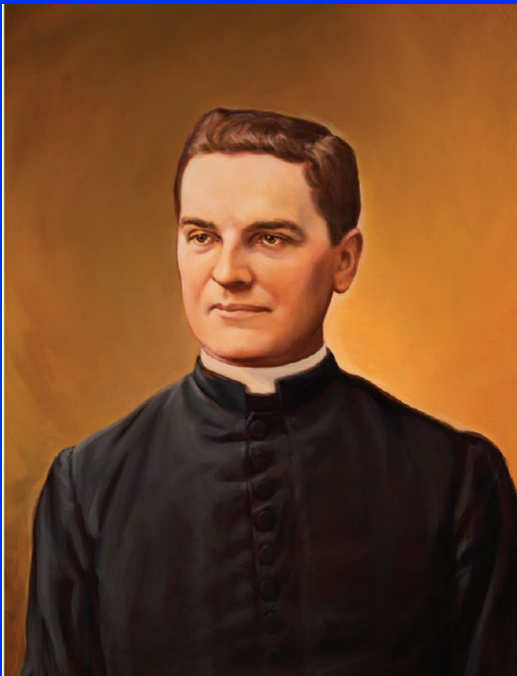




**Knights of
Columbus[®]**
**Mississippi
State Council**

School of Columbianism Meeting

July 22, 2023



Welcome



Faith
in Action



Agenda

9:30	Opening Prayer and Pledge
9:35	State Deputy Opening Comments
9:45	State Chaplin Comments
9:55	Break out Session Instructions
10:00	Session 1
10:50	Session 2
11:45	Lunch
12:15	Session 3
1:05	Session 4
1:55	Session 5
2:45	Safe Environment
2:55	Liability Insurance
3:00	Per Capita
3:05	Silver Rose
3:15	Closing Comments
3:25	Closing Prayer



Mission

Strengthen Catholic Men, and their Families, so that they can be Engaged and Active Members of their Parish, Family, and Community



Jurisdiction Areas Of Focus

Faith Formation – Strengthen our members' Catholic faith through our Evangelization and Faith and Formation as well as COR Meetings

Faith In Action Programs- Our councils need to reengage and expand in our works of Charity

Membership Engagement- Through Faith Formation and Faith in Action activities, provide the opportunity for our membership to share our faith, celebrate fraternity, and work side by side in charity

Membership Growth- Being visible and active in our Churches parishes and communities will inspire other Catholic men to want to join the Knights of Columbus.



Jurisdiction Areas Of Focus

Leadership Development- Strengthen leadership development from the council levels up to the State leadership team

People with Intellectual Difficulties Resurgence- Promote council engagement in support of the PID program so that we many continue to support those with special needs in our communities.



Programs Engage, Evangelize, and Recruit



**Through Prayer,
Through the Sharing of our Faith, and
Through Faith Filled works of Charity
in our Parish and Community,
We will Inspire and Strengthen other Catholic Men.
Building their desire to do the same, and
Become a *Brother Knight***





State Deputy Meeting New Haven, Connecticut



5 Takeaways

- 1. Blessed Michael McGivney when he formed the Knight of Columbus called the men of St Mary's to strengthen their Catholic faith and to serve the community – Today we are called to do the same!**
- 2. Sitting in the dedicated Mississippi pew at St Mary's Church was such a humbling experience**
- 3. The success of the Mississippi Jurisdiction is not dependent upon me, but upon us all, as leaders in the Knight of Columbus**
- 4. Developing leaders throughout our Jurisdiction is critical to our Growth and Sustainment**
- 5. There is such a special presence of the Holy Spirit when you participate in the Procession of the Blessed Sacrament**



**I Wish
Every Brother Knight
in the State Of Mississippi,
the Opportunity to Stand in the
Presence of
Our Founder
Blessed Michael McGivney**



Break-Out Sessions

Schedule

	Time	Round 1	Round 2	Round 3	Round 4	Round 5
Session 1	10:00 - 10:45	Group 1		Group 2		
Session 2	10:50 - 11:35		Group 2	Group 1		
Lunch 11:45 - 12:15						
Session 3	12:15 - 1:00	Group 2	Group 1			
Session 4	1:05 - 1:50				Group 2	Group 1
Session 5	1:55 - 2:40				Group 1	Group 2

Sessions

Session 1- Programs
Session 2- Systems and Information
Session 3- Forms and Reports
Session 4- Membership
Session 5- Grand Knight Overview

- Grand Knights, or Representing Officer, and District Deputies Travel as a Group
- 45-minute sessions with 5-minute transition time between sessions
- These sessions are to educate you as well as prepare you to help host District SOC meetings with your District Deputy
- These are working sessions so please ask questions to be sure that you understand enough to explain during your District SOC meetings
- Make good use of the 45 minutes, the schedule is tight and there is a lot of content.
- The handbooks are yours. Take notes as needed
- If you are not a GK, or attending as a GK representative, you are welcome to join your district group, but please respect that today is for the GK's to learn and understand their roles as the council leaders.



Questions?



Closing Comments



Prayer for the Canonization of Blessed Michael McGivney

Founder of the Knights of Columbus

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. 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.

Please report all favors received:

The Father McGivney Guild

1 Columbus Plaza

New Haven, CT 06510-3326 • USA

www.fathermcgivney.org

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Programs

State Programs

Recruiting and Retention

- No one wants to join a group just to attend meetings.
- Programs are a good way to recruit and KEEP members.

The Four Program Areas

- ▶ Faith
- ▶ Family
- ▶ Community
- ▶ Life

Faith

John Barnes

- ▶ **RSVP**
- ▶ **Into The Breach**
- ▶ **Spiritual Reflection**
- ▶ **Holy Hour**
- ▶ Pilgrim Icon Program
- ▶ Build The Domestic Church Kiosk
- ▶ Rosary Program
- ▶ Sacramental Gifts

Community

Thomas Moran

- ▶ **Coats for Kids**
- ▶ **Global Wheelchair Mission**
- ▶ **Habitat for Humanity**
- ▶ Disaster Preparedness
- ▶ Free Throw/Soccer Challenge
- ▶ Catholic Citizen Essay
- ▶ Helping Hands
- ▶ Red Mass/ Blue Mass

Family

John Dorsa

- ▶ **Food For Families**
- ▶ **Family of the Month/Year**
- ▶ **Family Fully Alive**
- ▶ **Family Prayer Night**
- ▶ Keep Christ in Christmas
- ▶ Family Week
- ▶ Consecration to the Holy Family
- ▶ Good Friday Family Program

Life

Basil Demarest

- ▶ **March for Life**
- ▶ **Special Olympics**
- ▶ **Ultrasound Initiative**
- ▶ **ASAP/ Pregnancy Center Support**
- ▶ **PID Program**

- ▶ Christian Refugee Relief
- ▶ Silver Rose
- ▶ Mass for People with Special Needs
- ▶ Novena for Life

State Focus

- ▶ People with Intellectual Disabilities
 - ▶ Fell away during the Covid Years
 - ▶ We need to revitalize this program

Special Projects

- ▶ Life
 - ▶ Support of the ASAP Program
- ▶ Family
 - ▶ Family Pray Night
- ▶ Faith
 - ▶ COR
- ▶ Community
 - ▶ Disaster Preparedness

Awards

- ▶ Columbian Award
 - ▶ 4 Program Credits, SP7 (6/30), and 365 (8/1)
- ▶ Father McGivney Award
 - ▶ Meet membership Goal
- ▶ Founder's Award
 - ▶ Hold 2 Fraternal Benefit Nights
- ▶ Star Council Award
 - ▶ Columbia, McGivney, Founder's Awards

Be Strong Catholics

- ▶ Regularly attend Sunday mass
- ▶ Daily prayer/Rosary
 - ▶ The Hallow App
- ▶ Attend Adoration regularly
- ▶ Start Programs with a prayer

Faith in Action

- ▶ Use Programs to exemplify the virtues of Catholicism.
- ▶ Remember at all times to be men of virtue
- ▶ Remember that you may be the only example of Catholicism/KCs someone may know.

Links

- ▶ Supreme
 - ▶ <https://www.kofc.org/en/what-we-do/faith-in-action-programs>
- ▶ Biloxi Diocese
 - ▶ <https://biloxidiocese.org/>
- ▶ Jackson Diocese
 - ▶ <https://jacksondiocese.org/>
- ▶ USCCB Daily Bible Readings
 - ▶ <https://bible.usccb.org/>

FAITH IN ACTION - RESOURCES



**FAITH IN ACTION
OVERVIEW**



FAITH



FAMILY



COMMUNITY



LIFE



FAITH IN ACTION FORMS

OVERVIEW & HIGHLIGHTS



FAITH IN ACTION RESOURCES

[#10907 Faith in Action Guidebook](#) 

[#10746 Faith in Action Minimum Requirements](#) 

[#10581 Faith in Action FAQs](#) 



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Catholic Sharing Appeal

Make a one-time donation
or pledge a reoccurring amount

*"You are the light of the world - your
light must shine before others, that they
may see your good deeds and glorify your
heavenly Father."*

— Matthew 5: 14, 16



Daily Readings

LECTURAS DIARIAS EN ESPAÑOL



[VIEW CALENDAR](#)

 [LISTEN PODCASTS](#)

 [VIEW VIDEOS](#)

 [GET DAILY READINGS E-MAILS](#)

8
JUL 2023

Saturday of the Thirteenth Week in Ordinary Time



9
JUL 2023

Fourteenth Sunday in Ordinary Time



Contact

- ▶ Quincy St. Pierre
- ▶ 601-408-6222
- ▶ q.stpierre@gmail.com

Membership

Mississippi Jurisdiction
Membership
2023-2024 Fraternal Year



**Knights of
Columbus®**

Jacob Eftink
State Membership Director
Mississippi Jurisdiction
662-801-9981

membership@kofc-ms.org

Brothers

The Knights of Columbus needs councils to have a vibrant and visible program. The Order needs to be strong in its Faith Formation and put its Faith in Action. The Order should strengthen its Parishes and support the Clergy. The Order should make its members to better citizens, fathers, husbands and men.

The Order needs Catholic gentlemen to JOIN US and engage in both service to the Parish and the promotion of the mission of the Order. The actions of the current membership should inspire Catholic gentlemen to join the Knights of Columbus.

Jacob Eftink

State Membership Director

Mississippi Jurisdiction

Membership Recruitment Goals for Star Council

- McGivney Award-
 - 6% Membership Growth
 - minimum 5 new members
 - maximum 15 new members
 - See chart in this packet for your council's goal
- Founders Award-
 - Two Fraternal Benefits Nights
 - Benefit nights can be live or virtual
 - Eligible men may attend other council's Benefit Night
 - Must submit form #11077
 - Councils with 99 Members or less-
 - Must have a cumulative 10 eligible men attend
 - Councils with 100 members or more
 - Must have a cumulative 14 eligible men attend

Membership Encouraged Practices

Get a fast start on membership recruiting and programs

- Two new members per district per month

Put an emphasis on live exemplifications

- One exemplification per district per quarter
- Communicate with nearby councils when hosting an exemplification

Good Practices in Recruiting

Meet with the Parish Priest and staff

- Do a recruitment drive with the blessing of the Parish Priest
- Examples of recruitment drives include:
 - Family Socials
 - Fraternal Benefit Nights
 - Speaking at Parishes
 - Spiritual Reflection Events

Visit with Parish's RCIA Candidates and Young Adult Groups

Every council event is an opportunity to recruit. Have an online membership card available.

Visibility

Use an active, visible and diverse council program as a recruiting tool

Publicize the Order through bulletins, social media and conversation

Promote a united and family atmosphere

Use Faith Formation and putting their Faith in Action as a beacon of light for Evangelization

Visibly demonstrate the principles of the Order

Wear Knights of Columbus shirts at council events

Inspire Catholic Gentlemen to join the Order

Membership Director

A membership director serves as a liaison between the council and potential new members.

Duties of the admission should include:

- Acclimating candidates to the happenings of the council
- Vetting the candidates
- Learning the interest, skills and talents of candidate
- Assigning a member of the council to serve as a mentor
- Meeting with Parish Priest and council to recommend candidate's admission to the Order.
- Recommends to the council on holding an Exemplification of Charity, Unity and Fraternity.

State Membership Team

New Council Development- PSD Phillip Jabour Chairman

Roundtable Coordinator- John Piazza Chairman

- A new council requires 20 Knights to become chartered
- Roundtables is for communities or Parishes with less than 20 Knights
- The goal is to have a Knights presence in every Parish

Reference:

<https://www.kofc.org/en/resources/for-members/10506-council-development-retention-guidelines.pdf>

Online Membership- Gary Owchar Chairman

- **kofc.org/join**
Free Online Membership Promo Code:
BLESSEDMCGIVNEY
- When an online member joins, several Knights will receive an email. His information will be on the prospect tab on membership management. Online member will be assigned to the nearest council.
- The council should contact the online member and invite them to a council event.
- An online member can attend events, council meetings and meet with the insurance member.
- Any online member **MUST** be vetted and voted upon by the council. An online member must participate in the degrees.

Membership Growth

There are communities which can provide a diverse membership in your councils. Here are some examples.

Hispanic Recruitment- Hispanics are the fastest growing Catholic population in state. They are very passionate and loyal Catholics.

College Recruitment- College Knights bring a younger community to the Order. Upon graduation, college Knights may transfer to new council or join the affiliate program.

Transfer members- Parishes may have Knights who have moved into the area and looking for a council to join. Councils should be visible to the newer members of the Parish. Have information about the council on a Parish's newcomers survey or welcoming dinner.

Affiliate members- Parishes may have affiliate members looking to come back to the Order. Invite affiliate members to council events. Affiliate members receive emails and newsletters from Supreme.

Recruiting Incentives

FAST START COUNCIL INCENTIVE- The top ten councils in each jurisdiction that achieve a minimum of 100% of their intake goal by September 30, 2023 will receive a choice of either a personalized flag, tablecloth or banner. See pictures below.

FIRST QUARTER RECRUITER INCENTIVE - Every individual recruiter who recruits five new members by September 30, 2023 will receive a limited-edition recruiters' lapel pin.

Any council obtaining their membership quota by December 31, 2023 will have their state per capita tax waived.

