

MEMBERSHIP HANDBOOK INDEX

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Membership Director and Chairmen

State Membership Director

Jake Werner (Deb)

4937 154th Ave SE

Loenard, ND 58052

jwkofo@gmail.com

cell **303-349-8188**

Home **645-2291**

New Council Development

Dr. Cory Badinger (Barb)

3221 46th Ave SW

Fargo ND 58104

badinger@cablone.net

home **356-0040**

cell **730-2130**

office **239-4749**

fax **356-5198**

Membership Retention

Roundtable and Council Reactivation

Gib Bromenschenkel

509 21st Ave N

Fargo, ND 58102

gibdoris@juno.com

home **235-1975**

Ceremonials

Dr. Cory Badinger (Barb)

3221 46th Ave SW

Fargo ND 58104

badinger@cablone.net

home **356-0040**

cell **730-2130**

office **239-4749**

fax **356-5198**

Insurance Promotion - Wolf Agency

Bob Wolf (Mary) - General Agent

P.O. Box 148

Minot, ND 58702

rpwolf1@hotmail.com

office **838-3631**

home **852-5430**

Awards/Report Forms

Larry Lewandowski

1108 S 12th St/

Grand Forks ND 58201

gwkofc@ndsupernet.com

home **775-5918**

cell **218-791-2899**

Communication

Is the

KEY

- Between you and the State Deputy
- Between you and your Councils
 - Between you and yourself
 - The **KEY** to success i1s

COMMUNICATIONS!



Don't keep your councils in the dark.

Be sure your councils see what the State Council sees

Be sure to communicate with your council and the State Council

From Your State Deputy:

There are many benefits and opportunities that Knights of Columbus members and their families can enjoy. Just to name a few:

COLUMBIA MAGAZINE – Free subscription to the Order’s monthly magazine examining issues of concern to Knights, Catholics and families.

KNIGHTS of COLUMBUS ROSARY – Blessed by the supreme chaplain, presented during the First Degree exemplification to each new member.

DAILY MASS OF REMEMBRANCE AT ST. MARY’S CHURCH – Mass for deceased members and their wives, and deceased members of the Squires program, at birthplace of the Order.

INSURANCE – Portfolio of top-quality life insurance, long-term care, and annuity products exclusively for members and their families.

WIDOW BENEFITS – a) Continues to be covered under the Member/Spouse Fraternal Benefit; b) May purchase life insurance, long-term care insurance, or annuities up to one year after insured member’s death; c) Receives a free lifetime subscription to *Columbia*; d) Eligible with her children for scholarships, student loans, etc.

SCHOLARSHIPS – Scholarship programs for higher education available to members, their spouses and children.

ACTIVITIES – FAMILY/YOUTH/RELIGIOUS/SOCIAL/ATHLETIC – Participation in a variety of programs and activities conducted by local councils.

The information in this Membership Handbook is a guide to assist your council in its recruitment efforts.

Page three in this handbook has a very important message, “Communication is the Key”. Be sure to communicate with your council and the State Council.

Please let me know how the State Family can be of service to you.

With best wishes for a great year,

Gary Steier, State Deputy

Membership

When approaching a potential new member, how many times have you been asked “why should I join?” How many of you fumbled with the answer? You know in your heart why you are a member, but for some reason, when asked, it is hard to put in words. Try sharing with them the two things we, as Knights of Columbus, do: We Change Lives and We Save Lives.

We Change Lives by our good works, like the Global Wheelchair Mission, which provides high-quality wheelchairs to poor people around the world; by actively and financially supporting Special Olympics; by leading the charge in Pro-Life; by safeguarding the environment; and by helping today’s youth become tomorrow’s leaders through our Youth Programs like our Free Throw Championship and Soccer Challenge. As fathers and husbands, serving our families is not only part of what we do, it’s part of who we are.

We Save Lives by donating ultrasound machines to Pro-Life clinics across the United States, by supporting Pro-Life activities that respect human life from conception to natural death; by organizing blood drives; and praying at the abortion clinics.

We Knights are committed to making our community a better place, while supporting our Church. Being a Knight is much more than camaraderie; it is being involved with our community; it is supporting our local Catholic Church, while enhancing our own faith; it is about protecting and enhancing our family life. We are men of faith, guided not only by our belief in God and the Catholic Church, but by our belief in one another, and in ourselves.

We are the Knights of Columbus. We believe that a man is defined by his actions as a follower of God, and as a leader in his community. Believing that a man is more than simply a man, when he bears the title of “Knight”.

There is no better time to be a Knight of Columbus!

Vivat Jesus!

