KNIGHTS OF COLUMBUS PROTOCOL

Date: November 1, 2013

The Worthy State Deputy, John Boudreaux has requested that a summary of Knights of Columbus Protocol be provided for access by all Members of the Knights of Columbus in the State of Louisiana. This information can be found in the Knights of Columbus Protocol Handbook (KCPH) and reference to that book will be noted in this summary document. The KCPH is available for viewing or download from the Knights of Columbus Louisiana State Web Site (Forms Section).

PROTOCOL
By definition, protocol is the rigid code setting forth the degree of obedience, the order of precedence, and the rules of official and social behavior. We should always display proper consideration for the office represented by the person. In no way should we let dislike for a person influence our respect for the office he holds. (KCPH, p 2)

DIGNITARIES AT MEETINGS
When state officers, district masters, district deputies, priests or special guests are present at a meeting they should be accorded due recognition for the office or position they hold. They should always be seated in a place of honor. (KCPH, p 3)

If a state officer, district master, district deputy, priest or special guest should arrive while a meeting is in progress; the presiding officer raps the gavel three times for all to stand and instructs the warden to escort the guest to the station of the presiding officer. He will then occupy a seat of honor. (KCPH, p 3)

The presiding officer, in keeping with the dignity of his office, should be neatly and properly dressed. He should request that his officers do likewise to set the proper dress code for the membership to follow. (KCPH, p 3)

STATE DEPUTY OR HIGH RANKING OFFICER VISIT
The state deputy is the highest elected official in the jurisdiction and proper attention must be given to seating arrangements. Other high ranking officers need to be seated according to protocol. (KCPH, p 10)

SPEAKERS AND SPEECHES
The state deputy or his official representative whether a current state officer, past state deputy or district deputy should always be given an opportunity to speak whenever he appears in an official capacity at a function or meeting. The same scenario applies in the Fourth Degree for the district master, but in all cases the state deputy is accorded the use of the floor. When several are present it might be necessary to call on the senior ranking officer to speak. In any case, all should be recognized and accorded proper respect. (KCPH, p 12)

For speaking programs, guests are introduced from lowest rank up to the main speaker of the occasion. A person of junior rank should never speak after someone with a higher office unless he has been selected specifically as the speaker for the occasion. Persons introduced from the audience should be ranked from top down as opposed to speakers who appear from the lowest up. (KCPH, p 16) (See Exhibit 1 and 2 for Ranking Order)
HEAD TABLE
At any gathering of the Knights of Columbus, the cardinals, bishops, priests, religious brothers, supreme officers, supreme directors, state officers, state directors and chairmen, district deputies, general agents, vice supreme masters, masters, faithful navigators and visiting grand knights always are honored guests and as such should occupy a seat of honor. (KCPH, p 13) (See Exhibit 3)

Seating is arranged by rank from the middle out to either end, with the highest ranking official seated at the middle of the head table. Guests are introduced from the master of ceremonies right toward the middle, then from left toward the middle, excluding speaking members of the head table. All should rise when said members enter and remain standing until they are seated. (KCPH, p 14) (See Exhibit 3 for Seating Placement)

PROCESSION
In all cases the wishes of the celebrant of the Mass are to be followed. Knights of Columbus are first to enter the church in a liturgical celebration, and follow the celebrant out of the church. The order of precedence for Knights of Columbus processional into the church is from lowest rank to highest. The highest ranking would be first to follow the celebrant out of church and would follow the "Order of Precedence" listed in the Attached Exhibits 1 and 2. The color corps, when used at the celebration of Mass or a Knights of Columbus function, is to be lead into the church by the district marshal or color corps commander and followed by the highest ranking in colors. (KCPH, p 14) (See Exhibit 1 and 2 for Ranking Order)

PROTOCOL FOR HEAD TABLE SEATING
The principal speaker or ranking person present should be seated in position #1. The master of ceremonies, if he is The presiding officer, is seated at position #2. If the presiding officer is not the master of ceremonies he is then seated in position #3. Seating should then continue with the next ranking person down through the order of rank. Wives should always be seated with their husbands where possible. The same scenario is applied to the lower head table beginning with position #9 and so on. Never place a lady or a priest on the end of the head table!! (KCPH, p 17) (See Exhibit 1 and 2 for Ranking Order) (See Exhibit 3 for Seating Placement)

FLAGS
Your country’s flag may be displayed flat, above and behind the speaker. When the flag is displayed on a staff it should always be at the right side of the speaker as he faces the audience. Other flags should be at the speaker’s left. (See Figure 4). The flag should not cover a speaker’s desk nor be draped in front of a platform. (KCPH, p 18)

