

Sunday 8pm - 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 phones 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:

The Sunday Night "How Al-Anon Works Steps and Traditions" Meeting

Note to Chair: Scroll down to the end of the format for Calendar.

Welcome to the Sunday Night 8:00pm How Al-Anon Works Steps and Traditions Meeting,

This meeting lasts for 1 hour and 15 minutes.

Hi, my name is _____, a grateful Al-Anon member and chair for this meeting.

1. Chairperson reads or asks a volunteer to read:

SUGGESTED AL-ANON WELCOME: (How Al-Anon Works pg. 8)

2. Phone Etiquette

- **Prior to joining the meeting, please disable your call waiting or we may all hear your beeping or conversation**
- **You will start the conference being muted**
- **Please Stay muted unless you are sharing by pressing * 1 on your phone**
- **Please do not use the mute function on your phone ---- the *1 key ensures the greatest sound strength for the entire phone line.**
- **Do not use a speaker phone or we will all hear an echo.**
- **To hear a member count or menu of all features simply press the * by itself**

3. Readings of our Steps, Traditions and selected Concepts

We now need (3) volunteers to read the following:

a) Al-Anon's 12 steps:

(How Al-Anon Works pg.381 or 397 OR (In the back of all three daily meditation books)

b) Al-Anon's 12 Traditions:

(How Al-Anon Works pg.382 or 398 OR (In the back of all three daily meditation books)

c) Concept 4 and Concept 5

(How Al-Anon Works pg.383 or pg.399) OR (In the back of all three daily meditation books)

4. Announcements

According to the 7th tradition, Al-Anon is fully self supporting declining outside contributions. We invite you to send contributions to WSO stating it is from the Sunday Steps and Traditions Meetings 1600 Corporate Landing Parkway Virginia Beach, Va.23454-5617

OR you can donate electronically @ www.al-anon.org.
under member/contribution page OR you can give at your face to face meeting.

4a. Our business meeting takes place the 4th Sunday after the close of the meeting.

4b. Are there any Al-anon related announcements

5.INTRODUCTIONS

Do we have any Al-Anon newcomers today? Either new to Al-Anon or to this bridge? Please give us your first name so we may all greet you.

Do we have a volunteer on the line today that can stay after the phone meeting and greet the newcomers and provide information about phone bridge etiquette or on Al-Anon?

We now go around the globe and introduce ourselves by first name only. And, if you want, please mention where you are from. Please press * 1 to unmute to introduce yourselves, and then *1 again to re-mute so that we can have a clear line. Chair starts. Hi, I'm ____ (name), calling from ____ (state).

6. FORMAT AND READING:

Each week, we read a step from *How Al-Anon Works*. On the fourth Sunday of each month, we read the corresponding Tradition. **(The calendar of readings can be found at the end of this document.)**

After the reading is complete, we open for sharing.

Today we're on (Step__ ; or Tradition__). In the interest of bringing as many people to service, I ask that members read one or two paragraphs—and pass. People who usually don't read are warmly encouraged to participate. Tonight we'll need (2, 3, or 4) readers (Chair determines how many readers). Can I get some volunteers? (Chair can start or go right to first reader.)

7. SHARES and Timekeeping:

Before sharing, we offer a gentle reminder that we speak from our own experience. In this AI-Anon meeting, we ask that you resist the desire to comment on or respond to another person's share. Also, we ask those who are members of other anonymous programs not to break their anonymity and to try to identify with the AI-Anon approach to the family illness. Ours is a different experience and calls for a different interpretation—one of which is suggested in *How AI-Anon Works*.

We have 3-minute shares; and, 10 minutes before closing, we open up the sharing especially to newcomers as well as regular members of the bridge who often don't get to share. We use this format as a way to ensure as much participation as possible. We begin to close the meeting at 12 minutes after the top of the hour.

