

COUNCIL OFFICER'S PROCEDURES



LOS ANGELES SENATUS

TABLE OF CONTENTS

SENATUS PRESIDENT'S LETTER "PROCEDURES FOR COUNCIL OFFICERS" - - -	Page 2
I PRESIDENT	
Board meeting - - - - -	Page 5
Council meeting - - - - -	Page 6
Oversee other Officers - - - - -	Page 6
Extension - - - - -	Page 6
Praesidium Visitation - - - - -	Page 7
Recruitment - - - - -	Page 7
Educate - - - - -	Page 7
Maintain Notebook - - - - -	Page 9
II VICE PRESIDENT	
Interviews - - - - -	Page 10
Reviews Attendance - - - - -	Page 10
Follow up - - - - -	Page 11
Visitation Folder Review - - - - -	Page 11
III SECRETARY	
Contents of Minutes - - - - -	Page 12
Forwarding Minutes - - - - -	Page 12
Forwarding Annual Reports - - - - -	Page 13

TABLE OF CONTENTS

CONTINUED

IV TREASURER

Maria Legionis Magazine subscription - - - - -	Page 14
Councils holding large balances - - - - -	Page 14
Gifts from the Secret Bag - - - - -	Page 14
Printed checks with two signatures - - - - -	Page 14
Praesidia holding large balances - - - - -	Page 15
TO SUMMARIZE - - - - -	Page 16
APPENDIX - - - - -	Page 17
ADDITIONAL MANUALS - - - - -	Page 25



The Legion of Mary

REGIONAL SENATUS OF LOS ANGELES

CALIFORNIA — ARIZONA — NEVADA — UTAH — HAWAII — IDAHO
BAJA CALIFORNIA NORTH (MEXICO)
OREGON

WILLIAM M. THOMPSON, JR.
President

RE: PROCEDURES FOR COUNCIL OFFICERS

Dear Council Officer

The following very brief outline is presented as a help or tool in enabling you, as a Council Officer, to perform your particular duties to the very best of your abilities.

The Senatus Manual, "Praesidium Officer's Duties", outlines the duties for Praesidium Officers and although the duties are similar to Council Officers in many instances, we appreciate that a further extension of technique is required.

One of the methods of clarifying areas that may be confusing, is to inquire from the Correspondent responsible for your Council. This is your liaison with the Senatus (or your higher Council, i.e., Comitium).

As an Officer of a Council, the Legion of Mary has placed on your shoulders a very unique and important responsibility.

It asks that you oversee and insure correct Legion procedures, that your Praesidia perform to the very utmost of their ability, that the types of works engaged in by the Praesidia are in conformity and within the framework of "valid Legion works"

and that you maintain a constant vigilance and awareness in the vital necessity of "extension" for more Praesidia and in "recruitment" for additional Active members. That you maintain and exhort your Praesidia to strive for the highest standards of Legion performance.

Indeed, when a Praesidium Officer (or any Active member) accepts an elected position (Office) in a Council, that legionary has willingly accepted a unique mandate from the Legion. Brother Frank Duff often remarked that each Office holds special graces and that the Holy Spirit provides the necessary means or graces to perform the functions of the particular Office. (As Senatus President, I can readily attest to the truth of that statement.)

As an elected Council Officer, we promise and fully agree, to both the members who voted for us and to the higher Council, who ratified us, that we will attend a monthly Board meeting. To do less, is to renege on the basic requirements of our Office.

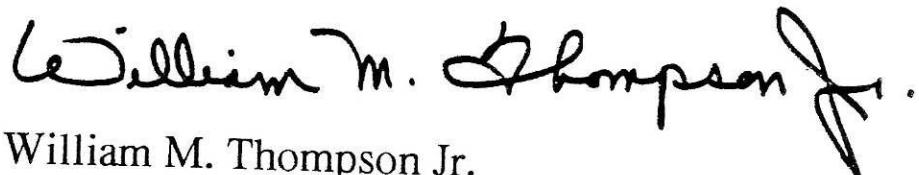
The Legion has also placed before us as Officers, the very grave and awesome responsibility to accept, maintain and insure that the rules and structure of the Legion are faithfully carried out. That we willingly accept direction from our higher Council. If this requirement presents a problem of conscience, then we are duty bound to vacate our Office for the good of the Legion. Our Legion Promise that we willingly took (and in front of our fellow legionaries and our Blessed Mother) epitomizes our performance --- "I will accept fully its discipline."

