

Membership Admissions Guideline

Steps for Successful Admission to the Knights of Columbus

Use “How to...” #2769 as a guide to Recruiting.

1. Form and Train your Admission Committee (suggested 6 men appointed by Grand Knight).
2. Recruit new prospects and complete the Prospect Card #921-A to record the Prospect data.
3. Inform the new Prospects during Recruitment that our Admission Committee will schedule an appointment with him (and his wife if married) within the next few days.
4. Deliver Prospect completed cards (#921-A) to Admission Committee.
5. Within a few days of Recruitment the Admission Committee (*and Fraternal Benefits Advisor where possible*) schedules an appointment with Prospect (and wife if married), preferably in their home.
6. Admission Committee follows Admission Procedures with Prospect and wife.

Admission Materials: (*Assemble this material into packages for each new Prospect.*)

Prospect Package	
Knights of Columbus Folder # 4494	Booklet – “What this Organization Stands for...” #4495
Pamphlet – “Experience of a Lifetime” #2925	Pamphlet – “The Greatness of a Man...” #4496
Pamphlet – As Knights we not only act on faith...” #4497	Pamphlet – “Did You Know” #1267
Service Program – Activity Chart (attached)	Service Program – Organizational Chart (attached)
Copy of Columbian Magazine	
Admission Committee Package	
Form 100	Admission Committee Inquiries Guide #390
Admission Committee Report #283	Admission Committee Questionnaire #391
Membership Admissions Guide	

Steps to Successful Admission – Admission Procedure:

1. Meet individually with each Prospect and his wife (if married), preferably in their home.
2. Go through your Admission Presentation and Admission Questionnaire with prospect, ensuring the candidate understands the requirements and programs offered by the Knights of Columbus and their membership would be a good fit for them, their families and the council.
3. Complete the Form 100 with the Prospect and ask him to sign it. (the Prospect now becomes a Candidate).
4. Inform the Candidate that you will get back to them within a few days (day after next General Meeting) on the next steps toward his Admission to the Order.
5. Complete the Admission Committee Report (#283) and submit to the Grand Knight.
6. Grand Knight reads Admission Committee Reports and conducts Balloting for Membership at next Council Meeting.
7. Following successful Balloting – the Admission Committee congratulates the Candidate on his successful application to the Order and informs the Candidate of the next 1st Degree (Place, Date and Time) and offer to pick him up to take him to the Degree. (If scheduled, you should inform the candidate of the 2nd and 3rd Degree dates and ask him to mark them in his calendar).

8. Proceed with 1st Degree – ensure the Candidate is made to feel welcome when he arrives. Ensure the sponsor, the Grand Knight, several Council Officers and Members attend the 1st Degree and the 2nd and 3rd Degrees to support the New Member.
9. Sponsor must ensure the new member is mentored throughout his first year of membership to ensure he is welcomed to our ranks.
10. New member should be personally asked (by one of the Service Program Chairman) to take part in at least one of the Service Program Committees each year and the new member's info added to the Council Phone Committee Directory.

Admission Presentation

Using the Admission Material as a guide, go through the following information with the Prospect and his wife:

At the Threshold – *Introduce yourself and identify yourself as members of the Knights of Columbus. Thank the Prospect (and his wife) for their interest in learning more about the Knights of Columbus and welcoming you to their home. Tell them that the meeting will only take about ½ hour to complete.*

At the Kitchen Table - *Introduce yourselves and briefly outline your history with the Knights of Columbus. Tell them that you will be going through the basic information about the Knights of Columbus to introduce them to the Order to help them determine if membership in the Order would be a good fit for them. Tell them that you will be asking a few questions of them to help us determine if they would be a good fit for the Order.*

Humble Beginnings: The Knights of Columbus is a Catholic, Family Fraternal Organization. We began in the basement of St. Mary's Church in 1882. We were founded by Fr. Michael J. McGivney, a Catholic Priest who was moved by the plight of the many widows and orphans in his parish. Times were pretty tough in those days for Catholic families – when the breadwinner died, (and they often died young because of the working conditions of the day) the widows and orphans had no safety net and were often left destitute. He called the men of his parish together to unite them in faith and provide assistance to the widows and orphans.

