

# Ceremonial Guidelines

Aaron F. (Ron) Cabbage, State Ceremonials Chairman

718 Rively Ave.

Glenolden, PA. 19036-1119

(610) 532-8266 Home Phone & Fax

(484) 354-5466 Cell phone

Email address [roncabbage@hotmail.com](mailto:roncabbage@hotmail.com)

**THE GOLDEN RULE: FOLLOW THE CHAIN OF COMMAND GRAND KNIGHT, DISTRICT DEPUTY, STATE CEREMONIALS CHAIRMAN, STATE DEPUTY, SUPREME CEREMONIALS DEPARTMENT**

## **Admission Degree**

### Recruiting

Ask every eligible Catholic man to be a Knight, **One Member Per Council Per Month.**

After recruiting a new candidate present him to the admission committee.

Make sure you tell you candidate what the dress code is, **suit tie or business casual** (no shorts, tank tops, sneakers, etc.)

**Accompany him to the exemplification of the admission degree** and after the degree introduce him to the council members, make him feel welcome and part of a team. **Continue to advance him to the formation degree, knighthood degree and the patriotic degree.**

### Scheduling Degrees

Each council should schedule a degree each month. **One Degree Per Council Per Month.**

Schedule well in advance. Make sure to invite the agency department, local State Officer, Directors, Chairmen, DD, neighboring DDs and neighboring Council Officers.

After scheduling a degree do not cancel even if you have no candidates this is a good time for the team to practice and sharpen their presentation skills. Remember first impressions are lasting and this is the first time a potential new member get to see the Knights in action.

### Degree Exemplification

**Minimum class size is ONE** but put some members in the class so a candidate is not alone.

There are three ways you can exemplify the admission degree.

1 The **preferred** way is to have a certified team do the degree from **memory** with robes or dark suit with ceremonial baldric. (for ceremonial baldrics check supply catalog bottom of page 8)

2 **Read** the degree with hopes that at some point you will get a certified team again proper dress is robes or dark suit with ceremonial baldric.

3 Use Video again with proper dress is robes or dark suit with ceremonial baldric.

*Supreme Knight  
D. J. [unclear]  
M. [unclear]*

The Officer in charge of the Admission Degree is the GRAND KNIGHT.

**After the degree make sure form 100s are submitted to New Haven and make sure to submit form 450**

### Steps for Team Certification

1 Grand Knight shall request Admission Degree ceremonial books form 532, books will be sent to financial secretary who shall be custodian of same.

2 when ready the District Deputy will certify the team and submit form 543.



