

The Fourth Degree Exemplification Outline

Preface - This is the general outline for Assemblies to follow during my team as Master; succeeding Masters may modify it as they see fit. It has been my experience that the more organized an Assembly is, the better the chance of their success. This guideline takes the oral tradition of many successful Exemplifications and consolidates them. It is my wish that Assemblies use this and add to it as the years progress.

Recruitment - This is the most important part of the whole deal. An absolute minimum of 20 Sir Knights must have sent their \$70.00 fee one week before the date selected or there will be a financial loss that may preclude the next Exemplification, and seriously embarrass the Assembly, and the District. In order to insure these numbers, a recruitment committee must be set up and staffed with good men who have cache with the Councils. The Navigator should set a goal of new Sir Knights and push the committee to secure that number. A minimum of one Sir Knight per Council is charged with giving a presentation of the Fourth Degree at Council Meetings. It would add a touch of class if this presentation was done in Tuxedo and Social Baldric. The presentation should set the expectations for joining of prospects as far as Cost, Dress, Time, extra cost, and where send the paperwork. These men will also develop a prospect list for the Navigator and his Membership Chairman to work. They must be given the information regarding the Exemplification and Fourth Degree in general prior to their effort. The Fourth Degree should be visible to the Council especially during recruitment times. The wily Navigator sees the advantage in holding frequent honor guards and other nice touches that the Fourth Degree can display at the Council level.

Assembly Goal: _____

<u>Council</u>	<u>Sir Knight</u>	<u>E-Mail Address</u>
000001	I. M. Good	First Knight@KofC.me
000002	B. Best	First Knight2@KofC.me
000003	R. U. Ready	First Knight3@KofC.me
000004	C. U. There	First Knight4@KofC.me

Letters to the other areas - Master

Invitations to prospects -- Faithful Navigator

Very Special invitations to prospects - Master or Navigator

Team - It is the responsibility of the Master to assign a Team to work a Degree. All Degree Teams should keep on the top of their game by quarterly practices, monthly as the Exemplification approaches. Once scheduled, the team Captain will call a meeting and set a practice schedule. The Team Captain will keep in touch with the Master, the Marshal, the Navigator and the Exemplification Captain to ensure that things go smoothly and expectedly. The Team has certain responsibilities regarding things other than looking impressive and sounding noble - like decorating the Hall in a Patriotic Theme, having working props, and generally being helpful.

Exemplification Team List with phone and/or e-mail

Captain - _____
Historian - _____
Defender - _____
Expositor - _____
Narrator - _____
Registar - _____
Exemplification Marshal - _____
A/V Technician - _____
Master - _____
District Marshal - _____
Navigator - _____

The first meeting is scheduled on _____.

Schedule - An exemplification date must be picked and then approved by the State Deputy, the Master, the Vice Supreme Master. The Exemplification Captain must secure a venue and the Exemplification Committee must at their first meeting generate a schedule of events for the day, and advertise it.

Day's Schedule

12:00 - 13:00	Lunch candidates, Staff and spouses
13:00 - 16:00	Ladies Program
14:00	Exemplification Begins
16:00	Exemplification with Knighting Ceremony Ends
17:30	Mass Starts
18:45	Mass Ends- Social Hour
19:30	Banquet Starts
21:30	Banquet ends

Venue - There should be a person who is in charge of seeing to all the different halls, chambers, spaces, changing rooms, team rooms, a plan for getting folks from one place to another, reserving church pews, lining up photographers, and so forth. He will ensure that the Banquet Hall is decorated with appropriate *ambiance*. He is charged with lining up appropriate help to get all this done in a first class manner.

Venue Chairman: _____.

