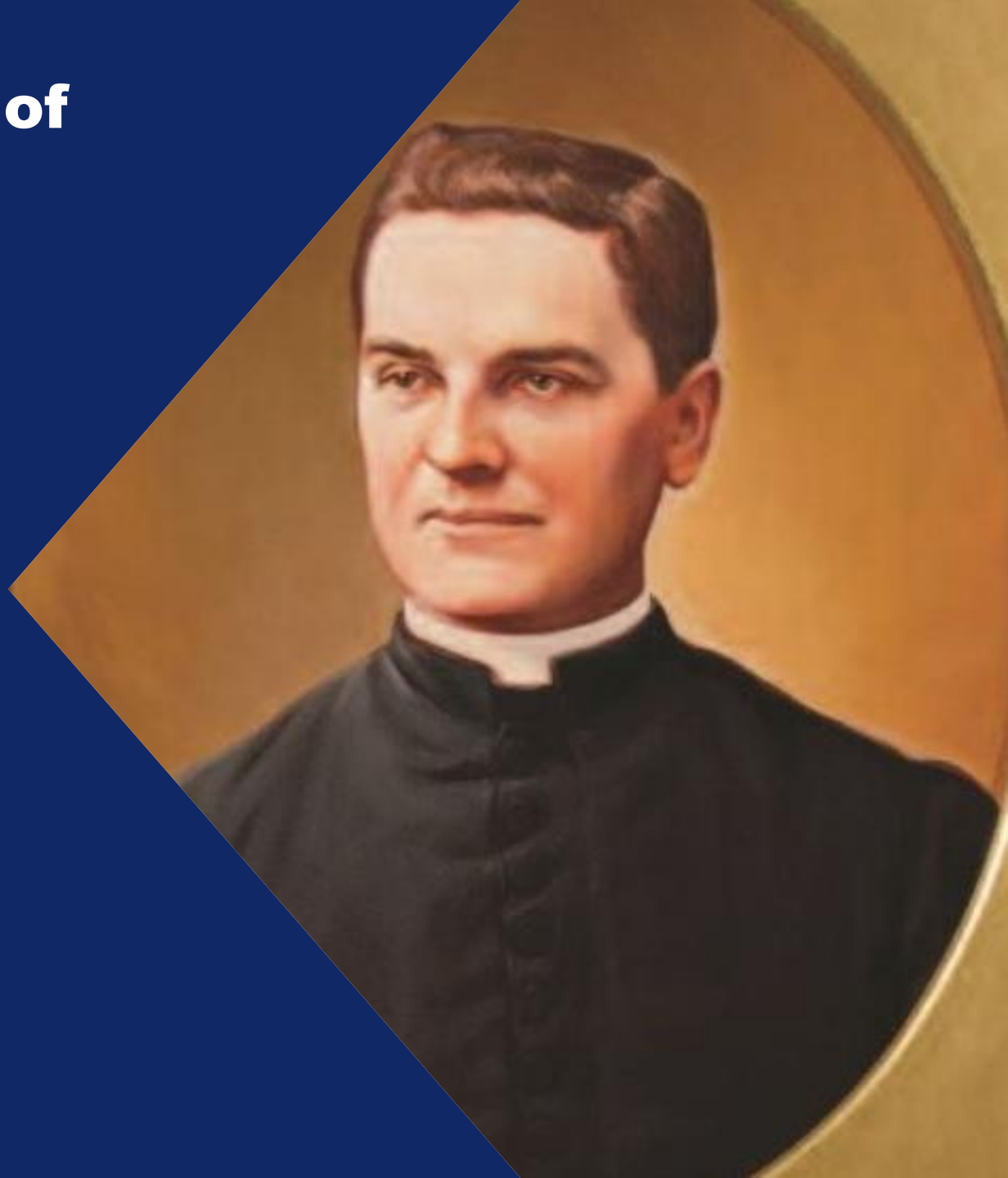
Knights of Columbus®

Assembly Officer Training

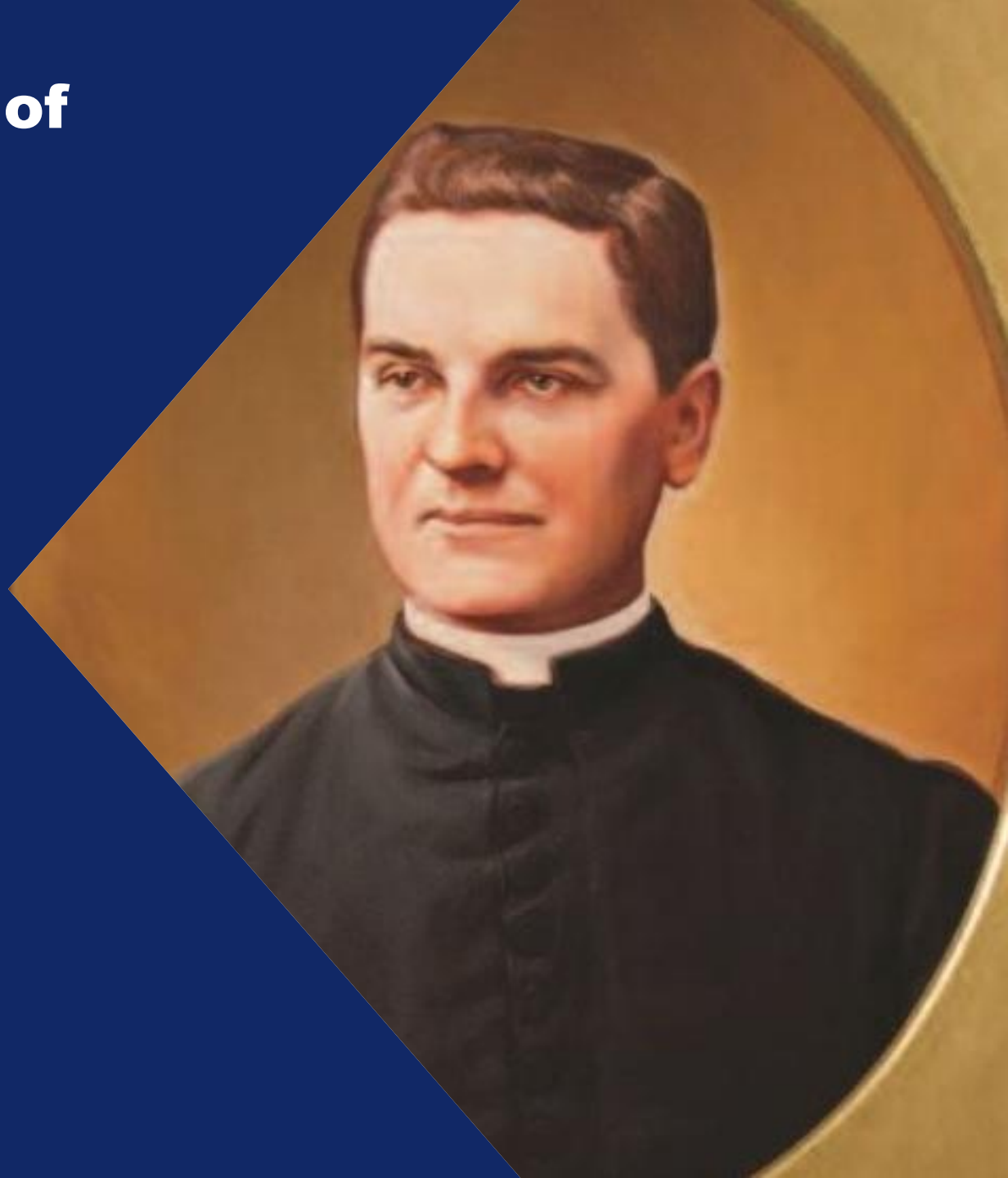
Prayer for the Canonization of Blessed Michael McGivney

God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.



