

# Faith in Action

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# State Program Directors Guide

*“Faith in Action is a renewed personal invitation to live out the calling of our faith and the call to service of our neighbor.”*

Faith in Action programs are designed to help men grow in their faith, engage families in mission, serve parishes and communities, defend and promote the dignity of human life, and evangelize through witness and action. The state council relies on the leadership of all program directors to ensure excellent and effective programs that uphold our principles of Charity, Unity and Fraternity and grow the Order.

To these ends, the role of the state program director and the supporting category directors is to support councils in selecting, planning, running and measuring the success of their programs. With your leadership, Faith in Action programs can provide Knights with the life-changing opportunity to make Christ known and give men a reason to join the Order.

**This document provides clarity and direction for the roles of state program director and the state Faith in Action (FIA) program team comprised of the faith, family, community and life directors.**

**State Program Director:**

- Appointed by the state deputy
- Promotes and communicates directives and goals of the state deputy concerning state program initiatives and Supreme Council programs
- Collaborates with state chaplain and, as needed, seeks support from Supreme Council program directors
- Provides direction, coaching and support to his FIA state team, district deputies and council program directors
- Promotes use of Supreme website, resources and trainings
- Ensures that councils appoint adequate leadership for program roles
- Provides necessary accountability for program guidelines, established initiatives, goals and deadlines (i.e. overall form submission guidelines and deadlines e.g. Form [#365](#) council submission)
- Submits State Forms e.g. [#1728](#), State Program Awards, Family of the Year, and Special Olympics (unless otherwise noted by your state deputy)
- Forms and fosters partnerships with external community organizations to ensure successful program development and expansion (e.g. diocesan representatives, Habitat for Humanity, American Wheelchair Mission, Canadian Wheelchair Foundation, Special Olympics, food pantries and pregnancy centers)
- Ensure compliance with Safe Environment training for necessary positions. e.g. Program, Family and Community Directors

**State Faith/Family/Community/Life Directors:**

- Appointed by either the state deputy or state program director with state deputy approval
- Acts upon direction and guidance from state program director



- Manages their respective Supreme Council programs in concert with state programs and initiatives
- Collaborates with fellow directors and Supreme Council Faith in Action program managers
- Collaborates with their respective state program chairmen as tasks are delegated and initiatives advanced throughout the jurisdiction
- Provides direction, coaching and support to council level counterparts and district deputies as needed
- Serves as the liaison to and for Supreme Programs team and local councils (i.e. passing on initiatives and elevating issues and questions as necessary)
- Promotes use of Supreme website, resources and trainings
- Forms and fosters partnerships with external organizations related to their program category to ensure successful program development and expansion (e.g. Diocesan representatives, Habitat for Humanity, American Wheelchair Mission, Canadian Wheelchair Foundation, Special Olympics, food pantries and pregnancy centers)

### **Communication and Support**

Local councils and individual members rely on directors for planning, coaching and support to successfully put their faith into action and implement their programs. This involves synthesizing and communicating state and Supreme Council program goals and developing creative solutions to achieve both. Regular communication among the state program director and the supporting category directors will be key. Communication should be ongoing and as regular as possible to help all succeed.

When necessary, all positions should initially seek assistance and guidance primarily from those in positions directly above them. For example, a state program director should work with his state deputy. At the local council level, the program director should work with his grand knight and the grand knight should seek support from a district deputy. In other words, when program issues and questions cannot be resolved at the local level, they should be elevated one level at a time, and only as far as needed. Below is a summary of the support and communication every position should be prepared to provide and who they can look to for support and direction.

### **State Program Director**

State program directors are encouraged to seek guidance (first) from the state deputy on program initiatives. If needed, the Supreme Council program director and program managers are available for clarification or assistance. Pass along communication to state FIA team as needed.

### **State Faith/Family/Community/Life Director**

State faith, family, community and life directors are encouraged to seek guidance (first) from their state program director and then the corresponding Supreme Council program manager. These directors will also provide support to the council counterparts and state chairmen throughout the fraternal year.

### **State Program Chairmen**

State faith, family, community and life directors should work with the respective appointed state program chairmen (see chart below for examples). These chairmen are appointed to implement the more labor-intensive programs in a program category. Delegation of tasks to these leaders will be crucial for program success.

