

# **Knights of Columbus**

## **North Carolina State Council**



**2018-2019**

## **Council Recognition Manual**

## **Preface**

An active Council is a successful Council. Your Council will be known for the programs that you run. A successful program is one that has been carefully planned and the plan is worked.

If you carefully plan and implement your programs, many of the requirements for the Council recognitions found in this manual will be met. Use this manual to aid you in your plan of programs that your Council will undertake this year.

Two awards that you should set out to get are:

- **STAR Council Award**
- **State Deputy Award**

All Council officers should know where to find this document on the NC State website, in the Document Library.

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## SUPREME AWARDS

[COLUMBIAN AWARD](#) – The Supreme Council recognizes those Councils that conduct programs in each of the four program areas (Faith, Family, Community, and Life). The Council should incorporate the Building the Domestic Church initiative in each of the programs that they develop and execute. More details on this can be found on the Form SP7. Requirements to get this award are:

- Submit Service Program Personnel Report (Form 365) by August 1
- Submit the Annual Survey of Fraternal Activity (Form 1728) by January 31
- Submit Columbian Award Application (Form SP7) before June 30
- Conduct the required number of programs in each program area
- Meet the mandatory program requirement in each program area

[FATHER MCGIVNEY AWARD](#) – The Supreme Council recognizes those Councils that are growing. New Brothers bring new ideas and the manpower needed for your programs. Requirement to get this award is:

- Achieve at least 100% of your Council membership quota

[FOUNDERS AWARD](#) – The Supreme Council recognizes those Councils that carry on the vision of our Founder Father Michael J. McGivney by promoting the benefits of being a Brother Knight. Requirement to get this award is:

- Achieve at least 100% of your Council insurance quota

[STAR COUNCIL AWARD](#) – This should be the goal of every Council. The Supreme Council recognizes those Councils that have done an exceptional job throughout the year. Requirements to get this award are:

- Have met all of the requirements for the [Columbian Award](#)
- Have met the requirements for the [Father McGivney Award](#)
- Have met the requirements for the [Founders Award](#)
- Must be fully compliant with Safe Environment requirements
- Supreme per capita must be paid

[DOUBLE STAR COUNCIL AWARD](#) – The Supreme Council recognizes those Councils that have achieved all of the requirements for STAR Council, but had **200% of their membership quota** with this very prestigious award.

[MULTIPLE STAR COUNCIL AWARD](#) – The Supreme Council recognizes those Councils that have achieved all of the requirements for STAR Council, but have achieved even higher membership growth with one of these very prestigious awards:

- 300% of their Membership quota – Triple STAR Council Award
- 400% of their Membership quota – Four STAR Council Award
- And so on, there is no limit as to how high these awards can go

For more information, on these awards please refer to the Supreme website at [www.kofc.org](http://www.kofc.org)

## **NC STATE DEPUTY AWARD**

Each year NC State Council recognizes those Councils that do an exceptional job. This is the highest honor a Council can receive from the NC State Council. It is presented at the NC State Convention every year.

To qualify for the State Deputy Award a Council must:

- **Have Council representation all of these meetings:**
  - NC State Convention (April/May)
  - State Regional Council Leadership training sessions (June)
  - State Mid-Year meeting (January)
- **Achieve “Charity” recognition.** For more information and the guidelines, refer to page 13 of this document.
- **State Council Recognition program** – Submit at least two (2) top programs during each of the reporting periods. For more information and the guidelines, refer to page 14 of this document.
- **Pay Council assessments:**
  - Supreme invoices (Per Capita) Due July & Jan
  - Supreme invoices Monthly
  - NC State invoices (Per Capita & Insurance) Due Aug and Feb
  - Christmas Card invoices When Due
- **Submit the following Supreme reports:**
  - Report of Council Officers (Form 185) Due July 1
  - Service Program Personnel (Form 365) Due Aug 1
  - Semi-Annual Audit (Form 1295) Due Aug 15
  - Annual Survey of Fraternal activity (Form 1728) Due Jan 31 (Mid-Year Meeting)
  - Semi-Annual Audit (Form 1295) Due Feb 15
- **Exceed Supreme membership quota** – This will be determined by comparison of the Supreme membership reports from March 1 this year through February 28 next year.
- **Submit a Council fraternal record.** For more information and the guidelines, refer to page 18 of this document.
- **Submit the following nominations to the State Council for consideration:**
  - Knight of the Year
  - Golden Knight of the Year
  - Family of the Year
  - Rookie of the Year

- **Comply with Supreme's Youth Protection policies.** All Council members that are required to complete the required training and/or background check must be verified.

## **STATE "of the YEAR" AWARDS**

### STATE PRIEST of the YEAR AWARD

Each Council is encouraged to submit one (1) candidate for this award. Every Council has that man of Faith that makes an impact on the Council and the Parish. This is an excellent way to give him some special recognition.

A candidate for this award must be a Priest in good standing with his Diocesan Bishop and must have been a member of the Order for a minimum of one (1) year by March 1.

The Priest of the Year should be a Knight who is actively involved in the spiritual growth of the Council and their families, supporting *"FAITH IN ACTION"* and the *"Building the Domestic Church"* initiative, and the vision of our founder, Fr. Michael J. McGivney, while also performing other works within the community.

When submitting your Priest of the Year's resume, consider the following questions:

- 1) Does the priest candidate exercise a "pastor's heart" when ministering to his people?**  
In Pope Francis own words, "mercy must be the cornerstone and bedrock foundation of everything we do in Evangelization." Provide specific examples.
- 2) Does the priest candidate place people above ideology?** In other words, is he more concerned about doing the right thing or doing things right when exercising his pastoral leadership & spiritual direction? What defines a "practical Catholic."? Is it all about those who qualify or is it more about standing with the marginalized & disenfranchised?
- 3) Does the priest candidate have the "apostolic courage" and boldness of faith to stand up and speak out on "quality of life" issues affecting and threatening Christian family values?** Is he just a one-note messenger on the pro-life issues of the day: abortion, divorce, and contraception only? Is he equally prophetic about the other pro-life issues impacting the parish family: child immigration, income inequality gun violence, capital punishment, social justice, human and civil rights that are all a part of what Fr. McGivney could relate to in his concern to support struggling families?
- 4) Does the priest candidate exercise a ministry of inclusiveness?** Does he practice collegiality, share ministry and collaborate with both men and women across the board?

The accomplishments of the candidate must have taken place during this Program Year (March 1 through February 28).

The local Council's nominee for the Priest of the Year award need not be the Council's Chaplain

(although this would be unusual).

Prior winners of the State Priest of the Year **are not eligible**.

The State Chaplain, with the approval of the State Deputy, will select the winning candidate. The selection process will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page and good quality, white paper, for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Chaplain, **no later than March 1st**, to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE KNIGHT of the YEAR AWARD

Each Council is encouraged to submit one (1) candidate for consideration. Every Council has at least one Brother Knight that stands out. This is an excellent way to give him some special recognition.

A candidate for this award must be a member in good standing and must have been a member of the Order for a minimum of one (1) year by March 1.

The Knight of the Year should be a complete Knight, one who is actively involved in the works of the Order, his Church, and his community. All of these areas should be described in detail in his submission. The following percentages will be considered for each of the areas during judging:

- 80% – Work for the Knights of Columbus
- 10% – Work for the Church
- 10% – Work for the Community

The accomplishments of the candidate must have taken place during this Program Year (March 1 through February 28).

The Council's nominee for the State Knight of the Year award need not be the Council's Knight of the Year, although this would be unusual. Nor is it a requirement that the Council's nominee has received the Knight of the Month award, however, that program should provide an excellent pool of candidates.

Prior winners of the State Knight of the Year **are not eligible.**

Judges will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page and good quality, white paper for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph to the write up.

The candidate's resume must be sent to the State Secretary **no later than March 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE ROOKIE of the YEAR AWARD

As a Council recruits new members, often one of these new Brothers seems to get very involved as soon as they join. Each Council is encouraged to submit one (1) candidate for consideration of this award. This is an excellent way to give him some very special recognition.

A candidate for this award must be a member in good standing and joined the Order no more than eighteen **(18) months** before **March 1**.

The Rookie of the Year should be a complete Knight, one who is actively involved in the works of the Order, his Church and his community. All of these areas should be described, in detail, in his submission. The following percentages will be considered for each of the areas during judging:

- 80% – Work for the Knights of Columbus
- 10% – Work for the Church
- 10% – Work for the Community

The accomplishments of the candidate must have taken place during this Program Year (March 1 through February 28).

Judges will be concerned with factual information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page and good quality, white paper for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph to the write up.

The candidate's resume must be sent to the State Secretary **no later than March 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE GOLDEN KNIGHT of the YEAR AWARD

Each Council is encouraged to submit one (1) candidate for consideration. Every Council has at least one Brother Knight that has stood out for many years. This is an excellent way to give him some very special recognition.

