

*Guidelines
To
Reactivation*

Step 1

Meeting with the Pastor

Please call the pastor of the church where you are trying to reactivate the council. Ask him for an appointment. During the meeting with the pastor be cordial and very attentive. Highlight the positive aspect of the knights. Address his concerns; do not attempt to answer a question that you are not a 100% sure of the answer. Some positive aspects are:

1. Knights of Columbus Council will help enrich the men of the parish spiritually.
2. Gives families the opportunity to be protected (via our Outstanding Insurance Program).
3. A council will allow the men and their families to be active in their community.
4. Being part of the council could help men to be better fathers, husbands through various programs that they will participate in.
5. Provides additional manpower and support for the parish.

Please take the time to record the following information, it will be part of the council reactivation file of the council.

- | | |
|----------------------------|-------|
| 1. Council Number | _____ |
| 2. Council Name | _____ |
| 3. Location | _____ |
| 4. Date/Time Pastor Called | _____ |
| 5. Appointment Date | _____ |

Pastor's Comments (please summarize the pastor's comments)

Pros

Cons

_____	_____
_____	_____
_____	_____
_____	_____

Set time for a church drive _____

Set time for an informational meeting _____

Sundays between masses might be your best bet.

Step 2

Please notify the state deputy of your intent to reactivate the council. Fill out the intent to reactivate form and forwarded to the state deputy for his approval and signature. Make sure that everything is legible. Notify the field agent that is responsible for the suspended council. Once the form is received by Supreme Office Council Growth and Development Department an acknowledgment letter will be sent to you with the roster of the current members and an additional form 185, 365 and the FS application.

Step 3

Conduct a church drive, with the intention of having a minimum of 13 new members. These brothers should be the new officers of the council.

At that time while the prospect are filling their form 100's tell them about the time of the meeting.

Step 4

Conduct the informational meeting with all your prospects explain to them the workings of a council. At this time, have a first-degree team ready to administer a degree to all the new knights.

Step 5

1. Hold an election of officers.
2. Fill form 185

Step 6

1. Appoint a Financial Secretary
2. Fill the Financial Secretary application and nomination forms.

Step 7

Help the new officers and especially the Grand Knight in the selection of the following directors:

Positions	Needed
1. Chaplain	<i>Preferably</i>
2. Program Director	<i>Required</i>
3. Membership Director	<i>Required</i>
4. Recruitment Committee-1	<i>Required</i>
5. Recruitment Committee-2	<i>Preferably</i>
6. Recruitment Committee-3	<i>Preferably</i>
7. Retention Chairman	<i>Required (Deputy Grand Knight)</i>
8. Insurance Promotion	<i>Preferably (Insurance Agent)</i>

Fill out form 365

Step 8

Mail all the forms including form 100 to Council Growth and Development Department. Notify the state deputy of your progress by completing the enclosed card and mailing it to him. Once we receive all the documentation you need to allow two to three weeks for the activation process to take place.

During the reactivation process the new officers should go over the roster and perform the following with your help:

- 1) Identify all possible honorary or honorary life members fill out a form 100's on their behalf and forward the form to Council Growth and Development Department for processing.
- 2) Contact the remainder members on the roster and setup a time to visit with them outlining the vision and goal of the officers for the reactivated council. Encourage them to become an active member in the council. The following are some examples of situations that you may encounter:

- a) If a member is deceased. Find out the date of his death and fill out the form 100.
- b) If a member is adamant on not being a part of the Knights of Columbus! In this case express your regrets and tell the member that they will be suspended. If the member is already inactive nothing should be done.
- c) A member is enthusiastic on being an active member of the council. Notify him of the meeting time and have him fill out his interest survey. If the member has an inactive status then a form 100 needs to be filled out.
- d) ***Please make sure that the number of members in the council does not fall below 30.***

Step 9

At this time the State Deputy needs to write a letter to the Supreme Secretary. The letter should address the following:

- 1 A statement of reactivation
- 2 If there are debts, the State deputy needs to ask for forgiveness, please explain what the State Council did with the indebtedness of the council.
- 3 If a new name is requested, the state deputy must approve in his letter.
- 4 If a new location is desired, the state deputy must approve in his letter.

Please have all the forms and correspondence sent to the address below as they are completed. All forms 100's that add a new member or suspend a member should also be sent to the same address.

<i>Name</i>	<i>Georges M. Haddad</i> Senior Fraternal Consultant t	<i>Or</i>	<i>Lou Barbour</i> Assistant to the Supreme Knight
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*Address Department of Council Growth and Development
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Notice

If a council pays their debt, the council becomes active. However, it is not an automatic qualification for this program. For the council to qualify as part of the reactivation program, it has to complete Steps 5, 6 and 7. In addition, the council needs to have a *positive growth* in membership.