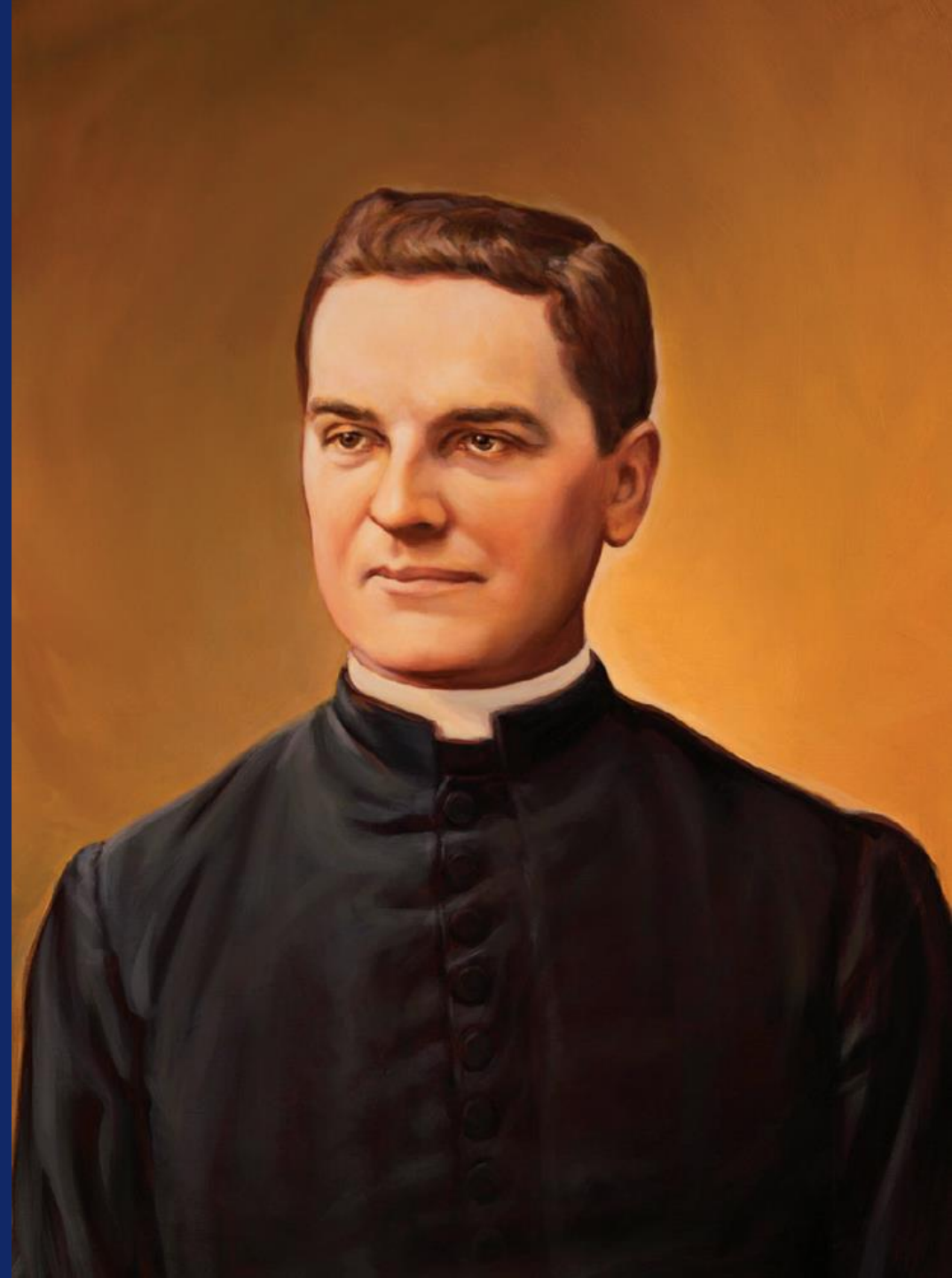
Knights of Columbus®

Faithful Navigator Training

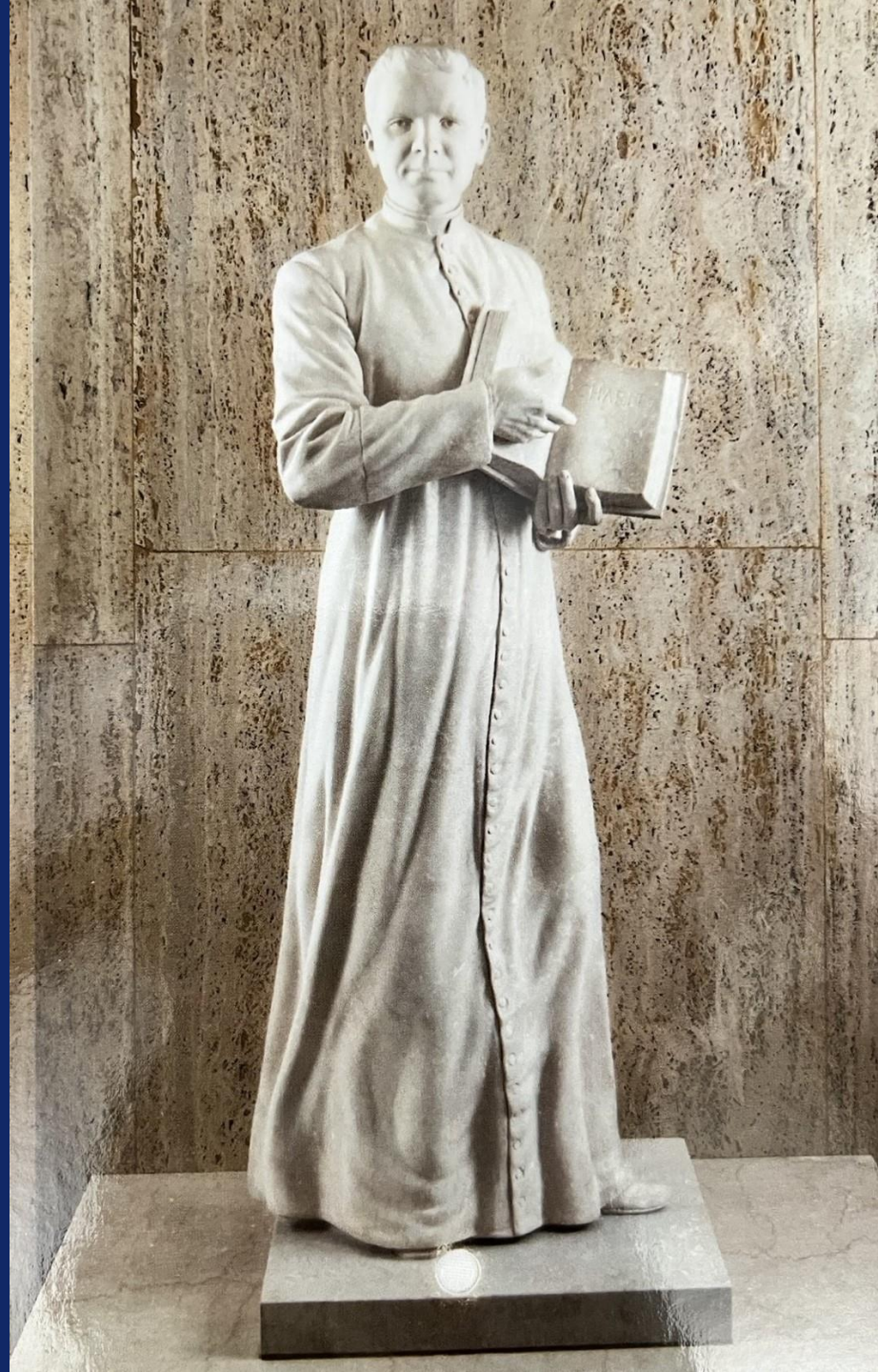
Prayer for the Canonization of Blessed Michael McGivney

