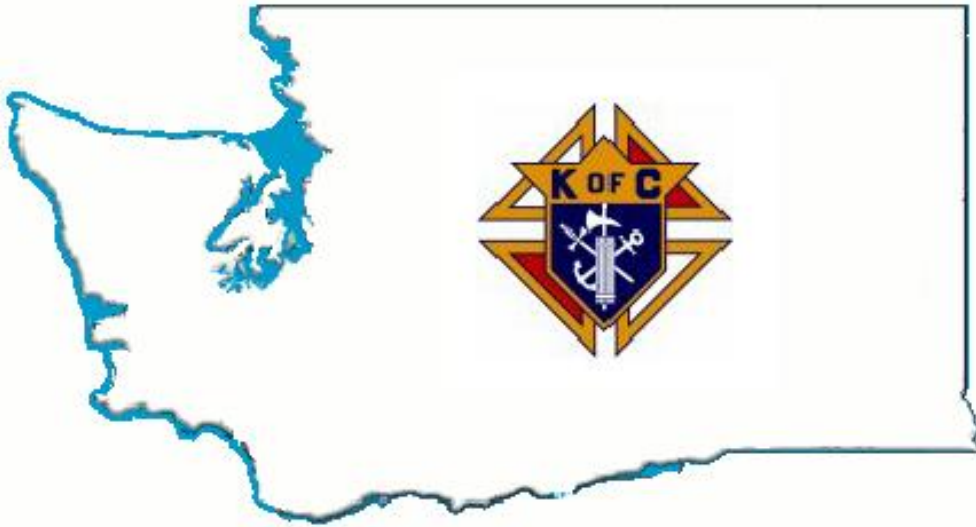


Knights of Columbus

WASHINGTON STATE COUNCIL

HOST AND CO-HOST DISTRICT DEPUTY'S KNIGHTHOOD (THIRD) DEGREE CEREMONIAL PROCEDURES



PLANNING, COORDINATION, SUPERVISION,
SUPPORT AND CONDUCT OF THE
KNIGHTHOOD (THIRD) DEGREE

WASHINGTON STATE COUNCIL

HOST AND CO-HOST DISTRICT DEPUTIES' KNIGHTHOOD (THIRD) DEGREE CEREMONIAL PROCEDURES

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WASHINGTON STATE COUNCIL

HOST AND CO-HOST DISTRICT DEPUTIES' KNIGHTHOOD (THIRD) DEGREE CEREMONIAL GUIDELINES

SECTION I - INTRODUCTION

1. This booklet is designed to assist the Host District Deputy (HDD) and the Co-Host District Deputies in the planning, coordination, supervision, support, and the conduct of the knighthood (third) degree. It also provides instructions on using the State Webpage for posting and accessing degree information.

The debut of the New Knighthood (Third) Degree Ceremonial occurred at the Ceremonial Conference held on March 26, 2011 in Dallas, Texas. The Order's ceremonials are a direct link to Father Michael J. McGivney's vision of the Knights of Columbus, which would strengthen and protect each member's family by our united fraternal efforts. Every member's faith and dedication has helped us become the largest lay Catholic organization in the world. The virtue of "Fraternity" of our brotherhood is undoubtedly a great contributor to our growth and charitable program successes. Our membership of more than 1.8 million members, united by the lessons taught in the third degree, assures the success of our future endeavors.

2. In addition to the below Ceremonial Guidelines, there are five enclosures:

- a. The State Webpage third degree information, submission requirements, access procedures, and third and fourth degree exemplification schedules and personnel contact procedures, (Enclosure 1).
- b. Washington Jurisdiction Third Degree Exemplification Schedule, (Enclosure 2).
- c. Third Degree Ceremonial Contacts, (Enclosure 3).
- d. Washington State Council Third Degree Event Planning Guidelines, (Enclosure 4).
- e. Third Degree Paraphernalia and Equipment, (Enclosure 5).

3. The State Webpage third degree information, procedures and requirements (Enclosure 1). This enclosure consists of three separate instructional pages.

- a. The Third Degree Information Submission Requirements page specifies the degree information the HDD is required to complete and submit to the State Webmaster **no later than ninety days prior to the degree.**
- b. The Third Degree Information Access Procedures page provides instructions as how to access, print, and forward degree information.
- c. The Third and Fourth Degree Exemplification Schedules and the Personnel Contact Procedures page provides instruction as how to access, download and print the exemplification schedules and how to contact state personnel.

4. Washington Jurisdiction Third Degree Exemplification Schedule (Enclosure 2).

- a. The schedule is updated each year in the May-June period based on the proposed degree dates submitted by the District Deputies and will be updated as required to add or delete degrees.
- b. Each jurisdiction is required to submit their Exemplification Schedule to Supreme each June. The Supreme Director of Ceremonials uses this schedule to assign Supreme Council Ceremonial Coordinators to evaluate third degrees and Conferring Officers; therefore, it is essential that the Exemplification Schedule always be kept current.
- c. The Third Degree Exemplification Schedule lists:
 - 1) All the third degrees scheduled for the current Fraternal Year (July 1 to June 30),
 - 2) The date is shown in the first column.
 - a) The '*' following the date denotes a Saturday degree.

