

---

*Tennessee State Council Program Guide*

---



*2019/2020 Fraternal Year*



---

## *Word from State Program Director*

---

Greetings and welcome to the Tennessee State Council Program for the 2019-2020 fraternal year. I hope you find this guide helpful for your council to gain the extremely well-deserved **Star Council Award**.

A well-rounded slate of programs not only provides retention of your current membership but also provides a very useful tool for recruiting new members to our Order. A strong Council Program is the best recruiting tool you have available. Make your council enticing to the men and families of your parish.

The first question many have, especially new Grand Knights, is “What is a Council Program?”. Simply put, the Council Program is your council. It is the events and activities that you are already doing. This guide will help you organize, improve, and increase the things your council does. And it will help you to earn the recognition that supports retention and recruitment.

The ***Faith in Action*** program is the umbrella for all Supreme recommended programs and evolved from the Building the Domestic Church Initiative that began in 2015. Tennessee supports the four main categories of ***Faith in Action*** of **Faith, Community, Family, and Life** and we also have a Vocations Program. Use this guide to lead you thru the programs and organize your council’s activities.

All of the state officers and staff are ready to help your council succeed. If you have any questions, please contact your District Deputy or any of the state staff. We will be there for you and to answer your questions to help you succeed and Be recognized as the **STAR COUNCIL** that you are.

Vivat Jesus!



---

# Table of Contents

---

Tennessee State Council Program Guide.....	1
Word from State Program Director .....	2
Table of Contents.....	3
Program Summary .....	5
Tennessee State Council Awards.....	7
The Bishops' Award .....	7
The State Chaplain's Award.....	7
The State Deputy Award .....	7
The District Deputy Award .....	7
Activities of the Year .....	7
Membership Award:.....	7
Lifetime Achievement: .....	8
Knight of the Year.....	8
Family of the Year.....	8
Supreme Council Awards.....	9
Columbia Award .....	9
McGivney Award .....	9
Founders Award: .....	9
Star Council: .....	9
Let's Get Started .....	10
Name your Program Staff.....	10
Faith in Action Programs .....	12
Interview your Pastor/ Chaplain .....	12
Annual Planning Meeting.....	17
FAITH PROGRAM PLAN.....	18
COMMUNITY PROGRAM PLAN.....	20
FAMILY PROGRAM PLAN .....	22
LIFE PROGRAM PLAN.....	24
VOCATION PROGRAM PLAN.....	26
MEMBERSHIP PROMOTION PROGRAM PLAN.....	28
PUBLIC RELATIONS .....	30
INSURANCE PROMOTION PROGRAM PLAN .....	32
Monitor Progress with Program Check List .....	33
PROGRAM PROGRESS FORM.....	34
Complete Award Applications.....	35
Tennessee Knight of the Year - Award Application.....	35
Tennessee Knight – Lifetime Achievement Award Application .....	39
Tennessee State Deputy Award Requirements.....	41
State Chaplains Award Requirements.....	<b>Error! Bookmark not defined.</b>
The Tennessee Bishops Award Requirements .....	<b>Error! Bookmark not defined.</b>
DISTRICT DEPUTY AWARD APPLICATION .....	45
STATE COUNCIL SERVICE PROGRAM AWARDS .....	46



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

STATE COUNCIL MEMBERSHIP PROGRAM AWARD .....	48
Who Gets What?.....	50
Membership .....	5050
Supreme / State Forms – State Copy .....	50
Convention Registration.....	50
State Program Forms/Applications .....	51
Celebrate! .....	51
Resources.....	52
State Officers .....	52
Program Staff .....	52
District Deputies.....	53
Links to Supreme.....	56



## Program Summary

---

The Tennessee State Program has been established and is tweaked every few years. If you stick to it, work with it, and implement the suggestions given, success will be yours. Please use this guide to help you get acquainted with "Faith in Action" program model.

1. **Establish your goal:**

Your council's success depends on your programs. As Grand Knight decide what you want to accomplish by creating and sharing your vision and then working with your council's leadership to develop the game plan to achieve that vision.

Your programs are a key to membership recruitment and retention. By having exciting programs , it keeps currents members involved and active. A dynamic program also attracts new members.

Remember your program as "good works informed by faith" and as such remember:

- "Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus." (Philippians 1:6)
- "Whatever you do, **work** at it with all your heart, as **working** for the Lord, not for human masters." (Colossians 3:23)
- "Miss no single opportunity of making some small sacrifice, here by a smiling look, there by a kindly word; always doing the smallest right and doing it all for love." (St. Thérèse de Lisieux)

2. **Planning Meeting:** You should have a Planning Guide for each program - Faith, Community, Family, and Life. There is a **Planning Meeting Agenda** later in this program. Use this form to organize your first meeting of the year and plan your whole year's programs in **ONE** Meeting in **ONE** night. This meeting needs to be set as soon as you have your council program staff in place. Set a goal to hold this meeting by the first week of August. Also included in this guide is the **Council Report Forms Check List**. This form will help you keep track of all Supreme & State forms that need to be filled out during the fraternal year.
3. **Planning Guides:** You will have a Planning Guide for each program (Faith, Community, Family, and Life). When you schedule your first planning meeting of the year for your council, invite your pastor, parish secretary, District Deputy and each Program Chair and committee for your council. Use these Planning Guides to set your four activities for each program for the entire year. Refer to pages X-Y for a listing of the mandated and other suggested activities associated with the



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

"Faith in Action" program model. You also will set the date of your activity and name the chairman to run that activity. Give a copy of the individual Planning Guides to the head of each individual program, a copy to your program director, and email or mail a copy to the corresponding State Program Consultants. Example: When you complete your Faith programs, give a copy to your Faith Director, a copy to your Program Director, and email a copy to the State Faith Consultant. Use the aforementioned tools and suggestions to help you plan your year's activities.

3. **Monitor Program Progress:** When you have completed all of the Planning Guides for each Program, simply transfer the information to either your **Council Calendar**, or onto a **Program Progress Form**. It will give you your entire year's programs on one sheet. You should copy your Program Director, District Deputy, and State Program Director. At the end of the year, you can use this Program Progress Form to fill out your Columbian Award Application, and use it to choose your program activities of the year. (Suggestion: Place every activity in the Fraternal Planner sent by Supreme and include at each meeting on your meeting agenda).
4. **Awards:** This year the Tennessee State Council will present the Bishops' Award; The Chaplain's Award; State Deputy Award; District Deputy Award; 5 Activities of the Year Awards for each program; Knight of the Year; and Family of the Year Lifetime Achievement Award. *Use the included awards' checklists to track your progress throughout the year.*
5. **Communication for this Fraternal Year:** When you work with the individual programs and you have a question; please communicate with anyone on your District Team or the State Consultant of that particular program. Each State Program Consultant is in charge of running his own program and is best equipped to answer any questions from his program. If you cannot get in touch with someone in a timely fashion, please feel free to contact the State Program Director or any of the other Consultants. There is an email link for each Program Consultant in the program under State Program Consultants, or on every Planning Guide.
6. Remember ***If you're not having fun, you're doing something wrong.*** You will be working hard to perform programs that will affect the lives of all the people in your Parish, Community, Council, and Family. Please remember that your first obligation is to your Family. So, have fun, and make sure the wives and kids participate in every council program. You are a volunteer for the Knights of Columbus, and the State Council deeply appreciates your commitment to your Faith, Family, Council, and Community.



## *Tennessee State Council Awards*

---

**The Bishops' Award** is the most prestigious award our State Council presents. This award is given in honor of our three Bishops - Bishop Talley, Bishop Spalding, and Bishop Stika. The award is based on achieving special requirements of the State Deputy Award as well as the requirements in the areas of Faith, Life, Community, and Family, the cornerstones of the Faith in Action program as identified in the Bishop's Award Application.

**The State Chaplain's Award** recognizes the attention and support on issues that are close to the heart of our State Chaplain Msgr. Buchignani and his staff. The goal is to strengthen your parish, to develop your members' and their families' faith, and to provide support for the clergy and the religious life. Documented evidence of quarterly meetings with your council chaplain or pastor is also required.

**The State Deputy Award** recognizes the attention to administrative detail required by Supreme. This is for timely submission of the Report of Council Officers, The Service Program Personnel Report, both Semi-Annual Audits, the Annual Survey of Fraternal Activity, the IRS 990 filing, and the Columbian Award application as well as attendance at the State Kick-Off, District, Mid-Year & Convention.

**The District Deputy Award** is selected **by the District Deputy** for the best project in his district. Each District Deputy is encouraged to select a council from his district that did not win the previous year and a council other than his own council.

**Activities of the Year** comes in each of the Program categories (Faith, Community, Life, Family, and Vocations). You need to choose your Council's most outstanding activity in each area and report it on form provided by the State Program Director, in this booklet and on the State Website. Please have them turned in by **March 15, 2020** to **Alan Stanley, State Program Director, 300 Alexis Drive, Smyrna, TN 37167-5569** or **via email ([apstanley@bellsouth.net](mailto:apstanley@bellsouth.net))**. Please feel free to use additional paper as needed and add pictures, as well. Every attempt will be made to return your materials at the State Convention.

**Membership Award:** the goal of the membership award is to encourage a council to organize, plan and perform the activities known to result in recruitment of new members. This award recognizes a council for following the proscribed membership programs by supreme. This includes recruiting, admission committee interviews and timely first degrees by certified teams. Your council is encouraged to mentor and activate new members using



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

such programs such as Shining Amour and encouraging new members to achieve full Knighthood. This also requires the effective use of a retention committee to “prune the branches” requiring no more than 2% of members dropped in a calendar year.

**Knight of the Year** will be selected from all Knight of the Year applications sent to the State Program Director by **March 15, 2020**. The Knight of the Year nominee’s actions must be **limited to the current year, and not a lifetime of accomplishments**. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. You may include information pertinent to the nominee’s character and history of service in the narrative.

**Family of the Year** will be selected from all Family of the Year applications sent to the State Program Director by **March 15, 2020**. The Family of the Year nominee’s actions must be **limited to the current year, and not a lifetime of accomplishments**. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. You may include information pertinent to the nominee’s character and history of service in the narrative. Families should include a Brother Knight or widow.