The following brief outline, although most familiar to "seasoned" Officers, is presented to the newly elected Council Officers to enable them to "steer a proper course" and to set necessary goals for their Council. Good Council Management is a highly involved procedure and volumes could be written. This Manual barely "scratches the surface." It is your job to commence acquiring the "tools of your trade."

We thank most profoundly every Council Officer who has so graciously accepted the additional responsibility of Council Officer ship. It is our fondest hope that the position of your Office will bring immense personal satisfaction and unlimited achievement for the glorification of Our Lady and her Legion.

We wish you every success.

Yours in Christ & Mary Immaculate,

A handwritten signature in black ink that reads "William M. Thompson Jr." The signature is fluid and cursive, with "William M." on the first line and "Thompson Jr." on the second line.

William M. Thompson Jr.
President
REGIONAL SENATUS LOS ANGELES

P R E S I D E N T

A) The ultimate responsibility for the overall performance of the Council rests with the President --- but, this in no way excuses the other three elected Officers from contributing and sharing the work load.

B) "Conducts two meetings monthly."

1) BOARD MEETING --- Covers:

- a) Items of importance in Senatus Newsnotes under Points of Uniformity in last Agenda. Action that may need to be taken or clarification required for our Praesidia.
- b) Review contents of Correspondent's letter from higher Council (either Senatus or Comitium) --- --- are there suggestions or corrections that we need to put into action.
- c) Flyers from higher Council, if specific action needed. As an example: "Flyer on Addendum" . Do we have enough or do we need to order more for our new Handbooks?
As an example: "Flyer on requirement for separate checking account, printed with name of Council and requiring two signatures for a valid check." Is our checking account set up properly?
- d) Review of Praesidium Visitation Folders from current Visitations and is any further action required?

(For a detail breakdown of items to be covered at a Council Board meeting, see Points of Uniformity Manual, page 4)

C) CONDUCTS COUNCIL MEETING.

(Between the two, probably conducting a proper monthly Board meeting is more important than conducting the monthly Council meeting.)

D) Oversees that the duties of the other elected Council Officers and Chairpersons are being performed in a correct manner.

E) The Legion requires that we stress and devote time as Council Officers to "EXTENSION" --- extending the Legion to Parishes that do not have it or to promote additional Praesidia for Parishes with only one or two Praesidia.

How do we do this?

There must be a definite plan of action and someone must be responsible. Just discussing the need at the monthly Board meeting is NOT sufficient. First, who will handle this important job. (Naturally, all four elected Officers as well as the Praesidium Officers are obligated to help.) But, there must be a legionary who specifically has this responsibility. It could be one of the four Council Officers or a non Council Officer who is appointed and has the title "Extension Chairperson."

The choice is yours. Usually, the Council Officers prefer to share this task with a legionary who has the ability to visit Rectories and speak to the Pastors regarding the need for the Legion in their Parish. The Pastor must be impressed with the fact that the Council will do all the work and he need only give his blessing.

The progress on extension is discussed at the monthly Board meeting with a brief report provided at the Council meeting.

F) The need to be in communication is accomplished through "COUNCIL VISITATION TO PRAESIDIA" and either one of the four Council Officers or a "Visitation Chairperson" must be responsible and take charge of this important work. As Council President, you are charged with the obligation to insure that all of your Praesidia are visited at least annually and that a thorough review of the Visitation Folder is made at the monthly Board meeting. Comments & suggestions are made by all present.

G) The "RECRUITMENT OF ADDITIONAL MEMBERS" is most vital to the health and progress of every Council. Again, many Councils appoint a "Columban Chairperson" who accepts this important responsibility. (As to the method of operation and procedure, see Points of Uniformity Manual, page 184.)

