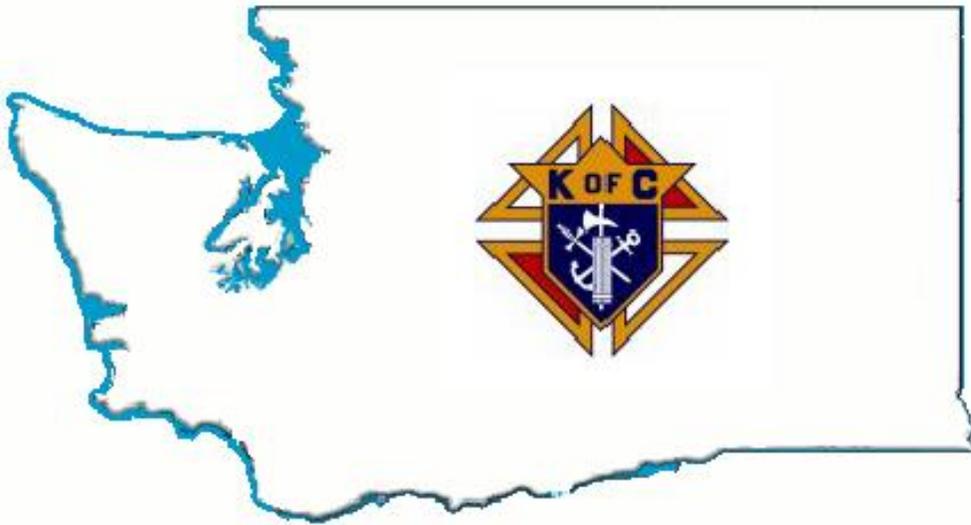


Knights of Columbus

WASHINGTON STATE COUNCIL

FORMATION (SECOND) DEGREE CEREMONIAL PROCEDURES



PLANNING, COORDINATION, SUPERVISION, SUPPORT AND CONDUCT OF THE FORMATION (SECOND) DEGREE

WASHINGTON STATE COUNCIL FORMATION (SECOND) DEGREE CEREMONIAL PROCEDURES

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WASHINGTON STATE COUNCIL

DISTRICT DEPUTIES' FORMATION (SECOND) DEGREE CEREMONIAL GUIDELINES

SECTION I - INTRODUCTION

1. General.

a. This booklet is designed to assist the district deputy in the requesting of degree books, forming and training and certification of your second degree team, planning, coordination, supervision and the conduct of the second degree. It also provides instructions on using the State Webpage for posting second degree information.

2. There are six enclosures:

- a. Procedure for Requisitioning Ceremonial Books and Certifying Second Degree Teams.
- b. Security and Inventory of Second Degree Books.
- c. Second Degree Equipment Requirements.
- d. Second Degree Ceremonial Contacts Team Captains.
- e. Second Degree Team Status.
- F. Washington State Council Webpage Second Degree Information Submission Requirements.

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

- a. This enclosure provides information on how the district deputy requests second degree ceremonial books. Form No 533, Requisition for Second Degree Ceremonial, Form No. 533 is attached.
- b. Information is provided on the procedures to be taken when the second degree team is ready for certification and Notice of Certification of Second Degree Team, form No. 544 is attached.

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

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

5. Second Degree Equipment Requirements (Enclosure 3).

- a. The second degree team paraphernalia, equipment and robes are discussed in this enclosure.
- b. The various items are listed. It also lists the equipment used by the council's first degree team which are the same items the second degree team could be using to conduct a second degree. This will significantly reduce the requirement to purchase their own equipment.
- c. A few items are unique to the second degree and must be acquired or constructed, such as the large wooden cross.

6. Second Degree Ceremonial Contacts (Enclosure 4).

- a. The Second Degree Ceremonial Contacts lists the team captains of the districts' second degree teams. If a district deputy does not have or cannot ensure a complete and certified Second Degree Team to conduct a second degree in his district, he should use this list to contact the nearest team and ask for assistance in conducting the second degree.
- b. The Team Captains section lists:

- 1) The name of the second degree team and district.
- 2) The name of the team captain, the current or past office held, his address, telephone number with area code, and his email address.
- 3) Preceding the district the ‘*’ indicates the certification status of the district’s second degree team. One: * indicates the Team is certified. Two ** indicates the Team needs to be formed, trained and certified, Three *** indicates need to confirm the team captain due to the appointments of new district deputies and the increase of a new district.
 - c. In the upper right hand corner is the effective date of the contact list.

