Grand Knight and Council Officer Training
July 14 – 21, 2018

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Welcome, Good Morning and Thank You for your service and commitment to our Order.

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The following training is intended to educate and inform the core leadership of the Georgia Knights of Columbus, the **Grand Knight** and **Council Officer** of their duties and responsibilities to our Order.

“**Duties and Responsibilities**”

These two powerful words, should represent to every **Grand Knight** and **Council Officer**, his commitment, obligation, oath and word of honor, not only to serve our Order, but also to serve our Lord.
During the coming fraternal year, as a Knights of Columbus leader you are going to achieve success in some things and failure in others.

As Council Officers you will be challenged; you will be frustrated; and your leadership may be even tested by those you lead and parishioners in your church. You may even start to question yourself and your abilities.

Don’t quit!
St. Francis of Assisi, who felt the same way many, many times, said the following:

“Start by doing what’s necessary; do what’s possible; and suddenly you’re doing the impossible.”
Worthy Brothers, as Knights of Columbus Leaders you are RESPONSIBLE!

As you start the new fraternal year make clear to your Pastor and your Brother Knights

“I am RESPONSIBLE!”
If you need assistance in operating your council, you shall contact the below persons in the order listed:

Venerable Michael J. McGivney
Pray for Us

District Deputy
Georgia State District Deputy
Live and serve as a Knight of Columbus leader today, as if your service to God might end tomorrow.

So learn the rules and policies of our Order today, as if you were to be a Knights of Columbus leader forever.

- GA State Council 2018
Step 1.
Assemble and Charge Council Team
Step 2.

Develop a Council Plan
2018 Grand Knight and Council Officer Training Meeting
Georgia State Knights of Columbus

Assemble and Charge Council Team
First let’s discuss how to Assemble, Charge and Direct your Council Team.

Your Council Team starts with your Council Officers. This is not optional – This is a must!

All Council Officers recently received their jewels and charge of office (or will very soon) from their District Deputy.

Include your Pastor as a team member.
Your Council Officers make up a large portion of your Council Team, but not the entire team. Solicit support from your Council brothers to be part of the team and assist whenever possible.

- So, Worthy Grand Knight, your time to act is now, not September or October, but now!

- The next 8 weeks are critical to your Council’s success this fraternal year.

- Let’s start with a look at your duties as Grand Knight and your Council Officers.
THE GRAND KNIGHT

The Grand Knight is the highest ranking elected officer of his council and is responsible for observing the laws of the Order and his council. The office of grand knight is one that is rich in opportunities to serve his fellow Knights and to lead his council in service to family, Church and community.

The Grand Knight must also ensure the membership, insurance and programming growth of his council and the involvement of all its members.
So exactly what is a Grand Knight supposed to do?

Despite well meaning opinions and suggestions of others, like past GK’s and Council Officers, it’s imperative you learn and then follow the laws, rules, and guidance of our Order.

Every Grand Knight should read, study and have at the ready the following reference material:
Council Leadership Training Material

CHARTER
CONSTITUTION
LAWS

Knights of Columbus

With Amendments to and Including the Year

2017
BY-LAWS

Knights of Columbus

HOLY TRINITY COUNCIL NO. 7601
MC DONOUGH, GA

Adopted May 5, 2013
District Deputy’s Guide

Leadership
based on Charity, Unity and Fraternity
Council Oficer Training Material

PROTOCOL HANDBOOK

THE RULES YOU NEED IN A MEETING
MADE SIMPLE AND EASY
FULLY UPDATED 2nd EDITION
ROBERT'S RULES OF ORDER
NEWLY REVISED
IN BRIEF

HISTORY OF COLUMBUS
KNOTTS OF COLUMBUS
2018 - 2019
The Council Team
CHAPTER XV

DUTIES OF COUNCIL OFFICERS

GRAND KNIGHT

SEC. 135. The Grand Knight shall —

Preside Over Meetings

1. Preside at all meetings of his council and shall enforce the rules and regulations of the council and the laws of the Order, and shall be Chairman of the Board of Trustees.
Appoint Committees

2. Appoint committees in and for his council whose appointment is not regularly provided for by the laws of his council, and shall be a member ex officio of all committees.

