

*Religiously Devoted.  
Patriotically Proud.*

## COLOR CORPS DRILL MANUAL



Knights of Columbus  
**FOURTH  
DEGREE**  
*Patriotic degree of the Order.*

**Knights of Columbus**

**FOURTH DEGREE**

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**APPROVED BY VOTE OF THE  
BOARD OF DIRECTORS  
OCTOBER 4, 2008**

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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 for 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

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 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.

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.

ABBREVIATION GUIDE OF THE FOURTH DEGREE

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

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.

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, Fourth Degree Exemplifications, 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 assembly shall own and furnish the C.C.C. with a purple cape and chapeau (that matches the color as set forth in the Laws of the Fourth Degree), which shall be returned to the Assembly at the end of the F.N.’s term of office, or sooner if requested by 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 Order-wide 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.
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 assembly's F.N. through the C.C.C.

## 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



- 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.

In warm climates and during warm months, a white dinner jacket may be worn, if done as a unit but only with the approval of the V.S.M. or M.F.D.

A member serving in the armed forces, a full-time police officer or firefighter is in proper attire when wearing the Class A dress uniform. He does not wear a baldric.

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 jewel of his office around his neck, be it Third Degree or Fourth Degree, together with his baldric. This applies **ONLY** if he is currently serving in that office.

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 the miniature jewel of those offices in accordance with the guidelines detailed in this manual and in the Protocol Handbook.



## OFFICIAL REGALIA DRESS – MEMBERS PICTORIAL VIEW



Black Tuxedo



White Pleated Tuxedo  
Shirt with a Straight  
Collar With Studs and  
Cuff Links



Cummerbund



Social Baldric



4th Degree  
Lapel Pin

## 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
- A pocket name badge shall not be worn when dressed in Color Corps regalia.





## OFFICIAL REGALIA DRESS – COLOR CORPS

### PICTORIAL VIEW



Cape



Black Handled Sword with Scabbard



Baldric



Chapeau



Flag Holder



White Gloves

## OFFICIAL COLORS OF THE FOURTH DEGREE

The cape and chapeau colors for the Fourth Degree Color Corps are set forth in the Laws of the Fourth Degree, Article XI, and shall be as follows:

Supreme Master & Former Supreme Master

Dark Blue Cape and Chapeau/Dark Blue Plume      Pantone # 19-4035 TC

Vice Supreme Master & Former Vice Supreme Master

Light Blue Cape and Chapeau/Light Blue Plume      Pantone # 14-4313 TC

District Master & Former District Master

Gold Cape and Chapeau/Gold Plume      Pantone # 13-0941 TC

Marshal

Green Cape and Chapeau/Green Plume      Pantone # 18-5315 TC

Faithful Navigator & Past Faithful Navigator

White Cape and Chapeau/White Plume      Pantone # 11-0601 TC

Assembly Commander

Purple Cape and Chapeau/Purple Plume      Pantone # 19-3542 TC

Color Corps

Red Cape and Chapeau/White Plume      Pantone # 19-1663 TC

## OFFICIAL BALDRIC COLORS BY COUNTRY

The Supreme Council Board of Directors recommended that the colors of the Fourth Degree baldrics (SERVICE AND SOCIAL) used in different countries by assembly officers be as follows:

> United States & Territories	Red, White and Blue
> Canada	Red and White
> Mexico	Red, White and Green
> Philippines	Red, White and Blue
> Cuba, Dominican Republic, Panama	Red, White and Blue
> Guatemala	Blue and White
> Poland	White and Red



PAST AND FORMER MINIATURE JEWELS

AUTHORIZED DISPLAY OF MINIATURE JEWELS ON REGALIA:

- 1. Miniature past and former jewels in the order of precedence is detailed below. They are worn upon the formal tuxedo jacket, centered on the left front panel between the lapel and the left armhole seam with the bottom edge of the jewel(s) 1/4 inch above the top of the pocket.
- 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).
- 4. No medals of any other group or organization are allowed to be worn in regalia, whether social or color corps.

