INSTRUCTIONS & GUIDELINES FOR PRAESIDIA VISITATIONS

1) Each Visitation Team will be composed of two experienced Legionaries.

2) One of the Team members will contact the President of the Praesidium to be visited and make visitation arrangements AT LEAST one full week prior to the visit. The Praesidium meeting day, time and place should be confirmed and clear directions on how to get there should be obtained.

3) The Team member making the contact will also advise/remind the Praesidium President that the form *"Praesidium Visitation Form for the President"* needs to be completed by the Praesidium before the visit so it can be given to the Team when they attend the meeting. (Presidents should have blank copies of this form on hand. If not, they can download it from the "Resource" section of our website, www.legionofmaryrochesterny.org).

4) Each Team member must have their own blank copy of the *"Praesidium Visitation Form"*. The form (checklist) must be completely and legibly filled out during the meeting. There is also a place on the form to make additional "Notes" from observations made during the meeting.

5) Data and notes on the form will be needed to prepare a written report (see "*Praesidium Visitation Follow-up Form,"* item 7 below) by the Visitation Team to submit to the Comitium Vice-President for approval before it is sent to the Praesidium President and Praesidium Spiritual Director.

6) At the conclusion of the meeting, the Team will ask the Praesidium Officers to stay long enough so that the Team can briefly review the President's, Vice-President's, Secretary's, and Treasurer's books and worksheets to evaluate how well these records are being maintained and ask questions, clarify information needed and provide some initial verbal feedback to the Officers on the strengths of the Praesidium (to boost morale) **but refrain** from criticism. Although you should take note of violations of the Handbook and/or higher council procedures and rules or non-compliance with Diocesan requirements, disharmony and/or attitude shortcomings, these can be addressed in the Follow-up letter or privately with the Praesidium Spiritual Director and/or President at a later date.

7) Within a week of the visit, the Team will complete a written visitation report using the "P*raesidium Visitation Follow-up Form"* and submit it to the Comitium Vice-President for approval. Copies of the report will then be filed by the Comitium Vice President and be provided to the President and Spiritual Director of the Praesidium visited.

8) All forms and information completed by the Team, received by the Team, and used by the Team to prepare the report will be turned over by the Team to the Comitium Vice President who will maintain it in a Visitation file. Prior to the next visitation, this file and the information it contains will be made available to the Visitation Team so they can follow-up on past recommendations.

Updated for use by the Rochester Comitium April 21, 2025