

## **Sunday 8pm - 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**

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# **The Meeting Format Starts Now**

(This is the part you read out loud)

## **FORMAT:**

### **The Sunday Night "How Al-Anon Works Steps and Traditions" Meeting**

**Chair reads: Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and Chair for this meeting.**

#### **1. SUGGESTED AL-ANON WELCOME**

**We welcome you to the "*How Al-Anon Works Steps and Traditions Meeting*"; and we 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, have been lonely and frustrated, but in Al-Anon we are discovering 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 is helping many of us find solutions that lead to serenity. So much depends on our own attitudes, and as we begin 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 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)**

- 2. And now, some information about the Phone Bridge: We ask that you:**
- 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.**

**3. Readings of our Steps, Traditions and selected Concepts**

**We now need volunteers to read from Al-Anon’s three legacies, our steps, traditions, and concepts. Can I get two volunteers--one to read**

- a. Our 12 Steps, which can be found on p. 381 of *How Al-Anon Works***
- b. Another to read our 12 Traditions, which can be found on p. 382 of *How Al-Anon Works*,**
- c. And another read Concepts 4 and 5, on p. 383, directly following the Traditions. Thanks.**

**(Although *How Al-Anon Works* does not include introductory remarks for the Steps and Traditions, members are free to read the introductory remarks to the Steps and the Traditions if the text they are reading from includes them)**

**4. ANNOUNCEMENTS:**

a. According to the 7th Tradition, Al-Anon is fully self-supporting, declining outside contributions. We invite you to send contributions to WSO stating that it is from the Sunday Steps & Traditions Meeting WSO ID 30505252

Contributions can also be sent to:

Al-Anon Phone Meetings  
P.O. Box 313  
Allamuchy, New Jersey 07820-0313

Or electronically at [www.alanonphonemeetings.org](http://www.alanonphonemeetings.org) under the contributions page. Also donations can be made at your face-to-face meetings.

**Our business meetings will take place on the fourth Sunday of the month directly after the close of the meeting.**

b. Are there any (other) Al-Anon related announcements?

c. Do we have any newcomers today—to Al-Anon or to this phone bridge? We invite you to press \*1 to un-mute yourself and introduce yourselves so we may greet you.

d. (If there are newcomers): Is someone willing to stay on the line after the meeting to greet our newcomers, answer questions about Al-Anon, and/or explain the phone etiquette? Also, after the meeting, people are welcome to stay on the line for fellowship.

## 5. INTRODUCTIONS

We now go around the globe and introduce ourselves by first name only. And, if you want, please mention where you are from. Please press \* 1 to un-mute to introduce yourselves, and then \*1 again to re-mute so that we can have a clear line. Chair starts. Hi, I'm \_\_\_\_ (name), calling from \_\_\_\_ (state).

## 6. FORMAT AND READING:

Each week, we read a step from *How Al-Anon Works*. On the fourth Sunday of each month, we read the corresponding Tradition. **(The calendar of readings can be found at the end of this document.)**

After the reading is complete, we open for sharing.

Today we're on (Step\_\_ ; or Tradition\_\_). In the interest of bringing as many people to service, I ask that members read one or two paragraphs—and pass. People who usually don't read are warmly encouraged to participate. Tonight

we'll need (2, 3, or 4) readers (Chair determines how many readers). Can I get some volunteers? (Chair can start or go right to first reader.)

## **7. SHARES and Timekeeping:**

Before sharing, we offer a gentle reminder that we speak from our own experience. In this Al-Anon meeting there is no crosstalk; and so we ask that you resist the desire to comment on or respond to another person's share. Also, 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 to the family illness. Ours is a different experience and calls for a different interpretation—one of which is suggested in *How Al-Anon Works*.

We have 3-minute shares; and, 10 minutes before closing, we open up the sharing especially to newcomers as well as regular members of the bridge who often don't get to share. We use this format as a way to ensure as much participation as possible. We begin to close the meeting at 3-4 minutes before the top of the hour.

Can we have a volunteer to be our timekeeper? For those who have never served as a timekeeper, please note that this position requires you to let the person sharing know when three minutes have passed by saying "Time." This is a very important service. Do we have a volunteer? \_\_\_ Great. The timekeeper is invited, but not required, to go first.

**SHARING BEGINS** ...and goes continuously until 10 minutes before the top of the hour.

It is now 10 minutes before the hour: and, in accordance with principles guiding our recovery and, in particular, the 4th concept, which reminds us that participation is the key to harmony, we now invite shares from newcomers and those who do not regularly share on the phone bridge. (Indicate # of people on bridge).

## **8. CLOSING (which begins 3-4 minutes before the top of the hour).**

a) We now begin the closing. First, I'd like to thank everyone who did service: our timekeeper, our readers, all those who shared and all who dialed in to listen.

b) Now, in the spirit of reminding of us why we are here, the Chair reads a selection of Al-Anon literature, which appears on p. 269-70, in *From Survival to Recovery*.

