



Guidelines for Council Reports To the Arlington Regia

January 9, 2005

The Arlington Regia is providing these guidelines to assist councils in presenting their quarterly report to the Regia. They apply to all curiae and comitia directly attached to the Regia.

Key Points

1. Please present your report concisely and clearly.
2. The oral presentation should be no longer than **10 minutes**.
3. The written report should be no longer than **two to three pages**.
4. Please bring **10 copies** of your written report for the Regia officers. It is **not** necessary to bring copies for the entire Regia body.
5. Please respond concisely to any follow-up questions from the Regia body.

Contents of the Report

Your report should **concisely** address the following items **for the reporting period**:

A. Health of the Council

This part of the report should take 1-2 minutes.

- Number of directly attached senior and junior praesidia and any changes.
- Any vacancies or changes in council officer or council spiritual director positions.
- Number of officer vacancies in directly attached praesidia.
 - For comitia only: report the number of attached curiae and number of vacant curia officer positions.
- Average attendance percentage at your monthly council meetings.

B. Reports Received and Type of Work

This part of the report should take 2-3 minutes.

- Number of praesidia and councils that reported.
- General description of types of works, e.g., door-to-door visitation, nursing home visitation, prison ministry, etc.
- Do **not** include detailed work statistics in your report. Statistics are reported annually to the Regia in a standard format for inclusion in the Regia's annual report for the Bishops.
- Any notable results or concerns.

C. Council Activities

*This part of the report should take no more than 5-7 minutes. Address **activities undertaken** and **challenges** within your council for each of the following categories. Examples of the kinds of activities that can be reported are attached.*

- Building Legion spirit.
- Recruiting.
- Extension.
- Evangelization.
- Promoting the causes of Legion saints.

D. Council Goals

This part of the report should take no more than 1-2 minutes. Describe the Council's goals and progress toward meeting them.

E. Treasurer report

This part of the report should take no more than 1 minute.

- Starting Balance, Total Income, Total Expenditures, Ending Balance.
- Any unusual expenditures.
- The first report of the calendar year should have attached a detailed treasurers statement and should note when the books were last audited.