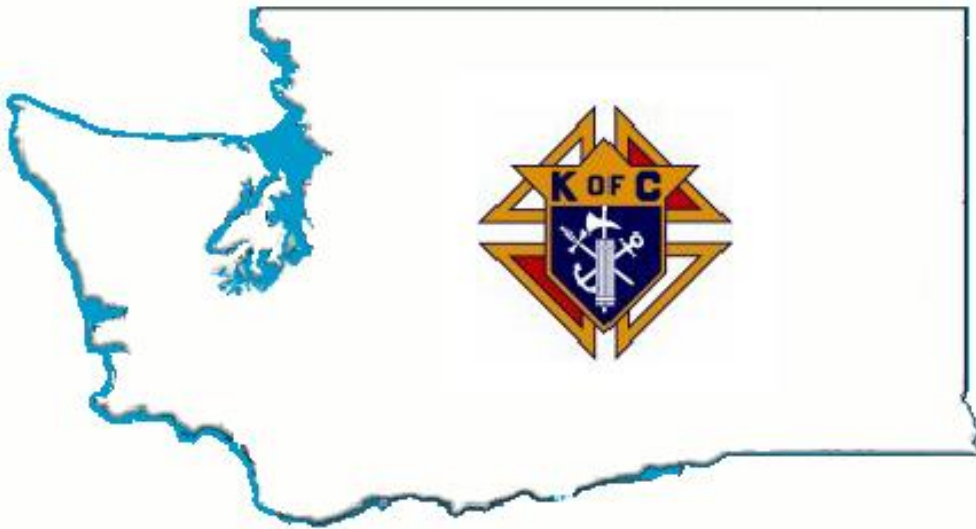


Knights of Columbus

WASHINGTON STATE COUNCIL

ADDMISSION (FIRST) DEGREE CEREMONIAL PROCEDURES



PLANNING, COORDINATION, SUPERVISION, SUPPORT AND CONDUCT OF THE ADDMISSION (FIRST) DEGREE

WASHINGTON STATE COUNCIL ADMISSION (FIRST) DEGREE CEREMONIAL PROCEDURES

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WASHINGTON STATE COUNCIL

DISTRICT DEPUTIES' ADMISSION (FIRST) DEGREE CEREMONIAL GUIDELINES

SECTION I - INTRODUCTION

1. General.

a. Supremes' first, preferred and long standing primary method is that the certified degree team members deliver their respective charges from memory and in an inspiring manner.

Supreme Knight Carl A. Anderson has approved two additional methods of conducting the first degree, see below. The second method is the degree team members are allowed to read and/or deliver from memory their respective charge and the third method, approved on January 27, 2014, see below, is using the DVD in which the first degree ceremonial is recorded with pauses for the selected degree team members to take certain actions. With these three different options for conducting first degrees, there is no justification for a council not to conduct their own first degree every month.

Supreme Knight Carl A. Anderson on January 17, 2014, in a memorandum Subject: First Degree Exemplifications by Video to state deputies, state ceremonial chairmen, district deputies and grand knights with copy to the Board of Directors wrote, "Ensuring the growth of the Order today and in the future must be a perennial priority for fraternal leaders at every level of the Order. All of the good we offer to our Church and communities **depends on councils continuously welcoming more and more qualified Catholic men into our ranks.**

To facilitate the timely admission of new members, I am pleased to announce that, effective immediately, councils are authorized to host First Degree exemplifications using a new Supreme Council-produced video presentation of our initiation ceremonial.

It must be noted that many councils maintain certified First Degree teams that render an outstanding service by exemplifying the principles of the Order through the live presentation of our degrees. **Live degrees remain the preferred method by which candidates are to be admitted and advanced through the degrees, and I encourage degree teams to continue to schedule frequent live exemplifications.** The video presentation of the First Degree is meant to supplement their efforts and ensure that every prospective member can be admitted without unnecessary delay.

Please visit <https://www.kofc.org/oo> for additional instructions and to access the First Degree video online. A DVD copy will follow by regular mail in the coming weeks. If you have any questions, please feel free to contact the Ceremonials section of the Department of Fraternal Services at ceremonials@kofc.org or 203-752-4346."

