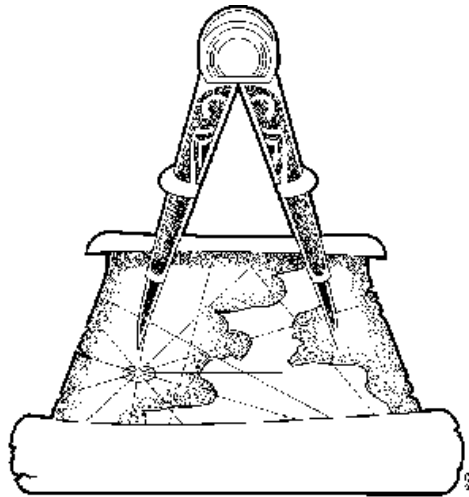


**Knights of Columbus
Fourth Degree**

Calvert Province



Faithful Navigator's Handbook

Service to God, Country, and the Order

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DUTIES OF THE FAITHFUL NAVIGATOR

RESOURCES

The following resources are available from Supreme's website for the Faithful Navigator for use in the administration of his office:

Assembly By-Laws (only as approved by the Supreme Advocate)

Charter, Constitution and Laws of the Knights of Columbus

Fourth Degree Drill Manual

Fourth Degree Program Manual

Knights of Columbus United States Flag Manual

Laws & Rules Governing the Fourth Degree of the Knights of Columbus

Method of Conducting a Meeting

Protocol Handbook

Responsibilities of the Faithful Navigator/Ceremonial for conducting assembly meetings

All other Sections of the Assembly Handbook are also intended to be an integral part of the Faithful Navigators Handbook and are included by reference. Some items mentioned in this opening section are further explained in other sections of the Assembly Handbook. A copy of Robert's Rules of Order, Newly Revised is another excellent resource.

DUTIES OF THE FAITHFUL NAVIGATOR

The Faithful Navigator is the chief executive officer of his assembly. To perform his duties he should take the time to review the resources available to him dealing with the administration of the assembly. **He is responsible, first and foremost, with keeping and enforcing the laws, rules and regulations of the Fourth Degree and the Knights of Columbus. Please keep yourself and other officers informed and up to date. He is also responsible, with the guidance of an Executive Committee, to set the goals for the Fraternal Year. It is his responsibility to monitor and track the accomplishment of each of the goals set and report such accomplishments to the Master.**

The Faithful Navigator is to preside at all meetings of the assembly, whether special or regular. As stated in his installation charge, he is to be firm in his decisions but fair to all and

to assure that the Fourth Degree remains fraternal, not dominated by the selfish interest of any member. Should the Faithful Navigator be unable to attend a meeting, the Faithful Captain becomes the presiding officer, and should both be absent, the Faithful Admiral presides.

At all times the Faithful Navigator is to supervise the activities of his subordinate officers in the performance of their duties. If they do not perform their duties, he may request the office be vacated by the Master.

One of the most important duties of the Faithful Navigator is to select, with the assistance of the Faithful Admiral, Faithful Captain, and Faithful Pilot, a priest to serve as the Faithful Friar of the assembly. This is an important decision and should be considered carefully. Additionally, should the Ordinary of the Archdiocese/Diocese make any rules governing the appointment, these rules are to be strictly followed. When making the selection, the officers should remember that the priest's official duties come before those of the Knights of Columbus. A second priest may serve as an Associate Faithful Friar. A Deacon may serve as an Assistant to the Faithful Friar and may perform the Duties of the Faithful Friar at a meeting. If the Assembly has a newsletter, the Friar's Report should be first in a prominent position

The Faithful Navigator, Faithful Captain, Faithful Purser and Faithful Comptroller annually must prepare a budget. A budget is a blueprint of the proposed income and expenses of an assembly. If income is greater or less than projections, the officers may have to revise the budget at a later date. It is always best to be conservative in projections. That is, under estimate income and over estimate expenses. Try to be as reasonable as possible based on prior experiences. Faithful Navigators should consult their assembly by-laws to determine if any special procedure exists in addition to that in the Laws and Rules Governing the Fourth Degree.

Budgets are usually presented at the June meeting and voted upon at the July meeting. Additional appropriations after the approval of the budget must be approved by the membership. Unbudgeted expenses **over \$500.00** may only be approved at a meeting after the introduction of a resolution to spend the funds has been made and seconded. All checks and warrant vouchers must be signed by the Faithful Navigator.

The Faithful Navigator is also the chairman of the Board of Trustees. While this post may appear pro-forma, its importance cannot be understated. The Board of Trustees is responsible for all financial matters. Their approval must be received for expenses not budgeted before the bill is presented to the assembly. The Faithful Navigator must call a meeting of the Board annually at the conclusion of his term of office to audit the books and records of the Faithful Comptroller, Faithful Purser, and Faithful Scribe. This report shall be filed by August 1 with the Supreme Council, Vice Supreme Master, and Master. A copy is to be kept by the Assembly for its records.

The Faithful Navigator appoints all committees of the assembly and is a member ex-officio of all committees. These committees are specified in the Laws and Rules Governing the Fourth Degree and the assembly by-laws. Immediately following his election, the Faithful Navigator must appoint a Membership Committee and Admissions Committee. The Faithful Admiral is the Chairman of the Admissions Committee. The Faithful Captain is generally the

Chairman of the Social Committee. The Faithful Pilot is the Assembly Flag Protocol Officer. By-laws may specify specific chairmen for specific committees. The Faithful Navigator may also appoint special committees as the need arises.

The Faithful Navigator shall appoint a Commander for the Fourth Degree Color Corps of the Assembly. Once appointed, **the Commander reports to the Navigator and to the Master**. The Commander serves for the term of the Navigator unless he resigns or is replaced by the Master. The position must be appointed annually even if the incumbent is to be reappointed. The Color Corps functions only with the consent of the Master who has full control over the Color Corps in his District. Only the Master may remove a Commander once appointed.

The Faithful Navigator is to attend all district meetings as called by the Master. The information presented is important to his success and is to be reported back to the membership at the next assembly meeting. Additionally, the Faithful Admiral, Faithful Captain, Faithful Comptroller and Commander are expected to attend district meetings.

After the May election of assembly officers, the Faithful Navigator must file a Report of Officers Chosen Form 186 with the Supreme Secretary, Vice Supreme Master, Master, and State Deputy. This information plus additional information shall be reported on the District Report Form to the Master and Secretary to the Master.

