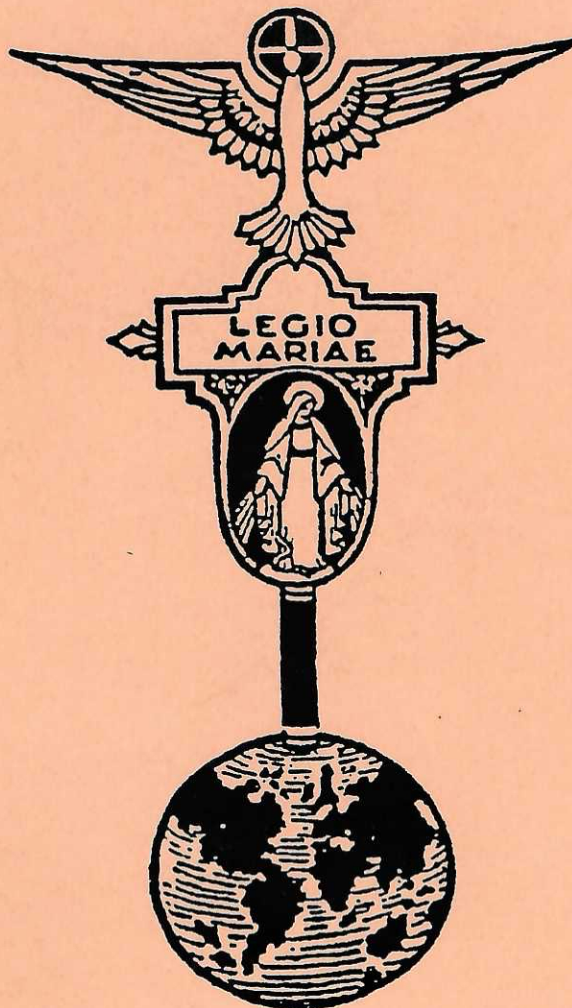


# THE PRAESIDIUM VISITATION



## LOS ANGELES SENATUS

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WILLIAM M. THOMPSON, JR.  
President

# Legion of Mary

REGIONAL SENATUS OF LOS ANGELES

FOUNDED DUBLIN, IRELAND - SEPTEMBER 7, 1921  
ESTABLISHED LOS ANGELES - DECEMBER 8, 1932



FRANK DUFF  
FOUNDER & SERVANT OF GOD

Dear legionary,

For those who have been in the Legion of Mary for many years and have made Praesidium Visitations, the procedure is a very simple, interesting and rewarding experience. For the newer members of the Legion, making a Visitation is a very scary, confusing and intimidating experience.

I am confident that this is one area of the Legion where reams could be written and yet, never "scratch the surface."

When I prepared the official Visitation Report folder that is used by our Senatus, I thought I had prepared a self explanatory form.

I now find that a few additional comments need to be given so as to make the Visitation a learning tool for the Praesidium being visited and a most rewarding and educational experience for the two Visitors.

The Praesidium Visitation is a crucial aspect of Legion supervision and a vital part of "Council Management." Every Council should take an intense interest in perfecting the techniques of the Visitation and provide the training needed so that members will do a proper job.

It is my wish that the few personal comments of mine may add to your success.

Yours in Christ & Mary Immaculate,

William M. Thompson Jr.  
President  
REGIONAL SENATUS OF LOS ANGELES

## P R E F A C E

We have attempted to reach a compromise between preparing a Manual with such indepth detail and analysis that a "book" would be produced while still providing more than a skinny bare bones outline.

It is expected that the topic "Praesidium Visitation" will appear from time to time on the Council Agenda under Points of Uniformity. The discussion on the floor should touch on the salient points of the function of the Visitation, the responsibilities of the Praesidium visited and the benefits of the Visitation.

This subject would also be an excellent topic for a Congress Workshop, thus enabling non-Officers to participate in the discussion and become better acquainted with the mechanism of Visitation.



## THE PRAESIDIUM VISITATION

### A) WHY IS THE VISITATION OF A PRAESIDIUM SO IMPORTANT?

- 1) It is one of the two major ways that a Council supervises its attached Praesidia.
- 2) It is the link between the Council and the Praesidium.
- 3) Every Council has a serious obligation to visit its attached Praesidia no less often than annually.
- 4) Some Councils visit more frequently, such as semi-annually. If there are problems, personality conflicts, defects, or help needed, it is necessary to visit much more frequently.

### B) WHO SHOULD MAKE THE VISITATION?

This is a question commonly asked by Councils. Should there be special legionaries trained in this regards, should it be just Council Officers or may any legionary be assigned this task.

