



GUIDELINES FOR CONDUCTING THE KNIGHTHOOD DEGREE

1. There must be a minimum of forty (40) paid candidates for a Third Degree.
2. The initiation fee for first degree members should be \$15, except for those candidates under 26 years of age.
3. Paid reservations are mandatory for candidates to the Third Degree. Checks are to be made out to the Host Council.
4. District Deputies who do not have forty (40) paid reservations in their possession six (6) days prior to the scheduled degree will automatically call the State Ceremonial Chairman to cancel the degree.
5. Third Degree teams are allowed to be reimbursed for a maximum of four (4) vehicles at \$.23/mile round trip.
6. The degree team fee per candidate is \$2.50.
7. The maximum number of Third Degree team members to be provided meals and drinks is eighteen (18).
8. Additional Third Degree team entitlements are:
 - A. Two (2) drink tickets each
 - B. Noon lunch
 - C. Banquet after degree
9. To determine your cost per candidate you do the following:
 - A. From past experience and current input determine the number of candidates expected.
 - B. Add up mileage costs (get from team captain), any incidental costs and the meal & drink costs.
 - C. Divide the answer in (B) by the expected number of candidates.
 - D. Add \$1.50 to the answer in (C).
 - E. The answer in (D) should be the cost for the Third Degree/per member.
 - F. When you quote the cost to the councils, add the cost of your meal and/or lunch to (E) to determine the full price.
 - G. Don't forget to give Councils a breakdown as follows so they know what monies to send:
 - Degree cost
 - Degree cost and lunch
 - Degree cost and dinner
 - Degree cost plus lunch and dinner
 - Lunch
 - Dinner

The aforementioned guidelines are the framework upon which each Third Degree should be built. The following are some suggestions on how to host a Third Degree to the benefit of the candidates, members and team members.

A large room, known as the CHAMBER, is needed for the candidates' initiation and for members who are in attendance. This room should be at least 40-50 feet wide and 60-80 feet long in order to seat candidates and members in two U-shaped rows as indicated by the diagram on page 3. At the open end of the U, a Speakers area is needed. As indicated on the diagram there should be 15 feet from the end chairs to the front wall. There should be electrical outlets in this area. There should be a card table and six chairs available for this area *to be* arranged by the degree staff. The CHAMBER should be darkened, not totally, but to allow for degree lighting effects. Provide water and paper or plastic (only) drinking cups for the speakers table.

An ANTECHAMBER (CANDIDATES ROOM) is necessary. This room must have minimum window space that can be secured from opening and shaded to avoid either inside or outside distractions. The room should not have any material or items in it. Candidates with certain health problems or handicaps should be on WAIT in another room and not be sent to the CANDIDATES room. In both cases, neither the WAIT nor CANDIDATES room should be adjacent or within hearing distance of the main CHAMBER. The temperature in this room is never to be turned up!! In fact, set the thermostat at 60 degrees and body heat will do the rest.

Guards must be at the doors of this room at all times once the candidates start to go into the room.

The maximum time the candidates should be in the ANTECHAMBER is twenty (20) minutes for the most effective set up to the actual degree. The length of the degree itself should be no more than two hours start to finish.

The registration area should be away from the CHAMBER. Candidates should be processed through this area and be provided with a name tag with his council number on it. At this time, they should be reminded to visit the restroom if necessary. After this, they should be sent directly into the CANDIDATES room. Once a candidate is admitted into the CANDIDATES room, he is not permitted to leave for any reason unless there is an emergency. Registrations should begin about 40 minutes prior to the scheduled start of the degree. Candidates should be instructed to arrive one hour before the degree for registration.

Name tags should not be used by third degree members nor should they, in any way, greet or identify any members of the Third Degree team by name in the midst of candidates.

Non-members are not permitted in the Degree Chamber (the room in which the degree will take place) or in the Candidates waiting room once the Third Degree starts to unfold. This applies to the ladies attending the ladies programs and any auxiliary help (who are non-members) on site that is needed to process registration, prepare lunch or dinner and tend bar. It is recommended that you use third degree members to assist in all preparations and functions before and during the degree.

Ladies programs can be held at the site of the Third Degree. However, plans and precautions should be taken that the Degree secrecy should never be compromised. Quiet should be maintained around the Chamber at all times during the exemplification.

The Degree Team should use the Chamber to rehearse and robe, in order not to cause the host Council additional work. This will eliminate candidates from viewing what they should not see.

District Deputies having 60 candidates or more should come prepared with a robe and sword to Knight Candidates. Robbing for District Deputies will take place at that portion of the exemplification and not before. There should be a minimum of two degree team members knighting the candidates at all degrees. The only extra-curricular knighting that can be done is: Fathers may knight their sons.

Third Degree members who are going to view the exemplification should remain out of the CHAMBER until the degree staff indicates they should be allowed in. This will enable the team to robe and rehearse. A Guard should be at the CHAMBER DOOR from the start of registration until the end of the degree.

The host council must have several, three for sure, members available to be Guards for the Third Degree Team.