Resources

Fraternal Operations

<https://www.kofc.org/en/for-members/resources/fraternal-operations.html?1tab=1tab2>

Membership Reference Manual

<https://www.kofc.org/un/en/forms/recruitment/membership-recruit-manual10237.pdf>

- **Jacob Eftink- State Membership Director**
membership@kofc-ms.org
- **Gary Owchar- Online Membership Chariman**
stonlinemem@kofc-ms.org
- **Phillip Jabour- New Council Development Chairman**
phillipjabour@bellsouth.net
- **John Piazza- Roundtable Chairman**
dd5@kofc-ms.org

Conclusion

Membership growth is an important part of the Order

Recruit members via a visible and active program

Get to a fast start in programming and recruitment

Be engaged in recruiting and programming all year



Put your Faith in Action.
 Become a stronger Catholic
 man. Join the Knights of
 Columbus.



**Knights of
 Columbus®**

Mississippi Knights of Columbus

<https://www.kofc-ms.org/>

FREE Online Membership

www.kofc/join

Promo Code: BLESSEDMCGIVNEY

MEMBERSHIP RECRUITMENT AD



BACK



FRONT



FAST START COUNCIL INCENTIVE GIFTS

Systems/Info

MEMBER MANAGEMENT

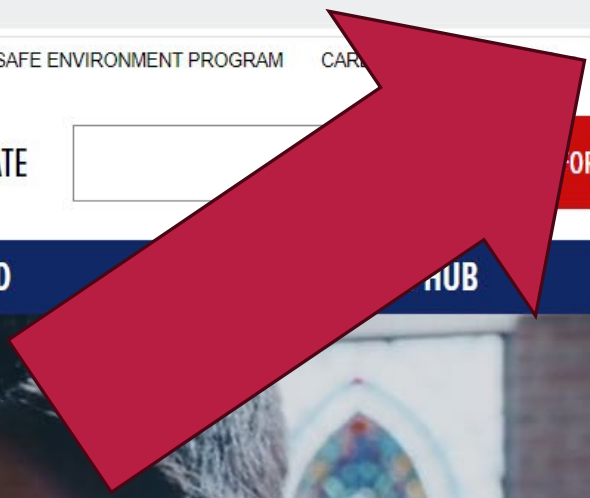


July 8 & 22 ,2023

AGENDA

1. Overview
2. Log in and Applications
3. Member Management – Find a Member
4. Member Management – Council Administration
5. Print Center – Member Management
6. Email Tool
7. Summary





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SIGN IN

KOFC HOME

You must be a registered user ⁱ to access this portal.

Please enter your username and password in order to sign in.

Username*

Password*

Remember Me

[PASSWORD RESET](#)

[ACCOUNT ASSISTANT](#)

Officers Online

Hi Aaron Achord | Last Login: 7/3/2023 at 2:55 pm

Change Role: **Financial Secretary**

Urgent Messages

Scheduled Outage

To ensure proper recording of the 2023-2024 Officers and Service Program Personnel that have been recorded using the Next Fraternal Year screens in Member Management, the Supreme Council will be taking Member Management, Member Billing and By-Laws Online, offline on Friday, June 30 at 6:00 pm (Eastern). It will be brought back online after the updates are successfully completed on July 1. We thank you for your understanding during this Fraternal Year End processing.

Reporting Council / Assembly Officers & Service Program Personnel Online

Council / Assembly officers and service program personnel can be reported efficiently through Member Management. If you need assistance, we encourage you to watch this short [tutorial](#) on the process of recording your officers and service program personnel. If you are reporting these for the 2023-2024 Fraternal Year, make sure to be on the Next Fraternal Year screen, which is pre-populated with the Start Date of July 1, 2023.

Data Error Message

Users that have a role in the 4th Degree may experience a 'Data Error' message box when accessing Officers Online. This is not an actual data error, and you can click 'OK' and continue with what you were doing. We are working to have this resolved, and apologize for the annoyance it is causing.

Email Addresses Mandatory for Safe Environment Roles

In order to be counted towards a council's Safe Environment compliance, Grand Knights, Program Directors, Family Directors, and Community Directors must have a unique email address entered as their "Primary Email" in Member Management.

Mississippi > 7 > #7915 (Brookhaven)

Supporting Applications



Supporting Applications



Officers Desk Reference



Office Of Youth Protection



Home Corporations



Member Management



Member Billing



By Laws Online



Knights Gear



Supplies Online



Canadian Supplies Online

Scroll down to see this portion of screen

Membership

Reports

Forms

Publications

Prospect

Candidate

Awards Progress

	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	5	0	0	0	0	0	0	
INS	0	0	0	0	0	0	0	

Council Membership

Total Membership 7/4/2023	YTD Change in Membership
53	0



Canadian
Supplies
Online

Membership

Reports

Forms

Publications

Prospect

Candidate

Search:

Report Name	Date	PDF	Excel
Membership Roster	7/4/2023		
Membership Roster - January	1/1/2023		
Membership Roster - July	7/1/2023		
Safe Environment Member Status	6/23/2023		
Safe Environment Participation Rate Report	7/5/2023		
Safe Environment Council Compliance Report	5/9/2023		
Council Billing Statement (Past)	6/30/2023		

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Supporting Applications



Officers Desk Reference



Office Of Youth Protection



Home Corporations



Member Management



Member Billing



By Laws Online



Knights Gear



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Canadian Supplies Online

Membership

Reports

Forms

Publications

Prospect

Candidate

Search:

Report Name	Date	PDF	Excel
Membership Roster	7/4/2023		
Membership Roster - January	1/1/2023		
Membership Roster - July	7/1/2023		
Safe Environment Member Status	6/23/2023		
Safe Environment Participation Rate Report	7/5/2023		
Safe Environment Council Compliance Report	5/9/2023		
Council Billing Statement (Past)	6/30/2023		

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

✕ ✓ fx

A B C D E F G H I J K L M N O P Q R S T U

MEMBER STATUS REPORT

Report As Of Date: 06/15/2023

Country	Jurisdiction	District	Unit Type	Unit Number	Member Number	Role	Name	Email	Training Program Type	Training Program Start Date	Training Due By/Compliance	Re-training Eligibility Date	Background Check Start Date	Background Check Due By/Compliance	Re-screening Eligibility Date	Member Status
US	MS	23007	council	7915	4535547	Program Director (511)	MYRON A BARTHOLOMEW	MYRONBARTHOLOMEW@GMAIL.COM	Legacy	2022-07-22	Compliant	2023-12-06	n/a	n/a		Compliant
US	MS	23007	council	7915	4975053	Grand Knight (501)	EDDIE L BRITT	EDDIE.BRITT@GMAIL.COM	Legacy	2022-07-22	Compliant	2025-07-08	n/a	n/a		Compliant
US	MS	23007	council	7915	3812907	Family Director (519)	LUIS A YBARRA	YBARRALUIS@YAHOO.COM	Legacy	2022-07-22	Compliant	2025-06-30	2022-09-05	Compliant	2025-07-31	Compliant
US	MS	23007	council	7915	2867075	Community Director (514)	AARON J ACHORD	AJACHORD@MEPCOOP.COM	Legacy	2022-07-22	Compliant	2023-06-29	2022-07-25	Compliant	2025-06-24	Compliant



Canadian
Supplies
Online

Membership

Reports

Forms

Publications

Prospect

Candidate

Search:

Form Name	Form Number	Due Date	Print	Online
Annual Survey of Fraternal Activity	1728	1/31		
Semiannual Council Audit (due February)	1295-2	2/15		
Semiannual Circle Status and Audit	247-1	3/15		
Brother Barnabas	279	6/30		
Columbian Award Application	SP-7	6/30		
Food For Families Report Form	10057	6/30		
RSVP and Plaque Application	2863	6/30		
Report of Officers Chosen for Term	185	7/1		
Service Program Personnel Report	365	7/1		
Columbian Squires Officers & Chairmen	468	8/1		
Semiannual Council Audit (due August)	1295-1	8/15		
Semiannual Circle Status and Audit	247-2	9/15		

Membership

Reports









Forms

Publications

Prospect

Candidate

Search:

Publication Name ▲	Date ▼	Type ▼
Assembly Leaders Resources		
Beatification Resources		
Ceremonials Resources		
Faith in action: Program Resources		
Fraternal Leader Advisory		
Fraternal Operations Resources		
Inviting Men to Join		
Knightline		
Leadership Handbooks		
Training & Webinars		

Membership

Reports

Forms

Publications

Prospect

Candidate

Assigned

Search:

Council # ▲

Assigned Date ▼

Name ▼

Member # ▼

Entry Date ▼

Ceremonial Date ▼

Action ▼

No data available

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Reference



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Protection



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Corporations



Member
Management



Member Billing



By Laws
Online



Knights Gear



Supplies
Online



Canadian
Supplies
Online

Select Member Management Block

Membership

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Prospect

Candidate

Awards Progress

	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	5	0	0	0	0	0	0	
INS	0	0	0	0	0	0	0	

Council Membership

Total Membership 7/4/2023	YTD Change in Membership
53	0



The Service Program Personal (also known as Form 365) will be recorded as received when the following required roles have been appointed - Program Director, Community Director, Family Director, Membership Director, and Retention Chairman.

Safe Environment Requirements can be found at kofc.org/safe

Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.

LIVE




TRAINING




FIND A MEMBER

- Allows searching members by name or member #
- Enter a few letters of last name
- Or by member #
- Click “Search”
- Active – Ins. Or Assoc.
- Former – Inactive Ins.

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS** Find a Member by Last Name: Print this screen  

Officers Online | **Member Management** | Council Administration | Print Center-MM

Member Management - Find A Member 

Search Criteria

Display records for the following:

Active Members Former Members

Required Criteria

Last Name: -or- Member #:


Search Tips





FIND A MEMBER – By Name

- Shows search results for “Per”
- Select the member of choice
- Click on Name to pull up profile

English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

Print this screen  

Officers Online | Member Management | Council Administration | Print Center-MM

Member Management - Search Results

Total Search Results - 3 << New Search

Results Returned


Name	Member No.	Age	Type	Class	City
Percy, Stephen	4926209	18	Assoc	Reg	Bristol
Perreault, Dominique	10338	100	Assoc	Hon L.	Seabrook
Person, Thomas B	2965780	63	Assoc	Reg	New Haven



MM – GENERAL INFORMATION

Member Management - General Information

Member

Thomas B Person  **Council 1**

Member #: 2965780 **Phone:** 203-397-0845
DOB: 11-02-1959 **Wife:** Jane

<< >>

[Name Info](#) | [Address Info](#) | [Email Info](#)

Name Information

Prefix: **Suffix:**
[Add Prefix](#) [Add Suffix](#)

First Name: **Fraternal Suffix:**

Middle Name: **Nickname:**

Last Name: **Letter Salutation:**
[Add Salutation](#)

[Name Info](#) | [Address Info](#) | [Email Info](#)

Address Information

Bad Address - Mail Returned

Fraternal Address of Record * **Use This Address**

Address Line 1: **Residence Phone:** Ext.

Address Line 2: **Business Phone:** Ext.

City: **Cell Phone:**

State/Province: **Fax Number:**

Postal:

Country:

* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Alternative/Seasonal Address **Use This Address**

Address Line 1:

Address Line 2:

City:

State/Province:

Postal:

Country:

Seasonal Phone: Ext.

Start Mail Date: **Stop Mail Date:**

* Local Use Only - Supreme will not be updated if Alternative address is used. Supreme mailings will continue to go to the Fraternal Address of Record

Remove Alternative/Seasonal Address

[Name Info](#) | [Address Info](#) | [Email Info](#)

Email Information

Primary Email: **For Local Use Only**
name@example.com

Secondary Email:

Tertiary Email:

MM – GENERAL INFORMATION: REMOVE PHONE

- Making edits is easy
- Let's remove a phone number
- Notice highlighted Business number
- Clear the numbers from the field


Member Management - General Information

Member Management

- Find a Member
- Search Results
- General Information
- Fraternal Information
- Personal Information
- Member Interests
- Contact Notes
- Change History

Member Management - General Information

Member

Thomas B Person  Council 1

Member #: 2965780 Phone: 203-397-0845
DOB: 11-02-1959 Wife: Jane

<< Prev Next >> Email Member Member Info Report

Reset

Name Info | Address Info | Email Info

Name Information

Prefix: Suffix:
[Add Prefix](#) [Add Suffix](#)

First Name: Fraternal Suffix:

Middle Name: Nickname:

Last Name: Letter Salutation:
[Add Salutation](#)

Save Name Info

Name Info | Address Info | Email Info

Address Information

Bad Address - Mail Returned

Fraternal Address of Record * Use This Address

Address Line 1: Residence Phone: Ext.

Address Line 2: Business Phone: Ext.

City: Cell Phone:

State/Province: Fax Number:

Postal:

Country:

* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings



MM – GENERAL INFORMATION: REMOVE PHONE

- The number field is blank
- CLICK the “Save Address Info button to update the data with Supreme
- All reports going forward will now reflect this change



Address Information

Bad Address - Mail Returned
Fraternal Address of Record *

Use This Address

Address Line 1:
90 Alden Ave

Address Line 2:

City:
New Haven

State/Province:
Connecticut

Postal:
06515-2715

Country:
United States

Residence Phone:
203-397-0845 Ext.

Business Phone:
Ext.

Cell Phone:
203-343-5223

Fax Number:

* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Alternative/Seasonal Address

Use This Address

Address Line 1:

Address Line 2:

City:

State/Province:

Postal:

Country:

Start Mail Date:
MM-DD-YYYY

Stop Mail Date:
MM-DD-YYYY


* Local Use Only - Supreme will not be updated if Alternative address is used.
Supreme mailings will continue to go to the Fraternal Address of Record

Remove Alternative/Seasonal Address

MM – GENERAL INFORMATION: REMOVE PHONE



- The information is now saved
- Supreme notifies with a message (note the “RED” text at the top of page)
- If you make a change and leave without saving, you will get a message reminding that you have unsaved changes (allowing you to correct the error)




Member Management - General Information 

>> Member Contact Information Updated

Member

Thomas B Person   Council 1

Member #: 2965780 Phone: 203-397-0845
DOB: 11-02-1959 Wife: Jane

<< Prev Next >> Email Member 
Member Info Report

Reset

Name Info | Address Info | Email Info

Name Information

Prefix: Suffix:
[Add Prefix](#) [Add Suffix](#)

First Name: Fraternal Suffix:

Middle Name: Nickname:

Last Name: Letter Salutation:
[Add Salutation](#)

Save Name Info

Name Info | Address Info | Email Info

Address Information

Bad Address - Mail Returned
Fraternal Address of Record *

Use This Address

Address Line 1: Residence Phone: Ext.