7. Second Degree Team Status (Enclosure 5).

- a. The Second Degree Team Status is a spreadsheet listing all the second degree teams who have been issued second degree books.
- b. There are eleven columns.
 - (1) The first column lists the second degree team’s ‘district’.
 - (2) The second column lists the Teamid number which is the code number Supreme assigned to that team when it requests second degree books. The first two numbers ‘46’ is Washington’s state code, the next number ‘2’ is for second degree, following the dash mark are the last three digits of the serial number. This began with 201 indicating the first set of books issued.
 - (3) The third column is the team name.
 - (4) The fourth column is the town of the team captain to whom the books were mailed.
 - (5) The fifth column is the name of the team captain.
 - (6) The sixth column is the team captain’s phone number.
 - (7) The seventh column is the team captain’s email address.
 - (8) The eighth column is the date the degree books were issued to the degree team captain.
 - (9) The ninth column is the date the second degree team was certified.
 - (10) The tenth column shows the status, ‘C’ indicates the team is ‘certified’ and ‘TBC’ indicates the team is ‘to be certified’.
- c. The ‘Remarks’ provide a summary of the status of the second degree teams in Washington and the number of certified teams in western Washington, eleven teams and the number of certified teams in eastern Washington, two teams.
- d. These numbers of certified second degree teams show that Washington is severely handicapped in eastern Washington with only three certified teams. That action must be immediately taken to train and certify at least another four second degree teams to support the third degree schedule.
- e. Note the time period from date the degree books were issued to the date of certification. There are some districts whose team were certified within a few months while other districts have had the books for many years.

8. Washington State Council (WSC) Webpage Second Degree Information Submission Requirements (Enclosure 6).

- a. The WSC Webpage second degree information, procedures and requirements. The Second Degree Information Submission Requirements page specifies the degree information the district deputy is required to complete and submit to the State Webmaster no later than ninety days prior to the degree.

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

1. Obtaining Degree Ceremonial Books, form No. 533.

- a. When the district deputy decides to form a second degree team, he will inform the state ceremonial director (SCD) and provide all the information required on form No. 533, copy of form attached. The SCD will complete the form and submit it to Supreme.

b. Additional information is at Enclosure 1, Procedures for Requisitioning Ceremonial Books and Certifying Second Degree Team is provided.

2. Certification of Second Degree Team, form No. 544.

a. When the second degree team is ready for certification, the second degree team captain shall inform the district deputy who shall request the state ceremonials director (SCD) to certify his team and schedule the date, time and location.

b. For the certification of second degree teams the SCD will use form No. 544, 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 fourteen, plus the degree officers, district deputy, grand knight, chancellor, financial secretary and warden.

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

f. When the team has been certified, the state ceremonials director shall apply to the supreme secretary for the second degree team certificate and certification cards, form No. 544 for presentation to the second degree team captain and team. The application shall be made on Request for Second Degree Certificate and Certification Cards, form No. 544.

g. Third Degree members are permitted to observe the dress rehearsal, with the approval of the second degree team captain.

h. The supreme secretary will mail to the state ceremonials director or the second degree team captain the second degree team certificate and certification cards to be presented to the second degree team.

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

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

b. When back-up members are ready for certification, the same procedure should be used as certifying the original team members except the SCD shall submit the Certification of Current Back-up and Previously Certified Team Members, form No. 529.

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

1. Issuing and numbering of Second Degree Ceremonial Books.

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

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

2. Security of Second Degree Ceremonial Books.

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

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

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

d. The second degree team captain shall be the custodian of the second degree ceremonial books.

3. Inventory of Second Degree Ceremonial Books.

a. The district deputy annually shall conduct a physical inventory of the second 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 second 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.

b. Worn or tattered books will be replaced at no charge provided old books are returned to the supreme secretary.

