

## **Thursday Noon - 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)

## **FORMAT:**

Al-Anon's Thursday Noon 3 Meditation Books Meeting

## **INTRODUCTION:**

1. Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting.
2. This meeting last for one hour and 15 minutes and will stop at ten minutes after the top of the hour for members to share their telephone numbers. Members can stay on the line until the next meeting.
3. **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 \*1keys 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.
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.

### **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)

**READINGS:** Leader reads:

### **SUGGESTED AL-ANON WELCOME**

We welcome you to this Topic Meeting of the 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 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 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)

**Secretary ask for volunteers to read:**

- a. **Preamble to Al-Anon's 12 Steps**, 2 Pages before January 1 in all three mediation books
- b. **Al-Anon's 12 Steps** found 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 of the meditation books)

**ANNOUNCEMENTS:**

5. **7<sup>th</sup> 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 **Thursday Noon Meeting WSO ID 00503890** or make donations at face to face meetings. We will give that information after the meeting closes.
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 or to explain the phone etiquette?

Are there any newcomers on the phone bridge today and you can press your \* 1 key to un-mute yourself and state your name so we may greet you?

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

8. Meeting Schedule will be read at the end of the meeting after Numbers are given out.
9. Are there any Al-Anon related announcements?
10. Business meeting is on the 1<sup>st</sup> Thursday of the Month. (a general format for business meetings can be downloaded from [www.alanonphonemeetings.org/schedule.htm](http://www.alanonphonemeetings.org/schedule.htm) under OTHER INFORMATION: Individual Business Meeting Format)
11. Let's go around the globe and introduce ourselves. Hi, I am \_\_\_\_\_(Name)\_\_\_\_\_ from (\_\_\_\_\_ State\_\_\_\_\_)

#### MEETING TOPIC:

12. We will Read Al-Anon's three mediation books for today's date. Will someone please begin the reading? (The meditation or daily readers are: One Day at a time, Courage to Change, Hope for Today)
13. **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.
14. For the anonymity and safety of all members we suggest that;
1. We refrain from commenting on member's shares by keeping the focus on ourselves.
  2. We refrain from repeating details of others shares when requesting phone numbers. We ask for names only.

15. We have three minute shares. Do we have a volunteer to be our spiritual timer? We ask the spiritual timekeeper to stay muted until it's time to call time, and please acknowledge the timekeeper by saying thank you or I'll wrap up. Would the spiritual timer like to share first?
16. **Fifteen minutes before the meeting closes:** 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 (Ten minutes after the top of the hour):**

This is a gentle reminder that we refrain from repeating details of others shares when requesting phone numbers. We ask for names only.

17. Please call out the names of members you would like telephone numbers from after we close the meeting?
18. **Suggested Al-Anon Closing:** found on page 24 of the Al-Anon 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)

19. **The Al-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 Al-Anon and Alateen  
always be there, and---*Let It Begin With Me.*  
(Al-Anon/Alateen Service Manual pg.22)

**20. 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. 12)

- 21. Telephone Numbers:** Hello is \_\_\_\_\_ still on the line? Would you like to give out your phone number? What is a good time to call? Is it safe to leave a message on your machine?
- 22. Meeting schedule** and phone bridge information can be accessed on the web at [www.alanonphonemeetings.org](http://www.alanonphonemeetings.org). Format changes, determined by the group conscience of each autonomous meeting, can be emailed to [alanonphonemeetings@yahoo.com](mailto:alanonphonemeetings@yahoo.com). New meeting and format drafts ideas can be brought to the Group Conscience Meeting on the 4<sup>th</sup> Saturday of every month at 1:30 EST.

**Meeting Schedule** on the same phone and pin number as you dialed in on

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

- 22.** 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?
- 23.** Does anyone want the more detailed (books read and type of format) version of the meeting schedule?
- 24.** Secretary/Chair now turns the meeting over to the newcomer greeter.

# 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** 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

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 Discovering Choices

**Thursday** 4<sup>th</sup> 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