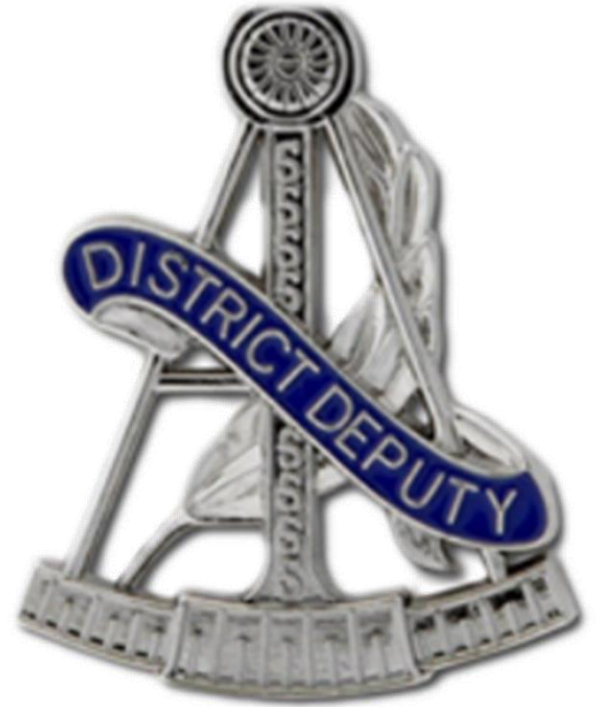




**Knights of  
Columbus®**

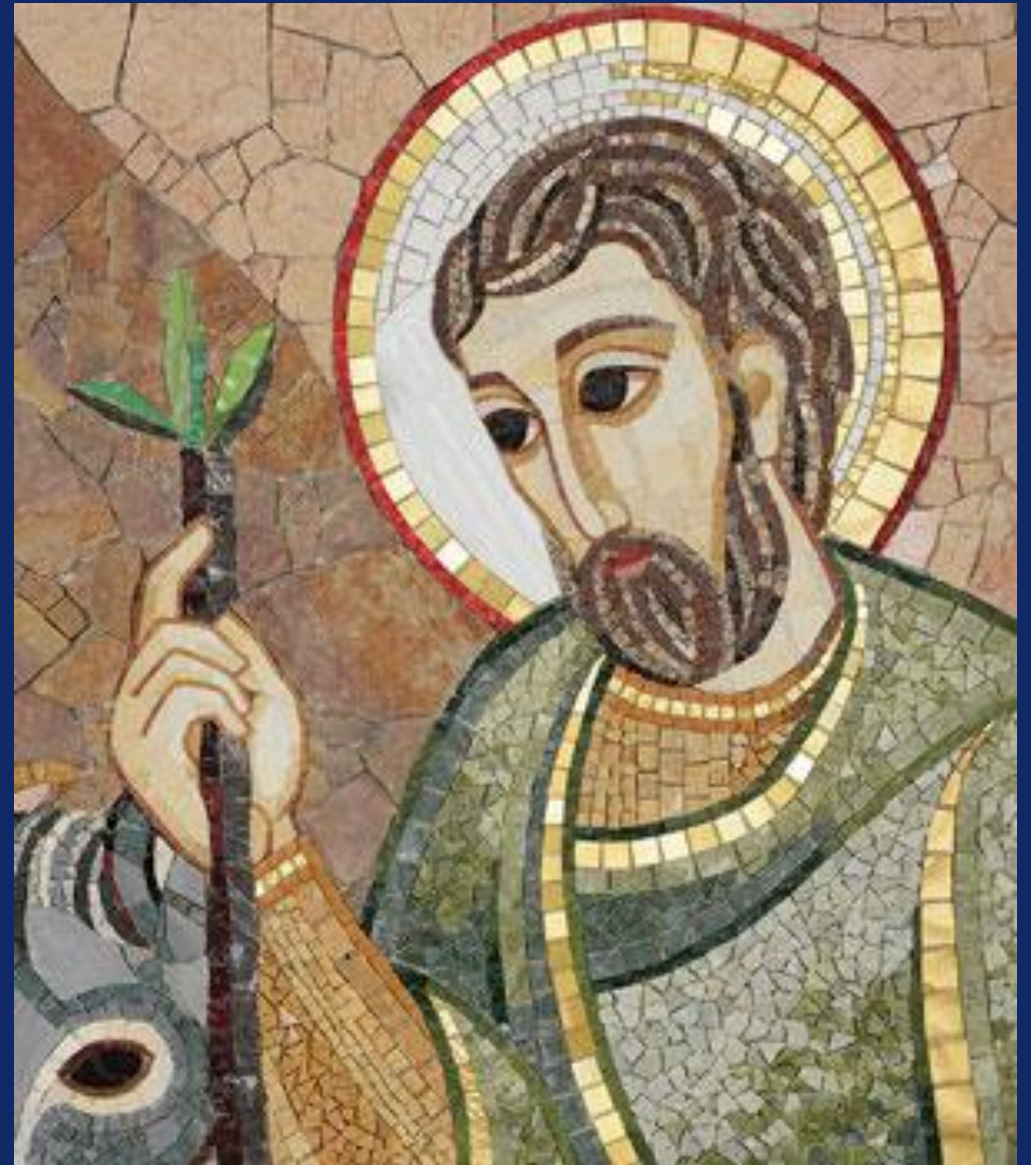
# **District Deputy Orientation for 2021-2022**



