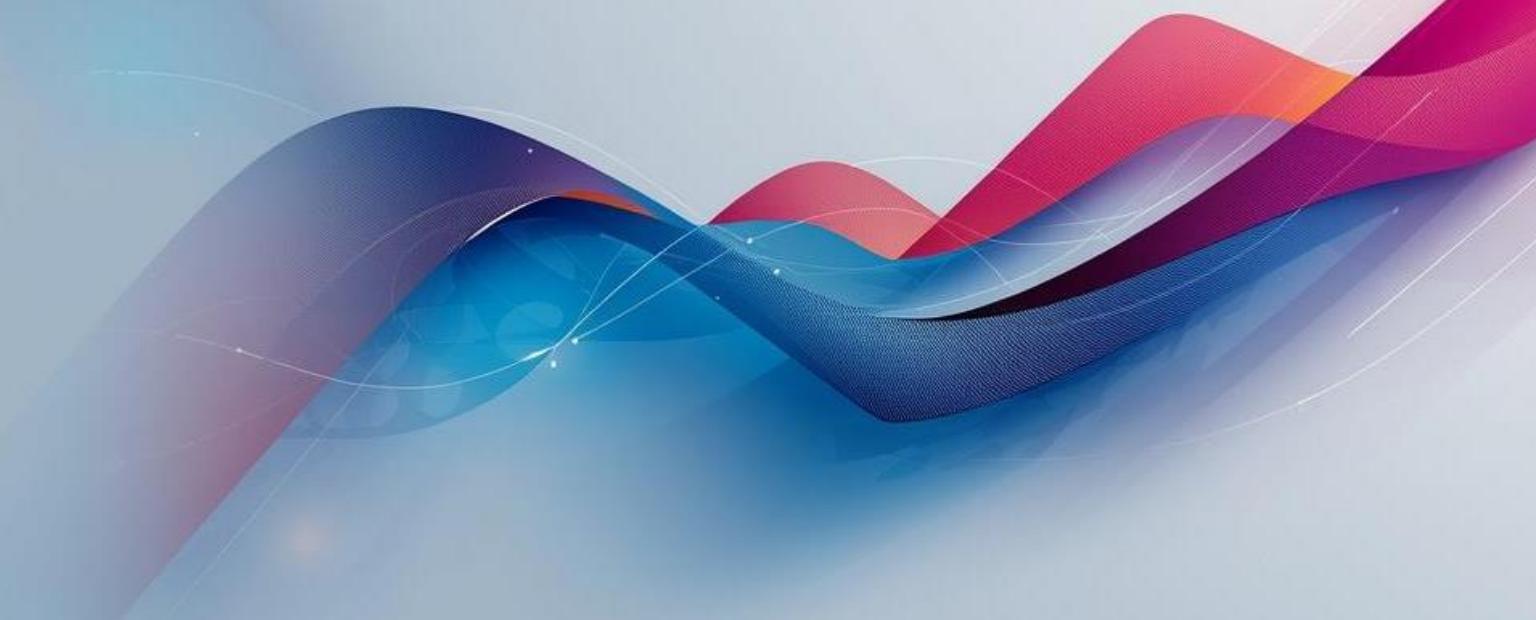




**Knights of
Columbus®**
Texas
State Council

*Keep The Momentum
Moving Forward*



Education, Training & Communication

DD 102



Your Role

- You are a representative of the Supreme Knight and the State Deputy.
- You are critical to the success in your district, state and order.
- You guide, mentor and provide leadership to the councils.
- You pass down and make sure councils understand information from Supreme and State Leadership.



A Quick Reminder

- You guide your councils, but....
You do not manage or run the council.
If the council is not broken, don't fix it.
Only use authority IF needed, as a last resort.
Always notify your Diocesan Deputy.
- Be an answer and information man.

A Resource
A Mentor



Some Thoughts On Leading

- We lead People (Influence/Inspire)
- We Manage Programs (Product/Paperwork)
- You can't "manage" people any better than you can lead a program!



Thoughts Continued

As a leader do your best to identify...

- What “Motivates your men”
- It is different with each person.
- It's not always going to be easy!

- Make sure your men are trained.
- Make sure they are rewarded properly.

