

Wednesday 4pm - 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:

Wednesday 4pm Format

11th Step Literature, Meditation and Discussion Meeting – 1 hr and 15 minutes

INTRODUCTION:

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

1. 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.

READINGS:

Secretary/Chair or volunteer reads “SUGGESTED AL-ANON WELCOME” (found in How Al-Anon Works pg. 8 or pg. 10 in Al-Anon/Alateen Service Manual)

Volunteer to read:

“The Preamble to Al-Anon’s 12 Steps”: 2 pages before Jan. 1st in all 3 meditation books

ANNOUNCEMENTS:

7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. Please send your contributions to World Service Office stating it's from the Wednesday 4pm Meditation Meeting WSO ID 30536827 or donate at your face to face meetings.

Are there any Al-Anon related announcements?

For the newcomers, please be directed to www.al-anon.org for further information on Al-Anon.

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!

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 Schedule will be read at the end of the meeting after the phone numbers are given out.

Business Meeting for this meeting will be held the first Wednesday of every month.

INTRODUCTIONS:

Let's go around the globe and introduce ourselves. Hi, I am _____(Name)_____ from (_____State/Country/Planet _____)

SERENITY PRAYER:

And now we will do the Serenity Prayer. Please press * 1 to un-mute. (Give a few seconds pause to let everyone un-mute)

MEETING TYPE INFORMATION:

This is an 11th Step Literature, Meditation and Individual's Experiences Discussion Meeting and is 1 hour and 15 minutes long.

*First, we will be using Al-Anon literature on the 11th step. Next, we will have a period of silence. Then, we will share our experiences and our own techniques at working this step for the benefit of others. In following traditions, we will not mention specific religions, so everyone can feel included to the beautiful spirit we share together.

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.

Literature Readings:

Secretary/Chair says: Each week there is a different Reading and Meditation. Today we will be reading:

***WEEK ONE :** Paths to Recovery : page 110, the 11th Step reading the first section approximately 4 pages from page 110 to page 113.

Can we get 4 readers to volunteer?

Thank you. Let's read in the order we volunteered with only one person un-muted at a time. When you are done reading please re-mute.

Thank you for all that read....

***WEEK TWO:** Paths to Recovery: The 11th step under "Members share their Experience, Strength and Hope" approximately 3 and 1/4 pages from page 114 to the first 1/4 of page 117.

Can we get 3 readers to volunteer?

Thank you. Let's read in the order we volunteered with only one person un-muted at a time. When you are done reading please re-mute.

Thank you for all that read....

***WEEK THREE:** Al-Anon's Twelve Steps and Twelve Traditions (12x12) p.67-69 (revised edition) which includes "Thinking It Over."

It is about three pages long.

Can we get three readers to volunteer?

Thank you. Let's read in the order we volunteered with only one person un-muted at a time. When you are done reading please re-mute.

Thank you for all that read....

WEEK FOUR: One Day at a Time, Courage to Change, Hope for Today

We will be using the three Al-Anon daily readers this week. We will be looking in the back index for a topic on the 11th step or on meditation.

Can we get 3 readers to volunteer?

Thank you, let's read in the order of One Day at a Time followed by Courage to Change, and ending with Hope for Today... with only one person unmuted at a time. When you are done reading please re-mute.

Thank you to all that read.

WEEK FIVE: How Al-Anon Works , starting at the bottom of Page 89 with the topic "Our Spiritual Health" and finishing on page 90. (Older versions this starts on page 90)

We will need one reader. It is two pages long, could someone volunteer to read?

Thank you for reading...

Secretary/chair says: It is now time for the quiet period. We invite you to continue your 11th step work on you own in silence, aware that you are connected with the other members of this room seeking to improve their conscious contact with their HP. The quiet period will be followed by sharing. I will indicate when it is time for fellowship to begin. Please wait until this time. If someone comes on during the silence, I will let them know this is a meditation meeting and that we are in our quiet period. If you would prefer NOT to be interrupted during your meditation time please feel free to put your phone down and come back in 10 minutes. Our silence begins now.

***Secretary/Chair says softly:** Ok. This is the end of our quiet time. Thank you all again for joining us. May you become increasingly aware of your Higher Power's love for you. It is now time to open up for sharing with others on the reading or on how you work your 11th step and what experiences have brought you comfort and joy.

SPIRITUAL TIMEKEEPER: Can we have a volunteer to be our spiritual timekeeper? We will have 3 minute shares. We ask that our spiritual timekeeper stay muted at all times unless to say time and that our members acknowledge our spiritual timekeepers prompt by saying "Thank-you I heard you" or "I'll wrap up."

Would the spiritual timekeeper like to start the sharing?

SHARING: Who would like to begin their 3 minute share?

Thank you all that shared and read.

[Does anyone want a telephone number of a member that shared? Please call out their name and after the closing we will get the phone numbers.

***CLOSING:** Suggested Al-Anon Closing found in How Al-Anon works pg. 380 or Al-Anon/Alateen Service Manual pg.22

Please push *1 to unmute yourselves for all those who want to join us in Al-Anon's Declaration (found on page roman numeral IX in Paths to Recovery or Al-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.
(Al-Anon/Alateen Service Manual pg. 12)
Please push *1 to mute yourselves

PHONE NUMBERS: Okay is _____ on the line? (If someone called out a name)

REGULAR MEETING SCHEDULE

All Eastern Time Zones, same phone and pin number as dialed 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

Meeting schedule and phone bridge information for the phone number you called in on can be accessed on the web at www.phonemeetings.org. Format changes, determined by the group conscience of each autonomous meeting, can be emailed to phonemeetingsweb@yahoo.com.

Secretary/Chair turns the meeting over to the member who is staying on the line to answer questions about the Al-Anon phone meetings or to explain the phone etiquette.

Thank you, have a great day