



Prince Edward Island Protocol for Grand Knight when death occurs in your council:

- (1) **Contact** the bereaved family to:
 - (b) Extend condolences on behalf of the Council
 - (c) Offer assistance and support to **the** family as required
 - (d) **Ask if** a Knights of Columbus prayer service is desired at the wake service
 - (e) **If the member is a fourth Degree member ask** if an Honor Guard is desired

- (2) The Grand Knight then informs the State Deputy, the Master of Fourth Degree, **the Insurance Field Agent** and his own council members **as to the requests which have been received.** The State Deputy **and the Master of the Fourth Degree** must be informed to enable their protocols to be implemented. **(N.B. The Grand Knight cannot proceed with an Honor Guard on his own initiative.)**

- (3) The Grand Knight, **or his designate**, arranges for a prayer service in consultation with the family, **the Chaplain of the Council and/or the Parish Priest** and the funeral home. The funeral home will include the prayer service time in the obituary publication if informed in a timely manner (ASAP).

- (4) A suggested time for prayer service is thirty minutes before evening visiting hours of the wake. This will allow full attendance by the deceased **member's family** as well as, council members and their families, while not interfering with the wake times. Wake service booklets should be made available to all in attendance giving priority to the bereaved family. A resolution of condolence may be presented to the family at the conclusion of the prayer service.

- (5) A Form 100 needs to be forwarded to Supreme indicating the death of the member has occurred. A letter will be forwarded from the Supreme Knight to the member's widow indicating that she will be visited by a council representative. The Grand Knight should ensure that this is complied with.

- (6) Members should be reminded that all deceased members are prayed for during the daily mass at St. Marys Church in New Haven, Connecticut.

NB Wake Service Booklets have been designed and approved for use within the province please contact the State Secretary to order copies for your Council