

BUILDING THE DOMESTIC CHURCH KIOSK



A Higher Purpose

Help strengthen the domestic church (our families) by providing exceptional religious education materials to all Catholics. *Building the Domestic Church Kiosks* (#BDC-K) contain engaging, faith-based literature and are available for councils to distribute to members, parishioners, and the general public.

Overview

By organizing activities in their parishes, councils will educate and evangelize using the rich resources found in the Catholic Information Service (CIS) Building the Domestic Church series of booklets.

Since 1948, CIS has been the major evangelical arm of the Knights of Columbus. Through multiple booklet series and various media formats, CIS makes our Catholic faith accessible and continually provides tools for catechesis and faith formation. For \$150, councils will receive a *Building the Domestic Church Kiosk* (#BDC-K) and the first set of 225 booklets of the most popular CIS resources, aimed at helping Catholics to live out the Church's vision for our families.

Chairman Role and Responsibilities

- Consult with your pastor to determine the viability of and potential location for a *Building the Domestic Church Kiosk* (#BDC-K).
- Order the initial *Building the Domestic Church Kiosk* (#BDC-K) set and additional booklets, as needed (#BDC-R).
- Spearhead communication efforts to promote the booklets and their distribution.
- In collaboration with your parish faith formation minister, plan and assist in leading activities that utilize and distribute the CIS materials.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

Ordering:

1. Working with your pastor, obtain his permission and recommendations on placing a *Building the Domestic Church Kiosk* (#BDC-K) in a prominent location in your parish hall or the vestibule / narthex of the Church.
2. Order the *Building the Domestic Church Kiosk* (#BDC-K) through Supplies Online, the supply ordering portal available on Officers Online. The *Building the Domestic Church Kiosk* (#BDC-K) is available to councils in the U.S. and Canada for \$150.00 USD (including shipping) and comes with 225 booklets and the kiosk.
3. Assign a council member to be responsible for receiving and setting up the kiosk. Replenish the booklets when supplies are low by order *Building the Domestic Church Kiosk Refill* (#BDC-R) through Supplies Online, the supply ordering portal available on Officers Online. (You may want to speak to your pastor about collaborating with the parish for future booklets orders, since councils can purchase booklets in bulk at a reduced rate.)



Programming:

1. In collaboration with your parish faith formation leader, plan activities to promote the materials in the *Building the Domestic Church Kiosk* (#BDC-K). Have council members assist in the teaching events associated with the booklets and/or lead one or more of the faith-based groups/activities. Potential programs where the booklets can be used include:
 - Adults studying to enter the Catholic faith
 - Continuing education
 - Men's groups
 - Family ministries
 - Parish retreats
 - Evenings of reflection
 - Youth Ministry programs
 - Council membership formation
 - Active booklet distributions after Mass
2. Build public interest for the program! Promote the *Building the Domestic Church Kiosk* (#BDC-K) and activities associated with it in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
3. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.

HOLY HOUR

A Higher Purpose

Encourage deep personal encounter with God. Councils work with their pastors to organize a regular Holy Hour of eucharistic adoration. A Knights of Columbus Holy Hour, prepared for the men of the parish, could include a reflection, communal rosary, prayers for intercession by Venerable Michael J. McGivney or St. Joseph, and various other aspects as decided by the council.

Overview

The chivalric character of the Knights of Columbus and the Church's long tradition of spiritual combat resonate with men today – especially as threats from the world and the devil are so keenly felt. Eucharistic adoration in the form of a regularly scheduled Holy Hour is a simple, direct, and meaningful way to address these needs. It is familiar to many, easy to organize, and something everyone can participate in together regardless of age, vocation, stage of life, or membership status. Councils can organize their Holy Hours in a variety of ways and incorporate aspects such as: perpetual adoration, the sacrament of reconciliation, prayer for particular intentions and more.

