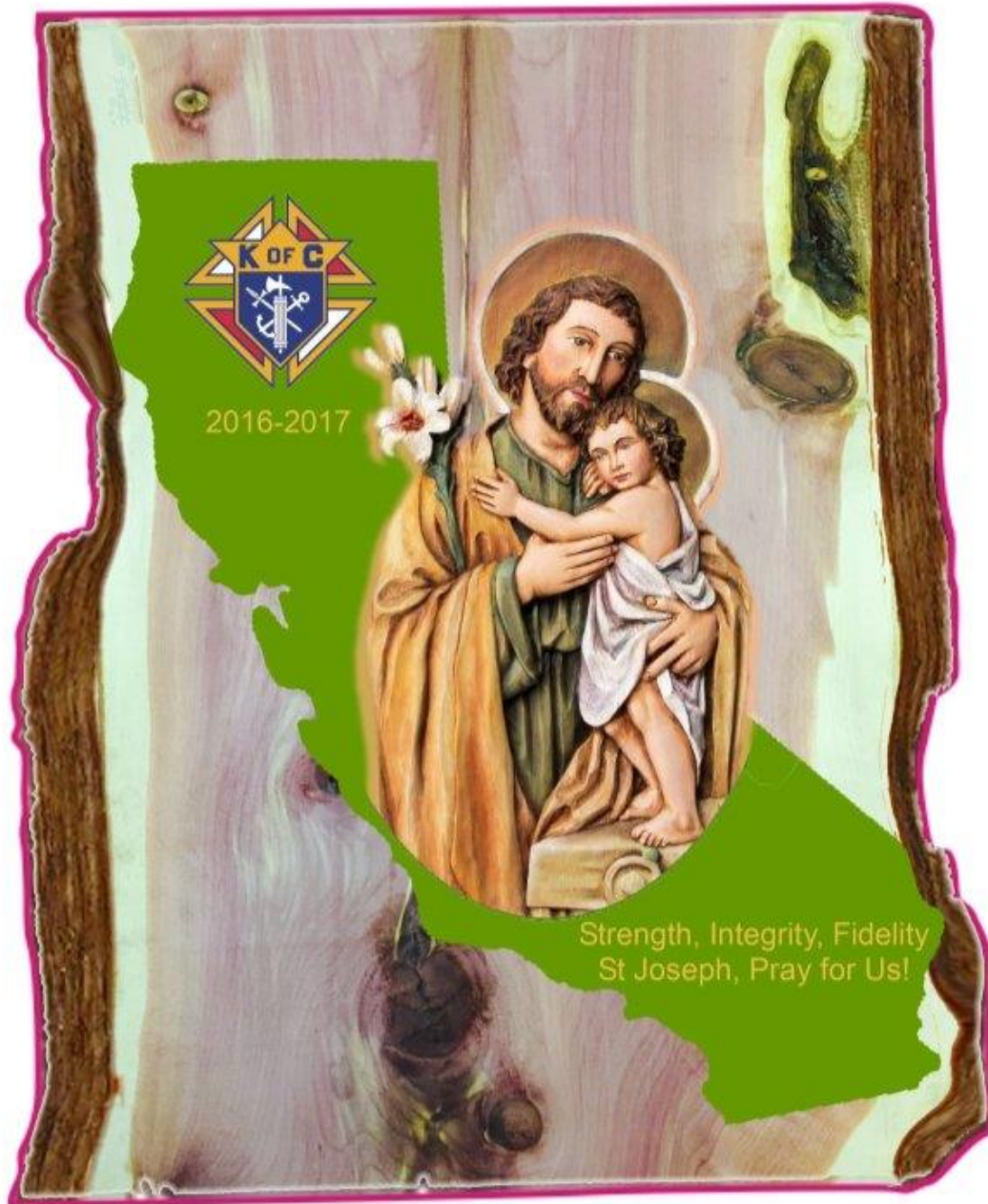


CALIFORNIA STATE COUNCIL MEMBERSHIP CAMPAIGN HANDBOOK



**STATE DEPUTY
2016-2017
SONNY SANTA INES**

**STATE MEMBERSHIP
DIRECTOR
DAVE ABBOTT**



CALIFORNIA STATE COUNCIL
2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



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2016-2017 Statewide Membership Drives

QUICK START - AUGUST 6 & 7, 2016

COLUMBUS DAY - OCTOBER 8 & 9, 2016

FOUNDER'S DAY - MARCH 25 & 26, 2017



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MEMBERSHIP

Dave Abbott

My Brothers,

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

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

Our single most important goal this year is to make your year as a council officer, Grand Knight, District Deputy or committeeman both informed and enjoyable. As shown in the table following, the Supreme Council has set high expectations for California this year in terms of membership growth. The goals are modest and achievable, if everyone does their part. Our membership theme for the year is **Every Member A Recruiter!** If each of the 75,000 Knights of Columbus Brothers in California recruited just one new member, think of the records we would set!

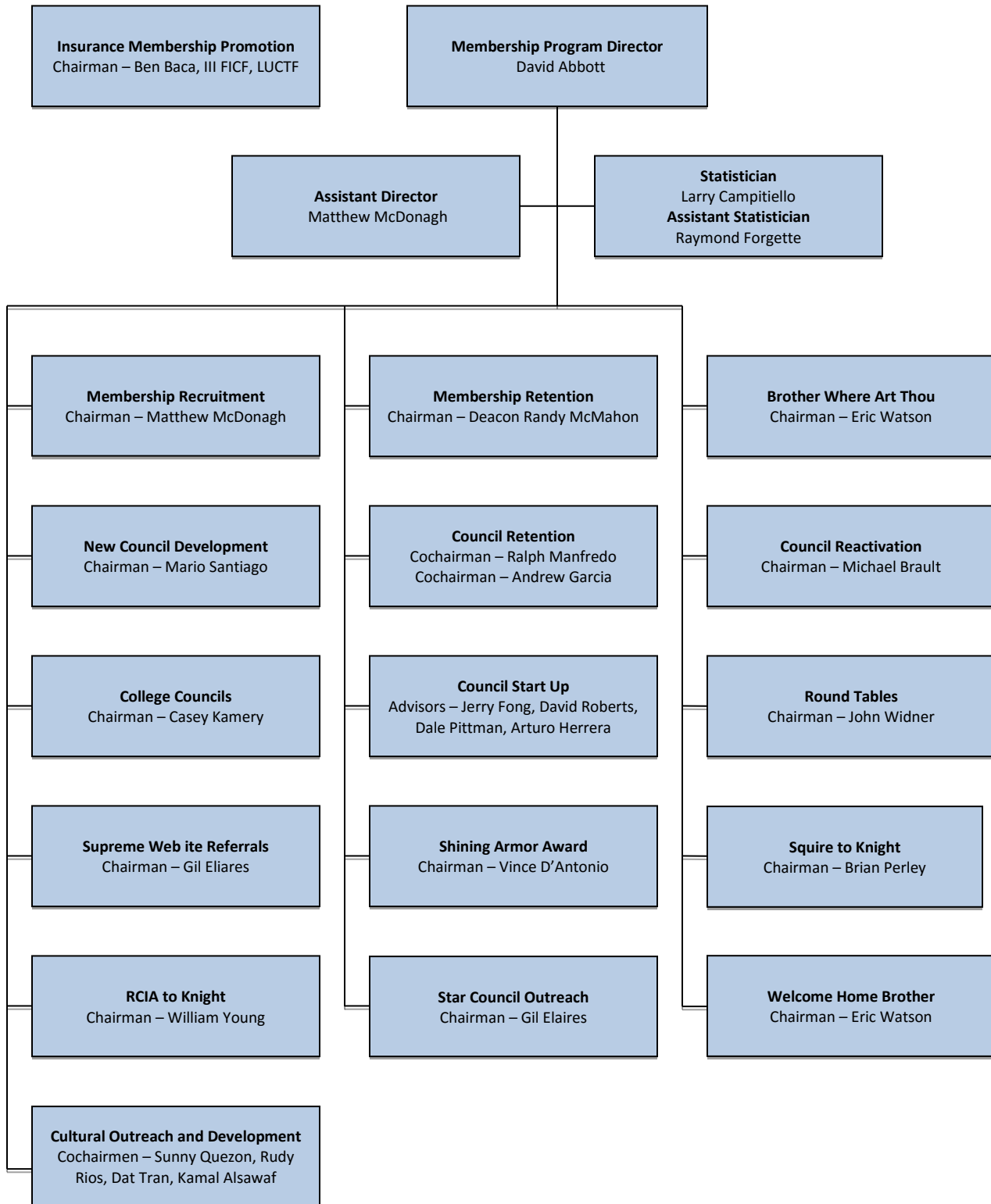
| Membership Goals: | 2015-16 | 2016-17 |
|------------------------------------|---------|---------|
| Intake | 4,350 | 4,350 |
| Net Membership Growth | 3,045 | 3,045 |
| Net-Net (Actual) Membership Growth | 1,300 | 1,300 |
| New Council Development | 14 | 14 |
| Reactivated Councils | 10 | 14 |
| Round Tables | 140 | 140 |
| Number of Star Councils | 100 | 100 |



