



MARY'S NOTEBOOK



July 2007

www.legionofmarytidewater.com

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Parish Councils Only Advisory

In the recent issue of the Catholic Virginian, Bishop Dilorenzo of the Richmond Diocese reminds the faithful that Pastoral and Finance Councils of Parishes are advisory and have no authority to make decisions. Legionaries must be obedient to their pastor, remembering parish councils have no authority.

more news on page 2

Council Meetings

Attendance at higher council meetings of officers of affiliated councils is also, of course, of great importance. In the case of a Curia attached to a Comitium, the handbook says: "... it would be permissible to deal with the business of that Curia and to require the attendance of its representatives only at every second or third meeting, of the Comitium."

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Moral Aspects of Driving

A recent document of the Pontifical Council for the Care of Migrants and Itinerant People states some moral principles relating to Driving. Part of this document covers, The Christian virtue of drivers and their "Ten Commandments," which is summarized in this article.

Charity and serving one's neighbor

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Legion Saints Promotion

Every member of the Legion of Mary has a special duty to promote the causes of Legion of Mary saints. This is especially true for the three members of the Legion of Mary who have official causes under consideration for sainthood: Servant of God Frank Duff, Servant of God Alfie Lambe, and Venerable Edel Quinn. For starters, member should pray the Frank Duff prayer at the end of each meeting.

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Officer Duty Descriptions

It is suggested that every officer should re-read the section in the Handbook regarding their officer duties every month, and that the president of a praesidium should read the description for every officer position every month. Mary's Notebook is pleased to share a short summary of these officer duties that was developed by the Fairfax Curia.

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News and Events

The Richmond Curia retreat on November 9 – 10 in the Richmond, Va. Area will be held at Mary, Mother of the Church Abbey 12829 River Road, Richmond, VA 23238. The cost of the retreat, including meals is \$30. For an additional \$35 (total of \$65) one can stay overnight.

For more information, or for specific contact information for the event, e-mail: webmaster@legionofmarytidewater.com, or contact an officer at your praesidium.

Pope Benedict XVI said he took the name of Benedict to began a pilgrimage, symbolically to the heart of the East. Thus, he took the name after Pope Benedict XV, who greatly loved the East. He also officially opening his Petrine service as bishop of Rome by praying before the tomb of the Apostle, inviting those oriental patriarchs in communion with Peter's Successor to join him at his side. Most notably, His Holiness Benedict XVI also wears the Eastern Pallium.

A recent news article in Dublin describes how the Legion of Mary recently drove drug dealers out of a town by handing out holy medals and religious pamphlets. The article also states that the Legion of Mary previously targeted a Lap Dancing Club in Dublin, which eventually closed.

Two important Legion of Mary conferences were held in Dublin

recently. The first was a Conference for Priests held from May 22 - 24 on *The New Evangelization: Priests and Laity*. The second was a youth conference. Information about both is available on the Concilium website www.legion-of-mary.ie.

A map of all Legion of Mary higher-councils (Senatus and Regiae) is now posted on the Tidewater Curia Legion of Mary website online at www.legionofmarytidewater.com/usa

The Legion of Mary Prayers are now online in MP3 format. These prayers include the Opening Prayers (with the Rosary), the Catena, and the Closing Prayers. They may be freely copied and can be burned onto a CD or tape. To download the prayers go online to <http://www.legionofmarytidewater.com/docs/legionmaryresources.htm>, right click on the link to the prayers, and choose "save as".

As you can see, Mary's Notebook is formatted slightly differently this month. Although the content is unchanged, this new format provides a different presentation. If you have concerns with the new format, e-mail webmaster@legionofmarytidewater.com. The format can be changed back to how it was for next month, or a new one can be tried. All ideas are welcome!

