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# **2025 Leadership Council Ops (Installation Meetings, etc)**

Rob Van Rite, PFK PFN  
Training Director

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# Agenda

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- Installations
- Meetings

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- Installations
- Meetings

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# Ceremony

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- 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  
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Annapolis, MD 21401  
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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

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- 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

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

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# Agenda

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- Installations
- Meetings

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# KofC Publication 10318

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## Comprehensive reference Best Practices Helpful Appendices

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



**The Guidelines for  
Council Meetings**



# Meeting Terminology

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- 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



# Officers' Planning Meeting

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- 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

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- 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?



# Monthly Membership Meeting

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- 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***

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- 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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