



**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.

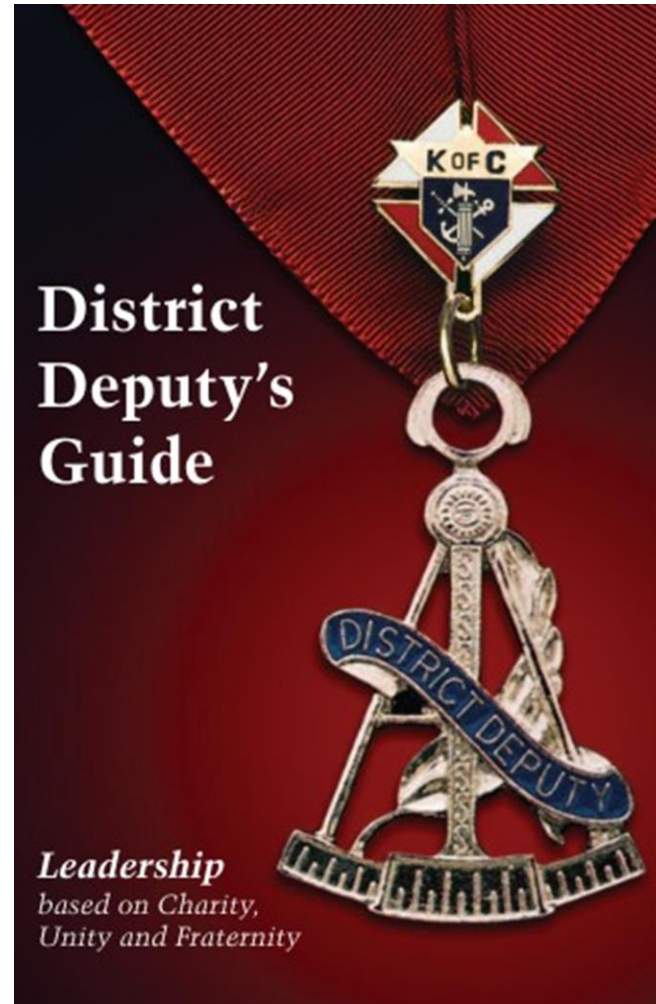


Mentoring

- 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 tonytomplait@gmail.com	409-201 409-541

Progress Towards Star Council Award	
Membership Quota	15
Membership Growth	7
% of Growth Goal	46.67
Council Size of July 1	303
Fraternal Benefit Events Held	2
Fraternal Benefit Attendees	11
Program Personnel Form 365	Yes
Survey of Fraternal Activity Form 1728	No
Columbian Award Form SP-7	No
Safe Env. Compliance - Grand Knight	Yes
Safe Env. Compliance - Program Dir	Yes
Safe Env. Compliance - Community Dir	Yes
Safe Env. Compliance - Family Dir	Yes
Council SE Compliant?	Compliant
Supreme Balance	PAID
Suspended Council?	No
Star Council ->	No

Progress Towards Lone Star Awards	
Form 185	Yes
State Per Caps remaining as of 12/31	PAID
State Charities Paid remaining after 12/31	PAID
State Charities Paid remaining as of 12/31	YES
Delegates at State Convention	PAID
Audit Form 1295-1	0
Audit Form 1295-2	Yes
Special Olympics Form 10784	No
State Service Program Award Submissions	No
Lone Star Award ->	No

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	n/a
NATHAN NOEL	2024-06-04	Compliant	2024-06-30
			Compliant

Meets Star Council Req
Pending Completion

Meets Lone Star Award for Excellence with Distinction Req
Meets Lone Star Award for Excellence Req

For due dates and form details, open file.



