



Edward R. Polich, State Deputy – 2018-2019

Ceremonials Handbook

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Admissions (First) Degree Exemplification

This section provides information on how to properly prepare for and exemplify the Admissions (formerly First) Degree of our Order.

Grand Knight Responsibilities

- The Grand Knight (GK) is responsible for the preparation and performance of the Admissions (First) Degree Team.
- The GK is the Team Captain; however, he may delegate the authority, **BUT NOT THE RESPONSIBILITY.**
- Even though the GK is ultimately responsible for Admissions Degree books in his council, the Financial Secretary (FS) is responsible for the Admissions Degree books as outlined in the letter received from the Supreme Director of Ceremonials accompanying the books.

Ceremonial Books/DVD

- Ceremonial books for a new Degree team are obtained upon request by the Grand Knight to the District Deputy to the State Ceremonials Chairman. The State Ceremonials Chairman reviews the request and if everything is in order forwards the request to the Supreme Secretary. Ceremonial books are registered by council; therefore, the FS will maintain custody of the Degree books.
- Tattered or worn books may be returned to the Supreme Council and replaced when requested through the State Ceremonials Chairman.
- If a Council does not have a Degree Team or the Team is unavailable when candidates are ready to take the Degree, the Exemplification may be conducted via a DVD available from Supreme.

Certification of a First Degree Team

- When the Team indicates they are ready for certification the:
 - GK requests certification by the District Deputy (DD).
 - DD will review and evaluate the team during a rehearsal, inspect the paraphernalia and equipment, and complete the certification report.
- DD will forward the certification, Form 543, to the Supreme Secretary via the State Ceremonials Chairman.
- DD will certify back-up members when the GK presents them as ready for certification.

- GK will provide to the DD at the beginning of each Fraternal Year a list of all Members Certified for the speaking parts. The GK will keep this list current throughout the fraternal year.

Note: While it is preferred the Admissions Degree Team memorize the Degree script, it is **not** a requirement. Admissions Degree Team members **may** read the script if necessary to ensure the dignity and presentation of the Degree.

Admissions Degree Date Selection

- The Admissions Degree will be exemplified during a council meeting. It will not be exemplified with any other degree or at any other time without specific permission of the State Deputy.
- GK will establish and distribute the council's Admissions Degree schedule for the entire fraternal year.
- GK will provide his council's Admissions Degree schedule to the DD no later than the date of the State Council Organizational Meeting in July.
- GK will keep the DD current on all changes, deletions, or additions to the council's Admissions Degree schedule.
- Any changes to the council's Admissions Degree schedule, including cancellations, **must** be approved by the DD.

Grand Knight and District Deputy Responsibilities

The GK and DD are responsible for ensuring the council's Admissions Degrees are exemplified in a dignified and professional manner. Following are the responsibilities of the GK and DD.

The **Grand Knight:**

- Ensures that all Admissions Degrees are performed as scheduled.
- Is responsible for the scheduling and conducting of all Admissions Degrees held in his council.
- Ensures that priests take this and any other degrees by observation only.
- Is responsible for the proper arrangement and set-up of the ante-chamber and chamber.
- Ensures that the Admissions Degree is conducted in an inspiring manner.
- Explains the emblem of the Order to the new members immediately following the degree, in accordance with Virginia State Council Resolution 90-6 (see Page 4).
- Ensures that all team members and dignitaries are introduced immediately following the Degree.
- Selects an Honoree for each Admissions Degree in his council. Following the Degree, he presents the Honoree with a certificate signed by all candidates prior to the Degree.
- Submits the Council Admissions Degree Exemplification Report Form 450-C to the Supreme Council, with copies to the State Deputy and District Deputy. This may be delegated to the FS for accomplishments.

The **District Deputy**:

- Explains the Lesson of Charity, the Principle of the Admissions Degree at the conclusion of each Admissions Degree in his district.
- Reviews, evaluates, and certifies all Admissions Degree teams in his district.
- Coordinates Admissions Degree schedules in his district to ensure candidates receive their degree in a timely manner.
- Forwards Admissions Degree schedules (and any revisions within his district) to the State Ceremonials Chairman.
- Completes the three-part Degree Evaluation Form (450) and forwards it to Supreme, State Deputy, and State Ceremonials Chairman.

