Tennessee State Council Program Guide

FAITH IN ACTION

2021/2022 Fraternal Year
Word from State Program Director

From the pinnacles of Mt. LeConte to the banks of the Mighty Mississippi! We are the Tennessee State Council. What do we do? We bring great joy to our families, our churches, and our communities. We protect lives. How do we do it? We do it through our programs. Our programs are the shiny tip of the spear of our faith I action.

I present here the Tennessee State Council Program for the 2021-2022 fraternal year. This year you will find an updated guide and some changes in the state program awards. Changes were made to simplify and streamline the program. I hope you find this guide helpful. My wish is for your council to gain the extremely well-deserved Star Council Award.

A well-rounded slate of programs not only provides retention of your current membership but also provides an extremely useful tool for recruiting new members to our Order. A strong Council Program is the best recruiting tool you have available. Make your council is enticing to the men and families of your parish. As our Supreme Knight as often said, we must meet young Catholic men where they are and offer them what they need to be strong and faithful men of God.

Council programs are putting your FAITH IN ACTION. This guide will help you organize, improve, and increase the things your council does. And it will help you to earn the recognition that supports retention and recruitment.

The Faith in Action program is the umbrella for all Supreme recommended programs. Tennessee supports the four main categories of Faith, Community, Family, and Life and we also have a Vocations Program. Use this guide to lead you thru the programs and organize your council’s activities. This manual also provides you with the info needed to receive and apply for recognition in our Tennessee State Awards Program. There are several state awards possible in addition to the annual Activity awards.

All the state officers and staff are ready to help your council succeed. If you have any questions, please contact your District Deputy or any of the state staff. We will be there for you and to answer your questions to help you succeed and be recognized as the STAR COUNCIL that you are.

Vivat Jesus!

Dave Johnson
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The Tennessee State Program is well established and is updated annually. If you stick to it, work with it, and implement the suggestions given, success will be yours. Please use this guide to help you get acquainted with “Faith in Action” program model.

1. **Establish your goal:**

   Your council’s success depends on your programs. As Grand Knight work with your pastor to see what his vision for the parish and decide what you want the council to do to support his vision. Then work with your council’s leadership at your planning meeting to share the vision. Your council’s programs should support the pastor, the parish, and the community.

   Your programs are a key to membership recruitment and retention. By having exciting programs, it keeps current members involved and active. A dynamic program also attracts new members.

   Remember your program as “good works informed by faith” and they represent your Faith In Action. As such remember:

   “Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus.” (Philippians 1:6)

   “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” (Colossians 3:23)

2. **Planning Meeting:** You should have a Planning Guide for each program - Faith, Community, Family, and Life. Your Planning Meeting Agenda should be the SP-7 form from Supreme. Save it on your computer and fill in the programs you plan to do. As the programs are completed throughout the year, update your SP-7. It will be ready to submit in June. Plan your whole year’s programs in ONE Meeting in ONE night. This meeting needs to be set as soon as you have your council program staff in place. Set a goal to hold this meeting by the first week of August. Also included in this guide is the Council Report Forms Check List. This form will help you keep track of all Supreme & State forms that need to be filled out during the fraternal year.

3. **Planning Guides:** You will have a Planning Guide for each program (Faith, Community, Family, and Life). When you schedule your first planning meeting of the year for your council, invite your pastor, parish secretary, District Deputy and each Program Chair and committee for your council. Use these Planning Guides to set your four activities for each category for the entire year. You also will set the date of your activity and name the chairman to run that activity. Give a copy of the individual Planning Guides to the head of each individual program, a copy to your program director, and email or mail a copy to the corresponding State Program Consultants. Example: When you complete your Faith programs, give a copy to your Faith Director, a copy to your Program Director, and email a copy to the State
3. **Monitor Program Progress:** When you have completed the Planning Guides for each Category, simply transfer the information to your **Council Calendar**, and to your SP-7 form. It will give you your entire year’s programs on one sheet. You should send copies to your Program Director, District Deputy, and State Program Director. At the end of the year, if you updated the SP-7 throughout the year as you completed the activities, your **SP-7 (Columbian Award application)** is ready for submission to Supreme. You can also use it to choose your program activities of the year. (Suggestion: Place every activity in the Fraternal Planner sent by Supreme and include at each meeting on your meeting agenda).

4. **Awards:** Each year the Tennessee State Council will present the Bishops’ Award; The Chaplain’s Award; State Deputy Award; District Deputy Award; Activity of the Year Awards for each category; Knight of the Year; Family of the Year, and Lifetime Achievement Award. **Use the included awards’ checklists to track your progress throughout the year.**

5. **Communication for this Fraternal Year:** When you work with the individual programs and you have a question; please communicate with anyone on your District Team or the State Consultant of that particular program. Each State Program Consultant is in charge of running his own program and is best equipped to answer any questions from his program. If you cannot get in touch with someone in a timely fashion, please feel free to contact the State Program Director or any of the other Consultants. There is an email link for each Program Consultant in the program under State Program Consultants, or on every Planning Guide.

6. Remember **If you’re not having fun, you’re doing something wrong.** You will be working hard to perform programs that will affect the lives of all the people in your Family, Parish, Council, and Community. Please remember that your first obligation is to your Family. So, have fun, and make sure the wives and kids participate in every council program. You are a volunteer for the Knights of Columbus, and the State Council deeply appreciates your commitment to your Faith, Family, Council, and Community.
State Council Awards

**The Bishops’ Award** is the most prestigious award our State Council presents. This award is given in honor of our three Bishops - Bishop Talley, Bishop Spalding, and Bishop Stika. The award is based on achieving special requirements of the State Deputy Award as well as the requirements in the areas of Faith, Life, Community, and Family, the cornerstones of the Faith in Action program as identified in the Bishop’s Award Application.

**The State Chaplain’s Award** recognizes the attention and support on issues that are close to the heart of our State Chaplain Msgr. Buchignani and his staff. The goal is to strengthen your parish, to develop your members’ and their families’ faith, and to provide support for the clergy and the religious life. Documented evidence of quarterly meetings with your council chaplain or pastor is also required.

**The State Deputy Award** recognizes the attention to administrative detail required by Supreme. This is for timely submission of the Report of Council Officers, The Service Program Personnel Report, both Semi-Annual Audits, the Annual Survey of Fraternal Activity, the IRS 990 filing, and the Columbian Award application as well as attendance at the State Kick-Off, District, Mid-Year & Convention.

**The District Deputy Award** is selected by the District Deputy for the best project in his district. Each District Deputy is encouraged to select a council from his district that did not win the previous year and a council other than his own council.
Activities of the Year comes in each of the Program categories (Faith, Community, Life, Family, and Vocations). You need to choose your Council’s most outstanding activity in each area and report it on form provided by the State Program Director, in this booklet and on the State Website. Please have them turned in by March 15 to Dave Johnson, State Program Director, 6024 Ashland Drive, Nashville, TN 37215 or via email (davejohnson2@comcast.net). Please feel free to use additional paper as needed and add pictures, as well. Every attempt will be made to return your materials at the State Convention.

Membership Award: the goal of the membership award is to encourage a council to organize, plan and perform the activities known to result in recruitment of new members. This award recognizes a council for following the proscribed membership programs by supreme. This includes recruiting, admission committee interviews and timely admission degrees. Your council is encouraged to mentor and activate new members using such programs as the Shining Amour and encouraging new members to be active in the council. This also requires the effective use of a retention committee to “prune the branches” requiring no more than 2% of members dropped in a calendar year.

Knight of the Year will be selected from all Knight of the Year applications sent to the State Program Director by March 15. The Knight of the Year nominee’s actions must be limited to the current year, and not a lifetime of accomplishments. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. You may include information pertinent to the nominee’s character and history of service in the narrative.

Family of the Year will be selected from all Family of the Year applications sent to the State Program Director by March 15. The Family of the Year nominee’s actions must be limited to the current year, and not a lifetime of accomplishments. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. You may include information pertinent to the nominee’s character and history of service in the narrative. Eligible families should include a Brother Knight or widow. Family of the Year should be chosen from one of the 12 families chosen as Family of the Month that year.

Lifetime Achievement: will be awarded to an individual Knight who is not a current state officer and has made the greatest impact on the order in Tennessee, during his time as a Knight. Minimum time in the Order is twenty-five (25) years.
State officers are not eligible until five (5) years after they leave office. Please use bullet points to highlight the criteria in each category and then limit the nomination narrative to about 500 words. Please be informative yet concise and remember that this award recognizes a Knight for his “lifetime” of contributions and achievements. This application is due March 15.

