



Knights of Columbus
**FOURTH
DEGREE**
Patriotic degree of the Order.



ONLINE FOURTH DEGREE EXEMPLIFICATION

Saturday August 29th, 2020 (See Schedule Below)

Honoring:

Very Reverend Vernon F. Huguley, Faithful Friar, Alabama

Hosted By:

Mississippi District of the Fourth Degree
Gerald Schmuck, PSD, District Master



SCHEDULE OF EVENTS

- 12:30 pm Candidates Login on Video Conference**
- 12:45 pm Degree Team and Observers Login on Video Conference**
- 1:00 pm Exemplification Begins**
- 2:30 pm Exemplification Ends**
- 2:35 pm Closing Remarks and Sign Off**



**Important
Information**

INFORMATION FOR CANDIDATE

Candidate fee to participate is \$50.00

Cost includes:

- 4th Degree Social Baldric
- 4th Degree Membership Pin
- Certificate (suitable for framing)

PLEASE NOTE:

To ensure that certificates are correct and ready for mailing on a timely basis, I ask that a completed Form 4, including email address and cell phone number of each candidate, and their exemplification fee be received by the District Master on or before midnight on Tuesday, August 25, 2020. Invitations to the online event, including a link, will be emailed to each candidate on August 27, 2020. Certificates, baldrics, and pins will be mailed as soon as possible after completion of the exemplification on August 29, 2020.

Make checks payable to: R. Evan Parrish, District Master and mail to:
P. O. Box 1722, Jasper, Alabama 35502-1722.

For additional information, please contact District Master Parrish, Phone: 205-531-3515, voice or text, or by email: peteparrish1984@gmail.com

Please be on time with your application submittal.



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Dress Code for Candidates:

Dark Blue, Grey or Black business suit (***Slacks and sport coats are not acceptable***), white dress shirt with lay down collar (***no collar buttons***); tie; dark socks; and dress shoes.



Dress Code Exceptions (for candidates):

Military

Police Officers & Firefighters

Priests

Seminarians

Dress Uniform

Formal Dress Uniforms

Regular Clerical Dress

Dark Suit and Tie or Seminarian Collar with Black Suit

Dress Code for Others 4th Degree Members/Observers

- New uniform.
- Black tuxedo with social baldric
- Dark suit with tie and social baldric



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KNIGHTS OF COLUMBUS FOURTH DEGREE ALABAMA DISTRICT

July 12, 2020

Notes on preparing for online virtual exemplifications:

Due to the uncertainties of opening back up and being able to have in person exemplifications, our Vice Supreme Master has authorized the Mississippi District to conduct a virtual exemplification on August 29, 2020. This event will be open to all districts of the Bienville Province, and other candidates worldwide, and it is hoped that many candidates will take advantage of this opportunity to join the Patriotic Degree of our great Order.

Due to the times we find ourselves in and the need to continue to conduct the business of the Order, Vice Supreme Master Mike Porter has granted, with concurrence of the Supreme Master, some liberties in processing the Forms 4, in preparation for these exemplifications, which are:

How to process a Form 4 for an online Exemplification during the Covid-19 Pandemic.

If you have recruited a candidate for the 4th degree, please handle the Form 4 in the following manner.

- Phone your Faithful Navigator and give him complete information over the phone or via email so he can complete the Form 4. Complete means, Full name, address, council number, membership number, phone number, DOB, Parish, 1st degree date. **Also, please include the candidate's email address somewhere on the Form 4. If you use the Form 4 which is attached, it has been modified to include a box for the candidates email address at the top of the form.** Give the Faithful Navigator permission to sign your name and add your membership number to the proposer portion of the Form 4. Give the Faithful Navigator the name and phone number of the council's Financial Secretary.
- The Faithful Navigator will call the Financial Secretary of the candidate's council to determine the standing of this candidate in the 3rd degree council. If this member is in good standing, the Faithful Navigator will ask the FS if he can sign the FS portion of the Form 4.
- The Faithful Navigator will then contact his assembly's officers via phone, email, or conference call to vote on the candidate, ask any questions, and determine if this candidate will be accepted into the assembly.
- Once the candidate is approved, the Faithful Navigator will sign the Faithful Navigator & Faithful Comptroller portion of the Form 4 (No digital signatures).

R. Evan "Pete" Parrish, District Master
P. O. Box 1722, Jasper, AL 35502-1722
Cell Phone: (205)531-3515
peteparrish1984@gmail.com

- The Faithful Navigator will phone the candidate and review the Form 4, review the details of the upcoming virtual exemplification, from date, what platform that will be used, how to connect, how much the cost of the exemplification will be and where and who (District Master) to send the check for the exemplification fee to, give him the information on the assembly, that includes programs, regular activities, honor guards, yearly dues, how the councils and assembly work together in a patriotic way. He then will let the candidate ask any questions he has on the assembly or the exemplification.
- The Faithful Navigator will then ask permission to sign the applicant portion of the Form 4.
- Lastly, the Faithful Navigator will scan the completed Form 4 and email it to the District Master.
- The District Master will contact the candidate and review the information on how to connect to the exemplification and use the Form 4 to track those attending the online exemplification.
- After the exemplification, the District Master will take the scanned copies of all Forms 4 and mail them to the Supreme Masters office and mail the exemplification report and check to the Supreme Master's office.

Candidate Instructions for Virtual 4th Degree Exemplification.

If you have recruited a candidate for the 4th degree, please make sure he understands the following prior to the schedule Exemplification.

- One week prior to the exemplification, phone your Faithful Navigator and make sure he has completed the form 4 and forwarded the form to the District Master.
- Phone your candidate and ask him to download the Go To Meeting app to the device on which he plans to view the exemplification. Phones may be used if necessary but generally are small and may not be as desirable as a tablet or personal computer for this application.
- Ask him if there are any questions, he has prior to the Exemplification. Remind him of all the programs and activities of the assembly he is joining and make plans to take him to his first meeting as soon as we are able to return to in person meetings.
- Make sure he has mailed the exemplification fee to the District Master.
- Ask him to prepare for the exemplification by participating in the exemplification in a quiet room where he can have privacy and is able to be engaged in the exemplification (no outside distractions). Let him know this will last at least 90 -120 minutes, so be prepared to be in his private location for that length without a break.
- Let him know when he logs into the Go To Meeting site, he is to opt for the audio only, do not log in with video. This is to conserve bandwidth and prevent lag. **There is no need to announce when you arrive as there will be multiple members assigned to monitor who is present and they will log you in and know that you are participating. We will also have a log provided by the software that shows when you log in and when you leave the meeting.**
- The District Master will send an invitation to the meeting which includes a the link to the meeting site in advance, make sure your candidate received the link.
- We are asking that the candidates log in 30 minutes early so we can get an accurate roster for the exemplification.
- As stated earlier, a report will be generated, by the software at the end of the call, showing the names and duration of each person on the call. So, your candidate needs to be on the call until the end.
- Each District Master will either mail the baldric, pin, and certificate directly to the candidate or mail them to the Faithful Navigator of his new assembly. The Faithful Navigator will present the baldric, pin, certificate, and with the permission of the District Master, Knight the new member into the order at the next meeting of the Assembly. The District Master may choose to attend as many assembly meetings as possible to achieve this goal.