

North Dakota Knights of Columbus



Faith in Action Program Overview

Kevin Cowles
State Program Director
701-388-3497 c
kevinpcowles@gmail.com



Leave No Neighbor Behind

No council should leave a Brother Knight behind. As members of your council face challenges, ensure they have the support and resources they need.

Action Steps

- Assemble a Coronavirus Committee to plan your efforts, such as:
 - Assign as many phone tree callers as possible to check on Brother Knights.
 - Identify potential buddies.
 - Assign a member to manage phone and email list updates.
 - Assign members to receive incoming phone calls.
 - Assign a member to find contacts for local support organizations.
 - Develop a plan to contact widows of deceased brothers.
- Determine support. Consider what assistance your council can realistically provide in the immediate future, and what services might be available through further planning. Some suggestions include:
 - Start a “Buddy System” – Assign willing members as buddies, to make daily contact with “at risk” members and their families.
 - Offer to drive to the grocery store or pharmacy to pick up food, medicine, etc.
 - Coordinate online ordering.
- Develop a list of local support organizations and hotlines. Try to anticipate the needs of members and identify local resources. Below are some contacts that you may want to collect:
 - Local Food Pantries
 - State and Local Coronavirus Hotlines
 - Hospitals
 - Urgent Care Centers
- Assemble your council contact information.
 - Use the *Knights of Columbus Email Tool*:
 - Use the *Knights of Columbus Data Extract Tool*:
- Regularly communicate to members.
 - Your Brother Knights will be counting on you to provide them with updates, offer support and identify opportunities to serve your parish and community. Touch base frequently to ensure that all members are safe and healthy.
 - Hold council meetings and events via tele-conference or other remote means.

Report your activities with the [Leave No Neighbor Behind Survey](#) at www.kofc.org/neighbor.

Safe Environment

Our Safe Environment Program safeguards children and other vulnerable persons, assures members and their families that we maintain a safe environment for all those whom we serve, protects members from awkward situations, misunderstandings and appearances of impropriety, builds trust with arch/dioceses and parishes, and protects the good name of the Knights of Columbus.

Our program is operated in conjunction with our strategic partner in youth protection and safe environments – PRAESIDIUM, Inc. Praesidium specializes in providing safe environment training to help prevent sexual abuse in organizations that serve youth and vulnerable adults. For more information, go to www.praesidiuminc.com.

Under Faith in Action, members serving in the key leadership positions listed below are required to complete training modules and in some leadership positions, background checks.

Members serving in the following leadership roles must make sure that all Knights of Columbus safe environment policies and procedures are followed at activities sponsored by the Knights of Columbus:

Roles	Training	Background Check	ARMATUS Administration
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator *only if assembly sponsors a circle	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counsellor	✓	✓	
Adult Counsellor	✓	✓	

Member Compliance with Diocesan Safe Environment Requirements

When members volunteer at an activity sponsored by a Knights of Columbus council on parish property or off parish property when related to a diocese/parish ministry where minors are present, they are not only volunteering for the Knights of Columbus, they are also serving as parish volunteers.

In this regard, Knights of Columbus asks no more and no less than for its members to be treated just like any other parish volunteers. Just like any other parish volunteers, members volunteering must comply with all safe environment requirements applicable to parish volunteers in their diocese as well as the K of C Safe Environment program.

The table below shows how diocesan and Knights of Columbus safe environment requirements generally relate to members of the Knights of Columbus:

KNIGHTS OF COLUMBUS/DIOCESAN SAFE ENVIRONMENT PROGRAM REQUIREMENTS		
Knights of Columbus Activity	Diocesan Safe Environment Program	KofC Safe Environment Program
Membership	<i>n/a</i>	<i>n/a</i>
Council Meetings – (closed, members-only business meetings)	<i>n/a</i> - (unless a parish is unable to reserve a dedicated time and place for council meetings where it is <u>unavoidable</u> that council meetings share the <u>same time and place</u> as parish ministries at which minors are present (e.g. Religious Education, youth ministry, etc.))	<i>n/a</i>
Church, Diocesan, and Parish Ministries	✓	<i>n/a</i>
KofC Volunteer Activities on Parish Property, OR off Parish Property when related to a Diocesan/Parish Ministry where minors are present	✓	✓
Non-Diocesan/Parish Volunteer Activities Off Parish Property where minors are present	<i>n/a</i>	✓

Questions about member compliance with diocesan safe environment/youth protection requirements should be directed to the diocesan Office of Child and Youth Protection and may also be referred to the Knights of Columbus Office of Youth Protection at oyp@kofc.org.

