

December 5, 2019

# Ceremonials Department

## **EXEMPLIFICATION OF CHARITY, UNITY AND FRATERNITY**

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In accordance with the Laws of the Order, the State is responsible for all Council, District, or State Council ceremonials conducted within his jurisdiction (State, Province, or Territory).

Individual Degree conduct (whether stand-alone, such as a Third Degree, or Second and Third Degree together, or First, Second, and Third Degree Combination Ceremonial Days) may continue for an indeterminate time. It is suggested the Conferring Officers and their existing team members, and Second Degree Team Captains and their team members, avail themselves to conducting the Exemplification of Charity, Unity and Fraternity for the benefit of the candidates and additionally as a training opportunity for councils.

In these cases, the Conferring Officer will be reimbursed mileage in the normal manner provided that receipts are attached to the normal District Deputy and Conferring Officer Expense Account.

### **FREQUENTLY ASKED QUESTIONS**

**1) Where should the Exemplification of Charity, Unity and Fraternity be conducted?**

It is preferred that the Exemplification of Charity, Unity and Fraternity be conducted in Church following Mass.

It would be ideal to conduct the Exemplification in conjunction with a Council Corporate Communion (*where the council attends Mass with their families and are seated together in a corporate body*).

If the Church facility is not available, it may be conducted in a dignified and solemn manner as best determined by the Grand Knight, council officers and in cooperation with the District Deputy.

**2) Who should be the presenters in the Exemplification of Charity, Unity and Fraternity?**

The presenters should be the very best council member presenters available, e.g., deacons, lecturers, former degree team officers, or any other highly skilled presenters. Council officers and current degree team officers are encouraged to take on leadership roles.

**3) What is the attire for the Exemplification of Charity, Unity and Fraternity?**

**PRESENTERS:**

The preferred attire of presenters is suit and tie with ceremonial baldric. At the very minimum shirt, blazer, and slacks with ceremonial baldric.

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## **COUNCIL OFFICERS:**

The preferred attire for council officers attending the ceremonial would include ceremonial baldric and Medal of Office, with suit, jacket, and slacks, or at a minimum matching, branded Knights of Columbus Council shirts.

## **CANDIDATES:**

The preferred attire for candidates would include a sports jacket (ideally) to facilitate pinning with the emblem of the Order. If not, then a collared shirt. When conducted following Mass, whatever they are wearing is going to have to be acceptable. No one is to be turned away for attire, however, the council needs to do a good job communicating attire and be welcoming regardless of what the candidate ends up wearing.

## **FAMILIES:**

Family and other observers have no attire requirements.

### **4) How should candidates be greeted and assembled for the Exemplification of Charity, Unity and Fraternity?**

Candidates should be greeted by the Financial Secretary with as many assistants as are needed based on the size of the class. It is suggested that the Field Agent should be utilized as a greeter and facilitator to help the candidates become registered.

Once names are gathered, and any necessary paperwork is assembled, the next step is for the candidate to read and sign the Constitutional Roll of the Council. Once the Constitutional Roll is signed, then others should accompany the candidate to his seat for the Exemplification of Charity, Unity and Fraternity. Families should be positioned as closely as possible behind the candidates.

Candidates should be assembled on the side of the presentation space that is directly facing the presentation podium. The council officers should be seated from highest ranking officer to lowest ranking, front row to back, then open for guests or additional family members.

### **5) Who is a family member?**

Anyone that the candidate considers a family member or friend. No restrictions.

### **6) Should there be a Class Honoree?**

Yes, a Class Honoree is highly recommended. Following the, due recognition of the Honoree should be stated by either the Presiding Officer, Grand Knight or other as is appropriate. Honoree Scrolls are available from Supplies Online and either the Financial Secretary or Grand Knight can order the Honoree Scroll and the Third Degree Member Certificate.

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### 7) What if the pastor or chaplain is not available for the opening and closing prayer?

Ideally, the pastor or chaplain will be present for the Opening Prayer and can remain until the closing prayer and final blessing. If no priest, then a deacon. If no priest or deacon is available, then the Lecturer, Program Director, Faith Director, or another suitable brother knight should then take the role.

In the case of a priest or deacon being unavailable to deliver the final prayer (*The Prayer for the Canonization of Father McGivney*) the blessing of the congregation is to be omitted.

