

## **Friday 10pm - Technical Information**

There is helpful information for chairing meetings at:

<http://phonemeetings.org/information.htm>

### **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 "In All Our Affairs; Making Crises Work For You."

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

### **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 un-muted". 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. 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.

Or electronically at [www.phonemeetings.org](http://www.phonemeetings.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:**

Please keep the focus on the Al-Anon program, Steps, Traditions and Concepts of Service. Let's leave other affiliations, religions, our professions, outside publications, philosophies, other Twelve Step programs outside of the Al-Anon meetings.

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 "In All Our Affairs; Making Crises Work For You." The meeting lasts for one hour and fifteen minutes.**

**The timekeeper starts the three minute timing when the member begins sharing. Please acknowledge that you have heard the timekeeper by saying "time" and begin wrapping up your share.**

**This Meeting Reads from the Al-Anon Book, "IN ALL OUR AFFAIRS, MAKING CRISIS WORK FOR YOU".**

**(Note to Chair) If no one in the group has the requested book to read from, then the Chair may request to read from another Al-anon Book of their choice.**

10) **This week we are on page \_\_\_\_\_ paragraph \_\_\_\_\_.**

11) **May we take a quick count of the number of books available on the line today?**

11a) **The reading will be seamless. Each person reads \_\_\_\_\_ paragraph(s) until the reading is completed before we open up for individual shares.**

11b) **Who would like to 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?

**THE MEETING IS NOW CLOSED**

**MEETING INFORMATION**

a. Information on all registered meetings can be found on Al-Anon's website: [al-anon.org](http://al-anon.org) or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO's automated phone number: 888-4AL-ANON (888-425-2666).

b. Meeting schedules and formats for this phone line can be found at [phonemeetings.org](http://phonemeetings.org). If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press \*6 to mute and unmute. For members without web access, meeting information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for meeting information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

c. Format changes and website postings can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). General questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com). For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email [phonemonitorteam@yahoo.com](mailto:phonemonitorteam@yahoo.com). For workshop ideas, suggestions and concerns, email [phonemeetingsforum@yahoo.com](mailto:phonemeetingsforum@yahoo.com).

d. Would anyone like to announce any other Al-Anon phone meetings?

Chairperson states: This meeting is now formally closed.

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