**Lifetime Achievement:** will be awarded to an individual Knight who is not a current state officer and has made the greatest impact on the order in Tennessee, during his time as a Knight. Minimum time in the Order is twenty-five (25) years. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. Please be informative yet concise and remember that this award recognizes a Knight for his “lifetime” of contributions and achievements. This application is due **March 15, 2020**.

When you submit applications for any of these awards, please give the respect your nominees’ have earned by their actions and carefully write the application. If you need to, consult with someone in your council that has experience writing. There are many deserving Knights across our great state, so give them the respect that they deserve and write good award applications. Also, because of the respect and recognition we give our clergy; **please do not nominate a priest for the Knight of the Year or the Lifetime Achievement Awards.**



## Supreme Council Awards

**Columbian Award** is recognition for performing four activities each in the areas of Faith, Community, Family, and Life as demonstrated by submitting Form SP7 to Supreme before June 30th. Mandated and featured activities are listed below.

**McGivney Award:** While our goal is to give every eligible catholic man an opportunity to be a Knight of Columbus the McGivney Award is given to Councils who meet their membership quota (7% minimum 4) by June 30th.

**Founders Award:** Is awarded to councils who meet their insurance quota (2½% minimum 3) by June 30th.

**Star Council:** Besides meeting McGivney Award (membership target +7% minimum 4), Founders Award (insurance target of + 2½% minimum 3), and Columbian Award criteria, a council qualifies for the Star council recognition by submitting Service Program Personnel Report, Annual Survey of Fraternal Activity, and by paying per capita on time.

### Required Faith in Action Programs

FAITH	COMMUNITY
Spiritual Reflection Program	Helping Hands
FAMILY	LIFE
Consecration to the Holy Family	Novena for Life

### Featured Faith in Action Programs

FAITH	COMMUNITY
RSVP	Coats for Kids Global Wheelchair Mission Habitat for Humanity
FAMILY	LIFE
Food for Families	Marches for Life Special Olympics Ultrasound Program



---

## *Let's Get Started*

---

### Name your Program Staff

---

<b>NAME</b>	<b>POSITION</b>	<b>PHONE #</b>	<b>E-MAIL</b>
	<b>GRAND KNIGHT</b>		
	<b>DEPUTY GRAND KNIGHT</b>		
	<b>PROGRAM DIRECTOR</b>		
	<b>MEMBERSHIP DIRECTOR</b>		
	<b>RETENTION DIRECTOR</b>		
	<b>DISTRICT DEPUTY</b>		
	<b>FAITH DIRECTOR</b>		
	<b>FAMILY DIRECTOR</b>		
	<b>COMMUNITY DIRECTOR</b>		
	<b>LIFE DIRECTOR</b>		
	<b>VOCATIONS DIRECTOR</b>		
	<b>CHARITIES DIRECTOR</b>		
	<b>HEALTH PROMOTION DIRECTOR</b>		
	<b>INSURANCE DIRECTOR</b>		



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

**Program Director:**

- Typically, the Deputy Grand Knight – should participate in State and District Kick-Off meetings and the Mid-Year meeting.
- Has overall responsibility for the planning, supervision and successful completion of all council programming activities.
- Insures a balanced and effective program of events that have the interest of all members.
- Motivates others and reflects a positive attitude for all members especially those working on activities.
- Coordinates completion and submission of Award Applications for State Convention with the Grand Knight and Committee Directors.

**General Duties of Committee Chairs:**

- Understand the goals and traditional activities of their committees
- Build a strong committee by soliciting members from your council with shared interests. Remember that you are not the committee, get help and spread the load.
- Know and use programs promoted by the state council for the current program year – complete awards applications for the state convention.
- Know and use programs from Supreme via “Building the Domestic Church.”
- Develop and execute a plan for their committee for the program year and coordinate all projects with the council program director to produce an effective and balanced program calendar for the council.
- Attend all planning meetings and regular council meetings except when excused by the GK.
  - When excused, chairs send their reports to Council Program Director prior to the meeting or have a committee member report in their place.
- Dress appropriately for council meetings.
- Arrive at council meetings at least 15 minutes before start.
- Greet all members when they arrive at council meetings.
- At meetings and socials mix with the membership, not just with the officers.
- Select and document their Activity of the Year on Supreme form STSP in conjunction with the Grand Knight.



## *Faith in Action Programs*

---

### **FAITH ACTIVITIES**

**RSVP** – Support for individual seminarians and postulants. Provides financial support and emotional support and, most importantly, prayer for vocations. Participating councils receive a \$100 refund for every \$500 donated to an individual. The maximum is \$400 per individual in one year.

**Into the Breach** – Council starts reflection and study groups using the guide printed in the book. Into the Breach should be a resource and reflection piece for all councils striving to deepen their spirituality and formation.

**Marian Icon Prayer Program** – The Marian icons make their pilgrimage through each jurisdiction. Councils can coordinate with their state chair to host the icon for a prayer service at their parish, spreading devotion to Our Lady.

**CIS Domestic Church Kiosk & Series** – For \$150, councils can order the first set of books and receive a free kiosk to display the most popular CIS resources aimed at helping us to live out the Church's mission and vision for our families. Each set contains 225 books, or 15 copies of each.

**Rosary Program** – The Rosary program encourages councils to schedule rosary prayer services in their parishes and to promote devotion to the rosary in our homes and among our members. Rosary kits with rosary rings, prayer cards, and leader books are available for councils to order.

**NEW Spiritual Reflection Program (MANDATED)** – Under the guidance of their chaplain, each council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize their own event for the men of their parish.

**NEW Holy Hour** – Councils work with their pastors to organize regular holy hours of Eucharistic adoration. KofC holy hours could be particular prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney.

**NEW Sacramental Gifts** – Councils are present for the most important sacramental events in the lives of families. Through special gifts and prayers, a council can support the family at these times and build a closer relationship with the parish community.



## *Faith in Action Programs*

---

### **FAMILY ACTIVITIES**

**Food for Families** – Councils donate and support community food pantries, community food banks, and soup kitchens. The Supreme Council will refund \$100 for every \$500 donated, or for every 1,000 pounds of food that a council contributes - up to a maximum of \$500 per council per fraternal year.

**Family of the Month/Year** – Promoting and supporting the development of strong and vibrant families, councils establish a committee to select a “Family of the Month” each month. Recognizing families that strive to model traditional Christian family values.

**Keep Christ in Christmas** - (Posada, Poster Contest, Creche Blessing/Tree Lighting, etc.) – A collection of Knights of Columbus activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, councils promote the “true spirit” of Christmas in our homes, schools and communities, and they evangelize society through their faithful acts and celebrations.

**Family Fully Alive** - The Family Fully Alive program provides monthly themes, reflections, meditations and family projects to help each family place God and the Catholic faith at the center of its life. Used as a devotional for all families throughout the liturgical year.

**Family Week** – Designed for councils to work with their parishes to plan a special week in celebration of family life through activities that strengthen parish community and unite Catholic family life. Programs can include a Mass, family picnic, prayer activities for the home and a service project for the community.

**Consecration to the Holy Family (MANDATED)** – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this take place on the feast of the Holy Family, typically the first Sunday after Christmas.

**NEW Family Prayer Night** – Opportunity for families of council members, as well as other Catholic families, to come together for prayer, dinner, and fellowship once a month. The location can rotate as needed, where the host family leads the prayer, and all bring a dish to share.

**NEW Good Friday Family Promotion** – Councils should lead the promotion of attendance at Good Friday liturgy and education of parish families about the importance of the collection for Christians in the Holy Land.



## *Faith in Action Programs*

---

### **COMMUNITY ACTIVITIES**

**Coats for Kids** - Councils across North America can purchase new winter coats for children of low-income families at a discount and to distribute them to families in need in their local communities. Coats purchased at a cost of US\$220 per case of 12 coats.

**Global Wheelchair Mission** – Councils are encouraged to donate at least \$150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.

**Habitat for Humanity** – Councils asked to donate a minimum of \$1,000 or 200 service hours to a Habitat for Humanity affiliate project in their community.

**Disaster Response** – Knights of Columbus are encouraged to help prepare and participate in community response. Councils should work with their parishes and diocese to ensure a proper plan before a disaster occurs. In the aftermath of a disaster, councils coordinate with regional and state leadership for a consolidated KofC effort to bring financial and relief resources to the affected areas.

**Free Throw Championship** - Free Throw Championship for boys and girls between the ages of 9 and 14. Councils can sponsor a competition by ordering a Free Throw Championship Kit, or volunteer to host/or support the district, regional and state level championships.

**Catholic Citizenship Essay Contest** - Open to all Catholic students — in public, private, or parochial schools — in grades 8, 9, 10, 11 and 12 during the current school year, this is a creative way to encourage young people to become citizens grounded in their faith. This year's theme is "Going to the Peripheries."

**Soccer Challenge** – Designed for players to demonstrate their skills in the penalty kick, the competition is open to all children ages 9-14. Winners progress to the district, regional, state, and international levels. A Soccer Challenge kit is available for organizing councils.

**NEW Homeless Assistance (MANDATED)** – Councils are encouraged to organize or participate in a program that addresses the needs of those who are homeless in their community with the intention to provide them dignity, hope and love. Activities include cooking soup kitchen meals, volunteering or operating a food pantry, and participating in mission trip as a parish.



## *Faith in Action Programs*

---

### **LIFE ACTIVITIES**

**Marches for Life** – Councils are encouraged to participate or sponsor local, diocesan, state or national marches for life. Councils coordinate at least 100 participants or who organize a local march for life will receive credit for this featured program.

**Special Olympics** – Working with their state Special Olympics affiliate for details on sponsoring or volunteering for events in their community. Featured program credit is awarded for at least \$2,000 in donations or 200 service hours in a fraternal year.

**Ultrasound Program** – Councils identify a pro-life pregnancy care center for placement of an ultrasound. When a state or local council raises 50% of the cost of an ultrasound machine, the Supreme Council will provide the other 50% of the cost to complete funding for purchase of an ultrasound.

