – Blue.
    - Parishes with suspended or inactive Councils – Red.
    - Unassisted parishes, missions, universities, Newman Centers, and Eastern Rite churches that **have not** had a previous Round Table (Yellow).

The Challenge: "One Parish – One Council"

By August 1 - Each DD should look for parishes where we could establish a new Council.

1. DDs should use the maps for their Diocese to select NCD targets:
    a. Councils that share multiple Parishes
    b. Mission Churches (if they are large enough to support a Council)
    c. Round Tables
    d. Unassisted worship locations within or adjacent to their Districts
2. Work with Field Agents to define targets
    a. What are our target Parishes
    b. When is a reasonable target Dates to start the NCD project
3. Meet with Pastors - discover how Knights can serve specific Parish needs
   Please use the Checklist (listed below) entitled:
   Partial Menu of Services Knights Councils Can Do for Pastors & Their Parishes
    a. (Most Pastors never turn down help)
    b. Seek permission to set up opportunities to speak at the Masses
4. Set the Dates with the Pastor for
    a. Pulpit Talks
    b. Information Dates

c. **Admissions Degree Dates (List upcoming Formation & Knighthood Degrees)**

d. **CHARTER DATE!**

e. **Installation Date**

Following these steps, each Parish can have its own Council in 8 Weeks! Supreme has *temporarily* lowered minimum member threshold to only 20 to Charter. Council then agrees to recruit 10 or more ASAP within the year.

To Establish a New Council: Click on this link to view the Supreme website page for New Council Development. http://www.kofc.org/en/members/membership/council-growth-and-development.html

Contact your Chapter President, New Council Development Chair, your DD, your Field Agent, and your area State NCD Chairman or Committeeman

1. DD and Field Agent are to hold a follow up meeting with the Pastor who requests a new Council. Their action plan needs to include:
    a. Publicity–Announcements, flyers, and posters encouraging Catholic men to inquire about joining the Knights of Columbus.
    b. Membership Recruitment Drive EVERY weekend until Council is formed.
        i. Ask Neighboring Councils for Assistance
        ii. Use District Recruitment Team and Special Action Team
        iii. Use Assembly Sir Knights to be present at table in full Regalia or Uniform
        iv. Schedule around or partner with "existing" parish events, to become more involved with and a part of the parish.
    c. Information nights each week until the Council is formed.
    d. Print a schedule of **Admission Degree** Exemplifications to be held locally every week during the membership recruitment drive. Ask established Admission Degree Teams to bring their team to the NCD site for exemplifications.
    e. Create a visual to show progress towards Council formation and update it weekly. You could use a vertical thermometer graph that shows the names of the Knights who have joined thus far. Make the goal 20 with it bursting out at 30 to 40 new members making your thermometer with that many lines. Or you can create a "Join Us" poster listing all transfers and prospects who complete a Form 100. Place a "*" star in front of the transferred Brother Knights and others who have completed the Admissions Degree. Tell prospects they will be "starred" when they have attended the Admissions Degree.
2. Once your Action Plan has been formed – print **Form #133 "Intent to Establish a New Council"** at: http://www.kofc.org/un/en/forms/council/133.pdf
3. **Provide weekly updates to your:**
    a. State Membership and NCD Chairman
    b. Chapter New Council Development Chair
    c. Chapter
    d. Local Councils

4. **Remember: once started, keep going every week. Continue to ask for help from your Chapter and local Councils. Let them know your progress.**

Communication:

This is one of the keys to success in any endeavor, especially in New Council Development. We ask each Chapter to utilize their Special Action Teams comprised of the most energetic and responsible recruiters to work together to help form New Councils. With the **DDs** and **Field Agents**, they will work to contact the Pastors of all unassisted Parishes to determine how the Knights may best serve the parish – either via a New Council or a Round Table.

They should also communicate with the **Chapter Round Table Coordinator** to decide if any current Round Tables could and should be advanced to New Council status. Chapters should send their Chapter NCD Chair's contact information by the end of July (or as soon as your Chapter makes its appointments). What we need is the following:

- **Name of New Council Development Chair**
- **Address**
- **Phone (s)**
- **Must have his own email address** (or if needed) a friend's email

Send to attention:

Membership@CaliforniaKnights.org and also to state.office@californiaknights.org

Remember: The Knights of Columbus were started in 1882 when one Pastor of a Church needed assistance and called the men of his parish together. They became the seed of what we are today: men helping Pastors serve for the glory of God's Holy Name, in Charity, Unity, Fraternalism, and Patriotism. "In service to one – in service to all"

Keep in mind that establishing New Councils is not only a way to increase your Council, District, and Chapter membership, it is also evangelization since it increases membership in our Parishes. Consider organizing recruitment drives in parishes and ethnic communities that have not been approached or fully tapped. A new Council could make your membership quota for the year quite quickly! Just think about all those Pastors who deserve their OWN Council.

Giuseppe Calderon
State New Council Development Chair - English
805-498-8294
sirsicilian@msn.com

Salvador Chabolla, Jr.
State New Council Development Co-Chair - Spanish
909-920-9791
sal14007@verizon.net

NOTE: To Help Find Catholic Churches - check with your local Diocesan Center for a Diocesan Directory or visit their Web Site. You may also use the link to your Diocese's map listed below.

Fresno - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kDkYZ8l8JfU8

Los Angeles - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kk9cftzlTx6k

Monterey - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kdAAoM0Jqd8E

Oakland - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kUqtWtKBKdSM

Orange - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k3wc6Vcdjr5M

Sacramento - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kbEV_oeRDU3s

San Bernadino -https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kpL9iWtRYTVY

San Diego - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.ku66XhSImLPU

San Francisco - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k8A5o-73-dEA

San Jose - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.keqHyH9Tp9lw

Santa Rosa - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k6fscx4faT88

Stockton - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k1c9XZsumc6Y

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

NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL

FORM 133
11/03

TO

Supreme Secretary

FROM

State Deputy: _____

Jurisdiction: _____

District Deputy _____ of District No. _____
NAME

has been directed to explore the possibility of developing a new council in _____.
CITY OR TOWN

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

_____ _____
_____ _____
_____ _____

This location is in the area covered by General Agent _____

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

Anticipated Institution Date: _____

Please send Canvasser's Kit to:

District Deputy: _____

Street Address: _____

City: _____ State or Province: _____ Zip: _____

Signed: _____ _____
STATE DEPUTY DATE

Partial Menu of Services Knights Councils Can Do for Pastors & Their Parishes

☐ Stand strongly in support of Pastors & Bishops fostering Catholic Family Values

☐ Support Vocations.

☐ Assist or initiate in Parish Social, Charitable, Spiritual & Community Events
☐ Organize Family Game Nights, Movie/Video Nights
☐ Set up/ conduct Parish or Youth Talent Contests
☐ Organize/Assist Parish Family/Youth Camp Outs

☐ Assist in recruiting for establishing Columbian Squires young boys group, Scouts

☐ Assist/ Administer/ Distribute Food for Families

☐ Volunteer for Parish Ministries such as Music, Hospitality, Readers, Ushers, Eucharistic Ministers, etc.