## **Pope Francis' Prayer to St. Joseph**

**Hail, Guardian of the Redeemer,  
Spouse of the Blessed Virgin Mary.  
To you God entrusted his only Son;  
in you Mary placed her trust;  
with you Christ became man.**

**Blessed Joseph, to us too,  
show yourself a father  
and guide us in the path of life.  
Obtain for us grace, mercy and courage,  
and defend us from every evil. Amen.**



# **Agenda**

- 1. The Role of DD**
- 2. COVID Recovery in your District**
- 3. Key Traits of the District Deputy**
- 4. Things to Know for 2021-2022**



# 1

## **The Role of DD**



# **The Church & Order Need You**

- **The Church needs leaders**
- **DDs are crucial to the success of the Order**
- **Your SD chose you for this role**



2

# **COVID Recovery in Your District**



# COVID Recovery Program (CRP)

- **Order's response to emerge stronger from pandemic**
- **Keys to council success:**
  - Meet with Pastor
  - Conduct Council Assessment (with DD)
  - Develop 6-month Council Plan (with DD)
- **Steps for DD:**
  - Review CRP Resources
  - Contact Council Leaders
  - Meet with Councils to Complete Assessment and Develop Plan





# Review COVID Recovery Resources


- **Everything online [kofc.org/crp](https://kofc.org/crp)**
- **Watch CRP Webinar**
- **CRP Guidebook**
  - **Use Appendices**


### COVID RECOVERY PROGRAM (CRP)

The [COVID Recovery Program \(CRP\)](#) focuses on resuming operations in a way that inspires members and parishioners to become reinvolved with Church and community activities. The CRP has three key elements: parish support, interactions between state and local councils, and fraternal engagement. This page provides CRP information and resources for state leaders, district deputies and council leaders.

  
STATE COUNCIL LEADERS

  
DISTRICT DEPUTIES

  
COUNCIL LEADERS

  
RESOURCES

---

**1. Review COVID Recovery Program Resources.**

The district deputy or state council representative should review all [COVID Recovery Resources](#) and attend the [Supreme Council webinar](#).

**2. Review the list of assigned councils and make contact with council leaders.**

The district deputy or state council representative will then review his list of councils and contact council leaders. They may need to contact more than just the grand knight or financial secretary to ensure contact. During this initial contact, they should do two things:

- 1). First, they should prepare the council to meet with their pastors using [Appendix A: Pastor Meeting Agenda](#) as a guide.
- 2). Second, they should set a date for a council meeting in which the council will complete [Appendix C: Council Assessment](#).

**3. Conduct meeting with council leadership.**





# **Begin COVID Recovery Actions Now**

- **Meet remotely if in person is not possible**
- **Be prepared to act when the time is right**
- **Remain flexible and positive**
- **Review the status of the councils in your district**
  - **Prioritize these councils based upon their status**
- **Set realistic goals**



# 3

## **Key Traits of the District Deputy**



# Key Traits of the District Deputy



- **Be Present**
- **Be a Resource**
- **Be a Mentor**
- **Drive Activity**



# A District Deputy must *be present*

- **Not a District *Phone Number***
  - Nor a District *Email Address*
- **Be at meetings**
- **Attend programs**
- **Have district meetings**
- **Build relationships**



# A District Deputy must *be a resource*

- **You're the expert!**
- **Answer questions**
- **Share best practices**
- **Communicate early and often**



# **A District Deputy must *be a mentor***

- **Help councils achieve their potential**
- **Don't just commiserate**
- **There's no excuse for no growth or no activity...**
- **...but not just for its own sake!**



# A District Deputy must *drive activity*

- **Ceremonials – Programs – Church Drives**
- **Activity *drives* results**
- **It's not easy, but it's not complicated**



# 4

**Things to Know  
for 2021-2022**





# Things for DDs to Know – 2021-2022

- **Supreme Email Communications**
- **Online Resources**
- **Remote and Hybrid Resources**
- **Important Forms**
- **Delta Church Drive**
- **Awards for 2021-2022**




# Fraternal Leader Advisory (Bimonthly)

- **Replaced DD Reminder**
- **Sent 1<sup>st</sup> & 3<sup>rd</sup> Thursday of Month**
- **Sent in English, French, and Spanish**
- **State, District and Council Leaders receive**
- **Sign-Up Online**

**FLA has important announcements, news and best practices**





## Fraternal Leader Advisory

Breaking News | Reminders | Resources | Recommendations

VOLUME 29 | June 3, 2021 | [KofC.ORG/FORMEMBERS](https://kofc.org/formembers)

[Forward This Email](#) [Share This Email](#)

### Thank You!


What an unprecedented year this has been. As we near the end of the fraternal year it is important to take stock of what has been accomplished, giving all glory to God, and expressing profound gratitude. Thank you for the many hours of work you have put into promoting the vision of Blessed Michael McGivney through all your council activity, including the countless virtual and in-person meetings, exemplifications, and programs. Lives have been changed for the better through the work and prayer you have done. May God bless each of you and our councils as we conclude this fraternal year and prepare for the next one!