When Act as Chaplain

3. Act as Chaplain in absence of the regular Chaplain.
Countersign Orders

4. Countersign orders drawn and signed by the Financial Secretary for the payment of money when the same have been ordered by his council, or approved by the Board of Trustees, provided, however, that benefit orders may be drawn upon the Treasurer of the council upon an order drawn and signed by the Financial Secretary and countersigned by the Grand Knight and with the Grand Knight’s approval alone, and also all demands of the Supreme Council or Board of Directors or State Council, and the regular and usual payments of the council may be paid upon an order drawn and signed by the Financial Secretary and countersigned by the Grand Knight without the approval of the Board of Trustees.
Countersign Checks

5. Countersign checks drawn and signed by the Treasurer.

Read Vouchers, Etc.

6. Receive the vouchers from the Financial Secretary of the moneys paid by such Secretary to the Treasurer, and also the vouchers showing that such moneys were by such Treasurer deposited in an approved bank or other secure institution of deposit, and shall read the same publicly at the next subsequent meeting after receiving the same, and shall then deposit such vouchers for safekeeping with the trustees of his council, and it shall be his duty to read all receipts and vouchers sent through him to the Treasurer by the Supreme Council to the council at the next meeting subsequent to receiving the same and before delivering said receipts and vouchers to said Treasurer.
Read Notices Relative to the Fourth Degree

7. Read or cause to be read at council meetings all notices relative to the Fourth Degree sent them by the Supreme Officers or by the Supreme Master, Vice-Supreme Master or Masters of the Fourth Degree.

Other Duties

8. Perform such other duties as the Order may impose.
Monthly Council Meetings

• Grand Knights are required to schedule and conduct two monthly meetings

• The meeting dates should be included in your Council Plan.

• At least one must be a Business Meeting.

• Business Meetings should always be conducted according to Council Meeting Flyer #1937.
Committee Meetings

Committee meetings should be scheduled by the Chairmen of the Council’s various committee’s.

Committee Meetings are planning meetings intended to openly discuss and debate issues significant to that particular committee not to the entire council.

Why committee meetings?

• They will help keep Business Meeting on track.
• Good training tool for Committee Chairmen as future leaders.
• Provides a forum for ideas and suggestions
10 Keys to Success as Grand Knight

1. Earn the Star Council Award.

2. Be the “go-to charitable organization” in your parish and community.

3. Focus on offering membership and its benefits to all qualified Catholic men and on conducting frequent First Degrees.

4. Promote our Order’s top-rated insurance Program.
10 Keys to Success as Grand Knight (Cont’d):

5. Set goals, evaluate performance, and plan for the future.

6. Enlist the support of your pastor or chaplain and develop working relationships with organizations in the community to ensure membership growth and successful service projects.

7. Share responsibilities.
10 Keys to Success as Grand Knight (Cont’d):

8. Schedule council and officer meetings to brainstorm and plan council projects.

9. Generate an atmosphere where all members are welcome and valued.

10. Communicate regularly with council members.
**BOSS**
- Drives employee
- Depends on authority
- Inspires fear
- Says, “I”
- Places blame for the breakdown
- Knows how it is done
- Uses people
- Take credit
- Commands
- Says, “Go”

**LEADER**
- Coaches them
- On goodwill
- Generates enthusiasm
- Says, “We”
- Fixes the breakdowns
- Shows how it is done
- Develops people
- Gives credit
- Asks
- Says, “Let’s go”

**DIFFERENCE BETWEEN**

**VS.**
DEPUTY GRAND KNIGHT

The deputy grand knight is the second in command in the local council. He is also elected annually, assists the grand knight in the operation of council affairs and is responsible for any duties assigned to him by the grand knight.

In the absence of the grand knight, the deputy grand knight presides at council meetings and functions as the grand knight would.
Deputy Grand Knight (Cont’d):

The deputy grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council. It is suggested that the deputy grand knight and the board of trustees serve on the council’s retention committee.

Perform other duties as directed by the Grand Knight.
CHANCELLOR

The chancellor is elected annually to serve the council in a variety of ways.

Primarily, he assists the grand knight and deputy grand knight in the execution of their duties and takes charge of the council during the incapacity or extended absence of both.