Address Line 2: Business Phone: Ext.

MM – FRATERNAL INFORMATION

Member Management

- ▶ Find a Member
- ▶ Search Results
- ▶ General Information
- Fraternal Information
- ▶ Personal Information
- ▶ Member Interests
- ▶ Contact Notes
- ▶ Change History

Member Management - Fraternal Information ✓

Member

Thomas B Person

Member #: 2965780
DOB: 11-02-1959

Council 1

Phone: 203-397-0845
Wife: Jane

Degree/Status Info | Proposed Info | Officer/Program Info

Degree and Status Information

Type: Associate	Class: Regular	Exemption: <input type="button" value="v"/>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> 1st Degree Date: 09-01-1989 </td> <td style="width: 33%; vertical-align: top;"> 2nd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown </td> <td style="width: 33%; vertical-align: top;"> 3rd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown </td> </tr> </table>			1st Degree Date: 09-01-1989	2nd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown	3rd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown
1st Degree Date: 09-01-1989	2nd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown	3rd Degree Date: <input type="text"/> <input type="button" value="Calendar"/> <small>MM-DD-YYYY</small> <input checked="" type="checkbox"/> Yes, date unknown			
Council Re-entry Date:		Years of Continuous Service Since Last Day of Entry: 33			

Assembly Information:

Assembly: 97	4th Degree Date: 09-23-2001	4th Degree Status: In Good Standing
Has Regalia: <input type="button" value="v"/>	Assembly Re-entry Date:	Years of Continuous Service Since Last Day of Entry: 21

Degree/Status Info | Proposed Info | Officer/Program Info

Proposed Information

This member was proposed to Council by: **Clear Proposer:**

Member #: <input type="text"/>	Name: <input type="text"/>	<input type="checkbox"/>
--	--------------------------------------	--------------------------

Degree/Status Info | Proposed Info | Officer/Program Info

Officer/Program Position Information


Officer Positions	Term	Org#	Organization
Financial Secretary	09-02-2014 --	1	Council

Program Positions	Term	Org#	Organization

MM – PERSONAL INFORMATION

Member Management - Personal Information


Member



Thomas B Person
Member #: 2965780
DOB: 11-02-1959

Council 1
Phone: 203-397-0845
Wife: Jane

<< Prev Next >>

[Email Member](#)  [Member Info Report](#)

Reset

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info


Member Information

Parish:

Occupation:


Marital Status:

Employer:

Birth Date: 

MM-DD-YYYY

Clergy:

Ordination Anniversary Date: 

MM-DD-YYYY


Save Member Info

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Spouse Information


First Name:

Last Name:


Anniversary Date: 

MM-DD-YYYY

Use Member's Last Name

Wife Deceased Date: 

MM-DD-YYYY

Birth Date: 

MM-DD-YYYY


Remove Spouse Information

Save Spouse Info

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info


Children's Information

First Name	Last Name	Birth Date	Gender	Squire	Delete
<input type="text"/>	<input type="text"/>	<input type="text" value="MM-DD-YYYY"/> 	<input type="text" value="Male"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Child Info

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Deceased Date & Next of Kin Information

Member's Deceased Date: 

MM-DD-YYYY

Remove Deceased Date & Next of Kin

First Name:

Use Member's Address

Address Line 1:

City:

Postal:

Relationship:

Last Name:

Use Member's Last Name

Address Line 2:

State/Province:

Country:

Phone: Ext.

Save Info

Reset

MM – MEMBER INTEREST INFORMATION

- You can enter the members interests
- This is like the Member Interest Survey or 1842
- NOTE – each area allows you to add additional items of interest
- Save when completed





Member Management - Member Interests

Member Management

- Find a Member
- Search Results
- General Information
- Fraternal Information
- Personal Information
- Member Interests**
- Contact Notes
- Change History

Member

Thomas B Person   Council 1

Member #: 2965780
DOB: 11-02-1959

Phone: 203-397-0845
Wife: Jane

Email Member
Member Info Report

<< Prev Next >>

Save Reset

Member Interests

Membership Programs:

- General Membership Activities
- Admission Committee
- Ceremonials
- Insurance Promotion
- Recruitment
- Retention
- SCSU Outreach

[Add Membership Programs](#)

Family Programs:

- General Family Activities
- Consecration to the Holy Family
- Family Fully Alive
- Family of the Month/Year
- Family Prayer Night
- Family Week
- Food for Families
- Good Friday Family Promotion
- Keep Christ in Christmas

[Add Family Programs](#)

Life Programs:

- General Life Activities
- Christian Refugee Relief
- March for Life
- Mass for People with Special Needs
- Novena for Life
- Pregnancy Center Support
- Silver Rose
- Special Olympics
- Ultrasound

[Add Life Programs](#)

Faith Programs:

- General Faith Activities
- Build the Domestic Church Kiosk
- Holy Hour
- Into the Breach
- Marian Icon Prayer
- Refund Support Vocations Program (RSVP)
- Rosary
- Sacramental Gifts
- Spiritual Reflection

[Add Faith Programs](#)

Community Programs:

- General Community Activities
- Catholic Citizenship Essay Contest
- Coats for Kids
- Disaster Preparedness
- Free Throw Championship
- Global Wheelchair Mission
- Habitat for Humanity
- Helping Hands
- Soccer Challenge

[Add Community Programs](#)

Other Interests:
No Interests Defined

[Add Other Interests](#)

Save Reset

Member Management – Council Administration

Council Administration

- Council Information

- Council Administration
- Council Information
- ▶ Council Officers Current & Next
- ▶ Service Program Personnel Current & Next
- ▶ Additional Positions
- ▶ Member Interests
- ▶ Parish List
- ▶ Title List
- ▶ Download Tools

Council Administration - Council Information ✓

Council

SAN SALVADOR

Council Location: NEW HAVEN
District: N/A

Council 1

Jurisdiction: CT
Date of Institution: 05-15-1882

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#)

Key Contacts

Title	Name	Telephone #'s	
Financial Secretary	Thomas B Person	203-397-0845 (R) 203-777-4338 (B) 203-343-5223 (C)	▼
Grand Knight	James J Knight	203-389-1308 (R)	▼

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#)

Detail Information

Country: United States

Phone: Ext.

Primary Email:

Secondary Email:

Fax Number:

Local Council Website:

Parish(es) Served: Ss. Aedan & Brendan

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#)

Address Information

Address Information

Council Meeting Address

Address Line 1:

City:

Postal:

Address Line 2:

State/Province: ▼

Country: ▼

Mailing Address

Address Line 1:

City:

Postal:

Address Line 2:

State/Province: ▼

Country: ▼

Use Mailing Address
 Use Meeting Address

Billing/Remittance Address

Address Line 1:

City:

Postal:

Address Line 2:

State/Province: ▼

Country: ▼

Use Billing Address
 Use Meeting Address
 Use Mailing Address
 Use FS Address

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#)

Meeting Information

Business Meeting Location:

Meeting Date: ▼ of the month Meeting Time: ▼

Officers Meeting Location:

Meeting Date: ▼ of the month Meeting Time: ▼

Social Meeting Location:

Meeting Date: ▼ of the month Meeting Time: ▼

COUNCIL ADMINISTRATION

- Current Officers

- Shows Current Officers
- Select an Officer of choice
- Search by last name
- Choose member from list
- Click "Assign" to add as of today
- Click on "Submit" to update Supreme records
- Records purged June 30, 11:59PM



Officers Online Member Management Council Administration Print Center-MM

Council Administration - Council Officers - Current

Council

SAN SALVADOR Council 1

Council Location: NEW HAVEN Jurisdiction: CT
District: N/A Date of Institution: 05-15-1882

Current Council Year 2022-2023

Change a Current Officer

Council Members Members from Other Councils

Choose a Role: Grand Knight Search by Last Name: Search Enter Start Date: Assign

Choose Member: UNASSIGNED

Current Officers

Officer Positions	Name	Member#	Start Date
Grand Knight	Knight, James J	3738799	08-01-2019
Financial Secretary	Person, Thomas B	2965780	09-02-2014
Deputy Grand Knight	Giannotti, Ken J	3851636	07-01-2018
Chancellor	Ayala Jr, Reinaldo	4574901	07-01-2018
Recorder	Garcia, Stephen P	3601015	07-01-2018
Treasurer	UNASSIGNED		
Advocate	Rogers Sr, Michael J	3704655	07-01-2018
Warden	Rapuano Jr, David	3214439	07-01-2018
Inside Guard	Watson, Fred E	3207637	07-01-2018
Outside Guard	Richards, Norman	3780969	07-01-2018
One Year Trustee	Reopell, Lee A	4574903	07-01-2018
Two Year Trustee	Walsh, Edward B	3360263	07-01-2018
Three Year Trustee	De Toro, Armand C	2748714	07-01-2018
Appointed Officers		Member#	Start Date
Chaplain	Hamling, Timothy A.	4696833	11-10-2021
Lecturer	UNASSIGNED		

Submit Reset

COUNCIL ADMINISTRATION

- Select “Treasurer” Role
- Search by a few letters
- “Select” highlighted name
- Click “Assign” to update Officer for Council and Supreme as of July 1st

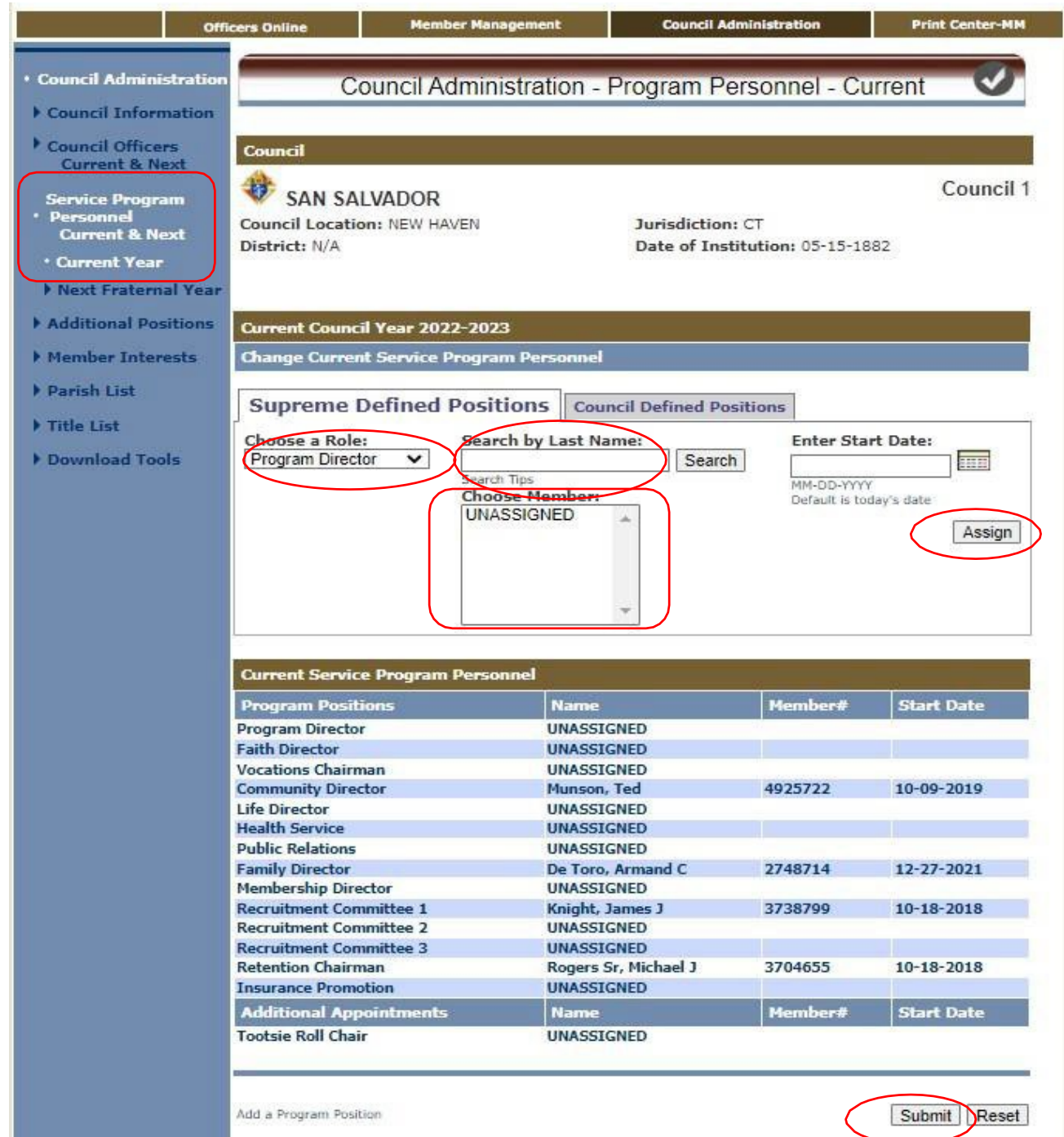
The screenshot displays the 'Change an Officer' interface. It features two tabs: 'Council Members' (active) and 'Members from Other Councils'. Under the 'Council Members' tab, there is a 'Choose a Role:' dropdown menu with 'Treasurer' selected. To the right is a 'Search by Last Name:' input field containing 'Bl', with a 'Search' button. Below the search field is a 'Choose Member:' dropdown menu with 'UNASSIGNED' and 'Blake, Tim J' (highlighted) as options. Further right is an 'Enter Start Date:' field with '07-01-2023' and a calendar icon. An 'Assign' button is located at the bottom right of the form. Red circles highlight the 'Treasurer' role, the search input 'Bl', the 'Blake, Tim J' member name, and the 'Assign' button.



COUNCIL ADMINISTRATION - Current Prog. Person.

- Shows Current Program & Service Personnel
- Select a Role of choice
- Search by last name
- Choose member from list
- Click “Assign” to add as of today’s date
- Click on “Submit” to update

 Supreme records




The screenshot shows the 'Council Administration - Program Personnel - Current' web application. The interface includes a navigation menu on the left with 'Service Program Personnel Current & Next' highlighted. The main content area displays the council name 'SAN SALVADOR' and its location 'NEW HAVEN'. Below this, there are tabs for 'Supreme Defined Positions' and 'Council Defined Positions'. The 'Supreme Defined Positions' tab is active, showing a form to assign a role. The 'Choose a Role:' dropdown is set to 'Program Director'. The 'Search by Last Name:' field is empty. The 'Choose Member:' dropdown is set to 'UNASSIGNED'. The 'Enter Start Date:' field is empty. The 'Assign' button is visible. Below the form is a table of 'Current Service Program Personnel' with columns for Program Positions, Name, Member#, and Start Date. The table lists various roles, some of which are currently assigned to members. At the bottom of the page, there are 'Submit' and 'Reset' buttons.