When you submit applications for any of these awards, please give the respect your nominees’ have earned by their actions and carefully write the application. If you need to, consult with someone in your council that has experience writing. There are many deserving Knights across our great state, so give them the respect that they deserve and write good award applications. Also, because of the respect and recognition we give our clergy; please do not nominate a priest for the Knight of the Year or the Lifetime Achievement Awards.
**Supreme Council Awards**

**Star Council:** The most prestigious award a council can receive from Supreme. A council must earn McGivney Award, Founders Award, and Columbian Award, in addition to submitting Service Program Personnel Report (#365), Annual Survey of Fraternal Activity (#1728), and must be fully compliant with applicable safe environment requirements.

**McGivney Award:** While our goal is to give **every** eligible catholic man an opportunity to be a Knight of Columbus the McGivney Award is given to Councils who meet their membership quota (5% minimum 3) by June 30th. No application necessary – Supreme tracks a council’s progress.

**Founders Award:** This award recognizes excellence in your council’s promotion of our top-rated insurance products. To win this award your council must host two approved Fraternal Benefit Seminars, in conjunction with your Field Agent by June 30th. No application necessary – General Agent and Supreme track a council’s progress.

**Columbian Award** is recognition for performing four activities each in the areas of Faith, Community, Family, and Life as demonstrated by submitting Form SP-7 to Supreme before June 30th. Complete 4 programs from each category. Each program equals 1 point. Featured programs (listed in bold print) are worth 2 points. Columbian award requires 16 points.

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FAITH ACTIVITIES (each program has a detailed description and requirements on Supreme website)

**RSVP** – Support for individual seminarians and postulants. Provides financial support and emotional support and, most importantly, prayer for vocations. Participating councils receive a $100 refund for every $500 donated to an individual. The maximum refund is $400 per council in per year.

**Into the Breach** – Council starts reflection and study groups using the guide printed in the book. Into the Breach should be a resource and reflection piece for all councils striving to deepen their spirituality and formation. New in 2020 is the Video series and study guide.

**Spiritual Reflection Program** – Under the guidance of their chaplain, each council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize their own event for the men of their parish.

**Holy Hour** – Councils work with their pastors to organize regular holy hours of Eucharistic adoration. KofC holy hours could be prepared for members, men of the parish, or families, complete with preaching, a communal rosary, and prayers for intercession of St. Joseph and Fr. McGivney.

**Pilgrim Icon Prayer Program** – The Marian icons make their pilgrimage through each jurisdiction. Councils can coordinate with their state chair to host the icon for a prayer service at their parish, spreading devotion to Our Lady.

**CIS Domestic Church Kiosk** – For $150, councils can order the first set of books and receive a free kiosk to display the most popular CIS resources aimed at helping us to live out the Church’s mission and vision for our families. Each set contains 225 books, or 15 copies of each.

**Rosary Program** – The Rosary program encourages councils to schedule rosary prayer services in their parishes and to promote devotion to the rosary in our homes and among our members. Rosary kits with rosary rings, prayer cards, and leader books are available for councils to order.

**Sacramental Gifts** – Councils are present for the most important sacramental events in the lives of families. Through special gifts and prayers, a council can support the family at these times and build a closer relationship with the parish community.
FAMILY ACTIVITIES (each program has a detailed description and requirements on Supreme website)

**Food for Families** – Councils donate and support community food pantries, community food banks, and soup kitchens. The Supreme Council will refund $100 for every $500 donated, or for every 1,000 pounds of food that a council contributes - up to a maximum of $500 per council per fraternal year.

**Family of the Month/Year** – Promoting and supporting the development of strong and vibrant families, councils establish a committee to select a “Family of the Month” each month. Recognizing families that strive to model traditional Christian family values.

**Family Fully Alive** - The Family Fully Alive program provides monthly themes, reflections, meditations, and family projects to help each family place God and the Catholic faith at the center of its life. Used as a devotional for all families throughout the liturgical year.

**Family Prayer Night** – Opportunity for families of council members, as well as other Catholic families, to come together for prayer, dinner, and fellowship once a month. The location can rotate as needed, where the host family leads the prayer, and all bring a dish to share.

**Keep Christ in Christmas** - (Posada, Poster Contest, Creche Blessing/Tree Lighting, etc.) – A collection of Knights of Columbus activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, councils promote the “true spirit” of Christmas in our homes, schools, and communities, and they evangelize society through their faithful acts and celebrations.

**Family Week** – Designed for councils to work with their parishes to plan a special week in celebration of family life through activities that strengthen parish community and unite Catholic family life. Programs can include a Mass, family picnic, prayer activities for the home and a service project for the community.

**Consecration to the Holy Family** – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this take place on the feast of the Holy Family, typically the first Sunday after Christmas.

**Good Friday Family Promotion** – Councils should lead the promotion of attendance at Good Friday liturgy and education of parish families about the importance of the collection for Christians in the Holy Land.
COMMUNITY ACTIVITIES (each program has a detailed description and requirements on Supreme website)

**Coats for Kids** - Councils across North America can purchase new winter coats for children of low-income families at a discount and to distribute them to families in need in their local communities. Purchasing coats thru Supreme earns 2 points. A local coat drive is acceptable, but only earns 1 point.

**Global Wheelchair Mission** – Councils are encouraged to donate at least $150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.

**Habitat for Humanity** – Councils asked to donate a minimum of $1,000 or 200 service hours to a Habitat for Humanity affiliate project in their community.

**Leave No Neighbor Behind (LNNB)** - Knights of Columbus are called to step into the breach and leave no neighbor behind. Knights are encouraged to engage in five types of service activities: Feeding the Hungry, Blood Drives, Supporting your Brother Knights, Your Parish, and Your Community. *Remember always that where there is a need, there is a Knight.*

**Disaster Response** – Knights of Columbus are encouraged to help prepare and participate in community response. Councils should work with their parishes and diocese to ensure a proper plan before a disaster occurs. In the aftermath of a disaster, councils coordinate with regional and state leadership for a consolidated KofC effort to bring financial and relief resources to the affected areas.

**Free Throw Championship** - Free Throw Championship for boys and girls between the ages of 9 and 14. Councils can sponsor a competition by ordering a Free Throw Championship Kit, or volunteer to host/or support the district, regional and state level championships.

**Catholic Citizenship Essay Contest** - Open to all Catholic students — in public, private, or parochial schools — in grades 8, 9, 10, 11 and 12 during the current school year, this is a creative way to encourage young people to become citizens grounded in their faith. Check Supreme website for this year’s theme.

**Soccer Challenge** – Designed for players to demonstrate their skills in the penalty kick, the competition is open to all children ages 9-14. Winners progress to the district, regional, state, and international levels. A Soccer Challenge kit is available for organizing councils.

**Helping Hands Program** - Designed to recognize the important work many councils already do to care for the most disadvantaged members of our communities – the homeless, people who suffer from addiction, the elderly who may feel isolated and abandoned, and many others. The requirements are extremely broad to encompass many council activities catering to a communities’ needs.
LIFE ACTIVITIES (each program has a detailed description and requirements on Supreme website)

Marches for Life – Councils are encouraged to participate or sponsor local, diocesan, state or national marches or rallies for life. Councils coordinate at least 25 participants, charter a bus to a national event, or who organize a local march for life will receive credit for this featured program.

Special Olympics – Working with their state Special Olympics affiliate for details on sponsoring or volunteering for events in their community. Featured program credit is awarded for at least $2,000 in donations or 200 service hours in a fraternal year.

Ultrasound Program – Councils identify a pro-life pregnancy care center for placement of an ultrasound. When a state or local council raises 50% of the cost of an ultrasound machine, the Supreme Council will provide the other 50% of the cost to complete funding for purchase of an ultrasound.

Pregnancy Center Support - Many pregnancy centers try to help provide women and families with the often-expensive necessities to care for a newborn child. After a Mass for Life or at any time of the year councils could promote a donation drive for diapers, wipes, clothes, furniture, and other necessities, in addition to hosting a reception to raise money for their local pregnancy centers. Additionally, councils can “adopt” care centers to support as needs arise.

Christian Refugee Relief – Knights of Columbus are called to raise awareness of the plight of Middle East Christians (especially Syria and Iraq) through various parish-based programs and fundraisers. Funds raised are sent to our Christian Refugee Relief Fund. We also encourage councils to utilize the Solidarity Crosses as a fundraiser and prayer campaign in their parishes.

Silver Rose – Eight silver roses now take various routes across the North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe. Tennessee also has its own Roses to allow more access to this program.

Mass for People with Special Needs – Knights of Columbus Councils are encouraged to work with their pastor, as well as designated members of his staff, to organize an Annual Mass for people with developmental disabilities. It is an invaluable opportunity to welcome families who might not normally feel comfortable coming to a regularly scheduled Mass. Furthermore, it will assist the parish in welcoming these families to any mass.

