

Appendix C: Grand Knight Script for Council Meeting

1. Call to Order < One Rap >

Brothers, we are about to open this council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.

Introduction of Guests:

District Deputy: *Steven Morris*

District Warden: *Manual Salazar*

Deputy Emeritus/District Communications: *David Rich (RIP)*

Field Rep: *Greg Bronson*

Warden's Report on Membership Card

Worthy Warden, do you vouch that all present are in possession of the current membership card? (Wait for response from Warden and Salute)

2. Opening Prayer* <<<Three Raps>>>

Brothers and guests, let us invoke the Divine blessing as our Chaplain leads us in the Lord's Prayer. Worthy Chaplain (Spiritual Advisor, or Chancellor) will you please lead us in the Prayer.

3. Pledge of Allegiance (USA)

Worthy Warden please lead us in the Pledge of Allegiance to the Flag and our Song.

At End of Pledge < One Rap >

Roll Call of Officers << Two Raps >>

The Recorder will call the roll of Officers.

4. Approve Minutes from Prior Meeting

The minutes of the previous meeting were transmitted to all members. Are any corrections or additions required? I seek a motion to approve the minutes.

The minutes are approved.

5. Chaplain's Message

Worthy Chaplain, please enlighten us with your message.

6. Grand Knight's Report

- A. Name badges should be worn during mass.
- B. Have Kevin Darr tell us about the Saint Vincent de Paul's walk.
- C. I have some flyers to inform you about.

7. Financial Report (Treasure and Financial Secretary)

Worthy Treasurer, please report the council's financial status.

Financial Secretary's Report

- A. Reading of the bills.
- B. Communications and Correspondence

Worthy Warden will you deliver the Bills to the Trustees for their approval?

8. Membership Report

Worthy Membership Director, please give us your report and present applications for new members and transfers.

(Call for a motion, discussion, and vote on admissions and transfers.)

The applications are approved.

9. Other Reports

Report from the Program Committees.

A. Program Director

B. Faith Director; Tim Knittel

C. Community Director; Bob Strazzo

D. Family Director; Matt Waverly

E. Pro-Life Report; David Sanders

(The following reports are made if the Insurance Agent and/or District Deputy are present.)

- Worthy Insurance Agent, please give us your report.

<<< Three Raps >>>

- Worthy District Deputy, please give us your report. **

10. Unfinished Business (motions carried over from previous meetings)

11. New Business

- Any new business to bring before the council?
- Worthy Financial Secretary, please present any bills not previously approved for payment.
- Report from the Trustees on the Approval of the Bills.
- I seek a motion to pay the bills.
- Warden will you return the bills to the finance secretary

Reading of the names of the Sick or Distressed

- Recorder, please read the names of Sick or Distressed.
- Are there any additions to or removals from the prayer list?

Chaplain's Summation & Closing Prayer <<< Three Raps >>>

Worthy Chaplain (Spiritual Advisor, or Chancellor) will you lead us in closing Prayer?

Closing

Brothers, we shall now close this meeting. Let us pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers.

I now declare this meeting adjourned.

< One Rap >

Note how many minutes meeting lasted and announce to members.

Thank you to new members returning and thank you to members.

* When praying at meetings and other formal events, councils may invoke three raps of the gavel to stand or four raps of the gavel to kneel. When determining to stand rather than kneel, officers should take into account the age and physical health of the membership.

** As a sign of respect, it is customary for the Grand Knight to gavel the council to rise when the District Deputy stands to give his report. After members have extended this courtesy, the Grand Knight may gavel the assembly to sit if the speaker has not already asked everyone to be seated.