

# Maryland State Council Protocol Book



## Knights of Columbus



# Table of Contents

INTRODUCTION .....	4
PROTOCOL FOR MEETINGS .....	4
SETTING UP THE MEETING CHAMBER .....	5
DIGNITARIES AT MEETINGS .....	7
DRESS DURING MEETINGS .....	8
POCKET NAME BADGE .....	8
AFTER THE MEETING .....	8
RELATIONSHIP WITH DISTRICT DEPUTY .....	8
CORRESPONDENCE .....	9
INVITATIONS .....	11
ORDER OF PRECEDENCE .....	13
RECOGNIZING HIERARCHY AND CLERGY .....	14
PROTOCOL GOVERNING A VISIT BY THE STATE DEPUTY .....	14
GREETING YOUR GUESTS .....	15
INTRODUCTIONS .....	15
THE LITANY .....	16
BANQUET HEAD TABLE .....	16
CONCERNING SPEAKERS AND SPEECHES .....	18
PARADE FORMATION .....	20
PROCESSION FORMATION .....	20
SEATING ARRANGEMENT AT MASS .....	20
INSTALLATION OF COUNCIL OFFICERS .....	22
FORMAL ATTIRE .....	22
JEWELS .....	22
FLAGS .....	23
USE OF TITLES PAST AND FORMER .....	23
USE OF TITLES WORTHY AND FAITHFUL .....	23
CONCLUSION .....	24
APPENDIX: SAMPLE STATE DEPUTY INVITATION .....	26

## **INTRODUCTION**

This booklet concerns itself with one of the facets of our Order which should be seriously considered. That facet is PROTOCOL and is patterned after guidelines set forth by the Knights of Columbus Supreme Council.

By definition, PROTOCOL is the code setting forth the order of precedence, and the rules of official and social behavior. It covers anything that is proper and in good taste: formality, suitable dress, seating, customs and regulations dealing with the ceremonials, and etiquette of the Order. What is contained herein are Maryland State Council Guidelines intended to compliment the Supreme Council Protocol Handbook, #1612.

All District Deputies, Chapter Presidents, Grand Knights, Faithful Navigators, and those serving as Master of Ceremonies should be familiar with these handbooks. Following these guidelines will avoid much embarrassment. While focused on Grand Knights, the handbooks apply to all Knights in Maryland.

It would be impossible to cite every rule governing every situation. The guidelines recommended herein are rather common and basic. Always apply common courtesy and respect and you will never go wrong in any situation.

We should always display proper consideration for the office represented by the person. In no way should we let dislike for a person jeopardize our respect for the office he holds or the achievements he has attained.

## **PROTOCOL FOR MEETINGS**

The Grand Knight must conduct himself in strict accordance with the Charter, Constitution, and Laws of the Knights of Columbus, supplemented by the State Council's Bylaws, the Council's Bylaws and according to Parliamentary Procedure referenced in the Robert's Rules of Order, recently revised. In addition to learning and following these rules, the Grand Knight must control the meeting firmly but politely, so that it does not get out of hand through unnecessary arguments or unpleasant wrangling. The Grand Knight should prevent any discussion from wandering from the business of the day.

The Grand Knight should at all times, refer to and address his officers by their proper title. He thus sets a good example for the council members to follow. All members, who are not officers, should be recognized as: "Brother \_\_\_\_\_".

All speech must be directed to the Chair (the Grand Knight), as: "Worthy Grand Knight, may I ask that the previous speaker explain .....?" The Grand Knight speaks in the third person, as: "The Chair rules that .....", "Your Grand Knight reports that ....."

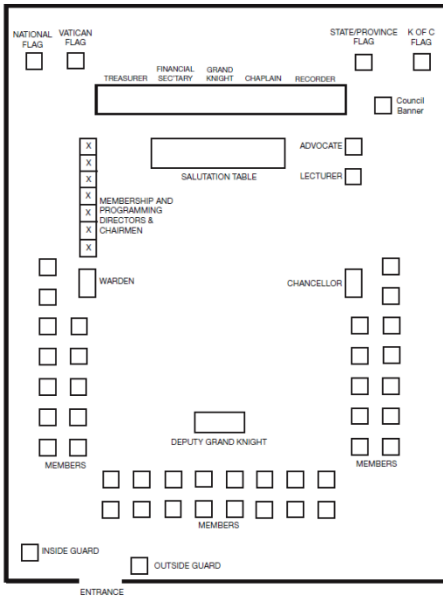
Members speak of the Chair in the third person: "Worthy Grand Knight, will the Chair please explain the effect of the pending motion?"

