



Maryland State Council Midterm – January 2021

Virtual Council Meetings and Programs



Monthly Council Meetings



- Council Officers' Planning Meeting
 - Detailed prep for Council Meeting
 - Work through new ideas/projects/etc.
 - Focus reports and motions for efficient presentation
 - No Council votes (available in Council Meeting only)
 - Any member may attend
- Council Meeting
 - Essential agenda items for all council members
 - Improve meeting experience
 - Respect members' time

No One Became a Knight for the Meetings!



What Changed?

AGENDA

Call to Order
Warden's Report on Membership
Opening Prayer
Pledge of Allegiance to
Roll Call of Officers
Opening Ode
Chaplain's
Resolutions

60 Minutes!?!

PHEW. THIS HAS BEEN
A LONG MEETING. DOES
ANYONE HAVE ANY
OTHER ISSUES?

PUNCH

WE HAVE A
MOTION TO
ADJOURN.

Service Agent's Report
District Deputy's Report
Good of the Order
Chaplain's Summation
Closing Prayer
Closing Ode





What Changed?



Officers's Meeting

Opening Prayer
Grand Knight's Report
Issues
Correspondence / Schedule
Agenda for Council Meeting
Unfinished business
New business
Officers' Reports
Membership Report
Program Reports
Good of the Order
Closing Prayer

OLD AGENDA

Warden's Report on Membership Card
Opening Prayer
Pledge of Allegiance to Flag
Roll Call of Officers
Closing Ode
Grand Knight's Report
Treasurer's Report
Reading on Receipts and Disbursements
Reading of Bills and Communications
Financial Secretary's Report on Receipts
Report of Auditors and Trustees
Chancellor's Report
Report of Committees
Unfinished Business
New Business
Insurance Agent's Report
District Deputy's Report
Good of the Order
Chaplain's Summation
Closing Prayer
Closing Ode

Detailed prep leads to a
Professional, Interesting &
Enjoyable Council Meeting

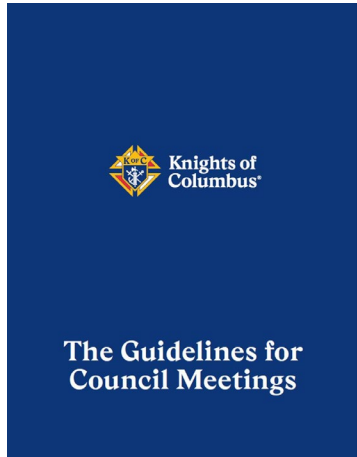
Council Meeting

Opening Prayer/Pledge
Approval of Minutes
Chaplain's Message
Grand Knight's Report
Financial Report
Membership Report/Balloting
Other Reports, as needed
Programs
Committees
Fourth Degree
Insurance Agent
District Deputy
Unfinished Business
New Business
Good of the Order / Awards
Lecturer's Reflection
Grand Knight's Summary
Closing Prayer

Content Remains - Split to Two Forums



New Guidelines



Read the book! *Twice!!*

<https://www.kofc.org/en/resources/service/council/method-conducting-council-meetings10318.pdf>



Review December 17 Webinar

<https://www.kofc.org/en/for-members/resources/webinars/121720.html>



Register for January 16 Webinar

<https://attendee.gotowebinar.com/register/4651538229324278539>



What's in the Book?



The Guidelines for Council Meetings



Key Asset for Grand Knights & Council Members



Officers' Planning Meeting



- Who? Council Officers and any interested Knight
- When? Recommend 1-7 days prior
- What?
 - Detailed prep for Council Meeting
 - Assess near/long term schedules
 - Time for new ideas/projects/etc
 - Itemized financial reports
 - Review planned council reports
 - Plan motions
 - Finalize Council Meeting agenda
- OBTW – No Council Voting

