



THE LEGION OF MARY



THE ORDER OF THE PRAESIDIUM MEETING

- 1. The Meeting starts exactly at the appointed time and must last no longer than 90 minutes.**
 - The President (& Officers) should be there beforehand to make sure everything is set up in time. Refer to Legion Handbook, chapter XXXIV “Order of the Praesidium Meeting”, §1 *The Setting of Every Meeting Shall Be Uniform*
 - The Praesidium does not wait for latecomers, even the priest (if he attends).
 - The Meeting is more important than any member.
 - No Praesidium meeting is ever to begin without its “Work Sheet”. This should be drawn up in advance of each meeting, and from it the President will call the business. In the Work Sheet should be set down in detail all the work being done by the Praesidium, and opposite to each item, the names of the members assigned to it.
- 2. The Meeting opens with the Opening Prayers and the Five Decades of the Holy Rosary**
 - The Spiritual Director (if absent, President) intones the Come Holy Ghost and then all join in.
 - The Spiritual Director (if absent, President) says the *Send forth Thy Spirit etc.*
 - The Members reply with *And Thou shalt renew...*
 - The Spiritual Director (if absent, President) says *Let us pray* and the prayer that follows.
 - The First, Third and Fifth Decades are led by the Spiritual Director (or if absent, the President).
 - The Second and Fourth Decades are led by the Members.
- 3. The Prayers are followed by a Spiritual Reading given by the Spiritual Director (if absent, the President)**
 - The Spiritual Director (if absent, President) reads from the Handbook or other spiritual book.
 - In the early years of the Praesidium, the reading should be from the Handbook alone (see separate sheet for recommended readings in the first weeks after a new praesidium is opened).
 - The total time spent on this should not exceed five minutes.
- 4. The Minutes of the previous Meeting are read**
 - The minutes should be written in such a way as to communicate only the essentials.
 - Incidental items will only clutter the minutes and needlessly lengthen them (a few minutes suffices).
 - The minutes set the tone for the meeting and should be inspiring and informative.
- 5. The Standing Instructions are read**
 - The four points of the Standing Instruction are read only once a month (first meeting of month).
 - They are found in Chapter 35, *Order of the Praesidium Meeting*, #7
- 6. The Roll Call is taken**
 - The Vice-President takes the roll-call and marks down attendance in an attendance register.
 - Latecomers can be marked with an ‘L’; Excused Absentees with an ‘E’; Unexcused with a ‘U’
- 7. The Treasurer’s Report is given**
 - This includes a weekly statement of income and expenditure.
 - Also the previous week’s and the current week’s balance.

8. *The Members' Reports are given and discussed*

- Remember the limited time allowed for the meeting (90 mins). Automatic closure takes place.
- Consequently, reports should be brief, informative, giving basic data, goals, means, results.
- The report is addressed to all members, not just the Spiritual Director or President.
- The reports should elicit comments and discussion on the part of other members.
- The President or Vice-President could use a countdown timer to limit the time for each report.

9. *The Catena Legionis is said*

- This is found in the Tessera (prayer leaflet).
- The Spiritual Director starts the Antiphon and is then joined in saying it by all members.
- All make the sign of the cross during the opening verse of the Magnificat.
- The Spiritual Director recites the first verse of the Magnificat, the members the second.
- The Spiritual Director then recites the verses alternately with the members.

10. *The Legionary Promise is made*

- If a new member has finished his/her 3-month probation period, they take the Legion Promise.
- All remain standing for the Promise (refer to Ch. 10 *Membership* & Ch. 11 *Legionary Promise*)

11. *The Allocutio is given by the Spiritual Director*

- This takes the form of a commentary upon the Handbook (not a reading from it).
- It should not exceed five or six minutes.
- A sign of the cross is made by all after the *Allocutio*.

12. *The Secret Bag Collection is taken (no interruption of business)*

- This is passed round quietly, from member to member, while the giving of reports continues.

13. *The Members' Reports are continued*

- The President continues asking members for their reports.

14. *Handbook discussion is undertaken*

- At the previous meeting, a section of the Handbook should have been assigned for reading.
- This section is now discussed. No more than five minutes should be assigned to this.

15. *Old business is discussed*

- Cases that have been placed on the 'back-burner' are evaluated if they could be reopened.
- If they are reopened, then the President assigns members to the reopened case(s).

16. *New business is introduced*

- Any other cases that have come to attention of the Spiritual Director, President, or members, are now placed before the Praesidium.
- New directives on existing casework are now given.

17. *Assignments are allocated*

- The President assigns any new cases to members and records this on the work sheet.

18. *The Closing Prayers are said*

- These are said standing.
- The Spiritual Director leads the prayers
- If the Spiritual Director is present (and is a priest) all kneel after the prayers for his final blessing.

19. *The Meeting must not last longer than 90 minutes; but must be shorter than 60 minutes*

- If 90 minutes is reached, an automatic closure of the meeting must occur, even if reports are not over.
- If the meeting finishes in less than one hour, it is a sign that too little discussion is given to reports.