Novena for Life – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.
Interview your Pastor Quarterly

Before the beginning of the fraternal year and before the planning meeting with your program staff, these are some sample questions to consider when meeting with your pastor:

1. How would the Pastor like the Knights to support the Parish during the next fraternal year?
   a. What are things the Pastor wants to continue?
   b. What are things the Pastor would like to drop?
   c. What are things the Pastor would like to start?

2. What scheduled Parish events or activities do the Knights need to consider when planning the year?

3. How does the pastor see the Knights of Columbus involved with strengthening the parish?

For the quarterly meetings with your pastor, reflect with him on the activities that have already taken place. Solicit his remarks and recommendations for future events, especially those occurring in the next quarter.

For the fourth quarter meeting, be sure to review with your pastor all the activities that have taken place so far and solicit both pros and cons of each event. If advertisement is a con from the discussion, look and discuss possible solutions to reach all parishioners.
Annual Planning Meeting

1) Schedule the meeting with service program personnel before mid-August and invite pastor, church secretary, DD, and Regional Program Representative

2) Before Meeting
   a) Obtain Input from Pastor and/or Chaplain via Interview/Meeting
   b) Review Supreme Program materials
      i) Supreme’s “Faith in Action” Program Guide
      ii) Fraternal Leader Success Planner (5033)
   c) Review State Program materials
      i) Tennessee Program Guide
      ii) Program Planning Guides
      iii) Program Progress Report

3) Meeting Steps
   a) Review Input from Pastor and/or Chaplain
   b) Set Goals for Year (Specific, Measurable, Attainable, Relevant, &Timely)
   c) Complete calendar(s), Program Planning Guides, and Program Progress Report

Using the state program planning guides and input from your program staff - your council can plan its entire year’s programs in one meeting on one night, allow your council to concentrate entirely on the program implementation, enable your council to spread out your programs and make them effective and meaningful. This will also enable your council to properly plan your events and allow you to inform the parish and prospective members of what your council will be doing throughout this Fraternal Year. Having the Committee Chairs complete the Form STSP’s after each event and continual updating of the Form SP7 will save you from lots of paperwork in February and March trying to prepare for the state convention. If you have any questions on how to implement certain programs, please call any of the State Program Staff or your District Deputy. This will result in a Council Program developed by the perspective directors and documented on the planning guide, calendar and Program Progress Form giving future Council leaders a smooth transition into their respective offices.
Knights of Columbus  
Tennessee State Council  
2021-2022 Program  

**Faith Program Plan**

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**Duties of Faith Program Director**
- Coordinate activities with Pastor including church cleanups and parish based activities
- Promotion of Knights in altar server training as well as Lectors, Eucharistic Ministers and Ushers
- Responsible for conducting religious and spiritual activities of the council. Plans spiritual retreats, religious education, and prayer services.
- Promotion of Eucharistic Adoration
Faith Program Suggestions

In addition to the Supreme Programs there are other ideas for council programs

1. RSVP
2. Into the Breach
3. Spiritual Reflection Program
4. Holy Hour
5. Pilgrim Icon Program
6. CIS Domestic Church Kiosk
7. Rosary Program
8. Sacrificial Gifts Program
9. Establish a perpetual Eucharistic Adoration program in your parish
10. Conduct a family day of reflection or sponsor a parish retreat.
11. Conduct an outreach program to reach non-Catholics or those Catholics that have fallen away.
12. Become involved in the RCIA program.
14. Sponsor a church international day, highlighting the diversity of the church.
15. Sponsor a parish history day: have parishioners bring in various articles to share with the parish.
16. Sponsor a parish picnic.
17. Sponsor a program to assist in transportation of the handicapped and/or elderly to mass and other church activities.
18. Assist scouting programs to work on religious awards.
19. Have a parish clean-up day.
20. Adopt a catholic school program.

After each completed program, a Fraternal Programs Report Form (#10784) should be completed on-line and submitted. Supreme uses these to track program participation throughout the year. Do not hold them but submit as done. Note: some programs require additional forms (i.e. RSVP and Family of the Month).
## Family Program Plan

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### Duties of Family Program Director
- Select in conjunction with GK a Family of the Month and submit the family to Supreme Council
- Assistance for children and widows of deceased Knights
- Supervises council family activities and ensures that family activities effectively meet the needs of families in the council and in the parish.
- Sponsors family fun time and religious opportunities.
Family Program Suggestions

In addition to the Supreme Programs there are other ideas for council programs

1. Food for Families
2. Family of the Month/Year
3. Family Fully Alive
4. Family Prayer Night
5. Keep Christ in Christmas
6. Family Week
7. Consecration to the Holy Family
8. Good Friday Family Promotion

9. With the family as the cornerstone of each council, it is important to plan an annual marriage vow renewal program for your parish. Contact your chaplain to plan a mass for married couples to renew their vows.

10. Society today has left many broken families. Work with your chaplain to reach out to families and children of divorced or single parents and include them in your activities whenever possible.

11. Each council should remember the first principal of our order, and maintain contact with, or provide assistance to, widows and dependent children. Be sure to include them in your council newsletter mailing list.

12. Family events have always been big in most of our lives. It is important to plan a family activity that allows everyone to participate. What better way to promote our family values than enjoying each other’s company and having fun day at the local park, a parish carnival, picnic, visit the local zoo, visit a museum, or catch a ball game. The idea is to get families together to interact and build relationships and also recruit new members.

After each completed program, a Fraternal Programs Report Form (#10784) should be completed on-line and submitted. Supreme uses these to track program participation throughout the year. Do not hold them but submit as done. Note: some programs require additional forms (i.e. RSVP and Family of the Month.)
### Community Program Plan

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>NAME OF ACTIVITY</th>
<th>DATE</th>
<th>CHAIRMAN</th>
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**Duties of Community Program Director**

- Develops, plans and conducts activities related to community needs. Examples: Habitat for Humanity, activities in support of the mentally handicapped, highway clean-up and other community needs.
Community Program Suggestions
In addition to the Supreme Programs there are other ideas for council programs

1. Coats for Kids
2. Global Wheelchair Mission
3. Habitat for Humanity
4. Leave No Neighbor Behind (LNNB)
5. Disaster Preparedness
6. Free Throw Championship
7. Catholic Essay Contest
8. Soccer Challenge
9. Helping Hands
10. Sponsor a community fundraiser to support relief efforts in Haiti or other areas in need.
11. Sponsor and staff a food drive in your parish and/or community.
12. Conduct a special recognition program for your local police, fire, or military personnel.
13. Sponsor and staff a clothing drive in your parish and/or community
14. Participate with another civic or fraternal organization such as rotary, moose, elks, and lions in a fraternal activity.
15. Participate in an “Adopt A Highway” program.
17. Promote world day of peace – 9/11

After each completed program, a Fraternal Programs Report Form (#10784) should be completed on-line and submitted. Supreme uses these to track program participation throughout the year. Do not hold them but submit as done. Note: some programs require additional forms (i.e. RSVP and Family of the Month.)
# Life Program Plan

Council #: ______________

Date: ______________

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>NAME OF ACTIVITY</th>
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**Duties of Culture of Life Program Director:**

- Coordinate Rosary for Life monthly
- Promote Culture of Life movement in Council & Parish
- Support a Culture of Life Organization helping elderly, abused, and/or veterans
- Coordinate letter writing campaign with legislator to support Pro-Life legislation
- Support local youth making pilgrimage to National March for Life
- Support and Promote attendance at Tennessee’s Pro-Life “Day on the Hill”
Life Program Suggestions
In addition to the Supreme Programs there are other ideas for council programs

1. March for Life
2. Special Olympics
3. Pregnancy Center Support
4. Ultrasound Program
5. Christian Relief Fund
6. Silver Rose
7. Mass for People with Special Needs
8. Novena for Life
9. Erect a memorial to children killed through abortion.
10. Bring meals or Communion to the Homebound or sick.
11. Send a representative to a local or national Right to Life March.
12. Participate in a program for battered wives or abused children.
13. Sponsor an evening of information on the current status of the Culture of Life issue for the Parish Life Teen program with representative from local right to life groups.
14. Have a special information session on adoption at your parish. Appoint a member to coordinate things between the Church, prospective parents, and an adoption agency.

