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NEW CIRCLE  
DEVELOPMENT

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GUIDEBOOK



Knights of Columbus  
**SQUIRES**  
*Youth Organization.*

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Lead the way.

# **COLUMBIAN SQUIRES**

## **NEW CIRCLE DEVELOPMENT GUIDE**

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# **INTRODUCTION**

The Columbian Squires, the official youth organization of the Knights of Columbus, was established under the direction of Brother Barnabas McDonald, F.S.C., on August 4, 1925. Since then, Squires circles have been instituted throughout the United States, Canada, Mexico, the Philippines, Cuba, Panama, Guatemala, Puerto Rico, the Bahamas, the Virgin Islands and Guam.

Our goal is “A Circle in Every Council,” and, by striving towards this goal we are giving an increasing number of Catholic young men the opportunity to learn the skills and attitudes of Catholic leadership. With every new circle we get closer than ever before to that goal. However, there is still a long way to go, and every council is needed to contribute if we are to reach that goal.

There can be few undertakings more important than developing young Catholic leaders with beliefs and values that will define their character for a lifetime.

This is what the Columbian Squires program is designed to do.

In the words of Brother Barnabas, “The supreme purpose of the Columbian Squires is character building.”

With that purpose in mind, this booklet has been designed to assist you in developing a Columbian Squires circle in your council or assembly.

## **SPONSORSHIP**

A Squires circle may be sponsored by a council or by an assembly.

Since each Knights of Columbus unit must assume full administrative responsibility for any circle it sponsors, **co-sponsored or “district” circles are not allowed.**

## **CIRCLE ADVISORY BOARD**

A Circle Advisory Board is responsible for supervision of its circle. Depending on whether the circle is sponsored by a council or an assembly, the Advisory Board will be composed of:

- ❖ Council sponsored — grand knight, deputy grand knight and chaplain.
- ❖ Assembly sponsored — faithful navigator, faithful captain and faithful friar.

The Circle Advisory Board will be responsible for:

- ❖ Appointing a Knight, who must be a member of the sponsoring council or assembly, as the circle’s chief counselor.
- ❖ Appointing a priest as the circle’s father prior and spiritual committee counselor.
- ❖ Approving additional Knights as committee counselors.
- ❖ Designating a place for circle meetings.

## **TYPES OF SQUIRES CIRCLES**

The three types of Squires circles, distinguished primarily by where their membership is drawn from, are council-based circles, parish-based circles and in-school circles.

Much study and thought should go into deciding the type of circle to establish. The location of the circle will be a consideration in the recruitment of potential counselors; will greatly determine the size of the pool of potential Squires you will recruit from; and will set the atmosphere in which the circle will conduct its meetings. In other words, the future success or failure of the circle may largely depend on this one key decision of what type of circle to form.

### ***COUNCIL-BASED CIRCLES***

Council-based circles draw potential Squires from among the sons of council members and from one or more parishes and schools served by the council. Plan to base the circle in the council home, whether that be in the council's own building, in a school or in a parish, if the target audience meets the following criteria:

- ❖ The council or assembly has Knights with a sufficient number of sons of Squires age to form a base of potential circle members.
- ❖ The council serves several parishes
- ❖ The council serves several area schools
- ❖ The council meeting place offers the proper atmosphere for youth group meetings. That is, the

building is in a good, safe neighborhood and Squires in the building can be properly supervised at all times.

- ❖ The council building is centrally located and is the most convenient central meeting place for potential Squires to reach.

### ***PARISH-BASED CIRCLES***

A parish-based circle is desirable if a parish has a large youth population, the circle will draw most Squires from that parish, and if:

- ❖ The pastor desires a circle to serve his parish's young men.
- ❖ All, or most, of the counselor team members will be Knights from one parish because of strong representation from that parish in the council, or the existence of a parish round table.

### ***SCHOOL-BASED CIRCLES***

A school-based circle mainly recruits young men from a single elementary, middle, junior or senior high school. These are usually Catholic schools, but circles have also been established in public, private and military schools. Circle meetings are usually held before, during or immediately after school in a classroom, but could meet in another building nearby, such as a parish hall or council clubhouse.