Explanation of the Third Degree Emblem

As stated earlier in this Handbook, the Grand Knight is responsible for reading the following script at the conclusion of each Admissions Degree held at his council.

Explanation of the Third Degree Emblem Script

The emblem of the Order dates from the second Supreme Council meeting on May 12, 1883, when it was designed by James T. Mullen, who was then Supreme Knight.

A quick glance at the emblem indicates a shield mounted upon a Formee Cross. The shield is that associated with a medieval Knight. The Formee Cross is the representation of a traditionally artistic design of the Cross of Christ through which all graces of redemption were procured for mankind. This then represents the Catholic spirit of the Order.

Mounted on the shield are three objects: a fasces standing vertically, and, crossed behind it, an anchor and a dagger or short sword. The fasces from Roman days is symbolic of authority which must exist in any tightly-bonded and efficiently operating organization. The anchor is the mariner's symbol for Columbus, patron of the Order, while the short sword or dagger was the weapon of the Knight when engaged upon an errand of mercy. Thus, the shield expresses Catholic Knighthood in organized merciful action, and with the letters, K. of C., it proclaims the specific form of activity.

The colors are Red, White, and Blue.



Red is then the symbol of Faith, of belief in Christ, in the Redemption and in the Knowledge and love of Jesus Christ. White is the color of the Eucharistic Host, pledge of God's Eucharistic presence among men, of the infinite love God has for man and the overwhelming affection which the God-man has for each individual. White is then the symbol of Christ-like Charity. Blue is the color of our Lady's mantle, in which she wrapped her beloved Son, through Whom came salvation to a sinful world. Blue is then the symbol of Hope.

The Lesson of Charity, Principle of the Admissions Degree

As stated earlier in this Handbook, the District Deputy is responsible for reading the following script at the conclusion of each Admissions Degree held in his district.

The Lesson of Charity Script

Brothers, tonight you have received the Lesson of Charity, the principle of the First Degree.

Charity is not only the principle of this Degree, but the exercise of Charity is an expression of our commitment to the command of our Catholic Religion that we love one another and help those most in need. Everything that we do in the Knights of Columbus flows from Charity, from our support of the Priests and Bishops, to Church, Family or Community activities, to support of our Youth and Council sports programs and social events. Everything that we do is an exercise of Charity.

We want you to know that the Virginia Knights of Columbus takes our Commitment to Charity most seriously. In addition to responding to natural disasters and other emergencies that arise from time to time, the State Council has established two major charities, which are managed as separate corporations. They are KOVAR and Virginia Knights of Columbus Charities, Inc., or VKCCI. You will hear these names frequently as members of the Knights of Columbus. KOVAR was established in 1971 to assist Virginia citizens with Mental Retardation, now referred to as Persons with Intellectual Disabilities or "God's Special People". You have all seen our volunteers in yellow vests giving away Tootsie Rolls and collecting donations at storefronts and after Mass at Church in the Spring. KOVAR makes grants and loans to Organizations that work to improve the quality of life for citizens with Intellectual Disabilities who cannot provide for themselves. KOVAR, however, can only give to tax-exempt organizations rather than directly to individuals.

The second major charity is Virginia Knights of Columbus Charities, Inc. (VKCCI). The State Council established VKCCI in 1994 in order to meet the needs of individuals and families facing emergency situations. Councils identify persons in need and VKCCI makes grants to Councils to meet emergency needs for such things as food, rent and utility payments, among others. VKCCI's principal source of funding is the Annual Label Campaign which offers attractive mailing labels bearing the Knights of Columbus emblem to all Virginia Knights. A second source of income is the Annual Council Contribution Program where individual Councils donate directly to VKCCI from Council funds and special fund raising events.

Brothers, we encourage you to become active in all the charitable efforts of your Council and of the State Council. In particular, we ask that you enthusiastically support your Council's participation in VKCCI and KOVAR. You will find your reward in having helped those persons who are most in need and cannot help themselves.

Formation (Second) Degree Exemplification

This section provides information on how to properly prepare for and exemplify the Formation (formerly Second) Degree of our Order.