Appendix F: Officers' Planning Meeting Agenda

1. Opening Prayer
2. Grand Knight's Report
 - Overview of Council Issues
 - Review Correspondence
 - Review Schedule
 - Agenda for Next Council Meeting
 - Unfinished Business
 - New Business
3. Officers' Reports
 - Chaplain
 - Deputy Grand Knight
 - Chancellor
 - Recorder
 - Minutes
 - Financial Secretary
 - Council Standing
 - Reports
 - Receipts
 - Bills
 - Supplies
 - Treasurer
 - Accounts Status
 - Lecturer
 - Proposed Reflections
 - Advocate
 - Warden
 - Equipment
 - Trustees
 - Audits
 - Others as Needed
4. Membership Report
 - Candidates
 - Exemplifications
5. Program Reports
 - Faith
 - Family
 - Community
 - Life
 - Committees
 - New Ideas from members in attendance
6. Good of the Order
 - Prayers for Members
 - Upcoming awards for members, other
7. Closing Prayer (Prayer for the Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney)



31

Time Available to Prepare for Council Meeting



Officers' Planning Meeting



[Redacted]

**And Now a
Word From
Our Sponsor**

[Redacted]





Virtual Program Planning

A Quick Commercial for the Toolset



- Officers' Planning Meeting includes planning
- Many councils frustrated by Covid limitations
- Supreme's Remote Programming Supplement
 - <https://www.kofc.org/en/resources/faith-in-action-programs/overview/11139-remote-program-supplement.pdf>
 - Successful techniques
 - Virtual program considerations

Remote Programming Supplement:

A Guide for Expanded Participation

TABLE OF CONTENTS

(Every line is a link. Click on whichever line you would like to go to immediately or simply scroll down.)

1. Overview and Purpose
2. Steps and Best Practices
 1. Pre-planning Steps
 2. Planning per Program
 3. Advertising and Communication
 4. Running the Program
 5. Evaluation and Follow up
 6. Reporting
3. Examples of Remote Programs
 1. Faith Programs
 2. Family Programs
 3. Community Programs
 4. Life Programs
4. Addendum – Quick Tips and Additional Resources

“We Can Do This!” instead of “we can’t”



Virtual Program Planning

A Quick Commercial for the Toolset

Remote Programming Supplement:

A Guide for Expanded Participation

TABLE OF CONTENTS

(Every line is a link. Click on whichever line you would like to go to immediately or simply scroll down.)

- 1. Overview and Purpose**
- 2. Steps and Best Practices**
 1. Pre-planning Steps
 2. Planning per Program
 3. Advertising and Communication
 4. Running the Program
 5. Evaluation and Follow up
 6. Reporting
- 3. Examples of Remote Programs**
 1. Faith Programs
 2. Family Programs
 3. Community Programs
 4. Life Programs
- 4. Addendum – Quick Tips and Additional Resources**

<https://www.kofc.org/en/resources/faith-in-action-programs/overview/11139-remote-program-supplement.pdf>



Virtual Program Planning

Sample Links



Faith in Action

Remote Program

2. Identify possible programs to add a remote enhancement – Quick Link

- ☐ Review program guide sheets for program guidelines
- ☐ Review below program examples – [Quick Link](#)
- ☐ Determine which programs the council would like to add
- ☐ Reference available council resources
 - ☐ Review link: [Tools for Member Communication](#)
 - ☐ Review link: [Tools for Remote Program](#)
- ☐ Prepare list of programs to add

NOTE: All programs

INTO THE BREACH

- Establish digital small groups to go through the *Into the Breach Video Series* and discuss each episode.
- Take advantage of the time flexibility of digital discussions by scheduling events at times that fit everyone's schedules.
- For this program to count, you must run discussion groups – it is not enough just to stream the videos

- ☐ If the program addresses identified needs/opportunities/interests
- ☐ If the program uses technological solutions, confirm any existing parish and/or

AFTER

- ☐ Follow-up with confirmation email – confirmed programs and shared resources
- ☐ Cooperation and collaboration – schedule follow-up meetings to keep speed – no more than 1 month following initial meeting

Date: _____ Time: _____

Faith in Action

Remote

Program

EXAMPLES OF ONLY

SPIRITUAL

...learning more about
...from his seminary and invite the council
...seminarian(s) whenever the opportunity

- ...council or parish hosts a holy hour, work with your pastor to make sure the prayer service is livestreamed.
- ...in the invitation to join the livestream, include a copy of the prayers you will use, such as the [Service Guide](#) (#10708), so that participants can follow along from home.
- Consider offering some time after the livestream for participants to socialize via a video conference, so they can share their prayer intentions and any powerful moments of prayer that they experienced

INTO THE BREACH

- Establish digital small groups to go through the *Into the Breach Video Series* and discuss each episode.
- Take advantage of the time flexibility of digital discussions by scheduling events at times that fit everyone's schedules.
- For this program to count, you must run discussion groups – it is not enough just to stream the videos

PILGRIM ICON PROGRAM

- Remember, a Pilgrim Icon prayer service can be held anywhere, not just inside a church.
- Combine the Pilgrim Icon Program with a Family Prayer Night, whether in person or over video conference.
- Be sure to livestream your prayer service so that it is more accessible for those who are unable to attend.



