Knights of Columbus
WASHINGTON STATE COUNCIL

SECOND DEGREE CEREMONIAL PROCEDURES

PLANNING, COORDINATION, SUPERVISION, SUPPORT AND CONDUCT OF THE SECOND DEGREE

Published 7/01/2014
WASHINGTON STATE COUNCIL
SECOND DEGREE CEREMONIAL PROCEDURES

TABLE OF CONTENTS

SECTION I - INTRODUCTION .......................................................................................................... 1-2
1. General ........................................................................................................................................1
2. Enclosures .................................................................................................................................1
3. Procedure for Requisitioning Ceremonial Books and
   Certifying Second Degree Teams (Enclosure 1) ................................................................. 1
4. Security and Inventory of Second Degree Ceremonial Books (Enclosure 2) ...................... 1
5. Second Degree Equipment Requirements (Enclosure 3) .................................................. 1
6. Second Degree Ceremonial Contacts (Enclosure 4) ........................................................ 1-2
7. Second Degree Team Status (Enclosure 5) ......................................................................... 2
8. Washington State Council (WSC) Webpage Information Submission
   Requirements (Enclosure 6) ............................................................................................... 2

SECTION II – REQUISITIONING CEREMONIAL BOOKS AND CERTIFYING
SECOND DEGREE TEAM ........................................................................................................ 2-3
1. Obtaining Degree Ceremonial Books, form No. 533 ....................................................... 2
2. Certification of Second Degree Team, form No. 544 ....................................................... 3
3. Back-up Members for the Second Degree Team ................................................................ 3

SECTION III – SECURITY AND INVENTORY OF SECOND DEGREE
CEREMONIAL BOOKS ........................................................................................................... 3
1. Issuing and Numbering of Second Degree Ceremonial Books ..................................... 3
2. Security of Second Degree Ceremonial Books ................................................................. 3
3. Inventory of Second Degree Ceremonial Books ................................................................. 3
4. General Information ............................................................................................................... 4

SECTION IV – GENERAL GUIDELINES ......................................................................................... 4-8
1. Overview .................................................................................................................................. 4
2. Planning .................................................................................................................................. 4
3. Initial Actions .......................................................................................................................... 4-5
4. Degree Cancellation ............................................................................................................. 5
5. First Degree Exemplification will not be conducted in Conjunction
   With Second Degree ........................................................................................................... 5
6. Candidates ............................................................................................................................. 5
   a. Sponsor ............................................................................................................................. 5
   b. Priests ............................................................................................................................... 5
   c. Handicapped Candidates ............................................................................................... 5
7. Honoree and Honoree Scroll .............................................................................................. 5
TABLE OF CONTENTS – continued

8. Support Personnel Requirements ...........................................................6
9. Attendees .................................................................................6
10. Second Degree Team...............................................................6
11. Facility Requirements ..................................................................6
12. Registration Area .................................................................6-7
13. Antechamber (A.C.) .................................................................7
14. Chamber ...............................................................................7
15. Membership Cards ...................................................................8
16. Honoree Scrolls .......................................................................8
17. After Degree Social .................................................................8

SECTION V - REPORTS ..........................................................................8
1. District Deputy Responsibility .........................................................8
2. The District Deputy will: ...............................................................8

ENCLOSURES
1. Procedure for Requisitioning Ceremonial Books and
   Certifying Second Degree Teams (Enclosure 1) ........................................ 2 pages
   a. Requisition for Second Degree Ceremonials, form No. 533 .................... 1 page
   b. Notice of Certification of Second Degree Team, form No. 544 ................. 1 page
2. Security and Inventory of Second Degree Ceremonial Books (Enclosure 2) ........ 2 pages
   a. Washington State Council Degree Book Inventory form ............................ 1 page
3. Second Degree Equipment Requirements (Enclosure 3) .............................. 1 page
4. Second Degree Ceremonial Contacts (Enclosure 4) ...................................... 2 pages
5. Second Degree Team Status (Enclosure 5) .................................................. 2 page
8. Washington State Council (WSC) Webpage Information Submission
   Requirements (Enclosure 6) .................................................................. 1 page
SECTION I - INTRODUCTION
1. General.
   a. This booklet is designed to assist the district deputy in the requesting of degree books, forming and training and certification of your second degree team, planning, coordination, supervision and the conduct of the second degree. It also provides instructions on using the State Webpage for posting second degree information.

2. There are six enclosures:
   b. Security and Inventory of Second Degree Books.
   c. Second Degree Equipment Requirements.
   d. Second Degree Ceremonial Contacts Team Captains.
   e. Second Degree Team Status.

   a. This enclosure provides information on how the district deputy requests second degree ceremonial books. Form No 533, Requisition for Second Degree Ceremonial, Form No. 533 is attached.
   b. Information is provided on the procedures to be taken when the second degree team is ready for certification and Notice of Certification of Second Degree Team, form No. 544 is attached.

   a. The issuing and numbering of second degree ceremonial books is addressed.
   b. The second degree team captain is responsible for the security of second degree ceremonial books.
   c. The second degree books are to be personally inventoried annually by the district deputy. The Washington State Council Degree Book Inventory form is attached.

5. Second Degree Equipment Requirements (Enclosure 3).
   a. The second degree team paraphernalia, equipment and robes are discussed in this enclosure.
   b. The various items are listed. It also lists the equipment used by the council’s first degree team which are the same items the second degree team could be using to conduct a second degree. This will significantly reduce the requirement to purchase their own equipment.
   c. A few items are unique to the second degree and must be acquired or constructed, such as the large wooden cross.

   a. The Second Degree Ceremonial Contacts lists the team captains of the districts' second degree teams. If a district deputy does not have or cannot ensure a complete and certified Second Degree Team to conduct a second degree in his district, he should use this list to contact the nearest team and ask for assistance in conducting the second degree.
   b. The Team Captains section lists:
      1) The name of the second degree team and district.
2) The name of the team captain, the current or past office held, his address, telephone number with area code, and his email address.

3) Preceding the district the ‘*’ indicates the certification status of the district’s second degree team. One: * indicates the Team is certified. Two ** indicates the Team needs to be formed, trained and certified. Three *** indicates need to confirm the team captain due to the appointments of new district deputies and the increase of a new district.

c. In the upper right hand corner is the effective date of the contact list.

