



Knights of Columbus  
**FOURTH  
DEGREE**  
*Patriotic degree of the Order.*



One Nation Under God

## **FOURTH DEGREE EXEMPLIFICATION**

**Thursday, June 3, 2021 at 7:00 p.m.**

**Honoring: TBA**

**HOSTED BY**

**OKLAHOMA District**

**District Master Rick Miller, PGK, PFN**



## Schedule of Events

6:30 p.m. Master of Fourth Degree online with Candidates  
6:45 p.m. Degree Team and Observers Assemble on Video Conference  
7:00 p.m. Degree Work Begins  
9:30 p.m. Degree Work Ends  
9:45 p.m. Closing Remarks

## INFORMATION FOR CANDIDATE

**Candidate fee to participate is \$50.00**

You will be issued:

4th Degree Membership Pin, Social Baldric and a Certificate (suitable for framing) at a later date, when you will be Knighted – preferably at your 4<sup>th</sup> Degree Assembly meeting, or a social function with your family present

### PLEASE NOTE:

IN ORDER TO ENSURE CERTIFICATES AND PROGRAMS ARE CORRECT, WE ASK THAT A COMPLETED FORM 4 AND ALL FUNDS BE RECEIVED NO LATER THAN

**May 29, 2021**

**MAKE CHECKS PAYABLE TO: OK District Master Rick Miller**  
**In the memo line put: OK June 3**

**MAIL TO: Oklahoma District Master Rick Miller**  
**1937 Timber Dale Drive**  
**Shawnee, OK 74804**

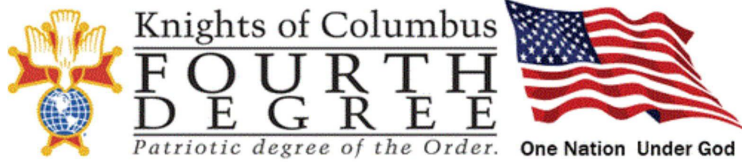
Email: [rickstonewall@gmail.com](mailto:rickstonewall@gmail.com) / Phone: 580.320.0715

### Dress Code for 4<sup>th</sup> Degree Team:

4<sup>th</sup> Degree Uniform or  
Black tuxedo with Social Baldric or  
Dark suit with tie

### Dress Code for Candidate:

**Your Sunday best**, since this is an online Exemplification.



The following information is from:

## **OUR LADY OF GUADALUPE PROVINCE**

David Roewe, PSD, Vice Supreme Master Texas, Oklahoma

5/29/2020

### **Candidate Instructions for Virtual 4<sup>th</sup> Degree Exemplification:**

If you have recruited a candidate for the 4<sup>th</sup> degree, please make sure he understands the following prior to the scheduled Exemplification.

- 1 week prior to the exemplification, phone your Faithful Navigator and make sure he has completed the form 4 and forwarded the form to the District Master.
- Phone your candidate and ask him to download the “Zoom meeting” app to his Ipad, laptop or PC. Phones are to small and may not be adequate for this purpose.
- Ask him if there are any questions, he has prior to the Exemplification. Remind him of all the programs and activities of the Assembly he is joining and make plans to take him to his first meeting as we are able.
- Make sure he has mailed the Exemplification Fee to the District Master.
- Ask him to prepare for the Exemplification by participating in the Exemplification in a quiet room where he can have privacy and is able to be engaged in the Exemplification (no outside distractions). Let him know this will last 90-120 minutes, so be prepared to be in his private location for that length without a break.
- Let him know when he logs into Zoom meeting site, he is to opt for the audio only, do not turn on the video portion of the site.
- The District Master will send the link to the meeting in advance, make sure your candidate received the link.
- We are asking that the candidates log in at least 30 minutes early so we can get an accurate roster for the Exemplification.
- A report will be generated at the end of the call with the names and duration of each person on the call, So, your candidate needs to be on the call until the end.
- Each District Master will either mail the baldric, pin, and certificate directly to the candidate or mail them to the Faithful Navigator of his new Assembly. The Faithful Navigator will present the baldric, pin and certificate, and with permission of the District Master, Knight the new member into the order. The District Master may choose to attend as many assembly meetings as possible to achieve this goal.
- Pending approval from the Supreme Master.

The following information is from:

## **OUR LADY OF GUADALUPE PROVINCE**

David Roewe, PSD, Vice Supreme Master, Texas, Oklahoma

5/29/2020

### **How to Process a Form 4 for an online Exemplification during the Covid-19 Pandemic:**

If you have recruited a candidate for the 4<sup>th</sup> degree, please handle the Form 4 in the following manner.

- Phone your Faithful Navigator and give him complete information over the phone or via email so he can complete the form 4. Complete means, Full name, address, council number, membership number, phone number, DOB, Parish, 1<sup>st</sup> degree date. Give the Faithful Navigator permission to sign your name and add your membership number to the proposer portion of the form 4. Give the Faithful Navigator the name and phone number of the councils Financial Secretary.
- The Faithful Navigator will call the Financial Secretary of the candidates' Council to determine the standing of this candidate in the 3<sup>rd</sup> degree council. If this member is in good standing, the Faithful Navigator will ask the FS if he can sign the FS portion of the Form 4.
- The Faithful Navigator will then contact his Assembly's officers via phone, email or conference call to vote on the candidate, ask any questions, and determine if this candidate will be accepted into the Assembly.
- Once the candidate is approved, the Faithful Navigator will sign the Faithful Navigator & Faithful Comptroller portion of the Form 4. (No digital signatures)
- The Faithful Navigator will phone the candidate and review the Form 4, review the details of the upcoming virtual exemplification from date, what platform that will be used, how to connect, how much the cost of the Exemplification and where and who (District Master) to send the check for the Exemplification fee to, give him the information on the Assembly, that includes programs, regular activities, honor guards, yearly dues, how the Councils and Assembly work together in a Patriotic way. He then will let the candidate ask any questions he has on the Assembly or Exemplification.
- The Faithful Navigator will then ask permission to sign the applicant portion of the Form 4.
- Lastly, the Faithful Navigator will scan the completed Form 4 and email it to the District Master.
- The District Master will contact the candidate and review the information on how to connect to the exemplification and use the Form 4 to track those attending the online Exemplification
- After the Exemplification, the District Master will take the scanned copies of all Form 4's and email them to the Supreme Masters office and mail the Exemplification Report and check to the Supreme Masters office.
- Pending approval from the Supreme Master.