### 8) Why is the pastor or chaplain not blessing the rosaries and lapel pins?

The Knights of Columbus rosaries and lapel pins have already been blessed by our Supreme Chaplain prior to their shipment to your council. It would be redundant.

### 9) Why is the knighting no longer conducted using a sword?

Use of a sword for knighting in the sanctuary is specifically reserved to Papal Knighthood Orders. The Knights of Columbus is a lay organization. Since we are an international Order, every ordinary of every diocese would have to grant permission, which could be rescinded at any time.

As it states in our Exemplification of Charity, Unity and Fraternity, “*our sword is good works informed by faith.*”

Thus, a knight should form himself in his faith. The knighting with sword will be reserved for the Exemplification of Patriotism.

### 10) Is the Exemplification of Charity, Unity and Fraternity to be delivered from memory?

Skillful delivery from memory is the ideal standard and is highly encouraged, however there is no memorization requirement. The artful skill of the delivery is key, whether memorized or read. Regardless, every presenter needs to be fully comfortable with the script to leave a lasting impression on the candidates, and to impress upon families and guests the importance of the principles of Charity, Unity and Fraternity in the life of a Knights of Columbus member.

### 11) There is no “pledge of secrecy” for this exemplification. How do members handle the “promises” made in prior ceremonials?

The secrecy which members have promised to observe from all prior degrees has extended far beyond the original intention. Council members extended the “secrecy” of the ceremonial to all aspects of council operation and in many cases to our high visible programs. This was never intended, and as a result this unintended consequence became a barrier for joining or continuing membership. Councils should actively promote all the many great programs that are conducted helping others in need and advancing spirituality.

Naturally, business of the council that may be considered private, as in any business climate, should be guarded with all due consideration to a brother knight. The pledges from the degrees prior to 2011 should be kept.

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**12) What should be done with robes?**

There is not a Ceremonial in the Knights of Columbus where a robe is needed or encouraged. Dispose of all robes in an environmentally friendly manner. Use ceremonial baldrics at any and all Knights of Columbus functions.

**13) There is no mention in the Exemplification of Charity, Unity and Fraternity about the distribution of Membership Cards, when and how are they to be distributed?**

The Financial Secretary will distribute membership cards following the Exemplification.

**14) There is no mention in the Exemplification of Charity, Unity and Fraternity about being visited by the Field Agent or in keeping dues current, when should that be done?**

It is required that the Field Agent and General Agent be notified of the exemplification, and that they make every effort to attend every ceremony. Their role is to meet and greet candidates. The Exemplification of Charity, Unity and Fraternity in the historical soliloquy does a deeper dive into the mission of the Order in the insurance aspect than the previous degrees, and thus it should be of no surprise to candidates that the agents are an integral part of the ceremony. The Field Agent will be schooled on his "meet and greet" script. The agent should be given an opportunity to speak briefly following the exemplification.

As a part of the new member on-boarding process these administrative types of items should be discussed.

**15) Who should be the investing officer?**

The Exemplification of Charity, Unity and Fraternity is intended to be a Council ceremonial function. Thus, the preferred investing officer should be the Grand Knight accompanied by the highest-ranking officers present, based on class size. With larger classes the District Deputy and/or State Deputy or State Deputy representative may be utilized as a knighting officer.

**16) Who should speak to the new Third Degree following the Exemplification of Charity, Unity and Fraternity?**

The exemplification is about 30 minutes in total. Any presentation needs to be extremely brief and extraordinarily focused.

The highest-ranking officer, the General or Field Agent and the Grand Knight should be recognized for brief remarks, and any announcements for any social that follow. At the conclusion the Financial Secretary should have the membership card available to give to the new Third Degree member.

**17) What do the candidates for the Exemplification of Charity, Unity and Fraternity need to be told about the previous ceremonials?**

It is not necessary to discuss the previous ceremonials.

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- 18) We have always taken our candidates for the Second and Third Degree to another council. Why does the Supreme Council want a council to conduct its own ceremonial?**

The genius of Father Michael McGivney was the council structure (lodge system) within a fraternal benefit society. A council must invite, admit, welcome, onboard, and retain its members based upon the worth of the council. In this way the council builds parish and community legitimacy as Catholic witnesses and as an extension of Catholic missionary discipleship.

