PRAESIDIUM CHECKLIST

"Put thy house into order." (Is. 38)

Please spend three weeks reading the pages indicated and discussing the points in this checklist.

Our strength lies in our uniformity in the Legion. The beauty lies in the variety of works and personalities within that uniformity.

WEEK I Order of the Praesidium Meeting

Read: page 32, #5
(Refer to pages 189, 180, 185, 190) Comments

Discuss:

Time: Does the meeting begin promptly?
Does it last between 1 hour and 1 1/2 hours?

Prayers: Do late-comers and early-departers silently recite the appropriate prayers?
Are the opening and concluding prayers said kneeling and the Catena standing?
Does the Spiritual Director recite alone the "Let us Pray" parts?
Are no additional prayers added to the meeting itself?

Other: Is the Spiritual Reading taken from the Handbook or some other Legion-related book?
Is the Allocutio a commentary on some aspect of the Legion?
Is it spoken and not read?
Does the President or some appointed member give the Allocutio in the absence of the Spiritual Director?

WEEK II A Good Member

Read: page 30, #2 and #3 (the small print of #2 may be omitted in this case) (Refer to pages 192, 84-87, 122, 32)

Discuss: Do members recite the Catena daily?
Do members realize their primary duty is attendance at the meeting and therefore miss only when necessary?
Do members help the spirit of the meeting by listening with interest to the minutes and reports?
Do members make efforts to invite others to the meeting?

Are comments made without interrupting reports or the Allocutio?
Are questions and problems discussed in a spirit of humility?
Do members recall that they promised a faithful service and submission to the discipline of the Legion-and that a good member is not one who has "success" in the works but who lives up to the promise made?

WEEK III Report Giving

Read: pages 182-184
(Refer to pages 122, 230)

Discuss: Do members use a notebook and prepare reports in advance?
Do members try to make reports interesting including anything unusual or funny that may have happened?
Is report given on assigned work?
When assigned work cannot be done, does the member give an explanation if possible?
When assigned work cannot be done, does the member know not to "fill in" with some other good work done?
Is the appropriate information given in the report: Work assigned/partner/calls/contacts/time/highlight?
Are assignments done in the spirit of prayer?
Are they done with the realization that the member goes out as a representative of the Praesidium?

Some details may seem small and unimportant; however, we cannot judge the importance of every detail when working for a God who is attentive to the smallest details of a snowflake, the numbers of hairs on our head, etc. Let us imitate His attentiveness to the little things. God Bless You.

PRAESIDIUM CHECKLIST

Name of Praesidium: _____
Meeting Place: _____
Day and Time: _____

Please spend the next four weeks reading and discussing the Praesidium Checklist in place of your Handbook discussion. Keep the checklist and refer to it periodically throughout the year.

WEEK I: Handbook Reading: page 194, #21 & #22

Comments

MEETING TIME AND PLACE

_____ Is meeting place adequate?

_____ Is the altar kept neat?

_____ Are supplies available?

_____ Is the President's worksheet prepared?

THE ROSARY

_____ Does the meeting begin on time?

_____ Do members kneel for the rosary?

_____ Does each member use a rosary?

_____ Does each member pray the rosary reverently?

THE SPIRITUAL READING

_____ Is the reading taken from the Handbook?
(If supplemented, are Legion-related books and articles used?)

_____ Is the reading of a suitable length (i.e. about 1/2 a page)?

THE HANDBOOK DISCUSSION

_____Is a junior assigned to lead the discussion each week?

_____ Do all juniors participate in the discussion each week?

_____ Do seniors make an effort not to monopolize the discussion?

WEEK II: Handbook Reading: pages 181-182, #7 (including footnote)

THE MINUTES

_____ Are the minutes written neatly in ink?

_____ Are the minutes complete and written in full sentences?

_____ Does the reading of the minutes set a good tone for the meeting?

_____ If the secretary is not present, are the minutes made available?

_____ Do members pay attention to the reading of the minutes?

THE ROLL CALL

_____ Are the records complete and up-to-date?

_____ Are attendance at functions and Curia meetings included?

_____ Do members have legitimate excuses for missing a meeting (i.e. family obligation, illness, etc.)?

_____ If members must miss a meeting, do they call the President?

_____ Do all members have punctual and regular attendance?

THE TREASURER'S REPORT

_____ Are the records kept neatly in ink?

_____ Is a Curia donation given every month?

_____ Is the November Mass arranged?

THE STANDING INSTRUCTIONS

_____ Are the Standing Instructions read by the President the first meeting of every month?

_____ Are they explained to guests?

THE ACTIVE RECRUITING REPORT

_____ Does every member make recruiting contacts regularly? (What is the average number of recruiting contacts per week? _____)

WEEK III: Handbook Reading: page 192, #19

THE REPORTS

_____ Are the reports adequate and audible?

_____ Do members begin their reports with "I was assigned to . . .?"

_____ Do members include the numbers of calls and contacts, the time spent, and the names of the place and the partner in each report?

_____ If two members work together, do they divide the report so that there is no repetition?

_____ Are comments made after each report so that there are no interruptions?

_____ Are reports (and excuses) called for from members who were unable to do their assignment?

_____ Does each member use a notebook?

_____ Are back reports given when a member has missed a previous meeting?

_____ Is attention given to each report by all members?

_____ Is secrecy kept?

THE CATENA

_____ Are members reminded to recite the Catena daily?

THE ALLOCUTIO

_____ Are the Allocutios given on Legion topics? (Are they given by the Spiritual Director or by the President?)

WEEK IV: Handbook Reading: page 187, #1

THE ASSIGNMENTS

_____ Is specific work assigned by the President?

_____ Is substantial work being done?

_____ Do members make an effort to spiritualize the assignments?

_____ Are religious articles and prayer cards given out on assignments?

OTHER BUSINESS

_____ Are reports of functions given?

_____ Do officers report on the Curia meeting each month?

_____ Are announcements made?

OTHER

_____ Do members understand the Legion system?

_____ Do members show concern for the Praesidium?

_____ Is the President's control of the meeting and the discipline at the meeting satisfactory?

_____ Do members show respect for each other?

Rate each of the following as EXCELLENT, VERY GOOD, GOOD, or POOR.

_____ Attendance at meetings
_____ Attendance of officers at Curia meetings
_____ Attendance at functions

Please comment on any problems:_____

_____

_____

When you give a Praesidium report at the Curia meeting, please be sure to include the following:

- membership (i.e. # of seniors, juniors, intermediates, auxiliaries, recruiting contacts, guests, vacancies)

- Treasurer's Report

- information about your weekly meetings - all of your works

- functions

- goals and future plans

- attendance