There are many, many schools of thought and we will attempt to briefly cover some of them.

*(PLEASE NOTE: To be extremely basic, when we use the term "Praesidium Visitation", we do not mean calls made by members of a Praesidium to homes in the parish; rather, we are referring to legionaries sent by the Council to its attached Praesidia on a specific mission.)*

- 1) The Visitors may be any two Active legionaries.
  - a. At least one of the Visitors should be experienced and knowledgeable of Legion procedures; otherwise, the results of the Visitation probably will be limited.
- 2) The Visitors need not be Praesidium or Council Officers.
- 3) There is a strong school of thought that one of the Visitors be a Council Officer.

A further extention of this school states, that the Council President who is newly elected, be assigned with another legionary to make Visitations of all attached Praesidia during his/her beginning term of office. This provides the President with the opportunity to visit the regular members who would not be attending the Council meeting and also to observe first hand the status and condition of each Praesidium.



## THE PRAESIDIU VISITATION CONTINUED

This certainly has merit and a new Council President who has "inspected" the attached Praesidia is certainly in a better position to evaluate the strength/weakness of the Council and to chart a course for the future.

### 4) May a "brand new" legionary be assigned on a Visitation?

It is felt that the experience of visiting another Praesidium is a tremendous educational tool and provides a newer legionary with a greater insight into the Legion. That all legionaries, regardless of whether they are Officers or not, should be given this opportunity.

Naturally, it is obvious that a knowledgeable partner must be assigned with a new legionary.

In summary, some Councils have the four Council Officers pair up and make the Visitations, others have the President of the Council and a legionary from one of the Praesidia go on Visitations; still others, assign a Praesidium Officer with a non-Officer.

Because the strength of each Council varies and some Council Presidents and Board members are overtaxed due to job and family pressure, etc., the Senatus does not give any explicit directions in this regard. We leave it up to the discretion of the Council to make the decision as to the most appropriate method in their circumstances.

For the Council President to make at least one Visitation per Praesidium has strong merits.

Also, it is a training ground and "brand new" legionaries could benefit by enlarging their picture of the Legion. The Senatus does strongly recommend that an experienced legionary be assigned with a "brand new" legionary so that a proper Visitation will be made.

## THE PRAESIDIUM VISITATION CONTINUED

### C) WHO SHOULD DO THE ASSIGNING?

Again, the Senatus does not set any definite rule or procedure but leaves it up to the discretion of the Council to make this decision.

1) It could be any one of the Council Officers, such as the Vice President.

2) It could be a specially designated Active legionary (a Praesidium Officer or a NON-Officer) who would have the responsibility of making assignments. In this instance, the person would have the title "Visitation Chairperson" and should attend the monthly Council Board meeting.

Some Council Officers have sufficient time and wish to be involved in the assigning. Other Councils, prefer to "spread the work load" and also consider the appointing of a Chairperson as an opportunity to provide training for future Council leadership.

3) The Senatus does insist that, regardless of the method selected by the Council, there must be a definite individual who has this responsibility and will follow through properly.

### D) INDIVIDUAL VERSES BLANKET ASSIGNMENTS

It is noted that a few Councils simply assign a Praesidium to visit another Praesidium. Then, it is left up to the Praesidium asked to make the Visitation, to decide on the legionary from their group, who will go to visit the other Praesidium.

Reasons why this is NOT the preferred method:

1) The Council loses all control over who will actually be making the Visitation.

2) Legionaries who may not be qualified will be assigned.

3) If there are specific problems in the Praesidium to be visited, there may not be the proper legionary available in the Praesidium asked to do the visiting.

4) It leads to "we gave you a good report", now you must do the same. It weakens the effectiveness and purpose of the Visitation.

5) The Senatus strongly recommends that Councils assign specific legionaries by name.

It could be two Visitors from one Praesidium or Visitors from two separate Praesidia.

## THE PRAESIDIUM VISITATION CONTINUED

### E) PROCEDURE FOR MAKING ASSIGNMENTS

- 1) Obtain a list of all Praesidia with day & time of their meeting. Also, where they hold their meetings.
- 2) It is expected that almost all of the Praesidium Officers will be suitable for assignment. A few Officers will have health or family obligations and not able to be assigned. Obtain from the Council Vice President, a roster of the Praesidium Officers, their parish and telephone numbers. It will be most helpful to know who has car transportation. Perhaps, the Officers could be asked at one meeting to note this fact on the attendance slips they turn in.
- 3) To spread the work load and to provide a training experience, obtain the names and telephone numbers of NON Praesidium Officers who would be able to make Visitations. Again, it is most helpful to know who has a car.

