

Sunday 11am - Technical Information

For the Secretary/Chair to read before leading a phone bridge meeting

As the Secretary/Chair for this meeting you will be given a “leader code” that will give you more features on the key pad than other members.

Here is some information that will help before dialing into the meeting once you have been given the leader code.

- 1. Dial the phone number and then use the regular pin number followed by the # sign that everyone else uses.**
- 2. There will be a voice prompt after entering the regular pin # that says “IF YOU ARE THE MODERATOR PLEASE PRESS 1.”**
- 3. Follow the prompt and Press 1.** The word “moderator” and “leader” mean the same thing.
- 4. The voice prompt will again say “PLEASE ENTER THE MODERATOR PIN (Leader Code) number FOLLOWED BY THE # SIGN”.**
- 5. You will join the phone meeting muted after entering the leader code and # sign. Press *1 to unmute yourself and then introduce yourself as the Secretary/Chair of the meeting. Press *0 for a menu of all features.**

Probably one of the most important services you can give as the Secretary/Chair is **to have the highest sound quality** on the phone bridge system. This means without background noise and weak sound quality. **“Sound”** is all we have for the phone meeting to work.

Background noise can be taken as disrespectful or interruptive while members are speaking. As a trusted servant you can guide the meeting without background noise or interruptions to the best of your ability.

Along with your own skills; here are a few tips and a few pieces of information to help you:

- 1. Technically the phone bridge system is built for “only” one person to be unmuted at a time. This of course would include, You (the Secretary/Chair) as well as the Timekeeper to stay muted by using the *1 keys. The timekeeper only unmutes to say “time”. The Secretary/Chair unmutes a few seconds before the member is done sharing to welcome the next share. You can remind the timekeeper to please stay muted except to say “time”. (Only one line unmuted at a time).**

2. **As the Secretary/Chair** (with the leader code) you **are encouraged to use the *5** to clear the line to address the noise. This ensures that members will be able **to speak so their share can be heard**. Then the member can press the *1 keys to continue sharing without the previous background noise. **We call this “Cycling Through”**. (Most of the time people forget to mute and don't know they are not muted). This can be done by saying **“Excuse the interruption, I'm going to clear the line”** and then **press *5 keys**. You then could say, **“Whoever** was sharing please press *1 and begin again,” or **“Whoever** would now like to share please press *1 to unmute yourself.”
3. **Some meetings have multiple readers. The extra unmuted lines will cause the reading to be heard by some but not by other members. Here are some suggestions.**
 1. **Organize the readers so they know the order they will be reading.**
 2. **Then tell the rest of the readers to mute until a few seconds before it is their turn to read.**
 3. **After each member reads remind them to mute again.**
 4. **(AS A Rule of Thumb), just because you can hear does not mean that other members can. These phone meetings have global coverage. Not all phones have equal sound. Only one line unmuted at a time will keep a clear worldwide phone line for everyone during the meeting.**

These 4 technical points can promote safety, warmth and recovery similar to face to face meetings. This was written to assist you to know and understand the phone bridge technical features.

Thank you for taking the time to read these suggestions. **If you need help, just ask. Congratulations on doing service and beginning the flow that opens our heart to what it already knows---that we all need each other.**

**Sincerely,
Your Web Coordinator**

The Meeting Format Starts Now

(This is the part you read out loud)

Chair: Please be conscious of time. The longer you take to go over the format and reading – the less time we have for individual shares.

FORMAT:

Al-Anon's Sunday 11am Paths to Recovery Meeting

INTRODUCTION:

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. **Phone Etiquette:**
 - a. Prior to joining the meeting, we ask members to temporarily disable their call waiting by dialing *70 before calling the number to the phone bridge (example *70-1-712-432-8733). If a member does not disable their call waiting, we may hear your conversation or beeping.
 - b. When you dial in, you will start the conference being muted.
 - c. 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.
 - d. We ask members to use the *1 keys to mute even if they have a mute function on their individual phones. The *1 keys ensures the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
 - e. Please do not use a speaker phone for sharing or we will all hear an echo. Some speaker phones will not mute even when pressing your *1 keys.
 - f. To hear a menu of all the features--such as volume control or member count--simply press * by itself.
3. This is an hour and a ½ meeting. We read the [complete](#) chapter up to the questions and stop then for sharing. This meeting will break at five minutes before the top of the hour for members to share their telephone numbers, then resume again for the next ½ hour.
4. 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.

