

Friday 6am - 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)

MEETING FORMAT:

Friday 6am Just For Today

1) INTRODUCTION: Welcome to the Friday 6am “Just For Today” Al-Anon Family Group meeting.

My name is _____, a grateful member of Al-Anon and your chairperson for this meeting.

2) Chairperson says: Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press *1 to unmute.

The Serenity Prayer:

**God grant me the serenity
To accept the things I cannot change
The courage to change the things I can
And wisdom to know the difference.**

(Al-Anon/Alateen Service Manual, Page 10)

3) PHONE ETIQUETTE:

a. 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.

- b. 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.
- c. To hear a menu of all the features--such as volume control or member count-- simply press * by itself.
- d. Please note after the close of the meeting we will have time for name and telephone exchanges

READINGS:

4) ASK FOR VOLUNTEERS to read:

- a) **PREAMBLE** to the Twelve Steps (front of all the Three Meditation Books)
 - b) **THE TWELVE STEPS** (Back of all Three Meditation Books)
 - c) **THE TRADITION AND CONCEPT OF THE MONTH** (Back of Three Meditation Books)
- (In December concept 12 includes reading the General Warranties.)

5) **INTRODUCTIONS:**

Are there any newcomers on the line today? Please press *1 and introduce yourself with your first name only so that we can greet and welcome you. Now let's go around the globe and introduce ourselves. Please press *1 to unmute. I'll start . . .

Hi, I'm _____ (Name) _____ from (_____ State _____)

5) MEETING TOPIC:(This meeting begins to closing at the the top of hour)

"At this meeting we read todays date from our three Daily Readers."

"Through these readings and sharing it is our hope that the understanding, love and peace of the program will grow in us one day at a time."

"Todays date is _____(say the date)."

"Could I please get 3 volunteers to read todays date from One Day At A Time, Courage to Change and Hope for Today?"

(When you get 3 readers: direct them to begin reading one right after another and be sure to thank them when they are finished. Then chairperson reads the 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 to identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

6) "At this meeting we have 3 minute shares. Could I please get a timekeeper to come in and gently say "TIME" after 3 minutes?"

(When you get a volunteer ask the following...)

"Would the timekeeper like to share first?"

(Depending on what they say offer your thanks for their service.)

7) " **When you hear the timekeeper, please wrap up your share. All are encouraged to share because participation is the key to harmony. The floor is now open for sharing on our readings or whatever is on your heart.**"

(Sharing ends at 7:00 when the announcements are read.)

8) ANNOUNCEMENTS:

Chairperson reads:

a) Please note after the close of the meeting we will have time for name and telephone exchanges.

b) Our Seventh Tradition states we are self-supporting through our own voluntary contributions.

Contributions can be sent to the World Service Office and state that it is from **Friday 6am "Just For Today" Al-Anon Family Group meeting.**

Our World Service Office ID number is _____.

World Service Office

1600 Corporate Landing Parkway

Virginia Beach, VA 23454

757-563-1600

c) Sponsorship is a valuable tool in Al-Anon. Before selecting a sponsor, you may want to read Al-Anon's conference approved literature on Sponsorship.

d) Do we have a **volunteer who will stay on the line** after the meeting to greet newcomers, answer questions about Al-Anon, or to explain the phone etiquette?

e) Business Meeting takes place on the **2nd Friday of the month after the close of the meeting.**

f) Our phone recording number for this line is 712 432 8733 pin # 84637# or the word times#

9) Are there any other **Al-Anon related announcements?**

10) **CLOSING** (begins closing at the top of the hour).

Chairperson reads or asks a volunteer to read: The Al-Anon Suggested Closing.

(The Al-Anon Alateen Service Manual pg. 22 or How Al-Anon Works pg. 396 the or older book pg. 380)

11) **Al-Anon Declaration:**

Chairperson asks: Will all who care to, join me in closing with **the AI-Anon Declaration followed by the Serenity Prayer.** (AI-Anon Declaration can be found in the **AI-Anon Alateen Service Manual** pg. 22 or **Paths to Recovery** Roman Numeral (IX) page 9.

**God grant me the serenity
To accept the things I cannot change
The courage to change the things I can
And wisdom to know the difference.**

(AI-Anon/Alateen Service Manual, Page 10)

Thank all of you who read, shared, listened and thanks to the timekeeper for timing.

12) Names & Telephone Numbers:

Chairperson asks for members to call out names of individuals they want telephone numbers. After all names are requested the chairperson then asks for their phone numbers.

MEETING SCHEDULE

Meeting schedule can be accessed on the web at www.phonemeetings.org. Format changes and website related requests can be emailed to phonemeetingsweb@yahoo.com. All other general questions can be sent to phonemeetingsinformation@yahoo.com.

All Eastern Time zone, same pin and phone # as you dialed in for this meeting

6am	7 days a week
8am	Saturday and Sunday
9am	Weekdays (Monday ----- Friday)
10am	Saturday
11am	Sunday
Noon	Monday ----- Monday
2pm	Sunday
4pm	7 days a week
6pm	Saturday and Sunday
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday, Saturday and Sunday
12 midnight	Monday and Thursday

Chairperson states: This meeting is now formally closed.

Chairperson turns the meeting over to the newcomer greeter after the meeting closes unless there is a business meeting.

If there is a business is there someone one who would like to leave their phone number in case newcomers have any questions?

Suggested Format for each Individual Group Conscience Meeting

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.

NEW BUSINESS

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

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

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

13. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. The motion is now carried or opposed with ___#___in favor,
____#___opposed and _____#_____abstentions.

NEW BUSINESS

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

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

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

17. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. 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
Meeting is now closed.