A candidate for this award must be a member in good standing and must have been a Knight of Columbus member for at least fifteen (15) years. The Brother Knight so honored should exemplify Columbianism in the truest sense of the word. He should be a true source of inspiration to his Brother Knights. Since one deserving of the title of “**Golden Knight**” should be a man involved in the works of:

The Order  
His Church  
His community

His resume should include his involvement and accomplishments in each of these areas.

Every Council has that distinguished Knight in their ranks that qualifies and every Council is strongly encouraged to honor him by naming him their Golden Knight of the Year and then submit his resume for the statewide competition.

Judges will be concerned with factual information describing the candidate’s accomplishments. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the North Carolina State Convention and his resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page and good quality, white paper for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph to the write up.

The candidate’s resume must be sent to the State Secretary **no later than March 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## STATE FAMILY of the YEAR AWARD

Each Council is encouraged to submit one (1) family for consideration. Every Council has at least one family that stands out. Everyone in the family is involved in the Parish and the community. This is an excellent way to give them some real special recognition.

The nominated family for this award must include at least one (1) member in good standing that must have been a member of the Order for a minimum of one (1) year by March 1.

The nomination write-up must include the detailed accomplishments of the entire family. Activities involving the Order should be emphasized, but Church and community activities should also be included and will be considered.

The accomplishments outlined must have taken place during this Program Year (March 1 through February 28).

Prior winners of the State Family of the Year award **are not eligible**.

Judges will be concerned with factual information describing the family's accomplishments during the period specified above. The quality of literary embellishment will not influence the decision. The winning family will be announced at the North Carolina State Convention and their resume will be read.

Please be concise and limit the resume to two (2) typewritten, double spaced pages. To give enough details on what the candidate has done to deserve this award, the write up should be more than one page long. The winning entry will be included in the minutes of the convention, so please use Council letterhead for the first page and good quality, white paper for the second. To increase the dramatic impact, try to name the family only in the last paragraph to the write up.

The family's resume must be sent to the State Secretary **no later than March 1st** in order to be considered. **No exceptions will be considered.** Any questions regarding this award will be addressed to the State Deputy.

## ANNUAL STATE AWARDS

As members of the Knights of Columbus we are called to do service for our families, our Church and our communities. To help us with our call, the KofC Councils organize and run many great programs throughout the year. Through our Building the Domestic Church Initiative, we strive to get everyone in our parish involved in the programs we organize. We have been doing this for many years. In an effort to recognize the great work already being done, the North Carolina State Council has a number of awards that a Council can receive. Even though you don't do the programs to get awards, it does feel good to get recognized for the work you are doing and it causes you to want to do even more. With the help of the Council leaders, the Brothers doing the work to make the programs possible will get the recognition they should get. With proper planning these awards can be earned by any Council.

### COUNCIL RECOGNITION AWARD

The service programs performed by Councils within North Carolina are judged against a standard defined within the Matrix form based upon the size of the Council. Those Councils that meet the required goals are rewarded. This award is divided into three levels:

- **Charity** is the highest level of performance
- **Unity** is the second highest level of performance
- **Fraternity** is the third highest level of performance

Every Council should strive to reach the Charity level. To achieve the Charity level, it will take a little planning, but is certainly achievable. Will the programs your Council conducted in the past be enough to get you to the Charity level? To be sure, get with your District Deputy at the beginning of the year and go over the Matrix form with him. Your District Deputy can help you put together a plan that will help you reach the Charity level.

Your plan must include a number programs in each of these program areas:

**FAITH**

**FAMILY**

**COMMUNITY**

**LIFE**

**LAMB**

**MEMBERSHIP**

We also recognize that a small Council doesn't have enough manpower to do as many programs as a large Council. Therefore, the North Carolina State Council has divided the Councils into four divisions for the purposes of Council recognition. A breakdown of all Councils by division in North Carolina for the Program Year is provided at the end of this document. The divisions are based on each Council's membership numbers on March 1 with the inactive and

disabled members on the council roster removed.

<u>Division</u>	<u>From</u>	<u>To</u>	<u>Number of Councils</u>
I	0 members	69 members	<b>34</b>
II	70 members	109 members	<b>32</b>
III	110 members	179 members	<b>30</b>
IV	180 members	and up	<b>30</b>

## Reporting Requirements

Reporting for the NC Council Recognition Award is done through the Matrix form. Working with your Council leaders, your District Deputy will complete this form for you and submits it. This form is used to determine how many programs were conducted in each of the six program areas. For your reference, the Matrix forms are posted on the North Carolina state website ([www.kofcnc.org](http://www.kofcnc.org)). Be sure to look at the Matrix form for your division and the right reporting period.

The Matrix form is to be completed with your District Deputy twice a year:

The first reporting period runs from **March 1 through August 31**. The spreadsheet for this reporting period is due to the State General Program Director by **September 1st** at [awards@kofcnc.org](mailto:awards@kofcnc.org). That means that some prior consideration must be taken between the District Deputy and the Grand Knight. Activities planned, but not yet conducted during the reporting period may be counted (For example: The DD and GK should sit down after August 1 to complete the spreadsheet and if the Council should have a family activity planned for later that month, that activity could be counted in this period.).

The second reporting period runs from **September 1 through February 28**. The spreadsheet for this reporting period is due to the State General Program Director by **March 1st** at [awards@kofcnc.org](mailto:awards@kofcnc.org). That means activities planned, but not yet conducted during the reporting period may be counted (For example: If the Council should have a family activity planned for later that month, that activity could be considered and submitted for this period.).

## BEST SERVICE PROGRAM AWARD

### Guidelines for Top Program Awards in North Carolina and Supreme

Every Council runs many great programs and there is no need to write a report on each of those programs. The Grand Knight or his Council General Program Director should decide which programs that were conducted during the reporting period will be the **BEST** program for his Council in **each** of the six (6) program areas and should submit those programs for consideration. (Please see the Council Service Program Details section starting on page 20 for ideas.)

- **First Half – From March 1 through August 31 – Due September 1**

- **Second Half – From September 1 through February 28 – Due March 1**

He should complete the State Council Service Program Award Entry Form (Found at <https://kofcnc.org/council/council-service-program-awards-form/> ) is used to submit your program. It is best if you submit your program report right after the program is completed. The facts for your write up will be fresh in your mind. A good write up will have as many facts as possible. This will give the program the best chance of being chosen for an award over another submission. A copy of the submission report is to be sent to your District Deputy, your RMPC, and the State General Program Director. The new format on the state website now allows the Grand Knight to submit a program for each of the six program groups as the program is conducted. If the Grand Knight believes that a better program was completed during the same reporting period, he may resubmit the program and he can simply complete the line that states; "Only check this box if this is a resubmission in this category for this reporting period? **"Yes"** and that new program will replace the program previously submitted. **A Council can ultimately submit only one program in each program area.**

The **State General Program Director** will forward the entries to each of the Program Directors who will select the top five (5) programs for his program area in each Division. Emphasis will be given to those programs that are innovative, original, and promote the Order's principles.

- The top five (5) winners in each division for each of the program areas for the first half of the fraternal year will be recognized at the Mid-Year meetings in January.
- The top five (5) winners in each division for each of the program areas for the second half of the fraternal year will be recognized at the Regional Council Leadership Training sessions in June.

The State Officers will then review the top winners in each program area (each division of both program periods) for a total of eight (8) programs for each program area. The best program in each program area will be the North Carolina State Program of the Year for that program area. The State will submit that winning program to Supreme to be considered for the **Supreme International Service Program Award.**

## MEMBERSHIP AWARD

Membership is the key to continued success and survival of a Council. New members provide new opportunities for the financial viability of your Council as well as new innovative programs that better serve our families, our Church, and our Community. For that reason, the North Carolina State Council recognizes and awards those Councils that are growing in membership.

Council success is determined by total NET membership increase from **March 1 through February 28**. NET gain is measured by taking new members and subtracting drops and withdrawals. Deaths, transfers in, or transfers out are not part of the NET gain calculation.

Each goal is based on the Council membership quota set by Supreme on July 1.

Awards will be given for the following achievements:

- 100% of Goal
- 125% of Goal
- 150% and above of Goal
- Highest % of Goal

These awards are present at the annual NC State Convention.

## [THE DUANE RUSSELL AWARD – Council Newsletters](#)

The Duane Russell Award, presented at the state convention, is given to three (3) Councils that produce the best and consistently good newsletters during the Program Year (March 1 through February 28).