Virtual Program Planning

A Quick Commercial for the Toolset



Faith in Action

Remote Programming Supplement

PLANNING PER PROGRAM:

1. Establish your digital/online tool kit

- ☐ Continue researching appropriate tools as needed
 - ☐ Consider video conferencing, livestreaming, online giving, communication and social media – [Quick Tip Link](#)
 - ☐ **Review: Link for “[Tools for Remote Meetings](#)”**
 - ☐ **Review: Link for “[Tools for Member Communication](#)”**
- ☐ Review all selected program [guide sheets](#)
 - ☐ Confirm necessary requirements for featured program
 - ☐ **Review: Link for “[Minimum Requirements](#)”**
 - ☐ Confirm program goals and design

<https://www.kofc.org/en/resources/faith-in-action-programs/overview/11139-remote-program-supplement.pdf>



Virtual Program Planning

A Quick Commercial for the Toolset



EVALUATION AND FOLLOW-UP:

1. Gather feedback – always looking to improve

- ☐ Planning evaluation
 - Did we plan enough in advance?
 - Did we adequately test everything?
 - Was our communication and participation process clear?
- ☐ Participant evaluation
 - How was the overall experience?
 - Would you participate again?
 - Was the process easy to follow?

2. Follow-up

- ☐ Email participants with survey and invitation to next program/event
- ☐ Share with pastor and appropriate parish staff the impact and success of your program – participation and specifics
- ☐ Share best practices for remote programming with State Program leadership
- ☐ Continue sharing notable program success with Supreme Program Team so we can share success and best practices across the Order. Email to fraternalmission@kofc.org

<https://www.kofc.org/en/resources/faith-in-action-programs/overview/11139-remote-program-supplement.pdf>



Virtual Program Planning

A Quick Commercial for the Toolset



ROSARY

- Consider scheduling a Rosary program where different council and parish members and their families lead the Rosary.
- Use digital conferencing technologies so that families can lead these prayers from the comfort of their home, allowing more families the opportunity to participate in this powerful program of family prayer.

FOOD FOR FAMILIES

- Consider conducting a drive-through food drive with a designated drop-off location.
- Consider collecting funds online. Collected funds can then be donated direct to the food pantry and more easily reported for the refund.
- Help families bring the experience and awareness home with them by offering information on the needs within your community and prayer/meditation guides on the corporal works of mercy. Make these available online as well.

MARCH FOR LIFE

- Stay up to date with March for Life events by visiting www.marchforlife.org. Become aware of any ways that people can participate digitally if unable to attend in person.
 - Visit the [March for Life Blog](#) for ideas on how you can stay engaged in the fight to build the culture of life from home.
 - Organize your own event and invite speakers to present on pro-life topics relevant to your council by using online video platforms or social media.
- council and community's participation in webinars and virtual programs offered by the Right to Life organizations, and/or pro-life advocacy groups.

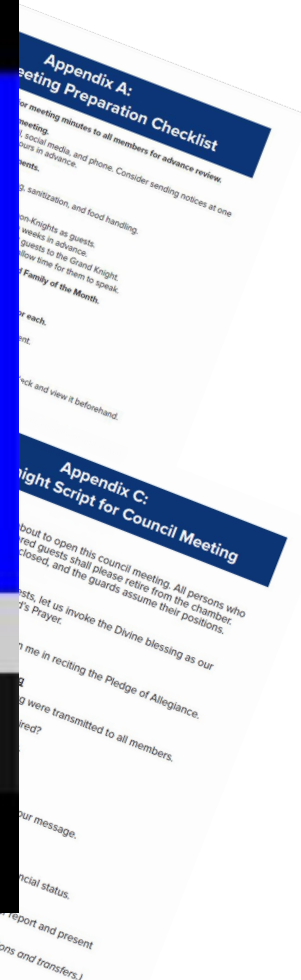
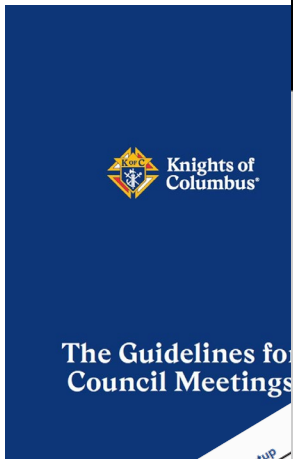
LEAVE NO NEIGHBOR BEHIND