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





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

Membership Directors:

| | | |
|---------------------------------|----------------|--|
| David M. Abbott (Debbie) | (530) 891-1491 | membership@californiaknights.org |
| Matthew (Matt) McDonagh (Holly) | (909) 560-4506 | matthew.mcdonagh64@verizon.net |

Insurance Membership Promotion:

| | | |
|-----------------------------------|----------------|--|
| Ben Baca, III FICF, LUCTF (Julie) | (562) 693-7800 | ben.baca@kofc.org |
|-----------------------------------|----------------|--|

Statisticians:

| | | |
|---------------------------|----------------|--|
| Larry Campitiello (Mary) | (858) 487-2832 | lcampit1@san.rr.com |
| Raymond Forgette (Denise) | (310) 920-0523 | rayforgette@msn.com |

Recruitment Chairman:

| | | |
|---------------------------------|---------------|--|
| Matthew (Matt) McDonagh (Holly) | (909)560-4506 | matthew.mcdonagh64@verizon.net |
|---------------------------------|---------------|--|

Retention Chairman:

| | | |
|------------------------------|----------------|--|
| Deacon Randy McMahon (Linda) | (949) 361-6522 | duke41351@cox.net |
|------------------------------|----------------|--|

Brother Where Art Thou

| | | |
|---------------------|----------------|--|
| Eric Watson (Vicky) | (916) 541-9301 | ericwats@sbcglobal.net |
|---------------------|----------------|--|

New Council Development:

| | | |
|------------------------|----------------|--|
| Mario Santiago (Helen) | (818) 362-8144 | mersan4@aol.co |
|------------------------|----------------|--|

Council Start Up (New Program):

| | | |
|------------------------|----------------|--|
| Gerald Fong | (916) 689-9418 | jerryfong@comcast.net |
| David Roberts (Brenda) | (209) 892-3515 | dvrbrts@gvni.com |
| Dale Pittman (Mary) | (626) 864-1356 | kofc.skdalep@gmail.com |
| Arturo Herrera | (310) 806-7990 | aherr12@aol.com |

Round Tables:

| | | |
|-------------|----------------|--|
| John Widner | (626) 336-7058 | jaw0571@roadrunner.com |
|-------------|----------------|--|

College Councils:

| | | |
|--------------|----------------|--|
| Casey Kamery | (760) 705-6329 | skcaseyk@live.com |
|--------------|----------------|--|

Council Reactivation:

| | | |
|----------------|--------------|--|
| Michael Brault | 619-548-3190 | mbrault54@gmail.com |
|----------------|--------------|--|



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Council Retention:

| | | |
|-------------------------|----------------|--|
| Ralph Manfredo (Sharon) | (408) 251-1394 | rpmanfredo@sbcglobal.net |
| Andrew (Andy) Garcia | 661-607-6550 | garciaa1@aol.com |

Supreme Membership Referrals:

| | | |
|---------------------|----------------|--|
| Gil Eliares (Susan) | (650) 255-7750 | eliales.gil@outlook.com |
|---------------------|----------------|--|

Shining Armor Chairman:

| | | |
|-----------------------------|----------------|--|
| Vince D'Antonio (Mary Anne) | (818) 998-1650 | vincentdantonio@att.net |
|-----------------------------|----------------|--|

Squire to Knight:

| | | |
|----------------------|----------------|--|
| Brian Perley (Becky) | (707) 446-4632 | perley4901@comcast.net |
|----------------------|----------------|--|

RCIA to Knight:

| | | |
|---------------|----------------|--|
| William Young | (909) 772-6362 | mrmemo13@msn.com |
|---------------|----------------|--|

Star Council Outreach:

| | | |
|---------------------|----------------|--|
| Gil Eliares (Susan) | (650) 255-7750 | eliales.gil@outlook.com |
|---------------------|----------------|--|

Welcome Home Brother & Brother Where Art Thou

| | | |
|---------------------|----------------|--|
| Eric Watson (Vicky) | (916) 541-9301 | ericwats@sbcglobal.net |
|---------------------|----------------|--|

Cultural Outreach and Development:

| | | |
|-----------------------|----------------|--|
| Sunny Quezon (Rosita) | (310) 381-9931 | sunny_quezon18@aol.com |
| Rudy Rios (Maria) | (626) 301-0616 | papayuyi45@gmail.com |
| Dat Tran (Hoa) | (408) 859-2911 | dattran_50@yahoo.com |
| Kamal Alsawaf (Jenny) | (619) 938-2046 | kalelectric@cox.net |

Membership Awards and Incentives

In addition to the awards and recognition offered by Supreme, we have many exciting membership rewards and incentives planned throughout the year. Chapters will be entered into two membership playoffs; one during the first half of the year and another during the second half of the year with opportunities for cash prizes. District Deputies and Councils who excel in membership growth will be recognized with special awards and prizes demonstrating their accomplishments. The "Star Recruiter" program will once again recognize individual recruiters with an Our Lady of Guadalupe lapel pin for both themselves and the Brother recruited, a "3 Star" Recruiter hat for those who recruit three new members and "5 Star" polo shirt for those who recruit 5 or more new members.

We will continue to explore the **"Worthy Apostle"** and **"Good Shepherd"** programs that have proven so successful in membership retention. Particular emphasis will be placed this year on the Shining Armor



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program for both new and existing members. Councils are encouraged to implement the Supreme Council Shining Armor program to quickly engage new members giving them both an incentive and attractive lapel pin. Existing members will continue to be eligible for Shining Armor recognition if they recruit two or more new members. District Deputies who achieve 100% or more on their monthly shield report will receive an attractive and collectible Shield Award lapel pin. These and other programs will be described in greater detail in the sections that follow.

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

Vivat Jesus!

David M. Abbott
State Membership Director
11 Sunland Drive
Chico, CA 95926
Phone: 530-891-1491
membership@californiaknights.org



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MEMBERSHIP RECRUITMENT

Matthew (Matt) McDonagh

My Brothers,

Membership recruitment is the basis for growth and the lifeblood of the Knights of Columbus. A law of nature is that every organism must grow or it will die. Thus, there is a need for our Order to continue to grow in membership. Meeting or exceeding our recruitment goal is first and should be our most important priority. Moving forward, as leaders and facilitators, let's walk in unison recruiting new members and serving as a good example to each and everyone. Together, united in Unity, let us bring our great State Council to the next level.

Offer the gift of Knighthood to every practical Catholic man. This gift will (a) draw him more deeply into our Faith, (b) enable him to feel community through the ties of Brotherhood and service, and (c) will empower him to demonstrate spiritual leadership to his family and his community.

We, the Knights of Columbus are known to be the "Right Arm of the Catholic Church" in support of our clergy and parishes. We "*Change Lives and Save Lives.*" Our faith-filled activities are related to the overall goal of living our faith and evangelizing our faith through our deeds and our actions, all of which serve as the cornerstone to membership recruitment.

This year's California recruitment goal, as set by our Supreme Council, is **4,350 new members**. To attain this achievable goal it is important for every member to become a recruiter. Thus, our slogan for the year is:

Every Member A Recruiter!

Recruitment is simply every Knight's responsibility. Recruitment opportunities can happen anytime, anyplace. Less than 2% of our brotherhood recruits new members. This is a number that needs to greatly increase. This year we are placing particular emphasis and providing incentives for the individual recruiter. Membership growth and the health of our Order is everyone's responsibility.

Like any other program, councils should follow a plan. Recruiters within councils are the catalyst and enablers of our membership program. At the beginning of each Columbian Year, each council's Grand Knight given the responsibility of appointing a Recruitment Chairman and other Knights to serve on his Recruitment Committee. It is the responsibility of this committee to instruct members on membership recruiting techniques and conduct membership recruitment drives. Over the years, recruitment has proven to be most successful when conducted in an organized fashion.

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

QUICK START – AUGUST 6 and 7, 2016
COLUMBUS DAY - OCTOBER 8 and 9, 2016
FOUNDER'S DAY - March 25 and 26, 2017

All councils are encouraged to conduct these three (3) parish-wide membership recruitment drives. A parish-wide church membership recruitment drive covering all Masses on a given weekend has shown to



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be the most effective recruiting event! In the event your pastor will not allow a church recruitment drive, we suggest that your recruitment drive coincide with another council or church activity (i.e. pancake breakfast, food drive, parish fiesta, parish ministry fair, parish small business fair, wheel chair Sunday, etc.) or an important parish event occurring near the weekend of the suggested state wide drives. Councils are encouraged to conduct more recruitment events than just these three major drives during the Columbian Year. Bible studies, Rosaries and RCIA receptions hosted by the council are also great venues to promote membership growth. Prospective members are attracted to councils that are giving back to their community and have strong visible community outreach programs.

The State Council would like to be informed when councils plan to conduct their recruitment drives, along with the type of drive scheduled (i.e. church, ministry fair, etc.) and the results of these recruiting events. You will periodically be provided with links to survey questionnaires in which to report this information. This data will allow us to identify potential problems in meeting our Supreme goals for the year, and give sufficient time to make changes (course corrections) to our recruitment efforts.