Can we have a volunteer to be our timekeeper? For those who have never served as a timekeeper, please note that this position requires you to let the person sharing know when three minutes have passed by saying "Time." This is a very important service. Do we have a volunteer? ___ Great. The timekeeper is invited, but not required, to go first.

SHARING BEGINS ...and goes continuously until 12 minutes after the top of the hour.

It is now the top of the hour and, in accordance with principles guiding our recovery and, in particular, the 4th concept, which reminds us that participation is the key to harmony, we now invite shares from newcomers and those who do not regularly share on the phone bridge.

8. CLOSING (which begins 12 minutes after the top of the hour).

a. And now I would like to invite members to call out the names of members whose telephone numbers they would like to have. We will request those numbers directly after the close of the meeting.

b. Chairperson reads or asks a volunteer to read closing from How AI-anon works pg. 380 or pg. 396

SERENITY PRAYER

And now, would all who care to, please press *1 to un-mute and join me in saying the Serenity Prayer (which can be found on p. 80 of How AI-Anon Works)

*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)*

9. Post-meeting details:

a) We now collect phone numbers

b) Meeting schedules can be accessed at www.phonemeetings.org.

Format changes can be e-mailed to phonemeetingsweb@yahoo.com.

All other general questions can be sent to

phonemeetingsinformation@yahoo.com Meeting schedules can also be accessed by calling 712-432-8774 Pin Code 52639#

All Eastern Time Zones on the 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 and Sunday |
| 8pm | 7 days a week |
| 10pm | Monday, Tuesday, Thursday, Friday, Saturday and Sunday |
| 12 midnight | Monday and Thursday |

Does anyone want to announce just the phone number and pin for other AI-Anon Phone Meetings?

Chair passes off to the volunteer (say name) able/willing to serve as newcomer greeter. By way of signing off, Chair might wish to say that those wishing to participate in fellowship may stay on the line for until 25 minutes after the hour (or whenever the line closes).

MEETING IS NOW FORMALLY CLOSED

All Eastern Time Zones

Also available on the website on the information page

6:00am Daily

Saturday 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

MEETING CALENDAR

Meeting Calendar August 2016

Aug 23 step 10 Aug 30 Tradition 8

Sept 4 Step 3 Sept 11 Step 4 Sept 18 Step 5 Sept 25 Tradition 9

Oct 2 Step 6 Oct 9 Step 7 Oct 16 Step 8 Oct 23 Tradition 10

Oct 30 Step 9 Nov 6 Step 10 Nov 13 Step 11 Nov 20 Step 12

Nov 27 Tradition 11 Dec 4 Step 1 Dec 11 Step 2 Dec 18 Step 3

Dec 25 Tradition 12

January 2016

Jan step 12 Jan 10 step 1 Jan 17 step 2 Jan 24 Tradition 1 Jan 31 step 3

Feb 7 step 4 Feb 14 step 5 Feb 21 step 6 Feb 28 Tradition 2

Mar 6 step 7 Mar 13 step 8 Mar 20 step 9 Mar 27 Tradition 3

Apr 3step 10 Apr 10 step 11 Apr 17 step 12 Apr 24 Tradition 4

May 1 step 1 May 8 step 2 May 15 step 3 May 22 Tradition 5 May 29 step 4

Jun 5 step 5 Jun 12 step 6 June 19 step 7 Jun 26 Tradition 6

July 3 step 8 July 10 step 9 July 17 step 10 July 24 Tradition 7 July 31 step11

Aug 7 step12 Aug 14 step 1 Aug 21 step 2 Aug 28 Tradition 8

And Finally, please insert the following calendar for the remainder of 2016:

Sept 4 Step 3
Sept 11 Step 4
Sept 18 Step 5
Sept 25 Tradition 9

Oct 2 Step 6
Oct 9 Step 7
Oct 16 Step 8
Oct 23 Tradition 10
Oct 30 Step 9

Nov 6 Step 10
Nov 13 Step 11

Nov 20 Step 12
Nov 27 Tradition 11