

**Monday 6pm - Technical Information**  
There is helpful information for chairing meetings at:  
<http://phonemeetings.org/information.htm>

## **“Growing In Maturity” AFG**

### **1) OPENING:**

Hi, my name is \_\_\_\_\_, a thankful Al-Anon member and your Chair for this meeting. Our meeting lasts for one hour and 15 minutes.

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.

#### **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, 2018-2021, pg. 11)

### **2) PHONE ETIQUETTE:**

- a. When you dial in, you will come into the conference being muted. Please stay muted at all times unless you are sharing.
- b. We ask members to use the \*1 keys to mute even if they have a mute button on their individual phones. The \*1 keys ensure the greatest sound strength for the entire phone line and provide the greatest service and respect to all members of the phone bridge during the meeting.
- c. To hear a menu of all the features--such as volume control and member count--simply press \* by itself.

### **3) WELCOME:**

**Chair reads Suggested Al-Anon Welcome** (may be found in *How Al-Anon Works* p. 8 or *2018-2021 Al-Anon/Alateen Service Manual*, p. 11)

### **4) READINGS:**

We now need volunteers to read:

- **Preamble to Al-Anon's 12 Steps:** (found 2 pages before January 1 in all three meditation books)
- **Al-Anon's Twelve Steps:** (found 1 page after December 31 in all three meditation books)
- **Tradition & Concept of the Month:** (1 and 2 pages respectively after the Twelve Steps in all three meditation books) *Note: In December, the 12th month, please read all five Warranties - they ARE part of Concept Twelve!*

- **Three Obstacles to Success in Al-Anon:** (p.22 of the pamphlet *Alcoholism, the Family Disease* (P-4) or p.22 of *Al-Anon/Alateen Service Manual*)
- **Do's and Don'ts:** (pp. 21-22 of *Alcoholism, the Family Disease* (P-4))

## **5) ANNOUNCEMENTS:**

- **7<sup>th</sup> Tradition:** Al-Anon is fully self-supporting, declining outside contributions. Please send your contribution to WSO specifying that it is on behalf of the Monday 6pm meeting “Growing in Maturity AFG”; our **WSO ID is 30770751**. You may also make donations at your face to face meetings.
- **Literature:** Al-Anon Conference Approved Literature (CAL) is available via the Al-Anon website [www.al-anon.org](http://www.al-anon.org) and by calling (757) 563-1600. You may also support our fellowship by purchasing literature through your local Al-Anon Information Service Office (AIS) or Literature Distribution Center (LDC).
- **Our business meeting** takes place on the 2nd Monday of the month, directly after the meeting closes. A Suggested Business Meeting Format is found at the end of this meeting format.
- **A special welcome to all newcomers!** Do we have any newcomers here with us today? You can press your \* 1 keys to unmute yourself and share your first name so we may greet you... Welcome! We're glad you're here. Keep Coming Back!
  - **Newcomer packets** are available through our al-anon.org website or via your local AIS or LDC. Free literature is also available for download by visiting al-anon.org, clicking on “Member”s in the Menu Bar, then “Literature”, then “Free Downloadable Items”.
  - **Members often remain on the line** after the meeting to greet newcomers and for the after meeting fellowship. If you are new, feel free to stay and ask any questions about Al-Anon and the phone meeting etiquette then.
  - **We reserve the last 10 minutes** of the meeting especially for newcomers to share and for members who typically don't share often at this meeting, providing an opportunity for everyone to share. However, anyone is free to share at any time during the sharing portion of our meeting

- **Sponsorship** is an invaluable tool of our program. It is recommended that those without Sponsors listen for members who's recovery they resonate with and ask for their contact information after the meeting. Before selecting a sponsor, it is suggested to read our CAL on Sponsorship and Service Sponsorship.
- **Are there any Al-Anon related announcements** specific to this phone bridge? Any other Al-Anon phone numbers may be shared at the end of this meeting.

**6) INTRODUCTIONS:** Let's go around the globe and introduce ourselves. I'll begin:

Hi, I am \_\_\_\_\_ from \_\_\_\_\_

**7) MEETING TOPIC:**

During the first 4 weeks of the month, we read items from "A Checklist for Evaluating Our Maturity" on p.19 of our pamphlet *Alcoholism, the Family Disease* (P-4), followed by two selections of CAL that pertain to the topic of Maturity. On the 5th week, we have a speaker select a piece of CAL on the topic of Maturity then share for 10 minutes.

- **Week 1:** Chairperson or volunteer reads: Items 1-4 from: "A Checklist for Evaluating Our Maturity", p.19 of our pamphlet *Alcoholism, the Family Disease* (P-4).

2 Volunteers to select readings, 3-5 paragraphs in length, from any CAL on or related to the topic of Maturity.

- **Week 2:** Chairperson or volunteer reads: Items 5-8 from "A Checklist for Evaluating Our Maturity", p.19 of our pamphlet *Alcoholism, the Family Disease* (P-4).

2 Volunteers to select readings, 3-5 paragraphs in length, on or related to the topic of Maturity from the small *Blueprint for Progress*(P-5) booklet and/or the 8 ½" x 11" spiral bound *Blueprint for Progress*(P-16) notebook. Can include a few of the questions of the reader's choice.