The President of a Council must be constantly cognizant that informing non legionary Catholics that the Legion exists and needs them is of paramount importance to the life of the Council.

The Legion of Mary would never have spread and been established in practically every country in the world, if we had kept it a "secret."

Again, this need for additional members must be discussed at the monthly Board meeting, especially when reviewing the Praesidium Visitation Folders that provide the actual number of Active members per Praesidium.

H) The need to "EDUCATE" our members in the structure, workings and rules of the Legion is of the very highest priority.

Can you imagine anyone going into a professional field and not endeavoring to acquire as much knowledge as possible. A plumber needs to study a vast array of technical items, a

veterinarian must study, a computer operator must study, a musician must study, every field requires study.

So, it is in the Legion. Presidents, please stress to your Praesidia the requirement to learn about the organization, its structure, its rules and its spirituality. How do we do this --- by reading and discussing for 15 minutes at EVERY Praesidium meeting. What do we read and study --- there is only one correct answer and it is very simple --- WE MUST READ AND STUDY THE LEGION MANUALS (i.e., Officer's Duties Manual, Praesidium Visitation Manual, Annual Report Manual, Patrician Manual, Handbook and Points of Uniformity Manual, (as well as Maria Legionis Magazine.)

Sometimes, a Praesidium President will say, but our members don't know their catechism, thus, we must use the Study Time at the Praesidium to teach them their catechism. WRONG. This is not the responsibility of the Praesidium. The responsibility of the Praesidium is to teach the "LEGION" --- its structure, its rules and how it operates.

If you wish to teach catechism, start Patrician groups or hold separate Council Symposiums where a whole day may be spent on a particular topic.

If a Praesidium devoted 15 minutes per meeting, at the end of one year, we would only have devoted 13 hours to the study of the Legion. Imagine, a plumber, a veterinarian, a computer technician, an insurance broker, etc., only studying 13 hours to learn their field in one year. Never.

PLEASE stress the need and requirement of Praesidia having "Study Time" at their weekly meeting and studying ONLY Legion material.

I) Maintain a three hole NOTEBOOK to save monthly Newsnotes or at least the section on Points of Uniformity discussion and excerpts from the Concilium Correspondent that pertain to correct Legion procedure. This will be invaluable for reference at a later point. The notebook should be given to the succeeding President when you leave Office.

VICE PRESIDENT

- A) The Vice President interviews prospective Praesidium Officers for appointment (and if a Comitium, Curia Officers elected and requiring ratification.)
- B) At the time of the interview, you should ask the prospective Praesidium Officer whether the former Officer gave him the "Praesidium Officer's Duties Manual". If not, the Council Vice President should furnish the prospective Praesidium Officer with a new copy.

During the interview, the Vice President should stress the need for the prospective Officer to read and study the section pertaining to his respective Office.

- C) How important is the interview prior to the Council meeting? Extremely important! It is at the time of the interview that you ascertain if the prospective Officer realizes that attending a monthly Council meeting is a MUST; also, does the Officer have the means -- transportation to come each month.

We stress again -- it is at the time of the interview that an understanding must be made that monthly Council attendance is urgent and an acknowledgement received from the prospective Officer, that this first duty will be fulfilled.

- D) The Vice President not only calls the roll at the Council meeting but also maintains a record book of the attendance of each Officer who was at the Council meeting.

Periodically, the President will call for a summary at the monthly Board meeting of Praesidia attendance and also, of individual Officer attendnace.

E) After three or four month's of absence, the Vice President should be in contact with the missing Praesidium Officer -- either by letter or telephone. The results would be reported at the monthly Board meeting.

F) Whether the Vice President handles assignments of Praesidium Visitation or there is a Visitation Chairperson, the information contained in the Praesidium Visitation Folder is **NEVER DISCUSSED ON THE FLOOR OF THE COUNCIL MEETING**. It should be obvious that the information contained in the Folder is confidential and that the two Visitors would be hesitant to enter factual information if they thought their comments would be aired publicly on the floor of the Council.