After each completed program, a Fraternal Programs Report Form (#10784) should be completed on-line and submitted. Supreme uses these to track program participation throughout the year. Do not hold them but submit as done. Note: some programs require additional forms (i.e. RSVP and Family of the Month.)
### Vocations Program Plan

**Council #: ______________**

**Date: ______________**

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<th>QUARTER</th>
<th>NAME OF ACTIVITY</th>
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**Duties of Vocations Committee Chair:**
- Coordinate activities supporting Vocations Sunday and Clergy Appreciation
- Provide Vocations Promotional materials for display at local parish and schools
- Coordinate Rosary for Vocations monthly
- RSVP
Vocations Program Suggestions

1. Join the R.S.V.P. Program. (Smaller councils can combine with other smaller
councils to Support a Seminarian).

2. Your council can support a mission’s Church in your area.

3. Say the Prayer for Vocations at each Knights of Columbus meeting.

4. Hold/sponsor a vocations fair (“open house”) in your area (invite priests, religious,
etc. To spend an afternoon sharing their faith stories with guests from your and
neighboring parishes. This can be done in conjunction with neighboring councils.

5. Hold a Vocations Retreat at least once a year.

6. Have Vocations material on display on bulletin boards at each council meeting
and around your parish, especially near classrooms.

7. Hold a “religious appreciation day” dinner each year for your pastor and all
religious serving your parish.

8. Invite a priest, religious, seminarian, etc. To speak to your junior high and high
school aged pre classes.

9. Invite your Priest, or a Seminarian to attend your council meetings.

10. Invite the religious of your Parish to ball games and other sports events, social
events, etc.

11. Sponsor a group from your Council AND Parish to visit the Monastery in Cullman,
Al. Or St. Meinrad’s in Indiana.

12. Have a mass said for Vocations ONCE A MONTH.

13. Schedule praying of the rosary for vocations 30 minutes before each council
meeting. This can be done in the chapel or worship space while the chamber is
being set up for the meeting.

14. At your council meetings, ask one man to say the Rosary every Night for a week
and then Pass the Vocations Rosary to another Brother Knight. Pass the Rosary
through your council until each member has prayed the Rosary for the intentions
of religious Vocations.

15. Devote a portion of proceeds from a fund raiser each year to purchase of needed
religious articles in your parish (vestments, chalice, etc.).
# Membership Promotion Plan

One member for each council per month!

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<tr>
<th>Council #: ______________</th>
<th>Date: ______________</th>
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<tbody>
<tr>
<td><strong>Name of Activity</strong></td>
<td><strong>Date(s) of Activity</strong></td>
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<td>First Degree Schedule</td>
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**Admissions Committee:**
- Meet with candidates and conduct admissions committee interviews
- Recommend applicants for admissions after verifying these Catholic men in good standing that would

**Fall Membership Blitz**

**Retention Committee:**
- Contact Knights in arrears to determine if they need help from council
- Has responsibility for ensuring all members are active and involved. May need to call on members in arrears on dues.

**Spring Membership Blitz**

**Fraternal Benefits Night**

**% of First-Degree Knights achieving 3rd degree in a calendar year**
Membership Director:
- Typically, the Chancellor – should plan to participate in State and District Kick-Off and Mid-year meetings
- Plans and oversee all council membership recruitment activities. Coordinates semi-annual church drive and conducts open house/information nights for prospective members. “Membership BLITZ”
- Guides the membership on recruitment and retention techniques and provides the necessary tools for successful recruitment.
- Informs council members of recruitment results and status.
- Organize and schedule admissions committee meetings to review candidates for admissions and to make recommendations to the council
- Membership promotion
- Promotes new member activation through use of sponsors and Shining Armor programs
- Promotes new member participation through promotion through the degrees
- Schedule, organize and conduct membership blitzes
- Schedule Admissions Committee as needed

Suspension for Non-Payment of Dues:
1. Dec 15th – Jan 1st: First Notice = FS bills for dues effective Jan 1st
2. Jan 15th – Feb 1st: Second Notice = FS sends second bill for dues of no payment received
3. Feb 15th - March 1st:
   a. FS provides list of those in arrears FS to Retention Committee
   b. FS sends Knight Alert with signatures of GK & Trustees to those in arrears
   c. GK assigns those in arrears to Retention committee for contact with written report back to GK
4. March 1st – March 31st: Notice of Intent to Retain = FS completes and files form 1845
   a. Copy to member
   b. Copy to Retention Chair (retention@kofc-tn.org)
   c. Copy to State Secretary
   d. Copy to District Deputy
5. District Deputy contacts member and notes results on back of form and forwards to State Deputy
6. June 1st – June 30th (60 days after 1845): Suspension = FS completes and files Form 100

Additional Procedures:
Procedures for additional membership transactions - honorary/honorary life; data changes; suspension for non-practical Catholicity, felony conviction and misconduct - can be found in Section D of the Financial Secretary Handbook.

Retention: Promote progression through the degrees. Monitor number of 1st & 2nd degree members with goal of reducing each year while growing overall membership.
Tips:
Find the contact information for your local newspapers, radio stations, television stations. Sometimes you will have better luck getting your news in the smaller outlets.

If it is an event that you are opening to the community submit the information to be included in a Calendar of Events or Community Calendar ahead of the event.

If it is a closed event, you can submit the information after the fact. Try not to wait too long.

After you submit it, call in the next day or two to make sure they received it and check to see if they need more information.

Always include the name and telephone number of a contact person in case they need more information.

Too much information is better than too little. They can always cut.

If you can, use a digital camera and take a photo that you can submit with the press release. Set the camera for 170 or 200 dpi.

Candid shots are best. Try to show people's faces clearly – that is what catches readers’ attention.

If you must do a photo of people lined up, get as close as you can to make the faces more prominent.

Include a photo caption or outline that list the names of all the people in the photos.

Press releases should answer the five questions: **Who, What, Where, Why** and **How**.

Start with the most important information. ▼

Imagine you are sitting at the kitchen table telling your family about something that happened that day. Use the same approach. You are simply telling a story.

Include some background information about the Knights and your council.

“The Knights of Columbus, open to all Catholic men 18 and older, is the largest lay Catholic organization in the world. It was founded in 1882 on the principles of charity, unity and fraternity. In 2019 alone, in addition to raising and donating more than $187 million to charitable needs and projects, Knights volunteered more than 77 million hours of their time to charitable causes. The Knights of Columbus has grown to 2 million members throughout the United States, Canada, the Philippines, Mexico, Poland, Ukraine, the Dominican Republic, Puerto Rico, Panama, the Bahamas, the Virgin Islands, Cuba, Guatemala, Guam and Saipan.

Council ????? is based at????? Church in ???”
Contact List

Diocese of Knoxville
The East Tennessee Catholic
805 S. Northshore Drive
Knoxville, TN 37919
Tel: 865-584-3307
Fax: 865-584-7538
Email: news@dioknox.org
Website: http://www.dioknox.org
Jim Wogan, Director of Communications
Dan McWilliams, Assistant Editor
Issued monthly

Diocese of Memphis
The West Tennessee Catholic
P.O. Box 341669
Memphis, TN 8184-1669
Tel: 901-373-1213
Fax: 901-373-1269
Email: wtc.editor@cc.cdom.org
Website: www.cdom.org
Pam Flynn, Managing Editor
Issued weekly

Diocese of Nashville
Tennessee Register
2800 McGavock Pike
Nashville, TN 37214-1402
Tel: 615-783-0750
Fax: 615-783-0285
Email: andy.telli@dioceseofnashville.com
Website: www.dioceseofnashville.com
Andy Telli, Managing Editor, 615-783-0771
Issued every other week

Columbia Magazine
1 Columbia Plaza
New Haven, CT 06510-3326
Tel: 203-752-4398
Fax: 203-752-4109
Email: Columbia@kofc.org
Web: kofc.org/columbia
Patrick Scalisi, Assoc. Ed.

State Council Public Relations
Consultant – Andy Telli
Work: 615-783-0771
Cell: 615-585-2180

State Communications Director
Jimmy Dee
communications@kofc-tn.org
865-221-3307

Tennessee Press Association
List of member newspapers
## Insurance Promotion Plan

<table>
<thead>
<tr>
<th>Council #:</th>
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<tr>
<th>Name of Activity</th>
<th>Date(s) of Activity</th>
<th>Chairman of Activity</th>
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<tbody>
<tr>
<td><strong>Schedule and host a Family Fraternal Benefits Night</strong> with spouses in attendance. Family Fraternal Benefit Night Report must be completed and given to the Field Agent.</td>
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<tr>
<td><strong>Name an Insurance Promotion Director for your Council.</strong> You may appoint your Field Agent to serve in this capacity. Invite him to speak at Council Meetings and at Social Functions.</td>
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<tr>
<td><strong>Use Supreme Approved Insurance Articles in Council Newsletters.</strong> These articles must be taken from Publications #155, #155A or #155B only. Copies of Council Newsletters must be sent to the State Insurance Consultant by regular mail or by e-mail. Use the addresses listed below.</td>
<td>No Date Required</td>
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<tr>
<td><strong>Send copies of Admissions Committee Questionnaires</strong> (Form #391) along with New Member Forms (Form 100) for all new members to the State Treasurer in a timely manner.</td>
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<tr>
<td><strong>Reactivate an Inactive Insurance Member.</strong> Council gets credit toward Membership and Insurance goals as established by the Supreme Council. (Note: To qualify, an Inactive Member must have been in that status for at least seven (7) years. He also must have paid a $5.00 Reactivation Fee to the council.)</td>
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<tr>
<td><strong>Establish and maintain a Bulletin Board</strong> for Insurance Promotion in your regular Council Meeting Area.</td>
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<tr>
<td><strong>Name an Insurance Activity of your choice,</strong> other than those listed on this page. Be creative. Examples might be taking out an AD in your Parish Bulletin or in a Program Book promoting the Insurance Program, etc.</td>
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Monitor Progress with Program Check List

