Grand Knight and Council Officer Training - 2015 -

“Georgia – Leading the Order”

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Grand Knight and Council Officer Training

On behalf of our Supreme Knight Carl Anderson, our State Deputy Mark McMullen, and the entire Georgia State Council, thank you for taking on the awesome responsibility and duties of being a Grand Knight and a Council Officer.
Grand Knight and Council Officer Training
State of Georgia Organizational Chain for the Grand Knight

- Supreme Knight
- State Deputy
- District Deputy
- Grand Knight
- Supreme Council
- State Officers
- District Warden
- Squires
- Assembly
The following training is intended to educate, reinforce and in some cases remind Grand Knights and Council Officers, of their duties and responsibilities to our Order.

“Duties and Responsibilities”

These two powerful words, must represent to every Grand Knight, his commitment, obligation, and word of honor, not only to serve our Order, but also our Lord. Let us Pray
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 **Grand Knight** must ensure the **membership, insurance and programming growth** of his council and the **involvement of all its members.**
To understand the Knights of Columbus, who we are, how we grew and how we continued to thrive for over 130 years as a Catholic men’s fraternal Order, we must go back to a planning meeting held on Feb 2, 1882 in New Haven, Ct. At that meeting our founders believed;

“When compelling ceremonies, the members would not feel that it was a special privilege to be a Knight of Columbus, and so Father McGivney cooperated with the formation of the secret aspects of the new society.”

(Parish Priest, Father Michael McGivney, and American Catholicism, Brinkley and Fenster, (2006), HarperCollins Publishers, Page 120)
The authority of a Knights Leader is clearly established during the 1\textsuperscript{st} Degree Ceremony when we ask -

“Do you promise obedience in all things lawful and righteous to your superior officers and to the rules, laws and constitution of our Order?”
There are no more compelling or binding words in our secret rituals that these:

“I promise upon my honor as a Catholic gentleman, that I will obey the Laws, Rules, and Ceremonies of this order..........etc.”

What does taking this oath “really” mean?
To you.....the Grand Knight?
To you.....the Council Officers?
and all Brother Knights?
Therefore we know brother knights who choose to take on the “duties and responsibilities” as Grand Knight and Council Officer are standout men in their church community who deeply care about the Catholic church.
That’s what this training is all about. Whether you’re a newly elected or re-elected GK or a Council Officer we all need to be trained, reminded and updated on our duties and responsibilities.

GK and Council Officer duties and responsibilities are too important to be left up to what the previous GK or Council Officer did or didn’t do.

By the way, statements such as “That’s the way our Council has always done it” doesn’t make your council’s current practice our Order’s new policy!
So exactly what are Grand Knights and Council Officer’s supposed to do?

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

Every Grand Knight and Council Officer should read, study and have at the ready the following reference material:
CHARTER
CONSTITUTION AND
LAWS OF THE
Knights of Columbus

Governing the Supreme,
State and
Subordinate Councils
With Amendments to and
Including
the Year 2013

Issued by
KNIGHTS OF COLUMBUS
New Haven, CT 06510-3326

GRAND KNIGHT’S HANDBOOK

KNIGHTS OF COLUMBUS
SUPREME COUNCIL OFFICE
1 COLUMBUS PLAZA
NEW HAVEN, CONNECTICUT 06510
www.kofc.org
BY-LAWS

Knights of Columbus

HOLY TRINITY COUNCIL NO. 7601
MC DONOUGH, GA

Adopted May 5, 2013
to be inspired is great, to inspire is incredible
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.
KNIGHTS MAY HEAR YOUR WORDS

BUT THEY FEEL YOUR ATTITUDE!
RESPONSIBILITIES OF THE GRAND KNIGHT AT A GLANCE

➤ Be familiar with the Grand Knight’s Handbook (#915) and the information it contains.
➤ Foster an atmosphere of cooperation and teamwork in the council.
➤ Establish council goals (both membership and programming) for the fraternal year.
➤ Be familiar with the “Charter, Constitution and Laws” of the Order, and the council’s by-laws.
➤ Appoint a membership director and a programming director, then works with them in appointing committees.
➤ Appoint a lecturer. Appoint a chaplain.
- Presides at all council meetings and functions. *(See Method of Conducting a Council Meeting flyer [#1937]).*
- Host monthly council officer meetings.
- Act as an ex officio member of all committees.
- Ensure that all reports and reporting forms required by the state council and supreme council are filed on time. *(See the Council Report Forms Booklet [#1436] and the Order’s Web site)*
- Interact with the financial secretary and treasurer to ensure that the council is meeting financial obligations to the Supreme and state councils and others. *(Per Capital tax and Catholic Advertising Fund)*
- Oversee the council’s membership procedures in conjunction with the financial secretary.
Monitor the council’s progress in obtaining Supreme and state council awards.

