

**HOW TO ENCOURAGE ATTENDANCE**  
**AT KNIGHTS OF COLUMBUS MEETINGS:**

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1. **Council Newsletter** - Issue a monthly newsletter with an encouraging Grand Knight's message, Chaplain's message, council meeting date and upcoming activities. Hand out to all members and prospective members after mass.
2. **Phoning Committee** - Divide your council roster into groups and phone all members prior to the meeting.
3. **Attendance Competition** - Set up a competition among groups and keep a record. After 5 or 6 meetings, present a prize to the top group (K of C hat or other prize). The competing groups could be Power of Ten Groups, Phoning Groups, Groups of Mentors and New Knights, etc.
4. **Award Presentations** - Each meeting should include a presentation to members. Presentations could include:
  - perfect attendance
  - recognition certificate for a certain project
  - family of the month; knight of the month
  - group of the month
  - years of service (20, 25, 30, 35, etc) award
  - wedding anniversary certificate (25, 30, 40, 50, 60 years)
  - birthday cards
  - project of the monthKnights to receive a certificate should be phoned beforehand to attend the meeting to receive the award. Many awards could target members who haven't been attending regularly. (Years of service, Honorary Life, Anniversary certificate, etc). If Knights are invited to a meeting to receive an award they should feel appreciated & honored and may attend future meetings.
5. **Mentors Program** - Pair up Knights who attend regularly with new members or those who don't attend regularly.
6. **Meetings** - The kind of meeting held will determine participation.
  - A. Length – keep your meetings short. A good format would include:  
10:00 Mass or Prayer service; 7:30 – 8:30 Meeting; 8:30 – 9:00 Lecturer's Program; Coffee & snacks to follow.
  - B. Format - Meetings should be well run. Follow Robert's Rules of Parliamentary Procedures as well as Knights of Columbus meeting protocol.
  - C. Involvement of Members – All present should be given an opportunity to participate in stating opinions and in decision making. Reports should be given by committee chairmen and be kept brief & to the point. Decisions made by the majority should be supported by all knights.
  - D. Monthly - A meeting should be held each month of the year. June could be a social meeting. July & August could be short executive or council meetings to plan the upcoming year.

7. **Lecturer's Program** - There should be a speaker to present a topic of interest to the knights either before or after the meeting. The council members could initiate ideas of interest at the beginning of the year and rank them from first choice to last choice. Based on these ideas, the lecturer would make arrangements for speakers at several of the meetings throughout the year. Advertise guest speakers in your council newsletter. Some interesting topics could be:
  - Healthy Heart Diet, Nutritionist
  - Wills & Estates, lawyer
  - SERM – Principles of Wildlife Management, SERM officer
  - Operation of a major industry in the area, member of that organization
  - Pro-life speaker
  - Vocations speaker
  - Interfaith forum with 3 or 4 ministers of different faiths giving their practices on a variety of topics
  - Health related topic
  - Insurance promotion, K of C insurance rep
  - Ducks Unlimited speaker
  - Winter ice rescue/survival
  - Law enforcement topic of concern
  - Speaker from another organization (Lions, Masons, Regional Health Authority, Board of Education, etc)
  - Drug/alcoholism topic
  - Internet awareness issues.
8. **Spouse Appreciation Evening** - Begin the meeting with mass at 5:30, supper at 6:00, a short program to show appreciation for our spouses, presentation of a rose by each knight to his spouse, and some light entertainment after the program.
9. **Invite a Prospective Knight** - Each knight would invite a prospective knight to a meeting. All prospects would be made welcome and introduced at the meeting.
10. **Reports At Meetings** - Most members who feel they have something to contribute will likely attend. Phone, well in advance, all those who will give a report at the meeting. The more people you phone to give a report, the more people you will have at the meeting. This could include correspondence which may need further information to present at a meeting before a decision can be made.
11. **Emphasize Commitment & Responsibility** - When we joined the Knights of Columbus attending meetings, paying dues and helping in service areas was an expectation. If each knight was to attend 6 out of 12 meetings (12 – 15 hours) and help with four projects (12 – 16 hours) he would contribute about 24 – 30 hours of his time in a 6 month period. That would be approximately 30 out of 1800 hours or about 1.7% of his total time. Each knight could easily live up to these expectations. One of a knight's priorities should be "Faith in Action" through the Knights of Columbus programs.
12. **PPPPP** - Prior Planning Prevents Poor Performance - Have the Surge with Service in place before the end of August. In July have a meeting with the Activity Chairmen and plan projects for the coming year. Have a yearly plan of activities to recommend for discussion and approval for your council meeting in August. Once the program for the year is approved, make all members aware through a council

