

Tuesday 9am - Technical Information

There is helpful information for chairing meetings at:

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

FORMAT:

Al-Anon's Tuesday 9:00am Step One Beginners Meeting

INTRODUCTION:

Hi my name is _____, I am your secretary/chair for 9:00 a.m. Step 1 Beginners Meeting. This meeting will last for 1 hour and 15 minutes.

(Secretary/Chair may read or ask a volunteer to read **THE SUGGESTED AL-ANON WELCOME** found on Page 8 from How Al-Anon Works Book or the Al-Anon Service Manual Page 11):

Business Meeting is on the 1st Tuesday of the Month

1. Let all who wish to unmute by pressing * 1 and join us to say the SERENITY PRAYER
2. **Ask for volunteers to read:**
 - a) Al-Anon's Preamble to The Twelve Steps
 - b) Al-Anon's 12 Steps (one page after December 31 in all three mediations books)
 - c) One Tradition & One Concept of the month (one and two pages respectively after the 12 Steps in all three meditation books)

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

ANNOUNCEMENTS:

3. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO 1600 Corporate Landing Parkway Virginia Beach, VA 23454-5617 phone 757-563-1600 and website al-anon.org make donations at face to face meetings. **Our WSO ID is 30731713**

Would anyone like any of this information repeated?

4. Let's go around the globe and introduce ourselves.
Hi, I am _____(Name)_____ from (_____State_____)

5. Please disable your call waiting before dialing into the meeting, and do not share on a speaker-phone, or we will all hear an echo. And please stay muted at all times unless you are sharing.

MEETING TOPIC: Leader asks for readers to read Step One from: (note only say the appropriate weeks reading)

6. 1st week of month How Al-Anon Works
2nd week of the month 12&12 (to end of Step One)
3rd week of the month Paths To Recovery (up to Members share)
4th week of month 3 Meditation books (One Day at a Time, Hope for Today, Courage to Change)
5th week of the month, the Speaker will speak for 10 minutes.
7. Ask if anyone would like to share on Step One for 5 minutes. (If no one steps up the leader may share or open the meeting for sharing)
Ask if the Speaker would like to leave their phone number.
8. **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 twelve step programs not to break their anonymity and to try and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.
9. By group conscience, and for the safety of our members, we do not comment on or respond to another person's share. In Al-Anon we speak from the "I" perspective and we don't give advice.
10. **TIMEKEEPER:** ASK FOR TIMEKEEPER: We have 3 minute shares do we have a volunteer to be our spiritual timekeeper? Please be gentle when you call time. When you hear the timekeeper call time please let them know you heard them by saying Thank you, I'll wrap up, etc.
11. **OPEN FOR SHARING:** Do we have any newcomers that would like to share first.

12a. The floor is now open for all to share.
12. **THANK EVERYONE FOR THEIR SERVICE (at 10 minutes after the hour)**
13. If you'd like to ask for a number or give your number, you can do that now. (*phone exchange happens now*).
- 14.
15. **SUGGESTED AL-ANON CLOSING:**

Chair reads or asks a volunteer to read the Al-Anon closing found on page 22 in the Al-Anon Alateen Service Manual or page 396 in the new version of How Al-Anon Works or page 380 in the old version of How Al-Anon Works.

(On the first Tuesday of the month, ask “Since there is a business meeting today, is there someone who can leave their phone number to greet newcomers and answer their questions?”)

SERENITY PRAYER:

16. Are there any Al-Anon related announcements?

17. The bridge remains open for questions and sharing after the official meeting ends. At this meeting, fellowship continues as long as there are 2 people on the line or until the next scheduled meeting. Is there someone who can stay after the meeting to greet newcomers and answer questions and continue the sharing?

THE MEETING IS NOW CLOSED.

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?

(OPEN FOR MORE FELLOWSHIP AND TO ANSWER ANY QUESTIONS FROM NEWCOMERS OR PEOPLE NEW TO THE PHONE BRIDGE.)

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 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 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.

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

Serenity Prayer

Meeting is now closed.