Supreme Knight Carl Anderson has repeatedly reiterated the requirement that all councils conduct a monthly first degree.

b. This booklet is designed to assist the grand knight in the requesting of degree books, forming, training and certification of the first degree team and then planning, coordination, supervision and the conduct of the first degree.

2. Enclosures:

- a. Procedure for Requisitioning Ceremonial Books and Certifying First Degree Teams, enclosure 1.
- b. Security and Inventory of First Degree Books, enclosure 2.
- c. First Degree Equipment Requirements, enclosure 3.
- d. First Degree Team Status, enclosure 4.

3. Procedure for Requisitioning Ceremonial Books and Certifying First Degree Teams, (Enclosure 1).

a. Information and the forms for the grand knight to request first degree ceremonial books form 532 and request for Spanish first degree ceremonial books form 532S. District deputy certification of first degree team and District Deputy Degree Exemplification Report form 450. Also, provides the Council First Degree Explication Report form 450C.

b. Information is provided on the procedures to be taken when the first degree team is ready for certification and Notice of Certification of First Degree Team, form 543 is attached.

4. Security and Inventory of First Degree Books, (Enclosure 2).

- a. The issuing and numbering of first degree ceremonial books is addressed.
- b. The financial secretary is responsible for the security of first degree ceremonial books.
- c. The first degree books are to be personally inventoried annually by the district deputy. The Washington State Council Degree Book Inventory form is attached.

5. First Degree Equipment Requirements (Enclosure 3).

- a. The first degree team paraphernalia, equipment and robes.

b. The various items are listed. It also lists the equipment used by the council's first degree team which is the same items the second degree team can use to conduct a second degree. This will significantly reduce the requirement to purchase their own equipment.

6. First Degree Team Status (Enclosure 4).

a. The First Degree Team Status is a spreadsheet listing all the first degree teams who have been issued first degree books.

b. There are seven columns.

(1) The first column lists the district number.

(2) The second column lists the council number.

(3) The third column is the council name.

(4) The fourth column is the city or location of the council.

(5) The fifth column cites the date the council was issued the first degree ceremonial books.

(6) The sixth column cites the number of team members certified.

(7) The seventh column cites the date the council's first degree team was certified.

c. In the Remarks, if the date the council was sent degree books is after the team was certified indicates that the council was reissued books.

SECTION II - REQUISITIONING CEREMONIAL BOOKS AND CERTIFYING FIRST DEGREE TEAM.

1. Obtaining First Degree Ceremonial Books, form 532 and the Spanish form 532S.

a. As grand knight, you are directly responsible for the formation or continuation of your council's First Degree team. When your council has its own First Degree team, it has greater opportunities to conduct degrees, which allows for the welcoming of more members into your council.

b. If your council needs to form a First Degree Team, a team can be formed with four members and your council's financial secretary. This small group can be considered the nucleus of the team. Additionally, your council chair officers may assume degree team roles, but the opportunity to assume a role should be open to all members of your council.

c. The grand knight will complete the Request for First Degree Ceremonials form 532. He will retain a copy of the request for council records and mail copies to the Supreme Secretary, State Deputy and State Ceremonial Director.

d. If a council wants to form a Spanish First Degree Team, complete form 532S. The required form 532S is in Spanish, a copy of the form is attached. The council will process the request the same way as for first degree books in English.

e. Additional information is at Enclosure 1, Procedures for Requisitioning Ceremonial Books and Certifying First Degree Teams is provided.

2. Certification of First Degree Team, form 543.

a. When the first degree team is ready for certification, the first degree team captain shall inform the grand knight who will inform the district deputy who shall schedule the date, time and location and certify the team.

b. For the certification of first degree teams the district deputy will use form 543, copy of form attached.

c. Certification shall be accomplished during a dress rehearsal and prior to an actual degree. For the team to be certified, memorization is mandatory.

d. The total personnel requirements are nine, including the degree officers, grand knight, deputy grand knight chancellor, financial secretary and warden.

e. The time scheduled for the dress rehearsal should be two hours.

f. For a First Degree Team to be certified it will have to deliver the ceremonial from memory.

g. When the team has been certified, the district deputy shall apply to the supreme secretary for a certificate and certification cards using the Notice of Certification of First Degree Team (#543 Rev.6/05), available on the Knights of Columbus website at kofc.org/forms. This form may be emailed to ceremonials@kofc.org.

h. When a First Degree Team is certified, the district deputy will be mailed the Team Certification Certificate (#1984 Rev. 10/05), and the grand knight will be mailed each member's certification card and First Degree Team Pocket Tokens cards to be presented to the first degree team.

i. Council members are permitted to observe the dress rehearsal, with the approval of the first degree team captain.

j. The district deputy is to report every degree conducted in his district. He will use the Degree Exemplification Report form 450, copy attached.

k. The grand knight is to report every first degree his council conducts. He will use the Degree Exemplification Report form 450C, copy attached.

