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.)

<table>
<thead>
<tr>
<th>Prospect Package</th>
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</thead>
<tbody>
<tr>
<td>Knights of Columbus Folder # 4494</td>
</tr>
<tr>
<td>Pamphlet – “Experience of a Lifetime” #2925</td>
</tr>
<tr>
<td>Pamphlet – “As Knights we not only act on faith…” #4497</td>
</tr>
<tr>
<td>Service Program – Activity Chart (attached)</td>
</tr>
<tr>
<td>Copy of Columbian Magazine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Committee Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 100</td>
</tr>
<tr>
<td>Admission Committee Report #283</td>
</tr>
<tr>
<td>Membership Admissions Guide</td>
</tr>
</tbody>
</table>

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.
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 reasonable 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?
<table>
<thead>
<tr>
<th><strong>Church</strong></th>
<th>Chairman:</th>
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| **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  
| **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. Scholarship  
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  
89. Scouting |
| **Youth Groups** | 87. CYO Hockey  
88. Big Brothers/Sisters  
92. Junior Tournaments |
| **Athletics** | 90. Free Throw  
91. Sports Event Attendance  
95. Speaking Contest |
| **Educational** | 93. Scholarships  
94. Essay Contest  
96. Substance Abuse |
| **Youth Welfare** | 97. Child Abuse  
98. Child Poverty  
99. Youth Retreat |
| **Religious Activities** | 100. Seminary Tour  
101. Youth Mission  
102. Film Nights |
| **Social Activities** | 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

Grand Knight

Program Director

Council Director

Community Director

Church Director

Family Director

Youth Director

Committees

Committees

Committees

Committees

Committees

Committees

Vocations
Parish Round Table
Lay Apostolate
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Pro-life
Volunteerism
Human Needs
Civic Involvement
Environment
Health Services
Decency

Public Relations
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Cultural
Social
Blood Donors
Athletics

Survivors’ Assistance
Memorials
Education
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Family of the Month/Year
Family Projects
Recreation
Family Week

Columbian Squires
Youth Groups
Athletics
Educational Programs
Youth Welfare
Religious Activities
Social Activities

Membership Director (Recruitment)

Recruitment Teams
Retention
Insurance Promotion