Perhaps an announcement could be made that at the following Council meeting, each Praesidium President will be asked to turn in a list of NON-Officers from their Praesidia for Visitation assignments.

- 4) It will be necessary to ascertain the members who are working and who are retired, so that assignments may be made to both day and evening meeting Praesidia.
- 5) A member without transportation may need to be paired up with a member with a car from the same Praesidium, to facilitate assignments.
- 6) Occasionally, when it is difficult to find a partner, it is permissible to assign "Sister Smith & Partner." Then, Sister Smith may pick a legionary from her Praesidium.
- 7) An announcement during the Council meeting must be made with the names of the two Visitors and the Praesidium to be visited.
- 8) The "Praesidium Visitation Folder" should be given to one of the Visitors. (If they are not present, then mail it). It should have the name of the Praesidium, Parish, day & time of meeting, name & telephone number of the Praesidium President, etc., so that one of the Visitors may contact the Praesidium President to set up the Visitation date. At least one full weeks notice must be given prior to the actual Visitation.
- 9) Some Councils provide a photo copy of the prior Visitation Report so that the Visitors may review it, noting suggestions, etc., made at the last visit. This permits them to determine



## THE PRAESIDIUM VISITATION CONTINUED

if the improvements and suggestions given previously have been accomplished.

### F) AUTHORITY

Who has the authority to make the Visitation? This authority rests with the Council. (See Legion Handbook.) Thus, when Visitors go to a Praesidium they go by and with the authority of the Council. It is not their Praesidium that is sending them. It is the Council. Naturally, Council Officers, have the authority vested in their office; but even here, it is promulgated and derived under the auspices of the Council body.

Because of this authority, Visitors should be received graciously, respectfully and listened to attentively by the host Praesidium.

At the same time the Visitors must be cognizant of their position--of their authority--that they have not just dropped in for a friendly chat--and that they must be careful to represent the Council in a respectful and edifying manner.

### G) WHAT IS THE RESPONSIBILITY OF THE PRAESIDIUM BEING VISITED

- 1) The President will announce to the members at least one meeting or more prior to the actual Visitation, the date set for the visit.
- 2) A wise President will utilize this special and valuable occasion to review basic procedures with the members. (See Senatus Points of Uniformity, page 36 etc)

*(If your anything like myself, you never clean the house quite so thoroughly, as when you expect company. In fact, I've even been known to have a dinner party, just to insure that I'll do a good job of house cleaning.)*

- a. We should all make a strong effort to be present.
- b. Officers should have all records available for inspection.
- c. The regular members should be informed that the four Officers will be meeting afterwards with the two Visitors in a private session. Officers should be prepared to stay after the regular meeting.

## THE PRAESIDIUM VISITATION CONTINUED

- d. We should do a review of our "Praesidium Operations."
  - 1. Have we been sloppy in not referring to each other as "brother" and "sister". Let's make an effort to always use brother & sister during the meeting.
  - 2. Have some of us been tardy in coming to the meeting late. Those who are frequently late should adjust their schedule. Do late members remain kneeling after the Rosary, reciting the "Come Holy Spirit."
  - 3. Has the President been "on time" in beginning the meetings? (See Senatus Points of Uniformity Manual, page 25). Do we end on time?
  - 4. Are we dividing our reports between the pair making the calls. Presidents should never allow one member to simply shove all the reporting onto the other partner, simply because they are shy, timid, or have a language difficulty.
  - 5. Do we give our reports from notebooks. If not, let's begin at once.
  - 6. How is our altar. Linen need washing & pressing, candle sticks and vases need polishing.
  - 7. Do we speak clearly and loud enough to be heard when reporting.
  - 8. Is there cross talk. It makes it difficult to hear plus it's rude and epitomizes bad manners.
- e. The President should stress the value of the Visitation and that it is a very welcome experience. The Visitors are coming to help and share their knowledge with us.

### H) WHAT DO WE DO ON AN OFFICIAL PRAESIDIUM VISITATION

This is a very broad question and an indepth answer could become a "book". Therefore, let us try to be brief and concise. We will touch on just the basics.

- 1) If one of the Visitors assigned expects to be away and not able to make the visit promptly, please contact the Chairperson so a different legionary may be assigned in your place.
- 2) It is asked that you attempt to be on time for the meeting, realizing the location may be unfamiliar and your partner may be late, etc.
- 3) You are asked not to disturb the normal flow of business and conduct of the meeting. Does this mean that you are not allowed to speak? Of course not--you should feel free to make a remark occasionally. In fact, this will undoubtedly



## THE PRAESIDIUM VISITATION CONTINUED

make the members of the host Praesidium more comfortable. "Do you visit this rest home often?" "That was a difficult case."

