

## Knights of Columbus Council Yearly Planning Guide

Below is a generic yearly plan that all councils in Saskatchewan can use and adapt to meet their local programming needs. Many of the dates for specific programs are set by State or Supreme in the month indicated but for some projects councils can also be flexible in choosing their own dates. Add your own projects to the list and order the support material from Supreme that you will need to complete the activity. Many of the activities listed are very easy to conduct and take only 3 or 4 knights to complete.

- All programs marked with a dot should be completed by all councils.

### July

- 1. July 1 – Council Officers Form 185 due at Supreme online at [www.kofc.org/forms](http://www.kofc.org/forms) or use Council Reporting Booklet Item #1436
- 2. July 1 – Canada Day Fourth Degree Color Guard
- 3. July \_\_ - Program Director/Activity Directors/Membership Director Meeting
- 4. July \_\_ - Executive Meeting
- 5. July \_\_ - Council Meeting
- 6. July \_\_ - Parish Maintenance Projects
- 7. Charity Appeal Tickets – appoint Charity Appeal Chairman & distribute tickets
- 8. Council Projects – add council projects
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 9. Complete Monthly Evaluation Report by the 11<sup>th</sup> of the next month – before filling out report go to the website [www.kofcsask.com](http://www.kofcsask.com) under Programs – Monthly Reporting Guidelines

### August

- 1. Aug. 1 – Service Program Form #365 due at Supreme online or Report Booklet #1436
- 2. Aug. 7 – 15 – Knights of Columbus Family Week – Plan a parish family event; hand out Item #310 – Letters to Families and/or Item #318 – The Family in the Modern World
- 3. Meeting of Program Director, Membership Director and Activity Directors to finalize Yearly Plan of Council Activities
- 4. Aug. \_\_ - Council Meeting
- 5. Aug. 12 – Anniversary of birth of Father McGivney – hand out Fr. McGivney Prayer Cards Item #2617

6. **Aug. 14 – Anniversary of the death of Fr. McGivney – hand out brochure: The Life and Legacy of Father Michael McGivney – Founder of the Knights of Columbus Item #2045**
7. **Parish Maintenance Projects**
- 8. **Plan your October Membership Blitz and organize recruitment teams**
- 9. **Aug. 15 – Semi-Annual Audit Item #1295 due online or Report Booklet #1436**
- 10. **Charity Appeal Ticket Sales**
- 11. **Council Projects – add your council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 12. **Complete Monthly Evaluation Report by the 11<sup>th</sup> of next month**

### September

1. **Sept. 11 – World Day of Prayer for Peace – hand out World Day for Peace Prayer Cards Item #9484 or A Scriptural Rosary for Peace Item #319 or World Day of Prayer Booklet – Message of Pope Benedict XVI Item #441H**
2. **Parish Maintenance Work bee**
3. **Family function tied in with catechism registration – distribute Focus on the Family newsletter available at 1-800-232-6459 or [www.family.org](http://www.family.org); Letters to Families Item #310 or Family in the Modern World Item #318**
4. **Youth Soccer Challenge Item Sc-kit**
- 5. **Charity Appeal Ticket Sales**
- 6. **Council Newsletter**
- 7. **Council Meeting**
- 8. **Add your council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 9. **Hand out Prospect Letters or other recruitment information to eligible candidates**
10. **Wheelchair Foundation Project – begin by setting up a committee; information available from your District Deputy or State Community Director or on the website**
- 11. **Complete Monthly Evaluation Program Report before 11<sup>th</sup> of next month**

### October

1. **Parish Maintenance Work bee**
2. **Knights lead Rosary before Mass – distribute Rosary Prayer Cards Item #1877; A Rosary CD Recitation of the Rosary by Supreme Chaplain Bishop Lori Item #4439 is also available**