District Deputy Responsibilities

The District Deputy (DD):

- Is responsible for the preparation and performance of the Formation Degree Team.
- Is the Team Captain for the team; however, he may delegate the authority, **BUT NOT THE RESPONSIBILITY.**
- Is responsible and accountable for all the Second Degree books in his district.
- Completes the three-part Degree Evaluation Form (450) and forwards it to Supreme, the State Deputy and the State Ceremonials Chairman.
- Is responsible for the scheduling and conducting of all Formation Degrees held in his District.
- Ensures that priests take their Formation Degree by observation.
- Is responsible for the ante-chamber and chamber arrangement and set-up.
- Ensures that the Formation Degree is conducted in an inspiring manner, **AND ALL ROLES ARE PERFORMED FROM MEMORY.**
- Ensures that the team members and dignitaries are introduced immediately following the degree.
- Selects a District Honoree at each Formation Degree in his district. Following the Degree presents the Honoree with a certificate signed by all the candidates prior to the degree.

Ceremonial Books

- Books for a new team may be requested through the State Ceremonials Chairman, who reviews and forwards the request to the Supreme Secretary.
- Ceremonial books are registered by district; therefore, a DD when being replaced will transfer custody of the books to the new DD for that numbered district.
- Tattered or worn books when returned to the Supreme Council will be replaced when requested through the State Ceremonials Chairman.

Certification of a Formation Degree Team

- Team must rehearse and have all roles memorized (**no exceptions**).
- DD requests certification through the State Ceremonials Chairman.
- State Ceremonials Chairman (or his designated representative) will review and evaluate the team, inspect the paraphernalia and equipment, and complete the certification report.

- State Ceremonials Chairman will forward the certification to the Supreme Secretary via the State Deputy.

Degree Date Selection

- DD will establish and distribute the district's Formation Degree schedule for the entire fraternal year.
- The Formation Degree will not be exemplified on the same day as a Knighthood (Third) Degree unless previously approved by the State Deputy.
- The district's Formation Degree schedule will be forwarded to the State Ceremonials Chairman no later than the date of the State Council Organizational Meeting in July.
- The District Deputy will keep the State Ceremonials Chairman current of any changes, deletions, or additions to the district Formation Degree schedule. Any changes to the district's Formation Degree schedule, including cancellations, must be approved by the State Ceremonials Chairman.

Host Grand Knight Responsibilities

The Host Grand Knight:

- Assists as requested by the DD or his District Warden in all matters pertaining to the Formation Degree.
- Advises the DD of the availability of his council to host Formation Degrees.

Knighthood (Third) Degree Exemplification

This section provides information on how to properly prepare for and exemplify the Knighthood (formerly Third) Degree of our Order.

Recent Changes

- Candidates should now arrive **no earlier than 45 minutes** prior to the start of the degree. Coat and tie is still the preferred dress for the candidates. The length of the degree is approximately one hour and 30 minutes (not including introductions, remarks, etc. after the degree.)
- The degree team now consists of the Conferring Officer, Presenter of the Fraternal Charge (formerly the Assigned District Deputy), Warden, and Audio/Visual technician. The actual host District Deputy will do the host District Deputy part.
- The host council is no longer required to pay the team's travel expenses or the \$35.00 equipment and maintenance fee. However, the host council will provide identification tags for the candidates.
- During the degree, each candidate now receives a Membership Medallion. It is the responsibility of the candidate's **home council** to provide the Membership Medallion. The Grand Knight (or his designated representative) will provide the Degree Team Warden a Membership Medallion for each candidate from his council taking the degree, no later than 30 minutes prior to the start of the degree.
- The Membership Medallion can be ordered from Supreme, using **requisition number 30630**. The cost is \$5.00 per medallion. If a Grand Knight (or his designated representative) does not provide a Membership Medallion for each of his council's candidates taking the degree, the State Council will provide the Membership Medallions. However, the State Council will bill the council not providing the Membership Medallions \$7.50 per Membership Medallion provided.

State Deputy Responsibilities

The State Deputy:

- Directs, has overall control, and supervises all Knighthood Degrees.
- Is directly responsible to the Supreme Board for the degree's proper exemplification.
- Approves dates, times, locations, and teams for Knighthood Degree ceremonials recommended by the State Ceremonials Chairman.
- Cancels/postpones degrees or revises schedule when necessary.
- Delegates administrative control to State Ceremonials Chairman and District Deputies.

