

Austin Diocese - Grand Knight 101 – 2016 - Page 1

Kevin Brinkman (kbrinkman@austin.rr.com), Diocesan Deputy - Jim Moshinski, (James_Moshinski@baylor.edu), Trainer

#1 - Earn the Star Council Award

- **Theme for this year:** Religious Liberties – view the video at <http://bcove.me/02qsrwpb>
- **Star Guide** - www.tkoc.org – searchable guide to everything! Direct link on state council homepage.
- **Officers' Desk Reference** – www.kofc.org – Officer must register on the Supreme website. After logging in, you will go to the page that your KofC position authorizes you to view. At the top of this page, select Officers' Desk Reference to visit Fraternal Programs, Membership Issues, Council Issues, Name and Emblem, Social Media, Political Issues, Tax Issues, Financial Issues, Protection of Information, State Council Charitable Corporations, and Councils Using Facilities Owned by Home Corporations. To register: KofC Customer Service **1-800-380-9995**
- **Fraternal Leader Success Planner**
 - ✓ Write down major Calendar of Events
 - ✓ Plan by month, event, category in advance, does not have to be large, expensive items
 - ✓ Get from your District Deputy
- **State forms:** <http://www.tkofc.org/downloads/c/29>
- **Supreme:** <http://www.kofc.org/downloads/c/30>
- **2016 State officer training slides** at https://www.dropbox.com/sh/vegp3ewhwzxdhj/AACfISvPA52YU5-xXVWP_qyZa?dl=0
- **Texas directory is online now – no paper copies**

#2 - Create a Balanced Budget

- **Drafting a balanced Budget**
- **First Three Expenses**
 - Supreme Per Capita
 - State Per Capita
 - State Charities
- **Every event/activity on your calendar**
 - Show income expected
 - Show expenses expected
 - Show expected revenue from Dues
 - Show expected revenues from fund raisers
 - Show expenses for Per Capita, Charity
 - Show council expenses for activities
- **KISS** – Keep it Simple Sir
- **IRS Form 990** - covers up to \$50,000. After that, council must fill out IRS form showing where money spent.

#3 - Grow Your Council

- **Membership Blitz** - Tony.fontilli@sbcglobal.net
 - Have good family activities every month
 - ACTS Retreats, new Members, RCIA, CRHP
 - Advertise and get publicity in parish bulletin
- **Overcome Objections**
 - It's a bunch of old guys in funny costumes.
 - **May I share some information with you on what we do?**
 - Maybe later when my children are older.
 - **If boys, would they enjoy the Squires?**
 - I am way too busy.
 - **Are you too busy to set a good example?**
 - I don't attend church regularly
 - **Why not, would you go with me?**
 - I am not a Catholic
 - **Would you consider learning more and RCIA?**
- **Hispanic Recruitment**
 - 50.5 million Hispanics in the US, 64% attended mass regularly
 - 45% of Catholic Hispanics are registered in their parish (Pew Hispanic Study)
 - Integrate, not assimilate
 - Start an Hispanic roundtable in your parish
- **Build on Texas's Religious Culture**
 - 11th overall most religious state
 - 64% of adults in Texas are "highly religious"
 - 63% (10th) say religion is very important in their lives
 - 42% (10th) say they attend worship services at least weekly
 - 63% (11th) say they pray daily
 - 69% (13th) say they believe in God with absolute certainty
- **Ceremonials**
 - Schedule 1st degree every month (Memory preferred)
 - Escort candidates to first degree
 - Complete **Form 450**
 - Second and third degree same day
- **Promote 4th Degree** – Of 13,064 knights in the Austin diocese, only 2,706 (21%) are Sir Knights.
- **Round Table** – assigned to Assistant Diocesan Deputy. Use **Form 2629** each year. Home Council can have Roundtables for multiple cultures within the same parish. Send **Form 2630** before June 30.

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RETENTION -

Robert Hernandez (bobbyrh@yahoo.com)

- Treat brother like you would like to be treated
- Start early (Have a list in January for review.)
- In January ask the member how he is doing (Let him ask for help if he needs help, don't bring up his dues)
- If a member wants to withdraw, ask WHY?
- Don't drop unless there is no other recourse
- Use the Disability waiver (if the member is in a nursing home he should not be paying dues)
- Forgive dues if member can't pay (unemployed, military, illness, etc.)
- **Form 1845** - Intend to Suspend - send to your DD
- **Form 365** must name your Retention Chairman
 - List in audits those in arrears - if they are not listed, will NOT be suspended
 - Are they an insurance member not?
 - State retention member did not get Form 1845 - he can tell you if you did NOT do it right!
 - List Financial Secretary on Form 1845
 - Anywho.com can help you find people
 - Use Certified Mail to prove

Council Reactivation -- Minimum number to reactivate is 20. Get the Council Development Kit which contains everything you need to get started. Plan first degree ASAP. New council will receive \$200 from Supreme to offset expenses.

