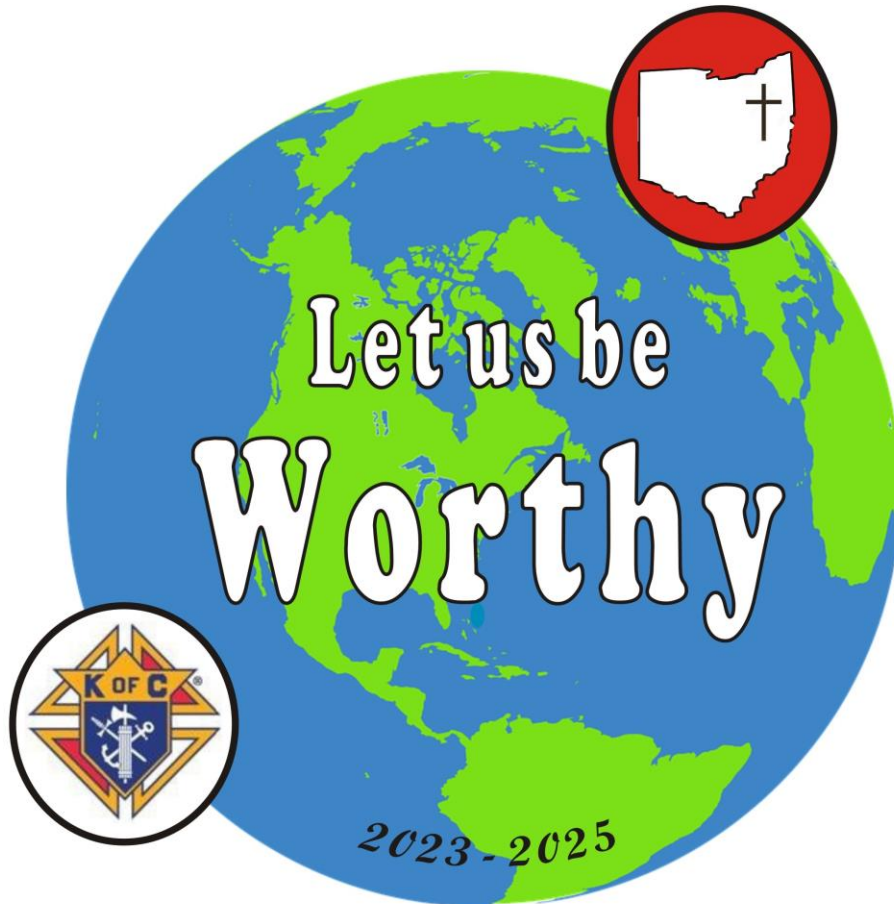


*Knights of Columbus
Ohio State Council*



District Deputy Handbook

*Jeff Kiliany
State Deputy*

*Chris Dodson
District Deputy Director*

Worthy District Deputy,

Congratulations on your appointment as District Deputy! The State Deputy and I welcome you to his team for growing the Order through Recruitment of new members, Rejuvenation of present councils, and the Cultivation of New Leaders for the Knights of Columbus in the Great State of Ohio. Our State Program theme is ***LET US BE WORTHY***, which I believe is most appropriate for Ohio as we look to the future of the Order. We have been entrusted with leading the 54,000 Brother Knights of Ohio and we need your best efforts to achieve our goals.

You have been chosen for this job because of your experience, your dedication and commitment to our Order. Our Worthy State Deputy, Jeff Kiliany, knows you have what it takes to lead your district's councils. We are asking you to improve the image of the Knights in our Churches and Communities, to help all live a more prosperous life in the world our Lord as entrusted to us.

This District Deputy Manual will show you what you need to do each month, where to find reports, and where to send them. If you have any questions, please feel free to call or email your DD Coordinator, or contact me through the information below.

A key point of emphasis in growing the Order is building the relationship between the District Deputy and the Grand Knight of each council. We need the two men to build a working personal relationship with the ability to convey their goals to each council's membership. District Deputies and Grand Knights are the focal point of communicating what needs to be done, how to do it, and directing the council to achieve the goal. District Deputies need to be in regular communication with the Grand Knight, being a resource for information from the State Council and Supreme. I am asking you as the DD, to work on that relationship with each GK and build the team in your District.

A key part of our efforts for the next two years is the Rejuvenation of Councils. I believe in order to grow the council we need to do a periodic self-assessment to determine the health of the council. As DD, I encourage you to work with each council which will help them in determining their short and long term goals to be a thriving council. From strong councils come strong leaders for the future of our Order. We are not just taking care of today but building for the future.

District Deputies who excel in Membership, Retention, New Council Development, and program reporting will be recognized at District Deputy meetings and the State Convention. This program book will explain your responsibilities as a District Deputy and leader of your councils. Encourage your councils to have frequent degrees. Remember that properly executed degrees ensure the important message contained in the degree and conveyed to the degree candidates. As a District Deputy you should encourage each council to have a live degree team.

I look forward to working with you and the ***LET US BE WORTHY*** program. I know that the next two years will contain many wonderful and gratifying experiences. If you have any questions or concerns, be sure to contact me.

Fraternally

Chris Dodson
District Deputy Director
330-284-6904
Cdodson4776@outlook.com

Table of Contents

DISTRICT DEPUTY DIRECTOR	5
DISTRICT DEPUTY COORDINATORS.....	5
SUMMARY OF CHANGES	6
WHO TO WRITE CHECKS AND WHERE TO MAIL THEM	7
DUTIES OF THE DISTRICT DEPUTY COORDINATOR	8
THE OFFICE OF DISTRICT DEPUTY	9
DISTRICT WARDEN	9
ROLE OF THE DISTRICT DEPUTY.....	10
RESOURCES	11
INSTALLATION OF OFFICERS	12
INSTALLATION OF OFFICERS CEREMONIAL.....	12
DUTIES OF COUNCIL OFFICERS	14
COUNCIL VISITS.....	15
K OF C COUNCIL VISITS SAMPLE OUTLINE	16
DISTRICT DEPUTY MEETINGS	17
DISTRICT DEPUTY MEETING OUTLINE	18
MEMBERSHIP	18
DEGREES and TEAMS.....	19
NEW COUNCIL DEVELOPMENT	19
DISTRICT NEWSLETTER	19
INSURANCE GENERAL AGENTS.....	20
COUNCIL EVALUATION CHECKLIST	21
REQUIREMENTS FOR DISTRICT DEPUTIES.....	22
JULY REQUIREMENTS.....	22
AUGUST REQUIREMENTS	22
SEPTEMBER REQUIREMENTS	22
OCTOBER REQUIREMENTS.....	23
NOVEMBER REQUIREMENTS	23
DECEMBER REQUIREMENTS.....	23
JANUARY REQUIREMENTS.....	24
FEBRUARY REQUIREMENTS.....	24
MARCH REQUIREMENTS	24
APRIL REQUIREMENTS.....	25

MAY REQUIREMENTS	25
JUNE REQUIREMENTS	25
DISTRICT DEOUTY AWARDS.....	27
SIX DIOCESAN DISTRICT DEPUTY AWARDS (JANUARY MEETING)	28
SIX DIOCESAN DISTRICT DEPUTY AWARDS (AT THE STATE CONVENTION)	28
SUPREME WEBSITE.....	29
STATE WEBSITE.....	30
OTHER DUTIES AS ASSIGNED.....	30
COUNCIL REJUVENATION PROGRAM.....	31
INTRODUCTION.....	31
I. COUNCIL REJUVENATION GUIDELINES.....	31
II. COUNCIL REACTIVATION GUIDELINES.....	32
III. COUNCIL MERGE GUIDELINES.....	35
IV. COUNCIL NAME CHANGE GUIDELINES.....	36
V. REINSTITUTION GUIDELINES.....	36
VI. DISSOLVING COUNCILS.....	37
LOOK IN THE MIRROR - COUNCIL SELF ASSESSMENT EXERCISE.....	38

DISTRICT DEPUTY DIRECTOR

Chris Dodson
4776 Suzette Ave NW
Massillon, Ohio 44647
330-284-6904
cdodson4776@outlook.com

DISTRICT DEPUTY COORDINATORS

Archdiocese of Cincinnati

John Hoffman
4557 Ridgebury Dr.
Kettering, Ohio 45440
937-529-8723
jjhusa01@gmail.com

Diocese of Cleveland

Teran Taggart
101 S. Rocky River Dr. #302
Berea, Ohio 44017
216-509-2087
adm5893@yahoo.com

Diocese of Columbus

David Bogner
9456 Jug St. NW
Pataskala, Oh 43062
740-334-2053
eeinnewark@aol.com

Diocese of Steubenville

Tom Offenberger
32 Greenbrier Cir.
Marietta, Ohio 45750
740-516-6040
tomoff@suddenlink.net

Diocese of Toledo

Tim Bohls, Jr.
279 Chorus Lane
Toledo, Ohio 43615-6117
419-270-1817
teb4125@aol.com

Diocese of Youngstown

Matt Meyer
2109 Wray St. NE
Massillon, Ohio 44646
330-284-9356
mattm@sssnet.com

SUMMARY OF CHANGES

This past couple of years has brought quite a few changes and I want to bring them to your attention.