It is recommended that the chancellor serve as the chairman of the council’s Admission Committee.
Chancellor (Cont’d):

With the cooperation and support of the grand knight, the chancellor has the important duty of strengthening the members’ interest in council activities.

The chancellor is also a member of the council’s Columbian Squires circle ceremonial team.

Perform other duties as directed by the Grand Knight.
The Financial Secretary’s important role is underscored by the fact that he is not elected by the membership but, his appointment – upon the recommendation of the grand knight and trustees – is approved by the supreme knight for a period of three years.

His work has a direct effect on council members, his fellow officers, the state council and the Supreme Council.
Financial Secretary (Cont’d):

Basically, the Financial Secretary’s duties revolve around two key areas of council activities:

a. Financial records; and
b. Membership records.

The Financial Secretary collects and receives all moneys that come into the council from any source. He then turns that money over to the treasurer for deposit in the council account.

Perform other duties as directed by the Grand Knight.
## Other Council Officers:

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<th>Warden</th>
<th>Recorder</th>
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<td>Treasurer</td>
<td>Advocate</td>
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<td>Lecturer</td>
<td>Trustee’s</td>
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<td>Outside Guard</td>
<td>Inside Guard</td>
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MEMBERSHIP DIRECTOR

The appointment of a Council Membership Director is one of the most important steps in establishing a successful council membership program. The next step is to form the council’s membership committee. The membership director’s responsibility is to oversee all membership programs and to direct recruitment activities.
Recruitment and Retention Chairmen:

"Recruitment is a gift – Retention is a gift for life"

Council recruitment and retention are so interconnected and so important to our Order, our parishes and our communities that we, the leadership of the Knights of Columbus, are duty bound to accurately and thoroughly inform all Catholic men of the true benefits of the Knights of Columbus.

Their additional duties include:
• Collaborates with the Grand Knight and Council Membership Committee on council membership goals for the year.

• Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council’s membership activities.

• Plans and coordinates the council’s schedule of recruitment programs.
• The **Retention Committee** should include, but is not limited to the Grand Knight, Chairman *ex officio*; the Council Trustees; and the Proposer of the Member in arrears, if available.

• The **Admission Committee**. The Grand Knight shall appoint an Admission Committee and it is recommended he appoint the Chancellor to be the chairman of this committee.

• Note: The Admissions Committee members should include the financial secretary, treasurer, membership director, program director, and other members the GK determines.
PROGRAM DIRECTOR

Appointed by the Grand Knight.

Collaborates with the Grand Knight and Council Members in setting the calendar of the various council programs for the fraternal year.

Manages and assists each service program Director and Chairman as they implement the council’s programs and activities.
K of C Council Forms to be Submitted to Supreme Council during Fraternal Year
Supreme Council Forms to be Submitted during Fraternal Year:

June 2018 -

Report of Chosen Officers Form 185 - June 30th

July 2018 -

* Order Soccer Challenge Material - July 9th
* Order Essay Contest Material - July 9th
* Order Church Drive Kit for October - July 11th
Supreme Council Forms to be Submitted during Fraternal Year (Cont’d)

August –

Service Program Personnel Report Form 365 - August 1st

Semi-Annual Council Audit Form 1295 - August 15th

* Order Church Drive Kit for October - August 21
* Order Coats for Kids - August 31
Supreme Council Forms to be Submitted during Fraternal Year (Cont’d)

October –

* Order Christmas Poster Contest Kit - October 18th

* Order Free Throw Championship Kit - October 31st

November –

Catholic Citizenship Essay Contest Report – November 2nd
Supreme Council Forms to be Submitted during Fraternal Year (Cont’d)

December –
Soccer Challenge Report Form 4567 - December 1st

* Keep Christ in Christmas Campaign Kickoff - December 1st - 2nd
Supreme Council Forms to be Submitted during Fraternal Year (Cont’d)

**January** –

Christmas Poster Contest Participation Form 5023 – January 31st

Annual Survey of Fraternal Activity Form 1728 – January 31st

Special Olympics Partnership Form 4584 - January 31st

Free Throw Championship Participation Form FT-1 – January 31st
Supreme Council Forms to be Submitted during Fraternal Year (Cont’d)

February —
Semiannual Council Audit Form 1295-2 - February 15th

June —
Columbian Award Application Form SP-7 - June 30th
Report of Chosen Officers Form 185 - June 30th

Continued:
June –

* All Report Forms need to be received by the Supreme Officer by June 30th, including:

**Annual Report K of C Round Table, Form 2630**
**Building the Domestic Church Participation, Form 3006**
**RSVP Refund and Plaque Application, Form 2863**
**Food for Families Report, Form 10057**
Developing a Council Plan
Grand Knight Council Plan

DON'T GIVE UP!