Jake Werner
State Warden/State Membership Director

10 Keys to Success

By Supreme Knight Carl A. Anderson

When the state deputies are in New Haven for their organizational meeting, I review with them my “10 Keys to Success.” I believe that these keys are as important to grand knights and district deputies as they are to state deputies. I outline them here:

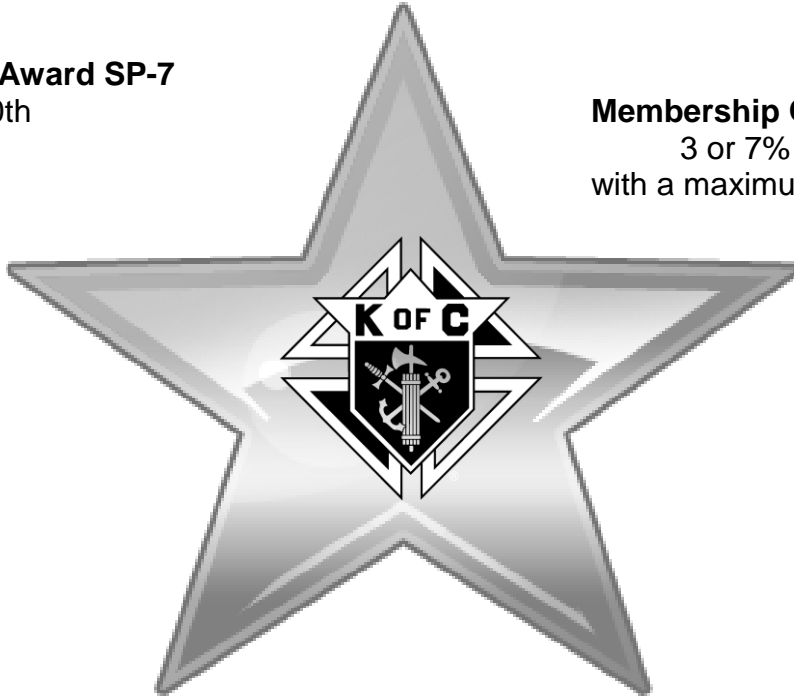
- **Be Membership-Growth Oriented 365 Days a Year.** Every activity your council undertakes should be geared to membership growth.
- **Establish Long-Term Goals for Growth.** “Long term” should be at least five years.
- **Create Team-Oriented Council Officers.** Work as a team toward a common goal, whether it be a service project or a recruitment target.
- **Maintain a Positive Attitude and Communicate It.** You must instill a positive attitude – “The best is yet to come” ... “This year can be better than last year, and next year will be even better than now.”
- **Focus on Youth and Youthful Leadership.** Conduct programs that attract younger men and their families, such as our free-throw program and soccer challenge.
- **Take Advantage of Leadership Training Programs.** The Supreme Council and your state council want – need – you to succeed. Attend grand knight training seminars, state meeting and functions.
- **Establish Accountability.** Be accountable to your fellow officers, your chaplain and to your members. Give them direction and let them know what you expect of them.
- **Have and Communicate Clear Priorities.** Repeat them often at meetings, in newsletters, via e-mail or in other regular correspondence with your officers and members.
- **Be Open to Change.** Constantly assess your performance and adjust your program to meet overall goals.
- **Use Your District Deputy.** He is an invaluable resource to you and your fellow officers.

Star Council

Form #365
Chairman Report
Due August 1st

Columbian Award SP-7
Due June 30th

Membership Quota
3 or 7%
with a maximum of 35



Fraternal Survey #1728
Due January 31st

Insurance Quota
2 ½% or 3 members

- **All Per Capita Tax Must Be Paid**
5 points of a star your KEY
Can you accomplish your 5 points?
- **Each Council MUST host, participate or hold
4 First Degrees during the year**
If you have questions contact Membership Director Jake Werner
701-645-2291 (h) 303-349-8188 (c) jwkofc@gmail.com

Achievement by Points

The second way to achieve the “prestigious” State Deputies Award of Excellence this fraternal year, simply accumulate 1000 points via points schedule below. To accumulate points, simply submit the monthly reporting form by the 10th of each month.

MONTHLY CREDITS (150 TOTAL CREDITS PER MONTH)

- Monthly Report received (Due by the 10th of the month) 10pts
- Recognize a Knight of the Month 10pts
- Reported “Family of the Month” to Supreme 10pts
- Council initiated or reactivated a member 10pts
(Plus 5pts for each additional member)
- Conduct a Membership Drive 5pts
- Prayed the Rosary at Council Meetings 5pts
- Council sends out monthly bulletin or newsletter 5pts
- Someone in the council invited a priest home for dinner 5pts
- Council made a donation to the North Dakota KC Foundation 10pts

SERVICE PROGRAM ACTIVITY COMPLETED

- Church 10pts
- Community 10pts
- Council 10pts
- Family 10pts
- Youth 10pts
- Americanism 10pts
- Pro-Life 10pts
- Miscellaneous 10pts

ANNUAL CREDITS (470 TOTAL)

- Seminarian Support (\$500.00 = 50pts max) 50pts
- Membership achievement (50% by 12-31-2011) 100pts
- Membership achievement (100% by 03-31-2011) 100pts

