

Friday 10pm - Technical Information
For the Secretary/Chair to read before leading a phone bridge meeting
(Click below for full version technical information)

<..\technical.htm>

The Meeting Format Starts Now

(This is the part you read out loud)

MEETING FORMAT:

Al-Anon Family Group Friday 10pm Recovering in Al-Anon Meeting

INTRODUCTION: Welcome to the Friday 10 PM **Recovering in Al-Anon Meeting** which currently uses the Al-Anon book "The Dilemma of the Alcoholic Marriage."

- 1) **My name** is _____, a grateful member of Al-Anon and your chairperson for this meeting.

(Chairperson greets each member as they announce themselves)

The Serenity Prayer:

Chairperson says: Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press *1 to unmute.

2) PHONE ETIQUETTE:

- a. Prior to joining the meeting, we ask members to temporarily disable their call waiting by dialing *70 before calling the number to the phone bridge (example *70-1-712-432-8733). If a member does not disable their call waiting, we may hear your conversation or beeping.
- b. When you dial in, you will start the conference being muted.
- c. Stay muted at all times unless you are sharing. You can un-mute by pressing your *1 keys. You will hear a voice saying "you are now unmuted". Some phones do not have a long enough beep for the muting and un-muting to happen. You may have to press *1 several times for this function to work. When the voice comes on, you will know that the *1 keys have worked.
- d. We ask members to use the *1 keys to mute even if they have a mute function on their individual phones. The *1 keys ensures the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
- e. Please do not use a speaker phone for sharing or we will all hear an echo. Some speaker phones will not mute even when pressing your *1 keys.
- f. To hear a menu of all the features--such as volume control or member

count-- simply press * by itself.

Chairperson reads: We ask members who have dialed in on the leader code to please hang up and dial back in regularly. On conference service lines multiple members on the leader code can cause technical difficulties. Thank you for your cooperation.

READINGS:

Chairperson reads:

SUGGESTED AL-ANON WELCOME: (...to “Recovering in Al-Anon Meeting Al-Anon Family Group”. . .Al-Anon Alateen Service Manual pgs.10 - 11)

Ask volunteers to read:

- a. Suggested Al-Anon Preamble to the Twelve Steps.
(Ask volunteers to read the introductory paragraph to the Steps and Traditions.)
- b. All Twelve Steps
- c. All Twelve Traditions

Chairperson Reads:

Three Obstacles to Success in Al-Anon (The Al-Anon Alateen Service Manual pg. 24)

5) INTRODUCTIONS:

Let’s go around the globe and introduce ourselves. Let’s go around the globe and introduce ourselves. If you are new to Al-Anon or the Al-Anon Phone Meetings, if you want to, let us know when you introduce yourself so we can welcome you. Please press *1 to unmute. I’ll start . . .

Hi, I’m _____ (Name) _____ from (_____ State _____)

6) ANNOUNCEMENTS:

Chairperson reads:

6a) Our Seventh Tradition states we are self-supporting through our own voluntary contributions.

Contributions can be sent to the World Service Office and state that it is from Friday Night’s 10pm “Recovering in Al-Anon” Meeting. Our World Service Office ID number is 30589186.

Contributions can also be sent to:
Al-Anon Phone Meetings
P.O. Box 313
Allamuchy, New Jersey 07820

Or electronically at www.alanonphonemeetings.org under the contributions page.

Also donations can be made at your face-to-face meetings.

6b) Do we have any available Al-Anon Sponsors?

6c) Business Meeting takes place on the 1st Friday of the month.

7) Are there any other **Al-Anon related announcements?**

Chairperson reads the Anonymity Statement:

In Al-Anon this is a gentle reminder that we speak from our own experience, and ours is derived from living with the effects of alcoholism. We ask those who are members of other anonymous programs not to break their anonymity and to try to identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

8) We have three minute shares. Do we have a volunteer to be our spiritual timekeeper?

9) **Chairperson Reads:**

Before we start sharing, in this meeting we currently read from the Al-Anon book “The Dilemma of the Alcoholic Marriage” and last for one hour and fifteen minutes.

Ask volunteers to read:

Pages 1 through 75 the chairperson/secretary chooses consecutively each story that the volunteers will read.

[Chairperson replaces the below paragraph when the group has reached the Twelve Steps on page 76 and eliminates the above sentence.]

Each member is encouraged to read one question and then can share for three minutes. The next member then reads the next question and shares. This continues throughout the rest of the meeting until “The Closing”.]

Those who do not want to read can share on what was already read.

The timekeeper starts the three minute timing when the member begins sharing after they have read. Please acknowledge that you have heard the timekeeper and begin wrapping up your share.

[Note: This meeting is designed to use any Al-Anon Book that is not a part of the mainstream books usually used in meetings. The group can go through this book again, choose it as the main book to go through over and over or choose another Al-Anon Book related to recovering from the effects of alcoholism.]

10) This week we are on page (Step) _____ paragraph (question) _____.

11) Who would like to read and share first?

NOTE: Chairperson is encouraged to repeat the book and page numbers that were read.

12) **CLOSING** (begins 10 minutes after the top of hour)

Chairperson reads: The Al-Anon Suggested Closing. (The Al-Anon Alateen Service Manual pg. 22)

13) **Al-Anon Declaration:**

Chairperson asks: Will all who care to, join me in closing with **the Al-Anon Declaration**, followed by **The Serenity Prayer**. (Al-Anon Declaration can be found in the Al-Anon Alateen Service Manual pg. 22).

Please press *1 to unmute.

14) **Names & Telephone Numbers:**

Chairperson asks for members to call out names of individuals they want telephone numbers. After all names are requested the chairperson then asks for their phone numbers.

15) Do we have a **volunteer who will stay on the line** after the meeting to greet newcomers, answer questions about Al-Anon, or to explain the phone etiquette?

MEETING SCHEDULE

The meeting formats and phone bridge information can be accessed on the web at www.alanonphonemeetings.org. Format changes or requests can be emailed to alanonphonemeetings@yahoo.com. Any **new meetings** and format drafts ideas can be brought to the Group Conscience Meeting 4th Saturday of the month at 1:30 EST.

Meeting Schedule

All Eastern Time zone, same pin and phone # as you dialed in for this meeting

8am	Saturday and Sunday
9am	Weekdays (Monday ----- Friday)
11am	Sunday
Noon	Monday ----- Saturday
2pm	Sunday
4pm	7 days a week
6pm	Saturday
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday, Saturday and Sunday
12 midnight	Thursday

Chairperson states: This meeting is now formally closed.

Chairperson turns the meeting over to the newcomer greeter after the meeting closes.