**KNIGHTS OF COLUMBUS**  
1 COLUMBUS PLAZA, NEW HAVEN CT 06510

# Membership Document

A CATHOLIC, FAMILY, FRATERNAL, SERVICE ORGANIZATION

<b>1</b>	NEW/RECEIVING COUNCIL NUMBER	COUNCIL LOCATION (CITY, ST/PROV)	MEMBERSHIP NUMBER	DATE READ	DATE ELECTED	1ST. DEG. DATE	
<b>2</b>	<b>TRANSACTION</b> <input type="checkbox"/> NEW MEMBER <input type="checkbox"/> JUVENILE TO ADULT <input type="checkbox"/> REINSTATEMENT (up to 3 months) <input type="checkbox"/> REACTIVATION (inactive insurance)		<input type="checkbox"/> READMISSION (up to 7 years) <input type="checkbox"/> REAPPLICATION (over 7 years) <input type="checkbox"/> TRANSFER IN <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> SUSPENSION _____ reason _____		PROVIDE SURVIVOR INFORMATION BELOW <input type="checkbox"/> DEATH _____ NEXT OF KIN _____ RELATIONSHIP _____ TELEPHONE # _____ STREET _____ CITY _____ ST/PROV _____ POSTAL CODE _____		
<b>3</b>	LAST NAME		FIRST NAME		MIDDLE INITIAL		TITLE
STREET		CITY		ST/PROV	POSTAL CODE	COUNTRY (OUTSIDE US)	
DATE OF BIRTH MO DAY YR		MARITAL STATUS	HOME PHONE		BUSINESS PHONE		CELL PHONE
E-MAIL ADDRESS				OCCUPATION/EMPLOYER		LAST FOUR DIGITS OF TAX ID (e.g., SSN, SIN) <b>XXXXX-</b>	
*ARE YOU A PRACTICAL OR PRACTICING CATHOLIC IN UNION WITH THE HOLY SEE?		YES	NO	PARISH NAME, LOCATION (CITY, ST/PROV)			FORMER COLUMBIAN SQUIRE?
DID YOU APPLY FOR MEMBERSHIP PREVIOUSLY?		YES	NO	INITIATION DATES	1. FIRST	2. SECOND	3. THIRD
DATE OF TERMINATION		REASON		NUMBER OF LAST COUNCIL		COUNCIL LOCATION (CITY, ST/PROV)	
<b>5</b>	I HEREBY RECOMMEND THE ABOVE APPLICANT FOR MEMBERSHIP.			I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I WILL UPHOLD THE CHARTER, CONSTITUTION AND LAWS OF THE KNIGHTS OF COLUMBUS AND ANY OF ITS COUNCILS IN WHICH I HAVE MEMBERSHIP AND AGREE THAT THE DECISION OF THE BOARD OF DIRECTORS SHALL CONTROL IN ALL MATTERS. I AGREE THAT THE KNIGHTS OF COLUMBUS MAY VERIFY THE INFORMATION PROVIDED.			
PRINTED NAME OF PROPOSER				SIGNATURE OF APPLICANT			
PROPOSER'S MEMBER NUMBER (required)				SIGNATURES			
DATE		FINANCIAL SECRETARY		SIGNATURES		GRAND KNIGHT	

\* SEE DEFINITION ON REVERSE/DOES NOT APPLY TO PRIESTS AND RELIGIOUS

**SUPREME OFFICE COPY**

**A copy of this form should be sent to the council agent for his records**

# DEGREE EXEMPLIFICATION REPORT

TO: SUPREME KNIGHT CARL A. ANDERSON  
FROM: DISTRICT DEPUTY NAME \_\_\_\_\_  
DISTRICT NUMBER \_\_\_\_\_ JURISDICTION \_\_\_\_\_  
DEGREE DATE \_\_\_\_\_ HOST COUNCIL NUMBER \_\_\_\_\_

**ONLY SUBMIT ONE REPORT PER DEGREE. DO NOT REPORT MULTIPLE DEGREES ON A SINGLE FORM**

DEGREE REPORT: TOTAL NUMBER OF CANDIDATES \_\_\_\_\_

ADMISSION  STAFF COUNCIL NUMBER: \_\_\_\_\_

ADMISSION DEGREE PRESENTATION: STAFF PRESENTED BY MEMORY   
STAFF READ FROM SCRIPT  STAFF USED CEREMONIAL DVD

FORMATION  STAFF NAME: \_\_\_\_\_

KNIGHTHOOD  C.O. NAME: \_\_\_\_\_

GENERAL  
OBSERVATIONS:

## PARTICIPATING COUNCILS – CANDIDATES

COUNCIL NUMBER	NUMBER OF CANDIDATES	COUNCIL NUMBER	NUMBER OF CANDIDATES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBMITTED BY: \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CC: STATE DEPUTY

City and State or Province

ZIP or Postal Code



**KNIGHTS OF COLUMBUS  
Supreme Council**

**Requisition for  
First Degree Ceremonials**

I, \_\_\_\_\_ Grand Knight of Council No. \_\_\_\_\_,  
\_\_\_\_\_ location, request approval for a set of First

Degree Ceremonial Books. (A set consists of 6 Ceremonial Books, song books and music and narration CD. All Degree books are serialized.)

\_\_\_\_\_  
Grand Knight's Signature

\_\_\_\_\_  
Date

Ship To: \_\_\_\_\_  
Financial Secretary

Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Grand Knight retains a copy of this request for council records and mails approved copies to Supreme Secretary and State Deputy.

