

NEW COUNCIL DEVELOPMENT GUIDELINES



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**KNIGHTS OF COLUMBUS
SUPREME COUNCIL OFFICE
1 COLUMBUS PLAZA
NEW HAVEN, CT 06510-3326**

INTRODUCTION

Shortly after the founding of the Order, Father Michael J. McGivney wrote a letter to every pastor in the diocese of Hartford, which at that time encompassed all of Connecticut, and asked them to "exert your influence in the formation of a council in your parish." This demonstrated that Father McGivney saw new councils as the best viable means of growth and expansion for the Order, and that new councils should be parish-orientated.

Today, we are still pursuing Father McGivney's goal of one Knights of Columbus council in every parish, and as shown by our excellent record we have enjoyed over the past years, we are closer today than ever before. However, there is still a long way to go, and every state and province can contribute.

During his first address to the state deputies, Supreme Knight Carl Anderson 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."

With that in mind, this booklet has been designed to assist in the development of new councils, reinstated councils and college councils in your jurisdiction. Reading through the booklet will give you basic knowledge and understanding of the procedures used in this process.

NEW COUNCIL DEVELOPMENT GUIDELINES

The development of new councils is primarily the responsibility of the district deputy, with the assistance of his state's new council development chairman and the insurance agent. To assist him, the following procedures have been developed.

STEP #1 -- SURVEY THE AREA

The district deputy should determine the potential of both the initial and future membership in the specific area under consideration. Are existing councils attracting the vast majority of Catholic men in the area, or are they "hitting and missing?" Always remember Father McGivney's dream of a Knights of Columbus council in every parish. This is still our goal and you should strive to achieve it within your district. The days of one council effectively serving five, six or ten parishes are gone. Each priest deserves his own council -- and our job is to make sure he gets one.

STEP #2 -- CONTACT THE PASTOR

After determining that the potential for a new council exists within the district, the district deputy's next step is to contact the pastor of the parish where the council will exist. A letter of introduction is a good idea, but it is by no means sufficient. The district deputy must personally visit the pastor before beginning his efforts.

During this meeting, his first priority is to establish a good relationship with the pastor. He should explain the Order at length and specifically explain the benefits of having a Knights of Columbus council in his parish. The district deputy should be prepared to leave some literature with the priest for his perusal. It may also be wise to supply the priest with the name of another pastor in the community that has a council in his parish. The support of the pastor is essential if the council is to be established. The district deputy should explain that he would like to do most of his recruiting following Masses on a specific Sunday and that pulpit announcements made by the pastor would be appreciated. If the pastor wishes, these announcements can be made by the district deputy or a member of his committee.

From this meeting, the district deputy should attempt to get a list of parish members and their addresses from the pastor. In addition, ask for a list of names that Father would consider "good leaders" -- he knows his workers.

This should only be one of many meetings that the district deputy has with the pastor; he will truly be one of the new council's "key men."

STEP #3 -- CONTACT THE STATE DEPUTY

If the pastor gives his permission for the formation of a new council, the district deputy should contact the state deputy, if he has not done so already, and inform him of the current progress with the council. A "Notice of Intent to

Establish a New Council" (Form #133), should now be completed and forwarded to the state deputy for his signature, and subsequent forwarding to the supreme secretary. The state new council development chairman will also be advised when he receives his copy of this form.

Notice of Intent to Establish a New Council - #133

NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL

TO: Supreme Secretary

FROM: State Deputy _____
Jurisdiction _____

District Deputy _____ of District No. _____
(name)

has been directed to explore the possibility of developing a new council in _____
(city or town)

The membership for this new council will be drawn from the following parishes in the area:

This location is in the area covered by General Agent _____
who has been advised has not been advised of this Notice of Intent to establish this new council.

Anticipated Institution Date: _____

Please send Camrasser's Kit to:

District Deputy _____
Address _____
City, State/Province _____ Zip Code _____

_____ (Date) _____ (State Deputy)

Form 133 7/84 SUPREME OFFICE COPY

Upon receipt of this form at the Supreme Council office, a New Council Canvasser's Kit, containing a variety of recruitment materials and informational aids designed to assist in the establishment of a council, will be forwarded to the district deputy.