The information contained in the Praesidium Visitation Folder is ONLY discussed within the confines of the monthly Council BOARD meeting. If there is a serious problem and it cannot be solved through communication with the Praesidium, then and only then, is the problem made public on the floor of the Council. This is because perhaps drastic action will need to be taken and there must be a vote by the Praesidium Officers attending the monthly Council meeting.

Further, if a "Visitation Chairperson" is appointed rather than one of the Council Officers assuming this duty, it is NOT CORRECT to simply "hand the responsibility of reviewing the results" and follow up to the Chairperson exclusively. The Visitation of Praesidia is such an important aspect of Council Management that ALL FOUR ELECTED Council Officers are expected and required to take part in the review of the completed Visitation Folders. At the monthly Board meeting, when the Folders are read and reviewed, all of the four elected Officers discuss, comment and make recommendations.

The Chairperson plays an important part in the scheduling of assignments, maintaining a list of prospective legionaries for assignment, the follow up on the return of the Folders after the Visitation, etc., but the Visitation Chairperson must not be the only person to review the Folders. (A "Chairperson" does not have the same authority as "elected" Council Officers.)

Should the Chairperson suddenly become ill, have an extensive illness in the family or take an extended vacation for several months, this in no way excuses the Council from making Visitations. In this interim period when the Chairperson is not functioning, the Council President must insure that regular Visitations to attached Praesidia are taking place.

Also, please note, it is NOT CORRECT to assign "a Praesidium to visit another Praesidium" or allow a Praesidium to "pick the legionaries who will do the Visitation." Rather, the correct and proper method is to list in your monthly Agenda the names of two specific legionaries to visit a particular Praesidium. REPEAT -- DO NOT ASSIGN ONE PRAESIDIUM TO VISIT ANOTHER PRAESIDIUM. (The reasons are listed in the Praesidium Visitation Manual as well as how to obtain a list of names for assignments. Page 5 and Page 6.)

SECRETARY

A) The Minutes should be as brief as possible while at the same time containing all the necessary items so that the higher Council can evaluate the progress and status of the Council.

- 1) The Praesidia who were present and those Praesidia who were missing at the meeting. The Council Officers who were present.
- 2) A brief summary of the Annual Reports given. It is very important that a copy of the Annual Praesidium Report be sent to the Correspondent together with the Minutes.
- 3) It is imperative that the Secretary mail the Minutes in a timely fashion to the Correspondent. (The fact that a few Councils delay three or four months to mail Minutes is inexcusable.) Your Correspondent is called upon at the monthly Correspondents' meeting for a summary of your Minutes. When the Correspondent is forced to say, "no Minutes again," this does not set a good headline for your Council.
- 4) The Legion requires that the Minutes be forwarded **EVERY MONTH** to the higher Council. To do less is to be in default in your duties as Secretary.
- 5) There should be a breakdown provided in the Minutes of the funds received and a listing by name of the expenditures. To simply list one figure for receipts, one figure for expenditures and a balance is not sufficient.
- 6) The appointments should be included (and if a Comitium, ratification's.)

- 7) A brief summary of the Allocutio and the Points of Uniformity discussion.
- 8) If there were any Extension or Columban drives reported at the meeting, this should also be included in the Minutes.

(A copy of the Correspondents' Manual has been supplied to each Curia to provide an example of the items in the Minutes that your Correspondent is looking for when reviewing the Minutes. Please read the section on Minutes in the Senatus Correspondents' Manual for additional information and items needed in the Minutes.)

- 9) A copy of the Annual Reports should be maintained for future reference. A second copy MUST BE SENT WITH THE MINUTES FOR THAT MONTH. Don't forget, send a copy of each Annual Report with the Minutes.
- 10) We would also ask Council Secretaries (as well as Council Presidents) to PLEASE READ page 110 on Elections in the Points of Uniformity Manual P R I O R to holding a Council election. The Concilium is placing great emphasis that the election be recorded correctly in the Minutes.

If Minutes do not contain the proper information, our Senatus will hold up the ratification of the elected Officer until such time as the Minutes are amended. Secretaries -- avoid this delay and embarrassment by reading Page 110 and insuring that all the required information is contained in your Minutes. (If the Senatus has ratified the Officer, the Senatus will rescind the ratification until correctly amended Minutes are received.)