- Form 944 has changed and is filed only once a year. It is due September 15.
- Change in General Agent and territories.
- Insurance webinars now require seven participants. They do not have to be current Knights, however they must be eligible to become members.
- Change in the date the Form 365 is due to July 1.
- Change in membership requirements for Star Council 6% with a minimum of 5 and a maximum of 15. Your goal is based on intake only. No penalty for withdrawals or suspensions.
- New Disability Exemption Form #1831. No doctor or member signature required. GK and FS attest. No annual recertification required.
- Roundtable Form #2629. Eliminated redundant Form #2630.
- Removing all signatures from the Membership Cards.
- ASAP program Aid and Support After Pregnancy. Similar to RSVP except in this case for every \$500 a council gives to a pregnancy center, Supreme will give \$100 to the center as well (not to the council).
- Introduction of the Council Rejuvenation Program. The State Council is committed to helping councils get active and vibrant in their Parishes and Communities. State resources are available to help them prosper as they once did in their past.
- COR Program introduced by Supreme. This is a new Faith based initiative to form and strengthen Knights and Catholic men at the Parish level. More details will be revealed in the coming months.

WHO TO WRITE CHECKS AND WHERE TO MAIL THEM

Throughout the fraternal year all council leaders may need to write checks to the Ohio State Council for the programs and activities that they participate in. The following list will assist your council leaders with writing and sending checks to the correct Ohio State Council Program Chairman.

State Per Capita Tax Resolutions and By-Law Changes for 2024 & 2025 State Conventions

Make check to:
Ohio State Council, Knights of Columbus

Mail to:
Mike Felerski, State Secretary
1580 Gelhot Drive,
Fairfield, OH 45014
mfererski@icloud.com

Matching Funds, 2023&2024 Campaigns

Make check to:
Ohio State Council, Knights of Columbus

Mail to:
Chris Sarka, State Advocate
7239 Wintebek Avenue
New Albany, OH 43054-9097
c_sarka@hotmail.com

Football Frenzy Sweepstakes

Make check to:
Ohio State Council, Fund Raising Account

Mail to:
Gary Eckstein, PSD
168 Chestnut Commons Dr, Commercial Point,
OH 43116
gary.eckman@sbcglobal.net

Promotional Items

Check the Ohio State Council website
www.kofcoho.org for more information.

Cash Bonanza Charity Ticket Returns

Make check to:
Ohio State Council, Knights of Columbus

Mail to:
James Maslach, State Treasurer
4927 Autumnwood Lane
Brunswick, OH 44212-4723
kofcjk@gmail.com

Measure-Up 2024 & 2025 Campaigns

Make check to:
Ohio State Council, Knights of Columbus

Mail to:
Tony Offenberger, State Warden
15200 Muskingum River Rd.
Lowell, OH 45744
tonyoffenberger@gmail.com

Support Our Seminarians / Pennies For Heaven

Make check to:
Ohio State Council, Knights of Columbus

Mail to:
Mark Siracusa, Immediate Past State Deputy
15398 Silver Pine Court
Perrysburg, OH
cuzza52@gmail.com

DUTIES OF THE DISTRICT DEPUTY COORDINATOR

1. Assist at the State District Deputy meetings in June and January.
2. See that each of your District Deputies collect from all of their councils the **Form 185** Officers Chosen and **Form 365** Service Program reports. These reports should be turned in to you at or before the State Tour in July. The District Deputy will be responsible to make out the reports if the council does not make them out.
3. Names of all District Deputies and District number that complete the requirements for the incentives are to be sent to the State District Deputy Director by respective due date.
4. Attend the State Tour in your diocese.
5. Attend the State Convention.
6. Distribute materials and information to your District Deputies, in a timely manner.
7. See that your District Deputies hold (2) District Deputy meetings a year. The meetings should be held within a month of the semi-annual State District Deputy meetings.
8. Assist the diocesan state officer with his diocesan meetings.
9. Assist the State Membership Director and the Diocesan Membership Director as needed.
10. Assist all the State Directors with their programs as required.
11. Set-up and run the Regional Soccer Challenge, find a location in the center of your diocese.
12. Set-up and run Regional Free Throw Competition, again find a location in the center of your diocese.
13. Run the Regional Poster Contest, in both public and Catholic schools (for alcohol and for drugs)
14. Assist with the Super Cash Bonanza Charity Campaign.
15. Coordinate with the State Warden to ensure that each District Deputy orders Measure-Up rulers.
16. Promote the Football Sweepstakes Program.
17. Review the District Deputy monthly council visitation reports and share with the diocesan state officer.
18. Use the monthly council visitation reports to ensure every council in your diocese is visited at least quarterly.
19. Recommend the Diocesan District Deputy for both halves of the year.
20. Work with your District Deputies and the Diocesan Membership Director on membership.
21. Use the reports on the Supreme website to ensure all councils reports have been turned in on time,
22. Ensure your District Deputies complete the **Form 944 by September 15**, so the councils can learn and grow.
23. Handle any problems in your diocese that you can to lessen the load of your state officer.
24. Work to maintain a flow of communication all the way from the State Deputy and Supreme down to the council level. *Try not to duplicate emails.*
25. Guide and mentor your District Deputies, especially first year District Deputies.
26. If necessary, go with a District Deputy to a council that has a severe problem in order to help solve it.
27. Assist all the State Officers as required.
28. As a DISTRICT DEPUTY COORDINATOR, you are the main cheerleader for all your District Deputies. The State Deputy has directed all the District Deputy Coordinators to report directly to the State District Deputy Director.
29. Work with the Rejuvenation Team in your Diocese.

THE OFFICE OF DISTRICT DEPUTY

The office you have accepted is important in the leadership of the Knights of Columbus. You are the direct representative of the Supreme Knight and the State Deputy. The way in which you discharge your duties will have a direct effect on the success of the Councils in your District and the state council.

There are important duties that you will be expected to perform in your office as a District Deputy. The District Deputy Handbook, the Constitution Laws and Rules, Leadership Resource Guide, and the State Program book will guide you in performing your duties. There is no shortcut to this knowledge. A good understanding of this information is most important. A leader that is well informed will be able to help others solve their problems and gain the respect of the councils.

The manner in which you present yourself is also an important factor in the leadership role you have accepted. The following are a few points that should be followed:

- Always remain positive when dealing with your councils and other brother knights.
- Constructive criticism of councils should be done with the officers privately.
- Dress appropriately at all functions.
- Wear your jewel of office when performing your duties.
- Exercise good control in discussions.
- Use tact and diplomacy when dealing with difficult situations.
- Remember that help is available; all you have to do is ask.
- Read the Supreme and State District Deputy Manuals and understand them.
- Read the publications: Robert Rules of Order, Grand Knight's and Protocol Handbooks.
- Dress for the installation of District Deputies is dress shoes, dress pants, white shirt, tie, and jacket.
- Please, NO beachwear, flip flops, blue jeans, shorts, or t-shirts when attending meetings or degrees.

DISTRICT WARDEN

The appointment of a District Warden is the responsibility of the District Deputy. The State Deputy has authorized you to make the appointment. He strongly recommends that you appoint someone soon after you take office. The man selected for this position must be capable of performing the duties of the District Deputy, and in most cases, encourage him to be your replacement.

Duties of the Warden include:

- Assist with the Installation of Officers.
- Visit councils and their functions in your absence.
- Assist at District Deputy meetings.
- Attend degrees in your absence.
- Assist the District Deputies in filling out reports.

The District Warden shall dress appropriately when attending District functions.

ROLE OF THE DISTRICT DEPUTY

The District Deputy is the representative of the Supreme Knight and the State Deputy. You are responsible for the supervision, growth, expansion, general care, and well-being of the councils assigned to your district. You are the key to the success of the Order.

The District Deputy is nominated by the State Deputy then he is appointed by the Supreme Knight. The District Deputy is installed by the State Deputy and serves at the discretion of the State Deputy. The State Deputy has directed District Deputies to report directly to their District Deputy Coordinator. District Deputies should follow all activities within their district so they can fulfill an especially important communication link between the State Council, Supreme Council, and the local Councils. The District Deputy's term expires on June 30 of each year.

Your responsibilities include ensuring that your Councils follow the Order's laws and rules, and that they promote effective membership recruitment and retention programs. You should assist Councils with their service programs and monitoring the general financial and social health of the Councils in your district. You should assist in identifying and developing new Council locations. Throughout your term you will need to evaluate all of your Council's Financial Secretaries for either appointment or re-appointment.

The administrative responsibilities of the District Deputy include having general control and supervision of the Councils within your district, being responsible for the enforcement of the Order's Laws and Rules by each Council.

The following is a summary of key responsibilities:

- Install Council officers before August 31st.
- **Visit each council at least once every three months.**
- Complete the District Deputy Annual Report on Council Status. The Form 944 is due September 15.
- Review Council audits, dues collection procedures, and help evaluate members that are in the arrears.
- Work with your Councils on membership.
- Attend the State's District Deputy Meetings in June and January, the Diocese Tour in July, and the State Convention in May. These are requirements for the *On The First Day* award.
- Conduct your Diocesan District Meetings within 1 month following the State DD meetings. This will update and provide local councils with State and Supreme Council information and help them to plan the upcoming six months. Also, let your Diocesan Coordinator know when and where your meeting will be held.
- Serve as a representative of the State and Supreme Councils (i.e., awards presentations).
- Send in your reports on time, especially the DD monthly report.
- Attend and review all degrees in your district. Submit the Degree Exemplification Reports (450) the State website.
- Arrange for a District Free Throw and Soccer Challenge contest.
- See that the Grand Knights receive a Program Planner for each of their councils. This will assist them to keep the council active, in promoting the **LET US BE WORTHY** State Program.
- Work with the Rejuvenation Team in your District.

