



LOUISIANA STATE COUNCIL

Knights of Columbus

Major Degree Exemplification "CHECK-LIST"

Revised: February 25, 2016

- 1) Communications: It is of the utmost importance that there is ample communications, not only between the Host District Deputy and the Host Grand Knight, but all the Grand Knights and District Deputies of the Diocese, along with the Diocesan Administrator. The Host Grand Knight must have some idea of the number of candidates to prepare for, as well as the number of members that can be expected. This information is needed for two reasons: 1) the preparation of the meals, and 2) the necessary candidates to ensure a satisfactory exemplification.
- 2) Notices, schedules, and all information pertinent to your scheduled exemplification, and a map, must be sent to Councils, District Deputies, the Team Captain, the Conferring Officer, the State Ceremonial Chairman, and the Elected State Officers at least **three weeks prior** to the degree work. Past State Deputies are to be included in your mailing announcing the major degree. When a degree encompasses more than one area, all councils of the affected areas are to receive notice of the degree. Contact State Office Administrator, Robert Boudreaux to request desired mailing labels for notice purposes.
- 3) Facilities selected must be adequate to include:
 - a) A suitable ante-chamber (3 to 5 sq. ft. per candidate)
 - b) Acceptable room for team to dress and relax
 - c) Bathroom facilities - separate for candidates and members
 - d) Climate controlled Anti-Chamber
 - e) Separate registration areas for candidates and members.
 - f) American flag and the host council banner displayed.
 - g) A head table, with podium, to accommodate members of degree team with water and cups.
- 4) Have council chamber available to the team by 7:00 a.m., and arrange chairs, tables, etc. as per request of the team. **Provide security guards at all doors**; we cannot permit unauthorized persons to enter the chamber, nor do we want a candidate to leave. Have solid chairs (not a folding ones) available for the team. All windows/glass doors must be covered or be blacked out.
- 5) In all communications, list the time of the exemplification as 8:45 a.m. Candidates **MUST** be registered and in the ante-chamber by 9:00 a.m. Registration must be separate and a distance apart for members and candidates. Under normal circumstances, two registration areas are used.
- 6) Class size is important! It should be around 45 - 70 candidates. A smaller class could result in a financial loss to the host council. Too large a class makes it difficult for the team to properly exemplify the candidates. There should be a commitment of at least 35-75 prospects one week prior to the degree. If not, notify either of the Ceremonial Co-Chairmen for a possible cancellation. The host District Deputy and host Grand Knight must work closely with the area District Deputies and Grand Knights. There are an abundance of potential candidates in every council. It is the responsibility of DDs and GKs to get them to the Major Degree site.

- 7) Only those District Deputies selected by the Conferring Officer will assist in the Knighting Ceremony. The State Deputy will also participate if he chooses. The District Deputies will leave the chamber for the purpose of robing at the appropriate time. The Host District Deputy should arrange to have several other DDs to bring their robe and sword (if they have one) for the "Knighting" ceremony.
- 8) The Host District Deputy must fill out form 450 (this form is for Supreme and the State Deputy) at the conclusion of the degree work.
- 9) Recommended dress is coat and tie. Candidates may be refused if not reasonably dressed.
- 10) Absolutely no members (except team members) are allowed in the ante-chamber, unless summoned by the Conferring Officer - NO EXCEPTIONS!
- 11) No 4th degree Honor Guard except during a Mass. If a Mass is scheduled, the time must be such as not to delay the degree work.
- 12) No pictures are allowed during any degree work.
- 13) Candidates with health problems must be reported to Warden and CO at the time of registration. This includes difficulty in walking or standing.
- 14) **A podium with adequate lighting should be available for team use.**
- 15) No one is to be robed except members of the team and guards at the doors.
- 16) Permission to cross lines (from a different area than one hosting) is no longer required.
- 17) Behavior of members is important:
 - a) no touching of candidates
 - b) no standing on chairs, tables, etc.
 - c) no excessive disturbance by talking, walking around, etc.
 - d) no smoking or drinking during the degree.
- 18) All candidates are to receive a Form 100 at the conclusion of the degree work.
- 19) At the conclusion of the exemplification, the host District Deputy should introduce the members of the State Family present as well as special recognition given to any clergy. That includes Grand Knights, District Deputies, State Chairmen and Directors, Past State Deputies and Elected State Officers. Only the State Deputy (who is introduced last) should be asked to speak. In the absence of the State Deputy, the highest ranking state officer should be asked for comments.
- 20) An Insurance Field Agent or General Agent, State Membership Chairman, Master of the Fourth Degree (or representative), if present, are allowed to speak before the State Deputy.
- 21) The host council is to provide at least one main contact to assist the Conferring Officer or Degree Team Captain as needed. This assistant/contact should be introduced to these persons upon their arrival in the Chambers.