PRECEDENCE OF MINIATURE JEWELS

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

- > Papal Orders (Knight of St. Gregory, Knight of the Holy Sepulchre, Knight of Malta, etc.)
- > Former Supreme Director
- > Past State Deputy
- > Former Vice Supreme Master
- > Former District Master
- > Former District Deputy
- > Past Grand Knight
- > Past Faithful Navigator



PICTORIAL VIEW OF PRECEDENCE OF MINIATURE JEWELS

[Note: The jewels pictured in Diagrams #1–#7 show the order of precedence, with the highest office attained always nearer to the lapel. Papal Order medals that have been awarded are always given a higher precedence than the Knights of Columbus jewels. The diagrams below show precedence without any Papal Order medals.]




Diagram 1  
Past Grand Knight




Diagram 2  
Past Grand Knight  
Past Faithful Navigator




Diagram 2  
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**,” then draw the sword (followed by the Honor Guard), etc. 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.

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 recession. 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.

B. ORDER OF PROCESSION

- 1. Knights of Columbus dignitaries not wearing cape and chapeau and their spouses proceed through the Fourth Degree Honor Guard from the lowest-ranking official to the top-ranking official.
- 2. For a procession into church for a Mass, for a Third Degree function, 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. <b>Master of the District *</b>         |
| 4. Council Officer(s)          | 16. <b>State Officer(s) *</b>               |
| 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                   |

(\*At 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.
  - 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 chapeau 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 C.C.C. 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.
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.

### 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 C.C.C. or M. will signal the Honor Guard to “**Face**” the center of the aisle, and upon his command, assume the position of “**Draw Sword**” and “**Present Sword.**”
3. The C.C.C. or M. will “**Carry Sword,**” move to the center of the aisle, “**Face**” the rear of the church and march between the ranks. As the C.C.C. or M. passes each pair of Sir Knights, they (in pairs) will return to the “**Carry Sword**” position, **Step** forward, “**Halt,**” and “**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.
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. 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 (except as noted on Page 30) and follow the directions of the C.C.C. or M.



Figure 1



Figure 2



Figure 3

## A. REMOVAL OF THE 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. The Honor Guard will participate in the Sacrifice of the Mass along with the faithful present.
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.

## 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. 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.**

## 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 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.)

## D. RECESSIONAL FROM THE CHURCH

1. The chapeau will be returned again after the words, “The Mass is ended . . .” (See Figures 3, 2 & 1.)
2. When the priest is ready to leave the altar, the Honor Guard will follow the lead of the C.C.C. or M. and replace the chapeau and prepare for the Recessional as described previously.

## EUCCHARISTIC ADORATION

All members of the assembly should participate and be assigned times of adoration. When the Honor Guard is assembled at some convenient place which will not distract the congregation, the C.C.C. or M. shall lead the first pair (may be but one Sir Knight, if numbers do not permit pairs) of Sir Knights with swords at the “*Carry Sword*” position to the Repository.

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 if the Altar of Exposition, outside the Sanctuary limits, *Facing* each other. The watch so 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 intervals not to exceed 30 minutes. The best interval is 10 to 15 minutes, depending on the number of Sir Knights in attendance. 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 (all at the “*Carry Sword*” position) shall *March* in a column of twos, ahead of the clergy and dignitaries, from the assembly area to once around the outside of the new church.

After circling the new church, the Honor Guard, upon arriving at the main entrance, will “*Halt*” and *Form* an aisle between the two files. The Honor Guard will “*Face*” the center of this aisle and assume the position of “*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*” position, “*Face*” the door, 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.

## WAKES

Without exception, honors by the Honor Guard shall be offered to deceased Sir Knights of the Fourth Degree currently in good standing on all counts at the time of death. A two-man Honor Guard team in intervals may be offered to the immediate family members of a Sir Knight in good standing and Third Degree members in good standing 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 as to the selection of elements of the Honor Guard involved, if any.

The ceremony at the wake (Rosary, prayers, etc.) will be conducted in accordance with local customs.

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, 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 15-minute intervals (maximum). Care must be taken that no guard relief is made during ceremonies for the deceased. Guards to be on watch during any ceremony must be carefully selected for their physical ability to retain the “**Carry Sword**” position for a long period of time.

Immediately upon the completion of the ceremony for the deceased and at the designated 15-minute intervals, the C.C.C. or M. will lead the new watch (all at the “**Carry Sword**” position) to the casket. When the new watch arrives before the casket, they will “**Halt**” and “**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 “**Move**” on line between the C.C.C. or M. and their relief. All will face the casket, 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 casket. The old watch and the C.C.C. or M. shall “**About Face**”, and the C.C.C. or M. will lead them (still at the “**Carry Sword**” position) to the assembly area.