3. **Pro-Life Mass – Pro-life speaker; sale of memberships; distribute Evangeleum Vitae Item #2914 – Church’s teachings on Sanctity of Life; Gospel of Life Prayer Cards Item #4237 and Prayer for Life Prayer Cards Item #4665; Council can also pay a stipend for a Mass to End Abortion**
- 4. **Follow up prospect cards by team visits**
- 5. **Council newsletter**
- 6. **Membership Blitz and Open House**
7. **Thanksgiving Mass**
- 8. **Council Meeting**
- 9. **Add council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
10. **State Bowling – check K of C Website for dates and place**
- 11. **Complete Monthly Evaluation Program Report before 11<sup>th</sup> of next month**
12. **White Ribbon Against Pornography Week (Oct.31 – Nov. 7) – go to [www.moralityinmedia.org](http://www.moralityinmedia.org) or [min@moralityinmedia.org](mailto:min@moralityinmedia.org) for more information**

### November

1. **Nov. 11 – Fourth Degree Color Guard and wreath laying at Community Remembrance Day Service**
2. **Memorial Mass for deceased members – Item #2942**
3. **Essay Contest: The Responsibility of the Catholic Citizen in a Free Society – Item EA – Kit**
4. **Advent Activity**
5. **Coats for Kids – visit [www.servicetogether.org](http://www.servicetogether.org)**
- 6. **First Degree of New Candidates**
7. **National Family Week – Nov. 18 – 24 – distribute Prayer for Family Cards and Family Wellness Pamphlets available at [www.nationalfamilyweek.org](http://www.nationalfamilyweek.org); also Item #'s 310 and 318 available from Supreme**
- 8. **Council Meeting**
9. **State Charity Appeal – check K of C website for location and date (first Saturday of November)**
- 10. **Add council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 11. **Complete Monthly Evaluation Program Report by 11<sup>th</sup> of next month**

### December

1. **Conduct a Food Hamper Drive**
- 2. **First Tuesday – Light Up For Christ – encourage knights to put up a Nativity Scene in their yards and to put up a Church Nativity Scene with a special lighting ceremony**
3. **Dec. 12 – Our Lady of Guadalupe – handout Pray the Rosary to End Abortion Item #2072; Prayer for Life Item #4665; Knights lead Rosary before Mass; Novena Dec. 12 – 20**
4. **Distribute Guide to Confession Pamphlet Item #2075 for your Christmas Penitential Service**
5. **Substance Abuse Poster Contest Item Sub – Ab**
6. **Sponsor a Parish youth to attend Youth Parliament Dec. 26 – 31**
7. **Christmas Council/Family Potluck (cards, caroling, entertainment)**
8. **Fourth Degree Color Guard for Christmas Eve Mass**
9. **Sale of Keep Christ in Christmas magnets (1-250-938-3253)**
- 10. **Council Meeting**
- 11. **Add your council events**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 12. **Complete Monthly Evaluation Program Report before 11<sup>th</sup> of next month**
- 13. **Plan your March Membership Blitz**

### January

1. **New Year's Day: Solemnity of Mary – Mother of God – Knights lead Rosary before Mass; hand out booklet Mary Item #120 or Mary: Mother of God Item #325**
2. **Celebration of Knighthood Sunday – Knights cover all ministries; Fourth Degree Color Guard; flags; presentation of Special Awards; speaker on Knights of Columbus; pancake breakfast by youth or CWL; council display, power point, etc.**
3. **Volunteer Appreciation Sunday – volunteer pins; special recognitions; appreciation lunch; speaker on stewardship or appropriate DVD: Neighbors Helping Neighbors – DVD #50051 (16 min)**
- 4. **Clergy Appreciation Sunday – hand out In Solidarity With Our Priest button Item #SWP – 1; Vocation Table Prayer Card Item #4175; Men Religious Bookmark Item #4201; Prayer for Priest Prayer Cards Item #4864; Appreciation Certificate Item #1478 and Book: Parish Priest Item #40095 to your priest; pancake breakfast after Mass or banquet type meal and program; speaker on vocations – perhaps your bishop; show DVD #50046: The Vocation to the Priesthood**
5. **Special Council Meeting: Invite a Prospective Knight – business part of the meeting would be short and appropriate for guests in attendance – probably mostly programming although you can do reports, prayer, opening ode, etc; NB – avoid**

any ceremonial topics; all prospects would be introduced and made welcome; lecturer's program – choose a good DVD about Knights in Action such as The Vocation to Religious Life for Men DVD #50046 – Listen to the stories of knights who are following God's example as brothers offering their lives in service to the church and her people

