



Knights of
Columbus®

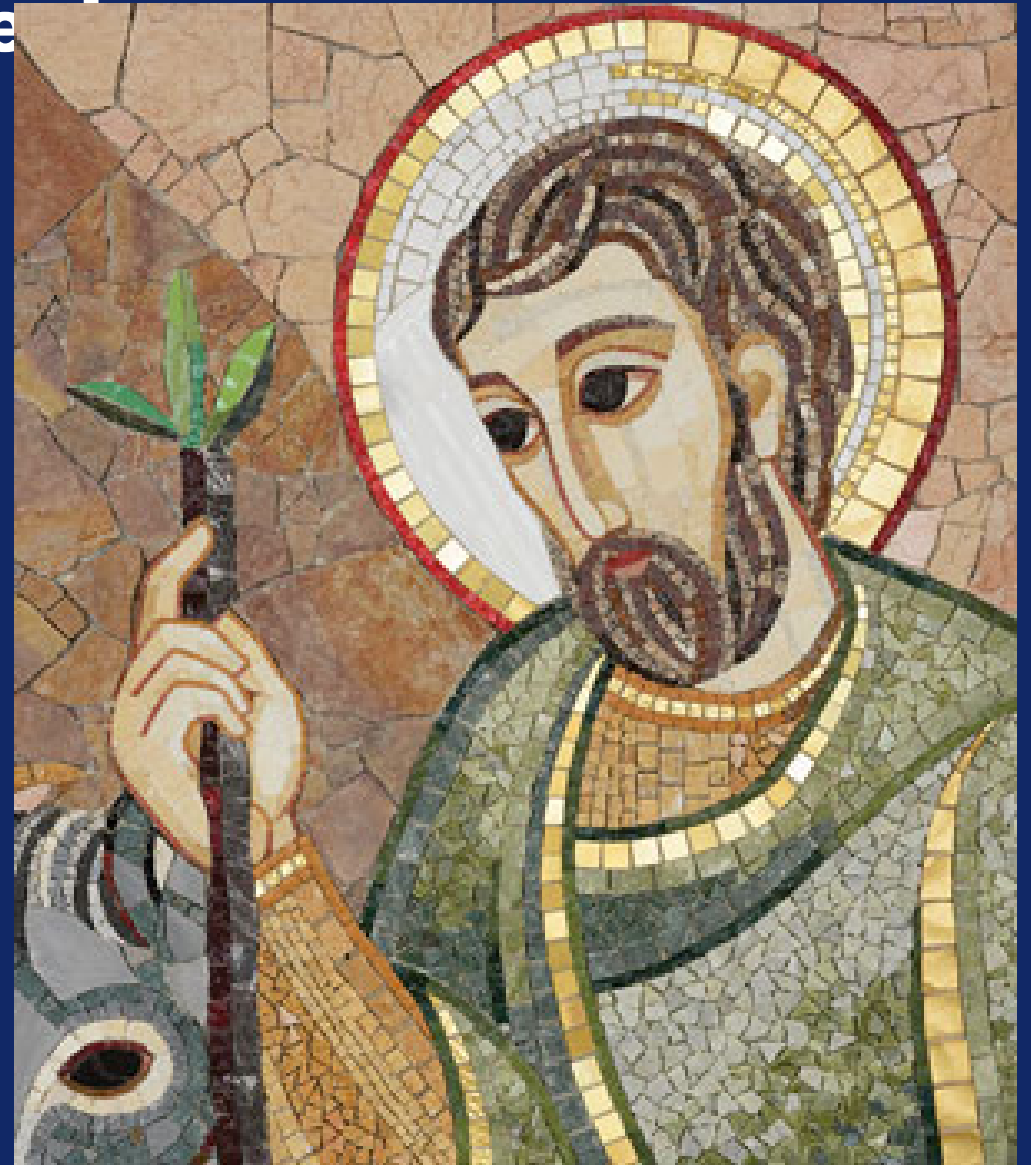
District Deputy Orientation for 2021-2022



Pope Francis' Prayer to St. Joseph

Hail, Guardian of the Redeemer,
Spouse of the Blessed Virgin Mary.
To you God entrusted his only Son;
in you Mary placed her trust;
with you Christ became man.

Blessed Joseph, to us too,
show yourself a father
and guide us in the path of life.
Obtain for us grace, mercy and courage,
and defend us from every evil. Amen.