Four Reports Councils **MUST** File For Star Council

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

[illegible]

Four Reports Councils **MUST** File For Star Council

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

[illegible]

Four Reports Councils **MUST** File For Star Council

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

The image shows the 'Annual Survey of Fraternal Activity' form, Form #1728, tilted at an angle. The form is titled 'Annual Survey of Fraternal Activity' and includes the dates 'January 1, 20__ through December 31, 20__'. It is divided into several sections: 'Section 1: National/Program Activities', 'Section 2: Financial/Constitutional Activities', 'Section 3: Other Fraternal Commitments', and 'Section 4: Life Activities'. Each section contains various sub-sections and tables for data entry. The form is bordered by a red line. At the bottom right, it says 'Page 1 of 2'.



Four Reports Councils **MUST** File For Star Council

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

The image shows a 'Columbian Award Application' form, which is Form SP-7. The form is titled 'Columbian Award Application' and 'Due by June 30th'. It includes a section for 'Review the Columbian Award Program Reporting Guidelines on page 1 before completing this form.' and fields for 'Council Number' and 'Jurisdiction'. The form is divided into two main sections: 'NIGHT PROGRAMS' and 'DAY PROGRAMS'. Each section contains four numbered items, each with a 'Program Name' field, a 'Program Description' field, and a 'Submitted Program Worksheet Requirements met?' checkbox with 'YES' and 'NO' options. The 'NIGHT PROGRAMS' section includes 'Feast of the Bread', 'Spiritual Reflection', 'Holy Week', and 'Feast of the Cross'. The 'DAY PROGRAMS' section includes 'Feast of the Family', 'Family of the Month/Year', 'Family Fully Alive', 'Family Prayer Night', and 'Feast of the Cross'. The form is labeled 'Page 1 of 1' at the bottom right.

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

Progress Towards Star District											
# of Councils in District	5										
Membership Goal (7% Council Quota)	37										
Membership Growth	14										
% of Growth Goal	36%										
# of Councils needed to meet FBE Goal	3										
# of Councils meet FBE Goal	3										
# of Forms (44) Submitted	8										
One Star Council?	5										
Star District	7										
Meets Star District Req (adjusted for new councils)											
Progress Towards Star Council Award											
Council Number	2463	3395	3401	5145	12809	0	0	0	0	0	0
Membership Quota	12	5	15	15	6						
Membership Growth	4	0	3	7	0						
% of Growth Goal	33.33	0.00	20.00	46.67	0.00						
Council Size at Jan 1	200	75	342	303	302						
Federal Benefit Excess Paid	2	0	2	2	1						
Program Personnel Adherence	4	0	0	0	0						
Survey of Federal Activity Form 1728	Yes	Yes	Yes	Yes	Yes						
Columbian Award Form SF-7	No	No	Yes	Yes	Yes						
State Em. Compliance - Grand Knight	No	No	No	No	No						
State Em. Compliance - Program Dir.	Yes	Yes	No	No	No						
State Em. Compliance - Community Dir.	Yes	Yes	Yes	Yes	Yes						
Council SE Compliance - Family Dir.	Yes	Yes	Yes	Yes	Yes						
Council SE Compliance - Supreme Baseline	Yes	Yes	Yes	Yes	Yes						
Supreme Baseline	Compliant	Compliant	Compliant	Compliant	Compliant						
Suspended Council?	PAID	PAID	PAID	PAID	PAID						
Star Council	No	No	No	No	No						
Progress Towards Lone Star Awards											
Form 105	Yes	Yes	Yes	Yes	Yes						
State Per. 2025 remaining as of 12/31	PAID	PAID	PAID	PAID	PAID						
State Per. 2026 remaining after 12/31	YES	YES	YES	YES	YES						
State Charities Paid remaining as of 12/31	PAID	PAID	PAID	PAID	PAID						
State Charities Paid remaining after 12/31	YES	YES	YES	YES	YES						
Wages @ State Convention	PAID	PAID	PAID	PAID	PAID						
Audit Form 1095-1	0	0	PAID	PAID	PAID						
Audit Form 1095-2	Yes	Yes	Yes	Yes	Yes						
Council Un. 1095-3	No	No	No	No	No						
State Service Program Award Submission	No	No	Yes	Yes	Yes						



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 is 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?