



KNIGHTS OF COLUMBUS®

**OUR LADY OF MOUNT CARMEL
COUNCIL #13300**

at

**St. Vincent DePaul Catholic
Church, Wildwood, FL**

**Council Members'
Handbook**

DOCUMENT HISTORY

The following table provides the revision history:

Document Owner	Version No.	Date	Description
Council 13300	0.1	06/17/2013	Identified need for Handbook.
Revised by	Version No.	Date	Description
Patrick Klier	0.2	07/14/2013	Created initial draft from Trinity Council Handbook.
Patrick Klier	1.1	08/14/2013	Added Council Director
Patrick Klier	1.2	02/05/2014	Removal of Contact List
Bill Wirtz and Mike Lepore	1.3	04/15/2020	Removed Section G, Activities. Updated programs from “Surge with Service” to “Faith in Action”. Includes changes to Degree ceremonies and regalia.
Reviewed by		Date	Approval
Trustees	1.0	07/31/2013	E-mail approvals received
Trustees	1.3	05/18/2020	Approval at O&D meeting via Zoom

This is a living document and will be updated as solutions change and new common problems are identified.

This document is maintained electronically, and as such, may be updated or modified without notice. It is the responsibility of everyone using this document to ensure the most recent version is used. We appreciate your input!

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1. International Knights of Columbus

A. History

The Knights of Columbus was founded by an Irish-American Catholic priest, The Venerable Father Michael J. McGivney in New Haven, Connecticut. He gathered a group of men from St. Mary's parish for an organizational meeting on October 2, 1881 and the Order was incorporated under the laws of the U.S. state of Connecticut on March 29, 1882. Though the first Councils were all in that state, the Order spread throughout New England and the United States in subsequent years.

The primary motivation for the Order was to be a mutual benefit society. As a parish priest in an immigrant community, McGivney saw what could happen to a family when the breadwinner died and wanted to provide insurance to care for the widows and orphans left behind. He himself had to temporarily leave his seminary studies to care for his family when his father died. In the late 19th century, Catholics were regularly excluded from labor unions and other organizations that provided social services. In addition, Catholics were either barred from many of the popular fraternal organizations, or, as in the case of Freemasonry, forbidden from joining by the Catholic Church itself. McGivney wished to provide them an alternative. He also believed that Catholicism and fraternalism were not compatible and wished to found a society that would encourage men to be proud of their American-Catholic heritage.

McGivney traveled to Boston to examine the Massachusetts Catholic Order of Foresters and to Brooklyn to learn about the recently established Catholic Benevolent League, both of which offered insurance benefits. He found the latter to be lacking the excitement he thought was needed if his organization were to compete with the secret societies of the day. He expressed an interest in establishing a New Haven Court of the Foresters, but the charter of Massachusetts Foresters prevented them from operating outside their Commonwealth. The committee of St. Mary's parishioners McGivney had assembled then decided to form a club that was entirely original.

McGivney had originally conceived of the name "Sons of Columbus" but James T. Mullen, who would become the first Supreme Knight, successfully suggested that "Knights of Columbus" would better capture the ritualistic nature of the new organization. The order was founded 10 years before the 400th anniversary of Columbus' arrival in the New World and in a time of renewed interest in him. Columbus was a hero to many American Catholics, and the naming him as patron was partly an attempt to bridge the division between the Irish-Catholic founders of the Order and Catholic immigrants of other nationalities living in Connecticut. **[Please note that the title "Knight" is purely fraternal and is not the equivalent to a sovereign accolade. Therefore, *Knights of Columbus* do not rank with Chevaliers, Knights and Commanders of the Order of the Holy Sepulchre, the Order of Malta, the Order of St. Gregory the Great, or members of any other historic military or chivalric orders.]**

The Connecticut Catholic runs an editorial in 1878 that illustrated the esteem in which American Catholics held Columbus. “As American Catholics we do not know of anyone who more deserves our grateful remembrance than the great and noble man – the pious, zealous, faithful Catholic, the enterprising navigator, and the large-hearted and generous sailor: Christopher Columbus.”