CHAIN OF COMMAND

The Faithful Navigator is the Chief Executive Officer of his Assembly and as such he is the direct link between the Assembly and the Master or appropriate member of the Master's Staff. In the same way the Master is the direct link between the Assemblies and the Vice Supreme Master of the Province. The Vice Supreme Master is the link between the Supreme Master and the Masters and Districts within his Province. **Do not jump links in the chain of command. Correspondence will either be bounced back to the appropriate level or discarded.**

Remember it is a two way link from Supreme Master – Vice Supreme Master – Master of the District – Faithful Navigator – Sir Knights in the Assembly. The Faithful Navigator or his designated liaison will serve as a link between Council Grand Knights and the District Deputy. The Master is the link to the State Deputy.

COMMUNICATIONS

The lifeblood of an assembly is the participation of its members in its programs. Each assembly should prepare a newsletter on a regular basis. The Faithful Navigator should assure that the member receives the assembly newsletter. The Faithful Navigator is responsible for reporting back to the Assembly, any directives or correspondence he receives from higher levels.

The U.S. Postal Service forwards first class mail only. Only with proper endorsements by the member or by the assembly will they forward third class mail, used by many assemblies in non-profit bulk mailing. If the forwarding time has expired, the Postal Service does not return third class mail as it does with first class mail without proper endorsements on the envelope. Assemblies who use these options pay extra for the services. Consult your postal representative for details on costs and proper wording of endorsements.

THE BIENNIAL MEETING

The requirements and the Order of Business of the Biennial Meeting are defined in the *Laws and Rules Governing the Fourth Degree*. During March or April in even numbered years, the Master calls for a formal meeting of the District Assembly. This is known as the "District Assembly Meeting." The meeting is called to: select three names to be recommended for the position of Master for the term beginning September 1; elect the Master's Audit Committee; and pass resolutions for the good of the Fourth Degree.

Before the meeting, the Master issues notice of the meeting to the Supreme Master, Supreme Secretary, Vice Supreme Master, and Faithful Navigators. Assemblies may prepare resolutions for presentation at the District Assembly Meeting to be passed by the membership in advance of the District Assembly Meeting. Copies are to be forwarded to each assembly in the district for their review and concurrence with copies to the Master and chairman of the Resolutions Committee.

While the meeting is open to all Fourth Degree Members in good standing, only certain Sir Knights have Voice and Vote Privileges. Each assembly is represented at the District Assembly by the Faithful Navigator and delegates, the number of which is determined by the size of the assembly. Alternates should be elected for each delegate. Credentials must be forwarded to the Master, Credentials Chairman, and Secretary immediately after the election.

The expenses of the delegates and alternates, if incurred, are the responsibility of the Assembly. The expense is to be reported as a separate line item on the annual audit form.

As mentioned earlier, the number of delegates is based upon the size of the assembly. They must be elected at the February meeting of the assembly in even numbered years.

Membership	Delegates	Alternates
30-49	0	1
50-149	1	2
150-249	2	3
250-349	3	4
350-449	4	5
450-549	5	6
550-649	6	7

(one alternate is elected for the Faithful Navigator)

Prior to the District Assembly Meeting, the Master will appoint a credentials committee and a resolutions committee composed of the Faithful Navigators.

MEMBERSHIP

The most important committee in the assembly is the Membership Committee. If possible, the committee should be structured along the same lines as a membership committee in a council, namely under the supervision of a Membership Director with a Chairman each for recruiting and retention.

Sir Knights of the Fourth Degree are encouraged to be active recruiters for their councils. By building membership in the Council and mentoring a Brother Knight at the Council level, we will identify and develop future Sir Knights of the Fourth Degree.

Recruiting is a year-long activity. Assemblies should not wait until a couple of months before the Exemplification of the Fourth Degree and end when applications are due to the Master. As part of his strategy, the Faithful Navigator should appoint a representative to each associated council in the Assembly jurisdiction. They are to promote the assembly activities and the Fourth Degree and to report back to the assembly on events in the local council. The Faithful Navigator and Commander should visit each council annually and give a talk on the Fourth Degree.

All applications received by any member are to be forwarded to the Admissions Committee, chaired by the Faithful Admiral. Their duties are to interview candidates and recommend the approval or rejection of the applicant. Applications are to be processed within 10 days and presented at the next meeting of the assembly for vote. The procedure followed is the standard procedure used in councils. A majority of the members present shall vote to accept or to reject an application.

Additionally, **members who do not vote are considered as having voted for approval of the application.** Therefore, if the assembly has 23 members present, seven for approval, ten against and six abstaining, the application is approved! If there are multiple applications, the Faithful Navigator may declare the first ballot a general ballot and no other ballots need to be taken if a majority votes for approval; otherwise the assembly must ballot individually on each application.

The Faithful Admiral or other officer of the assembly should attend all Third Degree Exemplifications in their area. They should make their presence known to the Degree Team Captain prior to the exemplification. They should have Form 4's, District Brochures, and other literature with them and should remain after the degree to answer questions one-on-one with the candidates. The Third Degree Knighting Cards can serve as a source of potential candidates. A telephone call or informal letter from the Assembly as a follow up to the Third Degree may also be appropriate.

The Knights of Columbus is a fraternal organization and fraternity is to be the key in the processing of applications. If a member meets the criteria as stated below, his application should be favorably reviewed by the Admissions Committee. ***There is to be no discrimination against any candidate because of race or national origin.*** Practical Catholicity is to be determined by a priest, not by the assembly.

Members must be:

1. Over eighteen (18) years of age.
2. A native citizen or a naturalized citizen of the United States, or with permission of the Master of the District over the area where he claims citizenship, with the understanding that if permission is granted the pledge of allegiance will be to the country of citizenship. ***(The Laws and Rules Governing the Fourth Degree Article IX Section 25 (b))***
3. A Third Degree member in good standing in his council.
4. A practical Catholic in union with the Holy See.

Each assembly should have an active retention program. Members who are three months or more delinquent in their dues may be suspended by the assembly. Before processing the suspension, the member is to be contacted to see if arrangements can be made to retain his membership. Note: If a member has been suspended from the Third Degree, he is automatically suspended from the Fourth Degree. The Faithful Comptroller should contact the member's Financial Secretary to determine if the delinquent member is also delinquent in council dues. Additionally, it is advisable to contact the Financial Secretary for current addresses and phone numbers.