The correct placement of the colors is provided in the attached Exhibit 4. Please note that the flags may be on the raised dais or on the ground level. In all cases the national flag is on the speaker’s right as he faces the audience. One, two, three, four or more flags may be used. The order is always the same with the national flag on the right as it faces the audience. (KCPH, p 18) (See Exhibit 4 for Flag Placement)
JEWELS OF OFFICE
All council and assembly officers should wear their current jewel of office at all meetings and official functions of the Order. At council functions and socials, it is proper and fitting that Third and Fourth degree officers wear their jewel of office. (KCPH, p 19)

When a Fourth Degree member attends an official function of the Order where Fourth Degree dress is requested, he may wear the jewel of his current office around his neck, be it an assembly or council jewel, together with the social baldric. (KCPH, p 20)

MINIATURE PAST AND FORMER JEWELS
A past state deputy, former supreme director, former vice supreme master, former district master, and former district deputy, past grand knight, or past faithful navigator is authorized to wear the miniature jewel of these previously held offices above the left breast pocket of his jacket. (KCPH, p 20)

The miniature jewels are to be worn so that the bottom of the jewel is just above the name badge when in the pocket. The miniature jewel is not to be worn on the jacket lapel. (KCPH, p 20)

The jewel representing the highest ranking office is positioned nearest the heart of the wearer. Any neck jewel from any source for past state deputy, former district deputy, past grand knight, past faithful navigator, color corps commander or color corps is not authorized. (KCPH, p 20)

Examples of the order of precedence of the miniature jewels, which always has the highest ranking jewel closest to the heart of the wearer can be seen in the attached Exhibit 5.

The priority of the past and former miniature jewels from highest to lowest is: (KCPH, p 22) (See Exhibit 5 for Miniature Jewel Placement)
- Former Supreme Director (not shown)
- Past State Deputy
- Former Vice Supreme Master
- Former District Master
- Former District Deputy
- Past Grand Knight
- Past Faithful Navigator

CONCLUSION
This brief summary of Knights of Columbus Protocol is not inclusive of all Protocol and does not cover every situation. This summary is ment to be a quick reference guide to be used for planning purposes and as a reference during Knights of Columbus activities. Reference to the Knights of Columbus Protocol Handbook is recommended whenever there is question on Protocol. Any questions concerning Protocol can be directed to the Worthy State Warden.
EXHIBIT 1

THIRD DEGREE ORDER OF PRECEDENCE FOR 3RD DEGREE ACTIVITIES

1. SUPREME KNIGHT
2. STATE DEPUTY
3. SUPREME OFFICERS
4. SUPREME MASTER
5. SUPREME DIRECTORS
6. FORMER SUPREME OFFICERS & DIRECTORS
7. VICE-SUPREME MASTER
8. STATE OFFICERS*
9. DISTRICT MASTER*
10. PAST STATE DEPUTIES
11. FORMER VICE SUPREME MASTERS
12. DISTRICT DEPUTIES*
13. FORMER MASTERS*
14. STATE DIRECTORS
15. GENERAL AGENTS
16. CHAPTER PRESIDENTS
17. GRAND KNIGHTS
18. DISTRICT MARSHAL
19. FAITHFUL NAVIGATORS
20. COUNCIL OFFICERS
21. ASSEMBLY OFFICERS
22. DISTRICT WARDEN
23. FIELD AGENT

ref: (KCPH, p 14,15)
FOURTH DEGREE ORDER OF PRECEDENCE FOR 4TH DEGREE ACTIVITIES

1. SUPREME KNIGHT
2. STATE DEPUTY
3. SUPREME OFFICERS
4. SUPREME MASTER
5. SUPREME DIRECTORS
6. FORMER SUPREME OFFICERS & DIRECTORS
7. VICE-SUPREME MASTER
8. DISTRICT MASTER*
9. STATE OFFICERS*
10. PAST STATE DEPUTIES
11. FORMER VICE SUPREME MASTERS
12. FORMER MASTERS*
13. DISTRICT DEPUTIES*
14. STATE DIRECTORS
15. GENERAL AGENTS
16. CHAPTER PRESIDENTS
17. GRAND KNIGHTS
18. DISTRICT MARSHAL
19. FAITHFUL NAVIGATORS
20. COUNCIL OFFICERS
21. ASSEMBLY OFFICERS
22. DISTRICT WARDEN
23. FIELD AGENT

ref: (KCPH, p 15,16)
Note: See Exhibit 1 and Exhibit 2 for Listing of Ranking Order

ref: (KCPH, p 17)
1. National Flag
2. Vatican (or Papal) Flag
3. State or Provincial Flag
4. Knights of Columbus Flag
5. Podium

ref: (KCPH, p 19)
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EXHIBIT 5

PAST AND FORMER MINIATURE JEWELS

THIRD AND FOURTH DEGREE COMBINATIONS

ref: (KCPH, p 21)