7. Second Degree Team Status (Enclosure 5).
   a. The Second Degree Team Status is a spreadsheet listing all the second degree teams who have been issued second degree books.
   b. There are eleven columns.
      (1) The first column lists the second degree team’s ‘district’.
      (2) The second column lists the Teamid number which is the code number Supreme assigned to that team when it requests second degree books. The first two numbers ‘46’ is Washington’s state code, the next number ‘2’ is for second degree, following the dash mark are the last three digits of the serial number. This began with 201 indicating the first set of books issued.
      (3) The third column is the team name.
      (4) The fourth column is the town of the team captain to whom the books were mailed.
      (5) The fifth column is the name of the team captain.
      (6) The sixth column is the team captain’s phone number.
      (7) The seventh column is the team captain’s email address.
      (8) The eighth column is the date the degree books were issued to the degree team captain.
      (9) The ninth column is the date the second degree team was certified.
      (10) The tenth column shows the status, ‘C’ indicates the team is ‘certified’ and ‘TBC’ indicates the team is ‘to be certified’.

c. The ‘Remarks’ provide a summary of the status of the second degree teams in Washington and the number of certified teams in western Washington, eleven teams and the number of certified teams in eastern Washington, two teams.

d. These numbers of certified second degree teams show that Washington is severely handicapped in eastern Washington with only three certified teams. That action must be immediately taken to train and certify at least another four second degree teams to support the third degree schedule.

e. Note the time period from date the degree books were issued to the date of certification. There are some districts whose team were certified within a few months while other districts have had the books for many years.

   a. The WSC Webpage second degree information, procedures and requirements. The Second Degree Information Submission Requirements page specifies the degree information the district deputy is required to complete and submit to the State Webmaster no later than ninety days prior to the degree.

SECTION II - REQUISITIONING CEREMONIAL BOOKS AND CERTIFYING SECOND DEGREE TEAM.
1. Obtaining Degree Ceremonial Books, form No. 533.
   a. When the district deputy decides to form a second degree team, he will inform the state ceremonial director (SCD) and provide all the information required on form No. 533, copy of form attached. The SCD will complete the form and submit it to Supreme.

   b. Additional information is at Enclosure 1, Procedures for Requisitioning Ceremonial Books and Certifying Second Degree Team is provided.
2. Certification of Second Degree Team, form No. 544.
   a. When the second degree team is ready for certification, the second degree team captain shall inform
      the district deputy who shall request the state ceremonials director (SCD) to certify his team and schedule
      the date, time and location.
   b. For the certification of second degree teams the SCD will use form No. 544, copy of form attached.
   c. Certification shall be accomplished during a dress rehearsal and prior to an actual degree. For the
      team to be certified, memorization is mandatory.
   d. The total personnel requirements are fourteen, plus the degree officers, district deputy, grand knight,
      chancellor, financial secretary and warden.
   e. The time scheduled for the dress rehearsal should be two hours.
   f. When the team has been certified, the state ceremonials director shall apply to the supreme secretary
      for the second degree team certificate and certification cards, form No. 544 for presentation to the second
      degree team captain and team. The application shall be made on Request for Second Degree Certificate
      and Certification Cards, form No. 544.
   g. Third Degree members are permitted to observe the dress rehearsal, with the approval of the second
      degree team captain.
   h. The supreme secretary will mail to the state ceremonials director or the second degree team captain
      the second degree team certificate and certification cards to be presented to the second degree team.

   a. The second degree team captain is encouraged to develop back-up members for the second degree
      team.
   b. When back-up members are ready for certification, the same procedure should be used as certifying
      the original team members except the SCD shall submit the Certification of Current Back-up and
      Previously Certified Team Members, form No. 529.

SECTION III – SECURITY AND INVENTORY OF SECOND DEGREE CEREMONIAL BOOKS.
1. Issuing and numbering of Second Degree Ceremonial Books.
   a. Second degree ceremonial books are serialized and assigned to a specific second degree team
      captain. Additional information is at Enclosure 2, Security and Inventory of Second Degree Ceremonial
   b. The serial numbers are recorded in the supreme secretary's office for proper control.

   a. Any missing books must be immediately reported to the state ceremonial director.
   b. The second degree books should be carefully guarded so that they do not fall into the hands of
      strangers.
   c. A second degree team member should not be permitted to retain the second degree ceremonial book
      longer than it is reasonably necessary to memorize his part.
   d. The second degree team captain shall be the custodian of the second degree ceremonial books.

3. Inventory of Second Degree Ceremonial Books.
   a. The district deputy annually shall conduct a physical inventory of the second degree ceremonial
      books.
   b. The district deputy must verify that all books are physically present and will record the serial
      numbers and number of books on the Washington Degree Book Inventory form.
   c. He will provide a copy of the form to the state ceremonial director and the second degree team
      captain.
4. General Information.
   a. A penalty of $10 for the loss of a book will be exacted before another copy is furnished. The charges will be placed against the Washington State Council account.
   b. Worn or tattered books will be replaced at no charge provided old books are returned to the supreme secretary.

SECTION IV - GENERAL GUIDELINES

1. Overview.
   a. Effective July 1, 2012, the second and third degrees will no longer be conducted jointly. The district deputies will continue to submit recommended dates and locations for the standalone third degrees.
   b. The district deputy is now responsible for the scheduling of all second degrees in his district whether he has a certified second degree team or not. He is responsible to ensure that all the first degree knights in his district have the opportunity to receive their second degree and subsequently receive their third degree. This is a significant responsibility which must be taken very seriously.
   c. To aid the district deputies in successfully accomplishing this responsibility, these District Deputies’ Second Degree Ceremonial Guidelines were written.
   d. **The second degree team will not conduct a second degree until it has been certified by the state deputy or the state ceremonial director (SCD).**
   e. **Memorization is mandatory.** A team member will not read his part. If a team member will not be available for the degree, the district deputy should contact adjacent district to find a replacement. Only in case of an emergency, the district deputy may allow a stand-in or replacement read the part.