### Important Links

|   |                                    |                                      |                                     |                                      |
|---|------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <a href="#">Membership Benefits</a>     | <a href="#">Celebrate McGivney</a> | <a href="#">Forms</a>                | <a href="#">Supplies</a>            | <a href="#">Fraternal Operations</a> |
| <a href="#">Training &amp; Webinars</a> | <a href="#">Programs</a>           | <a href="#">Inviting Men to Join</a> | <a href="#">Engage Your Members</a> | <a href="#">Ceremonials</a>          |

### Fraternal Operations

**Is your council on track to receive Star Council?**  
As of this morning, 366 councils qualify for Star Council! Will your



# Understanding Supreme's Emails

- All addressees clearly stated
- Follow up with council leaders:
  - Phone Call or Text
  - In person at meeting/event
- **If not receiving**
  - Check "Spam" folder
  - Resubscribe



TO: District Deputies, Grand Knights, and Financial Secretaries

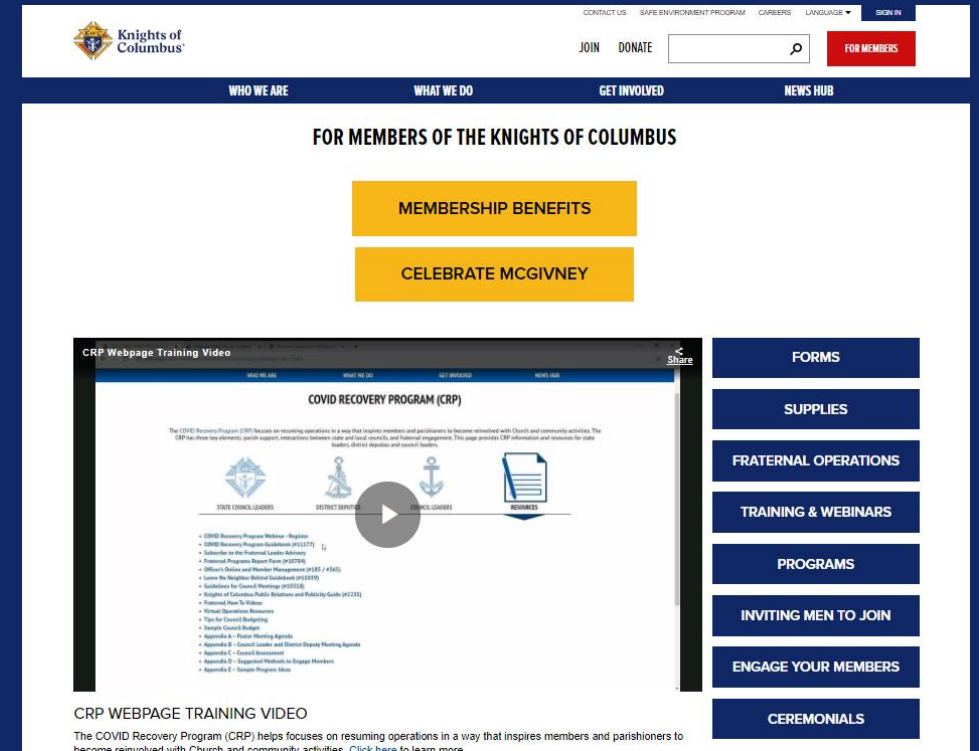
CC: State Deputies and Fraternal Mission Staff

