



THE LEGION OF MARY

SECRETARY WORKSHEET

PRAESIDIUM NAME: _____ **MEETING :** _____

The meeting was called to order by _____ on ___/___/___ at ____:____. The meeting began with the rosary, led by _____ on the _____ mysteries.

SPIRITUAL READING: Read by _____. Legio Handbook: pg. _____

ROLL CALL: Read by _____.

<u>POSITION</u>	<u>MEMBERS</u>	<u>PRESENT</u>	<u>AUXILIARY</u>	<u>EXCUSED</u>	<u>YEAR</u>
Spiritual Dir.	_____	_____		_____	---
President	_____	_____		_____	_____
V. President	_____	_____		_____	_____
Secretary	_____	_____		_____	_____
Treasurer	_____	_____		_____	_____
Active	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
Visitor					

TREASURER REPORT: Read by _____.

Previous Balance		\$	_____
Secret Bag Collection		\$	_____
Expenses	Item: _____	\$	_____
	Item: _____	\$	_____
	Item: _____	\$	_____
Sales	Item: _____	\$	_____
	Item: _____	\$	_____
	Item: _____	\$	_____
Other Donations	Item: _____	\$	_____
	Item: _____	\$	_____
Current Balance		\$	_____

STANDING INSTRUCTIONS: Read by _____, on ___/___/___.

INDIVIDUAL REPORTING:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CATENA: Recited at ____:_____.

LEGIONARY PROMISE: Yes / No Name _____, on ____/____/____.

ALLOCUTIO: Given by _____, on _____.

SECRET BAG: Circulated among members, Yes / No.

OLD BUSINESS:

____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

NEW BUSINESS:

____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

AUXILIARY REPORT: Read by _____, Auxiliary number: _____.

WORK ASSIGNMENTS: Handbook p. _____, on _____.

FLOWERS: Assigned to _____.

CLOSING PRAYERS: Led by _____ and the meeting concluded at ____:_____.

PRESIDENT'S SIGNATURE _____ DATE ____/____/____.