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

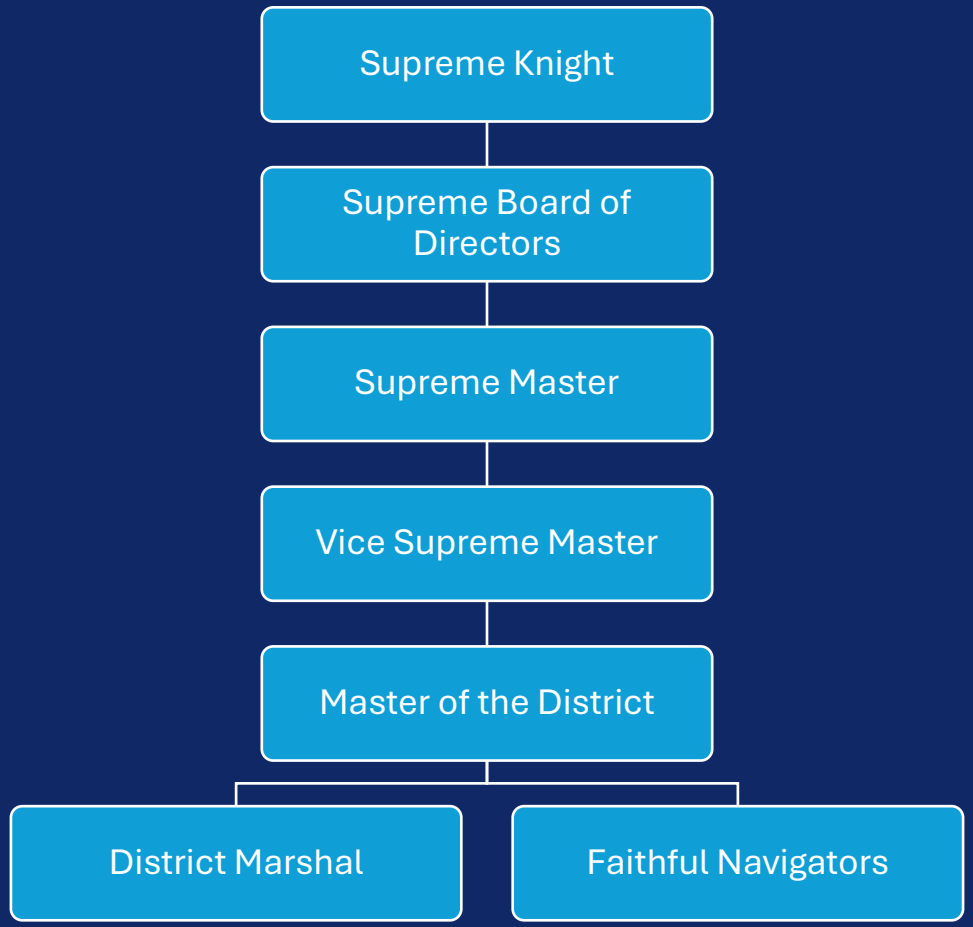
Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor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



Agenda

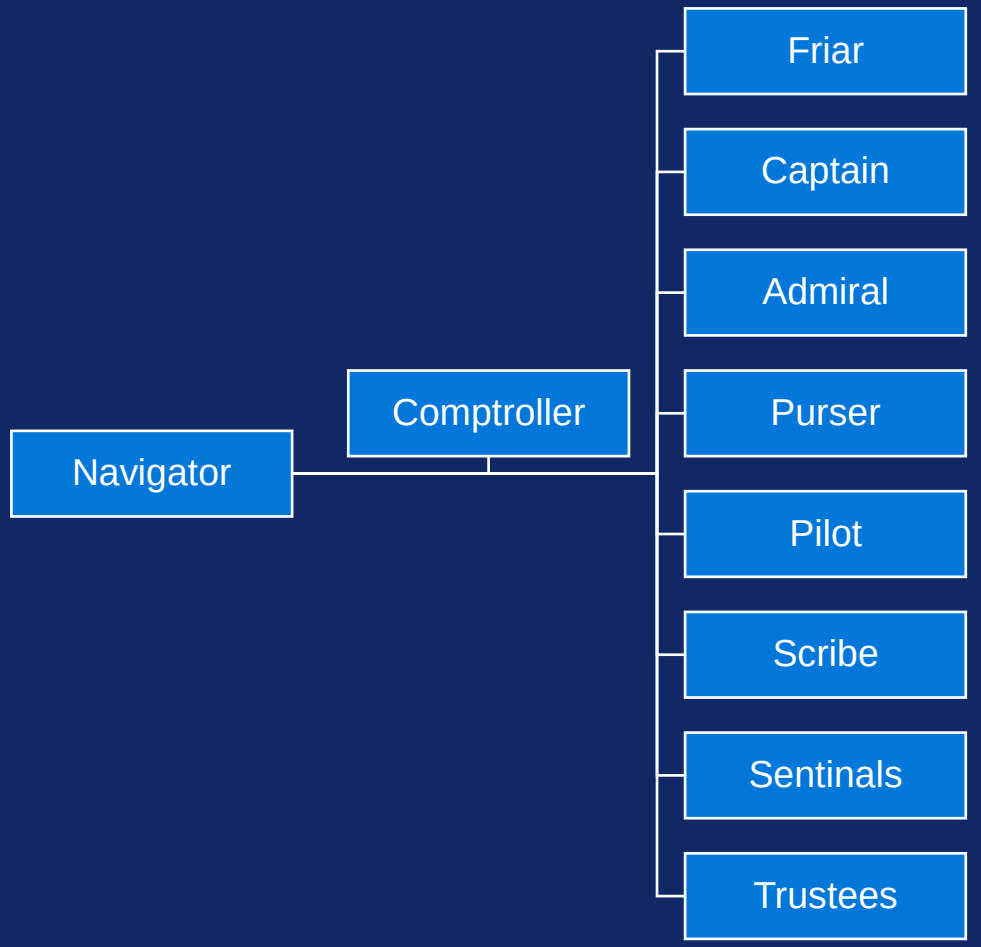
- Duties and Responsibilities
- Succeeding as Faithful Navigator
- Programs
- Training
- New uniform growth
- Forms
- Resources