As Chairman of the Board of Trustees, works with trustees to ensure proper procedures are followed as they relate to financial matters. Prepares and conducts the semiannual audit.

Serve as a member of the advisory board of a circle sponsored by the council.

Appoint an Admission Committee and monitors its activity.

Work with the treasurer and financial secretary in preparing a council budget.

Attend the semi-annual district meetings as well as the annual state meeting.

Schedules and monitors frequent (monthly) council First Degree exemplifications, and assists district deputy with higher degree exemplifications as needed.

Keep current with the Ceremonial rules regarding the First Degree.
At first view the duties and responsibilities of a Grand Knight may seem to be overwhelming......

You may think, “this is more than I can handle!”
Now that you know your duties and responsibilities, what should you do first?

1. Develop a Plan for Your Council

A good plan is your secret weapon for combating mental obstacles. When you have a plan and are determined to stick to it, it doesn’t matter what you are feeling at a given time because you can simply: “proceed as planned”.

Conversely, if you are plagued with negative thoughts and a lack direction, it’s easy to become complacent.
Grand Knight Council Plan

DON’T GIVE UP!
TO SUCCEED, WE MUST BELIEVE THAT WE CAN.
2. Get Your Council in Order

Meet with your council officers to discuss your plan.

• Don’t give them the impression you need their approval for your plan.

• However, always, always be open to suggestions.

Meetings - Make sure your council hall is set up to the specifications in the Grand Knights Handbook.

• Remember, the business meeting is a “Ceremony”.

• Your council Warden is responsible for the actual set-up of the hall and your responsible it’s correct.
Council Officers

• Utilize your council officers – they’re part of the team.

• Know the duties of each council officer – hold them to their duties. Remember the Council Installation? K of C By-Laws?

• Meet with each officer separately and tell them you and the council really need their help.

• Assign them tasks to assist you in making the council a success.
Council Officers

Next, the Grand Knight should appoint all standing committees that are called for by the laws of the Order or by the by-laws of his council

• **Program director** and **Membership director** called for under the Order’s Service Program

• Appointing the Directors for **Church, Community, Council, Family and Youth activities** is the responsibility of the Grand Knight

• Appointing a **Retention chairman** and establishing a **Retention committee** are required.
Council Officers

• 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 Grand Knight shall appoint an Admission Committee.

• It is recommended that the Chancellor be the chairman of this committee.

• The Admissions Committee should include the financial secretary, treasurer, membership director, program director, and any other members (such as the Chaplain and Insurance representative) that the Grand Knight determines.
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.

*Recruitment is a gift – Retention is a gift for life*
1st Degree Exemplifications

The Grand Knight should schedule a day every month for their 1st Degree’s.

Don’t wait until you have a candidate!

Your District Deputy will be contacting you soon for this fraternal year schedule.
Duties of GK and Council Officers (Cont’d):

1. Setting up the Council Hall

2. Conducting a Business Meeting

3. Protocol
1. Setting up the Council Hall

The Warden is responsible for supervising and maintaining all council property, except that which belongs to the financial secretary.

He sets up the council chambers for meetings and degrees and appoints and supervises the guards for ceremonial exemplifications. The Warden should oversee the inside and outside guards and make sure they are fulfilling the duties assigned to them.
At each and every meeting of subordinate councils, whether regular or special, the flag of the country in which the council is located shall be prominently displayed during the entire meeting.
SEATING ARRANGEMENTS FOR COUNCIL MEETING

Add seat or seats at head table for DD, State Officer, Insurance Agent or other dignitaries when visiting - Place of Honor
Council Meetings

• Grand Knights are required to have two monthly meetings.

