

Tuesday Noon - Technical Information

There is helpful information for chairing meetings at:

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

FORMAT:

AFG 12 & 12 Meeting

This meeting runs for one hour and 15 minutes.

INTRODUCTION:

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. 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, 2018-2021, pg. 11)

3. **Phone Etiquette:**
 - a. When you dial in, you will start the conference being muted.
 - b. We ask members to use the *1 keys to mute even if they have a mute function on their individual phones. The *1 keys ensure the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
 - c. To hear a menu of all the features--such as volume control and member count--simply press * by itself.

READINGS:

Will the Secretary or volunteer please read Al-Anon's Suggested Welcome (may be found in How Al-Anon Works pg. 8 or Al-Anon/Alateen 2018-2021, pg. 11)

Ask for volunteers to read:

Preamble to Al-Anon's 12 Steps: 2 pages before January 1 in all three meditation books

Al-Anon's 12 Steps: found one page after December 31 in all three meditation books

One Tradition & One Concept: of the month (one and two pages respectively after the 12 Steps in all three of the meditation books)

Note: In December, the 12th month, please read all five Warranties - they ARE Concept 12!

ANNOUNCEMENTS:

4. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and say that this is from the Tuesday Noon Twelve Steps and Twelve Traditions Meeting or make donations at face to face meetings. Our **WSO ID is 503921**. Al-Anon literature is available via the Al-Anon website www.al-anon.org or call (757) 563-1600.

5. Let's go around the globe and introduce ourselves.

Hi, I am _____(Name)_____ from (_____State_____)

6. Are there any Al-Anon related announcements? **Any other Al-Anon phone numbers will be given after the meeting schedule is read.**

[Business Meeting is on the 1st Tuesday of the Month.]

7. Are there any newcomers on the phone bridge today and you can press your * 1 key to unmute yourself and state your name so we may greet you?

Do we have a volunteer who will stay of the line after the meetings to answer questions about Al-Anon or to explain the phone etiquette?

We reserve the last ten minutes of the meeting especially for newcomers to share or for members who normally are quiet so that everyone on the phone bridge has an opportunity to share, however newcomers can share at anytime. . .

MEETING TOPIC:

10. We will read from Al-Anon's Green (and White) 12 Steps and 12 Traditions book. Read to the end of the chapter.

On the first week we will read from the **Step of the month**

On the second week we will read from the **Tradition of the Month**

On the third week we will read from the **Step of the month**

On the fourth week we will read from the **Tradition of the Month**

On the **fifth week** if we have one, **we will invite someone to be a speaker (for 10-15 minutes)** on either the Step or the Tradition of the month, or on the Concept of the month if they wish.

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.

11. 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.

12. PLEASE BE REMINDED: This is an OPEN, PUBLIC, WORLDWIDE phone service. CAUTION SHOULD BE CONSIDERED, when sharing PERSONAL INFORMATION, such as home phone numbers and email addresses containing last names.

13. TIMEKEEPER: We have three minute shares. Do we have a volunteer to be our spiritual timekeeper? We ask the timekeeper to stay muted except to come in to gently say time at three minutes. And we ask those who share to acknowledge that they have heard the timekeeper, and wrap up their share. Would the spiritual timekeeper like to share first?

14. Fifteen minutes before the meeting closes (top of the hour) We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.

CLOSING (10 minutes after the top hour):

15. Will the Secretary or volunteer please read The Twelve Steps and Twelve Traditions Epilogue on page 139?

16. "Will all who wish to, press *1 to join me with the closing of the 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.

17. NAMES AND PHONE NUMBERS: At this time would anyone like to request a phone number? We kindly request if you are considering asking for more than two numbers that you please leave your number instead.

MEETING IS NOW FORMALLY 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 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. 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. General questions can be sent to phonemeetingsinformation@yahoo.com. For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email phonemonitorteam@yahoo.com. For workshop ideas, suggestions and concerns, email phonemeetingsforum@yahoo.com.

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

Chair passes off to the volunteer (say name) able/willing to serve as newcomer greeter. By way of signing off, Chair might wish to say that those wishing to participate in fellowship may stay on the line for approximately 25 minutes after the hour (or whenever the line closes).