**All DDs, GKs, FSs received the above email. SDs were also included as copy.**

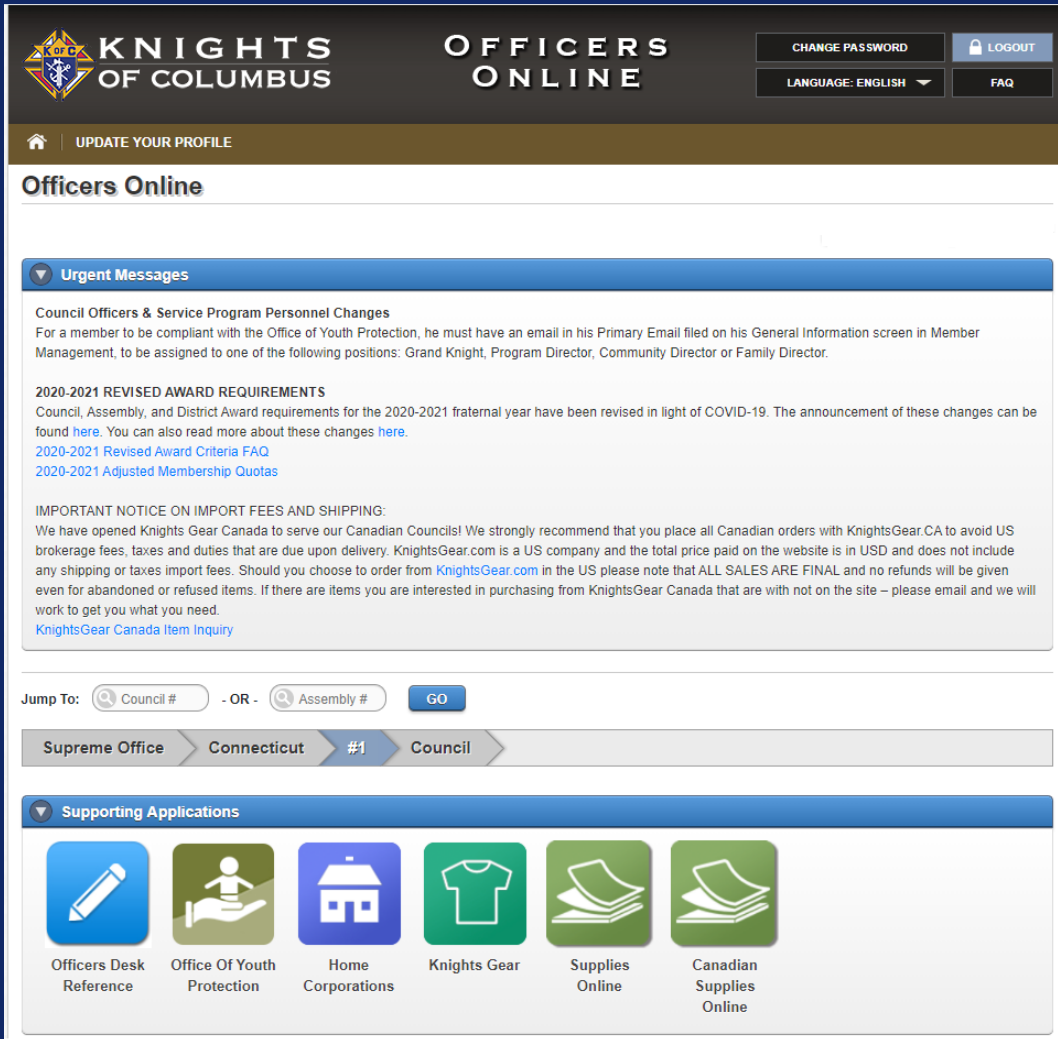


# Supreme Council Website

- **For Members (kofc.org/formembers)**
- **Training Videos & Webinars**
  - DDs should attend all webinars
- **News section updated monthly**



# Officers Online



The screenshot shows the 'Officers Online' web application for the Knights of Columbus. At the top, there is a header with the organization's logo, the text 'KNIGHTS OF COLUMBUS' and 'OFFICERS ONLINE', and navigation links for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below the header is a navigation bar with a home icon and a link to 'UPDATE YOUR PROFILE'. The main content area is titled 'Officers Online' and features a section for 'Urgent Messages'. This section contains several announcements: 'Council Officers & Service Program Personnel Changes', '2020-2021 REVISED AWARD REQUIREMENTS', and an 'IMPORTANT NOTICE ON IMPORT FEES AND SHIPPING'. Below the messages is a search bar with 'Jump To:' and dropdowns for 'Council #' and 'Assembly #', followed by a 'GO' button. A breadcrumb trail shows the path: 'Supreme Office' > 'Connecticut' > '#1' > 'Council'. At the bottom, there is a 'Supporting Applications' section with six icons and labels: 'Officers Desk Reference', 'Office Of Youth Protection', 'Home Corporations', 'Knights Gear', 'Supplies Online', and 'Canadian Supplies Online'.

**KNIGHTS OF COLUMBUS OFFICERS ONLINE**

CHANGE PASSWORD | LOGOUT | LANGUAGE: ENGLISH | FAQ

UPDATE YOUR PROFILE

### Officers Online

#### Urgent Messages

**Council Officers & Service Program Personnel Changes**  
For a member to be compliant with the Office of Youth Protection, he must have an email in his Primary Email filed on his General Information screen in Member Management, to be assigned to one of the following positions: Grand Knight, Program Director, Community Director or Family Director.