TIMELY SUBMITTAL OF SUPREME AND STATE REPORTS

- Form #185 10pts
- Form #365 10pts
- Council Audits (2 @ 10pts each) 20pts
- Fraternal Survey 10pts
- Columbian Award 10pts
- Supreme Service Awards (6 @ 20pts each) 120pts
- Knight of the Year 20pts
- Family of the Year 20pts

Membership Divisions

Monthly summary – 7/1/2011

| DIVISION 1 30 TO 99 members | | | DIVISION 2 100 TO 249 members | | | DIVISION 3 250 and up | | |
|--------------------------------|--------------|----|----------------------------------|-------------|-----|--------------------------|-------------|-----|
| 2477 | New Rockford | 67 | 1798 | Williston | 240 | 0782 | Fargo | 308 |
| 3354 | Beach | 55 | 2760 | Mandan | 193 | 1150 | Minot | 373 |
| 3971 | Strasburg | 74 | 2826 | Mott | 116 | 1260 | Grand Forks | 333 |
| 4485 | Walhalla | 99 | 3918 | Grafton | 246 | 1515 | Dickinson | 608 |
| 4495 | Oakes | 98 | 4004 | Glen Ullin | 138 | 1604 | Bismarck | 250 |
| 4553 | Bowman | 79 | 4185 | Richardton | 185 | 1779 | Devils Lake | 634 |
| 4715 | Garrison | 95 | 4389 | Edgeley | 105 | 1883 | Jamestown | 418 |
| 4887 | Dunseith | 25 | 4496 | Napoleon | 192 | 2205 | Wahpeton | 364 |
| 5055 | Park River | 96 | 4690 | Hillsboro | 146 | 4136 | Rugby | 299 |
| 5056 | Cavalier | 63 | 4778 | Lidgerwood | 295 | 4894 | Minot | 404 |
| 5275 | Powers Lake | 43 | 4974 | Flasher | 161 | 5955 | Linton | 252 |
| 5298 | Hague | 98 | 5057 | Langdon | 171 | 6186 | Mandan | 277 |
| 5490 | Gladstone | 52 | 5217 | Harvey | 139 | 6570 | Fargo | 291 |
| 5785 | Courtenay | 37 | 5451 | Lisbon | 137 | 10496 | Bismarck | 255 |
| 5832 | Grand Forks | 62 | 5477 | Lefor | 140 | | | |
| 5843 | Golva | 49 | 5668 | Bottineau | 112 | | | |
| 5932 | Sanborn | 61 | 5855 | Belcourt | 163 | | | |
| 5964 | Rolla | 92 | 5856 | Drake | 145 | | | |
| 6007 | Lakota | 74 | 6308 | Dickinson | 215 | | | |
| 6011 | Center | 26 | 6310 | Belfield | 209 | | | |
| 6022 | Tappen | 40 | 6438 | Valley City | 108 | | | |
| 6340 | Reynolds | 63 | 6465 | West Fargo | 207 | | | |
| 6446 | Watford City | 43 | 6540 | Bismarck | 177 | | | |
| 6666 | Esmond | 33 | 7083 | Fargo | 174 | | | |
| 6752 | LaMoure | 53 | 7176 | Grand Forks | 149 | | | |
| 7495 | Mayville | 52 | 7602 | Bismarck | 157 | | | |
| 7687 | Stanley | 56 | 8839 | Dickinson | 222 | | | |
| 8003 | Minot AFB | 92 | 9589 | Bismarck | 190 | | | |
| 8313 | Hazen | 71 | 9675 | New England | 100 | | | |
| 8953 | Beulah | 71 | 9906 | Minot | 203 | | | |
| 9043 | South Heart | 94 | 9950 | Dickinson | 144 | | | |
| 9126 | Fargo NDSU | 87 | 10829 | Grand Forks | 107 | | | |
| 9174 | Washburn | 97 | 10837 | Grand Forks | 137 | | | |
| 9477 | Casselton | 72 | 10982 | Fargo | 195 | | | |
| 9839 | Minot | 81 | 11930 | Fargo | 257 | | | |
| 9948 | Regent | 64 | | | | | | |
| 9996 | Larimore | 71 | | | | | | |
| 10288 | Hettinger | 45 | | | | | | |
| 10989 | Forman | 52 | | | | | | |
| 11714 | Thompson | 41 | | | | | | |
| 12947 | Velva | 64 | | | | | | |
| 12950 | Manvel | 29 | | | | | | |
| 13533 | Ellendale | 35 | | | | | | |
| 13670 | Cooperstown | 40 | | | | | | |
| 13698 | Wishek | 33 | | | | | | |
| 13830 | Kenmare | 28 | | | | | | |
| 14816 | Mandan | 49 | | | | | | |

Membership Blitz Weekends

YOUR KEY TO SUCCESS



- **October 23-24, 2011**
- **February 25-26, 2012**

How to conduct an effective Membership Recruitment Blitz

A coordinated membership Recruitment Blitz is an all-out effort to maximize your membership teams' efforts by canvassing an entire parish on one weekend, gathering the names of prospective new members for follow-up.