The name of Columbus was also partially intended as a mild rebuke to Anglo-Saxon Protestant leaders, who upheld the explorer (a Catholic Genovese Italian working for Catholic Spain) as an American hero, yet simultaneously sought to marginalize recent Catholic immigrants. In taking Columbus as their patron they were sending the message that not only could Catholics be full members of American society, but were, in fact, instrumental in its foundation.

By the time of the first annual convention in 1884, the Order was prospering. In the five Councils throughout Connecticut were 459 members. Groups from other states were requesting information. The Charter of 1899 included four statements of purpose, including “to promote such social and intellectual intercourse among its members as shall be desirable and proper, and by such lawful means as to them shall seem best.” The new charter showed members’ desire to grow the organization beyond a simple mutual benefit insurance society.

The original insurance system devised by McGivney gave a deceased Knight’s widow a \$1,000 death benefit. Each member was assessed \$1 upon a death and when the number of Knights grew beyond 1,000 the assessment decreased according to the rate of increase. Each member, regardless of age, was assessed equally. As a result, younger, healthier members could expect to pay more over the course of their lifetimes than those men who joined when they were older. There was also a Sick benefit Deposit for members who fell ill and could not work. Each sick Knight was entitled to draw up to \$5 a week for 13 weeks (roughly equivalent to \$125.75 in 2009 dollars). If he remained sick after that the Council to which he belonged regulated the sum of money given to him.

Around 1912 it was claimed that Fourth Degree Knights had to swear an oath to exterminate Freemasons and Protestants. Despite the fact that it was denied, and the real oath published, this was read into the congressional record by Thomas S. Butler. In the 1928 Presidential election a million copies were printed to hurt the campaign of the Catholic Democratic candidate Al Smith.

As of 2019, there are more than 1.9 million knights in over 16,000 Councils around the world and the Knights of Columbus is a multi-billion-dollar non-profit charitable organization. Knights may be seen distributing Tootsie Rolls to raise funds to fight developmental disabilities, volunteering for the Special Olympics and other charitable organizations, erecting pro-life billboards and “Keep Christ in Christmas” signs, conducting blood drives and raising funds for disaster victims, or parading at patriotic events with their regalia and ceremonial swords. The cause for McGivney’s

canonization is currently before the Congregation for the Causes of Saints and a guild has been formed to promote his cause. On March 15, 2008, Pope Benedict XVI approved a degree recognizing the heroic virtue of Father Michael J. McGivney, founder of the Knights of Columbus. The Pope's declaration significantly advances the priest's process toward sainthood and gives the parish priest the distinction of "Venerable Servant of God." If his cause is successful, he will be the first priest born in the United States to be canonized as a Saint.

B. Organizational Structure

Supreme Council Office

The Knights of Columbus international headquarters is located in New Haven, Connecticut. Led by the Supreme Knight, the Chief Executive Officer of the Knights, the office provides administrative support and leadership for our more than 16,000 local units. The Supreme Council is the governing body of the Order and is composed of elected representatives from each jurisdiction. The Supreme Council acts in similar manner to shareholders at an annual meeting and each year elects seven members to the Supreme Board of Directors for three-year terms. The twenty-one-member board then chooses from its own membership the senior operating officials of the Order, including the Supreme Knight.

Jurisdictions

The Supreme Council has more than 75 state Council organizations to help guide regional activities that are consistent with the principles of the Order. Councils in each of the 50 United States, the District of Columbia, each province in Canada, and other jurisdictions carved out of member countries are led by State Deputies and other officers elected at state conventions. Territorial Deputies are appointed by the Supreme Knight and lead areas not yet incorporated into State Councils.

The Florida State Council not only covers the state of Florida but also includes the Bahamas. The Florida State Council is led by the State Deputy and holds a convention once a year in Orlando to celebrate the achievements of all of the Councils in the state of Florida and the state as a whole. Every year each Council chooses 2 representatives to attend and vote on the behavior of the Council. Typically, the representatives are the Grand Knight and Deputy Grand Knight.

Districts

Each state is divided into Districts - groupings of several local Councils. From time to time the Districts are reorganized, adding new Councils and moving Councils to other Districts. This is typically due to growth in one or more areas of the state. Today our Council, Our Lady of Mt Carmel Council 13300, in Wildwood is part of District 23

along with other Councils in the local area. District Deputies are appointed by the Supreme Knight upon the recommendation of the State Deputy and oversee several local Councils, each of which is led by a Grand Knight. Each District is led by the District Deputy and a District Warden. They conduct at least one meeting a year with all of the Council officers from each Council in the District to review guidelines passed down from the Florida State Council, they install newly elected Council officers at the beginning of a new fraternal year and they attend Council business meetings throughout the year to pass along any updates from the Florida State Council pertinent to all Knights.