Faith in Action Programs

Supreme-Recommended Program Category Matrix

FAITH	COMMUNITY
RSVP Into the Breach Marian Prayer Program Building the Domestic Church Kiosk Rosary Program Spiritual Reflection New Holy Hour New Sacramental Gifts New	Coats for Kids Global Wheelchair Mission Habitat for Humanity Disaster Preparedness Free Throw Championship Catholic Citizenship Essay Contest Soccer Challenge Helping Hands New
FAMILY	LIFE
Food for Families Family of the Month/Year Keep Christ in Christmas Family Fully Alive Family Week Consecration to the Holy Family Family Prayer Night New Good Friday Family Promotion New	March for Life Special Olympics Ultrasound Program Christian Refugee Relief Silver Rose Mass for People with Special Needs New Pregnancy Center Support New Novena for Life New

- Total of 32 Supreme recommended programs
- Councils can substitute a program of their own if it meets the spirit of intent for one of the four FIA program categories.
- Councils need to complete a total of 16 programs or points for Columbian Award
 - Four programs or points in each FIA program category.
- There are no mandatory programs this coming fraternal year.
 - Councils are still encouraged to complete the programs that were previously noted as mandatory
 - Former mandatory programs will be used as “tie breakers” for the Outstanding Council Awards at the State Convention next year
- Councils should complete the Fraternal Program Report Form #10784 for **each** program completed.

<https://kofc.org/un/en/resources/programs/10784-fraternal-programs-report-form.pdf>

Faith in Action Featured Programs

Featured Programs

The Supreme Council has designated select programs as featured programs in each of the program categories. When your council conducts a featured program and satisfies the associated requirements, it will receive two credits toward that program category for the Columbian Award (Form SP-7).

Refund Support Vocation Program (RSVP):

- For every \$500 given to an individual, the supreme Council will refund the council or assembly \$100.
- The maximum refund a council or assembly can receive is \$400 per individual supported.
- Councils are also called to provide their “adopted” seminarian or religious with moral support and prayers for their success.
- Complete the RSVP Report Form #2863 by June 31st, 2021.

Food for Families:

- Knights of Columbus are committed to helping end hunger through the Food for Families Program which has donated millions of dollars and millions of pounds of food toward this end.
- For every \$500 or 1,000 pounds of food donated, Supreme will refund \$100 back to the council — up to a maximum of \$500 per council per fraternal year.
- Though in-kind donation of food is valuable, leaders of hunger-relief organizations often comment that financial contributions can be stretched even further and allow nonprofits to procure the exact items needed by the organization and its clients.
- Complete the Report Form #10057 after the activity has been completed for refunds.

Coats for Kids:

Featured Program Requirements

To satisfy program requirements and receive credit for their program, councils must distribute a specific number of coats. The requirements for each coat type are different and outlined in the table below. Councils must distribute **one** of the following:

United States

Coat Style	Quantity of Coats per Case (Prepack)	Program 1 Credit	Qualifications 2 Credits
Small Prepack	12	1 Case	6 Cases
Youth Prepack	12	1 Case	6 Cases
Teen Prepack	12	1 Case	4 Cases
Extreme Prepack (New)	24	1 Case	4 Cases

- Order coats from Supplies Online
- Complete Report Form #10675 after the activity has been completed.

Global Wheelchair Mission:

- Councils are encouraged to donate at least \$150
- To qualify for the Featured Program requirement, Councils are required to purchase a large container of 110 to 280 wheelchairs for their own donation site, by raising funds through council, parish, or community activities.
- Complete the Report Form #10071 after the activity has been completed.