3. Back-up Members for the First Degree Team.

a. The first degree team captain is encouraged to develop back-up members for the first degree team.

b. When back-up members are ready for certification, the same procedure should be used as certifying the original team members.

SECTION III – SECURITY AND INVENTORY OF FIRST DEGREE CEREMONIAL BOOKS.

1. Issuing and numbering of First Degree Ceremonial Books.

a. Grand knight shall request First Degree Ceremonial Books on the Requisition Form for First Degree Ceremonials form 532. The degree books will be sent to the financial secretary who shall be custodian of the council's first degree books.

b. The financial secretary, along with the warden, should be the custodian of the books, CD and DVD. The warden will have the council chamber arranged as shown on Diagram A, page 6, in the *First Degree Ceremonial Book* (#2080 Rev. 6/05).

c. First Degree Ceremonial Books are serialized and assigned to specific councils. The serial numbers are recorded in the supreme secretary's office for proper control. Once issued, the ceremonials remain Supreme Council property, for use by the council to which they are assigned. Ceremonial books are to be carefully guarded so that they do not fall into the hands of strangers. Councils should provide a strongbox with a lock and key for all ceremonial books. Officers should not be permitted to retain parts longer than it is reasonably necessary to memorize them. The grand knight should see that this regulation is obeyed.

d. The serial numbers are recorded in the supreme secretary's office for proper control.

e. A penalty of \$10 for the loss of a book will be exacted before another copy is furnished. Worn or tattered books will be replaced at no charge provided old books are returned to the Supreme Office Director of Ceremonials.

f. First degree ceremonial books are serialized and assigned to a specific councils. Additional information is at Enclosure 2, Security and Inventory of First Degree Ceremonial Books. The Washington State Council Degree Book Inventory form is attached.

2. Security of First Degree Ceremonial Books.

a. Any missing books must be immediately reported to the state ceremonial director.

b. The first degree books should be carefully guarded so that they do not fall into the hands of strangers.

c. A first degree team member should not be permitted to retain the first degree ceremonial book longer than it is reasonably necessary to memorize his part.

d. The financial secretary shall be the custodian of the first degree ceremonial books.

e. The importance of properly securing our ceremonial degree books cannot be overstated. The requirements have always been that the ceremonial degree books must be carefully guarded so that they may not fall into the hands of strangers. The Grand knight should see that this requirement is followed. The financial secretary is the custodian of the districts first degree books and the district deputy should see that these requirements are followed.

3. Inventory of First Degree Ceremonial Books.

a. The district deputy annually shall conduct a physical inventory of the first degree ceremonial books.

b. The district deputy must verify that all books are physically present and will record the serial numbers and number of books on the Washington Degree Book Inventory form.

c. He will provide a copy of the form to the state ceremonial director and the first degree team captain.

4. General Information.

a. A penalty of \$10 for the loss of a book will be exacted before another copy is furnished. The charges will be placed against the Washington State Council account.

SECTION IV - GENERAL GUIDELINES

1. General Instructions

a. All officers, especially the grand knight, must strictly comply with and enforce the provisions set forth in this book. Their attention is called to the two following rules, and they shall see that no infraction is allowed under any circumstances whatever. First: It is absolutely forbidden to give the work of this or any other degree to a priest, except by observation on his part. Priests shall take no part in the degrees as they are being admitted to the same with this exception, that they shall take all the pledges and participate in the Conferring of Knighthood. Second: It is forbidden to make any use during the conferring of the First Degree of methods or acts tending to anticipate the working of the Second and Third Degrees. Any participation by the assistants or officers of the Third Degree in the work of the lower degrees shall be of such a character as in no way to prevent the full effect and benefit of these degrees being received by the candidates.