## **SETTING UP THE MEETING CHAMBER**

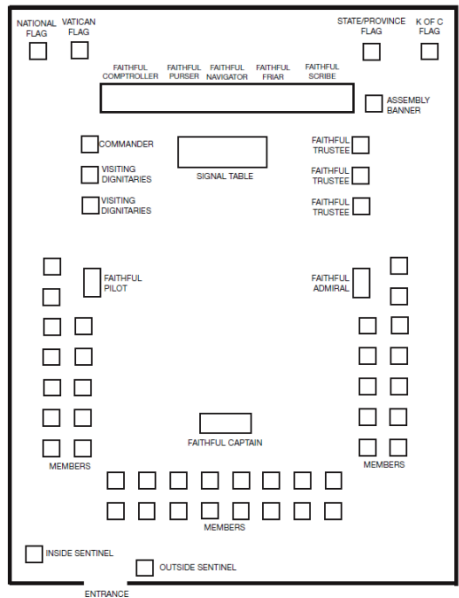
The layout for setting up the Council Chamber is given in Figure 1 of the Supreme Protocol Handbook #1612. The Assembly meeting layout is shown in Figure 2. The basic layout for a Meeting is that the Officers sit at a main table in the center. Other members who are there to present a report, have an active role, or who are Columbian Dignitaries sit up front and to the left or right. This is done so those who are scheduled to give reports or take an active role in the meeting are seated up front and visible to the members.

It should be noticed that several Officers have assigned seats for the meeting. For a Council Meeting, the Directors and Chairman that have reports to give are seated on the left. This could be done by separate chairs or by a Presenter's Table. The Advocate and Lecturer, however sit on the right side of the Chamber very near the main table. In a similar way, at an Assembly Meeting, the Commander and Dignitaries could be at one table and the Trustees could be at another table at the outer side.

If there is room the District Deputy should sit at the main table. Otherwise he would sit next to the Lecturer. At an Assembly Meeting the District Deputy should be considered a Visiting Dignitary and sit next to the Commander on the left side. He should be called upon for his report as outlined in the Assembly Meeting Ceremony.



Council Meeting Setup



Assembly Meeting Setup

At the start of a Council meeting, a prayer is offered by a Priest, if present, or by the Grand Knight. The prayer is followed by the Pledge of Allegiance. All persons should face the flag and the right hand should be placed over the heart when reciting the Pledge. There should be no pause between ONE NATION and UNDER GOD. This should be said as one phrase: ONE NATION UNDER GOD.

When a Transfer or a new member application is read there must be a Ballot. This is a Supreme Council requirement. The Council cannot dispense with a ballot or substitute a Voice Vote. The *Method of Conducting a Council Meeting* defines the process to be followed.

When it becomes time to give program reports, the Program Director calls each individual to give his report. Only those with a specific report should be called. This should be known prior to the meeting. Individuals should not be called just to say: "No Report."

It should be noted that a Report is a Report, not a conversation or a discussion. When called, the individual stands, gives his report, and then sits. Action items could be brought up under New Business.

At a State Council Meeting, you will see a similar setup. The State Officers are seated at the Main Table. They may be joined by a Secretary and a Parliamentarian. Past State Deputies generally sit at a table to the right of the audience, while Presenters and Dignitaries sit on the left. In a more formal setting such as a State Convention, there are many Reports and many Past State Deputies in attendance. In such cases there is a podium and microphone at each side of the main table. A row of tables is then placed on each side. The highest ranking person sits next to the podium and lower ranking individuals move further down the line away from the podium.

## **DIGNITARIES AT MEETINGS**

Priests, Dignitaries, or special guests should be accorded due recognition for the offices they hold. They should be seated in a place of honor commensurate with their positions when attending a meeting. A Columbian Dignitary is anyone whose title appears in the Order of Precedence. At his own Council or Assembly meeting, a Dignitary may choose to take a seat with the members and take an active part in the meeting. The Grand Knight or Faithful Navigator should always verify the status and may offer the opportunity for comments. At any other Council or Assembly meeting he is a special guest.