### **Judging for the Duane Russell Award is based on the following criteria:**

1. The newsletter must be published at least once per quarter.
2. The header of the newsletter must contain the Knights of Columbus logo and the following statement should appear in proximity to the logo: “The Official Publication of [Council Name and Number] Knights of Columbus”
3. The header must contain information about the issue. Some examples are, “1<sup>st</sup> Quarter 2018” or “September 2018”
4. There must be a section that comments on LAMB activities in the council.
5. There must be a section that comments on Membership activities in the council.
6. There must be a section to announce your Council’s Family of the Month and Knight of the Month. If you did not name either or one of these, state so.
7. A list of upcoming Formation and Knighthood Degree ceremonies must be included.
8. If you accept advertising to offset the cost of your newsletter, you must **not** accept advertisements from insurance or financial planning companies that compete with the Knights of Columbus Field Agency offerings.
9. Style: Benjamin Franklin wrote in *Poor Richard’s Almanac*, “Beauty, like supreme dominion is but supported by opinion.” Style will be judged not on whether the appearance is pleasing to the eye, but if it appears that the newsletter editor attempted to style the publication.
10. A copy of the newsletter must be sent to the State Council and the Tar Heel Knight Chairman. The subject line of the e-mail must read as such:
  - a. [Issue] Newsletter for [Council Number], [Council Name]
  - b. Example: “September 2018 Newsletter for #13812, Pope John Paul II”

### **Publication Channels:**

The newsletter may be published as a document, an e-mail newsletter, or a webpage. The criteria for each of those channels are as follows:

- **Document:** The newsletter must be distributed in a [PDF format](#).
- **E-mail Newsletter:**
  - There are many free e-mail marketing platforms online that provide free accounts. This is a great way to publish your newsletter as the distribution list is managed for you by the platform and it is easy to create templates and automate some of the process.
  - The subject line criteria stated in part 8 of the Judging section must be followed when sending your newsletter not only to the State Officers and THK Chairman, but whenever you publish your newsletter.

- **Web Page:**

- Many councils maintain a web page that contains information about the Council and up-to-date content on the activities of the Council. This is a natural place to publish the newsletter and many Councils do so already.
- The newsletter must be a separate page on the council website. The title of the webpage must follow the subject line criteria stated in part 8 of the Judging section above. You can test this by bookmarking the web page in your browser. The name of the bookmark should match the required title.
- In order to share your newsletter with the State Officers and THK Chairman, send an e-mail that follows the subject line criteria and place a hyperlink to the web page containing the newsletter in the body of the e-mail.

### **Guidance on Creating a Great Newsletter**

The information below is not part of the requirements that go into judging for the award, but are designed to help you publish a newsletter that is useful to your council:

- Give your Council Chaplain an opportunity to provide an article or some remarks in each issue.
- Ask your Council officers to provide an article for each newsletter. The whole point of the newsletter is to disseminate information to your brother Knights. The Council officers should be in the best position to give you content for the publication.
- Use pictures to document events. While a write-up of a recent event is great, your reader will be more engaged if you include a few pictures that are representative of the event. The KofC Supreme website has a page with Photo Tips that can be helpful:

<http://www.kofc.org/un/en/columbia/phototips.html>

- It's better to publish a newsletter on a regular cadence than it is to do it sporadically throughout the year. People are creatures of habit and will come to look forward to the publication if you are regular about it.
- Try to make the newsletter readable. Don't put too much information on one page and use pictures and graphics to break up the text.
- Every article in the newsletter should have a positive tone. The newsletter is never a place for Knights to air frustration or negative feeling about the happenings in the Council. As the editor, you are the gatekeeper that ensures the newsletter is informative while staying pleasant and positive.
- Remember that you might have brother Knights in your Council that don't use a computer or may have problems reading your newsletter online. If at all possible, offer a service to print the newsletter and have a hard copy available at your next council meeting.

**Note:** If you have any questions or need help with how to put together your newsletter, please contact the THK Chairman at [thkchairman@kofcnc.org](mailto:thkchairman@kofcnc.org).

### **COUNCIL WEBSITE AWARD**

The Council Website Award, presented at the state convention, is given to three (3) Councils that maintain the best website during the Program Year (March 1 through February 28). This is based on the website content and presentation. The State Webmaster will judge the websites.

- Overall
  - Websites to be considered must have a link to it on the North Carolina State Website.
  - When using the Knights of Columbus logo, a customized statement should appear “The Official Website of (Council’s name and number) Knights of Columbus” in close proximity of the logo.
  - If you accept advertising to offset the cost of your website, **NO** advertising from insurance or financial planning companies that compete with the Knights of Columbus Field Agency can be accepted.
- Content Guidelines / Suggestions
  - Information should be timely, organized, easy to read and POSITIVE tone.
  - Your website should be used to comment on your Council’s progress and encourage participation in upcoming events, as well as, public recognition for all awards and recent work well done.
  - **Family of the Month** and **Knight of the Month** profiles should be a regular feature.
  - Operation LAMB and membership progress should be reported.
  - Dates of upcoming Formation and Knighthood Degrees should be included.
  - Remember, what seems like satire to one, may be offensive to others. Choose your words like a true journalist and Knight.

All websites that have links on the North Carolina State Council Website on March 1 will be judged. To have your site linked, e-mail the necessary information to the State Webmaster.

## COUNCIL FRATERNAL YEAR RECORD

Both content and quality of your record will be used to determine the **BEST** Fraternal Year Record per division. The method for recording your Council’s fraternal year history can now be in a number of ways (Scrapbook, photo album, or PowerPoint presentation). The main purpose of the Council Fraternal Year Record is to serve as a history of your Council’s activities for this Program Year (March 1 through February 28). Each Council should provide a complete history of what events occurred in their Council. It can be used as an excellent tool for recruiting new members as you show them what you do. Be proud of what you do. Let others know what you do.

If the task is delayed until the end of the fraternal year, it will be almost impossible to compile all of the details needed. Try to have Fraternal Year Record for your Council tells the story of what you accomplished so that in the future years, your Brother Knights can look back and have a complete picture of your activities for that year.

**\* Council Fraternal Year Record submissions MUST be in the hands of a State Officer on or before March 1st \***

The Council Fraternal Year Record must contain:

- Cover or opening slide must include Council name, Council number, and the current year
- A list of Council officers, program directors, and chairpersons is to be included
- Be divided into sections. The scrapbook must have a section for each of the six (6) program areas (Faith, Family, Community, Life, LAMB, and Membership), and each

section must be clearly marked

- Details of each activity, including publicity and properly captioned pictures
- A miscellaneous section (may be included)

These awards are presented at the annual NC State Convention.

## LADIES' SUPPORT ORGANIZATION ANNUAL RECORD of ACTIVITIES

Both content and quality of your record of activities will be used to determine the **BEST** Annual Record of Activities. This replaces what was formerly the **Ladies' Support Organization Annual Scrapbook**. The method for recording your organization's annual history can now be in a number of ways (Scrapbook, photo album, or PowerPoint presentation). The main purpose of the Annual Record of Activities is to serve as a history of your organization's activities for this past year (March 1 through February 28).

If the task is delayed until the end of the fraternal year, it will be almost impossible to compile all of the details needed. Try to have the Annual Record of Activities for your organization tell the story of what you accomplished so that in the future years, your members can look back and have a complete picture of your activities for that year.

**\* Ladies' Support Organization Annual Record of Activities submissions MUST be in the hands of a State Officer on or before March 1st \***

The Annual Record of Activities must contain:

- Cover must include the name of your organization and the current year
- A list of organization's officers
- Details of each activity, including publicity and properly captioned pictures
- A miscellaneous section (may be included)

Awards for Ladies' Support Organization Annual Record of Activities will be presented for first place at the annual NC State Convention.

## LAMB AWARDS

OPERATION Least Amongst My Brethren (LAMB) is one of our greatest, outward displays of our Order's Principle of Charity. The people that we support through the efforts of our OPERATION LAMB program have come to rely on your generous donations of time, talent, and treasure. Therefore, the LAMB Foundation of NC, Inc. would like to recognize Councils that go "above and beyond" their assigned goals based on the Council's per member average (total annual collections divided by their beginning of the year membership number) compared to the statewide average of collections.

- A "**Trendsetter Award**" will be given to councils that may not have met their goal, but are still above the per member average for LAMB
- An "**Award of Excellence**" is given to those councils that do exceed their goal
- To recognize the "best of the best" an "**Outstanding Achievement Award**" will be given

to Councils that attain the highest per member average in their particular division

These awards are presented at the annual NC State Convention.

## COUNCIL SERVICE PROGRAMS

**WE ARE CALLED** to serve our families, our Church and our communities. **WE ARE CALLED** to help other grow spiritually through our example. Our Knights of Columbus programs should help us be that good example. This is the basis of the *“FAITH IN ACTION”* messaging from Supreme. Is your Council leading a program that will help all fathers in our Parish grow in their Catholic Faith? By growing in our Catholic faith, we will become a better man, a better husband, a better father, and a better Catholic.

Our Building the Domestic Church initiative (BTDC) encourages Councils to run programs that will help men and their families grow in their faith. A number of BTDC programs have been added below to get you started. This list will continue to grow as Councils submit programs that meet the general intent of the initiative. A number of new programs have been added to the Faith in Action portfolio and are detailed below.

