

## **Monday 4pm - Technical Information**

There is helpful information for chairing meetings at:

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

### **MEETING FORMAT:**

### **FORMAT: MONDAY 4 PM BEGINNERS' LITERATURE MEETING:**

#### **1. INTRODUCTION:**

My name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting. This meeting lasts 1 hour and 15 minutes. Closing begins 10 minutes after the hour.

The intention of this meeting is to invite newcomers to Al-Anon, to help you feel welcome, and to let you know how important you are to our fellowship. All Al-Anon members are always welcome here.

#### **2. SERENITY PRAYER:**

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

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, Page 10)

#### **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

#### **4. READINGS:**

Can I have volunteers to read:

- a) THE SUGGESTED AL-ANON WELCOME (How Al-Anon Works p.8 or the Al-Anon/Alateen Service Manual on pp.11-12.)
- b) PREAMBLE to the Twelve Steps (front of all the Three Meditation Books)
- c) THE TWELVE STEPS (Back of all Three Meditation Books)

d) THE TRADITION AND CONCEPT OF THE MONTH (Back of Three Meditation Books)

(NOTE: In the month of **DECEMBER**, we read all 5 **General Warranties**. Found after the 12 Concepts in all 3 meditation books.)

## 5. SEVENTH TRADITION:

Seventh Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you direct your contributions to:

- a. Face-to-face meetings.
- b. WSO @ 757-563-1600. (WSO# for this meeting is 30536814)
- c. Al-Anon.org.

## 6. ANNOUNCEMENTS:

- a. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting? (**On the day of the business meeting**: Is there anyone available to leave a contact number for newcomer questions.)
- b. The **Business Meeting** takes place on the **1<sup>st</sup> MONDAY** of the month after the close of the meeting.
- c. Are there any other Al-Anon related announcements specific to this meeting?

d. **SPONSORSHIP INFORMATION**: A sponsor is someone who is available to discuss your personal stories and questions and help you apply the tools of the Al-Anon program to your life. They do this by sharing their experience, strength, and hope based on their own work in this Program. **ARE THERE ANY AVAILABLE AL-ANON SPONSORS?**

## 7. INTRODUCTIONS:

- a. Are there any newcomers on the line today? Please press \*1 and introduce yourself with your first name only so that we can greet and welcome you.
- b. Now let's go around the globe and introduce ourselves. Please press \*1 to unmute.

Hi, I'm \_\_\_\_\_(Name)\_\_\_\_\_ from (\_\_\_\_\_State\_\_\_\_\_)

## 8. MEETING TOPIC:

The Topic for this meeting is the reading of **Conference Approved Literature**. The Chairperson selects and reads from Conference Approved Literature to support the newcomer in understanding Al-Anon more clearly.

## **9. 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. 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.

## **10. SPIRITUAL TIMEKEEPER:**

At this meeting we have 3 minute shares. When you hear the timekeeper, please wrap up your share. Could I please get a timekeeper to come in and gently say "TIME" after 3 minutes?

## **11. SPEAKER:**

Is there a member who can volunteer to speak for 5 minutes on the conference approved literature that was read. There is a requirement of 6 months in the program. We rotate service by sharing as a speaker only once within a month. (If no one volunteers the leader may speak, read another piece of Literature, or open the floor for sharing.)

## **12. SHARING:**

We now open up sharing for newcomers. (When newcomers are done sharing we open up for regular shares)

The floor is now open for sharing.

## **13. CLOSING: AT TEN MINUTES AFTER THE TOP OF THE HOUR:**

We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

## **14. THE SUGGESTED AL-ANON/ALATEEN CLOSING:**

May I have a volunteer read the Suggested Al-Anon/ Al-Alateen Closing. (Found in "How Al-Anon Works" pg. 380 in the old, or pg. 396 in the new version.)

## 15. AL-ANON DECLARATION:

Press \*1 to join us in saying the Al-Anon Declaration. ( Found on page IX(9) in “Paths to Recovery” or in the Service Manual page 10)

## 16. SERENITY PRAYER:

God grant me the serenity  
To accept the things I cannot change  
The courage to change the things I can  
And wisdom to know the difference.  
(Al-Anon/Alateen Service Manual, Page 10)

## 17. NAMES AND TELEPHONE NUMBERS:

Would anyone like to request a telephone number? Now is the time to get telephone numbers.

THE MEETING IS NOW FORMALLY 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?

Secretary turns the meeting over to the newcomer greeter.

## **BUSINESS MEETING FORMAT:**

1. Let's open with a moment of silence followed with the serenity prayer:
2. God grant me the serenity to: Accept the things I cannot change courage to change the things I can and the Wisdom to know the difference.

## **OLD BUSINESS:**

3. Secretary do we have any old business to revisit from last meeting?
4. We open up the floor for discussion on these items.
5. Do we have a motion on this item?
  - 5a. Do we have a second?
  - 5b. Secretary please read the motion.
  - 5c. We now go to voting...
  - 5d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.
  - 5e. Any opposed? Say "nay one" and so on.
  - 5f. Any abstentions? Say "abstaining one and so on.
  - 5g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_\_\_#\_\_\_\_\_ opposed and \_\_\_\_\_#\_\_\_\_\_ abstentions.

## **NEW BUSINESS:**

6. Is there any new business that the group wants to bring up?
7. (if so) So our first order of business is \_\_\_\_\_.
8. We open up the floor for discussion on this item.
9. Do we have a motion on this item?
  - 9a. Do we have a second?
  - 9b. Secretary please read the motion.
  - 9c. We now go to voting...
  - 9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.
  - 9e. Any opposed? Say "nay one" and so on.
  - 9f. Any abstentions? Say "abstaining one and so on.
  - 9g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_\_\_#\_\_\_\_\_ opposed and \_\_\_\_\_#\_\_\_\_\_ abstentions.

Is there any other business to address before we close the meeting?

Serenity Prayer

**MEETING IS NOW CLOSED**