Officers Online | Member Management | Council Administration | Print Center-MM

Council Administration - Program Personnel - Current

Council

 SAN SALVADOR Council 1

Council Location: NEW HAVEN Jurisdiction: CT
District: N/A Date of Institution: 05-15-1882

Current Council Year 2022-2023

Change Current Service Program Personnel

Supreme Defined Positions | Council Defined Positions

Choose a Role: Program Director

Search by Last Name: Search

Enter Start Date: MM-DD-YYYY
Default is today's date

Assign

Choose Member: UNASSIGNED

Current Service Program Personnel

Program Positions	Name	Member#	Start Date
Program Director	UNASSIGNED		
Faith Director	UNASSIGNED		
Vocations Chairman	UNASSIGNED		
Community Director	Munson, Ted	4925722	10-09-2019
Life Director	UNASSIGNED		
Health Service	UNASSIGNED		
Public Relations	UNASSIGNED		
Family Director	De Toro, Armand C	2748714	12-27-2021
Membership Director	UNASSIGNED		
Recruitment Committee 1	Knight, James J	3738799	10-18-2018
Recruitment Committee 2	UNASSIGNED		
Recruitment Committee 3	UNASSIGNED		
Retention Chairman	Rogers Sr, Michael J	3704655	10-18-2018
Insurance Promotion	UNASSIGNED		
Additional Appointments	Name	Member#	Start Date
Tootsie Roll Chair	UNASSIGNED		

Add a Program Position

Submit Reset

COUNCIL ADMINISTRATION - UPDATES

- Enter Officer & Director updates into Officers or Directors Chosen whenever there is a change
- Do the same following annual Officer elections and GK Director appointments for the next fraternal year
- “Copy Current Year” speeds up the process when many are returning
- Also, change the new elected or appointed – Then “Submit” the changes to Supreme
- When submitted in Member Management, do NOT send paper copies as well
- Don't forget to send report copies from the Print Center to State & District Deputy



Print Center - Member Management

MEMBER MANAGEMENT: PRINT CENTER - REPORTS

English | Español | Français

Home | Contact Us | Logout



Find a Member by Last Name:

Go

Print this screen



Officers Online

Member Management

Council Administration

Print Center-MM

• Reports

▶ Labels

▶ Billing Reports

▶ Data Extract Tool

▶ Email

Print Center - Reports



Council Reports

1. Current Officers
2. Next Fraternal Year Officers
3. Current Service Program Personnel
4. Next Fraternal Year Service Program Personnel
5. Member Birthdays
6. Years of Service
7. Member Wedding Anniversaries
8. Council Members by Assembly
9. Wife Birthdays
10. Contact List
11. Ordination Anniversaries
12. Degree Level Reports
13. Fourth Degree Prospects
14. Member Information Report





Find a Member by Last Name:

Print this screen



- Officers Online
- Member Billing
- Member Management
- Council Administration
- Print Center-MM

- Reports
- ▶ Labels
- ▶ Billing Report
- ▶ Data Extract T
- ▶ Email

Print Center - Reports

Council Reports

Reporting Service

Thank you for waiting, your report is ready.



- 13. Fourth Degree Prospects
- 14. Member Information Report

MM REPORT EXAMPLES – 2. NEXT YEAR’S OFFICERS CHOSEN

SAN SALVADOR CO 1
NEW HAVEN, CT



Page 1 of 2
May 13, 2023

SAN SALVADOR CO 1
NEW HAVEN, CT

Officers -- 2023 - 2024
Page 2 of 2
May 13, 2023

Officers -- 2023 - 2024

Officer Positions	Name	Address	Telephone #'s	Email
Grand Knight	James J Knight	311 Eastern St Apt E605 New Haven, CT 06513-2564	203-389-1308 (R)	CT001@ATT.NET
Financial Secretary	Thomas B Person	90 Alden Ave New Haven, CT 06515-2715	203-397-0845 (R) 203-777-4338 (B) 203-343-5223 (C)	chil@gmail.com
Deputy Grand Knight	Ken J Giannotti	299 Main St East Haven, CT 06512-2391	203-467-8643 (R)	
Chancellor	Reinaldo Ayala Jr	148 Norton St Fl 3 New Haven, CT 06511-4063	203-824-6990 (R)	RAYALA111@YAHOO.COM
Recorder	Stephen P Garcia	9 Roger Rd New Haven, CT 06515-2739	203-232-2432 (R)	wer@wer.wer
Treasurer	Tim J Blake	1010 Whalley Ave Apt D New Haven, CT 06515-1774	203-389-4537 (R)	
Advocate	Michael J Rogers Sr	770 Edgewood Ave New Haven, CT 06515-2217	203-488-6532 (B)	raminc2@sbcglobal.net
Warden	David Rapuano Jr	1844 Ella T Grasso Blvd New Haven, CT 06511-1604		
Inside Guard	Fred E Watson	65 Loller Rd Hamden, CT 06514-4315	203-397-2322 (R) 914-397-7874 (B)	FRED.E.WATSON@ATT.NET
Outside Guard	Norman Richards	75 Curtis Dr New Haven, CT 06515-2307	203-397-5167 (R)	
One Year Trustee	Lee A Reopell	152 Cleveland Rd New Haven, CT 06515-2710	203-387-6817 (R) 203-627-5077 (C)	LEER350@COMCAST.NET
Two Year Trustee	Edward B Walsh	19 Mettler St Woodbridge, CT 06525-2215	203-387-2992 (R) WALSHASPE@OPTON LINE.NET (C)	
Three Year Trustee	Armand C De Toro	90 Mountain View Ter North Haven, CT 06473-4429		ARMAND.DETORO@KOFK.ORG

Appointed Officers	Name	Address	Telephone #'s	Email
Chaplain	Rev. Rev Robert A Morgewicz II	397 Ferry St St Francis Church New Haven, CT 06513-3617	203-777-5356 (B) 917-939-3252 (C)	RMORGEWICZ@REAGAN.COM
Lecturer	UNASSIGNED			

****Note** - Treasurer role added**



MM REPORT EXAMPLES – 3. CURRENT PROGRAM PERSONNEL CHOSEN

SAN SALVADOR CO 1
NEW HAVEN, CT



Page 1 of 2
May 18, 2023

SAN SALVADOR CO 1
NEW HAVEN, CT

Service Program Personnel – 2022 - 2023
Page 2 of 2
May 18, 2023

Service Program Personnel -- 2022 - 2023

Program Positions	Name	Address	Telephone #'s	Email
Insurance Promotion	UNASSIGNED			

Additional Appointments	Name	Address	Telephone #'s	Email
Tootsie Roll Chair	UNASSIGNED			

Program Positions	Name	Address	Telephone #'s	Email
Program Director	UNASSIGNED			
Faith Director	UNASSIGNED			
Vocations Chairman	UNASSIGNED			
Community Director	Ted Munson	1 Main St New Haven, CT 06513-3018		
Life Director	UNASSIGNED			
Health Service	UNASSIGNED			
Public Relations	UNASSIGNED			
Family Director	Armand C De Toro	90 Mountain View Ter North Haven, CT 06473-4429		ARMAND.DETORO@KOFC.ORG
Membership Director	UNASSIGNED			
Recruitment Committee 1	James J Knight	311 Eastern St Apt E605 New Haven, CT 06513-2564	203-389-1308 (R)	CT001@ATT.NET
Recruitment Committee 2	UNASSIGNED			
Recruitment Committee 3	UNASSIGNED			
Retention Chairman	Michael J Rogers Sr	770 Edgewood Ave New Haven, CT 06515-2217	203-488-6532 (B)	raminc2@sbcglobal.net

Birthdays by Month

September

Name	Birthday	Age	Address
Robert J Lane	09-03-1937	86	51 Edgewood Rd North Branford, CT 06471-1467
Beri E Berardi	09-04-1949	74	259 Shields Rd Boardman, OH 44512-1920
Joseph H Tillman	09-06-1947	76	730 George St New Haven, CT 06511-5217
Paul M Rogers	09-12-1956	67	25 Marble Ln Milford, CT 06460-3865
Sean C O Connor	09-21-1982	41	602 Central Ave New Haven, CT 06515-2125
Justin Priolo	09-22-1982	41	157 Fountain St New Haven, CT 06515-1932
Fred E Watson	09-26-1945	78	65 Loller Rd Hamden, CT 06514-4315
William F Garvey	09-30-1955	68	Po Box 6005 Hamden, CT 06517-0005

Total: 10

October

Name	Birthday	Age	Address
Steve R Reynolds	10-01-1969	54	Po Box 715 Branford, CT 06405-0715
John D Connolly	10-04-1945	78	476 Nursery Ln Smyrna, DE 19977-5216
Thomas A Lo Ricco	10-05-1956	67	45 Cleveland Rd New Haven, CT 06515-2708
Angelo A J Annunziata	10-06-1956	67	565 Clintonville Rd North Haven, CT 06473-2817
Pierre M Goubourn	10-07-1948	75	1 Florentine Gardens Lane Springfield, MA 01108-2507
Mr Kevin R.N. Mc Comber	10-08-1988	35	Po Box 934 Kahnawake, QC J0L 1B0 Canada

Contacts by name, phone & email

Name	Telephone #'s	Email
Fox Mulder	860-394-3463 (C)	MULDER@GMAIL.COM
John O Mullen		
Ted Munson		
Glenn J Nelson	203-397-8534 (R) 203-235-2355 (C)	tedde@gmails.com
Walter F O Brien	203-859-5669 (R) 800-750-4427 (B)	WOBRIEN451@COMCAST.NET
John S O Connell	203-387-1357 (R)	
Philip X O Connor	203-389-4119 (R) 203-799-8011 (B) 203-506-8640 (C)	POUPS8@AOL.COM
Sean C O Connor	203-934-2199 (R) 203-641-8162 (B) 203-641-0086 (C)	SEANSSB09@YAHOO.COM
Michael G Odenwaelder	203-469-5818 (R) 203-537-1624 (C)	USCGCAPTAINMIKE@AOL.COM
Benedict O Ogudebe	203-392-3517 (R) 203-676-2648 (B)	BOGUDEBE@SBCGLOBAL.NET
Augustine S O Okwu		
James D Onofrio	203-387-7933 (R) 203-907-9305 (B)	KINGJAMES60@NETZERO.COM
Genaro A Pannella		
Arthur J Papa	203-795-9522 (R)	
Edward J Parshall		

PRINT CENTER - MEMBER MANAGEMENT REPORTS

11. Ordination Date – used for recognizing our clergy
12. Deceased Level Report – for displaying our deceased members
13. Fourth Degree Prospect Report – shows 3rd Degree members eligible
14. Member Information Report – outputs all 4 pages of information for members



- ▶ Reports
- ▶ Labels
- ▶ Billing Reports
- Data Extract Tool
- Contact Info
- ▶ Frat & Pers'l Info
- ▶ Billing Info
- ▶ Member Interests
- ▶ Website Support
- ▶ Email

Print Center - Data Extract Tool

[Help](#)

Data Extract for Council:

Select the member records to be extracted:

Active Members Former Members

The following appear on every data extract:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Prefix | <input checked="" type="checkbox"/> Last Name |
| <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Suffix |
| <input checked="" type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Membership Number |

Contact Information:

General Contacts:

Select All Unselect All

- | | |
|--|---|
| <input type="checkbox"/> Residence Phone | <input type="checkbox"/> Seasonal Phone |
| <input type="checkbox"/> Residence Phone Ext | <input type="checkbox"/> Seasonal Phone Ext |
| <input type="checkbox"/> Business Phone | <input type="checkbox"/> Primary Email |
| <input type="checkbox"/> Business Phone Ext | <input type="checkbox"/> Secondary Email |
| <input type="checkbox"/> Fax Number | <input type="checkbox"/> Tertiary Email |
| <input type="checkbox"/> Cell Phone | |

Primary Address Information:

Select All Unselect All

- | | |
|---|---|
| <input type="checkbox"/> Address Line 1 | <input type="checkbox"/> State/Province |
| <input type="checkbox"/> Address Line 2 | <input type="checkbox"/> Postal Code |
| <input type="checkbox"/> City | <input type="checkbox"/> Country |

Secondary Address Information:

Select All Unselect All

- | | |
|---|---|
| <input type="checkbox"/> Address Line 1 (Secondary) | <input type="checkbox"/> State/Province (Secondary) |
| <input type="checkbox"/> Address Line 2 (Secondary) | <input type="checkbox"/> Postal Code (Secondary) |
| <input type="checkbox"/> City (Secondary) | <input type="checkbox"/> Country (Secondary) |

Get Extract

PRINT CENTER – EMAIL TOOL

English | Español | Français Home | Contact Us | Logout

KNIGHTS OF COLUMBUS Find a Member by Last Name:

Print Center - MM

Officers Online Member Management Council Administration Print Center-MM

Reports
Labels
Billing Reports
Data Extract Tool
Email
- Email Tool
Email History
Email Trash

Email Tool

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members

All Members

Email by Member Type:

Associate Members Insured Members

Email by Member Class:

Regular Members Honorary Life Members
 Honorary Members

Email by Degree Status:

1st Degree Members 3rd Degree Members
 2nd Degree Members

Email by Billing Status:

Dues are Current Knight Alert
 First Notice Intent to Retain
 Second Notice Members with Outstanding Balance

Email by Council Officers:

All Council Officers Advocate
 Grand Knight Lecturer
 Chaplain Warden
 Deputy Grand Knight Inside Guard
 Financial Secretary Outside Guard
 Chancellor One Year Trustee
 Recorder Two Year Trustee
 Treasurer Three Year Trustee

Email by Program Personnel - Supreme:

All Program Personnel - Supreme Family Director
 Program Director Membership Director
 Faith Director Recruitment Committee 1
 Vocations Chairman Recruitment Committee 2
 Community Director Recruitment Committee 3
 Life Director Retention Chairman
 Health Service Insurance Promotion
 Public Relations

