



Tennessee Knights of Columbus

REPORT FROM STATE DEPUTY ROBERT H. ROUNSEFELL September 2010

www.kofc-tn.org

Great Honor Befalls Two Tennessee Sir Knights

The honor of the Fleur de Lis was bestowed upon two very worthy members of the Fourth Degree this past week. Sir Knights Bill Gunter, our retiring District Master, and John King, a Former District Master and currently our State Council Director, were invested at ceremonies conducted in Alexandria, Louisiana.

The Order of the Fleur De Lis is a Catholic men's service organization active in the states which once made up the Southern Confederacy. Its primary mission is the promotion of the love of God and country and the research into the history of Catholicism in the southern and southwestern United States and Mexico.

In addition to promoting the Holy Faith and patriotism, the Order has assisted Bishops and Pastors in their particular dioceses and church parishes. It has also supplied guards of honor and escorts for member Bishops on liturgical, patriotic and festive occasions.

Currently the Order is limited to thirty-five laymen, with no limit to the number of Clergy Knights Commander. Members have occupied such offices of trust as members of Diocesan and Parish Pastoral Councils, members of Diocesan Liturgy or Finance Commissions, as well as offices of trust in civil government.

We recently lost a Fleur de Lis member in the personage of William Maier, PSD and FDM.

Councils Slated to Lose Tax Exempt Status

Supreme Council has informed us that nineteen (19) of our councils and a few of our assemblies stand to lose their tax-exempt status on October 15, 2010, due to their failure to file the IRS 990 form. This possibility exists despite repeated warnings during the past three years that failure to perform this relatively simple job could jeopardize a council's or assembly's tax status. *Responsibility* – If it is to be, it is up to me.

Family of the Month Winners

Congratulations go to the three winners in the July drawing at the Supreme Council for the Family of the Month. They are the family of Michael and Amy Working of Council 616 in Memphis; the family of David and Sophia Delgado from Germantown Council 7449, and the family of Edward and Mary Baldwin of Sparta Council 14902, one of our newest state councils. The Supreme Council selects winners from nominations sent in by each council. In order to win, councils must submit their selection to the Supreme Council by the deadline. If your council does not submit a nomination, then of course their families are omitted from the current drawing.

Only twelve of our eighty-one active Tennessee councils submitted July nominations. That means that twenty-five percent (25%) of those families whose names were submitted were winners! However, it also means families of sixty-nine councils received no consideration.

New Members Join The Order

A total of thirty-seven (37) new members joined our ranks in August. The largest class was nine new members from Donaldson Council 4972 in Nashville, followed hard on their heels by our newest council in Franklin with eight. Coming on strong were St Ann's in Nashville (five), Bristol (four), and Alcoa, Union City and Johnson City (two each). Clarksville, Millington, Humboldt-Milan, and Paris each gained one new member. Good activity, guys.

Question is, "Where are the rest of the councils?" Let us not fall back on the old reliable "it's the summer slump" excuse. We think that because things have always been a certain way that they cannot be changed. Wrong! It takes effort. It takes commitment. It takes desire not only to make your council successful but the state council and the state of Tennessee as well. It can be done and you are the guys that not only *can do it* but in whom I have the undying faith that you will do it!

First Degrees were also held in Hendersonville held (August 15, with five candidates) and at Our Lady of Guadalupe (August 3, with three candidates) but for some unknown reason the form 100's from these two degrees have not arrived at Supreme Council. Covington Council had a candidate attend the first degree at Millington but that form has not arrived at Supreme. District Deputies, please follow up and get the form 100's to our State Treasurer.

Putting on a degree does absolutely no good if you do not follow up immediately with the paperwork. Financial Secretaries are urged to have with them a stamped, addressed envelope ready to mail to State Treasurer John Park; as soon as the degree is over, complete the paperwork, put the original and the General Agent copy in the envelope and drop it in the mail on your way home from the degree. A three or four week delay in dispatching the form 100's is inexcusable. We have some candidates who took their degree a month or more ago and still are not on the books.