Consider sponsoring a school-based circle if:

- ❖ The school principal and other administrators fully support the idea of hosting a Squires circle on

school premises, and the holding of circle meetings before, during or after school.

- ❖ The school offers a large pool of Catholic young men from which to recruit potential Squires.
- ❖ The school staff includes several Knights who are administrators, teachers or coaches who could be potential counselors for the circle.

*Due to the large number of potential Squires in most schools, school-based circles have the potential for fast growth.*

## **INSTITUTION AND REINSTITUTION DEVELOPMENT GUIDELINES**



***Institution*** — Councils and assemblies that never sponsored a circle will need to institute a new circle.

***Reinstitution*** — Previously instituted circles that have been officially removed from “active status” are called “dissolved circles.” Councils or assemblies that have a circle that has been dissolved simply need to reinstitute the old circle, using that circle’s charter, name and number.

***Reorganization*** — Circles that have been dormant for a period of time but still remain on “active status” only need to be reorganized. The Supreme Council office should be advised that the circle is becoming active once again, and informed of any counselor and Squire roster changes. No other special forms are required to “reorganize” a circle.


## OBTAIN MATERIALS AND SEEK APPROVAL

**Obtain a Squires Inquiry Kit** — Order a Squires Inquiry Kit by using the “**Columbian Squires Inquiry Kit Order Form**” (#2935) from the “**Council Report Forms Booklet**” (Item #1436). Kits can also be obtained by writing or calling the Squires office in the Supreme Council’s Department of Fraternal Services or e-mail the Squires office through the Knight’s web site.


	<b>COLUMBIAN SQUIRES INQUIRY KIT ORDER FORM</b>	
<p>The Columbian Squires is a leadership development program for young Catholic men, 12-18 years old. There are over 25,000 Catholic young men in over 1,100 local units, called circles, throughout the United States, Canada, Mexico, the Philippines, Puerto Rico, the Virgin Islands, the Bahamas and Guam.</p> <p>The Squires is designed to develop young men as leaders who understand their Catholic religion, who have a strong commitment to the Church and who are ready, willing and capable of performing their lives after the Youth Christ.</p> <p>A Squires circle must be sponsored by a council or assembly, but is run by and for young men, under the guidance of several Knights, who serve as counselors. Squires are to be leaders, thus, to the degree they are able, they are given the opportunity to lead, by running their own meetings, investing their own members, setting their circle's agenda and implementing their program of activities.</p> <p>Squires have fun. They meet new friends, they travel, play sports and socialize. And Squires are serious-minded too. Squires are involved in promoting vocations, marching in defense of unborn life, leading the hungry, clothing the poor, supporting Special Olympics and promoting Catholic education, among countless other activities. Thus, the Squires circle is an athletic team, a youth group, a social club, a cultural and civic improvement association, a management training course, a civil rights organization and a spiritual development program all rolled into one.</p> <p>The Squires is the official youth organization of the Knights of Columbus.</p> <p>Sponsorship of a Columbian Squires Circle in good standing fulfills all four youth activity requirements for the Columbian Award.</p> <p>To institute or reactivate a Squires circle, complete and forward this form to the Supreme Council office. Upon receipt, a Squires Inquiry Kit, containing Squires handbooks, counselor recruitment materials and documents for instituting or reactivating your circle, will be sent to you immediately.</p>		
<b>Yes! I'd like to take the time to learn more about starting a Columbian Squires Circle in our council! Send me more information.</b>	Council # _____	
	Name _____ Title _____	
	Address _____	
	City _____ State/Province _____ Zip/Postal Code _____	
	Telephone # _____	
<small>MAIL INFORMATION TO: Supreme Council Department of Fraternal Services, MAIL ROOM, P.O. Box 2500, Dallas, Texas 75202</small>		
<small>7935 1/2000</small>		

Columbian Squires Inquiry Kit Order Form (#2935)