**For Supreme Council  
Use Only**

\_\_\_\_\_  
serial number

# Knights of Columbus

## Supreme Council

### Notice of Certification of Admission Degree Staff

Worthy Supreme Secretary:

I have reviewed the Admission Degree Staff of Council No. \_\_\_\_\_ in the jurisdiction of \_\_\_\_\_ and attest to the following:

- Conducted current Admission Degree Ceremonial Reprinted 2016
- All parts are thoroughly memorized, and delivered in an impressive manner
- All previous versions of the Ceremonial Books and parts have been returned
- All equipment is in good condition

Please issue Admission Degree Staff Certificate for this Council.

Part	Print or Type Name	Membership #	Certification Card Required
Grand Knight			<input type="checkbox"/>
Deputy Grand Knight			<input type="checkbox"/>
Chancellor			<input type="checkbox"/>
Warden			<input type="checkbox"/>
Financial Secretary			<input type="checkbox"/>
Inside Guard			<input type="checkbox"/>

\_\_\_\_\_  
District Deputy Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

#### District Deputy Mail to Supreme Secretary

District # \_\_\_\_\_ Phone \_\_\_\_\_

DD Printed Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, Postal Code \_\_\_\_\_

Please allow 6-10 weeks for Certificate and Certification Cards

**WHERE TO OBTAIN  
FIRST DEGREE CEREMONIAL ITEMS**

**SUPREME COUNCIL – CEREMONIALS DEPARTMENT**

1 Columbus Plaza  
New Haven, CT 06510-3326  
(203) 752-4346  
(203) 752-4113

- First Degree Ceremonials Set Requisitioned on Form #532 includes;
  - Five Serialized First Degree Ceremonial Books
  - Five K of C Songbooks
- Original Set – No Charge
  - Replacement Set - \$50.00
  - Damaged or worn Ceremonial Books will be replaced with a new set of books at no charge (if all books are returned.)
- Ten Candidates Kits (Original Team Formation Only)

**SUPREME COUNCIL – SUPPLY DEPARTMENT**

76 Meadow St.  
New Haven, CT 06519-1759  
(203) 772-2130 – ask for Supply  
(800) 266-6340 – (U.S. & Canada)

- Ceremonial Items are ordered of Form #1 and must have authorized signature to charge to the council statement
  - Music #1 - CD - \$8.00
  - Candidate Kits – Item #531 - \$3.50
    - *(Rosary, "How to Pray the Rosary," Blank Membership Card, Lapel Pin, Booklet – "These Men They Call Knights," Welcome to the Knights of Columbus Brochure, Shining Armor Qualification Card)*
  - First Degree New Member Certificate – Item #268 - 25¢ each
  - First Degree Honoree Scroll - Item #271 - 25¢ each
  - Council Officer Jewels
    - Knights of Columbus Promotional Gift Catalog
    - Complete Set of 15 Officers Jewels– Item PG-130- \$200.00
      - *(Jewels may be purchased individually)*
  - Ceremonial Baldrics – Item # 30126 (M-L), 30127 (XL-XXL), 30128 (XXXL)
    - \$25.00 U.S.
    - \$30.00 Canada
    - Minimum needed to conduct a degree is six.

**All other ceremonial items and equipment are supplied by, and to be ordered from, the listed suppliers. For a list of other required First Degree ceremonial items refer to the First Degree Ceremonial Book Rev. 06/05 page 7.**

**Lynch & Kelly, Inc.**  
Official Ceremonial Item Supplier  
23 Devereux St. – P.O. Box 342  
Brooklyn, NY 13503  
Tel: (888) 548-3890 Toll Free  
Tel: (518) 792-4624 Fax  
www.lynchkelly.com

**The English Company**  
Official Supplier  
Box 1492  
Yorktown Heights, NY 10598  
USA  
(800) 444-5632 Toll Free  
(914) 962-7430 Fax  
www.kofcsupplies.com

**Enterprises Roger Sauvé Inc.**  
Official Supplier – Canada  
6546 Saint-Hubert  
Montréal, Québec H2S 2M3  
Canada  
(514) 270-1211 Phone  
(514) 270-8990 Fax  
http://roger-sauve.com

★ NOTE THIS IS JUST A GUIDE TO HELP YOU

# Formation Degree

## Recruiting

Make sure you remind new brother knight what the dress code is, **suit tie or business causal** (no shorts, tank tops, sneakers, etc.)

