

KofC #11044

Admission and Mentoring Committee

Organization

1. The Chancellor and Deputy Grand Knight serve as the Admission Committee Chairs.
2. A minimum of six Brother Knights are asked to serve for one year.
3. Committee meetings are held monthly the first Monday of every month (just prior to the Council's regular Business Meeting) at 6:30 pm.
4. Although this is one committee in name, there are two subcommittees – one for admissions and one for member mentoring., Therefore there may be additional meetings specifically for each subcommittee as well as there may be members on one subcommittee that are not members of the other subcommittee.

Admissions Process

1. Council #11044 members recruit new candidates and have them complete the Form 100 - Application. Members (the now "Sponsor" of the candidate) will inform the new candidates at the time of the recruitment that the Council's Admission and Mentoring Committee will contact the candidate within 1-2 days and schedule an appointment with him within the next 5-7 days either by phone or in person to orient the candidate on the council and membership in the Knights of Columbus. This is the initial interview step in the admissions process.
2. Form 100's are delivered to the KofC mailbox at the OLMC parish and picked up by the Committee Chairs each week. The Form 100's may also be delivered by email to one or both of the Committee Chairs if the new fillable PDF Form 100 has been used.
3. After receiving the Form 100's the Committee Chairs assign committee members to the candidates based on prior relationship with the candidate or availability/capacity of the individual committee members. It is the intent that the committee member assigned to this candidate will not only conduct the initial interview but also be the candidates mentor throughout the imitation into membership and for the next 6 months.
4. The assigned member(s) discusses the candidate/ with the Sponsor and schedules an appointment for the initial interview with the candidate – preferably in person or may be conducted by webinar (e.g., Skype) or by phone. This interview is to be held with one or more members of the Admission Committee within 5-7 days of obtaining the Form 100.
5. The Committee member(s) will use the Admission Committee Inquiries Guide (Form #390) to obtain information from the candidate during the interview. The general agenda for the prospect interview is as follows:
 - Introductions
 - Member(s) Background
 - Candidate Background
 - History of the Knights of Columbus
 - Council #11044 – who we are, what we do
 - Candidate's Interests – in being a Knight; in serving as a Knight and member of the Council
 - Candidate's Questions

6. The Committee member(s) complete an Admission Committee Questionnaire (Form #391) at the conclusion of the interview with the candidate.
7. During the monthly Committee meeting, the appropriate committee member(s) who was assigned to the candidates will present the information using the completed Admission Committee Questionnaire(s).
8. At the conclusion of the Committee meeting, the Committee Chairs prepare the Admission Committee Report (Form #283) and delivers it along with copies of the candidates' Admission Committee Questionnaires and Form 100s to the Grand Knight at the beginning of the Council's regularly scheduled Business Meeting.
9. At the appropriate time in the Business Meeting, the Chancellor reads the Committee Report for each candidate/ and the Grand Knight asks each Sponsor to comment on their candidate. A vote of the Council is taken on each candidate/ separately.

Mentoring Process/ Responsibilities

1. Once Council #11044 members have voted in the candidate, ideally the Committee member that conducted the initial interview of the candidate will become their Mentor. If that is not possible, due to the existing number of mentoring assignments for that committee member, another member of the Mentoring subcommittee will be assigned.
2. The overall purpose of the Mentor is to be the new members main point of contact with the Council for the first 6 months and to help them become integrated and active in the Council. The mentor should strive to keep the new member engaged, informed, and assist in the brotherhood formation within the Council. It is very important that each new member feel at home, welcomed, and needed.
3. Specific responsibilities of each Mentor are as follows:
 - Ensure the new candidate is scheduled for the next available 1st Degree. This includes providing transportation, sending reminders, and being there in person to support the candidate at their First Degree Ceremony.
 - Make arrangements for a KofC Council name badge to be ordered right away for the new member and his Lady (as needed)
 - Provide introductory Council information using the New Member Orientation guide available on the Council website. Also, provide a brief walkthrough of the content and resources available to the new member from the Council website – www.kofc11044.org.
 - Remind the new member of regularly scheduled Business Meetings. Offer to take new member to the meetings. **IMPORTANT:** The Mentor should attend the first meeting that the new member plans to attend.
 - Seek out a committee that your assigned member would be interested in joining within the first month of joining the Council.
 - Make a point of calling, meeting, or emailing the new member on a monthly basis.
 - Inform and invite the new member to each and every Council activity - preferably by phone or in person, as it is highly likely that the new member has already receive an email regarding the Council's events.
 - Make a point of introducing the new member to other members of the Council prior to/during/after an event or meeting.
 - At the end of the 6-month period, the Mentor should seek feedback from the new member on their experience so far with this Council and work with the Council leadership to remedy the pertinent issues

- Encourage new members to become complete the activities necessary to be awarded the Shining Armor Award and should also encourage the First Degree members to become 2nd and 3rd degree Knight.
- Mentors, since they are part of the main Committee, will attend the monthly Admission and Mentoring Committee meetings and share any important items that the Committee and/or the Council leadership needs to be aware of or address going forward.