



# Steps to Success

## When Communicating With Your Bishop

### **MOST IMPORTANT THING TO REMEMBER:**

*The State Council is in service to the Dioceses in their jurisdiction. This must be believed and emulated by the State Council – especially the State Deputy.*

### **1. Request to meet with your Bishop(s) for one purpose: to ask how your jurisdiction may better serve his diocese.**

- ▶ Quarterly meetings are ideal if he is available.
  - At least an annual meeting within the first few months of the new Fraternal Year.
- ▶ The meeting with the Bishop(s) should include the State Chaplain as a matter of protocol.
- ▶ Unless the State Deputy already has a strong relationship with a particular Bishop, it is often best for the State Chaplain to request the meeting with the local Ordinary for himself and the SD.
- ▶ If it's unclear who should request the meeting with the local Ordinary, the default is always the State Chaplain.
- ▶ Bishops usually have very tight schedules. Be sure to coordinate everything that will be discussed with the State Chaplain in advance of the meeting(s).

### **2. When you meet with a Bishop to discuss a new idea or project, make sure that the following two points are very clear:**

- ▶ The idea/project will cost him no money
- ▶ The idea/project will not create more work for him

### **3. Prior to creating the calendar for your jurisdiction, ask the Bishop (or his designate) if you may see the diocese's *public* calendar for the Fraternal year.**

Stress that you want to make sure your jurisdiction is aware of and ready to assist the Bishop(s) with important events(s) throughout the year.

### **4. Understand the *Faith in Action* Programs very well. Prior to meeting with the Bishop, do your homework and learn what programs and initiatives are important to him.**



Make him aware of the *Faith in Action* programs that directly contribute to the initiatives/programs important to him.

- ▶ He may not be aware of what the *Faith in Action* programs are.
  - An excellent place to start is to show him the trailer for the [Into the Breach video series](#).
  - He will also be very interested in the [RSVP Program](#).

## **5. Offer to work with the Bishop's designee. Too often it is assumed that one must work directly with the Bishop. This is simply not true or practical.**

Bishops, like most CEO's, oversee a very large organization with many moving parts. To be successful in their leadership role, they must surround themselves with smart, productive people.

- ▶ Know this in advance and if the Bishop offers, be ready and willing to work with his designee.
- ▶ Unless otherwise instructed, the Bishop's designee will be the person to update the Bishop and be the liaison between you and him.

## **6. The Bishop should be kept informed (well in advance) of any major KofC events in his diocese that go beyond the parish level.**

- ▶ A Bishop should never be surprised by major KofC events that take place in his diocese.
  - Unless otherwise requested by a Bishop, he should be notified a minimum of 60-90 days ahead of a major KofC event.
- ▶ Major events often necessitate or may generate a public relations (PR) opportunity that a diocese deserves the time to prepare for if they choose.

## **7. At all costs, be the group in the diocese that he can depend on the most.**

- ▶ If the Bishop asks for your help, do everything possible to do so, even if it's something "we don't normally do."
- ▶ If the Bishop implements a new initiative, and he does not ask for your assistance, reach out to him and offer to help in any way you can.

## **8. Always follow up a meeting with the Bishop (or his designee) with a "thank you" letter.**

- ▶ In addition to words of gratitude, this is an opportunity to acknowledge (briefly) what you discussed and, in some cases, what you have agreed to do based on his request.