**2020-2021 REVISED AWARD REQUIREMENTS**  
Council, Assembly, and District Award requirements for the 2020-2021 fraternal year have been revised in light of COVID-19. The announcement of these changes can be found [here](#). You can also read more about these changes [here](#).  
[2020-2021 Revised Award Criteria FAQ](#)  
[2020-2021 Adjusted Membership Quotas](#)

**IMPORTANT NOTICE ON IMPORT FEES AND SHIPPING:**  
We have opened Knights Gear Canada to serve our Canadian Councils! We strongly recommend that you place all Canadian orders with [KnightsGear.CA](#) to avoid US brokerage fees, taxes and duties that are due upon delivery. KnightsGear.com is a US company and the total price paid on the website is in USD and does not include any shipping or taxes import fees. Should you choose to order from [KnightsGear.com](#) in the US please note that ALL SALES ARE FINAL and no refunds will be given even for abandoned or refused items. If there are items you are interested in purchasing from KnightsGear Canada that are with not on the site – please email and we will work to get you what you need.  
[KnightsGear Canada Item Inquiry](#)

Jump To:  - OR -

Supreme Office > Connecticut > #1 > Council


#### Supporting Applications


- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online
- Canadian Supplies Online


- **Access starting July 1**
- **Review council status**
- **Consult Officer's Desk Reference**
- **New council level access:**
  - *Deputy Grand Knight*
  - *Treasurer*
  - *Membership Director*




# Remote & Hybrid Resources

  
MEETINGS & PROTOCOL

  
VIRTUAL OPERATIONS

  
FRATERNAL LEADER RESOURCES

  
AWARDS

---

Council Operations can and should continue during periods that councils cannot meet in-person, such as the current pandemic. Below you will find tools and resources for your council to continue operating in a virtual setting.

Please take note of this [Disclaimer of Endorsement and Protection of Membership Information](#)

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## LEAVE NO NEIGHBOR BEHIND

As the coronavirus pandemic continues, our duty is to lead our families, protect our parishes, and serve our communities, remembering always that where there's a need, there's a Knight. Supreme Knight Carl A. Anderson has challenged Knights to take this moment as an opportunity to "deepen our commitment to the very principles which define us: charity, unity and fraternity." Learn more about this program at [kojc.org/neighbor](https://kojc.org/neighbor).

GUIDEBOOK

GUIDEBOOK ADDENDUM

REPORT ACTIVITY

---

## REMOTE PROGRAMMING

There are many within your community who may not be able to participate in Faith in Action programs and activities physically but could

- **Councils can meet virtually if in person not possible**
- **Virtual components will continue after pandemic**
- **Resources for:**
  - Remote Programming
  - Virtual Council Meetings
    - Virtual Voting & Election Guidelines



# Completing the Form #450

- **Report every exemplification in your district**
- **Ceremonials@kofc.org**
  - Copy to SD
  - Copy to State Ceremonial Chairman
- **District goal of at least one exemplification per quarter**

## Degree Exemplification Report Form

Jurisdiction: \_\_\_\_\_ District Number: \_\_\_\_\_  
Degree Date: \_\_\_\_\_ Host Council Number: \_\_\_\_\_  
Submitted by: \_\_\_\_\_  
Title: \_\_\_\_\_ Membership #: \_\_\_\_\_

**Only submit one report per Degree.**

**DO NOT report multiple Degrees on a single form.**

Degree Exemplified (Check only one):

☐ Exemplification of Charity, Unity and Fraternity

Location: ☐ Church ☐ Council Chamber ☐ Other

☐ Admission/1st Degree Team Council: \_\_\_\_\_

☐ Formation/2nd Degree Team Name: \_\_\_\_\_

☐ Knighthood/3rd Degree Conferring Officer Name: \_\_\_\_\_

Honoree (If Designated): \_\_\_\_\_

Total Number of Candidates: \_\_\_\_\_

Length of Degree: \_\_\_\_\_

Candidate Details (for Exemplification of Charity, Unity and Fraternity only)

New Members: \_\_\_\_\_ Priests: \_\_\_\_\_ Online Members: \_\_\_\_\_ Advancing Members: \_\_\_\_\_

Total Observers: \_\_\_\_\_



# Completing the Form #944

- **Complete twice a year**
  - December 31
  - June 30
- **File for every council, regardless of status**
- **Required for Star District Award**
- **[FraternalMission@kofc.org](mailto:FraternalMission@kofc.org)**
  - Copy to your SD



## District Deputy Semiannual Report on Council Status

Due December 31 and June 30

STATE/PROVINCE: \_\_\_\_\_  
DISTRICT NO.: \_\_\_\_\_  
DATE: \_\_\_\_\_

Council No.: \_\_\_\_\_ Location: \_\_\_\_\_ Type of Council: Regular ☐ Military ☐ College ☐  
(city)

### COUNCIL DEADLINES

- ☐ Election of Officers (Form #185) – July 1 deadline for receipt at Supreme Council office
- ☐ Service Program Personnel Report (Form #365) – August 1 deadline for receipt at Supreme Council office
- ☐ Semiannual Council Audit Report (Form #1295) – August 15 deadline for receipt at Supreme Council office
- ☐ July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- ☐ Annual Survey of Fraternal Activity (Form #1728) – January 31 deadline for receipt at Supreme Council office
- ☐ Semiannual Council Audit Report (Form #1295) – February 15 deadline for receipt at Supreme Council office
- ☐ January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- ☐ IRS Form 990 (Return of Organization Exempt from Income Tax) – Due the fifteenth day of the fifth month following the close of the council's annual reporting period