- 19) What will be the role of the Carolingian Crucifix and the Membership Medallion from the prior ceremonials?**

The Carolingian Crucifix and the Membership Medallion would be appropriate gifts from the council. These could be used in many ways. They could be used as “challenge coin” types of recognitions of new members that contribute in a significant way.

- 20) Will the booklet “*These Men they call Knights*” be updated?**

The booklet will henceforth be focused on “who” Knights of Columbus members are, and “how” Knights live their lives, and “what” they must do in their family and parish.

- 21) The Exemplification of Charity, Unity and Fraternity does not have the “Charge on the Eucharist” from our Supreme Chaplain nor the “Final Accolade” from Saint John Paul II. What can be done to impart these salient messages?**

Certainly, these are important messages. The Council Lecturer can certainly use these as resources during his presentation at council meetings.

- 22) Why was the Ceremonial shortened and so much cut out?**

After an extensive review of the prior ceremonials, all the verbiage that was not specifically related to teaching the important lessons of Charity, Unity and Fraternity was removed for a new script.

As a side note, never was a holistic approach to all Ceremonials reviewed together as a whole. Each prior change was a one-off change, one ceremonial at a time. Once all the redundancy was eliminated, along with the non-essential elements that did not specifically point to teaching our principles, left the true essence of the lesson. It is that lesson that truly imparts what a candidate needs to learn.

- 23) Why have these changes been made?**

The average age of the ceremonials teams continues to climb. The ability to attract Conferring Offices is exponentially difficult. Councils are unwilling to put together a team to conduct the First or Admission Degree, even by reading. The use of the First Degree DVD now accounts for nearly 30% of the admission of all new members. Thus, to attract younger members all the changes have been made. The future of our Order depends upon growth, and growth can only be accomplished with the ability to invite, welcome, and accept new and younger members.

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To grow as an Order, we must “urgently” increase our membership and especially the membership of younger members. To do this councils must rapidly adopt the Faith in Action programs and the Exemplification of Charity, Unity and Fraternity.

### **24) What will be in the Candidate’s Kit (#537)? And other props?**

#### **Candidate’s Kit:**

Rosary

How to Pray the Rosary Card

Lapel Pin

Father McGivney Prayer Card (#10502-A)

These Men They Call Knights (#937)

Shining Armor Award Card (#4292)

Father McGivney Guild Card (#4046)

The cost of the Candidate Kit (#531) will remain at \$3.50 plus shipping.

#### **Council Props:**

The fibers in small cable which can be disassembled for candidate use and are available from the Official Ceremonial Suppliers. The cable should be white in color approximately 1” in diameter and 2’ in length.

Wooden Crucifix large enough for demonstration purposes. The tree of the crucifix should be long enough to hold and expose the corpus of the Crucified Christ.

Ceremonial Baldrics for Presenters and the Warden.

USA – The English Company

Canada – Roger Sauve

The Wooden Crucifix used is available in Knights Gear. Similar crucifix is available from the Official Ceremonial Suppliers.

It is preferred the Crucifix be large enough, and wooden, for all to clearly see the corpus of the body of Jesus Christ crucified. (The Carolingian Crucifix, though beautiful, historic and relevant does not present as well from the ambo (or podium).

### **25) What about current members that are First or Second Degree?**

They take the Exemplification of Charity, Unity and Fraternity and whether they are an Online Member, First Degree Member, or Second Degree Member, they become a Third Degree Member.

### **26) Since the implementation of the Combined Ceremonial (Exemplification of Charity, Unity and Fraternity) who decides whether the new system or old degrees are conducted?**

State Deputy.

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**27) Can a council take members to another council?**

Yes, but it is encouraged for every council to conduct their own ceremonial.

**28) How often should the Exemplification of Charity, Unity and Fraternity be conducted?**

Depending on council size, once per quarter to once per month.

**29) What if the pastor will not allow us to conduct the new ceremonial in the Church, or the Church is not available?**

Conduct the Exemplification of Charity, Unity and Fraternity at another dignified location.

**30) Do teams need to be certified?**

No.

**31) What forms need to be filed?**

The Exemplification Report (#450) will be modified for use for existing Degrees and the Exemplification of Charity, Unity and Fraternity.

**32) Can we continue to conduct the old degree?**

Yes, for an indeterminate time.

**33) How soon will translations be available?**

Soon!

