# PRESIDENT'S WORK SHEET

REGIONAL SENATUS OF LOS ANGELES

Date_____

The # _____ Meeting of _____ Praesidium will now come to order.

1. Opening Prayers and Rosary (kneel throughout).
2. Short 5 minutes Spiritual Reading from Handbook (Sign of Cross at end).
   Chapter_____ Section_____ page(s)_____
3. Minutes by Secretary.
4. Standing Instructions* (First meeting of the month & When a prospective active member attends first time)
5. Roll call by Vice President.
6. Treasurer's Report. Balance Forward._____ Secret Bag_____
   Expenses_____ Council Donation_____ New Balance_____
7. Reports in detail until meeting is at halfway point between signing of minutes and end of meeting. ◈Continue reports under sector number 12.

| Legionary Pairs | Valid Work Assignments | Results |
|---|---|---|
| Br/Sr _____<br>Br/Sr _____ | Door to Door | _____H. Visited _____Home _____ Not Available_____<br>Follow-up request: |
| Br/Sr _____<br>Br/Sr _____ | Aux Calls | How many: Homes visited: _____ Not Available: _____<br>How many: Pray the Tessera _____ On Probation:_____ |
| Br/Sr _____<br>Br/Sr _____ | EMC/Sick Calls | |
| Br/Sr _____<br>Br/Sr _____ | Religious Ed. | |

*STANDING INSTRUCTIONS -Legionary duty requires from each member: (Page 109 of Handbook)

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.

8. Catena. Time_____a.m./p.m.
9. Legionary Promise (if there is a candidate ready) Br./Sr. _____
10. Allocutio by_____ (Brief 5 minute commentary on Handbook. Sign of Cross at end).
11. Secret Bag (without any interruption of business. It is not counted during the meeting).
12. ◈Continuation of Reports (If there are Legionaries who have yet to give their report)

| LEGIONARIES IN PAIRS | VALID ASSIGNED WORK | RESULTS |
|---|---|---|
| Br/Sr _____<br>Br/Sr _____ | Pilgrim Virgin | |
| Br/Sr _____<br>Br/Sr _____ | Home Enthronement | |
| Br/Sr _____<br>Br/Sr _____ | Crowd Contact | |
| Br/Sr _____<br>Br/Sr _____ | Book Barrow | |

13. Recruitment (give list of names to vice-president)
    - Ask all members if they have contacted potential members
    - Number of contacts for active membership _____
    - Number of contacts for Aux membership _____
14. **STUDY PERIOD** (most important). Either the Handbook, Points of Uniformity or other Legion Manuals.
15. **New Business.** _____
    _____
    _____
    _____
16. New Assignments (note assignments on a new sheet in preparation for the next meeting)
17. Closing Prayers and Priest's or Deacons Blessing. (Kneeling throughout).