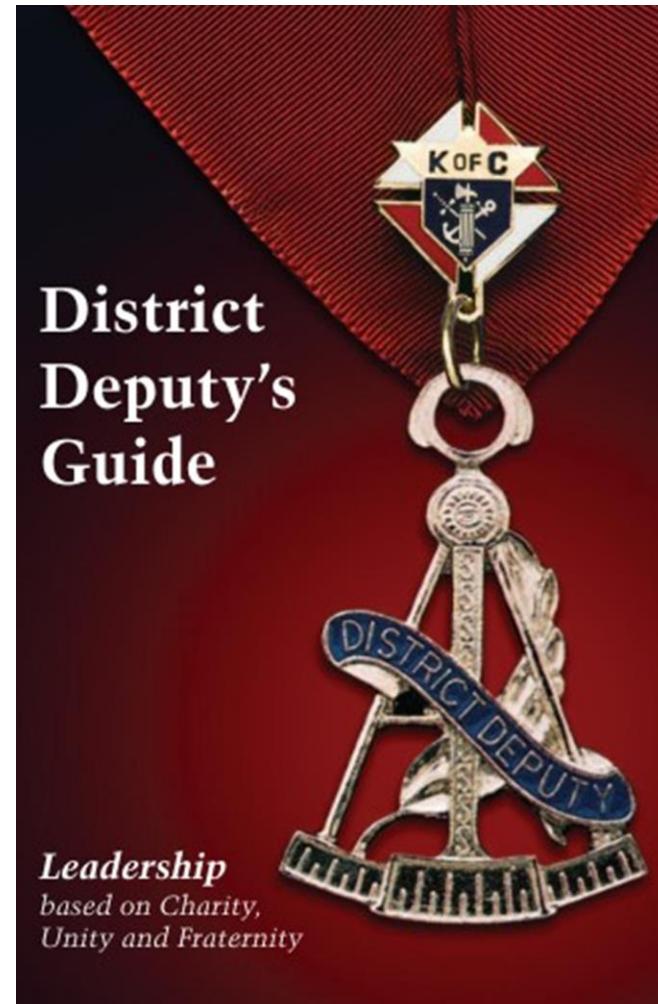


Mentoring

- Mentoring is done before, during and after your time in office.
- You can develop a man into a leader by:
 - Teaching them how to do it.
 - Showing them how to do it, but never doing it for them.
 - Letting them do it their way.
- Push them out of their comfort zone to help them grow
- Be patient and accept mistakes as learning opportunities.
- Acknowledge their frustrations, then look for solutions.



Duties & Responsibilities



District Deputy's Guide

Leadership
based on *Charity,*
Unity and Fraternity



Duties & Responsibilities

Duties & Responsibilities

- Attend Organizational & Mid-Year Meetings
- Encourage Council Leadership to attend the Diocesan Conferences
- Hold A District Meeting once a quarter
- Attend council meetings once a quarter
- Encourage strategic planning meetings
- File all needed reports



Duties & Responsibilities

- Guide councils on using programs to engage and keep members.
- Review & make honest decisions on AMI.
- Make sure all councils are recruiting men and then hosting Exemplifications.
- Make sure YOU & the councils are reviewing the Candidate Tab & contact EVERY man.



Duties & Responsibilities

- Insure compliance & make sure councils are following laws & rules of the Order.
- Insure payment of State & Supreme Per Capita
- Insure collection of council dues & funds.
- Insure council books are kept as prescribed by law. (You have authority to inspect all books and must take possession in the event of dissolution.)



Duties & Responsibilities

- Direct council trustees on their duties
- Identify and Develop New Councils
- Promote Membership recruitment and programming!



Duties & Responsibilities

- Communicate w/ Your council often.
- Email, Text Or Call them on the Phone!!!!



The District Meeting

- Why?

1. Make sure councils are informed
2. Make sure they understand the information
3. Team building

- Some Ideas:

1. It must be important to you & they must be there
2. Have an agenda, make it worth their time
3. Try a breakfast or lunch meeting



One On One

- Have a one-on-one with each Grand Knight
- Just between each of you.
- Tell me honestly:
 1. How is your council really doing?
 2. Where are you having problems?
 3. How is the communication?
- Anything critical that needs to be addressed.