Handbook Study

(28:2:2) In the case of a Senatus or Regia, however, in view of the greater responsibilities which such a council bears, it is expected that officers of affiliated councils will attend each month unless due to distance, etc. this is not possible. The handbook says: "The representatives of every affiliated council have the duty to attend and no doubt conscientiously do so to the best of their ability:" (28:1:19(b))

It is important that officers of praesidia and councils as well as all members of praesidia should realize the spiritual value of attendance at meetings. In chapter 21, The Mystical Home of Nazareth, the handbook says: "A particular application of the Doctrine of the Mystical Body of Christ may be made to the Legion meetings"Where two or three are gathered in my name, I am there among them." (Mt 18:20),

However, attendance is only the first part of attending a council meeting. There are certain other things that must be done.

First, it is not enough for a member to attend his council meeting alone. According to page 186 of the Legion of Mary Handbook, "Does not St. John Chrysostom say that he had never succeeded in persuading himself that anyone could achieve salvation who had never done anything for the salvation of his neighbor?" Likewise, can anyone really meet their attendance requirement without having invited fellow officers to attend? This is especially true for presidents who have the duty to supervise and help other officers.

Secondly, the requirement is not-so-much to attend as to participate. Is there really attendance if a member does not kneel for the Opening Prayers, stand for the Catena, and kneel again for the Closing Prayers? Should not the member also join in those prayers? If the member is called to participate in the prayers, why not also the whole meeting. Indeed, the duty extends to taking notes, actively listening, and even speaking up.

According to page 158 of the Handbook

Therefore, as a matter of principle, no member is to be passive. He must make his full contribution to the life of the body, not merely by being present and by listening but by talking. It sounds ridiculous to say, but it is seriously meant: **Each member should contribute at least an annual remark.** In some shy persons everything will rise up against the idea of talking. But their reluctance must be conquered, and herein should be displayed a little of that courage which the Legion expects in all circumstances.

The member's duty at the council meeting, not only requires speaking, but also speaking in the normal Legion manner, according to page 158 of the Handbook

To help the meeting, do not speak challengingly; nor ask a question without adding some idea as to the answer; nor raise a difficulty without trying to solve it. To be merely

Handbook Study

negative is only a poor step from that destructive silence.

Not only must we speak constructively, but the council meeting must be one focused on finding consensus, and arriving at the best solution, even if initially it is not the most popular one.

According to the Handbook:

To win over, not to vote down, should be the keynote of any Legion meeting. A hasty forcing of a decision may leave two parties, a minority and a victorious majority, with irritated feelings and hardened differences. On the other hand, decisions which have been come to after patient examination and ample ventilation of views, will be received by all, and in such a spirit that the loser gains merit by his defeat, and the winner does not lose it by victory. So, when differences of opinion are found to exist, those who are obviously in the majority must exhibit a complete patience. They may be wrong, and it would be a grievous thing to win an incorrect position. Decision should, if possible, be postponed to another meeting, and perhaps again and again, so as to allow minute consideration. Members should be made acquainted with every angle of the question, and taught to pray for light. All must be made to realize that it is not the victory of an opinion which is at stake, but a humble quest of God's wishes in the matter. Then it will commonly be found that unanimity has come about.

It should go without saying, but experience has shown, must be said that caution must be exerted in councils to vigilantly guard harmony and friendship.

A main reason for this is that some of the main functions for councils include:

- The consideration of new works
- Efforts to reach higher standards
- Disciplinary interests
- Discussion of defects

Perhaps, the only thing worse than not remaining vigilant and protecting harmony while discussing these issues would be to fail to discuss them. Indeed, the very function of the council is to ensure unity, to preserve the original ideals of the Legion of Mary, to guard the integrity of the Legion spirit and rules and practice as set forth in the official handbook of the Legion, and to spread the organization.

Indeed, unity is preserved by discussing differences of opinion and arriving at a consensus, and then implementing that consensus. Thus, the council -- while fulfilling its primary obligation of obedience to the council it is attached to -- must be a forum for discussion, consideration, and even friendly debate.

