



Knights of Columbus
British Columbia and Yukon State Council

MEMORANDUM:

TO: State Officers
District Deputies
Degree Team Captains

FROM: Dan O'Hara, State Deputy

STATE COUNCIL POLICY FOR MAJOR DEGREES

1. The Host District Deputy (HDD) will supply the names of the candidates to the State Deputy and the Degree Team Captain one week prior to the date of the Degree. Names should be in the Council number order.
2. The State Deputy will appoint a chairman to oversee the registration desk; preferably a State Officer, State Director, or visiting District Deputy.
3. The State Council will levy a charge of \$30.00 for each registered candidate. Credit will not be given for "no shows." State will invoice the councils
4. The candidates' home council shall be responsible for providing the candidate with a banquet ticket and the council may recover the cost of same from the candidates.
5. Minimum class size:
 - a) 35 candidates within a 160 kilometer radius of the degree team's home.
 - b) 30 candidates beyond a 160 kilometer radius of the degree team's home.
 - c) Class size is not to exceed 50 candidates.
6. Required paraphernalia for the 2nd and 3rd Degree Team will be paid for by the State Council with prior approval of the State Deputy before purchase.
7. At least one week prior to the degree, the Host District Deputy (HDD) shall supply the host council with a list of the candidates who will be attending the banquet. Team Captains will supply the host council with a list of the degree team members who will be attending the banquets at least one week prior to the degree.
8. **The State Deputy is the only authorized person to cancel a Major Degree Exemplification.**

This Policy was issued in October 1995 by Paul Redchurch, PSD and re-issued this 13th day of November, 2007



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DISTRICT DEPUTY RESPONSIBILITIES IN HOSTING SECOND AND THIRD DEGREE EXEMPLIFICATIONS

A. DATE AND PLACE

COMMUNICATION FROM THE HOST DD TO OTHER DD'S AND INVITED COUNCILS TO READ: DEGREE REGISTRATION AT XXXX PM, DEGREE TO COMMENCE IMMEDIATE FOLLOWING.

1. Set date of Degrees and verify same with the State Deputy.
2. State Deputy will then advise the State Ceremonial Chairman who will contact the Degree Team Captains and Conferring Officer.
3. Degree Team Captains will advise team members and report back to the State Ceremonial Chairman who will confirm arrangements with the Host District Deputy (HDD) and State Deputy.
4. Host District Deputy to arrange for the hall.

B. HALL ARRANGEMENT

1. Chamber must be large enough to hold candidates, members and teams.
2. A suitable antechamber for candidates (approximately 3- 5 sq. ft per candidate) must also be available, not to close proximity to chamber but with a washroom nearby. No furniture or equipment except 2 or 5 chairs.
3. Two changing rooms for Degree Teams.
4. State Deputy, Ceremonial Officer, or State Ceremonial Chairman must certify the hall.
5. **Security Is A Must.** In some cases, observation by candidates may be necessary – to be authorized by Conferring Officer (C.O.) or State Deputy only.

C. OTHER ARRANGEMENTS

1. If arranging for Mass and/or Banquet, please bear in mind that a four-hour time slot must be allowed for both Degrees.
2. Choose Degree Honoree and check with State Deputy.
3. Publicize event to council and neighboring Districts. Do not forget to include Degree Team Captain, State Ceremonial Chairman and Conferring Officer on mailing list.

D. PRIOR TO DEGREES

1. The basic 2nd Degree Team consists of 5 members and the 3rd Degree team consists of 10, and in order to minimize expenses, additional members are to be supplied by hosting area. The following extra members are required:
 - 2 Warden Aides
 - 1 Guard for every exit in chamber
 - 1 Guard for antechamber
 - 1 Guard for Chair Storage Area
 - 1 Sound and Light man
2. Host District Deputy has a part in 3rd Degree. Make certain you obtain a copy of the part prior to the Degree.
3. Teams will bring own equipment including lighting, masks etc...
4. If hall is set up properly, it needs no change between 2nd and 3rd Degrees. Therefore, it is advisable to await arrival of teams who can ascertain after inspection of facilities the best possible arrangement. Set-up will then be as per pages 6 & 7 of 2nd Degree Ceremonial with props as noted on page 8.

E. REGISTRATION OF CANDIDATES

1. A registration table outside antechamber will be manned so that candidates will be greeted, registered, given a white Identification ribbon and a plain nametag.
2. Candidate will then be escorted to the antechamber so they will not mix with members.
3. Two copies of the list of candidates are required by the Degree teams.
4. Do not register Priest candidates on the list. They must take both Degrees by observation. Provide a member to sit with them in the Chamber.
5. No members are to be allowed in antechamber.
6. The Guard at door of antechamber will admit candidates only.

F. AFTER THE DEGREES

1. A successful gesture has been to provide refreshments in Chamber to facilitate interaction between candidates, members, and teams, time permitting.
2. Send in a Report on Degree Exemplification for both 2nd and 3rd Degrees.

Dan O'Hara
State Deputy
British Columbia and Yukon State Council