State Ceremonials Chairman Responsibilities

The State Ceremonials Chairman:

- Receives requests for Knighthood Degrees (date/time/location) from District Deputies.
- Prepares the Knighthood Degree schedule to include Conferring Officers.
- Obtains final degree schedule approval from State Deputy.
- Distributes degree schedule to all concerned.

- Amends schedule when required with approval of the State Deputy.

Host District Deputy Pre-Degree Responsibilities

The Host District Deputy:

- Receives requests for Knighthood Degrees from councils.
- Forwards requests for Knighthood Degrees to the State Ceremonials Chairman no later than the date of the State Council Organizational Meeting in July.
- Notifies all parties of district degree schedule, including Knighthood Degrees in adjoining districts.
- Sends letters of invitation for the degree to State Deputy, State Officers, District Master, State Ceremonials Chairman, Conferring Officer, and adjacent District Deputies and Grand Knights.
- Arranges for:
 - As necessary, a pre-degree breakfast for CO, Degree Team, State Officers, and other dignitaries.
 - Degree site availability.
 - As necessary, post-degree food and refreshments.

Host District Deputy Degree Day Responsibilities

The Host District Deputy:

- Ensures ante-chamber and chamber are properly prepared.
- Arranges for additional support staff as needed (Guards, Warden Aides, etc.).
- As necessary, provides food and beverage to the Degree Team upon arrival.
- Advises Conferring Officer of any candidates that require taking the degree by observation due to special requests, situations, or medical conditions.
- Performs the Host District Deputy role that starts the degree. (Memorization of the part is preferred; however a script may be used to read the role.) Closes the degree with a prayer and the singing of the Closing Ode. (If members of the Clergy are present, the DD asks one of the Clergy to say the closing prayer.)
- Introduces the Degree Team, State Directors and Chairmen, General and Field Agents, District Deputies, and finally State Officers in attendance. Any other dignitaries should be recognized as a group prior to the Degree Team introduction.
- Completes the three-part Degree Evaluation Form (450) and forwards it to Supreme, State Deputy and State Ceremonials Chairman.
- As necessary, provides for post-degree food and refreshments to the Brothers in a social gathering after the Ceremony.

Host Grand Knight Pre-Degree Responsibilities

The host Grand Knight:

- Submits degree date/site request to District Deputy.
- Coordinates with the District Deputy and CO concerning hall arrangements and degree details.

Host Grand Knight Degree Day Responsibilities

The host Grand Knight:

- As necessary, provides refreshments for team (plus dignitaries as identified by the District Deputy).
- Provides for the Degree Team a room for dressing and debrief after the degree.
- Arranges and ensures proper chamber and ante-chamber set up.
- Supplies door guards and aides to the Warden as required.
- Provides manpower for candidate and observer sign-in process (candidate sign-in to be outside of ante-chamber).
- Provides identification tags for the candidates.
- As necessary, provides for post-degree food and refreshments to the Brothers in a social gathering after the Ceremony.
- Provides District Deputy with candidate and guest lists, and accountability for cost share per attendee (maximum allowable cost of \$7.50 per attendee).

Conferring Officer Pre-Degree Responsibilities

The Conferring Officer:

- Receives assignment from State Deputy through the State Ceremonials Chairman.
- Conducts team rehearsals as needed to maintain certification standard.
- Receives letter of invitation from host District Deputy.
- Arranges for team travel plans.

Conferring Officer Degree Day Responsibilities

The Conferring Officer:

- Ensures the facility and team are in readiness.
- Determines and approves special arrival and Knighthood requests.
- Meets with District Deputy to inspect ante-chamber and chamber.
- Meets with the team to review procedures and interaction during the degree.
- Is in charge of and responsible for the operation of the ceremonial until surrender of the gavel to the host District Deputy.
- Debriefs team upon completion of degree.

- Submits written critique to Supreme Council through the State Deputy with a copy to State Ceremonials Chairman.

Degree Team Warden Pre-Degree Responsibilities

The Degree Team Warden:

- Ensures availability and proper condition of robes, degree paraphernalia, and audio/visual equipment.
- Ensures proper dress of team members while at degree site (coat and tie preferred).
- Advises host District Deputy in advance of required preparations (ante-chamber/chamber and any specific needs of the team) for the degree.

