



Knights of Columbus

Fourth Degree
John H. Reddin Province
<http://www.az4thdegree.org>
09 June 2018

Dear Worthy Officers and Brothers All,

Please distribute this entire packet to all. Please actively recruit new members into the Fourth Degree.

The next scheduled Exemplification of the Fourth Degree will be in Glendale at St. Louis the King Roman Catholic Church, 4331 West Maryland Ave., Glendale, AZ, on Saturday, June 9th, 2018. The ceremonial will held be in St. Agnes Center; sign in will be held in McFadden Hall.

The Exemplification will start at 1:45 PM. Following the ceremony, there will be a reenactment of the Knighting Ceremony for those who want to take photographs. Wives/guests are invited to participate in the photo session, Mass and dinner.

Mass will be celebrated at 5:00 PM at St. Louis the King church, and all priests in attendance are welcome to concelebrate. A dinner will follow Mass at Fray Garces Columbian Hall, 8066 N. 49th Ave., Glendale: No host bar at 6:00 p.m., dinner to be served at 7:00 p.m.

One of the top Exemplification Teams in the entire order will present the degree ceremony. All Candidates can wear a dark suit (black, dark grey or dark blue) white shirt, black shoes and conservative tie or the traditional black tuxedo and pay the fees mandated by Supreme. Active Duty Military, Police and Firefighters are urged to wear their dress uniforms, and Priests their traditional dress. See the Letter of Instructions for more details.

Requirements: To be eligible for the Fourth Degree, candidates must have attained the Third Degree, and be in good standing.

Enclosed in this packet are the Agendas for the Saturdays Exemplification activities: General Instructions, the Reservation Form.

Registered Knights will get a confirmation if they provide an email address that accepts email from arizonadistrictmaster@gmail.com. DO NOT assume that you are registered. If you do not receive a confirmation, please call or email the Arizona District Master, for confirmation.

Please reproduce this entire packet and ensure that every candidate has a copy.

For further Information contact:

Bryant Sayers
Arizona District Master
719 Norraine Lane
Huachuca City, Arizona 85616
E-mail: arizonadistrictmaster@gmail.com

This letter; all forms and instructions; and additional information are available on the Master's Fourth Degree Web Site: <http://www.az4thdegree.org>

Sincerely and Fraternaly,

Bryant Sayers
Arizona District Master



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Fourth Degree Exemplification LETTER OF INSTRUCTION

1. Mandatory Dress



A ***DARK Suit*** is authorized. Dark suits would be black, dark grey or dark blue, white shirt, black shoes and a conservative tie. Candidates can also a black Tuxedo, pleated white shirt, black shoes, black bow tie and black cummerbund. The shirt must have a **PLAIN LAY DOWN COLLAR ONLY** as shown in the picture. **NO WING TIP COLLARS, VESTS, OR WAIST COATS ARE ALLOWED.** Members of the Armed Forces, Police, & Firefighters may wear their full dress uniform in lieu of a tuxedo. Priests may wear Clerical Garb with Collar. Complete Tuxedo package includes: Coat, Pants, Shirt, Bow Tie, Cummerbund, white pocket square, cuff links & studs.

Dress for the banquet guests will be formal wear with the ladies wearing evening dress suitable for the occasion.

Same dress code above also applies to current Sir Knights.

2. Recruitment


Faithful Navigators are encouraged to visit councils and start recruiting as many Third Degree Knights as possible or that will have their Third Degree by the Exemplification date. At every council meeting, there is time set aside for a Fourth Degree report. Grand Knights should allow the Faithful Navigator or a representative of the Assembly to speak and recruit at this time.

The Faithful Navigator or representative should walk the candidate through the registration process and hand this packet in its' entirety to the candidate to complete along with a Form 4.

3. Candidates Membership Application (Form 4)

PLEASE PRINT

1B 1A
CB 1

 **FOURTH DEGREE MEMBERSHIP DOCUMENT**
KNIGHTS OF COLUMBUS
A SOCIETY OF CATHOLIC MEN

PRINTED IN U.S.A. 4 7/11

MEMBERSHIP NUMBER 1234567		<input checked="" type="checkbox"/> NEW MEMBER <input type="checkbox"/> RESTORATION <input type="checkbox"/> TRANSFER <input type="checkbox"/> HONORARY MEMBERSHIP <input type="checkbox"/> HONORARY LIFE MEMBERSHIP <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> SUSPENSION _____ reason _____ <input type="checkbox"/> DEATH _____ mo day yr _____	
LAST NAME: KNIGHT FIRST NAME: JOHN MIDDLE INITIAL: TITLE:			
STREET: 1234 S MAIN ST CITY: PHOENIX ST / PROV: AZ POSTAL CODE / COUNTRY: 85044			
HOME PHONE: 480-555-5555	DATE OF BIRTH: 10/16/1978	MARITAL STATUS: M	1st DEGREE DATE: 1/15/1997 COUNCIL NO.: 10062
CITIZEN OF WHAT COUNTRY?: USA	BY BIRTH OR NATURALIZATION?: BIRTH	IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?	YES NO
IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE: INITIATION TERMINATION ASSEMBLY NUMBER CITY ST/PROV.			
DATE OF _____	REASON FOR TERMINATION _____	ASSEMBLY NUMBER: 14	CITY: PHOENIX ST/PROV.: AZ
PARISH: CORPUS CHRISTI	NEW OR RESENT _____		
I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE.			
SIGNATURE OF APPLICANT: <i>John Knight</i> DATE: 02/14/2013 SIGNATURE OF PROPOSER: <i>Joseph Benedict</i> ASSEMBLY: 14 COUNCIL NUMBER (REQUIRED): 10062		I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN COUNCIL NO. 10062 LOCATION: PHOENIX DATE: 02/28/2013 SIGNATURE OF FINANCIAL SECRETARY: <i>Rich Finnegan</i>	
FAITHFUL NAVIGATOR: <i>7. Dolan</i> DATE: 3/17/2013 FAITHFUL COMPTROLLER: <i>Herb Compton</i> DATE: 3/17/2013	RECEIVED FEES OF \$ _____ DATE _____ APPLICANT INITIATED AT _____ DATE _____ <small>Signature of Master (required for new members only)</small>		