Agenda

- 1. The Significance of DDs Today**
- 2. COVID Recovery in your District**
- 3. Ways to Be a Successful District Deputy**
- 4. Things to Know for 2021-2022**



1

The Significance of DDs Today



You Fill An Important Role

- **The Church and the Order need leaders like you**
- **You were handpicked for this role**
- **You will lead the Order to post-pandemic excellence**





COVID Recovery in Your District



COVID Recovery Program (CRP)

- **Order's response to emerge stronger from pandemic**
- **Keys to council success:**
 - Meet with Pastor
 - Conduct Council Assessment (with DD)
 - Develop 6-month Council Plan (with DD)
- **Steps for DD:**
 - Review CRP Resources
 - Contact Council Leaders
 - Meet with Councils to Complete Assessment and Develop Plan



Review COVID Recovery Resources

- Everything online kofc.org/crp
- Watch CRP Webinar
- CRP Guidebook
 - Use Appendices

COVID RECOVERY PROGRAM (CRP)

The COVID Recovery Program (CRP) focuses on resuming operations in a way that inspires members and parishioners to become reinvolved with Church and community activities. The CRP has three key elements: parish support, interactions between state and local councils, and fraternal engagement. This page provides CRP information and resources for state leaders, district deputies and council leaders.



STATE COUNCIL LEADERS



DISTRICT DEPUTIES



COUNCIL LEADERS



RESOURCES

1. Review COVID Recovery Program Resources.

The district deputy or state council representative should review all [COVID Recovery Resources](#) and attend the [Supreme Council webinar](#).

2. Review the list of assigned councils and make contact with council leaders.

The district deputy or state council representative will then review his list of councils and contact council leaders. They may need to contact more than just the grand knight or financial secretary to ensure contact. During this initial contact, they should do two things:

- 1). First, they should prepare the council to meet with their pastors using [Appendix A: Pastor Meeting Agenda](#) as a guide.
- 2). Second, they should set a date for a council meeting in which the council will complete [Appendix C: Council Assessment](#).

3. Conduct meeting with council leadership.



Begin COVID Recovery Actions Now

- **Meet remotely if in person is not possible**
- **Be prepared to act when the time is right**
- **Remain flexible and positive**
- **Review the status of the councils in your district**
 - **Prioritize these councils based upon their status**
- **Set realistic goals**



3

**Ways to be a
Successful
District Deputy**



Ways to be a Successful District Deputy



- **Lead**
- **Teach**
- **Mentor**
- **Motivate**



Lead by Being Present and Accessible

- **Not just a District *Phone Number***
 - Not just a District *Email Address*
- **Be at meetings**
- **Attend programs**
- **Have district meetings**
- **Build relationships**



Teach by Sharing Knowledge and Experiences

- **You're the expert!**
- **Answer questions**
- **Share best practices**
- **Communicate effectively early and often**



Mentor by Coaching and Supporting

- **Help councils achieve excellence**
- **Don't just commiserate**
- **There's no excuse for no growth or no activity**
 - **Not about numbers, it's about engagement**



Motivate By Challenging and Encouraging

- **Activity *drives* results**
- **Ceremonials – Programs – Church Drives**
- **It's not easy, but it's not complicated**



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**Things to Know
for 2021-2022**