**34) Can a council vote to keep the old degree and robes?**

No. Implementation is at the discretion of the State Deputy. A council cannot vote to keep an old degree. We are offering a council the option to continue a parallel path for an indeterminate time. The Board of Directors owns all ceremonials and can recall any and all at their discretion. The State Deputies are granted latitude in all ceremonials conducted within their state.

**35) When will the new Constitutional Roll be available?**

6 weeks after final approval by Board of Directors.

**36) What if an Online Member is attending an Exemplification of Charity, Unity and Fraternity, and at the very last minute wants to join?**

Accept him in and then take care of the details afterwards.

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**37) Has the role of the District Deputy been diminished?**

Not in the slightest, the District Deputy provides a teaching and mentoring role helping his councils to succeed and induct their own members.

**38) What will be the role of the Conferring Officer, the Third Degree Team members, the Second Degree Team members, and the First Degree team members?**

They should all be the mentors and guides to the implementation of the new ceremonial for the Good of the Order. Their guidance and coaching will be invaluable in helping every council in the Order to conduct the exemplification and welcome their own members.

**39) Use of the Carolingian Crucifix and Membership Medallion is very popular. Can distribution of these items continue?**

Yes, councils may purchase and present to members and others the small Carolingian Crucifix, if they desire, at their own expense. Second (Formation) Degree team supplies were supplied to the teams at no cost to the team, council, district or jurisdiction. The State Ceremonials Chairman, in cooperation with the State Deputy, will decide the best ways to use the existing stocks in the field in an appropriate and consistent manner. Future orders of the Carolingian Crucifixes will be easily ordered through Supplies Online at normal cost and shipping.

Yes, councils that have already purchased supplies of the Membership Medallions may continue to present them to new members or other members. The existing supplies were purchased by the local councils, in most cases, and they may continue to be used in the “Challenge Coin” mentality in which they were originally intended.

**40) Can existing supplies of either the Carolingian Crucifixes or Membership Medallions be returned for a refund?**

No. Carolingian Crucifixes were supplied to Second Degree Teams at no charge.

**41) A new Constitution Roll (#343) will become available. Will every council be required to obtain the new “book type version” prior to conducting the Exemplification of Charity, Unity and Fraternity?**

No, however, as soon as the books are available, every council will be offered the “new” Constitutional Roll at a discounted price.

**42) Should Councils continue to assess an Initiation Fee?**

Yes, as the normal \$10 Initiation Fee will cover the cost of the Candidate Kit (#537) – which is \$3.50 per candidate – and help to defray the purchase of ceremonial baldrics for officer and member use within the council.



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**43) How many ceremonial baldrics should a council purchase; and where can they be purchased?**

There is no moratorium on the use of ceremonial baldrics, as there was with robes. The ceremonial baldrics can be for any council function, public or private. Councils should purchase at least enough for all council officers, at a minimum. Wearing the ceremonial baldrics at a Corporate Communion, for example, will send a visual message to the congregation about members of the council. The ceremonial baldrics are to be used at the Installation of Council Officers, Civic Events and Parades, Wakes and Funerals, and other Knights of Columbus projects and programs.

The ceremonial baldrics are available from the Official Ceremonial Suppliers.

**44) The Ceremonial Baldrics are slick and tend to move, how are they kept with the Emblem of the Order positioned over the center chest area of the wearer?**

There are different lengths of ceremonial baldrics to help accommodate different size members which need to be notated at order from the Official Ceremonial Suppliers. Small golden safety pins affixed in the back and near the right shoulder will help the ceremonial baldric stay positioned. Others may need additional pins near the left hip. Position the safety pin so that they are as hidden from view, as possible.

**45) Following the Exemplification of Charity, Unity and Fraternity what steps should the Financial Secretary take?**

The Financial Secretary should deliver Third Degree Membership Cards to the newly advanced members. Next, he should update the Member Record in Member Management to show the member as completing both Second and Third Degree.

**46) What is the role of other Council Officers?**

The Council Officers should assist candidates in signing the Constitutional Roll, seating of families and friends in a welcoming manner, and then help the candidates to be seated for a prompt start.

Council Officers should be seated on the opposite side of the aisle from the candidates attired as stated above, wearing their medal of office, ceremonial baldric and name badge.

**47) If the old First Degree, or any degree combination is conducted can families attend?**

No.

**48) Can music be added?**

No.