4th Degree Organizational Chart



Assembly Structure

- Elected Annually
- Request from Bishop of Friar
- Appoint Commander every year
- Other appointments
- Report to District Master

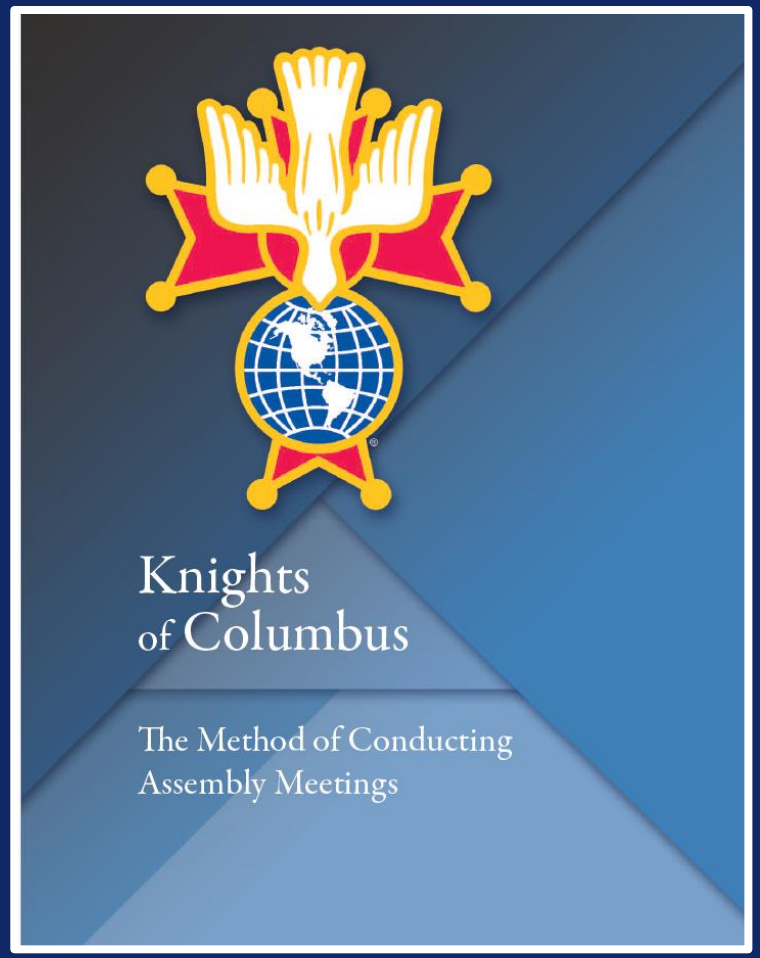


Duties of Faithful Navigator

- Presides over meetings
- Enforce rules and regulations
- Appoints committees
- Countersigns all payments approved by Assembly
- Establish a Color Corps
- Other duties assigned by Supreme Assembly

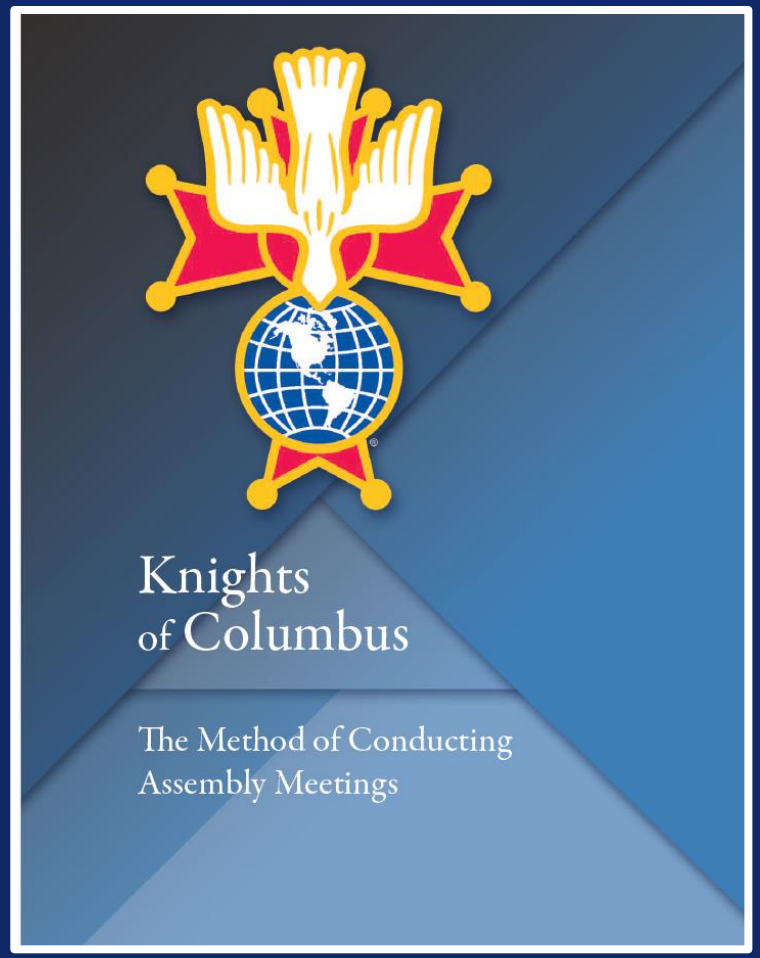
Order of Assembly Meeting

- Call to order
- Opening Ceremonies
- Roll call
- Friar message
- Minutes
- Bills and communications
- Navigator report



