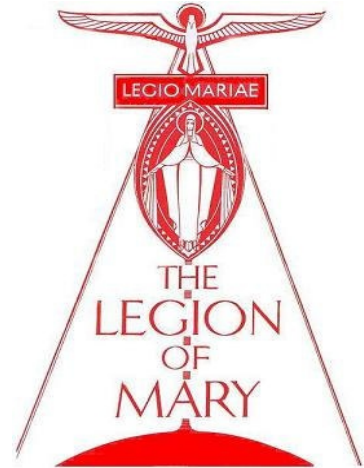


The LEGION of MARY Saint Augustine Curia

GUIDELINES FOR PREPARING THE ANNUAL PRAESIDIUM REPORT

PLEASE READ AND
FOLLOW CAREFULLY



Why do we report to the curia? “The Curia shall exercise authority over its praesidia, subject to the constitution of the Legion.” (HB pp 76) Its primary duty is to insure the development of the member and the praesidium. It stands to reason that adequate information must be supplied to the curia to aid in this responsibility.

The preparation of the Praesidium Annual Report is primarily the responsibility of the president. However all the officers must aid in this endeavor and contribute to its contents.

It should be emphasized that a report is not a journalistic composition, nor is it a recital of everything members did for the year. All that should be included are the facts—good and bad. Needless details should be left out.

1. It is important that you follow the outline given to you by the curia. This is the information in the order that it is required by the higher council so they can report to the next higher council. In particular keep the statistics in the order and categories as shown.
2. If the spiritual director is not available to sign the report, don't hold it up, but be sure he gets a copy.
3. **Send a copy of the report to the curia president in advance of the meeting at which it will be presented.**
4. Provide copies for each of the curia officers, your praesidium spiritual director, your pastor, and your secretary (for the praesidium's permanent record) and an extra copy to be forwarded to the higher council.
5. Be sure to show the number of the annual report, the date the praesidium was founded, the period covered, and the place, day, and time of the praesidium meeting. Include contact information for the officers and the date they began their duties.

6. Under “Assigned Works” list only what was done by the members weekly as it appears on the president’s work sheet.
7. Report ONLY THOSE WORKS WHICH HAVE BEEN ASSIGNED BY THE PRAESIDIUM. **“The work must represent some definite active duty assigned by the president, not something dictated by the pleasure of the individual legionary. Prayers and other spiritual exercises; however considerable, do not satisfy this obligation or even supply in part the place of active work.”** Active work does not include secretarial work, telephoning, attending meetings, etc., but rather active work is personal contacts with other souls with the purpose of bringing something special to them about Jesus and Mary—to bring them closer to God.

8. Here is an example for you: You may not assign adoration of the Blessed Sacrament. That is something we should all be doing. It is not active and does not involve personal contact. Therefore it cannot be an assigned work and is not to be reported. However, if members are in charge of recruiting adorers and making sure all hours are covered, that can be reported.

9. Under “Special Cases” enter a brief synopsis of the conversions, returns, marriages validated, or heroic work done. Choose your most outstanding case and explain in 100 words or less.
10. The vice president should use the previous year’s report to compare the active and auxiliary membership for the two years.
11. Treasurer’s Report: Secret Bag funds must be reported with any other donations the praesidium may have received. Only a few dollars should be kept in the praesidium treasury unless a special purchase is to be made. The Secret Bag is to be counted after the meeting with another member. Never count the money during the meeting. Funds are kept at the home of the treasurer. Books are to be audited by one or two other members once a year, usually at the time of the annual report.
12. When presenting the report to the council, divide the report so that each officer will present a part of it.