6. Council Basketball Free Throw
- 7. Jan. 31 – Annual Survey of Fraternal Activity #1728 due online or Report Book #1436
- 8. Jan. 31 – Profile Report with Special Olympics #4581 due online or Report Book #1436
- 9. Council Meeting
- 10. Add your council projects
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 11. Complete Monthly Evaluation Program Report before 11<sup>th</sup> of next month
- 12. Apply for State Convention Credentials

## February

1. Feb. 14 – Valentine's Day Ladies Night Out – Knights prepare supper; present a rose to each lady; entertainment; distribute Spouse Fraternal Benefits Flyer #2773; distribute The Gift of Women Booklet Item #329
- 2. Feb. 15 – Semi-annual Audit Report #1295 due online or Report Booklet #1436
3. Family Event – council decision
4. District Basketball Free Throw
5. Charitable Foundation Fundraiser (could be done any month)
- 6. First Degree or Major Degree (could be done any month)
7. State Curling Event – check K of C website for location and date
- 8. Council Meeting
- 9. All Council Monthly Evaluation Reports due by Feb. 28  
Submit to General Program Director [kofesaskstate.sgpd@sasktel.net](mailto:kofesaskstate.sgpd@sasktel.net) or by mail to:  
State General Program Director  
Address can be found in Council Directory
- 10. Council Single Project Submissions due by Feb. 28 to State General Program Director
- 11. State Family of the Year Submission due by Feb. 28 to State General Program Director
- 12. Add your council projects
  - A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

- 13. Elect Convention Delegates
- 14. Resolutions Due to State for Convention

### March

1. Mar. 17 – St. Patrick’s Day Activity
- 2. Membership Blitz
3. Ice Fishing Family Day
- 4. First and Major Degrees
5. Zone Basketball Free Throw
6. Mar. 25 – Knights of Columbus Day of the Unborn Child – plan an activity of your choice
7. Mar. 29 – Founder’s Day – be creative, plan an activity; Columbus Day Address available from Supreme
- 8. Council Meeting
- 9. Add your council projects
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 10. Complete Monthly Evaluation Report by 11<sup>th</sup> of next month
11. Men’s Retreat – check website for further details; this year is March 4 & 5 at St. Patrick’s Center in Saskatoon

### April

- 1. Assist with Easter Masses and special Easter activities
- 2. Distribute Eucharistic Adoration Prayer Cards Item #4194
- 3. Year for Priest Celebration – refer to January’s information
- 4. National Volunteer Week Activity – Ideas and material available @ [www.pointsoflight.org](http://www.pointsoflight.org) or [www.servicetogether.org](http://www.servicetogether.org)
- 5. State Convention – always one week after Good Friday; check the website for location and dates; 2011 Convention is May 6 & 7 in Moose Jaw
- 6. Good Friday Outdoor Way of the Cross – led by knights Item #363
- 7. Council Meeting
- 8. Add council projects
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 9. Complete Monthly Evaluation Report by 11<sup>th</sup> of next month

## May

1. **First Sunday in May – Divine Mercy Sunday – plan a Marian activity in your parish; hand out Divine Mercy Prayer Cards**
2. **Second Sunday in May – Mother’s Day – pancake breakfast; roses for life; distribute The Gift of Women Booklet Item # 329**
3. **Third Sunday in May – World Day of Prayer for Vocations – distribute Vocations Prayer Cards Item #1874; speaker for vocations (contact State Church Activities Director for ideas); Vocations items available on pages 10, 26 & 32 of Supply Catalogue**
4. **Yard clean up and maintenance projects**
5. **Presentation of Altar Server Certificates Item #1859**
6. **Relay for Life March in Regina – check website for further details**
- 7. **Council Meeting**
- 8. **Add your council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 9. **Complete Monthly Evaluation Report by 11<sup>th</sup> of next month**