- b) The ‘**’ denotes a weekday degree such as Wednesday or Thursday.
 - c) The ‘***’ denotes that the state deputy has approved a joint second and third degree.
 - 3) The location is the town where the degree will be conducted. The Host District Deputy determines the exact location.
 - 4) The last name of the Conferring Officer (CO) is shown.
 - 5) The last name of the Presenter of the Fraternal Charge (P.F.C.) is shown.
 - 6) The Districts that are scheduled to actively participate in the scheduled exemplification are shown in the last column. The **Host District Deputy's** district is shown in **bold type**.
 - d. The exemplification dates are published in the State directory.
 - e. The exemplification dates are published in the monthly State bulletin for the next couple of months.
 - f. The current schedule is on the State Webpage. Refer to enclosure 1 for access instructions.
 - g. It is the State Webpage schedule that you should access for the current exemplification dates.
 - h. The effective date of the exemplification schedule is printed in the upper right hand corner of the schedule. **Always use the current dated exemplification schedule.**
 - i. The HDD may request a change to the published exemplification schedule.
 - j. This request change is to be made to the State Ceremonials Director, who will inform the State Deputy.
 - k. The date change is contingent on the availability of the facility, CO, PFC and is not in conflict with a major State activity.
5. Third Degree Ceremonial Contacts (Enclosure 3).
- a. The Third Degree Ceremonial Contacts lists the COs, PFCs and the Wardens to the C.O. The district deputies should use this list to contact the ceremonialists assigned to conduct the exemplification.
 - b. The Conferring Officers (CO) section lists the name of the COs, the current or past office held, their address, telephone number with area code, and their email address.
 - c. The Presenter of the Fraternal Charge (PFC) section lists the name of the PFCs, the current or past office held, their address, telephone number with area code, and their email address.
 - d. The Warden to the C. O. section lists the name of the Wardens, the current or past office held, their address, telephone number with area code, and their email address.
 - e. In the upper right hand corner is the effective date of the contact list.
6. Washington State Council Third Degree Event Planning Guidelines (Enclosure 4).
- a. This spreadsheet is to be used for the planning, coordination, supervision, support, and the conduct of the third degree.
 - b. Four columns are used to display the time period and the three positions of responsibility:
 - 1) The period.
 - 2) The Host District Deputy (HDD).
 - 3) The Co-Host District Deputy (Co-HDD).
 - 4) The Conferring Officer (CO).
 - c. The spreadsheet is divided into eight time periods in the cycle to efficiently plan, coordinate, conduct, and report the exemplification. These time periods are:
 - 1) Ninety days prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.
 - 2) Sixty days prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.
 - 3) Thirty days prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.
 - 4) Fifteen days prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.
 - 5) Three days prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.

- 6) One day prior to the degree. In this time period, the actions, notification, and coordination to be conducted by the office listed in each column are shown.
 - 7) Day of the degree. In this time period, the actions to be conducted by the office listed in each column are shown.
 - 8) Post degree. In this time period, the actions and reports to be submitted by the office listed in each column are shown.
- d. This is an outstanding management tool that should be followed to ensure a well-planned, coordinated and executed exemplification.
7. Third Degree Paraphernalia and Equipment, (Enclosure 5).
- a. Washington has four sets of degree paraphernalia and equipment, two for eastern Washington and two for western Washington.
 - 1) These sets are transferred to the CO prior to their degree. The CO retains the set and transfers it to the next scheduled CO.
 - 2) The set consists of:
 - a) Portable DVD player with remote control, carrying case and cables to digital projector and sound system.
 - b) IPOD sound system with remote control and cables (store in cardboard box).
 - c) Black cover for six foot head table (will also cover an eight foot table).
 - d) Black cover for prepared table with 8 inch KofC emblem (about a 3ft by 3ft table).
 - e) Black cover for Chalice with 3 inch KofC emblem.
 - f) Two glass bowls with two black covers for Membership Medallions.
 - g) Electric power cord 25 feet with four sockets (ground).
 - h) Electric extension cord 6 feet.
 - i) Large plastic storage container for all equipment.
 - 3) The digital projector will be issued separately as required.
 - a) Some CO's have their own projector while others will use the WSC's projector.
 - b) Membership Medallions.
 - c) State Deputy Information handouts for candidates.
 - 4) Supreme issued to each Conferring Officer the following:
 - a) Third Degree Ceremonial Book, serial number which is 463-the CO's membership number
 - b) Third Degree Ceremonial Pause and Play DVD, copyright 2011
 - c) Chalice presentation kit, includes Chalice with serial number, cover, LED light stand and carrying case,
 - 5) The Conferring Officer (CO) has been provided or purchased.
 - a) Provided by Supreme the robe of office, either a state deputy or district deputy robe.
 - b) Sword for knighting.
 - c) Gavel.
 - 6) The Presenter of Fraternal Charge (PFC) has been provided or purchased.
 - a) Provided by Supreme the robe of Office, either a state deputy or district deputy robe.
 - 7) The warden to the conferring officer has been provided or purchased.
 - a) District warden robe.
 - b) Warden guards black robes (at least three).
 - c) Candidate identification ribbons and straight pins (give to Registrar prior to degree).
 - d) Candidate cards or token with numbers beginning with one going to 50 (give to Registrar prior to degree).
 - e) Knighting pillow (at least two).
 - 8) The Host District Deputy (HDD).
 - a) Is assigned by Washington State Ceremonial Director.
 - b) Provided by Supreme the district deputy robe and jewel of office.
 - c) Provide a screen or white sheet for showing the DVD.

- 9) The degree financial secretary (FS).
 - a) Is assigned by HDD.
 - b) Financial Secretary's robe is provided by council.
- 10) The Registrar.
 - a) Is assigned by HDD.
 - b) Sign-in form for registering the candidate. Give one to the warden and one to the FS. The degree FS will use the roster to place the third degree membership cards in the proper sequence to issue to the candidates immediately following their knighting.
- 11) Warden Guards.
 - a) Assigned by HDD at least two warden aides and one A.C guard.