It must also, when debate is finished or when instructions are sent down from above, be the enforcer of the rules, the policies, and the agreements made. If the rules are not enforced, the council will soon prove meaningless and its meetings a waste of time. Of what value is it to discuss things, if the agreements are not implemented?

Divine Mysteries

The exercise of charity by drivers has a dual dimension. The first regards looking after one's vehicle, which means making sure that it is safe from a technical point of view, so as not to knowingly put one's own or other people's lives at risk. Taking care of one's vehicle also means not expecting more from it than it is able to give.

The second dimension regards love of travelers whose lives should not be endangered by incorrect and careless maneuvers that may cause harm to both passengers and pedestrians. The word "love" is used here to mean the many forms taken by genuine charity, namely respect, courtesy, consideration, etc. Good drivers courteously give way to pedestrians, are not offended when overtaken, allow someone who wishes to drive faster to pass and do not seek revenge.

The virtue of Prudence

This virtue has always been presented as one of the most necessary and important with regard to road traffic, as stated in the following text: "Another virtue that may not be overlooked is prudence. This calls for a suitable margin of precaution to deal with the unforeseen events that may occur at any time"[19]. Obviously, someone who allows their attention to be diverted whilst driving by a mobile phone or television is not behaving in accordance with prudence.

Still on the theme of prudence: "Road users should not drive too fast, and

should calculate a wide margin of time, which is theoretically and psychologically necessary to brake. They should not overestimate their own abilities and quickness, and should constantly monitor their attention and conversation. In this regard, traveling companions should also be aware of their responsibility"[20].

The virtue of Justice

Justice requires that drivers have a full and precise knowledge of the Highway Code. Indeed, those who use the roads should know the regulations and take them into account. Furthermore, drivers are obliged to demonstrate that they are in a suitable physical and psychological condition. If they are inebriated, they should never get behind the wheel of a car nor be authorized to do so. Like anyone else, they are obliged to be sober: in fact, alcohol creates a state of euphoria and reduces mental capacity to the extent of giving rise to fatal accidents"[21].

In respecting justice, road users should provide reparations for any damage caused to others.

56. Furthermore, we should also encourage the families of victims to forgive their aggressors, as a sign, albeit difficult, of human and Christian maturity.

The virtue of Hope

58. Whilst God is the rock of Christian hope, Catholic devotion has found many intercessors before Him, His and our true friends, the Angels and Saints of God, to

Divine Mysteries

whom we entrust ourselves to surpass the dangers of the journey, by divine grace. We recall Saint Christopher (Christ's Bearer), the presence of the Guardian Angel, and the Archangel Raphael who accompanied Tobias (Tobias 5:1 ff.), whom the Church regards as the protector of travelers. Also significant are the titles given to the Blessed Virgin Mary in relation to traveling. Indeed, we invoke her as the Madonna of the Way, the Pilgrim Virgin, icon of the migrant woman[24].

59. Resorting to our Heavenly Intercessors should not make us forget the importance of the sign of the cross, to be made before setting out on a journey. With this sign we put ourselves directly under the protection of the Holy Trinity. Indeed, this directs us above all to the Father, as origin and destination. In this regard, we recall the words of the psalm: "For he will command his angels concerning you to guard you in all your ways" (Psalms 91 [90]:11). During a journey it is also beneficial to pray vocally, especially taking turns with our fellow travelers in reciting the prayers, as when reciting the Rosary[26] which, due to its rhythm and gentle repetition, does not distract the driver's attention. This will help to feel immersed in the presence of God, to stay under his protection, and may also give rise to a desire for communal or liturgical celebration, if possible at "spiritually strategic" points along the road or railway (shrines, churches and chapels, including mobile ones).

Drivers' "Ten Commandments"

61. In any case, with the request for motorists to exercise virtue, we have drawn up a special "decatalogue" for them, in analogy with the Lord's Ten Commandments. These are stated here below, as indications, considering that they may also be formulated differently.