☐ Set up & take down tables & chairs for various Parish Ministries, Dinners, Bazaars, Festivals, Fiestas, Etc.
☐ Organize or help for hands-on Church Clean up or Renovation Projects

☐ Volunteer Leadership for Pastor's Pet Projects
☐ Help with and Lead Parish Fundraisers & Capital Campaigns

☐ Volunteer and support Parish Religious Education programs
☐ Organize and stimulate Building the Domestic Church with spiritual activities such as Holy Hours
☐ Plan and implement Parish Rosaries, 9/11 Prayer Service, Divine Mercy Sunday Hour of Prayer

☐ Initiate and put on Parish Breakfasts, Dinners
☐ Lead in Parking lot Ministry
☐ Volunteer for Parish Council positions.

☐ Help Minister to Parish Seniors, Sick & Housebound Parishioners
☐ Organize and run Parish Blood Drives
☐ Conduct American Wheelchair Mission Sundays

☐ Organize support for local PRCs (Pregnancy Resource Centers) and 40 Days For Life Vigils
☐ Support and participate in San Diego Walks for Life, Pro-Life Fundraising & Ultrasounds Fundraising

☐ Support for local Veterans' Centers and Veterans' Hospitals

☐ Publicity for the Parish in local media; newspapers, radio, TV
☐ Organize and run Drive to Help People with ID (Intellectual Disabilities)
☐ Help with Special Olympics.
☐ Set up and maintain Parish & Council Website & Social Media

☐ Sir Knights Color Corps as Honor Guard for visits from the Bishop and special Parish Events

☐ Color Corps Honor Guards at Rosaries and Funerals for deceased Knights and family members
☐ Knights' family participation in local parades
☐ Conduct Membership Drives for Knights and assist other Parish groups
☐ Support for Parish School
☐ Winter Coats for Kids Program

Round Table Development

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

Father McGivney wanted to make sure that the Knights had presence in every parish. Now is the time to bring Father McGivney's dream to reality. As a state, we are blessed with an abundance of Parishes and Mission Churches, many of which have no representation from our hallowed Order. Father McGivney wanted his Knights to help Catholic men remain steadfast in their faith through mutual encouragement. This can only be accomplished if we have a presence in every parish.

How can this be done? One way is to have a council in every Parish. Another way is to have a "Round Table" to service those Parishes that cannot support a Council of their own. If for some reason a council cannot be supported at a Parish then, a nearby council should contact the parish pastor and offer their services to his parish and his people.

There are three basic kinds of Round Tables:

1. A Round Table to a parish, mission, military chapel, campus ministry, Newman Center, or worship community that is too small to support a parish-based council.
2. Round Tables for each of the parishes that are part of an Area Council. Home-based or area Councils that are not a part of a parish MUST file a Report of Round Table Coordinator for EACH of the parishes that they cover. This shows the State and Supreme that the parish has K of C support.
3. Cultural Round Tables are formed to establish a Knights of Columbus presence in an cultural community that is part of a parish. A Round Table can and should be established for each culture that has a Mass in a language that is NOT the language of the Council. Therefore, an English-speaking Council should start Round Tables for each Mass in a language other than English that is present at the parish.

The purpose of the Round Table is to ask one Brother Knight to be the liaison who interfaces with the pastor, the parish or community that is being served, and the Council. This Round Table Coordinator should be a member of the parish or cultural community that will be served. He finds out the needs of the parish or community and requests help from the Council. As help is given, goodwill towards the Knights of Columbus increases. AFTER the Council has helped a parish or ethnic community, recruiting will be much easier because the parish or community has felt the brotherhood of the Knights of Columbus and has seen its benefit to them.

The Grand Knight should appoint one Knight to serve as a Round Table Coordinator the parish. The Round Table Coordinator, when meeting with the Pastor, should explain that he is there to help the pastor and his parish. Ask the pastor to review the "Partial Menu of Services…" list and discuss which activities he would like to see at his parish. Once a Round Table has been formed, ensure that the Report of Round Table Coordinator Form #2629 is filed with the Supreme office immediately. Form #2629 can be found at http://www.kofc.org/un/en/officers/forms/council.html in either an online version (sent to fraternalmission@kofc.org) or a print and mail version. If you use the online version

it is filed immediately with Supreme and a copy is sent to the State Deputy and your District Deputy if you enter their email addresses. If you print a copy to mail, send a copy to both:

Supreme Council
Fraternal Mission Department
1 Columbus Plaza
New Haven, CT 06510

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

Please note: **All councils must file Form #2629 every year**. Councils that have filed for Round Tables in the past have until December 31st to file the RT #2629 or potentially lose the right to hold membership drives in that Parish if another Council files the proper paper work. To help you to find any additional, local parishes or missions where your Council could form a Round Table, use one of the links below to check your Diocese's map. The yellow pins represent unassisted parishes or missions. The red pins are parishes of suspended Councils; please consider assisting them with a Reactivation or a Round Table. (Using Google Chrome as your Internet browser works best for these maps):

Fresno - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kDkYZ8l8JfU8

Los Angeles - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kk9cftzlTx6k

Monterey - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kdAAoM0Jqd8E

Oakland - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kUqtWtKBKdSM

Orange - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k3wc6Vcdjr5M

Sacramento - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kbEV_oeRDU3s

San Bernadino https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.kpL9iWtRYTVY

San Diego - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.ku66XhSImLPU

San Francisco - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k8A5o-73-dEA

San Jose - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.keqHyH9Tp9lw

Santa Rosa - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k6fscx4faT88

Stockton - https://mapsengine.google.com/map/edit?mid=zPZWvWhcHwu0.k1c9XZsumc6Y

A council that holds its business meeting in one Parish and covers many others should have one parishioner who is a Knight appointed as a Round Table Coordinator for each additional parish. Churches that hold Mass in languages other than English (Spanish, Korean, Vietnamese, Polish, etc.) should have a Round Table Coordinator for every worship community or language in which Mass is held. DO NOT form a Round Table for your base parish unless you are creating the Round Table(s) for other language groups. You should be organizing recruitment drives in parishes and ethnic communities that have not been fully tapped. After Parish Round Tables are formed, membership recruitment may eventually lead to a new Council.

If Venerable Father Michael J. McGivney's dream is to become a reality then, the emphasis should be on the Chapter and District leadership to carry out the plan in their respective Chapters and District. Between the councils and the District Deputies, the State can do its part in making Father McGivney's dream come true.

Therefore, every Knight in the State of California should do his part and help make sure that every parish has a Knights of Columbus presence in one way or another. Let us make sure that every pastor and every Catholic man knows that we are there to help him strengthen his faith.

You may wish to order or download and print Form # 10506, which includes a section on Parish Round Table Development (download by clicking the link below)
http://www.kofc.org/un/en/resources/membership/10506.pdf

Below is an example of a completed Form #2629.

In the upper section, list the base (home) parish and its main language.

If there are Masses in one or more **other** languages at your base parish, form a Round Table for each language used. On the Parish line, list your base parish and note the language group that the Round Table is supporting. You may have a Round Tables for each additional language Mass of your parish but again, DO NOT form a Round Table for the main language the base parish.

You may use the same form for up to 9 parishes or language groups. Only list one coordinator for each parish or language group.

Michael Bordwell
State Round Table Development Chair
619-254-3571
mbordwell@cox.net

KNIGHTS OF COLUMBUS

IN SERVICE TO ONE. IN SERVICE TO ALL.

