

KNIGHTS OF COLUMBUS

Master of the 4th Degree

Wyoming District

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“Religiously Devoted, Patriotically Proud”

HOST ASSEMBLY GUIDE

The host assembly is expected to determine a date for their exemplification in conjunction with the District Master. In order to secure all approvals, the proposed date must allow a 3-4 week time frame prior to proposed date.

The host assembly will develop an exemplification schedule using the attached suggested schedule options. The final schedule should include adequate time for rehearsal of the exemplification, chamber and ante-chamber set-up, candidate registration, Mass time, and a celebratory meal. Candidates and non-4th Degree members must not be able to see the chamber where exemplification will be held. The final schedule should be developed in conjunction with the District Master, posted on the Wyoming Knights’ website, and sent to State Officers.

The host assembly will provide a large room for the exemplification that has good separation from an ante-chamber. The walls and other features in the room should be decorated with the National colors. There is wide room here for artistic display. Greatest caution must be used to prevent its exposure to non-4th Degree members and guests. Sentinels and duly appointed members will assist in this task. A current 4th Degree membership card must be possessed by all entering the chamber during this time.

The host assembly will set up a registration table near the ante-chamber. They will provide a 4th Degree Knight to serve as registrar for the exemplification. This Sir Knight is expected to spend the entire registration period at the registration table. He may be assisted by the Outer Sentinel. The Inner Sentinel must make certain only qualified 4th Degree members are allowed into the exemplification chamber.

The host assembly should provide a projector screen or large TV screen and appropriate connecting cords and computer. If not available locally, the District Master has a 43-inch TV and appropriate connections that may be used upon request. An audio system may be needed for ceremonial music. At least 1 person familiar with the equipment needs to be present to operate the equipment. The AV setup must be positioned in such a way as to not distract the candidates. The person(s) who runs the power point and audio must keep up with the degree officials' presentations and will practice with the degree team at the time scheduled for rehearsal. Ceremonial media is in CD format and/or can be placed onto a thumb drive that can be used with a laptop or computer. The District Master will bring the appropriate flags/stands for the exemplification.

The exemplification chamber must have 2 large tables and a lectern or podium. These are set up in a manner that does not interfere with the candidates' ability to see the projector screen or TV. The District Master will oversee any modifications to the chamber setup. Many of the preliminary arrangements may be made the afternoon or evening prior to the exemplification.

It is suggested that wives of host assembly members be asked to provide activities for candidates' wives and/or other guests. One possible activity could include taking wives and guests shopping at local establishments.

The District Master will pay meal costs for dignitaries and their guests [includes District Master and District Marshal(s)] and up to \$15.00 per candidate. It is expected that the host assembly provide the meal for all exemplification team officers. Other guests and visitors may be charged an appropriate amount or left to make donations at the discretion of the host assembly.
