

**Wednesday 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 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:

Wednesday 8pm New Beginnings Meeting

## INTRODUCTION:

Welcome to the Wednesday's "***How Al-Anon Works***" ***Beginner's Meeting***

1. Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting.
  
2. 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. 12)

## 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.
- 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 meeting again.

## **READINGS:**

Chair may read or ask a volunteer to read **Suggested Al-Anon/Alateen Welcome** which can be found in How Al-Anon Works Pg. 8.or the Al-Anon Alateen Service Manual pg. 10.

## **Would someone please read:**

- a. **Preamble to Al-Anon's 12 Steps**, (please read ) in *"How Al-Anon Works"* (2 pages before the Table of Contents)
  - b. **Al-Anon's 12 Steps** (Please read ) in *"How Al-Anon Works"* page44
  - c. **Tradition of the Month** (Please read ) in *"How Al-Anon Works"* page 107.
  - d. **Concept of the Month** (Please read ) in *"How Al-Anon Works"* page 381.
- e. Chair may read or ask a volunteer to read from **How Al-Anon Works** or from **Survival to Recovery, "A Special Word To Anyone Confronted with Violence"** and **"Tapping Other Resources"** which can be found in both books after the Table of Contents and Preface.

## **ANNOUNCEMENTS:**

- 3. **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 and state that it is from the **Wednesday New Beginnings Meeting WSO # 30506728**.
  - a. Directly to Al-Anon's World Service Office, Regional offices, area offices or
  - b. Give at your local meeting.
  
- 4. Al-Anon literature is available:  
World Service Number 757.563.1600  
or Al-Anon's website: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

**ALL meeting schedules** will be read after the meetings closes, after telephone numbers are given out.

## **INTRODUCTIONS:**

Let's go around the globe and introduce ourselves. Hi, I am \_\_\_\_\_(Name) from  
( \_\_\_\_\_ State \_\_\_\_\_ )

5. Are there any Al-Anon related **announcements**?
6. Are there any available Al-Anon **sponsors** on the line?
7. Do we have any Al-Anon **newcomers** today? Either new to Al-Anon or to this 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 the newcomers and provide information of the phone etiquette or on Al-Anon?

**[Group Conscience Meeting is on the 1<sup>st</sup> Wednesday of the Month**

**MEETING:**

**Information for the Secretaries:** Use Pages 1 to 132 only for this meeting.

9. By group conscience, this meeting's format shall be as follows:
  - a. We will read one section or heading followed by open sharing.
  - b. If time permits, we will read a second story.

May we take a quick count of the number of books available on the line today?

Let's count off, "I have one..."

**SHARING:**

11. 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 try to identify with the Al-Anon approach to the family illness. We also ask that members leave outside the (virtual) room all other fellowships and outside affiliations—including political, professional, religious, philosophical, etc.

\*\*\*This statement can be read again during the meeting if a member shares on other recovery therapies, 12 step programs and philosophies not related to Al-Anon.\*\*\*  
Please allow the member to complete his/her share.

12. 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.

**13.** There is a **three minute** time limit for shares. When the **spiritual timekeeper** says time it means please wrap-up your share. Do we have a **volunteer** to be our spiritual timer? Would our spiritual timer like to **share first?**

**14. 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:**

**15.** Welcome newcomers, thank the readers, spiritual timekeeper and all who read and shared.

**16. Names & Telephone Numbers:**

Ask for members to call out names of individuals they want telephone numbers for and ask those members to stay on the line and give out their phone numbers.

**17. Chair may read or ask a volunteer to read** Suggested Al-Anon/Alateen Closing which can be found on Pg. 381 or Pg. 396 from How Al-Anon Works or from the Al-Anon/Alateen Service Manual Page 22.

**Chair may read or ask a volunteer to read from Survival to Recovery**, page 267-268 or page 269-270, starting with the 2nd Paragraph "If we willingly surrender"

**18. Al-Anon's Declaration** can be found in **Paths to Recovery Roman Numeral page IX (9) or in the Al-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 the wisdom to know the difference.

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

**Names & Telephone Numbers:**

Ask for phone numbers.

## **MEETING SCHEDULE:**

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). As per group conscience, proposals for new meetings 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.

### Short version of the **Meeting Schedule**

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

<b>8am</b>	<b>Saturday and Sunday</b>
<b>9am</b>	<b>Weekdays (Monday ----- Friday)</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>6pm</b>	<b>Saturday</b>
<b>8pm</b>	<b>7 days a week</b>
<b>10pm</b>	<b>Monday, Tuesday, Thursday, Friday, Saturday and Sunday</b>
<b>12 midnight</b>	<b>Thursday</b>

We now open up this part to have other Al-Anon groups announce their meetings. Is there someone that would like to announce other Al-Anon meetings?

Does anyone want the more detailed meeting schedule with the books read and topics?

Secretary turns the meeting over to the newcomer greeter.

## **All Eastern Time Zone**

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

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

**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