When a new council is instituted, the Master will affiliate it with an existing assembly. When new assemblies are formed, specific councils are affiliated with the new assembly as stated in the notice of institution forwarded to the Supreme office. ***Assemblies may recruit only within councils presently affiliated with it. Any violations will not be counted as part of the Assembly's membership goal.***

PROGRAMMING

The Fourth Degree is the patriotic degree of the Order. Our general mission is one of Patriotism and Education. As such, Faithful Navigators should orient programs towards education and promoting the ideal of patriotism. This does not mean other activities or socials should be ignored, just that we program to fulfill our general mission.

In recognition of assemblies that conduct at least four patriotic programs during the year, the Supreme Assembly presents a ***Civic Award*** (certificate) to assemblies that complete the proper paperwork. All you need to do is hold at least four events and then list them on the form.

Annually, all assemblies should participate in the ***To Be A Patriot Award*** contest. Assemblies are requested to complete the application and forward it to the Master. The best activity in the district is selected by the Master and forwarded to the Vice Supreme Master, who chooses the best activity in the Province. The Provincial winners are forwarded for judging by a committee appointed by the Supreme Master. Three awards are given to the most original and outstanding activity in the Fourth Degree. Judging is based upon the impact,

patriotic content, and number of members participating in the activity. Your written report should be commensurate with the scope of the project and depth of resources used.

Programs are limited only to the imagination and resources of the Assembly. Dates and events should not conflict with State Council or local Council events or programs. A social program can become a Patriotic program by selecting a proper date, theme, or speaker. Some Assemblies have been successful with a Patriotic Brunch, Dinner, or Dance. Events can also be scheduled around holidays especially Flag Day, Fourth of July, Memorial Day, Veteran's Day, or Thanksgiving. Programs in support of Scouting, VA Hospitals, or Service men and women serving overseas have also been successful.

Educational programs should also be encouraged. Assemblies have held essay or oratorical contests, established relationships with local schools, scout troops, and church youth groups and give a presentation on the Flag, Flag History, or Flag Folding. Other possible topics include historical events, the Constitution, Declaration of Independence, Supreme Court, right-to-vote, and Christopher Columbus. You can also add a religious element to the general topic. We can all be educators by our example and by our lifestyle.

One extremely important program is a staunch recruitment program. It is the duty of the Faithful Navigator to champion this program while working through his membership chairman. The concept of the program is to get each member of the assembly to recruit one new Catholic gentleman to become a member for his council. The challenge is then to follow that member through the 1st, 2nd, and 3rd degrees. Once this is accomplished, the recruitment program will be complete when the Sir Knights invites his council member to become a member of the Fourth Degree.

Assemblies are encouraged to participate in the Supreme R.S.V.P. Program to support seminarians. Those planning on serving as Military Chaplains should be giving a preference.

Programs involving veterans or active servicemen and women can also be meaningful. The Sullivan Brothers Assembly recently made a trip to Florida to meet the Captain and Crew of DDG 68 named for the Sullivan Brothers. Cardinal Patrick A. O'Boyle Assembly takes time to wash and clean Viet Nam Memorial in Washington.

The Fourth Degree Color Corps is the visible arm of the Knights of Columbus. Don't forget the programs and events supported by your Assembly Color Corps. Many appear in local parades, Union Station, Blessing of the Fleet, and many other community projects. All Sir Knights can also be "Visible Knights" by wearing KofC hats, shirts, name badges, bumper stickers, and License Plates.

FINANCES

Each assembly is responsible for its finances. The Faithful Navigator is to assure that all bills are paid promptly.

Checks issued to the Master are to be issued in the name of "**Master of the Fourth Degree, Knights of Columbus.**" Assemblies are to assure that all candidates have paid all fees for the Exemplification. If the assembly has a savings program that it directly administers, the name of each candidate for whom the payment is for must accompany any check issued by the assembly for initiation fees. These funds are to be recorded as a liability on the annual audit under a separate line item as being owed to the Master if not paid by the end of the fraternal year.

All fees related to the Exemplification of the Fourth Degree must be submitted by the announced deadline. Any applications approved by the assembly and sent to the Secretary must be paid in full prior to the deadline. Any late payments due are the responsibility of the Assembly. **After the deadline there will be no refunds for cancellations or failure to attend the Exemplification or Banquet.**

Assemblies maintaining chalice funds for deceased members must report this as a separate line item. This is to assure that Supreme, when reviewing the audit, is not led to believe the assembly has excess funds which may jeopardize the assembly's tax status.]

Assemblies are advised to complete the necessary tax forms (990, 1120, etc) annually.

Funds due to Supreme must be paid promptly, within 60 days as specified in the *Charter, Constitution and Laws of the Knights of Columbus (#30)*. Failure to pay these fees (supply charges, etc.) promptly will result in the suspension or dissolution of the assembly.

Checks to the Supreme Office for supplies are to be issued in the name of "**Knights of Columbus Fourth Degree Fund.**" The assembly number should be imprinted on the check, but may be stamped or handwritten. Assembly approval is not required to pay for funds due the Supreme Assembly as these are covered by the *Laws and Rules Governing the Fourth Degree of the Knights of Columbus (#1350)*.

ELECTIONS

Assemblies shall hold their election of officers for the following year at the regular business meeting in **May**. As soon as practicable (within a few days) after the election, the Faithful Navigator must submit the **Directory Report Form** to the Secretary of the Master with the officers' name, address, telephone, FAX, e-mail, and wife as appropriate.

The Directory Report Form must be filed **promptly** so that the District Directory and State Directories are completed in time for GK and FN training. The report should be filed

within a few days of the election of officers.

The Supreme Form 186, **Report of Assembly Officers Chosen for the Term**, must be submitted to the Supreme Secretary with copies to State Deputy, Vice Supreme Master, Master, and Assembly File. This report is on-line and can be filed electronically and copies emailed to the Master and Assembly. The report must be filed within ten days of the election. Always print a hard copy!