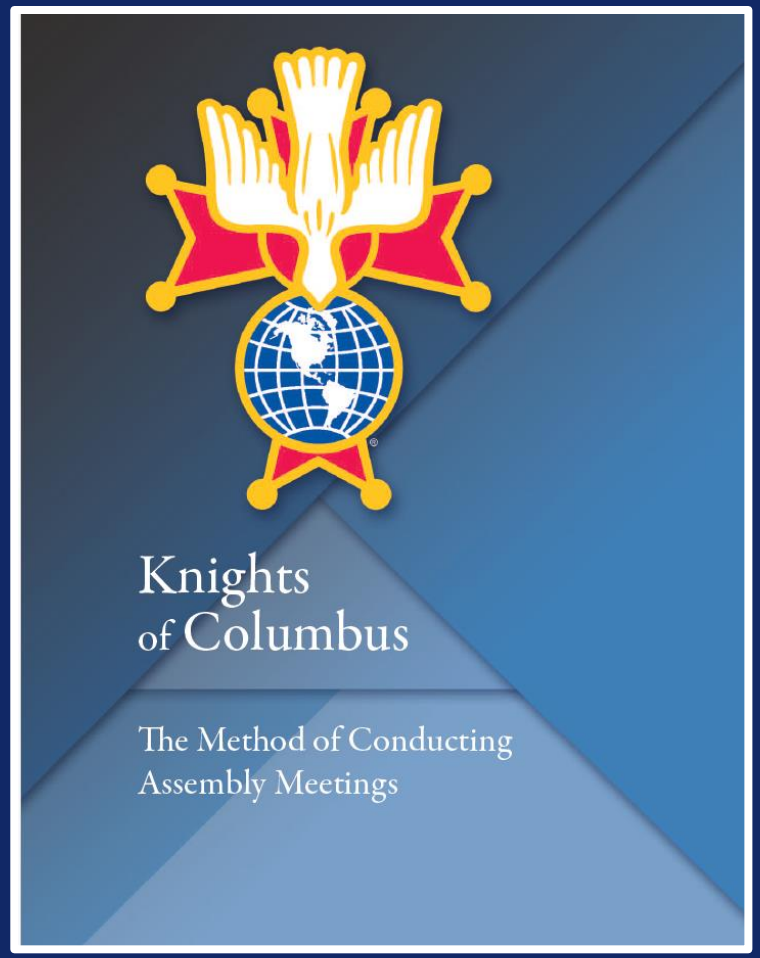
Order of Assembly Meeting

- Comptroller report
- Purser report
- Report of committees
- Reading of admissions
- Balloting



Order of Assembly Meeting

- Unfinished business
- Report of trustees
- New business
- Third degree report
- Good of the order
- Closing



Succeeding as Faithful Navigator

- Engage your officers
- Communications plan
- Share your direction
- Recruitment plan
- Support your councils
- Support your parishes
- Social “family” programs

Program Goals

- Plan your annual activities at the beginning of each year
- Communications plan
- Share your direction
- Recruitment plan
- Support your councils
- Support your parishes
- Social “family” programs

KNIGHTS OF COLUMBUS FOURTH DEGREE

CIVIC AWARD APPLICATION

Program Planning

- **Every Assembly should plan their 4 Annual Patriotic Programs at the beginning of each fraternal year**

- **Every Faithful Navigator should immediately communicate these programs (with dates and all details) to:**
  - The State Deputy
  - The District Master
  - The District Marshal
  - The Grand Knights of all councils attached to the Assembly

Program Involvement = Visibility in our Parishes

Assemblies should be active in at least 4 programs each year:

- **There are no mandatory programs**
- **Ideas for your assemblies:**
  - Chalice
  - New Sword
  - Military Seminarian Fund
  - Warriors to Lourdes
- **Programs, support of the local councils at Masses, corporate communions, and honor guards at funerals are how we recruit new members.**

Supreme Program additions

- Warriors to Lourdes

- Partners with the Archdiocese for Military Services, U.S.A.
- Provides the opportunity and means for our non-wounded, wounded, ill, and injured U.S. warriors to participate in the Warriors to Lourdes pilgrimage for a period of prayer and spiritual guidance.
- Every $3,000 raised sends a warrior to Lourdes.

Phone:1-800-694-5713
Email: info@kofccharities.org

Supreme Program additions

Father McGivney Chaplain Scholarship

- Scholarship provides future development of the Co-Sponsored Seminarian Program for military Chaplains

Phone:1-800-694-5713
Email: info@kofccharities.org

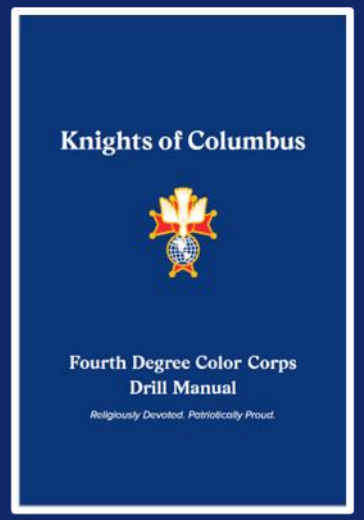
Veteran's Affairs Volunteer Services

- Executive member of VA Volunteer Services Advisory Board
- Knights sit on 58 local VA hospital advisory boards
- ~ 271 volunteers in 101 facilities
- Goal to have volunteers in all 153 VA medical centers
- Brother Knights and family members can volunteer
- Ask your District Master how your assembly can help!

- **Training Goals**

  Each month plan a 15-minute training session with the assemblies CCC to review portions of the Drill Manual, and Manual of the sword.