Prayer for the Canonization of Blessed Michael McGivney

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.



Agenda

- Officer Roles and Responsibilities
- Basic Assembly Operations
- Resources

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Officer Roles and Responsibilities

Faithful Friar

- Must be an Ordained Priest
- Serves as the spiritual leader of the Assembly

  Participates and Promotes in meetings and activities
- Appointed by the Navigator

Faithful Navigator

- Responsible for every activity of the Assembly
- Presides over all meetings
- Appoints directors and chairmen as needed
- Co-Signs checks and warrants
- Chair of the Board of Trustees
- Establishes a Color Corps

Faithful Captain

- Presides in absence of the Navigator
- Responsible for member participation at meetings and events
- Responsible for the ‘Good of the Order’ at meetings

Faithful Admiral

- Chair meetings in absence of Navigator and Captain
- In the absence of the Friar, performs his duties.
- Must be Past Navigator

Faithful Scribe

- Keeps an accurate record of all Assembly activities
- Conducts correspondence as directed

Faithful Comptroller

- Receives all monies and transfers them to Purser for deposit
- Keeps records of all members and reports all membership transactions to Supreme
- Prepares and sends all bills, vouchers, dues notices, etc.
- Bonded by Supreme for $5,000

Faithful Pursuer

- Maintains records of all Assembly accounts
- Pays all approved expenses and bills
- Responsible for depositing all monies
- Maintains accurate financial records
- Reports on the Assembly’s financial status
- Bonded by Supreme for $5,000

Faithful Pilot

- Prepares the chambers for meetings and ceremonials
- Maintains all Assembly property except for financial, membership, and activity records
- Oversees the Sentinels

Faithful Sentinels

- Stationed at the entrances to chambers
- Verify membership cards for both 3rd and 4th degree

Board of Trustees

- Consists of Navigator and 3 other members
- Elected for 3-year terms
- Supervises all financial business of the Assembly
- Conducts the Annual Audit

Color Corps Commander

- Appointed yearly by the Navigator
- Oversees and coordinates the Color Corp
- Trains members for the Color Corps
- Be familiar with the ‘Color Corps Drill Manual’

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Basic Assembly Operations

Elements of Assembly Meeting

Call to Order	Always begin on time
Opening Ceremonies	Conducted with pride and dignity
Roll Call	Noted as *Present-Excused-Absent*
Report of the Faithful Friar	5 minutes or so
Approval of Minutes	Call for corrections and approval

Elements of Assembly Meeting

Reading of Bills or Communications	Motions made during New Business
Faithful Comptroller's Report	Up to 10 minutes
Faithful Purser's Report	Council accounts status and changes
Report of Committees	Vote on admissions and transfers
Applications for Membership	Read any new applications
Balloting for Membership	Vote on acceptance

Elements of Assembly Meeting

Unfinished Business	Address motions from previous meeting
Report of Trustees	Details of audit findings and approval of bills
New Business	New motions are made & discussed
Report of the Third Degree	Highlights from council activities and programs
Good of the Order	5 minutes - Can be more if there is a social element
Closing Ceremonies	Conducted with pride and dignity

Communication Tips

- Rule of seven
- Members have different comms preferences
    - Use text, email, bulletin, newsletter, phone
- External communications are critical
    - Parish, Community, Ministries, Councils
    - Press Releases

