



LEGION OF MARY

Praesidium Self-Assessment

The Legion wishes perfection of membership to be estimated according to exact adherence to its system. (Official Handbook of the Legion of Mary, p. 69)

Name of Praesidium: _____

The purpose of this self-assessment is to help praesidia periodically check themselves as to how well they are adhering to the Legion system. The self-assessment can be completed by praesidium members by setting aside some time at the praesidium meeting over a period of several weeks. At the conclusion of the self-assessment, the praesidium should identify a few areas in which they will try to improve during the coming year. All references are to The Official Handbook of the Legion of Mary.

Yes No Notes

The Praesidium

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the praesidium hold a meeting every week? (p. 84, #6) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the praesidium have a Spiritual Director appointed by the pastor? (p. 85, #9) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the President, Vice President, Secretary and Treasurer positions filled? (p. 85, #7) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are only those members appointed by the Curia functioning as praesidium officers? (p. 86, #11) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the officers faithfully attend the monthly Curia meeting? (pp. 212, 216, 218, 220) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the officers meet together at least once a year to plan for the coming year? | |
| <input type="checkbox"/> | <input type="checkbox"/> | If there are officer vacancies, is the praesidium working with the Curia to fill the positions? (p. 86, #11) | |
| <input type="checkbox"/> | <input type="checkbox"/> | If this is a senior praesidium, does it have a junior praesidium? (p. 89, #22) | |
| <input type="checkbox"/> | <input type="checkbox"/> | If not, are actions underway to establish a junior praesidium? (p. 89, #22) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the President speak as little as possible at the meeting? (p. 214, #11) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all members attend the annual Acies? (p. 173) | |

The Praesidium Meeting (Chapter 18, p. 105-116)

The Setting (p. 105, #1)

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the meeting place adequate? (p. 118, #5-6) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do officers arrive early to set up the altar and meeting room? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the altar properly set up and in good condition? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are fresh flowers (or added greenery) used? | |

Punctuality (p. 106, #2)

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the meeting begin on time? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the members arrive on time? If members arrive late, do they kneel and privately recite the opening prayers that precede the rosary before joining the rosary? (p. 119, #10) | |

Yes No

- Does the President prepare a worksheet in advance of the meeting?

Opening Prayers (p. 107, #3) and Rosary (p. 108, #4)

- Do members (who are able) kneel for the rosary?
- Is the rosary led by the Spiritual Director or, in his absence, by the President?
- Do members use a rosary and pray reverently and in unison?
- Do members recite the prayers, including the “Hail Holy Queen”, exactly as printed in the Tessera?

Spiritual Reading (p. 108, #5)

- Is the Spiritual Reading given by the Spiritual Director or, in his absence, by the President?
- Is the Spiritual Reading taken from the Handbook (highly recommended) or on a Legion topic?

Minutes (p. 108, #6)

- Does the reading of the minutes set a good tone for the meeting?
- Do the minutes accurately reflect the business, discussions and decisions of the praesidium meeting?
- Are the minutes written in complete sentences?
- Are the minutes neatly handwritten or typed and kept in a binder or notebook?

Standing Instructions (p. 109, #7)

- Are the Standing Instructions read at the first meeting of every month?

Roll Call (p. 116, #14)

- Does the Vice President call and mark the roll? (this can also be done at the end of the meeting)?
- Are legitimate reasons for excused absences stated?
- Are absent members noted?
- Does the Vice President follow-up with members who are absent from the meeting?
- Does the Vice President maintain a roll of active members, auxiliary members, praetorians and adjutorians?
- Does the Vice President make the acquaintance of newcomers, explain the meeting and introduce them to the other members?
- Does the Vice President notify probationary members when their probation period is up?

Treasurer’s Report (p. 110, #8)

- Does the Treasurer give a weekly report of income, expenses and ending balance?
- Is a Curia donation given every month? (p. 220, Chapter 35)
- Does the praesidium have a November Mass celebrated for deceased legionaries? (p. 104)
- Are the Treasurer’s books audited once a year by two members other than the Treasurer? (p. 222, #8)
- Does the Treasurer make supplies available to members at the meeting?