Chairman Role and Responsibilities

- Working with your pastor, obtain his permission and recommendations on conducting a regular Knights of Columbus Holy Hour.
- Plan the dates and structure for your regular Holy Hour.
- Promote the Holy Hour in your parish and larger community through a variety of efforts.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

1. Working with your pastor, obtain his permission and recommendations on conducting a regular Knights of Columbus Holy Hour.
2. In conjunction with your pastor, select the dates for your upcoming Holy Hours well in advance. To satisfy program requirements, Holy Hours should be organized at least four times per fraternal year (quarterly). However, councils are strongly encouraged to hold Holy Hours on an even more regular basis.
3. Prior to the upcoming Holy Hour, use the sample press release as a model to create and distribute a tailored release to local media.
4. Build public interest! Promote each Holy Hour in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages



5. Conduct your Holy Hour. The structure for a Holy Hour is broad and left to the discretion of your council. The primary objective is that all in attendance grow closer in faith with their brothers through a prayerful interaction with the Eucharist and with each other. Please note: this is not a Mass, it is a totally separate service.

Aspects of a Holy Hour could include:

- Rosary
- Litanies
- Reflections
- Particular intentions
- Scripture (particularly the daily readings)
- Liturgy of the Hours
- Hymns
- Prayers for intercession by our founder or saints (i.e., Father McGivney, St. Joseph, etc.)
- Sacrament of reconciliation
- Participation in perpetual adoration

Potential resources with further ideas for planning a Holy Hour include:

- #309 - *Prayer Time: A Collection of Catholic Prayers*
 - #364 - *Armed with the Faith*
 - *Knights of Columbus Holy Hour Potential Format* [This document serves as a reference and potential format but is by no means a mandatory structure that councils must follow when carrying out their Holy Hour.]
6. On the day of the Holy Hour, consider wearing Knights of Columbus apparel and have the council membership director bring brochures and membership documents (including *Prospect Cards #921A*). Do not forget that this event is a recruiting opportunity!
 7. Consider hosting a brief fraternal gathering following the conclusion of your Holy Hour.
 8. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.



ROSARY PROGRAM

A Higher Purpose

Build faithful families and communities through rosary prayer. The Knights of Columbus Rosary Program encourages councils to promote devotion to the rosary in our families and parishes by scheduling regular rosary prayer services. Kits with rosary rings, rosary prayer guides, and leader books are available for councils to order.

Overview

This program encourages devotion to Mary, the patroness of our Order, and emphasizes the importance of prayer in community and as a family. The Rosary Program encourages councils to schedule regular rosary prayer services on any day of the week, at any time of the year, with the guidance of their pastor. Councils should personally invite each family of the parish and offer attending families a copy of the Knights of Columbus Catholic Information Service's *A Scriptural Rosary for the Family* (#319). Encourage families to read this booklet and learn how their faith can be strengthened through a devotion to Our Lady, while praying the rosary at home together regularly.

Chairman Role and Responsibilities

- Consult with your pastor about hosting regular rosary prayer services.
- Order the *Rosary Program Kit* (#SR-Kit).
- Carry out promotional activities before each rosary prayer service.
- Promote the services to local media.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

1. Working with your pastor, obtain his permission and recommendations on conducting a rosary prayer service.
2. Order the *Rosary Program Kit* (#SR-Kit) through Supplies Online, the supply ordering portal available on Officers Online.
3. Prior to the rosary prayer service, use the sample press release as a model to create and distribute a tailored release to local media.
4. Build public interest for the event! Promote the Rosary Program in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (found in the *Rosary Program Kit* (#SR-Kit))
 - Post a signup sheet in the parish hall to gauge interest
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages



5. On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including *Prospect Cards* #921). Do not forget that this event is a recruiting opportunity!
6. Enlist a fellow Knight or community member to photograph each service.
7. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.

Note: This program evolved from the Fifth Sunday Rosary Program and, as such, was originally envisioned to be held at least five times a year. While the Fifth Sunday aspect of the program is no longer necessary, councils should hold rosary prayer services at least four times a year (quarterly) to successfully meet program requirements and are encouraged to host prayer series monthly.

