

Sunday 11am - Technical Information

For the Chairperson/Chair to read before leading a phone bridge meeting

As the Chairperson/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 Chairperson/Chair of the meeting. Press *0 for a menu of all features.**

Probably one of the most important services you can give as the Chairperson/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 Chairperson/Chair) as well as the Timekeeper to stay muted by using the *1 keys. The timekeeper only unmutes to say “time”. The Chairperson/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 Chairperson/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)

Chair: Please be conscious of time. The longer you take to go over the format and reading – the less time we have for individual shares.

FORMAT:

Al-Anon's Sunday 11am Paths to Recovery Meeting

INTRODUCTION:

1. Hi, my name is _____, a grateful Al-Anon member and your chairperson for this meeting.
2. **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.
3. This is an hour and a ½ meeting. We will begin wrapping up the meeting at twenty minutes after the hour. We read the [complete](#) chapter up to the questions and stop then for sharing.
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.

READINGS:

5. Chairperson or volunteer reads: Suggested Al-Anon/Alateen Welcome (How Al-Anon Works pg.8)

Ask for Volunteer to read:

Preamble to Al-Anon's 12 Steps, page Roman Numeral Page V

Al-Anon's 12 Steps page 3

Tradition of the month Page 131 and Concept of the month Page 245

6. Announcements:

a) 7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. Please send your contributions to World Service Office—1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617—and indicate the **WSO ID: 005039**

b) Business meeting 4th Sunday of month

c) Sponsorship is an important Al-Anon tool. Ask for contact information from members you would like to discuss the opportunity to sponsor you.

d) The complete Meeting Schedule will be read after this meeting closes and after phone numbers are exchanged. Announcements for meetings on other phone bridges can be announced after the Schedule is read for this phone bridge.

e) Are there any other Al-Anon related announcements?

7. Do we have any Al-Anon newcomers today? Either newcomer to Al-Anon or to this phone 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 newcomers and provide information on the phone etiquette or on Al-Anon?

MEETING TOPIC:

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

The format for this today is: (Pick only one to read: A, B, C, D, or E. Remember: Save time.)

a. First Sunday: Corresponding “**Step**” of the month from Paths to Recovery

b. Second Sunday: Corresponding “**Tradition**” of the month from Paths to Recovery

c. Third Sunday: Corresponding “**Concept**” of the month from Paths to Recovery

d. Fourth Sunday: We read from *Reaching for Personal Freedom*. We need one volunteer to read the introductory paragraph to the step of the month (Jan Step 1, Feb Step 2 etc.), and one story of their choice for that step, along with the questions following that story. We ask that you read the questions 3 more times, slowly. Then sharing will begin. If sharing runs out, another volunteer will read a

second story on the same step from *Reaching for Personal Freedom* along with the questions following that story. Do we have a volunteer?

e. Fifth Sunday: Speaker selects the topic and speaks for 15 to 20 minutes

SHARING:

10 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 and our Steps, Traditions and Concepts of Service. Let's leave other affiliations outside! Religions, our professions, other publications, other philosophies, other Twelve Step programs (Al-Anon Tent Card S-24).

The secretary will now open the sharing by reading the first few questions at the end of the chapter, so feel free to share on those or whatever is on your heart and mind.

11. **There is a three minute** time limit for shares. When the spiritual timekeeper says time it means please wrap-up your share. Also when the spiritual time keeper says time, please acknowledge that you heard them, by saying maybe “thank you, I’ll just wrap up”. This way the time keeper doesn’t have to repeat themselves. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?

CLOSING

12. Suggested Al-Anon Closing

It is now twenty minutes after the hour and that is all the time we have for sharing.

a. If you did not introduce yourself at the beginning of the meeting and did not share during the meeting, we invite you to introduce yourself now if you would like to be acknowledged.

b. Chairperson or volunteer reads: Suggested Al-Anon/Alateen Closing (How Al-Anon Works pg.380 or pg.396)

The Al-Anon Declaration: (It can be found in *Paths to Recovery* Roman Numeral page IX (9))

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)

After the Closing:

13. Names & Telephone Numbers: Note – Fellowship continues as long as two or more members are on-line or until next meeting. People may stay on the line for fellowship or to explain the phone bridge.

14. MEETING SCHEDULE

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

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

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

15. We now open up a space for people to announce other Al-Anon meetings with different phone numbers and pin numbers.

Does anyone want the more detailed (books read and type of format) version of the meeting schedule?

All Eastern Time Zone

6:00am

Daily Just For Today Three Meditation Books

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

10:00am

Saturday Paths to Recovery Tradition Meeting

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 Meeting

4:00pm

Monday Beginners Meeting 3 Meditation Books/How Al-Anon Works/Beginners Pamphlet

Tuesday 10th Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Med.Books

Wednesday 11th step Guided Mediation Paths to Recovery/ How Al-Anon Works/3 Med

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th 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 4th Step WRITING Workshop Blue Print for Progress

Tuesday Discovering Choices LBGTO

Thursday 4th Step WRITING Workshop Blue Print for Progress

Friday Recovering in Al-Anon The Dilemma of the Alcoholic Marriage

Saturday Traditions Meeting How Al-Anon Works/Paths to Recovery

Sunday Sharing Our Recovery The Forum Stories

12 midnight

Thursday 3 Daily Readers 3 Mediations Books