**Christian Refugee Relief** – Knights of Columbus are called to raise awareness of the plight of Middle East Christians through various parish-based programs and fundraisers. Funds raised are sent to our Christian Refugee Relief Fund. Of focus is the resettling families in the town of Karamles, Iraq. We also encourage councils to utilize the Solidarity Crosses as a fundraiser and prayer campaign in their parishes.

**Silver Rose** – Eight silver roses now take various routes across the North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe

**NEW Mass for People with Special Needs** – Knights of Columbus Councils are encouraged to work with their pastor, as well as designated members of his staff, to organize an Annual Mass for people with developmental disabilities. It is an invaluable opportunity to welcome families who might not normally feel comfortable coming to a regularly scheduled Mass. Furthermore, it will assist the parish in welcoming these families to any mass.

**NEW Pregnancy Center Support** - Many pregnancy centers try to help provide women and families with the often-expensive necessities to care for a newborn child. After a Mass for Life or at any time of the year councils could promote a donation drive for diapers, wipes, clothes, furniture and other necessities, in addition to hosting a reception to raise money for their local pregnancy centers. Additionally, councils can “adopt” care centers to support as needs arise.

**NEW Novena for Life (MANDATED)** – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.



## *Interview your Pastor/Chaplain Quarterly*

---

Before the beginning of the fraternal year and before the planning meeting with your program staff, these are some sample questions to consider when meeting with your pastor:

1. How would the Pastor like the Knights to support the Parish during the next fraternal year?
  - a. What are things the Pastor wants to continue?
  - b. What are things the Pastor would like to drop?
  - c. What are things the Pastor would like to start?
2. What scheduled Parish events or activities do the Knights need to consider when planning the year?
3. How does the pastor see the Knights of Columbus involved with strengthening the parish?

For the quarterly meetings with your pastor, reflect with him on the activities that have already taken place. Solicit his remarks and recommendations for future events, especially those occurring in the next quarter.

For the fourth quarter meeting, be sure to review with your pastor all of the activities that have taken place so far and solicit both pros and cons of each event. If advertisement is a con from the discussion, look and discuss possible solutions to reach all parishioners.



## *Annual Planning Meeting*

---

- 1) Schedule the meeting with service program personnel before mid-August and invite pastor, church secretary, DD, and Regional Program Representative
- 2) Before Meeting
  - a) Obtain Input from Pastor and/or Chaplain via Interview/Meeting
  - b) Review Supreme Program materials
    - i) Supreme's "Faith in Action" Program Guide
    - ii) Building the Domestic Church – The Family Fully Alive (10162)
    - iii) Fraternal Leader Success Planner (5033)
  - c) Review State Program materials
    - i) Tennessee Program Guide
    - ii) Program Planning Guides
    - iii) Program Progress Report
- 3) Meeting Steps
  - a) Review Input from Pastor and/or Chaplain
  - b) Set Goals for Year (Specific, Measurable, Attainable, Relevant, & Timely)
  - c) Complete calendar(s), Program Planning Guides, and Program Progress Report

Using the state program planning guides and input from your program staff - your council can plan its entire year's programs in one meeting on one night, allow your council to concentrate entirely on the program implementation, enable your council to spread out your programs and make them effective and meaningful. This will also enable your council to properly plan your events and allow you to inform the parish and prospective members of what your council will be doing throughout this Fraternal Year. Having the Committee Chairs complete the Form STSP's after each event and continual updating of the Form SP7 will save you from lots of paperwork in February and March trying to prepare for the state convention. If you have any questions on how to implement certain programs, please call any of the State Program Staff or your District Deputy. This will result in a Council Program developed by the perspective directors and documented on the planning guide, calendar and Program Progress Form giving future Council leaders a smooth transition into their respective offices.



# Faith Program Plan

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

QUARTER	NAME OF ACTIVITY	DATE	CHAIRMAN
1			
2			
3			
4			

### Duties of Faith Program Director

- Coordinate activities with Pastor including church cleanups and parish based activities
- Promotion of Knights in altar server training as well as Lectors, Eucharistic Ministers and Ushers
- Responsible for conducting religious and spiritual activities of the council. Plans spiritual retreats, religious education and prayer services.
- Promotion of Eucharistic Adoration



## *Faith Program Suggestions*

1. Establish a perpetual Eucharistic Adoration program in your parish
2. **Spiritual Reflection Program (MANDATED)** – Under the guidance of their chaplain, each council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize their own event for the men of their parish.
3. Conduct a family day of reflection or sponsor a parish retreat.
4. Conduct an outreach program to reach non-Catholics or those Catholics that have fallen away.
5. **Rosary Program** – The Rosary program encourages councils to schedule rosary prayer services in their parishes and to promote devotion to the rosary in our homes and among our members. Rosary kits with rosary rings, prayer cards, and leader books are available for councils to order.
6. Become involved in the RCIA program.
7. Adopt a parish in a third-world country.
8. Sponsor a church international day, highlighting the diversity of the church.
9. Sponsor a parish history day: have parishioners bring in various articles to share with the parish.
10. Sponsor a parish picnic.
11. Sponsor a program to assist in transportation of the handicapped and/or elderly to mass and other church activities.
12. Assist scouting programs to work on religious awards.
13. Have a parish clean-up day.
14. Adopt a catholic school program.
15. **CIS Domestic Church Kiosk & Series** – For \$150, councils can order the first set of books and receive a free kiosk to display the most popular CIS resources aimed at helping us to live out the Church's mission and vision for our families. Each set contains 225 books, or 15 copies of each.
16. **Into the Breach** – Council starts reflection and study groups using the guide printed in the book. Into the Breach should be a resource and reflection piece for all councils striving to deepen their spirituality and formation.



# Community Program Plan

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

QUARTER	NAME OF ACTIVITY	DATE	CHAIRMAN
1			
2			
3			
4			

### Duties of Community Program Director

- Develops, plans and conducts activities related to community needs. Examples: Habitat for Humanity, activities in support of the mentally handicapped, highway clean-up and other community needs.



## *Community Program Suggestions*

1. Sponsor and staff a clothing drive in your parish and/or community.
2. Sponsor a community fundraiser to support relief efforts in Haiti or other areas in need.
3. Sponsor and staff a food drive in your parish and/or community.
4. Participate as a council in a **Habitat for Humanity** project. Councils asked to donate a minimum of \$1,000 or 200 service hours to a Habitat for Humanity affiliate project in their community.
5. **Homeless Assistance (MANDATED)** – Councils are encouraged to organize or participate in a program that addresses the needs of those who are homeless in their community with the intention to provide them dignity, hope and love. Activities include cooking soup kitchen meals, volunteering or operating a food pantry, and participating in mission trip as a parish.
6. **Soccer Challenge** – Designed for players to demonstrate their skills in the penalty kick, the competition is open to all children ages 9-14. Winners progress to the district, regional, state, and international levels. A Soccer Challenge kit is available for organizing councils.
7. Conduct a special recognition program for your local police, fire, or military personnel.
8. Participate with another civic or fraternal organization such as rotary, moose, elks, and lions in a fraternal activity.
9. **Global Wheelchair Mission** – Councils are encouraged to donate at least \$150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.
10. Participate in an “Adopt A Highway” program.
11. **Free Throw Championship** - Free Throw Championship for boys and girls between the ages of 9 and 14. Councils can sponsor a competition by ordering a Free Throw Championship Kit, or volunteer to host/or support the district, regional and state level championships.
12. Serve those who served by volunteering at a local VA facility.
13. Promote world day of peace – 9/11



# Family Program Plan

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

QUARTER	NAME OF ACTIVITY	DATE	CHAIRMAN
1			
2			
3			
4			

### Duties of Family Program Director

- Select in conjunction with GK a Family of the Month and submit the family to Supreme Council
- Assistance for children and widows of deceased Knights
- Supervises council family activities and insures that family activities effectively meet the needs of families in the council and in the parish.
- Sponsors family fun time and religious opportunities.



## *Family Program Suggestions*

1. **Family of the Month/Year** – In promoting and supporting the development of strong and vibrant families, councils select a “Family of the Month” each month and submit the recognized family to Supreme using Form 1993. Recognizing families that strive to model traditional Christian family values. Submit your council’s “Family of the Year” award application by March 16, 2019, using Form 1843a from the Supreme website.
2. **Consecration to the Holy Family (MANDATED)** – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this occurs on the feast of the Holy Family, typically the first Sunday after Christmas.
3. With the family as the cornerstone of each council, it is important to plan an annual marriage vow renewal program for your parish. Contact your chaplain to plan a mass for married couples to renew their vows.
4. **Keep Christ in Christmas** – A collection of Knights of Columbus activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, councils promote the “true spirit” of Christmas in our homes, schools and communities, and they evangelize society through their faithful acts and celebrations.
5. Society today has left many broken families. Work with your chaplain to reach out to families and children of divorced or single parents and include them in your activities whenever possible.
6. Each council should remember the first principal of our order, and maintain contact with, or provide assistance to, widows and dependent children. Be sure to include them in your council newsletter mailing list.
7. **Family Week** – Designed for councils to work with their parishes to plan a special week in celebration of family life through activities that strengthen parish community and unite Catholic family life. Programs can include a Mass, family picnic, prayer activities for the home and a service project for the community.
8. Family events have always been big in most of our lives. It is important to plan a family activity that allows everyone to participate. What better way to promote our family values than enjoying each other’s company and having fun day at the local park, a parish carnival, picnic, visit the local zoo, visit a museum, or catch a ball game. The idea is to get families together to interact and build relationships and also recruit new members.
9. **Food for Families** – Councils donate and support community food pantries, community food banks, and soup kitchens. The Supreme Council will refund \$100 for every \$500 donated, or for every 1,000 pounds of food that a council contributes - up to a maximum of \$500 per council per fraternal year.



