

**NORMS FOR THE
KNIGHTS OF COLUMBUS
FOURTH DEGREE
Color Corps / Honor Guard
in the
DIOCESE OF
GAYLORD**

(Adapted from "*Knights of Columbus FOURTH DEGREE Color Corps Drill Manual*,"

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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 grip of 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 Flag Bearers will normally be used when the liturgy is primarily a liturgy with the Knights of Columbus as the assembly, and only when both the U.S. flag as well as the Papal flag are used, but not at an “ordinary” Sunday Mass or a Diocesan function.
 - a. 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 the recessional. 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 when at a diocesan Mass or “regular” Sunday liturgy.

The Color Guard only stands in the aisle when there is room for, besides the Knights, two priests walking side-by-side to process up the aisle. When there is not enough room for this to happen, then the C.G. is to process to the foot of the sanctuary and then down side aisles and stand toward the center aisle. When this is not even possible, then the C.G. will work out with the Bishop’s M. or the Pastor on where to stand.

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 Agents	13. Former Vice Supreme Master(s)
2. District Warden	14. Past State Deputy(s)
3. Assembly Officer(s)	15. Master of the District *
4. Council Officer(s)	16. State Officer(s) *
5. Faithful Navigator(s)	17. Vice Supreme Master(s)
6. Marshal	18. Former Supreme Officer(s) AND Director(s)
7. Grand Knights	19. Supreme Director(s)
8. Chapter President	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 the State Officers exchange positions, as do Former Masters and District Deputies.

C. Honor Guard / With Swords

Swords are allowed when sufficient room in the worship space of the church. The Honor Guard may flank the main aisle with swords drawn only when there is room for the ministers to process between the guards. [The Color Guard only stands in the aisle when there is room for, besides the Knights, two priests walking side-by-side to process up the aisle. When there is not enough room for this to happen, then the C.G. is to process to the foot of the sanctuary and then down side aisles and stand toward the center aisle. When this is not even possible, then the C.G. will work out with the Bishop's emcee or the Pastor on where to stand.]

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., 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

The Color Guard only stands in the aisle when there is room for, besides the Knights, two priests walking side-by-side to process up the aisle. When there is

not enough room for this to happen, then the C.G. is to process to the foot of the sanctuary and then down side aisles and stand toward the center aisle. When this is not even possible, then the C.G. will work out with the Bishop's emcee or the Pastor on where to stand.

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 of 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"** position. 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 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, when the Bishop is the principal celebrant, 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 about 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 or side aisles depending on the width of the center 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 the Mass and follow the directions of the C.C.C. or M. Since the gifts brought forward are “simply” bread and wine at this point, there is no honor guard for the procession with the gifts.

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. The chapeau will remain off until 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.
3. When standing or kneeling the chapeau will be held.

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.
3. In the seated position, the chapeau shall be placed on the lap.
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 except in the case where the parish has instructed their ushers to be last. The C.G. should seek this out before the Mass begins.
2. After the "Great Amen" the C.C.C. or M. will give a 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.

D. Recessional from the Church

1. The chapeau will be returned again after the words, "The Mass is ended...."
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

[Note: Adoration is when the Blessed Sacrament is not exposed from the tabernacle. Exposition is Adoration with the Blessed Sacrament exposed, either in a ciboria or monstrance on the altar. When Exposition is celebrated, the Rite of Exposition must be carried out. The Rite is found in "Holy Communion and the Worship of the Eucharist Outside of Mass, part of the Roman Ritual.]

All members of the assembly should participate and be assigned times of adoration. When the Honor Guard is assembled at some convenient places, which will not distract from 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 of the Altar of Exposition, outside the Sanctuary limits, **Facing** each other. The watch so posted shall immediately come to the **“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 time 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 the **“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

[Before participating in this important rite of the Church, a special meeting must take place with the Director of Worship for the Diocese of Gaylord to work out the specific staging of the actions the Knights will take for that particular 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 if possible.

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. This offer is made through the pastor or parish leadership of the parish presiding over the funeral rites.

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 for 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”** towards 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 (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.

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 files, the Guard will assume the **“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 the **“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 the **“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 two to the staging area for dismissal.

B. With Military Honors

1. When the gravesite 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 remain 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. It is the norm for the Diocese of Gaylord that there is no Honor Guard used with the presentation of the gifts during Mass.