



CALIFORNIA BEST PRACTICES FOR CONDUCTING THE CHARITY, UNITY AND FRATERNITY STATE-WIDE EXEMPLIFICATION

It's important that you read this entire document. We included a simple check list at the end of this document to better help your Chapter host a successful exemplification day.

In commemoration of the October 31 beatification of our Founder, January 30th has been designated as a California Statewide Exemplification Day.

Going forward, a Statewide Exemplification Day will be scheduled every odd month. These have been scheduled out for one year. Chapter Presidents are expected to host and conduct an in-person exemplification in and for their Chapter on these dates. Note that the State will broadcast from only one Chapter, so that those not able to attend in-person can watch this virtual exemplification. Please mark your calendar with these dates:

January 30, March 27, May 15, July 24, September 25, November 20.

Our Vice Supreme Master has agreed to these dates too. Following the Exemplification of Charity, Unity and Fraternity, the Fourth Degree Exemplification will be broadcast virtually from only the one Chapter location on these same scheduled days.

During the even months (*Feb., April, June, Aug., Oct.*); it is expected that the Exemplification of Charity, Unity and Fraternity will be conducted locally (Council and/or District). This shouldn't preclude you from holding Councils and/or District Exemplifications on the odd months, as well if there is a need. **Ultimately, the goal is to have at least one Ceremonial Team per district. Begin working on your forming teams today.**

Conducting degrees and initiating men into the Order is not new for any of us. It is one of the most gratifying things we do as leaders in the Knights of Columbus. And while COVID-19 has introduced some new variables into the equation, many time-honored best practices have not changed:

- The venue must be set-up appropriately.
- All necessary materials (Rosaries, Lapel pins, baldrics, rope, string, etc.) should be secured and on-hand at each exemplification site.
- Degree teams should be well-rehearsed.
- The exemplification(s) should be well-publicized.

In light of COVID-19 and the restrictions many jurisdictions have in place to keep people safe, there are some new “Best Practices” that you should guide your planning process. If you follow these guidelines – and make prudent decisions to keep your members and prospects safe – **it is possible to conduct in-person exemplifications while following all COVID-19 guidelines.**

For additional guidance please reach out to one of the following:

Ceremonials concerns:

CA Ceremonial Chairman, John (Jack) Haney,
ceremonials@californiaknights.org

Membership concerns:

CA State Membership Director, Michael Jones,
membership@californiaknights.org

Other concerns:

CA State Deputy, Stephen Bolton,
state.deputy@californiaknights.org

DETAILED INFORMATION

KNOW THE LOCAL COVID RULES...AND FOLLOW THEM

- When conducting a meeting, exemplification or any other in-person event, all state and local social distancing and other COVID-19 guidelines must be followed.
 - **Know what those guidelines are.**
- What is the maximum number of people for an indoor and for an outdoor gathering?
- Are masks required for everyone? Even if they're not...be safe. **Wear a mask.**
- How does your area define 'social distancing?'
 - How far apart must people be spaced?
 - Is it the same for an indoor event as for an outdoor event?
- Now more than ever, it is important to give men the opportunity to join the Knights of Columbus, but not at the expense of anyone's health. The safety and well-being of your members, prospects and families should be your highest priority.

CHOOSE YOUR VENUE(S) WISELY

- Is the location centrally located and easily accessible?
- Is there ample parking?
- Is it inside or outside?
- Is the inside venue well-ventilated?
- Is it in a Church? Does the Parish Priest know about it? First, get his approval.
- Is there a reliable Wi-Fi connection? (*More about that later*).
- Is there a laptop, projector, screen, speakers for viewing the Fourth Degree Exemplification virtually?
- Is there enough space to allow all attendees to appropriately socially distance?
- are there snacks and/or lunch being provided? At what cost to the attendees?

SELECT THE RIGHT PERSON TO SPEARHEAD EACH EXEMPLIFICATION

- The Chapter should appoint a Chapter Exemplification Lead person for each of the exemplification dates.
- Hosting live events during COVID-19 is new territory. Each local team leader needs to have the can-do attitude necessary to work through the challenges.
- He must be able to develop and lead a team...not try to handle every detail himself.
- The Chapter should appoint a Registration Chairman for each of the exemplification dates to track and report critical attendee information.

