

Knights of Columbus



Fourth Degree Color Corps Drill Manual

Religiously Devoted. Patriotically Proud.

Knights of Columbus



Fourth Degree Color Corps Drill Manual

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Foreword

This manual provides the accepted drill procedures of the Fourth Degree Knights of Columbus. It has been developed for use by Fourth Degree Color Corps as a standard for uniform drill procedures; Honor Guard/Color Guard procedures; and the Manual of the Sword.

Uniform drill procedures will enable individual Sir Knights to drill with other assemblies, and will facilitate participation of entire assemblies to drill as a part of a larger unit. Sir Knights can drill with confidence of knowing that their participation will be compatible anywhere.

It must be kept in mind, however, that the exact Color Corps protocol in specific ceremonies (procedures at Mass, processions, wakes, burials, watches, escorting dignitaries, laying a cornerstone, church dedications, etc.) cannot be foreseen entirely because of the differing procedures in local dioceses and parishes.

It is required that the Master of a District receive approval from the respective Ordinary of each Diocese within his District concerning the specific activities of the Color Corps in religious ceremonies.

Use or non-use of the sword shall be subject to the determination of the Master of the District, AFTER his consultation with the Ordinary of the Diocese whose policies shall prevail. When the sword is used this manual will be the reference or its use.

It is most imperative that the Assembly Color Corps Commander or Marshal coordinate the activities of the Color Corps with the celebrant or Master of Ceremonies prior to the start of a religious ceremony. It can often happen that many of the procedures identified in this manual may not be carried out based on space and/or liturgical limitations.

In any areas not covered specifically by this manual, a decision can be made at the discretion of the Vice Supreme Master or the Master of the District.

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Color Corps Drill Manual

General Information

Purpose of the Color Corps of the Fourth Degree

The primary purpose of the Fourth Degree is to encourage active Catholic citizenship and foster the spirit of patriotism in members and the community at large.

The Color Corps members exemplify all the principles of our Order:

- **Charity** - by the gift of their time and energies necessary to practice, perfect and perform the ceremonials and sword drill;
- **Unity** – by the united efforts of Sir Knights to practice and perfect a coordinated drill for the good of the Church and the Order;
- **Fraternity** – by expressing an “Esprit de Corps,” sharing a common desire for drill excellence and camaraderie; and
- **Patriotism** – by performing precision drill as a salute to God and to country and visually exhibiting a love for both.

Color Corps Description

The **Color Corps (C.C.)** has two sub-groups, the **Color Guard (C.G.)** and the **Honor Guard (H.G.)**. The Color Guard consists of the flag bearers and at least two members of the Honor Guard who escort the colors. The Honor Guard consists of members of the Color Corps who have mastered the Manual of the Sword.

In many assemblies, all members of the Color Corps belong to the Honor Guard. This should be kept in mind when following the procedures in this manual.

The public appearance of Fourth Degree Knights as a Color Corps at religious and civic functions is an important activity for each assembly. They add dignity and the pride of Church and country to any event. By these public demonstrations their loyalties bring credit to themselves and to the Knights of Columbus.

Abbreviation Guide of the Fourth Degree

Supreme Master	S.M.	Color Corps Commander	C.C.C.
Vice Supreme Master	V.S.M.	Color Corps	C.C.
Master of the Fourth Degree	M.F.D.	Color Guard	C.G.
Marshal	M.	Honor Guard	H.G.
Faithful Navigator	F.N.		

Color Corps Regulations

Every assembly should organize and maintain a Fourth Degree Color Corps under the supervision and direction of the Master of the District. Such bodies may participate in Installation of Officers, Exemplification of Patriotism, religious and public functions and parades and other functions, with consent of the Master of the District.

The training and activities of an assembly's Color Corps should be coordinated and directed by a Color Corps Commander (C.C.C.) to be appointed by the Faithful Navigator.

It is important to remember that when individual members of the Color Corps appear at public functions they are not only representing themselves, but also their assembly and the entire Order of the Knights of Columbus. Their conduct and appearance should reflect this at all times. The regulations for the Color Corps (C.C.) apply to the following:

1. Color Corps (C.C.): A Fourth Degree Knight, who has been trained and possesses the official regalia, in good repair, is eligible to participate in C.C. functions.

2. The assembly will have a Color Corps Commander (C.C.C.) appointed by the Faithful Navigator (F.N.) for a term not to exceed that of the F.N. The C.C.C. is responsible for securing his own sword, service baldric and gloves.
3. Expenses incurred by the C.C. are the responsibility of the assembly and are not chargeable to the fund of the District Master (M.F.D.).
4. The M.F.D. must contact the Ordinary of the Diocese as to his wishes pertaining to the C.C. in liturgical events. The pastor of a church must also be consulted, and his approval obtained, before any function can take place in his parish. **Please note: the policies as approved by the Ordinary for the C.C. will ALWAYS take precedence.**
5. The Marshal (M.) is the Commander in charge at any district or provincial event where he is acting on behalf of the M.F.D.
6. The Color Corps may not cross district lines except with the approval of the M.F.D.s involved and have received approval of the Vice Supreme Master (V.S.M.). For a multi-assembly function, when all C.C. members are invited to participate, the M.F.D., through his M., will be in charge.
7. For Supreme Council functions, where C.C. members come from Orderwide jurisdictions, the C.C. will be under the direction of the host V.S.M with support from the hosting M.F.D. and his M. Additionally, the Board of Directors has adopted personal appearance guidelines, for Supreme Council events which must be adhered to by each member.
8. The assembly C.C. may perform at any internal or external function in its designated service area and shall be under the direction of the assemblies F.N. through the C.C.C.

Official Regalia of the Fourth Degree

Official Regalia Dress – Members

The officially designated Fourth Degree member regalia dress is set forth in the Laws of the Fourth Degree (Article XI, “Official Dress and Regalia,” Sections 38 and 40); and is as follows:

- Navy Blue Blazer with Fourth Degree Emblem Crest and Knights of Columbus Emblem of the Order buttons¹
- Official Fourth Degree Gray trousers
- Official Fourth Degree Necktie
- Official Fourth Degree Black Beret with Fourth Degree metal badge over appropriate colored flash of the office
- Plain White Dress Shirt with button cuff (no French cuffs – no button down collar shirts)
- Plain Black trouser belt
- Black Socks and Plain Black Shoes or Patent Leather Shoes
- Official Fourth Degree Lapel Pin (#PG-113)
- Incumbent medal of office
- Past and Former Miniature Medals or Papal Order miniatures above left breast pocket

¹In non-CC social settings, a member may wear a Knights of Columbus name badge with either a magnetic or pin backing on the right breast. The member will align the top of the badge with the top of the pocket on the left breast.



Official Regalia Dress – Color Corps

The Knights of Columbus Color Corps official regalia dress is the same as the official regalia dress of a member, with the addition of the following:

- Service Baldric with a silver sword worn over the coat from right shoulder to left hip. The Supreme Master, Vice Supreme Masters, Masters, and former – such officers only shall be permitted to bear the gold sword; and
- White gloves; and
- Color bearers wear a color-bearer harness and the Service Baldric with no sword
- When a sword is not permitted for any reason, the service baldric shall be worn sans sword.

Meetings and Functions:

When a Fourth Degree member attends an official function of the Order where Fourth Degree dress is required (whether member regalia or Color Corps regalia), he may wear the current medal of his office; *Assembly, Council, State Council, Supreme Council or Supreme Assembly*. The medal ribbon shall be worn under the shirt collar. The medal shall be positioned so that it will lie flat below the knot of the full-length tie. If possible, the medal should also be displayed over the service baldric when it is worn with the official dress uniform and regalia.

At an Exemplification of Patriotism the only lapel pin allowed to be worn by all attendees and participants is the official Knights of Columbus Fourth Degree Lapel Pin (#PG-113). For Exemplification of Patriotism attire for members, candidates, and military, refer to the *Laws and Rules Governing the Fourth Degree of the Knights of Columbus* (hereinafter referred to as *LAR*).

A Former Supreme Director, Past State Deputy, Former Vice Supreme Master, Former District Master, Former District Deputy, Past Grand Knight or Past Faithful Navigator may wear their Past and Former Miniature Medal for offices held in accordance with the guidelines detailed in this manual and in the Protocol Handbook.

No other medals, other than miniatures of Papal Orders, may be worn, upon the Official Blazer.

Per the vote of the Board of Directors on February 2, 2024, a Knights of Columbus name badge may be worn on the Fourth-Degree uniform only in a social setting. Wearing the name badge is not authorized while participating in any color corps.

Members may only wear a Fourth Degree name badge unless they are a current or former Supreme Officer or Director, a current State Officer or a Past State Deputy, in which case, they may wear their respective badge of office in lieu of a Fourth Degree badge. The badge shall have either a magnetic or pin backing since it will be worn on the right breast since the emblem and miniature medals prevent wear on the left breast.

Note 1: On the uniform jacket, only the top button is buttoned when worn. The jacket is unbuttoned when seated.

Note 2: Only the overcoat that is sold for the Knights of Columbus uniform can be worn during Color Corps events. The Service Baldric is worn over the overcoat, and under the epaulette on the shoulder of the overcoat. Color Corps with and without overcoats can be mixed. The PG-113 pin shall be worn on the lapel as on the uniform jacket.

Note 3: For grooming requirements for Supreme Council and Supreme Assembly events, see Appendix C. See Appendix D for information on preparing your beret for wearing.