A minimum of **four (4)** programs in each of the program areas are required to qualify for the Supreme Columbian Award. Additionally, there is a program in each area that is required to be conducted in order to qualify for the Supreme Columbian Award. These mandatory programs are:

- **Faith – Spiritual Reflection Program**
- **Family – Consecration to the Holy Family**
- **Community – Helping Hands**
- **Life – Novena for Life**

## FAITH

Here are a number of programs that you may want to consider. For additional information on these programs or help from a Director or Chairman, please refer to [www.kofcnc.org](http://www.kofcnc.org)

**Spiritual Reflection Program – The mandatory program for the Faith Activities Category – (This is a Building the Domestic Church initiative program)** – This program should create annual opportunities for rejuvenating prayer and reflection together as a fraternity *and, ideally, a parish of families*. In conjunction with pastors, councils and jurisdictions can hold low-cost retreats, seminars, conferences or pilgrimages of their own. These events, which should last at least one day (a series of regularly scheduled shorter seminars could be considered) might be open only to council members or men of the parish or may be open to entire families. If councils are unable to organize these events themselves, they could go as a group and attend a retreat or spiritual program in their area to satisfy the requirement in which case 10% of the council's membership (minimum: 10 brothers) must attend and be visible in our Order's attire.

**RSVP Program – Any council that participates in the RSVP program and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Faith Activities category.**

If a Council provides \$500 in financial support to an individual seminarian, postulant, or novice the Council will receive a \$100 rebate from the Supreme, up to a maximum refund of \$400.

(While it is hoped councils can make the full contribution, they may claim 1 program credit for a lesser amount.) Keep in mind our support should not be just monetary but must also include friendship and encouragement!

- Identify a seminarian to support. If you need help, contact your State RSVP chairman for a list of seminarians needing assistance.
- After a seminarian's name and address is secured, prepare and send a letter of introduction from your council.
- Determine how the support money is to be raised. Involve prospective Knights and other parishioners in the fund-raising effort.
- Determine how the money raised will be presented to the seminarian. Money should be paid as early as possible during the fraternal year.
- When presenting money to an RSVP candidate, notify the Diocesan Vocations Director.
- RSVP assistance also involves prayer and moral support. Make at least one personal visit to your seminarian(s), and send four (4) letters – i.e.: birthday, Christmas, Easter, and welcome back to school greetings – each fraternal year.
- Encourage members, their families, and other parishioners to keep the seminarian or postulant in their prayers; make personal visits to them; and send communications throughout the year – i.e. birthday, Christmas, Easter greetings.
- Invite the seminarian or postulant to all Council activities and include them on your mailing list for the Council newsletter and other communications.
- Invite the seminarian to join the Council.
- Invite the seminarian to make a presentation to the Council, Parish, and/or Parish youth groups on what it means to prepare for Priesthood or religious life.
- Arrange for the seminarian to host a group of young people from the Council or Parish at their seminary to meet other seminarians and get a feeling of preparing for priesthood or religious life.
- Make sure to offer congratulations and support to your seminarian or postulant on their ordination. As a lasting sign of our support, a liturgically-oriented gift may be presented to him in fulfillment of our Sacramental Gifts program!
- Apply for a refund from Supreme Council office – to be eligible for refund, monies must be given directly to an individual (not a an institution or fund); money given to an individual must be vocations related; paid with a check drawn from the Council/Assembly account; and copies of check or other documentation must accompany application for refund.
- Refer to the RSVP Refund Application (#2863) for exact details and procedures for requesting a refund or a plaque.

**Into the Breach – (This is a Building the Domestic Church initiative program)** – Bishop Thomas J. Olmsted of Phoenix has written this groundbreaking document, *“Into the Breach”*. We live in a time of crisis for following our religious convictions which must be met by men with a heartfelt embrace of masculine virtue grounded in their faith! We, as Knights, must provide opportunities for men to grow in that faith. Encourage friendships with other Catholic men so that they can together encounter the risen Christ in their everyday lives. Men in brotherhood with other Catholic men pray more, go to Mass and confession more frequently, and read Scripture more often. Men engaged in faith can then best discern the vocation and God's will for their life.

Your council must facilitate this Catholic brotherhood. Different approaches will suit different councils. You might conduct an eight-week program, in which members weekly read a selection from *Into the Breach*, meeting to discuss it and work toward spiritual goals. You might do an accelerated version of this, meeting a couple of times a week. Or, you might choose to hold a weekend retreat centered on *“Into the Breach”*. Younger members may find participating in a blog with like-minded men may better suit their needs and overcome demands placed on their time.

**Marian Icon Prayer Program** – The 2018-2020 Marian Icon Prayer Program presents the 18th Marian Icon sponsored by the Knights of Columbus. Like its predecessors, the program features a Marian image, this time of Our Lady Help of Persecuted Christians. Each Knights of Columbus jurisdiction receives several Marian images, which serve as the centerpieces for prayer services conducted in churches, councils and any other regular Catholic meeting places throughout the Order for the duration of the initiative. This year, the prayer service is intended to raise awareness of the plight of Christians persecuted for their faith and to stand in prayerful solidarity with them. It is anticipated that there will be two icons traveling the state of North Carolina. Please work with your District Deputy to schedule a visit to your locality.

**Building the Domestic Church Kiosk** – **(This is a Building the Domestic Church initiative program)** – Help strengthen the domestic church (our families) by providing exceptional religious education and devotional materials in English and Spanish to all Catholics. Building the Domestic Church Kiosks (#BDC-K) contain engaging, faith-based literature and are available for councils to distribute to members, parishioners, and the general public. These Kiosks are available from Supreme for \$150 and refills on the individual books are available on an on-going basis. PS – experience has shown these materials go quickly requiring frequent refills of the kiosk!

**Rosary Program** – **(This is a Building the Domestic Church initiative program)** – This program is very similar to the rosary program that you conduct today. This program should bring all parishioners together in a spiritual activity and promote devotion to Our Blessed Mother. The program should be conducted throughout the year, but a special opportunity exists in the months that contain five Sundays. You are encouraged to promote this as a parish program that is being organized by the Knights of Columbus. By making this a parish program and not a Knights of Columbus program, you are encouraging all parishioners to attend and not just Brother Knights and their families. More details on this program can be found on our website.

**Holy Hours** – **(This is a Building the Domestic Church initiative program)** – This program should encourage deep personal encounters with God. Councils work with their pastors to organize a regular Holy Hour of Eucharistic Adoration. A Knights of Columbus Holy Hour, prepared for the parish, could include a reflection, communal rosary, prayers for intercession by Venerable Michael J. McGivney or St. Joseph, and various other aspects as decided by the council and the pastor.

**Sacramental Gifts** – **(This is a Building the Domestic Church initiative program)** – This program is designed to celebrate with families the most important events in the life of the domestic church: the sacraments. Councils will play an integral role in these momentous faith

events and the lives of our families and parish community through prayer and the presentation of both symbolic and devotional gifts. By doing so the Knights of Columbus will encourage our parish families to deepen their encounter with Christ at the very times they're most receptive. As children and adult members become more integrated into the life of the church and their parish, they should know that members of the Knights of Columbus will always be present in a tangible and meaningful way. Kits for the various sacraments are available.

**Simple Supper and Stations – (This is a Building the Domestic Church initiative program)**

– Councils should partner with their parishes to sponsor a "Simple Supper & Stations" on Fridays during Lent. If your parish already prays the Stations of the Cross, ask your pastor's permission to serve a simple supper of meatless soup and bread to parishioners and attendees before or after the stations. This provides a communal opportunity for participation in the traditional Lenten observances of fasting and abstaining from meat. (Your council does the traditional Fish Fry on Fridays during Lent? OK, instead have a greeter and tirelessly use those occasions to promote attendance at the Good Friday liturgy!) If your parish doesn't already pray the Stations together, ask your pastor if he would consider adding both the suppers and Stations to the parish calendar.

**Memorial Mass** – This should be a Mass celebrated especially for members, their families and widows of deceased brothers. The honoring of each deceased Brother and family member of the Council should be made during the event.

**Conduct Special Vocations Programs** – Work with your parish Priest to find out what he feels should be done in your particular community. If you have a Priest from a Religious Order – invite one of his brothers to speak at a meeting, introduce your high school aged young people to their Order, or set up a vocations presentation by your pastor.

**Sponsor a Day of Recollection** – While a Day of Recollection can also satisfy the requirements of the Spiritual Reflection Program, this is specifically targeting councils that would like to engage the State Chaplain, Fr. William P. Lesak. He is willing and able to travel to your parish to offer a Day of Recollection for the men or families. Please coordinate with the State Deputy if your council is interested – once you're first gotten your pastor's approval!

**McGivney Guild** – Encourage members to join the McGivney Guild. Organize a prayer service for the beatification of our founder, the Servant of God, Venerable Father Michael J. McGivney, and encourage every member and his family to become an active member of the Father Michael J. McGivney Guild. Have promotional literature in stock to present to new 1<sup>st</sup> Degree members.

