



Legion of Mary - St. Augustine Curia
Secretary's Minutes Worksheet

Praesidium: _____ Meeting No.: _____
 Time, Place, Date: _____

Presiding Officer:

The OPENING PRAYERS AND ROSARY were led by:

The SPIRITUAL READING was by: _____ Pages
 of: _____ Topic: _____

The MINUTES of the previous meeting were read, (corrected), approved and signed.

WELCOME to the following new members/guests:

The STANDING INSTRUCTIONS (were) (were not) read by the President.

The ROLL CALL by the Vice President showed: _____ Present
 _____ Excused: (Names and Reasons)
 _____ Absent (Names)
 _____ Late
 % _____ Present

TREASURER'S REPORT

	\$ _____	Balance Brought Forward
	\$ _____	Secret Bag Collection
	\$ _____	Other Receipts
	\$ _____	Expenses For:
Balance on Hand	\$ _____	Balance \$ on Hand

REPORTS ON ASSIGNED WORKS: [*Show names of legionaries and those visited as well as results, number of contacts, material distributed, follow-up requires, etc.*]

Meeting # _____

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The CATENA was recited at _____ m and the ALLOCUTIO was given by:
Topic:

ADDITIONAL REPORTS: *[Results of recruiting active members, vice-president's auxiliary report, council reports, etc.]*

HANDBOOK STUDY: Discussed pages _____, Topic:
Points stressed:

Next week's assignment pages _____, Topic:

OTHER BUSINESS: *[Future plans, functions,, SMART goals, etc.]*

ASSIGNMENTS of pairs and work for the coming week:

The meeting concluded at _____ m with the closing prayers (and Rev. _____ blessing.)

Signed _____ Secretary Approved: _____ President

(Statistics totals kept weekly help in preparation of annual report)

Active members recruited: _____ **Total Contacts for Week** _____
Auxiliary members recruited: _____ Parents Contacted _____
Door to Door Homes _____, Contacts _____ Other Homes _____ Jail _____
Hours of Instructions _____ (Type) _____ Hospital/Nursing Homes _____
Literature _____ Sacramentals _____ Eucharist _____

Other: _____