Degree Team Warden Degree Day Responsibilities

The Degree Team Warden:

- In company with the hosting District Deputy and the CO, ensures the chamber and ante-chamber are prepared properly.
- Reviews details of the Degree Ceremony with the CO and introduces the additional team members (i.e. guards and aides).
- Instructs Guards and Wardens Aides on Degree duties.
- Collects from each Candidate's Grand Knight or GK Representative a Membership Medallion.
- Prior to the start of the Degree ensures there is a Membership Medallion on the Presentation Table for each Candidate including those who may be taking the Degree by Observation.

Note: Guards may honor candidate requests up to 30 minutes before the degree starts. If space permits, candidates may sit, smoke, etc. in a confined and controlled area (preferably outside) up to 30 minutes prior to the degree.

- Assists CO in conducting debrief of team immediately following the degree.

Degree Date Selection

- Degree date is requested by District Deputies and forwarded to the State Deputy through the State Ceremonials Chairman.
- The State Deputy gives final approval of all Knighthood Degree dates.
- Cancellations and changes to the schedule will only be approved by the State Deputy.

Third Degree Honorees

The State Deputy designates honorees for the Knighthood Degree. The following procedures will be used:

- The host District Deputy shall recommend 3 nominations at least 15 days prior to the degree.

- The host District Deputy should provide a brief write up of why the nominees are being recommended for this honor. Write ups should include offices held, years as a Knight, **special contributions** to the Order and church, council, community, family involvement, etc.
- Selection process will include the **entire** geographical area, not just the host council and district.
- The State Deputy will review and select the honoree and provide the certificate.
- The State Deputy will notify the District Deputy of his selection and the District Deputy is then responsible for ensuring the honoree's presence at the degree.

Third Degree Guidelines (For District Deputies and Grand Knights)

- Degrees will only be conducted as scheduled and at sites approved by the State Deputy.
- All Knighthood Degrees will begin promptly at eleven AM unless otherwise approved by the State Deputy.
- The facility and pre-degree refreshments will be made available to the Team no later than two hours before the degree.
- A separate room will be made available for the Team's equipment and robes.
- Candidates should arrive and register no earlier than 30 minutes prior to the specified degree start time. If candidates do arrive earlier, they should be held in a room separate from the ante-chamber where they can relax until they enter the ante-chamber.
- Candidates are **not** to enter the degree facility through the same entrance as the team and visiting Knights without prior approval of the Conferring Officer.
- "HOT ROOMS" are **not** allowed or permitted. This rule will be strictly enforced.
- Only Degree Team members and Guards are allowed with the candidates in the ante-chamber.
- The candidate sign-in table must be outside of the ante-chamber. This station will include the sign-in sheets and the candidate identification tags.
- Sign-in tables for candidates and guests will be at separate entrances and ready at least one hour prior to the degree.
- Sign-in sheets should be provided for State Officers, PSDs, District Deputies, State Directors and Chairmen, Grand Knights, Fourth Degree Navigators, District Wardens, General Agents, and Field Agents.
- Sign-in sheets should be referred to by the District Deputy for introductions following the degree and by the host council to ascertain cost share for degree expenses.
- The host council prepares the chamber including removal of excess chairs and materials from the chamber prior to the arrival of the Degree Team.
- If a Formation (Second) Degree is also held, it should be scheduled to conclude at least one and a half hours before the Knighthood Degree is to begin. Also, the Conferring Officer should be made aware that a Formation Degree is being conducted.

- The team is to provide all key personnel; the host District Deputy should be prepared to provide door guards, and Warden aides.
- Door guards and Warden aides should be robed and must adhere to the procedures briefed to them by the Team Warden and the Conferring Officer.
- The Conferring Officer must be given time, at the conclusion of the degree, to introduce the team members.
- Attention must be paid to ensuring that no interruption or rearrangement of the chamber takes place until the degree (including remarks and presentations by the State Deputy and hosting District Deputy) is concluded. NO ALCOHOLIC BEVERAGES OR FOOD (other than the pre-degree meal) WILL BE SERVED UNTIL AFTER THE HOST DISTRICT DEPUTY ENDS THE MEETING.
- An appropriate space will be provided to the Conferring Officer to debrief the Degree Team following the degree.