It is asked that you not comment on problems seen or ask questions of a serious nature during the meeting, in front of the entire Praesidium. These questions should be reserved for the private meeting with the four Officers.

- 4) The Visitors should decide prior to entering the meeting, who will be responsible for filling out the "Praesidium Visitation Folder." Both are expected to enter into the discussion unless one of the Visitors is a "brand new" legionary. Then, the experienced partner will have to carry the full load. Completing page two & three will provide a guide and carry the conversation along in the proper direction. Page four is usually completed away from the meeting in private where the two Visitors can have an opportunity to compare "notes."

- 5) In the event that the regular members of the Praesidium being visited do not leave, so that the private meeting may begin, the Visitors should remind the President that they have questions and the folder to complete privately.

Sometimes, one or two of the regular members may need a ride, therefore, they may perhaps be sitting at the other end of the room. So, it may not be as private as you might wish but you will need to proceed on a discrete basis. This is especially true, if one of your questions involves the member waiting for a ride.

- 6) Proceeding through the Visitation Folder will normally draw out the "pertinent questions." It has been prepared with the expectation that most questions on the form are rather self explanatory. It would be beneficial if the Visitor who obtains the folder, would briefly review it, and if there are any confusing parts, to contact the Visitation Chairperson prior to making the visit.
- 7) My first thought was to go through the Visitation Report Folder line by line commenting on each item. But rather than prepare a very lengthy list and also, realizing that TWO brand new legionaries are never assigned on Visitation, we have opted for more overall general comments.



## THE PRAESIDIUM VISITATION CONTINUED

If there should happen to be a "brand new" legionary assigned as one of the Visitors, the experienced legionary must take the lead during the Visitation and teach the new member. Isn't this what Brother Duff calls the "Master & Apprentice" system and the way we introduce a new legionary to do normal Legion work.

Therefore, to repeat, rather than commenting on every item in the Folder and thus prolong the Manual into a "book" as well as perhaps bore some of the readers, we will comment only on a few items that seem to need clarification:

### PAGE 2

- a. Number of Active or Auxiliary members on probation should be included in the "TOTAL" number of each category. The figure for the number of "probationers" is NOT in addition to the figure in "TOTAL".

### PAGE 3

- a. REGARDING WORKS:

Fill in the percentage figures of members in the Praesidium doing the various types of works.

Under EVANGELIZATION:

"House to house" means going door to door ringing every doorbell regardless of who may be living there, on both sides of a street. It DOES NOT mean going to Auxiliary homes, shut ins, bereaved etc. Thus, if the Praesidium does not go "door to door", then the proper answer is "0 %".

"Bookbarrow" means setting up a stand on some street corner, park, shopping center, etc. It does not mean putting literature in the racks in the vestibule of the Church. And it does not mean setting up a stand in the vestibule or the parking lot of the church. This would be simply giving literature to practicing Catholics. (If this is confusing, bring the matter up under Points of Uniformity on the Council Agenda and have it clarified for you.) Remember, the true purpose of a Bookbarrow, is NOT to see how MANY PIECES of literature that you can distribute, but rather, to engage persons in public places to discuss religion and the CATHOLIC Church. The literature is really a "subterfuge" to catch their attention so that they will stop.

## THE PRAESIDIUM VISITATION CONTINUED

"Apostolate to Crowd" is used here in its broad sense, of simply approaching in pairs everyone who may happen to be in a specific location, i.e., public park, on the south side of the street, a shopping center, etc., and not to a specific group. In this sense, you would encounter a variety of persons.

"Street Contact" means approaching a specific group, such as female or male prostitutes, street persons, etc. Seeking out a designated segment of the population.

It is appreciated that the majority of Praesidia do only "house to house" approaches. But, we include the others to remind the Praesidium that they should widen their horizons and attempt "heroic works." Remember, there is no shame to have tried some of these types of works and perhaps not been very successful; but, there is shame to have never attempted them.

### b. HANDBOOK:

The Praesidium meeting has many functions: to increase our spirituality, our fraternity, etc., but a major portion of the meeting is to continuously train us in the apostolate and the Legion. Surely, the Work Reports given play a major role in this regard. But, a very definite part of the training is to read and study at the meeting, some facet of LEGION procedure. THIS IS DONE BY DEVOTING AT LEAST FIVE MINUTES AND HOPEFULLY TEN OR MORE MINUTES TO THIS VITAL TASK at every meeting. What do we study? THE HANDBOOK, THE HANDBOOK and the Points of Uniformity Manual that contains many clarifications from our Concilium Correspondent and the Senatus.