The Chief Executive of the organization unit determines who may speak at any meeting. Directors and Chairman give their reports as called by the Program Director. The Meeting Ceremony has places for a Field Agent's Report and a District Deputy Report. Others who wish to speak may do so under the Good of the Order if and only if the Chief Executive allows.

If a Priest, dignitary, or special guest should arrive while a meeting is in progress, the Grand Knight should instruct the Warden to escort him to the main table. Then the Grand Knight will rap the gavel three times for all to stand. The guest will occupy a seat of honor in the front of the room facing the membership.

## **DRESS DURING MEETINGS**

The Grand Knight, in keeping with the dignity of his office, should be neatly and properly dressed. He should request his officers to do likewise. Thus he will set the proper dress code for the membership to imitate. When the Council is hosting a Degree, candidates and members should be encouraged to wear a coat and tie.

## **POCKET NAME BADGE**

Councils should provide their officers with a pocket name badge. Council members should be encouraged to provide themselves with the same. A typical name badge includes the individual's name, council name and number, and an emblem of the Order. The individual's title may also be included, especially for current council officers. Article IV, Section 1 of the State Council Bylaws states that the Pocket Name Badge, gold in color with black letters and with the emblem of the order in full colors, shall be reserved for use only by those men who have served in the office of State Deputy of Maryland.

## **AFTER THE MEETING**

The Grand Knight and his officers should mingle with the members at the close of the meeting. Every effort should be made to single out those who have not attended meetings for some time. In addition, new members and those who feel unnoticed should be approached by the officers and made to feel at home and welcomed. Hopefully others will follow this example. Interaction between members can be encouraged by serving refreshments after the meeting. This also provides an opportunity for the Grand Knight and Council Chairman to encourage members to sign up for programs and projects.

## **RELATIONSHIP WITH THE DISTRICT DEPUTY**

There should be mutual respect between the District Deputy and the Grand Knight. District Deputies are the personal representatives of the State Deputy, and as such, the Grand Knights and Council Officers should familiarize



themselves with the respect due to the important position that the District Deputy represents. A good District Deputy will be the most important and valuable man that a Grand Knight will ever meet.

District Deputies should wear a coat and tie when attending council meetings. When a District Deputy visits a Council, he should always be seated in front, as near the Grand Knight as possible.

The District Deputy should always be called upon to speak, and all members should rise when he is introduced, unless the State Deputy is also present.

The District Deputy should be seated at the head table at any Council function, even if not on the speaking program.

## **CORRESPONDENCE**

There are three basic types of correspondence: letters, memos, and bulletins. Formal communications to a State Officer or higher position should be done with a typed letter. Unless stated otherwise, the use of electronic mail should be avoided. When time is of the essence, a letter may be attached to an email, with a mailed letter to follow as time allows. Additional information on email and social media is in Protocol Handbook #1612.

Letters should be typed on council stationery. If the Council does not have stationery, the name, address, city, state, zip code and telephone number should be shown at the top.

Letters directed to the Supreme Office or the State Council should cover only one topic. If the writer wishes to deal with them in a general way in the covering letter and provide full details on separate enclosures, then the Council's full name, number, address and the name and office of the person carrying on the correspondence should appear on each enclosure. The topic under discussion also should be stated on each enclosure. This procedure permits the recipient of the letter to forward the enclosures to the different departments or individuals who handle details for each request.

Correspondence to the Supreme Council should generally go through the State Council Officers. When circumstances require it, all communications to the Supreme Office should be copied and forwarded to the State Deputy in the event a follow-up is needed.

Memos should likewise be typed. If handwritten, however, they should be legible and concise and deal with just one subject.

Bulletins may deal with many subjects, each in its own paragraph.

