

Name of Praesidium

Secretary's Minutes



Minutes of the # _____ meeting of *Praesidium Name* of the Legion of Mary held at *Name of Parish* on _____, YYYY.

The meeting began at _____ AM/PM with **Opening Prayers and Rosary** led by _____.

The **Spiritual reading** was taken from the Legion Handbook _____ and read by: _____.

Minutes of the preceding meeting were read and approved.

Open discussion on Handbook reading led by Br./Sr. _____. Next week's Spiritual Reading will be from the Legion Handbook _____. Discussion leader: Br./Sr. _____.

The **Standing Instructions** were/were not read.

The roll was called by the Vice president: ____ present, ____ excused, ____ absent, ____ guests:

Excused: _____ **Absent:** _____

Total Membership: ____: ____ Active Perm ____ Active Prob ____ Praetorian

Auxiliary Report: Total ____: ____ Perm, ____ Prob, ____ Adjutorian

Report on Recruitment of active and auxiliary members: ____ Active Recruits ____ Auxiliary Recruits ____.

Treasurer's Report:

Previous Balance: \$ _____ In: \$ _____ Expenses/Out: \$ _____ New Balance: \$ _____.

Senatus Donation (if last meeting of the month): \$ _____

Work Reports:

_____ Calls: ____ / Contacts: ____

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The Catena was recited at ____ pm.

The Allocutio was given by _____.

The **Secret bag** was passed.

Work Reports (continue if needed)

Work of Study: from _____ from pp _____. A lively discussion was held. Next week's study will be from _____ from pp _____.

(_____ will bring flowers for next week's meeting.)

Next week's assignments:

Other business:

Completed: _____

Upcoming: _____

Other: _____

Prayers/Intentions:

The meeting was concluded at _____ PM with Concluding Prayers led by _____.

Respectfully submitted:

Secretary

President