INSTALLATION OF OFFICERS

The Laws and Rules Governing the Fourth Degree direct that all officers be installed prior to the October meeting of the Assembly. The Faithful Navigator-Elect should inform the Master, or Secretary as directed, of the projected date of the installation of officers, with a proposed alternate date. All attempts will be made to accommodate the initial date, if possible. If not possible, an alternate date will be scheduled. Should an alternate date not be feasible, the Master will appoint a Former Master or Past Faithful Navigator to install the officers. If anyone other than the Master is to install the officers and a program is being printed, he is to be identified as the "Installing Officer".

INSTALLATION OF OFFICERS ATTIRE

Members – Dark suit with social baldric or Fourth Degree Uniform, Fourth Degree lapel pin, pocket name badge, incumbent jewel, past and former miniature jewel(s).

Color Corps – Fourth Degree Uniform, service baldric with sword, Fourth Degree lapel pin, incumbent jewel, past and former miniature jewel(s), and gloves.

District Master – Fourth Degree Uniform, service baldric with sword, Fourth Degree lapel pin, Master of the Fourth Degree jewel, past and former miniature jewel(s), and gloves.

Marshal – Fourth Degree Uniform, service baldric with sword, Fourth Degree lapel pin, Marshal jewel, past and former miniature jewel(s), and gloves.

FOURTH DEGREE REGALIA

MEETINGS

There is no specified dress for assembly meetings. Assemblies may adopt a dress code as appropriate. Some assemblies may have requirements for officers to wear Official Dress. At the very least, **officers should dress in suit and tie**. Dress codes for members should not be restrictive to impair the ability of any member to attend.

SOCIAL EVENTS

Depending upon the social event, the Faithful Navigator should, in advance, specify the dress. Official Uniform is recommended for anniversary/charter nights. Brother Knights and guests, not having Official Uniform, should be encouraged to attend in black or dark (blue or grey) business suit and Fourth Degree Tie with Social Baldric under the jacket.

FOURTH DEGREE FUNCTIONS AND COLOR CORPS ACTIVITIES

The Official Dress for The Fourth Degree shall be:

Official Fourth Degree Navy Blue Blazer with Fourth Degree Emblem Blazer Crest
Knights of Columbus Emblem of the Order buttons
Official Fourth Degree Gray trouser
Official Fourth Degree necktie
Official Fourth Degree black beret with Fourth Degree metal badge & color patch
Plain white dress shirt with button cuff (no French cuffs and no button-down collar)
Black socks and plain black shoes
Official Fourth Degree Lapel Pin (PG-113)
Incumbent Jewel of Office
Past and Former miniature medals above left pocket
No name badges
Black dress belt

The Official Member Regalia can only be purchased through Knight Gear as it is copyrighted. Only those members of the Fourth Degree wishing to participate in the Color Corps need purchase the uniform. The uniform is not required to become a Sir Knight.

The Official Regalia of the Fourth Degree Color Corps shall be:

The Official Dress of the Fourth Degree outlined above with the following additions:
Service Baldric (Worn outside the jacket.)
Sword (As appropriate within the District Master's guidelines.)
White gloves

The Color Corps is to be formed by color of patch on beret as follows: green gold, purple, white, and none by height; the Faithful Navigator holding the senior position among the white patches. Members who wish to participate will immediately follow the laws and rules of

the Color Corps.

A plain Fourth Degree Emblem pin (PG 113) **shall** be worn on the lapel. No other pins should be on the lapel. The PG-113 pin is the only authorized pin. **Placement of the pin should be centered on the buttonhole on the left lapel, and shall be consistent throughout the Unit.**

When a Fourth Degree member attends an official function of the Order where Fourth Degree Regalia is required, he should wear the current jewel of his office around his neck, whether Third or Fourth Degree. Only members presently in office may wear the neck jewel-of-office. There are no authorized neck jewels for past or former titles.

NOTE: First Responders or a member of the Armed Forces of his country is in proper attire when dressed in his official dress uniform. Dress Uniforms, however, may not be combined with Color Corps.

COUNCIL ACTIVITIES

Faithful Navigators attending council meetings should be dressed in coat and tie. Do not wear Official Dress to council socials unless: the event is a formal event; or the event immediately follows a council activity involving the Color Corps; or the Color Corps is an active participant in the activities of the evening (Memorial Mass, Installation, Anniversary Ball). A Faithful Navigator or Color Corps Commander making an official Fourth Degree Presentation at a council meeting may elect to wear official Fourth Degree Regalia as part of the presentation.

WEARING OF JEWELS

A Fourth Degree member in Fourth Degree Regalia should wear his current jewel-of-office around his neck, whether Third or Fourth Degree, with the social baldric. Only one jewel of office should be worn, the highest ranking third or fourth degree office as appropriate. As the Assembly's Chief Executive Officer **the Faithful Navigator should always wear his Fourth Degree jewel-of-office at all assembly, council, chapter, state council meetings, socials, and other activities.**

If an Assembly Officer, other than the Faithful Navigator, is also a council, state council or chapter officer, he may wear his Third Degree jewel at Third Degree functions such as council, chapter, or state council meetings or socials. Assembly Officers should wear their assembly jewel-of-office at all Fourth Degree meetings and functions.

Only members currently in office may wear the neck jewel-of-office. No neck jewel of past or former office is authorized to be worn. A Former Supreme Director, Past State Deputy, Former Vice Supreme Master, Former District Master, Former District Deputy, Past Grand Knight, or Past Faithful Navigator may wear the miniature jewel of these offices above the left breast pocket of his jacket.

Details on the proper placement of miniature jewels of office are laid out in the Color Corps Handbook and in Supreme's Protocol Handbook 1612.

NAME BADGES

Each assembly should provide its officers with a pocket name badge bearing the member's name, assembly name and office in order for members to become acquainted with their officers. Additionally, the assembly should strongly encourage its members to have their own name badge for their use. It is also appropriate, when financially able, to provide small name badges to the wife of each officer with her name and the name of the Assembly. At a minimum the Faithful Navigator's wife should have a name badge.

CEREMONIALS

Additional ceremonies and further details are covered in the Color Corps Handbook.

INSTALLATION OF ASSEMBLY OFFICERS

One of the most important ceremonies is the Installation of Assembly Officers. This ceremony is designed not just for the officers, but also for the membership. It is a formal ceremony during which the officers are charged with their duties, a formal recognition of the responsibilities they have undertaken, and the authority they have to conduct assembly business.

