



Faithful Navigator Quick Start

2025-2026

Presented by:

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Supreme Resources

[Fourth Degree of the Knights of Columbus | Knights of Columbus](https://www.kofc.org/resources/officer-resources/administration/officer-leader-resources/#tabset=tabset-sticky-tab&tab=tab-block-31742)

<https://www.kofc.org/resources/officer-resources/administration/officer-leader-resources/#tabset=tabset-sticky-tab&tab=tab-block-31742>

RESOURCES

[Faithful Comptroller's Handbook](#)

[The Method of Conducting Assembly Meetings](#)

[Fourth Degree Color Corps Drill Manual](#)

[Installation of Assembly Officers Ceremonial](#)

[The Laws and Rules Governing the Fourth Degree of the Knights of Columbus](#)

[Star Assembly Award Brochure](#)

TRAINING

[On demand training is available](#) for Assembly officers. New and returning Assembly leaders should review this page periodically as new training sessions are added throughout the year.

FORMS

A complete list of [Assembly Forms](#) and their respective due dates can be found on the forms page.

THE CATHOLIC PATRIOT

Assembly Leaders receive a monthly newsletter on the fourth Friday of the month. Click below for the most recent newsletter or check out our Catholic Patriot archive page.

[September Newsletter](#)

[Newsletter Archive](#)

[Assembly Officer Training | KofC.org](https://www.kofc.org/en/for-members/resources/fraternal-training/assembly-officer-training.html)

<https://www.kofc.org/en/for-members/resources/fraternal-training/assembly-officer-training.html>

ASSEMBLY OFFICER TRAINING

Click on the session title to view the training.

[Assembly Financial Officer Training](#)

This webinar covers an Assembly Financial Officer's roles and responsibilities, the management of assembly finances, checks and balances, and the proper flow of money and bills, offering practical advice on money management and reporting responsibilities.

[Assembly Officer Training](#)

The basics of Assembly Officer roles and responsibilities, from Faithful Navigator to Faithful Outer Sentinel, are discussed, including the role of a Color Corps Commander. We also review Assembly meeting guidelines, basic operations, and the printed and digital resources available to officers.

[Drill Manual Updates](#)

This training will provide a comprehensive overview of the updated Drill Manual, including Color Corps Protocol, Drill, Manual of the Sword, and other notable updates.

[Faithful Navigator Training](#)

The steps to help you be a successful Faithful Navigator, including a discussion of duties and responsibilities, the planning and management of programs, and how to find and complete important reporting forms and award applications.

Opening Ceremony

Prayer for the Canonization of Blessed Michael McGivney

God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present in the silence of my heart.

(PAUSE)

Through Christ our Lord. Amen.

Opening Ceremony

Pledge of Allegiance





Faithful Navigator Quick Start 2025-2026

Part 1 – Agenda &
The 5 Things You
Should Do TODAY

Agenda

1. 5 things you should do TODAY
2. 15 things you that require planning or attention
3. Forms – what they are and when they're due
4. Elections
5. Forms and Dates for the State Convention
6. Fourth Degree leadership resources
7. List of common programs
8. Patriotic & Significant Dates

5 Things to do TODAY

1. Access your State email account
2. Confirm access to the Supreme website kofc.org
3. ★ File your form 186
4. Update the State Directory thru GAKofC.org
5. Appoint a liaison for each of your councils

5 Things to do TODAY

1: State Email Accounts

Georgia has set up email accounts for all Faithful Navigators and Faithful Comptrollers (as well as Grand Knights and Financial Secretaries).

This is the account the state officers use to communicate with assembly and council leaders

Addresses are in the format 1234FN@gakofc.org, 9876FC@gakofc.org, 9999GK@gakofc.org, and 9999FS@gakofc.org. These are Gmail on the back end and can be access thru mail.google.com

Contact the state webmaster for access to these accounts - state.webmaster@gakofc.org

You **MUST** either log into your account daily **OR** have the emails forwarded to your “favorite” email account

5 Things to do TODAY

2: Supreme Website / Officers Online

Faithful Navigators and Faithful Comptrollers must confirm they have access to Officers Online on the Supreme website. Access is granted after the Form 186 is filed. If you DO NOT have access, please verify your Form 186 was filed.