**"If we willingly surrender ourselves to the spiritual discipline of the Twelve Steps, our lives will be transformed.... Though we may never be perfect, continued spiritual progress will reveal to us our enormous potential. . . Our sight, once clouded and confused, will clear and we will be able to perceive reality and recognize truth. . . .We will begin to feel and come to know the vastness of our emotions, but we will not be slaves to them. . . With dignity we will stand for ourselves, but not against our fellows...**

**Sometimes slowly or haltingly, occasionally in great bursts of brilliance, those who work the Steps [and observe the Traditions] change and grow toward light, toward health, and toward their Higher Power." (*From Survival to Recovery*, 269-70)**

**c) And now I would like to invite members to call out the names of members whose telephone numbers they would like to have. We will request those numbers directly after the close of the meeting.**

**d) 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. (*How Al-Anon Works* pg. 380)**

**e) SERENITY PRAYER**

**And now, would all who care to, please press \*1 to un-mute and join me in saying the Serenity Prayer (which can be found on p. 80 of *How Al-Anon Works*)**

**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.**

**CHAIR STATES: KEEP COMING BACK, IT WORKS IF YOU WORK IT.**

**9. Post-meeting details:**

a) We now collect phone numbers

**MEETING SCHEDULE**

Meeting schedules can be accessed on the web at [www.alanonphonemeetings.org](http://www.alanonphonemeetings.org) Format changes can be emailed to [alanonphonemeetings@yahoo.com](mailto:alanonphonemeetings@yahoo.com). Any new meetings and format draft ideas can be brought to the Group Conscience Meeting on the 4<sup>th</sup> Saturday of the month at 1:30 EST.

**All Eastern Time Zones on the 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
6pm	Saturday
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday, Saturday & Sunday
12 midnight	Thursday

**Does anyone want to announce just the phone number and pin for 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 until 25 minutes after the hour (or whenever the line closes).**

**MEETING IS NOW FORMALLY CLOSED**

**All Eastern Time Zones**

**Also available on the website on the information page**

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** 10<sup>th</sup> Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

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

**Thursday** Slogans How Al-Anon Works/3 Mediation Books

**Friday** 12<sup>th</sup> step

**Saturday** Opening our Hearts

**Sunday** Transforming our Losses

6:00pm

**Saturday** The Eleventh Step Study Meeting

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** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Tuesday** LGBTQ Discovery Choices

**Thursday** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Friday** Recovering in Al-Anon- The Dilemma of the Alcoholic Marriage

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

**Sunday** Sharing Our Recovery using The FORUM Al-Anon's Magazine

12 midnight

**Thursday** 3 Daily Readers 3 Mediations Books

## **MEETING CALENDAR**

### **DECEMBER 2011**

Dec 4: Step 4

Dec 11: Step 5

Dec 18: Step 6

Dec 25: Trad 12

### **JANUARY 2012**

Jan 1: Step 7

Jan 8: Step 8

Jan 15 Step 9

Jan 22: Trad 1

Jan 29: Step 10

**FEBRUARY 2012**

Feb 5: Step 11      Feb 12: Step 12      Feb 19: Step 1      Feb 26: Trad 2

**MARCH 2012**

Mar 4: Step 2      Mar 11: Step 3      Mar 18: Step 4      Mar 25: Trad 3

**APRIL 2012**

Apr 1: Step 5      Apr 8: Step 6      Apr 15: Step 7      Apr 22: Trad 4      Apr 29: Step 8

**MAY 2012**

May 6: Step 9      May 13: Step 10      May 20: Step 11      May 27: Trad 5

**JUNE 2012**

June 3: Step 12      June 10: Step 1      June 17: Step 2      June 24: Trad 6

**JULY 2012**

July 1: Step 3      July 8: Step 4      July 15: Step 5      July 22: Trad 7      July 29: Step 6

**AUGUST 2012**

Aug 5: Step 7      Aug 12: Step 8      Aug 19: Step 9      Aug 26: Trad 8

**SEPTEMBER 2012**

Sept 2: Step 10      Sept 9: Step 11      Sept 16: Step 12      Sept 23: Trad 9      Sept 30: Step 1

**OCTOBER 2012**

Oct 7: Step 2      Oct 14: Step 3      Oct 21: Step 4      Oct 28: Trad 10

**NOVEMBER 2012**

Nov 4: Step 5      Nov 11: Step 6      Nov 18: Step 7      Nov 25: Trad 11

**DECEMBER 2012**

Dec 2: Step 8      Dec 9: Step 9      Dec 16: Step 10      Dec 23: Trad 12      Dec 30: Step 11