- **Support your brothers Knights:** Through calls, texts, emails or in person, check in on brother knights and their family to assess any unmet needs and ways the council can support them. Create a phone tree that ensures that everyone in the council is contacted and connected. Consider an online meeting room in addition to council meetings for some fraternal time.
- **Support your parish:** Speak with your local pastor to see if there is any need at the church.
- **Support your community:** Reach out by phone or email to leaders and organizations within your community to assess needs and coordinate a council response accordingly.
- **Feed the hungry:** Reach out to your local food pantry to find out the need and encourage members of the council and parish community to assist with donation, by providing a box outside the parish for drop off.
- **Participate in blood drives:** Consult the Leave No Neighbor Behind guidebook for supporting blood drives.

<https://www.kofc.org/en/resources/faith-in-action-programs/overview/11139-remote-program-supplement.pdf>



What's in the Book?



Key Asset for Grand Knights & Council Members

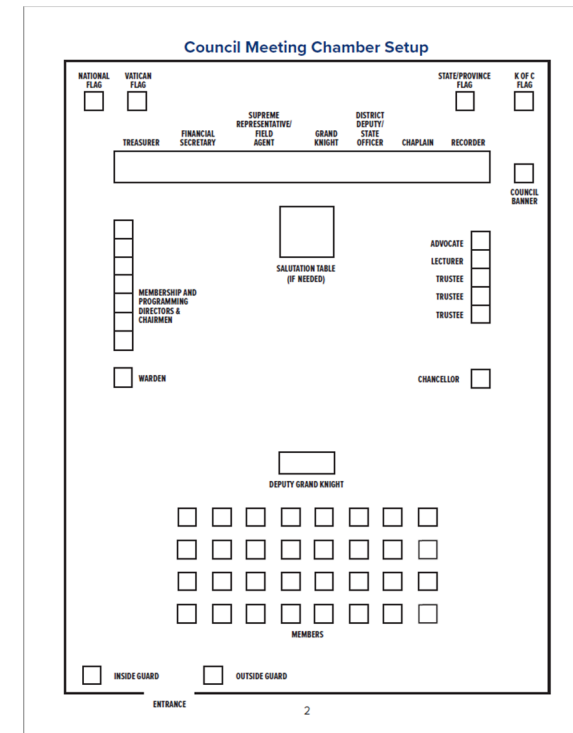


Council Meeting

Prep & Opening



- Revised layout – no provision for exemplification
- Live/Virtual hybrid – COVID & flexibility
- Record of attendees
 - No report of membership cards
 - No officer roll call
 - Quorum – bylaws still apply
- Assign/recruit IT support (not GK)
- Start on time!
 - Respect Members' time
 - Opening prayer & Pledge
 - Approve the Minutes



Quickly move to 'Meat of the Meeting'



Council Meeting

Leadership Opening



- Chaplain's Message
 - Adjust timing to accommodate Chaplain
- Grand Knight's Report
 - Set the tone at high level (10 minutes max)
 - Highlight recent successes
 - Share vision
 - Focus on key issues (avoid deep dive details)
- Treasurer's Financial Report
 - Brief summary (FS/Treasurer aligned at Officers Mtg)
- Membership Report
 - Council health
 - Candidates & transfers

Member Motivation and Critical Updates



Council Meeting

Status Reports (coordinated at Officers Meeting)



- Planned vice ad hoc reports
- Programs/Committees – if they have a message
- Fourth Degree
- Insurance Agent
- District Deputy

Appendix D:

How to Prepare a Good Report

Numerous topics must be covered in a one-hour council meeting. One issue cannot be given so much time that other important issues are excluded or given inadequate attention. So, it is incumbent upon anyone making a report to be ever mindful of the clock.