**Accompany him to the exemplification of the formation degree. Continue to advance him to knighthood degree and the patriotic degree.**

## Scheduling Degrees

Each district should schedule a degree each month. **One Degree Per District Per Month.**

Schedule well in advance. Make sure to invite the agency department, local State Officer, Directors, Chairmen, DD, neighboring DDs and neighboring Council Officers.

After scheduling a degree do not cancel even if you have no candidates this is a good time for the team to practice and sharpen their presentation skills.

## Degree Exemplification

**Minimum class size is ONE** but put some members in the class so a candidate is not alone.

1 The **preferred** way is to have a certified team do the degree from **memory** with robes or dark suit with ceremonial baldric. (for ceremonial baldrics check supply catalog bottom of page 8)

The Officer in charge of the Formation Degree is the District Deputy.

**After the degree make sure form 100s are submitted to New Haven and make sure to submit form 450**

## Steps for Team & Individual Certification

1 Send to the SCC or SD request for Formation Degree Ceremonial books form 533

2 When ready for certification contact SCC or SD to review the team or individual and fill out form 544



TEAMS THAT RECEIVED FORMATION DEGREE KITS

372-203	Bux - Mont	6/23/2008	McNulty	Robert	2385950
372-204	Fr. McNelis		Ross	Chauncey	3942174
372-208	Reading	11/15/2007	Weckel	Len	1315708
372-210	Pocono Mountain		Yasenchok	Michael	2832137
372-212	Moscow		Shank	Charles	3014685
372-213	Lancaster County	1/30/2008	Beat	Larry	1070705
372-215	Hanover Area	3/20/2007	Freet	Wayne	1268997
372-218	West Shore	1/24/2008	Rybacki	Michael	3450076
372-219	State College	11/19/2007	Basset	Lionel	2808162
372-222	Edinboro	10/18/2009	Baker	Mark	2876863
372-223	Mercer	5/9/2010	Krupa	Thomas	2215816
372-224	James R. Callihan Memorial	3/26/2015	Wolbert	Ronald	4122044
372-225	Erie 4071	5/9/2010	Barber	Raymond	1313216
372-226	Our Lady of Olives 3907	11/3/2008	Conroy	Michael	3446052
372-230	Mon - Valley		Santoro	Kenneth	1576788
372-231	Fr. Henry P. Dinicco		Andrews	Gerald	2261409
372-232	Chartiers Valley	4/14/2015	Maochi	James	3423250
372-233	Larry Trainor Memorial	2/1/2008	Conti	Frank	2361210
372-234	Union Council 345		Rafferty	Thomas	2042519
372-235	Fr William Fenerty	2/11/2007	Gryger	Dana	1543803
372-237	St Helena & St Titus	11/12/2007	Harris	John	1575046
372-245	Team Greenville	10/5/2009	Yokubeak	Frank	2549113
372-248	Harrisburg East Shore	5/21/2009	Murphy	Joseph	3100343
372-250	St. Paul	2/2/2009	Parise	Joseph	4048053
372-254	St. Joseph The Worker		Fitzpatrick	John	3707293
372-256	Stroudsburg	3/24/2009	Burns	John	3445198
372-258	North Pocono Council 6050	10/21/2010	Schank	Charles	1060500
372-259	St. Alphonsus Ligouri Council 4262		Lander	Joseph	3309966
372-261	Allegheny-Kiski		Shields	Timothy	1330635
372-262	St. Michael The Archangel		Sparkowski	Edward	773427
372-263	Our Lady of the Mountain	7/12/2011	Ouellette	Gilman	3902833
372-264	Delchester		Di Pietro	Anthony	2341375
372-266	Father Thomas J. Ryan 5036	8/10/2012	Snyder	Clint	4513784
372-268	Cardinal Keeler		Siscaretti	Andrew	1949432
372-269	St. Ann Council 4259		Hines	Joseph	4286591
372-277	Trinity Council 3132		Devine	Frank	1628217
372-278	Duquesne-West Mifflin Council		Conti	Frank	2361210
372-279	Uniontown Council		Adamcheck	James	3997901
372-280	St. Mary Council 527		Frey	David	2088391
372-281	Pope Pius II		Sheck	Al	1878102
	Ridley Area		O'Hara	Francis	2496194
	Pittson		Bingham	John	4570814
	DD 112		Korelko	Joseph	