Email by Program Personnel - Council:

All Program Personnel - Council

Email by State & District Personnel:

State Deputy District Grand Knights
 District Deputy

From: Knights of Columbus Email <no-reply@kcofc.org>
Bcc:
Subject:

Billing statements can't be sent by groups

* Click Browse to attach a file. You can attach files up to a total message size of 6.5 MB:

File 1: No file chosen
File 2: No file chosen
File 3: No file chosen






PRINT CENTER – EMAIL EXAMPLE

- Select “ALL Members” & the other fields collapse
- Enter subject, email text & if needed, attachments
- When complete, CLICK “Generate Email(s)”



English | Español | Français Home | Contact Us | Logout

 **KNIGHTS OF COLUMBUS** Find a Member by Last Name: Go Print this screen  

Officers Online Member Management Council Administration **Print Center-MM**

Email Tool 

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members

All Members

Email by Member Type:
Email by Member Class:
Email by Degree Status:
Email by Billing Status:
Email by Council Officers:
Email by Program Personnel - Supreme:
Email by Program Personnel - Council:
Email by State & District Personnel:
 State Deputy District Grand Knights
 District Deputy

From: Knights of Columbus Email <no-reply@kofc.org>
Bcc:
Subject: Council Budget

Brothers
Here is a copy of the budget as passed at our last meeting.
GK Council 1

* Click Browse to attach a file. You can attach files up to a total message size of 6.5 MB:

File 1: Choose File Council Bud... Training.xlsx
File 2: Choose File No file chosen
File 3: Choose File No file chosen

Generate Email(s) Reset

PRINT CENTER – EMAIL EXAMPLE

- When your email is processed you get a “Email Process Complete” message
- A record of the message is saved
- You can view it in Email History

The screenshot shows the 'Email Tool' interface. At the top, there are navigation links for 'English | Español | Français', 'Home | Contact Us | Logout', and a search bar for 'Find a Member by Last Name:'. Below this is a menu with 'Officers Online', 'Member Management', 'Council Administration', and 'Print Center-MM'. The left sidebar lists various reports and tools, including 'Email', 'Email Tool', 'Email History', and 'Email Trash'. The main content area is titled 'Email Tool' and contains a section for selecting recipients, with a red box highlighting a 'Email Process Complete' pop-up message. The message text reads: 'Your Emails have been sent to the designated recipients. A record of this Email transaction may be found on the Email History screen.' Below the message is an 'Ok' button.

The screenshot shows the 'Email History' interface. At the top, there are navigation links for 'English | Español | Français', 'Home | Contact Us | Logout', and a search bar for 'Find a Member by Last Name:'. Below this is a menu with 'Officers Online', 'Member Management', 'Council Administration', and 'Print Center-MM'. The left sidebar lists various reports and tools, including 'Email', 'Email Tool', 'Email History', and 'Email Trash'. The main content area is titled 'Email History' and contains a section for 'Sent Email History'. A red box highlights a record in the table:

Trash	Date Sent	Sent by	Sent To	Subject
<input type="checkbox"/>	06-22-2023	Goossens, R	View	Council Budget

Below the table, there are 'Trash' and 'Reset' buttons, and a page indicator 'Pages: 1 1 / 1'.



EMAIL TOOL - SUMMARY

- Messages can be sent securely to members by type, class & billing status as well as officers, directors, chairmen, the State Deputy, District Deputy and District Grand Knights
- The emails are sent through the Supreme server using the noreply@kofc.org domain as blind copies, so no one's information is visible or shared
- Attachments can also be added
- All emails are saved and are searchable



SUMMARY

- The modules of Member Management & Billing are a secure, self-contained system to work with Council membership and managing financial transactions
- Access is gained by Secure log-in to Officer Online, based on the Officer's role
- Entries in both MM & MB are in real time and the data is stored instantaneously – there is no need to follow up with paper copies to Supreme
- The system allows for both “Live” & “Training” sessions, enabling you to “practice” without any effect on you Council's “Live” data



QUESTIONS?

Forms/Reports



2023 School of Columbianism

Reports

Reports

Supreme Reports/State Reports

Form 185 (Officers)/State Directoty Update

Form 365 (Service Personnel)

Form 1295 (Semi Annual Audit)

Form 1728 (Fraternal Survey)

SP-7 (Columbian Award)/Program Reporting

Form 10784 (FIA)



Reports

Where to find them:

<https://www.kofc.org/en/for-members/resources/council-forms.html>



Reports

Form 185/Form 365

<https://ms-kofc.com/HowtoEnterCouncilOfficers.pdf>

Form 185 Due 7/1

Form 365 Due 8/1

If done before 6/30 can copy current years data and edit as necessary

(not state website)



Reports

Form 1295 – Semi Annual Audit

https://www.kofc.org/en/forms/council/audit_1_1295_p.pdf

Due 8/15

https://www.kofc.org/en/forms/council/audit_2_1295_p.pdf

Due 2/15

Filled out by Trustees ands GK with input from FS and Treasurer



Reports

Form 1728 – Fraternal Survey

Only FS or GK can submit

Report of Charitable Works of
Your Council

Used to support non-profit status

Due 1/31



Reports

Form SP-7 – Columbian Award Application

4 Programs in each FIA area

Required for Star Council

Anyone can submit (?)

DUE 6/30



Reports

Form 10784 – Fraternal Programs Report

- Customized for standard programs
- Works for non-standard programs
- Records man-hours and dollars
- Anyone can submit
- Grand Knights best friend



Reports – Form 10784

RSVP
 Other

Food for Families
 Other

Habitat for Humanity
 Other

Ultrasound
 Other

If Other, Program Name : Family Movie Night benefit Parish Life Center fund

Date(s) of Program 07 - Jul 07 2023 to 07 - Jul 07 2023

Participants including Volunteers: 25 Members Recruited : 1

Total Volunteer Hours: 10 Donations : 200
Local Currency

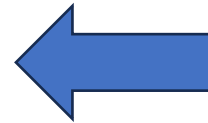
Did you meet feature program requirements? Yes No

Please describe your program/event:
Provide family-friendly entertainment (no admission fee) to fund renovations to parish family life center



Transfer numbers from report to spreadsheet

Spreadsheet provides totals for 1728
Spreadsheet provides programs for SP-7



Program Name	Date	Volunteers	Man-Hours	Donations	Recruited
Council Total		122	105	\$1,345.00	2
Family Movie Night benefit Parish Life Center fund	7/7/23	25	10	\$200.00	1
Food Drive	6/5/23	10	80	\$1,145.00	
Good Friday Family Promotion	4/14/223	87	15		1

Other Reports

10057 – Food for Families

Refund Application

2863 – RSVP Refund Application

ASAP Grant Application

Provide council incentives to do
specific programs



State Reports

A screenshot of a web browser displaying the Knights of Columbus Mississippi State Council Directory website. The browser's address bar shows the URL "kofo-cms.org/state_directory/?module=news". The website header features the K of C logo and the text "KNIGHTS OF COLUMBUS IN SERVICE TO ONE. IN SERVICE TO ALL." and "Mississippi State Council Directory". The navigation menu includes "Home", "News", "State", "Reporting", "Views", "Full Directory", "My Options", "Home", "Help", and "Log out". The "Reporting" menu is expanded, showing "Council Activity Report" and "STATE". The main content area has a heading "STATE" and several paragraphs of text. The first paragraph reads: "Promote your Council's social feeds on the State KC website. Edit Council page, look for Social, enter uris for Council's Facebook, Instagram and Twitter feeds." The second paragraph reads: "Send your Council Newsletter to newsletters@kofc-ms.org. They will be linked on the front page of State KC website." The third paragraph reads: "Problems with the State Directory? Contact [Webmaster](#)". Below this is a heading "SUPREME" and a list of links: "Supreme News" and "Supreme Forms [Council Assembly](#)". At the bottom of the page, there is a copyright notice: "Copyright Shira 2006. Websites designed with excellence." and a "Get Adobe Reader" button.

State Reports



Browser window showing the K of C website interface. The page displays a navigation menu, a points earned summary, and a table of family activities for Council 898.

Points Earned by Council 898

Community	Faith	Family	Life	Reports
0	0	0	0	0

Enter Program Activities

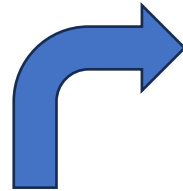
Community | Faith | Family | Life | Reports

Council 898
Family Activities

Counts toward Supreme Columbian Award requirement.

Description	Points	Date Completed	Action
1 Consecration to the Holy Family	1		Add
2 Family Fully Alive S	1		Add
3 Family of Year entry S	1		Add
4 Family Prayer Night S	1		Add
5 Family Week Event	1		Add
6 Food for Families S	1		Add
7 Good Friday Family	1		Add
8 Keep Christ in Christmas	1		Add
9 Knight of the Month or similar	1		Add
10 Quarterly Council Socials	1		Add

Reports – Form 10784



RSVP
 Other

Food for Families
 Other

Habitat for Humanity
 Other

Ultrasound
 Other

If Other, Program Name :

Date(s) of Program to

Participants including Volunteers: Members Recruited:

Total Volunteer Hours: Donations :
Local Currency

Did you meet feature program requirements? Yes No

Please describe your program/event:

The screenshot shows a web browser window with the URL `kofo-ms.org/state_directory/?module=actadd`. The page has a yellow navigation bar with links for Home, News, State, Reporting, Views, Full Directory, My Options, Home, Help, and Log out. The main content area displays the completed report form with the following details:

- Save | Cancel
- Category: Family
- Activity: Other
- For Program Report**
- Required:
 - * Event Date: 2023-07-07
 - * Project Title: Family Movie Night
 - * Purpose of activity: Benefit renovations of Parish Family Life Center
- Form 1728 Reporting**
- Number of Knights:
- Total Knight Hours:
- Charitable \$ Raised or Disbursed:
- For Council Use**
- Submit this activity for Best Program
- Share with other Councils after Convention
- Who coordinated:
- Knights Who Supported Activity:

At the bottom of the browser window, there is a thumbnail for an image named `0627231751.jpg` and a `Show all` button.

Reports

Send State Deputy's Copy to:

Reports@kofc-ms.org

Not

stdeputy@kofc-ms.org

Or

State deputy's personal email



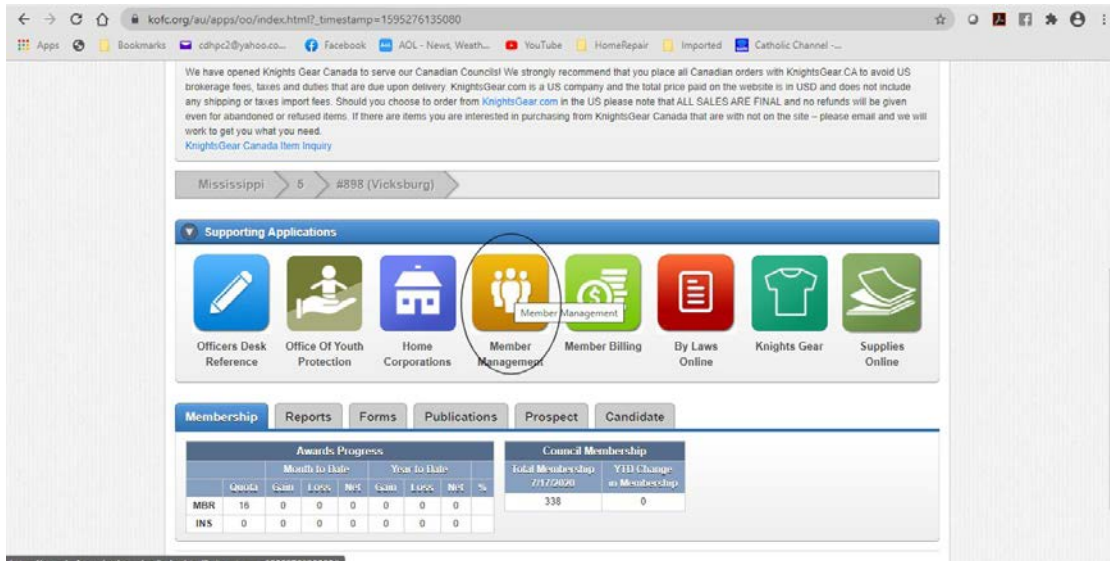
Reports

Questions

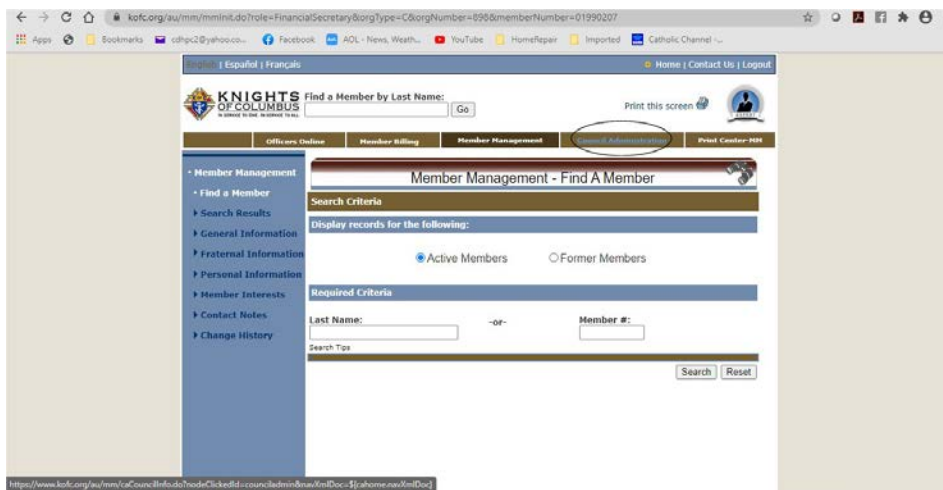


How to Enter Council Officers And Service Personnel Using Member Management

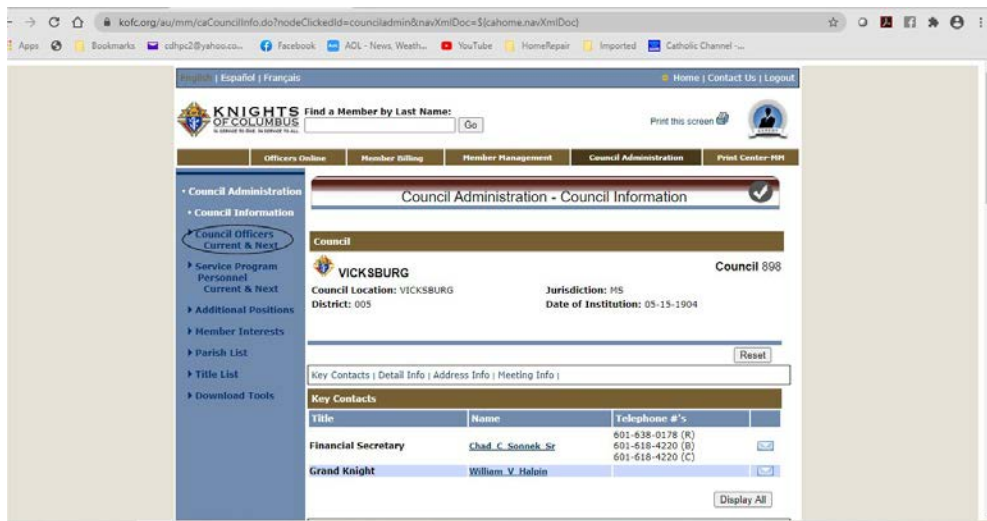
1. Log on to the Officers Online Section using the credentials you were given by Supreme.
2. Select **MEMBER MANAGEMENT**