newsletter and in the church bulletin. Prepare a signup sheet for knights to sign up in 3 or 4 areas for projects of their choice. Place the upcoming projects and helpers for each project in your council newsletter each month.

INFORMATION ON COUNCIL YEARLY PLANNING CAN BE FOUND ON THE STATE WEBSITE: [www.kofcsask.com](http://www.kofcsask.com) UNDER THE LINK-PROGRAMS.

13. **Thank you** - Place a thank you note in your council newsletter for each council project and a list of helpers after completion of the project.
14. **Be Visible**
  - A. Council newsletter each month
  - B. Newspaper write-ups
  - C. Celebration of Knighthood Sunday
  - D. Regular recruiting of new members
  - E. Regular recognition of members
  - F. Council brochure
  - G. Council display board
  - H. Well rounded council program
  - I. Take photographs of events & post on display board
  - J. Regular emails to members
  - K. Knights in Action on State website: [www.kofcsask.com](http://www.kofcsask.com)
15. **Yearly Major Project** – Decide on a project that could involve all members. Everyone will know that the knights do this project every year. (Fish Derby, Quad Rally, Youth Camp, Family Winter Carnival, etc)
16. **Bid To Host A State Activity** – This is a good way to involve all members in meetings and planning.
17. **Assess Council Members Interests & Needs** – At least once a year, assess needs and interests either by a questionnaire or by discussion at a meeting (possibly May or June).
18. **Assess Parish Needs** – How can the knights best serve the needs of the parish? Is it parish maintenance, helping with the youth, or another area determined in consultation with the parish priest and members survey?
19. **Conduct a program for all knights** – This includes activities for those with families and for those whose families are grown up. There has to be something for all knights. Provide opportunities for all knights to serve. Knights join for three main reasons: leadership opportunities; to serve others; for social and fraternal benefits.
20. **Regularly review benefits of being involved with the Knights of Columbus**
  - # 1267 – Did You Know flyer
  - # 2761 – Family Fraternal Benefits flyer
  - # 2773 – Spouse Fraternal Benefits flyer
21. **Personal Contact of Delinquent Members** – Provide a personal contact to members who have missed several meetings in a row. Let them know that you miss them and get their feedback. Rectify any problems that may affect meeting attendance.
22. **Conduct Productive Meetings**
  - A. Draw up a tentative agenda for the meeting and place it in the newsletter in advance of the meeting. Include any item under new business that needs approval by motion at the meeting.

- B. For discussion items, specify what result is expected from the outcome of the discussion. Attach a list of possibilities – come prepared. Assign a member to prepare information on different possibilities so members have all the facts.**
- C. Set an agenda time limit by allocating a reasonable length of time for covering each item. Stick to it.**
- D. Assign a member/s to make well thought out recommendations on an agenda topic in advance and to report on the “whys” at the meeting.**
- E. Provide an opportunity for members to express their views on operations.**
- F. Involve as many people as you can in your planning and preparing – delegate responsibility.**
- G. Provide an opportunity to build good will toward and stimulate interest in the Knights of Columbus.**
- H. Be sure all information is ready and complete (committee reports, financial statements, etc).**
- I. Make sure the officers all know their roles.**
- J. Provide the opportunity for some fun, relaxation and enjoyment.**
- K. Be supportive when knights take the initiative to chair a project or volunteer to help.**
- L. Don’t dictate how to run a project – let the committee decide on items which are committee decisions; let the whole group decide on budget issues and recommend what may have worked in the past.**

**Productive meetings will encourage future participation.**

**Unproductive meetings turn people off and discourage future attendance.**