Official Regalia Dress – Members

Pictorial View



Blazer



Trousers



Necktie



Beret



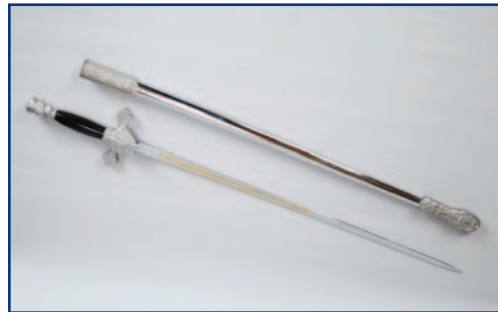
Fourth Degree
Lapel Pin
(PG-113)

Official Regalia Dress – Color Corps

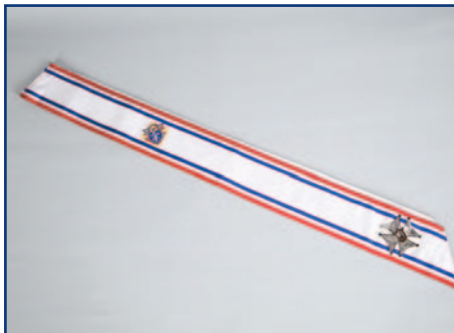
Pictorial View



Flag Holder



Black Handled Sword with Scabbard



Service Baldric



Beret



White Gloves

Official Colors of the Fourth Degree

The colors for the Fourth Degree Color Corps are set forth in the Laws of the Fourth Degree, Article XI, are designated to be worn directly behind the Fourth Degree Medal Badge affixed to the Official Color Corps beret, and colors are designated as follows:

Supreme Master & Former Supreme Master

Dark blue cloth flash on his beret and dark blue service baldric

Pantone # 19-4035 TC

Vice Supreme Master & Former Vice Supreme Master

Light blue cloth flash on his beret and light blue service baldric

Pantone # 14-4313 TC

District Master & Former District Master

Gold cloth flash on his beret and gold service baldric

Pantone # 13-0941 TC

Marshal

Green cloth flash on his beret and green service baldric

Pantone # 18-5315 TC

Faithful Navigator & Past Faithful Navigator

White cloth flash on his beret and white service baldric

Pantone # 11-0601 TC

Assembly Commander

Purple cloth flash on his beret and purple service baldric

Pantone # 19-3542 TC

Member

Black beret with Fourth Degree medal badge with no flash and service baldric with country colors

Official Baldric Colors by Country

The Board of Directors recommended that the colors of the Fourth Degree Service Baldric designated for use by country be as follows:

➤ United States & Territories	Red, White and Blue
➤ Canada	Red and White
➤ Mexico	Red, White and Green
➤ Philippines	Blue, White and Red
➤ Cuba, Dominican Republic, Panama	Red, White and Blue
➤ Guatemala	Blue and White
➤ Poland	White and Red
➤ Ukraine	Light Blue and Yellow
➤ South Korea	White, Red and Blue
➤ France	Blue, White and Red

Past and Former Miniature Medals

Authorized Display of Miniature Medals on Regalia

1. Past and Former Miniature Medals of Office, and Papal Orders, and their official order of precedence is detailed below. They shall be worn upon the blazer, centered on the left front panel between the lapel and the left armhole seam with the bottom edge of the Medal(s) 1/4 inch above the top of the pocket. If a member is entitled to wear more than one of the below, the miniature medals **must** be mounted on a solid bar of appropriate size, that is not worn independent of each other.
2. A maximum of four medals may be worn on a single row with the left edge of the holding bar aligned with the left edge of the pocket.
3. If a second (or multiple) row(s) of medals is worn, the bottom edge of the ribbons on the top row of medals will extend down to the top edge of the medals on the bottom row. When the upper row contains 4 medals the left edge of the holding bar will be aligned with the left edge of the pocket. When the upper row contains less than 4 medals it will be centered above the lower row (see pictured diagrams).

No medals of any other group or organization are allowed to be worn in regalia.

Precedence of Miniature Medals of Office

The order of precedence for the wearing of Papal Orders and Knights of Columbus miniature medals is as follows:

Papal Orders, such as:

- Order of Pius IX
- Order of St. Gregory the Great
- Order of St. Sylvester
- Sovereign Military Order of Malta
- Equestrian Order of the Holy Sepulchre

Knights of Columbus Officer Roles:

- Former Supreme Director
- Past State Deputy
- Former Vice Supreme Master
- Former District Master
- Former District Deputy
- Past Grand Knight
- Past Faithful Navigator

Others:

No other medal from any source, order, unit or division is allowed.

Pictorial view of Precedence of Miniature Medals



Diagram 1

Past Grand Knight



Diagram 2

Past Grand Knight
Past Faithful Navigator



Diagram 3

Former District Deputy
Past Grand Knight
Past Faithful Navigator



Diagram 4

Former District Master
Former District Deputy
Past Grand Knight
Past Faithful Navigator



Diagram 5

Past State Deputy
Former District Master
Former District Deputy
Past Grand Knight
Past Faithful Navigator



Diagram 6

Past State Deputy
Former Vice Supreme Master
Former District Master
Former District Deputy
Past Grand Knight
Past Faithful Navigator



Diagram 7

Papal Medal
Past State Deputy
Former Vice Supreme Master
Former District Master
Former District Deputy
Past Grand Knight
Past Faithful Navigator

Color Corps Protocol

Prior Coordination

[Note: The protocols set forth for the Color Corps in this manual are strongly recommended. It is understood that some directives may change based on event available space and/or the liturgical procedures as set forth by the Ordinary of the Diocese.]

In all ceremonies, whether within a church, other buildings, or out-of-doors and when acting in conjunction with a group of the clergy, altar servers, societies, military units, or others, it is very important that the M.F.D. consult with the Ordinary of an Archdiocese or Diocese to clarify all of the procedures that are acceptable within that jurisdiction. At the local level, it is imperative that the C.C.C. or M. consult with the **celebrant or with those in charge of the other complements and act in conformity with them**. If a Master of Ceremonies or M. is in charge, his instructions shall be followed although it may mean deviating from the suggested procedures outlined herein.

Silent Commands

Reference is made in this section to “visual commands.” Due to the necessity for silence, particularly during a drill participation in church, silent “cues” must be used by the C.C.C. or M. to instruct members and to give commands. The simplest method for those visual commands is for the C.C.C. or M. to step to a position where he is visible to all of the Sir Knights participating and give the cue for the order he wishes carried out. For example raise both hands, palm up, from the sides to order the Honor Guard to **Stand**; place right hand on the grip of the sword to order “**DRAW**.” It is **absolutely essential** that practice with silent commands be conducted so all members of the guard will be familiar with the “cues” and the required responses.

Liturgical Processions

The Fourth Degree Color Corps precedes the liturgical procession of the Ordinary. The role of the Fourth Degree Honor Guard, then is simple and straightforward; it is a ceremonial honor guard. The ultimate goal is to “add dignity to the celebration of the Sacred Liturgy and to display pride for the religious freedom, a gift from God, bestowed upon our Church and country.”

At **major liturgical events**, the following protocol is to be followed by Color Corps, unless determined otherwise by either the Ordinary for all cases or the celebrant of the Mass for that particular case.

1. The Honor Guard precedes the liturgical procession, followed by the Cross and Candles, both to and from the sanctuary (i.e., at the processional and recessional).
2. The liturgical procession has its own principle of ordering the ministers from “lowest to highest.” This is not, however, the ordering principle of the Honor Guard. Rather, the Honor Guard orders itself from “highest to lowest” ranking Fourth-Degree position colors after the Marshal, (if present) and working down through the decreasing rank colors moving back through the formation. Current position holders go first on the right, and then back through current and then former or past, alternating through the columns right and left. So the order is Marshals commanding the formation, then Vice Supreme Masters, Masters, Color Corps Commanders, Faithful Navigators, and members.* Without senior positions present on the local level, the Color Corp Commander who directs the honor guard, and the Current Faithful Navigator would lead the formation.
3. Upon processing to the sanctuary, the members of the Honor Guard—ordered from highest to lowest—take their positions at the ends of the pews in order for the liturgical procession to pass through.
4. Upon receiving the command, the members of the Honor Guard either take their seats at the end of each pew (one man per pew), or process across the front of the Church and circle to the back.
5. At the time of Holy Communion, the members of the Honor Guard approach in the manner determined in the Color Corps Drill Manual.

6. At the recessional, and upon the appropriate signal, the Honor Guard either steps aside from the pews or approaches from the back of the Church to line the aisle. Upon the signal of the leader, the Honor Guard recesses from the Church in the usual manner, preceding the liturgical procession.
7. Should it be determined by the Ordinary or the celebrant, or if particular circumstances demand, that the Honor Guard will not precede the liturgical procession in the recessional, the norms of the Color Corps Drill Manual will be followed.

*(*When the Supreme Master is present, he is positioned two steps ahead of the Marshals and centered on the columns.)*

Processions

A. Color Guard

1. The Color Guard consists of the Flag Bearer(s) and Flag Guard(s). In all cases when a C.G. is used it will lead the H.G. during both the processional and recessional. Care must be taken that the National Flag is always on the marching right. When posted, the National Flag goes to the right of the celebrant and all other flags to his left as he faces the congregation.
2. A Color Guard (C.G.) is not required, but if used, it should consist of four to six Sir Knights in Color Corps regalia. Two Sir Knights are to carry the National Colors and the Papal Flag and the other two Sir Knights will be guards for the flag. All marching done by the flag guards will be in the **“Carry Sword”** position. Some assemblies carry four flags in the Color Guard; the two additional Sir Knights would carry these flags. After the Flags are posted the Color Guard (C.G.) will proceed to their pre-designated pews. For the proper procedure for presenting and retiring Colors, see Appendix B.