SECTION IV - GENERAL GUIDELINES

1. Overview.

a. **Effective July 1, 2012, the second and third degrees will no longer be conducted jointly.**

The district deputies will continue to submit recommended dates and locations for the standalone third degrees.

b. The district deputy is now responsible for the scheduling of all second degrees in his district whether he has a certified second degree team or not. He is responsible to ensure that all the first degree knights in his district have the opportunity to receive their second degree and subsequently receive their third degree. This is a significant responsibility which must be taken very seriously.

c. To aid the district deputies in successfully accomplishing this responsibility, these District Deputies' Second Degree Ceremonial Guidelines were written.

d. The second degree team will not conduct a second degree until it has been certified by the state deputy or the state ceremonial director (SCD).

e. Memorization is mandatory. A team member will not read his part. If a team member will not be available for the degree, the district deputy should contact adjacent district to find a replacement. Only in case of an emergency, the district deputy may allow a stand-in or replacement read the part.

2. Planning.

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

b. The district deputy should consider conducting a second degree at least once a quarter and preferably once a month.

c. When the second degree is conducted in support of an upcoming third degree in the district or area, special emphasis must be taken to ensure maximum candidates for both degrees.

d. The location of the second degree should be rotated among his councils to provide the greatest opportunity for the council membership can observe the second degree.

e. Recommend the second degree be conducted on the council's meeting night. Either preceding the meeting or immediately following the meeting. The time required to conduct a second degree is about forty minutes with about 20 minutes to conduct the registration and assembly in the A.C. If the second degree is conducted prior to the meeting, the new second degree members should be invited to attend the council meeting, which should be held in the second section. During the council meeting the new second degree knights should be introduced and welcomed into the council. Recommend a social with refreshments be served following the council meeting.

f. The district deputy will inform the adjacent district deputies of his scheduled second degrees and post the degree information on the Washington State Webpage.

(1) There are always some first degree knights who require to become second degree knights and thus eligible for an upcoming third degree.

(2) The initial contact with these district deputies should be sixty days prior to the second degree.

(3) These district deputies should be reminded thirty and fifteen days prior to the second degree.

g. Instruct each council to prepare and maintain a list of all first degree members.

(1) Each council should have a notification team to personally contact each candidate sixty days prior to the degree and inform them of the date and location of the second degree.

(2) The council and/or the candidate's sponsor should remind the candidates thirty and fifteen days prior to the second degree.

(3) The council and/or the candidate's sponsor should arrange to meet or pick up all candidates and escort them to the second degree.

h. The second degree team captain should be an integral part of this planning effort.

3. Initial Actions

a. The district deputy after confirming the scheduled second degree date will then,

(1) Instruct the host council to reserve the degree facilities.

(2) Set the second degree start time.

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

(4) Confirm the date, time and location with the second degree team captain.

(5) Select the second degree honoree.

(6) Submit the degree information to the State's Webmaster for posting on the State's Webpage, see Enclosure 6 for the degree information format.

4. Degree Cancellation.

a. All district deputies must strive to prevent cancelling a second degree after publishing the date, time and location. The district deputies must strive to have at least five candidates, which is the recommended minimum number of candidates. Recommend conducting a second degree for two or three candidates.

b. If the degree must be cancelled, which should be very rare or never, the district deputy must contact the second degree team captain and the councils at least 48 hours prior to the start of the degree.

c. When the second degree team arrives at the degree location and even there are only one or two candidates, the district deputy should still never cancel the degree since the candidates are at the degree site and prepared to receive their second degree.

d. If the degree is cancelled, which should be very rare or never, and if there was financial compensation agreement with the second degree team, the team will still receive the agreed financial compensation.

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

6. Candidates.

a. Sponsor.

(1) **Sponsors should escort their candidates.**

(2) **Candidates should never attend the degree by themselves.**

b. Priests.

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

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

(3) The second degree team captain will brief them on the degree.

c. Handicapped Candidates.

(1) The second 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.

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

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

7. Honoree and Honoree Scroll.

a. The district deputy will select the honoree for the second degree. He may ask the grand knights for recommendations as to the knights that should be recognized as the degree honoree.

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

c. This scroll is available at no cost.

d. The district deputy will list the name, offices held, and council of the honorees as part of the Second and Information Submission Requirements (Enclosure 6).