(We will not cover study techniques here as this could fill a separate Manual.)

We appreciate that some will suggest reading & studying something on Catholic theology or the saints, insisting that Catholics are so void in this area. But we must respond, that our responsibility and concern, is that in those few precious minutes of the meeting, we must teach LEGION. This is our primary concern.. If the Praesidium fails to accomplish this most important task, then it has failed miserably in fulfilling one of its primary obligations. The training and teaching of the members in theology etc., should be done at the Patricians or a special Council Symposium etc. The Praesidium meeting is to teach the LEGION.

- 8) The questions on page four should normally be completed away from the meeting in private. It is appreciated that the Visitation Folder does not provide enough space under "General standards of Praesidium" and "Improvements required" or "Suggestions given".,



## THE PRAESIDIUM VISITATION CONTINUED

when a variety of improvements are needed. (The Folder does provide ample space for the majority of Visitations.)

When the Visitors feel the need to elaborate, they should add one or more 8 x 11 pages noting their comments. These sheets should be enclosed in the Folder and will become part of the Report and reviewed at the Council's monthly Board meeting.

- 9) Privately, away from the meeting, the Visitors should briefly discuss their evaluation of the Praesidium and note their recommendations etc. It is perfectly normal if perhaps the two Visitors see the situation existing in the Praesidium in a slightly different way. This difference may be noted on the 8 x 11 sheet.
- 10) The Visitors may wish to split up the inspection of the various books.
  - a. The President's Worksheets are noted as to all making work assignments, follow up, etc.
  - b. The Vice President's books inspected and the following separate pages noted pertaining to:
    1. the roll call to ascertain if any legionaries have been absent or excused for a prolonged period of time. Please note: Our Concilium Correspondent has instructed us that "LEAVE OF ABSENT" is not correct terminology and should NOT be used in the Legion. There are only three notations that may be made in the Vice President's roll book: PRESENT, EXCUSED (having notified the Praesidium of inability to attend meeting) and ABSENT (no word from legionary as to why he/she is not at meeting). Please instruct Officers as to correct terminology.
    2. the Auxiliary files - normally maintained on 3x5 cards and separated into two parts: Permanent (completing the three month probation period) and Probationary (haven't finished three month period or stopped saying Prayers, and Praesidium is giving them another chance.)
    3. the "Promise list" showing name, month & year that each member took the Promise.
    4. the list of Praetorians, if any.
    5. the list of Adjutorians (indicating whether "lay or religious", if any.
  - c. The Secretary's minutes--well written--containing necessary items. Normally should not be more than two pages typed. If longhand, possibly could be longer.



## THE PRAESIDIUM VISITATION CONTINUED

### d. The Treasurer's book.

1. Indicates the balance at the beginning of each meeting, plus the addition of the contents of the Secret Bag, less amounts used for literature, Council donation for Envoy Fund and the new balance. Ascertain if the Treasurer had a Mass celebrated for deceased legionaries (Note: includes all three categories: Spiritual Directors, Active & Auxiliary throughout the world.)
2. Is an audit made annually by two legionaries other than the Treasurer? If there is an Auxiliary Function, this expense would be shown.
3. Are amounts shown that should not be considered as legitimate Legion expenses?

Please note: We have made extremely brief comments on the four Praesidium Officer's books. It is expected that the Council Points of Uniformity will discuss in greater detail.

We could have written three or four pages on the contents of the Secretary's minutes. The Concilium Correspondent has brought to our attention that "preprinted or prepared forms" for Secretary's minutes SHOULD NOT BE USED. Refer Praesidium to Senatus Points of Uniformity Manual, page 29.

### I) WHAT HAPPENS TO THE "VISITATION FOLDER" UPON COMPLETION OF THE VISITATION?

- 1) It should be forwarded (mailed) in a prompt fashion to the Council Officer or Chairperson having this responsibility.
- 2) There could be the occasion when the Visitors feel that a situation exists in the Praesidium that requires one of them to contact the Visitation Chairperson by telephone for further guidance in completing the form or to give a much more "candid" explanation than could be made on the form.
- 3) In a few rare cases, the problem may be so unique that the Council Officers may ask the Visitors to attend part of their monthly Board meeting, so that all the Officers of the Council may discuss the matter more thoroughly. They may wish to prob and question the Visitors regarding the situation as thoughts occur to them.