RESOURCES

You will receive a package from Supreme that will include forms and other information. The State Council is giving you this DD Manual and a General Program book. Read these books and make notes in them. A Grand Knight's Handbook is also available for review on the Ohio State council web site. Order a Grand Knights handbook for each of your councils.

Each District Deputy will receive a monthly District Deputy Report on the councils in his district from Supreme. These reports will show the status of membership, insurance, and financial obligations of your councils. It shows the net status for membership and insurance as well. This report will come from Supreme Council via Member Management. Instructions for how to read the report are on the back of each report. Please use Member Management and encourage your councils to use this system for the council business.

You have many other resources available to you as a District Deputy. Your State Officers, Program Directors, District Deputy Director, and Diocesan Coordinators are available and willing to help. This District Deputy manual is your best guide. Take time to read and understand the information it contains. Other helpful publications are the Charter Constitution and Laws, Council By-Laws (obtain one for each of your councils), GK manual, Protocol Handbook, and other booklets available from the Supreme Supply Department. You will get a supply catalog with the information Supreme sends. Go through this catalog and order every publication they offer that you think will help you be a more effective District Deputy. Also, order the forms you think will be needed by you and your councils. While you go through this catalog, keep in mind what your councils will need. You will need to help them find the supplies.

The periodic information that you receive from Supreme Council and from the State Council will help guide you in the performance of your duties.

The Supreme and State websites are extremely helpful. Take time to study both of them. Many reports are available online and can be submitted online. There is more information about the Supreme and State Websites later in this book.

The State has New Council Development personnel and insurance agents available to help as well.

INSTALLATION OF OFFICERS

Plans for the installation of officers, should be made immediately after the council elections have been completed. All installations must be completed by 9/1, if not sooner. You should also consider a District wide installation for all the council officers in your District

Work with the incoming and outgoing Grand Knights to set the date, time, and location for the installation. Review the ceremonial handbook and familiarize yourself with the information. Follow the Installation handbook; do not short cut this process. This ceremony should be open to the public, especially to the family and friends of the officers involved. The District Warden should assist you in the installation of your council's officers.

Encourage protocol and decorum during the proceedings and plan your closing comments to develop a spirit of cooperation with the council officers.

INSTALLATION OF OFFICERS CEREMONIAL

The District Deputy should complete the installation of Council officers as soon as practical after the first day of July in the new fraternal year.

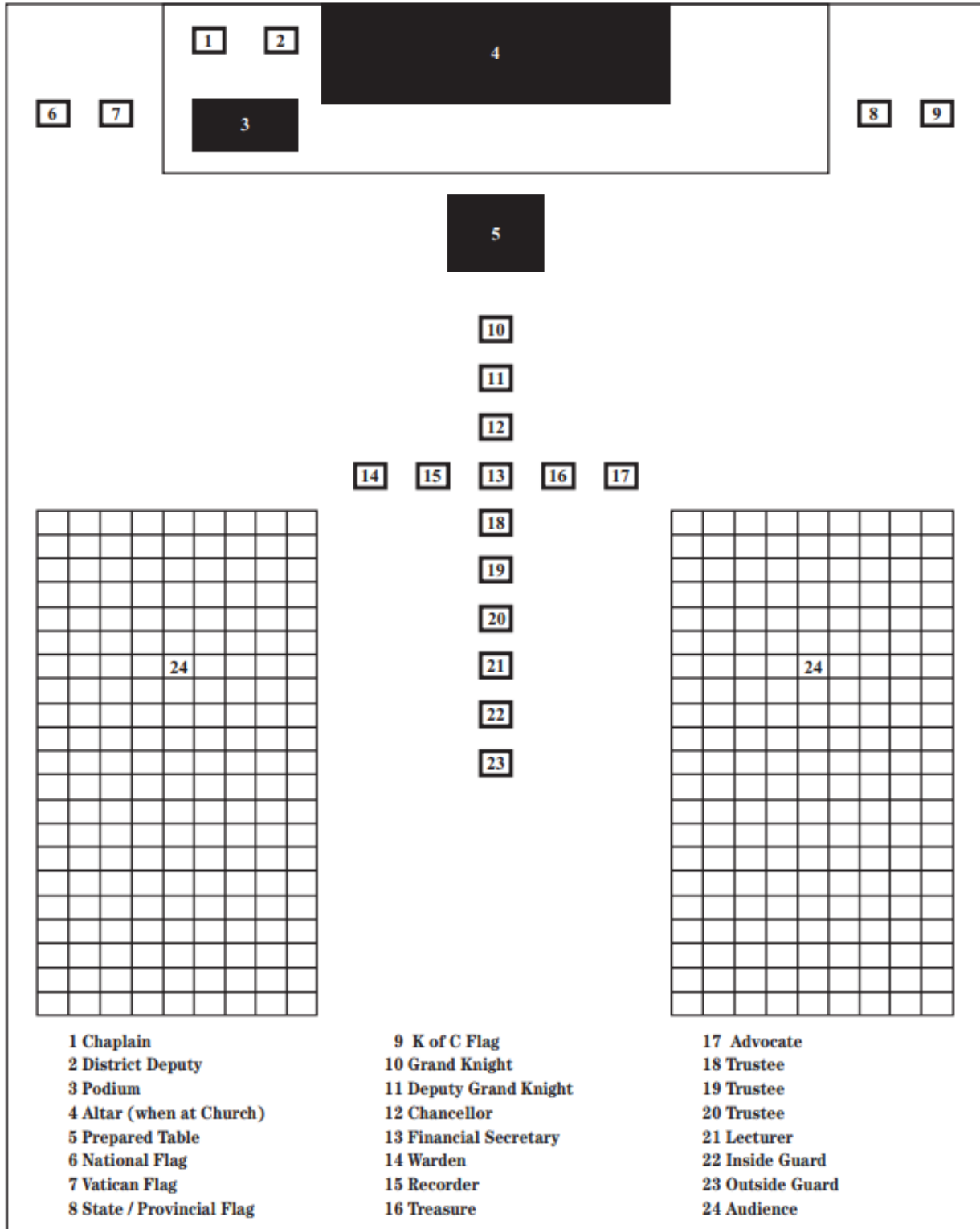
The Council chamber or hall to be used is arranged as illustrated on the diagram attached. The chairs are occupied as follows:

Dais chairs are occupied by District Deputy and Council Chaplain. Retiring Grand Knight opens the ceremonial and after the introduction of the district deputy and the exchange of the gavel, the retiring Grand Knight joins the other retiring officers.

The newly elected officers should wear jackets and ceremonial baldrics and be seated with their wives. Retiring officers, Council members and guests will be seated as indicated in the Diagram.

The Warden will arrange the officer's chairs in the form of a Cross-as described in the diagram, and he shall place the proper number on each chair. A prepared table shall be set in front of the dais, holding the officers' jewels, Holy Water, and corsages for the wives of each of the officers to be installed.

INSTALLATION OF OFFICERS DIAGRAM



DUTIES OF COUNCIL OFFICERS

Grand Knight: the Grand Knight is the highest-ranking officer of his Council and is responsible for the welfare of the Council. He presides over Council meetings, acts as the ex-officio member of all committees, appoints membership and program directors, convenes officers for monthly meeting, and ensures all necessary reports are submitted to the state and Supreme Council. He should also be aware of the Council's financial status and ensure that his signature appears on all checks drawn. Additionally, the Grand Knight must ensure the members membership, insurance and programming growth of the Council and the involvement of all its members.

Chaplain: The chaplain is a spiritual advisor of the Council. His message at council meetings provides an opportunity for him to educate Council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention. The Grand Knight appoints a priest in accordance with the rules established by the bishop of the diocese to serve as a Council chaplain.

Deputy Grand Knight: The deputy grand knight is second in command. He assists the grand Knight with Council affairs and fulfills all the 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 and also a member of the Advisory Board charged with overseeing the council's sponsored Columbian Squire Circle.

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 absence. He is in charge with strengthening the member's interest in Council activities. The Chancellor is chairman of the admission committee.

Recorder: The recorder is similar to a court reporter or a secretary. He is responsible for maintaining a true record of all actions of the council and its correspondence. A Recorders Minute Book (#1403) is available from the supreme Knights of Columbus supply Department for keeping a record of Council meetings.

Financial Secretary: The financial secretary is appointed by the Supreme Knight, upon recommendations of the Council. His main area of responsibilities are maintaining financial and membership records. He collects and receives all monies from all sources, including annual dues from Council members. He also handles supply orders for the Council officers and members, filing the report of officers (#185), and submitting all membership transactions to the supreme Council.

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 provides a certificate of such monies to the grand knight. He is also responsible for payment of all expenses.

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 the 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's bylaws, the Order's Charter, Constitution and Laws (#30), Methods of Conducting a Council Meeting (#137), and the Robert's Rules of Order.

Warden: The warden is the “watchdog” for the 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 this ceremonial exemplification's, he will appoint and supervise the guards.

Inside & Outside Guards: The guards have similar responsibilities, but distinct differences. The outside guard tends to the outer door admitting visitors and members to the inner door. Once at the door, the inside guard checks to make sure that their membership cards are current.

Board of Trustees: The board of trustees consists of three members elected by the council and the Grand Knight, who serves as the chairman of the board. They oversee the work of the Financial Secretary and the Treasurer, and with the Deputy Grand Knight serves on the council’s retention committee. During the council’s elections, only a new three-year trustee is voted on, with the others moving on, the current three-year trustee becomes the two-year trustee, and the two year trustee then becomes one year trustee, respectively.