I. You shall not kill.

II. The road shall be for you a means of communion between people and not of mortal harm.

III. Courtesy, uprightness and prudence will help you deal with unforeseen events.

IV. Be charitable and help your neighbor in need, especially victims of accidents.

V. Cars shall not be for you an expression of power and domination, and an occasion of sin.

VI. Charitably convince the young and not so young not to drive when they are not in a fitting condition to do so.

VII. Support the families of accident victims.

VIII. Bring guilty motorists and their victims together, at the appropriate time, so that they can undergo the liberating experience of forgiveness.

IX. On the road, protect the more vulnerable party.

X. Feel responsible towards others.

Legion Spirit

The text of the prayer for the canonization for Frank Duff that should be prayed at the end of every Praesidium and council meeting is:

Prayer for the Beatification of the Servant of God Frank Duff

God our Father, You inspired your servant Frank Duff with a profound insight into the mystery of Your Church, the Body of Christ, and of the place of Mary the Mother of Jesus in this mystery.

In his immense desire to share this insight with others and in filial dependence on Mary he formed her Legion to be a sign of her maternal love for the world and a means of enlisting all her children in the Church's evangelizing work.

We thank you Father for the graces conferred on him and for the benefits accruing to the Church from his courageous and shining faith. With confidence we beg You that through his intercession you grant the petition we lay before You .
..... We ask too that if it be in accordance with Your will, the holiness of his life may be acknowledged by the Church for the glory of your Name, through Christ Our Lord,
Amen.

The official prayer Edel Quinn, which is not to be said as part of the praesidium meeting, is:

Eternal Father, I thank you for the grace you gave to your servant, Edel Quinn, of striving to live always in the joy of your presence, for the radiant charity infused into her heart by your Holy Spirit, and for the strength she drew from the Bread of Life to labor until death for the glory of your name, in loving dependence on Mary, Mother of the Church.

*Confident, O Merciful Father, that her life was pleasing to you, I beg you to grant me, through her intercession, the special favor I now implore ...
and to make known by miracles the glory she enjoys in Heaven, so that she may be glorified also by your Church on earth, through Christ Our Lord. Amen.*

We place our petition in the hands of Mary to whom Edel turned in every need. Hail Mary...

Although the prayer for Edel Quinn is not said during praesidium meetings, it is still appropriately said by members of the Legion of Mary, and has ecclesiastical approval.

Likewise, the official prayer for Alfie Lambe should also not be said as part of a praesidium meeting; however, it has ecclesiastical approval and Legionaries

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would do well to pray it often. The text of the prayer for Alfie Lambe is:

O God, who by your infinite mercy inflamed the heart of your servant Alfie Lambe, with an ardent love for you and for Mary, our Mother; a love which reveals itself in a life of intense labor, prayer and sacrifice for the salvation of souls, grant, if it be your will, that we may attain, by his intercession, that which we cannot obtain through our own merits, through Jesus Christ, Our Lord, Amen.

One resource to learn more is the Official Legion Saints Website
www.arlingtonregia.com/legionsaints.

Legionaries can share information about Legion saints with auxiliaries, form prayer groups for the saints, post information about the saints on the internet, hand out flyers and other materials on the saints, and write articles for Catholic publications about the saints.

In addition to the above Legionaries, there are many heroic members worthy of mention, including Joaquina Lucas

Joaquina joined the Legion of Mary in 1940. She was one of the foundation members of the first praesidium set up in the Hospice de San Jose, Manila; an orphanage, hospital and home for the aged all combined, run by the Sisters of Charity. Their Spiritual Director was Fr, Manuel Gracia, C.M., the founder of the Legion in the Philippines. All of that first group were university students, among

them her friend and later fellow-envoy, Pacita Santos, who was recruited by Joaquina. During the occupation, the Legion grew and expanded. At the end of the war there were 12 curiae in the Manila area.

