How to Grow your Exemplifications

Supreme Master
Michael R. McCusker
July 20, 2026

Every Assembly a STAR Assembly

The Lord's Prayer

Our Father who art in heaven,
hallowed be thy name.
Thy kingdom come,
Thy will be done
on earth, as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass
against us,
and lead us not into temptation,
but deliver us from evil.
Amen.

Agenda

1. Exemplification Goals
2. Plan, Organize, Communicate, & Execute
3. Scheduling Membership Drives with Councils Attached to Assemblies
4. Exemplifications Ceremonials – Third Degree
5. Activating New Members in Assembly

Exemplification Goals

- ✓ Set your District goals & select Exemplification locations no later than August 1st of each fraternal year
- ✓ Have multiple examples of Membership Drives to share with your Assembly leaders
- ✓ District Masters: communicate with VSM, State Deputy, State Officers, Diocesan office, assembly leaders & marshals
- ✓ Prepare your information forms and Third-Degree invitation letters (samples attached)

Plan, Organize, Communicate, & Execute your Exemplifications

Plan, Organize, Communicate, Execute

- ✓ Plan your exemplifications. Check with the State Deputy so exemplifications are not scheduled on his planned meeting or program dates. Plan a minimum of 4 per year.
- ✓ Work with your assemblies to Plan membership drives to support each of your exemplifications
- ✓ Plan your exemplifications in coordination with the Bishop's office in each Diocese to secure the Cathedral in each Diocese
- ✓ Faithful Navigators should work with the councils assigned to their assemblies to Plan a membership drive for each exemplification in their area

Exemplification schedule

- ✓ As District Master, you should have given all Assembly leaders, Council leaders, Marshals your schedule of planned Exemplifications at the beginning of the fraternal year. Copy your VSM and State Officers.

- ✓ Plan ahead and work with Assembly leaders to plan next year's exemplifications. A minimum of 4 per year is suggested.

Assembly Recruitment

Recruitment strategies & techniques

- **Emphasize to Faithful Navigators their responsibility to promote membership!**

- **Work with all feeder councils**
  - Get to know your Grand Knights
  - Share information
  - Ideas for activities that the 4th can assist in for membership purposes

- **Have Sir Knight reps from assemblies at feeder council meetings to promote membership, exemplifications, & assembly activities**

Plan, Organize, Communicate, Execute

- ✓ **Organize your Marshals and Faithful Navigators for each planned exemplification. They should be able to recite each date of your exemplifications.**
- ✓ **Faithful Navigators should organize their recruitment team to meet the membership goal and maximize the membership drive planned for their assembly.**
- ✓ **Organize your exemplification teams. They should be well practiced and prepared. Make sure equipment will work in the Cathedral in each Diocese.**

Assembly Membership Guidelines

The requirements relating to membership and recruitment are defined in Article IX of the *Laws and Rules Governing the Fourth Degree of the Knights of Columbus*.

The most important committee in the assembly is the Membership Committee. The committee should be under the supervision of a Membership Director with a Chairman each for recruiting and retention.

Sir Knights of the Fourth Degree are encouraged to be active recruiters for their councils. By building membership in the Council and mentoring a Brother Knight at the Council level, we will identify and develop future Sir Knights of the Fourth Degree.

Plan, Organize, Communicate, Execute

Communicate a list of planned Exemplifications, an information sheet for each exemplification, & an invitation for Third Degree members to the following:

- ✓ State Deputy & his team
- ✓ The Bishop's office (to secure the Cathedral for each Exemplification & invite each Bishop)
- ✓ Vice Supreme Master
- ✓ Faithful Navigators
- ✓ Marshals
- ✓ Fourth Degree Director of Ceremonials
- ✓ Grand Knights (through your Faithful Navigators)
- ✓ Flocknote
- ✓ Parish bulletins
- ✓ Diocesan bulletins
- ✓ Council newsletters
- ✓ Assembly newsletters
- ✓ To promote exemplifications and assembly Patriotic, fraternal, and spiritual activities

Effectively Communicating with Assembly Members

Every District Master should be in regular communication with Assembly Faithful Navigators and encourage them to communicate goals of Supreme and the District to members.

Regular communication with council leaders attached to the assembly is vital.

Goal is Star Assembly

Along with membership, make sure you are communicating these requirements on a regular basis:

Complete?	Task	Due Date	Form	Email
	Assembly Officers Report	July 1	#186	membership@kofc.org
	Assembly Audit Report	August 1	#1351	supremmaster@kofc.org
	Assembly Survey of Fraternal Activity	January 31	#1728	fraternalmission@kofc.org
	To Be A Patriot Award Application	April 30 *District Master* May 15 *DM to VSM* May 31 *VSM to SM*	#TBP-1	supremmaster@kofc.org
	Civic Award Application	June 30	#2321	fraternalmission@kofc.org
	Assembly RSVP Program	June 30	#2863A	fraternalmission@kofc.org

Plan, Organize, Communicate, Execute

Execute your plans as follows:

- ✓ Consistent follow ups and assist your Marshals & Faithful Navigators
- ✓ Grand Knights (through your Faithful Navigators)
- ✓ Follow up with the host Assemblies each month and offer assistance if needed
- ✓ Contact the Host Diocese one week out of planned exemplifications

Scheduling Membership Drives with Councils Attached to Assemblies

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Well in advance of each Exemplification your Assemblies should plan a membership drive to fill the exemplifications.

