

Planning Notes for District Meetings

Venue: Consider conducting a hybrid meeting, meeting in-person and virtually at the same time.

Attendees: Invite all Grand Knights, Deputy Grand Knights, Financial Secretaries, Chaplains, and council Membership and Program directors. Ask for an insurance agency representative to attend your meeting.

Length of Meeting: Ideally plan for 90 minutes, with extra time before and after for socializing.

Meeting Objectives:

- All councils should be active
- Assess where councils need assistance and provide guidance and inspiration
- Set clear expectations for council actions and areas of improvement
- Support councils through shared best practices and council networking

Useful Resources: Fraternal Planner, Fraternal Excellence Guide, Protocol, Meetings and Ceremonials, *Cor* Startup Guide, *Cor* Tri-fold brochure, EFF Dir. Role Description, Faith in Action Guidebook, latest Fraternal Leader Advisory, State Council newsletter/email, Notes from State Meetings.

AGENDA NOTES

1. **Opening:** Have a Chaplain open the meeting in prayer and ask him to give a brief spiritual reflection.
2. **Evangelization & Faith Formation:** Encourage councils to play an active role in sustaining the faithfulness and formation of brother Knights and men of the parish by implementing or continuing *Cor* this fraternal year. Specifically, review *Cor* Startup Guide (#11500) and content resources found on the *Cor* webpage at kofc.org/cor. Encourage grand knights to appoint a council Evangelization and Faith Formation Director (EFF) who will be responsible for *Cor* and report the appointment in the [Council EFF Director Submission Form](#) found on the Council Forms section of kofc.org/forms. Lastly, ask councils to provide an update regarding their *Cor* status for an accurate DD Annual Report (#944)
3. **Membership Growth:** Explain how recruitment is vital to maintaining a council's success and critical to our support of Catholic families and parishes. Educate councils on the importance of attracting younger men to active council life. Review incentive programs and the resources available for membership growth. Educate councils on how to incorporate prospecting and recruiting into all council activities and programs. Highlight online exemplifications.
4. **Member Engagement:** Stress the importance of regularly updating membership information in the Member Management portal for effective member engagement. Lead a best practices discussion on how councils manage retention and communication. Highlight the need for younger members to assist with enhancing council technology capabilities. Discuss how the interest survey (#1842) can help assess the wellbeing and program interests of council members.
5. **Council Operations Review:** Review the Fraternal Planner (#5033) as an invaluable tool for council success. Review best practices and resources available for in person and virtual operations.



6. Training and Resources: Inform attendees of the training and leadership resources available on the kofc.org website. Highlight the Fraternal Leader Advisory and Fraternal Webinars. Let attendees know about upcoming state trainings and trainings offered by the Associate Regional Growth and Training Director (ARGTD).
7. Star Council Review: Highlight the significant changes made to the Star Council Award for the new fraternal year. Review the menu of featured programs. Lead a discussion on conducting virtual programs. Offer to host a district wide fraternal benefits seminar that all councils can promote. Review required State and Supreme forms and encourage online submission.
8. Faith in Action: Review the Faith in Action Guidebook (#10907) and Remote Programming Supplement (#11139) and encourage councils to be flexible and creative in their planning. Be sure to review all current programs of the Order, placing emphasis on new initiatives. Review the Program Forms Reference Guide (#11172) and make sure councils understand deadlines and where forms should be submitted. Share program calendars and create plans for each council to earn the Columbian Award.
9. Open Discussion: Open the floor for other topics and solicit specific requests for district/state support.
10. Agency Report: Insurance representatives should be given time to speak about their efforts and support of councils. Discuss promoting fraternal benefits seminars.
11. District Deputy Remarks: Promote key state council initiatives and supreme programs. Be clear about any benefits and expectations on council participation. Always close with words of thanks and encouragement for both their participation and for all they are doing as leaders in the Catholic community and the Order.
12. Closing Prayer: Offer up all plans and work in prayer through the intercession of Our Lady of Guadalupe, Patroness of the Knights of Columbus, St. Joseph, Patron of the Church and Guardian of the Holy Family, and Blessed Michael McGivney, our Founder.