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| ST MARON COUNCIL 12640 MEETING CHECKLIST (TIMELINE) \* |
| 1. | CALL TO ORDER (1 RAP OF GAVEL TO COME TO ORDER) |
| 1 a. | WARDEN VERIFIES MEMBERSHIP STATUS OF ALL PRESENT |
| 1 b. | GUEST ARE INTRODUCED |
| 2. | CALL TO PRAYER (PRECEEDED BY 3 RAPS OF GAVEL FOR ALL TO STAND) |
| 3. | PLEDGE OF ALLEGIANCE (AFTERWARDS, 1 RAP OF GAVEL FOR ALL TO BE SEATED) |
| 4. | READ LAST MEETING'S MINUTES (AFTERWARDS, MOTION TO ACCEPT) |
| 5. | CHAPLAIN’S REPORT |
| 6. | GRAND KNIGHT’S REPORT |
| 7. | FINANCIAL REPORT (TREASURER REPORTS THE COUNCIL’S FINANCIAL STATUS) |
| 8. | MEMBERSHIP REPORT (INCLUDES INITIATIONS & APPLICATIONS READ & BALLOTING) |
| 9. | OTHER REPORTS |
| 9 a. | DGK REPORT |
| 9 b. | CHANCELLOR’S REPORT |
| 9 c. | REPORT OF TRUSTEES |
| 9 d. | PROGRAM DIRECTOR – Bill Hoadley |
| 9 e. | FAITH DIRECTOR – Father Jack Morrison |
| 9 f. | COMMUNITY COMMITTEE – Chris Cooper |
| 9 g. | FAMILY DIRECTOR – Bill Hoadley |
| 9 h. | LIFE DIRECTOR – Chuck VanHeusen |
| 9 i. | MEMBERSHIP DIRECTOR – Chris Cooper |
| 9 j. | RECRUITMENT COMMITTEE – Chris Cooper |
| 9 k. | RETENTION COMMITTEE – Bill Hoadley |
| 9 l. | INSURANCE PROMOTION – Chris Cooper or Agent if present |
| 9 m. | VOCATIONS CHAIRMAN – Father Jack Morrison |
| 9 n. | HEALTH SERVICES –  |
| 9 o. | PUBLIC RELATIONS –  |
| 9 p. | OTHER – As Needed |
| 9 q. | DISTRICT DEPUTY – If present |
| 10. | UNFINISHED BUSINESS |
| 10 a. | AS NEEDED |

**CONTINUED ON NEXT PAGE**

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| ST MARON COUNCIL 12640 MEETING CHECKLIST (TIMELINE) \* |
| 11. | NEW BUSINESS |
| 11 a. | FINANCIAL SECRETARY PRESENTS BILL(S) |
| 11 b. | COMMUNICATION(S) – As Needed |
| 11 c. | OTHER NEW BUSINESS – As Needed |
| 11 d. | NEXT MEETING – Date, Time, and Location |
| 12. | GOOD OF THE ORDER |
| 12 a. | FAMILY OF THE MONTH AWARD |
| 12 b. | KNIGHT OF THE MONTH AWARD |
| 12 c. | OTHER AWARDS |
| 13. | LECTURER’S REFLECTION (OPTIONAL) |
| 14. | GRAND KNIGHT’S SUMMARY |
| 15. | CLOSING PRAYER |
| 15 a. | PRAYER LIST – Knights who are sick or in distress |
| 15 b. | CLOSING PRAYER RECITED – (3 Raps For All to Stand) |
| 15 c. | \*\* PRAYER FOR THE CANONIZATION OF FATHER MICHAEL J. MCGIVNEY |
| 16. | MEETING ADJOURNED! |

\* This checklist is based on K of C “*The Guidelines for Council Meetings*” November 2020 Appendix C pages 23 – 25. <https://www.kofc.org/en/resources/service/council/method-conducting-council-meetings10318.pdf>

**\*Prayer for the Canonization of Father Michael J. McGivney**

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Father Michael J. McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify your venerable servant Father Michael J. McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.

(Our Father, Hail Mary, Glory Be.)