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. 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 not less than 45 to 60 minutes 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 then follow the procession into the church. They will be seated, or positioned, at the rear of the church. The Honor Guard will remove the chapeau as set forth in the procedures for a regular Mass. 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 leave the church and proceed to their original position outside the entrance of the church. 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 march to the graveside and following the hearse, the Guard is to fall by column by twos and march in a slow solemn march to the graveside.

## 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**” 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.]

[**SPECIAL NOTE:** Procedures During Mass – A two-man Honor Guard may be formed for the “**Presentation of Gifts**” at the direction of the celebrant. Any other activity shall be to follow the wishes of the pastor, celebrant or master of ceremonies.]

## Individual Drill



## GENERAL COMMANDS - USED BY THE C.C.C. or M.

### 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
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

1. Assume the position of **Attention** on the command “**FALL IN**” or the command “**Honor Guard / ATTENTION**.”
2. To assume this position, bring your heels together smartly so that the heels are in the same line, with the toes pointing out equally, forming an angle of 45 degree. Keep your legs straight without locking your knees. Hold your body erect with your hips level, chest lifted and arched, and your shoulders square and even.
3. Let your arms hang straight, without stiffness, along your sides with the back of the hands outward; curl your fingers so that the tips of the thumbs are alongside and touching the first joint of your forefingers. Keep your thumbs straight and along the seams of your trousers with your fingertips touching the trouser legs.
4. Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck is vertical. Look straight to the front.
5. Rest the weight of your body equally on the heels and balls of your feet. Remain silent except when replying to a question or when directed otherwise.

### B. REST POSITIONS AT THE HALT

1. PARADE REST - “**Parade Rest**” is only commanded from the position of “**Attention**.” The command for this movement is “**Parade, REST**.” On the command of execution, “**REST**,” move your left foot 10 inches to the left of your right foot. Keep your legs straight, resting your weight equally on the heels and balls of both feet.
2. Simultaneously, place your hands at the small of the back, inside the cape, centered on the belt. Keep the fingers of both hands extended and joined, interlocking your thumbs so that the palm of the right

hand is outward. Hold your head and eyes as at the position of **“Attention”**.

3. Remain silent and do not move. **“Stand at Ease”**, **“At Ease”**, or **“Rest”** may be commanded from this position.

[Note: On the preparatory command for **“Attention”**, immediately assume **“Parade Rest”** when at the position of **“At Ease”**, **“Stand at Ease”**, or **“Rest”**. If, for some reason, a subordinate element is already at Attention, they remain so and do not execute **“Parade Rest”** on the preparatory command, nor does the subordinate leader give a supplementary command.]

### C. STAND AT EASE

1. The command for this movement is **“Stand At, EASE.”** On the command of execution, **“EASE,”** execute **“Parade Rest”**, but turn your head and eyes directly toward the C.C.C. or M. **“At Ease”** or **“Rest”** may be commanded from this position.

### D. AT EASE

1. The command for this movement is **“AT EASE.”** On the command **“AT EASE,”** you may move; however, you must remain standing and silent with your right foot in place. **“Rest”** may be commanded from this position.
2. REST - The command for this movement is **“REST.”** On the command **“REST,”** you may move, talk, smoke or drink unless otherwise specified. You must remain standing with your right foot in place. **“At Ease”** may be commanded from this position.

### E. FACING AT THE HALT

1. Facing to the flank is a two-count movement. The command is **“Left (Right) Face.”** On the command of execution, **“FACE,”** slightly raise your right heel and left toe, and turn 90 degrees to the left on your left heel, assisted by a slight pressure on the ball of your right foot. Keep your right leg straight without stiffness. On the second count, place your right foot beside your left foot, resuming the position of **“Attention”**. Hold your arms as at **“Attention”** when executing this movement.
2. Facing to the rear is a two-count movement. The command is **“About, FACE.”** On the command of execution, **“FACE,”** move the toe of the right foot to a position touching the ground approximately one-half the length of your foot to the rear and slightly to the left of

the left heel. Rest most of your weight on the heel of the left foot, and allow your right knee to bend naturally.

3. On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of attention. Hold your arms as at **“Attention”** when executing this movement.

