



## Legion of Mary Arlington Senatus 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 evaluate how well they are adhering to the Legion system. The self-assessment can be completed by praesidium members by setting aside time at the praesidium meeting over several weeks. At the conclusion of the self-assessment, the praesidium should identify a few areas for improvement in 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?