Note that if you filled out a PDF and emailed it to Supreme you essentially sent a fax that needs to be entered by someone in New Haven. The best – and ONLY practice – is to file the form under Member Management

Bookmark the following sites:

Assembly Leader Resources

<https://www.kofc.org/en/for-members/anniversary.html?colorblock-tabs=assembly-resources>

Assembly Leader Training

<https://www.kofc.org/en/for-members/resources/fraternal-training/assembly-officer-training.html>

5 Things to do TODAY

3: File form 186 thru Officers Online

Either the current Faithful Navigator or the Faithful Comptroller (and ONLY the current Faithful Navigator or the Faithful Comptroller) can update this information online

1. Sign into kofc.org and go to Officers Online
2. Go to Member Management
3. Click on Assembly Administration – MM in the header
4. Click on Assembly Officers Current & Next on the menu on the left
5. Screen shots are included in the next slide, but we'll do a live demo right now



5 Things to do TODAY

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Member Management**
- By Laws Online
- Knights Gear
- Supplies Online

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KNIGHTS OF COLUMBUS Find a Member by Last Name: Go

Print this screen  

Officers Online Member Management **Assembly Administration-MM** Print Center-MM

Assembly Administration

- Assembly Information
- Assembly Officers Current & Next**
- Current Year
- Next Fraternal Year
- Assembly Program Positions Current & Next
- Add & Update Positions
- Title List
- Download Tools

Assembly Administration - Assembly Officers - Current

Assembly


ST MICHAEL THE ARCHANGEL Assembly 3410

Assembly Location: SNELLVILLE Jurisdiction: GA
1st Degree District: GEORGIA Date of Institution: 05-10-2013
Province: DE SOTO

Current Assembly Year 2025-2026

Change a Current Officer

Officer Positions Members from Other Assemblies Non-Officer Position

Choose a Role: Faithful Navigator Search by Last Name: Search Enter Start Date: 

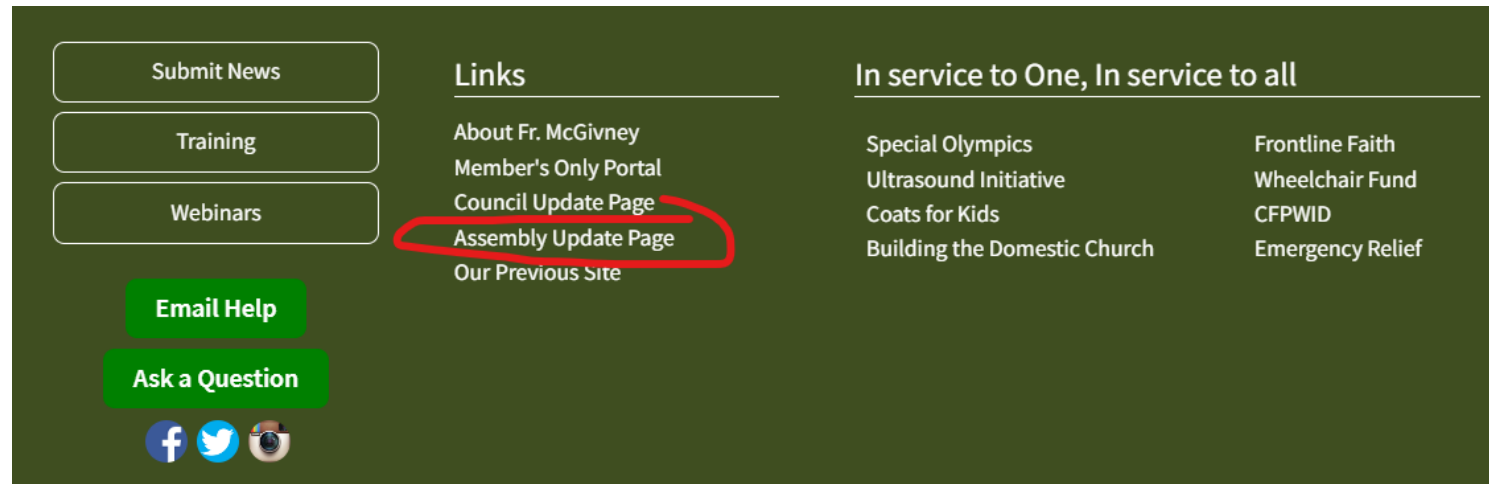
Choose Member: UNASSIGNED Assign

5 Things to do TODAY

4: State Directory

Review the information for your assembly on the Georgia website: <https://www.gakofc.org/4th-degree/assemblies>