SECTION II - GENERAL GUIDELINES

1. Host District Deputy's (HDD) Responsibilities.
 - a. It is the HDD responsibility to contact the CO at least ninety days in advance of the scheduled degree date.
 - b. The HDD must agree with the District Deputies scheduled to participate in the degree, who will be the exemplification HDD. The HDD will be robed and conduct the opening and closing of the Third degree exemplification.
2. Co-Host District Deputies (Co-HDDs) Responsibilities. The Co-HDD will actively support and participate in the degree.
3. Initial Actions
 - a. The HDD will confirm the scheduled degree date with the State Ceremonials Director (SCD) and then,
 - 1) Reserve the degree facilities.
 - 2) Set the third degree start time.
 - 3) **The candidate report time will be no earlier than 30 minutes prior to the start of the third degree.**
 - 4) Coordinate with the pastor for the candidates and members participate in a corporate Mass.
 - 5) Select the third degree honoree.
 - 6) Submit the degree information to the State's Webmaster for posting on the State's Webpage; see Enclosure 1 for the degree information format.
4. Facility Requirements.
 - a. The third degree site must be approved by the state deputy, state ceremonials director, or a representative designated by the State Deputy. The site facility requirements include:
 - 1) Registration Area.
 - 2) Antechamber (A.C.).
 - 3) Chamber.
 - 4) Room for the social following the degree. The chamber may be used for the social.
5. Registration Area.
 - a. The registration area is where members and candidates are separated and the candidates are directed to the A.C. and the third degree members to the chamber for the third degree members. After arriving in the registration area, candidates are NOT to mix with the members.
 - b. The registration table will be manned by the registrar and the degree financial secretary and is outside of the A.C. so that the candidates,
 - 1) Are greeted.
 - 2) Sign in (use tablet with carbons). The registrar may use a computer with printer to register the candidates and print copies of the sign-in roster.

- 3) Sign the Honoree Scroll.
 - 4) Give the candidate a white ribbon or plain white nametag (no Third Degree emblem) to wear.
 - 5) Give the candidate a card or token with a number corresponding to his registration number. This number will be used during the degree "T" and for the issuing of the third degree members cards following the knighting.
 - 6) Receive the candidate's completed and signed third degree membership card. On the reverse side record the candidates' registration number.
 - 7) The degree financial secretary will place the third degree membership card in proper sequence to present them to the candidates immediately following their knighting.
 - 8) If the candidate or his sponsor does not have the completed and signed third degree membership card, the registrar will give him a blank third degree membership card and have him complete and sign it. If the grand knight and/or financial secretary is present, have them sign the card. If the registrar does not have or has used all his blank third degree membership cards, take the candidate's first degree membership card. The registrar will give it to the degree financial secretary who will line through the first degree and write third degree. This modified third degree card will be presented to the candidate following his knighting.
 - 9) Give 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.
 - 10) Direct the candidate into the A.C.
- c. Supplies needed for the registration:
- 1) Tablet with carbons. The registrar may use a computer with printer to register the candidates and print copies of the sign-in roster.
 - 2) Honoree Scrolls.
 - 3) White ribbons or some form of identification, at least 50.
 - 4) At least 50 cards or tokens numbered from 1 to 50.
 - 5) Stick pins, scissors, and pens.
 - 6) Blank third degree membership cards.

6. Antechamber (A.C.).

- a. For planning, three to five square feet per candidate is the ideal size for the room. If 25 candidates take their degree and based on five square feet per candidate, the size of the room should be approximately 125 square feet or a room 10 feet by 12 feet.
- 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 and from the chamber. Candidate control is essential.
- c. The candidates should not be required to walk long distances to and from the A.C. especially during inclement weather conditions.
- d. 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.
- e. The window blinds will be drawn or the windows covered.
- f. The door will be shut at all times, but never locked.
- g. Robed guards will be outside the A.C., never in the A.C.
- h. If there is more than one door, then robed guards must be outside those doors.
- i. Only candidates will be allowed in the A.C.
- j. The candidates will have a ribbon or some other appropriate identification pinned on their shirt/coat after they register.
- k. 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 them.
 - 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.

1. 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.

7. Degree Cancellation.

a. All district deputies must strive to have at least 20 candidates for the third degree. If the final candidate count is less than 20, immediately contact the Conferring Officer (CO).

b. **Neither the HDD, the CO nor the state ceremonial director has the authority to cancel a third degree! Only the State Deputy can cancel a Third degree!**

c. Always work and plan to have sufficient candidates to ensure a successful degree. If the degree must be cancelled because of insufficient candidates, the HDD must contact the State Deputy at least 48 hours prior to the start of the degree and request cancellation of the degree. The HDD must keep the State Ceremonials Director informed of these actions.

d. When the CO arrives at the degree location and determines that there are only two or three candidates, he should still conduct the degree. Once a candidate has made the commitment to receive his third degree, he should never be turned away because of only two or three candidates. If there is only one candidate, the CO should still conduct the degree.

8. Planning.

a. Successful degrees require advance planning and coordination. Successful degrees don't just happen! Contact your councils and the Co-HDDs ninety days prior to the degree date.

b. The HDD and Co-HDDs should instruct their councils to conduct monthly first degrees.

c. The HDD and Co-HDDs should schedule second degrees for the new first degree knights. A second degree should be conducted at least monthly to support the third degree.

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

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

2) They should remind the candidates sixty, thirty and fifteen days prior to the second and third degree.

3) They should arrange to meet or pick up all candidates and escort them to both the second and third degree.

e. Coordinate with non-hosting district deputies in the general area for candidates.

1) There are always some candidates who didn't make the last third degree or are new second degree members.

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

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

9. Conducting Degrees Together.

a. Supreme policy is not to conduct multiple degrees together, first with a second degree or a second with a third degree.

10. Candidates.

a. Sponsor.

1) **Sponsors should escort their candidates. The council grand knight and/or financial secretary should attend the degree and support their candidates.**

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

b. Priests.

1) If there are any priests who will be taking the degree, the CO should be notified at least 15 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 CO.

