

## DEVELOPING A NEW COUNCIL IN ONLY 7 WEEKS

After meeting with the pastor and securing his permission to proceed with the formation of a Knights of Columbus council in his parish -- **DEVELOP A PLAN!** The following is not the only way, but a supplement to the New Council Development guidelines that will have you achieving new council development in just seven weeks.

### WEEK 1

- Set a target date for your informational meetings and the new council's institution.
- Order the New Council Development Canvasser's Kit from the Supreme Council office, which contains all the information and materials you will need to start a council. Also, forward the "Notice of Intent to Establish a Council" (Form #133) to the State Deputy for processing.
- Contact the new council development chairman and your general agent, they will help in many ways.
- Arrange to show one of the Order's audiovisual productions at your organizational meetings. *By Their Deeds...They Shall Be Known*, the Order's recruitment film, or *The Life and Legacy of Father McGivney* are ideal for showing at this meeting. Be sure to order films from the Supreme Council Department of Fraternal Services at least three weeks ahead of time.
- Place an announcement of the formation of a Knights of Columbus council in the Parish bulletin.

### WEEK 2

- Place an announcement of your first informational meeting in the parish bulletin. Be sure to invite the wives as well as prospective members to the meeting.
- Have members on hand to distribute literature after all the Masses. Pamphlets are available in the Canvasser's Kit.
- Hold an informational meeting with a complete agenda--perhaps like the following:
  - Explain the structure of the Knights (Supreme, state and local).
  - Programming (Church, community, council, family and youth).
  - Give an explanation of the Order's insurance program and the benefits available, by a member of the agency force.
  - Audiovisual presentation.
  - Pass out two membership documents to each member--one for him to complete before he leaves, the other for him to use in signing up a new member.

### WEEK 3

- Place a write-up in the parish bulletin announcing the second informational meeting for the following week.
- Contact all men that attended the first meeting and encourage them to attend the second meeting with a friend or relative.

### WEEK 4

- Hold the second informational meeting and conduct a First Degree for the candidates that are signed up. There is no need to wait for all 30 candidates before holding a degree.
- Start discussing the election of council officers.

### WEEK 5

- Place an announcement in the parish bulletin publicizing a third informational meeting, admission degree, and election of the council's first officers.
- Notify all candidates that need to take their First Degree and urge them to attend the next meeting.
- Notify all members of the new council of the meeting and election of council officers.

## **WEEK 6**

- Hold an informational meeting for all new candidates if necessary.
- Conduct a First Degree for remaining candidates.
- Elect the charter officers for the new council.
- Decide on a council name.

## **WEEK 7**

- COUNCIL IS FORMED!!
- Hold an installation of officers--make sure to invite the wives and families to this ceremony.

REMEMBER, NEW MEMBERS ARE EVERYONE'S RESPONSIBILITY. IF YOU KNOW OF A COUNCIL THAT DOES NOT HAVE A KNIGHTS OF COLUMBUS COUNCIL AND YOU FEEL THAT IT COULD AND SHOULD, CONTACT YOUR DISTRICT DEPUTY AND HE CAN START THE WHEELS TURNING.