

Knights of Columbus

ILLINOIS STATE COUNCIL
PO BOX 681 KANKAKEE, IL 60901

PLANNING A MAJOR DEGREE

WHEN PLANNING A MAJOR DEGREE DISTRICT DEPUTIES AND GRAND KNIGHTS SHOULD FOLLOW THESE EASY STEPS:

1. **Set a date, secure a facility of sufficient size, and** coordinate with both the host council and the Regional Membership Chairman.
2. **Select a Degree Staff.** If you have a preference for a particular degree staff, please contact the staff coordinator (See State Directory) to determine if the team is available on the desired date. If it is not available, either change the date or select another team.
3. **Complete the 'Request For Major Degree Staff' form.** If no preference leave team preference blank. Mail it directly to: State Ceremonials Chairman and the Degree Staff coordinator. This Form is available from the Executive Secretary, State Ceremonials Chairman or the Illinois State Council Knights of Columbus website.
4. **After completion of the arrangements by State Ceremonials Chairman,** you will receive a letter advising you of the assigned team and Conferring Officer. Please return an acknowledgement to the State Ceremonials Chairman to confirm that you have received and understand all the details.
5. **Coordinate Notification Mailings** to councils announcing degree and arrangements 6 weeks in advance of the degree with the Executive Secretary, Don Lajoie (815)935-2262 or illinoiskc@illinoisknights.org **Contact the Conferring Officer and Degree Team Coordinator no less than** one week in advance of the date to finalize arrangements.
6. **Recruit sufficient candidates to insure a good exemplification.** Contact neighboring councils and/or District Deputies and invite them to participate with you, even if they have just held an exemplification. There are always some candidates who cannot make a given date. Major Degrees will only be cancelled under exceptional circumstances and never within one week prior to the scheduled date.

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WHAT TO DO AFTER ALL PLANNING IS COMPLETED

1. A room of sufficient size should be made available for the degree team. This room should be separate from the antechamber and located so that the Team will not be exposed. If the Team has traveled more than 100 miles then a light lunch should be provided.
2. A registration table should be manned at all times prior to both 2nd and 3rd degrees. The registration table should be outside of the antechamber. The candidates should be given a stick-on nametag with only their first name identifying them as candidates and they must be kept away from the room that is set aside for the degree team. Guards should be provided until the degree team arrives and takes charge. Candidates should not be wandering about.
3. The chamber where the degree is to take place should be of adequate size and have proper lighting arrangements. Cover any outside windows or doors and try not to select a room with skylights.
4. The antechamber should be approximately 3 – 5 square feet per candidate to allow the D's to mingle with the candidates. There should be **no chairs, tables, or water** available in the antechamber. The room should not be a "Hot Room". The purpose of the room is to allow the D's to work. The antechamber should be away from the chamber so the candidates cannot hear voices from the chamber. Only the Warden and his aides are permitted in the antechamber unless it is an emergency. The antechamber doors should not be locked.
5. The timing of the degree will be approximately 3 ½ hours from the beginning of the 2nd degree to the finish of the 3rd degree. If a 1st degree is being conducted make sure you allow enough time between the 1st and 2nd degrees for the 1st degree team to dismantle their equipment and the 2nd degree team to set up and begin on schedule.
6. The Host District Deputy's duties will include active participation in the exemplifications. This includes opening and closing of the 3rd Degree. The HDD should be robed and positioned at the front of the Chamber with the Degree Staff. He is responsible for delivering the Closing Charge to the candidates, introduction of dignitaries, and final announcements.
7. Because the Team has traveled a considerable distance; if a dinner is being served, the Degree Team should be seated at their own table(s) and if possible be served first, so they can depart immediately after the meal to return home to their families at a reasonable time.
8. Payment should be made upon completion of the ceremonial. The basic fees for hosting a Major Degree is \$150.00 for the ceremonials plus \$.23 per mile round trip for up to 5 cars.
9. If any problems arise, contact Ceremonials Chairman. **Lenny Schachtner, phone 815-547-4812 or e-mail lsss83@aol.com**

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