## THE PRAESIDIUM VISITATION CONTINUED

- 4) There must be a review of the Visitation Folder at the monthly Board meeting, regardless of whether there are problems existing. A Council that did not review its visitation would be in default. It may be helpful to refer to the previous Visitation Report to note whether improvements have been made or the status at the last visit.

If a serious problem, etc., is noted on the Visitation Folder, the Council President may wish to place a private telephone call to the Praesidium President for further clarification or to offer solutions.

Perhaps, the Council President and another Council Officer will need to make another Visitation, in a few weeks or months.

- 5) All of the discussion in this Manual has basically been directed toward "normal & routine" Visitations. It is obvious that when there are difficult problems existing in a Praesidium, there should be considerable thought given in the selection of the Visitors. Perhaps one of the Council Officers will need to make the Visitation to provide further authority and obtain a greater insight into the matter.
- 6) It is impossible to describe every situation that may arise. You must use your own judgement. If totally confused, you should consult your Correspondent.
- 7) Although the Los Angeles Senatus has left many aspects of Praesidium Visitation to the individual discretion of its attached Councils, we wish to state most emphatically, that we do expect every Council to understand the elements of proper Visitation, to take most seriously this important obligation and to scrutinize the results of its Visitations.

A Council that does no Visitations or is lax in reviewing the results is in serious default.

## I N C O N C L U S I O N

PRAESIDIUM VISITATION IS ONE OF THE MAJOR PARTS OF "COUNCIL MANAGEMENT". IT CAN BE A MOST REWARDING AND INTERESTING EXPERIENCE FOR THE VISITORS. IT SHOULD PROVIDE AN INCENTIVE TO THE PRAESIDIUM BEING VISITED TO RECHECK ITS COURSE AND PROCEDURES. COUNCILS SHOULD DEVOTE CONSIDERABLE ATTENTION TO THIS MOST IMPORTANT AND SERIOUS OBLIGATION.



A SAMPLE OF THE  
PRAESIDIUM VISITATION FOLDER.



## PRAESIDIUM VISITATION REPORT

### The Legion of Mary

#### REGIONAL SENATUS OF LOS ANGELES

You are making this visitation on behalf of the Council. You are representing the Council in an official capacity. It is asked that you do not disturb the normal conduct of the meeting — although an occasional remark may be made. It is expected that the four officers (only) and perhaps the Spiritual Director, if convenient, will remain after the meeting to confer with you privately — showing the various books. It is at this time that you should ask pertinent questions, i.e., those members observed who did not give a report of two hours of actual Legion work, the types of works being performed etc., while at the same time encouraging adaptation of heroic works of Conversion (Evangelization), such as house to house, apostolate to the crowd, bookbarrow or street work.

When should the report be filled out? It is normally advisable to use the report as a guide and help in asking questions. Therefore, many questions may be completed during the private meeting with the officers. Naturally, questions relating to the handling of the meeting etc., should be completed away from the meeting by the two Visitors in private. It sometimes happens that when the two Visitors compare thoughts on the meeting privately that their assessment may vary to some degree. This should be noted under the section "Visitors Assessment."

A copy of the report is never given to the praesidium officers.

The Visitors should be honest in their assessment. It is for the good of the praesidium if defects are noted and later corrected.

Please indicate the suggestions made to the praesidium during the meeting with their officers. Feel free to ask questions "why?" during the private session with the officers after the praesidium meeting. Remember, you represent the Council. Naturally, it is expected that finesse, diplomacy, tact and Christ like behavior permeate all our actions.

NAME OF PRAESIDIUM VISITED \_\_\_\_\_

PARISH \_\_\_\_\_ MEETING PLACE: \_\_\_\_\_

DATE \_\_\_\_\_ SPIRITUAL DIRECTOR \_\_\_\_\_

PRESIDENT \_\_\_\_\_

Term: \_\_\_\_\_ 1st \_\_\_\_\_ 2nd Date office: Month \_\_\_\_\_ Year \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

Term: \_\_\_\_\_ 1st \_\_\_\_\_ 2nd Date office: Month \_\_\_\_\_ Year \_\_\_\_\_

SECRETARY \_\_\_\_\_

Term: \_\_\_\_\_ 1st \_\_\_\_\_ 2nd Date office: Month \_\_\_\_\_ Year \_\_\_\_\_

TREASURER \_\_\_\_\_

Term: \_\_\_\_\_ 1st \_\_\_\_\_ 2nd Date office: Month \_\_\_\_\_ Year \_\_\_\_\_