Post Degree Protocol (For Hosting District Deputies)

The Host District Deputy:

- Ensures that all dignitaries and team members are introduced following completion of the ceremonial.

Note: It is expected that the senior State Officer, (General Agent who will be called by Senior State Officer to address the group), and host Grand Knight will be given the opportunity to address the assembly.

- Congratulates new Knighthood Degree Knights. (Quick Thank you only, Senior State Officer will address the new candidates with guidance and remarks)
- Thanks host council for its services and introduces the host Grand Knight for any instructions or remarks.
- Thanks the team and introduces the Conferring Officer for introduction of team members.
- Introduces the following (in this order):
 - General Agent
 - Past Faithful Navigators (ask all to stand at one time; no individual introductions)
 - Faithful Navigators (request applause be held until all are introduced)
 - Past Grand Knights (ask all to stand at one time; no individual introductions)
 - Grand Knights (request applause be held until all GKs have been introduced)
 - District Wardens
 - State Committee Chairmen
 - State Directors
 - District Deputies

- Past State Deputies
- District Master
- Clergy not already introduced
- State Officers (in ascending order beginning with the IPSD)
- State Chaplain (if SD is not present, to be introduced just prior to the senior State Officer) - Three Raps
- State Deputy (or senior officer in the absence of the SD) -Three Raps
- Concludes the degree after the State Deputy's (Senior State Officer's) remarks.

Note: If there are clergy present, and in the absence of the State Chaplain, one should be asked to give the closing prayer.

Hosting Requirements for a Knighthood Degree Exemplification

This section provides the facility and meal requirements to which host councils must adhere.

Facility Requirements

- No other activities (classes, meetings, etc.) other than those associated with the exemplification of the degree should be scheduled or take place within the facility being used for the degree. Other than candidates, only Third Degree members of the K of C will be in the facility and/or assisting in the activities involved with the degree.
- Four areas (rooms) are to be available for use during the degree: Team Preparation/Storage Room, Ante-chamber, Chamber, and a Debriefing Room for the team. The first and last rooms mentioned may be combined. Additionally, the facility should include the capability to provide food and beverage, if necessary, for the team and State Officers (without encumbering the Chamber and/or Antechamber) and, if necessary, the post-degree meal for all in attendance.
 - **Team Preparation/Storage Room**
 - A "secure" space will be provided that is large enough for the team to unpack its equipment and paraphernalia, and properly prepare for the degree (a space approximately the size of a normal class room is adequate).
 - Upon the team's arrival, this room should be available for the team to move all equipment, etc., into it and for the team members to prepare for the degree without fear of compromise by any candidate.
 - **Ante-chamber (A/C) for Candidates**
 - The hosting council is responsible for the proper preparation of the A/C prior to the arrival of the Degree Team.
 - The A/C will have a separate entrance from the outside of the facility to be used only by candidates.
 - The A/C should be well separated from the Chamber and spaces being used by the team.

- Cell phones, pagers, beepers, etc., are not permitted in the A/C. The host District Deputy will ensure that candidates have been briefed concerning this matter prior to their arrival and will provide a sign to inform/remind candidates prior to their entering the A/C.
 - The A/C should have some heat and/or air conditioning (weather dependent); the A/C is not to be used as a "Hot Room" or "Cold Room".
 - A "sign-in" table will be positioned **outside** the A/C for the candidates to register for the degree.
 - Upon arrival, the Team Warden, and CO will inspect the A/C and its entrance to ensure that they are properly prepared and located. The hosting DD and GK should avail themselves to effect corrections as necessary prior to the entrance of the first candidate.
- **Chamber**
- The host council is responsible for the preparation of the Chamber prior to the arrival of the Degree Team.
 - The size of the Chamber is important; too big or too small is unacceptable.
 - Large halls/gyms where only half of the room is used are very hard to work in; while too small a space creates a cramped atmosphere.
 - The ideal Chamber should accommodate the number of chairs required, i.e., one for each candidate, a row of chairs behind the candidates for observers, and approximately 15 feet of open area behind the observer's chairs. Additionally, ample space at the front of the chamber for the layout of the "head" table and movement of the conferring officers.
 - All windows in the Chamber and/or its doors will be covered so the Chamber may be made dark during certain portions of the Degree.
 - All unnecessary chairs, tables should be removed from the Chamber prior to the start of the degree.
 - Sign-in lists for all attending the degree, other than candidates, will be positioned outside of the Chamber. The tables used for this purpose are not to be the same as used for the sign-in for the ante-chamber.
 - The entrance to the Chamber will be separate from that used for candidates entering the ante-chamber and will be so located to enable the team and other attendees to enter the Chamber without be observed by any candidate.
 - No interruption or rearrangement of the Chamber will take place until the degree (including remarks and presentations by the State Deputy and hosting District Deputy) is concluded.
 - **NO REARRANGEMENT OF THE CHAMBER WILL BE MADE UNTIL AFTER THE HOSTING DISTRICT DEPUTY CLOSSES THE MEETING.**

