

KNIGHTS OF COLUMBUS

PARISH ROUND TABLE

GUIDELINES

INTRODUCTION

The Parish Round Table Program is an easy and effective way for Knights to better serve their individual parishes, priests and to be the visible force for good in their communities. The Parish Round Table Program was designed to help every parish to have a Knights of Columbus presence in parishes that are not able to support a full council.

The Round Table representatives are members of the sponsoring council, and are members of that parish with one of those members serving as the Parish Round Table Coordinator.

A Parish Round Table serves a parish in any number of ways. However, the ultimate aspiration of any Parish Round Table remains the same:

To actively engage Knights of Columbus members in order to aid the parish and sustain visible Catholic action through works of charity in every parish and mission throughout the Order, and in sustainable parishes to form the Round Table into a fully functioning council.

There are many benefits in establishing a Parish Round Table for the parish, its priest, and Knights. Having a Knights of Columbus Parish Round Table creates a unique and effective support structure within the parish. Whether it's fundraising for a new roof, or actively participating in the parish's ministry, devoted Knights serve as invaluable resources for realizing the needs of the parish.

The benefits of a Parish Round Table for local councils and its members are also evident. Through personal service to our respective parishes, the Order is able to truly fulfill its commitment to serving the Catholic Church, as well as our communities. And, as Knights, being active in our own parishes helps strengthen our personal faith and often helps create a better place for our families to grow theirs in spirituality and service.

GUIDELINES FOR ESTABLISHING A PARISH ROUND TABLE

- Parish Round Tables are ideal to provide a Knights of Columbus presence and be of service to smaller parishes and missions, and to file needs for ethnic development. In general, parishes with more than 150 families should first explore the possibility of forming its own council.
- The Grand Knight and his officers make lists of council members who belong to those area parishes. All will automatically become part of that Parish Round Table. New parishioners of the parish may be recruited, as well.
- The Grand Knight, with the help of his officers and insurance agents, informs all council members who belong to the designated parish, that the Order would like to set up a Parish Round Table and then explains the benefits to them.
- The Grand Knight and a Knight parishioner call on the pastor to offer help.
 - Since the pastor assigns the projects, there will be no conflict with existing groups.
 - The Grand Knight presents the priest with a Knights of Columbus overview brochure (Form# 4519), a Parish Round Table program brochure (Form# 2632) and a list of Knights who are parishioners.
- The Grand Knight appoints only one Parish Round Table coordinator for each designated parish.
- The Grand Knight completes the Report of the Parish Round Table Coordinator (Form #2629), mails it to the Membership Growth Department and sends copies to State Deputy, District Deputy, State Round Table Chairman, and keeps a copy for council files.
- Formation of the Parish Round Table and appointment of the coordinator are announced to those involved, and announcements are published in the parish and council bulletins.
- Once a Round Table grows and exceeds 30 members and still has potential to grow, the paperwork should be submitted to form a new council.

OPERATING A PARISH ROUND TABLE

- There are no elective offices in the Knights of Columbus Round Table. The Grand Knight appoints a coordinator as the designated leader of the Round Table and its members and acts as liaison between the Round Table and Council.
- Meet as necessary to aid the pastor and parish community.
- The Parish Round Table has no dues. Members continue to meet their financial obligation to their council, and the Parish Round Table projects are council projects. The Parish Round Table coordinator must communicate with the Grand Knight and the council to ensure the project's success.
- The coordinator should visit the pastor frequently (monthly is suggested) to ask what the Knights of this parish can do to help and offer assistance.
- The pastor should only be as involved as he wants it to be. The Parish Round Table should lighten his workload, not add to it.
- The coordinator should call on those Parish Round Table members best qualified to carry out a specific project(s) and provide project leadership from start to finish.
- When a project requires more support than the Parish Round Table members can provide, the coordinator solicits the whole council for support and assistance.
- The Grand Knight and the pastor annually review activities of the Parish Round Table and the effectiveness of the coordinator.
- If the pastor desires a change of coordinator, or if the coordinator resigns during the fraternal year, the pastor selects a new coordinator and the Grand Knight makes the appointment.
- If there is a change of pastor, the Grand Knight and the coordinator call on the new pastor, explain the program and seek his continued support.

USING THE NAME OF THE PARISH ROUND TABLE

For simplicity, the parish name and city should be used in conjunction with the Parish Round Table (for example: St. Mary's Knights of Columbus Parish Round Table of New Haven).

ROUND TABLE MATERIALS

The Knights of Columbus Parish Round Table booklet (Form #2632) is included in the "Surge with Service" programming packet. The Report of the Parish Round Table Coordinator (Form #2629) and the Report of Fraternal Activity of the Round Table (#2630) can be found in the Council Report Forms booklet (#1436) and on the Order's Website at www.kofc.org/forms.

PLEASE NOTE: Councils with members in only one parish do not need the Knights of Columbus Parish Round Table program. The church activity directors of these councils can handle assistance for the parish.

COMMUNICATION

- Each coordinator of a Round Table regularly reports activities of the Parish Round Table at business meetings of the sponsoring council.
- The Parish Round Table projects should be announced in parish and council bulletins.
- Articles and pictures of Parish Round Table projects should be forwarded to the state Knights of Columbus newspaper, the diocesan newspaper and to *Columbia* magazine.
- The state Parish Round Table chairman should select the most outstanding Parish Round Table of the Year for that jurisdiction and arrange for appropriate honors to be awarded at the state convention.

REPORTING

To minimize paperwork, only two forms are used —

- **Report of the Parish Round Table Coordinator (Form #2629)**

DUE: AS NEEDED

— This form is used to report the Round Table Coordinator assigned to each parish and is signed by the Grand Knight's signature. Only one coordinator can be assigned to a parish. This report is mailed to the Department of Membership Growth for processing and also copy will go to the State Round Table Coordinator.

- **Annual Report of the Knights of Columbus Round Table (Form #2630)**

DUE: DEC. 31 –

— This form is used to report the growth and activity of the established Parish Round Table and is signed by the Round Table Coordinator. This report is delivered to the Grand Knight of the council to have Round Table numbers included in the Council's Fraternal Survey (#1728) which is due January 31.

When the Parish Round Table Coordinator is changed, the Grand Knight notifies the Department of Membership Growth, state and district deputies, and the outgoing coordinator with an updated Form #2629.



Knights of Columbus
Department of Membership Growth & Ceremonials
1 Columbus Plaza
New Haven, CT 06510
(203) 752-4247

www.kofc.org