- 3) His sponsor and/or grand knight will ensure the priest's name and information is added at the end of the registration form.
 - 4) The CO will brief them on the degree.
- c. Handicapped Candidates.
- 1) The CO should be notified at least 15 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.
 - 3) The handicapped candidates should wait in the vicinity of the registration table pending the arrival of the CO.
 - 4) The CO is to be immediately informed of the arrival of the handicapped candidates.
 - 5) The CO will determine, based on their physical condition, whether these candidates will take their degree by observation or as a regular candidate.
 - 6) If the handicapped candidate takes his degree by observation, his sponsor and/or grand knight will ensure the candidate's name and information is added at the end of the registration form.
11. Honoree and Honoree Scroll.
- a. The HDD will select the honoree for the third degree. He may ask the Co-HDDs or grand knights for recommendations as to the knights who should be recognized as the degree honoree.
 - b. At least ninety days prior to the degree, the HDD will order the Supreme Third Degree Honoree Scroll, item number 273-nc.
 - c. This scroll is available at no cost.
 - d. The HDD will list the name, offices held, and council of the honorees as part of the Third Degree Information Submission Requirements (Enclosure 1).
12. Third Degree New Member Certificate.
- a. At least ninety days prior to the degree, the HDD will instruct councils to order the Supreme Third Degree New Member Certificate, form 270, cost is \$0.25.
 - b. Thirty days the HDD will instruct councils to complete and sign Third Degree New Member Certificates form 270.
 - c. Have the council bring and delivery to the registrar when the council's candidates are reporting for the degree.
13. Support Personnel Requirements.
- a. The registration of candidates will require a Registrar and the degree Financial Secretary.
 - b. The degree financial secretary will assist the Registrar.
 - 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 CO.
 - e. The Warden to the CO requires:
 - 1) Two robed warden aids.
 - 2) One robed inside guard for each chamber door.
 - 3) All third degree support personnel should be available to the Warden for briefing at least 30 minutes prior to the start of the degree.
 - f. The HDD should call on the other district deputies participating in the degree exemplification to provide their proportional share of the support personnel requirement. The support personnel should be equitably provided from the councils of the HDD's and Co-HDD's districts. The degree support personnel burden should not be solely the responsibility of the host council.
14. Attendees.
- a. All grand knights and members should be encouraged to attend the degree, especially the sponsors of the candidates.

15. Conferring Officer (CO).

- a. The CO is the personal representative of the State Deputy and is in complete charge at the Third Degree site.

SECTION III - THIRD DEGREE RESPONSIBILITIES

1. Third Degree Chosen Emblem - The Chalice and Host, and Corporate Mass

- a. The Chalice displayed in the third degree is replica of the Chalice commissioned by the Supreme Council to commemorate the 100th Anniversary of the death of Father Michael McGivney, our founder. The Member Medallion given to each candidate displays on the reverse side the Chalice and Host.
- b. To further enhance the third degree it is recommended that a corporate Mass be held either prior to or immediately following the third degree so the candidates, members and their wives may receive the Body and Blood of our Savior.

2. Time Requirements.

a. Third Degree held in conjunction with a Corporate Mass.

- 1) A six and half hour time block is required for the exemplification of the third degree. This includes the time required to set-up the facility for the degrees, participation in a corporate Mass either before or after the third degree, the after degree social including consumption of the snacks and sodas following the degree, and the return of the facility to its original configuration.
- 2) This set-up time is based on the facility and should be at least one and a half hours prior to the start of the third degree.
- 3) The after-degree social is normally an hour during which sodas, soup and sandwiches should be served in or near the chamber following the degree. If wives are invited to attend the corporate Mass with their husbands, then a dinner or buffet should be considered to enhance the social.
- 4) The reconfiguration of the facility is based on the facility and is normally 30 minutes.
- 5) The total overall time is:
 - a) Set-up - 1 hour 30 minutes
 - b) A.C. - 30 minutes
 - c) Third degree 1 hour and 20 minutes
 - d) Corporate Mass 1 hour and 30 minutes, this includes travel to and from the church.
 - e) After-degree social – 1 hour
 - f) Reconfiguration - 30 minutes
- 5) Estimated total time - 6 and a half hours

b. Third Degree not held in conjunction with a Corporate Mass.

- 1) A four and a half-hour time block is required for the exemplification of the third degree. This includes the time required to set-up the facility for the degrees, the after degree social including consumption of the snacks and sodas following the degree, and the return of the facility to its original configuration.
- 2) This set-up time is based on the facility and should be at least one and a half hours prior to the start of the third degree.
- 3) The after-degree social is normally 30 to 45 minutes during which sodas, soup and sandwiches should be served in or near the chamber following the degree.
- 4) The reconfiguration of the facility is based on the facility and is normally 30 minutes.
- 5) The total overall time is:
 - a) Set-up - 1 hour 30 minutes
 - b) A.C. - 30 minutes
 - c) Third degree 1 hour and 20 minutes
 - d) After-degree social - 30 minutes
 - e) Reconfiguration - 30 minutes
- f) Estimated total time – 4 and a half hours

- c. Indicate the approximate completion time, from registration to conclusion of the third degree is about 1 hour 50 minutes. This time is computed: time in AC is no longer than 30 minutes and the third degree is about 1 hour and 20 minutes.
- d. If you add the refreshments and social following the third degrees, the total time the candidates will be at the degree site will be about two and a half hours.
- e. If you add the corporate Mass and social following the third degrees, the total time the candidates will be at the degree site will be about 4 and a half hours.
- f. This does not include the set-up time, about one and a half hours and the clean-up time, about 30 minutes.