Meeting opened at \_\_\_\_\_ Closed at \_\_\_\_\_ Number present \_\_\_\_\_ Late \_\_\_\_\_

### MEMBERSHIP:

Total number Active Members \_\_\_\_\_ Number Active in Probation period \_\_\_\_\_

Number Praetorians \_\_\_\_\_ Number of Active Men \_\_\_\_\_ Number of Active Women \_\_\_\_\_

Total number Auxiliary Members \_\_\_\_\_ Auxiliaries on probation \_\_\_\_\_

Adjutors: \_\_\_\_\_ LAY; \_\_\_\_\_ RELIGIOUS

Is the Promise always taken as soon as the three months probation period is ended (or the additional extension making a total of six months): \_\_\_\_\_

If not, WHY? \_\_\_\_\_

WHAT IS BEING DONE TO RECRUIT ACTIVE MEMBERS: \_\_\_\_\_

Would you like the Council to provide a Columban Drive soon? NO \_\_\_\_\_ YES \_\_\_\_\_ Do you make a practice of asking the members at each meeting if they have made any approaches during the week to people they have seen prior or after Mass? \_\_\_\_\_

HOW DO YOU RECRUIT AUXILIARY MEMBERS AND DO YOU CALL BACK AFTER THE THREE MONTH PROBATION PERIOD? \_\_\_\_\_

Are you able to visit your permanent Auxiliaries yearly? \_\_\_\_\_

Give rough percentage general attendance of officers at praesidium meetings:

President \_\_\_\_\_ % Vice President \_\_\_\_\_ % Secretary \_\_\_\_\_ % Treasurer \_\_\_\_\_ %

Do the four officers attend the Council meeting EVERY MONTH? \_\_\_\_\_

If not, please indicate the reason why, as this is a SERIOUS default in the performance of their duties as Praesidium Officers: \_\_\_\_\_

### PRAESIDIUM MEETING:

Is the Work Sheet prepared prior to meeting: \_\_\_\_\_  
(Please note that shorthand is not acceptable as this would prevent someone else from taking over in an emergency.)

Is the Standing Instructions read the first meeting of every month? \_\_\_\_\_  
(Please note that it is not necessary to read the S.I. when Council Visitors present)

Was allocutio given? \_\_\_\_\_ (If given by President comment) \_\_\_\_\_

Are members doing substantial ACTIVE WORK each week? \_\_\_\_\_  
(Remember that helping in the Rectory, sewing, telephone calls, attending wakes, visiting your own sick relatives, etc., does not constitute active work for Senior members!)

Do the praesidium officers realize that they must do two hours active work every week in addition to their duties as officers and their attendance at the monthly Council meeting? \_\_\_\_\_

Do members ALWAYS do their assignment in PAIRS? \_\_\_\_\_

If exception, please give reason \_\_\_\_\_



**WORKS:**

Describe work being done: \_\_\_\_\_

Does the Praesidium perform the following works of EVANGELIZATION?

House to house: \_\_\_\_\_ Bookbarrow \_\_\_\_\_ Apostolate to crowd \_\_\_\_\_ Street Contact \_\_\_\_\_

Give rough percentage of members doing these works: \_\_\_\_\_ %

(EVERY praesidium should have at least one pair or more on heroic works as above. One pair is sufficient for Pilgrim Virgin work. Many have turned PV over to auxiliaries freeing actives for heroic works.)

**PATRICIANS:**

Does the Praesidium understand the workings of the Patrician Meeting? \_\_\_\_\_

Would you be willing to make this a project for the coming year? \_\_\_\_\_

Would you like help from the Council in starting a Patrician Meeting? \_\_\_\_\_

**JUNIORS:**

Do you currently have an attached Junior Praesidium? \_\_\_\_\_ Did you? \_\_\_\_\_

Would you like help from the Council in starting a Junior Praesidium? \_\_\_\_\_

**MARIA LEGIONIS:**

Does EACH active member subscribe individually to Maria Legionis? \_\_\_\_\_

If not, WHY? \_\_\_\_\_

Will you endeavor to have EACH member subscribe by the next visitation? \_\_\_\_\_

**FUNCTIONS:**

Do you have a Praesidium function each year? \_\_\_\_\_  
(Do you realize that the expense for this function may **not** come from the Secret Bag?)

Do you have an Auxiliary function each year? \_\_\_\_\_  
(Do you realize that the expense **MAY COME** from the Secret Bag although it has been recommended that the cost be limited somewhere between 20% to 35% of the money collected during the year?)