Local Councils

Local Councils are the basic unit of the Knights. Most are based in parishes, though some have their own Council hall within a community. Each local Council works to assist with the needs of its community consistent with the principles of the Order. The Wildwood community is the community our Council supports. The elected Council officers include the Grand Knight, the Deputy Grand Knight, Chancellor, Warden, Recorder, Treasurer, Advocate, (2) Guards and (3) Trustees. A Chaplain is appointed by the Grand Knight and a Financial Secretary by the Supreme Knight. Council officers are properly addressed by using the title “worthy” (e.g. Worthy Grand Knight). Councils are numbered in the order in which they chartered into the Order and are named by the local membership. San Salvador Council #1 was named for the first island Columbus landed on in the New World.

Field Agents

Every Council is assigned a certified insurance agent called a field agent, who is a Knight, and whose job it is to provide our top-rated products focused on the financial needs of members' families.

C. Degrees and Principles

The Order is dedicated to the principles of Charity, Unity, Fraternity and Patriotism. The Exemplification ceremony for the principles of Charity, Unity and Fraternity is currently conducted by a Team composed of brother Knights and is led by a Team Captain. Priests do not participate directly in Exemplifications, as laymen do, but rather take by observation.

The first ritual handbook was printed in 1885 but contained only sections teaching Unity and Charity. Supreme Knight Mullen, along with primary ritual author Daniel Colwell, believed that the initiation ceremony should be held in three sections “in accord with the ‘Trinity of Virtues, Charity, Unity, and Brotherly Love.’” The third section, expounding Fraternity, was officially adopted in 1891.

The Patriotic Principle

There is currently a separate ceremony for the principle of Patriotism, commonly referred to as the Fourth Degree, the highest degree of the Order. Members of this group are addressed as “Sir Knight”. The primary purpose of the Fourth Degree is to foster the spirit of patriotism and to encourage active Catholic citizenship. As of 2018, of a total 1,967,585 Knights, there were 335,132 Fourth Degree Knights. A Knight is eligible to join the Fourth Degree, which is optional, after six months from the date of his initial Exemplification.

Fourth Degree Knights are organized into Assemblies. Assemblies are distinct from Councils and are led by a separate set of elected officers. The Supreme Board of Directors appoints a Supreme Master and twenty Vice Supreme Masters to govern the Fourth Degree. Each Vice Supreme Master oversees a Province which is then broken up into Districts. These Districts are not to be confused with the Districts that Councils are grouped into. The Supreme Master appoints District Masters to supervise several Assemblies.

Each Assembly is led by a Navigator. Other elected Assembly officers include the Captain, Admiral, Pilot, Scribe, Purser, Comptroller, Sentinels and Trustees. A Friar and Color Corps Commander are appointed by the Navigator. Assembly officers are properly addressed by using the title “faithful” (e.g. Faithful Navigator). Assemblies are numbered in the order in which they chartered into the Order and are named by the local membership.

Only Fourth Degree Knights may optionally purchase the full regalia and join the Assembly’s Color Corps. The Color Corps is the most visible arm of the Knights as they are often seen in parades and other local events wearing their regalia. After 79 years, the official dress for the Color Corps has been updated. The modernized version will be a blue blazer with the fourth-degree emblem, dark gray slacks, a blue tie and a black beret. The dress will also include the baldric, white gloves and ceremonial sword. Baldrics are worn from the right shoulder to the left hip and are color specific by nation. In the United States, Panama and the Philippines, baldrics are red, white and blue. Red and white baldrics are used in Canada; red, white and green in Mexico; and blue and white in Guatemala. Service baldrics include a scabbard for a sword and are worn over the coat while social baldrics are worn under the coat. Faithful Navigators and Past Faithful Navigators are permitted to carry a white handled silver sword. Masters and Vice Supreme Masters, as well as Former Masters and Former Vice Supreme Masters, are also denoted by their gold swords.