If the information is incorrect, update it by scrolling to the bottom of the gakofc.org home page:



5 Things to do TODAY

5: Council Liaisons

Appoint a member of each of your councils to be the liaison between the assembly and the council.

This is NOT a ceremonial position; this person will drive membership recruiting and council engagement with your assembly.

This person will deliver an update at each assembly meeting.



Faithful Navigator Quick Start 2025-2026

End of Part 1 –
5 Things You Should
Do TODAY



Faithful Navigator Quick Start 2025-2026

Part 2 –
15 Things To Keep
On Your Radar

15 things you that require planning or attention

1. ★ File Form 1315 Annual Assembly Audit
2. Assign a Color Corps Commander
3. Sign up for the Fraternal Leader Advisory
4. Attend North or South Council Officer's Meeting
5. Introduce yourself to your Regional Marshal
6. Plan your Assembly meetings
7. Plan Color Corps Training
8. Send your brief testimonial to the District Master

15 things you that require planning or attention

9. Update your Assembly Bylaws
10. ★ Create a draft 2321 Civic Award
11. ★ Consider programs for the To Be A Patriot Application
12. ★ Start your recruiting **NOW**
13. ★ Create and distribute a newsletter
14. Consider creating a Uniform Assistance Program
15. Take advantage of the Mutual Aid Program

15 things you that require planning or attention

1: ★ File Form 1315 Annual Assembly Audit Report

Due July 31st

Required for bonding your Comptroller

2: Assign a Color Corps Commander on Form 186

All assemblies are required to have a Color Corps

The CCC MUST have the uniform and be ready to lead

3: Sign up for the Fraternal Leader Advisory

<https://lp.constantcontactpages.com/sl/zFcWBKa>

4: Attend North or South Council Officer's Meeting

Two (north and south) meetings are held in July and in January

Geared towards ALL leaders, not just council leaders

ANY Knight may attend – invite future leaders

15 things you that require planning or attention

5: Introduce yourself to your Regional Marshal

6: Plan your Assembly meetings

7: Plan Color Corps Training

Target 15 minutes per month

Refer to Form 808 Drill Manual

INVITE YOUR REGIONAL MARSHAL!

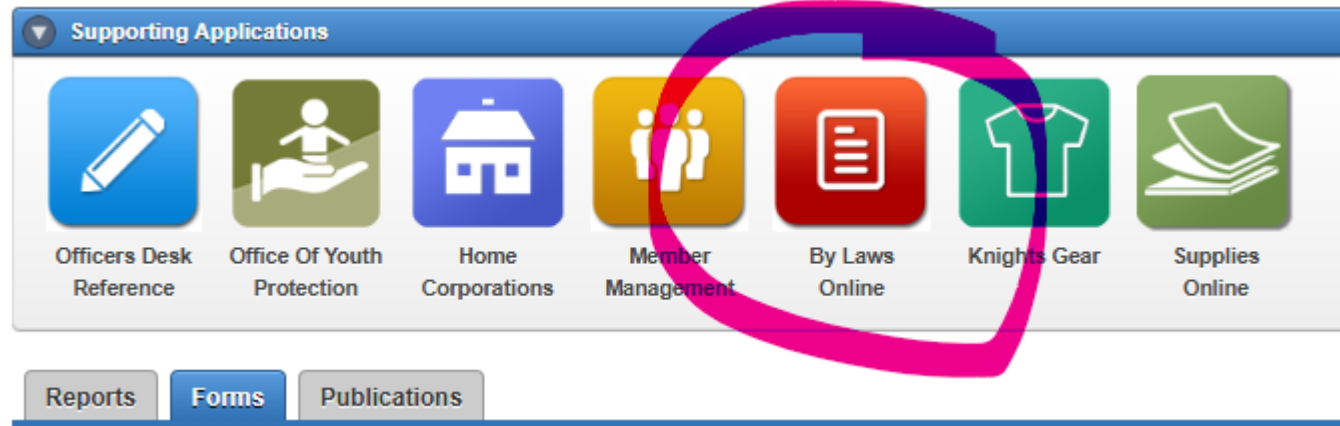
8: Send your brief testimonial to the District Master