- **Debriefing Room**

- This room should be large enough to accommodate all members of the team plus the CO, PFC, State Deputy or his representative, and the Debriefing Officer.
- The room should be located so that a "private" debrief may be conducted without interference from any other activity.
- This space may be the same as the Team Preparation/Storage Room if it meets both rooms' requirements.

Meal Requirements

- The kitchen facilities should be located so as not to interfere with the conducting of the degree. Kitchen crews are to take particular care so as not to cause noise or disturbances while the degree is being conducted (this includes the post-degree introductions and State Deputy's remarks).
 - **Breakfast:** As necessary, a breakfast will be provided for the Team members, including the CO, PFC and State Officers. Any additional brothers to be served will be solely at the discretion of the State Deputy and/or his representative. Further, members of the hosting council supporting the conducting of the degree will be also be served at the discretion of the host Grand Knight.
 - **Post-Degree Meal:** As necessary, food and beverage may be provided to all those that have been in attendance for the degree.
- NO ALCOHOLIC BEVERAGES OR FOOD (other than the pre-degree breakfast) WILL BE SERVED NOR WILL THERE BE ANY REARRANGEMENT OF TABLES, CHAIRS, ETC., IN THE CHAMBER OR ADJACENT SPACES UNTIL AFTER THE STATE DEPUTY, OR HIS REPRESENTATIVE, HAS GIVEN HIS REMARKS AND THE HOSTING DISTRICT DEPUTY CLOSES THE MEETING.

Closing the Knighthood Degree Exemplification and Introducing Dignitaries

This section provides the order of protocol for introducing dignitaries after the Knighthood Degree Exemplification.

Knighthood Degree Conclusion

- To close the Knighthood Degree, the District Deputy states:
 - "Brothers, Let us sing the Closing Ode."
 - (After the Closing Ode) "I now declare this meeting adjourned." **1 Rap**
- Immediately after closing the degree, the District Deputy does the following:
 - Congratulates the new Third Degree Knights and assigns them two missions
 - Recruit one new member
 - Take the Fourth Degree at the upcoming Exemplification (share the date and location)
 - Thanks the host council and introduce the host grand knight for instructions and remarks
 - Thanks the Third Degree Team and introduces the conferring officer (CO) who introduces the Third Degree team members

Introduction of Dignitaries

The District Deputy should refer to the sign-in sheets to assemble the list of dignitaries to introduce. Introductions must occur in the following order:

- **Clergy** (priests, deacons, etc)
- **General agent** (or his representative)
- **Past Faithful Navigators** (ask them to stand as a group – no individual introductions)
- **Faithful Navigators** (ask that applause be held until all are introduced)
- **Past Grand Knights** (ask them to stand as a group – no individual introductions)
- **Grand Knights** (ask that applause be held until all are introduced)
- **District Wardens**
- **State Committee Chairmen**
- **State Directors** (Membership, General Programs, Other)
- **District Deputies**
- **Past State Deputies**
- **District Master of the Fourth Degree**
- **State Officers:**
 - Immediate Past State Deputy: Stephen J. Kehoe
 - State Warden: Patrick A. Rowland
 - State Advocate: Mark A. Janda
 - State Treasurer: Brian M. Ripple
 - State Secretary: Robert Szerszynski
 - State Deputy: Edward R. Polich (**3 raps** with introduction; followed by **1 rap**)

The following occurs after the State Deputy is introduced:

- The State Deputy or most senior state officer makes remarks.
- The State Deputy introduces the General Agent or Field Agent to make remarks.
- The State Deputy or most senior state officers presents the Honoree Certificate(s).