In 1946, Joaquina was appointed the first Envoy of the Legion of Mary to Latin America, beginning her work in Mexico and then traveling down to South America. She was bi-lingual. Speaking English and Spanish with equal fluency, she covered Colombia, Peru, Argentina and Brazil where she learned to speak Portuguese fluently. In 1953 when Bros. Grace and Lambe arrived in South America as Envoys she met them at Bogotá airport in Colombia and for some months acted as their interpreter and helped them perfect their Spanish until each of them began work in his own assigned territory.

When she had completed her Envoyship in South America, Joaquina came to Dublin and after some months at Legio Headquarters she was appointed Envoy to Portugal. She completed her assignment in Portugal in 1958 and returned home. In 1963 she was again appointed Envoy, this time in Japan, Indonesia and Korea where she remained until 1965. She was one of the longest serving Envoys of the Concilium.

Since her return home to Manila she had taken an active part in the Legion there being especially concerned in many of the Senatus activities.

No doubt Our Lady had a great welcome for her stalwart Legionary and proficient Envoy.

from Maria Legionis, June 1989

Special Extra

LEGION OF MARY: INSTRUCTIONS FOR ALL PRAESIDIUM OFFICERS

The most important duty of an officer is to attend the Council Meeting once a month. Anyone who is unable or unwilling to attend the Comitium (or Curia) Meeting is not eligible for an office and cannot be appointed. This is because the officers are the Council. The Spiritual Director and four officers of each Praesidium make up the Comitium (or Curia) body, just as the active members make up the Praesidium body. The handbook says that zeal in other aspects will not compensate for failure to attend the Council Meeting.

Officers are appointed by the Council to supervise the Praesidium in their parish. (The Handbook states that the Council, not the Praesidium, appoints the officers.) You are not sent by your Praesidium to represent it at the Council Meeting. It is the other way around; there are five members of the Council present at your **Praesidium every week**. Comitium (or Curia) attendance is an individual obligation, not a collective one. If three officers, for some reason, cannot make the Council Meeting during a given month, the fourth officer still has the same obligation to attend. If you should ever find that you are without a ride to the Council Meeting, call one of the Council officers who will arrange a ride for you with an officer from a nearby Praesidium.

Praesidium officers are a team - a unit. They should be familiar with the duties of each other; everything is not up to the President. Each officer has the responsibility of preserving and developing the Legion spirit and system. The more each officer knows, the better will be the teamwork. Officers should develop a "Legion Mind", learn the Legion inside and out. Duties of the officers are found on pages 209 to 220 in the handbook, and these should be read in connection with your appointment - not just the duties of your particular office, but all four offices.

Officers should get along well together and act as one before the Praesidium. The President is never interrupted or contradicted openly at the Meeting, unless it is something that can be tactfully brought to the Presidents attention. Differences of opinion among officers can usually be settled privately.

It is most important that Officers' Meetings be held periodically to discuss any differences or problems in the Praesidium, new works, etc. The Council officers will always be available if you have anything you would like them to help you with. An officer who feels the Praesidium is drifting into careless ways or loss of spirit should feel free to discuss this with the other members. If unsuccessful, the officers should discuss it with the Council officers or Council Spiritual Director. This is not being uncharitable; each officer has the responsibility to the Legion to do all possible to ensure its well-being. It would be uncharitable not to speak!

Officers should be diligent in observing the rules and developing spirit. Members will usually be a step beneath the officers in spirit and dedication. If officers are working for **perfection**, the members will be good; if officers are content with only being **good**, the members will be **indifferent**; if the officers are **indifferent**, there won't be any members! "There are no bad soldiers, only bad officers." Members will never rise above the standard of spirit and work set for them by the officers. The term of office is three years. If the Legion promise has not been taken, the office becomes permanent after the Promise is taken. Let the Vice-President of the Council know when it is taken so that the Council can ratify the new officer. When a member makes their Promise, it is a good idea to have light refreshments after the meeting, to celebrate their reception into the Legion. **Junior Legionaries do not take the Promise.**

When officers cannot attend their Praesidium Meeting, it is most important that they get the records of their office to the Meeting. A report of the Council Meeting is to be given at the Praesidium Meeting the following week. The President has the responsibility of seeing that this is included on the agenda, and is not substituted for the Handbook discussion or some other point. The Council Meeting should be divided up by the four officers in advance and notes taken during the Meeting on the section assigned. This makes for an interesting and complete report, without important omissions and unnecessary duplication.