Comitia should follow the same procedure for their attached Curiae.

T R E A S U R E R

A) You should periodically bring to the attention of the Praesidium Officers the need for all Active members to subscribe to Maria Legionis Magazine and to insure that there are subscription envelopes available.

B) The Legion does not expect Councils to hold large balances. The money is "Legion money" and belongs in the general "Legion Envoy Fund." Just as Praesidia who incorrectly hold large balances create the impression to the members that there is no need to contribute to the Secret Bag; So, Councils who hold large balances of \$200 or \$300 create the impression to their Praesidia that there is no need to contribute to the Council.

COUNCIL TREASURERS --- EACH MONTH MAKE A MOTION TO THE FLOOR TO DONATE ALL SURPLUS FUNDS OVER \$50 TO THE HIGHER COUNCIL.

C) It is important, that as Treasurer, you constantly keep before the Praesidium Officers the prohibition of using Secret Bag money for donations to the Rectory, to buy gifts for those with whom they come into contact on their weekly calls or to purchase large supplies of Rosaries or literature for special missions or non Legion organizations.

The money collected in the Secret Bag has very definite restrictions as to its use. (See Praesidium Report Manual, page 11.)

D) Insure that your Council does indeed have:

- 1) printed checks with the Council name.
- 2) that the bank card is set up so that a valid check requires two out of three signatures on file with the bank.

(See Points of Uniformity Manual, page 188.)

E) Instruct your attached Praesidia to hold no more than a balance of \$3.00 after their monthly contribution to the Council, (unless saving for an upcoming Auxiliary Function.)

T O S U M M A R I Z E

The above outline of duties for Council Officers provides only the very briefest highlights of some of the more important areas of good Council Management. Now, you must commence learning and improving your "tools of the trade."

The Legion expects each of the four elected Officers to take a keen interest in all the proceedings and workings of the Council, that the four Officers will work in great harmony for the advancement of the Legion and there not be a pulling in different directions.

It is emphasized that the Council Officers must put aside any personal feelings and work as "a team" for the advancement of the Legion Apostolate.

Remember, you have received a mandate from the Legion and you must not do anything that will in the slightest manner disavowal the trust placed in you.

APPENDIX

(REFERENCE SOURCE)

Recently, I prepared for the Senatus Correspondents, a compilation of subjects that seem to be rather repetitive in their need for correction or guidance.

For each subject, I have listed the various Manuals and source material where the answer may be found.

I am including the reference sources in this "Council Officer's Procedure Manual" in the hopes that it may also be helpful to the four Council Officers in their search for correct answers to help them guide their Council.

1) LEAVE OF ABSENCE

Praesidium Officer's Duties Manual, page 9, #2

Praesidium Visitation Manual, page 12, #10 (b)

Points of Uniformity Manual, page 59

2) PREPRINTED COUNCIL & PRAESIDIUM MINUTES

Points of Uniformity Manual, page 29

Praesidium Officer's Duties Manual, page 6 #7

Praesidium Visitation Manual, page 13, d3

3) PRINTED CHECKS & TWO SIGNATURES

Points of Uniformity Manual, page 188

Newsnotes

4) ASSIGNING PRAESIDIUM MEMBERS WHEN ENTIRE PARISH DOING DOOR TO DOOR

Points of Uniformity Manual, page 118 & page 55, last paragraph.

5) ELECTION COUNCIL PROCEDURE

Points of Uniformity Manual, page 110 & page 60

Handbook, page 153-155

6) PRAESIDIUM ELECTION

Points of Uniformity, page 110, 2nd paragraph

7) TELEPHONE WORK ASSIGNMENT

Points of Uniformity Manual, page 46 & page 54, II A, 1

Praesidium Officer's Duties Manual, page 11

8) WORKS OF SERVICE

Points of Uniformity Manual, page 53, #10

Praesidium Report Manual, page 10, 1st paragraph

9) NON-ASSIGNABLE WORK IN ANNUAL REPORT

Praesidium Report Manual, page 7 & 8, #12

Points of Uniformity Manual, page 34 (4) & B, page 55 #D

10) BOARD MEETINGS

Points of Uniformity Manual page 4 & page 131
Senatus "Council and/or Praesidium Officer's Form"

11) NAME TAGS

Points of Uniformity Manual, page 30 & page 118

12) MARIA LEGIONIS MAGAZINE--WHO PAYS FOR IT?