The Preparation Phase

- Obtain the pastor's permission to conduct a Blitz at the church during a specific weekend.
- Advertise the event weekly in the parish bulletin building up to when it is held.
- Order recruitment materials from the Supreme Council Supply Department.
- Inform the insurance representatives about the dates of the recruitment drive.

The Execution Phase

- Set up informational tables at every door of the church.
- Arrange for a Pulpit Talk to be made during Mass .
- Have brother Knights on hand to answer questions.

The Follow-Up Phase

- Personal contact must be made with every prospect.
- Inform the candidates of the date of the First Degree.

**For more information on procedures for a successful
Membership Recruitment Blitz go to
nd-kofc.org**

Membership Campaign

Recruitment Strategies

The following *Action Steps* are your **KEY** to a successful recruitment program in your council. Decide which ones offer the best opportunities for success in your council. To organize and implement your program, search membership at www.kofc.org - find the “page link” to the following *Action Steps*. If you follow all the steps described, you will be successful

- **Organize your Membership Committee**
- **Build a prospect list**
- **Conduct an effective Membership Blitz**
- **One-on-one recruiting**
- **Recruit using 2-on-1 team concept**
- **Hold a Church Drive**
- **Conduct an open house**
- **Recruit former members**
- **Describe the benefits of membership**
- **Promote the Insurance Program**
- **Schedule and conduct First Degrees**
- **Recognize council recruiters**
- **The Power of ONE:**
 - **One new member, per council, per month**
 - **“Build a prospect list”**
 - **“Conduct an effective Membership Blitz”**

Remember, there are a lot of qualified Catholic men just wanting to be asked to join. Now is the time to take your first steps toward offering these men membership in the Knights of Columbus.

Grand Knight Incentives



**Each Grand Knight
who fulfills
the following duties
will receive a
Knights of Columbus
Camping Chair**

| | | |
|------------|---------------------------------|--|
| Form #185 | Election of Officers | due July 1, 2011 |
| Form #365 | Appointment of Council Chairmen | due August 1, 2011 |
| Form #1295 | Council Audits | due August 15, 2011 & February 15, 2012 |
| Form SP7 | Columbian Award | due June 30, 2012 |

- Hold or participate in a 1st Degree with a new member
- Use the Grand Knight Monthly Reporting Form
- Report to your District Deputy monthly
- Per Capita paid both to Supreme and State
- Start a Round Table if applicable
- Attain Supreme Membership Quota

Incentive for a Financial Secretary



Each Financial Secretary who fulfills the following duties will receive a Knights of Columbus Camping Chair

| | | |
|------------|---------------------------------|--|
| Form #185 | Election of Officers | due July 1, 2011 |
| Form #365 | Appointment of Council Chairmen | due August 1, 2011 |
| Form #1295 | Council Audits | due August 15, 2011 & February 15, 2012 |
| Form SP7 | Columbian Award | due June 30, 2012 |

- Per Capita paid both to Supreme and State
- Start a Round Table if applicable
- Submit Monthly Proposer Form
- Keep suspensions to a minimum by following proper procedures

Membership Incentives

These incentives are open to all members of North Dakota Knights of Columbus

*****Have your name placed in a drawing for each member you sign up*****

Drawings will be held at the end of each Quarter.

July - September 2011
January - March 2012

October - December 2011
April - June 2012

Prizes (5-6) will vary and be listed each quarter in the UPDATE Newsletter send to Grand Knights and Financial Secretaries and posted on the State Council website **nd-kofc.org**.

Quarterly prizes and winner will be posted on website.



TV



Potential Prizes

GPS



Computer



Camping Chair

Duffel Bag

Watch

Clothing

Tools



TOP PROPOSER in the State, award to be announced

Proposer form (page 14) MUST be sent in by Financial Secretary to receive credit for members recruited. This includes New Members, Reinstatements, Reactivations, Readmissions and Reapplications.

North Dakota State Council Proposer Form

Instructions:

- Financial Secretary report new members and former members reactivated, reapplication, reinstated, or readmitted.
- Report names from Council’s Monthly Supreme Statement.
- Proposer Name from Form 100.
- Due 10th of each month.

Council # _____ City _____

| New Member | 1 st Degree Date | Proposer Name | Council |
|------------|-----------------------------|---------------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Mail form to:

State Membership Director
 Jake Werner 4937 154th Ave SE Leonard, ND 58052

E-mail to both:

State Membership Director Jake Werner jwkofc@gmail.com
 State Deputy Gary Steier bgsteier@ndgateway.com

Form available online nd-kofc.org

Qualifications for Membership In the Knights of Columbus

The qualifications for membership in the Knights of Columbus are set down in Section 101 of the Laws of the Order. They are as follows:

“Only practical Catholics in union with the Holy See shall be eligible to and entitled to continue membership in the Order. An applicant for membership shall not be less than 18 years of age on his last birthday.”