We Have Grown: Because of Fr. McGivney's vision and our founding principles of Charity, Unity, Fraternity and Patriotism our Order has grown to over 1.7 Million members in over 12,000 councils in North America and beyond. Fr. McGivney's plan to provide assistance to the widows and children of departed members has grown to be among the strongest and most stable organizations in the world.

How We Work:

Every member belongs to a unit that we call "Council". Each council has elected Officers. Elections are held each year. The Grand Knight is elected as leader and he has a team of elected officers and members to help organize the working of the council. Monthly Council Meetings are held to organize and facilitate the work of the Council. All members are asked to attend the monthly meetings.

The councils are organized into units we call Districts. Typically there are 5 or 6 Councils in each District. In our District we have XX Councils.
 make up this District. The District is lead by an appointed District Deputy.

There are over 100 Districts (comprising of over 500 Councils) in the next level in the organization, which we call Ontario State Council. Ontario State Council is lead by an elected board of officers including the State Deputy who is the leader of the Knights of Columbus in Ontario.

There are over 60 State Councils (comprising of over 12,000 Councils) in the Order who are organized into what we call Supreme Council. Supreme Council is lead by an elected board of officers including the Supreme Knight – currently Carl Anderson.

It costs money to keep an organization like the Knights of Columbus functioning. Some of that money comes from the annual dues we ask our members to pay. Each member pays his dues to his local Council, the local Council pays dues to the State Council and Supreme Council based upon the number of dues paying members. It is therefore important to keep your dues current. The annual dues for this council are \$_____. And the admission fee is \$25. Our Fraternal year runs from July 1 – June 30. Dues are paid before January of each year.

What We Do: *(Refer to the Service Program Charts and the last few pages of the Columbian magazine)* The Service programs of the Knights of Columbus is how we do the good work we do in the church and community. Our Service program is organized by Committee and each Service Program Committee is lead by a Chairman. Committee Chairmen are appointed by the Grand Knight. Committee chairmen organize volunteer Knights to do the good work of the Order.

There are 6 Service Programs:

1. Church
2. Community
3. Council
4. Family
5. Youth
6. Membership

Within each program there can be several activities – all dependant on the interests of our members. Councils usually have a history of annual activities, but if interest is shown in starting a new activity, then new activities can be initiated.

One of the Service Programs for our Membership that grew from the very beginning of our Order is Life Insurance - *(if present the Fraternal Benefits Advisor gives a brief introduction to the Insurance Program - Otherwise the Admission committee makes a statement such as):* Many of our members avail themselves of an excellent Insurance program that is offered to our members. It is a voluntary program, no one forces you to buy insurance but members are expected to inform themselves of the benefits of becoming a member.

We have a member who works as our Fraternal Benefits Advisor. He has a lot of experience in our Order and will be happy to explain this program to you and maybe answer any other questions you may have that we can't answer.

Becoming a Member:

Once a new Prospect has been interviewed by the Admission Committee and signs the Form 100, the Admission Committee takes the Form 100 (application for membership) to the Grand Knight. Since all Council Decisions must be made by a vote of the membership, each application must be voted upon before a Candidate can be admitted to the Order. Once the application for

membership has been accepted by the council, the Candidate is invited to attend an initiation ceremony (we call a 1st Degree Exemplification).

There are a total of 4 Exemplifications (Degrees) in the Knights of Columbus. Each of these Degrees focuses on one of our founding principles. The 1st Degree focuses on the principle of Charity, the 2nd Degree on unity, the 3rd Degree on Fraternity and the 4th Degree on Patriotism. You are expected to go through the first 3 Degrees to attain full membership in our Order. You will be invited to become a 4th Degree member after you have been a 3rd Degree member for over 1 year. Not all Knights become 4th Degree members.

