



Legion of Mary Secretary's Minutes

1. The **Minutes** of the _____ Meeting of the Praesidium (name) _____ held at (time) _____ at (place of meeting) _____
2. The **Opening Prayers and Rosary** were led by _____.
3. The **Spiritual Reading** was taken from _____ on page _____. Topic for the Spiritual Reading was entitled _____
4. The **minutes** of the previous week's meeting were read and approved with the following corrections (if any, please identify): _____
5. **Standing Instructions** were: Please put an "X" accordingly. **Read** _____ **Not Read** _____
(Please note that the Standing Instructions are read at every first meeting of the month)/
6. The **Treasurer's Report** was given by the Treasurer showing the following:

	Amount	Comments/Notes
Previous Balance		
+ Secret Bag Collection		
= Balance		
- Expenses		
- Expenses		
- Total Expenses		
= Ending Balance		

8. The following work assignments were reported from last week's meeting. Highlights are as follows:

Name (Work Assignment)	Comments/Summary



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Name (Work Assignment)	Comments/Summary

8.. The **Catena Legionis** was recited at (time) _____



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9. The **Legion Promise** was/were taken by the following member/s:

10. The **Allocutio** was given by _____. Following is the summary of the Allocutio:

11. (Secret Bag passed)

12. **Reports Continued.** (Use additional space on previous page)

Name (Work Assignment)	Comments/Summary



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13. **The Study of the Faith** (was given by (name) _____). Topic was about _____ from the following resourcess _____
Following is the summary of the Study of the Faith:

14. Termination of the Meeting

14. a. **Other Business.** The following matters (New Business/Announcements) were discussed as follows:



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14. b. The **Roll Call** was called by the Vice President.

Present were (names of members present):

Absent/or excused were (names of members absent or excused):

Auxiliary Membership Report (if any): New names added to the roll as Auxiliary Members:

14. c Assignments for next week was given by the President as follows:

Name of Legionary/ Assignment	Name of Legionary/ Assignment

14. d. The Concluding Prayers were recited and blessings (if any) were given by out Spiritual Director.

14. e. The Prayers for the Beatification of Frank Duff were recited. The Meeting ended at (time)_____

Next Meeting Place, Date and Time: _____

Respectfully Submitted by _____



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Additional Page (Optional) – Print (only) if needed

Additional Reports, New Business Discussions, Follow-up Cases and Comments
Additional Reports, New Business Discussions, Follow-up Cases and Comments
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Additional Reports, New Business Discussions. Follow-up Cases and Comments