PRACTICAL CATHOLIC—Guidelines have been established to assist in judging the practical Catholicity of an applicant or member. Those guidelines also appear in our Grand Knight’s Handbook (#915).

If questions arise at any time as to the candidate’s practical Catholicity, the proposer or the Admissions Committee should consult the council chaplain and/or the candidate’s pastor.

Membership Retention

Each year we are given goals and quotas for the year in membership growth. As we plan to bring new members into the order, through initiations or reactivation, we need to also work on keeping our membership current and active.

It is recommended that each council appoint one of its members as Membership Retention Chairman. This member will work closely with the Grand Knight and Financial Secretary each month to monitor the status of the current membership.

To help in monitoring the status of the council’s current membership, the Council’s Membership Retention Chairman or the Financial Secretary will submit a monthly report on the first of the month to the State Membership Retention Chairman. The information to be submitted is as follows:

- Number of members in arrears – 1 year, 2 years....
- Status of billing cycle
- Council goals and plan of action

This information will then be used to monitor the status of the current membership throughout the State of North Dakota. The information will give the State Council data of areas of member’s contacts, percentages of members’ delinquent, etc. The goal of the State Council is to retain all possible members.

The State Council will be able to help each council on a more individual basis in membership retention when we know your retention situations and concerns.

We are there to help with resources that are available at the State and Supreme levels.

Submit information to:

State Deputy Gary Steier
310 11th St SW
Hettinger, ND 58639
bgsteier@ndgateway.com

Sample Letter for Member Retention

Date

Mr. & Mrs. John Doe
0000 Spring Street
Your City, ND 00000

Dear John and Mary,

It has come to my attention that your local council has sent you a notice of intent to suspend you from the Order of the Knights of Columbus.

Please read this letter to see what you will be losing. There are two very important items.

What better gift could you leave your family than a Daily Mass for the repose of the soul of their mother and father? Yes, since the inception of the Order, a Daily Mass is offered for all deceased members and their spouse.

To have a Mass said at your local parish a stipend is given to the Parish and a Mass is offered for your loved one. Just think, for being a member of the Knights of Columbus a Mass will be offered every day – priceless.

You also have an accidental death benefit amounting up to \$5000 for the two of you for just being a member.

Thank you for your consideration.

Signature

Knights of Columbus Round Tables

“A Knights of Columbus Presence in Every Parish.”

Living in service to all is one of the most dynamic qualities of being a Knight. A unique way for Knights to serve is by helping out in local parishes, especially in those churches that do not have a Knights of Columbus presence and are not large enough to have their own council. The Order requests council members to extend services to such parishes. This can be accomplished by establishing a Parish Round Table in which current member Knights help local parishes. The parish priest will identify the services he requires. The Parish Round Table Coordinator will then work with members of the Parish Round Table and the council to fulfill his wishes.

A **Round Table Booklet #2632** is available from the Supreme office for proper set up of a Round Table.

- A Coordinator is needed. He reports to the local council once a month.
- There are no elected offices
- There are no regular meetings
- There are no dues
- Once a year you are asked to fill out 2 reports.

Form #2629 and Form #2630

Forms available on line or contact Roundtable Chairman

Gib Bromenschenkel home 235-1975

gibdoris@juno.com

Benefits of a Round Table:

- The Pastor sets the programs
- Pastor involvement is as he wishes
- Obtaining membership goals are made easier
- You are helping your Parish Community
- You are helping your Parish Priest in his efforts

Ceremonials

The most important ceremonial performed in the Knights of Columbus is the “**Council Meeting**”. You can find the proper protocol for setting up a council meeting in the Supreme Handbook on “Protocol”. I encourage the use of place cards for the officer positions. Run your meeting with order.

The ceremonials for the 1st, 2nd and 3rd degrees are there to teach us lessons on who we are as Knights of Columbus members and our Catholic faith. It is important to differentiate these lessons from the work of the Knights of Columbus.

First Degree:

- The Grand Knight is in charge of the 1st Degree. Notify the District Deputy of each degree date.
- Each council should participate in a 1st Degree Team. This will allow councils to conduct frequent First Degrees. **Never hold candidates for Degrees, but Degrees for candidates.**
- Supreme is allowing use of the new large print book to aid the delivery of the degree. All are encouraged to memorize parts. Also, practice the degree before delivering the lesson to the new member.
- The new sash is available for degree team members to wear instead of robes.
- It is recommended for each proposer to escort or arrange for a Brother Knight to escort the candidate to the First Degree.

Second Degree:

- The District Deputy is in charge of the 2nd Degree. It is encouraged to have 2nd Degree Teams in each District or join Districts together to perform the 2nd Degree.
- It is recommended for the 2nd Degree to stand alone, but it can be performed with the 1st or 3rd Degree.
- It can be presented on a separate evening during the week.