B. Order of Procession

1. Knights of Columbus dignitaries and their spouses proceed through the Fourth Degree Honor Guard from the lowest-ranking official to the top-ranking official.
2. For a Knights of Columbus procession the suggested order of procession would be as follows:

1. Field Agent(s)	13. Former Vice Supreme Master(s)
2. District Warden	14. Past State Deputy(s)
3. Assembly Officer(s)	15. District Master*
4. Council Officer(s)	16. State Officer(s)*
5. Faithful Navigator(s)	17. Vice Supreme Master(s)
6. Marshal	18. Former Supreme Officer(s) & Director(s)
7. Grand Knight(s)	19. Supreme Director(s)
8. Chapter President(s)	20. Supreme Master
9. General Agent(s)	21. Supreme Officer(s)
10. State Director(s)	22. State Deputy
11. Former District Master(s)*	23. Supreme Knight
12. District Deputy(s)*	24. Members of the Clergy

*(*If a Fourth Degree function, the District Master and State Officers exchange positions, as do Former Masters and District Deputies.)*

C. Honor Guard / With Swords

1. When leading a procession of dignitaries **with swords** being permitted:
 - a. The Honor Guard with swords at the **“Carry Sword”** position is led into the church by the C.C.C. or M.
 - b. The Honor Guard will then proceed in a column of twos by way of the center or main aisle from the rear to the front of the church at which point the C.C.C. or M. will **“Halt.”** The Honor Guard will **“Halt”** in their places and spread out against the pews.
 - c. The C.C.C. or M. shall immediately **“About Face”** which will be the signal for the Honor Guard to **“Face”** toward the center of the main aisle.
 - d. The C.C.C. or M. will move into line with one of the files. In unison with the C.C.C. or M., the Honor Guard will assume the **“Present Sword”** position.
 - e. This position is held while the procession from the rear of the church proceeds forward between their files.
 - f. After the celebrant passes his position, the C.C.C. or M. shall step forward to signal the Honor Guard to simultaneously come to the **“Carry Sword”** position, take One Pace forward, **“Face”** towards the altar and **“Fall In”** to the rear of the C.C.C. or M.

The columns shall follow the lead of the C.C.C. or M., processing to the front cross aisle. The two files of Sir Knights separate by turning at the front cross aisle toward their respective side aisles.
 - g. The Honor Guard will proceed to the rear of the church, where the C.C.C. or M. gives the command to **“Return Sword.”** They will enter their designated pews from the side aisle and remain at **“Attention”** until all are in place.
 - h. Thereafter, they will follow the C.C.C. or M. to sit, stand, remove or replace the beret and swords, etc.

D. Honor Guard / Without Swords

1. When leading a procession of dignitaries **without swords**. The Honor Guard is led to the rear of the church by the C.C.C. or M.
2. They will proceed in a column of twos by way of the center or main aisle from the rear to the front of the church, at which point the C.C.C. or M. shall **“Halt.”** The Honor Guard will **“Halt”** in their places.
3. The C.C.C. or M. shall immediately **“About Face”** which will be the signal for the Honor Guard to **“Face”** toward the center of the main aisle.
4. The C.C.C. or M. will stand at the center of the aisle and begin to render a **“Hand Salute.”** In unison with the C.C.C. or M., the Honor Guard will assume the **“Hand Salute”** position. This position is held while the procession at the rear of the church proceeds forward between their files.
5. After the celebrant passes his position, the C.C.C. or M. shall step forward to signal the Honor Guard to **“Return to Attention,”** take one **Pace** forward, **“Face”** towards the altar and **“Fall In”** behind the C.C.C. or M. The columns shall follow the lead of the CCC or M, processing to the front cross aisle. The two files of Sir Knights separate by bowing to the altar and turning at the front cross aisle toward their respective side aisles (in the case of a very long procession, consider not pausing and bowing, but rather continuing to move across and down the side aisle).
6. The Honor Guard will proceed to the rear of the church. They will enter their designated pews from the side aisle and remain at **“Attention”** until all are in place.
7. Thereafter, they will follow the C.C.C. or M. in sitting, standing and removing the beret and tucking it under the belt, near the right hip over the right trouser pocket.

Recessional

A. Precede the Recessional

1. The C.C.C. or M. will signal the Honor Guard to **“Stand”** and file out of their pews to their agreed-upon positions in the center or main aisle of the church.
2. Upon reaching these positions, the CCC or M will signal the Honor Guard to **“Face”** the center of the aisle, and upon his command, assume the position of **“Carry Sword.”**
3. The CCC or M at **“Carry Sword,”** will move to the center of the aisle, **“Face”** the rear of the church and march between the ranks in the case of an uneven number in the Honor Guard. With an even number, he will lead the right column. As the CCC or M passes each pair of Sir Knights, they (in pairs) will remain at the **“Carry Sword”** position, Step forward, **“Face”** towards the rear of the church, and continue marching.
4. They will then follow the CCC or M between the other remaining Honor Guard positions and **“March”** out of the church. As the Honor Guard passes through, the next pair of Sir Knights will turn behind the last member passing him and all will march to the rear of the church or hall.
5. When swords are not being used, the same procedure as described above will be followed, with the following exception. The **“Hand Salute”** will be used instead of **“Draw Sword”** and **“Present Sword.”**

B. Follow the Recessional

1. Although the Color Corps should always lead the recessional of the Liturgical procession, if the Color Corps is to follow the recessional, the procedure to be followed is the same as the **Precede the Recessional**, with the Color Corps **Posted** on the sides of the center or main aisle at the **“Present Sword”** position (if permitted).
2. The C.C.C. or M. will follow the last member of the recessional; with the Honor Guard members following him in turn in the same procedures as explained in **Precede the Recessional**.

Procedures during Mass

It is recommended that, after being seated, the Color Corps remain in their designated pews during Mass and follow the directions of the C.C.C. or M.



Figure 1



Figure 2



Figure 3

A. Removal of the Beret

1. Once in place, the C.C.C. or M. will issue a silent command to remove the beret; which shall be removed from the head, folded and tucked under the belt, near the right hip over the right trouser pocket. (See Figure 1, 2, & 3.) The beret will remain off until command is given to replace cover. The Honor Guard will participate in the Holy Sacrifice of the Mass along with the faithful present.
2. When standing, seated or kneeling (although kneeling with sword is not recommended due to risk of clanging and distracting during the most Holy parts of the Mass. In lieu of kneeling with swords, the Color Corps should stand), the beret will remain tucked under the belt. (See Figure 26.)

B. During the Consecration

1. The consecration of the Blessed Sacrament is the center of our faith. As such, at the time of the consecration during the Mass, all honor and praise should be given to God.
2. Other than these directives, **there shall be no movement of the Color Corps during the consecration of the Blessed Sacrament regardless of whether or not swords are permitted.**

C. Reception of Holy Communion

1. The Color Corps should be the last to receive the Holy Eucharist.
2. After the “Great Amen” the C.C.C. or M. will give the silent command for the Color Corps to remove gloves. The gloves will be placed in the pocket until after the reception of the Holy Eucharist. When giving a handshake for the sign of peace, a gloved hand should never be offered.
3. The C.C.C. or M. will give a silent command for them to step into the aisle and move forward to receive the Eucharist, in turn.
4. Members of the Color Corps are not prohibited to kneel and receive the Eucharist on the tongue, or may receive in the hand. If a member intends to kneel, he should first be able to do so with fit decorum and ensure the sword does not clang and become a distraction.*
5. After the entire Color Corps has received Communion and returned to their pews, the C.C.C. or M. will give the silent command for the Color Corps to be seated, and await instructions.

D. Recessional from the Church

1. To prepare for the recessional from the Church, on direction of the C.C.C. or M., the Color Corps shall glove their hands, and withdraw the beret from their belt, and return their beret to their proper position upon their head. (See Figures 3, 2 & 1.)
2. On command of the C.C.C. or M., the Color Corps will form themselves to be prepared for the recessional.

SPECIAL NOTE: Procedures **“During Mass”** – A four-man Honor Guard may be formed for the **“Presentation of Gifts”** at the direction of the celebrant, to escort the family members (two will lead and two will trail the gift bearers). The lead guards will move to the front aisle and stop, center face, and wait until all gifts have been delivered to the celebrant and, generally, the gift bearers have returned to their seats. Meanwhile, the rear guards, will remain three steps to the rear of the gift bearers. When the gift bearers have returned to their seats, the front guards will silently step toward one another while, simultaneously, the rear guards silently move to the flanks of the front guards. All four guards will silently and simultaneously execute a Hand salute or Present Swords. The guards will then Center Face, then Rear Face. The front guards will step off followed by the rear guards to a pre-designated position in the rear of the church to await further commands from the CCC or M. However, if Honor Guard numbers are limited, a two-man Honor Guard may be used to lead the gift bearers. Make sure this detail is briefed on this procedure prior to Mass. Any other activity shall be to follow the wishes of the pastor, celebrant or master of ceremonies.

* At some local Churches, it is normative for parishioners to kneel and receive the Eucharist on the tongue, and if so, the entire Color Corps should do so as well, if physically able. This same spirit, however, does not imply members are obligated not to kneel at other parishes where it might not be the norm.

Eucharistic Adoration

Eucharistic Adoration is a very solemn and prayerful occasion. Fourth Degree Honor Guards add dignity, but must keep movements or distractions to a minimum. Assembly of Honor Guard Members should be a place or location away from the worship space, and must keep noise to a minimum. The directions of the principal celebrant are paramount.

The C.C.C. or M. and the pair of Sir Knights will approach the Altar of Exposition. When swords are used, on command, all three will **“Present Sword”** and then return to the **“Carry Sword”** position. If swords are not used then they will be left in the scabbard and one Sir Knight shall be posted at each end of the Altar of Exposition, outside the Sanctuary limits, **Facing** each other.

The Honor Guard watch, once posted shall immediately come to **“Parade Rest.”** The C.C.C. or M. will perform an **“About Face”** and **“Return”** to the assembly area.

The Honor Guard on post shall be relieved at regular intervals. The best interval is 10 to 15 minutes, depending on the number of Sir Knights in attendance and how long those participating can reasonably stand the post. Excess movements could be distracting to the faithful attempting to worship. Reasonable accommodations should be made for Honor Guard members with disabilities.

At the designated time for the change of the watch, the C.C.C. or M. will **Lead** the relief (all at the **“Carry Sword”** position) to the Repository. When the relief will **“Halt”** before the altar, they will **“Move”** to the flanks to allow sufficient space for the old watch to stand between them and the C.C.C. or M.

The old watch will assume the position of **“Carry Sword,”** and will **“Move”** on line between the C.C.C. or M. and their relief. All will face the altar, assume the position of **“Present Sword”** and then return to **“Carry Sword.”** The relief will **“Post”** at the positions of the old watch at opposite ends of the altar, and will immediately assume the position of **“Parade Rest.”** The old watch and the C.C.C. or M. shall **“About Face,”** and the commander will lead them (still at **“Carry Sword”** position) to the assembly area.