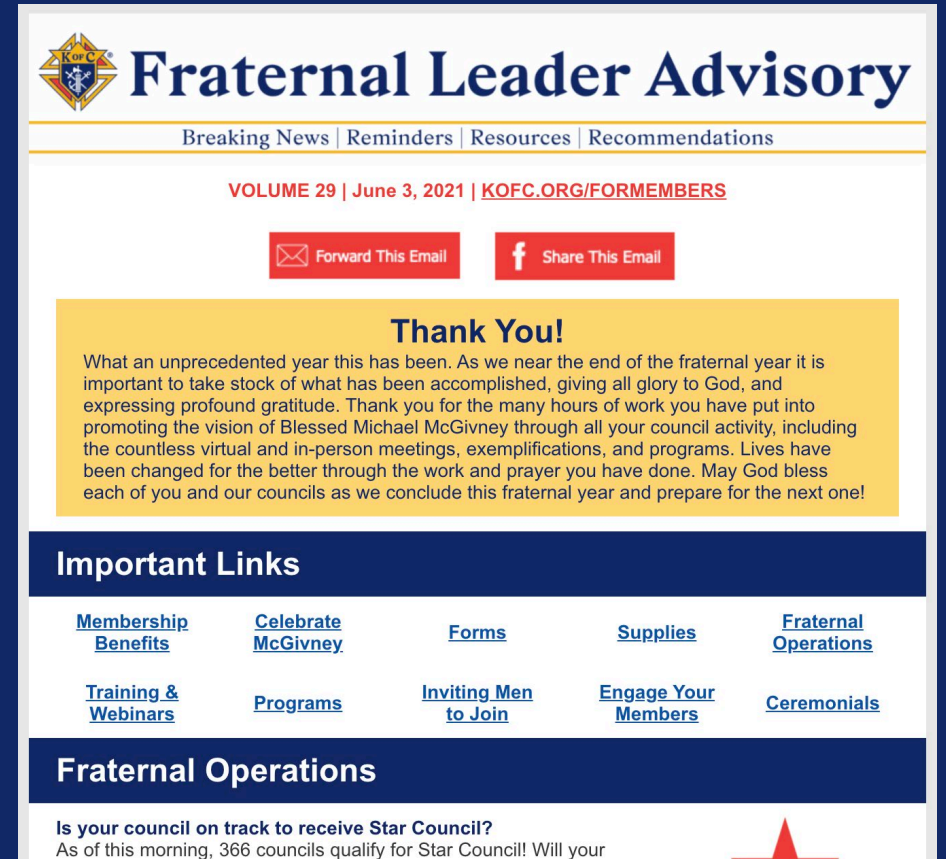
Things for DDs to Know – 2021-2022

- **Supreme Email Communications**
- **Online Resources**
- **Remote and Hybrid Resources**
- **Important Forms**
- **Delta Church Drive**
- **Awards for 2021-2022**



Fraternal Leader Advisory (Bimonthly)

- **Replaced DD Reminder**
- **Sent 1st & 3rd Thursday of Month**
- **Sent in English, French, and Spanish**
- **State, District and Council Leaders receive**
- **Sign-Up Online**



The screenshot shows the top portion of an email. At the top left is the KofC logo. To its right is the title "Fraternal Leader Advisory" in a large, dark blue font. Below the title is a horizontal line with the text "Breaking News | Reminders | Resources | Recommendations" in a smaller, dark blue font. Underneath this is another horizontal line with the text "VOLUME 29 | June 3, 2021 | KofC.org/Formembers" in red. Below this are two red buttons: "Forward This Email" with an envelope icon and "Share This Email" with a Facebook icon. The main content area has a yellow background and is titled "Thank You!" in bold black text. The text below reads: "What an unprecedented year this has been. As we near the end of the fraternal year it is important to take stock of what has been accomplished, giving all glory to God, and expressing profound gratitude. Thank you for the many hours of work you have put into promoting the vision of Blessed Michael McGivney through all your council activity, including the countless virtual and in-person meetings, exemplifications, and programs. Lives have been changed for the better through the work and prayer you have done. May God bless each of you and our councils as we conclude this fraternal year and prepare for the next one!" Below this is a dark blue header for "Important Links" with a white background. It contains ten blue underlined links: "Membership Benefits", "Celebrate McGivney", "Forms", "Supplies", "Fraternal Operations", "Training & Webinars", "Programs", "Inviting Men to Join", "Engage Your Members", and "Ceremonials". Below this is another dark blue header for "Fraternal Operations" with a white background. It contains the text "Is your council on track to receive Star Council?" followed by "As of this morning, 366 councils qualify for Star Council! Will your" and a red star icon.

FLA has important announcements, news and best practices



Understanding Supreme's Emails

- All addressees clearly stated
- Follow up with council leaders:
 - Phone Call or Text
 - In person at meeting/event
- **If not receiving**
 - Check "Spam" folder
 - Resubscribe



TO: District Deputies, Grand Knights, and Financial Secretaries

CC: State Deputies and Fraternal Mission Staff

All DDs, GKs, FSs received the above email. SDs were also included as copy.