The installation ceremony is usually conducted in three parts: Installation Mass under the jurisdiction of the assembly (although it may be held in conjunction with a parish Mass); the installation of officers under the jurisdiction of the Master; and the reception/social under the jurisdiction of the assembly.

A District Choir may be willing to provide music for the installation Mass after a request has been made through the pastor of the church and to the District Choir Director. Any request has to be made at least one month before the Mass so that music can be planned and approved by the Priest or Music Director of the Parish.

It is important that the installation and rehearsal be scheduled as soon as practicable. The scheduling of the ceremonial is on a "first come-first served" basis. Generally, no more than one installation should be conducted per day and not more than one per weekend to allow for the scheduling of a rehearsal. Additionally, assembly installations should not conflict with the installation of state council officers or with the chapter installation. **Additionally, there will be no installation prior to July 1 or after the Assembly's October Business Meeting.**

The installation and rehearsal is to be conducted by the Master. Circumstances may require the Master to designate a Former Master to conduct the installation and/or rehearsal.

Once the date selected by the assembly has been determined, it should be scheduled with the Master, the rehearsal within 48 hours in advance of the installation. Once approved, the Master will send a confirmation to the Faithful Navigator-Elect. This is the formal notice of the installation as set forth in the *Laws and Rules Governing the Fourth Degree*.

All officers are expected to be present and installed. When an officer is unable to attend the ceremony, the assembly should identify a substitute in advance, and on the day of the rehearsal, inform the Master and have the substitute stand-in.

All Jewels-of-office are to be turned over to the designated member of the Master's staff prior to the Mass, including any changes in the list of officers and ladies present. The assembly should provide a Color Guard for the posting and retiring of the Colors. Officers being installed should wear the Official Dress of the Fourth Degree OR a black or dark (blue or grey) Business suit and Fourth Degree Tie. The assembly should also provide a small table or kneeler where the jewels may be placed after Mass near the installing officer.

Coordination with the Master is important. The Master is responsible for the assignment of staff to the installation. A typical installation may consist of five staff in attendance, the minimum, however, being two. The Master will assign staff and inform the Faithful Navigator-Elect of the staff assigned to the installation. The district staff is under no obligation to attend the Mass in regalia.

It is proper and fitting that the State Officers, District Deputies, Faithful Navigators of other assemblies, and Grand Knights be invited to attend the installation, the same at the discretion of the Faithful Navigator. Copies of letters of invitation to the State Deputy or other state officers must be forwarded to the Master. Letters of invitation may also be sent to the staff assigned to the installation. Additionally, assemblies having a Former Master in the membership should also invite the Former Master to attend the installation and, at their option, wear cape and chapeau. Prior to inviting a Master from another district to the installation, it is important that this be communicated with the Master of your district as permission must be secured from the Master and the Vice Supreme Master for a visiting Master to attend.

It is also noted that it may be impossible for the State Deputy or other state officer to be present for the installation because of the number of councils being installed in his jurisdiction and his commitments reside first with his Third Degree duties.

At the reception, should there be a dais, the Master and state representative (if any) should be seated at the head table. The Master's staff should be in a prominent location, if possible, but not necessarily at the dais.

Joint assembly installations are permissible under special circumstances. **There is, however, to be no joint assembly-council installation.**

RENEWAL OF OBLIGATIONS

The Supreme Council has developed a ceremonial called the "Renewal of Obligations." This ceremony is an annual reminder of the responsibilities we have to the Order, the obligations we have taken in the First, Second, Third, and Fourth Degrees.

The ceremonial is to be conducted by the Master, a Former Master, or a Past Faithful Navigator. It takes place during the regular January or February meeting of the assembly. Specifically, the ceremonial proceeds as follows:

The conduct of the meeting is turned over to the Master. At his direction, the District Marshal and assembly officers dress the officers' stations. The District Marshal takes charge of the chamber and the Faithful Navigator, Faithful Captain, Faithful Admiral, and Faithful Pilot lead all in the renewal of the obligations taken during the degrees. Once the ceremony is concluded, the conduct of the meeting is returned to the Faithful Navigator. Additional details and instructions are contained in the Renewal of Obligations Procedure.

EXEMPLIFICATION OF THE FOURTH DEGREE

The Exemplification of the Fourth Degree is to be conducted twice annually by the Master of the Fourth Degree. The following are the responsibilities of the local assemblies relating to the Fourth Degree exemplification:

1. **Registration.** Registration by candidates is conducted by assembly. The **Faithful Comptroller is responsible for running the registration**, or in his absence an officer designated by the assembly. The Faithful Comptroller certifies that the Candidate has a current Third Degree Card, all fees are paid, and that each candidate is wearing the Approved Dress for the Exemplification. Registration is under the supervision of the Secretary to the Master.

2. **Color Guards and Chamber Row Assistants.** Assemblies will be asked to provide row guards and color guards for ceremonial support. These Sir Knights shall be present for the both the Full and the Dress Rehearsals to become familiar with their role. The Color Guards are under the supervision of the District Marshal. Additional practice will be scheduled prior to the first Full dress rehearsal.

3. **Commanders.** Each assembly is asked to have their Commander present for control of the various files of candidates during the entrance and at the end of the ceremony. The Commanders are under the supervision of the District Marshal.

4. **Faithful Navigators.** The Faithful Navigators are asked to be present at the "dress" rehearsal to become familiar with the processional entrance of officers. During the entrance of officers, each Faithful Navigator is to be present in full regalia. Should the Faithful Navigator be unable to attend, he may designate a Past Faithful Navigator to represent him and shall so inform the Master.

5. **Color Corps Members.** Each assembly is asked to provide additional members of the Color Corps in full regalia to act as Sentinels and Escorts and to provide backup for the Station Guards. The Color Corps members are under the supervision of the District Marshal.

Under the administrative rules of the Fourth Degree, set forth by the Supreme Master, only members of the degree team may receive one free banquet ticket as compensation for their service. This compensation is at the discretion of the Master and may be limited to degree team members with speaking roles. The expenses incurred by members in traveling to and from the degree may be recompensed by the assembly at the discretion of the Faithful Navigator.

Detailed responsibilities are further outlined in the degree team handbook and the list of Job Descriptions that are handed out and discussed at District Meetings. All Faithful Navigators, Color Corps Commanders, and District Staff are expected to take an active role. Additionally, many Sir Knights are asked to volunteer their time in other support roles.