Correspondence should be addressed to the individual, using his full name and title. For example:

Address: His Eminence Donald Cardinal Wuerl, STD  
Archbishop of Washington  
Archdiocesan Pastoral Center  
P.O. Box 29260,  
Washington DC 20017-0260

Salutation: Your Eminence

Address: Most Rev. William E. Lori, STD  
Archbishop of Baltimore  
The Catholic Center  
320 Cathedral Street  
Baltimore, MD 21201-4421

Salutation: Your Excellency

Address: Most Rev. W Francis Malooly, DD  
Bishop of Wilmington  
Catholic Diocese of Wilmington  
P.O. Box 2030  
Wilmington, DE 19899-2030

Salutation: Your Excellency

Address: Most Rev. Timothy P. Broglio, JCD  
Archbishop For the Military Services  
Archdiocese For the Military Services, USA

P.O. Box 4469  
Washington DC 20017-4469

Salutation: Your Excellency

Address: Dale W. Trott  
State Deputy  
Maryland State Council  
11556 Southern Maryland Blvd  
Dunkirk, MD 20754-9548

Salutation: Worthy State Deputy and Dear Dale

In the event that you have a close working relationship with any officer, your letter need not be so formal. You must first, however, acknowledge the office he holds by a greeting such as:

Worthy State Deputy and Dear Dale:

The individuals' full proper name and title are always shown on both the letter and the envelope.

When writing to a Past State Deputy or Former Master, regardless of his present title, always put the appropriate abbreviation after his name. These are PSD for a Past State Deputy and FM for a Former Master.

Address:	Salutation:
Richard V. Siejack, PSD	Worthy Ultrasound Program Chairman
Joseph E. Murtha, FM	Worthy State Protocol Officer

The title Sir Knight or SK should not be used for correspondence to a State Deputy or any other officer, director or chairman, elected or appointed to the State Council when using his current title as a part of the address.

## INVITATIONS

Guests should be sent proper invitations in writing well in advance. Invitations should be mailed at least six weeks before an event.

All invitations should be sent in the name of and signed by the Grand Knight, although he may request that replies be directed to a chairman or committee member. The District Deputy, as the special representative of the Supreme Knight and the State Deputy, should be invited to all council functions. His schedule may not permit him to attend every event, in which case he should notify the Grand Knight in ample time.

Never give a blanket invitation to anyone. Always send each guest a personal invitation. If tickets are being used for a function, they should be forwarded, suitably marked, along with the invitation. A bulletin may be enclosed with the invitation if it gives more detailed information but it should not be used in lieu of an invitation. Such bulletins should never show the names of people invited unless they have already agreed to be present.

When an invitation is extended to anyone it should contain all details such as dress, extent of participation, etc. It is embarrassing for a guest to appear and find that he is the only one at the head table not in tuxedo, or the only one wearing one.

# **ORDER OF PRECEDENCE**

STATE CHAPLAIN  
ASSOCIATE STATE CHAPLAINS  
COUNCIL CHAPLAIN  
FAITHFUL FRIAR  
SUPREME KNIGHT  
STATE DEPUTY  
SUPREME OFFICERS  
SUPREME MASTER  
SUPREME DIRECTORS  
FORMER SUPREME OFFICERS  
FORMER SUPREME DIRECTORS  
VICE SUPREME MASTER  
STATE OFFICERS  
IMMEDIATE PAST STATE DEPUTY  
DISTRICT MASTERS<sup>1</sup>  
PAST STATE DEPUTIES (BY SENIORITY)  
FORMER VICE SUPREME MASTERS  
EXECUTIVE STAFF  
DISTRICT DEPUTIES  
FORMER MASTERS (BY SENIORITY)<sup>1</sup>  
STATE DIRECTORS  
SUPREME INSURANCE GENERAL AGENTS  
CHAPTER PRESIDENTS  
STATE CHAIRMEN  
WARDENS TO THE STATE DEPUTY  
GRAND KNIGHTS  
DISTRICT MARSHALS  
FAITHFUL NAVIGATORS  
PAST CHAPTER PRESIDENTS  
PAST GRAND KNIGHTS  
PAST FAITHFUL NAVIGATORS  
CHAPTER OFFICERS  
COUNCIL OFFICERS  
ASSEMBLY OFFICERS  
DISTRICT WARDENS  
FIELD AGENTS & FRATERNAL BENEFITS ADVISORS

<sup>1</sup> In a Fourth Degree Event or Program, District Masters come before State Officers and Former Masters come before District Deputies.