TEAMS THAT DID NOT RECEIVED FORMATION DEGREE KITS

372-201	Chambersburg	10/23/2007	Moore	Robert	4297562
372-202	Rev. Donald Vuketich	3/26/2009	Bowan	John	2757562
372-207	Quakertown		O'Donnell	Joseph	2245010
372-211	District 33		Curto	James	2984938
372-214	District 50		Jones	James	2638921
372-216	District 53		Haber	Raymond	2954150
372-217	District 56		McGreehan	John	3286109
372-220	Dubois	6/14/2009	Shade	Thomas	2362891
372-221	District 68		Stitt	Donald	3279820
372-227	District 81		Brown	Eugene	193285
372-228	District 83		DiNinno	Dominic	965756
372-229	District 86		Diminno	Michael	3141139
372-238	St Mark the Evangelist		Cagnoli	Patrick	1210116
372-239	Bishop Lawrence F Schott	4/11/2008	Bailoni	James	3179571
372-240	Msgr Robert D Goodill		Kacprowicz	David	2584872
372-241	Father Stommel	9/11/2007	High	Thomas	2055918
372-242	Altoona-Johnstown	2/28/2008	Strunk	Thomas	1812076
372-244	Pope John Paul II		McCormick	Daniel	3041967
372-246	Council 14527		Schlotterer	Gregory	3460393
372-247	York		Young	Chester	3802001
372-249	Rev. Joseph A. Connolly, OSFS	2/12/2009	Kelly	James	1119150
372-251	Albert Gallatin Regional	10/25/2009	Korelko	Joseph	2876397
372-252	Bishop Welsh		Miller	Robert	293730
372-253	Trinity	5/31/2009	Corby	Joseph	4203387
372-255	St. Mary's of Dorrance		Dotzel	Norbert	3836236
372-257	Fr. Franklin		Schrall	Donald	2019368
372-260	St. Pius X	3/28/2012	Stafy	Christopher	2574987
372-265	Fr. Henry Baker		Haggerty	Robert	3229488
372-267	Rev. Francis Chambers, OSA	3/3/2013	Smith	Edward	3180502
372-270	St. Ann Basilica	2/12/2014	Hallock	Brian	4557946
372-271	Pope Francis	1/15/2015	Granata	Donald	3940357
372-272	Berwick Council 3301		Marston	Richard	2056155
372-273	St. Josephs of Cabot 11388		Kurpakus	Damon	3489653
372-274	Council 1020		Dechant	John	318934
372-275	St. Mary Of The Assumption Council 14722		Zlotorzynski	Norman	1529089
372-276	Father John E. Doyle Council 9715		Ray	Richard	3659986

TEAMS THAT ARE INACTIVE

372-243	Susquehanna Valley	INACTIVE
---------	--------------------	----------

**FORM #533**  
**REQUISITION FOR SECOND DEGREE CEREMONIALS**

**Knights of Columbus**  
Supreme Council

Requisition for  
**Second Degree Ceremonials**

I \_\_\_\_\_ SD/SCC request your approval for an initial set of Second  
(name)  
Degree Ceremonial Books for a team in \_\_\_\_\_ (A set consists of 4 copies  
(location and diocese)  
of the "TWO", Current Second Degree Ceremonial Rules. All Degree books are serialized.)