2. Planning.
   a. Successful degrees require advance planning and coordination. Successful degrees don’t just happen!
   b. The district deputy should consider conducting a second degree at least once a quarter and preferably once a month.
   c. When the second degree is conducted in support of an upcoming third degree in the district or area, special emphasis must be taken to ensure maximum candidates for both degrees.
   d. The location of the second degree should be rotated among his councils to provide the greatest opportunity for the council membership can observe the second degree.
   e. Recommend the second degree be conducted on the council’s meeting night. Either preceding the meeting or immediately following the meeting. The time required to conduct a second degree is about forty minutes with about 20 minutes to conduct the registration and assembly in the A.C. If the second degree is conducted prior to the meeting, the new second degree members should be invited to attend the council meeting, which should be held in the second section. During the council meeting the new second degree knights should be introduced and welcomed into the council. Recommend a social with refreshments be served following the council meeting.
   f. The district deputy will inform the adjacent district deputies of his scheduled second degrees and post the degree information on the Washington State Webpage.
      (1) There are always some first degree knights who require to become second degree knights and thus eligible for an upcoming third degree.
      (2) The initial contact with these district deputies should be sixty days prior to the second degree.
      (3) These district deputies should be reminded thirty and fifteen days prior to the second degree.
   g. Instruct each council to prepare and maintain a list of all first degree members.
      (1) Each council should have a notification team to personally contact each candidate sixty days prior to the degree and inform them of the date and location of the second degree.
(2) They should remind the candidates thirty and fifteen days prior to the second degree.
(3) They should arrange to meet or pick up all candidates and escort them to the second degree.
h. The second degree team captain should be an integral part of this planning effort.

3. Initial Actions
   a. The district deputy after confirming the scheduled second degree date will then,
      (1) Instruct the host council to reserve the degree facilities.
      (2) Set the second degree start time.
      (3) The candidate report time will be no earlier than 30 minutes prior to the start of the second degree.
      (4) Confirm the date, time and location with the second degree team captain.
      (5) Select the second degree honoree.
      (6) Submit the degree information to the State's Webmaster for posting on the State's Webpage, see Enclosure 6 for the degree information format.

4. Degree Cancellation.
   a. All district deputies must strive to prevent cancelling a second degree after publishing the date, time and location. The district deputies must strive to have ten candidates. The recommended minimum number of candidates is five to conduct a successful degree.
   b. If the degree must be cancelled because of insufficient candidates, the district deputy must contact the second degree team captain and the councils at least 48 hours prior to the start of the degree.
   c. When the second degree team arrives at the degree location and it is determined that there are insufficient candidates to ensure a successful exemplification, the district deputy may cancel the degree.
   d. If the degree is cancelled and if there was financial compensation agreement with the second degree team, the team will still receive the agreed financial compensation.

5. First degree exemplification will not be conducted in conjunction with second degrees.

   a. Sponsor.
      (1) Sponsors should escort their candidates.
      (2) Candidates should never attend the degree by themselves.
   b. Priests.
      (1) If there are any priests that will be taking the degree, the second degree team captain should be notified at least 5 days prior to the degree.
      (2) Priests should not go to the registration table. They should be immediately escorted to the chamber and introduced to the second degree team captain.
      (3) The second degree team captain will brief them on the degree.
   c. Handicapped Candidates.
      (1) The second degree team captain should be notified at least 5 days prior to the degree if there are any candidates with a handicap, using a wheelchair, crutches, canes, blind, carrying an oxygen tank, etc.
      (2) The handicapped candidates should not enter the antechamber they should wait in the vicinity of the registration table pending the arrival of the second degree team captain.
      (3) The second degree team captain will determine, based on their physical condition, whether these candidates will take their degree by observation or as a regular candidate.

7. Honoree and Honoree Scroll.
   a. The district deputy will select the honoree for the second degree. He may ask the grand knights for recommendations as to the knights that should be recognized as the degree honoree.
b. At least ninety days prior to the degree, the district deputy will order Supreme's Second Degree Honoree Scroll, item number 272-nc.
c. This scroll is available at no cost.
d. The district deputy will list the name, offices held, and council of the honorees as part of the Second and Information Submission Requirements (Enclosure 6).

   a. The registration of candidates will require a Registrar who should be the host council’s financial secretary. His duties are cited in Section IV GENERAL GUIDELINES, paragraph 3 Registration Area.
c. The antechamber (A.C.) requires at least one robed guard who will remain outside the room. In case of an emergency, he will depart and contact the second degree team captain.
d. The Second Degree Team requires:
   (1) Two robed warden assistants. The Second Degree Team Warden will brief his two assistants
   (2) One robed inside guard for each chamber door.
   (3) Two robed guards of honor (gift bearers).
   (4) One robed banner bearer.
   (5) One cross bearer. The second degree team district deputy will brief the cross bearer on his duties.
   (6) A knight to be the Cyrenean.
   (7) All the second degree support personnel should be available to the team captain for briefing at least 30 minutes prior to the start of the second degree.

   a. All grand knights and members should be encouraged to attend the degree, especially the sponsors of the candidates.

10. Second Degree Team.
   a. As a district deputy it is your responsibility to form and train a second degree team for your district.
b. The district deputy must have a certified second degree team to conduct the second degree.

11. Facility Requirements.
   a. The second degree site facility requirements include:
      (1) Registration Area.
      (2) Antechamber (A.C.).
      (3) Chamber.
      (4) Room for the social following the degree. May use the Chamber.

12. Registration Area.
   a. The registration area is where members and candidates are separated and the candidates are directed to the A.C. and the second degree members to the chamber. After arriving in the registration area, candidates are NOT to mix with the members.
b. The registration table will be manned by the registrar who should be the host council financial secretary and be outside of the A.C. so that the candidates,
   (1) Are greeted.
   (2) Sign in.
   (3) Sign the Honoree Scroll.
   (4) Given a white ribbon or plain white nametag.
   (5) Given instructions as to the disposition of their guns, cell phone and/or pagers. The candidate may retain their cell phone or pager, but it must be turned off.
(6) Direct the candidates immediately into the A.C.
(7) Receive the candidate’s completed and signed second degree membership card.
(8) If the candidate or his sponsor does not have the completed and signed Second Degree membership card, the Registrar will take his First Degree membership card and will line through the first degree and write second degree. This modified second degree card will be presented to the candidate following his knighting.

c. Supplies needed for the Registration:
   (1) Tablet with carbons.
   (2) Honoree Scrolls.
   (3) White ribbons or some form of identification.
   (4) Stick pins, scissors, and pens.

