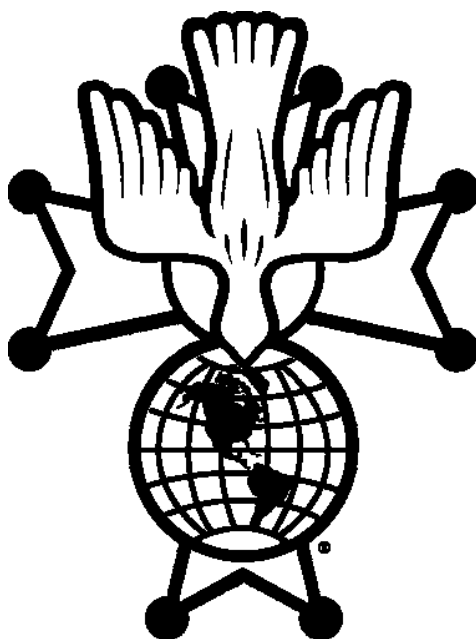


Cardinal McGuigan Province

1st Ontario District



Commander Training

November 12, 2016

Kingston ON

Reference:

Knights of Columbus – 4th Degree Color Corps Drill Manual, October 4, 2008: Supply Catalog item 808

Introduction:

The 4th Degree Drill 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 for its use.

Commander Responsibilities:

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.

- Receives his instructions from the Faithful Navigator. However the Commander is the only one to issue the commands.
- He is the only member responsible for coordinating with the celebrant prior to the start of a religious ceremony.
- He is responsible for reserving the seating for the Honor Guard.
- He is responsible for having all Sir Knights sign the attendance book.
- He is responsible for inspecting the Honor Guard
- He should have a number of spare lapel pins to ensure uniformity.
- He should have a number of spare white gloves.

The Ten Commandments for Honor Guards;

1. The Commander is responsible for the Honor Guard's appearance and conduct.
2. The Commander shall inspect all participants before proceeding with the Honor Guard.
3. Due to the necessity for silence, particularly during a drill participation in church, silent "cues" must be used by the Commander to instruct members and to give commands.
4. The Commander should 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 (visual or verbal).
5. The Commander should ensure that all the Sir Knights are at Attention before issuing his commands.

6. The cape should be wrinkle free, in good condition and clean. It can be transported in the box but hung when in storage.
7. When knighthood was in flower, knights carried the sword to defend their God, their Church, their country and their fellow man according to the code of chivalry. Today, Sir Knights wear regalia and carry the sword to honor Christ and His apostles, especially on religious and civic occasions specified in this manual. Hence, 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 public appearance of Fourth Degree Knights as a Color Corps at religious and civic functions is an important activity of each assembly. Their colorful capes and chapeaux 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.

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 following 3 items are very important when participating in an Honor Guard:

1. Always start off on the left foot.
 2. Form a straight line in unison with the other side.
 3. Always follow the Commander's orders and nobody else.
8. While in the church:
- The Commander always consults with the pastor.
 - The Commander always reserves the seats for the Honor Guard.
 - The Commander places the dignitaries in the suggested order of procession from the lowest-ranking official to the top-ranking official.
 - Silent commands must be used by the Commander to instruct members.
 - Members of the Honor Guard must be respectful of the location and silence should be maintained while in formation.
 - Never kneel due to the Sword.
 - Take an active part in the Mass.
 - The Color Corps should be the last to receive the Holy Eucharist.
 - The Commander will give the silent command for the Color Corps to remove gloves. The gloves will be placed with the chapeau on the pew, until after the reception of the Holy Eucharist.
9. There are only 3 positions for the chapeaux:
1. Worn on the head horizontal and parallel to the floor while standing or marching.
 2. On the left shoulder while standing (figure 3).
 3. On the lap while seated (figure 26).
10. Medals
- The only authorized medals which may be worn while wearing the Regalia are mentioned in the Drill Manual on page 17.
 - Poppies may be worn above the 4th Degree lapel pin during the 2 week period prior to November 11th.
- Note:** All members of the Honor Guard must wear the Poppy otherwise it is not worn.

OFFICIAL REGALIA OF THE FOURTH DEGREE

OFFICIAL REGALIA DRESS – MEMBERS

The Fourth Degree member official regalia dress is as follows:

- Black Tuxedo
- Plain White Tuxedo Shirt - pleated and with collar (No wing tip collars)
- Black Bow Tie
- Tuxedo Studs and Cuff Links
- Black Cummerbund (No Vests)
- Black Footwear (Socks and shoes)
- Social Baldric (Worn under the coat, from right shoulder to left hip)
- **Lapel Pin (The only pin worn on the lapel is the official pin of the Fourth Degree, which is available from the Knights of Columbus supreme Supply Department – item PG-113)**
- Name Badge.