Laying of a Cornerstone

The Honor Guard will **march** in a column of twos, ahead of the clergy and dignitaries, from the assembly area to the place where the cornerstone is to be laid. The Honor Guard columns will **Split** and **March** so as to form two ranks at the area where the ceremony is to be performed.

If the Blessing of the Foundation precedes the Laying of the Cornerstone, the procession first circles the building. If the Blessing of the Foundation follows the ceremony, then the Honor Guard is re-formed into a column of twos and resumes its place in the procession around the building.

Honor Guard will remain at the **“Carry Sword”** position throughout this ceremony.

Dedication of a Church

The Honor Guard will **“Center Face”** and **“Present Sword.”** The Bishop will pass between their ranks and approach the main door of the church. When the Bishop has entered the church, the Honor Guard will come to **“Carry Sword,” “Forward Face,”** and remain until invited by the master of ceremonies to enter the building. The Honor Guard may then either continue in the procession around the inside of the church or move directly to their assigned seats as prearranged with the Master of Ceremonies.

Wake – Funeral – Cremation Services

Wake or Cremation Services

Without exception, honors by the Honor Guard (in the Official Uniform Regalia only) shall be offered to deceased Sir Knights, their immediate family members, Council members and to their immediate family members provided a request is made.

It must be distinctly understood that the wishes of the family of the deceased member are paramount and will be given the fullest consideration regarding whether or not they desire an Honor Guard. However, a family's wishes **may not** supplant the requirement for the current uniform & uniform standards.

The ceremony at the wake (Rosary, prayers, etc.) or the Services for Cremation will be conducted in accordance with local customs, generally at the direction of the priest or deacon and may involve council members.

The C.C.C. or M. will request the funeral director to set aside a room for the Honor Guard to assemble and will inform him of the hours it is to be used. When assembled, the C.C.C. or M. will divide the Honor Guard into pairs for the watch. The C.C.C. or M. will lead the first pair of Sir Knights, with swords at the **“Carry Sword”** position, to the casket. When they arrive before the casket, they will **“Halt”** and, together with the commander, assume the **“Present Sword”** position and then return to the **“Carry Sword”** position. The C.C.C. or M. will post one guard at each end of the casket or urn, where they will **“Face”** toward each other. The guards left on watch will remain at the position of **“Carry Sword.”**

The C.C.C. or M. will **“About Face”** and return to the assembly room. The Honor Guards on watch should be relieved at regular intervals. Care must be taken that no guard relief is made during ceremonies for the deceased, such as saying the rosary. Able bodied Honor Guards need to be on watch during any ceremony (unless the Honor Guards are relieved for any prayers or ceremony) with the physical ability to retain the **“Carry Sword”** position for a long period of time.

Immediately upon the completion of the ceremony for the deceased, the CCC or M will lead the new watch (all at **“Carry Sword”**) to the assume the position of **“Present Sword”** and then return to **“Carry Sword.”** The relief will **“Post”** and move to position behind the old watch. The old watch will then move to positions either side of the CCC or M. They will **“Present Sword”** and then return to **“Carry Sword.”** Once the old watch vacates the watch position, the new watch will assume the positions of the old watch at opposite ends of the casket or urn. The old watch and the CCC or M shall **“About Face,”** and the CCC or M will lead them (still at the **“Carry Sword”** position) to the assembly area, in a silent and dignified manner.

When the deceased Sir Knight is a member of the clergy, four Honor Guard members should be posted to watch. If this deceased member is lying in state in church, the guards should be stationed two on each side on a line with the ends of the casket and two paces from it or from the candles which may be placed along the length of the casket, as permitted by space or other limitations, such as a receiving line. The Honor Guard will remain until the family departs or until directed by the family to leave.

Funeral Escort

It is recommended that the Honor Guard assemble at the church in ample time before the hearse is to arrive. The Honor Guard should be formed into two files facing each other at extended intervals and distances. The formation should extend from the church door to the curb. The Honor Guard will be ordered to **“Attention”** and to **“Carry Sword”** position by the C.C.C. or M. when the hearse door is opened. The Honor Guard will assume the **“Present Sword”** position when the casket is removed fully from the hearse. **“Present Sword”** is held until the casket and the immediate family members have entered the church. The C.C.C. or M. will then command **“Carry Sword”** and **“Return Sword.”**

The Honor Guard will process into the church. They will be seated, or positioned, at the rear of the church, and participate in the normal manner. It should be noted that there **may not be** any formal Honor Guard participation in the funeral Mass.

At the conclusion of the Prayers for the Dead by the priest, the Honor Guard will process from the church and proceed to their original position outside the entrance of the church, or near the hearse, as directed. Formed into two files, the Guard will assume **“Carry Sword”** and **“Present Sword”** and again render a salute to the casket and the immediate family members.

After the casket has been placed into the hearse and the door closed, the C.C.C. or M. will command **“Carry Sword”** and **“Return Sword.”** A march to a pre-staging area for the Honor Guard will be in order after the hearse door is closed. If there is a graveside service, the Honor Guard will need to be transported in the early stages to be prepared to assemble in order for the services.

Graveside Honors

A. Religious Ceremony

1. The Honor Guard should assemble at the hearse and march ahead of the casket with swords at the **“Carry Sword”** position to the gravesite. The Honor Guard will halt at a position designated by the funeral director and then will **“Present Sword”** as the casket is placed over the grave.
2. The Honor Guard will assume **“Carry Sword”** while the priest blesses the grave.
3. If this concludes the ceremony at the grave, the Honor Guard will **“Present Sword”** and then **“Carry Sword”** and make the required facing movement and march from the grave-site in a column of twos to the staging area for dismissal.

B. With Military Honors

1. When the graveside ceremony includes military honors, the Honor Guard will **follow the commands of the military Officer-In-Charge.**
2. When the firing squad is called to **“Attention,”** the Honor Guard will assume the position of **“Carry Sword”** (if not already at the position) and will retain that position throughout the firing salute volleys.
3. On the military command of **Present Arms** to the firing squad, the honor guard will **“Present Sword”** if not already at the position and will retain this position throughout the playing of “Taps” by the bugler.
4. At the military command of **“Order Arms”** to the firing squad, the Honor Guard will return to **“Carry Sword”** and will remain in this position until the flag on the casket is folded and presented to the next of kin.
5. The Military Guard, followed by the Fourth Degree Honor Guard, will then **“March”** from the gravesite in a column of twos to an adjacent area for dismissal.

[**SPECIAL NOTE:** Extreme care must be taken that Honor Guard participation in burial ceremonies and services is presented in only the best of taste and with maximum decorum. Careful coordination must be made with the family, priest, funeral director and/or military commander to ensure that the Knights of Columbus Honor Guard does not interfere with the services and yet presents the honors to which a deceased Sir Knight is entitled.]

Drill

General Commands - Used by the C.C.C. or M.

There are three types of commands used by the Color Corps: preparatory commands, commands of execution, and combined commands. All commands in this manual are shown in quotation marks, (e.g., “**Present, ARMS**” and **bold print**).

The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. In this Manual, preparatory commands are shown beginning with a capital letter followed by lower case letters. The comma indicates a pause between the preparatory command and the command of execution. Examples would be “**Forward,**” “**Left,**” “**About,**” etc.

The command of execution causes the desired movement to be executed. In this manual, commands of execution are shown in **CAPITAL LETTERS**. Examples would be “**MARCH,**” “**FACE,**” “**ATTENTION,**” etc.

With the combined command, the preparatory command and the command of execution are combined. In this Manual combined commands are shown in **UNDERLINED CAPITAL LETTERS**. Examples would be “**AT EASE,**” “**REST,**” “**FALL IN,**” etc.

A. Stationary Movement - Comments

1. Fall In
2. Atten (*Pause*) tion or Honor Guard (*Pause*) Attention
3. Parade (*Pause*) Rest
4. Stand At (*Pause*) Ease
5. At Ease
6. Rest

B. Facing Movements - Commands

1. Right (*Pause*) Face
2. Left (*Pause*) Face
3. About (*Pause*) Face

C. Commands for Hand Salute

1. Hand (*Pause*) Salute
2. Ready (*Pause*) Two
3. The ceremonial hand salute (representing the “Tree of the Cross” and the “Arm of the Cross”), as taught in the First Degree may be substituted for 1 & 2 above in certain situations.

D. Commands for Drill with Swords

1. Atten (*Pause*) tion
2. Draw (*Pause*) Sword
3. Present (*Pause*) Sword
4. Carry (*Pause*) Sword
5. Parade (*Pause*) Rest
6. Stand At (*Pause*) Ease
7. At Ease
8. Rest
9. Return (*Pause*) Sword

Stationary Movements

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.

All individual command movements are executed while at the position of **“Attention”**, except for **“At Ease”** and **“Rest.”**

A. Position of Attention

Attention. The position of attention is the basic position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:

- a. Smartly bring your left heel against the right.
- b. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
- c. Your legs should be straight, but not stiff at the knees.
- d. Keep your hips and shoulders level and your chest lifted.
- e. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
- f. Keep your head and body erect. Look straight ahead, keep your mouth closed and your chin pulled in slightly.
- g. Stand still and do not talk.

The movement may be executed when halted, at any position of rest, or while marching at route step or at ease. The commands are **“FALL IN”** and **“ATTENTION.”** On the command **“FALL IN,”** you would assume your position in ranks at the position of attention. The command **“ATTENTION”** is always preceded by a preparatory command designated by the unit, such as **“Color Corps,” “Color Guard,”** or **“Honor Guard.”** For example, when drilling an honor guard the command to bring them to attention would be **“Honor Guard, ATTENTION.”** Thereafter, they move only as ordered until given **“AT EASE,” “REST,” “FALL OUT,”** or they are dismissed.