STEP #4 -- CONTACT THE INSURANCE REPRESENTATIVE

If the district deputy has not already done so, he should contact his general agent and inform him of the plans to establish a new council. The agent will either assign a field agent to work with the district deputy or choose to do the work himself. The agency staff is comprised of professional salesmen -- salesmen who sell membership as well as insurance. A wise district deputy will take advantage of this professional assistance.

STEP #5 -- INITIAL RECRUITMENT DRIVE

A date for the initial recruitment drive at the parish should be set. The district deputy should also have ready the date and time of the first organizational meeting. It is suggested that the district deputy provide the parish priest with a pulpit announcement which would point out that a Knights of Columbus council is being established at the parish, the day members were being recruited and where the meeting for all interested would be held. It is also suggested that a notice to this effect be placed in the parish bulletin.

STEP #6 -- COMMITTEE MEETING

From the district deputy's contacts with the pastor and from the results of his initial recruitment efforts, he should

be prepared to select key men interested enough to form a steering committee, which will assist in the formation of a council at their parish. The district deputy and the insurance agent should meet with them to prepare plans for the organizational meeting. It may be well at this time for the district deputy to select a temporary chairman and temporary financial secretary -- the former to act as membership chairman and the later to take notes at the meeting and act as temporary financial secretary. These men, as the process continues, will be looked upon by their peers as men of responsibility and will become the council's first grand knight and first financial secretary. Therefore, great care must be taken in their selection.

The district deputy and temporary secretary should open a bank account under the interim name of "New Council, Town or City, Knights of Columbus." Checks should be signed only by those two individuals, although the responsibility of these funds rests with the district deputy. (Once the council number is assigned by the Supreme Council office, this should be added to the checks.)

Once the council is instituted, the supreme advocate's office will forward to the grand knight Form SS-4 - Application for Employer Identification Number (EIN), along with instructions for filing.

STEP #7 -- ORGANIZATIONAL MEETING

By this time, plenty of advance notice has been given to the parishioners regarding the district deputy's initial organizational meeting. This meeting should be short and

to the point. It is a strong suggestion that wives attend to get them involved early in the council and the Knights of Columbus.

The district deputy presides and welcomes the group -- he is not there to ask the group if they want a council -- he is there to organize a council! Remember to "accentuate the positive!"

The district deputy introduces the representative of the state council (a state officer or new council development chairman) to "sell" the overall program of the Order. His remarks should be tailored to the group he is addressing. The important thing is that he knows what he is talking about, that he is positive and upbeat and that he covers all aspects of the Order that the group is interested in. A way to supplement his remarks is to order a copy of one of the Order's audiovisual productions from the Supreme Council Department of Fraternal Services. The "Recruitment Flip Chart," the Order's recruitment film, is recommended for showing at this meeting.

The district deputy also introduces the insurance representative to briefly explain the insurance benefits available for members, including the "New Member Insurance Plan" for candidates and their wives. The insurance representative will no doubt mention that he will personally contact each prospect at his home to further discuss the Order's insurance features in greater detail.

Of course, the pastor and any members of the clergy in attendance should be invited to address the gathering.

The district deputy and other members present should answer any of the groups questions before the meeting

adjourns. Also, if the district deputy did not have an opportunity to select a temporary chairman or temporary secretary, they should now be selected.

If initiation fees and council dues have not been determined, they should be at this meeting.

The most important part comes when the meeting adjourns. Tables should be set within the meeting hall so that assistance can be offered to prospective members in completing their membership documents. Membership Documents (#100) should not simply be handed out to those present - prospects must be assisted in completing the documents and collect their initiation fees and dues.

Chances are that after the first meeting, the required 30 members needed to start a council will not have been met. The membership committee, (district deputy, temporary officers and the insurance representative) should hold recruitment meetings at regular intervals to review progress and supplement the membership drives. Additional organizational meetings should be held to a necessary minimum, but scheduled promptly so not to lose the enthusiasm of new members. Candidates will want action - not oratory!

STEP #8 -- FIRST DEGREES

Do not hold candidates for a large First Degree class. The district deputy should arrange for candidates of the new council to receive their First Degree as they are enrolled. These candidates may be included in classes being held by other councils within the district. The district deputy can also arrange for a nearby First Degree team to exemplify the ceremonial for a small group of candidates from time to time.

