

Sunday 2 pm - 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 phones 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)

FORMAT:

Al-Anon's Sunday 2pm Paths to Recovery Book Study Meeting

INTRODUCTION:

1. Welcome to the Sunday 2 pm Paths to Recovery Book Study Meeting. 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 you do not disable your 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 say "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 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.

e. Please do not use a speakerphone 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 and member count--simply press * by itself.

g. By group conscience, a person who has been warned 3 times in one meeting of intentionally disrupting the meeting by interrupting a share, cross talk or background noise will be taken off the meeting for one month. After the month is up, they will be allowed to rejoin the phone meetings.

3. This is an hour and a half meeting. We share phone numbers at the end of the meeting without a break at the top of the 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**.

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 pg. 10)

Suggested Al-Anon Welcome:

We welcome you to this **Paths to Recovery Book Study** Al-Anon Family Group Meeting 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 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.. (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

ANNOUNCEMENTS:

5. 7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. Although we have no expenses related to this phone bridge, we ask that you send your contributions to WSO and state that it is from the phone meetings. Sunday's 2pm Paths to Recovery Book Study Meeting **WSO ID# 30550350** or make donations at face to face meetings.

6. Do we have any available Al-Anon sponsors?

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

8. Are there any newcomers on the phone bridge today? Please press your *1 keys to unmute and state your name so we may greet you.

We reserve the last fifteen 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.

9. Are there any Al-Anon related announcements?

Business Meeting is held on the 1st Sunday of the Month.

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

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

MEETING TOPIC:

The purpose of this meeting is to read, write and share on the step, tradition or concept that is being studied as laid out in Al-Anon's Paths to Recovery Book.

At the end of meeting the secretary will announce the next week's suggested reading and writing for the following week and it will also be listed at the bottom of the format available online.

We kindly request that members ask the Secretary/Chair to address background noise or other circumstances during the meeting, especially waiting for a share to finish, for the purpose of keeping a clear line of having one line unmuted at a time.

There are no must or should's in this Paths to Recovery Book Study. How your work this book study is entirely up to you and your recovery, but here are some suggestions;

1. You can write your answers beforehand and share them at the meeting.
2. You can write your answers and share them with a sponsor, member, email each other or find a study buddy.
3. You can come to the meeting and share on the questions without writing.
4. You can write independently still come to the meeting.

You are always welcomed to attend the meeting whether you have done the writing or not. Your participation is important to us. Any way you participate in this book study is a study of The Paths to Recovery Book. This book can be purchased at your face to face meeting, literature depot or online at www.al-anon.org under publications-shop online.

Paths to Recovery Preface pg. ix (9)

To those embarking on this exciting study of our three legacies for the first time, **WELCOME**. To those who are enhancing your recovery by seeking new insight, may this book increase your understand.

We hope all will agree that the spirit and tone of this book embodies the love as well as the experience strength and hope found in our fellowship, May your individual or group involvement prove a catalyst for continued growth and serenity - One Day At A Time

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

12. 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?

THIS WEEKS READING/WRITING ASSIGNMENT:

Ask of volunteers to read the Step, Tradition or Concept we are studying. (only once when we progress to the next one).

As we read this step____, tradition_____ or Concept the secretary says; **Members who have the book can follow along**, jotting notes, highlighting things that are meaningful to you. Participation is the principal in this Book Study.

Or

Secretary reads the questions we are on.

SHARING: We are now open for sharing on the topic for today’s book study.

CLOSING: 15 minutes before the end of the meeting.

Suggested Al-Anon Closing: found on page 24 of the Al-Anon Alateen Service Manual

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

“Al-Anon’s Declaration” found in Paths to Recovery Roman Numeral page IX

Let It Begin With Me

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

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

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 pg. 10)

Paths to Recovery Epilogue pg. 341

I always try to remember my sponsor's wise saying: "The Steps show me how to love myself; the Traditions show me how to love others, and the Concepts show me how to love the world that I live in."

13. NEXT WEEK: Secretary reads next week's suggested writing.

15. GET Names & Telephone Numbers Now: Ask for members to call out names of individuals they want telephone numbers from and ask those members to stay on the line and give out their phone numbers

MEETING SCHEDULE

Meeting schedule can be accessed on the web at www.alanonphonemeetings.org
Format changes can be emailed to alanonphonemeetings@yahoo.com. Any **new meetings** and format draft ideas can be brought to the Group Conscience 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, Thursday, Friday and Saturday
12 midnight	Thursday

Do we have anyone that would like to announce *just the phone number and pin* of different Al-Anon meetings? Any detailed information can be shared after the meeting closes.

In the event that this phone bridge system number that you dialed into today goes down, the backup number is 218-486-1616 with the access code of 830717#. You come into the meeting on that number unmuted. The prompt to mute and unmuted on the backup phone number is *6.

Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.

MEETING IS NOW FORMALLY CLOSED