The Team name shall be \_\_\_\_\_.

I hereby name the following member to be Team Captain, \_\_\_\_\_  
(Team Captain)  
who will be responsible for the **Safe keeping** of the books. \_\_\_\_\_  
Membership # Council #

Approved: \_\_\_\_\_  
(State Deputy) (Date)

SD retains copy of this request for State Records and mails approved original to the Ceremonial Department.

Ship To: \_\_\_\_\_  
(Team Captain)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

For Supreme Council Use Only

\_\_\_\_\_  
Serial number

533-NC 11/06

**SUPREME SECRETARY**

# Knights of Columbus

Supreme Council

## Notice of Certification of Formation Degree Staff

Worthy Supreme Secretary:

I reviewed the Formation Degree Staff dress rehearsal of the \_\_\_\_\_  
(Formation Degree Staff)  
in the jurisdiction of \_\_\_\_\_ and attest to the following:

- Conducted current Formation Degree Ceremonial revised 08/15
- All parts are thoroughly memorized, and delivered in an impressive manner
- All previous versions of the Ceremonial Books and parts have been returned
- All equipment is in good condition

Please issue Formation Degree Staff Certification Certificate.

Part	Print or Type Name	Membership #	Certification Card Required
District Deputy			<input type="checkbox"/>
Grand Knight			<input type="checkbox"/>
Chancellor			<input type="checkbox"/>
Warden			<input type="checkbox"/>
Financial Secretary			<input type="checkbox"/>
Inside Guard			<input type="checkbox"/>

\_\_\_\_\_  
State Deputy/State Ceremonials Chairman

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Mail the Completed Certificate and Cards to:**

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, Postal Code \_\_\_\_\_

Please allow 6-10 weeks for Certificate and Certification Cards

544-NC 01-16

**SUPREME SECRETARY**

# Knighthood Degree

## Recruiting

Make sure you remind new brother knight what the dress code is, **suit tie or business casual** (no shorts, tank tops, sneakers, etc.)

**Accompany him to the exemplification of the knighthood degree. Continue to advance him to the patriotic degree.**

## Procedure for Requesting a Knighthood Degree

- 1 The requester with the help of the host district deputy and area coordinator will attempt to obtain the services of a Conferring Officer and his Warden and a Presenter of the Fraternal Charge, if further assistance is need contact the state ceremonials chairman
- 2 When the team is confirmed the requester will send a letter (see sample) to SCC for assignment
- 3 The state ceremonials chairman will send a letter to the requester and all interested parties. (e.g. CO, W, PFC, host DD, etc.) confirming and schedule the degree.
- 4 The requester should then publish the degree.

## Scheduling Degrees

Schedule well in advance. Make sure to invite the agency department, local State Officer, Directors, Chairmen, DD, neighboring DDs and neighboring Council Officers.

After scheduling a degree do not cancel even if you have no candidates this is a good time for to practice and sharpen presentation skills.

## Degree Exemplification

**Minimum class size is ONE** but put some members in the class so a candidate is not alone.

- 1 The **preferred** way is to have a certified team do the degree from **memory** with robes or dark suit with ceremonial baldric. (for ceremonial baldrics check supply catalog bottom of page 8)

The Officer in charge of the Knighthood Degree is the Conferring Officer. He will bring his warden and in most cases PFC and video and music and chalice. The requesting area is responsible for all other necessary personal and paraphilia.

**After the degree make sure form 100s are submitted to New Haven and make sure to submit form 450**

## Steps for Certification

- 1 For conferring officer contact the SCC or SD to make arrangement for certification
- 2 Conferring Officer can certify all other parts

DATE

NAME

ADDRESS

E MAIL ADDRESS

Worthy State Ceremonial Chairman

Request permission for third degree to be held in area as follows

DATE

TIME

LOCATION place and address with zip code

The CO will be NAME his warden is NAME and the PCF will be NAME. NAME is the third degree coordinator for AREA. Any question concerning the arrangements should be directed to him

Fraternally Yours

NAME & TITLE