



MARIAN COUNCIL 3827 • BLOOMINGTON, MN

Officer Responsibilities

Updated March 2013

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INTRODUCTION

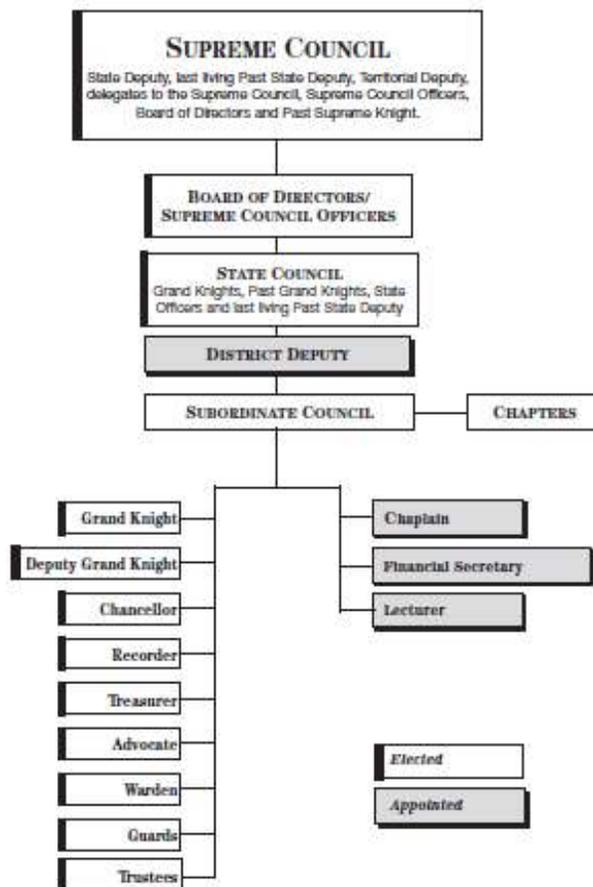
Congratulations on your election! The council has placed its confidence in you. Leadership in the Knights of Columbus is rewarding. You will hone your skills; serve the Church and community; and make friends.

You are not alone. Your brother Knights, fellow officers, and past Grand Knights are eager to help. But they must be asked. By inviting others to share in your endeavors, you will succeed in your duties.

Teamwork is essential to the health and success of a council. Officers must demonstrate mutual respect, assisting each other and encouraging every member’s participation at council activities. The duties of council officers are also found in the *Charter, Constitution and Laws*, the *Duties of Council Officers* flyer (#4241), or on *Those Who Serve*, an informational DVD available at www.kofc.org.



**KNIGHTS OF COLUMBUS
ORGANIZATIONAL CHART**



Council Meetings

As provided in §135 of *Charter, Constitution and Laws*, the Grand Knight presides at all meetings of the council. §125 outlines the order of business to be followed. Ceremonial procedures for the meeting are explained in *Method of Conducting a Council Meeting*.

To ensure decorum and efficiency in the conduct of meetings throughout the Order, there is an approved arrangement of the council chamber (*next page*). Members should stand when a District Deputy or a priest is called upon to speak.

Meetings are where the business of the Order is ultimately conducted. The Grand Knight should understand the fundamental principles of parliamentary law (*next page*) and *Robert's Rules of Order*.

Although members should be encouraged to present matters that they think command interest, needless consumption of time must be avoided. The meeting should start absolutely on-time and be completed within an hour. Concise meetings that are conducted in a business-like manner will encourage attendance. When a busy member doesn't find meetings productive, he will stop coming.

Every officer and chair is expected to attend all council meetings. He should set an example to his brother Knights by being on-time and prepared. If he cannot attend a meeting, he should notify the Grand Knight in advance and have all necessary reports delivered to the meeting.

Officers' Meetings

A great deal may be gained by holding a meeting of officers once a month. By discussion of matters that relate to their duties, council welfare, and programs, the officers keep acquainted with everything of concern and intelligently advise the council. Meetings should be called by the Grand Knight.

Appointing Membership and Service Program Directors

At the beginning of his term, the Grand Knight should appoint any committees, including the program director. The appointment of directors for Church, community, council, family, Pro-Life and youth activities is the responsibility of the Grand Knight upon the recommendation of the program director. This same rule should apply to the membership director in his selection of chairmen for his committees.