REFUND SUPPORT VOCATIONS PROGRAM (RSVP)

A Higher Purpose

Keep the faith alive by supporting our seminarians and postulants. As the strong right arm of the church, Knights of Columbus are committed to providing moral, financial and spiritual support to our future priests and religious at all stages of their formation. A featured program, RSVP counts for two credits toward the Columbian Award.

Overview

Knights of Columbus stand in solidarity with our priests and religious. Through this program, council and parish families will raise funds to support seminarians in their area. For every \$500 donated to an individual seminarian or religious aspirant, the Supreme Council will refund \$100 back to the council, up to a maximum of \$400 (four individuals) per council per fraternal year. Though financial support is vitally important, it is not the only aspect of the RSVP. Councils are also called to provide their “adopted” seminarian or religious aspirant with moral support and prayers for their success.

Chairman Role and Responsibilities

- Set an annual goal for your RSVP.
- Conduct various events in your parish and community in order to reach your goal!
- Promote each event in your parish and larger community through a variety of efforts.
- Ensure that the proper procedures are followed in order to receive the refund for your council.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

1. Set an annual goal for your RSVP.
2. Identify individuals that the council will sponsor. You can obtain these names by contacting a variety of sources including the jurisdiction RSVP chairman, diocesan vocation director, your council chaplain or parish pastor.
3. Conduct various events in your parish and community in order to reach your goal! Potential activities include:
 - On the World Day of Prayer for Vocations, ask the pastor to allow a second collection earmarked to support seminarians and your council’s RSVP efforts
 - Conduct a Seminarian Breakfast after Masses on a given Sunday. Invite the seminarians supported by your council to attend the event, meet the parish, participate in the celebration, and pray together.
 - Conduct a Seminarian Dinner following the breakfast blueprint outlined above
 - As a council, make a resolution to allocate a specific amount collected at various fundraisers for RSVP
4. Prior to each event, use the sample press release as a model to create and distribute a tailored release to local media.



5. Build public interest for your program! Promote each event in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Post on your council and parish website / social media pages
6. On the day of each event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including *Prospect Cards* #921A). Do not forget that this event is a recruiting opportunity!
7. Enlist a fellow Knight or community member to photograph the event.
8. In addition to financial support, councils are called to aid their “adopted” seminarian or postulant with moral and emotional support, and prayers for their vocation and vocations throughout the church. This is a central aspect of RSVP and must be fulfilled in order to satisfy the program requirements. Providing such support is easy and can be accomplished through a variety of efforts:
 - At the end of each council meeting or event, take a moment to remember the seminarian you support and together recite the *Prayer for the Canonization of Venerable Father Michael J. McGivney* (#1015) for his vocation and for vocations throughout the church
 - Invite the seminarian you support to attend all council events, particularly fraternal activities.
 - Send cards to your seminarian on major holidays (i.e., Easter, Christmas), holy days and his birthday.
 - Ask the seminarian or postulate how your council can best assist him throughout the year
9. Once your goal is reached, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission to obtain credit for your program. Remember to retain copies for your council records.
10. Proudly display your RSVP participation plaque in your parish or council hall and continue to add to it by participating every year!

SACRAMENTAL GIFTS

A Higher Purpose

Support families during the most important events in the life of the domestic church: the sacraments. Councils will play an integral role in these momentous faith events and the lives of our families and parish community through prayer and the presentation of symbolic gifts.

Overview

The sacraments stand as the most significant events in the life of the domestic church. The Knights of Columbus will be there to support and embrace our parish families at these essential moments of encounter with Christ. As children and adult members become more integrated into the life of the church and their parish, they should know that members of the Knights of Columbus will always be present in a tangible and meaningful way, regardless of who else is there for them.