Further information may be found on the Supreme website. Encourage your councils’ officers to read this information.

COUNCIL VISITS

The ultimate success of a District Deputy depends in part on your visibility at council meetings and functions. Your attendance is an important part in the leadership role you have undertaken. Providing instruction and direction on a one-to-one basis is your best form of communication. Have an agenda when you visit a council. Put a folder on your desktop called K of C Council Visits and put a checklist in it. A sample outline is provided below. Throughout the month add and remove items you want to discuss with your councils. Print it out before each meeting so you have an updated copy and don't overlook something.

A District Deputy is required to attend at least one meeting of each of his councils per quarter. This is a minimum requirement, and we encourage attendance as often as possible. Try to attend one meeting at least every other month. Your District Warden can assist you with these visits. You will need to attend councils with problems more often than once a quarter. If you are having a problem with a council ask the Diocesan Coordinator to attend the meeting with you.

Your remarks should be brief and to the point, highlighting the items listed below. In the interest of keeping the council meeting agenda on schedule, in most instances, it is recommended that your remarks not exceed five minutes in length.

The "Method of Conducting a Council Meeting" (#10318) was re-written 11/2020. It calls for a report to the general membership by the district deputy. Below is a suggested outline for remarks for use during your District Deputy Report. Be as flexible, as necessary. Evaluate membership status:

- Provide a district membership update (see the Supreme District Deputy Report)
- Analyze progress toward council quotas and goals
- Assist the council in setting up a membership and a retention committee
- Announce upcoming Exemplifications of Charity, Unity, and Fraternity as well as Fourth Degree Exemplifications.
- Explain current Supreme Council campaign specifics

Highlight information from a recent issue of the monthly District Deputy Reminder, Knightline, and State and Supreme Program Supplement. Keep a running checklist of important dates and activities for Supreme, State, District, and Council functions.

K OF C COUNCIL VISITS SAMPLE OUTLINE

Consider putting a folder on your computer's desktop called K of C Council visits. Keep a running list of items to report during your council visits and update it constantly. See a sample below.

Council _____ Date _____ Type of meeting _____

Congratulation to the newly elected officers

Jesus Mary & Joseph Assembly is having a flag retiring ceremony on June 14. All invited bring old flags, a social will follow.

There is an Exemplification of Charity, Unity, and Fraternity at St. Jude Council #3904 on July 15 at 12:30PM.

Council# 4658 are hosting a Family Night on date _____

If you have anything upcoming, please let me know so I can add it to the District newsletter.

Add items as they come up.

Print this list before going to your council meetings and you will always be prepared to give a meaningful talk.

DISTRICT DEPUTY MEETINGS

Each District Deputy is required to hold two District Deputy Meetings per year. (In lieu of these meetings, Diocesan meetings can be conducted with the State Officer from your Diocese. Coordinate these meetings with your State Officer.) You may hold your own district meeting, or work with other DD's for a combined meeting. These meetings should be held within a month following the state tour meeting or the mid-year District Deputy meeting. Be sure to invite your state officer, your District Deputy Coordinator, and the Diocesan Membership Director or any other State or Diocesan officer to these meetings and ask for thoughts.

The purpose of holding your district meeting with your council officers, key membership, and programming personnel is to make sure that information provided to the district deputy at the State District Deputy Meeting is passed along to every council as quickly as possible. Also, it is to help guide your councils through the next six month period. Be as informative and effective as possible with your meetings.

Plan these meetings ahead and let the Grand Knights know when they are scheduled. Make sure to invite the council officers, directors, and chairmen. Send the current Grand Knight a letter in June and ask him to inform the council members about your Diocesan meeting in July, so they can put it on their schedule.

To have a successful meeting, proper planning is important. Arrange a time and location that is convenient to those involved. Be sure to notify everyone as far in advance as possible. This manual and the Grand Knights' handbook provide excellent information for these meetings.

Holding a District meeting is a requirement to becoming a District Deputy of the Year.

DISTRICT DEPUTY MEETING OUTLINE

In general: The meeting should be held within one month following the State tour and the mid- year DD meeting in January.

- The meeting should include the Diocesan District Deputy Coordinator and be opened and closed with a prayer.
- Introduce VIPs (The state officer in your diocese and the Diocesan District Deputy Director should have input in setting the agenda and given an opportunity to speak.)
- Roll call should be taken.
- Your warden should record the minutes.
- Set the date for your next district deputy meeting.
- Make sure the insurance agent has a chance to talk.
- If any State Director or Diocesan personnel attends, ask him to say a few words.
- Go over the current status toward goals and quotas (Supreme State, District and Councils).
- Announce all degrees scheduled (Exemplifications of Charity, Unity, and Fraternity as well as Fourth Degree Exemplifications).
- Detail any correspondence and comments you have.
- Discuss Supreme Council requirements.
- Discuss the State Council program.
- Discuss the calendar of events.
- Membership:
 - Discuss council's membership plans.
 - Discuss your membership plan and the council's membership plan for upcoming events.
 - Discuss Retention.
 - Include the Diocesan Membership Director in this discussion.
 - Set aside time for questions and answers before the conclusion of the meeting.

After the meeting, send a report of your meeting minutes to the DD Coordinator and the District Deputy Director.

MEMBERSHIP

Membership is our orders lifeblood. Your attention as a District Deputy to a Council's membership growth needs to be one of your major priorities because membership is important to the success and growth of our order.

Councils will need to take time to carefully review the membership program and formulate a membership plan. Your help and careful review of each of your councils' membership plans will not only enable them to meet their goals but will also allow you to meet yours.

Each District Deputy will receive a monthly District Deputy Report on the councils in his district. These reports will show the status of membership, insurance, and financial obligations of your councils. It shows the net status for membership and insurance as well. This will come from Supreme Council. You can also get this information online.

For further information on Membership see the State Membership Manual.

DEGREES and TEAMS

Each District Deputy has several basic responsibilities regarding degrees:

1. Ideally, each council should have their own team. There are several ways to conduct an exemplification. One is using a team. Another way is using a live team broadcast over the internet. Both Supreme and the Ohio State Council offer exemplifications regularly. Another way is using a recorded video.
2. More in depth information about the Exemplification of Charity, Unity and Fraternity can be found on the Supreme website at <https://www.kofc.org/en/for-members/resources/ceremonials.html?1tab=1tab0>
3. Fill out a District Deputy Degree Exemplification Report Form 450 for every degree in your district on the state website. You do not have to be present for the degree to fill out the report. The District Warden or a brother knight can audit the degree for you. If necessary, you can simply put in the remarks that you were unable to attend.

It is the District Deputy's responsibility to input Exemplification Degree information for your district on the state website in timely manner. Make sure your Grand Knights inform you of all Exemplifications they are planning on holding. They are not official until you schedule them. See the section on reporting to find out how to access the State website and add the degree information.

NEW COUNCIL DEVELOPMENT

Membership is the life-giving blood of our Order. Membership is only obtained on the council level. The important task of developing new councils has been placed under the watchful eyes of a District Deputy. Your careful review of the "New Council" material will be a guide to you.

Each District Deputy should identify the names of all parishes within your district for possible new council development. Work with the State's New Council Development Director to form new Councils.

By the midyear meeting in January, all DD's must submit the names of at least 1 parish for a possible new council. The names are to be submitted to the Diocesan Coordinators who in turn will pass them on to the District Deputy Director.

DISTRICT NEWSLETTER

A district newsletter is a great tool for keeping your councils informed. Anything you put in writing will minimize misunderstandings. Grand Knights can use these newsletters to help organize their council's activities, and for reporting dates and requirements. A simple note or phone call to the Grand Knight on many items will keep them informed, but a written monthly newsletter is much better. A partial list of suggestions for a District newsletter follows:

- Supreme and State functions.
- Degree dates and locations in the area.
- Supreme and State reports that are due.
- Council or Chapter activities in the area.
- Fourth Degree activities in the area.
- Local Church and Community Activities.
- Significant anniversaries and other dates.

INSURANCE GENERAL AGENTS

Below is a list of the General Agents responsible for the State of Ohio. Note: Supreme does not assign General Agents by diocese, so more than one may be responsible for parts of a diocese. If you do not have a Field Agent assigned to a council, or if you have concerns with a particular agent, please contact the General Agent closest to your particular council.

Please remember, that membership, recruitment and retention are extremely important. The K of C Insurance Agents can only sell to members. Try to increase the number of prospects available to them by having (ALL) your councils participate and actively recruit new members. Insurance agents have additional resources to assist in recruiting efforts. Please use them to help with open houses and invite them to your council.

John Spencer
General Agent
Cleveland, Columbus,
& Steubenville
489 Muskingum Drive
Marietta, Ohio 45750
740-434-5158
John.Spencer@kofc.org

Jason Staas
General Agent
Cincinnati, Cleveland,
Columbus, & Toledo
4401 Rockside Rd. Suite 201
Independence, Ohio 44161
203-404-7607
Jason.Staas@kofc.org

Ross Conklin
General Agent
Greater Pittsburgh Area
& Eastern Ohio
10100 Kettlecreek Dr. Suite 200
Cranberry Township, PA
412-729-9709
Ross.Conklin@kofc.org

State Insurance Liasion

David Roberts
1385 Highland Ave. W.
Salem, Ohio 44640
330-614-2063
David.Roberts@kofc.org

COUNCIL EVALUATION CHECKLIST

This Council Evaluation Checklist is for use by the District Deputies to evaluate council activity. It is a guideline and is not all-inclusive. Not all questions apply at the beginning of the year. There are a lot of other questions you need to ask as well. This just gives you a starting point to help evaluate your councils to see where they may need your help.

