



2025 Leadership Council Ops (Installation Meetings, etc)

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Training Director



Agenda

- Installations

- Meetings



Agenda

- **Installations**

- **Meetings**



Ceremony

- One of few public ceremonies for the Council
 - Emphasis is on Council Officers and their families
 - Sets the tone for the fraternal year
 - Requires preparation
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Preparation

- Review script
- Schedule with Pastor
- Invitations to State Deputy & VIPs
- Reception coordinator for catering, set-up, etc.
- Order PGK materials
- Select Ladies' gifts
- Schedule Rehearsal
 - Provide stand-ins as needed

State Rep Request Anthony Salvemini

State Deputy
901 Boom Way
Annapolis, MD 21401
a.ns@comcast.net

Date:

District Number:

Council Number:

Council Name:

GK Elect Name:

Time of Event:

Mass: yes or no

Dress Code:

Dinner: yes or no

Location:



Installation Mass

- Flowers or ribbons for the Officers and their Ladies?
 - Mass Particulars
 - Ushers
 - Readers for scripture passages?
 - Presenters of the gifts?
 - Additional Ministries
 - Extraordinary Ministers of the Eucharist
 - Altar servers (Council families)
 - Color Corps
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Council Installation

- Call to Order by Master of Ceremonies (usually the Lecturer)
 - Procession of Officers
 - Program Commences
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Agenda

- **Installations**

- **Meetings**



KofC Publication 10318

Comprehensive reference
Best Practices

Helpful Appendices

- Planning for a meeting
- Meeting script
- Parliamentary procedures
- Managing a motion



**The Guidelines for
Council Meetings**



Meeting Terminology

- Monthly council meeting (REQUIRED AND ESSENTIAL) – intended to conduct formal business of the council - formerly the business meeting – refer to Appendix C of KofC publication 10318
 - Officers' planning meeting (REQUIRED AND ESSENTIAL)– intended to be used to plan for the monthly council meeting –refer to Appendix A of KofC publication 10318
 - Special meetings – convened by
 - vote of council at preceding monthly meeting;
 - vote of officers at preceding officers' planning meeting;
 - by direction of the Grand Knight;
 - by direction of GK at request of at least 7 members
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Officers' Planning Meeting

- When will the next exemplification be held for new members? Is planning underway?
 - Are you prepared for GK remarks – be brief, be strategic and be done
 - Is the program director ready to report on past and upcoming programs and activities? Round tables?
 - What new business must be accomplished during this meeting? Who will be making the motion?
 - Does the lecturer have a “Lecturer’s Reflection” planned/prepared?
 - Will the chaplain or assistant attend?
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Officers' Planning Meeting

- Assure previous minutes are available and legible and all officers (especially the recorder) know what the “old business” will be in advance of the meeting
 - What new business must be accomplished during this meeting? Who will be making the motion?
 - Are bills available to be read at the meeting?
 - Does the treasurer have opening and closing balances available and on hand?
 - Are the treasurer and financial secretary's financial information in sync?
 - Will new member applicants be considered? Is information available and at hand?
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Monthly Membership Meeting

- Set the tone and dress the part
 - Appoint pro temp officers for missing officers
 - Start on time
 - Have discussions go through the GK
 - Use the gavel to get attention, restore order – it's your meeting
 - Don't let the meeting wander – not the place or time to figure out how many cooks you'll need in the kitchen
 - Follow the script in KofC Publication 10318
 - Aim to finish in an hour **OR LESS**
 - *Order of the meeting and script in KofC Publication 10318*
 - *Familiarize yourself with the basics of handling motions at meetings*
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Final tips for success

- Prepare well – know what needs to get done
 - Plan specifics at the officers' planning meeting.
 - The monthly council meeting should be focused on conducting the business of the council.
 - Follow the Supreme-approved script
 - Keep meetings to 1 hour or less
 - Stay in control of the meeting
 - Use K of C Publication 10318
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Questions?

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