## *Life Program Plan*

---

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

QUARTER	NAME OF ACTIVITY	DATE	CHAIRMAN
1			
2			
3			
4			

**Duties of Culture of Life Program Director:**

- Coordinate Rosary for Life monthly
- Promote Culture of Life movement in Council & Parish
- Support a Culture of Life Organization helping elderly, abused, and/or veterans
- Coordinate letter writing campaign with legislator to support Pro-Life legislation
- Support local youth making pilgrimage to National March for Life
- Support and Promote attendance at Tennessee's Pro-Life "Day on the Hill"



## *Life Program Suggestions*

1. **Pregnancy Center Support** - Many pregnancy centers try to help provide women and families with the often-expensive necessities to care for a newborn child. After a Mass for Life or at any time of the year councils could promote a donations drive for diapers, wipes, clothes, furniture and other necessities, in addition to hosting a reception to raise money for their local pregnancy centers. Additionally, councils can “adopt” care centers to support as needs arise.
2. Send a representative to a local or national Right to Life March.
3. **Special Olympics** – Working with their state Special Olympics affiliate for details on sponsoring or volunteering for events in their community. Featured program credit is awarded for at least \$2,000 in donations or 200 service hours in a fraternal year.
4. Sponsor an evening of information on the current status of the Culture of Life issue for the Parish Life Teen program with representative from local right to life groups.
5. **Mass for People with Special Needs** – Knights of Columbus Councils are encouraged to work with their pastor, as well as designated members of his staff, to organize an Annual Mass for people with developmental disabilities. It is an invaluable opportunity to welcome families who might not normally feel comfortable coming to a regularly scheduled Mass. Furthermore, it will assist the parish in welcoming these families to any mass.
6. Erect a memorial to children killed through abortion.
7. **Novena for Life (MANDATED)** – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.
8. Bring meals or Communion to the Homebound or sick.
9. **Silver Rose** – Eight silver roses now take various routes across the North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe.
10. Have a special information session on adoption at your parish. Appoint a member to coordinate things between the Church, prospective parents and an adoption agency.
11. Participate in a program for battered wives or abused children.



# Vocations Program Plan

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

QUARTER	NAME OF ACTIVITY	DATE	CHAIRMAN
1			
2			
3			
4			

**Duties of Vocations Committee Chair:**

- Coordinate activities supporting Vocations Sunday and Clergy Appreciation
- Provide Vocations Promotional materials for display at local parish and schools
- Coordinate Rosary for Vocations monthly
- RSVP



## *Vocations Program Suggestions*

1. Join the R.S.V.P. Program. (Smaller councils can combine with other smaller councils to Support a Seminarian).
2. Your council can support a mission's Church in your area.
3. Say the Prayer for Vocations at each Knights of Columbus meeting.
4. Hold/sponsor a vocations fair ("open house") in your area (invite priests, religious, etc. To spend an afternoon sharing their faith stories with guests from your and neighboring parishes. This can be done in conjunction with neighboring councils.
5. Hold a Vocations Retreat at least once a year.
6. Have Vocations material on display on bulletin boards at each council meeting and around your parish, especially near classrooms.
7. Hold a "religious appreciation day" dinner each year for your pastor and all religious serving your parish.
8. Invite a priest, religious, seminarian, etc. To speak to your junior high and high school aged pre classes.
9. Invite your Priest, or a Seminarian to attend your council meetings.
10. Invite the religious of your Parish to ball games and other sports events, social events, etc.
11. Sponsor a group from your Council AND Parish to visit the Monastery in Cullman, Al. Or St. Meinrad's in Indiana.
12. Have a mass said for Vocations ONCE A MONTH.
13. Schedule praying of the rosary for vocations 30 minutes before each council meeting. This can be done in the chapel or worship space while the chamber is being set up for the meeting.
14. At your council meetings, ask one man to say the Rosary every Night for a week and then Pass the Vocations Rosary to another Brother Knight. Pass the Rosary through your council until each member has prayed the Rosary for the intentions of religious Vocations.
15. Devote a portion of proceeds from a fund raiser each year to purchase of needed religious articles in your parish (vestments, chalice, etc.).



# Membership Promotion Program Plan

One member for each council per month!

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Activity	Date(s) of Activity	Chairman of Activity
First Degree Schedule	1. 2. 3. 4. 5. 6.	
<b>Admissions Committee:</b> - Meet with candidates and conduct admissions committee interviews - Recommend applicants for admissions after verifying these ad Catholic men in good standing that would		1> 2> 3>
<b>Fall Membership Blitz</b>		
<b>Retention Committee:</b> - Contact Knights in arrears to determine if they need help from council - Has responsibility for ensuring all members are active and involved. May need to call on members in arrears on dues.		
<b>Spring Membership Blitz</b>		
<b>Fraternal Benefits Night</b>		
<b>% of First-Degree Knights achieving 3<sup>rd</sup> degree in a calendar year</b>		



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

**Membership Director:**

- Typically, the Chancellor – should plan to participate in State and District Kick-Off and Mid-year meetings
- Plans and oversee all council membership recruitment activities. Coordinates semi-annual church drive and conducts open house/information nights for prospective members. “Membership “BLITZ”
- Guides the membership on recruitment and retention techniques and provides the necessary tools for successful recruitment.
- Informs council members of recruitment results and status.
- Organize and schedule admissions committee meetings to review candidates for admissions and to make recommendations to the council
- Membership promotion
- Promotes new member activation through use of sponsors and Shining Armor programs
- Promotes new member participation through promotion through the degrees
- Schedule, organize and conduct membership blitzes
- Schedule Admissions Committee as needed

**Suspension for Non-Payment of Dues:**

1. Dec 15<sup>th</sup> – Jan 1<sup>st</sup>: First Notice = FS bills for dues effective Jan 1<sup>st</sup>
2. Jan 15<sup>th</sup> – Feb 1<sup>st</sup>: Second Notice = FS sends second bill for dues of no payment received
3. Feb 15<sup>th</sup> - March 1<sup>st</sup>:
  - a. FS provides list of those in arrears FS to Retention Committee
  - b. FS sends Knight Alert with signatures of GK & Trustees to those in arrears
  - c. GK assigns those in arrears to Retention committee for contact with written report back to GK
4. March 1<sup>st</sup> – March 31<sup>st</sup>: Notice of Intent to Retain = FS completes and files form 1845
  - a. Copy to member
  - b. Copy to Supreme
  - c. Copy to State Treasurer
  - d. Copy to District Deputy
5. District Deputy contacts member and notes results on back of form and forwards to State Deputy
6. June 1<sup>st</sup> – June 30<sup>th</sup> (60 days after 1845): Suspension = FS completes and files Form 100

**Additional Procedures:**

Procedures for additional membership transactions - honorary/honorary life; data changes; suspension for non-practical Catholicity, felony conviction and misconduct - can be found in Section D of the Financial Secretary Handbook.

Retention: Promote progression through the degrees. Monitor number of 1<sup>st</sup> & 2<sup>nd</sup> degree members with goal of reducing each year while growing overall membership.



## *Public Relations*

---

### ***Tips:***

Find the contact information for your local newspapers, radio stations, television stations. Sometimes you'll have better luck getting your news in the smaller outlets.

If it's an event that you are opening to the community submit the information to be included in a Calendar of Events or Community Calendar ahead of the event.

If it's a closed event, you can submit the information after the fact. Try not to wait too long.

After you submit it, call in the next day or two to make sure they received it and check to see if they need more information.

Always include the name and telephone number of a contact person in case they need more information.

Too much information is better than too little. They can always cut.

If you can, use a digital camera and take a photo that you can submit with the press release. Set the camera for 170 or 200 dpi.

Candid shots are best. Try to show people's faces clearly – that's what catches readers' attention.

If you have to do a photo of people lined up, get as close as you can to make the faces more prominent.

Include a photo caption or cutline that list the names of all the people in the photos.

Press releases should answer the five questions: Who, What, Where, Why and How.

Start with the most important information. ▽

Imagine you are sitting at the kitchen table telling your family about something that happened that day. Use the same approach. You're simply telling a story.

Include some background information about the Knights and your council.

"The Knights of Columbus, open to all Catholic men 18 and older, is the largest lay Catholic organization in the world. It was founded in 1882 on the principles of charity, unity and fraternity. In 2017 alone, in addition to raising and donating more than \$185 million to charitable needs and projects, Knights volunteered more than 75 million hours of their time to charitable causes. The Knights of Columbus has grown to nearly 2 million members throughout the United States, Canada, the Philippines, Mexico, Poland, the Dominican Republic, Puerto Rico, Panama, the Bahamas, the Virgin Islands, Cuba, Guatemala, Guam and Saipan.

Council ????? is based at???? Church in ????"



## Contact List

### **Diocese of Knoxville**

The East Tennessee Catholic  
P.O. Box 11127  
Knoxville, TN 37939-1127  
Tel: 865-584-3307  
Fax: 865-584-8124  
Email: [news@dioknox.org](mailto:news@dioknox.org)  
Website: <http://www.dioknox.org>  
Mary Weaver, Media Director  
Dan McWilliams, Assistant Editor  
Issued monthly

### **Columbia Magazine**

1 Columbia Plaza  
New Haven, CT 06510-3326  
Tel: 203-752-4398  
Fax: 203-752-4109  
Email: [Columbia@kofc.org](mailto:Columbia@kofc.org)  
Web: [kofc.org/columbia](http://kofc.org/columbia)  
Alton Pelowski, Man. Ed  
Patrick Scalisi, Assoc. Ed.