1. Did the council establish and publicize their yearly goal of programs?
2. Does the council follow up and review these goals?
3. Does the council have an annual budget?
4. Do the council directors know if they have a budget and what it is?
5. Has the council sent in Form 185 Officers Chosen for the Year to Supreme and the State?
6. Has the council sent in form 365 Directors to both Supreme and the State?
7. Did the council have representatives at the State Tour?
8. Did the council have representatives at your District meeting?
9. Has a General Program Director been appointed?
10. Does the Program Director review program, requirements and status with the directors and the council?
11. Has the Grand Knight appointed an Admission Chairman?
12. Has the Grand Knight appointed a Membership Chairman?
13. Does the council have a Greeter at their meetings and activities?
14. Are new members warmly received at meetings?
15. Does the council have membership drives?
16. Does the Membership Chairman also cover Retention and Recruitment?
17. Has the Grand Knight appointed a Welcoming Chairman?
18. Has the Grand Knight appointed a Bereavement Chairman?
19. Does the council have a monthly officer's meeting?
20. Does the council have a monthly business meeting?
21. Does the council have a newsletter?
22. Has the council set up a web site?
23. Has the council invited the insurance agent to their meeting?
24. Does the FS and GK work with delinquent members?
25. Does the council participate in Free Throw, Soccer Challenge programs?
26. Does the council participate in local community programs?
27. Does the council participate with the local Chapter?
28. Does the council have fund raising programs?
29. Does the council send reports to both the State and Supreme on time?
30. Has the council sent in the yearly audit?
31. Was the District Deputy invited to these audits?
32. Has the council sent in the Fraternal Survey?
33. Does the council participate in "SUPPORT OUR SEMINARIANS" (SOS)?
34. Did the council participate in Measure UP?
35. Encourage the Council to conduct a Self-Assessment for short and long term growth

REQUIREMENTS FOR DISTRICT DEPUTIES

Below is a list of the requirements the District Deputy is responsible for on a monthly basis. Contact your Diocesan Coordinator or the District Deputy Director if you have any questions.

JULY REQUIREMENTS

- Ensure that each council submit the following forms due July 1: Forms 185 Supreme form "Report of Officers Chosen for Term", and the form 365 "Service Program Personnel Report". You need to bring copies of both these forms for each council in your district to the State Tour.
- Attend the State Tour Meeting in July.
- Submit the Form 450 for all Degrees in your district on the state website.
- Send July DD Monthly Report to your coordinator and District Deputy Director before August 5th.
- Choose a District Warden as soon as possible, within your district. Try to pick someone who can be your replacement when your term has ended.
- Complete the online District Deputy Training on Supreme Website. This may be replaced by an online training with Regional Trainer Steve Cohen.

AUGUST REQUIREMENTS

- Follow up with your councils to be sure the Semiannual Council Audit, "Supreme Report Form 1295", is completed and sent in by August 15.
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in August DD Monthly Report to your coordinator and District Deputy Director on or before September 5th.
- Complete the Installation of Officers for all your councils by August 31. Follow protocol, wear your jewel of office, and use your District Warden to assist.
- Work with your councils to ensure each council establishes and maintains an active admissions committee and an active retention committee
- **Council Membership Plan due to State Membership Director September 1st**
- District Membership Plan sent to Diocesan District Deputy Coordinator due September 1st.
- Encourage councils to order the Soccer Challenge Kits.
- Establish a DD newsletter for your District.
- Ensure that each council in your district has a newsletter that includes all council activities.
- Develop a council health check list for each council.
- Review Star Council report for each council with the Grand Knight.

SEPTEMBER REQUIREMENTS

- The District Deputy Annual Report of Council Status 944 is due by **September 15**, please send early.
- Follow up with your Grand Knights to be sure they have appointed a Round Table Coordinator for each parish in district. (Supreme Form 2629) Due by September 1
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in September DD Monthly Report to your coordinator and District Deputy Director on or before October 5th.

- Membership Plan of the District and of your councils to be sent to the Diocesan District Deputy Coordinator
- Contact all your councils and get the total number of Measure Up Rulers needed. Send the total number you need for your district to the State Warden.
- Remind councils to order the Soccer Challenge Kits.
- Review Star Council report for each council with the Grand Knight.

OCTOBER REQUIREMENTS

- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in October DD Monthly Report to your coordinator and District Deputy Director on or before November 5th.
- Conduct and report October “BLITZ” degrees in your District or adjoining Districts for October. Minimum two members. Submit report to Andrew Nuckols via the state website on Form 450.
- Contact all your councils and get the total number of Measure-Up Rulers needed. Send the total number you need for your district to State Warden Tony Offenberger.
- Hold your District Soccer Challenge during the first two weeks in October. Help with Regional Soccer Challenge during the last two weeks in October.
- Order Free Throw Medallions
- Review Star Council report for each council with the Grand Knight.

NOVEMBER REQUIREMENTS

- Last reminder, contact all your councils and get the total number of Measure Up Rulers needed. Send the total number you need for your district to the State Warden.
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in November DD Monthly Report to your coordinator and District Deputy Director on or before December 5th.
- Review Star Council report for each council with the Grand Knight.

DECEMBER REQUIREMENTS

- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in December DD Monthly Report to your coordinator and District Deputy Director on or before January 5th.
- The first turn in for “Support Our Seminarians” is due by December 15
- Send in your Mid -Year District Deputy Meeting registration as soon as you get registration information. Register at the hotel for the Mid -Year District Deputy Meeting.
- Review Star Council report for each council with the Grand Knight.

JANUARY REQUIREMENTS

- Remind your councils that the Supreme form 1728 Annual Survey of Fraternity is due by **January 31**. This is the most important form of the fraternal year. You will be required to turn one in for each council that does not fill one out.
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in January DD Monthly Report to your coordinator and District Deputy Director on or before February 5th.
- Remind your councils to send in the Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year nominations to the individual program directors BEFORE April 1st
- Attend the State Mid-Year District Deputy Meeting.
- Hold your Mid-Year District Deputy Meeting. Get at least 2 members from each council to attend. Include your State Officer, diocesan district deputy coordinator and any state director within the diocese. Distribute measure up rulers at this time.
- Review Star Council report for each council with the Grand Knight.

FEBRUARY REQUIREMENTS

- Make sure all your councils have filled out and sent in the Semiannual Council Audit report (Form 1295) to Supreme by **February 15**.
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in February DD Monthly Report to your coordinator and District Deputy Director on or before March 5th.
- Remind your councils to send in the Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year nominations to the individual program directors BEFORE April 1st
- Attend the Super Cash Bonanza charity tickets distribution.
- Hold your District Free Throw during the first two weeks of February, (make sure you have the medallions ready). Plan to attend the Regional Free Throw during the last two weeks of February. Pass out information to each winner and each alternate. Send the entry forms to your diocesan coordinator.
- Distribute Measure-Up Rulers
- Review Star Council report for each council with the Grand Knight.

MARCH REQUIREMENTS

- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in March DD Monthly Report to your coordinator and District Deputy Director before April 5th.
- Conduct and report March “BLITZ” degree in your District or adjoining Districts for March. Minimum two members. Submit report to the State Membership Director via the state website on Form 450.
- Remind your councils to send in the Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year nominations to the individual program directors BEFORE April 1st.
- Talk to all of your Councils about the Measure Up Program. There are two dates (end of April; first week of May) for collecting money for Measure Up.
- Register for State Convention.
- Review Star Council report for each council with the Grand Knight.

APRIL REQUIREMENTS

- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in April DD Monthly Report to your coordinator and District Deputy Director before May 5th.
- Support Our Seminarians (SOS) is due by April 15.
- Register for State Convention.
- Follow up with Councils on membership. April 15 is the last day to qualify for awards at the State Convention.
- Review Star Council report for each council with the Grand Knight.

MAY REQUIREMENTS

- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in your May DD Monthly Report to your coordinator and District Deputy Director before June 5th.
- Attend the State Convention.
- Follow up with each one of your Councils to be sure Measure-Up Grant forms and checks are mailed by May 31. (This form comes in the Measure-Up package)
- Columbian Award Application (Supreme Form SP-7) from each one of your councils.
- Review Star Council report for each council with the Grand Knight.

JUNE REQUIREMENTS

- Make sure your councils have completed and sent to Supreme (form SP-7) the Columbian Award Application, with copies going to the State Deputy, and District Deputy by June 30.
- Submit the Form 450 for all Degrees in your district on the state website.
- Turn in June DD Monthly Report to your coordinator and District Deputy Director before July 5th.
- Ensure councils with Round Tables submit the Annual Report by June 30th.
- Attend the June District Deputy Meeting in Columbus.
- Review Star Council report for each council with the Grand Knight.
- Columbian Award Application (Supreme Form SP-7) from each one of your councils.