Assembly Flow of Received Funds

1. Comptroller receives monies

2. Comptroller turns monies over to Purser

3. Purser fills out receipt

4. Comptroller retains signed receipt

5. Purser retains receipt copy

6. Purser deposits cash

Assembly Disbursement Flow of Bills

1. Comptroller receives bills

2. Bills read at meeting

3. Trustees review bills

4. Payment approved by assembly

5. Comptroller prepares voucher

6. Voucher signed by Comptroller & Navigator

7. Voucher given to Purser

8. Purser writes check

Raps of gavel

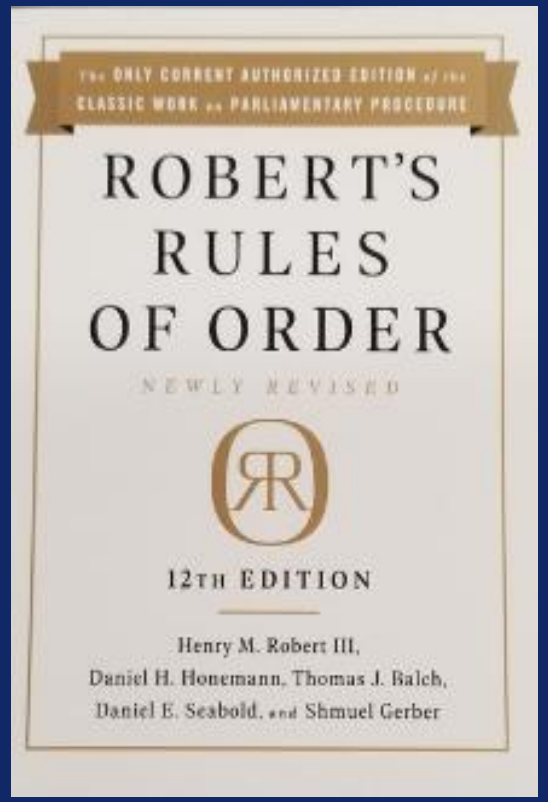
- 1 Rap is for meeting to come to order
- 2 Raps for officers to rise
- 3 Raps for everyone to rise
- 4 Raps for all to kneel

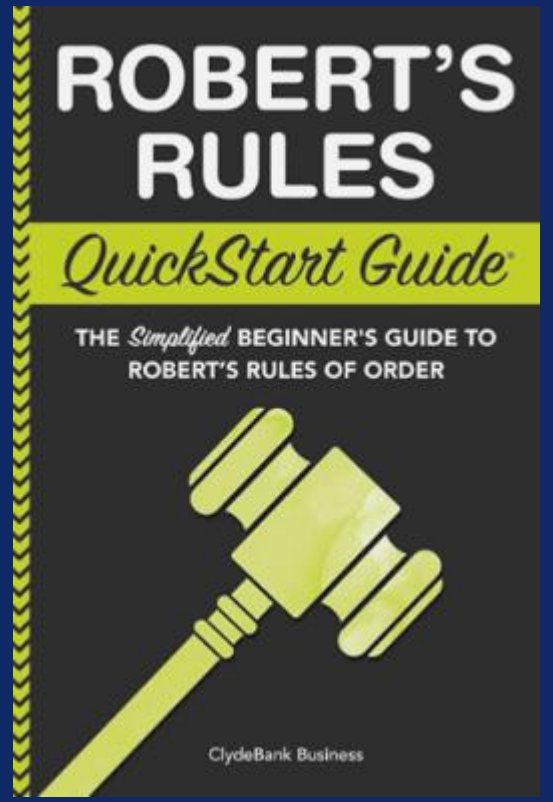
Salutes

- Always salute the presiding officer
- Consists of 2 parts
- Initiator makes vertical motion with his arm
  - Representing the tree of the Cross
- Presiding officer makes horizontally motion with his arm
  - Representing the arm of the Cross

Robert’s Rules of Order

- Manual of Parliamentary Procedures
- How to make motions
- Actions after motion is made
- Quick reference guidebooks





Color Corps

- Visibly fosters a ‘spirit of patriotism’
- Consists of two sub-groups
  - Color Guard
  - Honor Guard
- Adds dignity and pride of Church and Country to any event
- Practice at each meeting is highly suggested to keep everyone sharp and prepared.