Our 4th Degree is the visible arm of the Order. You see us in our feathers and swords in parades and in special church ceremonies. Joining the 4th Degree is optional – with time you will learn more about the 4th Degree.

The Knights of Columbus have only 4 secrets. Our Degree ceremonies are kept secret to enhance the message we convey during the degree ceremonies. We ask our members to keep the degree ceremonies secret, so as not to ruin the experience of new members. Something like telling your friends that “the Butler did it” just before they go to the movie. These are the only secrets that should be kept by our members.

Once a new member joins and attends his first council meeting, he will be expected to take part in the activities of the council. We expect each member to involve his family in as much as possible. We are a Catholic Family Fraternal organization and our goal is to help Catholic Families grow together in unity with God, our Church and each other.

Any Questions?

Admission Inquiries and Questionnaire

- *Go through the Inquiries Guide for Admission Committee (#390) – ask all of the questions in the guide and make notes on the answers to each question.*
- *Go through the Admission Committee Questionnaire (#391) and fill in the form.*

Application for Membership

- *Fill in the Form 100 and ask the Prospect to sign it.*

Wrap Up:

Gather the following forms into your Admissions folder to take with you.

*Admission Committee Report #283 Admission Committee Inquiries Guide #390
Admission Committee Questionnaire #391 Form 100*

Give the remainder of the Admission Package to the Candidate and ask him to read the material and call you if he has any further inquiries. Leave your name and phone number with the Candidate.

Thank the Prospect and his wife for the hospitality and for showing an interest in the Knights of Columbus. Tell him that you will contact him within a few days to talk about the next step in becoming a member. Take your leave.

What is Next?

Complete your Admission Committee Report and give package to Grand Knight for his action. As per directions from Grand Knight present Report of the Admission Committee at next Council

Meeting. Once Council has approved the Application proceed with contacting the Candidate and arranging for his 1st Degree. Follow up as required to ensure successful admission.

Inquiry Guide for Admission Committee (Excerpts from Form #390)

Attach this guide (#390), the Admission Committee Questionnaire (#391) and the Form 100 to the Report of Admission Committee (#283) - submit to Grand Knight for referral to Council.

Candidate's Name: _____

CATHOLICITY OF CANDIDATE:

One of the basic requirements for membership in the Knights of Columbus is the Applicant must be a Practical Catholic. What is your definition of a Practical Catholic?

Do you feel you meet these requirements?

Do you know your Pastor or any of his assistants personally?

Are you a member of any Parish Society? Do you hold, or have held office in any of these Societies?

Have you worked as a volunteer in any parochial projects?

Are you an active volunteer in the Parish? Usher, Lecturer, other?

CITIZENSHIP OF THE CANDIDATE:

Are you a member of any civic, trade, professional or other fraternal organization?

Do you hold or have held office in any of these organizations?

Have you served, or are you serving on any campaign committees for such organizations (Community Chest, Red Cross, Cancer Society...)

Do you hold, or have you held an elected or appointive office in government?

ON OUR ORDER

Why are you interested in joining the Knights of Columbus?

Were you invited or did you ask to join?

Can you reasonably afford the cost of membership? Initiation fees? Dues?

Do you have a pet project or interest in your neighborhood, parish, community, ...?

What is your favorite hobby, sport, recreation?

Every K of C Council has a staff of administrative officer. If you are accepted for membership will you be willing, if nominated, to serve as such at some future time?

If you are invited or assigned to serve on a committee in charge of promoting interest and activity in your favorite hobby, sport, etc.. do you intend to accept such assignment of invitation?

Will you also do so if the assignment is to a post not particularly to your special interest?