## **RECOGNIZING HIERARCHY AND CLERGY**

Never use the term "Reverend Clergy" unless clergymen from other faiths are present. If the Cardinal is present, you would say, "Your Eminence"; Archbishop or Bishop, "Your Excellency"; Monsignor, "Reverend Monsignor"; Priest, "Reverend Father" and Deacon, "Deacon". Other terms that are appropriate include: Worthy State Chaplain, Worthy Associate State Chaplain, Worthy District Friar, Worthy Council Chaplains, and Worthy Assembly Friars.

## **PROTOCOL GOVERNING A VISIT BY THE STATE DEPUTY OR OTHER HIGH-RANKING OFFICER**

Be sure that the State Deputy is advised of the date, time, place, purpose, type of event, and other individuals on the program, including their function and other pertinent data.

If women are to be present and the State Deputy's wife is invited, please advise proper dress and arrange a ladies' committee for her reception and comfort.

Advise the type of dress for the head table.

Determine his time of arrival and arrange to greet him. The Grand Knight and his committee should greet the State Deputy. He should be introduced properly to the dignitaries. The committee should attend to his needs and comfort. In recognition of his high office, special appreciation should always be expressed to the State Deputy for his visit to the council.

Arrange proper speaking facilities including podium, podium light, and microphone.

The State Deputy is the highest elected official in the state, and proper attention must be given to seating arrangements.

If there is additional entertainment after the banquet, a special table for the State Deputy should be arranged so that he will be with the Grand Knight and other dignitaries.

The Master of Ceremonies should be provided with resumes of head table guests so that he can make proper introductions.

## **GREETING YOUR GUESTS**

All guests should be greeted by the Grand Knight. Courtesy would indicate that the Grand Knight be assisted by a committee whose function would be to care for the guests' wraps, to introduce them to others in attendance, and to stay with them.

Guests should not be left talking among themselves. They may not know anyone in your council, therefore should not be left alone for any period of time. Various persons should be alerted to converse with and keep company with guests during their visit (not necessarily the same person or persons for the entire visit).

## **INTRODUCTIONS**

Many, if not most, introductions involve people of unequal or different status or position. They can differ in rank, in age or in sex, but the result is the same. An introduction often consists of presenting one person of lesser importance or status to another of greater importance or status.

In introducing someone to a group, avoid running through all the names without a break. It is better to introduce two or three people at a time, so those names can register properly. A form of acknowledgement used chiefly when meeting a group, is repeating the name of the person to whom you have just been introduced.

Before introducing dignitaries at the head table, be certain names are spelled correctly and proper titles are used. The order of precedence should be scrupulously observed. A person who has been elected but has not taken over the office is called by the title of the office with - elect after the title. A Monsignor

is not addressed as Father and a State Officer is not addressed as Brother. Remember, if you don't announce the name and title to the gathering, how can they be expected to know who the person is?

## **THE LITANY**

At a Council banquet or similar event, the first order of business is the invocation by a Priest if one is present. The next order of business is the Pledge of Allegiance. The program then starts with the Master of Ceremonies reciting the LITANY. The intent is to greet everyone in the proper order once, so that each speaker does not have to repeat it. A proper Litany begins with the Order of Precedence listed above.

Make a copy of the list. Then review the list and put the word "Worthy" in front of every title of anyone expected to be present. If no one with a particular title is expected cross out that title. Review the list and make the title plural if more than one person with that title is expected. At the end add: Distinguished Guests, Lovely Ladies, and Beautiful Children. Then read the list from Worthy State Chaplain down to Beautiful Children, and you have a proper Litany.

## **BANQUET HEAD TABLE**

At a banquet, where there is a head table, the highest-ranking people should be seated at the head table. Depending on the event this may include the Hierarchy, Clergy, State Deputy, Supreme Officers or Directors, Former Supreme Officers or Directors, District Master, District Deputy, Chapter President, Grand Knight, Honored Guest, and Banquet Chairman. They should be seated there along with their wives.

If other State Officers are present besides the State Deputy, they may be seated at the head table if there is room, otherwise they should be seated with their wives at a table directly in front of the head table.

Others, such as Past State Deputies, Former Masters, Insurance General Agent, Executive Staff, and State Directors and Chairmen, should be seated prominently in the audience.



Seating at the head table should be arranged by rank from the middle of the table out to either end. A diagram and numbering system based on the Order of Precedence is described in the Protocol Handbook, #1612. State Chaplains and Council Chaplains should be seated at the Head Table. Associate Chaplains and other Priests should be given a seat of honor. Priests may prefer to sit together or with a Local Council or Parish Group.