CHAMBER as suggested for preparation:

Staff

Inside Guard

Outside Guard

Members

Choir or cassette Machine

Chairs for Candidates

Picture of Columbus

Vacant Chair for D.P.

Robed Guards (two at each door)

Degree team expenses will be for mileage, lunch, dinner, refreshments, service charges and cost of mementos if available.

- A team is permitted mileage at the rate of \$.23 per mile in both directions for a maximum of four cars or vehicles. No other method of reimbursement is permitted.
- Teams are permitted to charge a service fee of \$2.50 per candidate.
- Teams are permitted to distribute certain mementos and recover their costs for such items.
- The Third Degree team should be served lunch prior to a degree. This lunch will be served in an area removed from the registration area or candidates room. If a Second Degree is being held in conjunction with the third Degree, have the Third Degree staff eat in the lunch area during the second degree. See that they leave before the candidates enter the lunch area from the Second Degree. This cuts down on the work needed to put on a degree. This lunch should be served from 11 AM to 11:45 AM for a total of up to 18 persons. This arrangement should be worked out with the team captain.
- Refreshments for the degree staff are in order during the social hour following the exemplification. SPECIAL tickets should be made available for degree team personnel only and not be used by other personnel. The distribution of these tickets should be handled strictly by the team captain. The cost for refreshments will be based on the number of tickets received by the host Council and not on the amount prepared and distributed.
- A team is permitted and should be served a banquet meal following the exemplification. Reserved seats can be made available for the team, permitting them an early departure if necessary.

NOTE FOR BANQUET PLANNER: Normally a degree should last approximately 2 hours from the scheduled starting time. Allow 2 1/2 hours for the whole degree process. You should plan your social hour and banquet accordingly.

General hospitality for all staff members should be genuine and in the spirit of true fraternity. The staff members give up a Sunday *or* Saturday afternoon to travel to your council or city, leaving other important matters undone at home to exemplify the lessons taught in the ceremonials.

Make sure you hand out the degree certificates that day or send them to the Grand Knights of the Councils involved. Have them typed or neatly printed.

A third degree should be dedicated to a member of the clergy. Please make arrangements for this in advance.

As stated in the guidelines, all costs of the degree per candidate are to be collected in advance (no refunds). Attached is a Sample Expense Report showing you how to report to the State Office the costs of the degree.

- The mileage costs and the miscellaneous charge totals are added together and a check for that is sent to the State Office for distribution to the Degree Team. Checks should be made out to the Team Captain.
- The meal and drink (hospitality) costs *you* retain to cover your expenses in that area.
- This report plus the candidate lists by Council and name should be sent to the State Office within 7 days after the degree.

Introductions: After the Exemplification only introduce the Degree Team Captain, the Host District Deputy, the Host Grand Knight, the Host Chaplain and any other Priest in the chamber. These are to be the only introductions. Any other introductions can be made at the banquet.

Last but most important:

- For a successful degree program you must promote it, Send a letter announcing the degree to every District Deputy and Grand Knight in your diocese two months before the degree date. Give the reservation deadline and all pertinent information.
- Call each District Deputy 30 days before the degree to encourage their help to get councils to respond.
- Lastly, be positive, firm and helpful to the council officers who call you concerning candidate reservations. Be sure to remind them that degrees are not held that often in your area and that they need third degree members for officer material.
- If you still need more candidates, call the newest and largest councils in the diocese and solicit their favorable response.

CONTINUE DOWN FOR EXPENSE REPORT

Wisconsin
State
Council



KNIGHTHOOD DEGREE
EXPENSE REPORT

LOCATION: _____ DATE: _____

NUMBER OF CANDIDATES INITIATED: _____ TOTAL # OF DEGREE STAFF PERSONNEL: _____

HOST DISTRICT DEPUTY:

TEAM ASSIGNEE:

HOST COUNCIL: _____

1

MILEAGE: (4 CARS MAXIMUM) FIRST CAR _____ SECOND CAR _____ THIRD CAR _____
FOURTH CAR _____ TOTAL MILEAGE _____ @ \$.23 per mile = \$ _____

Make Check Payable to: _____
Team assignee

2

MISCELLANEOUS CHARGES FOR CANDIDATES (ITEMIZE): (i.e. Cross, Mementos, service fees)

1. _____ \$ _____

2. _____ \$ _____

Make Check Payable to: _____
Team assignee

WAS A BANQUET OR DINNER SERVED FOR THE CANDIDATES? _____

WHAT WAS THE PRICE OF THEIR TICKET FOR THIS? _____

NOTE: The banquet reservations and payments for same remain the obligations of the Host Council. Please be sure that all reservations are paid in advance. If there are exceptions to be made, the Host council and District Deputy are to see these are collected for and all bills and Degree Team expenses are paid.

TOTAL AMOUNT OF DEGREE TEAM EXPENSES (1 + 2 above) \$ _____

The Host Council is to send a check to the State Office within seven (7) days for the Degree expenses which is #3 above. The State Office will then forward the check to the Degree Team