#4 - Promote Our Insurance

Thomas R. Supak (thomas.supak@kofc.org)

- Among highest rated insurance providers in North America, thanks to the vision of Fr. McGivney
- Surpassing 2 million life insurance contracts in force
- Exceeding \$100 Billion of life insurance in force:
 - Term Life Insurance
 - Permanent Life Insurance
 - Long Term Care Insurance
 - Disability Income Insurance
 - Tax Deferred Annuities
 - Income Protection
 - Retirement Planning
 - Estate Planning
 - Business Continuation
 - Planned Charitable Giving
 - Wealth Accumulation and Distribution

#5 - Set Goals, Evaluate Performance

Expand our Charitable Footprint – The first principle of the order, charity is our evangelization. During 2015-2016, the Austin Diocese reached 70% of our goal in this area, 25 out of 90 (25%) councils gave \$20 or less.

Programs - why Catholic families join the knights. - *i.e.*, *Ennis council helped cut down trees after severe storm.*

Family	ProLife	Community
Council	Youth	Church

SURGE WITH SERVICE

– conduct four (4) events in each category. See: <https://www.kofc.org/un/en/resources/service/council/surge.pdf>

Charities - Ronald J Alonzo (mpdunne@sbcglobal.net)

- **Infirm Priest Fund (License Plates)** - \$30 - \$22 returned back to KofC - One Nation Under God
- **Cardinal Medeiros Fund** - Rich Butler (reb2322@aol.com)
- **Special Olympics** - Henry C Gonzales (kofcsox20@gmail.com) Form 2584 - Supreme matches your contributions
- **Educational Grants**
- **Disaster Response Policy** - Bill Brandon (wmbrandon@gmail.com)
- **Wheelchair Program** - Ambrose "Sam" Szalwinski (samkc@sbcglobal.net), \$150 each

Programs - Phil Leibowitz (philleibowitz45@aol.com)

- **Vocations Support** - \$2,500 collected last year
- **Our Lady of Guadalupe/Silver Rose** - Olie Dangerfield (oliedangerfield@gmail.com)
- **Marian Prayer** -
- **Veterans and Military Outreach** -
- **Faithful Citizen Program** -
- **Council Activities** -
- **Culture of Life** - Tom Clark (tjclark123@gmail.com)
 - **ACE Wings** - ProLife without Apology, without Compromise, without Exception, five ProLife events (Austin march for life counts as 3). Our goal is two new ACE wings per council. Get a ProLife chair in each council and sent to diocesan prolife chair.
 - **Pregnancy Resource Center Outreach** - Martin Leal (mleal4@rgv.rr.com) - helps women to not choose abortion

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- **Youth and Squires Program** - Kevin Quinn (kevin@trusteetexas.com) - Essay Contest; Substance Abuse Poster Contest; St. Christopher Award (Boy Scouts); Coats for Kids; Columbian Squires boys 10-18 (Form 468) Note: 87 active circles in the state now.
 - **Freethrow** - Victor Quesnot (vmqkoc@yahoo.com) <https://www.kofc.org/un/en/forms/council/FT-KITOnline.pdf>
 - **Football Sweepstakes** - Dennis Stark - can purchase online at state website this year; can get results online; if you buy 2 paper tickets, you can get one free online at www.footballsweepstakes.com/free
 - 1. **Two new programs in Texas –**
 - a. **Faithful Citizenship** - Roger Ibarra Jr (ogerjr@sbcglobal.net) - Veterans Support Activities and Civic Involvement Activities, begins January 2017 - 5 events required Veterans **Military Outreach**, etc - Antonio “Tido” Peralez (kctido7382@yahoo.com) - visit our veteran brothers in VA hospitals and nursing homes, and visit / pray for them; and state veterans cemetery
- All dignitaries get time: Insurance Agent, DD, State officers/committee men (*Make sure you leave 5 minutes for each.*)
 - **Table issues for the next officer meeting**
 - Items with long discussions should be referred to proper Committee for a meeting
 - Don't plan events during a meeting (what are we going to serve for a dinner, etc)
 - **Give a Grand Knight Report**
 - Thank members for their support and hard work on events last month.
 - Award Knight of the month, Family of the month.
 - Encourage members to attend or help with events coming up.
 - Keep it short, 5 minutes maximum
 - **Include a brief Lecturer presentation**
 - Half showman-teacher / Good of the Order
 - Enthusiastic - Entertaining (*Practice any jokes! Use Google search.*)
 - Types of programs unlimited!
Outside Speakers
Talks by member: Hobbies, trips
Columbia magazine, Local church news
 - **Be prepared if a problem arises**
 - Have a copy of the
 - Charter Constitution & Laws of the Order
 - GK handbook
 - “The method of conducting a meeting”
 - Refer to State Star Guide - www.tkofc.org
 - Call your DD
 - Visit www.kofc.org

#6 – Enlist the Pastor

- Know YOUR pastor and let him know of the council's support for him & the parish.
- Ask him to help in recruitment drives for membership

#7 – Share the Responsibility

- You are NOT alone.
- Empower your officers & directors to perform the duties & responsibilities of their positions.