Membership

- Are your councils recruiting? Holding Church Drives? Hosting CUFs?
 - If yes, what is working and how can we share it?
 - If no, reasons and/or excuses?
- Ask yourself: Where does this council need help and how can I give it to them?



Programs

- Be the person looking from the outside.
- What is the council known for?
- You are your programs.
- Promote Faith & Service through your programs.
- Use State & Supreme Programs as Starting Points.



Be Their Cheerleader

- Know & Promote the various Incentives
- Make their success a Big Deal.



District Warden

- Great position for an upcoming District Deputy
- This person can be a shadow
- Make sure you give them something to do
- Helpful if they have held several council offices
- A chance for him to build relationships with the councils and the state team.



Star Council

Father McGivney Award

*Membership Quota
7% of current membership
Or Minimum of 5*

Service Program Personnel

Report
*Form #365
Due – July 1st*

Columbian Award

*Report Form #SP7
Due – June 30th*

Founders' Award

*Host 2 Fraternal Benefit Events.
Have 10 of 14 (depending on council
size) unique attendees between the 2
events*

Good Standing

*Current with all Supreme
Council assessments - as of
June 30th of the fraternal year*

Annual Survey of Fraternal Activity

*Report Form #1728
Due – January 31st*

Multiple Stars

*Earn Double Star by attaining 200%
Earn Triple Star by attaining 300%
Earn Four Star by attaining 400%*



Star Tracker

You can Look up
information by
individual council
w/ a letter grade

Council Grade >	B		
Council Location >	Nederland		
Council GK >	JASON KEMP		
Council District >	123 Tony L Tomplait		
JCKEMP22@YAHOO.COM			
tonyfomplait@gmail.com			
409-201			
409-548			
Meets Star Council Req Pending Completion			
Membership Quota	15		
% of Growth Goal	7		
Council Size of July 1	46.67		
Fraternal Benefit Events Held	303		
Fraternal Benefit Attendees	2		
Program Personnel Form 365	11		
Survey of Fraternal Activity Form 1726	Yes		
Columbian Award Form SP-7	No		
Sale Env. Compliance - Grand Knight	Yes		
Sale Env. Compliance - Program Dir	Yes		
Sale Env. Compliance - Community Dir	Yes		
Sale Env. Compliance - Family Dir	Yes		
Council SE Compliant?	Compliant		
Supreme Balance	PAID		
Suspended Council?	No		
Star Council >	No		
Meets Lone Star Award for Excellence with Distinction Req			
Meets Lone Star Award for Excellence Req			
For due dates and form details, open file.			
SE Training E-Mail Sent	Deadline to Complete	Background Check E-Mail Sent	Deadline to Complete
JASON KEMP	2024-06-30	Compliant	n/a
JOHN MARLIN ADAMS	2024-06-30	Compliant	n/a
ANGEL SAN JUAN	2024-06-30	Compliant	2024-06-30
NATHAN NOEL	2024-06-04	Compliant	2024-06-04
Lone Star Award >		Compliant	



Four Reports Councils MUST File For Star Council

1. Report of Officers
Chosen for the Term
(Form #185)
Due July 1st



The image shows a 'Report of Officers Chosen for the Term' form (Form #185) for the term July 1, 2018 to June 30, 2019. The form is a table with a red border. The top section is a header with the title and date. Below the header is a table with 12 rows, each representing a different officer position. The columns for each row are: Position, Name, Grade, Age, Address, and Phone Number. The entire form is on a white background with a red border.



Four Reports Councils MUST File For Star Council

2. Service Program
Personnel Report
(Form #365)
Due July 1st
Required



The image shows a Service Program Personnel Report Form (Form #365) with a red border. The title "Service Program Personnel Report" is at the top, followed by "July 1, 20__ through June 30, 20__". The form is divided into sections for "Council" and "Activities". It contains numerous checkboxes and dropdown menus for reporting service hours and participation in various programs. A small logo of the Knights of Columbus is at the bottom.