The need for a patriotic Degree was first considered in 1886 and a special plea was made at the National Meeting of 1899. The first Fourth Degree Exemplification followed in 1900 with 1,100 Knights participating at the Lenox Lyceum in New York City. As of 2013, there were more than 3,109 Assemblies.

2. Our Lady of Mount Carmel Council No. 13300

A. An Historical Synopsis of Our Lady of Mount Carmel Council

On February 25, 2003, thirty-five brother Knights came together to form Our Lady of Mount Carmel Council No 13300 in the St Vincent DePaul parish of Wildwood, Florida. From that beginning this Council has been supporting the Food Pantry, Soup Kitchen and the Lazarus Free Clinic in Wildwood, Florida in addition to supporting the activities of the St Vincent DePaul parish. In the years since then, this Council has been busy leading rallies in Wildwood supporting the “culture of life”, organizing Free Throw competitions for the youth of Wildwood, assisting our pastor with masses at the Arbor Village Nursing Home in Wildwood and even reaching out to neighboring communities like Belleview to support the “Hands of Mercy Everywhere” (H.O.M.E) organization for unwed mothers.

At the St Vincent DePaul parish, our brother Knights are involved in almost every ministry at some level. We have also been in the background doing much of the “heavy lifting” to make parish parties and picnics a success. In those efforts we have sometimes been referred to as “the men in red shirts” setting up the venue getting it ready for the event and dismantling it and cleaning up the venue at the conclusion of the event. Those in the Color Corps of Fourth Degree Knights always turn out in full regalia when requested for funerals and special events like when Bishops come to visit.

Although this Council is only a little more than 15 years old, it has grown into a very active and vital part of the St Vincent DePaul parish and the Wildwood community.

B. Mission Statement

Our Lady of Mount Carmel Council is dedicated to providing an environment in which all brother Knights can put their Catholic faith into action as a member of the Knights of Columbus. This is accomplished by providing the following:

- The ability to participate in various fundraising events for charities.
- The ability to participate in and support events that will help improve the quality of life in the community and the parish.
- Access to all four Degrees of our order and any educational materials that will help deepen the understanding of our order.

C. Organizational Structure

Officers – elected by the membership each year.

Grand Knight

The Grand Knight is responsible for the welfare of the Council. He presides over Council meetings, acts as an ex-officio member of all committees, appoints a Membership and Programming Director, convenes officers for a monthly meeting, and ensures all necessary reports are submitted to the state and Supreme Council. Additional Our Lady of Mount Carmel Council responsibilities may include some or all of the following:

- Setting calendar of events for each fraternal year.
- Oversight of all Council programs and events.
- Oversight of all Council finances.
- Ensuring all State and Federal Tax filings are completed on time.
- Enforcement of all Council by-laws, policies and guidelines.
- Signing on all Council related contracts.
- Interaction with Supreme, and Florida State Councils.
- Coordination of bereavement services.
- Is an ex-facto member of both Retention and Finance Committees.

Deputy Grand Knight

The Deputy Grand Knight is second in command. He assists the Grand Knight with Council affairs and fulfills all duties assigned to him by the Grand Knight. Should the Grand Knight be absent from a Council meeting, the Deputy Grand Knight will preside. He is chairman of the Council's Retention Committee. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Chairman for all of the program directors and will assist them as needed.
- Calls on each director to give their report at the Council meeting.
- Ensure adequate stock of all purchases for the Council.
- Update & track Council achievements to be reported to the State and Supreme.
- Help prepare the Council yearly budget, assist with reporting tools.
- Take an active role with budget reviews.
- Help Event Coordinators as needed.

Chancellor

The Chancellor has a variety of responsibilities. Primarily, he assists the Grand Knight and the Deputy Grand Knight in the execution of their duties and oversees the Council

in both their absences. He is charged with strengthening the members' interests in Council activities and each member's Knights of Columbus educational experience. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Will help the Exemplification Team captain as needed so that all members have the ability to complete their exemplification in a timely fashion.
- Maintain knowledge of exemplification schedules and share those with members at Council meetings.
- Work with the Membership Director & Financial Secretary to help get members into exemplifications.

Recorder

The Recorder is similar to a court reporter or a secretary. He is responsible for maintaining a true record of all actions on the Council meetings. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Responsible for safeguarding both hard and electronic copies of all meeting Minutes.
- Provides copies of meeting Minutes to Council officers on a monthly basis.