   a. For planning, three to five square feet per candidate is the ideal size for the room.
   b. The A.C. should be in the same building or in very close proximity to the chamber to facilitate the orderly and timely movement of the candidates to chamber.
   c. There should be no chairs, desks, couches, benches etc. in the A.C. This will encourage the candidates to move around in the A.C. and meet the other candidates.
   d. The window blinds will be drawn or the windows covered.
   e. The door will be shut at all times, but never locked.
   f. Robed guards will be outside the A.C., never in the A.C.
   g. Only candidates will be allowed in the A.C.
   h. The candidates will have a ribbon or some other appropriate identification pinned on their shirt/coat after they register.
   i. The sign-in roster should be in duplicate. The registrar may use a carbon paper or have two sign-in sheets. One copy will be given to the second degree warden and the other copy to the second degree financial secretary.
   j. When the candidates sign in, they are to be instructed on guns, cell phones and pagers:
      (1) If they are carrying a gun they should return it to their car or give it to their sponsor to hold for him.
      (2) The candidates may retain their cell phone or pager, but it must be turned off.
      (3) If they are on-call such as a fireman, doctor, medical personnel, law enforcement officer, etc. they may place the devise on vibrate.
   k. Signs directing the candidates to the registration should be posted so that the candidates can see them as they drive onto the degree site parking lot.

   a. Setup for the second degree is described on pages 7 and 8 of the Second Degree Ceremonial book.
   b. Based on number of anticipated candidates and members, arrange two rows of chairs, one for the candidates and the other for the members.
   c. The chairs should be arranged in a horseshoe with each chair 6 inches apart.
   d. There is to be only one chair per person in the chamber.
   e. One long table (six-foot or approximate size) is to be placed at the opening of the horseshoe. There should be six chairs at this table. This table should be at the end of the hall facing toward the main entrance to the chamber.
   f. All windows will be covered.
   g. The chamber should be set up at least one hour prior to the start of the second degree.
   h. There will be a robed guard at all unlocked chamber doors at least one hour prior to the start of the second degree. The guard is to check all knights’ membership cards to prevent a candidate from unintentionally entering the chamber.
k. No other activity should be taking place in the general area, for example, non-knights cooking in the kitchen, non-knights meeting in rooms adjacent to the antechamber or chamber, bake sales, rummage sales, etc.

15. Membership Cards.
   a. Second degree membership cards are to be presented to the new second degree knights following the second degree.
   b. The councils are required to present a completed and signed second degree membership card for each of their candidates to the Registrar during the registering of the candidates. The Registrar will give these cards to the district deputy for presentation immediately following the second degree.

16. Honoree Scrolls
   a. The district deputy should present the honoree scrolls after the closing of the second degree.
   b. It is permissible to take pictures of the presentation of the Honoree Scrolls.
   c. If the honoree is not present at the exemplification, the district deputy should arrange for a formal presentation.
   d. If the honoree is deceased, the district deputy should arrange for a formal presentation of the Honoree Scroll to the family.

17. After Degree Social.
   a. If the second degree is preceding the council meeting, then the social will follow the council meeting.
   b. Sodas, soup and sandwiches should be served in or near the chamber following the degree.
   c. A full meal or buffet is not required.
   d. The emphasis is to allow members to mingle and discuss what took place.
   e. To minimize the expenses associated with providing the refreshments, the Host Council is encouraged to place a 'donation basket' on the serving table in the vicinity of the sodas. The candidates, as our guests, should not contribute to the 'donation baskets'.

SECTION V - REPORTS
1. District Deputy Responsibilities.
   a. The district deputy will complete and sign Supreme District Deputy's Degree Exemplification Report, form No. 450-nc.
   b. The form No. 450 will be completed for the second degree.
   d. The first copy of the form will be mailed to the supreme knight.
   e. The state deputy's copy will be mailed to him.
   f. The district deputy will retain a copy for his files.

2. The District Deputy will:
   a. Provide the list of all candidates who completed the second degrees to the participating councils in his district and to the participating district deputies.
   b. Instruct councils who had candidates that completed the second degree to take the following actions:
      (1) Timely and properly record the knight's council membership records.
      (2) Announce at the next business meeting the names of the new second degree knights and have them recorded in the council minutes.
      (3) The councils are to update the new second degree knights' membership records using the Supreme Member Management System.
      (4) Instruct the councils to prepare and present to the new second degree knights their membership card and Second Degree New Member Certificates.
PROCEDURE FOR
REQUISITIONING CEREMONIAL BOOKS
AND CERTIFYING
SECOND DEGREE TEAM

1. Obtaining Degree Ceremonial Books, form No. 533.
   a. When the district deputy decides to form a second degree team, he will inform the state ceremonial
      chairman (SCC) and provide all the information required on form No. 533. The name of the team cannot
      be the district number. The district deputy should consider for the name an area such as Puget Sound,
      Columbia Basin, the city where the team is from such as Vancouver, Tri-Cities, it may be named after a
      saint such as St Thomas, St Joseph St Theresa, etc.
   b. The state ceremonial chairman will complete form No. 533 and submit it to Supreme, via email,
      with a copy to the state deputy and the district deputy.
   c. The Supreme secretary will serialize, register and mail the books to the Second Degree Team
      Captain at the address cited on form No. 533. The team captain will notify the SCC when the books are
      received and confirm the serial number.