COMMISSIONING OF COMMANDERS

This local ceremonial was developed for the purpose of impressing upon the Sir Knights attending the installation the importance of the Commander of the Color Corps. The ceremonial is designed to commission the Commander and his assistant following the installation of officers. In most instances, the Commander will receive his colored patch from the Faithful Navigator after being commissioned. If the assembly has multiple purples, a purple patch may be presented to the Vice Commander at this time as well.

The commissioning will be conducted by the Master or Installing Officer, assisted by the Faithful Navigator. In recent years the ceremony has been incorporated into the Installation of Assembly Officers.

CHALICE CEREMONY

Many assemblies have a practice of donating a chalice to the missions in the name of a deceased Sir Knight. Additionally, other assemblies have a practice of donating a chalice annually to a newly ordained priest in the names of the Sir Knights who died during the year.

A chalice ceremony presently exists for making this presentation. This ceremony is designed for the wake services, although it may be modified for use at an annual recognition.

The ceremony requires the presence of four Sir Knights, one being the Commander. They each have a part in the presentation. For information, consult the Chalice Ceremony in the Color Corps Handbook.

Some assemblies have the chalice blessed and used at the Assembly Memorial Mass just prior to presenting it to the recipient. This can also be done at a special Mass at a suitable time.

PROTOCOL

Protocol is the rigid code specifying the order of precedence observed in the recognition of dignitaries. It is important that protocol be followed at all assembly meetings and social functions.

The Faithful Pilot is the officer that shall have the duty of being the protocol officer for the Assembly. The information below is to serve as a reference to proper protocol for the Fourth Degree.

DIGNITARIES AT MEETINGS

Dignitaries, priests, or special guests should be accorded due recognition for the office they hold. They should always be seated in a place of honor commensurate with this position when attending an assembly meeting or function. At his own Assembly or Council meeting, a Dignitary may choose to take a seat with the members and take an active part in the meeting. The Faithful Navigator or Grand Knight should always verify the status and offer the opportunity for comments. At any other Assembly or Council meeting he is a special guest.

If a dignitary, priest or special guest should arrive while a meeting is in progress, the Faithful Navigator should instruct the Faithful Pilot to escort him to the rostrum. The Navigator will rap the gavel three times for all to stand. The guest will occupy a seat of honor as specified in the order of business as practicable, preferably facing the membership.

Dignitaries consist of the State Deputy, Supreme Officers or Directors, the Vice Supreme Master, the Master, state officers, Former Masters and visiting Faithful Navigators. As practicable, these courtesies extend to Past State Deputies. If space is limited, then the Immediate Past State Deputy or senior Past State Deputy present shall occupy a place of honor.

PROTOCOL DURING A VISIT BY THE MASTER OR OTHER DIGNITARY

Be sure the Master is advised in advance of the date, time, place, purpose, type of event or other individuals on the program, including their function and other pertinent data.

Advise the Master of the dress for the evening, i.e. coat and tie v. formal wear v. official dress. If women are present and the Master's wife has been invited, advise him of the proper dress for the Ladies.

Determine the time of arrival for the Master and arrange to greet him. **The Navigator, his officers or staff should introduce the Master to the members and not have him "roam around."** Members should be brought to the Master, not the Master to the members.

The above applies to State Deputies, Vice Supreme Masters, and other dignitaries.

For larger functions when multiple dignitaries are expected, the Faithful Navigator should appoint a Protocol Chairman. This Sir Knight must be familiar with the official Knights of Columbus Protocol and should be able to recognize or identify the visiting dignitaries, escort him and his lady, and seat them accordingly.

HEAD TABLE

At any gathering of the Knights of Columbus the hierarchy, clergy, officers and honored guests should occupy a seat of honor at the head table. The Master's staff, Former Masters, Past State Deputies and other dignitaries should be seated in a prominent location.

Seating should be arranged by rank from the middle out to either end. Guests are introduced from the right towards the middle and then from the left to the middle, excluding speaking members. All should rise when the dais members enter and remain standing until they are seated.

Speakers are introduced from the lowest rank to the main speaker, if any, for the evening. A person of junior rank should never be introduced after one of higher rank unless he is the keynote speaker. The Master and highest state council officer present should always be provided the opportunity for a brief comment.

Guests at the head table are introduced first from the lowest ranking official to the highest ranking official. Dignitaries in the audience are then introduced from the highest ranking official to the lowest ranking official.

In introductions of past or former officers, the most immediate Former Master, Past State Deputy, Past Faithful Navigator, or Past Grand Knight is introduced first, followed in order of seniority. The earliest serving officer of each title is the most senior for that title. **Each individual is introduced only once and by their most senior rank.**

Regardless of title, at an honored guest banquet, the honored guest is introduced last as he outranks all present.

When the event is less formal, and a Head Table is not used, then the order of introductions changes. This might occur if an Installation takes place in a church without a formal reception. In such cases, an installing officer may introduce dignitaries. Introductions are from lowest to highest, and the senior person is offered an opportunity for comments.

JEWELS OF OFFICE

Jewels-of-office for current positions are to be worn at all meetings and social events whether at a state council, district, assembly, council or chapter activity. The neck jewel for former or past officers was made obsolete in January, 1993 and is not to be worn as part of the official dress of the Third or Fourth Degree. **There is no official or recognized neck jewel for the Color Corps Commander.**

Navigators should always wear their Fourth Degree jewel-of-office. If an assembly officer, other than the Navigator, is also a council, state council or chapter officer, he may wear his Third Degree jewel at Third Degree functions such as council, chapter, or state council meetings or socials. Assembly officers should wear their assembly jewel-of-office at all Fourth Degree meetings and functions.

RELATIONSHIP TO THE STATE COUNCIL

The State Deputy is the highest elected officer in the jurisdiction. His title, originally State Deputy Supreme Knight, indicates that he is the official representative of the Supreme Knight in the state. He is also the official representative of the Board of Directors. Respect is to be shown at all times for the office he holds, whether at assembly meetings or social events. The State Deputy is to be seated at the head table. He is not to be seated in the audience.

We are all first and foremost members of the Third Degree and subject to the decisions of the State Deputy. Afterwards, we are Fourth Degree members.

When speaking at a Fourth Degree function, the Master immediately precedes the State Deputy. In a Fourth Degree procession, he immediately precedes the State Deputy.