Church	Chairman:		
Vocations	1. RSVP Program	2. Vocations Fair	3. Visit a Seminary
Parish Round Table	4. Regular Meetings	5. Parish Maintenance	6. Ride-to-Mass
Lay Apostolate	7. Special Adoration Nights	8. Holy Hour of Prayer	9. Stations of the Cross
Parochial Services	10. Parish clean-up day	11. Alter Server Recognition	12. Adopt-a-school
Religious Devotions	13. K of C Retreat	14. Rosary Night	15. Pilgrimages
Christ in Christmas	16. Sponsor a Nativity Play	17. Light up for Christ	18. Caroling
Community	Chairman:		
Pro-Life	19. Letter Campaign	20. Life Chain	21. Pro-Life Mass
Volunteerism	22. Volunteer recognition	23. Make a Difference Day	24. Rose Sunday
Human Needs	25. Outreach	26. Seniors	27. Meals on Wheels
Civic Involvement	28. Flag Day	29. Promote Patriotic Degree	30. Culture/Recreation
Environment	31. Tree Planting	32. Park/Creek Clean-ups	33. Adopt a Highway
Public Safety	34. Law Enforcement	35. Against Drunk Driving	36. Support VIP
Health Services	38. Hospital Volunteer Day	39. Sick & Visiting	40. Hospice
Decency	41. Anti-pornography	42. Canadians for Decency	
Council	Chairman:		
Public Relations	43. Bulletin	44. Radio/Television spots	45. Bulletin Boards
Fraternalism	46. Brotherhood Night	47. Founders / Columbus Day	48. Council Directory
Cultural	49. Family Day	50. Museum Visits	51. Attend a Concert
Social	52. Dances	53. Dinners	54. Attend a Play
Blood Donors	55. Sponsor a clinic	56. Recognize Donors	
Athletics	57. Host Tournament/Clinic	58. Attend a Sporting Event	59. Sports Hero Night
Family	Chairman:		
Survivor's Assistance	60. Widow Assistance	61. Funeral Assistance	62. Scholarships
Memorials	63. Memorial Night	64. Will Planning Info Night	65. Wakes & Funerals
Education	66. Scholarships	67. Parent Advisory Board	68. School Support
Communications	69. Family Discussions	70. Religious Instruction	71. Marriage Prep
Family Projects	72. Family of the Month	73. Family of the year	74. Family Contests
More Family Projects	75. Family Mass & Potluck	76. Children's Christmas Party	77. Family Skates
Recreation	78. Ladies Night	79. Council Picnic	80. Card Night
Family Week	81. Family Reunion Week	82. Family Volunteering	83. Family Prayer
Youth	Chairman:		
Columbian Squires	84. Sponsor a Circle	86. Information Night	
Youth Groups	87. CYO Hockey	88. Big Brothers/Sisters	89. Scouting
Athletics	90. Free Throw	91. Sports Event Attendance	92. Junior Tournaments
Educational	93. Scholarships	94. Essay Contest	95. Speaking Contest
Youth Welfare	96. Substance Abuse	97. Child Abuse	98. Child Poverty
Religious Activities	99. Youth Retreat	100. Seminary Tour	101. Youth Mission
Social Activities	102. Film Nights	103. Youth Dances/Field Trips	104. Youth Parties
Membership	Chairman:		
Recruitment Teams	105. Membership Drives	106. Top Proposer	107. First Degree Team
Retention	108. How -to Seminars	109. Member Survey	110. Council Evaluation
Insurance Promotion	111. Frat. Benefits Night	112. Bulletin Ads	113. Recognition

Program Chairman – Deputy Grand Knight
Name:
Phone:
Email:

Committees	Church Program Chairman
	Name:
	Phone:
	Email:

Committees	Community Program Chairman
	Name:
	Phone:
	Email:

Committees	Council Program Chairman
	Name:
	Phone:
	Email:

Committees	Family Program Chairman
	Name:
	Phone:
	Email:

Committees	Youth Program Chairman
	Name:
	Phone:
	Email:

Committees	Membership Program Chairman
	Name:
	Phone:
	Email:

Knights of Columbus

... a Catholic, family, fraternal, service organization

SERVICE PROGRAM ORGANIZATIONAL CHART