Supreme Council Website

- **For Members (kofc.org/formembers)**
- **Training Videos & Webinars**
 - DDs should attend all webinars
- **News section updated monthly**

Knights of Columbus

CONTACT US SAFE ENVIRONMENT PROGRAM CAREERS LANGUAGE SIGN IN

JOIN DONATE FOR MEMBERS

WHO ARE WHAT WE DO GET INVOLVED NEWS HUB

FOR MEMBERS OF THE KNIGHTS OF COLUMBUS

MEMBERSHIP BENEFITS

CELEBRATE MCGIVNEY

CRP Webpage Training Video

COVID RECOVERY PROGRAM (CRP)

STATE COUNCIL LEADERS DISTRICT SERVICES COUNCIL LEADERS RESOURCES

CRP Webpage Training Video

FORMS

SUPPLIES

FRATERNAL OPERATIONS

TRAINING & WEBINARS

PROGRAMS

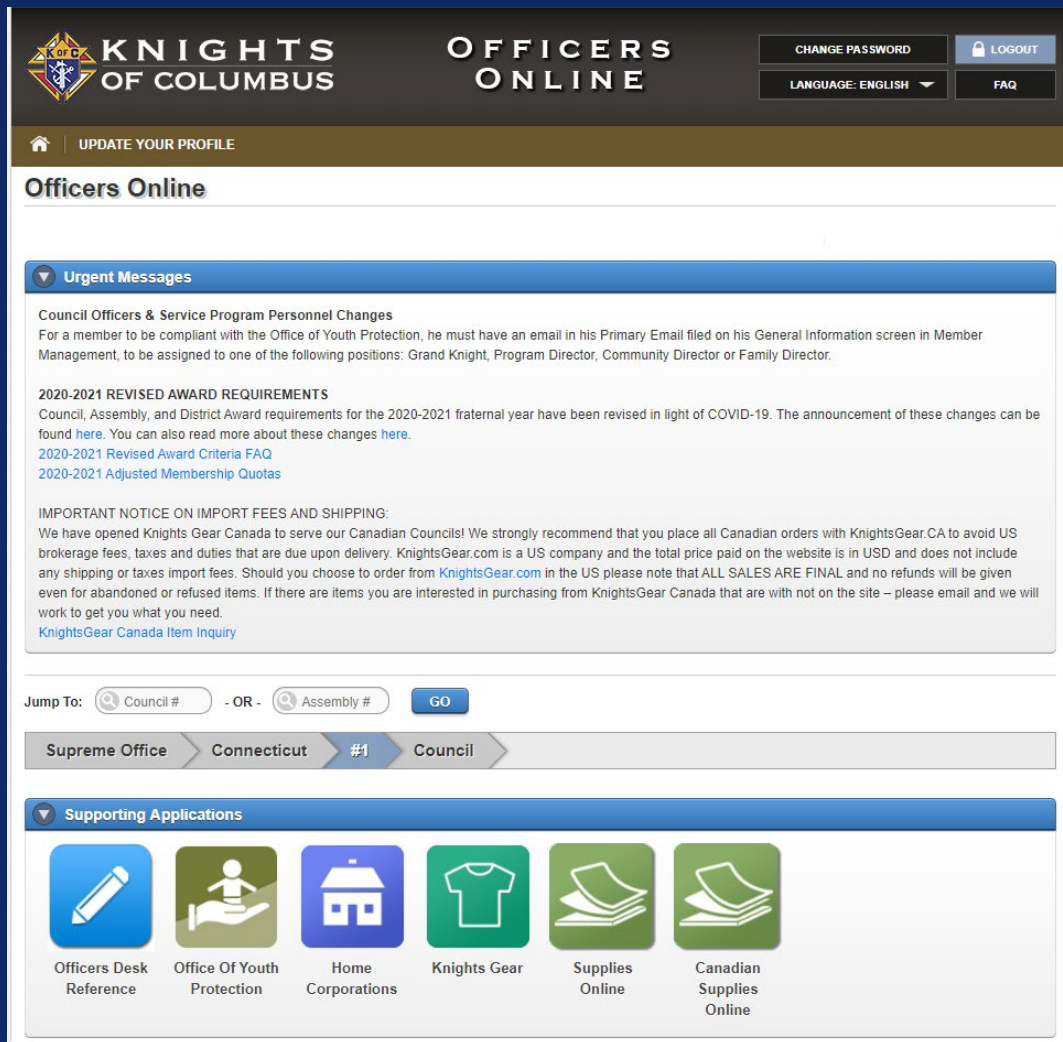
INVITING MEN TO JOIN

ENGAGE YOUR MEMBERS

CEREMONIALS



Officers Online



The screenshot shows the Knights of Columbus Officers Online website. At the top left is the Knights of Columbus logo. To its right, the text "KNIGHTS OF COLUMBUS" and "OFFICERS ONLINE" is displayed. Further right are buttons for "CHANGE PASSWORD", "LOGOUT", "LANGUAGE: ENGLISH", and "FAQ". Below this is a navigation bar with a home icon and "UPDATE YOUR PROFILE". The main content area is titled "Officers Online" and features a "Urgent Messages" section with several announcements, including "Council Officers & Service Program Personnel Changes", "2020-2021 REVISED AWARD REQUIREMENTS", and an "IMPORTANT NOTICE ON IMPORT FEES AND SHIPPING". Below the messages is a search bar for "Council #" and "Assembly #". A breadcrumb trail shows "Supreme Office" > "Connecticut" > "#1" > "Council". At the bottom, there is a "Supporting Applications" section with icons and labels for "Officers Desk Reference", "Office Of Youth Protection", "Home Corporations", "Knights Gear", "Supplies Online", and "Canadian Supplies Online".

- **Access starting July 1**
- **Review council status**
- **Consult Officer's Desk Reference**
- **New council level access:**
 - *Deputy Grand Knight*
 - *Treasurer*
 - *Membership Director*



Remote & Hybrid Resources

FRATERNAL OPERATIONS



MEETINGS & PROTOCOL



VIRTUAL OPERATIONS



FRATERNAL LEADER RESOURCES



AWARDS

Council Operations can and should continue during periods that councils cannot meet in-person, such as the current pandemic. Below you will find tools and resources for your council to continue operating in a virtual setting.

Please take note of this [Disclaimer of Endorsement and Protection of Membership Information](#)

LEAVE NO NEIGHBOR BEHIND

As the coronavirus pandemic continues, our duty is to lead our families, protect our parishes, and serve our communities, remembering always that where there's a need, there's a Knight. Supreme Knight Carl A. Anderson has challenged Knights to take this moment as an opportunity to "deepen our commitment to the very principles which define us: charity, unity and fraternity." Learn more about this program at kofc.org/neighbor.