Multiple Dignitaries of Equal Rank

There may be occasions when there are multiple dignitaries of equal rank present including State Deputies, Masters, District Deputies, Grand Knights, and Faithful Navigators. For example, the Archdiocese of Washington District supports two state councils, many states have multiple Fourth Degree Districts and there are often visiting Grand Knights and Faithful Navigators present at an event. In such occasions, the following rules apply:

1. The State Deputy is the highest ranking individual within his home State Council jurisdiction. He is followed by visiting State Deputies. The Master of a District ranks higher than visiting Masters.
2. District Deputies, Grand Knights, and Faithful Navigators are introduced in numerical order. (lowest to highest) The Host DD, GK, or FN is introduced last.

SPEAKERS

When scheduling a guest speaker, it is always proper courtesy to inform him of his speaking limit. The general rule of thumb is that he be given the opportunity to develop his speech without too great a constraint on time. Usually, the minimum amount of time is 15 minutes. Speakers should be thanked when they arrive, publicly after their speech, privately when they leave, and with a letter of appreciation sent within a week. (Or the next day!)

DISTRICT PROTOCOL

In all cases the State Deputy is the highest ranking officer in his State Jurisdiction. The following shall be the official protocol of the Knights of Columbus for Fourth Degree functions in this District:

(left column followed by right column)

Hierarchy	Supreme Council General Agent
Clergy	Chapter Presidents
Supreme Knight	State Chairmen
State Deputy	Wardens to the State Deputy
Supreme Officers	Grand Knights
Supreme Master	District Marshal(s)
Supreme Directors	Faithful Navigators
Former Supreme Officers & Directors	Former State Officers
Vice Supreme Master	Former District Deputies
Master of the Fourth Degree*	Past Chapter Presidents
State Council Officers*	Past Grand Knights
State Deputy's Executive Staff	Past Faithful Navigators
Past State Deputies	Chapter Officers
Former Vice Supreme Masters	Council Officers
Former Masters*	Assembly Officers
District Deputies*	District Wardens
Master's (District) Staff	Fraternal Benefits Advisors
Prominent Widows	My Brothers all
State Directors	Ladies and Guests

*(*At a Third Degree Function, the Master of the District (MFD) and State Officers exchange positions, as do Former Masters and District Deputies.)*

In a processional, the lowest officers enter first proceeding to the highest officer or member of the clergy. Prominent widows are defined as the widows of past or former State Deputies, Supreme Officers, Supreme Directors, Vice Supreme Masters, State Officers, and Masters, or widows of such officers who may die in office.

In an assembly processional for installations or anniversary balls, the Faithful Navigator shall occupy the place before the priest. The Master will precede the State Deputy in speaking, the Faithful Navigator, as Honoree for the Day, shall follow the State Deputy.

MASTER'S STAFF

The only Official Officers of a Fourth Degree District are the Master and a District Marshal. The Master should also have one or more VAVS Representatives if a VA Facility is in or near his District. It is common for a Master's staff to also include a Secretary, Warden to the Master, and other chairmen as the Master decides.

The following is the protocol and list of titles typical for the Master's Staff:

- District Friar, Associate District Friars
- Executive Secretary / Membership Director / Council Liaison
- Secretary to the Master
- District Comptroller
- District Marshal
- Warden to the Master
- Immediate Former Master
- Degree Team Director
- Choir Director / Church Director
- Digital Media / Training Director
- Flag Team Coordinator
- Protocol Chairman
- Ladies Activities Chairman
- Program Book Chairman
- Scouting Liaison
- VAVS Representative, VAVS Deputy Representatives

FORMS OF ADDRESS

All correspondence from the assembly to any dignitary should be on assembly letterhead. The letterhead should include a return address or phone number of the contact unless imprinted on the letterhead. The dignitary's name and address should be on both the letterhead and be the same as the address on the envelope. Examples are as follows:

Address: His Eminence Wilton Cardinal Gregory
Archbishop of Washington
Archdiocese of Washington
P.O. Box 29260
Washington, DC 20017

Salutation: Your Eminence

Address: Most Rev. Timothy P. Broglio, JCD
Archbishop For the Military Services
Archdiocese For the Military Services, USA
P.O. Box 4469
Washington DC 20017-4469

Salutation: Your Excellency

Address: SK Joseph M. Feakes, Master
Archdiocese of Washington District
18128 Darnell Drive
Olney, MD 20832-1767

Salutation: Worthy Master, or Worthy Master and Dear Joe,

A Permanent Deacon is addressed as Deacon. The term Rev. Mr. is for Transitional Deacons and no longer used for Permanent Deacons.

When writing to a Past State Deputy or Former Master, regardless of his present title, always put the appropriate abbreviation after his name. These are PSD for a Past State Deputy and FM for Former Master.

Address:
Stephen M. Cohen, PSD
Edgar D. Haynes, PSD, FM
Joseph E. Murtha, FM

Salutation:
Worthy Supreme Territorial Growth Director
Worthy State Parliamentarian
Worthy State Protocol Officer

The title Sir Knight or SK should not be used for correspondence to a State Deputy or any other officer, director or chairman, elected or appointed to the State Council when using his current title as a part of the address.

A copy of all communications to the Supreme Office, Vice Supreme Master, State Deputy, etc. should be forwarded to the Master in the event a follow-up is needed.

In corresponding with the Vice Supreme Master, the abbreviation PSD should follow the name of the Vice Supreme Master.

Example: SK Micheal W. Thumm, FM
Vice Supreme Master
Calvert Province
19244 King James Parkway
Lexington Park, MD 20653-3627

Salutation: Worthy Vice Supreme Master,

ABBREVIATION OF TITLES

The following are acceptable abbreviations for offices. They should, however, be used sparingly:

Assistant District Marshal	ADM	Former Master	FM
Color Corps Commander	CCC	<i>Grand Knight</i>	<i>GK</i>
<i>Deputy Grand Knight</i>	<i>DGK</i>	<i>Grand Knight (Charter)</i>	<i>GK-C</i>
District Comptroller	DC	Master of the Fourth Degree	MFD
<i>District Deputy</i>	<i>DD</i>	<i>Past Chapter President</i>	<i>PCP</i>
District Marshal	DM	Past Faithful Navigator	PFN
<i>District Warden</i>	<i>DW</i>	Past Faithful Navigator(Charter)	PFN-C
Faithful Navigator	FN	<i>Past Grand Knight</i>	<i>PGK</i>
Faithful Navigator (Charter)	FN-C	<i>Past Grand Knight(Charter)</i>	<i>PGK-C</i>
<i>Financial Secretary</i>	<i>FS</i>	<i>Past State Deputy</i>	<i>PSD</i>
<i>Former State Officer</i> FSS, FST, FSA, FSW		<i>State Deputy</i>	<i>SD</i>
<i>Former District Deputy</i>	<i>FDD</i>	Vice Supreme Master	VSM
<i>Former District Warden</i>	<i>FDW</i>		

The use of a "-C" is acceptable to designate a charter Faithful Navigator or charter Grand Knight, i.e. PGK-C, PFN-C. For those Past Faithful Navigators who received Silver Stars during the period when they were issued for achieving membership growth, the use of "with Star" is acceptable.

