

## **Practical Procedures used during the Admissions Committee Interview**

### *Purpose of an Admissions Committee:*

- a. Determine the Catholicity of the Candidate
- b. Present the candidate with a brief history of the Order
- c. Inform the candidate of the benefits of membership
- d. Use Questionnaire and Supplemental form to determine his interests
- e. and encourage involvement in the service programs
- f. Advise him on what is expected as a member and solicit his interest in the councils varied activities
- g. Determine his ambition to assume a leadership role
- h. Stress timely payment of all dues
- i. Encourage attendance at business meetings
- j. Stress advancement through the higher degrees of the Order
- k. Explain the Shining Armor Program for new members
- l. Assign a mentor or the proposer to guide him through the first few months of his membership; instructing, informing and staying in close contact with him. Also assign to activity committee.

### *Forming and utilizing an effective admissions committee:*

The Grand Knight appoints three members of the council to an admissions committee. It is recommended that the committee chairman is the Council Chancellor and the remaining two appointees are the Membership Director and Program Director. Others such as the Financial Secretary, Chaplain and the Insurance Representative may also be assigned to this committee.

The Council Chancellor serves as chairman of this committee as his duties consist, along with assisting the Grand Knight and Deputy Grand Knight with their duties, has responsibility for the total participation of the membership in the activities of the council. With approval of the Grand Knight he shall institute a program to develop the availability and interest of the members in specific activities. He shall exercise a special interest in new members and those members sick or in distress.

The Council Program Director has the overall responsibility for guiding the membership in the performance of value-filled activities and effectively involving the members and their families.

The Council Membership Director is responsible for the continued growth of the council by recruiting new and former members, assuring the retention of all members and conducting activities that effect membership recruitment growth.

*What information does the committee request from the candidate?*

The committee is guided through the interview by using the Admissions Committee Questionnaire. General information is asked of the candidate as well as his expectation or desire for personal involvement whether in activities and programs or in membership growth. The supplemental information form seeks permanent contacts, asks about his Catholicity, however practical Catholicity should always be verified with his Pastor or Council Chaplain, the interview inquires more deeply into the candidates desire to serve and in what specific capacity. After satisfying these requests, information on upcoming degree dates, meeting time and dates, council's committee structure and the opportunity to earn the Shining Armor Award should be presented. This form shall be kept in the members file, as well as a copy may be given to the program or membership director depending on the candidate's interests.

*When should the interview be conducted?*

The interview should be completed prior to the business meeting at which time election and voting on the candidate occurs. This provides the council membership an opportunity to be apprised of essential qualifications of the candidate such as practical Catholicity and level of intended involvement in council activities. After election, providing approval, the candidate should be scheduled for a first degree exemplification as soon as possible. A long interval to the first degree date or uncertainty when the next first degree will occur will lessen the candidate's enthusiasm to proceed with his membership.

*Other follow-up information and expectations!*

The proposer or mentor should accompany the candidate to the admissions committee interview, first degree and then to his first meeting. Either he or the Chancellor introduces the new member or members to the council membership. Depending on the new member's interest and involvement desired, he should be assigned to either the program or membership director's team. He should also be assigned to a committee where he can best satisfy his expressed interests; church, pro-life, youth, etc. A popular program being used in many states is the "Power of Ten" program. With this program every member of the council is assigned to one of ten committees. Each has a chairman and co-chairman and is given responsibility for certain activities conducted by the council and for recruiting at least one new member each year. Close contact and frequent involvement are also significant benefits of this program.

*RJH 5/16/08*