READINGS:

5. Would someone please read Al-Anon's: Suggestion: If the secretary reads the Welcome it will save time. Most members don't have it.

"Welcome" from **How Al-Anon Works** page 8

We welcome you to this **Paths to Recovery** Al-Anon Family Group and hope you will find in this fellowship the help and friendship we have been privileged to enjoy.

We who live or have lived with the problem of alcoholism understand as perhaps few others can. We, too, were lonely and frustrated, but in Al-Anon/Alateen we discover that no situation is really hopeless and that it is possible for us to find contentment, and even happiness, whether the alcoholic is still drinking or not.

We urge you to try our program. It has helped many of us find solutions that lead to serenity. So much depends on our own attitudes, and as we learn to place our problem in its true perspective, we find it loses its power to dominate our thoughts and our lives.

The family situation is bound to improve as we apply the Al-Anon ideas. Without such spiritual help, living with an alcoholic is too much for most of us. Our thinking becomes distorted by trying to force solutions, and we become irritable and unreasonable without knowing it.

The Al-Anon program is based on the Twelve Steps (adapted from Alcoholics Anonymous), which we try, little by little, one day at a time, to apply to our lives, along with our slogans and the Serenity Prayer. The loving interchange of help among members and daily reading of Al-Anon literature thus make us ready to receive the priceless gift of serenity.

Anonymity is an important principle of the Al-Anon/Alateen program. Everything that is said here, in the group meeting and member-to-member, must be held in confidence. Only in this way can we feel free to say what is in our minds and hearts, for this is how we help one another in Al-Anon/Alateen. (Al-Anon/Alateen Service Manual pgs.10-11)

Ask for Volunteer to read:

Preamble to Al-Anon's 12 Steps, page Roman Numeral Page V

Al-Anon's 12 Steps page 3

Tradition of the month Page 131 and **Concept** of the month Page 245

7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. Please send your contributions to World Service Office—1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617—and indicate the **WSO ID: 00503911**

6. Also at the close of the meeting, we will ask for Al-Anon sponsors and state the meeting schedule.

ANNOUNCEMENTS:

Are there any Al-Anon related announcements?

7. Do we have any Al-Anon newcomers today? Either newcomer to Al-Anon or to this phone bridge? Please give us your first name so we may greet you!

8. Do we have a volunteer on the line today that can stay after the phone meeting and greet newcomers and provide information on the phone etiquette or on Al-Anon?

MEETING TOPIC:

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

The format for this today is: (Pick only one to read: A, B, C, D, or E. Remember: Save time.)

a. **First Sunday:** Corresponding “**Step**” of the month from Paths to Recovery

b. **Second Sunday:** Corresponding “**Tradition**” of the month from Paths to Recovery

c. **Third Sunday:** Corresponding “**Concept**” of the month from Paths to Recovery

d. **Fourth Sunday:** We read the corresponding page for today out of Al-Anon's three meditation books (also known as the three daily readers) before we begin our three minute timed shares. Will someone please read out of:

1. ODAT (One Day at a Time)

2. Courage to Change

3. Hope for Today

e. **Fifth Sunday:** Speaker selects the topic and speaks for 15 to 20 minutes

SHARING:

10. 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 and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

11. **There is a three minute** time limit for shares. When the spiritual timekeeper says time it means please wrap-up your share. Also when the spiritual time keeper says time, please acknowledge that you heard them, by saying maybe “thank you, I'll just wrap up”. This way the time keeper doesn't have to repeat themselves. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?

12. Break at top of hour for names and numbers and again at close of meeting.

CLOSING (Five minutes before the top of the hour):

13. **Suggested Al-Anon Closing**

In closing, I would like to say that the opinions expressed here were strictly those of the person who gave them. Take what you liked and leave the rest.