When at a position of rest or while marching at route step or at ease and the command **“ATTENTION”** is given, the following applies:

- (1) When given at parade rest, come to attention.
- (2) When given at ease or rest, assume the position of parade rest on the preparatory command **“Color Corps,” “Color Guard,”** or **“Honor Guard.”** When **“ATTENTION”** is given go to that position.
- (3) When given while marching at route step or at ease, get in step as soon as possible and continue to march at attention

B. Rest Positions at the Halt

There are four positions of rest for halted troops. They are parade rest, at ease, rest, and fall out. The purpose of rest is to give troops a rest from the position of attention. Parade rest, at ease, and rest, are one-count movements. Fall out is not a precision movement and has no counts. All are executed from the position of attention. The commands are **“Parade, REST;” “AT EASE;” “REST;”** and **“FALL OUT.”**

1. Parade Rest. On the preparatory command **“Parade,”** shift the weight of your body to the right leg without noticeable movement. On the command of execution **“REST,”** and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. The legs remain straight without stiffness. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the

body. Silence and immobility are required. The only command you may receive while at parade rest is **“ATTENTION.”**

- b. At Ease. The command is **“AT EASE.”** It is executed in one count. At the command, keep your right foot in place. You may move about and adjust equipment, but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is **“ATTENTION.”**
- c. Rest. The command is **“REST.”** It is executed in one count. At the command, you may move, adjust equipment, and talk in a low conversational tone; however, you must keep your right foot in place. The only command you may receive while at rest is **“ATTENTION.”**
- d. Fall Out. The command is **“FALL OUT.”** At the command, leave your position in ranks, but remain nearby or proceed to a pre-designated area. When **“FALL IN”** is given, return to your place in ranks at the position of attention.

C. Facing Movements

The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when halted at attention. The commands are **“Right, FACE;”** **“Left, FACE;”** and **“About, FACE.”** Facing movements are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of attention.

- a. **“Right, FACE”** is a two-count movement.
 - (1) On count **“Right”**, at the command **“FACE,”** raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.
 - (2) On count two, place the left foot smartly beside the right and stand at attention.
- b. **“Left, FACE”** is executed in the same manner described in paragraph a. above, substituting left for right and right for left.
- c. **“About, FACE”** is a two-count movement.
 - (1) On the first count shift the weight of your body to the left leg. On the command of execution *About*, place the ball of the right foot in a position touching the floor, one half of your foot’s length to the rear and slightly to the left of your left heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.
 - (2) On the second count *Face*, face to the rear by turning 180 degrees to the right. Pivot on the left heel and the ball of the right foot.

D. Hand Salute

The military hand salute may be used to render respect to the flag by Fourth Degree members who are in regalia and with or without swords.

[Note: Those members in civilian attire should render a salute by placing their right hand over the heart.]

- a. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is **“Hand, SALUTE.”** To return to the position of attention the command is **“Ready, TWO.”**
 - (1) When **“SALUTE”** is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the right edge of your right eyebrow. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with

the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.

(2) At the command “TWO,” return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.

(3) To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command “Ready,” will be used prior to the command of execution “TWO.”

b. You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a six-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within six paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

c. When the command “Present, ARMS” is given, if not armed, you execute the hand salute on the command “ARMS.” Stay at that position until the command “Ready, TWO” or “Order, ARMS” is given.

you are saluting. The ceremonial hand salute (representing the “Tree of the Cross” and the “Arm of the Cross”) as taught in the Exemplification of Charity, Unity, and Fraternity is used at appropriate times.

The ceremonial hand salute (representing the “Tree of the Cross” and the “Arm of the Cross”) as taught in the First Degree or in the Exemplification of Charity, Unity, and Fraternity is used at appropriate times.

Steps and Marching

1. General

- a. With the exception of right step, all steps and marching movements begin from a halt with the left foot.
- b. The instructor indicates the proper rhythm by counting cadence.
- c. To change direction on the march, the command of execution is given as the foot in the desired direction of the turn strikes the deck.

2. Quick Time.

The purpose of quick time is to march at 112 to 120 steps per minute taking 30-inch steps. It may be executed when halted at attention, marking time, marching forward at double time, or marching at half step. The commands are “**Forward, MARCH**” or “**Quick Time, MARCH.**”

- a. When halted, the command to march forward at quick time is “**Forward, MARCH.**”
- b. On “**Forward,**” shift your weight to the right leg without noticeable movement.
- c. On “**MARCH,**” step off smartly, left foot first, and march straight ahead with 30-inch steps. Swing your arms easily in their natural arcs, six inches straight to the front and three inches to the rear. Do not exaggerate movements.

3. Halt.

The purpose of halt is to stop the movement of a marching unit. It is executed in two counts when marching at quick time, and three counts when marching at double time. It may be executed when marching at quick time, half step, double time, side step, back step, mark time, and double time in place. The command of execution is “**HALT,**” which is always preceded by a preparatory command designated by the unit, such as “**Color Corps, Color Guard,**” or “**Honor Guard.**” The command of execution will be given as the right foot strikes the deck.

- a. While Marching at Quick Time or Half Step. When you are marching forward at quick time (half step), and you receive the command, “**Color Corps, HALT.**” The command will be given as the right foot strikes the

deck. On the command of execution, **"HALT,"** and for the count of one, you will take one more 30 inch step (15 inch step if at half step) to the front with your left foot. Your next step and for the second count of halt, you will smartly bring your right heel against the left heel and assume the position of attention. You will remain in this position until given another command.

- b. While Marching at Right (Left) Step. When you are marching towards the right at a side step, and you receive the command, **"Color Corps, HALT."** Both the preparatory and command of execution must be given when the heels are together. On the command of execution, **"HALT,"** and for the count of one, you will take one more 12-inch side step to the right with your right foot. Your next step, and for the second count of halt, you will smartly bring the left heel against the right heel and assume the position of attention. You will remain in this position until given another command.
- c. While Backward Marching. When you are marching backward, and you receive the command, **"Color Corps, HALT."** The command of execution will be given as the right foot strikes the deck. On the command of execution, **"HALT,"** your next step and for the count of one, you will take one more 15-inch step backward with your left foot. Your next step, and for the second count of halt, you will smartly bring the right heel against the left heel and assume the position of attention. You will remain in this position until given another command.
- d. While Marching at Mark Time. When you are marching at mark time, and you receive the command, **"Color Corps, HALT."** The command of execution will be given as the right foot strikes the deck. On the command of execution, **"HALT,"** and for the count of one, you will take one 2-inch vertical step in place with the left foot. Your next step, and for the second count of halt, will be a 2-inch vertical step in place with the right foot, and smartly bring the right heel against the left heel, assuming the position of attention. You will remain in this position until given another command.

4. Mark Time.

The purpose of mark time is to march in place at quick time cadence. It may be executed when halted at attention, double timing in place, marching at half step and marching forward at quick time. While marching, the command will be given as the right foot strikes the deck. The command is **"Mark Time, MARCH."**

- a. When Halted
 - (1) On the command **"Mark Time,"** shift your weight to your right leg slightly without noticeable movement.
 - (2) On the command **"MARCH,"** beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately two inches and the heel approximately four inches from the deck at a cadence of quick time. At the same time, swing your arms naturally as in marching.
- b. When Marching at Quick Time
 - (1) On the command **"MARCH,"** take one more 30-inch step as if coming to a halt.
 - (2) Bring your heels together. Begin marking time without loss of cadence with the opposite foot.
- c. To Resume the March at Quick Time, The Command is **"Forward, MARCH"**
 - (1) On the command **"MARCH,"** take one more step in place.
 - (2) Step off with a 30-inch step.
- d. When Marching at Double Time in Place
 - (1) On the command **"MARCH,"** take one more step in place at double time.
 - (2) Commence marking time.

5. Half Step.

The purpose of half step is to march forward at quick time taking 15-inch steps. It may be executed when halted at attention or marching forward at quick time. While marching, it will be given as the right foot strikes the deck. The command is **"Half Step, MARCH."**

a. At the Halt

(1) On the command **“Half Step,”** shift your weight to your right leg without noticeable movement.

(2) On the command **“MARCH,”** step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms six inches to the front and three inches to the rear.

b. Marching in Quick Time

(1) On the command **“MARCH,”** take one more 30-inch step.

(2) Begin the 15-inch steps as explained above. (See paragraph 7.a.)

c. To resume quick time from half step, the command is **“Forward, MARCH.”** It may be given as either foot strikes the deck.

(1) On **“MARCH,”** take one more half step.

(2) Step off at quick time.

6. Side Step.

The purpose of side step is to move the unit a short distance to the right or left. There are no counts, however there is a cadence of 1-2.

a. The command **“Right (Left) Step, MARCH”** is given only when you are at a halt.

b. At the command **“MARCH,”** move your right foot 12 inches to the right, then place your left foot smartly beside your right. Repeat this movement at quick time. Keep your legs straight, but not stiff. Hold your arms at your sides as in the position of attention.

7. Back Step.

The purpose of back step is to march the unit backwards for a short distance.

a. The command **“Backward, MARCH”** is given only when you are at a halt.

b. At the command **“MARCH,”** smartly take a 15-inch step backward with the left foot, allowing the ball of the foot to strike the deck before the heel. Fifteen inches is measured from the rear of the left heel to the rear of the right heel. At the same time, begin to swing your arms in their natural arc, six inches to the front and three inches to the rear of your legs. You will continue to march backward taking 112-120 15-inch steps per minute, swinging your arms six inches to the front and three inches to the rear of your legs until given another command.

8. To Face to the Right (Left) in Marching

a. This is an important part of the following movements: column right (left), by the right (left) flank, close, take interval, and extend. For instructional purposes, the command is **“By The Right (Left) Flank, MARCH.”**

b. From a Halt, on the Command **“MARCH”**

(1) For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

(2) For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

c. While marching, the command of execution is given as the foot of the desired direction of movement strikes the deck.

(1) On **“MARCH,”** without losing cadence, take one more step in the original direction.

(2) Pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count. When

marching to the flank the only other movement that can be given is a flanking movement in the opposite direction that will bring the individual or unit back to the original front.

9. To Face to the Rear while Marching.

The purpose of this movement is to march the unit to the rear for a short distance.

- a. The command is **“To the Rear, MARCH.”** It may be executed when halted or while marching at either quick time or double time. When marching the command of execution **“MARCH”** is given when the right foot strikes the deck. When marching to the rear, the only movement that can be given is **“To the Rear, MARCH”** in order to bring the individual or unit back to its original front.