8. Support Personnel Requirements.

a. The registration of candidates will require a Registrar who should be the host council's financial secretary. His duties are cited in Section IV GENERAL GUIDELINES, paragraph 3 Registration Area.

c. 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 second degree team captain.

d. The Second Degree Team requires:

(1) Two robed warden assistants. The Second Degree Team Warden will brief his two assistants

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

(3) Two robed guards of honor (gift bearers).

(4) One robed banner bearer.

(5) One cross bearer. The second degree team district deputy will brief the cross bearer on his duties.

(6) A knight to be the Cyrenean.

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

9. Attendees.

a. All grand knights and members should be encouraged to attend the degree, especially the sponsors of the candidates.

10. Second Degree Team.

a. As a district deputy it is your responsibility to form and train a second degree team for your district.

b. The district deputy must have a certified second degree team to conduct the second degree.

11. Facility Requirements.

a. The second degree site facility requirements include:

(1) Registration Area.

(2) Antechamber (A.C.).

(3) Chamber.

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

12. Registration Area.

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

- b. 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,
 - (1) Are greeted.
 - (2) Sign in.
 - (3) Sign the Honoree Scroll.
 - (4) Given a white ribbon or plain white nametag.
 - (5) Given instructions as to the disposition of their guns, cell phone and/or pagers. The candidate may retain their cell phone or pager, but it must be turned off.
 - (6) Direct the candidates immediately into the A.C.
 - (7) Receive the candidate's completed and signed second degree membership card.
 - (8) If the candidate or his sponsor does not have the completed and signed Second Degree membership card, the Registrar will take his First Degree membership card and will line through the first degree and write second degree. This modified second degree card will be presented to the candidate following his knighting.
- c. Supplies needed for the Registration:
 - (1) Tablet with carbons or means to make copies of the form after the candidates sign in.
 - (2) Honoree Scrolls.
 - (3) White ribbons or some form of identification.
 - (4) Stick pins, scissors, and pens.

13. Antechamber (A.C.).

- a. For planning, three to five square feet per candidate is the ideal size for the room.
- b. 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.
- c. There should be no chairs, desks, couches, benches etc. in the A.C. This will encourage the candidates to move around in the A.C. and meet the other candidates.
- d. The window blinds will be drawn or the windows covered.
- e. **The door will be shut at all times, but never locked.**
- f. Robed guards will be outside the A.C., never in the A.C.
- g. **Only candidates will be allowed in the A.C.**
- h. The candidates will have a ribbon or some other appropriate identification pinned on their shirt/coat after they register.
- i. 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 second degree warden and the other copy to the second degree financial secretary.
- j. When the candidates sign in, they are to be instructed on guns, cell phones and pagers:
 - (1) If they are carrying a gun they should return it to their car or give it to their sponsor to hold for him.
 - (2) The candidates may retain their cell phone or pager, but it must be turned off.
 - (3) If they are on-call such as a fireman, doctor, medical personnel, law enforcement officer, etc. they may place the device on vibrate.
- k. 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.

14. Chamber.

- a. Setup for the second degree is described on pages 7 and 8 of the Second Degree Ceremonial book.
- b. Based on number of anticipated candidates and members, arrange two rows of chairs, one for the candidates and the other for the members.
- c. **The chairs should be arranged in a horseshoe with each chair 6 inches apart.**
- d. There is to be only one chair per person in the chamber.

e. One long table (six-foot or approximate size) is to be placed at the opening of the horseshoe. There should be six chairs at this table. This table should be at the end of the hall facing toward the main entrance to the chamber.

f. All windows will be covered.

g. The chamber should be set up at least one hour prior to the start of the second degree.

h. There will be a robed guard at all unlocked chamber doors at least one hour prior to the start of the second degree. The guard is to check all knights' membership cards to prevent a candidate from unintentionally entering the chamber.

k. 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.

15. Membership Cards.

a. Second degree membership cards are to be presented to the new second degree knights following the second degree.

b. The councils are required to present a completed and signed second degree membership card for each of their candidates to the Registrar during the registering of the candidates. The Registrar will give these cards to the district deputy for presentation immediately following the second degree.

16. Second Degree New Member Certificate.

a. Each council should have at least ten Second Degree New Member Certificates, form 269, 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.

b. All councils should have at least ten each of the three new member certificates.

1) First Degree New Member Certificate is form 268 and cost \$0.25.