One First Degree class should be designated as the "Institution Class." The date of this degree can be used as the institution date of the new council. However, the actual selection of the date is up to the district deputy and the new council.

It is recommended that at least 30 Candidates' Kits (#531) be ordered six weeks prior to the degree from the Supreme Council Supply Department using a Requisition Form (#1). These are chargeable items and normally assumed by the district deputy's council until such a time that the new council can reimburse them -- usually from initiation fees or when they receive the \$200 institutional allowance from the Supreme Council. (Refer to the section on New Council Development Expenses.)

STEP #9 -- PLANS FOR INSTITUTION

Immediately following the institution date, the district deputy's records should indicate that a total of at least 30 men have completed membership documents, and those who are new members have been initiated into their First Degree.

The final figure includes new members, former members, and transfers, although transfers should be held to a minimum.

The district deputy now completes the "Notice of Institution" (#136) and forward one copy to the supreme secretary's office, along with the membership documents for the charter members of the new council. The form should indicate the number of new members, the number

of members who transferred into the council, and the number of former members who renewed their membership in the new council. A copy is provided for the state deputy and should be forwarded to his office. Upon receipt of this form and the required 30 membership documents at the Supreme Council office, a number will be issued, and the council will be notified immediately.

Notice of Institution - #136

NOTICE OF INSTITUTION OF NEW COUNCIL		To be completed by Supreme Office. Council No. assigned _____
The name selected and adopted for this new council is: _____	Council Location: _____ <small>(City)</small> _____ <small>(Jurisdiction)</small>	
To the Supreme Knight and Supreme Secretary, Knights of Columbus:		
This is to certify that I have this day _____ 19 _____ instituted a new council at the parish of _____ in the diocese of _____		
FIRST DEGREES have been exemplified as follows:		
<u>Date</u>	<u>Location</u>	<u>No. Candidates</u>
<u>Date — Form 100's mailed to home office</u>		
Total _____		
Transfers (indicate number) _____		
Former Members (indicate number) _____		
Grand Total _____ (minimum — 30)		
Please send council supplies to acting Grand Knight _____ <small>(Name)</small>		
_____ <small>(Street)</small>	_____ <small>(City)</small>	_____ <small>(Zip Code)</small>
(Note — Canada Only; Please indicate language preference based on majority of the membership: <input type="checkbox"/> French <input type="checkbox"/> English)		
Insurance Department Representative _____ assisted in institution of this council. <small>(Name)</small>		
_____ <small>(Date)</small>	_____ <small>(District Deputy)</small>	
Form 136 4/95		

Upon receipt of the "Notice of Institution," a Council Outfit, containing all the necessary supplies and materials for the operation of a properly functioning council, will be forwarded to the new grand knight. Included are accounting supplies, administrative and ceremonial guidelines, and informational literature. Additional items should be requested to conform with the number of "Charter Class" members.

A Council Seal will be ordered by the supreme secretary's office when the Notice of Institution is received and the name selected for the new council is listed on the form.

The district deputy may arrange for the election of the council's first officers prior to the institution, following the First Degree, or at a meeting held at an early date after the degrees. Formal installation of officers may be held at the district deputy's preference, but should be scheduled soon.

STEP #10 -- APPLICATION FOR CHARTER

The "Application for Charter" (#137) should be completed and forwarded to the Supreme Council office as quickly as possible. Names must be printed in alphabetical order.

Charter members are only new members who signed applications or members that transferred their membership into the new council on or before the date of institution. If in the event that candidates failed to take their First Degree for a valid reason the application may be

If the district deputy does not designate a council name on the application, the charter will reflect the city in which the council was established.

Upon receipt of the application at the Supreme Council office, the charter will be engrossed and forwarded to the charter grand knight, unless otherwise requested.

STEP #11 -- PRESENTATION OF CHARTER

Upon receipt of the charter, it is up to the district deputy to make a formal presentation of the charter to the grand knight on behalf of the supreme knight and the board of directors. The charter gives evidence of the right to exist as a council and authority to confer degrees in accordance with the Charter, Constitution and Laws of the Order.