REPORT OF ROUND TABLE COORDINATOR

2013 - 2014

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

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

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

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

Is your Council a Parish Council? ☑ Yes ☐ No **Base/Main Parish:** St. Mary's

Council: 123 **City:** Somewhere

Jurisdiction: CA **Language:** E ☑ F ☐ S ☐ **Other**

Diocese: Los Angeles **Specify Language if Other:** see below

[1] ROUND TABLE COORDINATOR: MEMBERSHIP NUMBER 1234567 | LAST NAME Joseph | FIRST NAME Member | INITIAL A

STREET 123 Some St. | CITY Los Angeles | STATE CA | ZIP

PHONE NO. _____ PARISH: St. Mary's (Spanish) CITY: Los Angeles

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: 10 NUMBER OF FAMILIES AT PARISH: 450

[2] ROUND TABLE COORDINATOR: MEMBERSHIP NUMBER 2345678 | LAST NAME William | FIRST NAME Smith | INITIAL B

STREET 321 Another St. | CITY Los Angeles | STATE CA | ZIP

PHONE NO. _____ PARISH: Our Lady of LaVang(Vietnamese) CITY: Los Angeles

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: 15 NUMBER OF FAMILIES AT PARISH: 500

[3] ROUND TABLE COORDINATOR: MEMBERSHIP NUMBER | LAST NAME | FIRST NAME | INITIAL

STREET | CITY | STATE | ZIP

PHONE NO. _____ PARISH: _____ CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____

2629 11/11

Online Membership

Online membership was opened up to men in California in March of 2018. Men can find information about Online Membership through the Supreme Website at either:

https://www.kofc.org/un/apps/newjoin/en/registration/index.html

https://www.knights.net/cpages/home

When the prospective member browses one of these pages, he may choose to become an Online Member. By completing the form on the website and by paying $30 for dues, he becomes an official Online Member of the Knights of Columbus. He will receive an Online Member traveling card and can attend Knights of Columbus meetings. He can shop around to visit local Councils to choose one that matches his needs. He does not have voting privileges when attending a meeting as an Online Member.

Part of his application includes listing his local parish. Once a man becomes an Online Member the State Online Membership Chair will send his information to the Council that serves (or is closest to) his parish.

Financial Secretaries and Membership Directors, if a referral comes to you, please act on it right away and set the admission process in motion --- then . . . FOLLOW-UP . . . FOLLOW-UP . . . FOLLOW-UP! Complete an Admissions Committee interview and, if accepted, ask him to join your Council.

If he chooses to join your Council, he must attend an Admissions Degree and a Form 100 listing him as a TRANSFER should be sent to Supreme. Your Council will receive credit towards your membership goal as if you had recruited him, the pro-rated portion of the $30 membership fee that he paid, and credit for Insurance quota if he is an Insured Knight. The Financial Secretary will make arrangements to have him pay any additional dues beyond the $30 originally paid.

This is a win for your council! You get credit for a new member (you may also get credit for Insurance if he has taken a policy) and he recruited himself!

Joe Trechter
State Online Membership Chair
760-728-3229
Trechter1@aol.com

College Councils

Is your Council located near any College or University? If so, you have the opportunity to help guide young men in their faith and help to rejuvenate your own Council. Find out if your local community colleges, colleges, or universities already have some form of Catholic campus ministry or Newman Club. Start your efforts there and follow these steps:

1. Contact the college or university to determine if they have a Catholic Campus Ministry, Newman Center, Newman Club, or other Catholic Club.
2. Schedule a meeting with the leader or director of the Catholic group on campus.
3. Find out what the size of the group and what is is already doing to foster the faith of the students.
4. Discuss the kinds of activities and events that a Knights of Columbus Council can do for a parish (or in this case a campus) and go over the "Partial Menu of Services…" (See document below.)
5. If the campus leader decides to ask for the help of the Knights of Columbus, determine if the campus will form a College Council or a Round Table.
6. Go to the New Council Development section to help you to form a College Council or to the Round Tables section for a Round Table.

Keep in mind, that the men you are recruiting on a college campus will include both students and faculty. The majority will be students so these young men will help to rejuvenate your Council. Knights recruited into a Round Table are placed into your Council. Young men recruited into a College Council will be placed in the New Council; however, you could ask them to help you to recruit at your next Council Recruitment Drive.

Be sure to inform the Membership Director of the date and time of any meeting you have scheduled with a College of University leader or directors. He and the College Council Chair will assist you with any questions or problems that may arise.

For more information about College Councils, browse through the College Council portal of the Supreme Website at: https://www.kofc.org/en/college/index.html

Luigi Zoni
State College Council Chair
619-980-3313
luigizoni@aol.com

CULTURAL MEMBERSHIP DEVELOPMENT

The primary purpose of the Cultural Membership Development is to establish a Knights of Columbus presence in an parishes or a parish community. Many of these communities exist in parishes by themselves or along with English speaking communities that may or may not already have a Knights of Columbus council. Thus, in a particular parish, it is possible to have an English-speaking council along with an Cultural Round Table. Many of the members of these Cultural communities either do not speak English or may feel more comfortable communicating in their native language, so this is the primary reason for establishing the Cultural Round Table. For members that are fully bilingual and are comfortable with the English language, an Ethnic Council or Round Table is not necessary.

An Ethnic Council may be established with the pastor's approval. If there are multiple cultural communities within the parish, a Round Table may be established for each cultural community. The appointed Round Table Coordinator must be bilingual in English and the language of the community to be served. He will serve as the liaison between the council, the pastor and the community.

There is a Round Table kit available in Spanish that contains all the materials necessary to start the Round Table. Please contact, the appropriate coordinator to order your kit or if have any questions on starting your Cultural Round Table. You may click
http://www.kofc.org/un/es/resources/service/council/roundtable.pdf
to download the "Mesa Redonda Parroquial Guía." It is vital to work with your State Cultural Outreach and NCD Chairman to plan and execute drives, information sessions and Admission Degrees in Spanish or the particular language desired. He will assist you and point you in the right direction if the community is not Spanish speaking.

When initiating membership drives and recruitment efforts, it is important to involve the State and Supreme representatives so that cultural differences are bridged and you can recruit new members into your Cultural Round Table effectively and successfully. Traditional recruiting methods may not work in some cases, so this is the reason for involving these members to help you. It is important to note that when holding open houses, informational sessions and Admission Degrees, hold them on the parish grounds and not at a different site.

Bobby Velasquez
State Cultural Outreach and NCD Chair - Spanish
714-822-8402
bvelasquez@roadrunner.com

Sonny Santa Ines, PSD
State Cultural Outreach and NCD Advisor
662-925-1827
santaines@msn.com

SHINING ARMOR AWARD PROGRAM

The Shining Armor Award Program is a voluntary program to involve brand-new members of the local council. It is designed to have that member become active in the Order, in the council, and in membership recruitment.