The purpose of the following checklist is to help you and your council complete all the necessary Supreme forms, State forms and all award applications. This will organize the many mandatory forms and award forms each council needs to complete to have a successful year. Keep this form with your planning calendar and refer to it at each of your officer’s meetings, and business meetings. We ask for some forms early, to ensure completion of certain state awards, and compliance with Supreme due dates. This form is for you to keep and use to ensure you have everything done to qualify for the number of State and Supreme awards, including Star Council, each councils Goal. Plan your work & Work your plan. Attend the state meetings and you will have a SUCCESSFUL COUNCIL.

<table>
<thead>
<tr>
<th>Supreme Program</th>
<th>Sent</th>
<th>State Program</th>
<th>Sent</th>
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<tbody>
<tr>
<td>□ 7/1 Officers for Term (185) * Δ</td>
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<td>□ 8/1 Program Personnel Contact Sheet</td>
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<tr>
<td>□ 7/1 per capita Levy*</td>
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<td>□ 8/31Program Planning Guides</td>
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<tr>
<td>□ 7/31 Family of the Month (1993A) H</td>
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<td>□ 8/31Program Progress Report</td>
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<tr>
<td>□ 8/1 Service Program Personnel (365) *Δ</td>
<td></td>
<td>□ 1/11 Delegate Certification^</td>
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<tr>
<td>□ 8/15 Semi-Annual Audit (1295-1) * Δ</td>
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<td>□ 1/11 Necrology^</td>
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<td>□ 8/31 Family of the Month (1993A) H</td>
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<td>□ 1/11 Delegate Registration?</td>
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<td>□ 9/30 Family of the Month (1993A) H</td>
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<td>□ 1/11 Convention Add?</td>
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<td>□ 10/31 Family of the Month (1993A) H</td>
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<td>□ 2/28 Poster Contest submitted to state</td>
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<tr>
<td>□ 10/31 Substance Abuse Poster Contest</td>
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<td>□ 2/28 Essay Contest submitted to state</td>
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<td>□ 12/31 Family of the Month (1993A) H</td>
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<td>□ 3/15 Knight of the Year†</td>
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<td>□ 1/1 per capita Levy*</td>
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<td>□ 3/15 Lifetime Achievement†</td>
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<td>□ 1/31 Free Throw Report (FT-1)</td>
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<td>□ 3/15 Family of the Year†</td>
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<td>□ 1/31 Family of the Month (1993A) H</td>
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<td>□ 3/15 State Deputy†</td>
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<td>□ 1/31 Annual Survey (1728) * Δ</td>
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<td>□ 3/15 Chaplain’s Award†</td>
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<td>□ 1/31 Special Olympics Report (4584)</td>
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<td>□ 3/15 Bishop’s Award†</td>
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<td>□ 2/15 Semi-Annual Audit (1295-2) *</td>
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<td>□ 3/15 District Deputy Award (by DD) †</td>
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<td>□ 2/28 Family of the Month (1993A) H</td>
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<td>□ 3/15 Church Activity of the Year†</td>
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<td>□ 3/15 Community Activity of the Year†</td>
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<td>□ 4/30 Family of the Month (1993A) H</td>
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<td>□ 3/15 Culture of Life Activity of the Year†</td>
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<td>□ 5/15 File IRS 990</td>
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<td>□ 3/15 Family Activity of the Year†</td>
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<td>□ 3/15 Membership Program†</td>
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<td>□ 3/15 Vocations Activity of the Year†</td>
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<td>□ 6/30 Food for Families (10057) H</td>
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<td>□ 5/01-03 State Convention*</td>
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<td>□ 6/30 Columbian Award (SP-7) Δ</td>
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<td>□ 6/30 RSVP (2863) Δ</td>
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<td>□ 5/01-03 State per capita Levy*</td>
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<td>5/15-6/15 Council Elections*</td>
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<td>□ 5/01-03 Bishop’s Burse</td>
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<td>6/15-7/15 Installation of Officers*</td>
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*Required

Δ CC: Supreme, State Secretary

District Deputy, Council File

^Send to State Secretary

H CC: Supreme; Family Consultant

District Deputy, Council File

†Send to State Program Director

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Award Applications

Document your accomplishments. Share with others the things your council has accomplished that made you proud to be a Knight.

Use **Columbian Award**, **Family of the Month**, and **Family of the Year** form from Supreme website.

Use State Council Forms from this guide or from the State Council Website for **Bishops’ Award**, **Chaplain’s Award**, **State Deputy Award**, and the **Activity of the Year Awards**.

Once you complete the award applications - an effective way of organizing the applications and documentation is in a binder with a cover letter and tabs for each application. One activity can be submitted in multiple categories. Another way of collectively organizing your applications is to use an USB flash drive, thus you will have an electronic copy of everything you have submitted.

Remember your **Family of the Year** must be chosen from one of your **Family of the Month** designees.

Knight of the Year or Lifetime Achievement nominees should NOT be a priest.

To be considered these applications must be received by **March 15th**.

- **State Deputy Award Application**
- **Chaplains Award Application**
- **Bishop’s Awards Application**
- **Knight of the Year Application**
- **Family of the Year Application**
- **Lifetime Achievement Application**

The following lists the documentation required for the State Deputy Award, State Bishops’ Award, and the State Chaplain’s Award:

**State Deputy Award Application**
- Special Olympics Report
- Evidence of IRS 990 filing
- Knight & Family of the Year Nominations
- Columbia Award Application (SP-7)

**State Bishops’ Award Application**
- Faith –
  - FIA - Into the Breech
  - Completed RSVP Report (Form 2863)
  - FIA - Holy Hour Program
  - FIA - Vocations Awareness – Rosary Program – Marian Prayer Program
  - Copy of a monthly meeting agenda with Prayer for Vocations
Family –
  o Listing of each Family of the Month recipient
  o FIA - Keep Christ in Christmas Activity
  o FIA - Family Fully Alive Activity or Family Prayer Night or Family Week or Good Friday Family
  o FIA - Consecration to the Holy Family
  o FIA - activities involving First Reconciliation, First Holy Communion and Confirmation

Life –
  o FIA - participating in or sponsoring local, state, or national Right to Life March
  o Cancelled check reflecting support for a recognized Culture of Life organization or Pregnancy Support
  o FIA - Novena for Life
  o Copy of cancelled check to MR Foundation and copy of checks from MR Foundation for funds distributed – Mass for People with Special Needs
  o FIA - Silver Rose Activity – Christian Refugee Relief
  o FIA - Special Olympics Activity or cancelled check for Special Olympics donation

Community –
  o FIA – Habitat for Humanity or Homeless Assistance Activity
  o Copy of cancelled check for Global Wheelchair Mission
  o FIA - Coats for Kids
  o FIA – Soccer Challenge and/or Free Throw Competition
  o FIA – Helping Hands

State Chaplain’s Award Application

- Parish Support (4 required)
  o Copy of parish’s Ministry Schedule highlighting or identifying Knights
  o List the Knight(s) that conduct Altar Server training
  o List the Knights that either participate in RCIA, PRE or CCD, or sponsor catechumens
  o FIA - Parish Cleanup or Beautification
  o List of Knight(s) serving on parish council, or assisting with parish administration
  o FIA - reflecting participation in one of the Rosary activities

- Spiritual Development (5 required)
  o FIA - Spiritual Reflection Activity
  o FIA - Eucharistic Adoration or Holy Hour
  o Copy of email or agenda reflecting Rosary or Liturgy of the Hours
  o FIA - Corporate Penance Service
  o FIA - Corporate Mass(es)

- Clergy Support (4 required)
  o Copy of agenda reflecting recitation of Prayer for Priests
  o FIA showing support of retired clergy or religious
  o FIA - Clergy Appreciation Activity
  o FIA - Vocation Awareness Activity for parish youth
  o FIA - reflecting organization/participation or cancelled check showing financial support for Diocesan Seminarian/Postulates Dinner

- Quarterly Meeting with Pastor – Letter from Pastor acknowledging the quarterly meetings and the council’s involvement with strengthening the parish and growing its spiritual life.