2. Certification of Second Degree Team, form No. 544.
   a. When the second degree team is ready for certification, the Second Degree Team Captain shall
      inform the district deputy who shall request the state ceremonials chairman (SCC) to certify his team and
      schedule the date, time and location.
   b. The Second Degree Team Captain will provide the SCC with the full name of each of the team
      member, his membership number, his position and council.
   c. Certification shall be accomplished during a dress rehearsal and prior to an actual degree.
   d. Memorization is mandatory.
   e. The time scheduled for the dress rehearsal should be two hours.
      (1) The sequence of events are:
         (a) Inspection of the chamber arrangement and all the required items.
         (b) The W actions in the antechamber.
         (c) The team can conduct a practice prior to the evaluation.
         (d) The dress rehearsal will begin on page 10, ACTIVITIS IN THE COUNCIL CHAMBER of
             the Second Degree Ceremonial Book.
         (e) Critique.
         (f) If a team member experiences difficulty during the dress rehearsal, he will be provided an
             opportunity to have a brief practice and do his part again.
      (2) The location must be able to accommodate an antechamber and chamber.
      (3) Personnel
         (a) Two aides to Warden
         (b) One Inside Guard
         (c) One Banner Bearer.
         (d) Two Guards of Honor
         (e) One Crossbearer
         (f) One Sound Man.
         (g) One Cyrenean
         (h) No less than five (5) knights to play the role of candidates.
         (i) The total personnel requirements are fourteen, plus the degree officers, DD, GK, Chancellor,
             FS, and W.
      (4) Third Degree members are permitted to observe the dress rehearsal.
f. When the team has been certified, the State Ceremonials Chairman shall apply to the Supreme Secretary for the Second Degree Team Certificate and certification cards for presentation to the Second Degree Team Captain and team. The application shall be made on Request for Second Degree Certificate and Certification Cards, form No. 544.

g. The Supreme Secretary will mail to the State Ceremonials Chairman the Second Degree Team Certificate and certification cards to be presented to the Second Degree Team.

   a. The Second Degree Team Captain is encouraged to develop back-up members for the Second Degree Team.
   b. When back-up members are ready for certification, the same procedure should be used as certifying the original team members.
   c. State Ceremonials Chairman will complete Form #529 to request certification cards for back-up degree team members.

4. The district deputy shall see to it that all regulations are obeyed.
SECURITY AND INVENTORY OF
SECOND DEGREE CEREMONIAL BOOKS

1. Issuing and numbering of Second Degree Ceremonial Books.
   a. The State Ceremonial Chairman will complete form No. 533 and submit it to Supreme, via email, with a copy to the state deputy and the district deputy.
   b. The Supreme Secretary will serialize, register and mail the books to the Second Degree Team Captain at the address cited on form No. 533.
   c. The serial numbering system is by jurisdiction, degree, and the sequence of the issue by the Supreme Secretary, such as 462-201 for Washington '46', degree '2' and the sequence from the Supreme Secretary 201 which was issued to District 2's Second Degree Team Captain. If the books are replaced, than there will be a letter B after the 462-201.
   d. The serial numbers are recorded in the Supreme Secretary's office for proper control.

   a. Once issued, the Second Degree Ceremonial books are the property and the responsibility of the District's Second Degree Team Captain to which they have been assigned.
   b. Upon relinquishing the position of Second Degree Team Captain, all Second Degree Ceremonial books must be turned over to the incoming Second Degree Team Captain.
   c. A joint physical inventory shall be conducted and the incoming Second Degree Team Captain shall sign for the complete set of books.
   d. Any missing books must be immediately reported to the State Ceremonial Chairman (SSC).
   e. The incoming and outgoing Second Degree Team Captains, District Deputy and State Ceremonial Chairman will receive a copy of the transfer of the books.
   f. The Second Degree books should be carefully guarded so that they do not fall into the hands of strangers.
   g. A Second Degree Team member should not be permitted to retain the Second Degree Ceremonial book longer than it is reasonably necessary to memorize his part or about two weeks.
   h. The District's Second Degree Team Captain shall be the custodian of the Second Degree Ceremonial books.
   a. The Team Captain shall prepare a sign-out roster listing the name, date and serial number of the book being signed out. The knight receiving the book shall sign the roster. The projected date of return of the book shall be recorded.
   b. When the book is returned, it will be recorded on the sign-out roster.

3. Inventory of Second Degree Ceremonial Books
   a. The district deputy annually shall conduct a physical inventory of the Second Degree Ceremonial books.
   b. The inventory shall be accomplished in the July-August period.
   c. The district deputy must verify that all books are physically present and will record the serial numbers and number of books on the Washington Degree Book Inventory form, copy of form attached.
   c. The district deputy will sign the form and provide a copy of the form to the State Ceremonial Chairman and the Second Degree Team Captain.
4. General Information
   a. A penalty of $10 for the loss of a book will be charged before another copy is furnished. The charges will be placed against the Washington State Council account.
   b. Worn or tattered books will be replaced at no charge provided old books are returned to the Supreme Secretary.
WASHINGTON STATE COUNCIL
DEGREE BOOK INVENTORY

DISTRICT# _________ Date____________________

1ST DEGREE CEREMONIAL BOOKS:
I have inventoried the 1st Degree Ceremonial books and CDs in my district. The results are as follows:

<table>
<thead>
<tr>
<th>Council #</th>
<th>Serial Numbers</th>
<th>Number Books &amp; CDs/DVD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A complete set is 5 first degree books, dated June 10, 05 (burgundy cover), 1 CD and 5 songbooks.
One large print first degree book, dated October 26, 2010 (burgundy cover), 1 CD DVD, First Degree Ceremonial Production instructions and SK memo dated January 17, 2014

The District Deputy's two 1st Degree Ceremonial books serial numbers are: _________ & ___________
The second 1st degree book issued at Mid-Year Meeting in December 2013

2ND DEGREE CEREMONIAL BOOKS:

- My District has _____ 2nd Degree Ceremonial books.

- I have inventoried the 2nd Degree Ceremonial books in my district.
  There are ___ copies of serial number 462-_____________

A complete set is 4 second degree books, dated Nov 1, 06 (gray cover) 1 CD and 5 songbooks.

Serial numbers of the revised first degree books, dated June 10, 2005, that were issued in mid-
December 2005 are all random numbers of 3, 4, 5 or even 6 digits.
All subsequent books issued will be numbered as follows:
Washington number is 46. The following number is the degree, 1 for first degree, 2 for second degree.
Followed by the council number and for second degree books a three digit number.
For example, books issued to Spokane Council 12583 will have the serial number:
461-12583A (“A” being the initial books, “B” indicating the second set issued, etc.)

I certify that all first degree books inventoried have the burgundy color cover and dated as cited above
in the lower corner of the cover page.
I certify that all second degree books inventoried have the gray color cover and dated Nov 1, 2006
in the lower corner of the cover page.
I certify that all first degree and second degree books are properly secured, the council or second degree team captain have
a sign-out form, and books are issued only to team members for a limited time (two weeks) to memorize part.