### **Diocese of Memphis**

The West Tennessee Catholic  
P.O. Box 341669  
Memphis, TN 38184-1669  
Tel: 901-373-1213  
Fax: 901-373-1269  
Email: [wtc.editor@cc.cdom.org](mailto:wtc.editor@cc.cdom.org)  
Website: [www.cdom.org](http://www.cdom.org)  
Pam Flynn, Managing Editor  
Issued twice a month

### **State Council Public Relations Consultant – Andy Telli**

Work: 615-783-0771  
Cell: 615-585-2180

### **Diocese of Nashville**

Tennessee Register  
2400 21<sup>st</sup> Ave. S.  
Nashville, TN 37212  
Tel: 615-783-0750  
Fax: 615-783-0285  
Email: [andy.telli@dioceseofnashville.com](mailto:andy.telli@dioceseofnashville.com)  
[tnregister@dioceseofnashville.com](mailto:tnregister@dioceseofnashville.com)  
Website: [www.dioceseofnashville.com](http://www.dioceseofnashville.com)  
Andy Telli, Managing Editor, 615-783-0771  
Issued every other week

### **Tennessee Press Association**

List of member newspapers  
<http://www.tnpress.com/membership/tndata/memsearchform.asp>



# *Insurance Promotion Program Plan*

Council #: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Activity	Date(s) of Activity	Chairman of Activity
<p><b>Schedule and host a Family Fraternal Benefits Night</b> with spouses in attendance. Family Fraternal Benefit Night Report must be completed and given to the Field Agent.</p>		
<p><b>Name an Insurance Promotion Director for your Council.</b> You may appoint your Field Agent to serve in this capacity. Invite him to speak at Council Meetings and at Social Functions.</p>		
<p><b>Use Supreme Approved Insurance Articles in Council Newsletters.</b> These articles must be taken from Publications #155, #155A or #155B only. Copies of Council Newsletters must be sent to the State Insurance Consultant by regular mail or by e-mail. Use the addresses listed below.</p>	<p>No Date Required</p>	
<p><b>Send copies of Admissions Committee Questionnaires</b> (Form #391) along with New Member Forms (Form 100) for all new members to the State Treasurer in a timely manner.</p>		
<p><b>Reactivate an Inactive Insurance Member.</b> Council gets credit toward Membership and Insurance goals as established by the Supreme Council. (Note: To qualify, an Inactive Member must have been in that status for at least seven (7) years. He also must have paid a \$5.00 Reactivation Fee to the council.)</p>		
<p><b>Establish and maintain a Bulletin Board</b> for Insurance Promotion in your regular Council Meeting Area.</p>		
<p><b>Name an Insurance Activity of your choice,</b> other than those listed on this page. Be creative. Examples might be taking out an AD in your Parish Bulletin or in a Program Book promoting the Insurance Program, etc.</p>		



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

## Monitor Progress with Program Check List

The purpose of the following checklist is to help you and your council complete all the necessary Supreme forms, State forms and all award applications. This will organize the many mandatory forms and award forms each council needs to complete to have a successful year. Keep this form with your planning calendar and refer to it at each of your officer's meetings, and business meetings. We ask for some forms early, to ensure completion of certain state awards, and compliance with Supreme due dates. This form is for you to keep and use to ensure you have everything done to qualify for the number of State and Supreme awards, including Star Council, each councils Goal. Plan your work & Work your plan. Attend the state meetings and you will have a **SUCCESSFUL COUNCIL**.

Supreme Program	Sent	State Program	Sent
<input type="checkbox"/> 7/1 Officers for Term (185) * Δ		<input type="checkbox"/> 8/1 Program Personnel Contact Sheet	
<input type="checkbox"/> 7/1 per capita Levy*		<input type="checkbox"/> 8/31 Program Planning Guides	
<input type="checkbox"/> 7/31 Family of the Month (1993A) †		<input type="checkbox"/> 8/31 Program Progress Report	
<input type="checkbox"/> 8/1 Service Program Personnel(365)*Δ		<input type="checkbox"/> 1/11 Delegate Certification^	
<input type="checkbox"/> 8/15 Semi-Annual Audit (1295-1) * Δ		<input type="checkbox"/> 1/11 Necrology^	
<input type="checkbox"/> 8/31 Family of the Month (1993A) †		<input type="checkbox"/> 1/11 Delegate Registration‡	
<input type="checkbox"/> 9/30 Family of the Month (1993A) †		<input type="checkbox"/> 1/11 Convention Add‡	
<input type="checkbox"/> 10/31 Family of the Month (1993A) †		<input type="checkbox"/> 2/28 Poster Contest submitted to state	
<input type="checkbox"/> 10/31 Substance Abuse Poster Contest		<input type="checkbox"/> 2/28 Essay Contest submitted to state	
<input type="checkbox"/> 11/30 Family of the Month (1993A) †		<input type="checkbox"/> 2/28 MR Report	
<input type="checkbox"/> 12/31 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Knight of the Year†	
<input type="checkbox"/> 1/1 per capita Levy*		<input type="checkbox"/> 3/15 Lifetime Achievement†	
<input type="checkbox"/> 1/31 Free Throw Report (FT-1)		<input type="checkbox"/> 3/15 Family of the Year†	
<input type="checkbox"/> 1/31 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 State Deputy†	
<input type="checkbox"/> 1/31 Annual Survey (1728) * Δ		<input type="checkbox"/> 3/15 Chaplain's Award†	
<input type="checkbox"/> 1/31 Special Olympics Report (4584)		<input type="checkbox"/> 3/15 Bishop's Award†	
<input type="checkbox"/> 2/15 Semi-Annual Audit (1295-2) *		<input type="checkbox"/> 3/15 District Deputy Award (by DD)†	
<input type="checkbox"/> 2/28 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Church Activity of the Year†	
<input type="checkbox"/> 3/31 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Community Activity of the Year†	
<input type="checkbox"/> 4/30 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Culture of Life Activity of the Year†	
<input type="checkbox"/> 5/15 File IRS 990		<input type="checkbox"/> 3/15 Family Activity of the Year†	
<input type="checkbox"/> 5/31 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Membership Program†	
<input type="checkbox"/> 6/30 Family of the Month (1993A) †		<input type="checkbox"/> 3/15 Vocations Activity of the Year†	
<input type="checkbox"/> 6/30 Food for Families (10057) †		<input type="checkbox"/> 5/01-03 State Convention*	
<input type="checkbox"/> 6/30 Columbian Award (SP-7) Δ			
<input type="checkbox"/> 6/30 RSVP (2863) Δ		<input type="checkbox"/> 5/01-03 State per capita Levy*	
5/15-6/15 Council Elections*		<input type="checkbox"/> 5/01-03 Bishop's Burse	
6/15-7/15 Installation of Officers*			
*Required			
Δ CC: Supreme, State Secretary			
District Deputy, Council File		‡ Send to State Convention Manager	
† CC: Supreme; Family Consultant		^ Send to State Secretary	
District Deputy, Council File		+ Send to State Program Director	



# Program Progress Form

COUNCIL#: _____		DATE: _____	
PROGRAM	ACTIVITY TITLE	Date(s)	Chairman
FAITH	1		
	2		
	3		
	4		
FAMILY	1		
	2		
	3		
	4		
COMMUNITY	1		
	2		
	3		
	4		
LIFE	1		
	2		
	3		
	4		
VOCATIONS	1		
	2		
	3		
	4		
CHARITY	1		
	2		
	3		
	4		
INSURANCE PROMOTION	1		
	2		
	3		
	4		
HEALTH PROMOTION	1		
	2		
	3		
	4		



## *Complete Award Applications*

---

Document your accomplishments. Share with others the things your council has accomplished that made you proud to be a Knight.

Use Columbian Award, Family of the Month, and Family of the Year form from Supreme website.

Use State Council Forms from this guide or from the State Council Website for **Bishops' Award**, **Chaplain's Award**, **State Deputy Award**, and the **Activity of the Year Awards**.

Once you complete the award applications - an effective way of organizing the applications and documentation is in a binder with a cover letter and tabs for each application. One activity can be submitted in multiple categories. Another way of collectively organizing your applications is to use an USB flash drive, thus you will have an electronic copy of everything you have submitted

Remember your **Family of the Year** must be chosen from one of your **Family of the Month** designees.

Knight of the Year or Lifetime Achievement nominees should **NOT** be a priest.

To be considered applications must be received by **March 15<sup>th</sup>**.

State Deputy Award Application

Chaplains Award Application

Bishop's Awards Application

Knight of the Year Application

Family of the Year Application

Lifetime Achievement Application

Faith Activity of the Year

Community Activity of the Year

Family Activity of the Year

Life Activity of the Year

Vocations Activity of the Year

Membership Program of the Year

The following lists the documentation required for the State Deputy Award, State Bishops' Award, and the State Chaplain's Award:

### State Deputy Award Application

- Special Olympics Report
- Evidence of IRS 990 filing
- Knight & Family of the Year Nominations
- Columbia Award Application (SP-7)

### State Bishops' Award Application

- Faith –
  - FIA - Into the Breech
  - Completed RSVP Report (Form 2863)
  - FIA - Holy Hour Program
  - FIA - Vocations Awareness – Rosary Program – Marian Prayer Program
  - Copy of a monthly meeting agenda with Prayer for Vocations



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

- Family –
  - Listing of each Family of the Month recipient
  - FIA - Keep Christ in Christmas Activity
  - FIA - Family Fully Alive Activity or Family Prayer Night or Family Week or Good Friday Family
  - FIA - Consecration to the Holy Family
  - FIA - activities involving First Reconciliation, First Holy Communion and Confirmation
- Life –
  - FIA - participating in or sponsoring local, state, or national Right to Life March
  - Cancelled check reflecting support for a recognized Culture of Life organization or Pregnancy Support
  - FIA - Novena for Life
  - Copy of cancelled check to MR Foundation and copy of checks from MR Foundation for funds distributed – Mass for People with Special Needs
  - FIA - Silver Rose Activity – Christian Refugee Relief
  - FIA - Special Olympics Activity or cancelled check for Special Olympics donation
- Community –
  - FIA – Habitat for Humanity or Homeless Assistance Activity
  - Copy of cancelled check for Global Wheelchair Mission
  - FIA - Coats for Kids
  - FIA – Soccer Challenge and/or Free Throw Competition
  - FIA – Helping Hands

#### State Chaplain's Award Application

- Parish Support –
  - Copy of parish's Ministry Schedule highlighting or identifying Knights
  - List the Knight(s) that conduct Altar Server training
  - List the Knights that either participate in RCIA, PRE or CCD, or sponsor catechumens
  - FIA - Parish Cleanup or Beautification
  - List of Knight(s) serving on parish council, or assisting with parish administration
  - FIA - reflecting participation in one of the Rosary activities
- Spiritual Development –
  - FIA - Spiritual Reflection Activity
  - FIA - Eucharistic Adoration or Holy Hour
  - Copy of email or agenda reflecting Rosary or Liturgy of the Hours
  - FIA - Corporate Penance Service
  - FIA - Corporate Mass(es)
- Clergy Support –
  - Copy of agenda reflecting recitation of Prayer for Priests
  - FIA showing support of retired clergy or religious
  - FIA - Clergy Appreciation Activity
  - FIA - Vocation Awareness Activity for parish youth
  - FIA - reflecting organization/participation or cancelled check showing financial support for Diocesan Seminarian/Postulates Dinner
- Quarterly Meeting with Pastor – Letter from Pastor acknowledging the quarterly meetings and the council's involvement with strengthening the parish and growing its spiritual life.