**SUPREME COUNCIL**  
**Knights of Columbus**



**NOTICE OF INTENT TO ESTABLISH A COLUMBIAN SQUIRES CIRCLE**

Official Form, New York, N. Y., 1976-2000

20-10-107

City of \_\_\_\_\_ Council/Assembly No. \_\_\_\_\_ Degree of Columbian of the \_\_\_\_\_  
 Chapter of \_\_\_\_\_ State/Province of \_\_\_\_\_  
 hereby makes application:  for a Charter for a Circle of Columbian Squires  
 to reinstitute \_\_\_\_\_ Circle No. \_\_\_\_\_

This application has been approved by a majority vote of the members present at a regular meeting of the council/assembly on \_\_\_\_\_  
 at \_\_\_\_\_

The council/assembly will assume direct responsibility for the proper conduct of the circle and for the recruitment of the bona fide paying Squires and that the council/assembly will provide one and for the time a sufficient number of its members as counselors for the proper supervision of the circle.

The name and address of the proposed Chief Counselor is:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The council/assembly will provide necessary facilities for circle meetings and activities.

The income date set for the institution/investiture ceremony of the circle is: \_\_\_\_\_

Signed: \_\_\_\_\_  
Local Representative/Initiator

Date: \_\_\_\_\_

**STATE DEPUTY/MASTER STATEMENT**

I hereby certify that I received the above application of Council/Assembly No. \_\_\_\_\_ for a Charter for a Circle of Columbian Squires on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_; and I hereby \_\_\_\_\_ the same.  
Signature of Deputy

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
State Representative

**COMMITTEE ON CHARTERS**

Approval is hereby granted to organize and institute a Circle of Columbian Squires under the sponsorship of the council/assembly listed above. Assistance and material to organize said circle will be provided by the Supreme Council Department of Fraternal Services and the State Columbian Squires Committee.

Signed: \_\_\_\_\_  
Advisory Committee

Date: \_\_\_\_\_

— See Reverse Side for Points of Information —

OF 145

Notice of Intent to Establish a Columbian Squires Circle Form #457

Submit Form #457 — Once you have the approval of the council or assembly, complete the ***“Notice of Intent to Establish a Columbian Squires Circle”*** (Form #457) (found in the Squires Inquiry Kit) and have it signed by the grand knight or faithful navigator. Send this form for approval to the state deputy, who will then forward it to the Supreme Council office. Upon receipt, the Supreme Council office will send to the proposed chief counselor a **“Circle Development Kit,”** containing circle by-laws, a ceremonial book, sample counselor and officer handbooks, and various counselor and Squire recruitment materials.

If the circle is being reinstated, the state deputy’s signature is not needed, thus the form should be sent directly to the Supreme Council office.

### ***DESIGNATE A POTENTIAL MEETING PLACE***

Though a circle may be council, parish or school-based, the circle need not necessarily meet at the council, parish or school. Rather, the meeting site should be:

- ❖ In a safe neighborhood, particularly if circle meetings are planned for evenings
- ❖ Centrally located and accessible to potential Squires, including Squires with disabilities
- ❖ Regularly available at a convenient meeting day and time
- ❖ Compatible for Squires and Knights activities held at the same time, so that neither one should be a distraction to the other. In particular, if there is a home association bar on premises, Squires and patrons should be out of sight and hearing of each other.

### ***RECRUIT A COUNSELOR TEAM***

The counselor team consists of:

- ❖ A Knight, who must be from the sponsoring council or assembly, to serve as the chief counselor.
- ❖ A priest to serve as father prior and spiritual committee counselor
- ❖ Two, three, or more, additional Knights to serve as committee counselors.

All counselors must be Knights.

Review the council roster for names of potential counselors. Prime candidates to be recruited as counselors would include any one who enjoys working with young people, such as teachers,

coaches, religious education instructors and Knights with experience working in other youth programs. Former Squires are also excellent candidates. Of course, fathers of potential Squires are top candidates as well. If they're not yet Knights, sign them up!