At the start of each fraternal year, the Supreme Council office forwards to each Financial Secretary a DVD of programming materials. This *Surge...with Service* kit contains items to be used by council officers.

Membership and service program committee members should be reported to the Supreme Council on the "Service Program Personnel Report Form" (#365) no later than August 1.

Service Program activities and events should be planned at least six months in advance. Meetings should be held by the program director and membership director for their groups. Advance planning will prove an effective method of assuring successful sponsorship of council projects.

Parish Round Table Program

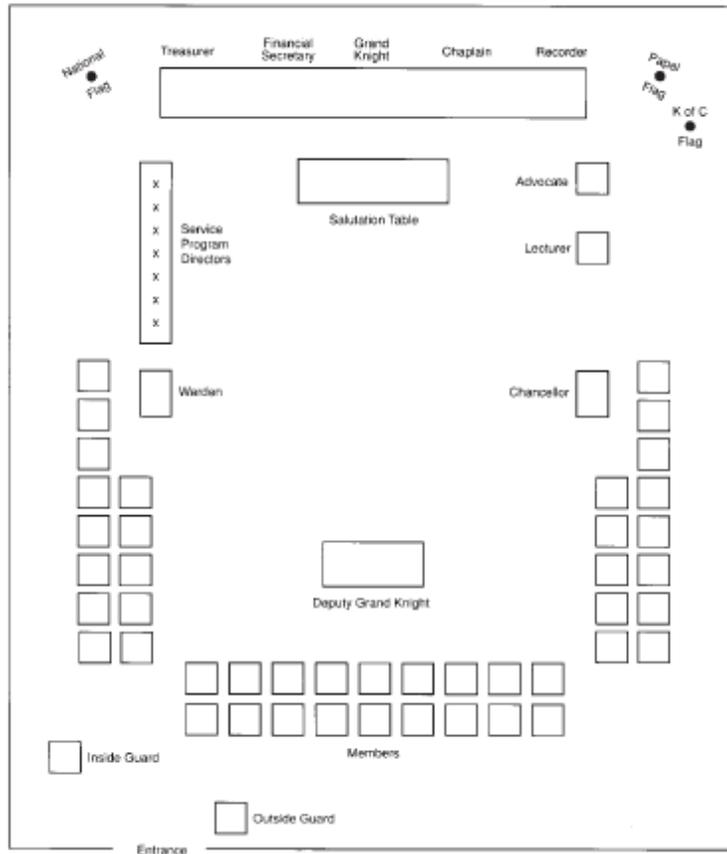
"We must have a Knights of Columbus presence in every parish." Those were the words of Supreme Knight Carl A. Anderson as he addressed his first meeting of state deputies.

Knights support parishes. Through a Round Table, a council works with the pastor. All Knights in a parish, regardless of council affiliation, belong to the Round Table. The program, explained in *The Knights of Columbus Parish Round Table* (#2632), makes the manpower of the Order available to the pastor.

The Round Table initiative should not interfere with any existing or contemplated parish program or group. The pastor sets the programs. Ask "Father, what can the Knights of Columbus do to help?"



**SEATING ARRANGEMENTS
FOR
COUNCIL MEETING**



PARLIAMENTARY LAW

(A compact guide for proper conduct of a meeting)

MOTION	* RANK	MAY INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	MAY BE RECONSIDERED
Adjourn	1	No	Yes	No	No	Majority	No
Adopt report (treated as main motion)	12	No	Yes	Yes	Yes	Majority	Yes
Amend motion	10	No	Yes	Yes	Yes	Majority	Yes
Close Nominations	12	No	Yes	No	Yes	Two-thirds	Yes
Information, request for	No	Yes	No	No	No	None	No
Limit or extend debate	7	No	Yes	Yes	Yes	Two-thirds	Yes
Main motion	12	No	Yes	Yes	Yes	Majority	Yes
Order of business, call for	4	Yes	No	No	No	None	No
Parliamentary inquiry	No	Yes	No	No	No	None	No
Point of order	No	Yes	No	No	No	None	No
Postpone definitely	8	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely	11	No	Yes	Yes	Yes	Majority	Yes
Privilege, question of	3	Yes	No	No	No	None	No
Question, previous	6	No	Yes	No	No	Two-thirds	Yes
Ratify action taken (treated as main motion)	12	No	Yes	Yes	Yes	Majority	Yes
Recess	2	No	Yes	Yes	Yes	Majority	No
Reconsider (treated as main motion)	12	Yes	Yes	Yes	No	Majority	No
Refer or commit motion (to committee)	9	No	Yes	Yes	Yes	Majority	Yes
Rescind (treated as main motion)	12	No	Yes	Yes	Yes	Two-thirds	Yes
Substitute motion (see amend)
Suspend rules	No	No	Yes	No	No	Two-thirds	No
Table motion	5	No	Yes	No	No	Majority	No
Withdraw motion	No	No	No	No	No	Majority	Yes