### ORGANIZATION

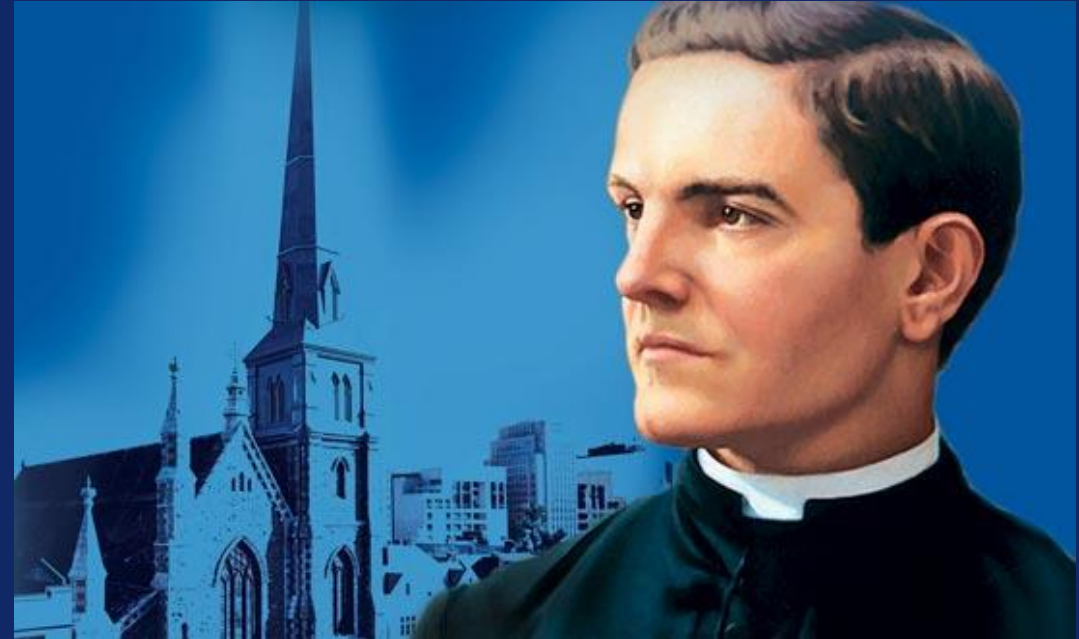
- Are council officers performing as expected? ☐ YES ☐ NO
- Do council officers regularly attend district meetings? (Number of district meetings held \_\_\_\_\_) ☐ YES ☐ NO
- Has the District Deputy inspected the council books and financial records? ☐ YES ☐ NO
- Does the District Deputy certify the records comply with the Order's laws and rules?  
(if NO attach explanation) ☐ YES ☐ NO

### MEMBERSHIP



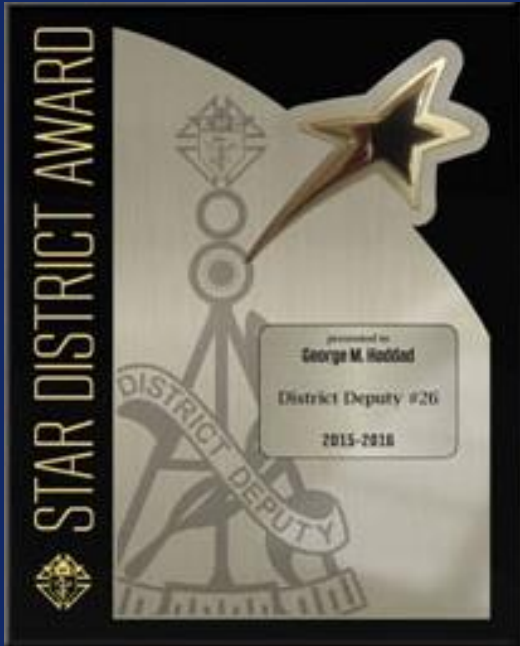
# The Delta Church Drive

- **Take training and encourage councils to take**
- **Next step after COVID Recovery Program**
- **Council goal – two Church drives per year**
- **Delta Church Drive Kits are free**