**Additional Church Program Ideas:**

- Attend the Eucharistic Congress
- Conduct a Communion Breakfast
- Conduct a program to recognize the Clergy and/or Religious in the Council area
- Conduct a monthly recitation of at least one decade of the rosary at a Council meeting
- Furnish pall bearers on an 'on-call' basis
- Sponsor a fund raiser project or provide event honor guards for a parochial school

- Sponsor your Chaplain to the State Convention
- Contribute to LIMEX (Loyola Institution of Ministry Extension)

## FAMILY

Here are a number of programs that you may want to consider. For additional information on these programs or help from a Director or Chairman, please refer to [www.kofcnc.org](http://www.kofcnc.org)

**Consecration to the Holy Family – The mandatory program for the Family Activities Category – (This is a Building the Domestic Church initiative program)** – Families today face many struggles, both through cultural pressure and through the personal struggles that accompany family life. Despite these struggles — and partly as a result of conquering them — families have great capacity for love and joy, a joy that is strengthened through the peace and truth found in Christ. To help families live out this joy of Christ, Supreme Chaplain Archbishop William Lori has composed a new prayer through which families may come together to consecrate themselves under the protection of the Holy Family. Every Knights of Columbus Council should invite families of their Parish to offer this prayer of Consecration to the Holy Family at all Masses on the first Sunday after Christmas. This day is traditionally celebrated as the feast of the Holy Family. It is our hope that this prayer may be voiced at various times throughout the year to strengthen our families, revitalize our parishes.

**Food for Families – (This program can be a Building the Domestic Church initiative program) – Any council that conducts a Food for Families program and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Family Activities category.**

Minimum Requirements for qualification are:

**A council must sponsor events with the parish community to collect a minimum of 1,000 pounds of food to be donated to a Parish food pantry or community food bank. In addition, Council members must contribute a minimum of 100 man-hours in the preparation/distribution/service of meals to needy people. Report your activity using the Food for Families report form and the Columbian Award Application (Form SP-7).**

In these challenging economic times even something as basic as putting food on the table is difficult for some families. The difference between having a nutritious meal and going to bed hungry can be a thin line. You and your brother Knights and families can be that difference and help set the table for people in need by conducting Food for Families programs.

For more detailed information on this program, refer to the Supreme website <http://www.kofc.org/en/charities/articles/food-for-families.html> If you are unable to meet all of the requirements for the Supreme program, organize and execute a program to help the hungry in your community that you can do with your resources and claim a single program credit. If a Council involves the entire parish family in this program, it qualifies as a BTDC program.

**Keep Christ in Christmas – (This is a Building the Domestic Church initiative program)** –This program intended to remind the public that Christmas has a very religious significance. What can be done to get everyone in the parish in this program? Program may include but are not limited to billboards, bumper stickers (magnets), radio and TV spots, nativity scenes

(including LIVE nativities!), providing a “Christ IS Christmas” banner for youth groups in Christmas parades and selling Christmas cards from the Squires. Sponsor the Journey to the Inn or La Posada to relive the journey leading up to our Savior’s birth.

**Family Fully Alive Devotional Program – (This is a Building the Domestic Church initiative program)** – Through this program, all families in your Parish can realize more fully their mission to be an authentic domestic church through daily prayer, catechesis, and Scripture reading, as well as through monthly charitable and volunteer projects they can do as a family. Please visit <http://www.kofc.org/un/en/domestic-church/index.html> to view the materials sent directly to local Councils.

**Family Week Celebration – (This program can be a Building the Domestic Church initiative program)** – Plan and execute a parish family celebration. Dedicate a special week of the year – your choice! - to recognize the vital importance of families as the foundation of our domestic church and to promote Catholic family values. When choosing a week, councils should consider factors that might affect parishioner schedules such as school vacations, holidays and other local events. Though traditionally celebrated in the summer, this program can take place anytime during the year.

**Family Prayer Night – (This program can be a Building the Domestic Church initiative program)** – This is an opportunity for council members, their families, and the whole parish community to come together once a month for an evening of prayer, dinner, and fellowship. Family Prayer Night is an opportunity for children to be exposed to regular people living their faith in a casual setting. Families of council members, as well as other Catholic families within the parish and community, will gather for prayer, dinner and fellowship. Multiple groups can be formed and families are encouraged to rotate between these groups.

**Supreme Family of the Month** – This Supreme program recognizes families who have contributed significantly to the Council, Church, and/or community. Recognize your family in the Council and then submit the Family of the Month report to the Supreme Council. The online Form 1993A may be found on the Supreme website at <http://www.kofc.org/un/en/officers/forms/council.html> and must be submitted by the 15<sup>th</sup> of the following month. You simply need the Brother Knight’s membership number (Your Financial Secretary has that). NEW!!!!!! You can also submit families of non-Knights to recognize them for their significant contributions to the parish, the community and our Faith. And this would be such a very special honor for the family of a deceased brother knight!

**Submit “of the Year” Nominations** – In February submit a candidate for Priest, Family, Rookie, Knight and Golden Knight of the Year to the NC State Secretary. Details can be found beginning on page 7.

**Squires** – Squires is an excellent program for young men from the age of 10 to 18 years old.

**Youth Appreciation** – Conduct an appreciation program for altar servers, high school seniors, and our young people.

**Boy Scouts** –Support a Scout Pack or Troop sponsored by your Parish.

**Family Outing** – Conduct a family outing where there are activities for the whole family.

**Traveling Gavel** – The purpose of the Traveling Gavel is to promote fraternity among the Councils. Each Council will receive the gavel from the previous Council during a regular business meeting and, in turn, present it to the next scheduled Council at their business meeting. The State Traveling Gavel chairman, with the assistance of the District Deputies, will establish a schedule for each Council in their District. A minimum of three (3) Brothers should travel with the gavel and stay for the entire meeting. Remember that the idea is to spread Brotherly love.

**State Raffle** – Every Council is encouraged to participate in the annual State Raffle. It is an excellent way for your Council to raise money for your Council programs. This raffle also allows the State Council to make charitable donations in your name. The raffle tickets are distributed to every Council during the Mid-Year meeting in January. The raffle concludes with the drawing at the North Carolina State Convention in May.

**Fraternal Benefits Night** – Every Council is encouraged to hold a fraternal benefits night at least once a year. Invite the Knights of Columbus Field Agent to address your Brothers and their families. Ask him to speak about the benefits that are offered by the Knights of Columbus insurance program, as well as any new products that are available. It is preferred that this program is conducted outside of a regular business meeting in order to include the spouses. No other featured speaker should be scheduled for the same night.

**Knight of the Month** – The purpose of this activity is to recognize those Brother Knights who are, and have been, active in the success of your Council. Ideally, nominations for this award would come from the Council members and officers, or may be designated by the Grand Knight. This recognition should include presentation of a Knight of the Month award, preferably in a frame. Some Councils also provide a small token of their appreciation. It is usually some sort of KofC merchandise. A write up of this award should be placed on your Council website and in your next Council newsletter.

**Widows Program** – It is so important that we not forget the widows of our fallen Brother Knights. A widow's program can be as simple as inviting the widows to your events as your guests. It could also include a planned day where you go do some tasks for the widow (mow her lawn, paint, makes simple repairs, move furniture, etc.).

**Athletic Events** – Every year the State Council hosts a number of athletic events designed to encourage fraternity. Your Council can consider hosting one of these events (golf, basketball, bocce, softball, bowling, etc.). If you are not able to host an event, you are encouraged to send a team to participate.

**Other Family Program Ideas:**

- Implement a program to give flowers to mothers of newborns
- Conduct a Mother's Day program, breakfast, cookout, or special event
- Organize a family outing to a ball game
- Conduct a family night, where births, graduations, significant wedding anniversaries, etc. are recognized
- Conduct an ice cream social, potluck dinner, ethnic dinner, etc.
- Participate in a Regional or District family outing during the year
- In planning any charitable event determine if you can also involve families in other parish groups and organizations

## COMMUNITY

Here are a number of programs that you may want to consider. For additional information on these programs or help from a Director or Chairman, please refer to [www.kofcnc.org](http://www.kofcnc.org)

**Helping Hands – The mandatory program for the Community Activities Category** – Put your faith into action and help those less fortunate in your community. In the spirit of our founder, Venerable Michael J. McGivney, councils will lead efforts to assist those most in need. The key in Helping Hands is to interact, face-to-face, with those our Faith urges us to help. Guidelines for this program are broad and can include forming partnerships with local aid organizations or independently planning unique activities. The Helping Hands Program is designed to recognize the important work many councils already do to care for the most disadvantaged members of our communities – the homeless, the addicted, the elderly who may feel isolated and abandoned, and many others. Through this program, councils will aid the needy through the activities they feel best suit their community, such as serving at or running a soup kitchen, repairing the facilities of a local service organization or something entirely unique.