The presentation of the charter ceremony should be conducted by the district deputy. Refer to the "Charter Presentation Ceremony" section.

STEP #12 -- FOLLOW-UP

After the institution of the new council it is essential that the district deputy maintain a close personal contact with the new council officers and the program directors to see that all are properly trained and instructed in their respective duties and to assure the continued and successful operation of the new council. They should be urged to take an active role in all phases of council activity.

We strongly recommend that the district deputy arrange for the leaders of the new council to view the audio-visual productions that deal specifically with this topic. "Those

Who Serve" explains the duties of each council officers. "Surge..with Service" details the organizational structure of the Service Program and provides programming suggestions and ideas. Both of these productions are forwarded to the new council by the Department of Fraternal Services.

A "Surge..with Service" program kit is sent to the new grand knight following the institution process at the Supreme Council office. The grand knight should complete and return the Service Program Personnel Report (#365) to the Supreme Council Department of Fraternal Services. This and other reporting forms can be found in the Council Report Forms Booklet (#1436) distributed with the "Surge" packet.

The council should begin immediately to make plans for the initiation of its first class of candidates. Growth potential is greatest when enthusiasm of the membership is at its peak. An early emphasis on recruitment reflects the continuing excitement of the members to the new venture and will more easily attract other eligible Catholic men to the new council's ranks.

This concludes the step-by-step procedures for the development of a new council. Questions often arise concerning when completed membership documents should be forwarded to the Supreme Council office. If the development of the new council is to proceed rapidly, documents can be held until the council is instituted. Past experience has shown that when following these guidelines, the average amount of time for developing a new council is 60 to 90 days.

NEW COUNCIL DEVELOPMENT EXPENSES

The following should be noted regarding expenses in starting new councils:

1. The necessary expenses of the state deputy (in the jurisdiction) and the district deputy (in the district) for work performed in new council development will be paid by the Supreme Council and will not be chargeable to the state budget. Properly chargeable items are lodging, meals, transportation and telephone. These should be put through on regularly submitted expense accounts forms (#267) and noted as NCD.

2. At the institution of the new council, after all forms have been submitted [Membership Documents - 30 minimum, Notice of Institution (#136), and the Application for Charter (#137)], the Supreme Council will pay jointly to the district deputy and the new council the sum of \$200 for payment of expenses incurred in the development of the new council. These would be expenses other than those normally allowed. Examples would be:

- A. Ceremonial teams; Candidate Kits.
- B. Printing or Postage.
- C. Incidentals -- advertisements, coffee and doughnuts, etc.

3. After the district deputy takes what is due to him, the balance is deposited in the new council's account.

4. If the new council is not instituted, none of these extra expenses will be allowed.

5. The Candidate's Kits (#531) are chargeable items and should be ordered by the district deputy through his own council. The district deputy will reimburse the council following receipt of the \$200 payment from the Supreme Council.

Questions relating to the "institutional allowance" should be referred to the state deputy, the state new council development chairman, and/or the Supreme Council Department of Fraternal Services.

PRESENTATION OF CHARTER CEREMONY

The presentation of the charter ceremony should be conducted by the district deputy. The following should be committed to memory, without notes or prompting.

(District deputy invites grand knight to podium.)

D.D.: By order of the supreme knight and the supreme board of directors, I have been commissioned to entrust this Charter into your care and custody. I commit the same with full assurance that the judgement and discretion of your brothers of this council, in placing you in the leadership position, is sufficient guarantee that you will steadfastly adhere to and carry on the principles for which this instrument is granted.

This Charter is evidence of your right to exist as a council and is the credential of your authority as a council to confer degrees and perform all functions of a council in accordance with the Charter, Constitution and Laws of the Knights of Columbus. It is the certificate of your affiliation and fellowship with the entire membership of our Order. Its presentation to this council is a recognition of you by the Supreme Council and a granting of powers to you by it and its acceptance by you -- a submission to the Supreme Council.