### *COUNSELOR APPLICATIONS AND SCREENING*

Knights of Columbus policy requires all "Youth Leaders," that is, any Knight whose position requires a substantial interaction with young people under his supervision, to submit an application for the position and to pass a screening of his background before being appointed to the position. Thus, all local circle counselors must complete and submit "**Youth Leader**" applications (Form #4348), including the names of two people as references, and give permission for the Supreme Council office to conduct a background check. Circle counselor applications and references will be checked to the satisfaction of the grand knight or faithful navigator and the state deputy. The background check, to be initiated by the Supreme Council office and to be conducted through a law enforcement agency, would include a review of the candidate's criminal record, if any, including motor vehicle violations. Appointment to the counselor position will be effective only after a successful background check has been completed by the Supreme Council office. Priests appointed to the position of "Father Prior" will not be screened. However, their diocese will be notified by the Supreme Council office of their appointment.

## *INITIAL RECRUITMENT DRIVE*

A minimum of 10 Catholic young men, 10 to 18-years-old, are required to institute or reinstitute a Squires circle.

Refer to the booklet, “**How to Succeed at Membership Recruitment — Reference Guide**” (Item #4038) for suggestions on recruiting at church, in schools and through council members.

Target potential Squires who are:

- ❖ Knights’ relatives, such as sons, grandsons, nephews or younger brothers
- ❖ Squires’ brothers and cousins
- ❖ Parish altar boys
- ❖ Male students in parish or regional Catholic elementary, middle, junior or senior high schools
- ❖ Male students in parish religious education classes
- ❖ Young men who are regular attendees at parish Masses
- ❖ Neighbors, classmates and friends of Squires

A date should be set for the initial recruitment drive at the parish or school, or for an open house at the council. The proposed chief counselor should also have ready the date and time of the circle’s first organizational meeting. It is suggested that the parish priest or school principal be provided with, respectively, a pulpit or school announcement. This would point out that a Columbian Squires circle is being established at the council, parish, or school; when a recruitment drive will occur; and where the

meeting for interested prospective members and their parents would be held. It is also suggested that a notice to this effect be placed in the council, parish and/or school bulletin.

### ***ORGANIZATIONAL MEETING***

By this time, plenty of advance notice has been given to the prospective circle members regarding the initial organizational meeting. This meeting should be short and to the point. It is strongly suggested that parents be invited to attend to get them involved early in the Columbian Squires and the circle.

The chief counselor presides and welcomes the group —he is not there to ask the group if they want a circle — he is there to organize a circle! Remember to “accentuate the positive!”


The chief counselor introduces the representative of the state squires committee (the state squire chairman, an area squire chairman), and the grand knight, council youth director or council squire chairman to “sell” the youth program of the Order. Their remarks should be tailored to the group they are addressing. The important thing is that they know well the Squires program, that they are positive and upbeat and that they cover all aspects of the Order that the group is interested in. A way to supplement their remarks is to show “Something More,” the Squire’s promotional video. The video is free from the Supreme Council Department of Fraternal Services, except for a \$3.00 charge for shipping and handling.

The chief counselor also briefly tells the prospective members and their parents about the Columbian

Squires. The chief counselor will no doubt mention that he will personally speak with each Squire prospect during the meeting to further discuss the Order in greater detail and to answer any questions.

Of course, the father prior, parish pastor, any other members of the clergy in attendance, and, if the circle is school-based, the school principal, should be invited to address the gathering.

Assistance should be offered to prospective members in completing their *Membership Documents* (Form #280). Membership documents should not simply be handed out to those present — prospects must be assisted in completing the documents. Remember, the Squire's parent's signature is required on the membership document.