## June

1. **Cancer Walk for Life Breakfast – sponsored by knights**
2. **State Golf – check website for location and dates**
3. **Soccer Challenge Kit – Kit Sc**
4. **Fourth Degree Color Guard for First Communion and Confirmation**
5. **Scholarships to Graduate**
6. **Presentation of bibles or other religious article to First Communicants, Graduates and Confirmands**
7. **Father’s Day Activity**
- 8. **Council Meeting – Installation of council officers; barbecue or other social event**
- 9. **June 30 – Columbian Award Application due #SP-7**
- 10. **June 30 – RSVP Application due #2863**
- 11. **Add your council projects**
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
- 12. **Complete Monthly Evaluation Report by 11<sup>th</sup> of next month**
- 13. **Annual Report Round Table Form #2863 due**

**Additional Easy To Do Activities      M = Monthly    AM = Any month**

**Some of these activities should be done every month while others could be done during any month.**

- M      1. Birthday Cards Item #757**
- M      2. Get Well Cards Item #1483 and hospital visits**
- M      3. Seniors ride to church**
- M      4. Visits at nursing homes**
- M      5. Communion to nursing homes & hospitals**
- M      6. Formation Program: Men of Hope and Peace available online @  
[www.kofcsask.com](http://www.kofcsask.com)**
- M      7. Help with liturgical ministries**
- AM     8. Meals on Wheels**
- M      9. Council Bulletins**
- M      10. Family of the Month/Year Item #1993**
- M      11. Anniversary Cards Item # 1484 and Anniversary of Marriage Certificates (25, 30, 40, 50 60 years) Item #1352 - see page 12 of Supply Catalogue**
- AM     12. Support blood donor clinics – Blood Donor Certificate Item #1444**
- AM     13. Resolution of Condolence Item #1450**
- M      14. Recognition Certificates – pages 12 & 13 in Supply Catalogue – something at each meeting – knights phoned to attend to receive certificate**
- M      15. Phoning committee and groups**
- M      16. Mentor's program**
- M      17. VIP program**
- M      18. Lecturer's program at meetings**
- M      19. Coffee, snacks and fraternity at each meeting**
- M      20. Photos of knights projects posted on church bulletin board and sent to PR chairman**

- M 21. Upcoming projects in church bulletin**
- AM 22. Pope Benedict XVI Prayer Cards Item #1600**
- AM 23. Pope John Paul II Beatification Prayer Cards Item #9528**
- AM 24. Purchase books for your parish library pages 32 & 33 of Supply Catalogue**
- M 25. Pancake breakfasts**
- AM 26. Coffee & snacks after Mass to mark special occasions**
- AM 27. Birthday cake for your pastor on his birthday; coffee and cake after Mass**
- AM 28. Pro-life memberships – knights all buy one**
- M 29. Pay a stipend for a mass to end abortion**
- AM 30. Family Potluck**
- AM 31. Membership Blitz – October, March**
- AM 32. Knights assist with community projects happening in the community, for example – Sporting Events, Youth Organizations, Foundations/Boards, Community Celebrations**
- AM 33. Special church projects in your parish**
- AM 34. Support for Parish Youth Group**
- M 35. Assess other council, church or community needs and conduct projects**
- AM 36. Wheelchair Foundation Drive**
- AM 37. Charitable Foundation Drive**

**Each council should pick projects that make a difference in people's lives in their parish and promote visibility of the Knights in their community. Many of these programs will not only help retention but will help recruitment as well. Eventually you can move on to larger projects. "By your deeds you will be known".**

**Prepared by: Chris Bencharski, State Warden**

**State General Program Director**