3. Bilingual (English and Spanish) Third Degree.

- a. The host district deputy HDD must inform the state ceremonial director (SCD) at least two months prior to the requested date of the bilingual third degree. Plus he must also provide the location and the anticipated number of Spanish speaking candidates.
- b. The state ceremonial director (SCD) will contact the Supreme Deputy Director of Membership Growth and request the number of headsets based on the anticipated number of Spanish speaking candidates. He will also provide him with the date and location, plus date the headsets are required and to whom to ship them.
- c. The HDD will provide at least the names of two translators.
- d. The SCD will coordinate with the HDD as to the Corporate Mass, personnel and time requirements, plus activities for the candidates wives,
- e. The HDD will provide translator to assist the registrar and warden.
- f. The bilingual degree should be conducted in conjunction with a Corporate Mass.
- g. The time for a bilingual is about the same as a regular third degree

4. Time Schedule Example:

- a. If the HDD scheduled the third degree to start at 1:00pm, the candidates should be instructed to report for registration no sooner than 12:30, but no later than 12:45pm.
- b. The candidates should not be in the A.C. more than 30 minutes prior to the start of the third degree.
- c. Some candidates may arrive as early as one to two hours prior to the start of the third degree. These candidates are to be instructed to go to the nearest cafe or convenience store for some refreshments and to return at 12:30pm.

5. Opening and Closing of the Third Degree.

- a. The HDD is responsible for the opening and closing of the Third Degree Ceremonial.
- b. This part is to be given from memory.
- c. The script for the opening and closing of the Third Degree will be given to the HDD prior to the degree.

6. Membership Cards.

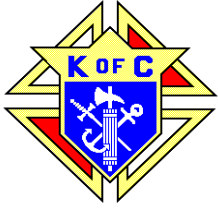
- a. Immediately following the knighting as the candidate arises he will present the card or token with his number given to him during registration to the degree financial secretary who will in turn present the newly knighted member with his current third degree membership card. The candidate will show the card to the Warden and will be directed to return to his seat.
- b. **The councils are required to present a completed and signed third degree membership card for each of their candidates to the Registrar during the registering of the candidates.** The Registrar will give these third degree membership cards to the degree financial secretary for presentation immediately following the knighting ceremony.

7. Additional Items.
 - a. The HDD is required to have a gavel and sword for the third degree knighting.
8. Knighting.
 - a. During the knighting, previously advanced sons, fathers and grandfathers may place their hand on the left shoulder of fathers, sons, or grandsons during the knighting Ceremony.
 - b. Those authorized to knight are the supreme knight, state deputy, past state deputies, district deputies, former district deputies, and the conferring officer.
 - c. The CO will determine who will knight the candidates and instruct them on knighting procedures.
 - d. If there are approximately 15 or more candidates, the CO will normally have two knighting stations.
9. Third Degree New Member Certificate.
 - a. After the closing of the third degree, the HDD or may ask the new third degree knight's district deputy to present the Third Degree New Member Certificate to the new third degree knights.
 - b. The grand knight and financial secretary should accompany the new third degree forward to receive the Third Degree New Member Certificate.
 - c. Pictures should be taken during the presentation and a joint picture of all new third degree knights, with the HDD, the CO and his staff.
10. Honoree Scrolls
 - a. The HDD should present the honoree scrolls after the presentation of the Third Degree New Member Certificate to the new third degree knights.
 - 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 HDD should arrange for a formal presentation.
 - d. If the honoree is deceased, the HDD should arrange for a formal presentation of the Honoree Scroll to the family.
11. After Degree Social.
 - a. Sodas, soup and sandwiches should be served in or near the chamber following the degree.
 - b. 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'.
 - c. The emphasis is to allow members to mingle and discuss what took place.
 - d. If a corporate Mass is in conjunction with the third degree and the wives of the candidates and members attend the corporate Mass and the social then the host council should consider a meal or buffet. The cost of the meal or buffet should be announced in the advance information and kept to a minimum.
 - e. The HDD should equitably assess his subordinate councils and the Co-HDD's districts to contribute to these expenses.

SECTION IV - REPORTS

1. HDD Responsibilities.
 - a. The HDD will complete and sign Supreme District Deputy's Degree Exemplification Report, form 450-nc.
 - b. The first copy of each form will be mailed to the Supreme Knight.
 - c. The State Deputy copy of each form will be mailed to him.
 - d. The HDD will retain the last copy of each form for his files.
 - e. **Provide the list of all candidates who completed the third degree to the participating councils in his district and to the participating DDs.**
 - f. Instruct councils who had candidates that completed the third 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 third degree knights and have them recorded in the council minutes.
 - 3) The councils are to update the new third degree knights' membership records using the Supreme Member Management System.
- g. Instruct the councils to prepare and present to the new third degree knights their Third Degree New Member Certificates.
2. Participating DDs Responsibilities.
- a. Provide the list of all candidates who completed the third degrees to the participating councils in his district.
 - b. Instruct councils who had candidates that completed the third 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 third degree knights and have them recorded in the council minutes.**
 - 3) The councils are to update the new third degree knights' membership records using the Supreme Member Management System.
3. CO responsibilities.
- a. The CO will complete and sign the CO Third Degree Team Evaluation form 535-nc (rev) 04-15 and Conferring Office expense form 267.
 - b. These two forms will be sent to the State Deputy for approval and signature.
 - c. The State Deputy will forward these two forms to the Supreme Director of Ceremonials.
 - d. A copy of the CO Third Degree Team Evaluation form will be sent to the State Ceremonials Director.



Wayne C. Hogan PSD, FVSM, FMFD
State Ceremonials Director

Knights of Columbus

WASHINGTON STATE COUNCIL

July 1, 2016

KNIGHTHOOD (THIRD) DEGREE CEREMONIAL CONTACTS

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Remarks: * to be certified

Washington State Council Webpage Knighthood (Third) Degree Information Submission Requirements

The Washington State Webpage is an outstanding source of information on degree exemplifications. The Webpage degree information is for district deputies to access and provide information to their councils; for grand knights to access and provide information to the knights of their council; for sponsors and knights to coordinate with their candidates to escort them to the degree exemplification; and for third degree candidates to obtain exemplification information.