 <b>COLUMBIAN SQUIRES MEMBERSHIP DOCUMENT</b> <small>THE OFFICIAL YOUTH ORGANIZATION OF THE KNIGHTS OF COLUMBUS</small>									
CIRCLE NUMBER		CIRCLE LOCATION		<b>TRANSACTION</b> CHECK <input type="checkbox"/> NEW SQUIRE <input type="checkbox"/> RE-ENTRY <input type="checkbox"/> TRANSFER IN <small>Number of former circle</small> <input type="checkbox"/> SUSPENSION <input type="checkbox"/> WITHDRAWAL <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> DEATH <small>Day</small>				MEMBER NUMBER	
LAST NAME			FIRST NAME		INITIAL	DATE OF BIRTH MO. DAY YR.		TAX IDENTIFICATION #	
NUMBER AND STREET				CITY			STATE/PROV.		
POSTAL CODE		COUNTRY (OUTSIDE OF US/CANADA)				AREA CODE - TELEPHONE NUMBER			
ARE YOU A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE?		YES	NO	NAME OF PARISH					
I hereby recommend the above applicant for membership in the Columbian Squires.			I agree that the laws, rules and regulations of the Columbian Squires, now or in the future, shall be binding on me during the period of my membership therein.				I hereby approve membership in the Columbian Squires for		
SIGNATURE OF PROPOSER			SIGNATURE OF APPLICANT				PRINT NAME OF APPLICANT		
PROPOSER MEMBERSHIP NUMBER			DATE				DATE		
DATE		SIGNATURES			CHIEF SQUIRE		DATE OF RE-ENTRY		

\*\*\* SUPREME OFFICE COPY -- Forward to: Columbian Squires, Knights of Columbus Department of Membership Records  
1 Columbus Plaza, New Haven CT 06510-3325

280-NC 498

Membership Document #280

The amount of circle dues, if not determined earlier, should be decided upon at this meeting. Initiation fees of \$1.00 and dues should be collected from each prospect.

During the organizational meeting, the chief counselor may select a temporary chief squire and a temporary membership chairman. As the circle development process continues, these young men will be looked upon by their peers as men of responsibility and may be among the circle's first officers. Therefore, great care must be taken in their selection.

You might want to end the meeting with refreshments. Preteen and teenage boys have been known to get hungry!

### *INVESTITURE CEREMONY*

Plans should be made for the circle's first investiture of members. Recruitment should continue to ensure that at least 10 young men will be in attendance. If not, the initial investiture should be held any way. Do not hold candidates for a large investiture class. Prospective members should not have to wait a long time to be invested as Squires.

The chief counselor should arrange for candidates of the new circle to be invested as they are enrolled. These candidates may be included in investiture ceremonies being held by other circles nearby. The state squire committeeman or district deputy can also arrange from time to time for a nearby Squires ceremonial team to exemplify the ceremonial for a small group of candidates. If no ceremonial team is available, contact the Squires office in the Supreme Council's Department of Fraternal Services to request the supreme secretary's permission to have Knights of

the sponsoring council or assembly to perform the Squires ceremonial to get the circle started.

Though the circle can not be instituted until there is a minimum of 10 Squires, meetings and activities should be held to keep up interest and to continue recruitment.

Additional investitures will need to be held until the minimum number is attained.

Chances are that after the first meeting the required 10 members needed to start a circle will not have been recruited. The membership committee, (membership activities committee counselor, temporary chief squire and temporary membership activities committee chairman) should hold strategy meetings at regular intervals to review progress and supplement the membership drives. Investiture of additional members should be scheduled promptly so not to lose the enthusiasm of potential members. Candidates will want action — not delays!

In newly instituted circles, one ceremonial class should be designated as the “Charter Class.” The date of this group’s investiture can be used as the institution date of the new circle. However, the actual selection of the date is up to the chief counselor and the new circle. Charter members are only new and former members who signed applications or members that transferred their membership into the new circle on or before the date of institution. In the event that a new prospect fails to be invested for a valid reason, the application may be held until he is invested, but this must be within a reasonable period of time.



Prior to each investiture ceremony, a Squire patch and a Squire lapel pin for each Squire candidate should be



ordered from the Supreme Council Supply Department. To order, use a **Supply Requisition** (Form #1) at least four weeks prior to the investiture date. These are chargeable items and normally billed to the sponsoring council or assembly until such a time that the new circle can afford its own purchases — usually from initiation fees or dues.

### CIRCLE INSTITUTION/REINSTITUTION

Once you have 10 Squires (new, former or transfers) the chief counselor should complete the “**Notice of Institution**” (#460) and forward it to the office of Fraternal Services, along with the membership documents for the charter members. The charter members’ names should be printed on the reverse side of Form #460 in alphabetical order.