Send the completed applications to:

**Alan Stanley**  
**300 Alexis Drive**  
**Smyrna, TN 37167-5569**



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

Tennessee Knight of the Year - Award Application

**Personal data**

Member's Name			
Spouse's Name			
Children's Names & Ages			
Street Address	City	State	Zip
Phone	E-Mail		
Parish	Pastor		

**Knights of Columbus data**

Council Name	Council Number
Years of Service	Highest Degree
Current Position in the Council	
Degree Team Member	Degree Team Role(s)



### **Knight of the Year Criteria - Council**

What was this year's contribution to the Knights of Columbus?

### **Knight of the Year Criteria - Community**

What was this year's contribution to the Community?

### **Knight of the Year Criteria - Church**

What was this year's contribution to the Parish?

### **Knight of the Year Criteria -**

What is the reason this Knight should receive Knight of the Year Recognition?



**Tennessee Knight – Lifetime Achievement Award Application**

**Personal data**

Member's Name			
Spouse's Name			
Children's Names & Ages			
Street Address	City	State	Zip
Phone	E-Mail		
Parish	Pastor		

**Knights of Columbus data**

Council Name	Council Number
Years of Service	Highest Degree
Current Position in the Council	
Degree Team Member	Degree Team Role(s)



### Lifetime Achievement Criteria - Council

What was this Knights contribution to the Knights of Columbus?

### Lifetime Achievement Criteria - Community

What was this Knight's contribution to the Community?

### Lifetime Achievement Criteria - Church

What was this Knight's contribution to the Parish?

### Lifetime Achievement Criteria -

What is the reason this Knight should receive Lifetime Achievement Recognition?



## Tennessee State Deputy Award Requirements

---

**COUNCIL # \_\_\_\_\_**

***All Items Are Required, and must include backup paperwork***

- 1) Report of Council Officers (Form #185) completed and returned to the Supreme Office with copies sent to the State Secretary and District Deputy, postmarked by August 1st
- 2) Service Program Personnel Report (Form #365) completed and returned to the Supreme Office with copies sent to the State Deputy and District Deputy, postmarked by August 31st
- 3) Semiannual Audit Report (Form #1295) for June 30<sup>th</sup> completed and returned to the Supreme Office with copies to the State Deputy and District Deputy, postmarked by August 31<sup>st</sup>
- 4) Annual Survey of Fraternal Activities (Form #1728) completed and returned to the Supreme Office with copies to the State Deputy and District Deputy, postmarked by January 31st
- 5) Partnership Profile Report with Special Olympics (Form #4584) by January 31<sup>st</sup>
- 6) Semiannual Audit Report (Form #1295) for December 31<sup>st</sup> completed and returned to the Supreme Office with copies to the State Deputy and District Deputy postmarked by February 15<sup>th</sup>
- 7) Tax form 990 filed by May 1<sup>st</sup>
- 8) Award application for the "Columbian Award" (Form #SP-7) completed and returned to the Supreme Office with copies to the State Deputy, District Deputy, and State Program Consultant, postmarked by June 1<sup>st</sup>.
- 9) Award application for your Council's "Family of the Year" completed and mailed to the General Program Consultant, and State Family Consultant, postmarked by March 15<sup>th</sup>.
- 10) Award application for your Council's "Knight of the Year" completed and mailed to the General Program Consultant and State Council Consultant, postmarked by March 15<sup>th</sup>.
- 11) At least one representative from your council, **MUST** attend the
  - a) State Kick off,
  - b) Mid Year,
  - c) District meeting, and the
  - d) State Convention.

**Due March 15<sup>th</sup> to State Program Director of each fraternal year**



## ***Tennessee State Chaplain's Award***

### **Documentation Required for Completion of Activities**

#### **Parish Support (4 of the 6 are required)**

1. Promote increase in number of Knights serving as Ushers, Eucharistic Ministers, and Lectors.
2. Conduct Altar Server training for your Parish.
3. Knights participation in RCIA and/or sponsoring catechumens or participating in your parish's PRE/CCD program.
4. Knights to serving on Parish Council.
5. Sponsor Parish Cleanup.
6. Leading one of the parish's Fifth Sunday Rosary, leading parish weekly Rosaries, or participation in the Family Rosary Program.

#### **Spiritual Development (All 5 are required)**

1. Spiritual Reflection Program – Under the guidance of your chaplain, the council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize a spiritual program event for the men of your parish.
2. Eucharistic Adoration / Holy Hour – Eucharistic Adoration: If your Parish does **NOT** have Eucharistic Adoration, then start a mission or work with your pastor to organize regular holy hours of Eucharistic adoration. KofC holy hours could be particular prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney. If your Parish already has Eucharistic Adoration, then Knights **MUST** have regular participation in the Parish Eucharistic Adoration.
3. Rosary or Liturgy of the Hours before Meetings
4. Corporate Penance Service – Work with your pastor or chaplain to plan and execute a Corporate Penance Service for your council. Ideally this would take place during the Lenten season.
5. Knights Mass with Corporate Communion

#### **Clergy Support (4 of the 5 are required)**

1. Prayer for Priests – Recite the prayer during the Rosary or Liturgy of the Hours before the meeting , or with the Prayer for Vocations during the meeting.
2. Support Clergy Retirement – Provide occasional meals, doing yard work, or visiting with retired clergy or religious are but a few examples.
3. Conduct Clergy appreciation program –
4. Conduct Vocations Promotional Program for Parish Youth –
5. Support Annual Diocesan Seminarian or Postulates Dinner – Support by organization, providing manpower, or providing at least \$300 financial support.

**Quarterly Meeting with Pastor – REQUIRED** – In order to strengthen our parishes, the council's goals and activities should align with the pastor's. A letter from your pastor or chaplain acknowledging the quarterly meetings and how the council is working to help strengthen and grow the spiritual life of the parish is required.

---

**Due March 15<sup>th</sup> to State Program Director of each fraternal year**



## *Tennessee State Bishops' Award*

### **Documentation Required for Completion of Activities**

#### **Faith (4 of the 5 are required)**

1. RSVP – Adopt a seminarian, and communicate regularly providing spiritual, moral, and financial support. Notify the Bishop through the diocesan vocations office and provide the Bishop with periodic updates.
2. Recite the Prayer for Vocations at each council meeting.
3. Into the Breach – Start reflection and study groups using the guide printed in the book. Solicit all men in the parish to participate, including those that might not yet be of our faith.
4. Holy Hour – Work with pastors to organize regular holy hours of Eucharistic Adoration. KofC holy hours could be particular prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney.
5. Sponsor a Vocations Awareness Mass and Information Day. Distribute copies of the Prayer for Vocations at the Mass, and ask Father to recite it before the end of Mass with the entire Congregation joining in. Distribute Vocations pamphlets after Mass to all those who are interested.

#### **Family (4 of the 5 are required)**

1. Name a “Family of the Month” each month. Submit FOM Certificates to Supreme by deadline date. From the monthly “Family of the Month” winners, select a “Family of the Year” and nominate the family for the Tennessee Family of the Year Award.
2. Family Fully Alive – The Family Fully Alive program provides monthly themes, reflections, meditations and family projects to help each family place God and the Catholic faith at the center of its life. Used as a devotional for all families throughout the liturgical year.
3. Consecration to the Holy Family – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this take place on the feast of the Holy Family, typically the first Sunday after Christmas.
4. Keep Christ in Christmas – (Posada, Poster Contest, Creche Blessing/Tree Lighting, etc) – A collection of activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, councils promote the “true spirit” of Christmas in our homes, schools and communities, and they evangelize society through their faithful acts and celebrations.
5. Participate in your parish’s First Reconciliation, First Holy Communion, and Confirmation.

#### **Life (4 of the 5 are required)**

1. Send a representative to a local or national Right-To-Life March.
2. Provide a recognized Culture of Life organization with financial or manpower assistance.
3. Novena for Life – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.



## *Tennessee State Bishops' Award – Continued*

### **Life Continued (4 of the 5 are required)**

4. Participate in the MR Campaign by raising funds for the current year and distribute the previous year's funds.
5. Silver Rose – Eight silver roses now take various routes across the North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe.

### **Community (4 of the 5 are required)**

1. Homeless Assistance – Councils are encouraged to organize or participate in a program that addresses the needs of those who are homeless in their community with the intention to provide them dignity, hope and love. Activities include cooking soup kitchen meals, volunteering or operating a food pantry, and participating in mission trip as a parish.
2. Global Wheelchair Mission – Councils are encouraged to donate at least \$150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.
3. Coats for Kids – Councils across North America can purchase new winter coats for children of low-income families at a discount and to distribute them to families in need in their local communities. Coats purchased at a cost of US\$220 per case of 12 coats. In order to qualify for the Bishops' Award, coats do not need to be purchased from Supreme.
4. Special Olympics – Participation with local or state Special Olympics events (more than 100 combined man hours), hosting awards dinners, or a financial contribution of \$500 or greater to a local or state chapter.
5. Promote, organize and conduct a movement or project to assist the physically and mentally challenged in your Council area or community.

---

**Due March 15<sup>th</sup> to State Program Director of each fraternal year**



Knights of Columbus  
Tennessee State Council  
2019-2020 Program



**KNIGHTS  
OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

**DISTRICT DEPUTY AWARD APPLICATION**

**ENTRY FORM**

THIS REPORTING FORM MUST BE COMPLETED BY EACH DISTRICT DEPUTY AND FORWARDED TO THE STATE PROGRAM DIRECTOR.

FROM DISTRICT DEPUTY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_.

EMAIL: \_\_\_\_\_ District Number: \_\_\_\_\_.

PROJECT TITLE: \_\_\_\_\_.

COUNCIL NAME: \_\_\_\_\_ COUNCIL NUMBER: \_\_\_\_\_.

LOCATION: \_\_\_\_\_  
(TOWN OR CITY) (STATE OR PROVINCE)

**PURPOSE OF ACTIVITY:** (In the space provided below, describe in one sentence the purpose of this activity, and how this activity supported the state council's theme and or goals. This section must be completed.)