Habitat for Humanity:

- Councils are encouraged to donate a minimum of \$1,000 or 200 service hours to Habitat for Humanity projects in their community or region.
- To qualify for the Featured Program requirement, Councils are required to donate at least \$1,000 or 200 service hours
- Complete the Report Form #10792 after the activity has been completed.

March for Life:

- Councils are encouraged to participate in **or** sponsor local, state/province, regional or national March for Life.
- Councils that coordinate at least 50 participants **or** who organize a local March for Life will qualify for the Featured Program Requirement and receive two credits toward the Columbian Award.
- Complete the Report Form #10697 after the activity has been completed.

Special Olympics:

- The Knights of Columbus has a unique partnership with Special Olympics and has helped disabled athletes train for and compete in games around the world.
- Knights of Columbus councils have assisted with all aspects of the program from fundraising to feeding the athletes, organizing and judging events, and providing equipment and awards.
- To qualify for the Featured Program requirement, Councils are required to donate at least \$2,000 or 200 man-hours in support of state/local Special Olympic activities.
- Complete the Report Form #10792 after the activity has been completed.

Ultrasound Program:

- Featured Program Requirements Councils are required to identify a Pregnancy Center in need of an ultrasound machine that meets the requirements listed on the Diocesan Evaluation (#10715).
- Upon approval from the Supreme Council, a council raises 50% of the cost of the ultrasound machine.
- The council must then follow the published guidelines for obtaining the remaining 50% from the Supreme Council.
- Qualification for this program will be determined from the information provided on both the Diocesan Evaluation (#10715) and the Ultrasound Application (#10716).

Former Mandatory Programs

Spiritual Reflection Program:

- The definition of a “reflection” is broad but should be a day-long event at minimum and could possibly encompass an entire weekend.
- Councils can collaborate with other councils to host a Spiritual Reflection event.
- Councils can attend religious retreats and days of reflection organized by other groups. However, if they are attending a reflection and not planning it themselves, council attendance should be significant with at least 10 percent of the council or a minimum of 10 members participating.
- It is strongly encouraged that councils incorporate Mass within their program, celebrating the liturgy with your chaplain/pastor. Also, incorporate opportunities for other sacramental and liturgical activities such as confession, Eucharistic adoration, a rosary or all of these.

Consecration to the Holy Family:

- Set a date for the consecration and announce it to your parish a month before the official day. The traditional recommendation is the first Sunday after Christmas however it can be conducted at any time in the year.
- Prayer cards and other resources are available from Supreme and Supplies Online.
- Hosting an event in the middle of the week prior to the Sunday consecration. One idea for this event is to invite a guest speaker to discuss the importance of consecrating oneself to the Holy Family, the model of the Holy Family, the meaning and impact of consecrations, or related themes. Be sure to set aside time at your event for prayer in community. Consider praying the rosary together and be sure to recite the consecration prayer together in preparation.

Helping Hands:

- As a council, generate program ideas that would benefit those less fortunate in the community. Efforts could include:
- As a parish, cook and/or serve food at no charge at a local soup kitchen or parish hall. (This could be a good family activity.)
- As a council, assist in cleaning and repairing the facilities of a local nonprofit organization (i.e., fixing broken tables, painting walls).
- Hold classes to teach trade skills (electrical, plumbing, carpentry, etc.).
- Organize collection drives for specific supplies such as blankets, backpacks, toiletries, and clothing.
- Raise money for a local soup kitchen, homeless shelter or other nonprofit organization through various events. Money could go toward the purchase of specific supplies and appliances, such as a new large freezer or dishwasher, or it could be donated in bulk.
- Participating in the Helping Hands Program does not satisfy the programming requirements for the Food for Families Program. The two activities are separate and cannot be double counted.

Novena for Life:

- Set a date for the novena. **Traditionally this takes place in January.** Consider incorporating it as part of the council's participation in a 40 Days for Life campaign or schedule it to precede a major feast day or pro-life event.
- Anchor the beginning and end of the nine days with public church services like a Mass or rosary
- Consider organizing a social activity during the novena for the parish to come together and celebrate life
- Involve members of many parish organizations, especially the parish school and religious education leaders, in promoting and participating in the novena and services
- Invite members of local culture of life groups to join in your novena and services

New or Recent Programs

The Supreme Council has added several new programs in each of the four program categories within the past few years and many of these programs are new to councils.