GUIDEBOOK

GUIDEBOOK ADDENDUM

REPORT ACTIVITY

REMOTE PROGRAMMING

There are many within your community who may not be able to participate in Faith in Action programs and activities physically but could

- **Councils can meet virtually if in person not possible**
- **Virtual components will continue after pandemic**
- **Resources for:**
 - **Remote Programming**
 - **Virtual Council Meetings**
 - **Virtual Voting & Election Guidelines**



Completing the Form #450

- **Report every exemplification in your district**
- **Ceremonials@kofc.org**
 - Copy to SD
 - Copy to State Ceremonial Chairman
- **District goal of at least one exemplification per quarter**

Degree Exemplification Report Form

Jurisdiction: _____ District Number: _____
Degree Date: _____ Host Council Number: _____
Submitted by: _____
Title: _____ Membership #: _____

Only submit one report per Degree.
DO NOT report multiple Degrees on a single form.

Degree Exemplified (Check only one):

Exemplification of Charity, Unity and Fraternity

Location: Church Council Chamber Other

Admission/1st Degree Team Council: _____

Formation/2nd Degree Team Name: _____

Knighthood/3rd Degree Conferring Officer Name: _____

Honoree (If Designated): _____

Total Number of Candidates: _____

Length of Degree: _____

Candidate Details (for Exemplification of Charity, Unity and Fraternity only)

New Members: _____ Priests: _____ Online Members: _____ Advancing Members: _____

Total Observers: _____



Completing the Form #944

- **Complete twice a year**
 - December 31
 - June 30
- **File for every council, regardless of status**
- **Required for Star District Award**
- **FraternalMission@kofc.org**
 - Copy to your SD



District Deputy Semiannual Report on Council Status

Due December 31 and June 30

STATE/PROVINCE: _____
DISTRICT NO.: _____
DATE: _____

Council No.: _____ Location: _____ Type of Council: Regular Military College
(city)

COUNCIL DEADLINES

- Election of Officers (Form #185) – July 1 deadline for receipt at Supreme Council office
- Service Program Personnel Report (Form #365) – August 1 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – August 15 deadline for receipt at Supreme Council office
- July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- Annual Survey of Fraternal Activity (Form #1728) – January 31 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – February 15 deadline for receipt at Supreme Council office
- January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- IRS Form 990 (Return of Organization Exempt from Income Tax) – Due the fifteenth day of the fifth month following the close of the council's annual reporting period

