

PRESIDENT'S WORKSHEET (prepared before the meeting)

PRAESIDIUM: _____

PARISH: _____

PRESIDING OFFICER: _____

SPIRITUAL DIRECTOR: _____

Meeting# _____ Day _____ Time _____ AM/PM Date _____, 200_____

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Opening Prayers and Rosary (Kneel) 2. Spiritual Reading: PP: _____ 3. Welcome to new members or curia visitors 4. Minutes by the Secretary. 5. Read and explain Standing Instructions* (On 1st meeting of each month) | <ol style="list-style-type: none"> 6. Roll Call. 7. Treasurer's Report. 8. Reports on recruiting Active members. Contacts: _____ 9. Reports on assignments** |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

***STANDING INSTRUCTIONS- LEGIONARY DUTY REQUIRES FROM EACH MEMBER**

1. The punctual and regular attendance at the weekly meetings of the praesidium, and the furnishing there of an adequate and audible report on the work done.
2. The daily recitation of the Catena.
3. The performance of a substantial active legionary work, in the spirit of faith, and in union with Mary in such fashion that in those worked for and in one's fellow members, the person of our Lord is once again seen and served by Mary, his Mother.
4. Absolute respect for the confidential nature of many matters discussed at the meeting or learned in connection with the legionary work.

| Legionary Team | Assignment | Comments |
|----------------|------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

10. **Catena** was recited at _____ approximately half way through meeting (stand)
11. The Legionary **Promise** was taken by: _____
12. **Allocutio**(5 minutes commentary from the handbook) by: (Sit) _____
13. Pass **secret Bag**
14. Reports continue if necessary:

| | | |
|----|--|--|
| 5. | | |
| 6. | | |

15. Reports on **recruitment of auxiliary members:** Total contacts: _____ New Members: _____
16. **Auxiliary membership** report by the Vice-Pres. _____
17. **Handbook study** this week: Pages _____ Next week's Handbook Study : pp. _____
18. **Assignments** for next week:

| | |
|----------------|----------|
| Members: _____ | To _____ |
| Members: _____ | To _____ |
| Members: _____ | To _____ |
| Members: _____ | To _____ |
| Members: _____ | To _____ |

19. **Other Business:**

- 20 **Concluding Prayers** (Kneel)
21. **Meeting adjourned** at _____, with Father's _____ blessing.