  Each man in the assembly should be prepared to serve in our varied honor guards and color guards when the need arises.



- **New Uniform Growth**

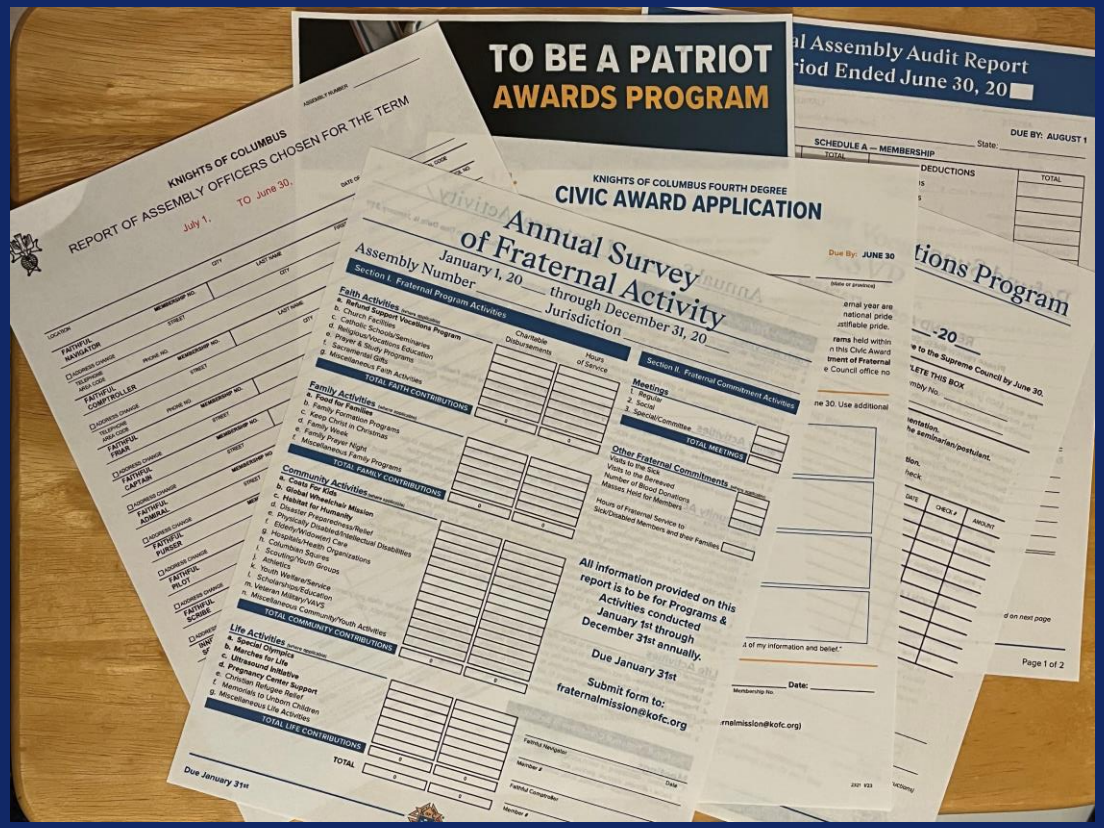
  Each assembly should encourage new uniform sales to grow the number of men for our Color Corps

  Incentive programs are a wonderful way of growing your numbers.

  An example would be to offer a rebate from the assembly when a members buys a uniform and serves in the assemblies Color Corps.

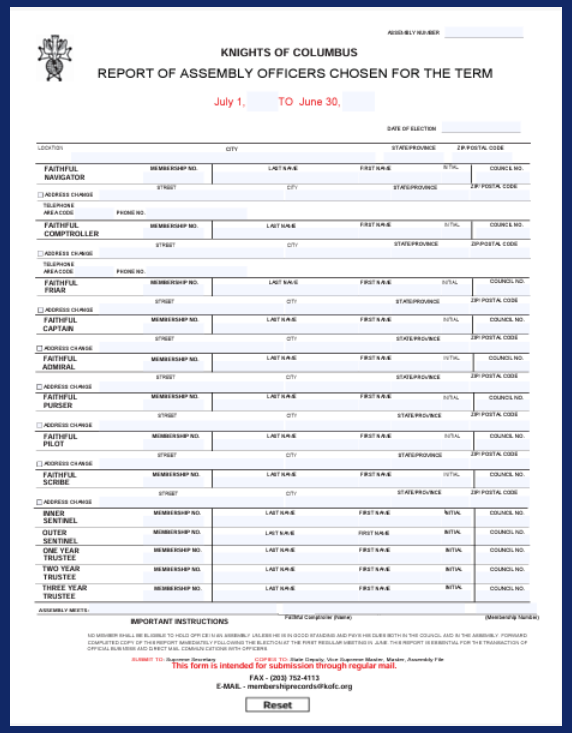
Forms

- Report of Officers
- Annual audit
- Annual Survey of Fraternal Activity
- To be a Patriot
- Civic award
- Assembly RSVP



Forms

- Report of Officers #186
  - Member Management
  - Outgoing FN and FS
  - Due 7/1
- Annual audit
  - FN and Trustees
  - Due 8/1



KNIGHTS OF COLUMBUS

REPORT OF ASSEMBLY OFFICERS CHOSEN FOR THE TERM

July 1, TO June 30,

DATE OF ELECTION

LOCATION	CITY	STATE/PROVINCE	ZIP POSTAL CODE

FAITHFUL NAVIGATOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
TELEPHONE AREA CODE	PHONE NO.				
FAITHFUL COMPTROLLER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
TELEPHONE AREA CODE	PHONE NO.				
FAITHFUL FRIAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
FAITHFUL CAPTAIN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
FAITHFUL ADMIRAL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
FAITHFUL PURSER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
FAITHFUL PILOT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
FAITHFUL SCRIBE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ADDRESS CHANGE	STREET	CITY	STATE/PROVINCE	ZIP POSTAL CODE	
INNER SENTINEL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
OUTER SENTINEL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
ONE YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
TWO YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.
THREE YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	COUNCIL NO.