The Host District Deputy (HDD) is responsible to prepare the required information and submit it to the State Webmaster and cc the state ceremonials director (SCD) **no later than 90 days prior to the degree date**. The HDD will submit the information using the Internet. If the HDD does not have Internet access, it is his responsibility to identify a knight who does have Internet access and have him submit the information to the State Webmaster.

THE DEGREE INFORMATION FORMAT:

LOCATION:

1. Cite the name of the church, school, building, etc. If degree is held at a council hall, cite the council name and number.
2. List the street address and town/city. The street address and town/city is mandatory to develop a map of the degree site and post it on the webpage.

DIRECTIONS:

1. If the degree site may be difficult to locate, provide driving instructions.

DISTRICTS:

1. List all the districts that will be participating in the degree. Local districts should be invited to participate.

TIMES:

1. Cite the candidates' report/registration time. **Candidates are to be in the AC no longer than 30 minutes.**
2. Cite the third degree start time, which will be no later than 30 minutes after candidates' registration time.
3. Indicate the approximate completion time, from registration to conclusion of the 3rd degree which is about 1 hour and 50 minutes which is computed: in AC 30 minute and third degree about 1 hour and 20 minutes.
4. If you add the refreshments and social following the third degree, the total time the candidates will be at the degree site will be about 2 hours and 30 minutes.
5. If a corporate Mass is in conjunction with the degree, followed or preceded, by a social and refreshments, add about 1 hour and 30 minutes. The total time will be 3 hours and 30 minutes.
6. This does not include the set-up time, about one and a half hours and the clean-up time, about 30 minutes.

Honorees for the Third Degree:

1. The HDD will select an honoree(s) for the Third degree.
2. List the name(s), office held, and council of the honoree. If the honoree is a priest, list his parish and his council.
3. Encourage all brother knights of his council to attend the degree exemplification.

Points of Contacts (POC):

1. List the name of the HDD, his telephone number and email address.
2. List the name of the CO, his telephone number and email address.
3. List the name of the host GK, his telephone number and email address.

REFRESHMENTS:

1. Indicate if there will be refreshments after the degree, for example cold cuts, pizza, soda, etc.

REMARKS:

1. The grand knight, financial secretary and/or sponsors should bring their candidates.
2. All knights, including candidates, are required to have their membership cards, etc.
3. The parking instructions for the candidates and sponsors, members, and degree personnel.

Washington State Council Webpage Third Degree Information Access Procedures

The State Webpage is an outstanding source for information and all knights are encouraged to use it. The State Webpage, as the single source for the dissemination of degree information, will provide for non-conflicting guidance, such as candidate's report time, degree start time, location, etc.

THE ACCESS PROCEDURES ARE:

1. Go to www.kofc-wa.org (the Washington State Webpage).
2. In the upper left corner of the home page is the calendar, which depicts the current week.
3. The line below the calendar states, **view full calendar**.
4. Click on that line and the complete current month will be displayed.
5. On the title line you will see arrows pointing to the left and to the right. Click on the right arrow so you advance to the next month and click on the left arrow to go back to the previous month.
6. In the area under Saturday or Sunday it will display the third degrees for that day.
7. Note the listing **3 Degree in (name of town)**.
8. Click on that listing, a page will display, **Date: (selected)**, **Subject: 3 Degree in (town)** and **Message**.
9. Information on the degree will be in the following format.
 - a. **LOCATION**. The name of the facility and the address is displayed.
 - b. **DIRECTIONS**. Driving instructions or directions are displayed.
 - c. Note the words 'see **Map**'.
 - d. Click on the word **Map**, a link will take you to **MAPQUEST**, a map of the degree address is displayed.
 - e. In the upper left area are the words, **Printer-Friendly** and **E-mail**.
 - f. Click on **Printer-Friendly** and a printable version is displayed.
 - g. Note the words **Send to Printer**. Click on **Send to Printer** to print the map.
 - h. To e-mail the map to a brother knight, click on **E-Mail** and follow the emailing instructions.
 - i. **DISTRICTS**. Districts participating in the degree are displayed. The host district and all the scheduled districts participating in the degree are displayed.
 - j. **TIMES**. The candidate report/registration time and the 3rd degree start time will be displayed.
 - k. **HONOREES**. Honorees for the 3rd degree will be listed. Their name, offices held and council. If a priest, his parish will be listed.
 - l. **POINTS OF CONTACT (POC)**. The Host District Deputy's 'HDD' name, phone number and email address; the Conferring Officer's (CO) name, phone number and email address; and the Host Grand Knight's name, phone number and email address will be displayed.
 - m. **REFRESHMENTS**. A brief description of the refreshments, for example sandwiches, pizzas, chili, soda, etc. will be listed.
 - n. **CORPORATE MASS**. If the candidates and members will be attending a corporate Mass, list if it will proceed or follow the degree and if there will reserved seating.
 - o. **REMARKS**. Any special information such as the requirement for the candidates to bring their membership cards, the sponsors escort their candidates, etc.
10. To make it easy for you to print this information, note the upper right area and the button **Print.**
11. Click on **Print** and the page will be printed.

**Washington State Council Webpage
Third and Fourth Degree Exemplification Schedules and Personnel Contact Procedures**

THIRD AND FOURTH DEGREE EXEMPLIFICATION SCHEDULES.

The State Webpage has the current third and fourth degree exemplification schedules for the fraternal year.