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 following additions and as set forth in the Laws of the Fourth Degree (Article XI, “Official Dress and Regalia,” Sections 38 and 40):

- Black Chapeau with a plume of the color of the office as stated in this manual together with a Fourth Degree emblem on the right side.
- Black Cape with a lining of the color of the office as stated in this manual together with a Fourth Degree emblem patch on the left shoulder. The Fourth Degree emblem is the ONLY adornment on the cape.
- White gloves Service Baldric, together with a sword, worn over the tuxedo jacket front from the right shoulder to the left hip. When a sword is not permitted for any reason the Service Baldric shall be worn nevertheless. The Social Baldric is not worn when the Service Baldric is worn
- Color bearers wear a color-bearer harness and the Service Baldric with no sword
- The same rules apply with reference to wearing of jewels of office by incumbents only and the Past and Former Miniature Jewels of office as described in the Protocol Handbook.

NOTE: A pocket name badge shall not be worn when dressed in Color Corps regalia.

Procedures During Mass

Formation:

Honor Guards should form up at the rear of the church or designated area well in advance of the start time of the celebration.

The CCC should inspect the Honor Guard to ensure that all members are properly attired in the Official Regalia of the Color Corps. Long hair should be neatly tied back and we prefer that earrings be removed.

Members of the Honor Guard must be respectful of the location and silence should be maintained while in formation.

Silent commands must be used by the CCC to instruct members and to give commands while in the Church.

Procession into Church (Drill Manual, Section D Honor Guard Without Swords):

1. At the entrance, the Honor Guard members will precede the cross bearer by a significant distance, thereby allowing the processional cross to be at the head of the liturgical procession.
2. The CCC leads the parade in a column of twos down the center aisle and takes his position slightly to the side of the front of the altar.
3. On command from the CCC the Honor Guard halts at the front of the church. The Honor Guard shall then be commanded to **Face** toward the centre of the main aisle.
4. The C.C.C. will stand at the center of the aisle and begin to render a "Hand Salute." In unison with the C.C.C., 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. 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 C.C.C. 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.
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, removing and replacing the chapeau and swords, etc.

Recession:

1. The Commander will signal the Honor Guard to "Stand", don the chapeaux in the pews and file out to their agreed-upon positions in the center or main aisle of the church.

Note: The chapeau will be returned again after the words, "The Mass is ended . . ." (See Figures 3, 2 & 1.)

2. Upon reaching these positions, the C.C.C. or M. will signal the Honor Guard to "Face" the center of the aisle, and upon his command, to render a "Hand Salute."
3. The C.C.C. move to the center of the aisle, "Face" the rear of the church and march between the ranks. As the C.C.C. passes each pair of Sir Knights, they (in pairs) will "Face" towards the rear of the church.

4. They will then follow the C.C.C. 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 “Fall In” behind the last member passing him and all will march to the dismissal point.

Removal of Chapeau

1. Once in place, the C.C.C. or M. will issue a silent command to remove the chapeau. Once in the pews and the priest is headed to his seat, the C.C.C. or M. will signal the Honor Guard to remove the chapeau. (See Figure 1, 2, & 3.) The chapeau will remain off until after the final prayer.
2. When seated the chapeau will be placed in the lap. (See Figure 26.)
3. When standing or kneeling the chapeau will be held as shown in Figure 3.

Note: Certain parishes are requesting the removal of chapeaux before the Honor Guard enters the Church. Please respect the Pastor’s direction.

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. When standing or kneeling, the chapeau shall be placed over the left breast. (See Figure 3.)
3. In a seated position, the chapeau shall be placed on the lap. (See Figure 26.)
4. 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.**

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. will give the silent command for the Color Corps to remove gloves. The gloves will be placed with the chapeau on the pew, until after the reception of the Holy Eucharist.
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. 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. At this time the Color Corps shall glove their hands, and return the chapeau to their laps. (See Figure 26.)

Individual Drill

General Commands:

A. STATIONARY MOVEMENT - COMMANDS

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

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

Manual of the Sword

Sword Commands:

A. 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 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).

B. 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.)

C. 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 nearly touch the tip of the chapeau making the swords for all of the unit consistent and in 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.)

D. 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.)

E. 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.)

F. SITTING WHILE ARMED WITH THE SWORD

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.)

The Sir Knight must keep control over the scabbard to prevent the scabbard from striking the seats or pews to not be distracting.