Mail Merge: It's Not Just For Envelopes Anymore! Submitted by Resident Computer Guru and State Warden, Tracy Staller

We have all heard of mail merge, but how many have used it for more than just a simple form letter and envelopes? If you have used mail merge, have you ever used anything other than Outlook or Windows address book as a source of information? Would you be surprised to know that mail merge is one of the most powerful features of Microsoft Word? If you answered yes to any of these, buckle your seatbelt because you are in for some surprises!

First, Microsoft Word can use any number of structured data sources for mail merge. What does that mean? Well, it means that you can use Excel spreadsheets, Access databases, and many more types of files as the source of information for mail merge.

For this example we will use the Excel version of our state directory as the data source. To follow the example on your own, download the state directory in Excel format. The steps described in this article pertain to MS Word 2003. Word 2007 and 2010 are similar, and articles which pertain to them will soon arrive in the "Tech-Tips" section of the Discussion Forum on the State Website (www.kofc-tn.org/bbs).

First we need to start Microsoft Word, and select "Letters and Mailings" from the "Tools" menu and then click on "Mail Merge." Word should start the mail merge wizard. You will notice that you can select from *Letters, E-Mail Messages, Envelopes, Labels, and Directory*. First, notice that you can send "form" (personalized) emails from Word among the more typical envelopes letters and labels (I will describe how to do this in a future article). But for this example, click on the Labels radio button and then click "Next starting Document."

Now click on the "Label Options" hyperlink. In the labels dialog box select "Avery 5160-address" and click OK. On the mail merge wizard click the "Select Recipients" link. Next click on the "Use an existing list" radio button and then click "browse." In the file selection dialog click on the File type drop down box and select "Excel Files." Now browse to where you saved the state directory, select it and click "OK." Next, you will be asked to select a table; click on "GRAND KNIGHTS\$" and click OK. You will be shown a table of the mail merge recipients. On this list, uncheck the top three rows that contain the column names, then uncheck any persons you do not wish to generate a label for and then click OK. Take note of the column names (First Name is f3, MI is f4, Last Name is f5, the address is f7, the city is f8, and the Zip/postal code is f9).

Now click "Arrange your Labels." Since we want to generate address labels, click on "Address Block." In the address block dialog, select the way you prefer the name to be displayed, uncheck the "Include company name" box, and finally click the "Match Fields" button. Set Last Name to F5, First Name to F3, Address to F7, The City to F8, the State to F9, the Postal Code to F10, and the Middle Name to F4. Once you have finished matching the fields, click OK (in the Match Fields dialog), and then click OK on the Insert Address Block Dialog Box. To complete the sheet of labels click on the "Update Labels" button. Finally, click on the "Preview your Labels" link.

You may need to click the right arrow to move to the first non-blank address. You should see a label displayed. Click the edit recipient list link to ensure that you have all of the recipients you wish to generate labels for selected and click the OK button. If there are any blank labels, uncheck the select box to exclude the recipients that generate the blank labels. Now click the "Complete the Merge" link on the "edit Individual Labels" links.

On the "Merge to New Document" dialog, click on the "All" radio button and then click OK. Word will then create a mailing labels document that you can save for printing at any time in the future.

You can follow the same procedure and generate form letters, emails, or even our state directory (Look for these articles in future state newsletters).

News From State Advocate Steve Comm

You may recall that at the beginning of the fraternal year and at each of the three state kickoff meetings, our State Deputy offered us his formula for success:

“Responsibility + Communication = Success”

Fifty percent of that success formula is communication and communication is pretty darn difficult if you don't know who or where the person with whom you wish to communicate is.

At the present time, there are several councils and a few assemblies that have yet to respond to their District Deputy's request to appropriate information to me as soon as possible so we can complete the state directory. It is well into September and we are still trying to gather this information. If you do not know if your council has complied, simply go to the state web site (kofc-tn.org) and if the information slot next to your council number is blank – guess what? I have not received your information. Your assistance is appreciated.

Financial Secretary Corner

Your attention is invited to the recent memorandum from our Worthy Supreme Secretary. He points out the latest edition of the *Financial Secretary Handbook*, released last December, discusses that the Supreme Council will be automating the processing of Honorary/Honorary Life awards and issuing the appropriate cards for council members during the last quarter of 2010, which we will soon enter. As in the past, cards will be sent to you weekly for presentation at a suitable time.

