

## **Saturday 6pm - Technical Information**

There is helpful information for chairing meetings at:  
<http://phonemeetings.org/information.htm>

### **MEETING FORMAT:**

#### **Saturday 6pm Eleventh Step Study Meeting**

**INTRODUCTION:** Welcome to the Saturday 6 pm Eleventh Step Study Meeting. This meeting lasts one hour & fifteen minutes. Closing begins at 10 minutes after the hour.

- 1) **My name** is \_\_\_\_\_, a grateful member of Al-Anon and your chairperson for this meeting.
- 2) **Chairperson says:** Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press \*1 to unmute.

#### **The 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)

- 3) **PHONE ETIQUETTE:**
  - a. —Use \*70 to disable call waiting before calling in.
  - You'll enter the meeting being muted.
  - Un-mute and mute with \*1 keys.
  - Do not share on a speaker phone.
  - Please stay muted at all times unless sharing.
  - You may press \* by itself for all phone features

### **READINGS:**

#### **4) Chairperson reads or asks a volunteer to read:**

**SUGGESTED AL-ANON WELCOME:** (How Al-Anon Works pg. 8 or in the Al-Anon Alateen Service Manual pgs. 10-11)

#### **5) ASK FOR VOLUNTEERS to read:**

- a) **ASK FOR VOLUNTEERS to read:** a) **PREAMBLE** to the Twelve Steps (front of all the Three Meditation Books)
- b) **THE TWELVE STEPS** (Back of all Three Meditation Books)

- c) **THE TRADITION AND CONCEPT OF THE MONTH** (Back of Three Meditation Books)(In December concept 12 includes reading the General Warranties.)

## 6) INTRODUCTIONS:

Are there any newcomers on the line today? Please press \*1 so that we can greet and welcome you.

Now let's go around the globe and introduce ourselves. Please press \*1 to unmute. I'll start . . .

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

## 7) ANNOUNCEMENTS:

### Chairperson reads:

- a) Al-Anon is self-supporting through its own voluntary contribution. If you would like to you may do so at your face-to-face meetings or send donations to;

World Service Office  
1600 Corporate Landing Parkway  
Virginia Beach, VA 23454

757-563-1600  
WSO ID# 30596880

- b) 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?
- c) Business Meeting takes place on the first Saturday of the Month.

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

- 9) **ASK FOR TIMEKEEPER:** We have 3 minute shares do we have a volunteer to be our spiritual timekeeper? When you hear the timekeeper call time please let them know you heard them by saying Thank you or I'll wrap up, etc.

10) **MEETING TOPIC: Study of The Eleventh Step**

(Chairperson asks for volunteer(s) to read The Eleventh Step)

1st week, Odd Months, (In How Al-Anon Works)

1st week, Even Months, (In Reaching for Personal Freedom workbook, ALL paragraphs, without the questions)

2<sup>nd</sup> week (In Al-Anon's Twelve Steps and Twelve Traditions)

3<sup>rd</sup> week (The Eleventh Step in Paths to Recovery up to the

**Members Share)**

**4<sup>th</sup> week (Read a page on The Eleventh Step in our Three Daily Meditation Books)**

**5<sup>th</sup> week (Speaker on The Eleventh Step for 15 - 20 minutes)**

**Speaker should be familiar with Step 11 and have at least 6 months in the Al-Anon program.**

**If no speaker is available or volunteers to speak on the 11th step, then the moderator will ask for volunteers to read the "Members share Experience, Strength and Hope" portion of the Paths to Recovery book. All three sections can be read.**

**Chairperson ask for volunteer to speak for 5 – 7 minutes after the reading for each week (someone who hasn't spoke in 30 days) in 30 days)**

**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.

**11) OPEN FOR SHARING:** We are now open for 3 minute sharing. We invite the timekeeper to share first. The floor is now open to share.

**(Twenty minutes before the close of the meeting)**

**12)** We are now at five minutes before the top of the hour. We will now open up the sharing for newcomers or for those members who do not regularly share.

**13) CLOSING (Ten minutes after the top of the hour)**

**Chairperson reads or asks a volunteer to read:**

**The Al-Anon Suggested Closing** found in How Al-Anon Works pg. 396 or pg. 380 in the older version of the book or in The Al-Anon Alateen Service Manual pg. 22.

**14) 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 or **Paths to Recovery** Roman Numeral page 9 (IX).

**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)

Please press \*1 to unmute.

**15) 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.

**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 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?**

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

**Suggested Format for each Individual Group Conscience Meeting**

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.  
Ask if there is any further discussion before we vote.
  - 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.  
Ask if there is any further discussion before we vote.
- 9c. We now go to voting...
- 9d. All in flavor 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.

## **NEW BUSINESS**

10. Is there any new business that the group wants to bring up?
11. (if so) So our first order of business is \_\_\_\_\_.
12. We open up the floor for discussion on this item.
13. Do we have a motion on this item?
- 9a. Do we have a second?
- 10b. Secretary please read the motion.  
Ask if there is any further discussion before we vote.
- 11c. We now go to voting...
- 12d. All in flavor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say “nay one” and so on.

14f. Any abstentions? Say “abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

### **NEW BUSINESS**

14. Is there any new business that the group wants to bring up?

15. (if so) So our first order of business is \_\_\_\_\_.

16. We open up the floor for discussion on this item.

17. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say “I” and state the order of “I’s” Like “I one” and then “I two” and so on.

13e. Any opposed? Say “nay one” and so on.

14f. Any abstentions? Say “abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

Are there any other things someone would like to add before closing?

Serenity Prayer

Meeting is now closed.