ASSEMBLY MEETS -

IMPORTANT INSTRUCTIONS

Faithful Comptroller (Name) (Membership Number)

NO MEMBER SHALL BE ELIGIBLE TO HOLD OFFICE IN AN ASSEMBLY UNLESS HE IS IN GOOD STANDING AND PAYS HIS DUES BOTH IN THE COUNCIL AND IN THE ASSEMBLY. FORWARD COMPLETED COPY OF THIS REPORT IMMEDIATELY FOLLOWING THE ELECTION AT THE FIRST REGULAR MEETING IN JUNE. THIS REPORT IS ESSENTIAL FOR THE TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS.

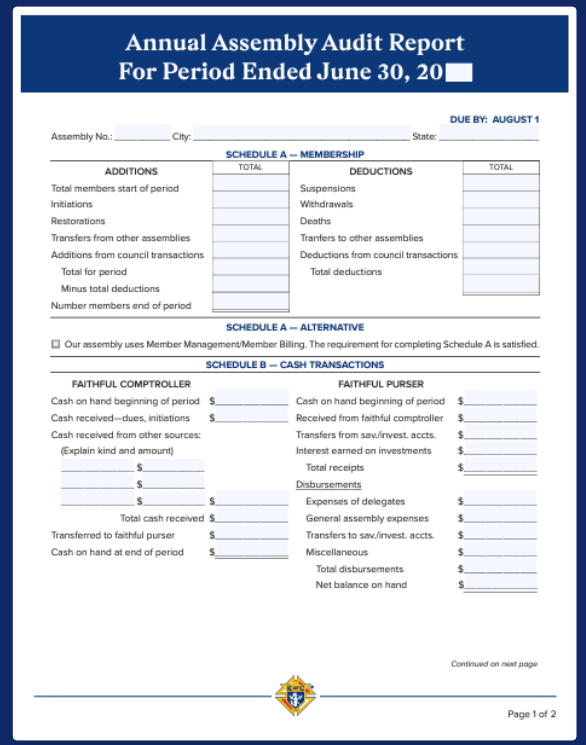
SUBMIT TO: Supreme Secretary COPIES TO: State Deputy, Vice Supreme Master, Master, Assembly File

This form is intended for submission through regular mail.

FAX - (203) 752-4113

E-MAIL - membershiprecords@kofc.org

Reset



Annual Assembly Audit Report
For Period Ended June 30, 20

DUE BY: AUGUST 1

Assembly No.: City: State:

SCHEDULE A — MEMBERSHIP

ADDITIONS	TOTAL	DEDUCTIONS	TOTAL
Total members start of period		Suspensions	
Initiations		Withdrawals	
Restorations		Deaths	
Transfers from other assemblies		Tranfers to other assemblies	
Additions from council transactions		Deductions from council transactions	
Total for period		Total deductions	
Minus total deductions			
Number members end of period			

SCHEDULE A — ALTERNATIVE

☐ Our assembly uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B — CASH TRANSACTIONS

FAITHFUL COMPTROLLER		FAITHFUL PURSER	
Cash on hand beginning of period	$	Cash on hand beginning of period	$
Cash received—dues, initiations	$	Received from faithful comptroller	$
Cash received from other sources:		Transfers from sav./invest. accts.	$
(Explain kind and amount)		Interest earned on investments	$
$		Total receipts	$
$		Disbursements	
$	$	Expenses of delegates	$
Total cash received	$	General assembly expenses	$
Transferred to faithful purser	$	Transfers to sav./invest. accts.	$
Cash on hand at end of period	$	Miscellaneous	$
		Total disbursements	$
		Net balance on hand	$

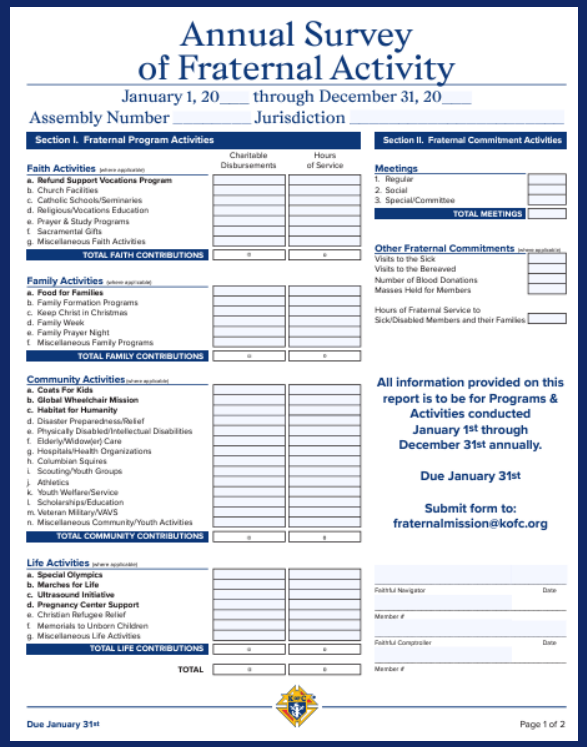
Continued on next page

Page 1 of 2

Remember to send a copy to your District Master

Forms

- Annual Survey of Fraternal Activity
  - Money and hours
  - Due 1/31
- To be a Patriot
  - Your best Patriotic program
  - Due 5/31



Annual Survey of Fraternal Activity

January 1, 20___ through December 31, 20___

Assembly Number _____ Jurisdiction _____

Section I. Fraternal Program Activities

	Charitable Disbursements	Hours of Service
Faith Activities (where applicable)		
a. **Refund Support Vocations Program**		
b. Church Facilities		
c. Catholic Schools/Seminaries		
d. Religious/Vocations Education		
e. Prayer & Study Programs		
f. Sacramental Gifts		
g. Miscellaneous Faith Activities		
TOTAL FAITH CONTRIBUTIONS	$	
Family Activities (where applicable)		
a. **Food for Families**		
b. Family Formation Programs		
c. Keep Christ in Christmas		
d. Family Week		
e. Family Prayer Night		
f. Miscellaneous Family Programs		
TOTAL FAMILY CONTRIBUTIONS	$	
Community Activities (where applicable)		
a. **Coats For Kids**		
b. **Global Wheelchair Mission**		
c. **Habitat for Humanity**		
d. Disaster Preparedness/Relief		
e. Physically Disabled/Intellectual Disabilities		
f. Elderly/Widow(er)-Care		
g. Hospitals/Health Organizations		
h. Columbian Squires		
i. Scouting/Youth Groups		
j. Athletics		
k. Youth Welfare/Service		
l. Scholarships/Education		
m. Veteran Military/VAVS		
n. Miscellaneous Community/Youth Activities		
TOTAL COMMUNITY CONTRIBUTIONS	$	
Life Activities (where applicable)		
a. **Special Olympics**		
b. **Marches for Life**		
c. **Ultrasound Initiative**		
d. **Pregnancy Center Support**		
e. Christian Refugee Relief		
f. Memorials to Unborn Children		
g. Miscellaneous Life Activities		
TOTAL LIFE CONTRIBUTIONS	$	
TOTAL	$	