b. Any infraction of these rules shall be reported at once to the State Deputy and the State Ceremonial Chairman by the grand knight or district deputy

c. The grand knight is in charge of the degree, which may be conferred prior to, during, following or separately from a regular meeting. The conferring officers need not be current chair officers. The degree officers serve at the pleasure of the grand knight of the council. They must deliver their respective charges in an inspiring manner.

d. It is preferable that the conferring officers leave their stations to deliver their charge in front of the candidates. Conferring officers shall robe for the degree. Until such time that a council can obtain robes, business suits are permissible provided designated officers' jewels and ceremonial degree baldrics are worn.

e. The work of the Admission Committee will have been completed so that the practical Catholicity of each applicant has been fully determined. Candidates from other Councils cannot be initiated without evidence of their acceptance in that Council, duly signed by the grand knight and attested to by the F.S.

f. The financial secretary or grand knight orders Candidates' Kits (#531) by logging into the Officers Online section of the Knights of Columbus website and clicking the link to KnightsGear. Each candidate kit consists of a rosary, a prayer card, a blank membership card, a Knights of Columbus lapel pin and a copy of the booklet *These Men They Call Knights* (#937), along with information on the Shining Armor Award.

g. The grand knight is in charge of the degree which may be conferred prior to, during, following or separately from a regular council meeting. The degree team officers need not be current chair officers. Degree team officers may wear the Supreme Council Ceremonial Baldric over a dark-colored business suit with the council jewel of office.

h. Reading degree parts is allowed, until further notice, as is use of the Narration CD and the First Degree Video Production. Even though reading is allowed, memorization is the preferred method of delivery. A team may exemplify the degree before it is certified by the district deputy. When the team is ready for certification, the grand knight shall request the district deputy to certify the team on a mutually agreed date and time.

i. Although the First Degree may be conducted by reading the parts, the performance of memorized parts remains the preferred method for the First Degree. The district deputy is responsible for certifying team members as soon as their part is memorized and they are able to deliver it in an inspiring manner. Once all team members have memorized their parts and are able to deliver the First Degree in an inspiring manner, then the First Degree team, will be certified by the district deputy.

It is preferable that the degree team officers leave their places to deliver their charge in front of the candidates, not from the podium, so that all can hear. Degree team officers shall robe for this degree or, until robes can be purchased, may wear the Supreme Council Ceremonial Baldric over a dark colored business suit with the council jewel of office.

k. All councils should be encouraged to develop back-up members for their degree teams. When back-up members are ready for certification, the district deputy shall certify them in the same manner as outlined above

1. The work of the Admission Committee will have been completed so that the practical catholicity of each applicant has been fully determined. Candidates from other councils cannot be initiated without evidence of their acceptance in that council, duly signed by the grand knight and attested to by the financial secretary.

2. General Information

a. Supreme contacts.

SUPREME COUNCIL - CEREMONIALS DEPARTMENT

1 Columbus Plaza
New Haven, CT 06510-3326
(203) 752-4346 or (203) 752-41 13

SUPREME COUNCIL -SUPPLY DEPARTMENT

76 Meadow St.
New Haven, CT 06519-1759
772-2130 - ask for Supply (800) 266-6340 - (U.S. & Canada)

b. Knights of Columbus official suppliers

Lynch & Kelly, Inc.

Official Ceremonial Item Supplier
23 Devereux St. - P.O. Box 342 Utica, NY 13503
(888) 548-3890 Toll Free or (315) 792-4624 Fax
Email www.lynchkelly.com

The English Company

Official Supplier
Box 1 492, Yorktown Heights, NY 10598
(800) 444-5632 Toll Free or (914) 962-7430 Fax
Email www.kofcsupplies.com

Enterprises Roger Sauvé Inc.

Official Supplier –
Canada 6546 Saint-Hubert
Montreal, Quebec H2S 2M3 Canada
(514) 270-121 1 Phone or (514) 270-8990 Fax
Email <http://roger-sauve.com>

c. Ceremonial Music

1. The use of music in conjunction with our Order's ceremonials is designed to fulfill one purpose only to set and intensify the mood of solemn and spiritual dignity engendered by the ceremonials themselves. Either live music or recorded music must be used throughout the ceremony. If an audio machine is used, it should be at the rear or to the side of the room, not in front. Only first quality equipment should be used.

