

DUTIES OF THE MEMBERSHIP DIRECTOR

1. Is appointed by the Grand Knight.
2. Directs the council's efforts toward the recruitment of new members to the council by sharing with a prospective new member that:
 - a. The service that is provided by councils to our church and faith;
 - b. There is an adventure and excitement to being a member of the Knights and the rewards brought to an individual and their families;
 - c. There are benefits that are available through the Knights of Columbus Insurance Program; and
 - d. There are programs sponsored by the Knights of Columbus as they pertain to our Church, Family, Youth, Community and Council.
3. The Membership Director should enlist the aid of other council members to develop a Membership Team consisting of 3 to 5 council members.
4. The Membership Director should identify parishioners who may be an untapped source for recruitment, utilize the Roundtable Chairman to ensure the pastor's approval of the Knights involvement in the parish and develop structured membership drives, ice cream socials or open houses at least once a quarter.
5. Should utilize team members to prepare pulpit and church bulletin announcements as well as invitational letters to prospective candidates.
6. Shall perform other membership duties as assigned by the Grand Knight.

DUTIES OF THE RETENTION DIRECTOR

1. Is appointed by the Grand Knight.
2. Directs the council's efforts toward the retention of both old and new members to the council through open lines of communication. This is accomplished through:
 - a. Making face to face contact with the Brother Knight, sometimes more than once;
 - b. A phone call so that you can talk to the person;
 - c. The sending of a letter if all else fails.
3. The Retention Director should enlist the aid of Past Grand Knights, the candidate's sponsors or the more active members of the council to help retain a member. The Retention Director should develop a Retention Team consisting of 3 to 5 council members who will actively pursue a member and identify the reasons for the member's lack of interest as well as a desire to encourage the member to retain his membership.
4. The Retention Director and his team should view every member as important. This is the first step toward "Retention".
5. The Retention Team should work with the Membership Team to develop programs to include mentoring of new members, recognition of new and old members and providing information on the activities in the council and encourage their participation.
6. Shall perform other membership duties as assigned by the Grand Knight.

DUTIES OF THE CHURCH DIRECTOR

1. To promote and encourage more action of an ecumenical nature in the parishes.
2. To appeal for greater unity, understanding and ecumenism among all religions and initiate programs through which members can practice their Catholic duties in the fields of charity, devotion and education.
3. To strive to sponsor activities which enable the individual Knight to set a constant and worthy example as an ideal Catholic to his family, his community and his fellow members.
4. Types of current activities involving the Church Activities Director include:
 - a. Corporate communion involving the council
 - b. Clergy appreciation dinner for Northern deanery
 - c. Keep Christ in Christmas campaign
 - d. Sponsor the Marian Hour of Prayer with the use of the State icon
 - e. Assist with the Council's Roundtable
5. Other activities which may be attempted or adopted include:
 - a. Recognizing those receiving their 1st Communion
 - b. Family bible studies or readings
 - c. Inviting ministers of local Christian churches to speak at the council meeting on the history tenets and practices of their denominations
 - d. Inviting pastors of the parishes to the council meeting to speak on a variety of topics in the church and community today
 - e. Sponsor a vocations fair
 - f. Plan a "Clean-up", "Fix-up", "Paint-up" Day in the parishes
 - g. Provide Bibles and catechisms to CCD students or St. Mary's school
 - h. Sponsor a living rosary or family prayer adoration of the Blessed Sacrament
 - i. Distribute rosary prayer cards in the parishes, CCD classes or St. Mary's school

DUTIES OF THE COMMUNITY DIRECTOR

1. To look for something that is needed and workable in the community, meets the members' interests and the council's resources.
2. Types of current activities include:
 - a. Tootsie Roll Drive
 - b. Senior Health Fair
 - c. Pro-Life chain
 - d. Project Moses
 - e. Lenten Fish Fries
3. Other types of activities that could be attempted or adopted include:
 - a. Promoting Pro-Life efforts by displaying materials featuring the theme of "Defend Life" utilizing a billboard
 - b. Letter writing campaigns to state legislators supporting Pro-Life issues
 - c. Promote having members volunteer at Guadalupe Center with meals
 - d. Promote support groups and volunteerism in Senior housing units or to the frail and homebound elderly
 - e. Adopt a student or students who have special learning disabilities
 - f. Adopt-a-highway project
 - g. Host a Blue Mass to honor law enforcement officials and firefighters in conjunction with a barbeque or other dinner
 - h. Sponsor a meeting for a presentation by law enforcement on the issues of the community or issues facing them today
 - i. Visit patients in hospitals or nursing homes or provide transportation to family or friends to visit