Section II. Fraternal Commitment Activities

Meetings

1. Regular
2. Social
3. Special/Committee

TOTAL MEETINGS

Other Fraternal Commitments (where applicable)

Visits to the Sick
Visits to the Bereaved
Number of Blood Donations
Masses Held for Members

Hours of Fraternal Service to Sick/Disabled Members and their Families

All information provided on this report is to be for Programs & Activities conducted January 1st through December 31st annually.

Due January 31st

Submit form to: fraternalmission@kofc.org

Faithful Navigator Date

Member #

Faithful Comptroller Date

Member #

Due January 31st

Page 1 of 2

TO BE A PATRIOT AWARDS PROGRAM

Due By: MAY 31

Flying the flag, singing the national anthem, taking an active interest in the history and destiny of one's country. These are some of the ways we show love and respect for our country. There are others, though, and that's what the Fourth Degree awards program, **TO BE A PATRIOT** is about.

Since the turn of the century, members of the Fourth Degree of the Knights of Columbus, "the patriotic degree," have combined their Catholic heritage with their love of country and sponsored and participated in a variety of interesting patriotic programs and activities. **TO BE A PATRIOT** has been established to recognize these programs.

COMPETITION Competition to determine the **best patriotic programs** during a given fraternal year will be held on the district and provincial levels of the Fourth Degree. To enter the competition, each **assembly must submit a report on their single best patriotic activity on form #TBP-2 to THE MASTER.**

The master will then judge the entries and select the top activity in his district. The district winners will then be submitted to the vice supreme master. After selecting a top winner in his province, each vice supreme master should submit the entry form to the supreme master. Every entry will then be reviewed by a committee appointed by the supreme knight and supreme master. Winners will be announced by the Supreme Masters office.

DEADLINES

ASSEMBLIES — Original entries must be submitted **TO THE MASTER by April 30.**

MASTERS — Select top entry from district and submit **to vice supreme master by May 15.**

VICE SUPREME MASTERS — Select top entry from province and submit **to supreme master by May 31.**
Any entries after May 31 will not be eligible.

GUIDELINES Listed below are some suggested guidelines for masters and vice supreme masters to use when selecting the top activity in the **TO BE A PATRIOT** program.

1. The award is based upon a **single patriotic project or activity** conducted by an assembly during the fraternal year.
2. **BASIS FOR JUDGING**
   - Does the program truly exemplify the virtue of patriotism?
   - How many members participated in the program? What percentage of the entire membership participated?
   - What were the benefits of the program? How did the results affect the community at large?
   - How original was the program?
   - How was the program publicized and how effective was the publicity?

Remember to send a copy to your District Master

Forms

- Civic Award
  - Patriotic programming
  - Due 6/30
- Assembly RSVP
  - Support Vocations
  - Every $500 get $100 rebate
  - Due 6/30

KNIGHTS OF COLUMBUS FOURTH DEGREE

CIVIC AWARD APPLICATION

Due By: JUNE 30

ASSEMBLY NUMBER: _____ LOCATION: _____ _____

(City) (state or province)

Those assemblies deemed outstanding in their implementation of an agenda of patriotic programming in the fraternal year are eligible to receive the Supreme Council's **CIVIC AWARD**. This award is a tribute to the spirit of patriotism and national pride exemplified by the assembly's program of activities. Those assemblies winning the award should display it with justifiable pride.

In order to qualify for the Civic Award, the assembly must conduct and report at least **four varied patriotic programs** held within the fraternal year. Please note that assembly programs must be patriotic in nature. Programs must be reported on this Civic Award application, completed by the faithful navigator and submitted to: **Knights of Columbus Supreme Council, Department of Fraternal Mission, 1 Columbus Plaza, New Haven, CT 06510-3326**. This application must be received by the Supreme Council office no later than **June 30**.

Please list and briefly describe those patriotic programs sponsored by your assembly between July 1, and June 30. Use additional paper if necessary.

1.

2.

3.

4.

I hereby certify and affirm that the information provided herein is true and accurate, to the best of my information and belief.

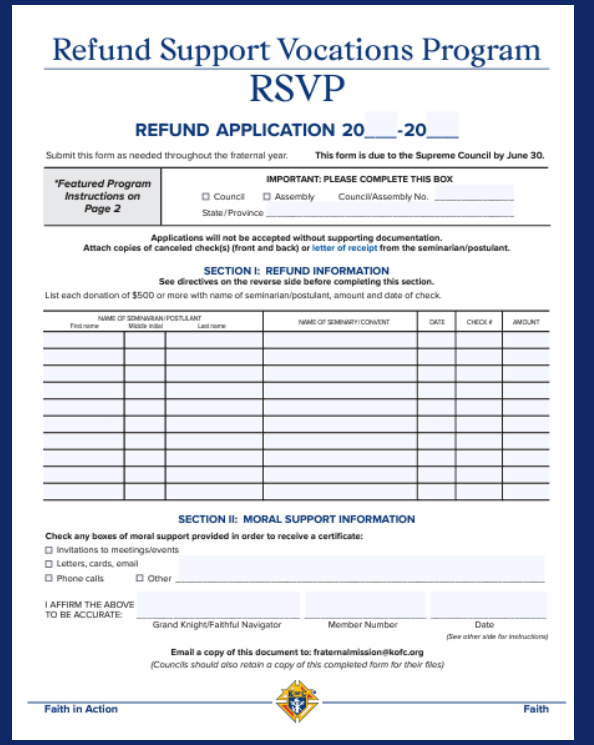
Faithful Navigator: _____ _____ Date: _____

Name Membership No.

