

Wednesday 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 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:

Wednesday 8pm New Beginnings Meeting

INTRODUCTION:

Welcome to the Wednesday's "***How Al-Anon Works***" ***Beginner's Meeting***

This meeting lasts for 1 hour and 15 minutes.

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. 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. 12)

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:

Chair may read or ask a volunteer to read **Suggested Al-Anon/Alateen Welcome** which can be found in How Al-Anon Works Pg. 8.or the Al-Anon Alateen Service Manual pg. 10.

Would someone please read:

- a. **Preamble to Al-Anon's 12 Steps**, (please read) in *"How Al-Anon Works"* (2 pages before the Table of Contents)
- b. **Al-Anon's 12 Steps** (Please read) in *"How Al-Anon Works"* page44
- c. **Tradition of the Month** (Please read) in *"How Al-Anon Works"* page 107.
- d. **Concept of the Month** (Please read) in *"How Al-Anon Works"* page 381.

- e. Chair may read or ask a volunteer to read from How Al-Anon Works or from Survival to Recovery, "A Special Word To Anyone Confronted with Violence" and "Tapping Other Resources" which can be found in From Survival To Recovery Pg. 9 and How Al-Anon Works after the Table of Contents and Preface.

ANNOUNCEMENTS:

3. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions and state that it is from the **Wednesday New Beginnings Meeting WSO # 30506728.**
 - a. Directly to Al-Anon's World Service Office, Regional offices, area offices or
 - b. Give at your local meeting.

4. Al-Anon literature is available:
World Service Number 757.563.1600
or Al-Anon's website: www.al-anon.alateen.org

ALL meeting schedules will be read after the meetings closes, after telephone numbers are given out.

INTRODUCTIONS:

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

5. 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 greet you.
6. Do we have a **volunteer** on the line today that can stay after the phone meeting and greet the newcomers and provide information of the phone etiquette or on Al-Anon?

[Our Business Meeting is on the 1st Wednesday of the Month

Format:

FORMAT:

**Phone Bridge Meeting Format Change Request for:
Wednesday 8pm New Beginnings Meeting WSO # 30506728**

Format:

7. This meeting uses the book "How Al-Anon Works"; pages 1 to 142 (older version) or pages 1 to 160 (newer version).

Note: We read this book in sequential order.

- a. We will read one section or heading followed by open sharing.
- b. If time permits, we will read a second section or heading followed by open sharing.
- c. May we take a quick count of the number of books available on the line today?
Let's count off, "I have one..."

SHARING:

8. Statement of Purpose

The group conscience requests that all present refrain from gossip, dominance and discussion of religion, treatment centers, self-help programs, counseling and the use or mention of materials other than our Al-Anon Conference Approved Literature. Please remember that in Al-Anon we keep the focus on us and not on the alcoholic. We thank you for your cooperation in our group effort to stick to Al-Anon principles.

9. There is a **three minute** time limit for shares. When the **spiritual timekeeper** says time it means please wrap-up your share. Do we have a **volunteer** to be our spiritual timer? Would our spiritual timer like to **share first?**

10. Fifteen minutes before the meeting closes:

We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.

CLOSING:

- 11.** Welcome newcomers, thank the readers, spiritual timekeeper and all who read and shared.
- 12.** This is a gentle reminder that in Al-Anon sponsorship is a suggestion and not required. Are there any members who could answer questions about sponsorship in Al-anon? You may leave your telephone number at this time.
- 13. Names & Telephone Numbers:**
Chairperson asks members to call out names of individuals they want telephone numbers for. After all names are requested, the chairperson asks those individuals if they can provide their phone numbers at this time.
- 14. Chair may read or ask a volunteer to read** Suggested Al-Anon/Alateen Closing which can be found on Pg. 381 or Pg. 396 from How Al-Anon Works or from the Al-Anon/Alateen Service Manual Page 22.
- 15. Al-Anon's Declaration** can be found in **Paths to Recovery Roman Numeral page IX (9) or in the Al-Anon/Alateen Service Manual pg.22.**

Serenity Prayer

God grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
And the wisdom to know the difference.

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

In the event that you cannot dial in to this bridge number due to technical difficulties, our emergency back-up number is (605) 475-4120 pin 435459#

***6 To Mute and Unmute.**

- 16. 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.

Short version of the **Meeting Schedule**

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

17. Are there any Al-Anon related announcements?

We now open up this part to have other Al-Anon groups announce their meetings. Is there someone who would like to announce other Al-Anon meetings?

Does anyone want the more detailed meeting schedule with the books read and topics?

Secretary turns the meeting over to the newcomer greeter.

All Eastern Time Zone

6:00am

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