Four Reports Councils MUST File For Star Council

3. Annual Survey of
Fraternal Activity
(Form #1728)
Due January 31st
Required

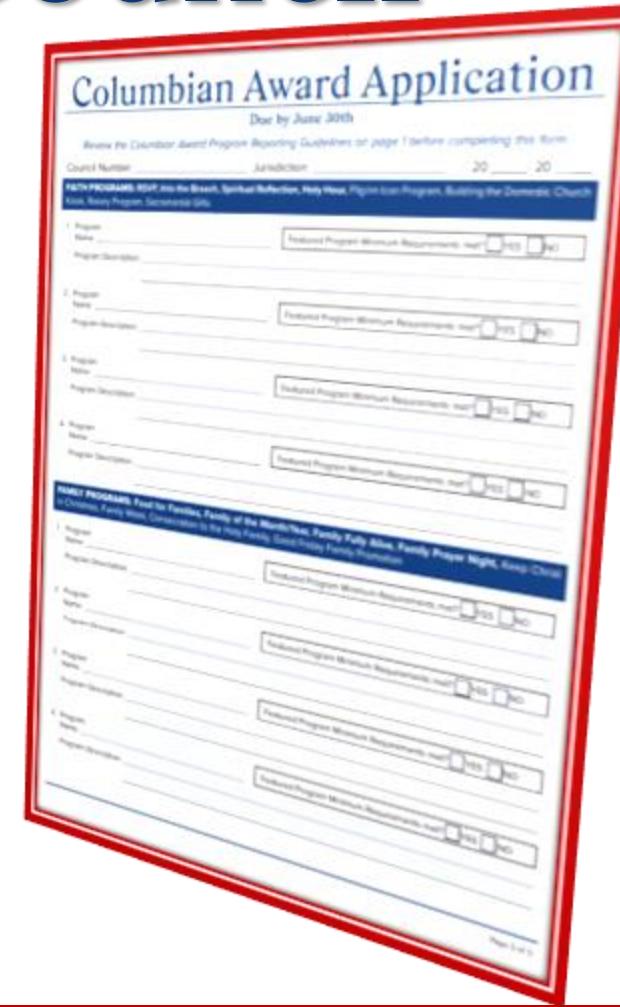


The image shows a tilted copy of the "Annual Survey of Fraternal Activity" form. The form is titled "Annual Survey of Fraternal Activity" and specifies the period from "January 1, 20" to "December 31, 20". It includes sections for "Council Number" and "Jurisdiction". The form is divided into four main sections: "Section I: Religious/Program Activities", "Section II: Religious/Program Activities", "Section III: Family Activities", and "Section IV: Community Activities". Each section contains a list of activities with checkboxes for "Present" and "Absent". There are also sections for "Other Fraternal Commitments" and "Other Fraternal Activities". At the bottom, there is a note: "All information provided on this report is to be for Programs & Activities conducted January 1st through December 31st annually. Due January 31st. Submit form to: internationalmissions@kofc.org".



Four Reports Councils MUST File For Star Council

4. Columbian Award (Form SP-7) Due Prior to June 30th **Required**



Safe Environment

- Council must be in compliance.
- Most common problems are:
 - Email went to spam or junk folder.
 - Let time expire.
 - Did not take all training modules.
 - Did not see follow up emails for background check.
 - Issue with name (nick name used, etc.)



Safe Environment Requirements

POSITION	COMPLETE COURSE	BACKGROUND CHECK
Grand Knight	YES	N/A
Program Director	YES	N/A
Family Director	YES	YES
Community Director	YES	YES

- Minimum of 3 people (Grand Knight can hold one other position).
- Personal Email Addresses required



Safe Environment Requirements

MEMBER HELPLINE

Phone: (203) 800-4940

Fax: (855) 845-3502

YOUTHLEADER@KOFC.ORG

OFFICE OF YOUTH PROTECTION

Phone: (203) 752-4558

Fax: (855) 845-3502

OYP@KOFC.ORG

- Problems can and do come up. It is best to have the Knight call or email.
- Calling works out best to iron out issues on a “one on one” basis.