At the Council Meeting you should obligate yourself to participate in the discussions, or to ask questions and make comments to the body. The same Legionary courage that you use on your weekly work will be enough to get you on your feet. The Council Meeting is what you make it. Before or after the Council Meeting, make it a point to speak to someone you don't know, and mention in your report at the Praesidium who you met.

Special Extra

LEGION OF MARY: DUTIES OF THE PRESIDENT

1. Attend the Council Meeting.
2. Furnish the Praesidium with a report of the Council Meeting.
3. Conduct the Praesidium Meeting:
 - a. Start and end **on time**; An hour and a half **limit**.
 - b. Give an Allocutio in the absence of the Spiritual Director; always have an Allocutio prepared in advance, for emergency. It should be a commentary on the Handbook and should not be read.
 - c. Prepare the worksheet before the Meeting, **including assignments**. This avoids confusion and waste of time at the meeting. The priest **supplies** the work; the President **assigns** it. Try to see the Spiritual Director once a week or so about work for the Praesidium. File cards for follow up cases should be kept and assigned regularly.
 - d. Call for reports. Train member to give interesting, audible reports, which are moderate in length and yet complete. (Never say: "Do you have anything to add?" when asking for a report. If a report is incomplete, you might draw the member out by asking "What did you say to the people you visited?") Every member is called on for a report, even though you may know they didn't do work that week. If a member was unable to do work they should give an excuse to the Praesidium. A member should not be interrupted while giving their report. Reports on work done in pairs are shared by both partners. After the complete report has been given, ask for discussion on the report. This is the time to question and comment on the reports. Do not permit irrelevant discussion to creep in. Keep the meeting moving.
 - e. See that each member is performing at least two hours of active, apostolic work each week. Assign more work than the pair can handle in two hours. Make sure members contact you if they can't work that week or have to miss a Meeting. Arrange for another partner if needed.
 - f. Try to create a joyful atmosphere in the Praesidium. Don't speak more than necessary. If a question comes up, ask the Praesidium what they think of it before handling it yourself.
 - g. Explain Praetorian membership at least twice a year. (See Handbook, page 189)
 - h. Instruct and supervise the other Officers in the performance of their duties and the keeping of their records. Show the Vice President how to prepare the worksheet in case you ever have to miss a Meeting.
 - i. Set an example of spirituality and zeal to your fellow members, but not to the degree that you are doing work that others could be doing. Delegate jobs to members; i.e. setting up the altar, etc.
4. Presidents should remember they have the "**grace of state**". Even though they may feel they cannot handle the job, the Presidency itself carries graces with it. You are sitting in for Our Lady. She never lets anyone down. Never hesitate to speak better than you are. If we weren't able ourselves, we should still encourage others.
5. Consult the Council Officers privately if you feel the Praesidium is in trouble. Don't wait too long to do this. Council Officers have experience with many Praesidia and their problems; a problem you are struggling with for weeks may have been solved years ago in another group, and just a few words with the Council Officers might save you a lot of heartaches. On the other hand, you should be able to tackle most of your own problems.