Holy Hour:

- Conduct your Holy Hour. The structure for a Holy Hour is broad and left to the discretion of your council. The primary objective is that all in attendance grow closer in faith with their brothers through a prayerful interaction with the Eucharist and with each other.
- Please note: this is not a Mass, it is a totally separate service.
- Aspects of a Holy Hour could include:
 - Rosary
 - Litanies
 - Reflections
 - Particular intentions
 - Scripture (particularly the daily readings)
 - Liturgy of the Hours
 - Hymns
 - Prayers for intercession by our founder or saints (i.e., Father McGivney, St. Joseph, etc.)
 - Sacrament of reconciliation
 - Participation in perpetual adoration

Rosary Program:

- This program evolved from the Fifth Sunday Rosary Program and, as such, was originally envisioned to be held at least five times a year.
- While the Fifth Sunday aspect of the program is no longer necessary, councils should hold rosary prayer services at least four times a year (quarterly) to successfully meet program requirements and are encouraged to host prayer series monthly.

Sacramental Gifts:

- The sacraments stand as the most significant events in the life of the domestic church.
- The Knights of Columbus will be there to support and embrace our parish families at these essential moments of encounter with Christ.
- As children and adult members become more integrated into the life of the church and their parish, they should know that members of the Knights of Columbus will always be present in a tangible and meaningful way.
- The Supreme Council-created Gifts are:
 - **Baptism Gifts**
 - **First Communion Gifts**
 - **RCIA Gifts**
 - **Marriage Gifts**
- Gifts can be ordered from Supplies Online
- Although the Supreme Council offers preselected gifts, they are by no means the only resource that should be used for the Sacramental Gifts program.
- Councils are encouraged to create and distribute their own gifts for this program!

Family Week:

- Designate a specific week for your family celebrations. Choose a time that allows as many people as possible to participate. Be mindful of schedules of both area youth and adults and other events such as school vacations, holidays and local activities.
- Plan a schedule of fun events that affirm faith and strengthen family ties. Ideally, the week of activities should begin with Mass on Sunday and conclude the following Sunday.

Good Friday Promotion:

- Plan a thoughtful promotional campaign to encourage parishioners and the greater community to attend church services at your parish on Good Friday. Incorporate a call to action to support Christians struggling in the Middle East today.
Promote Good Friday in your parish and larger community through a variety of efforts:
- Beginning on Ash Wednesday, promote Good Friday services at Friday Fish Fries and other parish and council meetings and events throughout the Lenten season. Be sure to give plenty of reminders in the weeks leading up to Good Friday.
- Ask council members to take direct action and encourage their family and friends to attend.

Family Fully Alive:

- Host a quarterly Family Fully Alive Night, inviting all parish families participating in the program to come together in fellowship and community – be sure to plan fun family games for everyone to participate in and include a prayer and meditation portion of each evening
- If possible, encourage your pastor to touch upon aspects of the Family Fully Alive theme and meditations into one of his homilies each month

Family of the Month/Year:

- Each month hold a committee meeting to select the Family of the Month. To be selected as Family of the Month, each family should stand out as an exemplary model to others in the parish. They should meet the following criteria:
 - Is the family tight knit?
 - Does the family spend quality time together?
 - Does the family attend weekly Mass together? Does the family pray together outside of Mass?
 - Has the family made significant contributions to the parish and church community?
 - Does the family serve as a model of Catholic family values?
- Once the Family of the Month has been selected, formally present the Family of the Month Certificate (#1843) to them.
- By the 15th day of the month following recognition, complete and submit the Family of the Month Form #10668 to Supreme. Several families are selected each month to receive a gift from Supreme from the forms submitted.
- Recognize the Family of the Month in your parish and larger community through a variety of efforts:
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
- At the end of the fraternal year, prior to your state convention, select one of the previous twelve-monthly winning families to represent your council and parish as Family of the Year.
- Make sure to contact your state family chairman to stay informed of deadlines and where to send entries.