<div style="text-align: center;">  <p><b>Knights of Columbus</b> OFFICE OF INSTITUTION FOR COLLATERAL BUSINESS CIRCLE</p>  </div> <p style="text-align: center; font-size: small;">PLEASE PRINT OR TYPE</p> <p>This is to certify that a Circle of Columbus Squares was instituted on _____ under the sponsorship of _____ Council No. _____ in the city of _____ State/Province of _____</p> <p>The names selected for the circle, subject to approval of the Charters Committee of the Supreme Council's Board of Directors, is as follows:</p> <p>_____, First Degree _____, Second Degree _____, First Degree</p> <p><small>Has a minimum of ten (10) Squires at the time of institution. If not, institution must be conducted by the sponsoring Council.</small></p> <p>The investiture ceremony was conducted by Circle _____ sponsored by Council _____</p> <p>The names of the members to be listed on the charter are listed on the reverse side of this form.</p> <p style="text-align: right;">Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>FOR SUPREME COUNCIL OFFICE USE ONLY</p> <p>Approved: _____</p> <p>Date: _____</p> </div> <p style="font-size: x-small; margin-top: 10px;">Please forward to: Columbian Square, Knights of Columbus Department of Fraternal Services 1 Columbian Plaza New Haven CT 06510-0226</p>	<p style="font-size: x-small;">A Columbian Square membership document (Form 4582) must be on file for each member named below, in order for the member's name to be included on the circle's charter. Please list names in alphabetical order.</p> <p style="font-size: x-small;">The names of members to be listed on the charter are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%; font-size: x-small;">NAME IN FULL (PLEASE PRINT OR TYPE - DO NOT USE ABBREVIATIONS)</th> <th style="width: 25%; font-size: x-small;">Whole Initial</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>_____ Last _____ First _____</td> <td>_____</td> </tr> <tr><td>2</td><td>_____</td><td>_____</td></tr> <tr><td>3</td><td>_____</td><td>_____</td></tr> <tr><td>4</td><td>_____</td><td>_____</td></tr> <tr><td>5</td><td>_____</td><td>_____</td></tr> <tr><td>6</td><td>_____</td><td>_____</td></tr> <tr><td>7</td><td>_____</td><td>_____</td></tr> <tr><td>8</td><td>_____</td><td>_____</td></tr> <tr><td>9</td><td>_____</td><td>_____</td></tr> <tr><td>10</td><td>_____</td><td>_____</td></tr> <tr><td>11</td><td>_____</td><td>_____</td></tr> <tr><td>12</td><td>_____</td><td>_____</td></tr> <tr><td>13</td><td>_____</td><td>_____</td></tr> <tr><td>14</td><td>_____</td><td>_____</td></tr> <tr><td>15</td><td>_____</td><td>_____</td></tr> <tr><td>16</td><td>_____</td><td>_____</td></tr> <tr><td>17</td><td>_____</td><td>_____</td></tr> <tr><td>18</td><td>_____</td><td>_____</td></tr> <tr><td>19</td><td>_____</td><td>_____</td></tr> <tr><td>20</td><td>_____</td><td>_____</td></tr> <tr><td>21</td><td>_____</td><td>_____</td></tr> <tr><td>22</td><td>_____</td><td>_____</td></tr> <tr><td>23</td><td>_____</td><td>_____</td></tr> <tr><td>24</td><td>_____</td><td>_____</td></tr> <tr><td>25</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;">460-10 146</p>		NAME IN FULL (PLEASE PRINT OR TYPE - DO NOT USE ABBREVIATIONS)	Whole Initial	1	_____ Last _____ First _____	_____	2	_____	_____	3	_____	_____	4	_____	_____	5	_____	_____	6	_____	_____	7	_____	_____	8	_____	_____	9	_____	_____	10	_____	_____	11	_____	_____	12	_____	_____	13	_____	_____	14	_____	_____	15	_____	_____	16	_____	_____	17	_____	_____	18	_____	_____	19	_____	_____	20	_____	_____	21	_____	_____	22	_____	_____	23	_____	_____	24	_____	_____	25	_____	_____
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Notice of Institution #460

The “Notice of Institution” should indicate the circle’s institution date and one or more choices of a circle name. If the circle is to be named after an individual, a short biography should also be submitted. The biography should mention the individual’s date of death, since no circle can be named after a living person. (NOTE: No two circles can be named the same within the state, province or territorial jurisdiction.) If no name is designated on the application, the circle’s name listed on the charter will be the name of the city in which the circle was established.