The things you heard were spoken in confidence and should be treated as confidential. Keep them within the walls of this room and the confines of your mind.

A few special words to those of you who haven't been with us long: Whatever your problems, there are those among us who have had them too. If you try to keep an open mind you will find help. You will come to realize that there is no situation too difficult to be bettered and no unhappiness too great to be lessened.

We aren't perfect. The welcome we give you may not show the warmth we have in our hearts for you. After a while, you'll discover that though you may not like all of us, you'll love us in a very special way – the same way we already love you. Talk to each other, reason things out with someone else, but let there be no gossip or criticism of one another. Instead, let the understanding, love and peace of the program grow in you one day at a time. (AI-Anon/Alateen Service Manual pg.22)

14. The AI-Anon Declaration: (It can be found in *Paths to Recovery* Roman Numeral page IV (9))

Let It Begin With Me

When anyone, anywhere, reaches out for help,
let the hand of AI-Anon and Alateen
always be there, and---*Let It Begin With Me.*

(AI-Anon/Alateen Service Manual pg.22)

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.

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

After the Closing:

15. Names & Telephone Numbers: Note – Fellowship continues as long as two or more members are on-line or until next meeting. People may stay on the line for fellowship or to explain the phone bridge.

MEETING SCHEDULE

Meeting schedule and phone bridge information can be accessed on the web at www.alanonphonemeetings.org. Format changes or requests can be emailed to alanonphonemeetings@yahoo.com. Any new meetings and format draft ideas can

be brought to the Group Conscious Meeting on the 4th Saturday of the month at 1:30 EST.

All Eastern Time Zones on the same number and pin you dialed in for this meeting.

8am	Saturday and Sunday
9am	Weekdays (Monday ----- Friday)
11am	Sunday
Noon	Monday ----- Saturday
2pm	Sunday
4pm	7 days a week
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday and Saturday
12 midnight	Thursday

We, now open up a space for people to announce other Al-Anon meetings with different phone numbers and pin numbers. Do we have anyone that would like to announce a different Al-Anon meeting?

Does anyone want the more detailed (books read and type of format) version of the meeting schedule?

All Eastern Time Zones

8:00am

Sunday, Early morning Rise & Shine Step Study

Saturday Early Morning Speaker Meeting

9:00am

Monday 3 Daily Meditation Books ODAT/Courage to Change/Hope for Today

Tuesday Step 1 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

Wednesday Step 2 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

Thursday Gratitude 3 Meditation Books

Friday Step 3 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

11:00am

Sunday Step/Tradition/Concept/3 Mediations Paths to Recovery

12:00 Noon

Monday Day A Topic from the 3 Meditation Books

Tuesday Al-Anon 12 & 12

Wednesday From Survival to Recovery

Thursday Al-Anon's 3 meditation Books

Friday Speaker Meeting

Saturday Hope for Today Meditation Book

2:00pm **Sunday** Paths to Recovery Book Study

4:00pm

Monday Beginners Meeting 3 Meditation Books/How Al-Anon Works/Beginners Pamphlet

Tuesday 10th Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

Wednesday 11th step Guided Mediation Paths to Recovery/ How Al-Anon Works/3 Med

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th step

Saturday Opening our Hearts

Sunday Transforming our Losses

8:00pm

Monday From Survival to Recovery

Tuesday Topic discussion from 3 meditation books

Wednesday Beginner's meeting How Al-Anon works

Thursday Step/Tradition/Concept/3 Mediations Paths to Recovery

Friday How Al-Anon Works

Saturday Speaker meeting

Sunday Steps and Traditions How Al-Anon works

10:00pm

Monday 4th Step WRITING Workshop Blue Print for Progress

Tuesday LGBTQ Discovering Choices

Thursday 4th Step WRITING Workshop Blue Print for Progress

Saturday Traditions Meeting How Al-Anon Works/Paths to Recovery

12 midnight

Thursday 3 Daily Readers 3 Mediations Books

15. Business Meeting: (4th Sunday of the month) open & close with the Serenity Prayer. Close the business meeting at 11:25. Ask if there are any old or new business items for the agenda.