Star District

Membership

*Attain 70% of
district membership
quota*

Insurance

*50% of councils in
district attain
Founders Award*



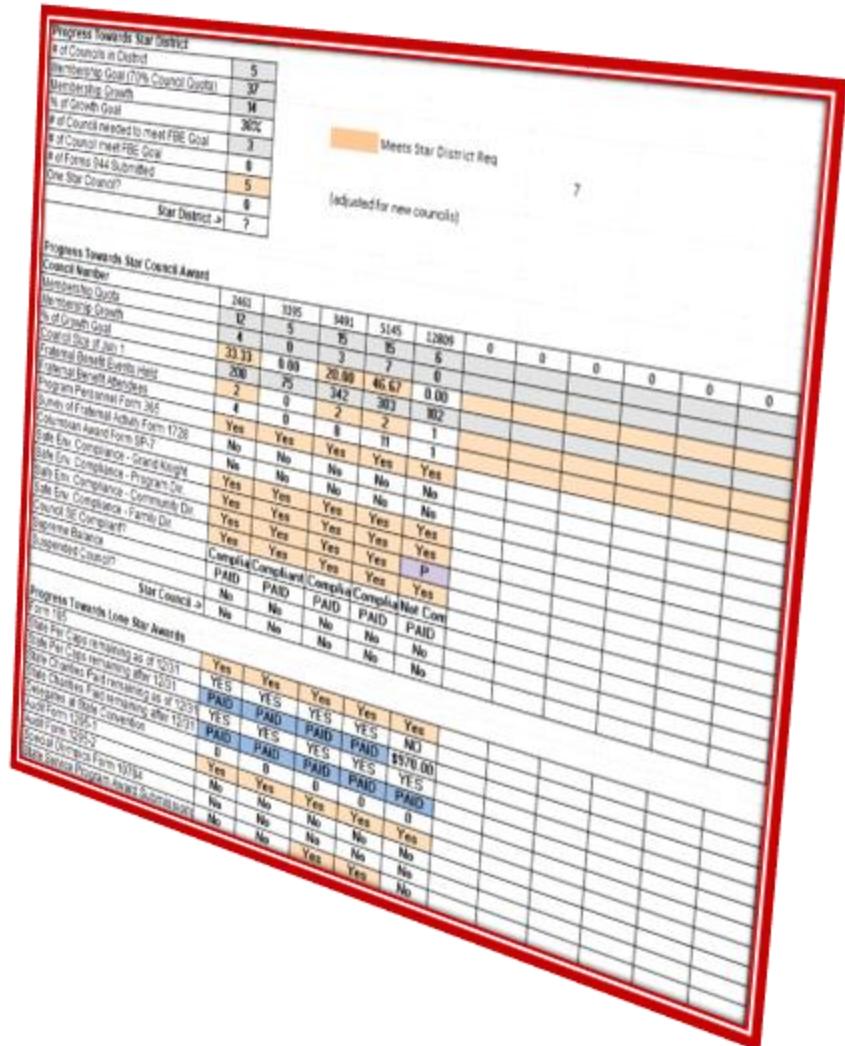
Star Council

*At least one council in district must achieve
any level of the Star Council Award*



Star Tracker

You can Look up
information by your
district & get a
complete snapshot



Five Keys To Being A Successful Leader

✓ Humility

- Be a man w/ humility- It's the most important part of building a strong team.
- Humility us being other-centered, not self-centered.
- The humble leader focuses on others and the mission, not on himself.



Five Keys To Being A Successful Leader

✓ Integrity

- Be a man of integrity- it's how you will build trust.
- We must be leaders who people can trust.
- We must conduct ourselves in a way that is consistent with the mission.



Five Keys To Being A Successful Leader

✓ Moral Courage

- Be a man of courage, especially moral courage to make tough decisions.
- We must build strong KofC teams- not simply enlisting unqualified friends.
- Moral courage helps us have tough conversations
- Leaders with moral courage don't say: "We have always done it this way."



Five Keys To Being A Successful Leader

✓ Unity

- Be a man of unity; unity is the most precious resource we have as Knights.
- Be loyal to the KofC mission; loyal to the Supreme Council; loyal to the State Council; loyal to brother Knights.
- Keep Knights united with each other.



Five Keys To Being A Successful Leader

✓ Foresight

- Be a man with foresight. Don't focus on yourself, focus on the Order's future.
- Fr. McGivney built the Knights to last. He built it so Knights are not dependent on any one leader or personality.
- We live & work in the present, but we anticipate the challenges of the future & aren't afraid to innovate.





Thank You!
Any Questions?