

## **Friday 9am - Technical Information**

**There is helpful information for chairing meetings at:**

**<http://phonemeetings.org/information.htm>**

### **FORMAT:**

**Friday 9am Step Three Beginners Meeting**

### **INTRODUCTION:**

**1) Hi I am \_\_\_\_\_ your secretary for this meeting. We welcome you to the Friday 9:00 am Step Three Beginners Meeting. This meeting lasts one hour and 15 minutes. Closing begins at 10 minutes after the hour.**

**2) Let's open with a moment of silence followed by the Serenity Prayer:**

**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, Page 10)**

### **3) SUGGESTED AL-ANON WELCOME**

**Ask for Volunteer to read from How Al- Anon Works pg.8 or Al-Anon / Alateen Service Manual pg.10-11.**

**4) READINGS: Ask for volunteers to read:**

**a. The Preamble to Al-Anon's 12 Steps.**

**b. The 12 Steps of Al-Anon.**

**c. The Tradition and Concept of the month.**

**(All in the back of all 3 Meditation books)**

**Note: Please read steps, traditions and concepts as written.**

**d. (NOTE: IN DECEMBER, we read the 5 General Warranties. They are part of Concept 12.)**

**(Found after the Concepts in the back of the 3 Meditation books)**

**5) Introductions:**

**Now we will Go Around the Globe and Introduce ourselves**

**Hi I'm \_\_\_\_\_ from \_\_\_\_\_**

## 6) SEVENTH TRADITION:

Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to either:

- a. Face to face meetings.
- b. By contacting WSO ID# 30730824 @ 757-563-1600.
- c. Al-Anon's web site, [Al-Anon.org](http://Al-Anon.org).

**Announcements:** Our Business meeting is the first Friday of the month. (The meeting still goes until 10:10 AM.) The business meeting will go no longer than an hour.

Are there any other Al-Anon related announcements?

**Note:** Announcements of other Al-Anon Phone Meetings can be announced at the end of the meeting.

7) Readings: Leader asks for readers to read Step Three from: (*note only say the appropriate weeks reading*)

We ask those who regularly read at this phone meeting to pause. We welcome people who don't frequently read to have an opportunity.

1st week of month How Al-Anon Works

2nd week of the month 12 & 12 (to end of Step Three (including story))

3rd week of the month Paths To Recovery (up to Members share)

4th week of month 3 Meditation Books (One Day at a Time, Hope for Today, Courage to Change)

5th week of month **Step Three in Reaching for Personal Freedom** (All stories should be read and do not read any questions).

8) 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, "Thank you, I'll wrap up, etc"

## 9) 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. Please keep the focus on the Al-Anon program, Steps, Traditions and Concepts of Service. Let's leave other affiliations, religions, our professions, outside publications, philosophies, other Twelve Step programs outside of the Al-Anon meetings.

Is there someone who would like to share their experience, strength and hope for 5 minutes on Step Three. If no one steps up the leader may speak or open the

meeting for sharing. (ON THE 5th FRIDAY OF THE MONTH THERE IS NO SPEAKER – The reading of all the stories in Reaching for Personal Freedom takes the place of the speaker. Ask speaker if she/he would like to be timed by the spiritual timekeeper and if they want a warning.

10) Please disable your call waiting before dialing into the meeting and do not share on a speaker phone or we will all hear an echo. The service position of monitor watches a phone board for conference call quality and will clear the line as needed. When possible, the monitor will gently announce the clearing of the line so everyone can hear. If you are disconnected please call back in and stay muted. Please stay muted at all times unless you are sharing. \*1 is how you mute and un-mute. Know you are welcomed and included in a meeting even when you are muted.

11) OPEN FOR SHARING: We are now open for sharing we invite newcomers and people new to the bridge to share first. We ask those who regularly share at this phone meeting to pause, and allow people who don't frequently share to have an opportunity.

12). CLOSING: At 10 minutes after the hour.

We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

Would someone like to read the AI Anon Closing? It can be found on P 380 or 390 in How AI Anon Works, or on p 22 of our AI Anon/Alateen Service Manual.

*(Thank everyone for service.)*

It is now time to close the meeting. Please press \*1 to un-mute and join us in closing our meeting with 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.

(AI-Anon/Alateen Service Manual pg. 12)

At this meeting people can ask for numbers or give out their numbers for giving and receiving outreach. Would anyone like to request a phone number?  
*(Get requests and give out phone numbers now.)*

The bridge remains open for questions and sharing after the official meeting ends. At this meeting fellowship continues as long as there are 2 or more people on the line or until the next meeting is scheduled to begin.

Is there someone who can stay after the meeting to greet newcomers and answer questions and continue the sharing?

**FORMAL MEETING IS NOW CLOSED**

### **13. MEETING INFORMATION**

a. Information on all registered meetings can be found on Al-Anon's website: [al-anon.org](http://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](http://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](mailto:phonemeetingsweb@yahoo.com). General questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com). For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email [phonemonitorteam@yahoo.com](mailto:phonemonitorteam@yahoo.com). For workshop ideas, suggestions and concerns, email [phonemeetingsforum@yahoo.com](mailto:phonemeetingsforum@yahoo.com).

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

**14. Secretary turns the meeting over to the newcomer greeter.**

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### **MONTHLY 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 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.
  - 5c. 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.

Is there anything a member would like to add before closing?  
Let's join together saying the Serenity Prayer

**THE BUSINESS MEETING IS NOW CLOSED.**