

Friday 4pm - Technical Information
There is helpful information for chairing meetings at:
<http://phonemeetings.org/information.htm>

FORMAT:

Friday 4 pm “Step Twelve in All Our Affairs” Meeting

1) OPENING

Hi I am _____ your secretary for this meeting. We welcome you to the Friday 4 pm “Step Twelve in All Our Affairs” Meeting. This meeting lasts for 1 hour and 15 minutes. Closing begins at 10 minutes after the hour.

SUGGESTED AL-ANON WELCOME: Could we please have a volunteer to read the Welcome found in *How Al-Anon Works* p.8 or in the *Al-Anon/Alateen Service Manual* pp.10-11?

2) SERENITY PRAYER

Let all who wish to un-mute by pressing *1 and join in saying the Serenity Prayer.

3) PHONE ETIQUETTE:

- a. You will enter the conference muted. Unmute using the *1 keys.
- b. Please do not share on a speakerphone or we will all hear an echo.
- c. Please stay muted at all times unless you are sharing.
- d. You can get a complete menu by pressing the * key.

4) READING:

Ask for Volunteers to read:

THE TWELVE STEPS (Back of all 3 Meditation Books)

THE TRADITION AND CONCEPT OF THE MONTH (Back of 3 Meditation Books)

5) INTRODUCTIONS:

Do we have any newcomers on the bridge? If you want to introduce yourself, you can do so by pressing your *1 keys so we can welcome you.

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

6) READING ON STEP 12: Leader asks for readers to read on Step Twelve from:

1st week: *Al-Anon Twelve and Twelve* up to the section *Thinking It Over*.

2nd week: **4 Meditation books** (*One Day at a Time, Hope for Today, Courage to Change, A Little Time For Myself*)

3rd week: *Paths To Recovery* (up to *Members Share...*)

4th week: *How Al-Anon Works*

5th week: *Reaching for Personal Freedom* workbook. Read ALL paragraphs without the questions. (**NO LEAD** Share for week 5)

7) LEAD SHARE: Is there someone with at least six months in the program who would like to speak on their experience, strength and hope on Step Twelve for five minutes? (If no one steps up, the Leader may open the meeting for sharing.)

8) 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 fellowships 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.

9) ASK FOR TIMEKEEPER: We have 3-minute shares. Do we have a volunteer to be our spiritual timekeeper? Please be gentle when you call time. When you hear the timekeeper call time, please let them know you heard them by saying promptly: “Thank you, I’ll wrap up, etc.

10) OPEN FOR SHARING: We are now open for 3-minute shares. We invite the timekeeper to share first. **At 10 minutes to the top of the hour**, we open sharing specifically to newcomers, people new to the phone bridge, and those who do not regularly share. Newcomers may share at any time during this meeting.

11) ANNOUNCEMENTS:

a. 7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and state that it is from the **Friday 4pm Step Twelve in All Our Affairs Meeting** or make donations at face to face meetings. Our WSO ID is 30731481.

b. A sponsor is someone with whom a member can discuss personal problems or questions. A sponsor willingly shares the experience, strength and hope of the Al-Anon program. If you can attend face-to-face meetings, please request the pamphlet *Sponsorship, What It’s All About*, P-31.

Are there any members who could answer questions about sponsorship in Al-Anon? You may leave your telephone number at this time.

c. Do we have a **volunteer who will stay on the line** after the meetings to answer questions about Al-Anon or to explain the phone etiquette?

d. The Business Meeting is held on the **1st Friday** of the Month.

f. Are there any other Al-Anon related announcements? Please note, announcements for meetings on other phone lines can be shared when all meeting information is given at the end of the meeting.

12) TELEPHONE NUMBERS

If you would like to request someone's phone number, please call out their name and we will try to collect the numbers now.

13) CLOSING: THANK EVERYONE FOR SERVICE.

Leader will now read, or ask for a volunteer to read, **Al-Anon's Closing Statement**, found on page 22 in the *Al-Anon/Alateen Service Manual*, or from *How Al-Anon Works* -- p.396 (new edition) or p.380 (old edition).

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 p.12)

THE MEETING IS NOW CLOSED

MEETING INFORMATION

a. Information on all registered meetings can be found on Al-Anon's website: al-anon.org or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO's automated phone number: 888-4AL-ANON (888-425-2666).

b. Meeting schedules and formats for this phone line can be found at phonemeetings.org. If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press*6 to mute and unmute. For members without web access, meeting schedule information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for the meeting schedule information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

c. Format changes and website postings can be emailed to phonemeetingsweb@yahoo.com. General questions can be sent to phonemeetingsinformation@yahoo.com. For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email phonemonitorteam@yahoo.com. For workshop ideas, suggestions and concerns email phonemeetingsforum@yahoo.com.

d. Would anyone like to announce any other Al-Anon phone meetings?

Chairperson now turns the meeting over to the Newcomer Greeter who will provide information about Al-Anon and phone etiquette.

SUGGESTED BUSINESS MEETING FORMAT:

1. Let's open with a moment of silence followed with the serenity prayer:

2. 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.

OLD BUSINESS

3. Secretary do we have any old business to revisit from last meeting?

4. We open up the floor for discussion on these items.

5. Do we have a motion on this item?

5a. Do we have a second?

5b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

5c. We now go to voting...

5d. All in favor say "I" and state the order of "I's" Like "I one" and
then "I two" and so on.

5e. Any opposed? Say "nay one" and so on.

5f. Any abstentions? Say "abstaining one and so on.

5g. The motion is now carried or opposed with ___#___ in favor,
____#____ opposed and _____#_____ abstentions.

NEW BUSINESS

6. Is there any new business that the group wants to bring up?

7. (if so) So our first order of business is _____.

8. We open up the floor for discussion on this item.

9. Do we have a motion on this item?

9a. Do we have a second?

9b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

9c. We now go to voting...

9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.

9e. Any opposed? Say "nay one" and so on.

9f. Any abstentions? Say "abstaining one and so on.

9g. The motion is now carried or opposed with ___#___ in favor, ___#___ opposed and _____#_____ abstentions.

Are there any other things someone would like to add before closing?

Serenity Prayer

The business meeting is now closed.