# Star District 2021-22

**No Changes**



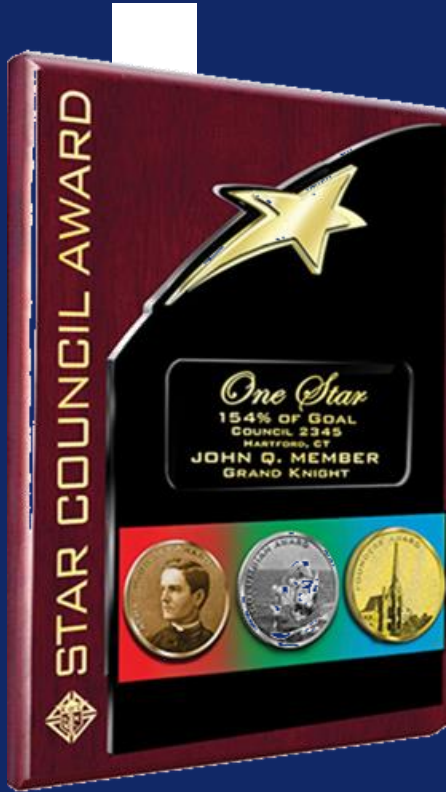
- **Membership Growth**
  - Reach 70% of combined council growth quotas
- **Insurance Growth**
  - Founders Award earned by every council in district
- **Overall District Excellence**
  - At least one council in the district must earn the Star Council Award
  - For each council in the district, two *District Deputy Semiannual Reports* (#944) must be submitted – Due December 31 and June 30

**District awards are sent to State Councils in the fall**



# Star Council 2021-22

**No Changes**



- **McGivney Award**
  - Reach 5% net growth in membership; minimum 3, maximum 20
- **Founders Award**
  - Promote and host two Fraternal Benefit Seminars (virtual or in-person)
- **Columbian Award**
  - 16 program credits – four in each of the four Faith in Action categories
- **Overall Council Excellence**
  - Good standing with the Supreme Council
  - Fully compliant with Safe Environment requirements (USA & Canada only)
  - Submit *Service Program Personnel Report* (#365) – Due August 1
  - Submit *Annual Survey of Fraternal Activity* (#1728) – Due January 31