Financial Secretary

The Financial Secretary is appointed by the Supreme Knight, upon recommendation of the Council. His main area of responsibilities is maintaining all financial and membership records. He collects and receives all monies from all sources, including annual dues from Council members. He also handles supply orders from the Council officers and members, filing the Report of Officer (#185), and submitting all membership transactions to the Supreme Council. The Financial Secretary is by Supreme Council rule a paid position. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- The Financial Secretary holds no Council funds in his possession and works closely with the Council Treasurer to ensure all dues money directed to him are accurately recorded and deposited in the Council General Fund Bank account in a timely manner.
- The Financial Secretary is the second signatory on all Council bank accounts and is responsible for all interactions with banks at which funds are kept.

- He has the responsibility of working closely with the Council Membership Chairman to ensure the accurate and timely filing of new member paperwork with the Supreme office.
- The Financial Secretary is a mandatory member of both the Finance and Council Retention Committees.
- The Financial Secretary is responsible for ensuring the timely filing of all Council tax returns including the Internal Revenue Form 990.

Treasurer

The Treasurer is responsible for the safekeeping and maintaining records of all Council funds and accounts. He is responsible for depositing money into the Council's accounts and providing an accurate record of such monies to the Grand Knight. He is also responsible for payment of all expenses. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- The Treasurer is responsible for maintaining, securing and archiving all necessary financial records of the Council.
- He is a mandatory member of the Council Finance Committee and works closely with this committee to ensure that acceptable methods of record keeping are utilized to document all monetary transactions of the Council.
- He works closely with the Council Financial Secretary to ensure all collected dues are accurately recorded and deposited in the Council General Fund Bank account in a timely manner.
- He will prepare and present monthly Treasurers reports at both Council and officer meetings.

Lecturer

The Lecturer **is appointed** by the Grand Knight to provide both educational and entertaining programs to the Council. He is responsible for the 'Good of the Order' portion of Council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all Council programming.

Advocate

The Advocate is the legal representative of the Council and serves as the Council's attorney at trials and investigations of any interest to the Council. While he does not need to be a member of the legal profession, he should be familiar with the Council by-laws, the Order's Charter, Constitution and Laws (#30), Methods of Conducting a Council Meeting (#1937), and Robert's Rules of Order.

Warden

The Warden is the ‘watchdog’ for Council property and degree paraphernalia, except the property of the Financial Secretary, Treasurer and Recorder. He is also responsible for setting up the Council chambers for meetings and ceremonial work. During ceremonial Exemplifications, he will appoint and supervise guards. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Ensures proper setup of Council chamber prior to meetings.
- Speaks on behalf of officers during roll call of officers.
- Performs a yearly audit of Council jewels, sashes and equipment.
- Works with Exemplification Team to ensure access to necessary paraphernalia.
- Oversees Guards.

Inside and Outside Guards

The Guards have similar responsibilities, with some distinct differences. The Outside Guard tends to the outer door admitting visitors and members to the inner door. Once at the inner door, the Inside Guard checks to make sure that their membership cards are current. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Considered an entry-level officer position and as such, Guards are strongly encouraged to assist higher level officers with the execution of Council activities so they can become familiar with how they are run.
- Collects 50/50 donations as members enter the chamber and announces the winner or winners at the conclusion of the meeting.

Trustees

The Trustees consists of three members elected by the Council. They oversee the work of the Financial Secretary and Treasurer, and with the Deputy Grand Knight serve on the Council’s Retention Committee. During Council elections, only the three-year Trustee is voted on, with the others moving on to become two and one-year Trustees, respectively. Our Lady of Mount Carmel Council responsibilities may also include some or all of the following:

- Mandatory Members of the Council Retention and Finance Committees.
- Traditionally, the most recent Grand Knight is nominated as the three-year Trustee.
- Will recommend candidates to the Grand Knight for Knight of the Month, Family of the Month, Knight of the Year and Family of the Year.

- Conducting audits twice a year.
- Providing requested reports by District, State, and Supreme.

