

# Ceremonials

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Illinois State Council  
Knights of Columbus  
<http://www.illinoisknights.org>

TO: District Deputy  
RE: Degree Protocol, Registration and Responsibilities

Please familiarize yourself with the following Instruction for a Major Degree when hosting a Major Degree.

**CONSTITUTIONAL ROLL:**

When a council is hosting a 1st Degree or a 1st Degree is held before a 2nd and 3rd Degree, 1st Degree candidates sign the Constitutional Roll. Only 1st Degree candidates sign the roll. A candidates who have taken his 1st degree at another council needs to go back to his home council and sign its constitutional roll; Not the roll of the host council.

**MAJOR DEGREE SIGN IN SHEET:**

During a Major Degree there is a separate sign-in sheet for all candidates to sign. When the last candidate has signed in the District Warden will retrieve the sign-in sheet.

**REGISTRATION:**

During a Major Degree the registration table needs to be staffed one-half hour before the degree up to the entry of the last candidate and the DP who is usually the last person entering the antechamber. The registration table should be outside of the antechamber. Ideally the Financial Secretary and an Insurance Benefit Representative should staff the registration table. Form #100's should not be returned to the candidates. They should be returned to the Financial Secretary of the respected council for each candidate. No Form 100's are to be distributed in the antechamber.

**OPENING AND CLOSING OF MAJOR DEGREES:**

This is very important for proper protocol. Proper introductions of the CO, the Assigned State Officer(s), and all dignitaries should be observed. It is the responsibility of the host District Deputy to deliver the Final Charge, which should be done by memory or, at a minimum, well read. Until the CO arrives, the DD is in charge of the degree.

If you have any questions or concerns, please do contact me.

Fraternally,

Philip J Barone, IPSD  
State Ceremonial Chairman

Illinois State Council  
Knights of Columbus  
<http://www.illinoisknights.org>

Dear Worthy District Deputies and Brothers

Each of you has a Major Degree Scheduled in June (Gene you have 2)

Please make sure your Host Council has ordered the appropriate number of Membership Medallions from the Supreme Council Supply Dept. to be received prior to the Degree Date

Supply # 30630 - English Medallions

I know they'll have to guess on quantity but more is better than less and The council can give or sell (at cost \$5) to the 3rd Degree Membership the extras.

The council should add \$5 to the cost of the Degree or \$15 to council that send Candidates

Please send me a confirmation that the Medallions have been ordered so that the CO's assigned can be advised

Order number for the medallions are as follows...

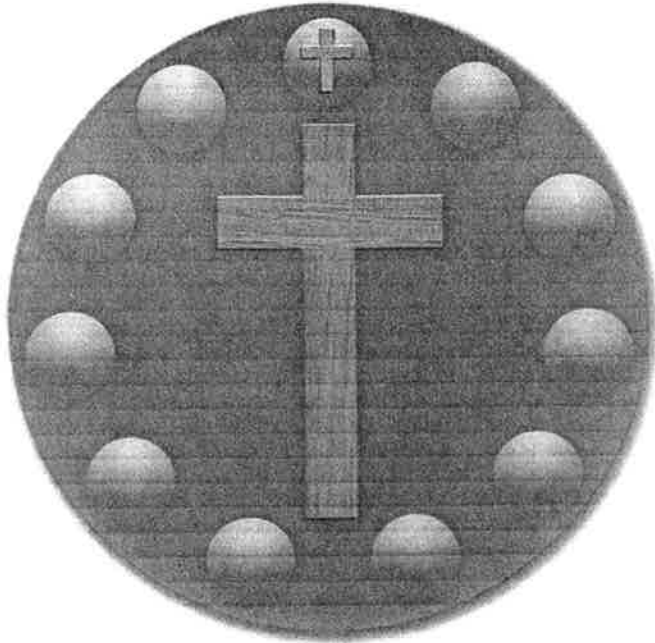
30630 - English Medallions  
30631 - French Medallions  
30632 - Spanish Medallions  
30633 - Polish Medallions

If you have any questions or concerns, please do contact me.

Fraternally,

Philip J Barone, IPSD  
State Ceremonial Chairman

# MEMBER MEDALLION



Existing Die# H-15-22  
#A015215 Obverse  
1.5 inch Antique Bronze Coin  
Approximate Size



Existing Die# H-15-23  
#A015216 Reverse  
1.5 inch Antique Bronze Coin  
Approximate Size



Edge Marking at 6:00

~ NOTES ~

## OPENING SCRIPT FOR HOST DISTRICT DEPUTY

### PREPARATION OF CHAMBER

The H.D.D. with his D.W. will prepare the Chamber by having everything removed except for a table approximately 3' x 6' draped in black and with pillow to be used for knighting. (Sword for Knighting will not be brought out until needed.) Excess empty paper bags should be on table to be used to take down testimony.

The Chairs shall remain the same as for the Second Degree, i.e., in a horseshoe shape with an opening at the traditional DGK position.

### IN COUNCIL CHAMBER

**H.D.D. - (*one rap*)** Brothers, we are about to open this Council in the Third Section. All persons not having received the honors of membership in the Third Degree shall please retire from the chamber. The doors shall now be closed and the guards assume their stations.