PUBLICIZE THE EXEMPLIFICATION(S)

- Make sure every District Deputy and every Council are aware of the date and time of each exemplification. We can't advertise this enough.
- Advance planning is key...communicate regularly with everyone who will play a role in the exemplification(s)...make sure everyone is engaged in making the ceremony a success.
- A flyer will be created and distributed by the state for use. You may choose to make your own local flyer too.
- Utilize the Chapter web site, local council sites, parish & diocesan web sites, etc.
- Be present on social media. Post information on the exemplification(s), then like, share, repost, etc., to maximize the number of prospects who see your message.
- Partner with priests and bishops. They are among our best recruiters...and can be our best promoters as well.
- Focus outreach on newer councils and those who have had minimal experience with the Exemplification of Charity, Unity & Fraternity.

INCLUDE A VIRTUAL OPTION

- This goes back to the earlier note about reliable Wi-Fi, laptop, projector, screen and speakers.
- A live stream broadcast of both exemplifications will be conducted from one of the venues in the state, on that day.
- This will allow the friends and families of the candidates and others to view the ceremony while keeping the in-person attendance within local guidelines.
- Remember the Fourth Degree Exemplification is not open to the public just yet.
- Some candidates will be uncomfortable in a group of any size so please be flexible.

EXEMPLIFICATION TEAMS

- Form a Chapter Exemplification Team or use an existing Council Team.
 - Besides an English-speaking Team, you may need to form Spanish and/or other languages?
- Degree teams should be well-rehearsed.
 - Team should have practices one or more times before the big day.
 - We must appear that we know what we are doing.
 - Reading the parts are okay, if it's done well.
- Be sure there is a backup for each team member. We shouldn't cancel an exemplification because a member can't make it that day.
- The Team should visit the site, view the layout and do a walk-through. Especially with the COVID rules in place for your area.

PROSPECTS

- Encourage councils to call prospects whom their council has identified.
- Be sure prospects have been vetted (*council admissions process*) by the council before attending any exemplification.
- Be sure vetted candidates register with the venue they plan to attend.
- Be sure candidates have a means of getting to the exemplification. Take them there if required.

CANDIDATES SHOULD REGISTER IN ADVANCE FOR THE EXEMPLIFICATION

- It is expected that each Chapter register their own, “Council vetted” candidates.
 - This applies to in-person and virtual candidates.
 - They must register before taking these exemplifications.
 - A generic registration form will be provided to each venue.
 - Registration can be done via email, phone or in-person.
- When a vetted candidate indicates they prefer to attend virtually, from home, they will be given a link for the state virtual site so they can view the exemplification on their own. **THE VIRTUAL LINK MUST ONLY BE GIVEN TO VETTED CANDIDATES THAT HAVE REGISTERED.**
- There is no registration fee for the Exemplification of Charity, Unity and Fraternity.
- All Third-Degree Members (*new or experienced*) that desire to go onto the Fourth Degree must also register (*more details below*).
- The Chapter Exemplification Lead or Registration Chairman must reconcile all attendees after the exemplification and notify the Council FS and GK, along with Assembly FN and FC of their new member(s).
 - Are they new, advancing or online transfer?
 - The Council and/or Assembly needs to know their candidates actually attended the exemplification. Only then, can the FS and/or FN process the new member to Supreme and get credit for that new member.
- Registration is critical as it will allow you to plan and make sure no location has more attendees than can be safely accommodated.
- That said, it is always a good idea to be prepared for “walk-ins” on the day of the event. Have Form-100’s available and local council contact information available.

IT’S NOT JUST ABOUT NEW MEMBERS

- These exemplifications give First Degree members the opportunity to advance to full Knighthood.
- Gives online members a means to transfer to council-based membership.

ADVANCING TO THE FOURTH DEGREE

- After this moving and engaging ceremony, men will be highly motivated to advance to the Fourth Degree.
- To better accommodate this, a Fourth Degree Exemplification will be conducted following the Exemplification of Charity, Unity and Fraternity on the Statewide Exemplification days. The Fourth Degree Exemplifications will be conducted in-person at one of the chapter locations (*preferably after a lunch break*) and broadcast virtually to the other chapter locations on each of these scheduled days.
- If any Third-Degree Member (*new or experienced*) desires to go onto the Fourth Degree, they must first contact their local Assembly and inform them of his intentions before the scheduled State-Wide Exemplification day.
 - He must complete a Form-4 and have it signed by the FN and FC.
 - He must pay the Assembly Exemplification Registration Fee.
 - He and/or the FC must notify the Chapter Registration Chairman or Chapter Exemplification Lead and register in advance.
 - If a candidate indicates they prefer to attend virtually, from home, they will be given a link for the state virtual site so they can view the exemplification on their own. **THE VIRTUAL LINK MUST ONLY BE GIVEN TO CANDIDATES THAT HAVE REGISTERED.**
 - Here too, be prepared for “walk-ins” on the day of the event. Have Form-4’s available and local Assembly contact information available.
 - Even though a good portion of new Fourth Degree Members have traveled to one of the venues to witness the Fourth Degree Exemplification virtually with his Brothers, they will still be Knighted by the most Senior Officer present at each of those venues.
 - A new Sir Knight who may have witnessed the Fourth Degree Exemplification virtually, from home, and not present at one of the venues to be Knighted. In this case, it is expected the new Sir Knight be formally Knighted at his first assembly meeting. Keep in mind, he still must go through the registration process, even if he watches from home.