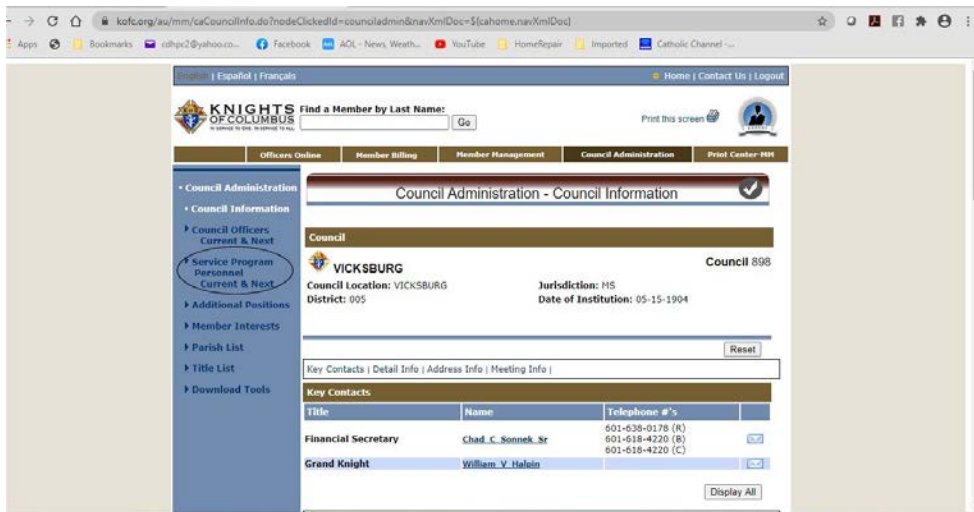
3. Select **COUNCIL ADMINISTRATION**



- For council officers (Form 185) select **COUNCIL OFFICERS – CURRENT & NEXT** from the left menu



- For Service Program Personnel (Form 365) select **SERVICE PROGRAM PERSONNEL – CURRENT AND NEXT** from the left menu



6. Enter the appropriate information. Select the **ROLE**, then enter the member's last name.

Then click the **SEARCH** button. Choose the member in the **Choose Member** then enter the starting date (if not today). Then click **ASSIGN**. Repeat for all officers or service program personnel. If you were entering the officers prior to June 30th, you could have selected **NEXT FRATERNAL YEAR** and there would be an option to **COPY CURRENT POSITIONS** which would allow you to copy the current years officers/program chairmen into the next fraternal year and then change the only the ones that needed changing. That option is not available after June 30th.

7. Once all positions are entered, select **PRINT CENTER-MM**. Then for the form 185 submission select **CURRENT OFFICERS** (or prior to June 30th – Next Fraternal Year Officers)

and a Report of Officers will be generated. This report can then be printed to a PDF file and that file sent to your DD (DD?@kofc-ms.org) and the state deputy (reports@kofc-ms.org). Repeat for the form 365 submission, selecting **CURRENT SERVICE PROGRAM PERSONNEL**.

Grand Knight Overview

KCLS 2023

Grand Knight Training

Kenny Gonzales

State Secretary

Mississippi Knights of Columbus



July, 2023

Grand Knight Training



1. Grand Knight Basic Training

Your Standing in the Order

- Elected as Leader of the Council
- Represent your Council
- You must lead your Council
- Accountability starts at the top

Supreme Council

State Council

District Deputy

Grand Knight

Council Officers

Council Directors



Your Duties

- Lead by example
- Work closely with your Priest
- Be present
- Always look for the opportunity to give another Catholic Man his “Why”
- Drive activity



Responsibilities

- Guide the overall growth and welfare of the council
- Establish realistic goals for the council
- Review progress toward attaining those goals and earning Star Council
- Provide timely information on important dates and initiatives from the Supreme and State Councils



2. How to Succeed as a Grand Knight

Build Your Team

- Form #185; Report of Officers Chosen for the Term
–Due by 6/30/2023



Report of Officers Chosen for the Term July 1, 20[] to June 30, 20[]

DUE BY: JUNE 30

Council # [] Date of Election: []

THIS REPORT CAN BE COMPLETED USING MEMBER MANAGEMENT.
OTHERWISE PLEASE PRINT -- INDICATE MEMBERSHIP NUMBERS

COUNCIL ADDRESS (Meeting Location)

STREET		ADDITIONAL ADDRESS			
CITY		ST./PROV.	ZIP/POSTAL CODE		
GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
<input type="checkbox"/> NEWLY ELECTED	<input type="checkbox"/> RE-ELECTED	TELEPHONE AREA CODE	PHONE NO.	EMAIL	
CHAPLAIN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
DEPUTY GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
CHANCELLOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
RECORDER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TREASURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
LECTURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
ADVOCATE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
WARDEN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
INSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
OUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
TRUSTEE FOR ONE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
TRUSTEE FOR THREE YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL



Continued on next page

Build Your Team

- Form #365; Service program Personnel Report

–Due by 6/30/2023



Service Program Personnel Report

July 1, 20__ through June 30, 20__

Council # _____ Jurisdiction: _____

Due By: July 1

The *Service Program Personnel Report* (#365) must be received by the Supreme Council by July 1 for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel.

- Strongly consider submitting this report through Member Management for expedited processing. This is the preferred method.
- If filling out this report on paper, be sure to include the accurate membership number for each role.
- **Required roles to be appointed have been designated – Program Director, Family Director, Community Director, Membership Director, Retention Chairman.**
- Changes during the fraternal year should be made using Member Management to update the roles accordingly. If your council uses the paper form, only complete and submit that information which has changed.

PROGRAM DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
FAITH DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
FAMILY DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
COMMUNITY DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
LIFE DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
MEMBERSHIP DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RETENTION CHAIRMAN REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
INSURANCE PROMOTION REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
VOCATIONS CHAIRMAN REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
HEALTH SERVICES REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
PUBLIC RELATIONS REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		

SEND ORIGINAL TO: Department of Fraternal Mission (email: fraternalmission@kofc.org)

SEND COPIES TO: State Deputy, District Deputy, Council File

Grand Knight

Date



Lead by Being Present and Accessible

- Attend meetings
- Attend programs
- Build relationships
- Motivate members to become active
- Conduct Ceremonials, Programs and Church Drives



Establish Goals

- Every team needs an objective
- Think beyond your council
- Set goals for your parish and community
- Short and long term goals



3. How to Manage Growth

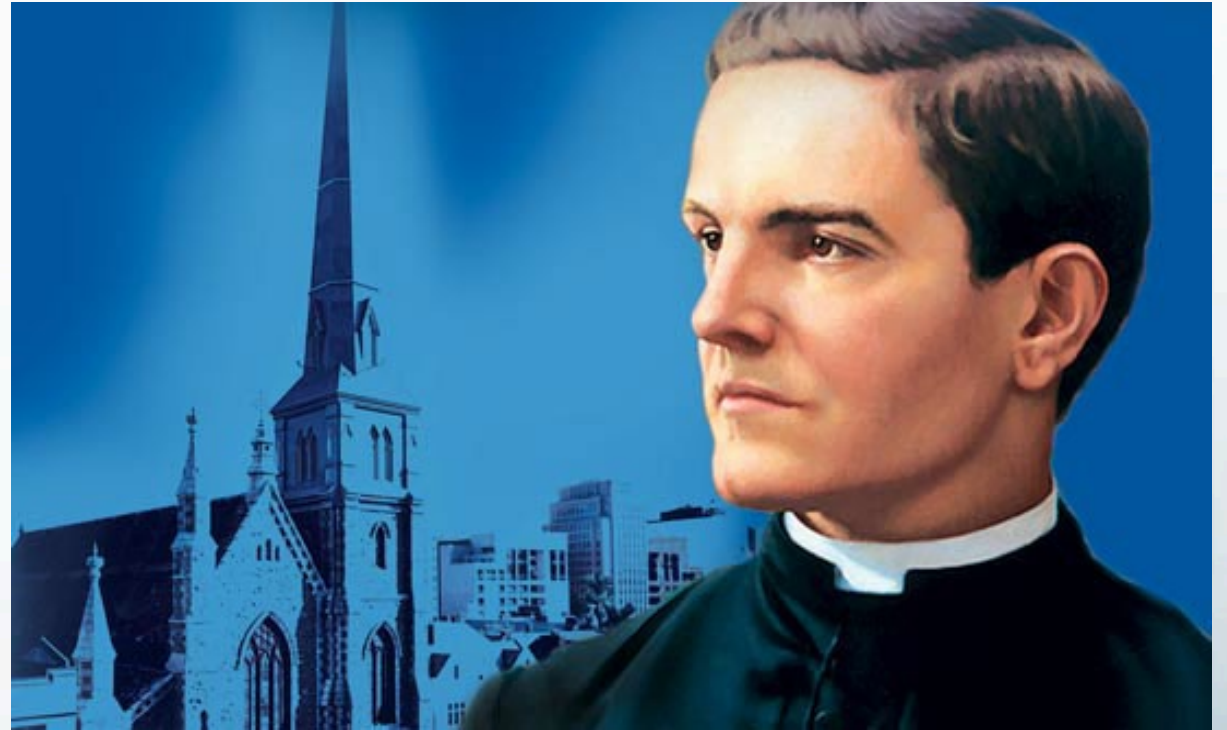
Online Membership

- Prospects can join in different ways (e-mail)
- Can join the State Council (Online)
- After exemplification, join the local council
- Online membership is free
 - Kofc.org/joinus
 - Promo Code: BLESSEDMCGIVNEY



Church Drives

- Attend On-line Training
- Goal is two church drives per year
 - October (Columbus Day)
 - March (Founders Day)
- Church drive kits are free from Supreme



Affiliate Membership

- Some members become unresponsive over time
- Councils can remove them from their rosters
- Supreme engages them digitally
- Find out if your councils have taken advantage of the program
 - Saves the council money



4. Programs

Faith in Action

- Faith: Grow in Faith
 - Family: Engage in the Family
 - Community: Serve the parish and community
 - Life: Defend the dignity of human life
-
- Evangelize through action



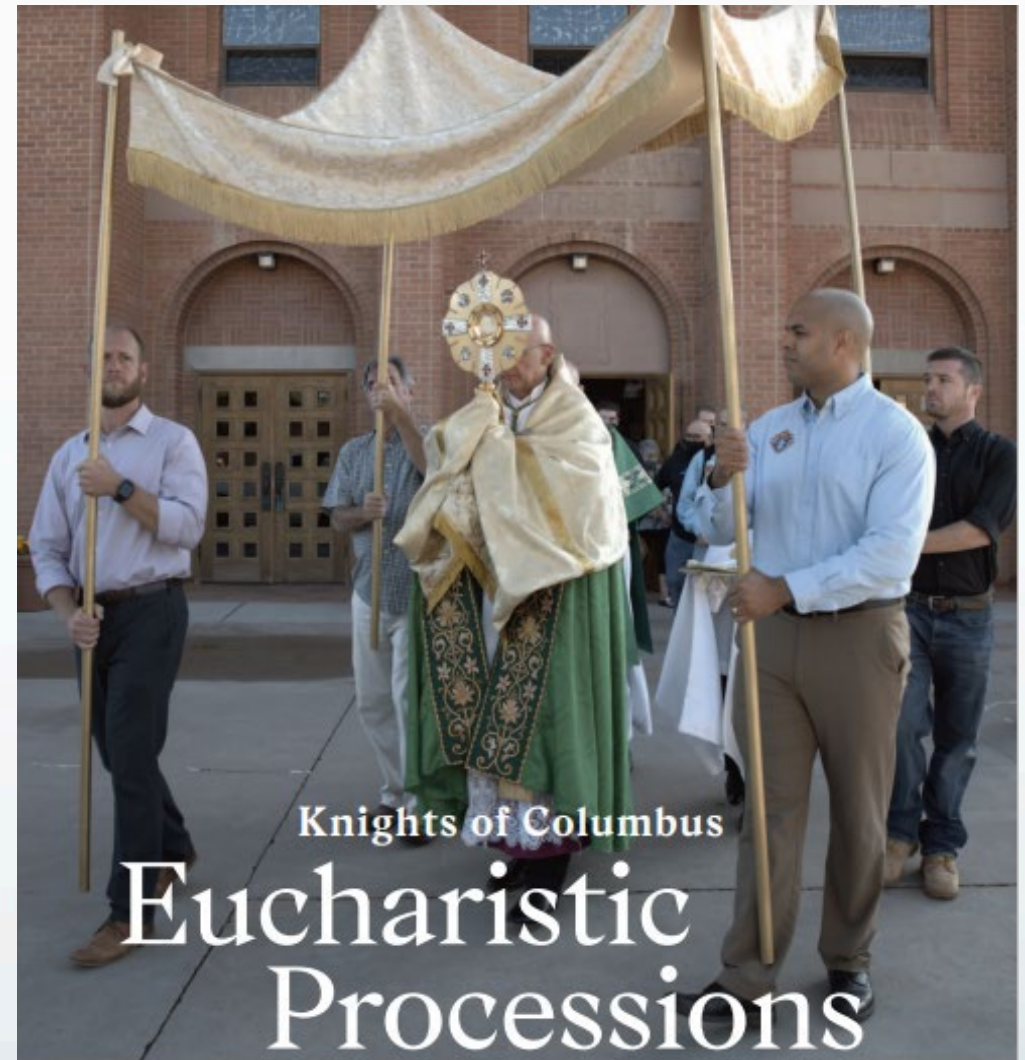
Good Programs Equals Member Engagement

- 12-Month Program Plan
- Good programs brings new member opportunities
- Good programs impact potential new members and engage current members
- Introduce new programs
- Work with Churches and Pastors
- Use the Fraternal Planner
- Think outside the box



