



Legion of Mary

STAR OF THE SEA SENATUS MUMBAI

C/o. St. Pius College, Aarey Road,
Goregaon (East), Mumbai - 400 063.

Praesidium Visitation Form

Visitation form should be filled and kept ready

Note: Please read Chapter 28, Sub section 2, No 11,
THE CURIA AND THE COMITIUM

Terms marked @ only to be filled up by the Visitors.

❖ The following Books/Records/Registers/Files, etc. be made available

President:

- ❖ Work sheet for the meeting
- ❖ Copy of plans for the year

Vice-President:

- ❖ Attendance register
- ❖ Auxiliary Register

Secretary

- ❖ Minutes of the meetings
- ❖ Correspondence to and from higher Council and other correspondence

Treasurer

- ❖ Book for general and literature Accounts
- ❖ Receipt of contributions to Council

Name of the Praesidium:

_____ **Parish:** _____

Meeting Day: _____ **Time:** _____ **Place** _____

Spiritual Director _____ **Contact** _____

Address _____

Post	President	Vice President	Secretary	Treasurer
Name				
Address				
Telephone				
Term				
Term Expiry				

@Meeting opened at: _____ Closed at: _____

@Present: _____ Out of: _____ Of whom: _____ was / were late & _____ left early

Attendance of the Officers during the last 6 months: _____ to _____

Officers	Praesidium meetings				Council meetings			
	P	A	E	Total	P	A	E	Total
President								
Vice President								
Secretary								
Treasurer								

Membership:

Active _____ Attendance of members last 6 months: _____ %

Confirmed members: _____ Probationers: _____ Praetorians: _____

When is the Legion promise taken: 3 months/ 6 months, Give reasons:

What special measures are being taken to recruit active members

Auxiliary Confirmed: _____ Probationers: _____ Adjutorian: _____

6 months how many	Recruited	Confirmed	Removed off Roll / Transferred
Active Members			
Auxiliaries			
Adjutorian			

Describe in detail the method of seeking and of after care of Auxiliaries

Was an auxiliary rally held? Yes / No. If not, give reasons

Junior Prasaedium:

Is there a Junior Praesidium attached Yes/No, Membership _____

If not, do you plan to start a Junior Praesidium/when _____

If NO, give reasons _____

Is there a Vacancy at the Junior Praesidium_____

What is being done to fill the vacancy _____

WORKS DONE BY JUNIORS

Do the seniors take the juniors to work with them/if not WHY

How many Senior members work with the Juniors _____

When did a Senior (other than those officiating) visit the Junior Praesidium?

Do the seniors visit the Homes of the Juniors? YES/NO

What are the upcoming projects for Juniors

What is the encouragement/guidance given by seniors to Juniors

How many juniors joined the Senior Praesidium in the last 6 months _____

Give attendance of the officers of the Junior Praesidium at the Junior Curia meeting :

President	VP	Secretary	Treasurer
/6	/6	/6	/6

Give attendance of the President and VP of the juniors at the Senior Praesidium Meeting :

President	/26	VP	/26
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PRESIDENT:

@Impression of the worksheet, Is time spent in doing work noted down

Is the worksheet /work Allotment ready before every meeting _____

Are the standing instructions read monthly _____

@ Describe in detail the President's handling of the meeting

Has the Praesidium started any Pioneering /first time work? If so, state the work _____

Please suggest some works

Is the study of the handbook taken up weekly? **Yes/No**. If not, give reasons

Do all the members come prepared for the handbook study _____

Is the Council Discussion item taken up regularly _____

Is a list of prospective members maintained / what is done for follow up

Does the praesidium maintain a book of case works _____

VICE PRESIDENT :

@ Inspect and comment upon on the Rolls of the Vice President:
Attendance / Auxiliary

Does the Vice President visit the sick and absent members _____

Is a separate roll kept for probationers _____

@Does the Vice President mark members coming Late / Leaving early _____

Does the Praesidium maintain a list of Sick & Homebound _____

Does the Praesidium have a Roll of Honour/member who has joined the
religious life

SECRETARY:

@Inspect and comment on the quality of the minutes, are all the details
noted

@Is the Minutes read audible, ++++++_____

Does the Secretary maintain a correspondence / reports file _____

@Does the Secretary take active part in the meeting _____

TREASURER:

@Are the accounts in order and up to date _____

When was the last contribution made to the Council _____

What balance is shown _____

Is the duty of subscribing to the Secret Bag fully understood? Average collection _____

@ Is the altar properly maintained **Yes/No**

Has the annual audit taken place? **Yes/No**. If not, give reasons

@ Does the Treasurer bring/display Legion literature at the meeting

General:

Extension: Is there a scope for new praesidia in the parish / area _____

Participation in extension projects during the last 6 months _____

@ Allocutio If given by the Sp. Director, state the fact and no more.
Otherwise, give impressions stating who gave the allocutio :

@Comment on the manner of reporting of work done, Is the Note book being used _____

@ Is each legionary performing substantial active legionary work (min 2 hours) and in the right Spirit

List the works being done :

State what is being done for the apostolate to non-Christians

Has the Exploratio Dominicalis project been undertaken? If not, give reasons

Was the Praesidium function held _____

How many members attended the Acies _____

How many members made an enclosed retreat during the year _____

How many members are on the Council Panels?

Visitation: _____ Extension : _____ Correspondence: _____

What is being done for the spread of Legion Literature _____

What is being done for propagation of Legion Saints, if not please suggests

Names of members of special Merit/ Prospective Officers

What is being done for their Development

@What is the general standard of the Praesidium _____

@State whether improvements required have been suggested to the Officers

@How many previous suggestion have been implemented _____

@Pending Suggestions

@Give reasons for non-implementation

@ Current Suggestions made:

Prasaedium Officers	Name	Signature
President		
Vice President		
Secretary		
Treasurer		
VISITORS		
VISITORS		

Date of Visitation: ____ / ____ / ____