Every council needs new members as a means of promoting council programs and leadership growth. This year the State will be aggressive in encouraging and tracking Council participation in membership drives. Please try to finalize your membership drive dates with your pastor by August 1, 2016.

At the conclusion of each membership recruitment drive, the council Recruitment Chairman should report the following information to his Grand Knight and District Deputy:

- Number of Prospects
- Number of Transfers
- Number of Reapplications or Readmissions
- Number of completed Form 100's.

The District Deputy is responsible for gathering all the information from his district's councils and emailing it in a timely manner to his Regional (North, Central, and South) Recruitment Chairman. Your council may receive an email reminder or a phone call if its council Recruitment Chairman fails to submit the requested information.

Immediately after the membership recruitment drive, the council should conduct an Informational Meeting and Admission Interview at the earliest opportunity. Another option during a recruitment event is to designate a special Admissions Committee who will be there to interview candidates as soon as they sign their completed Form 100. Candidates should participate in an Admissions (First) Degree Exemplification within a few weeks of the recruitment event.

Following the Admissions Degree Exemplification, the District Deputy should report in a timely manner on Ceremonial Form 450 the number of candidates in attended broken down by district and council.

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

Here are few Tips in Conducting a Successful Membership Recruitment Drive:

1. Order a recruitment package from the Supreme Supply Department using the form at the end of this section (allow four to five weeks for delivery).



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2. Obtain permission from your Pastor to conduct the drive and to give pulpit announcements.
3. Advertise the drive dates in council and parish bulletins and other media outlets. This may take submitting the announcement three (3) weeks in advance for publication in the parish bulletin.
4. Mobilize all members of your council and have a significant presence of the Knights of Columbus at your membership recruitment events. Encourage all Knights to wear their council shirts and/or badges to church the day of the drive.
5. Set up an informational table(s) as appropriate for the recruitment drive.
6. Have plenty of prospect cards and pencils on hand to distribute to each man as he enters the church or event area (i.e. parish hall).
7. Invite every Catholic man to join the Knights of Columbus. Surveys show the main reason Catholic gentlemen say is the reason they have not joined the Knights of Columbus is because no one ever asked them to join.

To facilitate our Brother Knights' journey to full Knighthood, formation of degree exemplification teams is encouraged. Each council should have the ability to perform a Admissions Degree Exemplification. Each district should have a Second Degree team. Each chapter should have a Third Degree team.

If for any reason a council or district cannot form its own team, a joint First Degree team might be formed with a neighboring council. Likewise, a district might consider forming a joint Second Degree team with a neighboring district. In addition, we encourage the degree teams to schedule as many exemplifications as possible. Admissions Degree Exemplifications should be conducted in a district at least once a month on a date convenient for the candidates. Second Degree Exemplifications should be conducted in each district at least once every three (3) months. Each chapter should schedule a Third Degree Exemplification through the district deputies and State Ceremonial Chairman at least once every six (6) months.

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

Membership Awards and Incentives:

In addition to the Star District, Star Council, and VIP awards offered by Supreme, there are a number of membership recruitment rewards and incentives that will provided by the State Council this Columbian Year. Following are some of the special incentives planned for this year:

- **For Chapters there will be** two exciting membership playoffs; one during the first half of the year and another during the second half of the year with opportunities to win cash prizes.
- **For District Deputies achieving 100%** on the Shield Report, the State Council and General Agents will provide them with an attractive collectible Shield Award lapel pin.
- **For District Deputies achieving All Star District** (all active councils qualifying for the Supreme Star Council Award) will receive an attractive jacket and lapel pin.



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As a measure of success: every Council is expected to achieve Star Council for Columbian Year 2016-2017

- **Any member (recruiter) recruiting at least one (1) new member** will receive an Our Lady of Guadalupe lapel pin for both themselves and the candidate recruited and automatically be considered for additional prizes at midyear and yearend. Those recruiting three (3) new members will win a Knights of Columbus "3 Star" recruiter hat. Those recruiting five (5) new members will win a "5 Star" personalized Knights of Columbus polo shirt.
- All District Deputies, Councils and Recruiters that excel in membership recruitment will periodically be entered into contests and drawings for additional recognition and prizes.

2016-17 Membership Strategies – Every Member A Recruiter

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

Following are some “Best Practices” to consider for membership recruitment:

| Best Practices for Membership Recruitment | |
|---|--|
| Each Council considers an Extended Membership Drive (full month or more) | <ul style="list-style-type: none"> • Place council drive on Church Calendar • Organize council members into recruitment teams to cover all Masses • Enlist assistance from nearby councils and Chapter if needed • Involve your Pastor and Field Agent |
| Three Statewide Membership Drive Weekends | <ul style="list-style-type: none"> • Quick Start Recruitment Drive – August 6-7, 2016 • Columbus Day Membership Drive - October 8-9, 2016 • Founders’ Day Membership Drive - March 25-26, 2017 • Involve your Pastor and Field Agent |
| Employ District and Chapter (Area) Recruitment | <ul style="list-style-type: none"> • Get the motivated and best recruiters on the |



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



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

Area Recruitment Teams

This year the State Recruitment Committee will again work with regional leaders to organize the best and most motivated recruiters into three (3) statewide Area Recruitment Teams. These teams will be used to staff drives for New Council Development, Council Reactivation, and Council Rejuvenation. Consider volunteering for this vital role.

Thank you for your continued cooperation.

Vivat Jesus!

Fraternally,

Matt McDonagh
California Recruitment Chairman
1370 N. 3rd Ave.
Upland CA 91786-3228
909-560-4506
matthew.mcdonagh64@verizon.net



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CHURCH RECRUITMENT DRIVE MATERIALS ORDER FORM

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

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

Name: _____

Address: _____

City: _____

State: _____ Postal Code: _____

Phone: _____

Date needed by:

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

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

| Description | Item # |
|--------------------------------|--------|
| Did You Know | #1267 |
| Member Benefit Flyer | #2773 |
| Prospect Card | #921-A |
| Membership Document | #100 |
| Make A Difference Poster | #4498 |
| Suggested Pulpit Announcement | #10067 |
| Guide to Recruiting Success | #10098 |
| 24 Hours Can Change Your Life | #10099 |
| Why You Should Become a Knight | #10100 |

Please note that items may change due to stock availability.

COUNCIL #: _____

SIGNATURE: _____

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

Councils are allowed to order one kit.
Additional kits for the council will be charged for shipping and handling. Kit orders on a Requisition Form #1 will also be charged for shipping.

Please mail or fax orders to the Department of Fraternal Services

Knights of Columbus
1 Columbus Plaza
New Haven, CT 06510

Or fax to:
(203) 752-4108





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Sample Pulpit Announcements

Sample Pulpit Announcement Example 1

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

THERE IS A PLACE FOR YOUR FAMILY IN OUR COUNCIL.

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

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

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

Family is paramount in the Knights of Columbus. All Knights of Columbus programs allow families to work together, involving everyone to aid their Church, their community and one another. Knights help the Church. Making sure the Catholic Church remains vigorous and undiminished is one of the primary



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missions of the Knights of Columbus. Knights and their families don't believe in sitting idly and just watching life pass by. Knights feed the hungry and help shelter the homeless. They help senior citizens remain healthy and active. They conduct blood drives and fight to protect the right to life of all individuals.

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

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

Thank You.

Sample Pulpit Announcement Example 2

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

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

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

Thank You.



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Sample Pulpit Announcement Example 3

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

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

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

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

Thank You.

Sample Pulpit Announcement Example 4

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

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



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

The event will be _____

Thank You.

Sample Parish Bulletin Announcement

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

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

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

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



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Sample Prospective Member Invitation

Dear Prospective Member

You and Your Spouse Are Invited To

Knights of Columbus
Information Night

At _____

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

A KNIGHT WILL CALL TO OFFER TRANSPORTATION ASSISTANCE



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SUPREME MEMBERSHIP REFERRALS

Gil Eliares

If you are not already aware of it, there is an area on the Supreme web site (www.kofc.org) where Catholic men interested in joining the Knights of Columbus can request information on becoming a member. A tab labeled "Become a Knight" brings the prospect to a page they where he can list his name, address and telephone number so he can be contacted. These referrals are one of the easiest ways to recruit a new member into the Order.

When the prospective member completes the New Member Inquiry Form on the Supreme web site, an email is automatically generated and sent to the State Membership Director and Supreme Referral Chairman in the state where the prospect resides. The email is then forwarded to the appropriate local leadership for action. It is important the prospect be contacted right away, and a determination be made on the best council for him to join. Many factors go into this determination including his city of residence or work; the parish attended and preferred language. Having determined the best Council for membership, the prospect's information is forwarded to the appropriate District Deputy for action by the appropriate Grand Knight or council Membership Chairman. Always involve your Field Agent as well. The candidate should be invited for an admission interview and, if found to be an eligible Catholic, his Admissions Degree.