Supreme Secretary Copy

Example of properly filled out Form 4

All Form 4's must be filled out properly. Be sure the form has the candidate's **membership number** (top right hand corner) and **personal information**. Insure all blocks requiring signatures (**Applicant, Sponsor, Council Financial Secretary, Faithful Navigator, and Faithful Comptroller**) are completed. Rank or Title is for Priests or Military only. Please type or print legibly in **ALL CAPITAL** letters.

All required blocks must be completed before sending the Form 4's to the Master. Detach the Assembly's copy of the completed Form 4 and provide it to the Faithful Comptroller. Detach the Council's copy and provide it to the Financial Secretary. Send all other copies with the Registration form and payment to the Registration Chairman listed in this packet.

NOTE: Incomplete forms will need to be corrected ASAP.

Candidate Fees are **\$70.00** which includes one banquet ticket (mandatory and not refundable), a Social Baldric, and a Fourth Degree Lapel Pin. Fees for Priest Candidates including the above are **\$50.00**. Assemblies take care of (that is, pay for) Priest Fees and accommodations.

PLEASE NOTE: Send properly completed Forms 4's with candidate fees paid via checks made payable to *District Master Knights of Columbus*, shown on the Registration Form. All checks must be sent so as to arrive no later than 31 May 2018.

4. Mass

Mass will be celebrated at 5:00 PM. Everyone is invited to Mass. Priests who would like to concelebrate Mass should bring Alb & Stole, and inform the Arizona District Master in advance, per his contact information listed above.

5. Registration Form

The attached registration form at the end of this packet must be filled out completely and mailed along with full payment prior to May 31st, 2018. Registration forms may also be brought the day of the Exemplification with prior coordination with the District Master. Please mark special needs access (wheelchair/walker) and/or dietary needs in the *Other Special Needs* box.

6. GENERAL INFORMATION:

Make additional copies of all Forms as needed. All documents included with this packet are available on-line at the Arizona Master's web site: <http://www.az4thdegree.org>. These forms can be downloaded, printed, and manually completed and may also be completed on-line using required publishing software. Instructions for electronically completing the Registration Form are posted to the web site. *Late registrations will be seated at available spaces and may not be seated with their Assemblies.*

THERE WILL BE NO REFUND OF ANY FOR ANY REASON AFTER May 31st, 2018.

7. TENTATIVE AGENDA

(Check Exemplification Registration Desk in Hotel for any changes to this Agenda.)

Saturday

12:00 PM to 1:00 PM	Continued Registration of Sir Knights and Candidates.
1:15 PM	Candidates report to McFadden Hall to sign the registration log
1:30 PM	Candidates Process to main St. Agnes Center with Honor Guard (Sir Knights in St. Agnes Center)
1:45 PM	Exemplification Fourth Degree
Following Exemplification	Knighting Re-enactment Photo Session immediately following the ceremony
5:00 PM	Mass
Following Mass	Banquet at Fray Garces Columbian Hall (8066 N 49 th Ave Glendale, AZ)



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How to Register for the Fourth Degree Exemplification June 9, 2018

St. Louis the King Parish, 4331 W. Maryland Avenue, Glendale, AZ

Please read and follow the below instructions carefully.

Third Degree Candidate Instructions

1. **Form 4** - You must have a completed & approved Form 4 processed through your gaining Assembly. Contact your gaining Assembly's Officers to ensure this has been done.
2. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
 - a. Your banquet meal, and only yours, is included in the Candidate Registration Fee (\$70 for Candidates, \$50 for Priest Candidates).
 - b. Total all the charges and enter on the Grand Total Line.
3. **Payment**
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
 - c. **Assemblies should pay all fees for their Priest Candidates!**
4. **Mail** - Mail your Form 4, the completed Registration Form, and check (if paying directly) as noted below.
Bryant Sayers
719 Norraine Lane
Huachuca City, AZ 85616

Sir Knight Instructions

1. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
2. **Payment** – **ALL SIR KNIGHTS ARE REQUIRED TO PAY THE \$10 REGISTRATION FEE!**
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
3. **Mail** - Mail the completed Registration Form, and check (if paying directly) as noted below.
Bryant Sayers
719 Norraine Lane
Huachuca City, AZ 85616