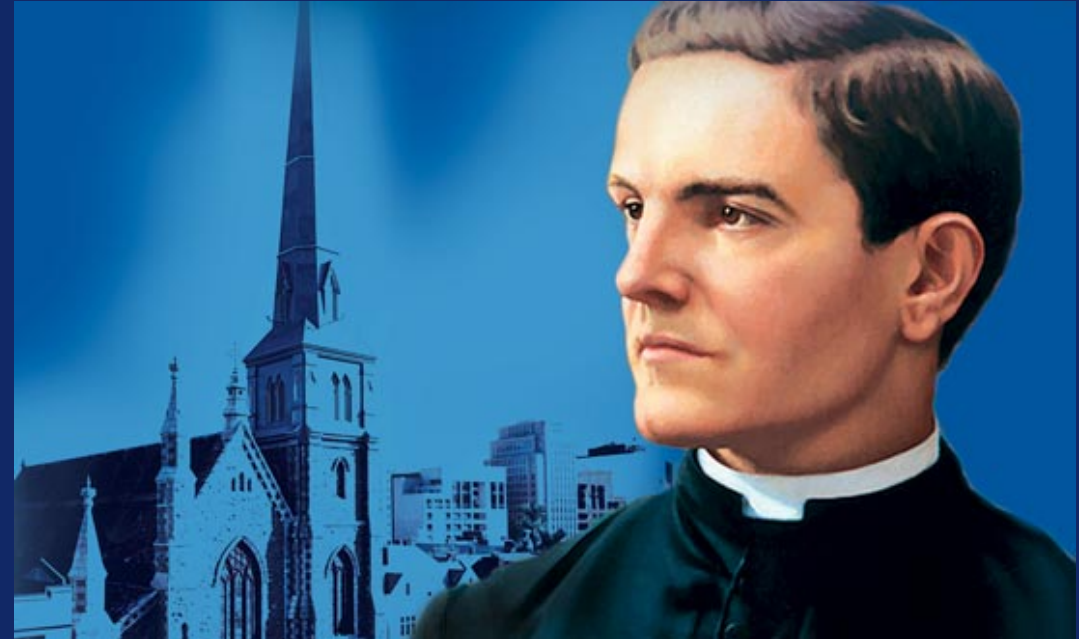
ORGANIZATION

1. Are council officers performing as expected? YES NO
2. Do council officers regularly attend district meetings? (Number of district meetings held _____) YES NO
3. Has the District Deputy inspected the council books and financial records? YES NO
4. Does the District Deputy certify the records comply with the Order's laws and rules?
(if NO attach explanation) YES NO

MEMBERSHIP

The Delta Church Drive

- **Take training and encourage councils to take**
- **Next step after COVID Recovery Program**
- **Council goal – two Church drives per year**
- **Delta Church Drive Kits are free**



Star District 2021-22

No Changes



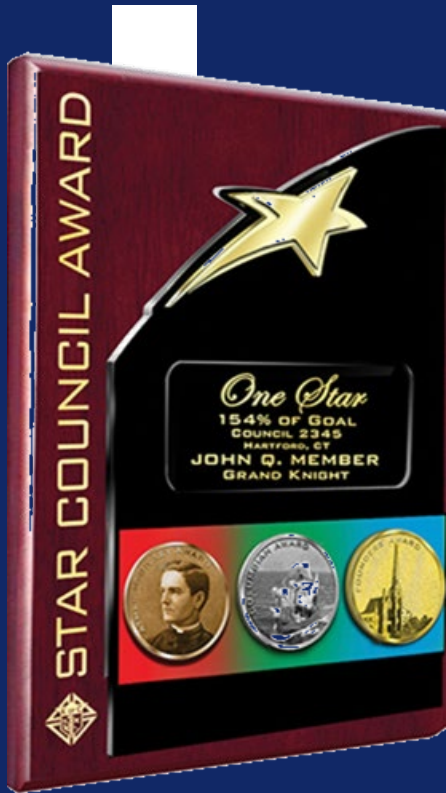
- **Membership Growth**
 - Reach 70% of combined council growth quotas
- **Insurance Growth**
 - Founders Award earned by every council in district
- **Overall District Excellence**
 - At least one council in the district must earn the Star Council Award
 - For each council in the district, two *District Deputy Semiannual Reports* (#944) must be submitted – Due December 31 and June 30