___________________________________
DD #_________

Form dated July 1, 2014
SECOND DEGREE
EQUIPMENT REQUIREMENTS

Listed below are the paraphernalia, equipment and robes required to conduct a second degree. Also, where the items could be acquired from to minimize the cost of forming a second degree team.

1. Compass (use first degree team’s compass).

2. Rosary (use first degree team’s rosary).

3. Metal plate for Rosary (use nice metal or glass plate).

4. Watchword Banner, staff and stand (use the first degree team’s banner, staff and stand).

5. Sound equipment and song books (use the first degree team’s sound equipment and song books or personal CD. Also, can use a choir).

6. Degree Officers’ robes and jewel of office. Require following robes: District Deputy, Grand Knight, Chancellor, Financial Secretary, Warden, and black robes for Aides to Warden, Banner Bearer, his Guards of Honor and Inside Guard. (use council robes and jewels and district deputy’s robe and jewel). Also, can wear dark suite, white shirt and tie, Ceremonial Baldrics which may be purchased from a Supreme approved supplier and jewel of office.

7. Anchor. (use grand knight’s jewel).

8. Pillow placed on prepared table (use first degree team’s pillow for Rosary and Compass).

9. Cable (need to purchase rope and fibers. Rope should be about 3/4 inches in width and two to three feet in length) and fibers (knitting yarn easily broken and enough fibers for each candidate plus the chancellor).

10. Picture of Columbus with spotlight (use first degree team’s picture of Columbus).

11. Large wooden Cross, stand, and accent light for Cross in front of prepared table. Need to construct the Cross and stand. Cross should be about six feet high. Wood 2x4 provides a good image and is not too heavy to carry. Should be easily assembled and disassembled. A battery powered accent light works well and does not require electric extension cords.


13. Papal Flag (use council’s flag).

14. Knights of Columbus Flag (use council’s flag).

15. White ribbons or badges for candidates. (purchase ribbons).

16. Prepared table, draped with black cloth with emblem, and candles in candleholders. (use first degree team’s cover and candleholders. Purchase candles.).

17. Gavel (use council’s gavel).
SECOND DEGREE CEREMONIAL CONTACTS
TEAM CAPTAINS

*District 1 (Archbishop Alexander J. Brunett) - Romy Ablao FDD, 19414 Aurora Ave N Ste 207, Shoreline, WA 98133-3971, (206) 399-3515, romykofc1940@yahoo.com

*District 2 (Monsignor Joseph E. Cammerman) - William R Smith FDD, 4879 Estonia Ct SE, Port Orchard, WA 98367-9578, (360) 876-4303, cash01cmh@yahoo.com

*District 3 (Gateway) - James F. Bissen PGK, 4009 25th St SE, Puyallup, WA 98374 (253) 268-0058, nessibjd@msn.com

**District 4 (Olympia) - Thomas A. Pursley DD4, 507 Seahawk St SE, Olympia, WA 98503-1453 (360) 456-7264, pursleyt1@comcast.net

***District 5 (Mary, Mother of God) – Dennis Daniel FDD, 2604 N Pittsburg St, Spokane, WA 99207-7937 - need email address

***District 6 (Yakima) – John P. Shumaker DD6, 1010 S 21st, Yakima, WA 98902-9990 (509) 428-9990, DD6@kofc-wa.org - District Deputy appoint Team Captain

*District 7 (Tri-Cities) - Marcel P Bergeron FDD, 725 N. Center Parkway N-202, Kennewick, WA 99336, (509) 554-4924, marce.bergeron@gmail.com

***District 8 (Palouse) – Andrew J. Lightfoot DD8, 1331 8th St, Clarkston, WA 99403-3331, 503-866-7134, DD8@kofc-wa.org - District Deputy appoint Team Captain

*District 9 (San Juan) - Joseph St Hilaire FDD, 2716 Sunset Dr, Bellingham, WA 98225-2535 (360) 671-4836, joesthilaire@hotmail.com

***District 10(Columbia Basin) – Anthony F. Hillock DD10, 10313 Beecher Hill Rd, Peshastin, WA 98847-9719, DD10@korc-wa.org - District Deputy appoint Team Captain

*District 11(Vancouver) - Louis H Hilderbrand PGK, 5107 NE 63rd Ave, Vancouver, WA 98661-2454, (360) 699-6380, lhilderbrand@comcast.net

*District 12 (St. Theresa) - William R Stearns FDD, 3421 Oakmont St NE, Tacoma, WA 98422-2271, (253) 925-1492, wrstearns@msn.com

*District 13 (Northwest) - Larry S Linson PGK, 2507 107th Dr NE, Lake Stevens, WA 98258-8487 (425) 334-2773, larry@sewingbytes.net

*District 15 (St Thomas) - Monte E Cromwell FDD, 4220 S 139th St, Tukwila, WA 96168-3261 (206) 246-9133, montecrom@yahoo.com
***District 16 (Northshore) – James T. Yamauchi DD16, 13810 233rd St SE, Snohomish, WA 98296-7849, (360) 799-5256, DD16@kofc-wa.org - District Deputy confirm Team Captain
Robert L, Buendia PGK, 14331 NE 174th St, Woodinville, WA 98072-9264 (425) 398-0465 bobby6686@aol.com

**District 17 (Lower Valley) – Louis R. Garcia DD 17, 13810 233rd St SE, Snohomish, WA 98296-7849, (360) 799-5256, DD16@kofc-wa.org - District Deputy confirm Team Captain

***District 18 (Spokane) – Steven P. Czerwonka DD18, 1908 S Evergreen Rd, Spokane Valley, WA 99037-9439, (509) 218-4416 - District Deputy appoint Team Captain

***District 19 (Whidbey Island) – Benjaman M. Lorica DD19, PO Box 438, Oak Harbor, WA 98277-0438 (360) 675-9677, DD19@kofc-wa.org - District Deputy confirm Team Captain
Ed Witt FDD19, 2591 Busby Rd, Oak Harbor, WA 98277, (360)675-2055 - need email address

*District 21 (Lynnwood) - Paul E Roth FDD, 4121 179th Pl SW, Lynnwood, WA 98037-7447 (425) 771-8411, PaulR@oasisinc.com

**District 23 (Blessed John Paul II) – Scott Esary, PGK, PO Box 1172, Duvall, WA 98019-1172, (425) 788-4703, scesary@wwdb.org