**Council awards are sent to District Deputies in the fall**



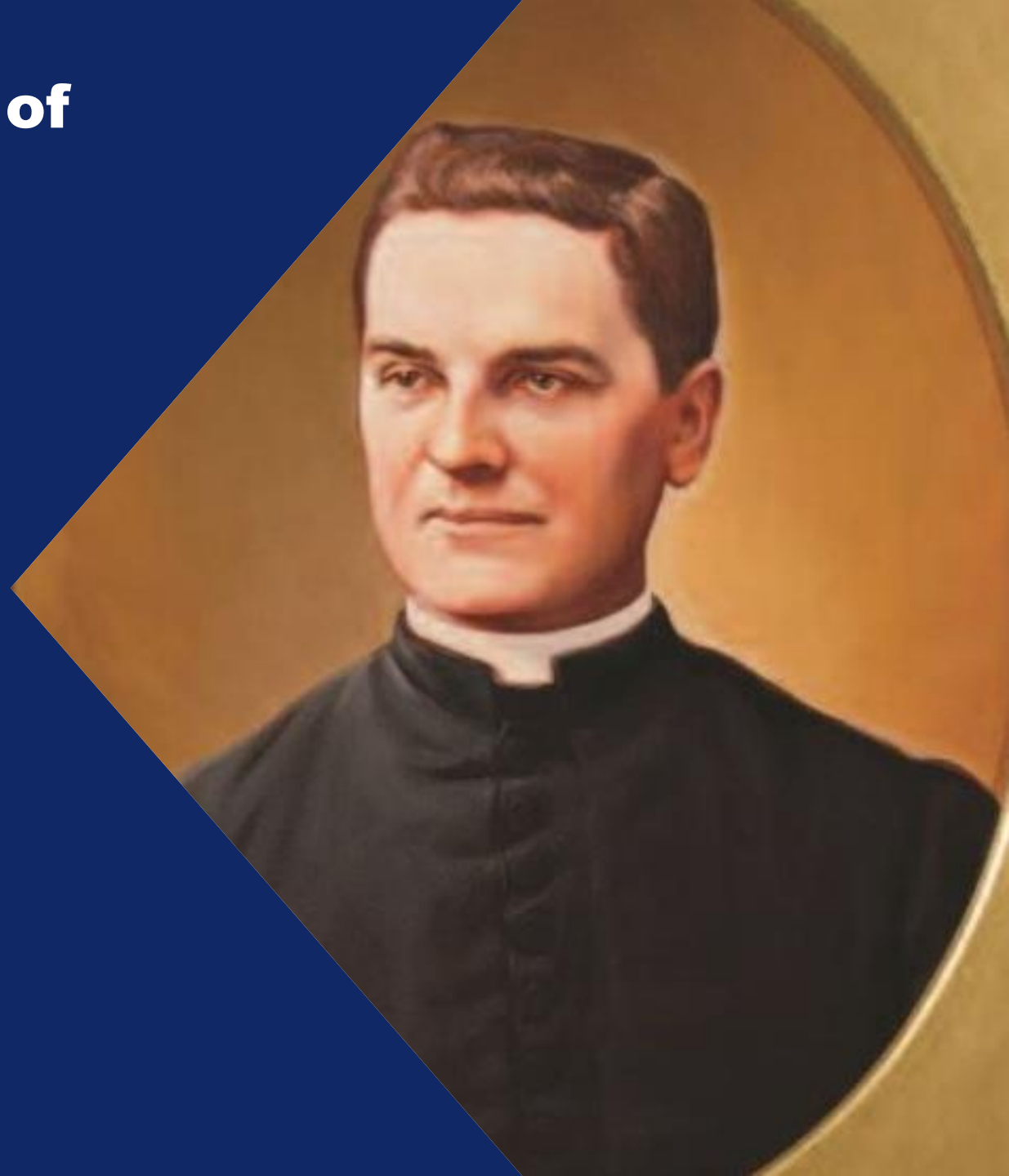
# Takeaways for District Deputies

- **You are vital to the success of the Order**
- **Lead COVID Recovery in your district**
- **Be Present, Be a Resource, Be a Mentor and Drive Activity**
- **Use Tools and Resources**



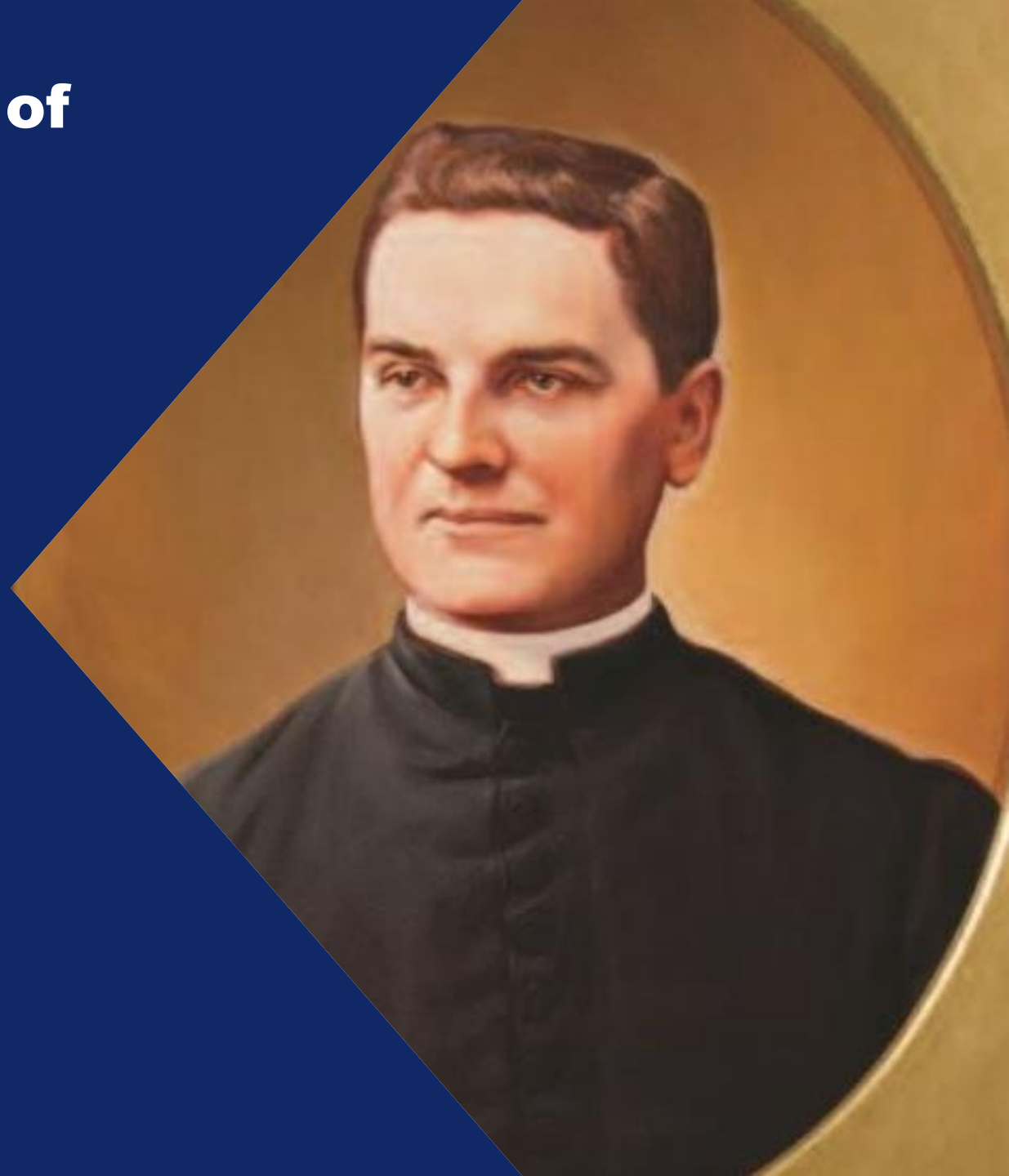
# **Prayer for the Canonization of Blessed Michael McGivney**

**God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.**



# **Prayer for the Canonization of Blessed Michael McGivney**

**Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.**





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**Thank you!**