**Coats for Kids – Any Council that conducts a Coats for Kids program and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Community Activities category.**

Minimum Requirements for qualification are:

**Council must purchase and donate to needy children a minimum of eight (8) cases of coats. A case contains twelve (12) coats. Report your activity using the Columbian Award Application (Form SP-7).**

Supreme sponsors a program for your Council to provide warm winter coats to children in their community. For more detailed information on this program, refer to the Supreme website <http://www.kofc.org/un/en/service/community/coats2012/index.html>. If you are unable to meet all of the requirements for the Supreme program or obtain coats from other sources you may claim a single program credit Also consider working with a local school or organization to provide a few coats for needy children that don't have a coat.

**Global Wheelchair Mission – Any council that participates in the Global Wheelchair**

**Mission program, and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Community Activities category.**

Minimum Requirements for qualification are:

**Your council must purchase a minimum of one (1) case of 100 wheelchairs (\$150 each) by raising the funds through council, parish or community activities. Report your activity using the “Featured Programs Worksheet” and the Columbian Award Application (Form SP-7).**

The Knights of Columbus and The Global Wheelchair Mission have teamed up to help bring wheelchairs to those who lack freedom of mobility. The Global Wheelchair Mission purchases wheelchairs in bulk and delivers them by sea containers around the world.

For more detailed information on this program, refer to the Supreme website <http://www.kofc.org/en/members/programs/partnership-programs/global-wheelchair-mission.htm> **!#** Few Councils can afford to purchase the wheelchairs in bulk that this program requires. Your Council may want to consider purchasing a wheelchair for a child in need, a veteran in need, etc. and claim a single program credit. Realize, too, a wheelchair may be useless without access, so your work in building a wheelchair ramp or making modifications in the home can also earn you 1 program credit under this program or Helping Hands – your choice!

**Habitat for Humanity – Any council that participates in a Habitat for Humanity building project and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Community Activities category.**

Minimum Requirements for qualification are:

**Activity must be in a council sponsored project with a minimum of 200 man-hours of service from the council, parish, or community and a minimum donation of \$1000 to Habitat for Humanity. Report your activity using the “Featured Programs Worksheet” and the Columbian Award Application (Form SP-7).**

Habitat for Humanity seeks to eliminate poverty housing and homelessness one family at a time. The organization assists in providing quality-built, affordable homes to needy families by cooperatively involving the future homeowner with community volunteers and suppliers to build or renovate the home. Think about presenting this to various groups in your parish as a “local Mission Trip”!

Contact the local Habitat for Humanity affiliate in your community. Visit [www.habitat.org](http://www.habitat.org) or e-mail [volunteer@habitat.org](mailto:volunteer@habitat.org) for information on your local affiliate. They will be able to brief you on the volunteer opportunities available to your council.

If you and your Parish are not able to meet the requirements listed above to qualify as a featured program, it can count as one of your four (4) community programs on your Columbian Award Application (Form SP-7).

For more detailed information on this program, refer to the Supreme website <http://www.kofc.org/un/en/news/releases/detail/175602.html>.

**Disaster Preparedness** – Local Councils should develop a disaster response plan and execute it when required. Law enforcement officers, first responders, firefighters, EMT's and others in your parish and council are the idea people to help formulate these plans and teach them to others. Preparedness applies to other emergencies as well - stroke, heart attack, suspicious or violent persons – and your council can create and manage a team of people trained in knowing what to do and who to call!

When a disaster actually strikes, councils should check on their members and offer help, if needed, as well as to provide whatever local assistance is possible. If financial assistance beyond what your Council can provide is needed, send your request for help or relief to your District Deputy. He will get in contact with the appropriate people at the State level.

**Free Throw Contest** – This contest is for boys and girls ages 9 through 14 from the community. They do not have to be Catholic. Order Free Throw materials from supreme using the FT-KIT form from the Report Form Booklet or using the online form on the Supreme website at <http://www.kofc.org/un/en/officers/forms/council.html>. Kits should be ordered in September or October. The free throw contest is conducted at the Council level in January, the District level in February, and the State level in March. A “Two-Fer”: consider ordering the kit early and combining this and the soccer challenge into one event, perhaps at a parish picnic.

**Supreme Essay Contest** – This essay contest is sponsored by Supreme to make children think about religion in our society. It is for 8<sup>th</sup> graders and High School seniors. The Supreme website at <http://www.kofc.org> has more details on the contest. The essay contest is conducted at the Council level in January, the District level in February, and the State level in March. PS - This is about citizenship so perhaps your 4<sup>th</sup> Degree Assembly would like to be involved in the judging and award presentations.

**Soccer Challenge** – This contest is for boys and girls ages 9 through 14 from the community. They do not have to be Catholic. Order Soccer Challenge materials from supreme using the SC-KIT form from the Report Form Booklet or using the online form on the Supreme website at <http://www.kofc.org/un/en/officers/forms/council.html>. Kits should be ordered in June or July. The soccer challenge is conducted at the Council level in September, the District level in October, and the State level in November.

**First Responders Program** – We talked about involving first responders in formulating our disaster preparedness plans but this program is designed to recognize them for the great work and personal sacrifices they make on a daily basis. Activities may include holding a recognition dinner for outstanding personnel, a public display of support, or simply providing a meal for them throughout the year.

**40 Cans for Lent Food Program** – (This can be a Building the Domestic Church initiative program under Food for Families) – Supreme sponsors a program that encourages Brother Knights and members of your Parish to donate one can of food for each day of Lent. The cans are then donated to a local food bank. This ties in with the Food for Families program and

shows the cross coordination between programs. Did you know? The featured program, Food for Families, began with a modest parish-council joint effort just like this!

**Veterans' Affairs** – Organize and conduct patriotic programs. Here are some examples:

- Conduct a picnic or dance on a national patriotic holiday (Independence Day, Memorial Day, Flag Day, Veterans' Day, etc.)
- Distribute flags at a patriotic event
- Conduct a patriotic program in conjunction with your Fourth Degree Assembly.
- Support the military, police, or fire department with an event with a patriotic theme in their honor
- Help in a Toys-for-Tots or similar drive; be alert for learning of specific needs of veterans those volunteers know

**Adopt-A-Child** – A Knight who participates in this program will attempt to improve the life of a child in need. Acquire a list of names of children in need from a local center, Children's home, or Big Brother/ Sister Program. Sponsor children, invite them to events, tutor them in their studies etc. In that the Knight will be working with youth, it is required that he complete and submit the Form 4348 from <http://www.kofc.org/un/en/officers/forms/council.html>.

**Additional Community Program Ideas:**

- Conduct a local blood drive (if you get the place and time the agencies usually take care of everything else)
- Provide assistance at a homeless shelter
- Participate in a "Meals on Wheels" program in your community. Participate as families – kids deliver smiles as well as food!
- Provide fuel assistance to the needy
- Provide assistance to needy migrants in your area
- Conduct an adopt a grandparent program
- Conduct a public safety, law enforcement or fire protection program
- Participate in the "Adopt a Highway" program
- Get involved in Prison Ministry
- Conduct a health services program
- Participate in a public Earth Day event that encourages recycling or conservation
- Host a District or State free throw contest or soccer challenge
- Participate as a Council in any organized youth program in your Church or community
- Sponsor a career night to talk to young people about career opportunities
- Sponsor high school members of your youth group to Diocesan or National Youth Conventions.
- Support a Catholic School

## LIFE

Promoting a "Culture of Life" means respect for nature and protection of God's work of creation. In a special way, it means respect for human life from the first moment of conception until its natural end. Here are a number of programs that you may want to consider. For additional

information on these programs or help from a Director or Chairman, please refer to [www.kofcnc.org](http://www.kofcnc.org)

**Marches For Life – Any Council that participates in a local, state, or national Pro-Life March and meets the minimum requirements will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Life Activities category.**

Minimum Requirements for qualification are:

**As part of an organized program of the Council, with Parish and community participation, a minimum of 100 marchers must participate in a local, regional, or national March for Life. Report your activity using the “Featured Programs Worksheet” and the Columbian Award Application (Form SP-7).**

If it's unlikely you can bring that many people to one of the premier marches, claim 1 credit for your actual participation in one of them – or your council and parish's participation in the October 7<sup>th</sup> LifeChain. Better yet, do LifeChain anyway to generate interest in the bigger marches AND to kick off a Novena for Life!

NC Marches for Life: Charlotte on Friday, January 11, 2019, Raleigh on Saturday, January 12, 2019, and Jacksonville on Saturday, January 26, 2019. The National March for Life will be held Friday, January 19, 2019 in Washington, D.C., commemorating the anniversary of the U.S. Supreme Court's tragic *Roe v. Wade* decision that legalized abortion on January 22, 1973. Sponsor a bus to the National Right to Life March in Washington DC. Participate in the National Right to Life march and the Mass at the Basilica prior to the march.