Praesidium Officer's Duties Manual, page 4, #9

13) HANDBOOK--WHO PAYS FOR IT?

Praesidium Officer's Duties Manual, page 4, #10

14) BALANCE AMOUNT IN PREASIDIUM TREASURY

Praesidium Officers Duties Manual, page 4, #7
Points of Uniformity Manual, page 45, V
Praesidium Report Manual, page 10, 13e

MANNER REPORTING PRAESIDIUM BALANCE

Praesidium Visitation Manual, page 13,d

15) USES OF PRAESIDIUM FUNDS

Praesidium Officers Duties Manual, page 4, #5
Points of Uniformity Manual, page 44

16) BALANCE IN COUNCIL TREASURY

Points of Uniformity Manual, page 45, VI & 84

17 READING SOURCE FOR "PRAESIDIUM STUDY PERIOD"

Praesidium Officers Duties Manual, page 15, #15
President's Work Sheet
Praesidium Visitation Manual, page 11 (b)
Praesidium Visitation Folder, page 3, "Handbook"
Points of Uniformity Manual, page 37, IX

18 ACTIVE MEMBER STATUS
(TERMS "PERMANENT" & "PROBATIONARY")
Praesidium Report Manual, page 7, #9 (A)

19) PRAESIDIUM ANNUAL REPORT--TREASURER'S STATEMENT
Praesidium Report Manual, page 10, #13
Points of Uniformity Manual, page 34, C & page 45, III

20) ROSARIES FOR MISSIONS & PRAESIDIUM LITERATURE
Praesidium Report Manual, page 11, 2nd paragraph

21) FUNCTIONS COMBINING
Praesidium Report Manual, page 13, #15

22) BOOKBARROW LOCATIONS
Praesidium Visitation Manual, page 10

23) MASS TRANSPORTATION
Points of Uniformity Manual 54, II, A7 & page 105

24) ASSIGNMENT IN PAIRS
Points of Uniformity Manual, page 54

25) SPIRITUAL DIRECTOR ASKS PRAESIDIUM TO DO "NON-ASSIGNABLE" WORK
Points of Uniformity Manual, page 83
Praesidium Report Manual, page 8 "clarification" and page 7, #12

- 26) MARIA LEGIONIS MAGAZINE SUBSCRIBING
 - Praesidium Report Manual, page 14, #19
 - Praesidium Visitation Folder, page 3
 - Praesidium Officer's Duties Manual, page 18 (treasurer)
 - Points of Uniformity Manual, page 25
- 27) SUPPLYING LITERATURE FOR RACK IN VESTIBULE
 - Points of Uniformity Manual, page 44, #E
 - Praesidium Report Manual, page 11, 1st paragraph
- 28) LEGION FUNCTIONS ON PROPER DATES
 - Points of Uniformity Manual, page 22, 2nd paragraph
 - and page 135, 120, 165, 138 & 163
 - Praesidium Report Manual, page 13
- 29) COUNCIL ATTENDANCE
 - Praesidium Report Manual, page 2 (C-3)
- 30) RULES--FOLLOW
 - Praesidium Report Manual, page 4, 1st paragraph
 - Praesidium Officers Duties Manual, page 18, last ¶
- 31) PRIORITIES--LEGION
 - Praesidium Report Manual, page 9
 - Correspondent's Manual, page 6
 - Points of Uniformity Manual, page 132
- 32) RENT TO RECTORY
 - Praesidium Report Manual, page 11 & 12
 - Praesidium Officer's Duties Manual, pagae 5, item 12
- 33) ENVOY FUND
 - Praesidium Report Manual, page 12, 4th paragraph
- 34) DOOR TO DOOR OR HOUSE TO HOUSE DEFINITION
 - Praesidium Visitation Manual, page 10