Eucharistic Processions

- Contact your Pastor
- Get involved
- Be seen by parish
- Wear your KC shirts and nametags



Knights of Columbus
**Eucharistic
Processions**

Guidebook



Faith in Action

Faith

Cor – Evangelization and Formation for Men

- Opportunity for Catholic Men to:
 - Encounter Christ
 - Strengthen their bonds of brotherhood
 - Share their faith as Brothers
 - Bring souls to Jesus Christ
- Three Key Elements
 - Prayer
 - Formation
 - Fraternity



5. Operations

We are reducing the workload

- Combined Ceremonials
- Streamlined meetings
- Affiliate Member Initiative
- Online Membership
- Eliminating of Reports
- New Membership Cards
- More improvements on the way



Committees

- Why Committees?
 - Delegate and divide workload
 - Involve men in leadership
 - Helps meeting efficiency
- Communicate report expectations
- Encourage participation



Social and Fraternal Opportunities

- Have a dinner before or after meeting
- Organize family events
- Organize social events
- Get Pastor involved
- Other Parish groups



Officers Online

- Council dashboard with valuable tools
- New Elects/Appointments receive access starting July 1
- Invitation Code emailed after officer information is recorded on Forms 185/365



KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD | LOGOUT
LANGUAGE: ENGLISH | FAQ

UPDATE YOUR PROFILE

Officers Online

Hi Kevin Glazier | Last Login: 5/2/2023 at 11:52 am | Change Role: Supreme User

Urgent Messages

Jump To: Council # - OR - Assembly # GO

Supreme Office | Jurisdiction / Province

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online
- Canadian Supplies Online

Membership | Reports | Publications

Awards Progress								
	Month to Date				Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR								
INS								

Membership	
Total Membership	YTD Change in Membership
//	

Officers Online Council Access

- Grand Knight
- Financial Secretary
- Advocate
- Deputy Grand Knight
- Treasurer
- Membership Director



Safe Environment Requirements

<u>Position</u>	<u>Complete Course</u>	<u>Background Check</u>
Grand Knight	Yes	N/A
Program Director	Yes	N/A
Family Director	Yes	Yes
Community Director	Yes	Yes

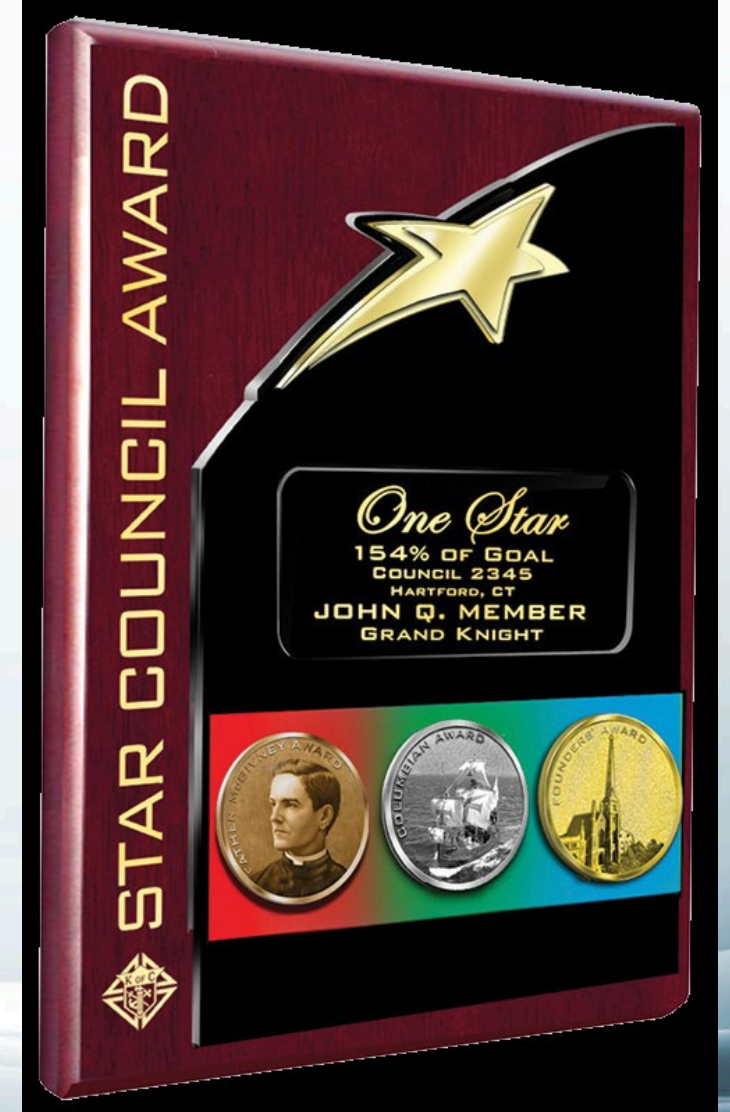
- Grand Knight can hold one of the Director positions
- Personal addresses are required
- Will receive email invitation from Praesidium Academy



6. Supreme Council Awards

Star Council Award

- Earn the McGivney, Founders', and Columbian Awards
- Submit #185, #365 and #1728 (Fraternal Survey)
- Safe Environment compliant
- Good standing with Supreme Council



McGivney Award

- Membership growth goal of 6%
- Minimum of 5 and maximum of 15

*No Change



Columbian Award

- Total of 16 Program credits
- Four in each Faith in Action category
 - Faith
 - Family
 - Community
 - Life

*No Change



Founders' Award

- Promote/host two Fraternal Benefit Seminars
 - Virtual or in-person
- Required sum total attendance must equal or exceed
 - 10 for councils with 99 or fewer members
 - 14 for councils with 100 or more members

*Change for this year



New Fraternal Benefits Event Report

- Online submission required by Grand Knight
- User friendly Video tutorial available
- Direct to Supreme Council
- Copy to General Agent, DD and State

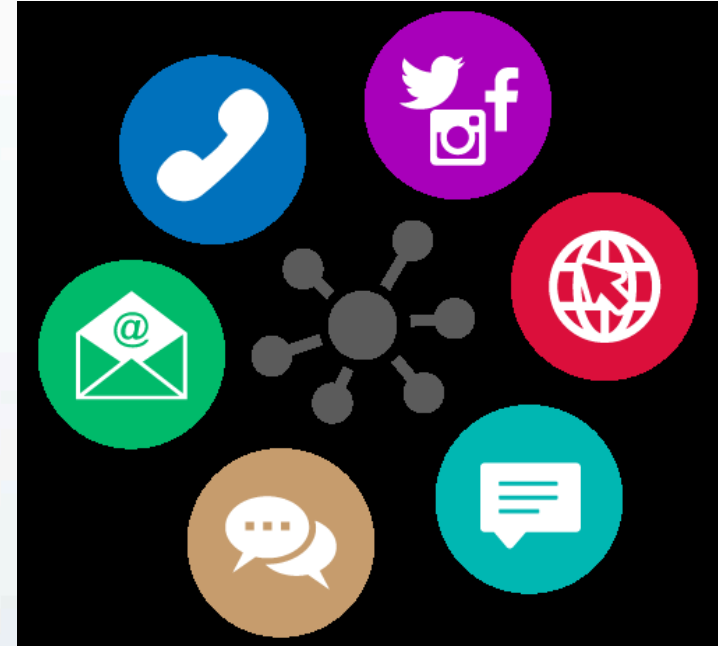
*Change for this year



7. Communications

Communication Tips

- Members have different communications preferences
 - Text, email, bulletin, newsletter, phone
- External communications are critical
 - Parish, Community, Ministries, Other Councils
 - Press Release



Fraternal Leader Advisory

- Email from Supreme
- Sent 1st and 3rd Thursdays of the month
- Contains important announcements, news and best practices
- Sent in English, French or Spanish
- Sign-Up online



Español | Français



Fraternal Leader Advisory

Breaking News | Reminders | Resources | Recommendations

VOLUME 66 December 15, 2022 | KOFK.ORG/FORMEMBERS

[Forward This Email](#) [Share This Email](#)

Affiliate Member Initiative – Training Available on Demand

Councils in the United States will have another chance to participate in the Affiliate Member Initiative (AMI) which allows councils to designate as Affiliates those members who are no longer actively engaged with their council.

The window of opportunity to participate in this initiative will run from January 1-31. During this window, councils may recommend qualified members to be designated as Affiliates. When processed, these members will no longer appear on council rosters. This will not be treated as a negative in eligibility for council awards. The Supreme Council will manage the future engagement of these members.

A training webinar and resources for the program are available on demand. Don't miss the chance to take part in this important initiative.

[Watch Now](#)

Ukraine Solidarity – Support a Family for Christmas

Christmas is almost here and we are teaming up with brother Knights in Poland who are assembling and distributing traditional Christmas baskets for families affected by the conflict in Ukraine. \$50 will support one family in need. If your council is interested in crowdfunding digitally, please email Tyler.Lomnitzer@kofc.org with the following:

- Council Name and Number
- Contact Name
- Contact Email Address

We will then be in touch with your council's fundraising web page. Thank you for your continued support! This is a time-limited unique opportunity for a small number of councils.

8. Meetings

Best Practices for Productive Meetings

- Good meetings require preparation
- Start and end on time
 - No more than 1 hour
- All reports should be 3 minutes or less
 - Except for Chaplain and Grand Knight
- Refer unexpected issues to committee meetings



Officer's Planning Meeting Guidance

- Ideally, not the same night as Council Meeting
- Any council member may attend
- Approve the agenda for the Council Meeting
- Entertain new ideas, programs, and initiatives
- Can be more relaxed, but make sure business gets done
- Take care of details



Preparing for Council Meetings

- Communicate your meeting to members in a timely manner
- Include a fraternal/social element at each council meeting
- Guests must be approved by the members
- Distribute minutes electronically ahead of time
- Use Robert's Rules of Order

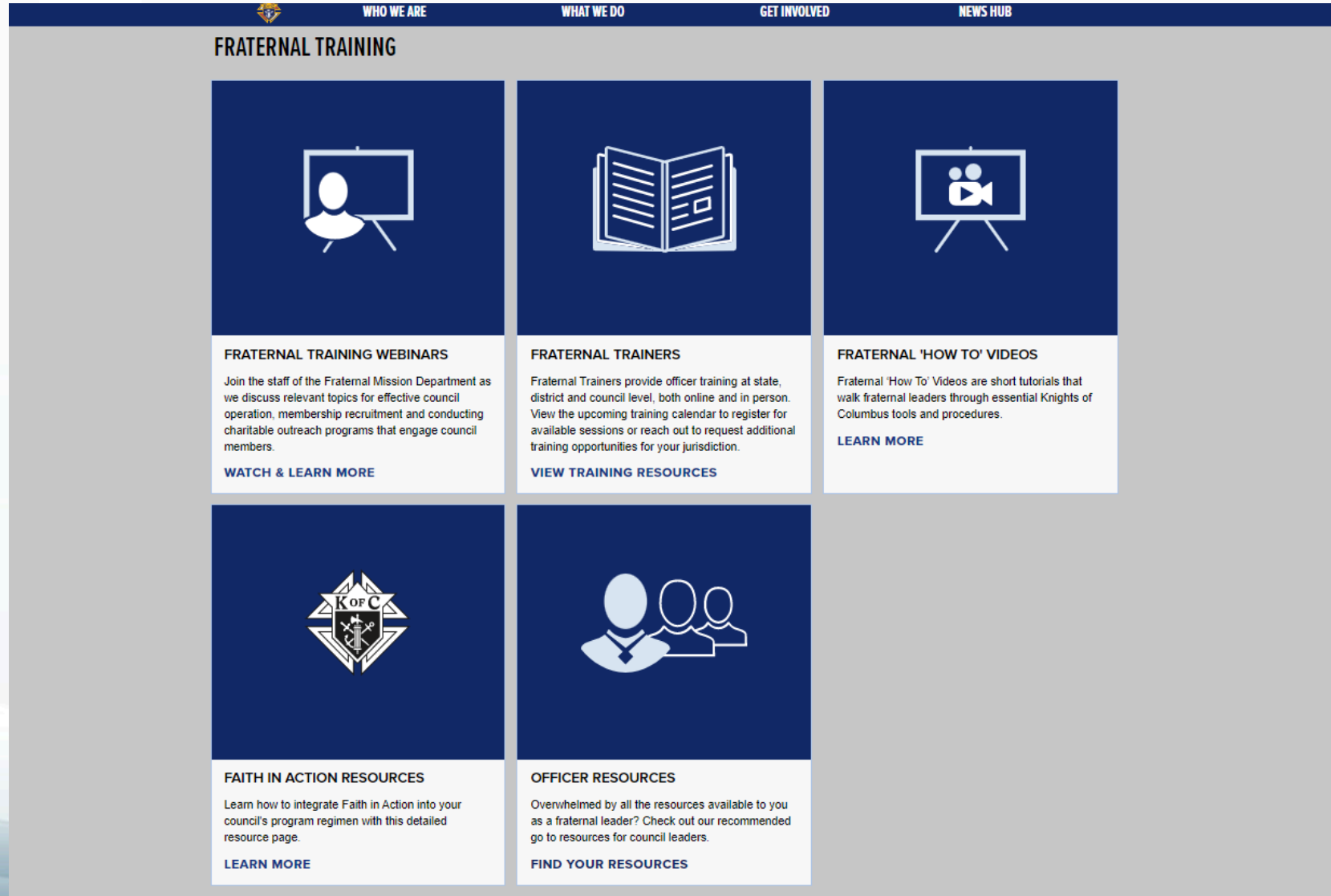
* Exceptions made for hybrid meetings



9. Training and Resources

Train Your Team

- Use Fraternal Trainers
- Attend Webinars
- How-To Videos
- www.kofc.org/training