Report/Activity	J	A	S	O	N	D	J	F	M	A	M	J
Form #185 Report of Officers Chosen	1											
Order Soccer Challenge Kit	1											
Form #365 Service Program Personnel Report	1											
Form #1295 Semi-Annual Council Audit Report		15										
State Per Capita Payment due		31										
Online Report to Date			15									
Supreme Per Capita Payment Due				10								
Order Free Throw Kit, FT-KIT					1							
Matching Funds Report					15							
Online Reporting to Date						31						
Form #1728 Annual Survey of Fraternal Activity							31					
Free Throw Participation Rpt.							31					
Form #1295 Semi-Annual Council Audit Report due								15				
Online Reporting to Date								15				
Support Our Seminarians Report										1		
Knight of the Year										1		
Family of the Year										1		
Chaplain of the Year										1		
Youth of the Year										1		
Online Program Reporting Completed										15		
Measure Up Check/Form to State Warden										1		
Columbian Award Application Form #SP-7												30
RSVP Refund/Plaque Application Form #2683 to Supreme Council												30
Annual Report Round Table, Form #2629												30

District Deputy Awards

“Let Us Be Worthy” On The First Day Award \$25.00 Gift Card

This award will be given to every District Deputy who completes the following items

1. Ensure that both **Form 185 and Form 365** from all councils are collected and submitted to Supreme, State, and Diocesan DD Coordinator by the July tour meeting.
2. Attended the June District Deputy meeting in Columbus.
3. Attend the July State tour meeting in your Diocese.

“Let Us Be Worthy” Let There Be Light Award \$50.00 Gift Card

This award will be given to every District Deputy who completes the following items

1. Must have completed the *On The First Day* award
2. Has held and submitted a District Meeting Report to the DDC and DDD. Should be held in August or September. 75% of his District’s councils must be in attendance.
3. Have at least 25% of the councils in your district do at least 6 activities in the State General Program by December 31
4. Have a 1% Growth Rate in your District by December 31
5. Have at least 50% of the councils in your district participate in the Matching Funds Program

“Let Us Be Worthy” The Sixth Day Award \$100.00 Gift Card Plus!!!

This award will be given to every District Deputy who completes the following items

1. Must have completed *On The First Day* and the *Let There Be Light* awards.
2. Have the #1728 and #1295 forms submitted to Supreme, State, and Diocesan DD Coordinator by May 1.
3. Have at least 75% of the councils in your district do at least 8 activities in the State General Program by April 15.
4. Have a 3% Growth Rate in your district by May 1.
5. Have achieved a 50% Participation rate of all councils for Fraternal Benefits by May 1.
6. Attended the January mid-year District Deputy meeting

THE PLUS!!!

We will draw one name from all the District Deputies who achieve *The Sixth Day* award to attend the 2024 and 2025 Supreme Convention with his wife.

In addition, one Diocesan District Deputy Coordinator will be awarded a trip to the Supreme Convention with his wife!

SIX DIOCESAN DISTRICT DEPUTY AWARDS (JANUARY MEETING)

This award goes to the top District Deputy in each diocese for the first half of the year. The Diocesan State Officer and the District Deputy Coordinator will choose the winner from each diocese. Here are some suggested qualifications, but they are not mandatory:

- Most of his councils participate in the Fund Crazr Football Sweepstakes program.
- Sponsor two (2) or more Exemplifications of Charity, Unity, and Fraternity. Submit a copy of the Form 450 on the state website.
- Councils having 1% membership growth for first half of fraternal year.
- The District Deputy with the highest number of the following:
 - Councils participating in the State General Program.
 - Has held 2 District Meetings (1 meeting before December 31, the 2nd after January 1) and the Meeting Report has been submitted to the DDC and DDD.
 - Most District Deputy reports submitted to State District Deputy Director
 - Councils with all 185 and 365 forms submitted in the first half

SIX DIOCESAN DISTRICT DEPUTY AWARDS (AT THE STATE CONVENTION)

This award goes to the top District Deputy in each diocese for the second half of the year. The state officer and the District Deputy Coordinator will choose the winner from each diocese. Here are some suggested qualifications, but they are not mandatory:

- Sponsor a District Basketball Free Throw.
- Sponsor two (2) or more Exemplifications of Charity, Unity, and Fraternity. Submit a copy of the Form 450 on the state website.
 - The DD with the highest number of the following:
 - Councils participating in the State Program Contest.
 - Councils having 3% membership growth for the fraternal year.
 - Monthly District Deputy visitation reports submitted to District Deputy Coordinator.
 - Councils having the Fraternal Survey submitted second half
- Recommendation of the District Deputy Coordinator and the State District Deputy Director.

“District Deputy of the Year”

The District Deputy of the Year may be selected from the six Diocesan District award winners for the first half of the Fraternal Year and the six Diocesan award winners from the second half of the Fraternal Year. Qualifications include:

- The DD with the highest number of the following:
 - Councils in your district maxing the *Let Us Be Worthy* Program Contest
 - District Deputy reports submitted to the District Deputy Coordinator
 - New members in their District
 - Results from Council Evaluation Forms(monthly reports) submitted by the DDs on the councils within the District. These forms will be sent directly to the District Deputy Coordinator.
- Selected by the State Deputy upon recommendation of the State District Deputy Director

SUPREME WEBSITE

The address for the Supreme website is www.kofc.org. The public portion of this site contains a lot of information about the Knights of Columbus, our insurance program, and the Catholic faith. It contains all of the forms your councils will need to file to the Supreme Council. Supreme forms can be accessed without a specific login and password. Forms can be found in the drop-down box at the top page under Publications and Resources. You can also access the forms by the following links:

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

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

The secured portion of this site contains valuable information to you as a District Deputy. You will be given a login name and password if you are a new District Deputy to gain access to this portion of the website. Once you login you will see under Supporting Applications an Officers Desk Reference Portal and a Training Portal. Clicking on the Officers Desk Reference Portal will take you to a page that contains multiple links. These links contain information on Fraternal Programs, Membership, Financial Issues, Home Corporations, etc. Clicking on the Training Portal will take you to a page that gives over 30 training courses. You should check out these Portals as soon as you can.

You will also have access to data pertaining to your District. This includes membership data, reports, forms, and publications. You can then choose an individual council and access the same information at the council level. You should monitor this data frequently as it gives a snapshot of the progress your District is making towards its goals.

Why would a District Deputy want to visit the Supreme website? **To review his districts' and council's membership progress!!!** He can also review which forms have been submitted by his councils under the Reports tab.

STATE WEBSITE

The state website can be found at www.kofcoho.org. Things that are of particular interest to our state can be found here. No login required. **All State activity reporting is being done thru the Supreme Form #10784.** We hope to have all changes in place by August 31, 2023 and all State General Program and District Deputy manuals can be found here.

One of the best features is the hot links that will allow you to submit many forms to both the state and Supreme with one email. Please instruct your councils to use the emails listed below.

Council Level Hot Email Addresses

Form100@kofcoho.org	(Form 100)
Form185@kofcoho.org	(Report of Council Officers)
Form365@kofcoho.org	(Service Program Directors)
Form1295@kofcoho.org	(Council Semi-Annual Audit)
Form1728@kofcoho.org	(Fraternal Survey)
Formsp7@kofcoho.org	(Columbian Award Application)
Form2629@kofcoho.org	(Report of Round Table Coordinator)
Form2630@kofcoho.org	(Round Table Report)

Why would a District Deputy want to visit the state website? To review how his councils are doing on the state general program. He can also submit and review upcoming exemplifications here.

OTHER DUTIES AS ASSIGNED

You may be called upon to perform numerous other duties by the state and Supreme leadership. One common duty is to make a recommendation on whether to retain financial secretary. This evaluation is completed on Form #1938.

Ohio State Council “*Let us be Worthy*” Council Rejuvenation Program

INTRODUCTION

The recent COVID-19 pandemic that our nation and our Order has suffered through, has been a burden to many of the Knights of Columbus councils in Ohio. Most councils saw a reduction in council meetings, activities and charitable programs during this period and many have not resumed their pre-pandemic activities. Additional reasons that may affect the life of a council are: closing or merging of parishes in our dioceses, lack of young people attending Mass and practicing their Catholic faith, lack of young Catholic men willing to give their time and be involved in the Order’s work and the lack of training and leadership in our councils. The “Let us be Worthy” Council Rejuvenation Program has been created to specifically address these issues.

Each diocese in Ohio will have a Diocesan Council Rejuvenation Team (DCRT) that will work to revitalize councils experiencing problems or assist in the reactivation of suspended councils. The team will consist of a Diocesan Council Rejuvenation Coordinator, the Diocesan District Deputy Coordinator, the Diocesan Membership Growth Coordinator, the District Deputy, and the State Office from that diocese.

It may be in the best interest of a suspended council or a council “experiencing problems” to merge with a neighboring council. Council merging process will be included in this program.

Table of Contents:

- I. Council Rejuvenation Guidelines.**
 - II. Council Reactivation Guidelines (From Supreme Council)**
 - III. Council Merge Guidelines (From Supreme Council)**
 - IV. Council Name Change Procedure (From Supreme Council)**
 - V. Council Reinstitution Guidelines (From Supreme Council)**
 - VI. Council Dissolvent Procedure (From Supreme Council)**
- All Supreme Council procedure documents are displayed in italic font.*

I. COUNCIL REJUVENATION GUIDELINES

The intent of the Council Rejuvenation process is to help those active councils who are experiencing issues with no membership growth, the absence of council meetings, non-reporting of required Supreme Council forms, late payment of per capita tax, no activities or programs, and no communication with members. The following list the steps for the council and Diocesan Council Rejuvenation team:

STEP 1. MEET WITH GRAND KNIGHT AND COUNCIL OFFICERS.

The district deputy will set a meeting with the grand knight and council officers and the DCRT, to discuss and identify existing issues. If possible, the council’s chaplain should be invited to the meeting as well. A list of current members on the council’s roster should be available.

STEP 2. GRAND KNIGHT AND COUNCIL OFFICER TRAINING

DCRT offers training for the grand knight and council officers to improve their understanding of their duties and how to properly perform them.