District awards are sent to State Councils in the fall



Star Council 2021-22

No Changes



- **McGivney Award**
 - Reach 5% net growth in membership; minimum 3, maximum 20
- **Founders Award**
 - Promote and host two Fraternal Benefit Seminars (virtual or in-person)
- **Columbian Award**
 - 16 program credits – four in each of the four Faith in Action categories
- **Overall Council Excellence**
 - Good standing with the Supreme Council
 - Fully compliant with Safe Environment requirements (USA & Canada only)
 - Submit *Service Program Personnel Report* (#365) – Due August 1
 - Submit *Annual Survey of Fraternal Activity* (#1728) – Due January 31

Council awards are sent to District Deputies in the fall



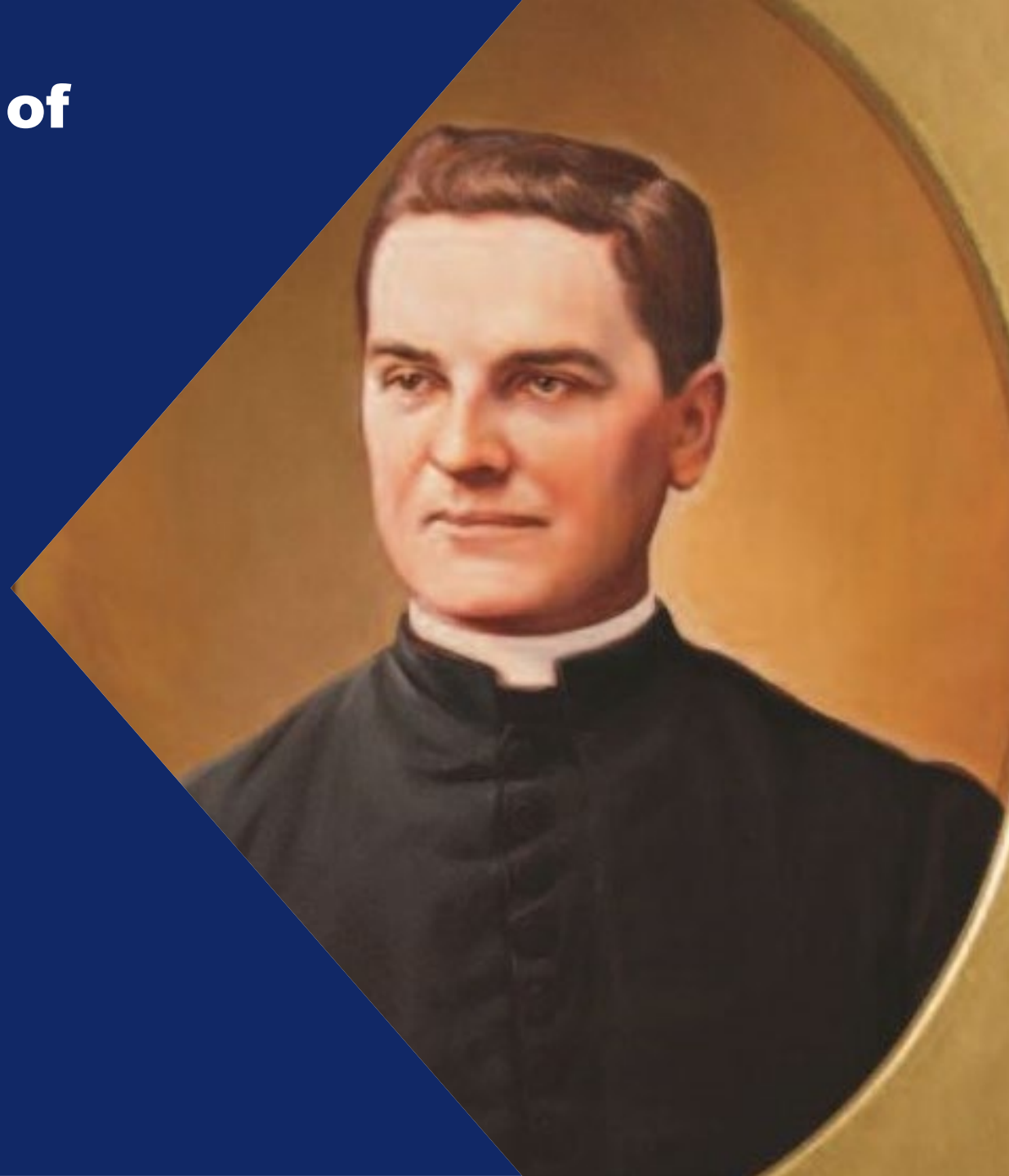
Takeaways for District Deputies

- **You are vital to the success of the Order**
- **Lead COVID Recovery in your district**
- **Lead, Teach, Mentor and Motivate**
- **Use Tools and Resources**