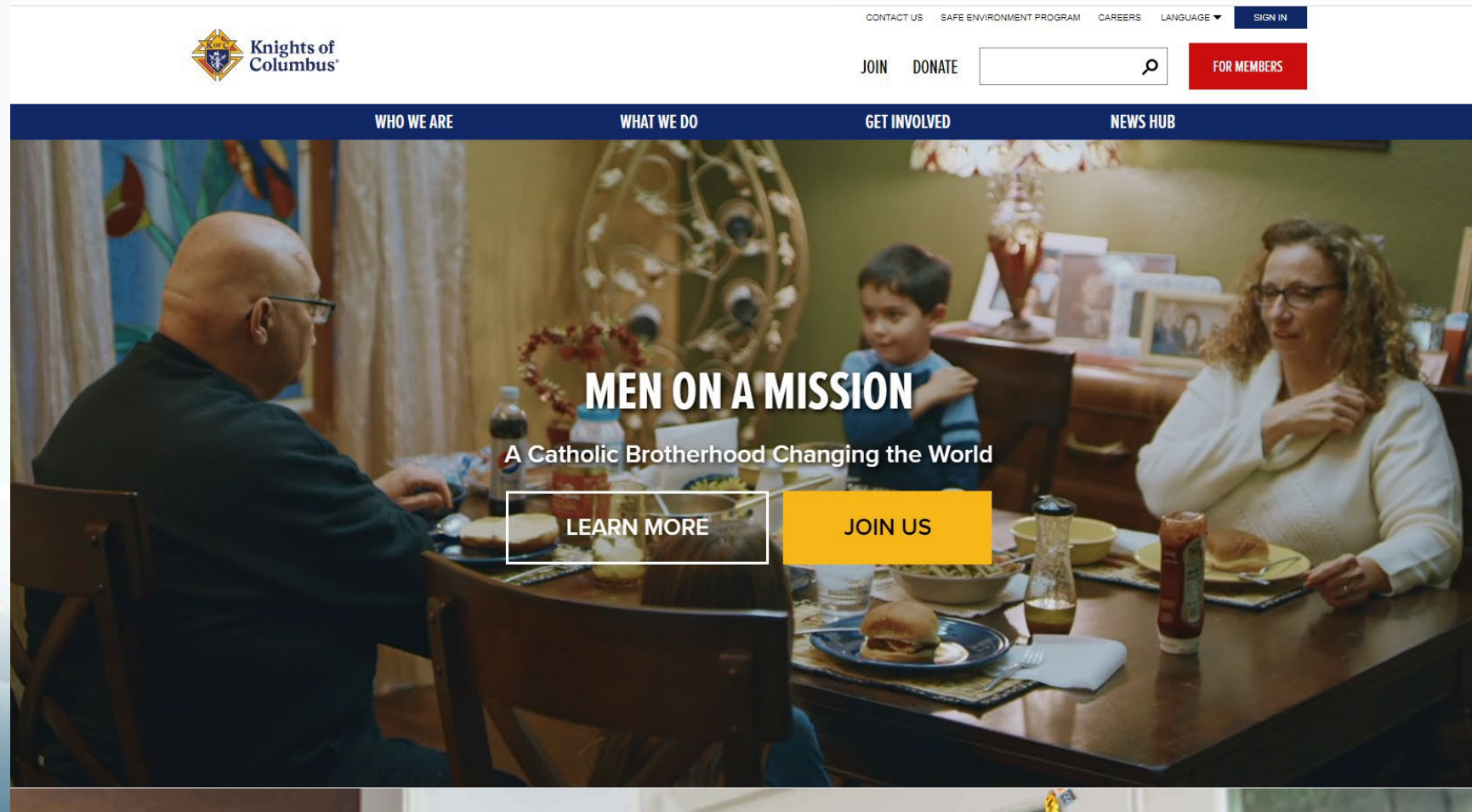
The screenshot shows a website navigation bar with four tabs: WHO WE ARE, WHAT WE DO, GET INVOLVED, and NEWS HUB. Below the navigation bar is a section titled "FRATERNAL TRAINING" with five content cards:

- FRATERNAL TRAINING WEBINARS**: Join the staff of the Fraternal Mission Department as we discuss relevant topics for effective council operation, membership recruitment and conducting charitable outreach programs that engage council members. [WATCH & LEARN MORE](#)
- FRATERNAL TRAINERS**: Fraternal Trainers provide officer training at state, district and council level, both online and in person. View the upcoming training calendar to register for available sessions or reach out to request additional training opportunities for your jurisdiction. [VIEW TRAINING RESOURCES](#)
- FRATERNAL 'HOW TO' VIDEOS**: Fraternal 'How To' Videos are short tutorials that walk fraternal leaders through essential Knights of Columbus tools and procedures. [LEARN MORE](#)
- FAITH IN ACTION RESOURCES**: Learn how to integrate Faith in Action into your council's program regimen with this detailed resource page. [LEARN MORE](#)
- OFFICER RESOURCES**: Overwhelmed by all the resources available to you as a fraternal leader? Check out our recommended go to resources for council leaders. [FIND YOUR RESOURCES](#)



Use the Supreme Website

- www.kofc.org
- Loads of information available



Use the Fraternal Planner

- Best publication that Supreme puts out (My opinion)
- Confirm events
- Add state, parish, and community events to the calendar
- Use the Council Activity Tracker at the bottom of each month



Knights of
Columbus®

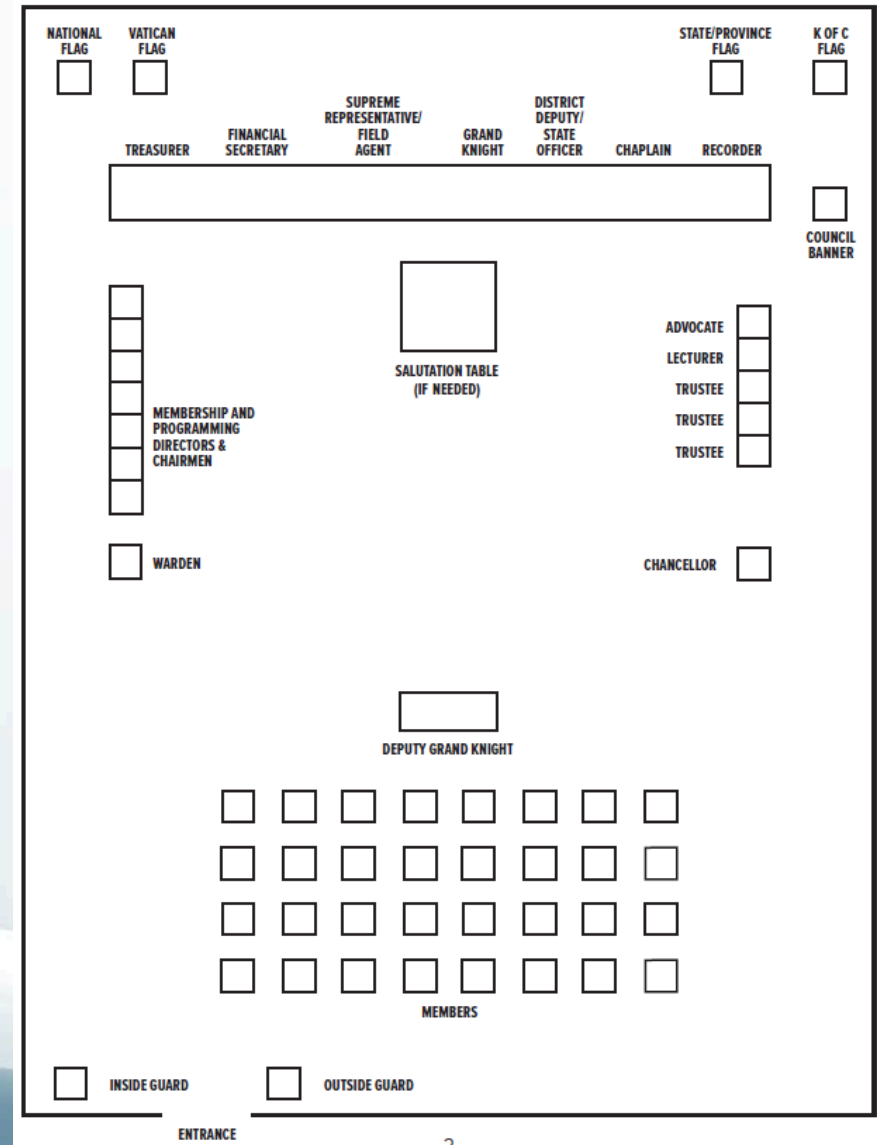
Fraternal Planner

2023 - 2024

10. New Meeting Guidelines

The Guidelines for Council Meetings #10318

- Chamber Setup



The Guidelines for Council Meetings

- Council Meeting Agenda



Appendix B: Council Meeting Agenda

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance (USA) or Patriotic Display of Loyalty
4. Approve Minutes of Prior Meeting
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Report
8. Membership Report
 - Balloting of Candidates for Admission or Transfer
9. Other Reports
 - Programs
 - Committees
 - Fourth Degree
 - Insurance Agent
 - District Deputy
 - Other
10. Unfinished Business (*motions carried over from previous meetings*)
11. New Business (*new motions*)
 - Bills Not Previously Approved
12. Good of the Order
 - Awards (*Family and Knight of the Month, etc.*)
13. Lecturer's Reflection (*optional*)
14. Grand Knight's Summary
15. Closing Prayer (*including intentions for sick or distressed members*): Prayer for Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney
16. Adjournment



Appendix C: Grand Knight Script for Council Meeting

The Guidelines for Council Meetings

- Grand Knight Script for Council Meeting



1. Call to Order

☞ Brothers, we are about to open this council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.

2. Opening Prayer*

☞☞☞ Brothers and guests, let us invoke the Divine blessing as our Chaplain leads us in the Lord's Prayer.

3. Pledge of Allegiance (USA)

Brothers and guests, please join me in reciting the Pledge of Allegiance.

☞

4. Approve Minutes of Prior Meeting

The minutes of the previous meeting were transmitted to all members.

Are any corrections or additions required?

I seek a motion to approve the minutes.

The minutes are approved. ☞

5. Chaplain's Message

Worthy Chaplain, please enlighten us with your message.

6. Grand Knight's Report

7. Financial Report

Worthy Treasurer, please report the council's financial status.

8. Membership Report

Worthy Membership Director, please give us your report and present applications for new members and transfers.

(Call for a motion, discussion, and vote on admissions and transfers.)

The applications are approved. ☞




9. Other Reports

(The following reports are made as needed.)



- Worthy (_____) Program Director, please report on upcoming events.
- Worthy (_____) Program Director, please report on upcoming events.
- Worthy (_____) Committee Chairman, please give us your report.
- Worthy (_____) Committee Chairman, please give us your report.
- Worthy Fourth Degree Representative, please give us your report.
- (_____), please give us your report.

(The following reports are made if the Insurance Agent and/or District Deputy are present.)

- Worthy Insurance Agent, please give us your report.
-  Worthy District Deputy, please give us your report.**

10. Unfinished Business (motions carried over from previous meetings)

The following motion was tabled at a prior meeting. I now reopen it for discussion and vote:

The 'ayes' have it. The motion is carried. 
The 'nays' have it. The motion is lost. 



11. New Business (new motions)

Worthy Financial Secretary, please present any bills not previously approved for payment.

I seek a motion to pay the bills.

The motion is carried. The bills are approved to be paid.

I will now entertain new motions. *(Allow expected motions to be made and discussed, then voted upon)*

The motion is carried. 
The motion is lost. 

12. Good of the Order

We will now recognize the outstanding accomplishments of our members:

- Family of the Month Award
- Knight of the Month Award
- Other Awards


13. Lecturer's Reflection (optional)

Let us now listen to the Worthy Lecturer's Reflection. *(If not done during social time)*

14. Grand Knight's Summary

15. Closing Prayer*


Before proceeding to the closing prayer, let me ask: Does any brother know of a member of this council, or brother of the Order, who is sick or in distress?

 Worthy Chaplain, please lead us in the Prayer for Canonization of Blessed Michael McGivney *(or Litany of Blessed Michael McGivney)* as we pray for the distressed and close this meeting.

16. Adjournment

I declare this meeting adjourned 

Gavel Protocol:

-  All Sit
-  Officers Stand
-  All Stand
-  All Kneel

* When praying at meetings and other formal events, councils may invoke three raps of the gavel to stand or four raps of the gavel to kneel. When determining to stand rather than kneel, officers should take into account the age and physical health of the membership.

** As a sign of respect, it is customary for the Grand Knight to gavel the council to rise when the District Deputy stands to give his report. After members have extended this courtesy, the Grand Knight may gavel the assembly to sit if the speaker has not already asked everyone to be seated.

Questions?

Kenny Gonzales

State Secretary

1024 Pelican Cove

Ocean Springs, MS 39564

kennygonzales0105@gmail.com

(504) 722-5957 (cell)



Other Handouts



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC PHONE (A/C No. Ext): 800-496-0288 E-MAIL ADDRESS:	FAX (A/C No): 913-652-7599													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Nova Casualty Co</td> <td>42552</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Nova Casualty Co	42552	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED KNIGHTS OF COLUMBUS, STATE COUNCIL OF MISSISSIPPI PO Box 5489 Brandon, MS 39047-5489															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		LFR-GL-29000000-02	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPPOP AGG \$ 3000000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Physical & Sexual Abuse Molestation Liability			LFR-GL-29000000-02	08/01/2023	08/01/2024	Occurrence \$500,000 Aggregate \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Catholic Diocese of Biloxi, Bishop Louis F. Kihneman III, Diocese of Jackson, Bishop Joseph R Kopacz is an additional Insured, per the terms, conditions and exclusions of the referenced general liability policy.

Knights of Columbus Councils:
802, 848, 1034, 1244, 1522, 1583, 1605, 1908, 2134, 2180, 2945, 2969, 4472, 4898, 5267, 5556, 6592, 6765, 6872, 7087, 7120, 7211, 7854, 7910, 7915, 7974, 8038, 8054, 8285, 8760, 8848, 8912, 9094, 9124, 9234, 9409, 9543, 9673, 9958, 10216, 10443, 10499, 10901, 11541, 11904, 11934, 11995, 12271, 12331, 13471, 13502, 14051, 15121, 15131, 15155, 15382, 16433, 16763, 16992, 17364

CERTIFICATE HOLDER Catholic Diocese of Biloxi 1790 Popps Ferry Road Biloxi, MS 39532	2212013	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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