Directors - appointed by the Grand Knight

They are expected to report on Council activities related to their appointment and/or matters related to the subject matter of their appointment at Council meetings when called on by the Deputy Grand Knight. Directors will work together as needed on activities. Directors will recommend activities the Council should do during the fraternal year and coordinate those activities or appoint an event coordinator for them. The activities could be any the Council has done previously or something new. If new, the Director would write up the activity sheet and would develop the Playbook to be used by the event coordinator or the Director for doing the activity. The Playbook will be posted on the council's website as this will make the Playbook available to any event coordinator. Current council activities within each Directorate are outlined in our **Faith in Action Program's Areas of Responsibilities** document, of which the latest version is posted on the council's webpage.

Faith Director

Acts as the interface between the Council and the Pastor looking for ways the Council can help with the good of the parish. This Director will also be the faith guide for the Council members bringing the Council members in contact with those things that can help enrich or deepen one's Catholic faith. For example, Rosary Program, Spiritual Reflection and Holy Hour.

Family Director

This Director is responsible for the Council's social events for brother Knights and their families and the parish when appropriate. Other program examples include Food for Families, Consecration to the Holy Family and Family of the Month/Year.

Community Director

This Director is chairman for all activities that are part of the Knights of Columbus organization. This can include the Coats for Kids Program, Global Wheelchair Mission and Habitat for Humanity and any other activity in the community or parish that is part of a Knights of Columbus function.

Life Director

This Director is chairman for all activities that are part of the "Culture of Life". This may include the yearly rally in Wildwood and other rallies in neighboring communities;

Fundraisers; and any other activity in the community or parish that is part of the “Culture of Life”, for example the March for Life and Special Olympics. This director is also responsible for educating the Council members on the “Culture of Life” subject matter as it evolves.

Public Relations Director

This Director is responsible for all communications going out to the public and/or our brother Knights. This may be accomplished with the help of a Newsletter Editor, Web Site Administrator, Photographer and a Publicist. This Director will coordinate and manage the activities of these other roles.

Web Site Administrator

Maintains and organizes the Council Web site. Will manage the posting of the Council Newsletter to the Web site and the number of months to keep them online for viewing.

The Web Site Administrator will manage the format of the Web site with the Grand Knight’s approval. Content of the Web site will be submitted by the Newsletter Editor, the Grand Knight, Historian, and any member approved by the Grand Knight to make submissions.

Photographer

Takes pictures suitable for publication at all Council events and makes them available to the Publicist and the Newsletter Editor.

Publicist

Creates and submits articles which may include pictures for publication in any of the local church bulletins or newspapers. Maintains any and all of the forms and contacts needed for submitting articles. Submits advertisements in advance for Council events to church bulletins or newspapers as deemed appropriate for the event. Content for articles and advertisements will in most cases be submitted to the Publicist by the Event Coordinator however the Publicist can edit the submission as needed to fit the format required by the church bulletins and newspapers.

Membership Director

The Membership Director is responsible for the following activities, as necessary:

- Runs the Membership Drives
 - Announces need for Membership Drive speakers and greeters at Council meetings.

- Hosts the Membership Information program.
- Asks Grand Knight for assistance from Ladies Auxiliary as needed
- Orders any materials needed through the Council Clerk.
- Manages all Membership related programs
- Contacts all prospective new members
 - Gets Form 100s filled out.
 - Request schedules for Exemplifications.
 - Interview prospects to determine their skill sets/backgrounds.
 - Interview prospects to determine their interest level in the Knights of Columbus.
 - Develop mentors for new members.
 - Contact new members following their Exemplification.
 - Provide access to the Council’s Handbook to new members.
 - Encourage attendance at Council meetings.
 - Encourage involvement in “Shining Armor” program.
 - Encourage involvement in our Council activities.

Additional Council Service Roles

These roles may be performed by the various Directors responsible for them or may be appointed by the Grand Knight to any member of the Council interested in performing this role for the Council.

Event Coordinators

The Council Directors are typically the event coordinator for any activity or event they recommend for Council participation; however, any Knight in good standing may volunteer to be an Event Coordinator for any event during the fraternal year. The Event Coordinator may follow established procedures to ensure a successful event. In doing so, the Event Coordinator will be responsible for every facet of the event Playbook and will update the section called “Lessons Learned” in the Playbook following the event.