***District 24 (Olympic Peninsula) Joseph D Clementi DD24, 273 Lone Eagle Lane, Sequim, WA 98382-2312 DD24@kofc-wa.org - District Deputy confirm Team Captain
Fred Moritz FDD, 3654 Old Olympic Hwy, Port Angeles, WA 98362, (360) 452-1283 fjm75y@gmail.com

***District 25 (Columbian River) – Jerrold W Ross, PO Box 1338, Kalama, WA 98685 360-673-2376, DD25@kofc-wa.org - District Deputy appoint Team Captain

***District 28 (North Spokane) – Ronald A. Lawrence DD28, 11715 E 4th Ave, Apt 27, Spokane Valley, WA 99206-7302, (360) 999-8503 DD28@kofc-wa.org - District Deputy appoint Team Captain

***District 29 (South Peninsula) – Allen J. Kempen DD29, 8238 Toad Rd SW, Port Orchard, WA 98367-8329 (360) 876-0646 DD29@kofc-wa.org - District Deputy confirm Team Captain.
Philip ‘Ron’ Fitzsimons FDD, 2200 SW Wildwood Rd, Port Orchard, WA 98367-7162, (360) 876-3196, ron2dix@wavecable.com

***District 32 (The Greater Skagit Valley) – Larry Shaw DD32, 263 Lochwood Dr, Camano Island, WA 98252-7015, 360-387-7015, DD32@kofc-wa.org - District Deputy appoint Team Captain

*District 33 (SFC Wyatt Goldsmith) - Edwin E. Broadhurst, FS, 23 Roper Bay Rd, Kettle Falls, WA 99141-9588, (509) 738-4949, ed011@centurytel.net

***District 34 (West Seattle) – Kenneth G DeVos DD34, 14130 SW 149th St, Burien WA 98166-1647, 206-248-2543, DD34@kofc-wa.org - District Deputy appoint Team Captain

**District 35 (Rainier) - Philip Sheridan, 1514 Packwood Ave, Dupont, WA 98327-8766 (253) 964-2809, kofcsheridan@comcast.net

**Spanish (Mother Joseph) – Mike Calderon, 10405 NE 124th Ave, Vancouver, WA 8682-1612 (360) 892-5702, hannah33hannah@yahoo.com

Remarks:
1. * Team is certified.
2. ** Team needs to be formed, trained and certified.
3. ***Need to appoint or confirm team captain, Team needs to be formed, trained and certified.
4. Twelve teams certified, Dist 1, 2, 3, 7, 8, 9, 11, 12, 13, 15, 21 and 33. West 9, East 3.
5. Seventeen teams to certify, Dist 4, 5, 6, 10, 16, 17, 18, 19, 23, 24, 25, 28, 29, 32, 34, 35 and Spanish. West 11, East 6.
<table>
<thead>
<tr>
<th>Dist</th>
<th>Teamid</th>
<th>Team Name</th>
<th>City</th>
<th>Team Captain</th>
<th>Phone</th>
<th>Email</th>
<th>Issued books</th>
<th>Date certified</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>462-218</td>
<td>Archbishop Alexander J. Brunett</td>
<td>Shoreline</td>
<td>Romy Ablao</td>
<td>206-399-3515</td>
<td><a href="mailto:romykofc1940@yahoo.com">romykofc1940@yahoo.com</a></td>
<td>12/15/2011</td>
<td>4/12/2012</td>
<td>C</td>
<td>west</td>
</tr>
<tr>
<td>2</td>
<td>462-201</td>
<td>Monsignor Joseph E. Cammerman</td>
<td>Port Orchard</td>
<td>Bill Smith</td>
<td>360-876-4303</td>
<td><a href="mailto:cash01cmh@yahoo.com">cash01cmh@yahoo.com</a></td>
<td>3/3/2008</td>
<td>5/11/2012</td>
<td>C</td>
<td>west</td>
</tr>
<tr>
<td>8</td>
<td>462-204</td>
<td>Palouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/8/2006</td>
<td>2/19/2008</td>
<td>C</td>
<td>east</td>
</tr>
<tr>
<td>9</td>
<td>462-205</td>
<td>San Juan</td>
<td>Bellingham</td>
<td>Joe St Hilaire</td>
<td>360-671-4836</td>
<td><a href="mailto:joesthilaire@hotmail.com">joesthilaire@hotmail.com</a></td>
<td>11/8/2006</td>
<td>3/22/2007</td>
<td>C</td>
<td>west</td>
</tr>
<tr>
<td>11</td>
<td>462-206</td>
<td>Vancouver</td>
<td>Vancouver</td>
<td>Louis Hilderbrand</td>
<td>360-699-6380</td>
<td><a href="mailto:lhilderbrand@comcast.net">lhilderbrand@comcast.net</a></td>
<td>11/8/2006</td>
<td>4/2/2007</td>
<td>C</td>
<td>west</td>
</tr>
<tr>
<td>33</td>
<td>462-220</td>
<td>SFC Wyatt Goldsmith</td>
<td>Kettle Falls</td>
<td>Ed Broadhurst</td>
<td>509-738-4949</td>
<td><a href="mailto:edb@centurytel.net">edb@centurytel.net</a></td>
<td>3/9/2012</td>
<td>5/30/2013</td>
<td>C</td>
<td>east</td>
</tr>
<tr>
<td>4</td>
<td>462-217</td>
<td>Olympia</td>
<td>Olympia</td>
<td>Thomas Pursley</td>
<td>360-456-7264</td>
<td><a href="mailto:pursley1@comcast.net">pursley1@comcast.net</a></td>
<td>12/15/2011</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>462-227</td>
<td>Mary, Mother of God</td>
<td>Spokane</td>
<td>Dennis Daniel</td>
<td>509-991-7937</td>
<td>need email address</td>
<td>2/4/2012</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>462-216</td>
<td>Yakima</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4/24/2011</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>462-219</td>
<td>Columbia Basin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/18/2012</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>462-230</td>
<td>Mother Joseph (Spanish)</td>
<td>Vancouver</td>
<td>Mike Calderon</td>
<td>360-892-5702</td>
<td><a href="mailto:hannah33hannah@yahoo.com">hannah33hannah@yahoo.com</a></td>
<td>1/22/2014</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>462-223</td>
<td>Northshore</td>
<td>Woodinville</td>
<td>Robert Buendia</td>
<td>425-398-0465</td>
<td><a href="mailto:bobby6686@aol.com">bobby6686@aol.com</a></td>
<td>8/20/2012</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>462-226</td>
<td>Lower Valley</td>
<td>Prosser</td>
<td>Louis Garcia</td>
<td>509-786-6900</td>
<td><a href="mailto:garcia51226@hotmail.com">garcia51226@hotmail.com</a></td>
<td>12/6/2012</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>462-203</td>
<td>Spokane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/8/2006</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>462-221</td>
<td>Whidbey Island</td>
<td>Oak Harbor</td>
<td>Ed Witt</td>
<td>360-675-2055</td>
<td><a href="mailto:DD19@kofc-wa.org">DD19@kofc-wa.org</a></td>
<td>7/3/2012</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>462-231</td>
<td>Blessed St John Paul II</td>
<td>Duvall</td>
<td>Scott Esary</td>
<td>425-788-4703</td>
<td><a href="mailto:scesaru@wwdb.org">scesaru@wwdb.org</a></td>
<td>3/14/2014</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>462-215</td>
<td>Olympic Peninsula</td>
<td>Port Angeles</td>
<td>Fred Moritz</td>
<td>360-452-1282</td>
<td><a href="mailto:fjm75y@gmail.com">fjm75y@gmail.com</a></td>
<td>4/8/2008</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>462-225</td>
<td>Columbia River</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/18/2012</td>
<td>TBC</td>
<td>west</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>462-224</td>
<td>North Spokane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8/20/2012</td>
<td>TBC</td>
<td>east</td>
<td></td>
</tr>
</tbody>
</table>
### Second Degree Teams Status