*Note: Numbers indicate precedence of motions. "No" indicates no rank. These motions, which can be quickly disposed of, are usually incidental to a pending motion and generally involve matters of convenience or requests for information.

Financial Obligations

Per Capita Tax [PCT]—Councils are billed in January and July at \$1.75 per member based on the members of record on file at the Supreme Council office on the first of each of those months.

Catholic Advertising Fund—Councils are billed in January and July at \$.50 per member based on the members of record on file at the Supreme Council office on the first of each of those months.

Culture of Life Fund—Councils are billed in January and July at \$1.00 per member based on the members of record on file at the Supreme Council office on the first of each of those months.

The Minnesota State Council also assesses a PCT. Councils are also obliged to annually support Pennies for Seminarians, the Jim Campbell Fund for Religious Education, and Minnesota KC Student Loan Fund.

Other council expenses include postage (forms to the state and Supreme Council, *Knight News*, dues notices and past-due letters), supplies, hospitality, and expenses for initiations.

Audits

The Audit Report (#1295) must be completed and signed by the Grand Knight and two Trustees.

Trustees are to itemize investment assets. Figures showing the value of Real Estate and Furniture should be obtained from the secretary of the Home Association. Council officers should be acquainted with operations of the home and fraternal corporations. Regular reports should be made to the council by the corporations. There should also be a periodic review as to their various activities.

A budget must be prepared each November. After adoption of the budget, it is good practice to transfer funds from the council's general account to a savings account. §122 of *Laws* details the manner in which the council manages its funds. Council by-laws also contain rules governing expenditures. These by-laws are subject to approval by the Supreme Advocate in a manner consistent with *Laws* and the board of directors.

I. GRAND KNIGHT

Overview

The Grand Knight is the highest ranking officer of his council and is responsible for observing the laws of the Order and his council. The office is rich in opportunities to serve fellow Knights and to lead his council in service to family, Church and community. The Grand Knight must ensure the membership, insurance and programming growth of his council and the involvement of all members.

Duties

§135 of the *Laws of the Order* governs the duties of the Grand Knight. References to other business related to the office can be found on page 103. A copy should be in the Grand Knight's possession. Each Grand Knight should read the council's by-laws and learn what specific duties and functions they prescribe for him.

Duties include presiding over council meetings, outlined in *Method of Conducting a Council Meeting* (#1937); acting as an *ex officio* member of all committees; appointing the membership and program directors and working with them to select Service Program chairmen, membership recruitment and retention teams; appointing special committees not mandated by the laws of the council; and ensuring that all reports required by the state or Supreme Council are submitted on time.

The Grand Knight interacts with the Financial Secretary and Treasurer to ensure the council is meeting its obligations to the Supreme and state councils, and others. He countersigns all orders drawn by the Financial Secretary and all checks drawn by the Treasurer. He reads the vouchers from the Financial Secretary of monies paid to the Treasurer and from the Treasurer of monies deposited in the bank. By these procedures, the Grand Knight monitors the performance of the Financial Secretary and Treasurer.

Finally, the Grand Knight is responsible for recommending a chaplain to the ordinary of the diocese for his appointment in accordance with §128 of *Laws*. He also appoints a lecturer.