Send the completed applications to:

davejohnson2@comcast.net

or

Dave Johnson

6024 Ashland Drive

Nashville, TN 37215
### Personal data

<table>
<thead>
<tr>
<th>Member’s Name</th>
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### Knights of Columbus data

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>Current Position in the Council</td>
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<tr>
<td>Degree Team Member</td>
<td>Degree Team Role(s)</td>
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</table>
Knight of the Year Criteria - Council
What was this year’s contribution to the Knights of Columbus?

Knight of the Year Criteria - Community
What was this year’s contribution to the Community?

Knight of the Year Criteria - Church
What was this year’s contribution to the Parish?

Knight of the Year Criteria - 
What is the reason this Knight should receive Knight of the Year Recognition?
## Personal data

<table>
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<td>What was this year's contribution to the Knights of Columbus?</td>
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<td>What was this year's contribution to the Community?</td>
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<tr>
<td>Family of the Year Criteria - Church</td>
<td>What was this year's contribution to the Parish?</td>
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<tr>
<td>Family of the Year Criteria -</td>
<td>What is the reason this Knight should receive Knight of the Year Recognition?</td>
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## Personal data

<table>
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<td>Degree Team Member</td>
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## Lifetime Achievement Criteria - Council

What was this Knights contribution to the Knights of Columbus?

## Lifetime Achievement Criteria - Community

What was this Knight's contribution to the Community?

## Lifetime Achievement Criteria - Church

What was this Knight’s contribution to the Parish?

## Lifetime Achievement Criteria -

What is the reason this Knight should receive Lifetime Achievement Recognition?
COUNCIL # _______

All Items Are Required, and must include paperwork as requested

1) **Report of Council Officers (Form #185)** completed and returned to the Supreme Office with copies sent to the State Secretary and District Deputy, postmarked by August 1st.

2) **Service Program Personnel Report (Form #365)** completed and returned to the Supreme Office with copies sent to the State Secretary and District Deputy, postmarked by August 31st.

3) **Semiannual Audit Report (Form #1295)** for June 30th completed and returned to the Supreme Office with copies to the State Secretary and District Deputy, postmarked by August 31st.

4) **Annual Survey of Fraternal Activities (Form #1728)** completed and returned to the Supreme Office with copies to the State Secretary and District Deputy, postmarked by January 31st.

5) **Semiannual Audit Report (Form #1295)** for December 31st completed and returned to the Supreme Office with copies to the State Secretary and District Deputy postmarked by February 15th.

6) Award application for your Council’s “Knight of the Year” completed and mailed to the General Program Consultant postmarked by March 15th.

7) Award application for your Council’s “Family of the Year” completed and mailed to the General Program Consultant postmarked by March 15th.

8) Copy of **Special Olympics (Form #4584)** by January 31st.

9) Copy of **Tax form 990** filed by May 1st.

10) Copy of Award application for the **Columbian Award (Form #SP-7)** completed and ready to submit to the Supreme Office (some items may not have been completed by 3/15) – assumes it will be submitted on or before 6/30 to Supreme.

11) At least one representative from your council, MUST attend the
   i) State Kick off,
   ii) Mid-Year,
   iii) District meeting, and the
   iv) State Convention.

Due March 15th to State Program Director item # 8, 9, & 10
No application, just send in copies of the three items
Other criteria will be tracked by the state program staff.
Tennessee State Chaplain’s Award

**Documentation Required for Completion of Activities**

**Parish Support (4 of the 6 are required)**
1. Promote increase in number of Knights serving as Ushers, Eucharistic Ministers, and Lectors.
2. Conduct Altar Server training for your Parish.
3. Knights participation in RCIA and/or sponsoring catechumens or participating in your parish’s PRE/CCD program.
5. Sponsor Parish Cleanup.
6. Leading one of the parish’s Fifth Sunday Rosary, leading parish weekly Rosaries, or participation in the Family Rosary Program.

**Spiritual Development (All 5 are required)**
1. Spiritual Reflection Program – Under the guidance of your chaplain, the council plan opportunities for prayer and reflection together as a fraternity. Councils can attend a retreat or day of reflection together or perhaps organize a spiritual program event for the men of your parish.
2. Eucharistic Adoration / Holy Hour – Eucharistic Adoration: If your Parish does **NOT** have Eucharistic Adoration, then start a mission or work with your pastor to organize regular holy hours of Eucharistic adoration. KofC holy hours could be particular prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney. If your Parish already has Eucharistic Adoration, then Knights **MUST** have regular participation in the Parish Eucharistic Adoration.
3. Rosary or Liturgy of the Hours before Meetings
4. Corporate Penance Service – Work with your pastor or chaplain to plan and execute a Corporate Penance Service for your council. Ideally this would take place during the Lenten season.
5. Knights Mass with Corporate Communion

**Clergy Support (4 of the 5 are required)**
1. Prayer for Priests – Recite the prayer during the Rosary or Liturgy of the Hours before the meeting, or with the Prayer for Vocations during the meeting.
2. Support Clergy Retirement – Provide occasional meals, doing yard work, or visiting with retired clergy or religious are but a few examples.
3. Conduct Clergy appreciation program –
4. Conduct Vocations Promotional Program for Parish Youth –
5. Support Annual Diocesan Seminarian or Postulates Dinner – Support by organization, providing manpower, or providing at least $300 financial support.

**Quarterly Meeting with Pastor – REQUIRED** – In order to strengthen our parishes, the council’s goals and activities should align with the pastor’s. A letter from your pastor or chaplain acknowledging the quarterly meetings and how the council is working to help strengthen and grow the spiritual life of the parish is required.
Due March 15th to State Program Director of each fraternal year

Tennessee State Chaplain’s Award
ENTRY FORM

FROM COUNCIL NAME: ________________________________ NUMBER: __________

PARISH: ______________________________________ CITY ________________________

GRAND KNIGHT: ________________________________ TELEPHONE: ______________

EMAIL: __________________________________________

Council Leadership (GK minimum) Meeting Quarterly with Pastor (List dates):
1) __________  2) __________  3) __________  4) __________

Parish Support
1) ________________________________
2) ________________________________
3) ________________________________
4) ________________________________

Spiritual Development
1) ________________________________
2) ________________________________
3) ________________________________
4) ________________________________
5) ________________________________

Clergy Support
1) ________________________________
2) ________________________________
3) ________________________________
4) ________________________________

Attach any needed support info for above (i.e. copy of bulletin listing programs, minister schedules, dates of activities, letter from pastor, photos, etc.)

MAIL ORIGINAL TO STATE PROGRAM DIRECTOR by March 15th
COPY TO COUNCIL FILE

DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL
Tennessee State Bishops’ Award

Documentation Required for Completion of Activities

**Faith (4 of the 5 are required)**
1. RSVP – Adopt a seminarian, and communicate regularly providing spiritual, moral, and financial support. Notify the Bishop through the diocesan vocations office and provide the Bishop with periodic updates.
2. Recite the Prayer for Vocations at each council meeting.
3. **Into the Breach** – Start reflection and study groups using the guide printed in the book. Solicit all men in the parish to participate, including those that might not yet be of our faith.
4. Holy Hour – Work with pastors to organize regular holy hours of Eucharistic Adoration. KofC holy hours could be particular prepared for men, complete with preaching, a communal rosary, and prayers to St. Joseph and Fr. McGivney.
5. Sponsor a Vocations Awareness Mass and Information Day. Distribute copies of the Prayer for Vocations at the Mass, and ask Father to recite it before the end of Mass with the entire Congregation joining in. Distribute Vocations pamphlets after Mass to all those who are interested.

**Family (4 of the 5 are required)**
1. Name a “Family of the Month” each month. Submit FOM Certificates to Supreme by deadline date. From the monthly “Family of the Month” winners, select a “Family of the Year” and nominate the family for the Tennessee Family of the Year Award.
2. Family Fully Alive – The Family Fully Alive program provides monthly themes, reflections, meditations and family projects to help each family place God and the Catholic faith at the center of its life. Used as a devotional for all families throughout the liturgical year.
3. Consecration to the Holy Family – Councils invite families of their parish to offer the prayer of Consecration to the Holy Family through which families invoke the protection of the Holy Family. A traditional recommendation is that this take place on the feast of the Holy Family, typically the first Sunday after Christmas.
4. Keep Christ in Christmas – (Posada, Poster Contest, Creche Blessing/Tree Lighting, etc) – A collection of activities that promote the season of Advent and Christmas in their proper context, centered on the nativity of Jesus. Through a variety of activities, councils promote the “true spirit” of Christmas in our homes, schools, and communities, and they evangelize society through their faithful acts and celebrations.
5. Participate in your parish’s First Reconciliation, First Holy Communion, and Confirmation.