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

• Committee meetings are a must. Why?
  • They will help keep Business Meeting on track.
  • Good training tool for Committee Chairmen as future leaders.
  • Provides a forum for ideas and suggestions.
2. Conducting a Business Meeting

Order of Business

Section 125. The following shall form a part of the order of business and procedure at regular business meetings of every subordinate council:

1. Call to Order
2. Wardens Report of Membership Card
3. Prayer
4. Pledge of Allegiance to Flag
5. Roll Call of Officers
Order of Business (Cont’d):

6. Opening Ode
7. Chaplains Report
8. Reading of Minutes of Previous Meeting - *Must be read*
9. Report of Admission Committee / Reading Applications
10. Balloting for Membership
11. Reading of Notices of Applications in other Councils
12. Initiations
13. Grand Knights Reports
14. Treasurer’s Report
15. Reading by Grand Knight of Receipts of Treasurer to FS
16. Reading of Bills and Communications
17. Financial Secretary Report
Order of Business (Cont’d):

18. Report of Auditors and Trustee’s
19. Chancellor’s Report
20. Report of Committees
21. Unfinished Business
22. New Business (Council Elections are always first)
23. Insurance Agent Report
24. District Deputy Report
25. Good of the Order
26. Chaplain’s Summation
27. Closing Prayer
28. Closing Ode
The Grand Knight must conduct his meetings in strict accordance with the Charter, Constitution and Laws of the Knights of Columbus, supplemented by the Councils By-Laws and according to parliamentary procedure. The standard reference for parliamentary procedure is “Robert’s Rules of Order.”

The GK should learn these rules and follow them scrupulously. He must control the meeting and prevent unnecessary arguments or unpleasant wrangling. “Respect of the chair (the GK or other officer leading the meeting) is not a courtesy - it is a requirement!”
The Supreme Council published **Pamphlet 1937** (Responsibilities of the Grand Knight) and distributed **Special Circular 23** (How to Conduct a Meeting) to assist GK’s and Council Officer’s on the procedures and “How to” when conducting meetings.

All GK’s should acquaint himself with “Robert’s Rules of Order” or obtain **Booklet 483** (How to Conduct a Meeting - Parliamentary Procedure)
3. Protocol

By definition, protocol is the rigid code setting forth the degree of obedience, the order of precedence, and the rules of official and social behavior. Our Order believes it covers anything that is proper and in good taste.

As Knights of Columbus and Catholic Gentlemen we should always display proper consideration for the office represented by the person. In no way should we let dislike for a person influence our respect for the office he holds.
The Supreme Knight approved for publication the “Protocol Handbook”, Pamphlet 1612, which provides several suggestions and examples of proper protocol for Knights of Columbus business and social functions as well as with dignitaries and clergy.

Protocol must be followed at all times by a Knights of Columbus, but especially during:

1. Council Meetings
Protocol must be followed at all times: (Cont’d)

2. Dignitaries at Meetings
3. Dress during Meetings
4. After the Meeting
5. Relationship of the DD and the GK
6. Correspondence
7. Invitations
8. State Deputy Visit
9. Greet your Guests
10. Introductions
11. Speakers and Speeches
12. Head Table; 13. Flags; and 14. Jewels
Establishing a Council Budget

One of most important duties for Grand Knight’s and Council Officer’s is to establish and maintain a budget for their council.

Budgets can be based on the income the council has received during previous fraternal years (yearly charity events) and expects to receive during the current fraternal year. The GK can and should utilize the knowledge of PGK’s, Trustee’s, Financial Secretaries and Treasurers when planning a budget.
As the leaders of your council you must make an honest evaluation of the needs of your Parish, Community, State K of C Charities and your Council.

The follow chart is an example of Council budget.
SUGGESTED COUNCIL BUDGET

- State Council Programs: 10%
- [CATEGORY NAME]: 10%
- [CATEGORY NAME]: 30%
- [CATEGORY NAME]: 30%
Many Council have established charities they have been contributing to for years which may include their local parish, parish priest, as well as local community programs. As members of the Knights of Columbus, 3\textsuperscript{rd} and 4\textsuperscript{th} degree members, you should always remember that charity begins at home.
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