Recruitment
Charity Functions
Per Capita
Support Pastor
Faith in Action
Retention
Goal
What Next
What When Where
Why
How
1. Develop a Council Plan

A good Council Plan is your secret weapon for combating unforeseen obstacles during the fraternal year. When you have a Council Plan developed by the GK and Council Officers, your council can always keep your Pastor informed and up to date and know what to do in the event of your absence simply:

In other words, your council can **proceed as planned** throughout the year.
Now that you know your duties and responsibilities, and those of your key Council Officers, you are now ready to form them into your Council Team.

Next, schedule and conduct your Grand Knight Council Planning Meeting. This is where you formally “Assemble, Charge and provide Direction your Council Team”

The Grand Knight and his Council Team now starts planning events and scheduling tentative dates for those events using the Fraternal Leader Success Planner 2018-2019 as a guide.
2. Get Your Council in Order

Personally meet with your Council Officers and share your vision and briefly discuss your Council Plan.

• Seek their opinions as your Council Plan is being developed.

• Council Plans developed as a team have a better chance of being accepted by the entire council with the scheduled events being successfully completed.
3. All Council Plan’s in Georgia should contain the following:

- Supreme’s guidance in the Fraternal Leader Success Planner 2018 -19.
- Council Budget - Income and Expenses.
- Schedule of 1st Degree Exemplifications (2nd Degree Exemplifications as appropriate).

3. All Council Plan’s in Georgia should contain the following:

- Schedule of Church Membership Drives.
- Completed Program Personnel Report, Form 365, August 1st.
- Annual Survey of Fraternity Activity, Form 1728, January 31st
- McGivney Award – Membership Quota
- Founders Award – Insurance Quota
3. All Council Plan’s in Georgia should contain the following:

- Columbian Award, Form SP-7, June 30th.
- All Council Assessments Paid by June 30th.
- Scheduling and conducting fund raising events.
- **Schedule, Plan and Conduct Events for:**
  - Your Council’s Primary Fund Raising Events
3. All Council Plan’s in Georgia should contain the following:

- Coats for kids
- Food for Families
- 5th Sunday Rosary
- Soccer Challenge
- K of C Charities, Inc.
- Church Programs, etc.
- Lenten Fish Fries
- Keep Christ in Christmas
- RSVP
- Pennies from Heaven
- Priest Appreciation
- Homeless Shelter
- Visiting the Sick
- St. Vincent DePaul
- Poster Contest
- Right to Life Activities
4. Faith in Action:
2018 Grand Knight and Council Officer Training Meeting
Georgia State Knights of Columbus

**Faith**
- RSVP
- Into the Breach
- Marion Icon Prayer Program
- Building the Domestic Church
- Rosary Program
- Spiritual Reflection Program - NEW
- Holy Hour - NEW
- Sacramental Gifts - New

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

**Family**
- Food for Families
- Family of the Month/Year
- Keep Christ in Christmas (Posada, Poster Contest, etc.)
- Family Fully Alive
- Family Week
- Consecration to the Holy Family
- Family Prayer Night - NEW
- Good Friday Family Promotion - NEW

**Life**
- Marches for Life
- Special Olympics
- Ultrasound Program
- Christian Refugee Relief
- Silver Rose
- Mass for People with Special Needs - NEW
- Pregnancy Center Support - NEW
- Novena for Life - NEW

**Bold** denotes Featured Programs
Faith
- Spiritual Reflection Program
- Holy Hour
- Sacramental Gifts

Community
- Helping Hands

Family
- Family Prayer Night
- Good Friday Family Promotion

Life
- Mass for People with Special Needs
- Pregnancy Center Support
- Novena for Life
“One Thing Successful Leaders Never Do?”

“They never give up!”
TO SUCCEED, WE MUST BELIEVE THAT WE CAN.
How Can We Help Your Council?

Questions?

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