

Guidelines for Annual Reports to the Curia

Please keep in mind that it is the duty of all the officers to work together on the annual report. It is not to be left up to just the secretary or president to prepare. In fact, all members may be given some responsibility in this matter. If possible, all members of the praesidium should participate in the delivery of the report at the Curia meeting. Be as creative as you wish with your presentation as long as the following information is contained in your report. **REPORTS SHOULD BE LIMITED TO 10 MINUTES ONLY.**

A total of 8 copies are to be made of your report – 1 for your secretary, 1 for your spiritual director, two copies for the Curia secretary before the presentation to the curia body. You will also provide a copy for each of the three Curia officers and Curia Spiritual Director. Remember that the Oral Report given to the Curia meeting is the official report to be handed in. Please do not make two separate reports. All information is to be included in the oral report.

- INTRODUCTION:** Parish & Title of Praesidium
The Number of the Annual Report
Period Covering _____ to _____
Date Report is given
- MEMBERSHIP:** Addresses, Phone Numbers & e-mail IDs of the Officers & Spiritual Director
Terms of Officers (dates that they were appointed in office)
Names of Active Members
The number of Active, Probationary, Praetorian, Auxiliary & Adjutorian members
Number of each gained or lost since last report
Anticipated officer changes
An accounting of Active Members' attendance at official Legion functions
- WORKS:** Categorize works under the following headings (include frequency of works and number of teams)
- Conversion – efforts to evangelize non-Catholics. Methods used/results/reactions.
 - Conservation – Works directed towards non-practicing, fallen away or occasional practicing Catholics. Methods used/results/reactions.

- Consolation – Works involving bringing Jesus and Mary to the sick, infirmed, homebound. Methods used to contact.
- Other assigned works – PPC, Exploratio Dominicalis, etc.

Please keep in mind that just like your reports given at your praesidium meetings, your report on the works at the Curia should contain the methods and approaches, what's been attempted, what's been achieved and the spirit in which it was done.

- TANGIBLE RESULTS:** Conversions, returns to the sacraments – baptisms, other sacraments, enrollments in CCD, RCIA, other religious instructions, marriages validated
- INTANGIBLE RESULTS:** Other significant accomplishments.
- RECRUITING:** Efforts made, methods and results.
- EXTENSION:** Involvement in assisting Curia extension efforts.
- PREVIOUS GOALS:** Review of goals from previous year and an **ASSESSMENT OF YOUR PROGRESS** towards these goals.
- FUTURE GOALS:** Goals for the coming year.
- TREASURER'S REPORT:** Included in the report is the written presentation of your treasurer's report and this should be more detailed than in the oral presentation. The oral presentation would be a summary of all expenses and income, not an itemized listing for the whole year.
- SIGNATURES:** All officers.

Following your report, the Curia Body is invited to ask questions and to give comments on your presentation. This discussion is used as a time for learning and for offering charitable comments and corrections by the body to help foster the Legion System and the Spirit in your praesidium. Corrections should be received in a humble and thankful manner.