Christian Refugee Relief:

- Help save persecuted and at-risk Christians facing genocide all over the world, particularly in the Middle East.
- The Knights of Columbus has responded with the Christian Refugee Relief Fund, which provides humanitarian assistance, primarily in Iraq, Syria and the surrounding region.
- Councils will aid this cause by collaborating with their parishes to spread awareness and raise funds to help these Christians and those in their care.
- Councils are encouraged to utilize Solidarity Crosses as a fundraiser and prayer campaign in their parishes.

Disaster Preparedness:

- Organizing and maintaining a council-level action plan is extremely important to the success of any disaster response efforts within the local community and at the jurisdiction level. There are many steps that a council should take to be prepared in the case of a disaster, including:
- Prepare a communication plan:
- Meet with your parish priest on an annual basis to identify specific needs of the parish and determine how the Knights can assist
- Create a phone tree with contact information for all council members. Practice using this phone tree at least twice a year.
- Know the disaster chain of command within your jurisdiction and the council's role and responsibilities, including individual roles and responsibilities
- Maintain contact lists of the parish's vulnerable community members (the elderly, disabled, and widow(er)s) to ensure that they are safe prior to a disaster or after a disaster has struck
- Provide disaster safety and awareness training to council members and parish community. These trainings should include information on:
 - Fire safety
 - Disease control
 - Natural disaster awareness
- Allocate at least \$500 dollars in the council's general funding account in case of a disaster
- Working with local law enforcement, fire departments and/or the Red Cross, conduct an event to educate the community on disaster preparedness and what to do before, during and after a disaster situation.

Pregnancy Center Support:

- Ask the director of a local pregnancy center about its needs and then organize programs to help meet those needs.
- Potential programs could include:
 - Pray for nine months for an unborn child through a spiritual "adoption"
 - Present roses to mothers and appropriate gifts to families upon the birth or baptism of their children
 - Each March 25th, hold a Mass for Life on the K of C Day of the Unborn Child
 - Provide centers with funds for general expenses, purchase of a building, rental of an office, materials and labor for renovation, or for hiring or training of staff
 - Provide general labor around the pregnancy care center such as lawn maintenance, cleaning, painting or other useful activities the council and members may be able to perform
- Potential fundraising activities could include:
 - Baby Bottle Boomerang
 - Funding a Knights of Columbus table at the pregnancy center's annual fundraising dinner
 - A "baby shower" to collect maternity clothes and baby items (diapers, etc.) for the pregnancy center

- Meet council/parish needs by asking the pregnancy center to provide speakers on topics such as:
 - Chastity for religious education students
 - Natural Procreative Technology (NaProTechnology) regarding fertility issues, natural family planning, pregnancy or parenting for parish couples in childbearing years
 - Post-abortion counseling
 - Other pro-life issues for council members, the parish or the general community
- Participating in Ultrasound Program does not satisfy the programming requirements for the Pregnancy Center Support Program. The two activities are separate and cannot be double counted.

Mass for People with Special Needs:

- Determine who to invite by identifying people with special needs in the parish. Individuals and organizations who can help identify or invite attendees include:
 - Pastor, faith formation minister, other parish and civic leaders
 - Local Special Olympics, The Arc, special education teachers
 - Meals on Wheels, assisted-living facilities, group homes, senior citizen groups, disabled veterans' organizations
 - Health advocacy groups for Down syndrome, Multiple Sclerosis, Parkinson's disease, Lou Gehrig's disease, blindness or deafness
- Build interest for the event and invite people with special needs to attend/RSVP. Promote the Mass for People with Special Needs in your parish through a variety of efforts:
- Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
- Determine if some invitees may need transportation to/from Mass.
- Plan each part of the Mass and invite the choir, readers, ushers, altar servers, Eucharistic ministers to assist in the Mass. In as many roles as possible, invite people with special needs to perform these functions at the Mass.
- If possible, consider offering the sacrament of reconciliation before Mass.
- Celebrate the Mass together! At this Mass, be sure to make clear that those in attendance are not just welcome but wholeheartedly encouraged to attend Mass at the parish every Sunday.