2) Second Degree New Member Certificate is form 269 and cost \$0.25.

3) Third Degree New Member Certificate is form 270 and cost \$0.25.

c. To save on the postage, recommend the council orders all three certificates.

d. The council should purchase an appropriate folder to hold the certificates.

17. Honoree Scrolls

a. The district deputy should present the honoree scrolls after the closing of the second degree.

b. It is permissible to take pictures of the presentation of the Honoree Scrolls.

c. If the honoree is not present at the exemplification, the district deputy should arrange for a formal presentation.

d. If the honoree is deceased, the district deputy should arrange for a formal presentation of the Honoree Scroll to the family.

18. After Degree Social.

a. If the second degree is preceding the council meeting, then the social will follow the council meeting.

b. Sodas, soup and sandwiches should be served in or near the chamber following the degree.

c. A full meal or buffet is not required.

d. The emphasis is to allow members to mingle and discuss what took place.

e. To minimize the expenses associated with providing the refreshments, the Host Council is encouraged to place a 'donation basket' on the serving table in the vicinity of the sodas. The candidates, as our guests, should not contribute to the 'donation baskets'.

SECTION V – CHANGES TO THE FORMATION (SECOND) DEGREE

1. Supreme will be, issuing in the next couple of months, revised Formation (Second) Degree books to the Team Captain of record. It is imperative that the team captain information be correct, the name, address, phone number and email address.
2. One of the changes in the degree will be the issuing of a cross to each of the candidates during degree. Supreme will be issuing to the Team Captain of record an initial supply of fifty crosses, at no cost to the district or state, which will be presented to the candidates during their second degree.
3. It is imperative that the district deputy fills out and submits the Degree Exemplification Report, form 450 07/16 to Supreme Knight Carl A. Anderson.
4. Reporting a Formation (Second) Degree check the box titled FORMATION and then record the Staff Name which will be the name the Second Degree Team. In the Section titled PRATICIPATING COUNCILS – CANDIDATES, record for each council that brought candidates the COUNCIL NUMBER and the NUMBER OF CANDIDATES. For example if you had three councils that were attending the degree whether they were from your district or not, list as follows one council which brought two candidates, another brought one candidates and the third council brought three candidates for a total of six candidates.
5. Supreme will cross-check with each council's member status. If the first council records two new members, the second records one new member and the third records three new members, Supreme will then automatically issue to the second degree team six new crosses. If you fail to provide candidate information to the councils or if the councils fails to record the information in the Member Management system, then if the Supreme is unable to verify that six candidates received their formation degree by your second degree team then Supreme will not provide the team with six replacement crosses.
6. If your second degree team becomes precariously low on the number of crosses, they must immediately purchase replacement crosses. **Not having a sufficient supply of crosses for a degree is not acceptable.**
7. The cost of the crosses have not been announced, believe about \$2.00 to \$3.00 each plus shipping.

SECTION VI - REPORTS

1. District Deputy Responsibilities.

- a. The district deputy will complete and sign Supreme District Deputy's Degree Exemplification Report, form No. 450-nc, 07/16. 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.

2. The District Deputy will:

- a. Provide the list of all candidates who completed the second degrees to the participating councils in his district and to the participating district deputies.
- b. Instruct councils who had candidates that completed the second degree to take the following actions:
 - (1) Timely and properly record the knight's council membership records.
 - (2) Announce at the next business meeting the names of the new second degree knights and have them recorded in the council minutes.
 - (3) The councils are to update the new second degree knights' membership records using the Supreme Member Management System.
 - (4) Instruct the councils to prepare and present to the new second degree knights their membership card and Second Degree New Member Certificates.

**PROCEDURE FOR
REQUISITIONING CEREMONIAL BOOKS
AND CERTIFYING
FORMATION (SECOND) DEGREE TEAM**

1. Obtaining Degree Ceremonial Books, form No. 533.

- a. When the district deputy decides to form a second degree team, he will inform the state ceremonial director (SCD) and provide all the information required on form No. 533. The name of the team cannot be the district number. The district deputy should consider for the name an area such as Puget Sound, Columbia Basin, the city where the team is from such as Vancouver, Tri-Cities, it may be named after a saint such as St Thomas, St Joseph St Theresa, etc.
- b. The state ceremonial chairman will complete form No. 533 and submit it to Supreme, via email, with a copy to the state deputy and the district deputy.
- c. The Supreme secretary will serialize, register and mail the books to the Second Degree Team Captain at the address cited on form No. 533. The team captain will notify the SCD when the books are received and confirm the serial number.