You have been asked to provide degree information on those members for which Second and/or Third Degree dates are missing from Supreme Council records. Reference the latest paper roster of your council distributed to you during July of this year or to your council's roster on the Order's website to review the missing data. If you are using Member Management just enter the missing degree dates into your records. The data will automatically be uploaded to the Membership Records Department. Barring this you can photocopy your roster, write in the missing degree information and send it to Membership Records. If you know a member has attained a degree but are unsure of the date simply enter "yes" for that degree.

This is very important to the Order and to the individuals concerned. Please do this as soon and as accurately as possible.

Second Degree Happenings – New Teams Being Formed

Along with the two second degrees already mentioned, Jerry Dougherty in District 15 had a good turnout (fifteen candidates) and Marv Gabalski in District 12 had one with five candidates. On the western side of the state, Tim Malone's District 1 team had one of the largest second degrees anyone could remember, with thirty-three candidates! Hal Bunjor's District 6 guys held a Middle Tennessee Second degree for four knights, including one from Kentucky

New Second Degree teams are being formed as we speak. Remember the goal is every district with a certified Second Degree team by January 1, 2011. Let's see how we do.

Third Degree News

Two Third Degree ceremonies were held last month resulting in some 69 members attaining full knighthood in exemplifications conducted in Cordova (53) and Clarksville (16). The new program introduced by worthy State Ceremonials Consultant Byron Nestler proved to be a major reason we had such large attendance in Cordova and it appears to be working for Third Degree planning in other parts of the state as well. Remember, District Deputies, be sure that you have secured the pastor's permission to hold the degree at his facility and that he is aware of what is required. Also, be sure to invite him to attend.

At the conclusion of Second Degree exemplifications, obtain the candidate's information (*especially his email address*) and forward that to Byron. He will send out an email inviting the candidate to the next Third Degree and expressing our joy at his seeking to fulfill his obligation. At the same time, confirm his commitment to attend the Third Degree by insuring that he is aware of the date, time and location. Involve sponsors in this step, for they are the key link in this process; it is important that they carry out their *responsibility* (remember that word) to the

candidate(s) they sponsor. [NOTE: When reading in a candidate at the council business meeting, make it a point to identify each candidate's sponsor – it might be a good idea to have the sponsor rise and be recognized for his contribution]

Roundtables – The Path to New Councils

It has been found through years of study that having a roundtable in a parish is the keystone to successfully having a future council there. Having a presence of the Order is the first and biggest step. Once the pastor realizes how the Knights of Columbus can help him in his ministry, he will almost always welcome their presence. Once the eligible parishioners see the dedication to church and country demonstrated by the roundtable members, they become enthusiastic and many ultimately decide to become members. The council sponsoring the roundtable gains members who in turn join those already involved in the roundtable. As the roundtable approaches the magical thirty member threshold – presto! A new council is formed. As a famous public speaker once said; “It’s a win, win, and win situation.”

We need thirty-three roundtables this year and I am urging every district, every council and every member to seek out potential roundtable sites. If you had a roundtable last year, then you need to submit the paperwork again UNLESS you filed between April and June or 2010.

The opportunities are out there. Our church, our bishops and our priests need us. Let’s not let them down! They are counting on us.

Speaking of New Councils

Supreme Council Form 133, Notice of Intent to Form a New Council, has been submitted by Tim Malone (District Deputy 1) for a new Hispanic council at St. Michael’s Parish in Memphis; Timothy J. Coyle Council 9317 is the sponsoring council. District Deputy 2 Tony DiMaiolo has submitted Form 133 for a new council at Holy Spirit Parish, also in Memphis; Germantown Council 7449 is the sponsoring council. Nashville District Deputy 19 Jose Baeza has also submitted Form 133, for the creation of a new Hispanic council in Franklin; recently reopened Franklin Council 7764 is the sponsor.

At least one, and perhaps two more, notices will be submitted in September. Our sincerest thanks and congratulations go out to these District Deputies in acknowledgement of their hard work to date and of their commitment to expanding our beloved Order while extending the benefits of membership to our Hispanic brothers.

Vivat Jesus,

Bob

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