

## **Monday Noon - Technical Information**

There is helpful information for chairing meetings at:

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

### **FORMAT:**

Al-Anon's Monday (12 Noon) Topics For Recovery Meeting

### **INTRODUCTION**

1. Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting.

2. This meeting lasts for an hour and a half.

### **3. Phone Etiquette**

- a. You'll enter the meeting being muted.
- b. Un-mute and mute with \*1 keys.
- c. Do not share on a speaker phone.
- d. Please stay muted at all times unless sharing

Let's open with a moment of silence for those family members still suffering inside and outside of these rooms followed by the **Serenity Prayer**.

#### **Serenity Prayer**

God grant me the serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And wisdom to know the difference.

(Al-Anon/Alateen Service Manual pg. 10)

### **SUGGESTED AL-ANON WELCOME**

4. How Al-Anon Works pg.8 or Al-Anon / Alateen Service Manual pg.10-11.

### **Ask for volunteers to read;**

- a. **Preamble to Al-Anon's 12 Steps** 2 pages before January 1 in all three meditation books
- b. **Al-Anon's 12 Steps** found one page after December 31 in all three meditation books
- c. **One Tradition & One Concept** of the month including the introductory paragraphs.( Back of all three Meditation Books. In December: Concept Twelve includes the five General Warranties.)

- d. **Note to Secretary:** after a volunteer steps up to read Concept 12 please add (PLEASE READ THE FIVE GENERAL WARRANTIES OF THE CONFERENCE THAT FOLLOW CONCEPT 12.)

## INTRODUCTIONS

Let's go around the globe and introduce ourselves. Hi, I am \_\_\_\_\_ (Name) \_\_\_\_\_ from (\_\_\_\_\_ State \_\_\_\_\_)

## ANNOUNCEMENTS

5. **7<sup>th</sup> Tradition:** Al-Anon is fully self-supporting declining outside contributions. Although we have no expenses related to this phone bridge we do have expenses related to our website. You may send voluntary contributions to WSO and state that it is from Monday Noon Meeting WSO ID #504067, or go to [www.phonemeetings.org](http://www.phonemeetings.org) click on contributions, or give at face to face meetings

6. A sponsor is someone who you talk to one-on-one who helps you understand the program. If you are looking for a sponsor, please ask for phone numbers of the people you would like to talk to after the close of the meeting, or at your face-to-face meetings.

7. Do we have a volunteer who will stay on the line after the meeting to answer questions about Al-Anon or to explain the phone etiquette? Are there any newcomers on the phone bridge today? You can press your \*1 keys to unmute yourself and state your name so we may greet you. We reserve the last ten minutes of the meeting especially for newcomers to share however new comers may share at any time as well as those who don't regularly share at this meeting. We would like to give everyone on the phone bridge the opportunity to share.

8. At this meeting, there is a place to make announcements about other Al-Anon phone bridge meetings after the schedule is read, at the end.

9. Are there any Al-Anon related announcements?

## [Business Meeting is on the 1<sup>st</sup> Monday of the Month]

## MEETING TOPIC

10. This is a topic meeting. We will be using any piece of Conference Approved Literature of between three and five short paragraphs, or approximately two minutes in length. Whatever single topic is heard first by the leader will be the topic of the meeting.

11. Is there a step or a topic someone would like to bring to the group for discussion?

12. So the topic is \_\_\_\_\_. We will now look for the topic in the index of most any piece of CAL literature, and pick 3 readers. Who would like to read a two minute selection from any piece of CAL literature on today's topic?

13. 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.

14. We have three minute shares. Do we have a volunteer to be our spiritual timekeeper? Would the spiritual timekeeper like to share first?

15. **(Leader- state at 15 minutes after the top of the hour):** It is now ten minutes before the close of the meeting; we will open up the sharing for newcomers or for those members who do not regularly share.

### **CLOSING**

16. **(Leader- at 25 minutes after the top of the hour state):** It is now five minutes before the close of the meeting. 16. last line to read - Please call out the names of members from whom you would like phone numbers and we will get them after the close of the meeting.

### **17. Suggested Al-Anon Closing:**

Secretary or Volunteer read Suggested Closing found in How Al-Anon Works old edition pg.380 or new edition pg.396 also Al-Anon/Alateen Service Manual pg. 22.

18. For those who would like to join in, press your \*1 keys to unmute and let's say the **Al-Anon Declaration** which can be found in **Paths to Recovery** Roman Numeral page IX (9) or the Al-Anon/Alateen Service Manual pg.22, followed by the Serenity Prayer.

### **Serenity Prayer**

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(Al-Anon/Alateen Service Manual pg. 10)

19. We will now do phone number requests. Members may also leave contact information for outreach calls.

## **FORMAL MEETING IS NOW CLOSED.**

(Leader asks if anyone would like to hear information on all registered Meetings, Meeting schedules or The Unity Line)

### **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 schedule information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for the meeting schedule 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?