Banquet - The perfect end to a perfect day in many a man's life. The menu should be good, but not extravagant. The service should be dignified as befitting a new Sir Knight. The Master will only allow a maximum of \$15 per candidate, anything over that the Assembly eats (pardon the pun). The Assembly may charge more than \$15 for the banquet according the laws of economics, but until the Master has another source of revenue, he must hold the line on this. The banquet may include an entrance program (usually a Color Corp Drill of sorts) or at the very least a presentation of the Colors and the National Anthem. The meal is followed by the presentation of the Certificates, and addresses by the Master, the

Honoree, the Keynote Speaker. If they are in attendance, guests such as the State Deputy, the Vice Supreme Master, a priest or a Bishop and so forth should be given an opportunity to speak at some point in time. The Banquet manager will be in charge of timing, food (shopping, cooking, and cleaning), set up, clean up, emcee, ambiance, food service, cooks, speakers and all the details.

Banquet Chairman: _____

Accounting - The Exemplification is the largest financial undertaking of any Assembly and therefore the accounting is critical. One person should be in charge of collecting the dues, the extra fees and advertising revenue. All this must be tracked and disbursed as necessary. This is the person that will settle the account with the Master after the Exemplification. The Accountant will also prepare the registration flyers for the candidate and his family, which would denote any and all extra fees (like extra banquet tickets) that are expected from the candidate. This is for the recruiters to use in their effort to sign up the candidates. Finally the accountant is in charge of registration the day of the Exemplification and recruiting the help needed to assist him. This effort may be done by a combination of the Faithful Purser and the Faithful Comptroller.

Exemplification Finance Chairman: _____

Ladies Program - When the men are busy getting exemplified, the ladies should not be ignored. (Duh.) It is therefore prudent to develop an interesting program or outing that is interesting for the ladies of the Assembly as well as the candidate's wives. This can be anything from a historical tour to a craft demo, fashion show, retreat, play, or whatever resonates with the local ladies. This also has to be advertised to the prospective candidates so that they will have an easier sell to their family.

Ladies Program Chairperson: _____

Booklet - Every Exemplification should be commemorated in a booklet that is kept by the candidates. This booklet includes at the very least a list of the class, the agenda, data about the honoree, the team, and the officers of the Assembly. It may also include some history of the Assembly, the Former State Masters, a bio of the banquet speakers, and advertising. The booklet manager will do the research and get the stories to be printed. (If advertising is sold, the ad committee must start selling 6 months in order to generate any kind of revenue. A half-hearted attempt at advertising is easily identified and goes a long way to diminish the first class nature of the Degree. Covers for the booklet can be ordered from Supreme. The Assembly should order this 6 weeks in advance to ensure enough time to put it all together.) The person who does this booklet will have to have computer skills and equipment and set the whole thing up for the printer. He must finally get everything together and have the booklets finished and have enough of them well done by the day of the Exemplification.

Booklet Chairman: _____

Navigator Responsibilities as pertaining to the Exemplification - The Navigator must select the Honoree and notify him. He must invite the Guest Speaker and give him some idea of what to talk about and how long to talk. He will make himself available to the membership to answer questions before, during and after the Exemplification, so he must be in on all of the details and big picture in order to give accurate answers. He will also invite clergy and the Bishop as appropriate to the banquet. He will generate proper enthusiasm to turn his membership out to support and attend the Exemplification and banquet. He will chair the responsibility of the Exemplification Committee and call meetings as necessary. He will be satisfied that all is going well and on schedule. He will answer to the Master.

Master responsibilities pertaining to the Exemplification - The Master will provide to the Exemplification Marshal, enough baldrics and pins for the class. He will provide Certificates and covers to the Candidate and will pay for the banquet ticket of each candidate not to exceed \$15.00. The Master will invite guests as requested by the Navigator, he will speak, he will arrange for a Team to Exemplify the lesson of the Fourth Degree.

Members responsibilities pertaining to the Exemplification - To show up, to support the candidates, to help recruit, to say yes when another Sir Knight asks for help, especially when a committee chairman asks for assistance.

Note: This is an excerpt of a format constructed by PSD, FM Paul Nelson of the Tennessee District.