STEP 3. OFFER ASSISTANCE TO SPONSOR MEMBERSHIP GROWTH DRIVES

DCRT will offer assistance to the council to sponsor a membership drive at local parishes.

STEP 4. SCHEDULE COUNCIL MEETING

Grand Knight will schedule a council meeting and invite members of the DCRT to attend and discuss: purpose and goals of membership in the Order, new meeting format, sponsoring council activities, membership recruitment drives and activities, soliciting of council members for officer and program director positions, and answering questions.

STEP 5. OPTION FOR MERGING AS FINAL SOLUTION.

DCRT and Grand knight will discuss possible option for merging with another local council.

II. COUNCIL REACTIVATION GUIDELINES (From Supreme Council)

REACTIVATION

Guidelines to Reactivation of a Council

A council becomes suspended if it does not pay its bills to the Supreme Council within 90 days of the billing date. Should that occur, there are two ways in which it can exit suspension and become active:

- *If the council pays its arrears to the Supreme Council, it is taken off of suspension and becomes active.*
- *If the council is unable to pay its arrears for an extended period of time, its arrears may be forgiven in a one-time debt forgiveness under the Council Reactivation Program.*

In order to have this debt forgiven, the steps included in the following section must be performed.

STEP 1 — MEET WITH THE PASTOR

Personally contact the pastor of the parish in which you are trying to reactivate the council, and request an appointment. Be cordial and very attentive. Highlight the positive aspects of the Order. Address his concerns; do not attempt to answer a question that you are not 100 percent sure of the answer. It is better to get back to him with a correct answer than to give him an incorrect answer immediately.

Some positive aspects for having a council in his parish are:

- 1. A Knights of Columbus council will help enrich the spiritual lives of the men in the parish.*
- 2. It will provide additional manpower and support for the parish and will help people in need.*
- 3. It will give families the opportunity to be financially protected via our top-rated Insurance Program.*
- 4. A council will allow the men with their families to be active in their parish and community.*
- 5. Being part of the council will help men to be better Catholics, fathers and husbands through various programs that they will participate in.*

Please record the following information; it will be part of the council reactivation file on the council.

1. Council Number _____
2. Council Name _____
3. Location _____
4. Date/Time Pastor Called _____
5. Appointment Date _____

Pastor's Comments (please summarize the pastor's comments)

PROS

CONS

_____	_____
_____	_____
_____	_____
_____	_____

Date and time of the initial Church Drive

Date and time of the informational meeting

(Sundays between Masses might be your best bet.)

STEP 2 — NOTIFY THE STATE DEPUTY OF YOUR INTENT TO REACTIVATE THE COUNCIL

Fill out the Notice of Intent to Reactivate a Suspended Council (See APPENDIX A) form and forward it to the state deputy for his approval and signature. Make sure that everything is legible. Notify the field agent that is responsible for the suspended council. Once the form is received by Supreme Council Fraternal Mission Department, an acknowledgment letter will be sent to you with the roster of the current members and an additional Report of Officers Chosen for the Term (#185), Service Personnel Report (#365), Application for Appointment as Financial Secretary (#101) and Nomination for Appointment as Financial Secretary (#103).

STEP 3 — CONDUCT A CHURCH RECRUITMENT DRIVE

Intend to have a minimum of 13 new/transfer members. These new Knights should be the officers of the reactivated council. While the prospects are completing their Membership Document (#100), inform them of the date and time of the informational meeting.

Please note: A council must register a gain of at least one new member to qualify for the reactivation program.

STEP 4 — CONDUCT THE INFORMATIONAL MEETING

Hold an informational meeting with all your prospects; explain to them the workings of a council. At this time, have a ceremonial team ready to administer the Exemplification of Charity, Unity, and Fraternity.

STEP 5 — HOLD AN ELECTION OF OFFICERS

Complete Report of Officers Chosen for the Term (#185) (All Officers have to be elected).

STEP 6 — NOMINATE A FINANCIAL SECRETARY

Complete the Nomination for Appointment as Financial Secretary (#103) and assist in completing the Application for Appointment as Financial Secretary (#101).

STEP 7 — HELP THE NEW OFFICERS AND ESPECIALLY THE GRAND KNIGHT IN THE SELECTION OF THE FOLLOWING DIRECTORS:

<u>POSITIONS</u>	<u>NEEDED</u>
Chaplain	Preferably
Program Director	Required
Membership Director	Required
Recruitment Committee-1	Required
Recruitment Committee-2	Preferably
Recruitment Committee-3	Preferably
Retention Chairman	Required (Deputy Grand Knight)
Insurance Promotion	Preferably (Insurance Agent)

- Complete the Service Personnel Report (#365).

STEP 8 — MAIL ALL FORMS

Email all the forms including Membership Documents (#100) councilreactivation@kofc.org. Notify the state deputy of your progress. Once the Supreme Council receives all the documentation, it will take two to three weeks for the reactivation process to be completed. For the council to be reactivated the total number of members cannot be less than 30.

During the reactivation process the new officers should review the roster and perform the following:

1. Contact the remaining members on the roster and setup a time to visit with them outlining the vision and goals of the officers for the reactivated council. Encourage them to become active members in the council. The following are some examples of situations that you may encounter with the roster:
2. If a member is deceased, complete a Membership Document (#100) including the date of death.
3. A member may be adamant about not being a part of the Knights of Columbus. In this case, express your regrets and tell the member that he will be taken off the roster. If the member is already an inactive insurance member nothing needs to be done.
4. A member may be enthusiastic about being an active member of the council. Notify him of the meeting day, location and time and ask him to complete a Member/Prospect Interest Survey (#1842). If the member has an inactive status, then a Membership Document (#100) needs to be completed.
- 5.. Please make sure that the number of members in the council does not fall below 30.

STEP 9 — STATE DEPUTY LETTER

At this time, request the state deputy to write a letter to the supreme secretary. The letter should address the following:

1. A statement of reactivation.
2. If there are debts, the state deputy needs to ask for forgiveness of the debt. Please explain how the State Council handled the indebtedness of the council.
3. If a new name for the council is requested, the state deputy must approve this in his letter.
4. If a new location for the council is desired, the state deputy must approve this in his letter.

Reactivation Expenses & Correspondence

Depending on the time it takes to reactivate the council, and following the above steps may qualify for \$200 to help the council and/or a Council Outfit Kit.

Please have all the correspondence sent to the address below as they are completed. All Membership Documents (#100) that add a new member or suspend a member should also be sent to the same address.

Knights of Columbus
Council Reactivations
1 Columbus Plaza
New Haven, CT 06510-3326
councilreactivation@kofc.org

III. COUNCIL MERGE GUIDELINES (From Supreme Council)

Procedures for Merging two or more Councils

Under the Order's guidelines, the merging councils must complete the following steps independently in order to merge:

- (1) Draft a resolution calling for the Merger.*
- (2) Read the resolution at one (1) meeting.*
- (3) Publish the resolution to each of the council's members.*
- (4) Vote on, and approve, the resolution at the following meeting.*
- (5) Once the councils approve the merger the District Deputy will then write a request for the merger and sends it to the State Deputy for his Approval. A copy of the resolution from the merging councils with the vote result should be attached.*
- (6) If the State Deputy approves the merger, he will forward the request with all the attachment it to the Regional Growth Director.*
- (7) Once the Regional Growth Director approves the merger, he in turn forwards the request and all the attachments to the Supreme Secretary for his action.*
- (8) The Supreme Secretary will present the request to the Board of Directors for their approval or rejection at their next meeting.*

A Few Notes:

- 1. A new name could be adopted for the new council.*
- 2. We recommend keeping the lower council number.*
- 3. All members, liabilities, debt etc. become the responsibility of the new council.*
- 4. The Past Grand Knights of each council shall retain all rights and privileges that pertain to Past Grand Knights, and the Grand Knight of the council ceasing to exist by reason of the merger shall be entitled to the title, right and privileges of Past Grand Knights without regard to the length of time served in such office.
(SEC 249.2 Laws & Constitution)*

IV. COUNCIL NAME CHANGE PROCEDURE (From Supreme Council)

Change of Council Name or Situs

Under the Order's guidelines, a council must complete the following steps in order to change its name:

- 1. Draft a resolution calling for the name change.*
- 2. Read the resolution at one (1) meeting.*
- 3. Publicize the resolution to each of the council's members.*
- 4. Vote on, and approve, the resolution at the following meeting.*
- 5. Forward the resolution to the State Deputy for his approval.*

Note: If the resolution calls for the council to be named after a person (must be deceased), his biography must accompany the resolution. If the individual was a priest, the approval of the Bishop must be obtained before the name change can be approved. Bishop's approval must accompany the resolution.

- If the State Deputy approves the resolution, he will forward it to the supreme secretary.*
- The Supreme Secretary will present the request to the board of directors for their approval or rejection at their next meeting.*

The changing of the name of a council is an important action and should not be taken lightly, especially considering the historical significance to the council. Maintaining a religious name is generally preferred to a secular name. Guidelines are available from the Supreme Council office to assist in selecting a council name and can be found in Appendix D of the Council Growth and Retention Guidelines (#10506) booklet.

V. REINSTITUTION GUIDELINES (From Supreme Council)

Reinstitution of Dissolved/Merged 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. (Refer to reactivation guidelines in this document)

All reinstatements of dissolved councils must be presented to the board of directors for their approval. Once a completed Notice of Reinstitution (#136) 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 Institution) 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 (#137) 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 Fraternal Mission Department

VI. DISSOLVING COUNCILS (From Supreme Council)

Dissolution of Councils — Whenever the board of directors orders a council dissolved, you must follow any directions you receive from the supreme secretary regarding the transfer of memberships and the disposition of books, papers, records, accounts and moneys of the council.

