

Sunday 2 pm - 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:

Al-Anon's Sunday 2pm Paths to Recovery Book Study Meeting

INTRODUCTION:

1. Welcome to the Sunday 2 pm Paths to Recovery Book Study Meeting. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. **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.

3. This is an hour and a half meeting. We share phone numbers at the end of the meeting without a break at the top of the hour.

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**.

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)

Suggested Al-Anon Welcome:(Paths to Recovery Book Study)

The Secretary or a volunteer please read Suggested Al-Anon Welcome (found on Pg. 8 in How Al-Anon Works or Al-Anon Alateen Service manual page 10.)

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

ANNOUNCEMENTS:

5. **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 phone meetings. Sunday's 2pm Paths to Recovery Book Study Meeting **WSO ID# 30550350** or make donations at face to face meetings.

6. Do we have any available Al-Anon sponsors?

7. Do we have a volunteer who will stay of the line after the meetings to answer questions about Al-Anon and to explain the phone etiquette?

8. Are there any newcomers on the phone bridge today? Please press your *1 keys to unmute and state your name so we may greet you.

We reserve the last fifteen minutes of the meeting especially for newcomers to share or for members who normally are quiet so that everyone on the

phone bridge has an opportunity to share.

9. Are there any Al-Anon related announcements?

Business Meeting is held on the 1st Sunday of the Month.

10. Let's go around the globe and introduce ourselves.

Hi, I am _____(Name)_____ from (_____State_____)

MEETING TOPIC:

The purpose of this meeting is to go through Al-Anon's Paths to Recovery book in its entirety over an extended period of time, starting with ALL of the Steps, then the Traditions, and then the Concepts.

We break the chapters into 3 sections: the first week reading and sharing on the Step, Tradition or Concept. The next week, we move on to reading and sharing on the "Members Share Experience, Strength and Hope" section. The next week, we read and share on the first several questions. When participation ceases, we move on to the next several questions, continuing in this manner over the next several weeks (as needed) until all the questions have been covered.

We kindly request that members ask the Secretary/Chair to address background noise or other circumstances during the meeting, especially waiting for a share to finish, for the purpose of keeping a clear line of having one line unmuted at a time.

There are no must or should's in this Paths to Recovery Book Study. How your work this book study is entirely up to you and your recovery, but here are some suggestions;

1. You can write your answers beforehand and share them at the meeting.
2. You can write your answers and share them with a sponsor, member, email each other or find a study buddy.
3. You can come to the meeting and share on the questions without writing.
4. You can write independently still come to the meeting.

You are always welcomed to attend the meeting whether you have done the writing or not. Your participation is important to us. Any way you participate in this book study is

a study of The Paths to Recovery Book. This book can be purchased at your face to face meeting, literature depot or online at www.al-anon.org under publications-shop online.

Paths to Recovery Preface pg. ix (9)

To those embarking on this exciting study of our three legacies for the first time, **WELCOME**. To those who are enhancing your recovery by seeking new insight, may this book increase your understanding.

We hope all will agree that the spirit and tone of this book embodies the love as well as the experience strength and hope found in our fellowship, May your individual or group involvement prove a catalyst for continued growth and serenity - One Day At A Time

11. 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 and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

12. 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?

THIS WEEKS READING/WRITING ASSIGNMENT:

Ask of volunteers to read the Step, Tradition or Concept we are studying. (only once when we progress to the next one).

As we read this step_____, tradition_____ or Concept the secretary says; **Members who have the book can follow along**, jotting notes, highlighting things that are meaningful to you. Participation is the principal in this Book Study.

Or

Secretary reads the questions we are on.

SHARING: We are now open for sharing on the topic for today's book study.

Suggested AI-Anon Closing:

The secretary or volunteer please read the Suggested AI-Anon Closing: (found on page 24 of the AI-Anon Alateen Service Manual.)

We will now say the "AI-Anon's Declaration" Let it Begin With Me found in Paths to Recovery Roman Numeral page IX or found in (AI-Anon/Alateen Service Manual pg.22)

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

13. NEXT WEEK: Secretary reads next week's suggested writing.

15. GET Names & Telephone Numbers Now: Ask for members to call out names of individuals they want telephone numbers from and ask those members to stay on the line and give out their phone numbers.

(16 In the event you experience being unable to dial into this bridge number, due to technical difficulties, our emergency backup number is (605) 475-6720 Pin Code 830717#)

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 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
Noon	Monday ----- Saturday
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

Do we have anyone that would like to announce *just the phone number and pin* of different Al-Anon meetings? Any detailed information can be shared after the meeting closes.

Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.

MEETING IS NOW FORMALLY CLOSED