SUBMIT ORIGINAL TO: DEPARTMENT OF FRATERNAL MISSION (email to: fraternalmission@kofc.org)

SEND COPIES TO: VICE SUPREME MASTER
MASTER
ASSEMBLY FILE

2021 1/23



Refund Support Vocations Program

RSVP

REFUND APPLICATION 20____-20____

Submit this form as needed throughout the fraternal year. **This form is due to the Supreme Council by June 30.**

Featured Program Instructions on Page 2

IMPORTANT: PLEASE COMPLETE THIS BOX

☐ Council ☐ Assembly Council/Assembly No. _____

State/Province _____

Applications will not be accepted without supporting documentation.
Attach copies of canceled check(s) (front and back) or letter of receipt from the seminarian/postulant.

SECTION I: REFUND INFORMATION

See directives on the reverse side before completing this section.

List each donation of $500 or more with name of seminarian/postulant, amount and date of check.

NAME OF SEMINARIAN/POSTULANT First name	Middle initial	Last name	NAME OF SEMINARY/CONVENT	DATE	CHECK #	AMOUNT

SECTION II: MORAL SUPPORT INFORMATION

Check any boxes of moral support provided in order to receive a certificate:

☐ Invitations to meetings/events
☐ Letters, cards, email
☐ Phone calls ☐ Other _____

I AFFIRM THE ABOVE TO BE ACCURATE: _____ _____ _____

Grand Knight/Faithful Navigator Member Number Date

(See other side for instructions)

Email a copy of this document to: fraternalmission@kofc.org
(Councils should also retain a copy of this completed form for their files)

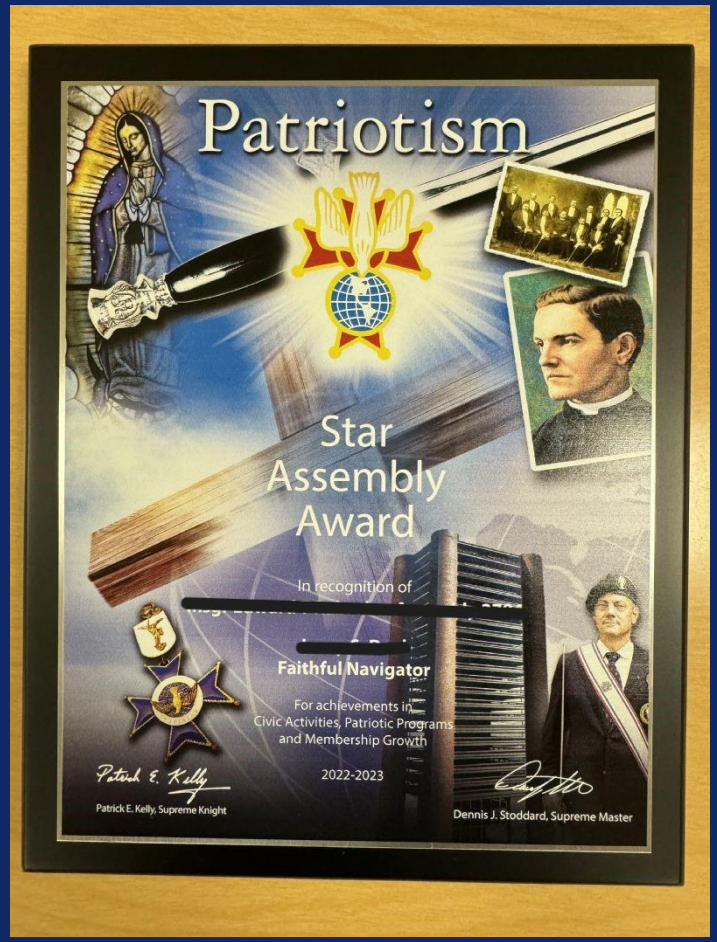
Faith in Action Faith

Remember to send a copy to your District Master

Star Assembly

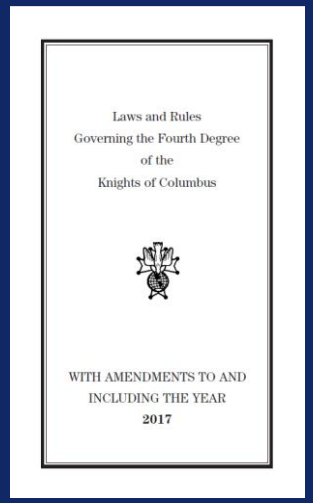
- Membership growth 6%
- Civic Award
- Submit To Be a Patriot Award application
- Assembly Excellence
  - Officers Chosen #186
  - Audit report #1315
  - Annual Survey of Fraternal Activity #1728

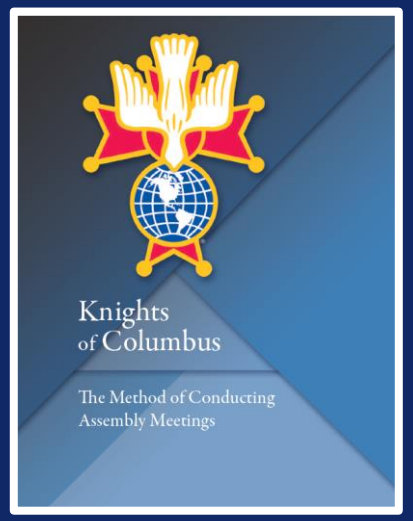
    Assembly

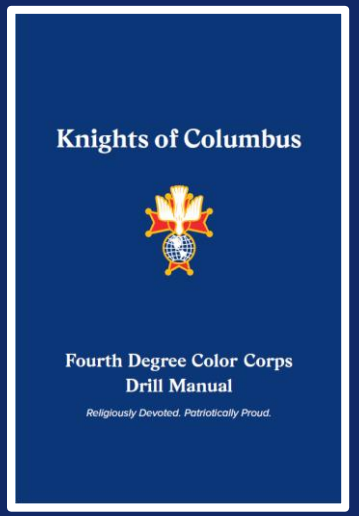


Resources

- 4th Degree Laws and Rules
- 4th Degree Method of Conducting Meetings
- Color Corps Drill Manual







Summary

- Be organized
- Communicate effectively
- Keep active
- Be fraternal
- Be Patriotic
- Support each council assigned to your assembly

Questions?

Prayer to St. Michael the Archangel

St. Michael the Archangel,
defend us in battle.
Be our protection against the
wickedness and snares 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!