Council

1. The Grand Knight is chief operating officer of the Council and shall act as presiding officer with all powers and duties incident to such office (Art. VIII, 1)
2. The Grand Knight shall be an *ex-officio* member of all committees and entitled to vote (Art. VII, 1c)
3. The Grand Knight shall be a signatory for the Council checking account (Art. VII, 7c)
4. The Grand Knight shall sign all Traveling Cards (Art. VII, 7f)
5. The Grand Knight shall preside over Council meetings
6. The Grand Knight shall be appropriated \$2,000 per year for expenses incurred in the performance of duties and for entertainment at the Marian Hall
7. The Grand Knight shall publish, update and distribute a Council activity calendar
8. The Grand Knight shall publish, update and distribute a Council officer/chair directory
9. The Grand Knight shall support all Council activities and encourage members to do the same
10. The Grand Knight shall perform other duties as described in the bylaws and as prescribed in the *Laws* of the Supreme Council
11. The Grand Knight shall prepare an article for publication in each issue of the *Knight News*
12. The Grand Knight shall attend the State Convention
13. The Grand Knight shall attend District meetings as called by the District Deputy
14. Committees
 - Admission (1st) Degree
 - Blood Drive
 - Brotherhood Dinner
 - Budget & Finance
 - Christmas Parties
 - Church Activities
 - Clergy Dinner
 - Council Activities
 - Council Recognition Dinner
 - Facility Planning
 - Family & Youth Activities
 - Family of the Quarter
 - Family Game Day
 - Family Picnic
 - Fifth Sunday Communion
 - Firemen's Softball Tournament
 - Free Throw Championship
 - Gala Fundraiser
 - Golf Tournament
 - Helping Hands
 - Heritage Day Parade
 - Knight Networking
 - Knight of the Month
 - Lecture Program
 - Membership
 - Memorial Mass
 - Mothers Day Mass & Breakfast
 - New Year's Day Open House
 - New Year's Eve Party
 - Nominating Committee
 - Officer Installation
 - Pancake Breakfast
 - Poor Clares
 - Public Relations & Communications
 - Respect Life
 - Retention Committee
 - Richfield July 4 Parade
 - Round Table
 - Soccer Challenge
 - Special Olympics
 - St. Patrick's Day Party
 - St. Valentine's Day Dinner
 - Student Loan Dinner
 - Tootsie Roll Drive
 - VEAP Food Drive
 - Veterans Home
 - Visitation of the Sick
 - Vocations Dinner

Knights Fraternal Corp. of Bloomington

1. The Grand Knight shall be an *ex-officio* member of Knights Fraternal Corp. (Art. VI, 3)
2. The Grand Knight shall act as CEO of the corporation (Art. VI, 1)
3. The Grand Knight shall be responsible for the overall supervision of the corporation (Art. VI, 1)
4. The Grand Knight shall appoint replacements for any Board member that cannot fulfill their term (Art. VII, O)
5. The Grand Knight shall be a signatory for the Fraternal Corp. checking account (Art. VII, P)

Lawful Gambling

1. The Grand Knight shall be an *ex-officio* member of the Charitable Gambling Committee (Art. VII, 2)
2. The Grand Knight shall act as CEO for the Charitable Gambling License and act as signatory on all official filings required by the Minnesota Gambling Control Board
3. The Grand Knight shall appoint replacements for any Board member that cannot fulfill their term (Art. VII, J)
4. The Grand Knight shall support the efforts of the Gambling Manager to ensure that actions taken by any group associated with the Charitable Gambling Licensee shall be lawful
5. The Grand Knight shall be a signatory for the Gambling Committee checking account (Art. VII, 2d)

Marian Council Home Association, Inc.

1. The Grand Knight shall be an *ex-officio* member of the Home Association (Art. IV, 1)
2. The Grand Knight shall appoint replacements for any Board member that cannot fulfill their term (Art. IV, A)
3. The Grand Knight shall appoint tellers who shall count and tally the ballots cast for annual election (Art. V, 5a)

II. DEPUTY GRAND KNIGHT

Overview

The Deputy Grand Knight is the second in command in the local council. He is also elected annually, assists the Grand Knight in the operation of council affairs and is responsible for any duties assigned to him by the Grand Knight. In the absence of the Grand Knight, the Deputy Grand Knight presides at council meetings and functions as the Grand Knight would. The Deputy Grand Knight is a member of the Advisory Board of a Columbian Squires circle sponsored by his council. The Deputy Grand Knight and the board of Trustees form the council's retention committee.