Italicized titles are Third Degree Titles.

Additionally, care should be made to avoid excessive use of abbreviations in correspondence, particularly for officers who hold multiple current or former titles. For example, avoid using long strings such as "Phillip L. Nelson, PGK, FM, PFN." Rather, use "Phillip L. Nelson, FM." Appropriately, use the highest rank the Sir Knight holds or has held. Place the highest third degree rank first followed by the highest fourth degree rank. In program book ads, however, strings are acceptable.

Except for the District Marshal and Assistant District Marshal, there are no acceptable abbreviations for the Master's Staff.

USE OF THE TITLES "PAST" AND "FORMER"

The use of the title Past before the name of an office is reserved to the highest elected officers of a unit of the Knights of Columbus, viz: Past Chief Squire; Past Grand Knight; Past Faithful Navigator; Past Chapter President; Past State Deputy; and Past Supreme Knight. The use of the title Former before a name of office is for general use for all other purposes, viz: appointed officers of the Order and elected officers of rank subordinate to the highest office in the unit.

USE OF THE TITLES "WORTHY" AND "FAITHFUL"

In the Protocol Handbook, #1612, Third degree members and dignitaries are addressed as Worthy, as in Worthy Grand Knight, Worthy Supreme Knight, Worthy State Deputy, but does not state a particular reason for the term.

In the Laws and Rules Governing the Fourth Degree of the Knights of Columbus, the titles of the various offices are DEFINED AS FAITHFUL. That is Faithful Navigator, Faithful Captain, Faithful Pilot, Faithful Admiral, and Faithful Inner and Outer Sentinels.

The Color Corps Commander is not a formal office and is not listed as Faithful, only Worthy.

Faithful is part of the title, while Worthy is to be a term of respect. Third Degree and Fourth Degree Officers can all be called Worthy as in Worthy Financial Secretary, Worthy Sir Knight, Worthy Faithful Navigator. Only Fourth Degree Officers are noted as Faithful and by reason of their official title.

CORRESPONDENCE AND USE OF E-MAIL

In the rapid pace of today's world, correspondence is often by email or text messages. There are times, however, when more formal approaches are needed. Letters of Invitation to a Master, Vice-Supreme Master, or State Deputy, or other Dignitary should always be by a formal letter that is mailed. Attachments via email may be used as a notification of pending action, but must always be followed up with a formal letter.

Letters of Invitation to a Superior Officer must include the following information:

- Who is invited – The addressee, his wife or guest, or his representative
- What is the location, date, and time of the event as well as the purpose of the event
- What is the appropriate dress for the Addressee and his lady
- Are there any special programs or activities before or after the event
- Are hotel or travel arrangements needed
- Is there a cost for meals or programs
- Is he expected to speak
- Who else will be speaking

Please refer to the Protocol Handbook 1612 for additional information. A sample letter follows.

As an officer, you may have access to membership information. Any membership information, addresses, phone numbers, and email addresses must always be treated with strict confidence and should only be used for official Knights of Columbus Business. This information must always be protected and treated as if it were your own sensitive data.

Email going to one or two individuals can be directly addressed to them. Emails going to a group of people should use the BCC field for addresses. A copy should be sent to yourself as verification. Large numbers of addresses are often picked up by hackers or spammers and used to send unauthorized email.

Please always use the subject line to indicate the purpose of the email. Members should be instructed not to trust or open email that does not have a subject line. Instruct your members on the various kinds of false messages that may be sent. Do not forward any emails to the membership that is not part of the Official District, Assembly, or Council Business.

Email serves a useful purpose, but is not always the best means of communications. Face to face meetings or detailed telephone conversations are often the better means of making a point and getting a commitment. Detailed and lengthy information can often be emailed, but should be followed up with a phone call to verify that the information was received and understood.

As with recruitment, getting volunteers is best done with a one-on-one conversation – Just Ask!

John Smith
Faithful Navigator
Hometown Assembly #3626
12345 My Street NW
Big City, MD 20703

SK Harry S. Truman, PSD, FM
Vice Supreme Master
Calvert Province
868 South Street
Sometown PA 17899

Worthy Vice Supreme Master,

The Hometown Assembly will celebrate the 25th Anniversary of its Institution on Saturday, October 15. You and Deborah are cordially invited to be our guest and celebrate this happy occasion with us.

An Anniversary Mass will commence at 5:00 PM at Mount Calvary Church in Forestville, MD. This is a special Mass for the occasion. The celebration will continue with a reception and special program at Pius X Council Home at 6:30 PM. Directions to the Church and Council Home are attached.

The program will include the Annual Assembly Awards Ceremony. The Maryland State Deputy and District Master have also been invited and are expected to attend. Your comments on the growth of the Fourth Degree over 25 years or similar subject will be greatly appreciated.

The Assembly Officers will be dressed in Official Fourth Degree Dress. For members Black tuxedo is suggested, Business Suit is optional. Evening Wear is suggested for the Ladies. There will be a Band for dancing after the brief program.

(The cost for the dinner is \$30 per person or \$50 per couple, made payable to Hometown Assembly #3626.)

Please R.S.V.P. by October 1 to me at 301-999-1234 or jsmithfn@verizon.net. Peggy and I look forward to seeing you on October 18th. If you have any questions or need to arrange for an overnight stay, please do not hesitate to call.

Fraternally, yours,

John Smith, FN

NOTE: If invited as a guest do not add the cost information. If invited to join you and celebrate, then include appropriate cost information.