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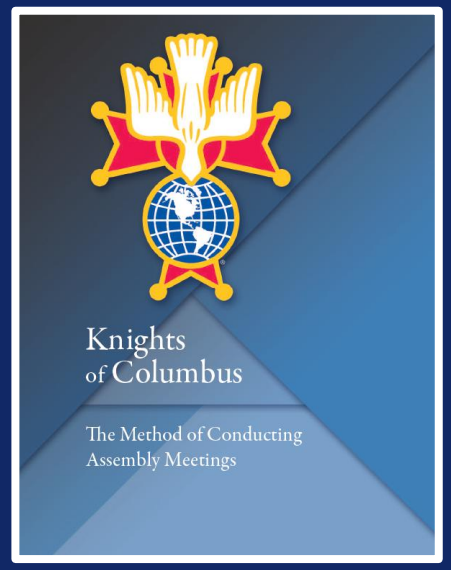
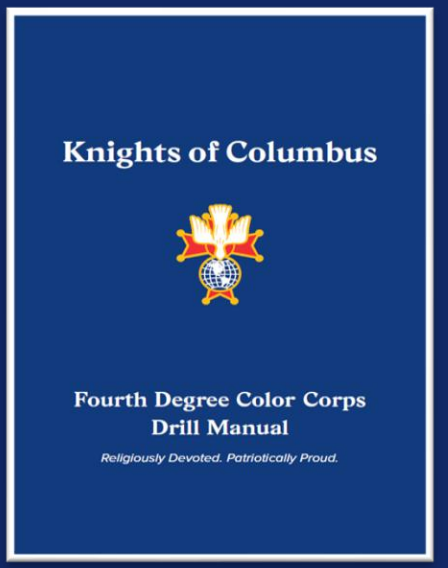
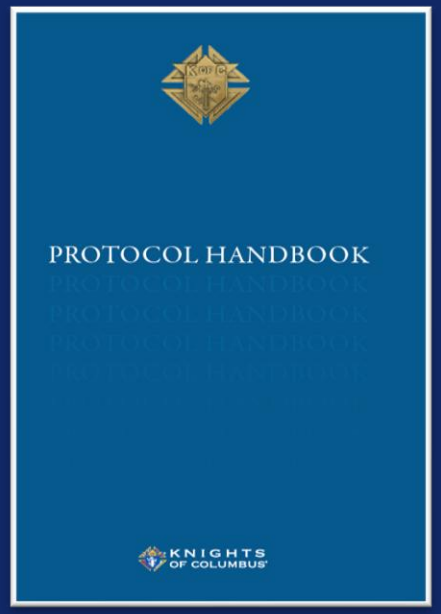
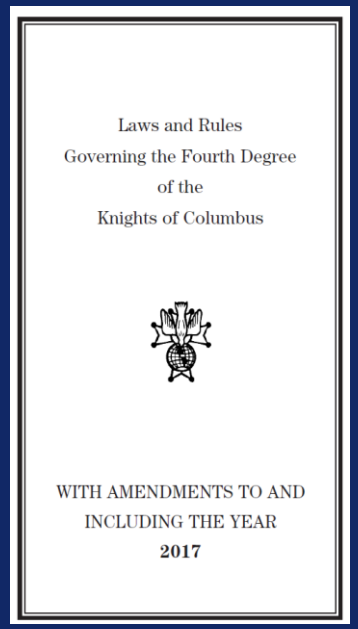
Resources

Resources


Knights
of Columbus
The Method of Conducting
Assembly Meetings


Knights of Columbus
Fourth Degree Color Corps
Drill Manual
Religiously Devoted. Patriotically Proud.


PROTOCOL HANDBOOK
KNIGHTS
OF COLUMBUS


Laws and Rules
Governing the Fourth Degree
of the
Knights of Columbus
WITH AMENDMENTS TO AND
INCLUDING THE YEAR
2017

Questions?

Prayer to St. Michael the Archangel

St. Michael the Archangel,
defend us in battle.
Be our protection against the
wickedness and snare of the devil.
May God rebuke him,
we humbly pray,
and do thou,
O Prince of the Heavenly Hosts,
by the power of God,
cast into hell Satan,
and all the evil spirits
who prowl about the world
seeking the ruin of souls.

Amen.

Knights of Columbus®

Thank You!

Vivat Jesus!