BE ACCOMMODATING TO THOSE WHO MAY NOT SPEAK ENGLISH

- Make exemplifications bi-lingual where appropriate.
- Host other language exemplifications in areas where English is not the primary language spoken.
- It may require that a Chapter have more than one Exemplification venue that day. One in English and one in another language.
- Form other ethnic Exemplification Teams. Will it be Spanish Speaking or other languages?
- Remember to please be flexible.

START THE DAY WITH MASS

- There is no better way to get candidates and others into the proper frame of mind, and to reinforce the spiritual benefits of membership in the Knights of Columbus.

CHARITY, UNITY AND FRATERNITY STATE-WIDE EXEMPLIFICATION **CHECK LIST**

1 MONTH (OR MORE) BEFORE TO THE EXEMPLIFICATION DAY

- Inform the State Membership Direct (SMD) of your Desire to host a State-Wide Exemplification.
- Locate and lock in a venue (*see Choose a Venue Wisely above*).
- Inform the SMD of the venue.
- Select and notify the SMD who the “Chapter Exemplification Lead” will be (*see Select the Right Person above*).
- Select a “Chapter Exemplification Registration Chairman” (*see Select the Right Person above*).
- Have a planning meeting with the Lead and Team to go over all details and check list.
- Finalize your Chapter Exemplification Team(s) (*see Exemplification Teams above*).
- Begin recruiting towards this exemplification day (*see Prospects above*).
- Begin advertising this exemplification day (*see Publicizing above*).
- Send invitations to Clergy and other Dignitaries.

2 WEEKS BEFORE TO THE EXEMPLIFICATION DAY

- Confirm there are enough “New Member Kits” to cover your location. If not, get them ordered immediately.
- The Exemplification Team should visit the site, view the layout and do a walk-through.
- The Exemplification Team is practicing.
- Procure audiovisual equipment for virtual viewing of the Fourth Degree Exemplification (*see Include a Virtual Option above*).

1 WEEK BEFORE TO THE EXEMPLIFICATION DAY

- Verify venue one last time (*again, remind everyone involved at the Parish or Hall*).
- Confirm Exemplification Team is 100% staffed for next week.
- Exemplification Team should continue practicing.
- Assign ushers for directing candidates and guests. Maybe parking too?
- Assign a cleanup and sterilizing team for after the Exemplification.
- Purchase spare masks and hand sanitizer if needed.
- Confirm food (snacks, drink, lunch) procurement.
(*be sure to follow COVID rules for your area*).

DAY OF THE EXEMPLIFICATION DAY

- Setup venue early in the morning. Be sure to have enough seats for guests (*be sure to follow COVID rules for your area*).
- If a Mass is to be held first, offer final instructions to the Priest on the day's events. Help him.
- Make spare masks and hand sanitizer available.
- Registration Chairman needs to be setup and be ready early. Use supplied registration form. Be prepared for walk-ins.
- Have another Brother record (*name & phone number only*) of ALL in attendance for COVID records.
- Setup and confirm early, that all audiovisual equipment is ready and working for the Fourth Degree Exemplification.
- Exemplification Team should do one final walk though.
- Confirm all Degree props are on site and ready.

- Snacks, drinks and lunch on site and ready. Are they being kept cold or hot? (*be sure to follow COVID rules for your area*).
- Ushers be ready to direct candidates and guests. Maybe parking too?
- Cleanup and sterilize site after the Exemplification. Please don't leave a mess.

A DAY OR TWO AFTER THE EXEMPLIFICATION DAY

- Chapter Registration Chairman has notified all Councils and Assemblies of their new members.
- Send Thank You to Parish, Priest and other Dignitaries.