Worthy D.W., do you vouch that all present are in possession of the current membership card of the Third Degree? (*D.W. approaches Head Table.*)

**D.W. -** Worthy (H.)D.D. (*Salutes*) I vouch that all present are in possession of the current membership card of the Third Degree. (*Salutes H.D.D. and retires to his station.*)

**H.D.D. -** Brothers, let us invoke the Divine Blessing by repeating aloud the Lord's Prayer. (*If Third follows Second on the same day, the Pledge and the Opening Ode are omitted.*) (*Four raps. Chaplain leads the prayer. H.D.D. then gives three raps. then announces and leads Pledge of Allegiance or some other display of loyalty to the respective country. At conclusion, one rap.*)

**H.D.D. -** Brothers, we shall now sing the Opening Ode. (*Three raps. At conclusion, one rap.*)

**H.D.D.** - Brothers, we shall now proceed to the exemplification of the Third Degree. We await the arrival of our C.O., (*Introduce CO – name, home council, briefly list past and current major state offices held. This is not a bio but an overview to establish his credentials*).

*(W. raps on council chamber door).*

**I.G.** - Who comes there?

**W.** - The Worthy C.O., Brother \_\_\_\_\_ with his staff (*"staff shall include A.D.D., W., T.M., visiting D.D.'s, State Officers and Supreme Directors*) request admission for the purpose of exemplifying the Third Degree.

**I.G.** - Worthy D.D. the C.O. with his staff seeks admission.

**H.D.D.** - Open and admit the Worthy C.O. and his staff. (*Three raps. The doors are opened. The W. leads the procession to marching music in the following order: W., P.F.C., visiting D.D.'s, State Officers, and C.O. They line up before and parallel to the Head Table and salute the H.D.D.*)

**H.D.D.** - Worthy C.O., in the name of \_\_\_\_\_ Council No. \_\_\_\_\_, I bid you a hearty welcome. I assure you of the loyalty of this District to you and all other superior officers of this Order and of our compliance with the Laws and Rules of the Order. District No. \_\_\_\_\_, assured of their zeal and worthiness, asks you to confer upon the candidates of Councils (Nos.) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, the honor of the Third Degree and to advance them to Knighthood in our Order. To you Sir, I resign the gavel. (C.O. comes forward and receives the gavel.)

C.O. - Worthy HD.D., your assurance of the loyalty and compliance of District No. \_\_\_\_\_ to the Laws and Rules of the Order is but a confirmation of the unceasing devotion of its officers and members. We will gladly confer upon the candidates you present the favors you ask.

*(C.O. and other members of the staff salute H.D.D. and proceed to respective places.)*

*(C.O. gives one rap. C.O. then will introduce his staff and dignitaries to the members.)*

C.O. - Worthy HD.D. you will furnish my W. with the (handwritten) list of candidates seeking advancement to the Third Degree.

H.D.D. - Worthy W., I present to you the list of candidates qualified for advancement to the Third Degree. *(Delivers list to the W., salutes C.O. and returns to his place.)*

C.O. - Worthy W. *(W. comes before C.O. and salutes)* You will proceed to the ante-chamber and prepare the candidates for entry into our presence. You will assign to each a number. While doing so, you will ask them to give up some of their earthly belongings for the duration of this degree. Make certain that they give you all items which contain an appreciable amount of iron or steel.

*(W. has previously chosen two Knights to serve as his guards. They are robed in black.)*

W. - Worthy C.O., according to your prior instruction, I have selected Brother \_\_\_\_\_ and Brother \_\_\_\_\_ to serve as my personal guards. I ask them to join me now as I proceed to carry out your command.

*(Guards join W., all salute C.O. and proceed to the Antechamber.)*

~ NOTES ~



## ILLINOIS STATE COUNCIL MAJOR DEGREE STAFF REQUEST

This form will also be used to prepare a major degree flyer to promote your major degree.

\* District Deputy Name: \_\_\_\_\_ \* District #: \_\_\_\_\_ \* DD Phone # \_\_\_\_\_ \* DD Email: \_\_\_\_\_

Please indicate your preference for a degree staff. Check the box in each column for your 1st or 2nd choice.

	1st Choice	2nd Choice
Belleville Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>
Bishop Roger Kaffer Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>
Bishop McNicholas Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>
Holy Spirit Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>
John Paul II Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>
Bishop Sheen Degree Staff	<input type="checkbox"/>	<input type="checkbox"/>

\* Has the Degree Team been contacted?

Yes  No

### DETAILS:

\* Degree Date: \_\_\_\_\_ \* Day of the Week \_\_\_\_\_ \* Diocese \_\_\_\_\_

\* 1st Degree Time: \_\_\_\_\_ \* 2nd/3rd Degree Time: \_\_\_\_\_

\* Host Council: \_\_\_\_\_ \* Council Number: \_\_\_\_\_ \* Council Phone #: \_\_\_\_\_

\* Degree Location: (Address, Hall, Church, etc)

Location Phone #:

\* Host Grand Knight:

\* GK Phone #

Will a luncheon or dinner be available?

Luncheon  Dinner  Cost (If known)



If a 1st degree is being held with this major degree, at what time do the candidates need to check in?

\* Which Districts should receive a flyer about this degree?

Misc.  
Information:

**BASIC FEES TO HOST COUNCIL:** 2nd DEGREE = \$40 3rd DEGREE = \$5 per Membership Medallion Ordered One Month in Advance from Supreme Supply Dept.

**MILEAGE:** \$28 PER MILE, BOTH WAYS PLUS TOLLS (Maximum of 3 cars)

**MEALS:** To be provided for 2<sup>nd</sup> & 3<sup>rd</sup> Degree Staff members (maximum 8); either before or after exemplification. **TRAVEL:** If team travels in excess of 100, 2 meals will be provided. In lieu of meals staff members will be paid \$4.00 for lunch and \$5.00 for dinner. (Only if a meals is not provided by the Council.)

\* Indicates Response Required