Do all your members attend the General Council Reunion? \_\_\_\_\_ Acies? \_\_\_\_\_

**HANDBOOK:**

Does your Praesidium spend 5 to 10 minutes EACH week during the meeting reading, studying and discussing the Handbook by all the members? \_\_\_\_\_

Is special effort made to help new members with the Handbook? \_\_\_\_\_

Is the SPIRIT and rules of the Handbook followed by your Praesidium? \_\_\_\_\_

**FUNDS:**

Has an audit been made of the Treasurer's Book during the past year? \_\_\_\_\_

How is book kept? \_\_\_\_\_ Current balance \_\_\_\_\_

Any funds used for other than valid Legion purposes? \_\_\_\_\_

Any members suitable for officership in Praesidium (other than present officers)? \_\_\_\_\_

Any members (other than current officers) suitable for Council officership? \_\_\_\_\_

**CONFIDENTIAL CONSIDERATION:**

President's handling of the meeting \_\_\_\_\_

Does he overtalk? \_\_\_\_\_ Does he keep the meeting within 1½ hours? \_\_\_\_\_

What is the quality of the Secretary's minutes? \_\_\_\_\_

Are they too long \_\_\_\_\_ too short \_\_\_\_\_ about adequate \_\_\_\_\_

Is the seating, lighting and heating adequate? YES \_\_\_\_\_ NO \_\_\_\_\_

Did meeting begin punctually? YES \_\_\_\_\_ NO \_\_\_\_\_

Is the Altar according to Handbook? YES \_\_\_\_\_ NO \_\_\_\_\_

Were late members observed kneeling and saying opening prayers? YES \_\_\_\_\_ NO \_\_\_\_\_

Rosary recited WELL \_\_\_\_\_ TOO FAST \_\_\_\_\_ TOO SLOW \_\_\_\_\_

Can the Secretary be heard? YES \_\_\_\_\_ NO \_\_\_\_\_

Can reports be heard without trouble? 100% \_\_\_\_\_ 80% \_\_\_\_\_ 50% \_\_\_\_\_

Reports in general are ADEQUATE & INTERESTING \_\_\_\_\_ TOO LONG \_\_\_\_\_ TOO SHORT \_\_\_\_\_

Do members use "Brother" and "Sister" when addressing one another?  
YES \_\_\_\_\_ NO \_\_\_\_\_ MAJORITY \_\_\_\_\_

DO MEMBERS GIVE REPORTS FROM **NOTEBOOK** RATHER THAN CARDS, SLIPS OF PAPER OR  
MEMORY? YES \_\_\_\_\_ NO \_\_\_\_\_ MAJORITY \_\_\_\_\_

Are reports divided between the two partners, when feasible? YES \_\_\_\_\_ NO \_\_\_\_\_ MAJORITY \_\_\_\_\_

Is work done in pairs (unless specifically permitted singular) YES \_\_\_\_\_ NO \_\_\_\_\_

Is there side conversation or cross talk during the meeting? YES \_\_\_\_\_ NO \_\_\_\_\_ SOME \_\_\_\_\_

Does there seem to be followup on work? YES \_\_\_\_\_ NO \_\_\_\_\_

Is there an apparent spirit of cooperation? YES \_\_\_\_\_ NO \_\_\_\_\_ MAJORITY \_\_\_\_\_

Is the Catena said at the appointed time? YES \_\_\_\_\_ NO \_\_\_\_\_

Does the President keep the meeting moving with adequate control?  
YES \_\_\_\_\_ NO \_\_\_\_\_ GENERALLY \_\_\_\_\_

Are members commenting when necessary? YES \_\_\_\_\_ NO \_\_\_\_\_

Do the officers (especially the Vice President & President) make the acquaintance of prospective mem-  
bers after the 1st meeting? ALWAYS \_\_\_\_\_ GENERALLY \_\_\_\_\_ SELDOM \_\_\_\_\_

Are prospective members introduced during the first meeting? YES \_\_\_\_\_ NO \_\_\_\_\_

GENERAL STANDARD OF PRAESIDIUM: \_\_\_\_\_

IMPROVEMENTS REQUIRED: \_\_\_\_\_

SUGGESTIONS OR RECOMMENDATIONS MADE TO OFFICERS: \_\_\_\_\_

Name of visiting legionaries \_\_\_\_\_

(If any further comments are needed or any additional information that you feel would be helpful to  
the Council Officers during their review of this report at their monthly Board Meeting, please use an  
additional sheet of paper for this purpose.)