- b. To March to the Rear From a Halt

- (1) The command is **“To the Rear, MARCH.”**

(2) On **“MARCH,”** step forward with the left foot. Turn about to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

- c. When at Quick Time

- (1) On the command **“MARCH,”** take one more step.

- (2) Turn about to the right on the balls of both feet and immediately step off to the rear with your left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

10. To March to the Flank.

The purpose of this movement is to march the entire unit to the right (left) for a short distance. It may be executed when halted or while marching at either quick time or double time. The command is **“By the Right (Left) Flank, MARCH.”** When marching the command of execution is given as the foot in the direction of the movement strikes the deck.

- a. From a Halt

- (1) For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

- (2) For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

- b. While at Quick Time

- (1) On **“MARCH,”** take one more step.

- (2) Turn to the right (left) on the ball of the left (right) foot. At the same time, step off 30 inches in the new direction with the right (left) foot.

11. To Change Step.

The purpose of this movement is to change the cadence count without changing the rhythm of the cadence.

- a. The command is **“Change Step, MARCH.”** It may be given while marching at quick or double time, marking time, or double timing in place. The command of execution is given as the right foot strikes the deck.

- b. While Marching at Quick Time

On **“MARCH,”** take one more step, 30 or 36 inches, as appropriate.

As your right foot comes forward to the next step, place the toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.

- a. While Marking Time

- (1) On **“MARCH,”** lift and lower the left foot twice in succession.
- (2) The second time it touches the deck, raise the right foot and continue marking time.

12. To March at Ease.

The purpose of this movement is to give troops a rest from marching at attention or when keeping in step becomes difficult due to rough terrain.

- a. The command is **“At Ease, MARCH.”** It is given as either foot strikes the deck and only while marching at quick time.
- b. After **“MARCH,”** you are no longer required to march in cadence, but must keep interval and distance. Do not talk.

13. To March at Route Step

- a. The command is **“Route Step, MARCH.”** It is commanded as either foot strikes the deck and only while marching at quick time.
- b. After **“MARCH,”** you are no longer required to march in cadence, but must keep interval and distance. You may talk, but in a low voice.

14. To Resume Marching at Quick Time from Route Step or at Ease

- a. The command is **“Color Corps (Honor Guard, Color Guard), ATTENTION.”**
- b. After commanding **“ATTENTION,”** the unit leader will count cadence until all troops are in step. Pick up the step as soon as possible and continue marching at attention.

Commands that involve precision in execution will not be given until the command to resume marching at quick time has been given and all members of the formation have picked up the step and cadence.

Note: See Appendix A for the information on training and the Color Corps certification process.

Manual of the Sword

Knights of Columbus Sword, Scabbard and Service Baldric Description

The scabbard is carried on the *left* side and attached to the service baldric. The sword is *only drawn* from the scabbard on command and then *only when participating* in drills, ceremonies or practices for such occasions.

The parts of the Knights of Columbus sword are designated as follows:

Blade - That portion of the sword from the forward edge of the guard up to and including the point.

Blade Edge - The blade edge, not the flat part.

Guard - The cross piece between the blade and the grip.

Guard Flange - The decorative piece extending downward from the guard which covers the mouth of the scabbard when the sword is in the scabbard.

Grip - That part, plastic or wood, grasped by the hand.

Grip Cap - the bust of Columbus attached to the end of the grip.

Hilt - The grip and grip cap.

Point - The extreme end opposite the hilt. The Knights of Columbus Scabbard is defined as the sheath for the sword.

The distinctive parts of the scabbard are:

Mouth - The opening in the scabbard to receive the blade of the sword.

Upper Band - The decorative band below the mouth of the scabbard to which the clip is attached.

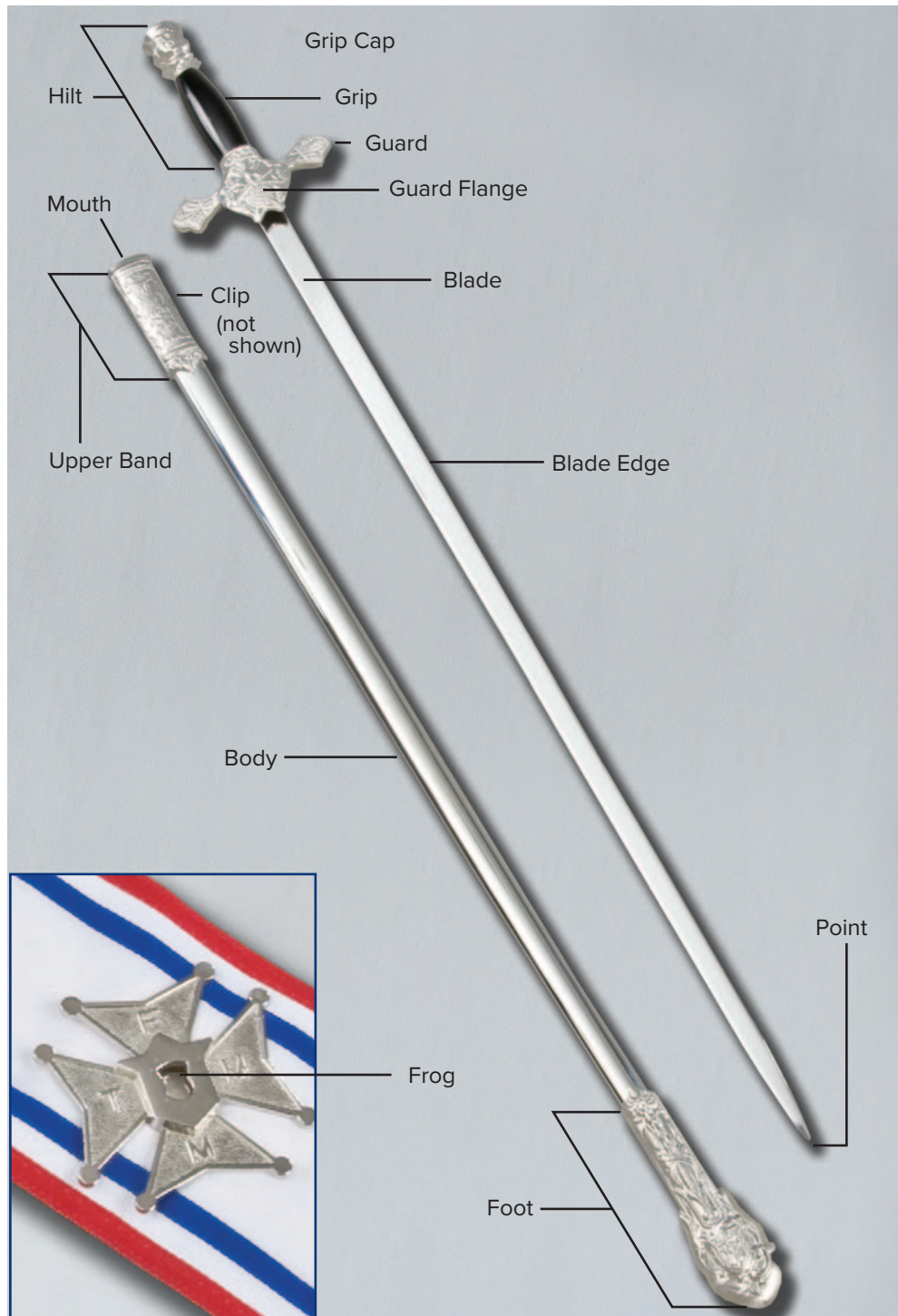
Body - The main tube, undecorated, of the scabbard.

Foot - The decorative band and cap at the lowest end of the scabbard.

Clip - The device on the upper band by which the scabbard is attached to the frog of the service baldric.

Frog - The device on the service baldric on which the scabbard is attached.

Sword, Scabbard and Service Baldric Pictorial View



Color Corps Drill

Sword drill, practices and ceremonies are always conducted at extended intervals and distances to prevent accidental injury and to avoid presenting a poor appearance for the Fourth Degree. Persons confined to the interior of a formation and at close intervals and distances must take care as they perform the manual of the sword. Much care and hard practice are necessary to become proficient in handling the sword.

A flexible arm and wrist are the first requisites in sword practice.

[**Note:** Rare exceptions may be allowed of the extended intervals and distances if it is the desire of the C.C.C. or M. to have all Sir Knights participate in a drill when the intervals and distances are less than normally required.]

There is a great need for the Honor Guard and the Color Guard to practice and rehearse to provide the best possible image of the Order. To that end the Honor Guard must be ready to be of service, but must be consistent and precise in executing a drill.

The Color Guard, though optional, if employed must be professional and follow established flag protocol without deviation. The Faithful Pilot has been charged with the responsibility of becoming an expert on flag protocol matters.

The C.C.C. or M. should practice assembly drill with assembly officers present to ensure compliance with Flag Rules established in each country of our conduct or operation.

Position of Attention when Wearing the Sword

A. With Sword in the Scabbard

1. With the sword in the scabbard, the position of attention is identical to that described for the Sir Knights drilling without sword, with the exception of the position of the left hand.
2. The left thumb, forefinger and second finger are used to control and prevent the swing of the scabbard and should lightly grasp the body of the scabbard (or the upper band, depending upon the length of the Sir Knight's arm) with the arm hanging straight down the side without stiffness, to keep the scabbard from swinging during facing or marching movements.



Figure 4



Figure 5



Figure 6

Drill movements with the sword are made with a fluid, deliberate motion. Trying to “snap” or “whip” the sword will usually result in the execution of the movement seeming to be awkward or ragged..

B. Draw Sword

1. The command to draw the sword from the scabbard is **“Draw, Sword.”** At the preparatory command, **“Draw,”** grasp the upper band of the scabbard with the entire left hand and tilt the scabbard mouth forward until the scabbard is at an angle of 45 degrees with the ground. Simultaneously press the left hand lightly against the left hip.
2. With the right hand, reach across the body and grasp the grip of the sword and withdraw the sword completely from the scabbard. Keep the head erect and the eyes forward throughout the draw movement.
3. As the point clears the mouth of the scabbard, release the scabbard with the left hand and with the thumb, forefinger and second finger grasp the point of the sword.
4. At the command of execution, **“Sword,”** lower the right hand down across the body, firmly holding the grip of the sword. With the left hand still holding the point of the sword, raise the sword upward and across the body, guiding the sword to the center of the shoulder, **guard flange to the right side.**
5. When the maneuver is complete the right arm should be as nearly extended as possible, elbow back, the grip of the sword clasped easily between the thumb and forefinger. The third and fourth fingers will be back of the grip. The flange will rest on the top of the thumb and forefinger.
6. At the same time allow the scabbard to return to its normal vertical position and resume the light grip with the left fingers as in the position of **Attention**. This is the position of **“Carry Sword”** and is reached automatically without further command. (See Figures 7, 8, 9 and 10.)



