

DUTIES AND RESPONSIBILITIES OF OFFICERS OF A 4TH DEGREE ASSEMBLY

The Laws and Rules Governing the Fourth Degree of the Knights of Columbus specifically set the duties and responsibilities of Assembly Officers. This guide is meant to help new Sir Knights and interested parties become informed about each position.

FAITHFUL NAVIGATOR (Similar to Grand Knight): The Faithful Navigator is the chief executive officer of the assembly and acts as the Presiding Officer, with all the powers and duties incident to such office. He appoints committees, countersigns orders and checks, He serves as the Chairman of the Board of Trustees and is an ex-officio member of all committees. He is responsible for establishing a Color Corps and annually appoints or reappoints the Assembly Color Corps Commander. He may perform such other duties as the Supreme Assembly may impose.

FAITHFUL FRIAR (Similar to Chaplain): The Faithful Friar is the Spiritual Advisor of the Assembly. He is expected to make a report at Assembly Meetings on religious matters. The Faithful Navigator, Faithful Captain, Faithful Admiral, and Faithful Pilot appoint a Priest annually in accordance with such rules established by the Bishop of the Diocese to serve the Assembly.

FAITHFUL CAPTIAN (Similar to Deputy Grand Knight): The faithful Captain shall, in the absence of the Faithful Navigator, perform the duties and exercise the powers of that office. He shall also, to ensure good attendance at meetings and other functions, have charge of social and other activities under the Good of the Order.

FAITHFUL PILOT (Similar to Warden): The Faithful Pilot shall have charge of all properties of the Assembly excerpts monies, accounts, and record books of the officers, but including ceremonials. He shall be responsible for the arrangement of the Assembly Chamber and shall direct and be responsible for the activities of the Faithful Sentinels.

FAITHFUL COMPTROLLER (Similar to Financial Secretary): The Faithful Comptroller shall keep a roll and the records of the members with the date of their initiation in the Fourth Degree. He shall collect and receive all monies due to the Assembly and all funds obtained from any source and transfer the same to the Faithful Purser and obtain a receipt from him. He shall keep accounts of the charges and receipts of each member and issue to each member not indebted to the Assembly for dues, a Fourth Degree Membership Card. He shall, upon request by a member transferring to another assembly, issue a transfer card, signed by the Faithful Navigator, and attested by the Faithful Comptroller. He shall keep such necessary Official Records and forms as furnished by the Supreme Secretary. He shall notify the District Master of the names of all candidates awaiting initiation. He is the custodian of the Seal of the Assembly and affixes the same to all proper papers.

FAITHFUL SCRIBE (Similar to Recorder): The Faithful Scribe shall keep a record of the minutes of all regular and special meetings in a bound book furnished for that purpose by the Assembly.

FAITHFUL PURSER (Similar to Treasurer): The Faithful Purser is the custodian of all funds obtained from any source. He makes deposits and keeps records, pays all orders drawn on him by the Faithful Comptroller and Faithful Navigator and makes records available to the Board of Trustees as required.

FAITHFUL INNER & OUTER SENTINELS (Similar to Inside and Outside Guards): The Faithful Inner and Outer Sentinels shall be responsible to see that all in attendance at meetings are in possession of appropriate valid Third and Fourth Degree membership cards and shall perform such other duties as directed by the Faithful Pilot.

FATIHFUL ADMIRAL (Immediate Past Faithful Navigator): The Faithful Admiral is appointed annually by the Faithful Navigator and Faithful Pilot. He may also perform other duties as assigned him by the Faithful Navigator. In the absence of the Faithful Friar, he performs his duties at assembly meetings.

TRUSTEES: Together with the Faithful Navigator, Trustees serve as the Board of Trustees. The Board is responsible for auditing the record books of the Faithful Comptroller and Faithful Purser annually (June 30). Trustees shall perform other duties as directed by the assembly or assembly officers, District Master, or Vice Supreme Master.