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

Remember, it is our moral obligation to invite all eligible Catholic men to join our Order. One of the keys to a successful year is this: "Every Member is A Recruiter!" A monthly Ad in your Church's bulletin such as the one below can help our Catholic brothers join our Order:

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

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

Fraternally,

Gil Eliares
Supreme Web Site Referrals
PO Box 992
Brisbane, CA 94005
650-255-7750
gs.eliares@yahoo.com



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SQUIRE TO KNIGHT PROGRAM

Brian Perley

My Brothers,

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

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

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

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

Fraternally,

Brian P. Perley
Squire to Knight Chairman
470 Sandstone Dr.
Vacaville, CA 95688
707-301-8516
perley4901@comcast.net



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RCIA TO KNIGHT PROGRAM

William Young

My Brothers,

One program that can yield considerable opportunities for prospects is the Rite of Christian Initiation for Adults (RCIA). Every Easter season a fresh class of enthusiastic new Catholics join our Church.

The Knights of Columbus can and should be an integral part of the ongoing formation for these new Catholics, especially the men. Every Council should support and have members participating in the RCIA ministry, offering guidance to the new Catholic men and women joining our faith. When male candidates complete RCIA on Holy Saturday, they can (and should) become Brother Knights. The RCIA graduate is powerfully aided in living out his new faith.

From the "On This Rock, Blogspot" we find that **"50% of RCIA Leave the Church Within 5 Years"** (<http://on-this-rock.blogspot.com/2013/03/50-of-rcia-leaves-church-within-5-years.html>). Posted on this Blogspot is a homily that promotes the first five Precepts of the Church as a means to keep new Catholics involved in their faith after RCIA. We Brother Knights strive to follow the precepts of the Church so associating with us will help the men of the RCIA to strengthen their new-found faith. So it makes sense that they should be encouraged to join the Knights as soon as possible after their Baptism into the Church.

RCIA candidates also learn how charity and mercy are the most important characteristics of our faith, and how love of God and neighbor is in fact the essence of our faith. There is no better way for men and their families to live this standard than by joining the Knights of Columbus. Charity, unity and fraternity are the hallmarks of the Order, and have been since our founding.

There you have it; urgent reasons why all Councils should offer the opportunity of membership to men graduating from RCIA. Consider holding a reception for your parish's RCIA graduates welcoming them to our Church and Order. The Order benefits by adding new, enthusiastic members. The Church benefits by having new members who are off to a great start by serving the Church and their fellowmen as Knights.

Fraternally,

William Young
RCIA to Knight Chairman
1314 Maywood Ave.
Upland CA 91786-2541
909-772-6362
mrmemo13@msn.com



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WELCOME HOME BROTHER

Eric Watson

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 Script found on page 36 of this manual can be extremely helpful in this regard.

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, 2017 will be recognized at the 2017 California State Convention in San Diego.

Fraternally,

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



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SHINING ARMOR AWARD PROGRAM

Vince D'Antonio

My Brothers,

The Shining Armor Award Program was started here in California and subsequently adopted by Supreme. During the 2016-2017 Columbian year we will be encouraging councils to adopt the Supreme version of the program. The Supreme Shining Armor Program is administered at the local council level by ordering the appropriate Shining Armor cards (available in both English and Spanish) and Shining Armor pins from the Supreme Supply Department. It can be considered both a recruitment and retention tool, quickly engaging a new member in the council and its activities. But it is more than that. Yes, it helps to bring in new members, but it also makes your council better. New Knights get involved earlier, activities are supported, the Council functions better. This program is administered locally and your District Deputy can and will help you make it successful. Ideally, new Knights are the target for this program, but the general membership can also participate in the Shining Armor Program.

The qualification card automatically comes with the "New Member Kit" that councils order for their Admissions Degrees (which also include their Rosary and Knights of Columbus pin). The card is not a motivator; it just keeps score. It is important to take time to explain the Shining Armor Award requirements on the back of the card, and how it will help them become even more involved with their council, family and parish community. Working with new Knights makes them feel valued and welcome.

To qualify for the Shining Armor Award new Knights must complete the following during their first year of membership:

- Be involved in at least 3 council service programs
- Actively attend at least 3 council business meetings
- Receive their Formation (Second) and Knighthood (Third) Degrees
- Meet with the council's insurance representative
- Recruit at least one new member

These are the qualifications for the basic program. Keep in mind, the main focus is to get new members actively involved within the council from the beginning.

In the case of a new member, the Shining Armor qualifying activities need to be completed within one year from the date of the First Degree taken by the new member. Looking over the required activities, you can see where the council benefits by having more involved members. Brothers are more likely to stay a member after advancing to Knighthood by completing their Third Degree. Families will benefit if the Knight becomes an insured member. Our new Brothers will have the opportunity to offer the gift of membership when they recruit another man into the Order.

Existing members are encouraged to take advantage of the State Shining Armor Award program by recruiting at least two (2) new members. A certificate, signed by the State Deputy and Membership Director, and a specially designed lapel pin will then be presented to the Shining Armor Award recipient.



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District Deputies are eligible for recognition with the “Full Armor Award” when each of their councils has at least one Shining Amor Award. The council having the most Shining Armor qualifiers will be recognized at the State Convention.

Our goals for the California State jurisdiction this Columbian Year are:

- At least one Shining Armor Award in each Council
- One or more Full Armor Award in each Chapter

If you need more information about the Shining Award Program, please contact me.

Fraternally,

Vince D’Antonio
Shining Armor Awards Program Chairman
9429 Crebs Ave.
Northridge, CA 91423
818-998-1650
vincentdantonio@att.net



HONOR YOUR KNIGHTS IN SHINING ARMOR!

Awarded for service to the Order with distinction during the first year of membership, the "Shining Armor Award" is given to those men that exemplify what a true Knight of Columbus is.

The concept of the "Shining Armor Award" program is to get new members active in the many facets of the Knights of Columbus as early as possible and assist in maintaining that activity and also honor them as a valued member of your council.

To qualify for the "Shining Armor Award" new Knights must during their first year of membership:

- Be involved in at least 3 council service programs.
- Attend at least 3 council business meetings.
- Receive their Second and Third degrees.
- Meet with their council's insurance representative.
- Recruit at least one new member.

These are the qualifications for the basic program, consider implementing it in your council. Keep in mind, the main focus of the program is to get new members actively involved within their council from the very beginning. Councils can order materials for

this program through the Supreme Council Supply Department by using the form #1:

- **Qualification Cards (#4292)**, help new members keep track of their progress toward attaining the "Shining Armor Award" as their grand knight verifies each completed requirement. These cards are available free of charge.
- **Certificates of Recognition (#4293)**, are a special way to commemorate the hard work of these new Knights. These certificates are available for .25 each.
- **"Shining Armor" Lapel Pins (#1700)** will not only be an honor for those who earn them to wear them, but they will also serve as a promotion for the program to other new Knights. These pins are available for \$3.00 each.



Certificate (#4293)



Lapel Pin (#1700)

| TO QUALIFY: | |
|--|-------|
| 1) WORKED ON A COUNCIL SERVICE PROGRAM | _____ |
| 2) ATTENDED AT LEAST 3 COUNCIL BUSINESS MEETINGS | _____ |
| 3) RECEIVED SECOND AND THIRD DEGREES | _____ |
| 4) MET WITH INSURANCE REPRESENTATIVE | _____ |
| 5) RECRUITED AT LEAST ONE NEW MEMBER | _____ |

Grand Knight approval is required to qualify

Qualification Card (#4292)



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

Name: _____

Membership Number: _____

First Degree Date: _____

Third Degree Date: _____

New Member's Name: _____

Membership Number: _____

Date of First Degree: _____

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

New Member's Name: _____

Membership Number: _____

Date of First Degree: _____

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

Council Number: _____

District Number: _____

District Deputy: _____

Chapter: _____

Supreme Insurance Field Agent: _____

Supreme Insurance General Agent: _____

Grand Knight's Printed Name & Signature: _____

Date Submitted/Received/Presented: _____/_____/_____

Submit completed form to:

Vince D'Antonio
Shining Armor Awards Program Chairman
9429 Crebs Ave.
Northridge, CA 91423
818-998-1650
vincentdantonio@att.net



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MEMBERSHIP RETENTION

Deacon Randy McMahon

My Brothers,

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

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

“Remember, personal contact is the key”

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 the Holy Catholic and Apostolic Church. So if we Brother Knights are to also be Apostles like Peter, we must be willing to be Worthy Shepherds who *WORK* to keep our Brother Knights in the Order. We help them to know our voice by calling each Brother at least once per quarter. In this way these Brothers can continue to truly be part of the right arm of Holy Mother Church, the Knights of Columbus.

Worthy Shepherd: Retention of Brother Knights

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

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

Use the Power of Ten:

1. Appoint a **Worthy Shepherd /“Retention Program Chairman”** and treat him with the respect of any Officer of your council. This Worthy Shepherd should **not** be the Financial Secretary or the Membership Program Chairman. **The important mission of retention needs to be separate and**



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assigned to a committee of sufficient size to reasonably perform the task of contacting each member.

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

Weekly Conservation Report

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

1. Is there a Worthy Shepherd/Apostle Committee for the council?
2. Was every Brother proposed for suspension personally contacted by phone or in person?
3. When was the call made? By whom?
4. Did the Worthy Shepherd or Apostle use the Shepherd’s Caller Script following this section for contact when making the call?
5. Why is the Brother being proposed for suspension?
6. Was the District Deputy and State Office properly notified when the Notice of Intent to Retain was sent to Supreme?
7. Was the Brother offered a chance to handwrite a message of resignation so that he could retain his years of service when he files for readmission?