Communicate & assist your assembly leaders & Marshals with a planned agenda for the membership drive.

Faithful Navigators should attend all Council meetings to promote Membership Drives, share details, & distribute Third Degree invitations.

Grand Knights should encourage Fourth Degree membership, CUF exemplifications & council meetings, and allow SK to discuss membership, exemplifications & assembly activities.

Exemplifications Ceremonials: Third Degree

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Faithful Navigators should offer Fourth Degree assistance for CUF exemplifications (Ex. Honor Guards for the Mass).

Faithful Navigators should attend CUF exemplifications and be prepared to discuss membership drives, exemplifications, & assembly activities.

Assembly members should be eager to assist in all Honor Guards for CUF exemplifications, and volunteer with membership drives.

Activating New Members in Assembly

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Faithful Navigators should be prepared with a complete list of assembly activities and encourage new members to become active.

District Masters & Faithful Navigators should ask new members to purchase new uniforms so they can participate in our Honor Guards.

New assembly members should be trained each month at assembly meetings on how to participate in our Honor Guards.

Our next training will be held:

November 16 , 2026

Questions?

Contact your Vice Supreme Master

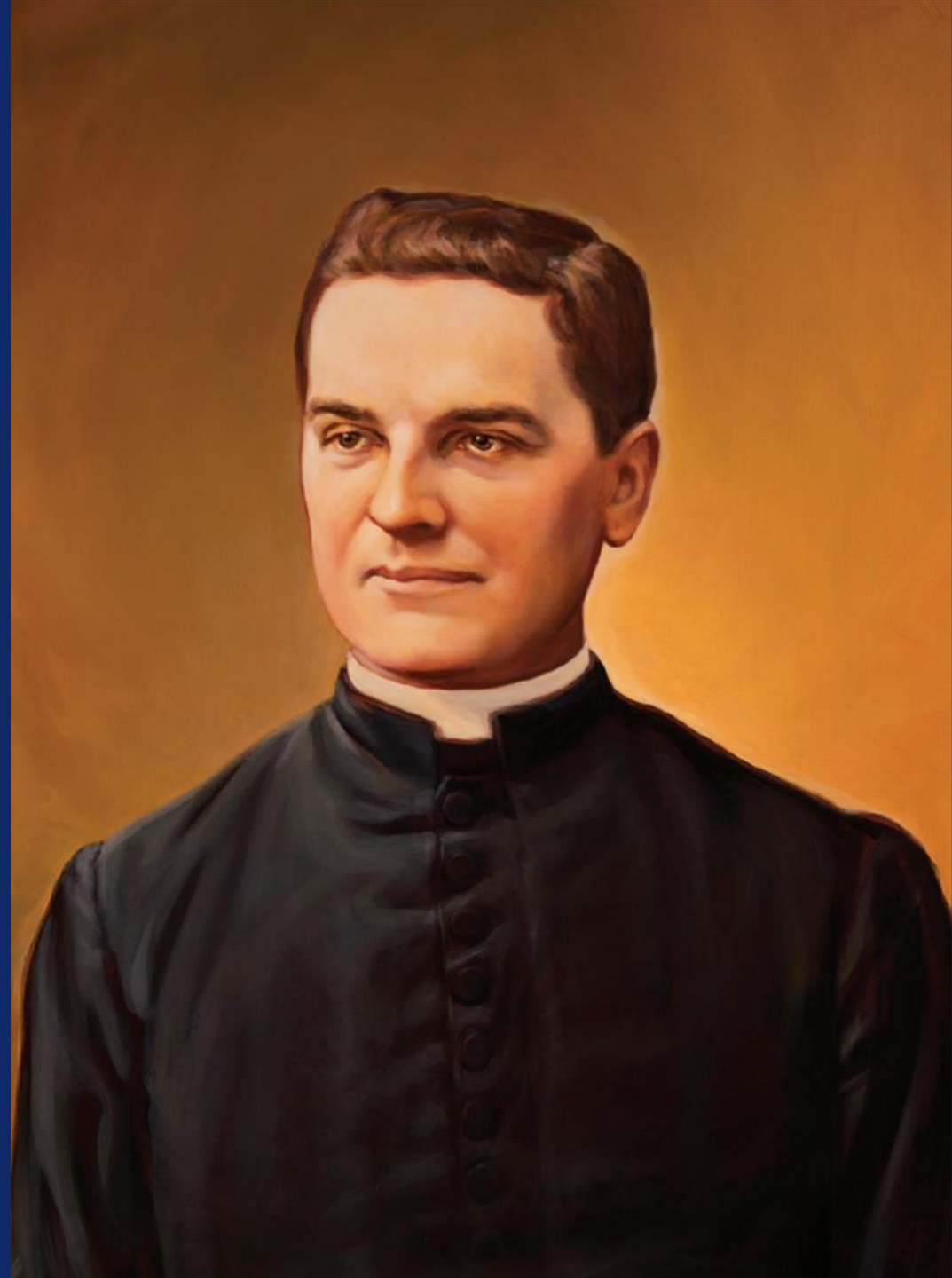
Summary

Wrap-up by

Supreme Master McCusker

Prayer for the Canonization of Blessed Michael McGivney

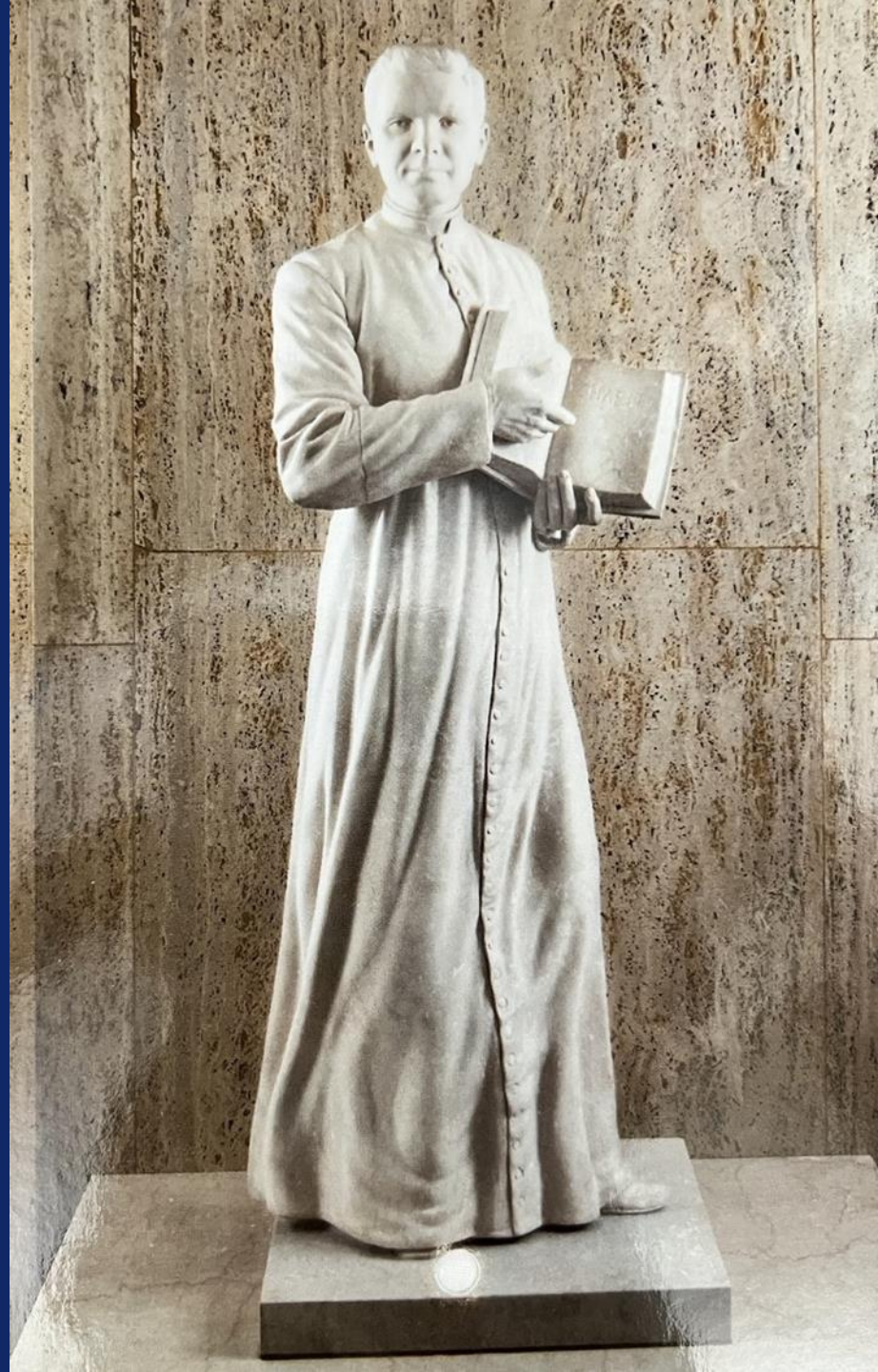
God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, 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.



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Thank You!
Vivat Jesus!