2. The Supreme Council has a music CD available, cost \$8.00. Order MUSIC # 1, on supply request from the Supply Department.

c. Songbooks also are available. All members should enthusiastically sing along, regardless of use of choir or CD.

3. First Degree Overview.

The grand knight is in charge of this degree which may be conferred prior to, during, following or separately from a regular council meeting. The degree team officers need not be current chair officers. Degree team officers may wear the Supreme Council Ceremonial Baldric over a dark-colored business suit with the council jewel of office.

a. Reading degree parts is allowed, until further notice, as is use of the Narration CD and the First Degree Video Production. Even though reading is allowed, memorization is the preferred method of delivery. A team may exemplify the degree before it is certified by the district deputy. When the team is ready for certification, the grand knight shall request the district deputy to certify the team on a mutually agreed date and time.

b. Planning.

1. Successful degrees require advance planning and coordination. Successful degrees don't just happen!

2. Recommend the first degree be conducted on the council's meeting night. Either preceding the meeting or immediately following the meeting. The time required to conduct a first degree is about forty minutes with about 20 minutes to conduct the registration and assembly in the A.C. If the first degree is conducted prior to the meeting, the new first degree members should be invited to attend the council meeting, which should be held in the first section.

3. During the council meeting the new first degree knights should be introduced and welcomed into the council.

4. Recommend a social with refreshments be served following the council meeting.

5. The council and the candidate's sponsor should remind the candidates thirty and fifteen days prior to the first degree.

6. The council and/or the candidate's sponsor should arrange to meet or pick up all candidates and escort them to the first degree.

7. The first degree team captain should be an integral part of this planning effort.

c. Initial Actions

1. The grand knight after confirming the scheduled first degree date will then,

(a) Instruct the financial secretary to reserve the degree facilities.

(b) Set the first degree start time.

(c) The candidate report time will be no earlier than 30 minutes prior to the start of the first degree.

(d) Confirm the date, time and location with the first degree team captain.

(e) Select the first degree honoree.

d. Degree Cancellation.

1. All grand knights must strive to prevent cancelling a first degree after publishing the date, time and location. The grand knight should strive to have at least three candidates, however, if the council has only one candidate the degree should still be conducted.

2. The cancellation of a first degree should be very rare or never.

e. First degree exemplification will not be conducted in conjunction with second degrees.

f. Candidates.

1. Sponsor.

(a) Sponsors should escort their candidates.

(b) Candidates should never attend the degree by themselves.

2. Priests.

(a) If there are any priests that will be taking the degree, the first degree team captain should be notified at least 5 days prior to the degree.

(b) Priests should not go to the registration table. They should be immediately escorted to the chamber and introduced to the second degree team captain.

(c) The first degree team captain will brief them on the degree.

3. Handicapped Candidates.

(a) The first degree team captain should be notified at least 5 days prior to the degree if there are any candidates with a handicap, using a wheelchair, crutches, canes, blind, carrying an oxygen tank, etc.

(b) The handicapped candidates should not enter the antechamber they should wait in the vicinity of the registration table pending the arrival of the first degree team captain.

(c) The first degree team captain will determine, based on their physical condition, whether these candidates will take their degree by observation or as a regular candidate.

g. Honoree and Honoree Scroll.

1. The grand knight will select the honoree for the first degree. He may ask the council officers for recommendations as to the knights that should be recognized as the degree honoree.

2. At least ninety days prior to the degree, the district deputy will order the Supreme First Degree Honoree Scroll, item number 272-nc.

3. This scroll is available at no cost.

4. The grand knight will list the name, offices held, and council of the honoree.

h. Support Personnel Requirements.

1. The registration of candidates will require a Registrar who should be the financial secretary. His duties are cited on page 6, First Section IV GENERAL GUIDELINES, paragraph 3 Registration Area.

2. The antechamber (A.C.) requires at least one robed guard who will remain outside the room. In case of an emergency, he will depart and contact the first degree team captain.

3. The First Degree Team requires:

(a) Two robed warden assistants. The First Degree Team Warden will brief his two assistants

(b) One robed inside guard for each chamber door.

(c) All the first degree support personnel should be available to the team captain for briefing at least 30 minutes prior to the start of the degree.

i. Attendees.