Figure 7



Figure 8



Figure 9



Figure 10

C. Carry Sword

1. With the sword drawn, the position of attention is identical to that described in the previous paragraph with the exception of the right hand.
2. The right hand is used to hold and control the sword as described herein for the position of Carry Sword.
(See Figures 11, 12 and 13.)



Figure 11



Figure 12

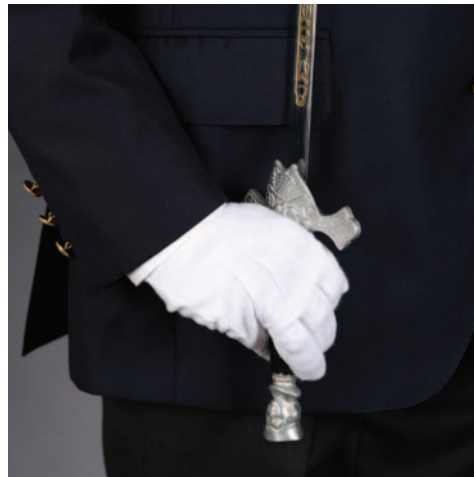


Figure 13

D. Present Sword

1. This command is used to salute with the sword. It is used when the unit is presented to the colors, to any person, or when the *National Anthem* or “*To The Colors*” is played.
2. The preparatory command for this order is “**Present.**”
3. At the command of execution, “**Sword,**” raise and move the sword to the front, bringing the hilt of the sword to the center of the chin with the guard flange to the front.
4. As the sword is placed at the center of the chin, allow the flat side of the blade to extend on an angle away from the face of the holder, keeping all of the swords for all of the unit consistent and in a straight line, the thumb on the grip directly behind the guard and the remaining fingers grasping the grip firmly and the right elbow resting against the body. (See Figures 14, 15 and 16.)



Figure 14



Figure 15



Figure 16

E. Carry Sword from Present Sword

1. The preparatory command of **“Carry”** is a signal.
2. If the Color Corps is at the **“Present Sword”** position, at the command of execution, **“Sword,”** bring the sword to the **“Carry Sword”** position. (See Figures 17 and 18.)



Figure 17



Figure 18

F. Parade Rest

1. Parade Rest with Sword in Scabbard

- a. With the sword in the scabbard, and only from a position of Attention, the commands are ***“Parade, Rest.”***
- b. At the command of execution ***“Rest”*** assume the position of ***“Parade Rest.”*** Move your left foot 10 inches to the left of your right foot, resting your weight equally on the heels and balls of both feet.
- c. Maintain control of the sword with the left hand and move the right hand to the small of the back. (See Figure 19.)



Figure 19

2. Parade Rest with Drawn Sword

- a. **“Parade Rest”** with drawn sword can only be ordered from the position of **“Carry Sword.”** The command is **“Parade, Rest.”**
- b. At the command of execution **“Rest,”** maintain the left hand on the scabbard, move the left foot 10 inches to the left of the right foot; drop the point of the sword directly to the front, near the ground (floor), guard flange to the right, thumb along the grip. The blade should be extended at an angle. (See Figures 20 and 21.)
- c. The same restrictions apply to silence and movement as prescribed for the Sir Knight drilling without sword.



Figure 20



Figure 21

G. At Ease

1. **“At Ease,”** with drawn sword, can only be commanded from the **“Carry Sword”** or **“Parade Rest”** positions.
2. The same restrictions apply to silence and movement as are prescribed to the Sir Knight drilling without sword.

H. Rest

1. **“Rest,”** with drawn sword, can only be commanded from the **“Carry Sword,” “At Ease”** or **“Parade Rest”** positions.
2. The same restrictions apply for the “Rest” position as prescribed for the Sir Knight drilling without sword.

I. Return Sword

1. This order is used to return the sword to the scabbard. It can only be ordered from the **“Carry Sword”** position.
2. This command is only executed at the **“Halt.”**
3. At the preparatory command **“Return,”** grasp the point of the sword with the left fingers.
4. At the command of execution, **“Sword,”** drop the point of the sword by turning the right hand in the most convenient manner as the design of the sword permits. At the same time grasp the scabbard near the mouth with the left hand, thumb on the mouth of the scabbard and tilt it forward. Turn the head slightly to the left, fixing the eyes on the opening of the scabbard, raise the right hand sufficiently to insert the blade of the sword and return it into the scabbard.
5. Once the sword is in the scabbard, turn the head to the front and drop the hands as in the position of **“Attention.”** (See Figures 22, 23, 24 and 25.)

Figure 22



Figure 23



Figure 24



Figure 25



J. Sitting While Armed with the Sword

1. Knights of Columbus should remain standing throughout their attendance in a drill. However, to prevent distractions to others behind the formation and to provide that others be able to see, it will occasionally be necessary for Knights of Columbus to be seated.

This is particularly true in Church. To provide uniformity and to maintain control of the sword in the scabbard while seated, the following procedure will be utilized.

2. As you begin to be seated, grasp the upper band of the scabbard with the left hand and carry the sword and the scabbard forward and across the lap. When seated, the sword will then rest in the scabbard with the body of the scabbard at an angle across the lap with the foot of the scabbard pointed towards the right front. (See Figure 26.)
3. The Sir Knight must keep control over the scabbard to prevent the scabbard from striking the seats or pews to not be distracting.



Figure 26

Position of Attention when Wearing the Sword

A flexible arm and wrist are the first requisites in sword practice.

A. With Sword in the Scabbard

1. With the sword in the scabbard, the position of attention is identical to that described for the Sir Knights drilling without sword, with the exception of the position of the left hand.
2. The left thumb, forefinger and second finger are used to control and prevent the swing of the scabbard and should lightly grasp the body of the scabbard (or the upper band, depending upon the length of the Sir Knight's arm) with the arm hanging straight down the side without stiffness, to keep the scabbard from swinging during facing or marching movements.

Appendix A. Training & Certification.

Certification

There are two levels of certification. The basic level towards which all Color Corps should be directed is Basic Movements. Certification as a full member of the Color Corps indicates that the Sir Knight has demonstrated proficiency in the use of the sword and the procedures in the Manual of the Sword.

Color Corps Certification - Basic Movements

To be certified for the basic movements, a Sir Knight must also demonstrate proficiency in the Procedures for Mass, and when movements are or are not allowed.

Mastery of the following movements is necessary for certification:

Facing Movements

Right Face	A two-count movement. On the first count <i>Right</i> , pivot to the right on the right heel and the left toe. On the second count <i>Face</i> , bring the left foot along side the right foot.
Left Face	A two-count movement. On the first count <i>Left</i> , pivot to the left on the left heel and the right toe. On the second count <i>Face</i> , bring the right foot along side the left foot.
About Face	On the first count shift the weight of your body to the left leg. On the command of execution <i>About</i> , place the ball of the right foot in a position touching the floor, one half of your foot's length to the rear and slightly to the left of your left heel. On the second count <i>Face</i> , face to the rear by turning 180 degrees to the right. Pivot on the left heel and the ball of the right foot.
Front Face	Face the Marshal/Commander or, if in church, face the altar.
Center Face	Face each other across the aisle.
Dress Right Dress	The members on the right of the ranks (at the front of the columns) stand fast, raise their left arms and look straight ahead. All others will raise their left arms, look to the right and line up with the men on their right and move until their right shoulder touches the fingers of the men on their right. At the command <i>Ready Front</i> , drop arms and look straight ahead.
Hand Salute	At the command, brings your right hand upward so that the index finger barely touches the right edge of your right eyebrow. The outer edge of the hand is barely tilted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

Marching Movements

All marching movements executed from the *Halt* are initiated from the position of *Attention*. Except for the *Route Step* and *At Ease, March*, all marching movements are executed while marching at *Attention*. Marching at *Attention* is the combination of the position of attention and the procedures for the prescribed step, executed simultaneously.

When executed from the *Halt*, all steps except right step begin with the left foot.

For short distance marching movements, the Commander or Marshal may designate the number of steps forward, backward, or sideward by giving the appropriate command; e.g., "*One Step to the Right (Left), MARCH*" or, "*Two Steps Backward (Forward), MARCH.*" On the command of execution, "*MARCH,*" step off with the appropriate step, and halt automatically after completing the number of steps designated.

All marching movements are executed in the cadence of quick time.