1. Go to www.kofc-wa.org (the Washington State Webpage).
2. To access these schedules move and hold the cursor on the '**State Family**'.
3. A pull-down menu will be displayed and on the bottom is the word '**ceremonial**'.
4. Move the cursor to '**ceremonial**'
5. A pull-down menu will display '**3rd Degree Schedule**' and '**4th Degree Schedule**'.
6. Click on the '**3rd Degree Schedule**' or '**4th Degree Schedule**'.
7. The current third degree or fourth degree schedules for the fraternal year will be displayed.
8. You can download and print either schedule.

LIST OF DISTRICT DEPUTIES, STATE CHAIRMEN, ETC:

The State Webpage has the list of district deputies, state chairmen, etc.

1. Click and hold on the State Family.
2. A pull-down menu will display the category of offices.

FOR DISTRICT DEPUTIES:

1. Scroll down until you locate the district deputy you need to send an email to.
2. On the right side of the display you will see an email symbol and the word '**send**'.
3. Click on 'send' and an email format with the correct email address will be displayed for you to input your comments and/or questions.

FOR STATE CHAIRMEN:

1. Scroll down until you locate the chairman you need to send an email to.
2. On the right side of the display you will see an email symbol and the word '**send**'.
3. Click on 'send' and an email format with the correct email address will be displayed for you to input your comments and/or questions.

FOR TECHNICAL QUESTIONS, CONTACT:

1. State Webmaster Tim Philomeno at Webmaster@kofc-wa.org or phone number (253) 661-2296

FOR CEREMONIAL QUESTIONS CONTACT:

1. State Ceremonials Director (SCD) Wayne Hogan, PSD, FVSM, FMFD, at Ceremonials@kofc-wa.org or kofchogan@comcast.net or phone number (253) 581-5261 or (253) 581-5952.

**There is other important information available on our State Webpage.
Encourage all to access and use it.**

Revised 7/01/2016

Washington State Council Third Degree Event Planning Guidelines

PERIOD	HOST DISTRICT DEPUTY (HDD)	CO-HOST DISTRICT DEPUTY	CONFERRING OFFICER (CO)
90 Days Prior To Degree	<p>Confirm facility availability. Reserve rooms for registration, antechamber, chamber and social. Set candidate report time and start time. Confirm facility with State Ceremonial Chairman. Notify Co-Host DDs. Notify his district's councils. Instruct councils to conduct first degrees to support scheduled second degrees. Schedule second degrees to support third degree. Submit second degree information to State Webmaster for the State Webpage. Instruct councils to submit list of second degree knights. Coordinate with pastor to hold a corporate Mass in conjunction with the third degree. Inform CO, Co-Host DDs and district's councils of the scheduled corporate Mass. Submit third degree information to State Webmaster for the State Webpage. Coordinate with CO. Select Third Degree Honoree(s). Notify honoree(s) and ask them to attend degree. Order Honoree Scrolls form 273-nc from Supreme Supply. Order Third Degree New Member certificate form 270, \$0.25 for each candidate. Ensure to have Supreme District Deputy's Degree Exemplification Report form 450-NC. Inform councils of degree personnel requirements.</p>	<p>Notify councils. Instruct councils to conduct first degrees to support scheduled second degrees. Schedule second degrees to support third degree. Submit second degree information to State Webmaster for the State Webpage. Instruct councils to submit list of second degree knights. Order Third Degree New Member certificate form 270, \$0.25 for each candidate.</p>	<p>Confirm availability to SCC. Ensure to have SD handouts. Ensure to have Membership Medallions. Ensure to have Supreme CO Third Degree Ceremonial Evaluation form 535-NC 8-11 and Certified Conferring Officer expense form 267 7-04. Confirm availability of PFC. Select and inform Warden.</p>
60 Days Prior To Degree	<p>Instruct councils to conduct first degrees to support scheduled second degrees. Schedule second degrees to support third degree. Review councils' list of second degree knights. Instruct councils to access State Webpage for degree information.</p>	<p>Instruct councils to conduct first degrees to support scheduled second degrees. Review councils' list of second degree knights. Instruct councils to access State Webpage for degree information.</p>	<p>Coordinate with HDD.</p>

Washington State Council Third Degree Event Planning Guidelines

PERIOD	HOST DISTRICT DEPUTY (HDD)	CO-HOST DISTRICT DEPUTY	CONFERRING OFFICER (CO)
60 Days Prior To Degree continued	<p>Coordinate with Third Degree Team Cpt.</p> <p>Coordinate with Co-Host DDs.</p> <p>Instruct councils to access State Webpage for degree information.</p> <p>Coordinate with CO.</p> <p>Coordinate with Co-Host DDs.</p> <p>Confirm Honoree(s) will attend degree.</p>		
30 Days Prior To Degree	<p>Receive tentative candidate count.</p> <p>Inform CO tentative candidate count.</p> <p>Coordinate with CO as to facilities.</p> <p>Coordinate personnel requirements with Co-HDDs and inform them of their share of degree costs.</p> <p>Instruct HDDs and councils to bring completed and signed Third Degree membership card and present to Registrar during registration</p> <p>Select FS, Registrar, 2 warden aides and IS guard.</p> <p>Provide duty information to FS and Registrar.</p> <p>Remind councils of degree personnel requirements.</p> <p>Continue to urge councils to bring candidates.</p> <p>Instruct councils to complete and sign Third Degree New Member Certificate 270.</p> <p>Instruct councils to ensure that every candidate is accompanied to the degree by either the GK, FS or his sponsor.</p>	<p>Receive tentative candidate count.</p> <p>Continue to encourage councils to bring candidates.</p> <p>Inform councils on degree personnel requirements and share of degree costs.</p> <p>Instruct councils to bring completed and signed Third Degree membership card and present to Registrar during registration.</p> <p>Instruct councils to complete and sign Third Degree New Member Certificate 270.</p> <p>Instruct councils to ensure that every candidate is accompanied to the degree by either the GK, FS or his sponsor.</p>	<p>Coordinate with HDD facilities and support personnel requirements.</p>
15 Days Prior To Degree	<p>Identify priests and handicapped candidates.</p> <p>Inform SCC if priests will take degree.</p> <p>Inform CO if there are priests or handicapped candidates.</p> <p>Contact councils for final effort to bring candidates and members to degree.</p> <p>Inform CO of estimated candidate count.</p> <p>Final reminder to councils of degree support personnel requirements.</p> <p>Fill out and print the Honoree Scroll(s) form 273</p> <p>Final reminder to honoree(s) to attend.</p> <p>Final reminder to councils to bring completed and signed Membership cards.</p>	<p>Identify and inform HDD of priests and handicapped candidates.</p> <p>Contact councils for final effort to bring candidates and members to degree.</p> <p>Final reminder to councils to bring completed and signed Membership cards.</p> <p>Final reminder to councils to ensure GK, FS candidate's sponsors accompany each candidate.</p> <p>Final reminder to councils of degree support personnel requirements.</p>	<p>Conduct final review with HDD, PFC and Warden.</p>