When completing the membership documents for members of newly instituted circles, the space for the circle number should be left blank.

Since new Squires will not yet have been issued a membership number, the space on the membership document for this information should also remain blank. After the circle is instituted the circle’s first monthly financial statement will list the membership numbers of the new members.

Upon receipt at the Supreme Council office of the “Notice of Institution” and the required minimum 10 membership documents, a number will be issued, the name approved, and the circle will be notified immediately.

If a circle is being reinstated, a “Notice of Institution” is not required. However, a minimum of 10 membership documents must be sent to the Supreme Council office. When completing membership documents, the number of the reinstating circle (if known) should be indicated in the appropriate space.

***A Squires Circle Organizational Kit***, containing all the necessary supplies and materials for the operation of a properly functioning circle, will be forwarded to the new chief counselor upon the circle's institution or reinstatement. A gavel will be included in the kit, along with counselor, officer and committee chairmen handbooks and notary and bursar supplies. Additional items may be ordered from the Supreme Council Supply Department using a Supply Requisition (Form #1).

### ***OFFICER ELECTIONS AND FOLLOW-UP***

Election of the first officers should be conducted soon after the ceremonial. Formal installation of officers may be held at the chief counselor's discretion, but should be scheduled promptly.

It is essential that the chief counselor, committee counselors, circle officers and committee chairmen work closely together. Holding officer meetings can be very helpful to iron out agenda items prior to a circle meeting. Counselors should assure that all officers and committee chairmen are properly trained and instructed in their respective duties in order to continue with the successful operation of the new circle. When possible, the chief counselor should arrange for a state squire committeeman to meet with the leaders of the new circle for training. Circle officers and committee chairmen should be urged to take an active role in all phases of circle activity.

The chief squire should complete and return the ***"Officers, Chairmen and Counselors Report"*** (#468) to

the Supreme Council Department of Membership Records. This and other reporting forms can be found on line at [www.kofc.org](http://www.kofc.org) by clicking “member” or in the *Circle Report Forms Booklet* (#401) contained in the Organizational Kit.

The circle should immediately begin to make plans for the initiation of its next class of candidates. Growth potential is greatest when enthusiasm of the membership is at its peak. An early emphasis on recruitment reflects the continuing excitement of the members to the new venture and will more easily attract other eligible Catholic young men to the new circle’s ranks.

*This concludes the step-by-step procedures for the development of a new circle. Past experience has shown that when following these guidelines, the average amount of time for developing a new circle is 30 to 90 days.*

## **PRESENTATION OF CHARTER**

For newly instituted circles, a charter will be issued by the supreme secretary’s office.

The charter will be engrossed and forwarded, within approximately four weeks, to the sponsoring council’s grand knight or sponsoring assembly’s faithful navigator.

Upon receipt of the charter, it is up to the grand knight or faithful navigator to make a formal presentation of the charter to the chief squire on behalf of the supreme knight and the board of directors. The charter gives evidence of the circle’s right to exist and authority to perform investiture

ceremonies in accordance with the *Laws and Rules of the Columbian Squires* (Item #445).

The grand knight or faithful navigator should conduct the following charter presentation ceremony.

(Grand knight or faithful navigator invites chief squire to podium.)

Grand knight or faithful navigator:

“By order of the supreme knight and the supreme board of directors, I have been commissioned to entrust this charter into your care and custody. I hereby do so, with full assurance that, by having placed you in the circle’s top leadership position, the judgement and discretion of your brother Squires in this circle shall be sufficient guarantee that you will steadfastly adhere to and carry on the principles for which this instrument is granted.

