



# Knights of Columbus

## Pope John XXIII Assembly 2984



### Description of Officers

(Copied directly from the Assembly's By-Laws adopted on June 15, 2012)

**Faithful Navigator:** Shall act as presiding officer, with all powers and duties incident to such office.

**Faithful Captain:** Shall, in the absence of the Faithful Navigator, perform the duties and exercise the powers of the office. He shall also, to assure good attendance at meetings and other functions, have charge of the social and other activities under the Good of the Order.

**Faithful Admiral:** Shall preside in case of the absence of the both the Faithful Navigator and Faithful Captain, and may have such other powers and perform such other duties as herein prescribed.

**Faithful Pilot:** Shall have charge of all properties of the Assembly except moneys, accounts and record books of the officers but include ceremonials, shall be responsible for arrangement of the Assembly Chamber and shall direct and be responsible for the activities of the Sentinels.

**Faithful Comptroller:** Shall collect and receive all moneys due the Assembly and all funds obtain from any source. He shall transfer any proceeds to the Faithful Purser and obtain a receipt from that officer. He shall also: (1) keep accounts of the charges and receipts of each member; (2) keep a roll of the members, their ages, residences and occupations, with the date of their initiation in the Fourth Degree; (3) upon request by a member transferring to another Assembly, issue a transfer card, signed by the Faithful Navigator and attested by the Faithful Comptroller; (4) issue to each member not indebted to the Assembly for dues a Fourth Degree membership card, duly signed and attested as above, which card shall entitle a member to admittance to any meeting of the Fourth Degree within the period specified on said card and upon further compliance with the rule requiring that the member produce a Third Degree membership card; (5) keep such necessary official records and forms as will be furnished by the Supreme Secretary; (6) notify quarterly the Supreme Secretary of all suspensions, withdrawals, deaths, reinstatements and transfers to or from other assemblies occurring during the period; (7) perform all other duties as directed by members of the Assembly or by the Faithful Navigator; and (8) perform all duties incident to his office as required by the Order's laws, the Laws and Rules of the Fourth Degree and of the Board of Directors.

**Faithful Scribe:** Shall keep a record of the minutes of all regular and special meetings in a bound book furnished for that purpose by the Assembly.

**Faithful Purser:** Shall act as the treasurer of the Assembly, keeping necessary records in the bound book furnished for that purpose by the Assembly. He shall give a receipt to the Faithful Comptroller for all moneys given him by said Faithful Comptroller. He shall pay all orders drawn on him which are signed by the Faithful Comptroller and countersigned by the Faithful Navigator. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, initiation fees due the District Master, the regular and usual stated payments of the Assembly and payments authorized by the Assembly.

**Faithful Inner and Outer Sentinels:** Shall be responsible to see that all in attendance at meetings are on possession of appropriate valid Third and Fourth Degree membership cards and shall perform such other duties as directed by the Faithful Pilot.