

# District Deputy's Guide



*Leadership  
based on Charity,  
Unity and Fraternity*



# District Deputy's Guide

**“Help one another. This is what Jesus teaches us. This is what I do. And I do it with my heart.” — Pope Francis**

As district deputy, you have been appointed to provide leadership to the councils in your assigned district. Through your example of faith, charity and good judgment, you provide the model for council officers in your district to follow. When you set a tone that is open and engaging, you help ensure your district's growth in charitable outreach and membership.

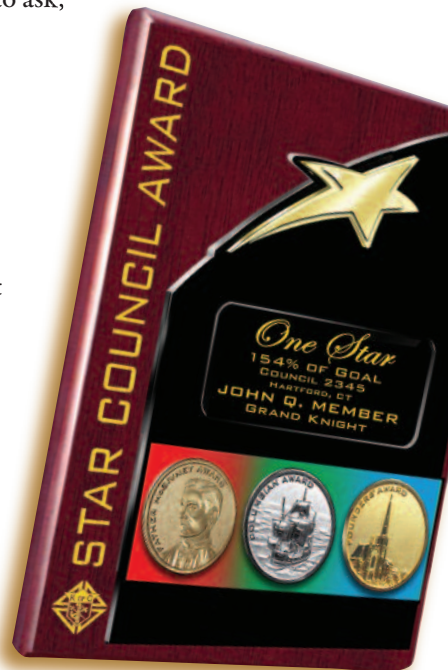
This guide is designed to help you be a successful leader. As district deputy, you need to:

- understand your duties and responsibilities
- make charitable works the focus of each council in your district
- engage council officers in the Order's initiatives
- encourage team building among council officers
- pool resources with other councils in your district on larger initiatives
- ensure the councils are the “go-to guys” for parish pastors
- make it a priority for councils to invite all eligible Catholic men to join

Your best gauge of success as a district deputy is to ask, *“Is the district better now than when I took office?”* If the answer is yes, then you've been successful.

## 10 Keys to Success as a District Deputy

1. Communicate priorities and be visible
2. Encourage councils in your district and assist them in conducting charitable works
3. Aid councils in your district with membership recruitment and ensure the exemplification of frequent First Degrees
4. Help councils in your district earn the Star Council Award



5. Promote our Order's top-rated insurance program
6. Assist councils in your district in setting realistic goals
7. Enlist the support of the priests in your district and develop working relationships with organizations in each community to ensure successful charitable service projects and membership growth
8. Conduct productive district meetings and strategic planning sessions with the councils in your district
9. Generate an atmosphere where all members are welcome and valued
10. Utilize your state council officers and Supreme Council Headquarters

### **Communicate priorities and be visible**

There are many tools available for communicating your priorities, initiatives and goals to your fellow Knights. Use or set up a district newsletter, email blasts or a website. Councils in your district that focus on common priorities, which are aligned with the mission of the Knights of Columbus, will foster positive growth. Also, make time to attend council activities in your district (especially recruitment drives and charitable events). Councils will appreciate seeing you at their events, and it will help instill confidence in you and your role.

### **Encourage councils in your district and assist them in conducting charitable works**

The councils in your district have a commitment to providing charitable service to their parishes and communities and to live the mission of our founder, Father Michael McGivney. To ensure success in your district, each council should be living the ideals of a charity that evangelizes by putting Father McGivney's vision into action.

### **Aid councils in your district with membership recruitment and ensure the exemplification of frequent First Degrees**

Membership growth is essential to the success of each council and our Order. With the addition of each new member, each council is better able to serve its parish, its community and our Order. By increasing the number of council

members, for example, there are more men available to participate in charitable service programs. When a man is offered membership in his local council, he has the opportunity to grow in his faith through service to God and neighbor. Each member also gains access to our exclusive, top-rated insurance, which can provide protection for his family. For information on recruiting, visit [kofc.org/drive](http://kofc.org/drive).

### **Help councils in your district earn the Star Council Award**

The Star Council Award recognizes those councils that conduct well-rounded service programs, while succeeding with membership recruitment and insurance growth. Thriving in these three areas means that the council, and its leadership, understand and are successful in meeting Father McGivney's vision for the Order. See the *Knights of Columbus Leadership Resources (#5093)* booklet for the requirements to earn the Star Council Award or visit [kofc.org/star](http://kofc.org/star).

### **Promote our Order's top-rated insurance program**

- Encourage the general agent and field agents to speak at council meetings
- Encourage councils to plan frequent fraternal benefits nights
- Encourage members and their families to consider taking advantage of our insurance products
- Use the information available at [kofc.org/insurance](http://kofc.org/insurance) to learn more about our insurance products

### **Assist councils in your district in setting realistic goals**

On your official council visits, ask the questions: Is the council better than it was previously? What can be done to help more people? How can we do this better? Did the council meet its goals? Were the goals achievable? The answers to these questions will help move the council forward.

### **Enlist the support of the priests in your district and develop working relationships with organizations in each community to ensure successful charitable service projects and membership growth**

An important part of each council's recruitment strategy is to enlist the aid of its chaplain or pastor in asking qualified men to join the council. An invitation from a priest to become a Knight will carry a lot of weight toward having a positive impact and acceptance into the council. Councils should be asking their pastors what they can do to help and letting them know that Knights are there for their

parish. Also, working with other service organizations (e.g., Habitat for Humanity, Special Olympics, food pantries/soup kitchens), officials from Catholic schools, and government leaders to help meet the needs of the parish and community should be one of the priorities of each council in your district.



### **Conduct productive district meetings and strategic planning sessions with the councils in your district**

Meetings need to be concise and productive, and they must serve a purpose. District-wide organizational and midyear membership meetings should address Orderwide initiatives, new charitable service program ideas, and membership and insurance goals for the district. Separate strategy sessions (quarterly or as needed) with each council ensure that all are working toward meeting your district goals.

### **Generate an atmosphere where all members are welcome and valued**

Councils should be building a team atmosphere among their members by showing them that their opinions and services are valued. Encourage council leadership to ask members for advice, seek out their members' hidden talents (web design, writing ability, sales experience, etc.), and regularly consult with members and keep them informed of the council's initiatives to encourage team building. Council officers should always make it a point to first listen and evaluate, and then be ready to explain the reasons for final decisions. Also, council leaders should be keeping younger members interested and engaged so they are prepared to take leadership roles in their council.

### **Utilize your state council officers and Supreme Council Headquarters**

You are not alone when it comes to the leadership of your district. Form solid working relationships with your state council officers as they are an invaluable resource to call upon for guidance. The Supreme Council Headquarters also provides you with resources such as *Knightline* and the District Deputy Reminder to assist you. Questions or comments can be emailed to [dd@kofc.org](mailto:dd@kofc.org) during your term as district deputy.





This District Deputy Guide supersedes all previously published District Deputy Handbooks and documentation.