Chairman Role and Responsibilities

- Working with your pastor, obtain his permission and recommendations on conducting the Sacramental Gifts Program.
- Learn how many people will be receiving the sacrament from your pastor or other parish representative.
- Order enough *Sacramental Gifts Kits*, with backups to spare, through Supplies Online, the supply ordering portal available on Officers Online.
- Before the sacramental Mass, inform the parents or recipients of the council's intent to present gifts at the Mass.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

1. Working with your pastor, obtain his permission and recommendations on conducting the Sacramental Gifts Program. Under his direction, plan the best way for an offering of gifts to be made at the sacramental service.
2. Well in advance of the sacramental Mass, determine the approximate number of recipients from your pastor and order *Sacramental Gifts Kits* for the specific sacrament being received. Orders can be placed through Supplies Online, the supply ordering portal available on Officers Online. It is always best to order more gifts than expected and have them ready for next time. The Supreme Council-created Gifts are: Baptism Gifts, First Communion Gifts, RCIA Gifts, Marriage Gifts. (These are the recommended sacraments for councils to consider providing gifts.) Although the Supreme Council offers preselected gifts, they are by no means the only resource that should be used for the Sacramental Gifts Program. Councils are encouraged to create and distribute *their own gifts* for this program! The best gift possible is one that is relevant to your parish and has a lasting impact on the recipient. That said, please be as mindful as possible of any existing cultural traditions in your community and of potential unintended perceptions of the gifts your council chooses to present.



3. Prior to the service, determine exactly how many people will be receiving the sacrament from your pastor or other parish representative. Ensure that you have enough gifts ready. Inform the parents or recipients of the council's intent to present gifts at the Mass or ceremony to ensure that recipients are not caught unaware. This can be done by a council member or by representative from the parish.
4. On the day of the sacrament, prepare the gifts in the church prior to the service and have them easily accessible. Check with the presiding priest to ensure that they are ready for the presentation. Ideally, the gifts are presented at the conclusion of the service and prior to the family taking pictures. If allowed by your pastor, a script can be read at the presentation to mark the significance of this event and how the gift contributes.
5. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.



SPIRITUAL REFLECTION

A Higher Purpose

Create annual opportunities for prayer and reflection together as a fraternity. Under the guidance of their chaplain, councils can attend a retreat or day of reflection together or perhaps organize their own event for the men of their parish. Council participation in Spiritual Reflection is required to qualify for Columbian Award.

Overview

Many Catholic young people can attest that religious retreats are radically rejuvenating spiritual events that often leave a lasting impact on participants' relationship to their faith. Yet, so often, retreats seem only to be open to students and youth. In conjunction with pastors, councils and jurisdictions can hold low-cost retreats of their own. These events might be open only to council members or men of the parish – or may be open to entire families. If councils are unable to organize these events themselves, they could go as a group and attend a retreat in their area to satisfy the requirement.

Chairman Role and Responsibilities

- Plan a day of reflection or weekend retreat. This can be an event run by council members or for council members and men of the parish.
- Build public interest for the event!
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

1. If you are planning a day of reflection or weekend retreat of your own with your pastor, obtain his permission and recommendations on conducting the Spiritual Reflection Program.
2. Prior to the Spiritual Reflection, use the sample press release as a model to create and distribute a tailored release to local media.
3. Build public interest for the event! Promote the Spiritual Reflection in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
4. On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including *Prospect Cards* #921A). Do not forget that this event is a recruiting opportunity!
5. Enlist a fellow Knight or community member to photograph the event.
6. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.



Guidelines for the Spiritual Reflection Program

- The definition of a “reflection” is broad but should be a day-long event at minimum and could possibly encompass an entire weekend.
- Councils can attend religious retreats and days of reflection organized by other groups. However, if they are attending a reflection and not planning it themselves, council attendance should be significant with at least 10 percent of the council or a minimum of 10 members participating.
- Reflections and retreats can be held at the council level but councils could also collaborate with other councils in the area to host a Spiritual Reflection.
- If planning a retreat for the council, consider holding it on church property and have volunteers pack lunch or provide their own meals to defer costs.
- Be creative! Make a pilgrimage to a nearby basilica, monastery or convent. Celebrate Mass with the religious or your chaplain/pastor.
- It is strongly encouraged that councils incorporate Mass within their program, celebrating the liturgy with your chaplain/pastor. Also, incorporate opportunities for other sacramental and liturgical activities such as confession, Eucharistic adoration, a rosary or all of these.