This Charter is evidence of your right to exist as a circle. It is the credential of your authority as a circle to perform investiture ceremonies and all functions of a circle in accordance with the Charter, Constitution and Laws of the Knights of Columbus and the Laws and Rules of the Columbian Squires. It is the certificate of your affiliation and fellowship with the entire membership of our Order. By presenting this charter, the Supreme Council recognizes your circle and grants certain powers. By accepting this charter, the circle submits to the authority of the Supreme Council.

This charter is granted to you under the corporate powers given by the legislative act creating the Order

of the Knights of Columbus. The same power of granting includes the power of revoking it for cause at any time.

May your circle long continue to flourish and set a good example for its members. May you all enjoy every blessing and satisfaction that true exemplification of our principles can bestow, and may the success of our Order be transmitted through your circle in this century and many years beyond.”

## **QUESTIONS AND ANSWERS CONCERNING SPONSORSHIP**

Certain concerns are likely to arise when the members of your council or assembly discuss whether or not to sponsor a circle. Though the concerns may be valid, they rarely should prevent a circle from being established. Following are some typical objections to a circle, and corresponding responses that are usually effective in answering the concerns.

*The council has few, or no Knights willing to become counselors.*

Granted, the chief counselor must be a member of the sponsoring council. However, though additional counselors must be Knights, they may be recruited from other councils. If no council is willing to sponsor, an assembly could sponsor the circle, provided the chief counselor is a Fourth Degree member of the Assembly.

*The Knights in our council (or assembly) are too old to sponsor a circle.*

Some of the best counselors are in their sixties or seventies. If the objection really means that no older members are interested, then it's well past the time to begin recruiting some new members to breath some life back into the council or assembly — some new members who would support a Squires circle! Moreover, many Squires may someday join the council, and many potential Squires' fathers are candidates for Knighthood now!

***Few of the Knights have sons of Squires age.***

Squires must be Catholic young men, but need not be sons of Knights. While sons of Knights would make a great pool of potential Squires, if few Knights' sons are available, it simply means the council must look elsewhere for potential Squires. It should be easy to recruit more than enough Squires to start a circle by recruiting in a parish with many young families or at a local junior or senior Catholic high school.

***A parish priest doesn't want a circle that would compete for members of his parish's youth group.***

Respect the pastor's wishes. Do not recruit from his parish. Instead, attract young men from other parishes to a Squires circle based at the council home, in another parish, or in a Catholic school.

***The pastor objects to starting an all-male youth group without offering a similar organization for his parish's young women.***

Some Knights of Columbus jurisdictions have established their own youth programs for Catholic young women. Contact your state squire chairman about starting one. The Columbiettes, a Catholic

women's organization, sponsors a youth organization for Catholic young women, the Squirettes of Mary. For information, write to the Columbiettes Supreme Council, 40-29B Douglaston Highway, Douglaston, New York 11363, or call 718-224-2165.

***Knights object to having young people meet at the council because the home association operates a bar there, or parents object because the neighborhood is considered unsafe.***

Circle meetings could be held at another location, such as in a parish building or in a school.

Whatever objection you run into about starting a Squires circle, there's almost always an answer or alternative that will work to overcome the objection or solve the problem.

## **NEW CIRCLE DEVELOPMENT EXPENSES**

Sponsoring councils and assemblies should expect expenses for the institution or reinstitution of a circle to include:

— ***Squire 3" patches*** (Item #485A) for a cost of \$2.00 each and ***Squire lapel pins*** (Item #115) for a cost of \$1.00 each for every prospective Squire candidate.

— Ceremonial supplies. To be purchased locally, as specified on page four in the "Columbian Squires Ceremonial Handbook" (Item #445). The ceremonial team from a neighboring circle may be able to provide some, or all, of these items for your circle's initial investiture.



— Printing, postage, telephone charges, refreshments for open houses, organizational meeting, etc.

There is no charge for the three Squires kits provided at various stages of the institution/reinstitution process by the Supreme Council office.

After a circle is instituted or reinstated, a circle account will be set up at the Supreme Council office to which Supply Department items may be charged. The chief counselor will receive a monthly financial statement indicating the circle's outstanding balance. Supply charges are payable within 40 days after receipt of invoice.



Knights of Columbus  
**SQUIRES**  
*Youth Organization.*

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