Third Degree:

- Supreme Council instituted a new 3rd Degree, effective May 1, 2011.
- The State Deputy is in charge of the 3rd Degree.
- The 3rd Degree is delivered by the Conferring Officer.
- With the new 3rd Degree, it is recommended all existing 3rd Degree members come and witness the new lesson taught in the 3rd Degree.
- Special promotion will be placed on encouraging members to obtain their 3rd Degree and learn the lessons of who we are as Knights of Columbus.
- The new 3rd Degree can be held on week day evenings and will be more readily available for members to receive their degree.

District Deputy will notify all councils within the area of the following:

- Have major membership drives one month prior to degrees.
- Time, date and location and host councils of Degrees
- Notify State Deputy and Ceremonial Chairman of all degree dates or wishes.

Remember: The ceremonials are what a new or existing member sees and witnesses on how the Order of the Knights of Columbus presents itself. Make a good impression on all aspects and many will get more involved.

Insurance

Following are some examples of support that we can offer the State Office, as well as our Local Councils.

SUPPORT

Since there are a number of newly elected officers statewide, the Agency would like to remind everyone of the support that the Agency Field Force can offer you. We would like to work closely with all the State Officers and Grand Knights when it comes to Insurance Promotion and also assist when possible with Membership Recruitment.

DEVELOP A PLAN

The Grand Knight should feel free to call the General Agent or Field Agent to develop a plan involving promotions for both council meeting attendance and the Order's insurance program.

TEAMWORK

Throughout the Order, our Fraternal and Insurance aspects must be blended into a smooth working team. Such is the task of the Grand Knights and the Insurance Promotion and Membership Chairman. General Agents and Field Agents are an integral part of the council's membership and retention campaigns. Their expertise regarding the Fraternal Benefits of the Order and their knowledge of the members of their councils is invaluable. Use these professional assets to your advantage.

COMMUNICATION

Communication is the key for everyone's success, so feel free to contact General Agent - Bob Wolf, or any of the Field Agents with any concerns or questions you may have.

Honor Your Knights In Shining Armor!

Designed to get new members actively involved within their council as early as possible

Awarded for service to the Order with distinction, the **“Shining Armor Award”** is given to those men that exemplify what a true Knight of Columbus is. The concept of the **“Shining Armor Award”** program is to get members active in the many facets of the Knights of Columbus and honor them as a valued member of your council. To qualify for the **“Shining Armor Award”**:

- Be involved in at least 3 council service programs.
- Attend at least 3 council business meetings.
- Receive their Second and Third degrees.
- Meet with their council’s insurance representative.
- Recruit at least one new member.

These are the qualifications for the basic program; consider implementing it in your council. Keep in mind; the main focus of the program is to get members actively involved within their council. Councils can order materials for this program through the Supreme Council Supply Department by using the form #1:

- **Qualification Cards** (#4292), help members keep track of their progress toward attaining the “Shining Armor Award” as their grand knight verifies each completed requirement. These cards are available free of charge.
- **Certificates of Recognition** (#4293), are a special way to commemorate the hard work of these Knights. These certificates are available for .25 each.
- **“Shining Armor Award”** is now open to ALL Knights, not just new Knights and Supreme will now supply the lapel pins at no cost.

NECROLOGY REPORT

This form is to be kept on file and used to record any deaths in your council between the 2011 and 2012 convention. To assist us in preparing the Necrology for the Annual State Convention Memorial Mass, please submit this report by April 1, 2012.

Council number: _____

Council city: _____

Please check here if there are no deaths to report in your council

Financial Secretary _____ Date _____

NAME (please type or print each letter clearly)

STATE OFFICES HELD
(IF APPLICABLE)

**SEND TO: Richard Schall
Administrative Assistant
Box 645
Minot, ND 58702**

**email: res@min.midco.net
fax: 852-4222**

Pulpit Announcement

(Sample)

Knights of Columbus Membership Talk

Reverend Father, ladies, gentlemen, families and all. My name is _____ and I'm here to offer all of you a special invitation to be part of an organization that prays, works, and plays together. I am here to talk to you about the largest Catholic Family, Fraternal, Service Organization in the world, The Knights of Columbus.

(Add information about your local council. Describe your council programs and involvements with Church, Vocations, Family, Youth, Community, etc.)

The North Dakota State Council provides various functions for the youth, such as the Free Throw Contest, Soccer Challenge, Pro-life Poster Contest, Essay Contest, Coloring Contest, Scholarships and more.

Some additional benefits to Knights of Columbus members are:

- Scholarships and fellowships for members and their families as well as for seminarians.
- Every Knight has the opportunity to join the Fourth Degree, the Order's patriotic arm.
- Each Knight receives a free subscription to *Columbia* magazine.
- A daily Mass is said at St. Mary's Church in New Haven, Conn., for deceased members, their spouses and the Columbian Squires.

