

Knights of Columbus Arkansas State Council

New Council Development Chairman

As a dedicated service organization, Knights of Columbus believes that when a Knight acts selflessly, he acts on behalf of the world. As Knights, we also act on behalf of our *faith*. Such a philosophy is what has helped give purpose to our organization and meaning to our efforts. Through continued growth, we not only preserve the goal of our founder, Father McGivney, of uniting men in their faith, but we also realize his dream of one day *having a presence in every parish*. While we understand the magnitude of that goal, we also trust that through enthusiasm and faithfulness of our members, it can be achieved. Father McGivney saw an opportunity to help parishes prosper through five key areas of service, *faith, community, family, youth and fellowship*.

The process of establishing New Council is begun when the District Deputy along with the State Council New Development Chairman, initiates the process, The District Deputy would first contact the Parish Priest and discuss the benefits of hosting a Council. Once the Pastor lends his support, members are recruited from within the Parish. Quite often, members of a council are men who are already actively involved in their parish.

In order for a new council to succeed and attain its goal of thirty members, the expectations of its members must be clearly communicated by the New Council Team. For instance, members are expected to pay a modest initiation fee and annual dues. Members are also, required to attend regular council meetings, typically one per month. For detailed guidelines on how to establish a new council refer to “*New Council Development Guidelines* (booklet #2119).

The State Council New Council Development Chairman is expected to attend the State Council Organizational Meeting, Mid-Year Meeting, State Convention and his Districts Deputy Meetings and all 2nd & 3rd and 4th Degree Exemplifications in your geographical region. At the Organizational Meeting the State Council Program Chairman through the State Deputy will furnish copies of promotional material including the “*Surge with Service*” booklet and goals and objectives for the fraternal year.

New Council Development Chairman

Mission

To fulfill the vision of our founder, Father Michael J. McGivney, by having a Knights of Columbus presence in every Parish.

Objective

Strive to offer the benefits of membership, and privilege, in our Order to every eligible Catholic man in the state of Arkansas.

Method

- Work with District Deputy and have him survey his district and determine initial and/or future membership.
- If a council is serving more than one parish determine if another council can be started. Each priest deserves his own council; our job is to make sure he gets one.
- After determining that a potential for a new council exists the District Deputy needs to meet with the Pastor.
 - During this meeting the District Deputies first priority is to establish a good relationship with the Pastor.
 - Explain the benefits the Pastor would enjoy from a council in his parish.
 - Leave literature that describes the benefits of having a council.
 - Explain the recruiting process and schedule a date, etc.
 - During the meeting request a list of parish members and their addresses.
 - If the pastor gives his permission contact the State Deputy
 - Complete “*A Notice of Intent to Establish a New Council*” form #1331) and have the State Deputy approve and forward to the Supreme Secretary.
- Contact the General Agent and include him in your plans
- Initial Membership Recruitment
 - When Pastor has agreed on the date of the initial drive, work with him to decide who will make the pulpit announcements. In addition provide several announcements for the Pastor to choose. (Samples are available from Supreme)
 - With the Pastors recommendations select the parish leaders, and working with the insurance agent, meet and prepare plans for the organizational meeting.
- The District Deputy working with the Financial Secretary (temporary until Supreme approves his appointment) opens a bank account for the new council.
 - The District Deputy working with the Financial Secretary will apply for an Employer Identification Number (EIN), which is included, the District Deputy New Council Development Kit. Form SS-4 is used for this application and instruction are included in the package.
- Inform the new members of the organizational meeting.
 - The District Deputy presides over the meeting
 - Elect Officers
 - Approve Council By-Laws (basic by-laws are provided by the Supreme Advocate which can be used by the new council)
 - Select Council Name
 - Include initiation fees and annual council dues
 - Elect Council Officers
- Schedule and conduct 1st Degree within two weeks for new members.
- District Deputy completes the “*Notice of Institution*” form #1361) and forwards to Supreme.
- Complete “*The Application for Charter*” (Form #137) (Charter Members are only new members who signed applications or members that transferred their membership into the new council on or before the date of institution.)

- Upon receipt of the Charter, the District Deputy must make a formal presentation to the Grand Knight on behalf of the Supreme Knight
 - The District Deputy is responsible for training the council officers.

7 Weeks to New Council Development Success

Week 1

- Set a target date for your informational meetings and the new council's institution
- Send in the Notice of Intent to Establish a Council (Form#133) to the State Deputy for processing. When Supreme receives the form they will provide a New Council Development Canvasser's Kit, which contains the information and materials needed to start a new council.
- Contact your States New Council Development Chairman and your Insurance Agent to solicit their help and support.
- Arrange to show one of the Order's audiovisual productions at the Organizational Meeting.
 - ***“Experience of a Lifetime”***
 - ***The Life and Legacy of Father McGivney***
 - Use the order form contained in your kit at least three weeks prior to the meeting

Week 2

- Place announcement of 1st informational meeting in Parish Bulletin
- Conduct Parish Drive and schedule enough help to distribute literature after all Masses (Material included in Kit)
 - Place announcement in Parish Bulletin
 - Hold informational meeting with a complete agenda
 - Explain the structure of the Knights of Columbus
 - Supreme
 - State District
 - Local Council
 - Service Programs
 - Church
 - Community
 - Council
 - Family
 - Youth
 - Present an explanation of the Order's Insurance Program and the benefits available (Field Agent should present this information)
 - Audio Visual presentation
 - Distribute two membership documents (Form #100) to each prospect, one for him and the other for him to use to recruit another member.

Week 3

- Place notice in Parish Bulletin for 2nd information night
- Contact all men who attended the first meeting and encourage them to attend the second one with a friend or relative

Week 4

- Hold 2nd informational meeting and conduct a First Degree Exemplification for the candidates who completed their forms 100s. (Do not wait to sign up all 30 new members)
- Start discussing the election of Council Officers

Week 5

- Place notice in Parish Bulletin for 3rd information night
 - 1st Degree Exemplification information
 - Election of Council Officers
- Notify all candidates that they need to take their 1st degree
- Notify all members of the new council to attend the meeting and elect new council officers

Week 6

- Hold information meeting for all new candidates
- Conduct 1st Degree for remaining candidates
- Elect charter officers for the new council
- Decide on council name
- Complete council by-laws using the sample provide by the Supreme Advocate
- Place announcement in Parish Bulletin with the results and scheduled date of the installation of council officers.

Week 7

- Congratulations the Council is formed.
- Hold installation of officers (make sure to include wives and families to ceremony)

For more information on New Council Development contact the State Council New Council Development Chairman of the Supreme Council – Council Growth and Development Department (203) 752-4473, Fax (203) 752-4108 or www.kofc.org

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.*** At the conclusion of your term furnish the incoming New Council Development Chairman with an updated copy of your duties and responsibilities.

Program Directors & Chairmen	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
Council Interface	2 Hrs/Mo
Subtotal; Program Functions/Mo	42 Hrs/Mo
Total Time Commitment	94 Hrs/Yr

All functions listed exclude travel time and no reliable estimate may be made regarding incurred expenses. In addition, no estimate is included for the time required to visit the Parishes to institute a new council.

***Take someone on a trip 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