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8. Did the council offer dues forgiveness for previous years and only request payment for the current year?
9. Is the council offering charity to Brothers who are suffering financial hardship?
10. Is your Financial Secretary filing a medical exemption form for those Brothers who are disabled?

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

Suggested Overdue Dues Policy

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

Retention is every bit as important as recruitment, and warrants the same amount of attention and energy as identifying new members and admitting 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 three new members that join our Order, one existing member is suspended.* Why then, once having joined, do members become inactive and leave? This trend must be reversed and we need to understand the circumstances that motivate men to drop out.

It Starts with the Admissions Committee

The retention effort begins when the Council Admission Committee interviews candidates and potential members. Remember a lesson from the Formation (Second) 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. Reports of the Admission Committee on candidates and potential members are to be a part of every meeting.

It Continues with the Role of the Sponsor

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

Besides the Admission Committee the proposer is the single most important person involved in the "Retention" of our new Knight. The Supreme Council provides a free pamphlet #4636 describing the "Duties of a Proposer." When a sponsor signs the Form 100, he should be given a copy of this pamphlet



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so he will fully know his responsibilities. In summary here are a few of the “Proposer’s” duties:

- Bring the Candidate to his Admissions (First) Degree exemplification.
- Bring him to council meetings - Introduce him to his Brother Knights make him feel comfortable and at home at a council meeting - explain meeting procedures and protocols.
- Bring him to council functions; get him involved in council activities. The book “These Men They Call Knights” can also be helpful. Does he like to make pancakes, or BBQ, etc.? Giving a new Knight responsibility and immediately assigning him a particular job or task goes a long way in making him feel like an important part of the council - an involved Brother is a happy Brother!
- Work with the Membership Chairman to bring the new Brother to his Formation (Second) and Knighthood (Third) Degree. Statistics show that a Third Degree Knight has a greater likelihood of remaining a Knight for life. The Knights that we lose are those that have not made their advanced degrees and have not become involved.
- In many councils, it is common to have two or three “Top Recruiters” sponsoring several candidates at a time. In this situation, the Grand Knight might consider appointing others in the council to mentor each new member in order to assure a **one-on-one experience**.

Retention Committee (Worthy Shepherds & Apostles)

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.”

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

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

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

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



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doctor's note or some other proof of the medical disability. The disability waiver must be renewed prior to December 31st each year thereafter, and can be kept in effect indefinitely for as long as the disability exists.

- Elderly or senior members living on a fixed retirement income may be eligible for *Honorary* or *Honorary Life Membership*, depending upon their age and years of continuous service. Those 65 years or older with 25 or more consecutive years of service in the Knights of Columbus are eligible for *Honorary Membership*, relieving State and Supreme assessments and reducing their council dues to a minimal rate (usually \$10.00 per year). Those 70 years or older with 25 years of consecutive service are relieved of all state and supreme assessments and exempt from payment of all council dues. Supreme automatically issues *Honorary* and *Honorary Life* membership cards, but it is important that the Financial Secretary review the entire roster to assure that those eligible have been so recognized with council billing notices adjusted accordingly.
- In matters of extreme financial hardship and/or extraordinary circumstances, the council, at its discretion, may waive the dues for a particular member found to be in distress or difficulty or another Brother may volunteer to pay for him.

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

Dues Billing

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

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

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

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

“Remember, personal contact is the key”

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



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Vivat Jesus!

Fraternally,

Deacon Randy McMahon
Retention Chairman
414 Bolivia
San Clemente CA 92672-7509
949-361-6522
duke41351@cox.net



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Worthy Shepherds & Apostles
Challenges / Solutions
Caller Script for Member Retention

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

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

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

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

Solution –

- We are an Order that was founded on the principle of Charity. Ask the Council for dues forgiveness for anyone who has financial hardships.



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- Apply to Columbian Charities (365 Club) for those with major financial problems.
- Ask the Brother to volunteer time and service in place of dues.

Challenge – I can't come to the meetings.

Solution –

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

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

Solution –

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

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

Solution –

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

Challenge – I've moved out of the area.

Solution –

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

Other arguments to stay in the Knights:

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

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

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

For those who are Insured Members:



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

For those who you just cannot convince:

1. Ask if a Chapter Officer or a State Committeeman can call to follow up this conversation.
2. Let the Brother know that if he would handwrite and sign a brief note of resignation from the Order, his years or service in the Knights would be maintained when he chooses to reapply for membership.

Be sure to keep notes regarding the call.

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

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



We Miss You Brother!



We Miss You Brother!



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We Miss You Postcard Instructions:

- Customize your Council’s postcard with a photo of your church or hall.
- The Worthy Shepherd or Apostles can send a postcard to a Brother with no phone # listed who lives out of the area. For Brothers with a phone # - Call! For Brothers in the area – Knock on Doors!
- Message on the back should be handwritten legibly (cursive or printing)!
- Address phone and email can be preprinted above.
- You can print your own postcards on card stock paper.
- You can also order postcards from Vista Print at

<http://www.vistaprint.com/postcards.aspx?GP=5%2f20%2f2014+2%3a05%3a27+PM&GPS=3189312875&GNF=1#>

Sample Message:

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

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

Your Brothers and I are praying for you!
(Vivat Jesus, Yours in Christ, Sincerely),
Signature
Print Name

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

Sample Message:

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

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

Your Brothers and I are praying for you!
(Vivat Jesus, Yours in Christ, Sincerely),
Signature
Print Name



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BROTHER WHERE ART THOU PROGRAM

Eric Watson

My Brothers,

As Brother Knights we expend a lot of effort to get good Catholic men into the Order only to lose track of them after they have taken their Admissions Degree. The Brother Where Art Thou program is here to help you find and reestablish contact with those good Catholic men we spent so much effort to get into the Order in the first place. Over time Brothers move or their contact information changes and they don't think about letting the council's Financial Secretary know of the changes. The Brother Where Art Thou Program will help you find them again and reestablish communication. The program is available to locate Brothers at any time, especially during the council billing and retention process.

The easiest way to obtain updated contact information is for the Financial Secretary or Grand Knight of the council to download the Excel version of the council roster. Go through the roster and identify those brothers with whom the council has lost contact and either highlight the rows associated with them or delete the ones who you do not need to locate. This list of Prodigal Brothers can then be forwarded to me at ericwats@sbcglobal.net.

If you have trouble with Excel and putting together a list from the roster you can forward a list of Brothers with the following minimum information:

- Membership Number
- Full Name
- Last Known Address
- Birth Date

The more information you can provide the more likely we will be able to find the Brother.

Fraternally,

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



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NEW COUNCIL DEVELOPMENT

Mario Santiago

My Brothers,

Our founder, Father Michael J. McGivney sets his goal to unite men in their faith. Early on, he wrote to every Pastor in the Diocese of Hartford, at the time encompassing all of Connecticut, to “exert your influence in the formation of a council in your parish.” By doing so he clearly demonstrated his vision that a council’s presence in every parish is the best viable means of growth and expansion for the Order. In pursuit of our Founder’s goal, Supreme Knight Carl Anderson similarly endorsed the Order’s mission by stating “We must have a Knights of Columbus presence in every parish.”

Stemming from Fr. McGivney’s belief that local councils could achieve great things for the Church; an Order where Catholic men grow their faith, establishing a new council provides opportunity for a perfect union and great partnership for the parish to prosper in five key areas of service: faith, community, family, youth and fellowship. While we understand the magnitude of that goal, we must also trust that through the enthusiasm and faithfulness of our members, it can be achieved.

Brothers, we all are Catholic men of honor, full of conviction and part of a truly unique service organization. Let’s all be mentors, leaders, humanitarians and be that role model dedicated in serving the Church and worthy causes. Let us all realize the importance of being both followers of God and leaders in our communities.

Our primary objective this year is to identify Pastors we know would be best served by having a Knights of Columbus council dedicated in helping him and his parish community to flourish through our faith based programs. The church is best served when the council exists within the context of serving a single parish and its community to the best of its ability.

Our Mission: “One Parish – One Pastor – One Council”

Strategies for Establishing a New Council

1. District Deputies should identify un-served or underserved churches, missions and communities worship to select NCD targets:
 - a. Parishes with little or no Knights of Columbus presence
 - b. Mission Churches
 - c. Round Tables
 - d. Unassisted communities of worship within or adjacent to their districts
2. Work with Field Agents to define targets
 - a. Target Parishes
 - b. Target Dates
3. Meet with Pastors - discover how Knights can serve specific parish needs. Use the checklist that follows this section.



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4. Set the Dates with the Pastor for
 - a. Membership drives
 - b. Pulpit announcements
 - c. Information nights
 - d. Admissions (First) Degree dates (and advanced degrees as well)
 - d. CHARTER DATE!
 - e. Installation date

Following these steps, each Parish can have its own Council in 8 Weeks! Supreme currently requires 20 new and/or transfer members to charter a new council.

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

Information and Instructions on how to form a new council can be found on the Supreme web site under "Council Growth and Development."