Special Extra

LEGION OF MARY: DUTIES OF THE VICE PRESIDENT

1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.
2. Preside in the absence of the President; acquaint yourself with duties of the President. This includes preparing an Allocutio and **having one ready for an emergency**.
3. Train new members in Legion rules and spirit. Your job is to make new people feel at home. Show them how the prayers are said at the Meeting, etc. Afterwards explain the Standing Instructions, especially the rule of secrecy, to them. Some Praesidia have a sheet of explanation for them to read during the week. Handbooks are given at the first or second meeting, usually. As the member progresses and takes assignments, instruct them in making a report; keep them under your wing for several weeks.
4. Call and mark the roll at each Meeting. Excuses should be made known to the Praesidium. Keep a record of members' names, addresses, and phone; the date enrolled and the date of promise.
5. Inform the President privately when the three months' **probation** is completed and give the President a record of their attendance and performance of assignments. Make sure the member is eligible to take the Promise; excused absences out of 12 Meetings could be an indication that the member may not be able to fulfill the rule of regular attendance. Late coming should also be considered. You and the President should discuss the matter with the Spiritual Director if there is any question. You and the President (and the Spiritual Director if possible) should speak privately with the person about to make their promise, to ensure that they are sincere and aware of what they are promising.
6. Keep a record of all Auxiliaries including Adjutorians. See that Auxiliaries are checked after their 3 months' probation and at least once a year after that. Invite them to the Acies and Days of Recollection during the year. When organizing names of Auxiliaries to be checked, make a list and give it to the President, who will assign a pair of Legionaries to visit them. **Auxiliaries should always be contacted in person**. Give them opportunity to subscribe to the Maria Legionis Magazine. This may be the their only contact with the Legion for the year.
7. Follow up lax members and encourage regular attendance. If a new member does not show up the following week, call them up or visit them; ask whether they were sick, tell them you missed them, etc. If they still don't show up, follow them up again. It has been found that some of the best Legionaries were obtained after an effort on the part of the Vice President.
8. During the Meeting, be aware that you are assisting the President and look out for details that may have been missed. You are free to observe, whereas the President can't be aware of all that is going on, since the President's mind is on the actual conducting of the Meeting. Be on the lookout for indications of loss of spirit or defects in the Praesidium.
9. Keep in touch with sick members of the Praesidium. A leave of absence should be definite: for one, two, or three months. An Officer who takes a leave for three months or more must relinquish their Office.

Special Extra

LEGION OF MARY: DUTIES OF THE SECRETARY

1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.
2. Keep accurate minutes, typed or written in ink.
3. "Shout" the minutes! You set the tone of the Meeting.
4. Handle correspondence.
5. Furnish higher Councils with any reports needed: Annual Report; Bishop's Report, etc. All Officers should work together on the Annual or Semiannual Report; call an Officers' Meeting for this.
6. Keep a weekly summary of work at the end of your minutes or on the sheets provided, broken down into the categories of work and the number of call and contacts; for example:

Shut-ins/Sick at Home: 10 attempts (to visit), 5 visits, 12 contacts (people spoken with)

Census/Door to Door: 45 attempts (to visit), 25 visits, 37 contacts (people spoken with)

7. Minutes are confidential and should be kept where no one will have access to them.
8. Minutes should not be too long, but a good summary of reports should be given, since this is the permanent record of the Praesidium. Names and addresses should be included in the minutes, but you needn't read the addresses the following week.

LEGION OF MARY: DUTIES OF THE TREASURER

1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.
2. Pass the secret bag **automatically**, as unobtrusively as possible, immediately after the Allocutio. Don't wait for the President to have to announce that the bag is to be passed. Each person puts their hand in the bag whether they are contributing or not.
3. Give the Treasurer's Report at the meeting including: a) Previous week's balance, b) Last week's secret bag money received, c) List expenses and monies spent, and d) The ending balance. The current week's secret bag money is never counted during the meeting.
4. You are in charge of keeping enough Legion supplies on hand for the Praesidium to use in its work, such as some extra handbooks, Tesserars, Active and Auxiliary leaflets, etc. These can be purchased at the Council Meeting, or from other sources, at the direction of the Praesidium. These supplies should be organized before the Meeting so that they are available to the members. See that **fresh flowers** for the altar are either brought each week by one of the members or purchased from the secret bag. Periodically explain the importance of the secret bag.
5. Secret bag funds may not be used for gifts, social functions for the members, or Maria Legionis Magazine, nor for the Masses, other than the November Mass for all deceased Legionaries, or for an Active Member. The job of Treasurer is not insignificant.