### F. HAND SALUTE

1. 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.]

2. The hand salute is a one-count movement. The command is **“Hand.”** On the command of execution, **“SALUTE,”** raise the right hand to the head until the tip of the forefinger touches the peak of the chapeau. The fingers and thumb are extended and joined, palm down. 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.
3. The return to the position of **“Attention”** is a two-count movement. The command is **“READY.”** On the command of execution, **“TWO,”** return your hand smartly, resuming the position of **“Attention”**.
4. The ceremonial hand salute (representing the “Tree of the Cross” and the “Arm of the Cross”) as taught in the First Degree is used at appropriate times.
5. Tipping of the chapeau is appropriate when in full regalia (if not moving or drilling with the drawn sword), upon meeting members of the clergy or women. This salute is accomplished by grasping the visor of the chapeau with the right hand and lifting the chapeau from the head and replacing the chapeau immediately. (Refer to Figure 2.)

# 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.

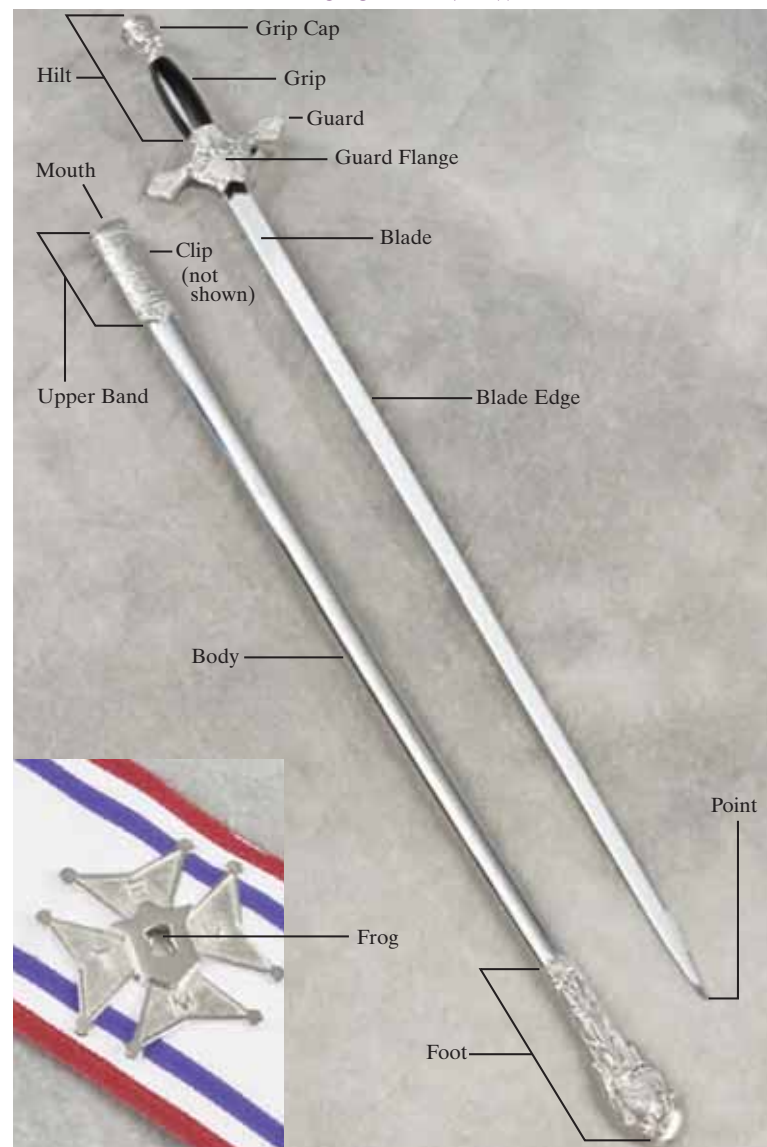
The parts of the Knights of Columbus sword are designated as follows:

- **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. (See Figures 4, 5 and 6.)



Figure 4



Figure 5



Figure 6

### 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 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 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.)



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

- With the sword in the scabbard, and only from a position of Attention, the commands are “**Parade, REST.**”
- 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.
- 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

- “**Parade Rest**” with drawn sword can only be ordered from the position of “**Carry Sword**”. The command is “**Parade, REST.**”
- 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.)
- 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