35) APOSTOLATE TO CROWD DEFINITION
Praesidium Visitation Manual, page 11

36) FUNCTIONS--EXPENSE

Praesidium--Praesidium Visitation Folder page 3
Points of Uniformity Manual, page 44
Auxiliary----Praesidium Visitation Folder, page 3
Points of Uniformity Manual, page 44
Annual General Reunion
---Points of Uniformity Manual, page 166

37) HOSPITAL VISITATION "IN PAIRS"

Newsnotes, May 1996, Correspondent's letter, page 13,2nd ¶
Points Uniformity Manual, page 59

38) PRAYERS---ADDING, CHANGING, SPECIAL
INTENTIONS

Points of Uniformity Manual, page 113

39) MINUTES--KEEPING, HOW LONG?
COUNCIL/PRAESIDIUM

Praesidium Officer's Duties Manual, page 3, item 11

40) AUXILIARY & ACTIVE ASSIGNED TOGETHER

Points of Uniformity Manual, page 3 & page 54, 1st ¶
Praesidium Report Manual, page 10, 1st ¶

41) REMOVING ACTIVE FROM ROLL

Points of Uniformity Manual, page 43

Praesidium Officer's Duties Manual, page 9, it.2,2nd ¶

42) PROMISE---TAKING & RETAKING
Points of Uniformity Manual, page 57 & 117
Praesidium Officer's Duties Manual, Page 9, it.2,2nd ¶
Frank Duff's letter "CONGRESSES", page 3, 3rd ¶

43) ITEMS PURCHASED FROM SECRET BAG
Praesidium Officer's Duties Manual, page 4, item 5
Praesidium Report Manual, page 10, section 13
Points of Uniformity Manual, page 44

44) SECRET BAG MONEY FOR MASSES
Praesidium Officer's Duties Manual, page 5, it.13 & 14
Handbook, page 104

45) RETAKING PROMISE
Praesidium Officer's Duties Manual, page 9, #2

46) TAKING PROMISE OUTSIDE PRAESIDIUM
MEETING
Points of Uniformity Manual, page 117

47) PROBATION PERIOD FOR ACTIVE MEMBERS
Praesidium Officer's Duties manual, page 12, #7
Handbook, page 80, item 5
Points of Uniformity Manual, page 109

48) "PRAETORIAN" and/or "DE MONTFORT (True
Devotion) TOTAL CONSECRATION"
REQUIREMENT OR VOLUNTARY???
Praesidium Officer's Duties Manual, page 15, item 16
Points of Uniformity Manual, page 58, 4th ¶

49) SHOULD "STANDING INSTRUCTIONS" BE READ
WHEN VISITORS ATTEND FROM CURIA?
Praesidium Officer's Duties Manual, page 16, #17

50) WORK ASSIGNMENT OF MORE THAN TWO ACTIVE MEMBERS ON---DOOR TO DOOR, AUXILIARY CALLS
Points of Uniformity Manual, page 52
Praesidium Officer's Duties Manual, page 14, item 9

51) PRAESIDIUM ROSARY SAID AWAY FROM MEETING
Points of Uniformity Manual, page

52) COLUMBAN DRIVE---WHAT IS IT & SCHEDULE TO FOLLOW
Points of Uniformity Manual, page 184

53) EXPLORATIO DOMINICALIS ---HOW TO START AND DETAILED DAILY SCHEDULE
Points of Uniformity Manual, page 181

54) ABORTION WORK---ACTIVES ASSIGNED TO CLINIC
Points of Uniformity Manual, page 50, 75 & 107

55) YOUTH PROJECTS---16 years to 35 years old
Senatus YOUSa Manual, page 8, #1

56) ASSIGNING PRAESIDIUM VISITATION BY
A) A Praesidium to visit another Praesidium or
B) Assigning specific individuals to visit
Praesidium Visitation Manual, page 5, (D), item 5

57) REVIEWING THE "VISITATION FOLDER"
Praesidium Visitation Manual, page 14, item 4

58) NOTEBOOKS FOR LEGION CALLS
Praesidium Visitation Manual, page 8, item d, 5