A Supreme Officer or Supreme Director has achieved a very high position in the Order. Recognition of that achievement shall continue as a Former Supreme Officer or Former Supreme Director. They should, therefore, be seated at the Head Table.

Guests should be introduced from the master of ceremonies right toward the middle, then from left toward the middle, regardless of rank, and no one should be excluded, including those who will speak later.

Dignitaries in the audience should be introduced from the highest to the lowest. When introducing Past State Deputies, Past Grand Knights, or Former District Masters, the Immediate Past or Former Office is introduced first and then the other Past State Deputies, Past Grand Knights, or Former District Masters are introduced by seniority, with the most senior one (earliest serving) being introduced first and the least senior one (most recently serving) being introduced last

District Deputies, Grand Knights, and Faithful Navigators are introduced in numerical order (lowest to highest). The Host DD, GK, or FN is introduced last.

Dignitaries should be introduced only once and then at their highest rank. Other titles may be added at that time as appropriate.

NOTE: When there is no head table, such as at the Installation of Officers where all dignitaries are seated in the audience, then introductions are made from the lowest up to the highest. The highest-ranking dignitaries will come forward and make their remarks as they are introduced.

Speakers at the head table should speak in order of precedence from the lower up to the higher, with the honored guest speaking last. Banquets are generally part of a major function or event, and as such, may have specific dignitaries that are called on to speak. At an Installation for example, the District Deputy, State Deputy or his Representative, and the Grand Knight are called to speak. Other Dignitaries may speak if pre-arranged by the Chief Executive of the unit.

The Master of Ceremonies should always be seated next to the podium and not at a seat at the end of the table. This is simply done so that he will not be running back and forth after each speaker is introduced. The Master of Ceremonies should familiarize himself with Knights of Columbus titles and protocol. They should also know the background of the speakers at the head table and should use the proper salutations for titles when they first take over the podium.

All should rise when dais members enter and remain standing until they are seated at the head table. All should rise when the Hierarchy, Clergy, State Deputy, and Honored Guest get up to speak and should rise again when they leave the podium to be seated.

The Master of Ceremonies should open by calling on the Chaplain to give the invocation. The Master of Ceremonies should advise all to place their hand over their heart and then lead in reciting the Pledge of Allegiance and singing the National Anthem. All will then eat. After which, the Master of Ceremonies will proceed to acknowledge the dignitaries. The entire list in the order of precedence should not be given but only those who are present. Please refer to the section on The Litany on page 12.

## CONCERNING SPEAKERS AND SPEECHES

Whoever sets up the program should decide in advance whom he wants as speakers and the length of the speeches desired. He should give ample notice to those he has selected that they are expected to speak. He should never ask an invited guest to speak unless he has been forewarned, nor should he ever ask a guest at an event if he would care to speak. So many times a Grand Knight or Master of Ceremonies will approach a guest during the actual speaking program and ask if he wants to speak. There really should be only one guest speaker, who is the last speaker on the program. Remarks from others should be limited to a few minutes each.

It should also be noted that a visiting Dignitary may be present but not actively involved in the function or event being celebrated. He must be given proper respect for his office and seated accordingly, but does not have to be a speaker. This again should be arranged prior to the day of the event.

At a Council Function, a State Officer or District Deputy should always be given an opportunity to speak whenever present at the event. When more than one is present, only the senior officer should speak, and the District Deputy should limit himself to very brief remarks. All should be recognized, however, and accorded proper respect.

The main etiquette problem posed by Councils is that of handling speakers and speeches. When the speaker is not a member of the Council or a personal friend, the chairman owes it to him to give him complete information about his audience so that he will not produce boredom and embarrassment all around with an inappropriate speech. He should be given a definite time limit well ahead of the occasion so he can prepare the speech accordingly. Just before he begins to speak, arrange a mutually agreeable signal to tell him he has three minutes left to talk. Advance arrangements are necessary so that the pull on the coattails will not appear to be related to the interest of the speech itself.

Adequate acoustical facilities should be provided, and if possible, the speaker should be given a choice of using a microphone or not.