What does it take to join? There are only two requirements: (1) to be a Catholic male over the age of 18 years old and (2) to be a practical Catholic. What can you get from it? You will get a deepening in your Faith, a circle of friends with similar goals and ideals, and the ability to make a difference in your community, your church and your families.

I would like to personally extend to each Catholic male over the age of 18 here today an invitation to experience the pride and enjoyment that I have received from the Knights of Columbus. Please stop by and see us after Mass and we would be happy to answer any questions. Thank you for your time.

Telephone Recruiting

(Sample)

Knights of Columbus Membership Telephone Talk

Hello, _____, my name is _____ and I am calling on behalf of Knights of Columbus Council _____ at _____ parish.

Are you aware that here at _____ Church we have a very active group of Knights and their families helping the parish grow, both in support of the parish and in their faith?

The Knights at _____ *(Add information about your local council. Describe your council programs and involvements with Church, Vocations, Family, Youth, Community, etc.)*

The North Dakota State Council provides various functions for the youth, such as the Free Throw Contest, Soccer Challenge, Pro-life Poster Contest, Essay Contest, Coloring Contest, Scholarships and more.

The Knights of Columbus have a lot to offer, but we need your help and together we can work to make a difference in our Church, Family and Community.

We have an active council at _____ parish/church and we would be honored if you and your family would consider giving us the opportunity to visit with you about the Knights of Columbus.

When would it be possible to visit with you _____?

_____, thank you for time. We look forward to visiting with you on
(date) _____ at (time) _____

Sample Bulletin Announcements

Run this or similar announcements numerous times during the year.

Try to have a parish breakfast or some function in conjunction with the announcement. Be sure to have members at the doors to answer questions.

What are the Knights of Columbus? They are the only organization in the entire world that offers a Daily Mass for the repose of the souls of its deceased members and deceased spouse of members for eternity. If for no other reason every married Catholic man should be a member of the Knights of Columbus to insure; upon his death, a Daily Mass is offered for the repose of the his soul and of his spouse. We are the only organization in the entire world who offers everlasting peace of mind for yourself and spouse. So why not be a Knight of Columbus? Contact Joe at 123-4567 or local council or Pastor.

**The most important thing in your life is available to all Catholic men in the parish. The Knights of Columbus insure a Daily Mass for the repose of the soul you and your wife for eternity. You might say I don't need it. But think what a beautiful gift you will be giving your spouse. Something you can't buy; a Daily Mass for the repose of her soul and yours after death, for just being a member of the Knights of Columbus. What a once in a lifetime opportunity, and a gift that will last forever.
Add your information**

**A Christmas gift for you and your spouse, something you have never thought of and something she will cherish for eternity. A gift of a Daily Mass for the repose of her soul and yours after death. The Knights of Columbus offer numerous activities for those who chose to participate. They offer charitable, community, family, youth, church and pro-life activities of you're choosing, scholarships for seminarians and daily rosaries. But if for no other reason than knowing a Daily Mass will be said for eternity for you and her, consider joining the largest Catholic Family, Fraternal Service organization in the world.
Add your information.**

These are samples have your Chaplain or Pastor may indicate his preference or council members.

The most important thing is to run these in the church bulletin as often as a possible. Be sure to have members at the doors or contact information in the announcement.

Father Wilhelm Wants “You”



TO JOIN HIM

IN THE KNIGHTS OF COLUMBUS

Dear Bob & Jane,

I'm recommending you for membership in our honored Order of the Knights of Columbus. I believe that you have all the qualifications to be a good Knight in this most impressive Catholic, Family, Fraternal Organization. The Knights of Columbus are the manpower source of our Parish.

The Knights of Columbus are the only organization in the world that offer a daily Mass for the repose of the soul of its deceased members and spouse. No where else in the world is this available. Join us to hear about one of the most precious gifts of eternal life.

You will receive a phone call from one the Knights to personally invite you and Jane to an open house. I would consider it a personal favor if both of you would attend the open house scheduled for ??? Pm Sunday, January ?. The open house will be held in the church social hall??????.

I'm also enclosing a list of all the Knights here at ?????? Parish. With the list you will see your fellow parishioners who are already Knights of Columbus Families.

God Bless You

Fr. Chad Wilhelm

“Father Wants You” **Membership Campaign**

This campaign is a wonderful marketing tool for recruiting new members

For a successful membership drive, follow the eight campaign steps:

1. Get the Pastors approval for a “*Father Wants You*” drive in your parish. Along with an approval letter from the pastor, you will need his picture.
2. Acquire a parish membership roster or use the last pictorial directory from your parish.
3. Build a team from the power of 10 or council members that are active in the council or VIP members.
4. Set a meeting with your team to cover the roster and highlight the parishioners known to the team members that would make possible Knights of Columbus families.
5. Divide the master list into groups of (10 or so), depending on the size of the parish, for team members to contact. Be sure the list has the following information: Name / phone / address / wife’s name.
6. Before contacts are made, ask the Parish Priest or Pastor to okay it. Ask father if he would like to add some names to the list.
7. Schedule an open house with the Pastor and include the wives, Council officers and your Insurance Agent.
8. A personal invitation from the Pastor should be mailed to all prospective candidates.
9. One week following the mailing, be sure to do the personal contact.
10. The council should prepare a sample phone message so everyone is giving the same invite information including (time, place, and response).