Duties

Council

1. The Deputy Grand Knight shall be second in command behind the Grand Knight (Art. VIII, 2)
2. The Deputy Grand Knight shall assist the Grand Knight with council affairs and fulfill all duties assigned to him by the Grand Knight, especially in the area of future council planning (Art. VII, 2)
3. The Deputy Grand Knight shall act as presiding officer at council meetings in the absence of the Grand Knight (Art. VII, 2a)
4. The Deputy Grand Knight shall be chairman of the Retention Committee and shall enlist other members to serve on this committee (Art. VII, 2b)
5. The Deputy Grand Knight shall be an *ex-officio* member of all elected and appointed committees and shall be entitled to vote (Art. VII, 2c)
6. The Deputy Grand Knight shall support all council activities and encourage members to do the same
7. The Deputy Grand Knight shall perform other duties as described in the bylaws and as prescribed in the laws of the Supreme Council

8. The Grand Knight shall prepare an article for publication in each issue of the *Knight News*
9. The Grand Knight shall attend the State Convention
10. The Grand Knight shall attend Council meetings. In case of inability to attend, notice shall be given to the Grand Knight and arrangements made to have all necessary books and papers delivered to the meeting (Art. X, 6)
11. The Grand Knight shall attend District meetings as called by the District Deputy
12. Committees
 - Admission (1st) Degree
 - Blood Drive
 - Brotherhood Dinner
 - Budget & Finance
 - Christmas Parties
 - Church Activities
 - Clergy Dinner
 - Council Activities
 - Council Recognition Dinner
 - Facility Planning
 - Family & Youth Activities
 - Family of the Quarter
 - Family Game Day
 - Family Picnic
 - Fifth Sunday Communion
 - Firemen's Softball Tournament
 - Free Throw Championship
 - Gala Fundraiser
 - Golf Tournament
 - Helping Hands
 - Heritage Day Parade
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 - Tootsie Roll Drive
 - VEAP Food Drive
 - Veterans Home
 - Visitation of the Sick
 - Vocations Dinner

Knights Fraternal Corp. of Bloomington

The Deputy Grand Knight shall be an *ex-officio* member of the fraternal corporation (Art. VI, 3)

Lawful Gambling

1. The Deputy Grand Knight shall be an *ex-officio* member of the gambling committee (Art. VII, 2)
2. The Deputy Grand Knight shall be a signatory for the committee checking account (Art. VII, 2d)

Marian Council Home Association, Inc.

The Deputy Grand Knight shall be an *ex-officio* member of the Home Association (Art. IV, 1)

III. CHANCELLOR

Overview

The Chancellor is elected annually to serve the council in a variety of ways. Primarily, he assists the Grand Knight and Deputy Grand Knight in the execution of their duties and takes charge of the council during the incapacity or extended absence of both.

Duties

With the cooperation and support of the Grand Knight, the Chancellor has the important duty of strengthening the members' interest in council activities. The Chancellor is chairman of the council's Membership Committee and is a member of the Columbian Squires circle's ceremonial team.

Council

1. The Chancellor shall be ex-officio chairman of the Membership (admissions) committee (Art. VII, 3a)
2. The Chancellor shall exercise a special interest in new members through the "Shining Armor Award" program (Art. VII, 3b)
3. The Chancellor shall strengthen members' interest through special brotherhood events (Art. VII, 3c)
4. The Chancellor shall chair the food drive
5. The Chancellor shall support all council activities and encourage members to do the same
6. The Chancellor shall perform other duties as described in the council bylaws and as prescribed in the Laws of the Supreme Council
7. The Chancellor shall prepare an article for publication in each issue of the *Knight News*
8. The Chancellor shall act as presiding officer at council meetings in the absence of the Grand Knight and Deputy Grand Knight (Art. X, 7)
9. The Chancellor shall attend council meetings. In case of inability to attend, notice shall be given to the Grand Knight and arrangements made to have all necessary books and papers delivered to the meeting (Art. X, 6)
10. The Chancellor shall attend District meetings as called by the District Deputy

IV. WARDEN

Overview

The Warden is responsible for supervising and maintaining all council property, except that which belongs to the Financial Secretary. He acts as the council's bailiff, and enforces order during meetings as directed by the Grand Knight.

Duties

The Warden sets up the council chamber for meetings and degrees and appoints and supervises guards for ceremonial exemplifications. He should also oversee the inside and outside guards and make sure they are fulfilling the duties assigned to them.