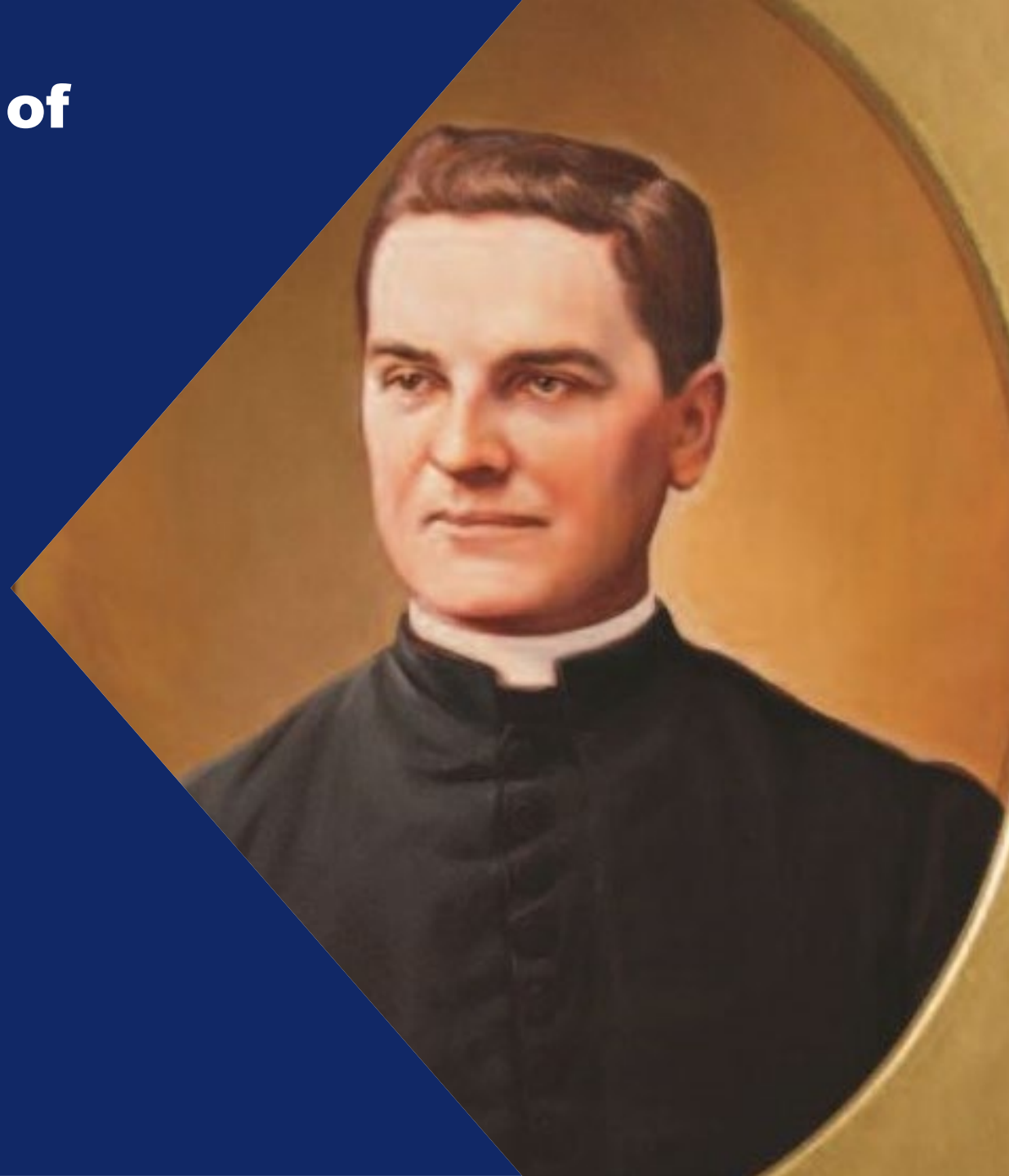
Prayer for the Canonization of Blessed Michael McGivney

God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.



Prayer for the Canonization of Blessed Michael McGivney

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.





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Thank you!