

# Guidelines: Conducting an Assembly Meeting

❖ Call to Order: **09/19/2024 at 19:15 with 9 present.**

❖ Opening Ceremonies.

- **Faithful Navigator (One rap of the gavel):** Sir Knights, we are about to open this meeting in the Fourth Section. Let our faithful officers assume their respective stations and the faithful inner sentinel and outer sentinel take their posts. (*Pause.*) The faithful pilot will now advise if all present are in possession of the proper membership card. **(Three raps.)**
- **Faithful Pilot:** Faithful navigator, your order has been obeyed. I report none but faithful Knights present and all are in possession of the current membership cards.
- **Faithful Navigator:** Let the **faithful comptroller** call the roll of our faithful officers. **(Two raps.)**

*Chair officers rise, although entire roll of officers is called, the faithful pilot responds “present” or “absent” as the case may be. If an officer is absent, the faithful navigator shall temporarily appoint another.)*

- Faithful Navigator – Michael Miller: **Present**
- Faithful Friar – Father Henry Atem: **Excuse**
- Faithful Captain – Tony Annarelli: **Present**
- Faithful Pilot – Frank Montelione: **Present**
- Faithful Comptroller – Mark Winsor: **Excuse**
- Faithful Admiral – Desmond Donlin: **Present**
- Faithful Scribe – Dauda “Jimmy” Koroma: **Present**
- Faithful Purser – James Brennan: **Absent**
- Faithful Inner Sentinel – Ken Dalton: **Absent**
- Faithful Outer Sentinel – Elkin Vargas: **Absent**
- One Year Trustee – Deacon Edward Wilson: **Excuse**
- Two-Year Trustee – Tom Hamberger: **Excuse**
- Three-Year Trustee – Nelson Rivera: **Present**
- Color Corps Commander – Terrence Gaines: **Present**

- **Faithful Navigator:** Faithful pilot, what is the principle of the fourth degree?
- **Faithful Pilot:** Patriotism.
- **Faithful Navigator:** Faithful captain, what is our duty to our country?
- **Faithful Captain:** To respect and obey all lawful authority; to uphold and maintain those whose duty it is to administer the law; to defend, and preserve

unspotted and unstained, the flag of our Country, and the principles for which it stands.

- **Faithful Navigator:** Faithful admiral, what other duties have we as faithful Knights of our honored Order?
- **Faithful Admiral:** To maintain unity; to practice the virtues of charity and brotherly love; to exemplify, in all our relations with our fellow man, the sublime teachings of Holy Mother Church.
- **Faithful Navigator:** Sir Knights, before entering upon our deliberations, let us acknowledge our dependence upon Almighty God, and call upon our faithful friar to invoke His blessing by repeating aloud the Lord's Prayer. **(Four raps.)**  
*(The faithful friar, or in his absence the faithful admiral repeats and the assembly responds. After which, one rap.)*
- **Faithful Navigator: (Three raps.)** And so it is, Sir Knights. Fealty to Christ begets loyalty to our country and the faithful practice of our holy religion begets the good citizen and the patriot. Sir Knights, salute the flag.  
*The faithful pilot holds the flag for salutation at his station; the faithful admiral takes position in front of his station and with the sword, salutes the flag.*
- **Faithful Navigator:** Sir Knights, let us now sing the Opening Ode  
*(Three raps. Pledge of Allegiance. One rap at conclusion.)*
- **Faithful Navigator:** I now declare this assembly regularly opened for the transaction of business.

*Neither the opening nor closing ceremonies shall be interrupted by the entrance or exit of members. After the assembly is regularly opened, members shall be admitted in the same manner as to the council chamber, except that the inner sentinel shall be shown both third and fourth degree membership cards.*

*This part only for late attendees:*

- **Inner Sentinel:** Faithful navigator, the following faithful Knights with proper credentials await admission to our assembly (naming them).
- **Faithful Navigator:** Admit them.

- ❖ Report of Faithful Friar - **Was absent so no report**
- ❖ Reading of Minutes of Previous Meeting – **Last meeting's minute was not available to be reviewed by members, thus it was not approved and skipped.**
- ❖ **Faithful Navigator:** Are there any corrections to the minutes? They are approved as read. (One rap) – **Not approved and skipped.**
- ❖ Reading of Bills and Communications. (Bills – Faithful Comptroller; Communications – Faithful Navigator or Faithful Scribe) - **Patriot and civil awards submitted to Todd.**

- ❖ Report of Faithful Comptroller. (Faithful Comptroller) – **No report**
- ❖ Report of Faithful Purser. (Faithful Purser) - **No report**
- ❖ Report of Committees. (Faithful Captain?)
  - Make this “Report of Committees, Projects, and Programs”?*
- ❖ Reading of applications after referral to the Admission Committee. (Faithful Comptroller) – **No applications, to reimburse Jim for badges**
- ❖ Balloting for Membership. (Faithful Navigator) - **None**
- ❖ Unfinished Business. (Faithful Navigator) - **None**
- ❖ Report of Trustees. (Faithful Trustees) - **None**
- ❖ New Business. (Faithful Navigator) - **None**
  - When elections are in order, this is the first item under New Business.*
- ❖ Report of the Third Degree.
  - Grand knights or representatives of the assembly’s member councils may be called upon for a report of current membership and programming initiatives of their respective councils.*
  - St. Lawrence – **Donated \$1000 to quest radio and \$250 to council #3410, coats for kids, Knight Mass in October**
  - St. Matthew – **Feast on 09/21, had new members**
  - St. Oliver – **09/21 picnic, 10/19 chilly cookout, 11/10 pancake**
- ❖ Good of the Order. (Faithful Navigator) – **Kinsey Family, Milligan Family, People of Israel, Glen Kuhn, Apalachee HS and Family, Deacon Ed Wilson, Members and Family of #3410**
- ❖ Closing ceremonies.
- ❖ **Faithful Navigator:** Sir Knights, is there any further business to come before this assembly? If there be none, we shall proceed to close the meeting. **(Two raps).** Faithful pilot, what are the emblems of this degree?
- ❖ **Faithful Pilot:** The flag, the sword and the Cross.
- ❖ **Faithful Navigator:** Yes, Sir Knights, these glorious symbols typify patriotism, liberty and faith; the heaven-sent attributes of our Christian citizenship. Faithful pilot, what say you for the flag?
- ❖ **Faithful Pilot:** The flag of OUR Country. We love it and shall ever defend it.
- ❖ **Faithful Navigator:** Faithful admiral, what say you for the sword?
- ❖ **Faithful Admiral:** Let us keep it bright for Liberty’s sake.
- ❖ **Faithful Navigator:** Faithful captain, what say you for the Cross?
- ❖ **Faithful Capitan:** ( *Holding Cross aloft.*) This is the Cross of Christ, the exponent of Christian ideals, the conqueror of death, the giver of life. Supreme reverence for this sacred symbol will crown our Country queen in the sisterhood of nations. It is the bulwark of national honor, the inspiration of patriotism, the guardian of personal worth; for it was crimsoned with the blood of self-sacrifice.

❖ **Faithful Navigator:** Sir Knights, undying allegiance to the Cross of Christ and to Christ's Vicar upon earth.

*(**Four raps.** The faithful friar or in his absence the faithful admiral repeats the "Our Father," "Hail Mary," and "Glory Be" with the assembly responding, **after which, one rap.**)*

❖ **Faithful Navigator:** I now declare this assembly duly closed until our next appointed meeting. **(One rap.)**

**Next monthly meeting will be at St. Oliver on 10/17**