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

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

1. Shining Armor Member Award
2. Shining Armorer Award

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

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

The following are the requirements for the Shining Armorer Award:

- Awarded to a District Deputy (DD) who has submitted one or more Shining Armor Award(s) from each of his Councils, during the Columbian year
- To earn this award, the DD must track the recruiters within his District, and…
- The DD encourages recruiters to bring in one more member so they can earn the California Shining Armor Award

These awards will be presented at a Chapter Meeting and/or at a Knighthood Degree Exemplification. Note the following goals related to the Shining Armor Award:

1. ***"One Shining Armor Member Award, Per Council, Per Year"***
2. ***"One Shining Armorer Award**, Per Chapter, Per Year"***

For the Supreme Shining Armor Award, these activities need to be accomplished within one year from the date of the First Degree taken by the new member. A certificate, signed by the State Deputy and Membership Director, and a specially designed lapel pin will then be presented to the Shining Armor Award and Shining Armorer Award qualifiers, preferably at the conclusion of an Admission Degree in front of brand new members of our Order.

Looking over the required activities, you can see where the council benefits when new members become involved. A Brother is more likely to stay a member after completing the Knighthood Degree. Families will benefit if a Knight becomes an insured member. Finally, our new Brothers have the opportunity to offer the gift of membership when they recruit another man into the Order.
Appropriate recognition will be made at the State Convention in May for the Council that has the most Shining Armor Award qualifiers in their Council between July 1, 2018 and April 30, 2019.

Completed Shining Armor Award tracking cards should be forwarded to your District Deputy who will forward the Shining Armor Award Program Qualification Submittal Form to the State Shining Armor Award Program Chairman for processing of the award.

For additional information about the Shining Armor Award Program, talk to your District Deputy. Shining Armor Award tracking cards can be obtained by calling the State Office at (909) 434-0460, or via e-mail at state.office@californiaknights.org

Your District Deputy may submit the following form to request a California Shining Armor Award after verifying that all requirements have been completed.

CA Shining Armor Award Request

Thomas Quintana
State Shining Armor Award Chairman
626-863-7061
skthomasquintana@gmail.com

RCIA to Knights

If your Council has not yet implemented an "RCIA to Knights" program you should start planning to do so NOW!

RCIA is the "Rite of Christian Initiation for Adults." Each year, candidates are carefully instructed on the tenants of the Catholic faith so they can join fully in our religion at the Easter Vigil Mass. The men who participate in this program have spent months preparing for entry into Catholicism. Doesn't it make sense that we Brother Knights should offer to help them to continue their faith journey by inviting them to be surrounded by other men or action and of faith? They should become Brothers in the Knights of Columbus to solidify their connection to Holy Mother, the Church.

The Association for Catechumenal Ministry list has published **"5 Reasons People Don't Stick"** (to the Faith after RCIA).

1. **People are not brought from their initial motivation to full conviction.**
   The article explains that new Catholics may be rushed and basically need to be shepherded longer in order to fully commit to Catholicism. The Knights of Columbus, with its emphasis on Building the Domestic Church (strengthening the Faith within each family) will provide the additional shepherding that will fully integrate a man into the Catholic Church.
2. **A lack of pastoral care during the Neophyte year and beyond.**
   After six to nine months of instruction and training, a newly initiated Catholic man may be left on his own. Once again, the K of C offer the support a freshly initiated man needs. He is asked to join a group of Brothers who pray together, who serve both Church and Community, and who offer a strong social network rooted in Faith.
3. **The RCIA team does not adequately represent the makeup of the parish.**
   The average parishioner in the pew may not seem as welcoming and accepting as did the members of the RCIA team. By joining the Knights, a man will often be affirmed, thanked, and welcomed – especially if he becomes involved with spiritual and service activities.
4. **They do not become liturgical people.**
   New Catholics may not have had enough time to develop a love for the Mass that many of our Brother Knights have embraced. Be sure to invite your new Brothers to pray with you, side-by-side, at Corporate Communion and at other prayer services. Help him to cherish the Church!
5. **They don't get the Deposit of Faith delivered to them.**
   New Catholic men may have learned the lessons taught but may not yet have seen the big picture of how the Faith can nourish and sustain them (especially in times of need). Let your Council give our new Catholics multiple ways to be men of Faith and men of action.

Yes! Your Council can help these new Catholics to be "Anchored in Faith" in so many ways. Brother Knights who become involved in our service programs become better fathers, brothers, and sons. Basically, they become better men. We should feel an obligation to offer the support that our Councils have to offer to men as soon as possible.

So how can you catch their interest and get these men to Join our Order?

- Ask for permission to show a membership video to the RCIA class before their initiation. Give a brief explanation of what your Council can do to help men (and their families) to grow spiritually and socially.
- Give all candidates (men, women, and children) a rosary and the flyer "How to Pray the Rosary." Then host a Rosary prayer service with a reception for RCIA candidates and their

families after the Rosary. Hold a round table discussion focused on how the Rosary fosters spirituality.

- Perhaps your Council could sponsor a dinner or a breakfast for those who are involved in RCIA. Best practice: host an Easter Vigil lunch or dinner.
- Invite men (and others) in RCIA to be guests at one of your Council "Fish Frys" or "Lenten Soup Kitchens" or a Lenten prayer service organized by Knights. You may even invite them to pitch in and help at one of these events to allow them to feel the satisfaction of service.

So, make your plans NOW! How will your Council help our new Catholics next Easter season? Keep in mind that offering membership in the Knights of Columbus is a win-win situation. First, and most important, we will be supporting new Catholics in ways that will solidify their ties to the Church. Second, when the men of RCIA become Knights, your Council gains men who have already shown by hours of instruction and training that are willing to put time and effort into a worthy cause.

Worthy Brothers,

Please take the opportunity to utilize an excellent potential source for new Knights. If RCIA is instructed at your parish, what better setting to encourage men to strengthen their faith than membership in the Knights. Additionally, you will probably be recruiting some younger members.

Here are some tips:

Develop a relationship with the RCIA team

Ask for permission to address the group

Develop a short lesson plan about advantages of becoming a member

Make a video/slide show of members and their families working prior events

Ensure you communicate that K of C encourages family participation

Request prospects to volunteer (family included) in upcoming events

Always have pamphlets, interest cards, etc. with you

Encourage a current member to become an RCIA Candidate Sponsor. This enables the sponsor to get to know the candidates and educate them on the many advantages of becoming a Knight for members and their families.

You will probably never get a better opportunity to recruit new members than when they are firm in their faith while learning.

William Young
RCIA to Knights Chairman
909-772-6362
mrmemo13@msn.com

Insurance Promotion

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

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

How Can You Help Your Field Agent?

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

The Knights of Columbus is a fraternal organization and sodality. By that nature alone, we are described as an organized society of men associated together in an environment of companionship and brotherhood; dedicated to the intellectual, physical and social development of its members for religious and charitable purposes. We should all be inspired to follow Father McGivney's path, to unite ourselves as Catholics, invite others to join us, and to encourage each other to protect ourselves

and our families from financial despair. Let's put an end to widows and children knocking on the rectory door looking for help. Encourage your Brother Knights to talk with a Field Agent today.

Steve Owens, General Agent
State Insurance Promotion Director Chairman
310-212-5632
steve.owens@kofc.org

Anchor Line to Faith – Keeping Families Connected

Membership Retention

Worthy Shepherd:
Retention Chair of Brother Knights

We are Catholic Gentlemen whom have sworn Oaths to God, our Pope, Bishops, Priests and Religious to remain the Strong Right Arm of Holy Mother Church. We acclaim our Fealty to Her, we seek though the Power of the Rosary and Prayer the strength to remain true and loyal Sons. Listed below is the outstanding four-page Retention Letter circulated by Bro. Joe Trechter, Former Chairman of Membership Retention. I cannot improve on its clarity and steadfastly support each and every point. I intend however to focus on the last point he made and will outline a step-by-step approach to make it work with outstanding results for the Glory of God, Holy Mother Church and each and every Council in our Beloved Order.

