



FR. EDWARD F. SORIN PROVINCE

Charles E Whitcraft, Jr, FM, Vice Supreme Master
Indiana, Kentucky, West Virginia
July 27, 2020



Candidate Instructions for Virtual Fourth Degree Exemplification

- 1 week prior to the exemplification, phone your Faithful Navigator and make sure he has completed the eForm 4 and forwarded it to the District Master
- Download the “Zoom” app to your iPad, laptop, or PC. Phones are too small and will not be adequate for this purpose.
- Be sure you have asked your Faithful Navigator any questions you have prior to the Exemplification. Ask about all of the programs and activities of the assembly. Make plans to attend your first meeting as soon as you are able.
- Make sure you have mailed the exemplification fee (\$50) to the District Master. Make the check payable to: “Bill Schmidt, Kentucky District Master”, and mail to: 451 Jesse Skaggs Road; Leitchfield, KY 42754. This must be paid before the exemplification.
- Prepare for the exemplification by setting up in a quiet room where you can have privacy to be engaged in the exemplification with no outside distractions. The exemplification will last between 90 and 120 minutes. Be prepared to be in your private location without a break.
- When you log into the Zoom site, 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. If you do not receive the link, notify your Faithful Navigator or the District Master.
- Log in at least 15 minutes early so we can get an accurate roster for the exemplification. When you are in the Zoom Meeting, please enter your name, council or assembly number, state (KY), and anyone else that is with you taking the degree into the Chat Box. This will greatly help us identify everyone that is taking the Exemplification.
- A report will be generated at the end of the call with the names and duration of each person on the call. You will need to remain in the meeting until the end.
- The District Master will either mail the baldric, pin, and certificate directly to the candidate OR to the Faithful Navigator. The Faithful Navigator will present the baldric, pin, certificate, and with the permission of the District Master, Knight you into the Fourth Degree. The District Master may also choose to attend your assembly meeting to do the Knighting.

431 E Lynnwood Dr N, Warsaw, IN 46580-7551 * 574-527-3888 Cell

chuck@whitcraft.net

Revised 7-27-2020



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May 17, 2020



How to process a Form 4 for an online Exemplification during the Covid-19 Pandemic.

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

- Email the candidate the “e-Form 4” in PDF format. The candidate will complete the form by opening in Adobe Acrobat and typing the required information into the respective fields. All of Sections 1, 2, 3, and 4 must be completed by the candidate along with either an e-signature or handwritten signature. Required information includes full name, address, council number, membership number, phone number, DOB, parish, and 1st degree date. An additional field for the candidate’s email address must be completed as well.
- The candidate will save the e-Form 4 and email it to the Faithful Navigator and Faithful Comptroller of the assembly he is applying to, as well as the Financial Secretary of the candidate’s council and the District Master.
- The Faithful Navigator will review the submitted e-Form 4 to ensure that it is complete and accurate.
- The Financial Secretary will confirm that the candidate is a Third-Degree member of the council in good standing and sign with either an e-signature or handwritten signature and email to the Faithful Navigator.
- The Faithful Navigator will contact the assembly officers via phone, email, or online meeting to discuss the candidate to determine if he will be accepted into the assembly and to ultimately vote on the candidate’s admission.
- Once the candidate’s admission is approved, the Faithful Navigator & Faithful Comptroller will sign the portion of the e-Form 4. (Must be either an e-signature or handwritten signature)
- The Faithful Navigator will call the candidate to review the details of the upcoming virtual Exemplification. the cost and how to pay, information regarding the assembly including programs, activities, honor guards, annual dues, and how the council and assembly work together in a Patriotic way. The candidate should ask any questions he has regarding the assembly or exemplification.
- Lastly, the Faithful Navigator will scan the signed e-Form 4 as a PDF and email it to the District Master.
- The District Master will contact the candidate and provide the information on how to connect to the exemplification one week before the exemplification.
- After the exemplification, the District Master will email the scanned e-Form 4’s to the Supreme Master, as well as mail the exemplification report and check to the Supreme Master.

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Revised 5-17-2020

PLEASE PRINT



FOURTH DEGREE MEMBERSHIP DOCUMENT
KNIGHTS OF COLUMBUS

A SOCIETY OF CATHOLIC MEN

PRINTED
IN
U.S.A.

4 12/14

EMAIL ADDRESS

MEMBERSHIP
NUMBER

1	LAST NAME	FIRST NAME	MIDDLE INITIAL	TITLE	
	STREET	CITY	ST / PROV	POSTAL CODE / COUNTRY	
	HOME PHONE	DATE OF BIRTH	MARITAL STATUS	1st DEGREE DATE	COUNCIL NO.

- NEW MEMBER
- RESTORATION
- TRANSFER
- HONORARY MEMBERSHIP
- HONORARY LIFE MEMBERSHIP
- DATA CHANGE

2	CITIZEN OF WHAT COUNTRY?	BY BIRTH OR NATURALIZATION?	IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?	YES	NO
	IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE:		ASSEMBLY NUMBER	CITY	ST/PROV.

- SUSPENSION _____
reason
- DEATH _____
mo day yr

3	DATE OF INITIATION	DATE OF TERMINATION	ASSEMBLY NUMBER	CITY	ST/PROV.
	REASON FOR TERMINATION				

ASSEMBLY	NUMBER	CITY	ST/PROV.
NEW OR PRESENT			
FORMER			

4	PARISH
	I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE.
	SIGNATURE OF APPLICANT _____ DATE _____
	SIGNATURE OF PROPOSER _____ ASSEMBLY _____
	PROPOSER MEMBER NUMBER (REQUIRED)

I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING

IN _____ COUNCIL NO. _____ LOCATION _____

DATE _____ SIGNATURE OF FINANCIAL SECRETARY _____

5	FAITHFUL NAVIGATOR _____ DATE _____
	FAITHFUL COMPROLLER _____ DATE _____

RECEIVED FEES OF \$ _____ DATE _____

APPLICANT INITIATED AT _____ DATE _____

Signature of Master (required for new members only)