

KNIGHTS OF COLUMBUS

PARISH ROUND TABLE

GUIDELINES



INTRODUCTION

Living in service to all is one of the most dynamic qualities of being a Knight. A unique way for Knights to serve is by helping out in local parishes, especially in those churches that do not have a Knights of Columbus presence. The Order requests council members to extend services to such parishes. This can be accomplished by establishing a Parish Round Table in which current member Knights help local parishes. The parish priest will identify the services he requires. The Parish Round Table Coordinator will then work with members of the Parish Round Table and the council to fulfill his wishes.

ESTABLISHING A PARISH ROUND TABLE

- Aided by his officers, the Grand Knight decides which area parishes will be served.
- The Grand Knight and his officers make lists of council members who belong to those area parishes. All will automatically become part of that Parish Round Table. New members of the parish may be recruited, as well.
- The Grand Knight, with the help of his officers, informs all council members who belong to the designated parish, that the Order would like to set up a Parish Round Table and then explains the benefits to them.
- The Grand Knight and a Knight parishioner call on the pastor to offer help.
 - Since the pastor assigns the projects, there will be no conflict with existing groups.
 - The Grand Knight presents the priest with a Knights of Columbus overview brochure (Form# 4519), a Parish Round Table program brochure (Form# 2632) and a list of Knights who are parishioners.
- If the pastor is not receptive to a Parish Round Table, his decision is accepted and he's told that the offer remains open if circumstances change.
- If the pastor is receptive, the Grand Knight appoints a Parish Round Table coordinator.
- The Grand Knight completes the Report of the Parish Round Table Coordinator (Form #2629), mails it to the Supreme Secretary and sends copies to the state and district deputies.
- Formation of the Parish Round Table and appointment of the coordinator are communicated to those involved, and announcements are published in the parish and council bulletins.

OPERATING A PARISH ROUND TABLE

- There are no elective offices in the Knights of Columbus Round Table. The appointed coordinator is the only designated leader.
- No regular meetings of the Parish Round Table are held.
- The Parish Round Table has no dues. Members continue to meet their financial obligation to their council.
- The coordinator should visit the pastor frequently (monthly is suggested) to ask what the Knights of this parish can do to help.

- The pastor should only be as involved as he wants it to be. The Parish Round Table should lighten his workload, not add to it.
- The coordinator should call on those Parish Round Table members best qualified to carry out a specific project(s) and provide project leadership from start to finish.
- When a project requires more support than the Parish Round Table members can provide, the coordinator solicits the council for support and assistance.
- All funds raised by the Parish Round Table must be kept by the sponsoring council. As with any other expenditure, the sponsoring council must approve all necessary Parish Round Table expenses.
- Parish Round Table projects are council projects. The Parish Round Table coordinator must communicate with the Grand Knight and the council to ensure the project's success.
- The Grand Knight and the pastor annually review activities of the Parish Round Table and the effectiveness of the coordinator.
- If the pastor desires a change of coordinator, or if the coordinator resigns during the fraternal year, the pastor selects a new coordinator and the Grand Knight makes the appointment.
- If there is a change of pastor, the Grand Knight and the coordinator call on the new pastor, explain the program and seek his continued support.

COMMUNICATING AND REPORTING WITHIN THE PARISH ROUND TABLE

- The coordinator regularly reports activities of the Parish Round Table at business meetings of the parent council.
- The Parish Round Table projects should be announced in parish and council bulletins.
- Articles and pictures of Parish Round Table projects should be forwarded to the state Knights of Columbus newspaper, the diocesan newspaper and to *Columbia* magazine.
- Coordinators whose names are provided to the Supreme Council office will receive the Program Supplement.

- To minimize paperwork, only two forms are used — Report of the Parish Round Table Coordinator (Form #2629) and the Annual Report of the Knights of Columbus Round Table (Form #2630).
- By June 30 of each year, the Parish Round Table Coordinator completes the Annual Report of the Knights of Columbus Round Table (Form #2630) and secures the signature of the Grand Knight. This report is mailed to the Department of Fraternal Services with copies sent to the state and district deputies.
- The state Parish Round Table chairman should select the most outstanding Parish Round Table of the Year for that jurisdiction and arrange for appropriate honors to be awarded at the state convention.
- If the Parish Round Table Coordinator changes, the Grand Knight notifies the Department of Fraternal Services, state and district deputies, and the outgoing coordinator.

HOW TO USE THE NAME OF THE PARISH ROUND TABLE.

The parish name may be used in conjunction with the Parish Round Table (for example: St. Mary's Knights of Columbus Parish Round Table).

PARISH ROUND TABLE MATERIALS

The Knights of Columbus Parish Round Table booklet (Form #2632) is included in the "Surge with Service" programming packet. The Report of the Parish Round Table Coordinator (Form #2630) can be found in the Council Report Forms booklet (#1436) and on the Order's Website at www.kofc.org.

PLEASE NOTE: Councils with members in only one parish do not need the Knights of Columbus Parish Round Table program. The church activity directors of these councils can handle assistance for the parish.



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OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

FRATERNAL SERVICES

DEPARTMENT OF COUNCIL GROWTH

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