

Knights of Columbus

Arkansas State Council

Ceremonial Director

State Ceremonials Director

The State Deputy is responsible for all degree work. It is his responsibility to schedule the 2nd & 3rd Degree Teams. It is also his responsibility to approve the site of the degree as well as the degree date. A District Deputy may request a team, date, and site of the degree; however, the final decision rests with the State Deputy. The State Deputy can also delegate this authority to the State Council Ceremonial Deputy.

The team captain is appointed by and responsible to the State Deputy, who has the responsibility of training team members. The Team Captain must make certain that all parts are completely committed to memory and that every team member is slotted in a position which he is well suited. He should train team members to work more than one position or part, to create sufficient flexibility for the team. He must make sure all paraphernalia clean, well pressed and fit.

There is only one opportunity for a candidate to receive the lessons of *Charity, Unity and Fraternity*. It is the Ceremonial Chairman's primary goal to assure the degree is performed with dignity in accordance to the vision of our founder, Father Michael J. McGivney.

The District Deputies are instructed to attend every First Degree Exemplification within their respective District. If they are unable to attend then their District Warden should attend on his behalf. They were also given instructions to submit an evaluation of every degree exemplification, which includes first, second and third degree. In addition, each District Deputy needs to plan on scheduling at least one first degree each month and every council schedule one each quarter. Finally, they should try and schedule a second and third degree for the spring or summer and fall or winter in their district. If this objective were successful it would mean we would have 24 second and third degree exemplifications each fraternal year.

We provide enough exposure for our second and third degree teams in interfacing with State Officers, Past State Deputies, District Deputies, and State Program Chairmen/Directors. They should be invited to the Organizational Meeting and Mid-Year Meeting. It would give you the chance to meet with the teams for instructions and planning of schedules. If the teams cannot attend at least the Team Captains and Conferring Officers should attend. They are so important to our State Council should we give them more recognition and voice in matters relating to ceremonial duties.

Publish a tentative schedule for the fraternal year so that the District's can plan for them. Do not wait for candidates. Instead, let the councils find them to fill the schedule (Just a suggestion.)

Keep in mind that your Brother Knights buy into a leader before they buy into a goal. Abraham Lincoln said, ***“An Organization will take on the personality of its Leader.”*** During your tenure as our State Council Ceremonial Director you have the opportunity to become a ***Teacher*** and ***Motivator***.

The activities, goal and objectives provided herein will insure that every Brother Knight has an ***“Experience of a Lifetime.”*** If you have any questions, concerns or challenges feel free to contact any State Officer, Past State Deputy or the services of Supreme. Our goal is to assure you have an ***“Experience of a Lifetime.”***

Mission

The mission of the State Ceremonials Director is to ensure that all ceremonial work complies with the rules and regulations relative to the ceremonial and that all candidates for all degrees receive the required degrees as soon as possible.

Objectives

- Publish 2nd & 3rd Degree Schedules prior to the State Council Organizational Meeting
- Verify that all parts are memorized by the team members
- Assure all degree work is performed with dignity and respect

Method

- Advise all District Deputies they must attend all degree in the respective district. If he is unable to attend his District Warden must represent him.
- Advise District Deputies that they must complete an evaluation for every degree exemplification
- Encourage District Deputies schedule at least one 1st degree exemplification each month
- Candidates for membership must receive his 1st degree within two weeks after the admission committee approves his Form #100.
- Encourage the State Deputy to invite the 2nd & 3rd Degree Teams or their Captains to the State Council Organizational Meeting and Mid-Year Meeting.
- Provide for the training of District Deputies and council officers as appropriate on the requirements and procedures of Ceremonials.”

To accomplish these objectives the Program Directors in Arkansas must instill in all District Deputies the need to take back to each council the means to conduct all programs as they are designed to operate.

Directors and District Deputies are the lifeline of success for the Order in Arkansas. They must work with all councils to understand that ***strong programs mean strong membership. Remind them that 88% of our members joined the Order to get involved in Church or other activities.***

Program Directors will be required to assist the State Program Director in voting for the Program of the Year for each of the five categories.

At the conclusion of your term furnish the incoming State Ceremonial Director with an updated copy of your duties and responsibilities.

***Take someone on a Journey of a lifetime
Recruit him into the Knights of Columbus***

The only way to recruit a member is to have a Form #100 in hand

Ceremonial Program Director	Time allocation
Function Performed	Minimum Commitment
Attend State Organizational Meeting	14 Hrs Once
Attend District Leadership Conference	4 Hrs Once
Attend State Mid Year Meeting	14 Hrs Once
Attend State Convention	20 Hrs Once
Subtotal; State Functions	52 Hrs Once
Prepare Newsletter articles	1.5 Hrs/Mo
Interface w/Other Directors & Chairmen	2 Hrs/Mo
Schedule Council Ceremonials	2 Hrs/Mo
Council Interface	2 Hrs/Mo
Subtotal; Program Functions	90 Hrs/Yr
Total Time Commitment	142 Hrs/Yr

All functions listed exclude travel time and no reliable estimate may be made regarding incurred expenses.