"Remember, personal contact is the key. Every Knight, regardless of the circumstances, deserves the dignity and consideration afforded by our Order, faith, Christian Charity and belief in the Holy Catholic Church. It is important that every member feel NEEDED, IMPORTANT, INVOLVED and a CONTRIBUITING MEMBER of our organization. Through our united efforts to retain current members as well as recruiting new ones, we will keep our Order Strong and Growing."

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

We need Worthy Shepherds to preserve our Membership and seek our Brothers that have lost their way. How many Past Grand Knights wonder, "What is my future in the Council?" They may say, "I

have held all the Officer Duties, I have made my contribution, I have a Legacy that I am proud of, and my work is done." I humbly suggest their work is not done and will never be done. There is always more that can be done to assure the success of our Order. Past leaders are more needed than ever before. Perhaps they could be appointed Retention Chairman. We need over 600 dedicated Worthy Shepherds (Retention Chairs) and we need them to begin working immediately. Remember, as in the Gospels of old, when the Shepherd left the flock to seek the lost sheep, He left his Flock in the care of his trusted Apostles. Let us ask our Past Grand Knights to continue their leadership by diligently fulfilling the role of Worthy Shepherd.

Use the Power of Ten:

1. Appoint a **Worthy Shepherd** /"**Retention Program Chairman**" and treat him with the respect of any Officer of your Council. This Worthy Shepherd should not be the Financial Secretary or the Membership Program Chairman.
2. Have the newly appointed Worthy Shepherd form a Shepherd Committee with one committeeman(Apostle) for every ten members of the Council. These can be Knights who hold other offices or duties but should not include the Financial Secretary or Membership Chairman who have their own important duties, which must be their primary focus.
3. The Worthy Shepherd and his Apostles should meet with "ALL" of the Council Members with a focus on those members who have not attended at least one meeting in the prior three months. They will call the member and make an appointment to stop by for coffee or a simple visit **"in person".** If they cannot be reached by phone to make the appointment, the committeeman will drive to the last known address. Knock on the door and ask to be allowed in and pray the Rosary or have coffee and hear what is going on with the Brother. (Emails and letters will follow later but this first meeting must be in person.)
4. The Worthy Shepherd will prepare a simple report for the Council about each and every member. Our goal is to have a personal meeting with 100% of our members prior to the State Convention. Yes Gentlemen, we should start immediately and meet with 100% of our members focusing on those that have not been at the past three meetings. Once you know the status of the Brothers that have not been in attendance, an action plan can be worked out for each and every member. Ask your Pastor to help find them or get the State Office and Field Agents to help find them. Send your list of the names of your "Lost Brothers," each Brother's last known address, last known phone number(s), & membership number to our Researcher, Eric Watson at ericwats@sbcglobal.net so we can help you find your "Lost Brothers." We must work in Unity to not suspend them, but to find ways to help them.
5. You could plan a special event (Pasta night at the Parish Hall or Pancake Breakfast to welcome our Brothers Back) and use the proceeds to help forgive past dues of those that truly are in financial need. Find out ways to help them meet their Expectations as Brother Knights. Celebrate their return, feast, praise God and allow them the precious benefits of being members of the Greatest Fraternity of the Most Blessed Church God has placed on this earth.

Weekly Conservation Report

This year my committeemen and I will monitor the Weekly Conservation Report that lists Brothers who are being dropped by their Councils. A State Committeeman will contact the Chapter Presidents, District Deputies, and Grand Knights of the Councils that are processing the drops.

These leaders will be asked the following questions:

1. Is there a Worthy Shepherd/Apostle Committee for the Council?
2. Was every Brother to be dropped personally contacted by phone or in person?

3. When was the call made? By whom?
4. Did the Worthy Shepherd or Apostle use the Shepherd's Challenges and Solutions script when making the call? (You will find this script at the end of the Retention section below.)
5. What was the reason that the Brother chose to be dropped?
6. Was the DD or a State Committeeman asked to follow up on those Brothers who chose to be dropped BEFORE the form 1845 was filed?
7. Was the Brother offered a chance to hand write a message of resignation so that he could retain his years of service when he files for readmission?

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

Membership Retention Incentives

Worthy Shepherds Team Incentive $1,000

- All Councils that earn the Worthy Shepherds Award divide prize money equally (minimum $50 per Council)
- Awarded at your 2019 Chapter Installation of Officers Ceremonies

Worthy Shepherd Award

1. Council makes personal contact with 100% of members during each Columbian Year
2. Council has NO drops during the Columbian Year ***OR***
3. Council achieves its membership goal after drops

Try to attain at least… "One Worthy Shepherd Award*, Per Chapter, Per Year"

Bullet Point Summary of the Worthy Shepherd's Program

- Worthy Shepherd = Retention Chair
  - Shepherd's Committee – one Brother (called an Apostle) for every ten Brothers in the Council
  - Each Apostle is assigned ten Brothers to contact
    - Contact each Brother in person (by phone, or home visit)
    - Goal = 100% of Members contacted each Columbian Year
  - Visit with him – Be A Brother
  - Knock on his door to visit if you cannot meet him at church
  - Pray with him
  - Invite him to volunteer at an upcoming Council activity or event

May God Bless you for meeting these Challenges and please share the stories of your success and difficulties so we can elevate the Title of "Worthy Shepherd" to the Status that Jesus Intended and the Apostles have taught us.

TW Starkweather
State Membership & Council Retention Chairman
925-997-4947
twstark@aol.com

Retention Letter from Joe Trechter

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

It Starts with the Admissions Committee

The retention effort begins when the Council Admission Committee interviews candidates and potential members. Remember a lesson from the Formation Degree. Particular emphasis is placed not only on recruiting new members, but also on the quality of those recruited. Potential members should be active in their Parish, exhibit interest in the Knights of Columbus and a willingness to participate. In many cases, the Admission Committee interview is the first formal process that potential candidates are exposed to, and a place where lasting impressions are formed. This interview becomes the anchor point from which that candidate determines how accepted and comfortable he will feel upon becoming a Knight in your council. Make this moment about **him** and his family and becoming a part of the family of Knights. Find out his interests and tell him about your council and how he might make it better. According to the Supreme *Charter Constitution Laws*, the Grand Knight of a council is to appoint an Admission Committee consisting of 7 members. The date of the Admission Committee review is listed on the upper right corner of the Form 100.

It Continues with The Role of the Sponsor

Every completed Form 100 must show the name and signature of a Brother Knight who has accepted being the "Sponsor or Mentor" of the new prospective Knight. If the Recruiter for the Council is NOT the Mentor, the Council should appoint a Mentor.

