Rochester Comitium – Legion of Mary

President's Praesidium Worksheet

(This form is to be filled in by the Praesidium President before the Praesidium Meeting begins)

Meeting#_____ Day _____ Time _____AM/PM Date_____, 20_____

1. **Opening Prayers and Rosary:** (kneel, if able)

2. **Spiritual Reading:** _____

3. **Welcome:** (to guests or Comitium visitors)

4. **Minutes:** (by the Secretary)

5. **Standing Instructions:** (Read the instructions below on the 1st meeting of each month and when a guest is present.) Read / Not Read

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.

6. **Roll Call:** (by the Vice-President) _____

7. **Treasurer's Report:** (by the Treasurer) _____

8. **Reports on Recruiting Active Members:** Contacts Made: _____

9. **Reports on Works Assigned:** (although work is done in pairs, each member is to make a verbal report)

List of Works Assigned at Last Meeting	Members Assigned to Works	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

10. **Catena:** recited at _____ (approximately half way through meeting, with all standing)

11. **The Legionary Promise:** taken by_____. (Remain standing if a candidate is taking Promise.)

12. **Allocutio:** (5 minute commentary on handbook or some other appropriate topic) by: _____

13. **Secret Bag Passed:** (bag is passed under table without interrupting meeting and IS NOT counted at meeting)

14. **Reports on Recruiting Auxiliary Members:** Total contacts: _____ New members: _____

15. **Auxiliary Membership Reported by Vice-President:** _____

16. **Handbook Study:** This week's pages _____. Next week's pages _____. (Pages assigned the previous week are studied at home. Each member comes in with some thoughts on the reading. Then there is a sharing of ideas for about 10 minutes.)

17. **Work Assignments for Next Week:** (works normally to be assigned in pairs)

List of Works to be Assigned at This Meeting	Members being Assigned	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

18. **Other Business:** (Comitium correspondence or reports on Comitium meeting, upcoming legion events, announcements, discussion of new works, planning of Praesidia activities, questions etc.)

_____

_____

_____

_____

_____

19. **Concluding Prayers:** (Kneel, if able)

20. **Meeting Adjourned** at _____, with/without Spiritual Director's Blessing.