DUTIES OF THE COUNCIL DIRECTOR

1. To keep the council's membership accurately and constantly informed of current and future events.
2. To maintain the image of the council within the community through the use of the media.
3. To provide activities for the council that are fun and entertaining such as council activities involving golf, softball, bowling, movies, plays, lectures, dances, picnics, council anniversaries as an example of a few activities.
4. Types of current activities include:
 - a. Council Bingo
 - b. St. Mary's, St. Peter's and Our Lady of Peace's Festivals
 - c. Annual Council Awards dinner
 - d. Bingo patrons appreciation barbeque
5. Other types of activities that could be attempted or adopted include:
 - a. Assistance with the monthly bulletin
 - b. Regular release of public service announcements pertaining to various projects involving the council
 - c. Assist with the council website
 - d. Set up displays at the council and/or parish halls that promote council events and/or contests
 - e. Maintain a historical record and scrapbook of the council's history to include photographs
 - f. Maintain a speaker's committee of 5 or more members who are able to give short lectures on the Order to other fraternal groups or service organizations or church groups
 - g. Assist with the Knight of the Month program
 - h. Provide and keep current a council directory
 - i. Promote a Founder's Day celebration
 - j. Invite speakers from the community to appear at the council and present information and have discussions on a variety of issues. Provide this opportunity to both the council and their families and invite educators, artists, musicians, etc.
 - k. Promote group activities at plays, shows, athletic activities, etc.
 - l. Conduct an annual "Open House", "Ice Cream Social" or "Benefits Night" to promote the Knights of Columbus
 - m. Sponsor a blood donor drive
 - n. Sponsor council teams in activities such as bowling, softball, etc

DUTIES OF THE FAMILY DIRECTOR

1. To conduct programs and activities that aid in rebuilding the family spirit from within, making it vital and strong enough to resist society's ills.
2. To encourage members and their families to choose as their model the Holy Family, copying their attitude of interdependence, sharing and respect for authority.
3. To work to strengthen family life and nourish wholesome home life through the sponsorship of activities involving entire families on a scheduled and continuing basis.
4. To encourage communications and routines which involve family members within their own homes as well as bringing families together in social and recreational events in the community and stimulate togetherness within family units.
5. Types of activities include:
 - a. Assisting with the Family of the Month program
 - b. Memorial mass at council hall for deceased members of the council and Cor Marie
 - c. Sending our Resolutions of condolences
 - d. St. Mary's Parish picnic
 - e. Family Christmas party
 - f. Rockies give-a-way day
 - g. Cana Night marriage vow renewal
6. Other types of activities that could be attempted or adopted include:
 - a. Sponsoring marriage encounters
 - b. Adopt a needy family
 - c. Hold a "Family Contest" such as which family in the council can take the best picture, catch the largest fish, bake the best cake, raise the most charity funds or bowl the best score.
 - d. Sponsor volunteering as a family
 - e. Sponsor scholarships to Catholic elementary or high schools
 - f. Sponsor Catholic schools
 - g. Host a Ladies' appreciation night
 - h. Sponsor a program to maintain contact with widows and dependent children
 - i. Establish a memorial committee to support a member's loss of a loved one.

DUTIES OF THE YOUTH DIRECTOR

1. To provide the youth the means and the opportunities to become personally committed and involved in meeting the challenges of our times.
2. To recruit men from the council to work with the youth of the community and improve our youth programs.
3. To exert more positive and constructive influence on our young people by becoming more involved with them and pay more attention to what they are saying.
4. Types of activities include;
 - a. Basketball Freethrow
 - b. Easter Egg Dying
 - c. Easter Egg Hunt
 - d. Altar server appreciation picnic/swim party
5. Other types of activities that could be attempted or adopted include:
 - a. Sponsor a Columbian Squires Circle
 - b. Volunteer council's manpower with the parish Youth groups
 - c. Support the Scouting program
 - d. Furnish tickets and transportation for youth groups to athletic events
 - e. Promote and sponsor the Knights of Columbus Essay contest
 - f. Promote the Knights of Columbus Substance Abuse Awareness Poster contest
 - g. Sponsor a program with a speaker from MADD to speak on alcohol abuse by the youth
 - h. Sponsor a retreat for High School students with regard to vocations
 - i. Help promote World Youth Day with a fund raiser
 - j. Help sponsor a non-alcoholic reception after prom event