Forward March	On the preparatory command <i>Forward</i> , shift your weight to the right leg without noticeable movement. On the command of execution, <i>March</i> , step forward with your left foot and continue marching with 30 inch steps, keeping your head and eyes fixed to the front. Allow the arms to swing in a natural motion, approximately 6 inches forward and 3 inches to the rear of the trousers' seams.
Half Step, March	<p>On the preparatory command <i>Half Step</i>, shift your weight to the right leg without noticeable movement. On the command of execution, <i>March</i>, step forward 15 inches with your left foot and continue marching with 15-inch steps.</p> <p>To alter the march to a 15-inch step, while marching with a 30-inch step, shift your weight to the right leg without noticeable movement. On the command of execution, <i>March</i>, take one more 30-inch step and then begin marching with a 15-inch step. Allow your arms to swing as with a 30-inch step.</p>
Mark Time, March	is given as either foot strikes the ground and only while marching with a 30-inch or 15-inch step. On the command of execution, <i>MARCH</i> , take one more step and then bring the trailing foot alongside the leading foot marching in place. Raise each foot alternately two inches off the ground, allowing your arms to swing naturally.
Halt	<i>Color Corps, Halt</i> , is given as either foot strikes the ground. This movement is executed in two counts. On the command of execution, <i>Halt</i> , take one more step and then bring your trailing foot alongside your leading foot, resuming the position of Attention.
Change Step	<p>To change step while marching, the command <i>Change Step, March</i>, is given as the right foot strikes the ground. On the command of execution, <i>March</i>, take one more step with your left foot, then in one count place your right toe near the heel of your left foot and step off again with your left foot.</p> <p>This movement is executed automatically when an individual finds himself out-of-step with other members of the formation.</p>
At Ease, March	The command <i>At Ease, March</i> , is given as either foot strikes the ground. On the command of execution, <i>March</i> , you are no longer required to retain cadence; however, silence and the appropriate interval and distance are maintained. <i>Quick Time, March, or Route Step, March</i> , are the only commands that can be given while marching At Ease.
Route Step, March	Route step is executed exactly the same as <i>At Ease, March</i> , except you may talk.
Notes:	<p>To change the direction of March while marching at <i>Route Step</i> or <i>At Ease, March</i>, the Commander or Marshal informally directs the lead element to turn in the desired direction.</p> <p>Before precision movements may be executed, the unit must resume marching in cadence. The members automatically resume marching at Attention on the command <i>Quick Time, March</i>, as the Commander or Marshal re-establishes the cadence by counting for eight steps.</p> <p>To resume marching with a 30-inch step, the command <i>Forward, March</i>, is given as either foot strikes the ground. On the command of execution, <i>March</i>, take one more 15-inch step and then begin marching with a 30-inch step.</p> <p>While marking time in formation you should adjust your position to insure proper alignment and cover.</p>

Color Corps Certification –Manual of the Sword

Once a Sir Knight has been certified on basic commands of the Color Corps, he may then be certified as a full member of the Color Corps. The following movements need to be mastered before the Sir Knight can be certified:

Draw Sword (at open ranks) - At the command *Draw*, the left hand is placed on the scabbard and angles it forward 45 degrees. The right hand is used to draw the sword approximately six to eight inches out of the scabbard. At the command of execution, **“Sword,”** lower the right hand down across the body, firmly holding the grip of the sword. With the left hand still holding the point of the sword, raise the sword upward and across the body, guiding the sword to the center of the shoulder, ***guard flange to the right side.***

(at close quarters) When executing *Draw Sword* at close quarters, the left hand takes control of the point of the sword and guides it directly to a Carry Sword position.

Carry Sword The sword is held with the right hand slightly bent, the guard flange facing outward away from the body, the thumb to the rear of the sword under the guard flange, the index finger and middle finger of the right hand to the front under the guard flange, the other two fingers resting bend against the hilt.

Present Sword Executed from a *Carry Sword* or *Draw Sword*. At the command of execution, **“Sword,”** raise and move the sword to the front, bringing the hilt of the sword to the center of the chin with the guard flange to the front.

Arch Sword (*Arch sword is an optional movement and no longer required for certification*) -Executed from the position of Present Sword or Carry Sword. At the execution, the arm is extended fully upward and outward in a 45 degree angle. The sword is returned by the Present Sword or Carry Sword command.

Return Sword (At open ranks) - At the preparatory command **“Return,”** grasp the point of the sword with the left fingers. At the command of execution, **“Sword,”** drop the point of the sword by turning the right hand in the most convenient manner as the design of the sword permits. At the same time grasp the scabbard near the mouth with the left hand, thumb on the mouth of the scabbard and tilt it forward. Turn the head slightly to the left, fixing the eyes on the opening of the scabbard, raise the right hand sufficiently to insert the blade of the sword and return it into the scabbard. Once the sword is in the scabbard, turn the head to the front and drop the hands as in the position of **“Attention.”**

(At close quarters) - At the Command, the left hand is extended across the body and placed upon the point of the sword. Guide the point with your left hand, and raising your right hand, guide the sword halfway into the scabbard. At the execution, keeping your eyes fixed forward, drop the sword into the scabbard and come to Attention.

Order Sword From the *Carry Sword* position, the Sir Knight rotates his wrist so that his hand is parallel to the ground and the sword is angled at approximately 45 degrees, point facing the ground, guard flange pointed outwards.

Half Step March

Forward March

Parade Rest with sword and without sword.

In all movements on the march, the scabbard is held with slight tension by the left hand against the hip to prevent it from swinging uncontrolled.

When seated with the sword, the scabbard is brought up on the lap so the foot of the scabbard extends flat to the right knee or over the right knee.

Appendix B. Presenting & Retiring Colors at an Exemplification.

This procedure for presenting and retiring the Colors at exemplifications has been developed in order to ensure that whenever the Colors are presented in front of the assembly of people, those present are at present arms/present sword/hand over heart. This procedure should be used whenever another procedure in a ceremonial (Exemplification in particular) does not fulfill this requirement.

Presenting the Colors

MFD – Worthy Marshal – Present the Colors.

(M – [Salute] – *About Face*) – and there remains directly in front of the MFD, facing the rear of the chamber, and from that position gives commands to those in the chamber and to the Color Corps Commander)

M – [Color Corps] – *Attention*.

(Pause) *Draw – Sword* (Pause)

If in the United States:

M – [Color Corps] – *Present – Sword* – [Sir Knights and Candidates] – [Hand over your heart]. (Pause)

[Color Guard Commander] – [Present the Colors].

MFD – With love for our Country, let us recite the Pledge of Allegiance to our flag.

MFD – “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, ONE NATION UNDER GOD, indivisible, with liberty and justice for all.”

(CG there remains facing the class during the bugle call.)

3:- “To the Flag/Officer’s Call”

M – [Color Guard] – *Colors – Post*.

M – [Color Corps] – *Carry Sword*. (Pause) (Cue for Flag Bearers to return into line.)

M – [Color Guard] – *Retire*.

M – [Color Corps] – *Return – Sword*.

Retiring the Colors

MFD – Worthy Marshal. (Pause)

(M – Approaches the station of the MFD)

MFD – Worthy Marshal – *Retrieve the Colors*.

(M – [Salute] – *About Face*) – and there remains.)

M – [Color Corps] – *Attention*

(M – [Color Corps] – *Draw – Sword*) (Pause)

[Color Guard Commander] – *Retire the Colors*. Color Guard moves from rear of the chamber to the front.

(M – [Color Guard] – *Post*) Flag bearers move to their flags and prepare to retrieve them.

MUSIC TRACK #12 - "RETREAT"

(While RETREAT is playing, the National Flag Bearer salutes the National Ensign.

(At conclusion, M. continues.)

(M – [Color Corps - - Present - - Sword] - - [Sir Knights - - Hand over your heart.]

(M – [Retrieve - - the Colors]

(The Color Guard Commander gives appropriate commands to the CG to retrieve colors. The CG will return to the center of the chamber, and, on command face the audience. When in place, the MFD continues.)

The National Anthem or equivalent may be sung, if appropriate in local custom.

(M – [Color Guard] - - [Retire - - the Colors]

(The CG retires in silence and when fully retired, the M. continues.)

(M. – [Color Corps - - Carry - - Sword] - - [Return - - Sword]

Appendix C. Supreme Council and Supreme Assembly event appearance guidelines.

In accordance with Supreme Master's Policy governing Supreme Council and Supreme Assembly designated events:

- Proper grooming, facial hair neatly trimmed (no "Santa Claus beards, Fu Manchu mustaches, extreme side burns, etc.), neat haircut—no pony tails, no earrings or facial piercing.

Hand and Facial Tattoos are strictly prohibited

No Exceptions to these standards may be granted on any occasion. Local Assemblies are expected to adhere to these standards.

Appendix D. Preparing the Beret.

Berets are not designed to be worn off the rack. They must first be shaved and shaped to present the sharpest form and fit befitting the Fourth Degree image.

There are several methods for achieving the proper beret shape. If you are new to shaping your beret, seek out advice from experienced Sir Knights to avoid damaging your beret.

The method detailed below is common and not difficult. The entire process can take one to two days to complete, allowing time for the beret to dry after shaping. Make sure your beret is the right size before getting it wet, as the material stretches when it is damp.

Note: If your beret comes with a liner (not all berets will have a liner), remove the liner by cutting it out.

What You Will Need:

- Disposable Razor
- Hot Water

Shave Your Beret

1. Using a disposable razor, shave your beret, beginning at the center and shaving toward the outer edge in circular motions, until you have a very smooth surface. (Some people use a cigarette lighter to burn off the fuzzies). Be careful not to shave the same spot multiple times as this will wear the material thin and may create a hole.
2. Turn the beret inside-out and shave the inside of the beret as well. You may have to change your razor if it becomes dull—you don't want to accidentally cut your beret's material.

Trim Tag and Fit Your Beret

1. Cut the tag off below the beret size lettering. You've done it right if, when you put the beret on, the tag can never show even if it gets flipped over.
2. Pull the headband drawstring tight and tie it off in a square knot. DO NOT CUT IT YET!

Shape Your Beret

1. Dunk your beret in warm water—do not use hot or boiling water, as this can cause the wool to shrink.
2. Once your beret is damp and pliable (if it is dripping wet, gently wring out excess water), place the damp beret on your head. Adjust it to proper fit.
3. Pull the cardboard stiffener so it is centered over your left eye and smooth the material over your head. Fold the extra material over to the right forward side of your head, pulling it down towards your right ear. It should just touch your ear or go just below that.
4. Once you've got it all set, wear the beret for a while until it has begun to dry.
5. Carefully take off the beret and set it aside to finish drying. You may need to shape it a few times to get it right.
6. Once you're happy, cut the excess drawstring off and get your flash sewn on.

Tips for a Better Beret Shape

1. Don't skip shaving the inside of the beret—unless you like pulling fuzzies out of your hair.
2. If your beret is too big, you can shrink the material by doing what was not recommended above: use hotter water when you soak it.

Thank you for taking on the responsibility of being a leader in the Knights of Columbus Fourth Degree. Through your example of faith, charity and sound judgment, you provide the model to follow. Your leadership can set a tone that is open and engaging, which will ensure growth in charitable outreach and membership.

This Resource Book is effective on November 1, 2024. It supersedes all previously published material relating to the topics herein. It remains in effect until formally revised.