Besides, the Admission Committee, this is the single most important person involved in the "Retention" of our new Knight. The Supreme Council provides a free pamphlet #4636 copy of this pamphlet, "Duties of a Proposer."
http://www.kofc.org/un/es/resources/membership/proposerduty.pdf
When a "Sponsor" signs the Form 100, he should be given a copy of this pamphlet so he will fully know his responsibilities. In summary here are a few of the "Sponsor's" Duties:

- Bring the Candidate to his Admission Degree Ceremony
- Bring him to Council meetings - Introduce him to his Brother Knights make him feel comfortable and at home at a Council meeting - explain meeting procedures and protocols
- Bring him to Council functions get him involved in Council activities this is Knight can be helpful does he like to make pancakes or BBQ etc.? Giving a new Knight responsibility and immediately assigning him a particular job or task goes a long way in making him feel like an important part of the Council - an involved Brother is a Happy Brother!
- Work with the Membership Director to bring the new Brother to his Formation Degree and Knighthood Degree Ceremonies. Statistics show that a 3rd Degree Knight is a Knight for life the Knights that we lose are those that have not made their Formation nor Knighthood

Degrees and they have not been involved.

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

<u>It continues with motivation – The Shining Armor Award</u>

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

In addition to the programs described above, The Supreme Council publishes several documents and brochures outlining programs and steps helpful in the retention effort. Several include:

Once He's Joined, Keep Him Involved
Keeping Members Interested
Every Council Active
Fraternal First and Foremost
Shining Armor Award
Honor Those Members Who are Always There
Well-Run Meetings will Boost Attendance

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

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

Retention Committee (Worthy Shepherds & Apostles)

The Council Financial Secretary is NOT a member of the Retention Committee. It is important that a senior member or officer of the council contact every member in arrears personally in order to investigate their situation. The Grand Knight should appoint four or more "distinguished" members of the Council to serve as a Retention or Conservation Committee, usually the Deputy Grand Knight and council trustees or other PGKs of the Council. The committee charge is two-fold:

1) Contact members who are inactive or in arrears prior to suspending them.

2) Having discovered reasons why members are becoming inactive or letting their membership lapse, devise and suggest new programs to remedy the situation.

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

- Knights with a medical disability may be eligible for a *Disability Waiver* from Supreme, suspending all State and Supreme per capita assessments. The council can apply for the waiver

using Supreme Form #1831, available on the Supreme web site at http://www.kofc.org/un/en/forms/council/dues_relief_1831_p.pdf The form must be certified by both the Grand Knight and Financial Secretary and include a doctor's note or some other proof of the medical disability. The disability waiver must be renewed prior to December 31st each year thereafter, and can be kept in effect indefinitely for as long as the disability exists.

- Elderly or senior members living on a fixed retirement income may be eligible for *Honorary* or *Honorary Life Membership*, depending upon their age and years of continuous service. Those 65 years or older with 25 or more consecutive years of service in the Knights of Columbus are eligible for *Honorary Membership*, relieving State and Supreme assessments and reducing their council dues to a minimal rate (usually $10.00 per year). Those 70 years or older with 25 years of consecutive service are relieved of all state and supreme assessments and exempt from payment of all council dues. Please note that effective last Columbian year, Supreme will now automatically issue *Honorary and Honorary Life card.* But it is important that the FS review the entire roster to assure that eligible recipients of these honors have received them!
- In matters of extreme financial hardship and/or extraordinary circumstances, the council, at its discretion, may make an accommodation for a particular member found to be in distress or difficulty.

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

Due Process

The procedures for collecting member dues and the conditions for suspension are clearly set forth in both the newly revised *Financial Secretary Guide* (Publication #5089) http://www.kofc.org/en/resources/officers/fshandbook.pdf and the *Charter Constitution Laws* of our Order. http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf It is vital that these procedures be followed to assure that every member is treated equally. It is not our intent to repeat these procedures here.

Obviously, this is a long and rigorous process, allowing many opportunities for personal contact, accommodation and problem resolution. As a church, family and fraternal organization, we owe it to our members to exert every effort in the retention process, especially during times of hardship or financial difficulty.

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

- Assign a one-on-one Brother to invite and take the delinquent Knight to a Council meeting or event.
- Set up a Council dinner, inviting all delinquent Knights to attend with their spouse as Guests.
- There is a pamphlet application to specific situations.
- Begin the process before the financial secretary sends out the first dues notice. He can make a list of knights consistently late paying dues. Assign responsibility to contact these knights to your retention committee. They should call or visit these knights to see how they are doing and that billing notices will be sent soon. Tell them it is important to send their dues on time.

If there is a financial problem they can take care of it early and avoid the embarrassment of letters of intent to drop.

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

Fraternally,

Joe Trechter
Former State Membership Retention Chairman
760-728-3229
Trechter1@aol.com

KNIGHTS OF COLUMBUS MEMBER RETENTION BILLING PROCEDURES (1845A)

A vitally important part of the financial welfare of the council is the collection of dues and per capita assessments from members. The Grand Knight and the Trustees should, therefore, always be certain that the following retention process is to be followed.

Please note that Financial Secretaries should use the Member Management and Member Billing applications, located in the secure Officers Online area of www.kofc.org, to perform the tasks listed in this section online. Instructions, recorded webinars, and help are available within the online application.

1. The Financial Secretary mails the membership bill "First Notice" 15 days before the billing period to each member.

2. If payment is not received in 30 days, the Financial Secretary will mail the membership bill "Second Notice".

3. If payment is not received within 30 days from the date the "Second Notice" was sent, the Financial Secretary will provide the names, addresses, telephone numbers, and amounts due for each member in arrears to the retention committee for personal follow up.

   The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report - typically the Deputy Grand Knight), the Trustees; and the proposer, if available. (NOTE: The Financial Secretary is NOT a member of the Retention Committee.)

   The Retention Chairman (typically the Deputy Grand Knight) shall assign a member of the retention committee to discuss the reasons for non-payment: discuss any personal situations prohibiting payment: or to offer a cooperative remedy to the delinquency situation.

   The Retention Chairman will notify the Grand Knight of the results of the contact. If directed, the Financial Secretary forwards a "Knight Alert" letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work.

   NOTE: The Retention Committee should make use of various methods, including internet search engines, in its attempt to locate the member if unreachable.

The committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman will then compile a report on all members in arrears to be presented to the Grand Knight who will present the findings at the next officers meeting to determine if members are to be suspended or need assistance. Personal financial difficulty is not a sufficient reason for suspension.

If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member with a payment plan or other financial arrangement that is acceptable to the council.

4. If after 15 days of sending the "Knight Alert" the member still has not paid his dues or no satisfactory arrangement has been made, the "Notice of Intent to Retain" is prepared and signed by the Financial Secretary and countersigned by the Grand Knight.

    a. The "Original Copy" is sent to the delinquent member.

    b. The "Supreme Office Copy" is forwarded to the Department of Membership Records.

       The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his "good standing" status.

    c. The State Retention Chairman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the conservation list. He should also communicate with the member, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.

    d. The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation. In the course of the visit, suggestions as to possible solutions should be recommended, and the District Deputy will volunteer to assist the member, if the need exists.

       The District Deputy determines whether personal contact has been made by the council. The response and reaction received from the delinquent

member is recorded and then forwarded as soon as possible to the State Deputy for review.

e. The "Council Copy" is retained for council files.

5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the Notice of Intent to Retain, then the council may file a Membership Document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a "Notice of Intent to Retain" has been on file for the required 60 days.

6. The "Notice of Intent to Retain" becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption the council has been successful in retaining the member.

7. If, subsequently, the member on whom the council previously filed a "Notice of Intent to Retain" again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each council in his district.