Date(s) of the Project or Activity ..... \_\_\_\_\_.

Number of council members participating in this project ..... \_\_\_\_\_.

Percentage of council members participating in this project: ..... %.

Number of man hours expended in project: ..... \_\_\_\_\_.

Chairman's Name: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_.

Grand Knight's Name: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_.

MAIL ORIGINAL TO STATE PROGRAM CHAIRMAN by March 15<sup>th</sup>  
COPY TO DISTRICT DEPUTY FILE





Knights of Columbus  
Tennessee State Council  
2019-2020 Program

Describe project in detail. Use additional paper if necessary. Supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, videocassettes, DVD'S, display materials, films, etc., as they will not be considered in judging the nomination.

Describe below the membership component of this activity

ATTEST: \_\_\_\_\_  
(State Deputy)

Signed: \_\_\_\_\_  
(Grand Knight)

**DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL**

**ENTRY MUST BE RECEIVED BY THE STATE COUNCIL  
TO BE ELIGIBLE FOR THE COMPETITION**

For more information on the Service Program Awards go to [www.kofc.org/service](http://www.kofc.org/service)  
and click on the left-hand "Council" link.

STSP TN 10/09



**KNIGHTS  
OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

**STATE COUNCIL MEMBERSHIP PROGRAM AWARD**

**ENTRY FORM**

FROM GRAND KNIGHT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_.

EMAIL: \_\_\_\_\_.

COUNCIL NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_.

LOCATION: \_\_\_\_\_  
(TOWN OR CITY) (STATE OR PROVINCE)

The Goal is for every eligible catholic man to be given an opportunity to become a Knight of Columbus  
The Program is divided into four areas: Organization, Strategy, Recruitment & Retention to be eligible you  
should score points in each category and a minimum of 100points required

**I. Organization (5 points each)**

Membership Chairman	
Membership Committee	
Admission Committee	
Retention Chairman	
Retention Committee	

**II. Planning (5points each)**

One New Member each Month	
Officers Challenge One New Member	
Parish Membership Drive	
Membership Invitation by Mail	
Develop and Use a Prospect List	
Fraternal Benefits Night for Parish	
Recruit Former Members	
Recruit Transfers into Area	
Recruit RCIA	
Recruit Young Men Boy Scouts	



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

Recruit Young Men Squires	
Certified 1 <sup>st</sup> Degree Team	
Shining Amour Program	
Sponsorship Program	
Other	

**III. Recruitment** (5 points each for Jul-Sep; 3 points each Oct-Dec; 1point each Jan-Mar)

Membership Challenge	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
# of New members each month									
# of First Degree Hosted each Month									
# Advance to 2 <sup>nd</sup> Degree each Month									
# Advance to 3 <sup>rd</sup> Degree each Month									

Annual Membership Goal: \_\_\_\_\_

**IV. Retention** ( Goal no more than 5 suspensions per council with 5 points each member retained)

Retention Activity	Date	Result
Number of Knights in arrears / inactive		
Number of Knight Alerts		
Number of personal contacts		
Number of reactivated Knights		
Number of Suspensions		
Suspension as % of total members		

MAIL ORIGINAL TO STATE PROGRAM CHAIRMAN  
COPY TO COUNCIL FILE

ATTEST: \_\_\_\_\_  
(State Deputy)

Signed: \_\_\_\_\_  
(Grand Knight)

**DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL**

**ENTRY MUST BE RECEIVED BY THE STATE COUNCIL  
TO BE ELIGIBLE FOR THE COMPETITION**



## Who Gets What?

### Membership

**New member Form 100's** to: Supreme, State Copies & Insurance copies to State Treasurer with \$10 check, Copy to Council file

**Notice of Intent to Retain Form 1845's**: Supreme copy to Membership Records, State Copy to State Treasurer, District Deputy copy to DD, Council copy to file, and Member copy to member.

Bill Markiewicz, State Treasurer P.O. Box 896 Cleveland, TN 37364-0896 statetreasurer@kofc-tn.org	Council Department of Membership Records Services 1 Columbus Plaza New Haven, CT 06510-3326	KofC Insurance Daniel Schachle, General Agent PO Box 1348 Dickson, TN 37056
--	--	--

### Supreme / State Forms – State Copy

Supreme Council Department of Fraternal Services 1 Columbus Plaza New Haven, CT 06510-3326 fraternalservices@kofc.org	Fred Laufenberg 140 Walden Ridge Drive Crossville, TN 38558-6603 statesecretary@kofc-tn.org
--	--

Original to Supreme Council Department of Fraternal Services, copy to State Secretary, copy to District Deputy, and copy to Council file.

FORM & NUMBER #	DATE REQUIRED	MAIL TO	DATE SENT
#185 Council Officer list	7/1	Supreme & State Secretary	
#365 Program Personal list	8/1	Supreme & State Secretary	
#1295 Semiannual Audit	8/15	Supreme & State Secretary	
#1728 Annual Survey of Fraternal Activities	1/31	Supreme & State Secretary	
#1295 Semiannual Audit	2/15	Supreme & State Secretary	
#SP-7 Columbian Award Application	6/30	Supreme, State Secretary	
#1993A Family of the Month	15 <sup>th</sup> each month	Supreme, State Family Chair	
Knight of the Month	15 <sup>th</sup> each month	TN Program Chair	
#450c First Degree Report	As needed	Supreme & District Deputy	

### Convention Registration

Mike Porter State Convention Manager 4229 Brackenwood Drive Old Hickory, TN 37138 Mjpknight9282@aol.com	Franklin Marriott Cool Springs 700 Cool Springs Blvd Franklin, TN 37067 615-261-6100 www.marriott.com	Fred Laufenberg, State Secretary 140 Walden Ridge Drive Crossville, TN 38558-6603 statesecretary@kofc-tn.org
---	---	---

Convention Forms	Date	To	
Convention Delegate Certification	Jan 4 <sup>th</sup>	State Secretary	
Necrology form	Jan 4 <sup>th</sup>	State Secretary	
Hotel Reservation	Jan 4 <sup>th</sup>	Marriott	
Convention Registration	Jan 4 <sup>th</sup>	Convention Manager	
Program Advertisement	Jan 4 <sup>th</sup>	Convention Manager	



State Program Forms/Applications

FORM & NUMBER #	COMPLETE ✓	DATE REQUIRED 3/16	MAIL TO
Bishops Award Application			State Program Director
State Chaplain Award Application			
State Deputy Award Application			
Lifetime Achievement Award App.			
Knight of the Year Application			
Family of the Year Application			
Faith Activity of the Year			
Community Activity of the Year			
Life Activity of the Year			
Family Activity of the Year			
Vocation Activity of the Year			
Charity Activity of the Year			
Membership Program of the Year			

State Program Director Alan Stanley 300 Alexis Drive Smyrna, TN 37167-5569 <a href="mailto:programs@kofc-tn.org">programs@kofc-tn.org</a> <a href="mailto:apstanley@bellsouth.net">apstanley@bellsouth.net</a>
---

---

## *Celebrate!*

---

Plan council staff meeting for each Director to review their accomplishments and celebrate your council's success.



# Resources

## State Officers

Title	Name	Phone	E-Mail
Chaplain	Msgr. Peter Buchignani	901-491-1268	statechaplain@kofc-tn.org
Deputy	Michael McCusker	901-378-9424	statedeputy@kofc-tn.org
Secretary	Fred Laufenberg	540-336-5330	statesecretary@kofc-tn.org
Treasurer	Bill Markiewicz	423-650-5105	statetreasurer@kofc-tn.org
Advocate	Eric Pelton	423-593-1510	stateadvocate@kofc-tn.org
Warden	David Zwissler	901-574-7352	statewarden@kofc-tn.org
Past Deputy	Tracy Staller	865-388-3649	ipsd@kofc-tn.org

## Program Staff

<b>MEMBERSHIP CONSULTANT:</b> Name: Steve Comm, PSD Phone: 615-310-1018 E-MAIL: <a href="mailto:Membership@kofc-tn.org">Membership@kofc-tn.org</a>	<b>NEW COUNCIL/ ROUND TABLE:</b> Name: David Comm Phone: 615-545-1960 E-MAIL: <a href="mailto:d.comm@att.net">d.comm@att.net</a>
<b>RETENTION Director:</b> Name: Jimmy Dee Phone: 865-221-3307 E-MAIL: <a href="mailto:Retention@kofc-tn.org">Retention@kofc-tn.org</a>	<b>INSURANCE GENERAL AGENT:</b> Name: Dan Schachle Phone: 423-991-2044 E-MAIL: <a href="mailto:daniel.schachle@kofc.org">daniel.schachle@kofc.org</a>
<b>FAITH Director:</b> Name: Tony Amadeo Phone: 931-237-6811 E-MAIL: <a href="mailto:tonykofc@yahoo.com">tonykofc@yahoo.com</a>	<b>COMMUNITY Director:</b> Name: Dan Hanley Phone: 865-458-8872 E-MAIL: <a href="mailto:dhanley@bellsouth.net">dhanley@bellsouth.net</a>
<b>LIFE Director:</b> Name: Tim Brown Phone: 574-242-8008 E-MAIL: <a href="mailto:bjonline@hotmail.com">bjonline@hotmail.com</a>	<b>FAMILY Director:</b> Name: Stephen Watson Phone: E-MAIL: <a href="mailto:sae907@gmail.com">sae907@gmail.com</a>
<b>INTELLECTUALLY DISABLED:</b> Name: Jerry Dougherty Phone: 865-748-8224 E-MAIL: <a href="mailto:jmdocr@outlook.com">jmdocr@outlook.com</a>	<b>VOCATIONS Director:</b> Name: Henning "Vic" Landa Phone: 865-934-8988 E-MAIL: <a href="mailto:hvlanda@comcast.net">hvlanda@comcast.net</a>