Council

1. The Warden shall have charge of all council property and degree paraphernalia except for the property of the Financial Secretary, Treasurer and Recorder (Art. VII, 4)
2. The Warden shall be responsible to set up the council chamber (Art. VII, 4a)
3. The Warden shall instruct the guards in their duties (Art. VII, 4b)
4. The Warden shall be in charge of the council youth athletic programs, including free throw and soccer (Art. VII, 4c)
5. The Warden shall support all council activities and encourage members to do the same
6. The Warden shall act as presiding officer at council meetings in the absence of the Grand Knight, Deputy Grand Knight and Chancellor (Art. X, 7)
7. The Warden shall attend council meetings. In case of inability to attend, notice shall be given to the Grand Knight and arrangements made to have all necessary books and papers delivered to the meeting (Art. X, 7)
8. The Warden shall attend District meetings as called by the District Deputy

V. RECORDER

The recorder is responsible for keeping a true record of all the actions of the council and maintains all correspondence. He should use the "Recorder's Minute Book" (#1403) to record the minutes of all council meetings. Meeting minutes should be promptly posted on the council's website.

VI. INSIDE/OUTSIDE GUARDS

The guards attend the doors of the council chamber, checking on current membership cards before allowing entrance. They enforce order during meetings as directed by the Warden. They should assist members with disabilities who attend meetings.

VII. TREASURER

The Treasurer is the elected official in charge of handling all council funds. He receives money from the Financial Secretary and issues a receipt for such. He is responsible for depositing all money in the proper accounts and providing a voucher of deposit to the Grand Knight for each transaction.

The Treasurer is also responsible for issuing payments to the Supreme Council on all assessments made by it to the council and for all orders of the council.

Finally, the Treasurer is responsible for keeping accurate accounts of the monies in the general fund and the amount of money in any special funds established by the council. He must be able to provide up-to-date records on these accounts to the Grand Knight, Financial Secretary or board of Trustees.

In accordance with §130 of the *Charter, Constitution and Laws*, the Treasurer is bonded in the amount of \$5,000 upon receipt of the "Report of Officers" (#185) at the Supreme Council office. Additional bonding may be obtained at a cost of \$7.00 per thousand from the Supreme secretary.

VIII. FINANCIAL SECRETARY

Overview

The Financial Secretary's important role is underscored by the fact that he is not elected by the membership, but his appointment – upon the recommendation of the Grand Knight and Trustees – is approved by the Supreme Knight for a period of three years.

Duties

The Financial Secretary's duties revolve around two areas: financial records and membership records. He collects and receives all moneys that come into the council from any source. He then turns that money over to the Treasurer for deposit in the council account.

In accordance with §130 of the *Charter, Constitution and Laws*, each Financial Secretary, upon appointment by the Supreme knight, is bonded automatically in the amount of \$5,000.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the Supreme secretary.

One main function of the Financial Secretary is to collect money, in the form of dues, from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues.

The other main role is compilation of membership records. The Financial Secretary must ensure that new members sign the constitutional roll at their First Degree. The Financial Secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Besides these two major responsibilities, the Financial Secretary has several others. They include: handling supply orders for members with the Supreme Council Supply Department; filing the "Report

of Officers” (#185) with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.

When a Financial Secretary wishes to retire from his office, he should send a brief statement of resignation to the Supreme Knight. The statement should designate a final date by which the resignation is to be effective. However, every Financial Secretary has been appointed on the condition that he will remain in the office, if needed, until the Supreme knight has been able to appoint a replacement. Upon receipt of the Financial Secretary’s letter of resignation, the forms for the appointment of a new Financial Secretary will be forwarded to the Grand Knight.

Because the duties and responsibilities of the Financial Secretary are so varied and complex, a *Financial Secretary’s Handbook* (#1410) and a DVD, *The Financial Secretary—Our Answer Man*, have been created to help him understand his task. The Supreme Council also maintains an online Member Management System to assist financial secretaries in automating record keeping/billing tasks.

IX. LECTURER

The lecturer is appointed by the Grand Knight to provide suitable educational and entertaining programs under the “Good of the Order” section of the council meeting. This may include speakers, presentations on special topics, etc. The lecturer must be knowledgeable of all aspects of council programming in order to provide members with informative and entertaining programs.