Yes No

Reports (p. 110-113, #9, p. 193, #3)

- Are member's reports complete and audible?
- Do members use a notebook for their reports? (p. 194, #5)
- Do reports show:
 - What has been attempted and achieved and in what spirit?
 - The time spent?
 - The methods used?
 - What has not been gained and the persons who have not been touched?
- Do reports describe the number of calls and contacts, materials handed out?
- Are the reports an appropriate length?
- Do members understand that the report is the individual responsibility of each legionary, not a team responsibility?
- Do team members divide the report so that there is no repetition?
- Do members pay attention to the reports?
- Is there comment and discussion after each report, with all members participating?
- Are reports (and excuses) called for from members who were unable to do their assignment?
- Are back reports given when a member missed a previous meeting?
- Is confidentiality kept?

Works (p. 191-193, #2)

- Do members conduct their work in union with Mary? (p. 192, d; p. 109; p. 273-281, #1)
- Do members understand that works are assigned by the praesidium, not selected by individual members? (p. 288, #6)
- Is all work under the control of the praesidium? (p. 288, #6)
- Are the works active and substantial? (p. 191)
- Are the works Apostolic? (p. 59)
- Are works directed toward the spiritual good of everyone and not include material relief? (p. 291)
- Is visitation of homes (e.g., door-to-door) the preferred work of the praesidium? (p. 290-291, #9; p. 232, #2)
- Is visitation always done in pairs? (p. 289, #7)
- Does the praesidium seek out and undertake difficult work? (p. 304, #31-33)

The Catena (p. 113, #10)

- Is the Catena recited at about one hour after the start of the meeting?
- Do members stand for the Catena?
- Is the Catena prayed properly? Do members make the sign of the cross at, "My soul glorifies the Lord"?
- Does every member pray the Catena daily? (p. 109, #7, p. 194-195, #6)

The Allocutio (p. 114, #11, p. 115, #12)

- Is the allocutio given by the Spiritual Director or, in his absence, by the President or a member designated by the President?

Yes No

- Is the allocutio normally a commentary on the Handbook (p. 212)?
- Is the allocutio a talk, not a reading from the Handbook?
- Do members make the sign of the cross after the allocutio?

Secret Bag (p. 115, #13)

- Is the secret bag passed immediately after the allocutio without interrupting the meeting?

Handbook Discussion/Study of the Faith (p. 348-351, Appendix 10)

- Is some time set aside at the meeting for a discussion of the Handbook or other topic of the Faith?
- Is the Handbook the first book to be studied?
- Do members read the assignment prior to the meeting?
- Do all members participate in the discussion?

Termination of the Meeting (p. 116, #14)

- Does the President give every member a work assignment?
- Are reports of functions given?
- Do the officers report on the Curia meeting each month?
- Are announcements made?
- Do all members (who are able) kneel for the concluding prayers?
- Does the meeting end no more than one hour and a half from the appointed time for starting? (p. 118, #8)

Auxiliary Members (p. 89, #21, p. 94-103)

- Does the praesidium have a strong body of auxiliaries?
- Do the members understand that auxiliaries are an essential part of the Legion system?
- Does the praesidium have a goal of bringing every Catholic in the area into auxiliary membership?
- Do members personally visit every auxiliary every year?
- Are probationary auxiliary members contacted at the end of their probationary period?

Extension and Recruiting (p. 179-183, #31, p. 198, #9)

- Do members understand that it is the duty of each legionary to conduct extension and recruiting?
- Does the praesidium make its best members available for the formation of a new praesidium?
- Do members seek to bring the blessing of the Legion to others?
- Does every member make active recruiting contacts every week?
- Are the recruiting contacts reported at the meeting?
- Does the praesidium hold at least an annual recruiting event?
- Has the praesidium considered other ways to attract new members?

Legion of Mary New Zealand
 Praesidium Self-Assessment Form
 Adapted from Legion of Mary Tidewater

