



## RESPONSIBILITIES FOR HOSTING A 2<sup>ND</sup> & 3<sup>RD</sup> DEGREE

### Basic Requirements:

- Need a secure/private room to serve as anti-chamber to hold candidates prior to ceremonies
- Need a secure/private room to serve as chamber to hold ceremonies
- Need the ability to prepare and serve a meal to all attendees – candidates, members and team following the 3<sup>rd</sup> Degree ceremony (if offering).
- Standard degrees will be held on Sunday (combined 2<sup>nd</sup> & 3<sup>rd</sup> Degrees) with registration to begin at Noon and 2<sup>nd</sup> Degree to begin at 1:00 PM.

Exceptions to the standard schedule will be considered and approved only after confirming with the State Deputy and the captains of the 2<sup>n</sup> & 3<sup>rd</sup> Degree Teams.

### Fees:

- Minimum payment to the 2<sup>ND</sup> Degree or 3<sup>rd</sup> Degree Team is based on a number of 25 candidates.
- Candidate Fees -- \$12.00 per candidate
  - \$3.00 per candidate – payable to 2<sup>nd</sup> Degree Team
  - \$4.00 per candidate – payable to 3<sup>rd</sup> Degree Team
  - \$5.00 per candidate – 3<sup>rd</sup> Degree medallion payable to 3<sup>rd</sup> Degree Team (*not part of the confirmed minimum costs*)
- Meal (*if offered*)
  - Suggestion is that this not exceed \$8.00 per candidate & guest (*so that total candidate cost is \$20.00 for degree*)

### District Deputy Responsibilities:

- Coordinate and oversee all aspects of space and other requirements for the ceremonies.
- Contact State Council's web master of any additional information that they wish to have added to the respective degree listed in the Degree Schedule section of the State Council web site.

- Communicate with the CO / Team Captain of the 2<sup>nd</sup> & 3<sup>rd</sup> Degree Teams as to the exact location of the ceremonies – Council Hall, Church Hall, Address, Room, etc.
- Coordinate with the CO / Team Captain of the 2<sup>nd</sup> & 3<sup>rd</sup> Degree Teams to identify any requirements or special needs for each ceremony, including set-up, guards needed, etc.
- Ensure that the council fulfills their duties and responsibilities.
- Ensure there are enough swords for the Knighting Ceremony at the end of the 3<sup>rd</sup> Degree.
- Make introductions and any announcements at the end of the ceremonies (*only after 3<sup>rd</sup> Degree, when 2<sup>nd</sup> & 3<sup>rd</sup> Degree are held together*)
  - Ask every grand knight to stand and introduce themselves
    - *Council number and location*
  - Introduce fellow district deputies
    - *Arrange for a list to be generated at registration.*
  - Introduce general agents in attendance
    - Ask ONLY the general agent for host council to address the candidates / attendees  
*(If general agent from host council is not in attendance, and other general agent is in attendance, ask him address the candidates / attendees)*
  - Introduce State Officials
    - State Program / Membership Director  
*(Note: they do not need to be asked to address the candidates)*
  - Introduce State Officers
    - Ask ONLY ranking State Officer to address the candidates / attendees.  
*(Note: if no State Officer is present, asking the ranking State Official to address the candidates – State Membership Director, State Program Director, etc.)*
  - Introduce host grand knight to explain meal arrangements (if there are any)
    - Or handle this announcement yourself.

### **Council Responsibilities:**

- Coordinate registration process – including having council members on hand to register attendees.
  - Have set-up and manned at least 30-minutes prior to announced registration time (*Knights are always early!*)
  - Have three lists available
    - List for Candidates
    - List for Guest
    - List for Dignitaries

- Or space on Guest List to identify those dignitaries to be introduced at the end of the Ceremony – District Deputies, General Agents, State Officials, and / or State Officers.
    - Have cash on hand for when collecting payment of fees.
    - Provide an identifying 'mark' for candidates
      - Simple strips of white ribbons that can be attached by Emblem of the Order pin, or a stick pen
- Provide members to act as Guards and Warden's Assistants
  - *Note: if requested by either Degree Team*
- Set anti chamber as required
  - Space to hold candidates – no chairs, etc.
- Set chamber as required
  - Chairs for candidates in a horseshoe
  - Chairs for guest in a horseshoe, behind candidates
- Arrange to prepare meal and space to serve / eat (if meal is offered)