MARIAN ICON PRAYER

OUR LADY HELP OF PERSECUTED CHRISTIANS

A Higher Purpose

Spread devotion to Our Lady and pray for our brothers and sisters of faith who are at risk around the world through the Marian Icon Prayer Program. As the new Marian Icon is brought on pilgrimage through the jurisdiction, councils will host the Our Lady Help of Persecuted Christians Icon for a prayer service at their parish.

Overview

The 2018-2019 Marian Icon Prayer Program presents the 18th Marian Icon sponsored by the Knights of Columbus. Like its predecessors, the program features a Marian image, this time of Our Lady Help of Persecuted Christians. Each Knights of Columbus jurisdiction receives several Marian images, which serve as the centerpieces for prayer services conducted in churches and council meeting places throughout the Order for the duration of the initiative. This year, the prayer service is intended to raise awareness of the plight of Christians persecuted for their faith and to stand in prayerful solidarity with them

Chairman Role and Responsibilities

- Work with your pastor and the jurisdiction Marian Icon Prayer Program chairman to obtain their recommendations and to plan for the event.
- Identify council and parish members to fulfill the various roles required in the service.
- Order supplies through Supplies Online, the supply ordering portal available on Officers Online.
- Promote the event!
- Ensure that the Icon is successfully received by your council and handed to the next council.
- In partnership with your council Christian Refugee Relief chairman, consider planning an event in conjunction with your prayer service.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

Action Steps

Planning:

1. Working with your pastor, obtain his permission and recommendations on conducting a Marian Icon Prayer Service with the Our Lady Help of Persecuted Christians Icon.
2. Working with your jurisdiction Marian Icon Prayer Program chairman, coordinate when your council is scheduled to receive the Icon.
3. Identify council and parish members to fulfill the various roles required in the service.
4. If not enough booklets remain from previous services, order additional copies of the *Our Lady Help of Persecuted Christians Prayer Program Booklet* (#5050) and *Our Lady Help of Persecuted Christians Prayer Card* (#10683) through Supplies Online, the supply ordering portal available on Officers Online.
5. Prior to the Marian Icon Prayer Service, use the Our Lady Help of Persecuted Christians sample press release as a model to create and distribute a tailored release to local media.



6. Build public interest for the event! Promote the Marian Icon Prayer Service with the Our Lady Help of Persecuted Christians Icon in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages

Action:

1. Representatives of your council should attend the prayer service at the council from which you will receive the Icon and bring it to your council or parish.
2. Hold your Marian Icon Prayer Service with the following guidelines in mind:
 - If possible, the choir leader should review the hymns with the congregation before the service
 - Advise the readers and congregation to recite the prayers at a moderate pace to ensure the service is truly reverent
 - Throughout the evening, be ever mindful of Christians who are persecuted for their faith throughout the world, past and present
 - No money should be collected at the service itself
3. At the close of the prayer service, formally present the Icon to the next host council. Also collect all *Our Lady Help of Persecuted Christians Prayer Program Booklets* (#5050), to be sent along with the Icon in the *Marian Icon Kit* (#10684) to the next council.
4. After the service, the grand knight or council Marian Icon chairman should record information about the council's *Marian Icon Prayer Service in the Our Lady Help of Persecuted Christians Log Book* (#10685) that accompanies the Icon.
5. Strongly consider hosting a dinner or other social event in conjunction with the prayer service. This is a perfect opportunity for your council to participate in the Christian Refugee Relief Program and raise awareness and much-needed financial support for Christians at risk. Although the Marian Icon Prayer Program cannot be double-counted for the Christian Refugee Relief Program, a fundraiser after the service could help satisfy the Christian Refugee Relief Program. Visit www.kofc.org/christianrelief for more information and ideas.
6. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.