X. ADVOCATE

The Advocate is the parliamentarian for the council. He need not be a member of the legal profession; however, he should be thoroughly familiar with all of the laws of the Order as stated in the *Charter, Constitution and Laws* and with the council by-laws. When a by-law is to be revised, the Advocate serves as chairman of the revision committee.

The Advocate should also have a working knowledge of *Robert’s Rules of Order*, and the Supreme Council flyer, “Methods of Conducting a Council Meeting” (#1937). An understanding of both of these will help keep meetings on track.

When needed, the Advocate shall seek legal assistance from the state Advocate. In matters of trial of council members, the Advocate shall prosecute the charges on behalf of the council.

XI. TRUSTEES

The Board of Trustees consists of the Grand Knight and three members elected by the council. Trustees supervise all financial business of the council. They serve as auditors and oversee the work of the Financial Secretary and Treasurer. The Grand Knight is the chairman of the board. The Trustees and the Deputy Grand Knight serve as the council’s retention committee.

Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each Trustee will be voted upon, and the current three and two year Trustees move on to become two and one year Trustees, respectively.

XII. CHAPLAIN

The priest chosen to serve the council as chaplain will primarily act as spiritual advisor to the brother knights and families of that council. Since he will more than likely have a full time ministry demanding the major part of his time and effort, no specific duties with regards to running the council have been assigned to him. He is expected, however, to make a report at council meetings. The chaplain’s

report, scheduled in the “Method of Conducting a Council Meeting” (#1937), consists of any business matters relative to his office and a brief talk by him on any religious matters.

The chaplain should also serve as an advisor to the Church activities director and members of that committee.

§128 of the *Laws* explains that “the Grand Knight, Deputy Grand Knight and board of Trustees may annually select a priest to act as chaplain, but such selection must be made in accordance with any rules established by the ordinary of the diocese in which the council is located.” It is the responsibility of the Grand Knight to follow any established rules of the diocese. If questions arise, the Grand Knight should contact the state Deputy or the chancery.

Deacons and religious brothers cannot serve as a council chaplain, but may be designated as the “spiritual director.”

After the selection of the chaplain, the Grand Knight, the program director and the director of Church activities should conduct a meeting with the council chaplain to outline the work of the council in the field of Church activity for the fraternal year.

In addition, as early as possible after the election of officers, there should be a meeting of all officers including the council chaplain to discuss particular programs in which the chaplain will participate.

Since the chaplain is a priest, it is expected that the council will provide him with opportunities to exercise the teaching phase of his ministry. Every opportunity should be provided the chaplain to help train the members of the council in their rightful positions as Catholic leaders. Through such a program the chaplain can make a great contribution to the development of a better informed Catholic leadership by clearing up any questions which the members may have and by interpreting religious information which comes to them through secular media. The chaplain should also cooperate with the council in conducting public affairs of a Catholic nature — such as lectures, special religious services, publication of ads and assistance to the clergy in the community through intelligent and trained Catholic manpower.

Occasionally there arise in a community, in a jurisdiction or on a nationwide basis controversial questions in which the position of the Church or of Catholics is involved. Before any public action is taken with regard to such a matter, the council officers and the committee chairmen involved should discuss with the chaplain thoroughly, so that if the council does take a position, or if it should ask its members to take a position, the question will be thoroughly understood and handled properly.

A copy of the *Surge...with Service* program manual (#962), the *Chaplain’s Handbook* (#945), the *Vocations Handbook* (#1942) and the *Knights of Columbus Memorial Service* (#2942) should be given to the chaplain in order that he may familiarize himself with the organized programs of the Order and be in a position to assist the council, particularly in the development of Church activity programs.

Following the order of business outlined in the “Method of Conducting a Council Meeting” (#1937) and to give greater importance to the role of the chaplain at council meetings, the chaplain will provide his reflection to members immediately prior to the Grand Knight’s report, or whenever he so desires. He is also provided an opportunity for a summation just prior to the closing prayer.

Chaplains can enhance council meetings by arranging to conduct special informational programs for a specified time period during the chaplain’s report section of the council meeting. The advice and counsel of the chaplain are often needed by the officers and members and, therefore, his presence at as many meetings as possible would be most helpful.