In general, a presenter should take no more than three minutes to give his report. With careful preparation, this is ample time to convey the necessary information. A crisp, focused report respects not only the Grand Knight who carefully prepared the meeting agenda, but also the other presenters who limited their reports to fit the allotted times.

Often, people who are not accustomed to public speaking at council meetings will speak much longer than the audience is willing to listen. Instead of focusing only on the key points and main take away items, they dwell at length on lesser details as if they were delivering an academic paper. They fail to note when the audience has lost interest, and they drone on while members look at their smart phones and other distractions.

A good presenter respects the valuable time of the audience. A good report is short and simple. Key elements include:

- The five W's: Who, What, When, Where, Why.
- Results if reporting completion of a project.
- Status if giving an update on a project.
- Clear requests for needed support.
- Recommendations for further actions.

It is unnecessary to drag the audience through the thought process and intermediate steps taken to reach the conclusions. The speaker should tell the audience what they need to know, answer their questions, and sit down.

Some speakers find it helpful to write down their intended remarks. Then they cut it in half and reorganize. Then they cut it in half yet again. This forces them to eliminate all superfluous information. In time it becomes second nature to focus on only the most important matter.

Members Appreciate Focused/Pre-planned Reports 8



Council Meeting

Old & New Business



- Old business
 - Captured in Meeting Minutes
 - Addressed in Officers' Planning Meeting
 - Ready to efficiently present and address
- New business
 - Elections remain 1st order of business when needed
 - Normally introduced/planned at Officers' Planning Mtg
 - Discuss short-fuzed/emergent with Grand Knight
- Be ready for efficient Parliamentary Procedures

Avoid Surprises & Unplanned Expenses



Council Meeting

Close & Move to Fraternal Gathering



- Good of the Order & Awards
 - Family & Knight of the Month
 - Recognize good works
- Lecturer's Reflections
 - The Supreme Chaplain's Challenge
 - The Knights of Columbus: An Illustrated History
- Grand Knight's Summation
 - Highlights, Focus, Positive message
- Closing Prayer
 - Prayer for Canonization of Blessed Michael McGivney
- Adjourn, but don't leave!

Close with Positive Messages!



Council Meeting

Common Questions



Prayer for the Canonization of Blessed Michael McGivney

Founder of the Knights of Columbus

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (*here make your request*). Through Christ our Lord. Amen.

Please report all favors received:

The Father McGivney Guild

1 Columbus Plaza

New Haven, CT 06510-3326 • USA

www.fathermcgivney.org



Council Meeting

Common Questions



- Non-members at Council Meetings
 - Guests could include families & community members
 - Mandatory vote to open “Closed Council Meetings”
- When/how to vote?
 - No votes at Officers Planning Meeting
 - Email voting between meetings for emergent issues
- Publish Council Meeting minutes
 - Notification to all members
 - Protected site – password protected/members only



Council Meeting

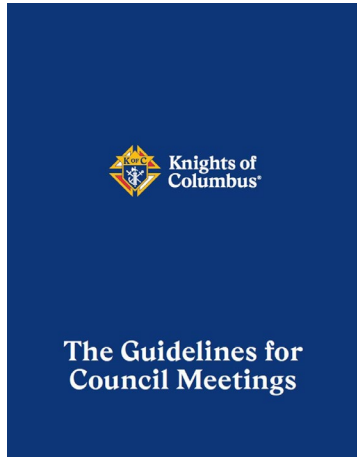
Common Questions



- Presentation of financial reports at Council Mtg
 - Financial Secretary & Treasurer align at Officers Mtg
 - Only Treasurer reports at Council Meeting
- *Guidelines for Council Meetings* v. other pubs
 - First publication – related pubs will align
 - Council bylaws update 2021 Supreme Convention
- Other questions?



New Guidelines



Read the book! *Twice!!*

<https://www.kofc.org/en/resources/service/council/method-conducting-council-meetings10318.pdf>



Review December 17 Webinar

<https://www.kofc.org/en/for-members/resources/webinars/121720.html>



Register for January 16 Webinar

<https://attendee.gotowebinar.com/register/4651538229324278539>