- **Week 3:** Chairperson or volunteer reads: Items 9-12 from "A Checklist for Evaluating Our Maturity", p.19 of our pamphlet *Alcoholism, the Family Disease* (P-4).

Ask for 2 Volunteers to select readings, 3-5 paragraphs in length, from any CAL on the Slogans of their choice that they feel relate to the topic of Maturity.

- **Week 4:** Chairperson or volunteer reads: Items 12-15 from “A Checklist for Evaluating Our Maturity”, p.19 of our pamphlet *Alcoholism, the Family Disease* (P-4).

Ask for 2 Volunteers to select readings, 3-5 paragraphs in length, from any CAL on or related to the topics of Spiritual Maturity, “Assets” and/or “Talents”.

- **Week 5:** We have a speaker who will read a piece of CAL of their choice on the topic of Maturity and then share their experience, strength and hope for 10 minutes.

(NOTE for FIFTH MONDAY: Speaker seeker introduces speaker and asks how they would like to be timed. If no Speaker Seeker, Chair asks for a volunteer to select a piece of CAL on the topic of Maturity then speak for 10 minutes. Ask for volunteer to be our Spiritual Timekeeper to time Speaker.)

## **8) SHARING:**

In Al-Anon this is a gentle reminder we meet to keep the focus on ourselves and our program only. Ours is derived from living with the effects of alcoholism. It is a different experience and calls for a different interpretation.

Please maintain the focus on our Al-Anon program and our Steps, Traditions and Concepts of Service. Please remember to leave all other affiliations--such as your religions, professions, outside philosophies, publications and other Twelve Step programs--outside of the meeting. When sharing please speak from the “I” perspective, instead of saying “you” or “we”.

Also, we avoid the use of terms and labels such as ‘qualifier,’ ‘qualification,’ ‘co-dependent,’ and ‘crosstalk.’ These terms are outside language, unaffiliated with Al-Anon. Our program and literature, rooted in love, has a language all its own. Again, in Al-Anon we keep the focus on ourselves.

**Timekeeping:** We have three minute shares. Who would like to be our spiritual timekeeper today?

We ask our timekeeper to stay muted except to come in to gently say “Time” at three minutes. We ask those sharing to acknowledge that they have heard the timekeeper, and wrap up their share... Would our spiritual timekeeper like to share first?

**7:00 pm:** We'll now have sharing for any newcomers or for those members who don't share regularly at this meeting, who wish to share at this time.

**9) 7:10pm CLOSING:**

**Names and Contact Information:** Before we close, please call out the names of members you would like contact information from. We will take the names now, and then ask for the contact information after the Serenity Prayer.

**Chair reads Suggested AI-Anon Closing**, p.20 of the *AI-Anon/Alateen Service Manual*, or *How AI-Anon Works*, p.380 or p.396

We will now close with the **AI-Anon Declaration** (*Paths to Recovery* Roman Numeral page IX (9) or *AI-Anon/Alateen Service Manual* p.20)

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.

**10) CONTACT INFORMATION EXCHANGE:** We will now share contact information for anyone who would like to do so. If your information was requested or if you would like to leave your contact information for outreach, now is the time.

**MEETING IS NOW FORMALLY CLOSED**

**11) MEETING INFORMATION:**

**a.** Information on all registered meetings can be found on AI-Anon's website: [ai-anon.org](http://ai-anon.org) or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO's automated phone number: 888-4AL-ANON (888-425-2666).

**b.** Meeting schedules and formats for this phone line can be found at [phonemeetings.org](http://phonemeetings.org). If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press\*6 to mute and unmute. For members without web access, meeting information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for meeting information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

**c.** Format changes and website postings can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). General questions can be sent to

@yahoo.com. For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email phonemonitorteam@yahoo.com. For workshop ideas, suggestions and concerns, email phonemeetingsforum@yahoo.com.

d. Would anyone like to announce any other AI-Anon phone meetings?

12) Chairperson turns meeting over to after-meeting fellowship

## **12) SUGGESTED BUSINESS MEETING FORMAT**

1. Let's open with a moment of silence, followed with the Serenity Prayer:

2. *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.*

### **OLD BUSINESS:**

3. Chairperson, do we have any old business to revisit from last meeting?

4. We open up the floor for discussion on these items.

5. Do we have a motion on this item?

5a Do we have a second?

5b. Chair, please read the motion.

5c. We now go to voting...

6. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

7. Any opposed? Say "nay one" and so on.

7a. Any abstentions? Say "abstaining one and so on.

7b. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_\_\_#\_\_\_\_\_ opposed and \_\_\_\_\_#\_\_\_\_\_ abstentions.

### **NEW BUSINESS:**

6. Is there any new business that the group wants to bring up

7. (if so) So our first order of business is \_\_\_\_\_
8. We open up the floor for discussion on this item.
9. Do we have a motion on this item?
  - 9a. Do we have a second?
  - 9b. Chair, please read the motion.
  - 9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.
  - 9e. Any opposed? Say "nay one" and so on.
  - 9f. Any abstentions? Say "abstaining one and so on.
  - 9g. The motion is now carried or opposed with \_\_\_#\_\_\_in favor, \_\_\_\_\_#\_\_\_\_\_opposed

Are there any other topics someone would like to raise before closing?

Close with Serenity Prayer

**Our business meeting is now closed. Thank you all for your participation.**