2. Certification of Second Degree Team, form No. 544.

- a. When the second degree team is ready for certification, the Second Degree Team Captain shall inform the district deputy who shall request the state ceremonial director (SCD) to certify his team and schedule the date, time and location.
- b. The Second Degree Team Captain will provide the SCD with the full name of each of the team member, his membership number, his position and council.
- c. Certification shall be accomplished during a dress rehearsal and prior to an actual degree.
- d. **Memorization is mandatory.**
- e. The time scheduled for the dress rehearsal should be two hours.
 - (1) The sequence of events are:
 - (a) Inspection of the chamber arrangement and all the required items.
 - (b) The W actions in the antechamber.
 - (c) The team can conduct a practice prior to the evaluation.
 - (d) The dress rehearsal will begin on page 10, **ACTIVITIS IN THE COUNCIL CHAMBER** of the Second Degree Ceremonial Book.
 - (e) Critique.
 - (f) If a team member experiences difficulty during the dress rehearsal, he will be provided an opportunity to have a brief practice and do his part again.
 - (2) The location must be able to accommodate an antechamber and chamber.
 - (3) Personnel
 - (a) Two aides to Warden
 - (b) One Inside Guard
 - (c) One Banner Bearer.
 - (d) Two Guards of Honor
 - (e) One Crossbearer
 - (f) One Sound Man.
 - (g) One Cyrenean
 - (h) No less than five (5) knights to play the role of candidates.
 - (i) The total personnel requirements are fourteen, plus the degree officers, DD, GK, Chancellor, FS, and W.
 - (4) Third Degree members are permitted to observe the dress rehearsal.

f. When the team has been certified, the State Ceremonial Director shall apply to the Supreme Secretary for the Second Degree Team Certificate and certification cards for presentation to the Second Degree Team Captain and team. The State Ceremonial Director will complete and submit to Supreme Ceremonial Office the Request for Second Degree Certificate and Certification Cards, form No. 544.

g. The Supreme Secretary will mail to the Second Degree Team Captain the Second Degree Certificate and certification cards for each team member listed on the form 544 to be presented to the Second Degree Team members by the district deputy. Encourage taking pictures for the team members during and after the presentation.

3. Back-up members for the Second Degree Team.

a. The Second Degree Team Captain is encouraged to develop back-up members for the Second Degree Team.

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

c. State Ceremonial Director will complete Form #529 to request certification cards for back-up degree team members.

4. The district deputy shall see to it that all regulations are obeyed.

Knights of Columbus
Supreme Council

Requisition for
Second Degree Ceremonials

I _____ SD/SCC request your approval for an initial set of Second
(name)
Degree Ceremonial Books for a team in _____ (A set consists of 4 copies
(location and diocese)
of the "TWO", Current Second Degree Ceremonial Rules. All Degree books are serialized.)

The Team name shall be _____.

I hereby name the following member to be Team Captain, _____
(Team Captain)
who will be responsible for the **Safe keeping** of the books. _____
Membership # Council #

Approved: _____
(State Deputy) (Date)

SD retains copy of this request for State Records and mails approved original to the Ceremonial Department.

Ship To: _____
(Team Captain)

Address: _____

Phone: _____

E-Mail: _____

For Supreme Council Use Only

Serial number

Knights of Columbus

Supreme Council

Notice of Certification of Second Degree Team

Worthy Supreme Secretary:

I reviewed the Second Degree Team dress rehearsal of the _____
(Team Name)
in the jurisdiction of _____ and attest to the following:

- Conducted current Second Degree Ceremonial revised 11/06
- 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 Second Degree Team Certification Certificate for this team.

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

State Deputy/State Ceremonials Chairman/SCCC
Signature

Date

Mail the Completed Certificate and Cards to:

Printed Name _____ Phone _____
Title _____ E-Mail _____
Address _____
City, Postal Code _____

Please allow 6-10 weeks for Certificate and Certification Cards