It is the State Deputy's responsibility to insure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the retention procedures. Examples of a Fraternal Year or Calendar Year Billing Cycle

Examples of a Fraternal Year or Calendar Year Billing Cycle

Calendar Year Billing	**Fraternal Year Billing**
1st Notice sent to member on December 15th	1st Notice sent to member on June 15th
2nd Notice sent to member on January 15th	2nd Notice sent to member on July 15th
Retention Committee contacts those in arrears	Retention Committee contacts those in arrears
Knight Alert Letter sent February 15th	Knight Alert Letter sent August 15th
Notice of Intent to Retain sent March 1st	Notice of Intent to Retain sent September 1st
File a Form #100 with the Supreme Council on May 1st but no later than June 1st	File a Form #100 with the Supreme Council on November 1st but no later than December 1st

It is the State Deputy's responsibility to insure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the procedures.

WELCOME BACK BROTHER
Eric Watson 2018-2019 Chairman

My Brothers,

The Welcome Home Brother program is focused on bringing Brothers back to the Knights of Columbus. The program is focused on 3 groups of Brothers; Inactive, Former and Out of State. Inactive Brothers hold insurance policies or annuities with the Knights of Columbus and have been suspended. Former Brothers are good Catholic men who are Associate Members (do not an hold insurance policy or an annuity) and have been suspended. Out of State brothers are Brothers who are currently members of a council in another state but live in California (possibly near you). The goal of the program is to bring back a minimum of 2 brothers per council by actively going out and asking them to return.

During the early part of the new Columbian Year every District Deputy will receive a list of Former, Inactive and Out of State brothers for each council in his district. The District Deputy will be asked to share this list with each of their councils and task the council leadership with contacting the Former, Inactive and Out of State members who live in their area and asking them to become active members again. The Worthy Shepherds & Apostles Caller for Inactive and Former Members Script found in this manual can be extremely helpful in this regard. Form 1831 Application for Relief of Dues and Per Capita Taxes should be used anytime a brother suggests he is too ill or unable to pay dues as a reason not to become active again. Remember we are a charitable fraternal organization!

The Council in each Chapter (along with their Chapter President and District Deputy) who brings back the greatest number of former or inactive brothers by April 1, 2019 will be recognized at the 2019 California State Convention.

Fraternally,

Eric C Watson
2547 Goldhill St
West Sacramento, Ca 95691
916-541-9301
ericwats@sbcglobal.net

Disability Exemption Guidelines

At the Supreme Council meeting held in Chicago, Illinois, Aug. 5-6-7, 1986, Section 118(e) of the Order's Laws was amended to read as follows:

> (e) Any member who is disabled by bodily injuries or disease and is thereby prevented from engaging in any occupation or employment for remuneration or profit and shall have been so prevented for a period of no less than six consecutive months may, on due request in writing to the Supreme Council and upon certification by evidence satisfactory to the Supreme Council of such disability, be relieved from the payment of all council dues and Supreme and state per capita taxes as of the date of approval of said request and any suspension of such member for non-payment of such dues and tax shall cease as of the date of such approval.

Application for relief under Section 118(e) shall be made as follows:

1. The Application, Form 1831, shall be completed by the member and attested to by the grand knight and financial secretary.

2. The application shall be submitted to the Supreme Secretary with one of the following as evidence of total disability:

- Certification from Health and Human Services, or
- Certification from Internal Revenue Service, or
- Certification from Veterans' Administration, or
- Certification from attending physician.

3. The application and supporting evidence shall be considered by a committee comprised of the Supreme Secretary, Supreme Advocate and Supreme Physician. Their decision may be appealed to the Board of Directors by the applicant only.

4. If the application is approved, dues and per capita shall be waived until the following Dec. 31.

5. Application for renewal of relief under Section 118(e) shall be as follows:

a. The Supreme Secretary shall provide each council with a list of its members shown on Supreme Council records as exempt from payment of dues and per capita taxes as of Oct. 1 of each year;
b. The grand knight and financial secretary shall certify to each member's continuing disability by signing the form;
c. The financial secretary shall forward the renewal to the Supreme Secretary;
d. Upon receipt of the properly completed form by the Supreme Secretary, he shall continue the dues and per capita waiver under Section 118(e);
e. If the grand knight and financial secretary fail to certify the continuing disability of any member within the 90-day period, the waiver of dues and per capita charges shall terminate.

6. Where an application for relief under Section 118(e) is filed on a member duly qualified for recognition as an honorary life member, the Supreme Secretary shall record said application under Section 118(d).

7. 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.

8. Approval of an application for relief under Section 118(e) does not have any affect on waiver of insurance contributions on an insurance certificate held by the member.

APPLICATION FOR RELIEF FROM PAYMENT

OF COUNCIL DUES AND SUPREME AND

STATE COUNCIL PER CAPITA TAXES

I hereby certify that I, [Enter your name], [Enter your address], am a member in good standing of Council No. _____ and that I am totally disabled and hereby request that I be relieved of payment of all council dues and Supreme and state council per capita taxes under Section 118(e) of the Laws of the Order. In support of this request, I submit one of the following as evidence of my total disability:

( ) Certification from Health and Human Services, or

( ) Certification from Internal Revenue Service, or

( ) Certification from Veterans' Administration, or

( ) Certification from attending physician.

Dated _____ Member Signature _____

CERTIFICATION OF COUNCIL

Council No. _____

Location _____

This is to certify that [Enter Members Name], [Enter Membership Number],

is a member in good standing in this council and that he has presented evidence of total disability that warrants consideration for relief from payment of all council dues and Supreme and state council per capita taxes, under Section 118(e).

Attest:

Financial Secretary _____

Grand Knight _____

Dated _____

(affix council seal here)

INSTRUCTIONS TO FINANCIAL SECRETARY: Forward completed form with applicant and officer signatures and accompanying proof of disability to: *Knights of Columbus*, *Department of Membership Records*, *1 Columbus Plaza*, *New Haven CT 06510-3326*.

NOTICE: Approval of this application for dues consideration does not have any effect on the waiver of insurance contributions on an insurance certificate held by the member.

1831 1-01

Worthy Shepherds & Apostles

Challenges / Solutions

Caller Script for Inactive or Former Members

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

1. Get to know him. Find out what is happening in his life. Be a friend.
    a. Open with, "I'm _____, a Brother Knight and I'm helping Council (Name and Number) to reconnect with inactive and former Brothers near the Council. What's been happening in your life lately?"
    b. Listen to his responses and comment when appropriate.
2. Inactive members: Thank him for continuing to participate in the legacy of Fr. Michael J McGivney. Remind him that Knights help their Brothers. Ask if there is any way the Council could help him or his family.

   Former members: Thank him for his past participation in the legacy of Fr. Michael J McGivney. Remind him that Knights help their Brothers. Ask if there is any way the Council could help him or his family.
3. Any prayer requests?
4. Say, "It looks like the council you were a member of is not in this area, what changed that caused you to lose contact with that council?"
5. Say, "Feel free to join the Council in _____ or _____ which are coming up on _____."
6. Say, "You joined the Knights for a reason. What was that reason?" If needed ask, "Is there anything the Council can do to rekindle that flame?"
7. Ask him if the activities and services provided by the Knights are valuable to him or his family.
8. Say, "Don't you want to be part of those good works again? Is there anything that the Council can do to help you become an active member of the Knights in our council?"
9. Remind him of the benefits of active membership in the Knights
10. Tell him, "We have reached many milestones in recent years with nearly 2 million members worldwide. Our mission is focused on building the domestic church by fostering programs that support the evangelization of our catholic faith centered on the family and local parishes. Would you consider reactivating your membership in the order?"
11. Offer to meet or visit him to complete a form 100 to reactivate his membership.