**Life (4 of the 5 are required)**
1. Send a representative to a local or national Right-To-Life March.
2. Provide a recognized Culture of Life organization with financial or manpower assistance.
3. Novena for Life – The protection of life is a sustained prayer intention of the Church and our Knights of Columbus councils. A council can promote 9 days of prayer for a culture of life both in the parish and in our homes. These novenas could proceed or end with major feast days or pro-life events.
Tennessee State Bishops’ Award – Continued

Life Continued (4 of the 5 are required)

4. Participate in the MR Campaign by raising funds for the current year and distribute the previous year’s funds.
5. Silver Rose – Eight silver roses now take various routes across the North American continent from Canada to Mexico. Every pilgrimage stop of the rose is an occasion for prayer and spiritual renewal centered on the rosary. The events share with participants the message of Our Lady of Guadalupe.

Community (4 of the 5 are required)

1. Homeless Assistance – Councils are encouraged to organize or participate in a program that addresses the needs of those who are homeless in their community with the intention to provide them dignity, hope, and love. Activities include cooking soup kitchen meals, volunteering or operating a food pantry, and participating in mission trip as a parish.
2. Global Wheelchair Mission – Councils are encouraged to donate at least $150 for a wheelchair. Through partnerships, councils can purchase a case of at least 100 wheelchairs for their own donation sites.
3. Coats for Kids – Councils across North America can purchase new winter coats for children of low-income families at a discount and to distribute them to families in need in their local communities. Coats purchased at a cost of US$220 per case of 12 coats. In order to qualify for the Bishops’ Award, coats do not need to be purchased from Supreme.
4. Special Olympics – Participation with local or state Special Olympics events (more than 100 combined man hours), hosting awards dinners, or a financial contribution of $500 or greater to a local or state chapter.
5. Promote, organize, and conduct a movement or project to assist the physically and mentally challenged in your Council area or community.

Due March 15th to State Program Director of each fraternal year
Knights of Columbus
Tennessee State Council
2021-2022 Program

**Tennessee State Bishop’s Award**
ENTRY FORM

FROM  COUNCIL NAME: _________________________________ NUMBER: ____________.
PARISH: ______________________________________ CITY ____________________________
GRAND KNIGHT: ____________________ TELEPHONE: _________________.
EMAIL: ________________________________.

**Faith Activities**
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________
4) ________________________________________________________________

**Family Activities**
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________
4) ________________________________________________________________

**Life Activities**
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________
4) ________________________________________________________________

**Community Activities**
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________
4) ________________________________________________________________

Attach any needed support info for above (i.e. copy of bulletin listing programs, dates of activities, letter from pastor, photos, form 10784, SP-7 etc.)

MAIL ORIGINAL TO STATE PROGRAM DIRECTOR by March 15th
COPY TO COUNCIL FILE

**DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL**
DISTRICT DEPUTY AWARD APPLICATION
ENTRY FORM

THIS REPORTING FORM MUST BE COMPLETED BY EACH DISTRICT DEPUTY AND FORWARDED TO THE STATE PROGRAM DIRECTOR.

FROM DISTRICT DEPUTY: ______________________________ TELEPHONE: ______________

EMAIL: __________________________________________ District Number: ____________

PROJECT TITLE: __________________________________________________________________

COUNCIL NAME: ______________________________ COUNCIL NUMBER: ________

LOCATION: ______________________________________________ TOWN OR CITY STATE

PURPOSE OF ACTIVITY: (In the space provided below, describe in one sentence the purpose of this activity, and how this activity supported the state council’s theme and or goals. This section must be completed.)

Date(s) of the Project or Activity ______________________________

Number of council members participating in this project: ______________

Percentage of council members participating in this project: __________ %

Number of man hours expended in project: __________________________

Chairman’s Name: ______________________________ TELEPHONE: __________________

Grand Knight’s Name: ______________________________ TELEPHONE: __________________

MAIL ORIGINAL TO STATE PROGRAM DIRECTOR by March 15th
COPY TO DISTRICT DEPUTY FILE and COUNCIL FILE

DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL
STATE ACTIVITY AWARDS
ENTRY FORM

THIS REPORTING FORM MUST BE COMPLETED BY EACH COUNCIL AND FORWARDED TO THE STATE COUNCIL. (A SEPARATE REPORTING FORM SHOULD BE COMPLETED FOR EACH PROGRAM CATEGORY.)

CATEGORY (MARK ONE):

- [ ] FAITH
- [ ] COMMUNITY
- [ ] VOCATIONS
- [ ] FAMILY
- [ ] LIFE

FROM GRAND KNIGHT: ____________________________________________ TELEPHONE: ________________.

EMAIL: ________________________________________________________.

COUNCIL NAME: ______________________________________________ NUMBER: ________________.

LOCATION: ____________________________________________________ TOWN OR CITY ____________________ STATE ________.

PROJECT TITLE: ________________________________________________.

DATE PROJECT CONDUCTED: ________________________________.

PURPOSE OF ACTIVITY: (In the space provided below, briefly describe the purpose of this activity. This section must be completed.)

______________________________________________________________________________________________
______________________________________________________________________________________________

Number of council members participating in this project ________________________________.

Percentage of council members participating in this project: ______________________________ %.

Number of man hours expended in project: ________________________________________________.

Chairman’s Name: ______________________________________ TELEPHONE: ____________________

MAILING ADDRESS: ________________________________________________

EMAIL: ________________________________________________________

MAIL ORIGINAL TO STATE PROGRAM DIRECTOR by March 15th
COPY TO COUNCIL FILE

CONTINUE ON NEXT PAGE
Describe project in detail. Use additional paper if necessary. Supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, videocassettes, DVD’S, display materials, films, etc., as they will not be considered in judging the nomination.

Describe below the membership component of this activity

ATTEST: _______________________________  Signed: _______________________________________
(State Deputy)  (Grand Knight)

DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL

ENTRY MUST BE RECEIVED BY THE STATE COUNCIL TO BE ELIGIBLE FOR THE COMPETITION

For more information on the Service Programs go to www.kofc.org
The Goal is for every eligible catholic man to be given an opportunity to become a Knight of Columbus. The Program is divided into four areas: Organization, Strategy, Recruitment & Retention to be eligible you should score points in each category and a minimum of 100 points required.

### I. Organization (5 points each)
- Membership Chairman
- Membership Committee
- Admission Committee
- Retention Chairman
- Retention Committee

### II. Planning (5 points each)
- One New Member each Month
- Officers Challenge One New Member
- Parish Membership Drive
- Membership Invitation by Mail
- Develop and Use a Prospect List
- Fraternal Benefits Night for Parish
- Recruit Former Members
- Recruit Transfers into Area
- Recruit RCIA
- Recruit Young Men
- Boy Scouts
- Recruit Young Men Squires
- Certified 1st Degree Team
- Shining Amour Program
- Sponsorship Program
- Other
**III. Recruitment** (5 points each for Jul-Sep; 3 points each Oct-Dec; 1 point each Jan-Mar)

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<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<td># of New members each month</td>
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<td># Advance to 2(^{nd}) Degree each Month</td>
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Annual Membership Goal: _____

**IV. Retention** (Goal no more than 5 suspensions per council with 5 points each member retained)

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<th>Retention Activity</th>
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<tr>
<td>Number of Knights in arrears / inactive</td>
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<td>Number of Knight Alerts</td>
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<tr>
<td>Number of reactivated Knights</td>
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<tr>
<td>Number of Suspensions</td>
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<td>Suspension as % of total members</td>
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MAIL ORIGINAL TO STATE PROGRAM CHAIRMAN
COPY TO COUNCIL FILE

ATTEST: _______________________________   Signed: _______________________________
(State Deputy)   (Grand Knight)

DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL
ENTRY MUST BE RECEIVED BY THE STATE COUNCIL
TO BE ELIGIBLE FOR THE COMPETITION
Who Gets What?