It is granted to you under the corporate powers given by the legislative act creating this Order and the same power of granting includes the power of revoking it for cause at any time. Let me remind you that the four great principles

upon which our Order was founded are essentially necessary to mankind. The cultivation of our social amenities we owe to our eternal faith, without giving way from any of the duties or obligations, enables us to attract to our various councils the pleasurable circle of brotherly love with malice for none but with charity for all; we can contemplate with pride and admiration the good we can do, linked together in crystallized purpose to promote each other's welfare. In this world of uncertainties, where honest want and grasping wealth jostle each other "where the nakedness of the indignant world might be clothed from the trimmings of the vain, should the hour of necessity present itself, the abiding satisfaction remains that we have a brother hood to aid and assist us, and to lift with willing hands the weary traveler, that fate ordains should falter on the way.

May your council long continue to flourish and set a good example for its members. May you all enjoy every blessing and satisfaction that true exemplification of our principles can bestow, and may the success of our Order be transmitted through your council in this second century of our existence and many years beyond.

REINSTITUTION OF DISSOLVED COUNCILS

Only councils that have been officially dissolved by the Supreme Council Board of Directors, need to be "reinstated." Councils that have been dormant for years and still remain "on the books," only need to be reactivated and no special forms on reactivations are required by the Supreme Council office.

In addition to the forms used in New Council Development, a set of forms have been designed to be used exclusively for reinstating a dissolved council. The procedures used in the re-establishment of a dissolved council is basically the same, however, the forms Notice of Intent (#133), Notice of Institution (#136) and the Application for Charter (#137) have been replaced by the Notice of Intent to Re-Establish a Council (#133R), the Notice of Reinstitution (#136R) and the Application for Charter - Reinstated Council (#137R).

All reinstations of dissolved councils must be presented to the board of directors for their approval. Once the Notice of Reinstitution is received by the supreme secretary, along with the necessary membership documents, it will then be presented to the board of directors for their approval. Not until all the paperwork required for the reinstatement, (membership documents and the Notice of Reinstitution) is filed at the Supreme Council, will the supreme secretary present this to the board of directors.

Upon notification of the board's approval an Application for Charter - Reinstated Council should be submitted. Only names of members who have joined the council by the date of reinstatement shall appear on the application for charter. These names, along with the original charter members (if available), will appear on the new charter.

Questions pertaining to the re-establishment of a dissolved council should be directed to the state deputy, the state new council development chairman, and/or the Supreme Council New Council Development Department.

DEVELOPMENT OF COLLEGE COUNCILS

College councils are councils that are located on a college or university campus and whose membership is primarily made up of college students, faculty and staff from the college or university.

The development of college councils is the responsibility of the district deputy, with the assistance of his state's new council development chairman and the insurance agent, and is basically the same as the establishment of any council. However, there are a few items that are different from regular councils that need to be emphasized.

Before a college council can be established on a college campus, the district deputy must first meet with the campus chaplain or another priest through the Catholic Ministry Office or Newman Center. The purpose of this meeting is to "sell" the idea of a council, and at the same time, determine the feasibility of a council on that campus. Once the chaplain has given the district deputy permission to proceed, the district deputy should contact the dean of students, director of student affairs, or the resident life director, to enlist their support. It is essential that the district deputy have the support of these individuals if the council is to be established.

Once the district deputy has the support of these individuals, the procedures are basically the same. The

district deputy should also ask the chaplain for a list of prospective students for the initial recruitment drive.

For additional support, the district deputy may wish to contact local councils to see if any of the school's faculty or staff belong to the Knights of Columbus. Members like this will be a great asset in getting a council established – and possible candidates for the position of financial secretary.

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.

For more information on the Order's college council program, or on the development of a council at a college or university, contact the Department of Fraternal Services at (203) 772-2130, ext. 401.

In referring to the "Charter, Constitution and Laws of our Order" governing the development of new councils, we offer the following sections which relate to this matter:

Sec. 30(11)	...	To Sign Charter
Sec. 35(6)	...	Organize Councils
Sec. 37(5)	...	On Transfers to New Councils
Sec. 38		Committee on Charters (Members of)
Sec. 42	...	Committee on Charters (Laws & Rules)
Sec. 92(a)		Eligibility for Office (New Council Exception)
Sec. 97	...	How Instituted
Sec. 98	...	Granting of Charter
Sec. 99	...	Number of Members
Sec. 100	...	New Councils (Duties of Organizer)
Sec. 153	...	New Councils - Examinations
Sec. 231	...	Transfers to Form New Councils

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