15 things you that require planning or attention

9: Update your Assembly Bylaws

Done thru Officers Online

Do this when you elect a new Faithful Navigator



10: ★ Create a draft 2321 Civic Award Application

Use this as a roadmap for planning

15 things you that require planning or attention

11: ★ Consider programs for the To Be A Patriot Application

12: ★ Start your Recruiting NOW

Work with your liaisons

13: ★ Create and distribute a newsletter

Be sure to distribute the District Newsletter to all your members

15 things you that require planning or attention

14: Consider creating a Uniform Assistance Program

This MUST be separate from other budget items and must not come from donations to patriotic programs

Recipients should be required to participate in Color Corps events – a certain number or percentage within a certain period, or the donation must be returned

15: Take advantage of the Mutual Aid Program

Alert the District Master of all Color Corps events

Participate whenever possible in Mutual Aid Requests



Faithful Navigator Quick Start 2025-2026

End of Part 2 –
15 Things To Keep
On Your Radar



Faithful Navigator Quick Start 2025-2026

Part 3 –
Forms, Dates, and
Miscellaneous Items

Forms and Dates

Location of Forms and Sending Procedures

All forms are available online at:

<https://www.kofc.org/en/for-members/resources/assembly-forms.html>

When you submit a form, send a copy to the **Vice Supreme Master** (Dbarton4221@gmail.com), the **Georgia Master of the Fourth Degree** (gadistrictmaster@gakofc.org), and your **Regional Marshal**.

Most forms are filled out as a PDF and emailed to Supreme; the instructions on where to send the form are on the form itself. The most important exception is form 186 – DO NOT email a PDF version of this form.

Keep a copy of all forms in the Assembly File

Forms and Dates

Chronological List of Forms

- ★ 1315 Annual Assembly Audit Report (PDF) – **Due 7/31**
- ★ 2321 Civic Award Application (PDF) – Create this draft version in August for planning purposes
- ★ 1728 Assembly Annual Survey of Fraternal Activity (PDF) – **Due 1/31**
- ★ TBP-1 To Be a Patriot Award Entry Form (PDF) – **Due 4/30**
 - Send via email (NOT USPS MAIL) to the Georgia MFD, NOT SUPREME. Copy your RM.
- ★ 2321 Civic Award Application (PDF) – File in April; **Due 6/30**
 - Send to Department of Fraternal Mission (fraternalmission@kofc.org)
 - Send copies to the VSM, the Georgia MFD, and your RM. Keep a copy in the Assembly File
- ★ 186 Report of Officers Chosen for the Term– Immediately following your elections in May; **Due 6/30.**
 - File thru Member Management in Officers Online – DO NOT email the PDF**
 - After submitting, download a copy and send to the VSM, the Georgia MFD, and your RM
 - Keep a copy in the Assembly File

SUBMIT YOUR FORMS EVEN IF THEY ARE LATE!!!

Elections

Procedure and Dates

Assembly elections differ slightly from Council elections

Start planning for your elections in January

You need an agenda item in your meetings to accept nominations – consider doing this in more than one meeting.