1. All members should be encouraged to attend the degree, especially the sponsors of the candidates.

j. Facility Requirements.

1. The first degree site facility requirements include:

(a) Registration Area.

(b) Antechamber (A.C.).

(c) Chamber.

(d) Room for the social following the degree. May use the Chamber.

k. Registration Area.

1. The registration area is where members and candidates are separated and the candidates are directed to the A.C. and the first degree members to the chamber. After arriving in the registration area, candidates are NOT to mix with the members.

2. The registration table will be manned by the registrar who should be the host council financial secretary and be outside of the A.C. so that the candidates,

(a) Are greeted.

(b) Sign in.

(c) Sign the Honoree Scroll.

(d) Given a white ribbon or plain white nametag.

(e) Given instructions as to the disposition of their guns, cell phone and/or pagers. The candidates may retain their cell phone or pager, but it must be turned off.

(f) Direct the candidates immediately into the A.C.

(g) The council financial secretary will prepare the First Degree membership cards. He will hold them for the candidates to sign. The First Degree membership card will be presented to the candidates during the degree.

3. Supplies needed for the Registration:

(a) Tablet with carbons or means to make copies of the form after the candidates sign in.

(b) Honoree Scrolls.

(c) White ribbons or some form of identification.

(d) Stick pins, scissors, and pens.

l. Antechamber (A.C.).

1. For planning, three to five square feet per candidate is the ideal size for the room.

2. The A.C. should be in the same building or in very close proximity to the chamber to facilitate the orderly and timely movement of the candidates to chamber.

3. There should be no chairs, desks, couches, etc. in the A.C. This will encourage the candidates to move around in the A.C. and meet the other candidates.

4. The window blinds will be drawn or the windows covered.

5. The door will be shut at all times, but never locked.
 6. Robed guards will be outside the A.C., never in the A.C.
 7. Only candidates will be allowed in the A.C.
 8. The candidates will have a ribbon or some other appropriate identification pinned on their shirt/coat after they register.
 9. The sign-in roster should be in duplicate. The registrar may use a carbon paper or have two sign-in sheets. One copy will be given to the first degree warden and the other copy to the first degree financial secretary.
 10. When the candidates sign in, they are to be instructed on guns, cell phones and pagers:
 - (a) If they are carrying a gun they should return it to their car or give it to their sponsor to hold for him.
 - (b) The candidates may retain their cell phone or pager, but it must be turned off.
 11. If they are on-call such as a fireman, doctor, medical personnel, law enforcement officer, etc., they may place the device on vibrate.
 12. Signs directing the candidates to the registration should be posted so that the candidates can see them as they drive onto the degree site parking lot.
- m. Chamber.
1. Setup for the first degree is described on pages 6 and 7 of the First Degree Ceremonial book.
 2. Based on number of anticipated candidates and members, arrange two rows of chairs, one for the candidates and the other for the members.
 3. The chairs should be arranged in a horseshoe with each chair 6 inches apart.
 4. There is to be only one chair per person in the chamber.
 5. One long table (six-foot or approximate size) is to be placed at the opening of the horseshoe. There should be five chairs at this table. This table should be at the end of the hall facing toward the main entrance to the chamber.
 6. All windows will be covered.
 7. The chamber should be set up at least one hour prior to the start of the degree.
 8. There will be a robed guard at all unlocked chamber doors at least half hour prior to the start of the first degree. The guard is to check all knights' membership cards to prevent a candidate from unintentionally entering the chamber.
 9. No other activity should be taking place in the general area, for example, non-knights cooking in the kitchen, non-knights meeting in rooms adjacent to the antechamber or chamber, bake sales, rummage sales, etc.
- n. Candidates' Kit
1. The financial secretary or grand knight orders *Candidates' Kits* (#531) by logging into the Officers Online section of the Knights of Columbus website and clicking the link to KnightsGear. Each candidate kit consists of a rosary, a prayer card, a blank membership card, a Knights of Columbus lapel pin and a copy of the booklet *These Men They Call Knights* (#937), along with information on the Shining Armor Award. The cost of the Candidates' Kit is \$3.50.
- o. Membership Cards.
1. First degree membership card is presented to the new first degree knights by the financial secretary prior to the conclusion of the degree.
- p. First Degree New Member Certificate.
1. Each council should have at least ten First Degree New Member Certificates, form 268, which cost \$0.25 each. These certificates can be order directly from the Supply Department using the Supreme Supply Catalog 2015, page 8 under CEREMONIALS SUPPLIES.
 2. All councils should have at least ten each of the three new member certificates.
 - (a) First Degree New Member Certificate is form 268 and cost \$0.25.
 - (b) First Degree New Member Certificate is form 269 and cost \$0.25.
 - (c) Third Degree New Member Certificate is form 270 and cost \$0.25.
 3. To save on the postage, recommend the council orders all three certificates.
 4. The council should purchase an appropriate folder to hold the certificates.
- q. Honoree Scrolls
1. Each council should have at least ten First Degree New Honoree Scrolls, form 271, which are free. The honoree scroll can be ordered directly from the Supply Department using the Supreme Supply Catalog 2015, page 8 under CEREMONIALS SUPPLIES.
 2. The grand knight should present the honoree scroll after the closing of the first degree.
 3. It is permissible to take pictures of the presentation of the Honoree Scrolls.
 4. If the honoree is not present at the exemplification, the grand knight should arrange for a formal presentation.
 5. If the honoree is deceased, the grand knight should arrange for a formal presentation of the Honoree Scroll to the family.