Agenda for the Open House

1. Provide a light snack - (no beer or alcohol)
2. Choose a proper recruiting film - (Hero’s Fund), (Experience of a life time), (Founding to the Future)
3. The Master of Ceremony should be the Grand Knight, Field Agent, or a State Officer.
4. Recommended meeting Agenda:
 - a. Opening Prayer – Father
 - b. Welcome – Grand Knight
 - c. Purpose of the Open House
5. A presentation of the Council activities in detail and some of the State Council functions. Always be sure to express the Daily Mass for the repose of the souls of the all deceased Brother Knights and their spouse for eternity.
 - a. Give your spouse the most precious gift she could ever receive in having a Mass for her and yourself for as long as the (world turns).
 - b. Be sure to have a date set for a 1st Degree so it can be announced when they sign up.
 - c. Your fellow parishioners are interested in what is going on in your parish, and what you have to offer them.
 - d. Always remember Our Blessed Mother and her rosary is the patroness of our Order.
6. Filed Agent to briefly describe fraternal benefits and the dream of Venerable Fr. McGivney.
7. Invitation to join should come from the priest:

I would consider it a favor if each one of you would stop by one of the tables and sign up to become a Knight of Columbus family.

Be sure tables are set and team members are available so no one has to wait. Also have form 100’s and membership material.
8. Close the Open House with prayer.



Knights of Columbus

MEMBER QUESTIONNAIRE

PLEASE PRINT LEGIBLY

Date _____ Parish _____ Council Number _____

Name _____ Nickname _____ Date of Birth _____

Address _____ City _____ ZIP CODE _____

Home Phone _____ Cell Phone _____ Employer _____

Your Occupation _____ Work Phone _____

Wife's Name (& Initial) _____ Wife's Date of Birth _____ Date of Marriage _____

CHILDREN

| Name & Middle Initial | Gender | Date of Birth | Squire Yes or No |
|-----------------------|---------------------|--------------------|---------------------|
| _____ | [] Male [] Female | ____ - ____ - ____ | |
| _____ | [] Male [] Female | ____ - ____ - ____ | |
| _____ | [] Male [] Female | ____ - ____ - ____ | |
| _____ | [] Male [] Female | ____ - ____ - ____ | |
| _____ | [] Male [] Female | ____ - ____ - ____ | |
| _____ | [] Male [] Female | ____ - ____ - ____ | |

Do you wish to have the council newsletter sent by e-mail? (Circle your choice) Yes No

May the council notify you of events such as council meetings by e-mail? Yes No

Please print your E-mail Address _____

Personal Contacts (Someone we can contact should we lose contact with you)

| | |
|-----------------------------|-----------------------------|
| Name: _____ | Name _____ |
| City _____ | City _____ |
| State and Postal code _____ | State and Postal code _____ |
| Phone # _____ | Phone # _____ |

Please complete both sides: One copy to council and a copy to Field Agent

“St Michael Defend Us”

KNIGHTS OF COLUMBUS PROGRAMS

Indicate areas of interest:

| | | | | | |
|--------------------------------|--------------------------------|------------------------------|-----------------------------|----------------------------|--|
| Religious Activities [] | Community Activities [] | Council Activities [] | Family Activities [] | Youth Activities [] | Membership Recruiting Activities [] |
|--------------------------------|--------------------------------|------------------------------|-----------------------------|----------------------------|--|

More specifically, in what programs or activities are you interested? _____

What do you hope to gain from your membership in the Knights of Columbus?

In your opinion, how do you feel you can personally contribute to the council? Time, talent, experiences.

Would you be interested in a leadership role in the council? YES _____ NO _____

Your employment is best categorized as: Sales ____ Trades ____ Training ____ Supervision ____
Retired ____ Student ____ Other _____

Which general category of involvement would you be most interested?
Giving back to the community ____ Developing new friendships ____ Leadership ____
Recruiting new members ____ Representing insurance program ____ Spirituality ____
Other _____

How much time can you commit to the Knights of Columbus?
Weekly _____ hrs Monthly _____ hrs Annually _____ hrs

In what other organizations are you currently a member? List in order of involvement: Most involved first:
1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Are there any additional items you wish to share such as medical conditions, criminal record, etc?
If so, please list:

Next degree date _____ Meeting dates and time _____ Council’s annual dues _____

Proposer/Mentor _____ Committee assigned _____

Signature of Member _____ Committee Chairman _____