Elections must be done in May

BE SURE TO AVOID CONFLICTS WITH THE STATE CONVENTION (always the weekend after Mother's Day)

Forms and Dates for the State Convention

Strive to complete these in February

Create and submit your ad for Knightlife

Most importantly – submit the names of your fallen brothers for the Necrology Report and Mass

This should go thru your councils; help make sure nobody is left out

Fourth Degree Leadership Resources

Name	Web Link
Officer Resources webpage	https://www.kofc.org/en/for-members/resources/fraternal-training/top-officer-resources-page.html
Assembly Leaders Homepage	https://www.kofc.org/en/for-members/resources/fourth-degree-leaders.html
Assembly Officer Training	https://www.kofc.org/en/for-members/resources/fraternal-training/assembly-officer-training.html
30 – Knights of Columbus Charter	https://files.kofc.org/download/assets/Charter+Constitution+Laws+2025/fb91ee58f7be11f09f41965f5e1b9ba4
808 – Drill Manual	https://files.kofc.org/download/assets/Fourth+Degree+Color+Corps+Drill+Manual/51bd6b2eadf811f091466e3b113c73bb
1350 – Laws and Rules of the Fourth Degree	https://files.kofc.org/download/assets/Laws+And+Rules+Governing+The+Fourth+Degree/9bfd6a90adf811f0a4d542598250f84a
1953 – Fourth Degree Program Manual (no longer in print – link is to GA KofC archive)	https://www.gakofc.org/images/stories/Program%20Manual.pdf

Fourth Degree Leadership Resources

Name	Web Link
2863 – Refund Support Vocations Program (RSVP)	https://www.kofc.org/en/resources/faith-in-action-programs/faith/rsvp/2863-rsvp-refund-app-fillable.pdf
10190 – Faithful Comptroller's Handbook	https://files.kofc.org/download/assets/Faithful+Comptrollers+Handbook/0abe8e60adf811f08ab03abbc0062135
10325 - Method of Conducting Assembly Meetings	https://files.kofc.org/download/assets/Method+Conducting+Assembly+Meetings/b5a59792adf811f09089b64d383b474a
Georgia Knights of Columbus Website	https://www.gakofc.org/
Georgia Fourth Degree Website	https://www.gakofc.org/4th-degree
Georgia Fourth Degree Resources	https://www.gakofc.org/4th-degree/fourth-degree-resources

List of Common Programs

1. Assisted living homes support
2. Cemetery cleanup
3. Christmas Wreath sales
4. Corporate Communion
5. Flag Day ceremonies
6. Flag replacement
7. Flag retirement
8. Get out the vote

List of Common Programs

9. Medal of Honor character development
<https://www.cmohs.org/>
10. Memorial Chalice – honors fallen Knights
11. New Sword – honors Past Faithful Navigators
and fallen Knights
12. Singing of National Anthem at the Atlanta Braves
Game

List of Common Programs

13. Honor Guard / Color Guard Events

Event	Event
Catholic School graduation	Minor league baseball
Color Guard presentation	Parades / marches (see Patriotic and Significant Dates section)
Community hero night	
Eucharistic community processional march	Special Olympics
Funerals	Etc.

List of Common Programs

14. Veteran / Active Military Support

Event	Event
Airport USO	Military Chaplains Fund
Chalices for active Chaplains	Military Seminarian Fund
Christmas baskets	Support homeless veteran shelters
Feeding homeless veterans	Support veteran hospitals
Frontline Faith	Warriors to Lourdes
Honoring parishioners who are veterans	Wheelchairs for veterans
Guitars for Veterans (emotional support & rehab)	Wreaths Across America
Meals for active soldiers training in GA	Treat the Troops care packages, (candy, cards, etc.)
Bunkers in Baghdad (providing golf equipment for soldiers)	Mardi Gras Dinner & Dance to support local VA Hospital

Patriotic & Significant Dates

Event	Event
Presidents' Day – Third Monday in February	Patriot's Day – September 11
St. Patrick's Day – March 17	Constitution Day – September 17
Armed Forces Day – Third Saturday in May	POW / MIA Day – Third Friday in September
Memorial Day – Last Monday in May	Veteran's Day – November 11
Flag Day – June 14	Pearl Harbor Day – December 7
Independence Day – July 4	Christmas – December 25

Closing Ceremony

Prayer to Saint Michael the Archangel

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O Prince of the Heavenly Hosts, by the power of God cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls.
Amen.