PROGRAM CHAIRMAN			
FAITH	FAMILY	COMMUNITY	LIFE
Pilgrim Icon Vocation – RSVP **Into the Breach	**Family of the Month/Year **Keep Christ in Christmas Poster Contest	Free Throw Soccer Essay Disaster **Coats for Kids **Wheelchair	Silver Rose Special Olympics **March for Life **Ultrasound **Pregnancy Center Support

*\*\*Optional Chairman (held by respective director or appointed as needed)*

**Note:** This is not an exhaustive list of program chairmen. There may be other chairmen appointed for individual programs or program initiatives at the discretion of jurisdictional leadership.

## District Deputies

District deputies should be able to depend on the support of the state program director and state FIA team. Directors are encouraged to equip district deputies with the necessary information on Supreme Council and State Council programs for a district deputy's visits to councils, organizational meetings, and strategy sessions.

## Local Councils

Local council leaders are encouraged to work through their council program director and FIA team directors for program assistance and support prior to reaching out to district deputies and state program directors. Council program directors and FIA team directors should become well acquainted with policies and procedures for each program. They are encouraged to work with their corresponding state directors for coaching and guidance to carry out the action steps associated with some of the more complex programs.

## Frequency of communication to the field

There is a fine line between overwhelming councils with too much information and not providing enough. The state FIA team is encouraged to use quarterly or monthly communications to local councils with content specific to their assigned program category. These communications offer an important platform to share key dates for upcoming programs, events and forms. They also provide the opportunity to receive feedback through surveys and to share stories of success and encouragement from local councils. Many states may choose to connect these communications with broader state council newsletters. If feedback is requested, it's very important to get back to those who responded. Even if you don't implement their suggestion, expressing gratitude to them goes a long way.

## Tools for Success

- [Faith in Action Program Resources](#) – A library of resources available for Faith in Action programs including guide-sheets and guidebooks, posters, brochures, and more.
- Quarterly video conferencing – The Supreme Council program team hosts quarterly video conference calls with all state level program directors. These calls are designed to receive key information and insight from the field, share best practices and provide timely updates on program initiatives from Supreme.
  - State program chairmen are welcome to join these calls at your discretion.
- [Fraternal Planner](#) – A planning resource and calendar designed to help councils prepare for important dates and Faith in Action programs for the fraternal year.
- [Fraternal Webinars](#) – Videos featuring relevant topics for Faith in Action programs including engagement, planning, and leadership.

- Fraternal Leader Advisory – Twice monthly email updates with valuable information and tools to help you as a fraternal leader. These communications include important links, updates from Fraternal Operations, Membership Growth, Member Engagement, and Programs.
- Online reporting and Program Report Form #10784 – This online reporting tool allows councils to report council programmatic activity in real time. This reporting is utilized to provide jurisdictions with quarterly program reports. Leadership advocacy for online reporting is key for success.
- Safe Environment Training – Resource used to show who needs to take the safe environment training along with information regarding the training.

### Measuring Success

Success should be outcome-oriented and clear goals established by the state deputy in collaboration with the state program director. Goals should be communicated to the field including district deputies, grand knights, council program directors, and program chairmen. These goals should have clear and measurable metrics and timelines.

These goals can be qualitative and/or quantitative. Some examples of different goals for success are below:

#### **Qualitative**

- Did you clearly communicate program goals to councils?
- Did you provide necessary resources for councils to implement Faith in Action programs?
- Did you make yourself available to answer questions and coach councils on programs?
- Did you keep councils informed of key program dates and news?
- Did you maintain clear lines of communication with the state program director, state program chairmen and district deputies?

#### **Quantitative**

Data from the Fraternal Programs Report Form (#10784) can be reviewed on a quarterly and annual basis. Councils should be encouraged to submit data relevant to their programs on a regular basis, and especially directly leading into form's due date.

- How many members and non-members participated in Faith in Action programs?
- How many volunteer hours were contributed?
- How many new members were recruited?
- How much money was donated?
- How many councils received the Columbian Award?

**State Program Forms** (For council specific forms visit the website below or use the Program Forms Reference Guide #11172.)

KEY STATE FORMS			
FAITH	FAMILY	COMMUNITY	LIFE
NA	Family of the Year Keep Christ in Christmas Poster Contest Submissions	State Competition Participation/Winner Form	Ultrasound State Special Olympics (using online #10784)

All forms can be found at [www.kofc.org/fiaforms](http://www.kofc.org/fiaforms)