You may download and print "New Council Development Guidelines" at:
<http://www.kofc.org/un/en/resources/service/council/GeneralCouncilGuidelines.pdf>

Additional Tips in Establishing a New Council

| Additional Tips – Establishing a New Council | |
|--|--|
| Contact | Contact your Chapter President, New Council Development Chair, your DD, your Field Agent, and CA State NCD Chairman Mario Santiago at (818) 362-8144 mersan4@aol.com when a location for a potential new council is identified. |
| Meeting with the Pastor – Action Plan | <p>The District Deputy and Field Agent are to hold a follow up meeting with the Pastor who requests a new council. Their action plan needs to include:</p> <ul style="list-style-type: none"> • Publicity – announcements, flyers, and posters encouraging Catholic men to inquire about joining the Knights of Columbus • Frequent membership recruitment drives until the council is formed • Don't be afraid to ask neighboring councils for assistance • Request 4th Degree Sir Knights to be present at table in full Regalia • Schedule around or partner with "existing" parish |



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| | |
|--|---|
| | events, to become more involved with and a part of the parish |
| Information Nights and 1st Degrees | <ul style="list-style-type: none"> • Hold frequent information nights until the council is formed • Print a schedule of 1st Degree Exemplifications to be held locally during the membership recruitment period • Ask established 1st Degree Teams to bring their team to the NCD site for exemplifications |
| Parish Progress Reports | <ul style="list-style-type: none"> • Create a visual to show progress towards Council formation and update it weekly • Consider using a vertical thermometer graph that shows the names of the Knights who have joined thus far • Make the goal 20 new members but include space for more |
| Form 133 | <ul style="list-style-type: none"> • Once your Action Plan has been formed send online Form #133 “Intent to Establish a New Council” which can be downloaded from https://www.kofc.org/un/en/officers/forms/state.html (a copy is provided at the end of this section) |
| Frequent Updates | <p>Provide weekly or monthly updates to your:</p> <ul style="list-style-type: none"> • State Membership and New Council Development Chairman • Chapter New Council Development Chair • Chapter • Local councils |
| Assistance | <ul style="list-style-type: none"> • Remember: once started, keep up the momentum. Continue to ask for help from your Chapter and local Councils. Let them know your progress. |
| Form 100s | <ul style="list-style-type: none"> • NCD Form 100’s should be sent to stephen.hinkley@kofc.org and clearly marked with the name of the parish and NCD project. |

Communication

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



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Parishes to determine how the Knights may best serve the parish.

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

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

We want to hear from District Deputies throughout the state that has one or more parishes with the potential of becoming the newest Council in their District this year. Please feel free to call or e-mail me or any of the State Membership Team for advice and assistance in the development of a new council. Thank you for your participation and leadership in the New Council Development program.

Fraternally,

Mario Santiago
State NCD Chairman
12212 Hillsdale Ave.
Sylmar CA 91342
818-362-8144
mersan4@aol.com



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Discussion Points When Meeting With Pastors

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



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Sample Announcements When Forming a New Council

Church Bulletin Insert – (Dates).

THE KNIGHTS ARE COMING! (Mark your calendars)

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

Church Bulletin & Mass Announcement – (Dates)

ALL CATHOLIC GENTLEMEN WANTED (Mark your calendars)

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

District Deputy #__

Letter Head

DATE

Parishioner’s Name

Address

City, State, Zip

RE: CHARTER MEMBERSHIP INVITE

Dear (**First Name**),

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

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



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

Knights of Columbus 1st Degree
Name of Parish
Address
Sunday, (***Insert Date***)
1:00 p.m. Check-in / 2:00 p.m. Ceremony

We realize that your time is valuable. I've included a list of sample activities that may be of interest to you. Your volunteerism in the Knights of Columbus along with that of other members can make a difference in the lives of many in both our church and community.



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|--|--|--|-----------------|----------------------|--|--|--|--|
| <p>KNIGHTS OF COLUMBUS <small>IN SERVICE TO ONE. IN SERVICE TO ALL.</small></p> | NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">FORM 133</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><small>11/03</small></td> </tr> </table> | | FORM 133 | <small>11/03</small> | | | | |
| FORM 133 | | | | | | | | |
| <small>11/03</small> | | | | | | | | |
| <p>TO</p> <p>Supreme Secretary</p> <p>FROM</p> <p>State Deputy: _____</p> <p>Jurisdiction: _____</p> | | | | | | | | |
| <p>District Deputy _____ of District No. _____</p> <p align="center"><small>NAME</small></p> <p>has been directed to explore the possibility of developing a new council in _____.</p> <p align="center"><small>CITY OR TOWN</small></p> <p>The membership for this new council will be drawn from the following parish(es) in the area:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; height: 20px; width: 50%;"></td> <td style="border: none; height: 20px; width: 50%;"></td> </tr> <tr> <td style="border: none; height: 20px;"></td> <td style="border: none; height: 20px;"></td> </tr> <tr> <td style="border: none; height: 20px;"></td> <td style="border: none; height: 20px;"></td> </tr> </table> <p>This location is in the area covered by General Agent _____</p> <p>who <input type="checkbox"/> has been advised <input type="checkbox"/> has not been advised of this Notice of Intent to establish this new council.</p> <p>Anticipated Institution Date: _____</p> | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| <p>Please send Canvasser's Kit to:</p> <p>District Deputy: _____</p> <p>Street Address: _____</p> <p>City: _____ State or Province: _____ Zip: _____</p> | | | | | | | | |
| <p>Signed: _____</p> <p align="center"><small>STATE DEPUTY</small> <small>DATE</small></p> | | | | | | | | |



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ROUND TABLES

John Widner

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

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

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

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

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

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

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

The completed form should be mailed to:

Supreme Council



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Department of Membership and Ceremonials
1 Columbus Plaza
New Haven, CT 06510

The address for the State Office is:

California State Council
Knights of Columbus
15808 Arrow Blvd., Suite A
Fontana, CA 92335-1253

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

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

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

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

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

Fraternally,

John Widner
Round Table Chairman
626-336-7058
jaw0571@roadrunner.com



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REPORT OF ROUND TABLE COORDINATOR

20 - 20

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

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

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

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

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

Council: _____ City: _____

Jurisdiction: _____ Language: E F S Other

Diocese: _____ Specify Language if Other: _____

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

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

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



CALIFORNIA STATE COUNCIL 2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



COUNCIL RETENTION

Ralph Manfredo

Andrew (Andy) Garcia

My Brothers,

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
 - a. Officer Guides and handbooks are available on the Supreme Council web site at <http://www.kofc.org/en/members/resources/officer-guides.html>.
2. Train key officers on how to conduct their job. These officers are:
 - a. **Grand Knight** (Grand Knight training video available using the same link and instructions above.)
 - i. How to run an effective meeting.
 - b. **Financial Secretary** (Financial Secretary training video available using the same link and instructions above.)
 - i. The duties and responsibilities of the Financial Secretary, including and not limited to the use of the Member Management application on their login page on the Supreme Web site.
 - ii. The correct member billing and retention procedures.
 - iii. All the forms that are the responsibility of the Financial Secretary.
 - iv. Filing Annual Federal Tax using IRS Form 990 and CA State Income Tax Form 199.
 - 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 First Degrees for new members.
 - iii. How to appoint, with the help of the Grand Knight, the following:



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1. Admission Committee
2. Retention Committee
3. Recruiting Committee

- g. Program Director** (an important resource is the “Surge With Service” training materials on the Supreme Council web site at <http://www.kofc.org/en/members/programs/council-activities/surge-kit.html>)
- 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 Membership videos at http://www.kofc.org/en/videos/download/membership_videos.html available in the “For Members” section of the Supreme Council web site.
- b. Instruct how to effectively screen potential members, include Parish Pastor or Council Chaplain.
- c. Instruct how to make sure that a member interest survey or anything similar is filled out and signed by the member as a commitment to his participation.
- d. Carefully match the potential member with an officer, a director, or the proposer to help him continue along the way to his full knighthood.

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

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

Signs of Trouble

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

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



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

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

Fraternally,

Ralph P. Manfredo
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CALIFORNIA STATE COUNCIL 2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



COUNCIL REACTIVATION

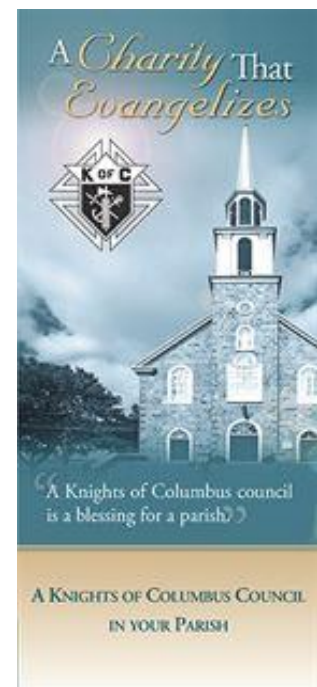
Michael Brault

My Brothers,

There are often many factors that cause a council to become suspended and to go inactive. Our job is first to identify the parishes that are open to Council Reactivation and then to restart and reactivate councils with the proper positive attitude. Every Reactivation is different, so please feel free to call me for guidance and assistance whenever you need help.