D. Council Awards

- a. **Knight of the Month** – This award is presented to a brother Knight who makes significant contributions to our Council during a period of one month. Typically, the recipient is a Knight whose effort in one or more Council events during the month has stood out amongst his brother Knights and best exemplifies the virtues of our order.

- b. **Knight of the Year** – This award is presented to a brother Knight who makes significant contributions to our Council throughout the year. Typically, the

recipient is a Knight who has participated in numerous Council events and by his actions best exemplifies the virtues of our order.

- c. **Family of the Month** – Presented to a Council family whose involvement in either Council or their parish activities best exemplify the characteristic of a Catholic family through their commitment to one another, service to God and support of their fellowman.
- d. **Family of the Year** – Presented to a Council family that is involved in both Council and their parish activities and best exemplify the characteristic of a Catholic family through their commitment to one another, service to God and support of their fellowman.
- e. **Certificates of Recognition** or other recognitions as deemed by the Grand Knight with advice of officers.

E. Committees

- a. **Membership** – The Membership Committee, whose membership includes the Grand Knight (who serves as Chairperson), the Deputy Grand Knight, the Financial Secretary, Chancellor, and the Director of Membership, is a standing committee of Our Lady of Mount Carmel Council. Its mission is “to identify and implement action steps that will bring in new members to the Council and provide for a continuing educational development of Our Lady of Mount Carmel Council Knights within the guidelines of the principles of the Order. Note: All Council members are welcome and encouraged to attend committee meetings and share their thoughts on the matter of attracting new Council members.
- b. **Retention Committee** – The Retention Committee, whose membership includes the Grand Knight, the Deputy Grand Knight (who serves as Chairperson), the Financial Secretary, the Director of Membership, Chancellor and the Trustees, is a standing committee of Our Lady of Mount Carmel Council. Its mission is “to identify and implement action steps that move new members to long-term Council involvement, and provide for a continuing renewal of Our Lady of Mount Carmel Council Knights with a proven record of dedication to the principles of the Order”. Note: All Council members are welcome and encouraged to attend committee meetings and share their thoughts on the matter of retention.
- c. **Finance** – The Finance Committee, whose membership includes the Grand Knight (who serves as Chairperson), the Deputy Grand Knight, the Treasurer, the Financial Secretary, and the Trustees, is a standing committee of Our Lady of Mount Carmel Council. Its purpose is to ensure proper oversight of all Council funds. The responsibilities of the Finance Committee are as follows:

- Create policy that allows proper financial oversight of all Council funds.
- Perform monthly reviews of all Council financial records to ensure fiscal integrity.
- Assist the Financial Secretary in ensuring that all required tax documents are filled on time.

It's important to note that the Finance Committee does not have the authority to dictate how funds are utilized for program operation or charitable purposes. As required by the Knights of Columbus Supreme Office, the Council officers, by majority vote, will approve all charitable donations or transfers of Council funds between accounts. Oversight of all program implementation is the responsibility of the Grand Knight. Program chairmen are encouraged to provide input to the Grand Knight and Council officers related to the use of funds.

REFERENCES AND PUBLICATIONS

KNIGHTS OF COLUMBUS WEB SITES

- www.kofc.org - Knights of Columbus Supreme Council Web Site
- www.floridakofc.org - Florida State Council Knights of Columbus Web Site
- www.kofc13300.com – Our Lady of Mt Carmel Council 13300 Web Site

PUBLICATIONS

- <http://www.kofc.org/en/columbia/index.html> - *Columbia Magazine*
- <https://www.kofc.org/en/members/resources/leadership-communications/knightline.html> - *Knightline* (Newsletter)
- <https://www.kofc.org/un/en/resources/programs/10590-faith-in-action-guidebook.pdf> - Faith in Action Guidebook
- <https://www.kofc.org/un/en/forms/leadership/charter-const-laws30.pdf> - Charter Constitution Laws
- <https://www.kofc.org/un/en/resources/service/council/duties-responsibilities-council-officers-directors.pdf> - Duties and Responsibilities of Council Officers and Directors
- https://www.kofc.org/un/en/resources/membership/Safe_Env_Guide_GK_FN_Layout.pdf - K of C Safe Environment Program

VIDEO LINKS

- <http://www.kofc.org/en/campaigns/into-the-breach.html> - Into the Breach Series