**July 1, 2014**

<table>
<thead>
<tr>
<th>District</th>
<th>Number</th>
<th>Location</th>
<th>Team Captain</th>
<th>Phone</th>
<th>E-mail</th>
<th>Confirmed Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>462-228</td>
<td>South Peninsula</td>
<td>Port Orchard</td>
<td>Phillip Fitzsimons</td>
<td>360-876-3196</td>
<td>3/7/2013</td>
<td>TBC west</td>
</tr>
<tr>
<td>32</td>
<td>462-229</td>
<td>Greater Skagit Valley</td>
<td>DD appoint Team Captain</td>
<td></td>
<td></td>
<td>9/27/2013</td>
<td>TBC west</td>
</tr>
<tr>
<td>34</td>
<td>462-222</td>
<td>West Seattle</td>
<td>DD appoint Team Captain</td>
<td></td>
<td></td>
<td>8/1/2012</td>
<td>TBC west</td>
</tr>
<tr>
<td>35</td>
<td>462-214</td>
<td>Rainier</td>
<td>Lakewood</td>
<td>Philip Sheridan</td>
<td>253-964-2809</td>
<td>12/18/2007</td>
<td>TBC west</td>
</tr>
<tr>
<td>17</td>
<td>462-210</td>
<td>District 17</td>
<td>Richland</td>
<td>n/a</td>
<td>n/a</td>
<td>11/8/2006</td>
<td>Inact Disbanded</td>
</tr>
</tbody>
</table>

**Remarks:**

1. Abbreviations: C - certified, TBC - to be certified, Inact - inactive was disbanded
2. Twelve teams certified, Districts 1, 2, 3, 7, 8, 9, 11, 12, 13, 15, 21 and 33.
3. Seventeen teams to be certified, Districts 4, 5, 6, 10, 16, 17, 18, 19, 23, 24, 25, 28, 29, 32, 34, 35 and Spanish (District 11).
4. Western Washington has 9 certified degree teams and 11 teams to be certified.
5. Eastern Washington has 3 certified degree teams and 6 teams to be certified.
6. When all teams certified, will have 20 teams in western WA and 9 teams in eastern WA for a total of 29 certified second degree teams.
The Washington State Webpage is an outstanding source of information on degree exemplifications. The Webpage degree information is for district deputies to access and provide information to their councils; for grand knights to access and provide information to the knights of their council; for sponsors and knights to coordinate with their candidates to escort them to the degree exemplification; and for second degree candidates to obtain exemplification information.

The district deputy is responsible to prepare the required information and submit it to the State Webmaster no later than 90 days prior to the degree date. The district deputy will submit the information using the Internet. If the district deputy does not have Internet access, it is his responsibility to identify a knight who does have Internet access and have him submit the information to the State Webmaster.

THE DEGREE INFORMATION FORMAT:

**LOCATION:**
1. Cite the name of the church, school, building, etc. If degree is held at a council hall, cite the council name and number.

**DIRECTIONS:**
1. If the degree site may be difficult to locate, provide driving instructions.

**DISTRICT:**
1. List the district that will be conducting the degree. Local districts should be invited to participate.

**TIMES:**
1. It is recommended the second degree either precede or immediately follow the council meeting. If preceding the council meeting, the candidates should be invited to attend the meeting which must be held in the second section.
2. Cite the candidates' report/registration time.
3. Cite the second degree start time, which will be no later than 30 minutes after candidates' registration time.
4. Indicate the approximate completion time, from registration to conclusion of the second degree which is about one hour which is computed: in AC 20 minute and second degree about 40 minutes.
5. If you add the refreshments and social following the council meeting, the total time the candidates will be adjusted.
6. This does not include the set-up time, about a half hour and the clean-up time, about 30 minutes.

**Honorees for the Second Degree:**
1. The district deputy will select an honoree for the second degree.
2. List the degree, the name, office held, and council of the honoree. If the honoree is a priest, list his parish and his council.
3. Encourage all brother knights of his council to attend the degree exemplification.

**Points of Contacts (POC):**
1. List the name of the district deputy, his telephone number and email address.
2. List the name of the second degree team captain, his telephone number and email address.
3. List the name of the host grand knight, his telephone number and email address.

**REFRESHMENTS:**
1. Indicate if there will be refreshments after the degree, for example cold cuts, pizza, cake, soda, etc.

**REMARKS:**
1. Sponsors should bring their candidates, all knights, including candidates, are required to have their membership cards, etc.
2. The parking instructions for the candidates and sponsors, members, and degree personnel.