Washington State Council Third Degree Event Planning Guidelines

PERIOD	HOST DISTRICT DEPUTY (HDD)	CO-HOST DISTRICT DEPUTY	CONFERRING OFFICER (CO)
15 Days Prior To Degree continued	Final reminder to councils to ensure GK, FS or candidate's sponsors accompany each candidate. Final coordination with host council as to personnel and facility requirements.		
3 Days Prior To Degree	Inform CO of final candidate count. Final coordination with CO. Final reminder to councils.	Final reminder to councils.	Final coordination with HDD, PFC and Warden.
1 Day Prior To Degree	Ensure all is in readiness.	Ensure all is in readiness.	Ensure all is in readiness.
Day of Degree	Arrive at site at least two hours prior to start of third degree. Supervise setup of facilities, posting signs, setting up of screen and secure chamber. Ensure registrar, FS, warden aides and IS guard are present. Ensure candidates enter AC no sooner than 30 minutes prior to start of degree. Ensure third degree starts on time. Open and close third degree. Present honoree scrolls.	Arrive at site at least two hours prior to start of third degree. Assist in setup of facility. Participate in the third degree exemplification.	Arrive at site at least one hour prior to start of third degree. Inspect team room, AC, registration, and chamber. Brief FS, registrar and warden aides, and inside guards. Insure third degree starts on time.
Post Degree	Provide financial compensation to host council, if required. Provide list of candidates to Co-HDDs and his district's councils. Instruct councils to update knight's council files, announce at business meeting and use the Supreme Member Management System to post the candidates third degree. If not presented after degree, instruct councils to present certificates to new Third degree knights. Complete and mail to Supreme with copy to SD, the Supreme District Deputy's Degree Exemplification Report form 450-NC for the Third Degree.	Assist in the financial compensation to host council, if required. Provide list of candidates to his district's councils. Instruct councils to update knight's council files, announce at business meeting and use the Supreme Member Management System to post the candidates third degree. If not presented after degree, instruct councils to present certificates to new third degree knights.	Complete and mail to Supreme with copy to SD Supreme CO Third Degree Evaluation form 535-NC 8-11 and Conferring Officer expense form 267 7-04.

**THIRD DEGREE
PARAPHERNALIA AND EQUIPMENT**

July 1, 2016

Issued by Supreme to Conferring Officers

Third Degree Ceremonial Book, serial number , which is 463-the CO's membership number
Third Degree Ceremonial Pause and Play DVD, copyright 2011
Chalice presentation kit, includes Chalice with serial number, cover, LED light stand and carrying case

Issued by Washington State Council to Eastern and Western Washington Conferring Officers (CO)

Six sets, two for eastern and four for western Washington – One for each active CO

WASHINGTON HAS THE ABILITY TO CONDUCT SIX THIRD DEGREES SIMULTANEOUSLY

Portable DVD player with remote control, carrying case and cables to digital projector and sound system
IPOD sound system with remote control and cables (store in cardboard box)
Black cover for six foot head table (will also cover an eight foot table)
Black cover for prepared table with 8in KofC emblem (about a 3ft by 3ft table)
Black cover for Chalice with 3in KofC emblem
Two glass bowls with two black covers for Membership Medallions
Electric power cord 25 feet with four sockets (ground)
Electric extension cord 6 feet
Large plastic storage container for all equipment

Issued By Washington State Ceremonial Director to Conferring Officers (CO) Prior to Degree

Membership Medallions
State Deputy Information handouts for candidates

Conferring Officer (CO) has been Provided or Purchased

Provided by Supreme, the robe of Office, either a state deputy, district deputy or grand knight robe
Sword for knighting
Gavel

Presenter of Fraternal Charge (PFC) has been Provided or Purchased

Provided by Supreme, the robe of Office, either a state deputy, district deputy or grand knight robe

Warden to the Conferring Officer has been Provided or Purchased

District Warden robe
Warden guards black robes (at least three)
Candidate identification ribbons and straight pins (give to Registrar prior to degree)
Candidate cards or markers with numbers beginning with one going to 50 (give to Registrar prior to degree)
Knighting pillow (at least two)

Host District Deputy (HDD)

Assigned by Washington State Ceremonial Chairman
Provided by Supreme, the District Deputy robe and jewel of office
Provide a screen or white sheet for showing the DVD

Financial Secretary (FS)

Assigned by HDD
Financial Secretary robe provided by council

Registrar

Assigned by HDD
Financial Secretary robe provided by council
Sign-in form for registering the candidate. Give one to Warden and one the FS.

Warden Guards

Assigned by HDD, at least two Warden Guards