Dissolved Councils — A new council may not be established in a location that was the site of a dissolved council without first obtaining approval from the board of directors. The procedure calls for the state deputy to direct a letter of permission to the supreme secretary before any steps to organize are taken.

The “Let us be Worthy” Council Rejuvenation Program is offered as a way to improve the operation and function of any council here in Ohio. Feel free to contact me with any questions on how this may help your council.

Vivat Jesus!

Ken Girt, PSD,
State Rejuvenation Chairman
330-608-1729
girtken@sssnet.com

Jeff Kiliany
State Deputy –
Ohio State Council K of C
(330) 853-6099 cell
jtktg@yahoo.com

Diocesan Council Rejuvenation Coordinators 2023-2025:

Ken Girt PSD	State & Youngstown Diocese Council Rejuvenation Chairman
Dave Helmstetter PSD	Arch Cincinnati Diocese Council Rejuvenation Chairman
Bob Walsh	Cleveland Diocese Council Rejuvenation Chairman
Kevin Miller PSD	Columbus Diocese Council Rejuvenation Chairman
Bob Byers PSD	Steubenville Diocese Council Rejuvenation Chairman
Matt Smith	Toledo Diocese Council Rejuvenation Chairman

Look in The Mirror

A webinar from a few years back dealt with Member Experiences in the Council. One of the exercises was completion of the Council Engagement Assessment to determine if councils were meeting the needs of their members new and old. I believe in order to repair something we need to determine what and where the problem originates. This exercise could help a council figure out what they are doing well and point out the areas they are lacking in. Be honest when you answer the questions and learn from what it tells you. The Ohio State Council suggests councils perform this exercise at the beginning of the Fraternal Year to create a guide for the future. In addition to the exercise form, there are also two more forms explaining the Council Engagement Experience and the Lesson Plan. Please review and I wish you good luck as your council undergoes this helpful process.

1. Council Engagement Assessment Form # 10970 6/20
2. Enhancing Member Experience Form # 11066 6/20
3. Enhancing Member Experience – Lesson Plan Form # 11065 6/20



Enhancing Member Experience

Lesson Plan

LEARNING OBJECTIVES FOR FRATERNAL LEADERS

- ▶ Understand what's meant by the terms membership experience and membership engagement and how the two terms are related.
- ▶ Complete the Council Engagement Assessment to assess their council's strengths and weaknesses with regards to member engagement.
- ▶ Understand that member engagement is the council's responsibility. Successful council engagement leads to members having positive opinions about their membership.
- ▶ Learn the five steps in the engagement cycle and how they relate to one another, ultimately leading a member to go through them again.
- ▶ Discover tools that will help address deficiencies in your council's current member engagement as based on your councils engagement score.
- ▶ Understand that retention issues result when a council has failed to engage a member and show the value of his membership. These issues can be overcome by discovering where this breakdown occurred.

ACTION STEPS FROM FRATERNAL LEADERS

- ▶ Make council engagement a regular discussion at all officer meetings.
- ▶ Commit to retaking the Council Engagement Assessment in 6-12 months to measure improvement.
- ▶ Conduct a council membership survey at least once per year.
- ▶ Ensure the council has appointed an officer to oversee the council's communication plan, including updating the council's calendar.
- ▶ Approach retention issues with a spirit of fraternity and understanding to see where things broke down in the engagement process.

SUPPLEMENTAL RESOURCES

- ▶ Engagement Assessment (#10970)
- ▶ Engaging Council Members Summary (#11066)
- ▶ Member Interest Survey (#1842)

ADDITIONAL READING

- ▶ Membership Recruitment & Retention Manual (#10237)



Council Engagement Assessment

ONBOARDING

Yes/No

- 1) Does your council have a plan to welcome new members? _____
- 2) Does your council assign mentors to new members? _____
- 3) Does your council encourage the Shining Armor Award? _____
- 4) Does your council provide informational binders for officers and chairmen? _____
- 5) Does your council have a way to welcome back members? _____

COMMUNICATION

- 6) Does your council communicate individually to members once a quarter? _____
- 7) Does your council communicate to the entire council at least once a month? _____
- 8) Does your council recognize birthdays, join dates, and anniversaries? _____
- 9) Does your council have an easily accessible calendar of events? _____
- 10) Does your grand knight meet with your chaplain/pastor at least once a month? _____

INTERACTION

- 11) Does your council run programs in all 4 Faith in Action categories? _____
- 12) Does your council have family-oriented programs? _____
- 13) Is your council open to new ideas and new ways of doing things? _____
- 14) Does your council engage its field agent and/or general agent? _____
- 15) Does your council engage its district deputy and/or state council? _____

FORMATION

- 16) Does you council have a way to develop leaders and future officers? _____
- 17) Does your council make prayer central to its meetings and activities? _____
- 18) Does your council support opportunities for men’s faith formation? _____
- 19) Does your council support the sacramental life of your parish(es)? _____
- 20) Does your council lecturer address the council at each business meeting? _____

RECOMMITMENT

- 21) Does your council communicate publicly about what you’ve done? _____
- 22) Do you survey your membership annually about council activities? _____
- 23) Do you follow up with all volunteer sign-ups, not just those that actually show up? _____
- 24) Do you regularly ask members what they can commit to the council? _____
- 25) Do you ask all members to get involved in growing your council? _____

Onboarding	Communication	Interaction	Formation	Recommitment	TOTAL

For each question you answered "yes", give yourself two points. For each question you answered "no", give yourself no points. Then, total your points by section, and overall.



Enhancing Member Experience

ONBOARDING: Roll out the welcome mat!

- ▶ Onboarding is how you welcome and integrate men AND their families into your council.
- ▶ Your council's specific onboarding approach will likely vary based on where these men are in the Knights journey:
 - **New Members** – introduce them at council meetings/events and give them some swag to feel part of the team. Assign them a mentor to introduce them and their families to the council and the Order.
 - **Transfers** – similar to new member, he should be introduced at council meetings/events and given something to feel part of the team.
 - **Inactive Members** – welcome them back and let them know that their time – no matter how much – is appreciated. If they haven't been around in awhile, introduce them and their families to other members and families in the council.
 - **New Officers** – make sure each officer feels comfortable in his new role. The outgoing officer should meet with him when possible and others who have served in the role should be willing to offer assistance too.

COMMUNICATION: Spread the news!

- ▶ Communication covers everything from communicating about meetings and events to communications between officers to communicating who you are to the greater community.
- ▶ Appointing someone to serve as a PR Chairman and oversee communication will help your council stay on top of this very important area.
- ▶ Remember that some members may prefer newsletters, while others prefer emails. Some may want phone calls while others want texts. Understand your members and communicate in the right channels.
- ▶ Personal, one-on-one communication remains the most effective.
- ▶ If it's on the calendar, it must be real! Make sure your council calendar is up to date and accessible to members and parishioners.
- ▶ Be sure your Chaplain feels he is an important part of the team. Make sure your grand knight meets with him at least monthly.
- ▶ Blow your own horn! Let everyone in the parish know about the great work you do.

INTERACTION: Together we can do more and be more

- ▶ Remember, you are interacting not just with a member, but also his family. Make sure your programs and events are family-friendly. Let a member lead his family in faith and service.
- ▶ Be open to new ideas and new ways of doing things. Create an environment where men feel comfortable sharing their ideas.
- ▶ You're not in this alone – work with your field agent (or general agent) and your district deputy. Make sure they know not only when your meetings are, but when your programs and events are. Keep them on the invite list.
- ▶ Make your council meetings matter. The easiest way to lose a member is to have a boring or pointless meeting. Have an agenda and keep things moving. Hold an officers meeting to plan and finalize the agenda. Make sure there's time for prayer and fraternity before and/or after the meeting.

FORMATION: Help him grow!

- ▶ The men who join your council want to grow, so make sure your council is helping them to grow as Catholic men, husbands and fathers. And when they grow, their families will grow too.
- ▶ Create a path to develop leadership. Invite men to take on a minor responsibility with a program or event, and once he's comfortable challenge him to take on more responsibility. When he's ready, encourage him to take on an officer role.
- ▶ Always lead (and end) with prayer. Prayer is essential to who we are as Catholics and as Knights.
- ▶ Commit to building up each other's faith. Work with your Chaplain to hold a council retreat or attend a men's conference together as group. Consider starting a discussion group (around Into the Breach) or a Bible study within the council.
- ▶ Support the sacramental life of the parish. Recognize those reaching sacramental milestones, whether or not they are part of your council.
- ▶ Utilize your Lecturer. Quality, edifying presentations during council meetings, not only help to make meetings more valuable to members, but help to build up and form your council in faith and fraternity.

RECOMMITMENT: Give him reasons to stay!

- ▶ Remind your members (and the parish) what your council does regularly. When people are reminded of the great work your council does, they will be more likely to remain committed.
- ▶ Survey your membership regularly to get feedback on what's working well (so you can continue it) and what could be improved. Even consider surveying those members and families that are not yet part of your council – maybe you'll learn why!
- ▶ Follow up with your volunteers. Thank yous are important; make sure everyone that helps is appreciated. But also follow up with no shows. Sometimes being told they were missed means even more than a thank you.
- ▶ Challenge the men in your council to do more. If a man helped with one program, see if he can help with two. If a man has been a guard for 5 years, challenge him to take on more senior council leadership.