Membership

New member Form 100’s to: Supreme, State Copies & Insurance copies to State Membership Director, Copy to Council file

Supreme / State Forms – State Copy

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<th>MAIL TO</th>
<th>DATE SENT</th>
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<td>7/1</td>
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<td>#365 Program Personal list</td>
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<td>Supreme &amp; State Secretary</td>
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<td>#1295 Semiannual Audit</td>
<td>8/15</td>
<td>Supreme &amp; State Secretary</td>
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<td>#1728 Annual Survey of Fraternal Activities</td>
<td>1/31</td>
<td>Supreme &amp; State Secretary</td>
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Convention Registration – Online Registration Preferred:

Click Here to Register Online

Bill Markiewicz  
State Secretary  
P.O. Box 896  
Cleveland, TN 37364-0896  
StateSecretary@kofc-tn.org  

Franklin Marriott Cool Springs  
700 Cool Springs Blvd  
Franklin, TN 37067  
615-261-6100  
www.marriott.com  

Eric Pelton  
State Treasurer  
1627 Brook Manor Drive  
Hixson, TN 37343  
StateTreasurer@kofc-tn.org  

David Zwissler  
State Advocate  
5122 Shetland Trail  
Arlington, TN 38002  
StateAdvocate@kofc-tn.org

Convention Forms

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<th>To</th>
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<tr>
<td>Convention Delegate Certification</td>
<td>Jan 9th</td>
<td>State Secretary</td>
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<td>Necrology form</td>
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<td>State Secretary</td>
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<tr>
<td>Hotel Reservation</td>
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</tr>
<tr>
<td>Convention Registration</td>
<td>Jan 9th</td>
<td>State Treasurer</td>
</tr>
<tr>
<td>Program Advertisement</td>
<td>Jan 9th</td>
<td>State Advocate</td>
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</table>
Supreme Website

The Supreme website is updated and as easy to navigate as it has ever been.

http://www.kofc.org

Log in and you have instant access to a multitude of information and resources. On the main page, you can navigate thru all the history of the order, Supreme Council info, order wide info, press releases, photos, council info from around the order, and links for prospective members to investigate and apply. Encourage any prospective member to check out the website.

There are two other important “action buttons” for council leaders and membership.

Anyone (without a specific username and password) can click on the FOR MEMBERS square and have instant access to the Faith In Action programs.

Council Leaders have access to OFFICERS ONLINE by clicking on the SIGN IN square and entering their username and password. Council leaders who have access to Officers Online receive credentials from Supreme to set up their access. There is a link for those having login issues or they should contact their District Deputy for assistance.
The Tennessee State Council also has a website with Tennessee centered information and resources. There is a renewed emphasis to keep it updated, so please visit it for the Tennessee State Council Info needed as well as council event reports, photos, and state resources.

**State Program Forms/Applications**

<table>
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**State Program Director**

Dave Johnson  
6024 Ashland Drive  
Nashville, TN 37215  
programs@kofc-tn.org  
davejohnson2@comcast.net
## State Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Council</th>
<th>E-Mail</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Fred Laufenberg</td>
<td>State Deputy</td>
<td>16088</td>
<td><a href="mailto:StateDeputy@kofc-tn.org">StateDeputy@kofc-tn.org</a></td>
<td>540-336-5330</td>
</tr>
<tr>
<td>Bill Markiewicz</td>
<td>State Secretary</td>
<td>4572</td>
<td><a href="mailto:StateSecretary@kofc-tn.org">StateSecretary@kofc-tn.org</a></td>
<td>423-650-5105</td>
</tr>
<tr>
<td>Eric Pelton</td>
<td>State Treasurer</td>
<td>8576</td>
<td><a href="mailto:StateTreasurer@kofc-tn.org">StateTreasurer@kofc-tn.org</a></td>
<td>423-593-1510</td>
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<tr>
<td>David Zwissler</td>
<td>State Advocate</td>
<td>17578</td>
<td><a href="mailto:StateAdvocate@kofc-tn.org">StateAdvocate@kofc-tn.org</a></td>
<td>901-831-9902</td>
</tr>
<tr>
<td>Alan Stanley</td>
<td>State Warden</td>
<td>9168</td>
<td><a href="mailto:StateWarden@kofc-tn.org">StateWarden@kofc-tn.org</a></td>
<td>615-944-6633</td>
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<tr>
<td>Rev. Bart Okere</td>
<td>State Chaplain</td>
<td>9317</td>
<td><a href="mailto:StateChaplain@kofc-tn.org">StateChaplain@kofc-tn.org</a></td>
<td>901-491-1268</td>
</tr>
<tr>
<td>Michael R. McCusker</td>
<td>Immediate Past State Deputy</td>
<td>12961</td>
<td><a href="mailto:IPSD@kofc-tn.org">IPSD@kofc-tn.org</a></td>
<td>901-378-9424</td>
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## District Deputies

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<tr>
<td>1</td>
<td>Mike Rominski</td>
<td>972-896-1137</td>
<td><a href="mailto:DD1@kofc-tn.org">DD1@kofc-tn.org</a></td>
<td>7170 Bartlett</td>
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<tr>
<td>2</td>
<td>Kelly Price</td>
<td>901-451-2900</td>
<td><a href="mailto:DD2@kofc-tn.org">DD2@kofc-tn.org</a></td>
<td>616 Memphis</td>
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<tr>
<td>3</td>
<td>Michael J. Esposito</td>
<td>901-755-1851</td>
<td><a href="mailto:DD3@kofc-tn.org">DD3@kofc-tn.org</a></td>
<td>4312 East Memphis</td>
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<tr>
<td>4</td>
<td>Milton A. Griffis</td>
<td>412-965-1261</td>
<td><a href="mailto:DD4@kofc-tn.org">DD4@kofc-tn.org</a></td>
<td>6321 Millington</td>
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<tr>
<td>5</td>
<td>Tony Stigler</td>
<td>404-933-6825</td>
<td><a href="mailto:DD5@kofc-tn.org">DD5@kofc-tn.org</a></td>
<td>1101 Jackson</td>
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<tr>
<td>6</td>
<td>Steve Freund</td>
<td>805-827-2288</td>
<td><a href="mailto:DD6@kofc-tn.org">DD6@kofc-tn.org</a></td>
<td>6787 Humboldt - Milan 7086 Paris 8083 Savannah 9754 Camden 13551 Martin (D)</td>
</tr>
<tr>
<td>7</td>
<td>Donald Castillo</td>
<td>931-982-3882</td>
<td><a href="mailto:DD7@kofc-tn.org">DD7@kofc-tn.org</a></td>
<td>3537* Clarksville 7012 McEwen (D) 8241 Dickson 11742 Ashland City 13167 Centerville</td>
</tr>
<tr>
<td>8</td>
<td>Michael Boyea</td>
<td>931-308-9229</td>
<td><a href="mailto:DD8@kofc-tn.org">DD8@kofc-tn.org</a></td>
<td>2246 Lawrenceburg 4947 Loretto 7447 Columbia 11074 Lewisburg 12469 Shelbyville</td>
</tr>
<tr>
<td>9</td>
<td>Joe Gomez</td>
<td>239-633-0913</td>
<td><a href="mailto:DD9@kofc-tn.org">DD9@kofc-tn.org</a></td>
<td>3431 Decherd 3991 Tullahoma 10706 Pulaski (D) 12598 Fayetteville 15981 Manchester</td>
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<tr>
<td>10</td>
<td>Thomas C. Santangelo</td>
<td>410-231-1861</td>
<td><a href="mailto:DD10@kofc-tn.org">DD10@kofc-tn.org</a></td>
<td>544 Nashville 11925 Nashville 12012 Nashville 12256 Nashville (college)</td>
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<tr>
<td>11</td>
<td>Keith (Tex) Shellhart, II</td>
<td>615-663-1744</td>
<td><a href="mailto:DD11@kofc-tn.org">DD11@kofc-tn.org</a></td>
<td>4563 Murfreesboro 9168 Smyrna 9586 Nashville 14931 Nashville 17010 Nashville (Burmese) 17622 McMinnville</td>
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<tr>
<td>12</td>
<td>James Lusher</td>
<td>615-405-9090</td>
<td><a href="mailto:DD12@kofc-tn.org">DD12@kofc-tn.org</a></td>
<td>7764 Franklin 8354 Antioch 15178 Franklin (dormant) 15234 Brentwood 16604 Thompson’s Station</td>
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<td>Stephen P Watson</td>
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<td><a href="mailto:DD13@kofc-tn.org">DD13@kofc-tn.org</a></td>
<td>3763 Madison 4972 Nashville 9211 Nashville 9282 Hermitage 9787 Lebanon</td>
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<td>Phillip Daniel</td>
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<td>610 Chattanooga 8576 Chattanooga</td>
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<td>Patrick E. Bisson</td>
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<td>Mike Opelia</td>
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<td><a href="mailto:DD20@kofc-tn.org">DD20@kofc-tn.org</a></td>
<td>3832 Alcoa/ Maryville</td>
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<td>423-433-7977</td>
<td><a href="mailto:DD21@kofc-tn.org">DD21@kofc-tn.org</a></td>
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## State Communication Groups

To improve communications throughout the state, the 21 Tennessee Districts are divided into four groups. Each group is lead by a State Officer position. In this way, every two years the groups get a new leader and state officers will have worked closely with each group of districts as they progress through the chairs of the State Officers. This also allows the State Officers to become more familiar with all areas of the state.

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