First and most important is to schedule a meeting with the Pastor. Ask about the needs of the parish and what he would like to see from the Knights of Columbus. You may want to use Form #4976 “A Charity That Evangelizes” available through *Knights Gear* and the Supreme Supply Department as well as the one page “Discussion Points When Meeting With Pastors” that lists some of the ways councils help parishes found on page 46 of this handbook. Do not attempt to answer a question for which you are not 100% sure of the answer. Share with him some of the positive aspects of having a Knights of Columbus council:

1. A Knights of Columbus council will help enrich the men of the Parish Spiritually.
2. Membership provides opportunity for families to be financially 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 and husbands through various programs that they can participate in.



So how do we reactivate a Council?

- 1) Notify the State Deputy of your intent to reactivate the council.
 - a) Use the “Notice of Intent to Reactivate a Council” following this section. You should complete the form and send it to the State Deputy who will then send it on to Supreme. It is also available on the Supreme web site at https://www.kofc.org/un/en/resources/service/council/Notice_of_Intent_Reactivate_Council.pdf
 - b) Review (and even print out) the “Reactivation Guidelines” that follow this message. This details the step-by-step process that leads to successful Council Reactivation.
- 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?



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- 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 myself or the State Membership Director for a copy of the roster if you are not able to access one online directly.
 - b) Send a request to find any Brothers whose contact information is no longer accurate (those with an asterisk next to their address) to State Researcher Eric Watson at ericwats@sbcglobal.net.
- 6) Develop an action plan using Supreme, "Guidelines to Reactivation" following this section.
 - 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 experienced Brother Knights from other Councils to help and be available to "Kick Start" the council.
 - d) Use Chapter or District Recruitment Teams in your efforts.
 - e) Consider inviting wives and remaining members to a special meeting to discuss more information about the Knights of Columbus.
 - f) At this meeting have some entertainment and light refreshments available as well as having the Fraternal Benefits representative 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. The trick is to find a way for every Brother Knight to participate so that the Reactivated Council is active in Programs and in Membership Recruitment.

Council reactivation is as important as new Council development. To ensure success, it takes work, patience and perseverance. Use the step-by-step guide to council reactivation (below) prepared by Supreme Membership and Program Consultant Patrick Maloney. Please contact me if you need assistance.

Thank you for all that you do for the Order.

Vivat Jesus!

Yours in Service,

Michael Brault
Council Reactivation Chairman
1213 Nolan Ave.
Chula Vista, CA 91911-3723
619-548-3190 (cell)
mbrault54@gmail.com



**CALIFORNIA STATE COUNCIL
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Notice Of Intent to Reactivate a Suspended Council

To: Council Growth and Development Department

From: State Deputy _____

Jurisdiction _____

Brother _____
Name Title Council #

Has been directed to reactivate council

Name Number Location

The membership for this council will be drawn from the following parish (es)

This council is covered by field agent _____
Field Agent Name

From _____ Agency
GA Name

Who has been advised has not been advised

Anticipated reactivation date

Please send reactivation packet to:

Brother: _____

Address: _____

City: _____ State/Province _____ Postal Code _____

Date State Deputy

Mail to:
*Supreme Office
Council Growth and Development Department
One Columbus Plaza
New Haven, CT 06510-3326
Fax: (203) 752-4108*



CALIFORNIA STATE COUNCIL 2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



HOW TO REACTIVATE A COUNCIL

OR - How to move a Suspended Council Number to a NCD Target

IMPORTANT NOTE: Each Council Reactivation is DIFFERENT! Contact your State Membership Director or MPC to identify specific steps to reactivation (i.e., the number of New Members needed to reactivate a council, paper work requirements, forgiveness of past debts, etc.)

| | STEPS | NOTES |
|----|--|--|
| 1 | MEET WITH PASTOR | <ul style="list-style-type: none"> • Make appointment with Pastor of church; • Meet with the Pastor to obtain approval & discuss plans • Record comments, address concerns, obtain schedule for church drive & informational meeting. • See Guidelines in Step #1 Attachment. |
| 2 | ORDER A NEW COUNCIL DEVELOPMENT KIT | <ul style="list-style-type: none"> • Order NCD Kit for this Reactivation or NCD effort; • Allow two – three weeks for delivery; |
| 3 | FILL OUT A NOTICE OF INTENT TO FORM A COUNCIL | <ul style="list-style-type: none"> • Manually complete Form 133 – <i>Notice of Intent to Form Council</i>; include in BOLD RED LETTERS across top of form that either “Reactivation of a Council” or “Moving a Council Number”; • Forward this to the State Deputy for his approval and signature; |
| 4 | CONDUCT A MEMBERSHIP CHURCH DRIVE | <ul style="list-style-type: none"> • Inform DD, Field Agent & Membership Support team; • Recruit minimum 13 new or transferred in members; A minimum number of new members are required to count as a Reactivation. • Schedule Information Meeting & First Degree |
| 5 | CONDUCT INFORMATION MEETING/FIRST DEGREE | <ul style="list-style-type: none"> • Conduct information meeting with prospects & plan to explain workings of the council; • Invite DD, Field Agent & Membership Support Staff; • Have First Degree Team ready to administer exemplification. • Review roster from old council – invite members from the roster to this meeting; |
| 6 | COMPLETE FORM 185 – ELECTION OF OFFICERS | <ul style="list-style-type: none"> • Hold election of Officers; • Complete form 185 – All Officers must be elected! |
| 7 | APPOINT A FINANCIAL SECRETARY | <ul style="list-style-type: none"> • Appoint a Financial Secretary; • Complete FS application (Form 101) & FS nomination (Form 103); • <i>NOTE: DD or SD appointed member acts as FS for this reactivation until FS is appointed.</i> |
| 8 | COMPLETE FORM 365 – SERVICE PROGRAM CHAIRMEN | <ul style="list-style-type: none"> • Help the GK appoint chairmen & complete Form 365; • Minimum of following 4 must be appointed – Program Director, Membership Director, Recruitment Chairman, & Retention Chairman (usually the DGK); • Helps to have a Chaplain & Insurance Promotion Chairman (usually the Field Agent) listed. |
| 9 | FORGIVE OLD COUNCIL INDEBTEDNESS | <ul style="list-style-type: none"> • State Deputy to write letter to Supreme Secretary stating forgiveness of state indebtedness for this council; • State Deputy asks Supreme Secretary forgiveness of Supreme indebtedness; |
| 10 | SEND DOCUMENTS TO SUPREME | <ul style="list-style-type: none"> • Mail all forms (133, 185, 365, 101 & 103, SD letter) including all Form 100’s; • Keep Supreme contact informed of progress if all forms do not go at same time. |
| 11 | CLEAN UP ROSTER | <ul style="list-style-type: none"> • Plan on having 2 – 3 months to clean up old council roster; • Follow guidelines listed below. |

Patrick M. Maloney, MPC Supreme Council – July 2015



CALIFORNIA STATE COUNCIL 2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



NOTES ON HOW TO REACTIVATE A COUNCIL

NOTE: Each Council Reactivation is DIFFERENT! It is highly advisable that when starting to reactivate a council, it is well understood as to what will be required for the council to be considered REACTIVATED. Talk to the state deputy or the state membership director or MPC prior to embarking on reactivation efforts. Outline a strategy for council reactivation – identify specific steps towards that goal.

STEP #1 – MEET WITH THE PASTOR

1. Call the pastor of the Church you are trying to reactivate the council & ask for an Appointment.
 - a. Prepare for the meeting with the pastor planning to bring information, brochures, etc.
 - b. Meet with the Pastor being cordial and attentive;
 - c. Address Pastor's concerns remembering not to answer anything that you are not 100% certain.
 - d. Positive aspects to stress during your meeting are:
 - i. KC Council will help enrich the men and families of the parish;
 - ii. Gives families of the parish an opportunity to be protected via our insurance program;
 - iii. Council will help facilitate men & families getting more active in their parish;
 - iv. A council will provide additional manpower and support of the parish;
 - v. Being part of the KC's and council will help men become better fathers, husbands, through the various programs in which they participate.
 - e. Plan to explain the aspects of forming a council (i.e., Membership Drive, Information Meeting, Election of Officers, etc.)
2. Record the Pastors comments and concerns (if any)
3. Set a time & schedule for a Membership Drive, and Information Meeting

STEP #2 – ORDER A NEW COUNCIL DEVELOPMENT KIT

1. A NCD Kit should be ordered for any Reactivation or NCD effort that is planned;
2. Note that a Kit might take 2 – 4 weeks to receive.
3. You might plan to have an extra NCD Kit on hand – information in the kit will help when meeting with Pastor.

STEP #3 – FILL OUT A NOTICE OF INTENT TO FORM A COUNCIL

1. The Form 133 - Notice of Intent to Form a Council can be downloaded from the Supreme Council Web Site. Enter in the Search Bar at the web page "Form 133".
2. Download a copy of this form. Do not submit an electronic version of this form.
3. On the top of the form, make certain that you include a note in **BOLD RED LETTERS** what it is that you are doing – either reactivation of a council or moving a council number to a new location.
4. Remember the State Deputy **MUST** agree with what is being done. Forward a copy of this to the State Deputy for his approval.
5. After obtaining the State Deputy's approval & signature, forward a copy of this form to the Supreme Office Council Growth & Development. A note of acknowledgement will be sent from them after their receipt.
6. Contact the General Agent or Field Agent to let them know what is going on in their area.