The speaker should be lionized a bit before and after the speechmaking - that is, bring members to him to be introduced instead of circulating him around the room. Center the conversation on the speaker, not around council events in which he has less interest. Help to reassure the best and worst speaker alike as to the effectiveness of his speech. Introduce a speaker briefly, with only enough biographical material to establish him as an authority on his subject.

Thank the-speaker at least three times, in public from the rostrum, in private before his departure, and in a letter later on.

If the speaker is a woman or if the main speaker's wife attends, she usually is presented with flowers.

## **PARADE FORMATION**

When walking in a parade formation (either two or four abreast) the higher-ranking person always precedes a lower ranking person. Usually ladies walk alongside of their men. When Past State Deputies, Past Grand Knights, or Past Faithful Navigators are in parade formation, the Immediate Past Officer takes precedence. The other Past Officers follow in order of seniority with the most senior one being first.

## **PROCESSION FORMATION**

When walking in a procession formation (always two abreast), the lowest ranking person always precedes a higher ranking person, with the highest ranking person being last in line. When Past State Deputies, Past Grand Knights, or Past Faithful Navigators are in procession formation, the one with the least seniority precedes the others in line with the one exception that the Immediate Past Officer will be the last in the line with the most senior one preceding him.

## **SEATING ARRANGEMENTS AT MASS**

Throughout the year there will be several State Council Events that will include a Special Mass. Seating should be arranged so that Columbian Dignitaries are properly seated. Priests and Deacons are generally seated in the Sanctuary or a special seating section. Seating for other Dignitaries should follow the Order of Precedence.

The Center-Aisle seat in the Front Row on the Right Side is the highest ranking seat and is reserved for the State Deputy and his wife or the Supreme Knight or his personal representative if present. The rank of the seat decreases as you go away from the center aisle and as you go from the front to the rear. It is also possible to use the left side of the center aisle. The left side is lower than the right side, and once again, rank is lower as you go away from the center aisle and toward the rear.

As different churches and halls have different layouts and pew sizes, there is no single seating arrangement that will fit all circumstances. The State Deputy, State Protocol Chairman, and Warden to the State Deputy should determine ahead of time, who will sit where and where the break should be. Reserved seating, for example, may be limited to only Past State Deputies and above, or may include District Deputies and Former District Masters.

In smaller groups, one example might be State Deputy and State Officers to be seated on the Right and other high-ranking Dignitaries, District Masters and Past State Deputies seated on the Left. A similar approach can be used at Council and Assembly Masses. Be aware that some ceremonies may have assigned seating related to the ceremony.

If no other Seating arrangements have been specified, the following seating shall Prevail.

## Altar

District Masters – **FSD	State Officers
PSD's in order of *Seniority	State Officers***
District Deputies	Executive Staff
Former Masters -	General Agents
Chapter Presidents	State Directors
Grand Knights	State Chairman
District Wardens	Other Council Officers
Guests	

\* In order of Seniority – Most senior PSD's fill in to the right of the pew, center aisle

\*\* FSD - Former Supreme Director is seated at the center aisle

\*\*\* IPSD seated next to State Warden

## INSTALLATION OF COUNCIL OFFICERS

The State Council issues a special booklet on the Installation of Council Officers. At an installation, the District Deputy should observe the protocol seating as described in the Installation Booklet. The first seats to the right should be reserved for the State Deputy, the Former Supreme Director, the Vice Supreme Master, the State Officers, the District Masters, and Past State Deputies. The District Deputy and his District Warden should arrange for seats for themselves after the above dignitaries have been properly seated.

Council Officers when standing should keep their arms down at their sides with their thumbs along the seams of their trousers. If robes are worn, cinctures should be worn on all robes with the two tabs draped down on the officer's left side. The Grand Knight and the Chancellor should wear their mantles.

## FORMAL ATTIRE

Black tuxedos are considered formal. Members of the Fourth Degree who choose to wear the Fourth Degree Social Baldric shall conform to the Official Fourth Degree Dress. Removal of the Baldric allows for the wearing of vests or State Pins. The Fourth Degree Uniform with Official Blazer is also considered Formal. The only lapel pin allowed with the Uniform is the Fourth Degree Pin, PG113.

## **JEWELS**

While in office, all chapter, council, and assembly officers should wear their current jewel of office suspended at the proper length from the proper colored ribbon around the neck at all Knights of Columbus meetings, functions and social gatherings. Only one jewel may be worn at a given meeting or function. This depends on the type of meeting and the organization the individual represents at that meeting or function.