r. After Degree Social.

1. If the first degree is preceding the council meeting, then the social will follow the council meeting.
2. Sodas, soup and sandwiches should be served in or near the chamber following the degree.
3. A full meal or buffet is not required.
4. The emphasis is to allow members to mingle and discuss what took place.

SECTION VI- REPORTS

1. District Deputy Responsibilities.

- a. The district deputy will complete and sign Supreme District Deputy's Degree Exemplification Report, form 450. This form is used for the Admission (first), Formation (second) and Knighthood (third) degrees.
- b. List the participation councils and candidates by council number and number of candidates.
- c. Submit to the Supreme Knight Carl A. Anderson with a copy to the state deputy and a district deputy file copy.

WASHINGTON

PROCEDURE FOR REQUISITIONING CEREMONIAL BOOKS, CERTIFYING FIRST DEGREE TEAMS AND DEGREE EXEMPLIFICATION REPORTS

Requisition for First Degree Ceremonials, form number 532 11/11, to be submitted by the council to Supreme for Admission (First) degree ceremonial books.

Requisition for Spanish First Degree Ceremonial, form 532S 9/05, to be submitted by the council to Supreme for the Spanish Admission (First) degree ceremonial books.

Notice of Certification of First Degree Team, form No. 543 to be submitted by the district deputy to Supreme after he has evaluated the council's first degree and has approved their certification.

Degree Exemplification Report, form 450 07/16 to be submitted by the district deputy to Supreme after he has observed a first, second or third degree conducted in his district.

Council First Degree Exemplification Report, form 450C 04/14 to be submitted by the host grand knight or financial secretary for first degree exemplifications only to the Ceremonials Department, Supreme.

Remarks:

1. For all above cited reports the council must retain a copy for their files.
2. For all the above cited report the district deputy must retain a copy for his files.
3. A copy of each report must be provided to the state deputy and the state ceremonial director.

Knights of Columbus

Supreme Council

Notice of Certification of First Degree Team

Worthy Supreme Secretary:

I have reviewed the First Degree Team of Council No. _____ in the jurisdiction of _____ and attest to the following:

- Conducted current First Degree Ceremonial revised 06/05
- All parts are thoroughly memorized, and delivered in an impressive manner
- All previous versions of the Ceremonial Books and parts have been returned
- All equipment is in good condition

Please issue First Degree Team Certificate for this Council.

Part	Print or Type Name	Membership #	Certification Card Required
Grand Knight			<input type="checkbox"/>
Deputy Grand Knight			<input type="checkbox"/>
Chancellor			<input type="checkbox"/>
Warden			<input type="checkbox"/>
Financial Secretary			<input type="checkbox"/>
Inside Guard			<input type="checkbox"/>

District Deputy Signature

Date

District Deputy Mail to Supreme Secretary

District # _____ Phone _____

DD Printed Name _____ E-Mail _____

Address _____

City, Postal Code _____

Please allow 6-10 weeks for Certificate and Certification Cards

THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL TO THE SUPREME SECRETARY.