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STEP #4 – CONDUCT A MEMBERSHIP DRIVE

1. You will need to know the following to determine the number of members you will need to recruit to facilitate this reactivation:
 - a. You need a **minimum of 20 active Members** on the Council Roster before the Council can be reactivated or be moved to an NCD target. **This will include the need to recruit NEW members to show that the council is Membership Active.**
 - b. Take the current suspended council roster and determine to the best of your ability which members on the roster will continue to remain on the roster as part of this effort. This can be done as follows:
 - i. Determine which of the members are current alive and living in the area/parish;
 - ii. Contact these members and let them know that the council is being reactivated.
 - iii. Remember, all members are still active Knights – even though their council is inactive.
 - iv. If there are members who can't be located or do not want to be part of this effort, **DO NOT** plan to drop these members yet (SEE STEP 11 - Clean Up Council Roster).
 - c. In conducting the Membership Drive, plan to need to recruit the needed number to make up the Minimum 20 active members and Minimum NEW members needed.
2. When conducting the Church Membership Drive, plan on recruiting a MINIMUM of 13 new or transferred in members. These new members will probably be the Officers of the new council.
3. Invite the District Deputy, Field Agent and other Membership Support Team members to this Membership Drive.
4. As prospects are filling out Form 100's, make certain to inform them of date and time of the Information/Formation Meeting and First Degree.

STEP #5 – CONDUCT INFORMATION MEETING/FIRST DEGREE

1. Conduct the informational meeting with all your prospects.
2. Plan to invite District Deputy, Field Agent and other Membership Support Team members to the meeting.
3. Plan to contact the members on the suspended council roster – if appropriate to let them know what is happening.
4. Plan to explain the benefits of being a Knight of Columbus, and the workings of a council.
5. Plan to have a First Degree Team ready to administer the exemplification.

STEP #6 – COMPLETE THE FORM 185 – ELECTION OF COUNCIL OFFICERS

1. Hold an Election of Officers. This can be done after the First Degree or at a Formation Meeting conducted by the DD.
2. Complete the Form 185 – ALL Officers must be elected and completed on this form.
3. You may plan to hold the form to be submitted with all the other Reactivation Documentation.



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STEP #7 – APPOINT A FINANCIAL SECRETARY

1. Have the council appoint a Financial Secretary.
2. Complete the Financial Secretary Application form (Form 101) and the Financial Secretary Nomination form (Form 103).
3. Note that the District Deputy or a “State Deputy appointed member” will act as the FS of this reactivated council until the appropriate officers have been elected and appointed. They would collect initiation fees, dues, etc until then.
4. You may plan to hold the form to be submitted with all the other Reactivation Documentation.

STEP #8 - COMPLETE FORM 365 – SERVICE PROGRAM CHAIRMAN

1. The newly established council will need a minimum of 4 Service Program Chairmen – Membership, Recruitment, General Program (usually the DGK) and Retention.
2. Help the newly elected Grand Knight to appoint chairman for the council.
3. The new council should also consider filling the Chaplain and Insurance Promotion Chairman.
4. NOTE: It should be the goal to fill all program chairs.
5. You may plan to hold the form to be submitted with all the other Reactivation Documentation

STEP #9 – FORGIVE OLD COUNCIL INDEBTEDNESS

1. The council indebtedness to Supreme will be forgiven as follows:
 - a. If State Deputy will write a letter to the Supreme Secretary asking for forgiveness and
 - b. In this letter, the State Deputy should also state that the state council will forgive the state indebtedness of this council.
2. If a new name and a new location being requested for this council reactivation, the State Deputy must also indicate his approval for this in his letter.
3. The letter should be submitted to Supreme with all the other Reactivation documentation

STEP #10 – SEND DOCUMENTS TO SUPREME

1. At this time, it is important to make certain all documents – form 100’2, 133, 185, 365, 101, 103 and the state deputy letter – are mailed to Council Growth and Development, Department of Fraternal Services, Knights of Columbus, One Columbus Plaza, New Haven, CT 06150-3326.
2. It should be noted that the Council Growth and Development Department should be informed of activities of this reactivation as this process is being worked. Keep them apprised of the activities with the appropriate contact in the Department of Fraternal Services.



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STEP #11 – CLEAN UP ROSTER

1. It is important to know that you will need a **minimum of 20 Members** on the Council Roster before the Council can be reactivated. This might include members listed on the old council roster.
2. The council should try to locate all members that appeared on the roster informing the members of the recent council reactivation.
3. The reactivated council should plan to clean up the old council roster within the first 2 – 3 months after being reactivated. Supreme will allow 3 – 4 months for this process as long as you continue to keep them apprised of this effort. The suspensions at this time will not count against the council – but it will count against the state council as suspensions.
4. This is the suggested process that the council should be encouraged to follow:
 - a. Identify all possible Honorary or Honorary Life Members, fill out a form 100 on their behalf and forward that form to the Membership Department.
 - b. Identify deceased members, find out the date of death and complete a form 100 and submit that form to the Membership Department.
 - c. Contact the Honorary & Honorary Life members and all of the remaining members on the roster. Set up a time to visit with them to outline the vision and goal of the reactivated council. Encourage them to become active members of this council. Let them know of the meeting time and place.
 - d. If a member on the roster does not want to belong to the reactivated council, determine if they would want to transfer or leave the Order.
 - i. If they want to transfer, complete a form 100 facilitating the transfer;
 - ii. If they no longer want to remain in the Order, express regrets and tell the member they will be suspended or removed from the roster.
 - iii. If the member is already “Inactive”, nothing more needs to be done.
 - e. If a member cannot be found, process suspensions for these members. They will NOT count against the council. (As of July 2015, the Supreme Council has a new procedure for processing suspensions in cleaning up a roster. Please work with the state membership director and the MPC to help alleviate the Net-net effect on the state and the district. Without doing so, the suspensions will count against the district and state net-net goals.)
5. Supreme will allow about 2 months to clean up the roster – without having this count against the council – and as long as you let them know what is happening.

FINAL IMPORTANT NOTES

1. If this is a reactivation of an old number being moved to a new NCD target:
 - a. A new Charter can be issued. When a new Council Charter is ordered, it can be ordered in one of two ways:
 - i. Included in the list of Charter Members will be the list of the Charter Members of the original old council Charter and the list of new Charter Members of this reactivated Council; or
 - ii. Included in the list of Charter Members will be just the list of the new Charter Members for this reactivated council and the names of the old council Charter Members.
 - b. Additionally, recognition to the DD or the member who was instrumental in re-activating this council can be obtained. The state deputy should ask for this and designate the member that should be recognized as the institution “lightning rod” for this reactivation.
2. Remember that Supreme will allow cleaning up old rosters within the first several months without causing penalty to the reactivated council. It will count against the state council’s numbers however.
3. Keep in contact with the Supreme Council NCD Contact letting them know what is going on.



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COLLEGE COUNCILS

Casey Kamery

My Brothers,

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

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

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

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

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

Fraternally,

Casey Kamery
College Councils Chairman
639 Woodward St., Apt. B
San Marcos, CA 92069- 1881
760-705-6329
skcaseyk@live.com



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CULTURAL OUTREACH AND DEVELOPMENT

Sunny Quezon **Dat Tran**
Rudy Rios **Kamal Alsawaf**

My Brothers,

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

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

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

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

Committee members are ready willing and able to travel and assist you in your Cultural Outreach projects and recruitment efforts.

Fraternally,

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State Insurance Program

CALIFORNIA STATE COUNCIL 2016-2017 COLUMBIAN YEAR

Sonny Santa Ines
State Deputy



The Knights of Columbus

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

Ben Baca III, FICF, LUTCF
General Agent
State Insurance Promotion Chairman



CALIFORNIA STATE COUNCIL 2016-2017 MEMBERSHIP CAMPAIGN HANDBOOK



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

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

General Agents Keith Whiteaker, Todd Cabral, Steve Hudec, Steve Owens, Carlos Gutierrez, Earl Seitz and I, along with all the field agents consider it an honor to help Sonny Santa Ines and pledge our support to him this year as State Deputy of California. We will also support our Clergy, the State Team, District Deputies, Chapter Presidents, Council Officers and all our Brother Knights in the best ways possible individually and as a team.

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

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



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

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

How Can You Help Your Field Agent?

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



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

From all your General Agents and Field Agents,

God bless,

Ben Baca III, FICF, LUCTF
General Agent
State Insurance Promotion Chairman
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|  <p>Knights of Columbus INSURANCE YOUR SHIELD FOR LIFE</p> | <p>OFFICE</p> <p>Phone: 562-693-7800 Fax: 562-693-7844 Email: EMAIL OFFICE Hours: 9:00 am to 5:00 pm</p> | <p>GENERAL AGENT</p> <p>Ben Baca , III FICF, LUCTF Email: EMAIL GA</p> | <p>Ben Baca , III</p>  |
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