**Special Olympics – Any council that provides financial or manpower support, and meets the minimum requirements for Special Olympics, will receive 2 credits (two program lines on the SP7) for Columbian Award requirements in the Life Activities category.**

Minimum Requirements for qualification are:

**Your Council must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, and must raise, through Council or Parish activities, a minimum of \$2,000 for Special Olympics. Report your activity using the Partnership Profile with Special Olympics form (Form 4584) and the Columbian Award Application (Form SP-7).** Even if you can't contribute either the required man-hours or dollars, be sure to claim 1 credit for what you can do.

As part of our ongoing goal to provide financial, spiritual, and emotional support to those less fortunate, the Knights of Columbus has been a strong supporter of the Special Olympics since its inception. Our goal is to help the games not only become stronger The Knights of Columbus believe that the Special Olympics are nearly unparalleled in their ability to show the intrinsic worth and dignity of every single human being. These games do not just build strength and character among the athletes and participants; it only takes a few moments with the competitors

to be inspired by the force of their determination, and the true sense of God's love.

Participate as a Council in your local, regional, or state Special Olympics programs. More opportunities to support Special Olympics can be found at [www.sonc.net](http://www.sonc.net).

**Ultrasound Program – Any council that participates in an Ultrasound Program, and meets the minimum requirements, will receive 2 credits (two program lines on the SP7) for Columbian Award Requirements in the Life Activities category.**

Minimum Requirements for qualification are:

**Your Council must identify a Pregnancy Care Center that is medically certified to utilize and maintain an ultrasound machine, and comply with all regulations of the Ultrasound Program to place an ultrasound machine at the facility. Your Council must raise, through Council, Parish, or community activities, sufficient funds to cover one half of the purchase price of the ultrasound machine, and follow the published guidelines for obtaining the remaining half of the purchase price from the Supreme Council. Report your activity using the “Ultrasound Application” and the Columbian Award Application (Form SP-7).**

In North Carolina, we have a defined procedure to follow when working on this program. To find more detailed information on how to properly proceed with this program, go to the North Carolina State website. As part of this program, you may raise money as a single Council or in cooperation with other Councils to purchase an ultrasound machine.

**Christian Refugee Relief** – This program is designed to help save persecuted and at-risk Christians facing genocide all over the world, particularly in the Middle East. Knights of Columbus are called to bring awareness and support to those who have suffered for their faith through various parish-based programs and fundraisers. Christians are at risk in areas all around the globe. The Knights of Columbus responded with the Christian Refugee Relief Fund, which has provided humanitarian assistance, primarily in Iraq, Syria, and the surrounding region. Councils will aid this cause by collaborating with their parishes to spread awareness and raise funds to help these Christians and those in their care. In particular, councils are encouraged to utilize Solidarity Crosses as a fundraiser and prayer campaign in their parishes. Incorporate prayers for persecuted Christians in your Family Prayer Night and Holy Hour.

**Silver Rose** – Councils should share the message of Our Lady of Guadalupe and promote respect for life through this meaningful pilgrimage. The Silver Rose Program demonstrates the unity between Knights of Columbus in Canada, the United States, and Mexico, through a series of prayer services promoting the dignity of all human life and honoring Our Lady. Each year, from early March through mid-December, Silver Roses are stewarded by councils along routes from Canada to Mexico. Every stop the Silver Rose makes throughout the pilgrimage is a rosary-centered occasion for Knights, parishioners, and community members to pray for respect for life, for the spiritual renewal of each nation, and for the advancement of the message of Our Lady of Guadalupe, invoking her intercession to halt abortions and the senseless taking of life.

**Mass for People with Special Needs** – People with special needs resulting from physical, emotional, mental or cognitive conditions are all around us in society, at school, at work, and in our families. It can be challenging for these important members of our society to participate in liturgies due to physical and social barriers – or even family member anxiety. Celebrating a Mass for People with Special Needs can be the first of many steps toward integrating them into regular weekly or even daily Mass – and more deeply into all of the sacraments and other aspects of parish life. Holding this Mass sends the message that all of God’s children are welcome under the parish roof and that every person is an integral part of the parish family.

**Pregnancy Center Support** – Support local faith based pregnancy support centers in your area. For example, the MaraVia effort at Belmont Abbey College has built a new center for unwed young mothers on the campus of the college and the Knights of Columbus is a major contributor to this effort. On the local level, perhaps you can seek out infant furniture or maternity and baby clothing at factory stores or retail close-outs, help with books for a new or expectant mother’s education or provide help to the center in the form of maintenance or transportation.

**Mass for Life** – This program is designed to celebrate life. Coordinate with your Council Chaplain and establish a local Mass for Life to be offered on the Feast of the Annunciation, or another appropriate feast day.

. These can be covered in Marches for Life

**Prayer for the Unborn Child (March 25)** – Schedule and conduct a prayer service.

**40 Days for Life** – Have your Council sign up to participate in a local 40 Days for Life program. Also, consider supporting them financially.

**Baby Bottle Program** – In this program, you distribute plastic baby bottles and ask people to put their loose change in them and return them when they are full. The money can then be used for the Life effort.

**Other Life Program Ideas:**

- Establish a day of prayer, fasting, and abstinence on the first Friday of “Respect Life Month” (October)
- Have your Council and parish participate in the "LifeChain" event that takes place locally across the US and Canada on the first Sunday in October
- Establish and/or participate in a parish “Vigil for Life” held on the Feast of the Immaculate Conception or another appropriate feast day
- Feature someone to speak to your Council/parish concerning a recent Life topic
- Man a booth at a community event and distribute Life materials.
- Support a local Life agency
- Provide support to a mother that has made the decision to not terminate her pregnancy
- Help suicide prevention agencies and programs with contributions and public awareness efforts
- Alert people of Life to oppose any upcoming efforts to legalize assisted suicide by signing petitions and writing our representatives

- Regularly visit people in assisted living centers and nursing facilities, providing conversation, small gifts or treats as appropriate and spiritual support

## LAMB

**Operation LAMB** – Operation LAMB (Least Amongst My Brethren) is the greatest (dollar volume) charitable project that the Knights of Columbus in North Carolina undertake. This project is to raise funds to support those individuals in North Carolina with intellectual disabilities. Suggested ideas for this program;

- Hold Street Collections in front of various businesses
- Contact various businesses and request a grant or donation
- Working in conjunction with the Parish Priest hold collections after Masses on specific dates
- Hold a disbursement dinner and publicly read each accepting organization's work that they do for their specific groups while the Council is presenting a check to them. Invite the local press or other special advertising agencies to participate
- Meet a specific level of LAMB quota set by the State
- Attend LAMB informational meetings at Mid-Year meeting

More information on this program can be found at [www.lambnc.org](http://www.lambnc.org)

## MEMBERSHIP

**Conduct Multiple Recruitment Programs** – Council recruitment of new members should be conducted 365 days per year. Every Council activity is an opportunity to invite new members. Incorporate a membership theme into all of your Council activities and be proactive about asking men and their families to join the Order.

**Have a Positive Net Membership Growth for the Year** – Your growth for this program will be from March 1 through February 28 based on Supreme Membership reports.

**Retention Committee** – Every Council must have a retention committee that is responsible for contacting Brother Knights in your Council. Not just when they are behind on dues payment. This committee should consist of the Council Trustees, the DGK, the Chancellor and any other PGK of the Council interested in helping Brother Knights. The Financial Secretary **cannot** be on this committee.

**Promote Online Membership** – Young men and men with young families often don't have the time to participate in Knights of Columbus activities in the traditional way. They are looking for information in a digital format at a pace that they can consume. The Online Membership provides that opportunity and can gather potential Knights into pool for your council to convert to degreed members in the future.

**Participate in the VIP Program** – For every man that a proposer brings into the Knights of Columbus, the proposer will receive VIP (Very Important Proposer) points that can be used to redeem for merchandise at Knight's Gear.

**Shining Armor Award** – The Shining Armor Award recognizes new Knights that achieve an active status in their initial eighteen months of membership. Get the Shining Armor information from Supreme and present to each new member and encourage them to work towards achieving this award. Then recognize them for their achievements.

**Admission (1<sup>st</sup>) Degree** – Conduct frequent Admission Degree celebrations. Having been given permission to read the Admission Degree, there are few excuses for Councils not conducting the Admission Degree frequently.

**Formation (2<sup>nd</sup>) and Knighthood (3<sup>rd</sup>) Degrees** – Volunteer to host a District Formation Degree celebration or Regional Knighthood Degree celebration within your Council. Information regarding the logistical requirements can be found on the state website.

**Buddy Program** – Establish a buddy team consisting of at least three (3) members that will accompany new members to the Council to each of their Degrees and mentor them until they become comfortable with the Council's workings. This will help get new members more active quicker and reduce the chances that he will want to drop out of the Order later.

**Parish Round Table** – The goal of the Parish Roundtable program is to have a Knights presence in every Parish or mission in our state. Each Council should sponsor a roundtable meeting on a regular basis with each Parish Pastor. If a Council only has one parish that it supports, a roundtable meeting with your Pastor should still occur. Remember, the idea behind this program is to support our Priests. Please take the time to submit the paperwork once you have established the needs of your parish.

