

Job description for position of Diocesan Deputy for the Knights of Columbus in the State of Texas.

The job of Diocesan Deputy is unique to the State of Texas and as such guidance from Supreme will indicate that the lines of communication are directly from the State Deputy directly to the District Deputy and vice versa . This works fine in States that may have 20 or fewer District Deputies, however in Texas it would be impossible for 160 DD's to report directly to the State Deputy. With this in mind the position of Diocesan Deputy was created and has worked well for many years now within Texas. However, sometimes clarification (especially with newly appointed DD's) must be made since the DD Hand book makes no mention of the Diocesan Deputy. But remember this after all is Texas and we lead the way in the order.

Duties: As the Diocesan Deputy you are the focal point for all Knights of Columbus activities within the jurisdiction of your Diocese. You are appointed by the State Deputy and are responsible and accountable directly to him. You have overall responsibility for all areas Directed by Supreme, The Texas State Council and/or contained in the Texas State programs manual. This includes Membership, Charity, Insurance, Programs, Education and Training, and New Council Development.

The District Deputies while appointed by the State Deputy will work directly for you. You are responsible for their performance and will make recommendations to the State Deputy as to their status.

You will assess the leadership qualities of members throughout your jurisdiction, and make recommendations as to their suitability for greater responsibility either within the Diocese or at the State level.

The bottom line is that you will act as the right arm of the State Deputy and will act on his behalf within your Diocese.

You are expected to attend all meetings call by the State Deputy. At a minimum this will include the Organizational Meeting (usually held in early July) the Mid Year Meeting (early December) and the Diocesan Deputies meeting (March).

You will also host 2 Diocesan Conferences per year (July/Aug) and (Jan/Feb). It is your responsibility to secure an adequate facility and equipment for these events, publicize the time and dates and insure that all you DD's and as many Grand Knights, Financial Secretaries and other Council officers attend.

You are responsible to insure that First Degrees are conducted on a regular basis and are in strict compliance with the Ceremonial Manual. You are also responsible to insure that Major degrees are held regularly throughout your diocese.

You are the interface with the Religious community in the Diocese. You will coordinate with the Bishop to insure that the Knights of Columbus are meeting his expectations and requirements. You will fully support his programs to the maximum extent possible.

You will insure that all seminarians from or within the Diocese are actively supported by the Knights.

You are responsible to insure that all required payments are made to Supreme and the Texas State Council on time by each council.

You will take appropriate action with the Councils before they become revert to a "suspended" status.

It is your responsibility to insure that all suspense dates for information, forms etc. are met by all councils.

While this job description may seem a bit overwhelming, let me assure you it is not insurmountable. The State officers, Major Directors, and all committeemen are all dedicated to helping you succeed in your job, and are available to you as a part of your team.