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

<b>CEREMONIALS:</b> Name: Tracy Staller, IPSD Phone: 865-3883649 E-MAIL: <a href="mailto:ipsd@kofc-tn.org">ipsd@kofc-tn.org</a>	<b>WHEELCHAIR:</b> Name: Bill Wicke, PSD, FDM Phone: 865-566-3840 E-MAIL: <a href="mailto:billwicke@comcast.net">billwicke@comcast.net</a>
<b>YOUTH:</b> Name: Joshua Beattie Phone: 901-598-7231 E-MAIL: <a href="mailto:Youth@kofc-tn.org">Youth@kofc-tn.org</a>	<b>FOURTH DEGREE:</b> Name: John Park, PSD Phone: (615)351-5293 E-MAIL: <a href="mailto:johnparknash@bellsouth.net">johnparknash@bellsouth.net</a>
<b>ONLINE MEMBERSHIP:</b> Name: Trey Benson Phone: 615-604-1598 E-MAIL: <a href="mailto:treybenson@comcast.net">treybenson@comcast.net</a>	<b>HISPANIC COUNCIL GROWTH:</b> Name: Hugo Larrea Phone: 901-301-5513 E-MAIL: <a href="mailto:hugo.larream@hotmail.com">hugo.larream@hotmail.com</a>
<b>STATE PROGRAM DIRECTOR:</b> Name: Alan Stanley Phone: 615-944-6633 E-MAIL: <a href="mailto:apstanley@bellsouth.net">apstanley@bellsouth.net</a>	<b>Awards/Reports Director:</b> Name: Alex Stanley Phone: 615-967-5277 E-MAIL: <a href="mailto:xstanley@bellsouth.net">xstanley@bellsouth.net</a>

District Deputies

#	Name	Phone	E-Mail	Councils
1	Keith K. Wade	901-412-8699	DD1@kofc-tn.org kwade8@att.net	4312 East Memphis 7170* Bartlett 7820 North Memphis 9317 Cordova 14041 Bartlett
2	Thomas F. Spencer	901-488-5422	DD2@kofc-tn.org spencertf@bellsouth.net	616 Memphis 5233 North Memphis 10327 Memphis 13276 Memphis 15936 Memphis
3	Michael J. Esposito	901-755-1851	DD3@kofc-tn.org TNDistrictDeputy3@gmail.com	5062 South Memphis 6156 Memphis (CBU) 7449* Germantown 8826 Collierville 15196 Memphis 15393 Memphis
4	Milton A. Griffis	412-965-1261	DD4@kofc-tn.org mdrmmnds@aol.com	6321* Millington 7838 Dyersburg 10641* Covington 14482 Somerville



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

5	Wyatt Brooks	731-415-1100	DD5@kofc-tn.org wyatts_brooks@hotmail.com	1101 Jackson 3837 Union City 6787 Humboldt/ Milan 7086 Paris 8083 Savannah 9754* Camden 13551 Martin (dormant) 14651 Parson (dormant)
6	James Stanhope	414-769-9478	DD6@kofc-tn.org jimstanhope@att.net	3537* Clarksville 7012 McEwen 8241 Dickson 11742 Ashland City
7	Donald Castillo	931-982-3882	DD7@kofc-tn.org	2246 Lawrenceburg 4947 Loretto 7447 Columbia 10706 Pulaski 13167 Centerville
8	Tomas Brinkmeyer	931-625-0384	DD8@kofc-tn.org brink6152@yahoo.com	3431 Winchester 3991 Tullahoma 11074 Lewisburg 12469 Shelbyville 12598 Fayetteville 15981 Manchester
9	Dave Johnson	615-585-3675	DD9@kofc-tn.org davejohnson2@comcast.net	544 Nashville 11925 Nashville 12012 Nashville 12256 Nashville 15020 Nashville - Vandy
10	Thomas C. Santangelo	410-231-1861	DD10@kofc-tn.org toms89vette@comcast.net	9123 Bellevue 9132 Hendersonville 9705 Springfield 10010 Gallatin 15837 Lafayette
11	Keith (Tex) Shellhart, II	615-663-1744	DD11@kofc-tn.org tex.shellhart@gmail.com	4563 Murfreesboro 9168 Smyrna 9586 Nashville 14931 Nashville 17010 Nashville (Burmese)
12	Carlos R. Olivarez	214-893-3575	DD12@kofc-tn.org carlosolivarez@gmail.com	7764 Franklin 8354 Antioch 15178 Franklin (dormant) 15234 Brentwood 16604 Thompson's Station



Knights of Columbus  
Tennessee State Council  
2019-2020 Program

13	Wm. (Bill) Walsh	615-513-6369	DD13@kofc-tn.org bwalsh4282@gmail.com	3763 Madison 4972* Nashville 9211 Nashville 9282 Hermitage 9787 Lebanon
14	Raleigh E. Cooper, III	423-580-6829	DD14@kofc-tn.org rcooperiii@juno.com	610 Chattanooga 8576* Chattanooga 11542 South Pittsburg 14079 Soddy Daisy 14521 Signal Mountain
15	Patrick E. Bisson	202-258-4177	DD15@kofc-tn.org pat.bisson@att.net	4572 Cleveland 6099* Chattanooga 8396 Athens 11424 Dayton 17184 Chattanooga
16	Richard Watts	931-319-4007	DD16@kofc-tn.org rwatts885@gmail.com	6645 Cookeville 8152 Crossville 14902* Sparta 16088 Fairfield Glade
17	Joseph J. Wilder	865-607-4104	DD17@kofc-tn.org jjwtnk@icloud.com	3175 Oak Ridge 8273 Harriman 8781 Farragut 12633* Lenoir City 15585 Madisonville
18	Henri J. Usey	865-809-5821	DD18@kofc-tn.org husey@tekran.com	645 Knoxville 5207 Knoxville 14341 UTK 15706 Knoxville 16907 LaFollette
19	Hank McCormick	865-388-6973	DD19@kofc-tn.org skhmccormick@gmail.com	3832 Alcoa/ Maryville 8418 Pigeon Forge 10622 Clinton 12961 Seymour 16523 Holy Ghost
20	William Hewitt	321-693-1548	DD20@kofc-tn.org bill.hewitt@me.com	6730* Morristown 6784 Greeneville 8860 Rogersville 12838 Jefferson City
21	Stephen T. Branch	423-360-5551	DD21@kofc-tn.org tbranch15@gmail.com	4264 Johnson City 6695* Bristol 6992 Kingsport 10743 Elizabethton 17160 Mountain City



## [Links to Supreme](#)

---

### **Supreme website**

<http://www.kofc.org/>

### **Building the Domestic Church**

<http://www.kofc.org/un/en/domestic-church/index.html>

### **Faith in Action**

<http://www.kofc.org/faithinaction>

### **Forms**

<http://www.kofc.org/un/en/officers/forms/council.html>

### **Officers On Line**

<https://www.kofc.org/oo>

### **Star Council Award**

<http://www.kofc.org/un/en/service/council/awards/star.html>

[http://www.kofc.org/un/en/service/council/awards/service\\_awards.html](http://www.kofc.org/un/en/service/council/awards/service_awards.html)

### **Create a Council Brochure**

<http://www.kofc.org/un/en/service/council/brochure/index.html>

### **Council Publicity and Public Relations**

<http://www.kofc.org/un/en/service/council/publicity/index.html>

### **Faith:**

#### **RSVP**

<http://www.kofc.org/un/en/vocations/rsvp/index.html>

#### **Our Lady of Guadalupe Prayer Program**

<http://www.kofc.org/un/en/service/church/marian/index.html>

#### **Keep Christ in Christmas**

<http://www.kofc.org/un/en/service/church/christmas/index.html>

### **Community:** <http://www.kofc.org/un/en/service/community/index.html>

#### **Coats for Kids**

<http://www.kofc.org/un/en/service/community/coats2012/index.html>

#### **Global Wheelchair Mission**

<http://www.kofc.org/un/en/service/affiliate/wc/index.html>

#### **Helping Those Who Served**

<http://www.kofc.org/un/en/military/serving/index.html>

#### **Habitat for Humanity**

<http://www.kofc.org/un/en/service/affiliate/habitat/index.html>

#### **Food for Families**

[http://www.kofc.org/un/en/service/community/food\\_drive/index.html](http://www.kofc.org/un/en/service/community/food_drive/index.html)

#### **Special Olympics**

<http://www.kofc.org/un/en/service/affiliate/so/index.html>

#### **Second Responders**

[http://www.kofc.org/un/en/news/releases/detail/second\\_responders.html](http://www.kofc.org/un/en/news/releases/detail/second_responders.html)



## **Free Throw Guide**

<http://www.kofc.org/un/en/resources/service/youth/freethrow/guide.pdf>

## **Soccer Guide**

<http://www.kofc.org/un/en/resources/service/youth/soccer/soccerguide.pdf>

## **Youth Essay Guide**

<http://www.kofc.org/un/en/resources/service/youth/essay/guide.pdf>

## **Youth Poster Guide**

<http://www.kofc.org/un/en/resources/service/youth/poster/substance.pdf>

## **Family:**

### **Family Week**

[http://www.kofc.org/un/en/service/family/family\\_week/index.html](http://www.kofc.org/un/en/service/family/family_week/index.html)

### **Family of the Month**

<http://www.kofc.org/un/en/charities/lifefund/index.html>

## **Life:**

### **National Prayer for Life Campaign**

<http://www.kofc.org/un/en/prolife/prayerforlife/index.html>

### **Culture of Life Fund**

<http://www.kofc.org/un/en/charities/lifefund/index.html>

### **Silver Rose**

<http://www.runningoftherose.org/en/index.html>

### **Ultrasound Initiative**

<http://www.kofc.org/un/en/prolife/ultrasound/index.html>

### **March for Life**

<http://www.kofc.org/un/en/prolife/programs/march.html>

## **Membership:** <http://www.kofc.org/un/en/membership/campaign/index.html>

### **Recruitment Blitz**

[http://www.kofc.org/un/en/membership/strategies/membership\\_blitz.html](http://www.kofc.org/un/en/membership/strategies/membership_blitz.html)

[www.kofc.org/un/en/resources/membership/guide.pdf](http://www.kofc.org/un/en/resources/membership/guide.pdf)

### **Retention**

<http://www.kofc.org/un/en/membership/retention/index.html>

### **Duties of a Proposer**

<http://www.kofc.org/un/en/membership/proposer.html>