**Ceremonials** – Getting a new member through all three of the Degrees is vital to getting him active in your Council and keeping him. Every Council should have an Admission (1<sup>st</sup>) Degree team and hold an Admission Degree whenever they have a prospective new member wanting to join. If you have the proper facilities, you are encouraged to host a Formation (2<sup>nd</sup>) or Knighthood (3<sup>rd</sup>) Degree. For more details, please contact your District Deputy or the State Ceremonials chairman.

**Council Awards Presentation** – A special event where Council members and their families are recognized for special honors such as Knight of the Year, Golden Knight of the Year, Family of the Year, and Rookie of the Year. In many Councils, this is accomplished at the annual installation of officer's banquet. It should be noted that Supreme council supply catalog offers many different types of plaques for these awards.

**Council Newsletter** – Communication with your members is the key to an active Council. Keeping Council members informed of all planned activities using a newsletter helps to promote Knights that are more active. The newsletter can be e-mailed to all Brother Knights with an

e-mail address. For those without an e-mail address it should be sent to them by regular mail. A copy should be sent to all State Officers. Your newsletter should be sent out on a regular schedule (at least quarterly). Make sure all of the content is positive and informative. For more suggestion, please refer to the Duane Russell Award on page 16.

**Council Website** – A Council website can be an excellent way to communicate in a very timely fashion information on events or programs that you have just completed or are about to hold. For ideas on what it should contain, please refer to page 17 for the Council Website Award.

**Council's Fraternal Year Record** – Every Council is encouraged to create a record of events conducted throughout the year. In the past, it was a scrapbook, but it could also be a photo album or PowerPoint presentation. It can be an excellent tool to use when trying to show a prospective new member what you do as a Council. It is also a very good historical record of what you did that year. The Council's Fraternal Year Record is an activity that must be worked on all year. At the end of the fraternal year, you can submit it to the State Council for judging and a possible award. For more details on that see page 18.

**Other Membership Program Ideas:**

- Conduct regular recruitment drives
- Invite prospective members along with their families to Council social activities
- Place an ad in the Parish bulletin

**COUNCIL DIVISION ASSIGNMENTS – Division I**

<b>Council</b>	<b>Council Name</b>	<b>Location</b>
6970	Immaculate Mary	Eden/Reidsville
7152	St. James	Statesville
9030	Bishop Vincent S. Waters	Laurinburg
9722	Smokey Mountain	Sylva
10783	St. James	Hamlet
11180	Mother of Mary	Edenton
11235	Father John B. Paro	Roxboro
11406	Holy Angels	Mt. Airy
11494	Father Joseph Toner	Whiteville
11605	Father Red Kenee	North Wilkesboro
11817	Father Roland Gross	Castle Hayne
11848	Father Thomas A. Willaims	Clinton
11946	Rev. Michael J. Hoban	Shelby
12167	St. Joseph's	Kannapolis
12233	Father Andrew Graves	Burnsville
12478	Father Michael W. Murphy	Maggie Valley
12481	St. Francis de Sales	Lexington
12640	St. Maron	Fayetteville
12921	Father Bernadine Golden	Wallace
13016	St. Margaret Mary	Swannanoa
13532	Father Hillary Miketinac	Siler City

14087	Father James Wilmes	Andrews
14276	St. Bernadette	Butner
14632	St. Elizabeth's of Hungary	Raeford
14767	Christ the King	High Point
15085	Father Bernard McDevitt	Waynesville
15265	St. Joan of Arc	Candler
15752	Fr. Maurice Tew	Greenville
16013	San Juan Pablo Segundo	Mount Olive
16247	San Andres	Red Springs
16401	Our Lady of Americas	Biscoe
16442	St. Francis Xavier	Sapphire
16543	St. Joseph	Bryson City
16839	St. Francis of Assisi	Jefferson
17058	Our Lady of the Angels	Marion

## COUNCIL DIVISION ASSIGNMENTS – Division II

<b>Council</b>	<b>Council Name</b>	<b>Location</b>
1695	St. Lawrence	Asheville
7225	P. Holley Burch	Lumberton
7232	Father John B. McGuirk	Roanoke Rapids
7259	Dr. John Carr Monk	Newton Grove
8143	Our Lady Star of the Sea	Morehead City
8363	St. Michael's	Franklin
8664	St. Dorothy's	Lincolnton
8684	St. Mary's	Greensboro
8886	Jack Driscoll	Brevard
9249	Our Lady's	Thomasville
9364	Msgr. E. T. Gilbert	Washington
9365	Father Parker-Woods	Henderson
9492	St. John	Tryon
9549	Fr. C. Ralph Monk	Hillsborough
9570	Father Thomas McAvoy	Lenoir
9579	Father Willaim T. McShea	Morganton
9746	St. Joseph the Worker	Newton
10495	Rev. J. A. Cowan	Albemarle
10615	Our Lady of Lourdes	Monroe
10891	St. Joseph's of Asheboro	Asheboro
11102	Our Lady of the Assumption	Charlotte
11966	Cardinal Joseph Bernadine	Boone
12266	Immaculate Heart of Mary	Forest City
12267	Good Sheppard	King
12281	Harry "Hap" Hansen III	Hampstead
12610	St. Francis of Assisi	Mocksville
12885	St. Therese	Wrightsville Beach
13236	St. Paul the Apostle	Greensboro
13488	Col. Jerry W. Marvel	New River
13511	Father James D. Campbell	Louisburg
13812	Pope John Paul II	Durham
14422	Rev. Joseph McNamara	Raleigh (NCSU)
15551	Msgr. James P. Keaney	Raleigh

## **COUNCIL DIVISION ASSIGNMENTS – Division III**

<b>Council</b>	<b>Council Name</b>	<b>Location</b>
770	Bishop Michael J. Bagley	Charlotte
2838	Cardinal Gibbons	Fayetteville
3390	Maria Immaculata	Durham
3574	Father William O'Byrne	Jacksonville
4600	Father James Schomber	Rocky Mount
6528	Msgr. Frederick A. Koch	Southern Pines
6648	Msgr. Frank J. Howard	Havelock
6717	Father Maurice Spillane	Sanford
7024	Father Vincent J. Mahoney	Swansboro
7184	Immaculate Conception	Hendersonville
7547	Archbishop Fulton J. Sheen	Elizabeth City
8509	Holy Cross	Kernersville
8680	Sacred Heart	Salisbury
8759	Annunciata	Kill Devil Hills
8857	Good Sheppard	Hope Mills
8923	Father Joseph Maule	Arden
9560	St. Vincent de Paul	Charlotte
9847	Sons of Mother Seton	Fayetteville
10389	Holy Spirit	Denver
10504	Our Lady of Mercy	Winston-Salem
10892	Msgr. Lou Morton	Wendell
10910	Paul J. Trageser	Chapel Hill
11076	Queen of the Apostles	Belmont
11103	Father Robert T. Lawson	Pinehurst
11265	St. Ann's	Smithfield
11266	Father James Keenan	Garner
11683	Father William P. Ryan	Fayetteville
11911	St. Eugene	Asheville
12025	Our Lady of Lourdes	Raleigh
12455	St. Luke the Evangelist	Raleigh
15250	St Michael the ArchAngel	Ft Bragg

## **COUNCIL DIVISION ASSIGNMENTS – Division IV**

<b>Council</b>	<b>Council Name</b>	<b>Location</b>
939	Piedmont	Greensboro
1074	Wilmington	Wilmington
2546	Father Thomas F. Price	Raleigh
2829	Santa Maria	Winston-Salem
3303	Msgr. James R. Jones	New Bern
3498	Pius X	Burlington
4507	Bishop Hafey	High Point
4660	Bishop McGuinness	Wilson
5487	Msgr. Arthur R. Freeman	Goldsboro
6451	St. Aloysius	Hickory
6600	John Ivey Smith	Greenville
6650	Msgr. Michael A. Carey	Cary
6700	St. Gregory	Gastonia
7186	Fr. H. Charles Mulholland	Apex
7343	St. John Neuman	Charlotte
7406	Saint Therese	Mooreville
7450	St. James	Concord
9039	Our Lady of the Rosary	Shalotte
9499	Bishop Greco	Clemmons
9709	All Saints	Raleigh
9880	St. Raphael the Archangel	Raleigh
10505	St. Thomas Aquinas	Charlotte
10852	St. Matthew	Charlotte
11101	St. Pius X	Greensboro
11234	Saint Catherine of Siena	Wake Forest
12017	Father James E. Waters	Wilmington
12119	Father Albert J. Todd	Fuquay Varina
12537	Sacred Heart	Southport
12654	St. Mark	Huntersville
12832	St. Luke's	Mint Hill
13220	Father Aloysius H. Schmitt	Camp Lejeune