12. Offer to pray with or pray for him and his family. Ask him to join you in a prayer to close.

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

Challenge – I can't afford the dues because I am sick or disabled.

Solution –

- We are an Order that was founded on the principle of Charity. Ask the Council to forego collecting dues and only collect the minimal reactivation fee.
- Offer to help fill out form 1831 for relief of per capita and dues.

Challenge – I can't come to the meetings.

Solution –

- That's OK, you can still help by volunteering for some of our projects or even just by attending some of our activities.
- Pick the activities and service projects that meet needs and interests of you and your family. By participating, you and your family will feel the strength of the Brotherhood.
- For those who are elderly or handicap offer to help with transportation.
- Active membership helps the Council continue to do its charitable works.
- Give me your best phone # and email so we can let you know what our Council is doing.

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

Solution –

- Did you know that our Council has done --------- for the church and ------- for the community? By reactivating membership in the Knights, you are supporting the work of those who have the time to serve.
- You aren't required to attend meetings so come if you can but don't worry if you can't.
- You can still be an active Knight just by participating in one or two of the activities that fit your family's needs.
- Active membership helps the Council continue to do its charitable works.

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

Solution –

- What incident caused the anger?
- Please remember that we are only human and will make mistakes. Can you follow Christ by offering forgiveness?
- Can we start over fresh in Council (Name and Number)?

Benefits of reactivating membership in the Knights:

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

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

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

For those who are Inactive Members:

1. Your insurance dividends will be no longer be reduced to pay the Supreme Per Capita.

Be sure to keep notes regarding the call.

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

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

COUNCIL RETENTION / REACTIVATION

RETENTION

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

1) Conduct an orientation of the Officers' Duties (Use the video, "Those Who Serve.")
   a) Find this video at http://www.kofc.org/un/en/videos/# under the tab "Instructional" then scroll to the last video.
2) Train key officers on how to conduct their job. The officers are:
   a) Grand Knight (Grand Knight training video available using the same link and instructions above.)
      i) How to run an effective meeting.
   b) **Financial Secretary** (Financial Secretary training video available using the same link and instructions above.)
      i) The duties and responsibilities of the Financial Secretary, including and not limited to the use of the FSPC.
      ii) The correct 1845 procedures.
      iii) All the forms that are the responsibility of the Financial Secretary.
   c) Treasurer
      i) How to open and maintain an account.
      ii) How to keep accurate records.
   d) Recorder
      i) How to take notes during the meeting.
      ii) How to use the Recorder Minute Book.
   e) Trustees
      i) Teach them to help oversee the well-being of the council and how to conduct an audit.
      ii) Duties of a Trustee as noted in the REFERENCE Section of the Grand Knights Handbook (Form 915).
   f) Membership Director
      i) How to work closely with the Financial Secretary on membership issues.
      ii) How to Schedule Admission Degrees for new members.
      iii) How to appoint, with the help of the Grand Knight, the following:
         (1) Admission Committee
         (2) Retention Committee
         (3) Recruiting Committee
   g) Program Director ("Surge…With Service" training video available using the same link and instructions above.)
      i) How to identify members that will conduct council programs.
      ii) How to help the Grand Knight prepare a planning meeting for the fraternal year.
      iii) How to make sure that there are enough programs to attract potential new members to join the council.
      iv) Teach him to work closely with the Membership Director and admission committee to identify the programming interest of new members.

3) Admission Committee
   a) Use some of the many Membership videos at http://www.kofc.org/en/videos/download/membership_videos.html
   b) How to effectively screen potential members, include Parish Pastor or Council Chaplain.
   c) How to make sure that a member interest survey or anything similar is filled out and signed by the member as a commitment to his participation.
   d) How to carefully match the potential member with an officer, a director, or the proposer to help him continue along the way to his full knighthood.

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

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

Signs of Trouble

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

1) No one is willing to take office.
2) They are getting behind on paying their per capita for state and supreme.
3) No quorum for their meeting.
4) Few programs are being conducted.
5) No new members.
6) Indifference amongst members.
7) Not supporting the parish or the Pastor.
8) Form 1295 Semi Annual Audit - Schedule C
   a) Large number on the Assets line, "Due from _____(number) members"
9) Not completing some or all of these required forms #185, #365, #1295, & #1728.

When one or more of these signs appear, the District Deputy and the State Council need to start taking measures to help the council. Always, try to involve the Pastor in resolving issues in the council.

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

TW Starkweather
State Membership & Council Retention Chairman
925-997-4947
twstark@aol.com

COUNCIL REACTIVATION

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

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

1. A Knights of Columbus Council helps enrich the men of the Parish Spiritually.
2. Gives the families the opportunity to be protected (via our Outstanding Insurance Program).
3. A Council will allow the men to be active in their community, families and parish.
4. Being part of a council could help men be better fathers, husbands through various programs that they will participate in.

So how do we reactivate a Council?

1) Notify the State Deputy of your intent to reactivate the council.
   a) Use this link http://www.kofc.org/en/members/membership/council-growth-and-development.html and you will find "Council Growth and Retention Guidelines" and the "Notice of Intent to Reactivate a Council" under the Council Reactivation section. The links to both of these documents will be at the bottom of the webpage.
2) Meet with the current District Deputy to determine the plan of action and what he would recommend to get started.
3) Notify the Supreme Insurance General Agent or Field Agent responsible for the suspended council.
4) Meet with former Grand Knights and members to determine the reasons why the council was suspended. What were the prevailing reasons? Not enough Activities? No recruitment? Lack of participation? Cooperation at the Parish level? Input from members at meetings?
5) Determine how many members are still listed on the former roster and how many would like to see the council reactivated and their willingness to help with this activity.
   a) Ask the State Membership Director for a copy of any Brothers still on the Council roster.
   b) Send a request to find any "Lost Brothers" (those with a star next to their names) to Eric Watson ericwats@sbcglobal.net
6) Develop an action plan using Supreme, "Guidelines to Reactivation". (See link above)
   a) At the meeting with the Pastor ask for his help and set dates to plan for drives.
   b) Set up a date and time to have a recruiting drive with the Field Agent and members.
   c) Plan to use the District Recruitment Team or the Chapter Special Action Team to help and be available to "Kick Start "the Council.
   d) Consider inviting wives and remaining members to a special meeting to discuss more information about the Knights of Columbus.

e) At this meeting have some entertainment and light refreshments available as well as having the Fraternal Benefits Representative, Field Agent, present to show more information about the Knights of Columbus.

Remember the Knights of Columbus is a volunteer organization and not everyone is at the same level of participation. Some members will immerse themselves completely in the organization while others will stand around and observe what the organization can do for them. That's alright, but try your best to get the Brothers active to ensure retention and to strengthen the Council.

Council reactivation is as important as new Council development, and for it to succeed, it takes work, patience and perseverance.

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