Former Supreme Directors, Past State Deputies, Former Vice-Supreme Masters, Former District Masters, Former District Deputies, Past Grand Knights, and Past Faithful Navigators are authorized to wear miniaturized jewels above the left breast pocket. They should be worn in the above order from lapel to sleeve.

While a Knight is currently in office, it would be improper for him to wear the miniature past or former jewel of that office.

## **FLAGS**

The Knights of Columbus Protocol Handbook, #1612, includes information on displaying and respecting the US Flag. The U.S. Flag Code as approved by Congress and current through Pub. L. 114-9 (4/7/2015) is available at: <http://uscode.house.gov/download/download.shtml>. The Maryland State Flag Protocol is available at: <http://www.sos.state.md.us/Services/FlagProtocol.html>. The U.S. Flag may be displayed flat, above, and behind the speaker. If on a staff, it must be at the speaker's right as he faces the audience. The Vatican Flag is considered a National Flag by International Treaty and can be placed to the left of the U.S. Flag. All other flags must be at the speaker's left. The precedence of flags shall be U.S., Vatican, Maryland, and the Order.

## **USE OF THE TITLES "PAST" AND "FORMER"**

The use of the title Past before the name of an office is reserved to the highest elected officers of a unit of the Knights of Columbus, *viz*: Past Chief Squire; Past Grand Knight; Past Faithful Navigator; Past Chapter President; Past State Deputy; and Past Supreme Knight. The use of the title Former before a name of office is for general use for all other purposes, *viz*: appointed officers of the Order and elected officers of rank subordinate to the highest office in the unit.

## **USE OF THE TITLES "WORTHY" AND "FAITHFUL"**

In the Protocol Handbook, #1612, Third degree members and dignitaries are addressed as Worthy, as in Worthy Grand Knight, Worthy Supreme Knight, Worthy State Deputy, but does not state a particular reason for the term.

In the Laws and Rules Governing the Fourth Degree of the Knights of Columbus, the titles of the various offices are DEFINED AS FAITHFUL. That is Faithful Navigator, Faithful Captain, Faithful Pilot, Faithful Admiral, and Faithful Inner and Outer Sentinels.

The Color Corps Commander is not a formal office and is not listed as Faithful, only Worthy.

Faithful is part of the assembly officer title, while Worthy is to be a term of respect. Third Degree and Fourth Degree Officers can all be called Worthy as in Worthy Financial Secretary, Worthy Sir Knight, Worthy Faithful Navigator. Only Fourth Degree Officers are noted as Faithful and by reason of their official title.



## CONCLUSION

It would be impossible to cite a rule for every occasion. The Council and Assembly Officers may at times encounter some rather difficult or unique situations. In these cases, the officer is advised to consult the State Protocol Chairman if time permits; otherwise he should use his judgment and simply apply common courtesy. Allow the Principles of Charity, Unity, and Fraternity to be your guide. Additional guidance can also be found in the Supreme Protocol Handbook, #1612, which is provided to each District Deputy, Grand Knight, and Faithful Navigator.

Mark Twain summed up the situation when he said: "Always do right. You will please some people and astonish the rest."

# APPENDIX

Sample State Deputy Invitation  
(Council Letterhead)

May 26, 2017

(State Deputy Name)  
State Deputy-Maryland State Council  
(State Deputy's home address.)

Worthy State Deputy and Dear (use State Deputy's first name)

You and (State Deputy's spouse first name) are cordially invited to attend the Installation of Officers of St. Edwards Council #16555 on Saturday, July 14th at St. Edward's Church, 1940 Charles Street, Baltimore, Maryland.

Mass will begin at 5:30 PM with the installation immediately following. The Council Officers will be wearing business suits for the installation. Our Ladies will wear business suit or daytime dress.

After the installation, a reception and dinner will be held in the St. Edward's Parish Center. A short program will follow dinner.

I sincerely hope you will be able to attend.

Fraternally,

John Doe  
Grand Knight-elect  
(e mail address)

Note: If after July 1, delete "Elect"



# Maryland State Council Protocol Book

Approved: 1 May 2018  
State Officers  
Maryland State Council  
Knights of Columbus