#8 - Conduct Great (and Brief) Meetings

- **Plan the meeting in advance** using info from Officers Meeting - Be organized, confident, ready
 - Use proper protocol for the meeting.
Require: “Worthy Grand Knight”
 - Follow the Supreme Handout – Mandatory *Method of Conducting a Meeting*
 - Strive for 1 hour meetings, everytime!
Start meeting on time!! Don't Wait!
 - Committee reports no more than 5 mins
 - Always give a GK report
 - Have Recorder take minutes – a must!
Can email previous minutes and avoid reading at meeting (Treasurer's report too).

#9. – Involve Everyone

kofc.org/DomesticChurch

- **Family of the month**, mail to state by the 15th of the month
- **Renewal of marriage vows**
- **Install officers** at mass
- **Build the Domestic Church** - see at KofC.org for details, major emphasis of Supreme Knight
- **Blood drives**
- **World Day of Prayer** - September 11
- **Special Masses** - Red (legal field), White (medical field), Green (military) and Blue Masses (first responders, law enforcement)

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10. Communicate Well – and Often

Rudy Escamilla (rudy_242@hotmail.com)

- **Keep your team** of officers and directors informed
- **Email summaries of meetings** – so those who missed can be updated
- **Work with your Program Director**, Membership Director and Committee Chairs
- **Communicate** with your members – use web page, email, newsletter, church bulletin, pulpit announcements, phone tree, social media
- Submit prayer requests, announcements, calendar events, degree schedules, news story at **SUBMISSIONS** located on the bottom of TKofC.org
- Publications: Finish Line, Council Newsletters
- Kofc.org - see Office Desk Reference
- **Texas Knight** newspaper - largest publication outside of supreme in the order
- **Flocknote.com** – free communications tool - will be able to broadcast to everyone on **Txkofc**
- **Office Lens** – an iPhone app which allows you to scan and save a document – used for Form 100
- **Facebook handle** -> txkofc
- **Austin Chapter** – diocese news at: **KofCAustin.org**

Celebrate (Council Awards)

Pat Henz, director

Form 365 – Report of Program Personnel (Aug 1)

This helps the GK form his team early and assign tasks so he doesn't have to scramble and do everything himself.

Form 1728 – Annual Survey of Fraternal Activity

(Jan 31) - This provides an accounting of the council's volunteer hours and dollars and keeps our Order's tax exempt status in tact.

Form SP-7 – Columbian Award Application (Jun 30) – changed, now based on **kofc.org/DomesticChurch**

Councils must annually conduct and report at least four (4) programs in each of the six categories of the Surge with Service Program AND at least four (4) of those programs designated as Domestic Church programs:

- Journey to the Inn
- Father's Day Affirmation of Wedding Vows
- Consecration to the Holy Family
- Family Fully Alive Devotional Program
- Holy Family Celebrations (Diocesan-wide)
- Food for Families
- Keep Christ in Christmas
- Spiritual Formation Groups (Into the Breach)
- 5th Sunday Rosary Program
- Family Week Celebrations

Membership Gain (7% - minimum of 4) (Jun 30)

Every Catholic gentleman should have the opportunity to enjoy the gift of membership. More members are needed to defend secular attacks on Catholic Church.

Insurance Gain (3% - minimum of 3) (Jun 30)

This protects the family at all stages of life.

Supreme Per Capita / Catholic Advertising

(Oct 10 / Apr 10)

TOP AWARD FROM SUPREME (Visit: kofc.org)

- **Star Council** – (2016 Austin Goal is 18) - highest award presented by Supreme, recognizes outstanding achievement in membership, insurance, and service program activities.

1. Form 365 – Report of Program Personnel
2. Supreme Per Capita & Catholic Advertising
3. Form 1728 – Annual Fraternal Survey
4. Form SP7 – Columbian Award Application
5. Meet recruitment goal
6. Meet insurance goal

Note: The **Star Tracker Report** will be updated monthly with the membership gain, insurance gain, submission of forms, and the required financial payments set by the Supreme Council.

AWARDS FROM TEXAS (Visit: tkofc.org)

- **Lone Star Award for Excellence** – *new requirements*
- **Lone Star Award for Excellence with Distinction** - *New requirements this year*
- **Texas Spirit Award** - New!

1. Form 365 – Report of Program Personnel
2. Supreme Per Capita & Catholic Advertising paid in full
3. Form 1728 – Annual Fraternal Survey
4. Form SP7 – Columbian Award Application
5. Net Positive in recruitment: +1 or more
6. Net Positive in insurance: +1 or more
7. Meet State Charity Goal by June 30

- **Texas Spirit Award for Excellence** – *see tkofc.com*
- **Texas Spirit Award for Excellence with Distinction**

➤ **SUPREME COUNCIL** - forms available on-line at <http://www.kofc.org/un/en/officers/forms/council.html>
Email finished form to: **fraternalmission@kofc.org**

➤ **TEXAS STATE COUNCIL** - **forms@tkofc.org**

**IF YOU SEE AN ERROR IN THIS INFO SHEET, PLEASE
EMAIL ME: James_Moshinskie@baylor.edu**