

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

MEETING FORMAT:

Al-Anon's Thursday 6pm "Lois Remembers"

Hi, my name is _____, a grateful Al-Anon member and your chair for this **Thursday, 6 pm, Lois Remembers Al-Anon Family Groups meeting**. This meeting lasts for 1 hour and 15 minutes.

Phone Bridge Etiquette

When you dial in, you will start the conference being muted. Stay muted at all times unless you are sharing. You can un-mute by pressing your *1 keys.

Please do not use a speakerphone for sharing or we will all hear an echo. To hear a menu of all the features—such as volume control or member count—simply press * by itself.

Format starts here

1. Serenity Prayer

We open this meeting with a moment of silence, 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 the wisdom to know the difference.*

2. Suggested Al-Anon Welcome

Do we have a volunteer (or secretary) to read the Suggested Al-Anon Welcome?

(How Al-Anon Works page 8 or the Al-Anon Service Manual pages 11-12).

3. Our Three Legacies

Our Three Legacies in Al-Anon include:

Recovery through the steps
Unity through the traditions

Service through the concepts—in particular the 4th Concept, which reminds us that participation is the key to harmony.

- a. Who would like to volunteer to **read the 12 Steps?**
(How Al-Anon Works page 44 or 397 or the Al-Anon Service Manual pages 14-15 or in any one of the three Daily Readers pages 367-368).
- b. Who would like to volunteer to **read the 12 Traditions?**
(How Al-Anon Works pages 105-106 or 398-399, the Al-Anon Service Manual pages 15-16 or in any one of the three Daily Readers pages 367-368).
- c. Who would like to read the Concept of the month?

Thank you to our readers

4. **Announcements**

- a. According to the 7th Tradition, Al-Anon is fully self-supporting, declining outside contributions. We invite you to send contributions to the WSO and this meeting is registered as WSO ID# 30716180, or you can make donations at your face-to-face meeting. Are there any Al-Anon related announcements?
- b. The Business Meeting will be held on the 1st Thursday of every month, after the close of the meeting.

5. **Introductions**

If you are new to Al-Anon or to the phone bridge, please let us know when you introduce yourself so we can welcome you. After introducing yourself, please re-mute by pressing *1.

I'll start:

Hi, I'm _____ and I'm calling from _____.

6. **Meeting Format**

- a. This meeting focuses on the Al-Anon book, Lois Remembers, primarily. However, Al-Anon Spoken Here, Many Voices, One Journey and How Al-Anon Works may also be used as determined by the group in order to rediscover the story of our Al-Anon co-founders, Lois W. and Anne B.
- b. Today's reading begins on page _____ and the Section is titled _____.
- c. May we get a volunteer(s) to read?
- d. Thank you to our reader(s).

e. Next week's reading will begin on page _____ and is titled _____.

7. **Anonymity Statement**

Please keep the focus on the Al-Anon program and our Steps, Traditions and Concepts of Service. Let's leave other affiliations, religions, our professions, outside publications, philosophies, and other Twelve Step programs outside of the Al-Anon meetings.

8. **Timekeeping/Sharing**

- a. As you listen to the meeting, please take note of the members who share and you could relate to their share. There will be an opportunity to request phone numbers after the close of the meeting.
- b. We have three-minute shares. The timekeeper is asked to stay muted at all times, except when to come in to **gently say, "Time."** We ask the person who is sharing to acknowledge the timekeeper by saying, "Thank you" or "I'll wrap up."
- c. Can we have a volunteer to be our timekeeper?
- d. Would our timekeeper like to share, first?
- e. We are now open up for sharing.

(Note: Thank sharer by first name after share)

9. **Closing**

First, I'd like to thank everyone who did service including our timekeeper, our readers, all those who shared and all those dialed in to listen.

a. Suggested Al-Anon Closing

Do we have a volunteer (or Secretary) to read suggested Al-Anon Closing?

(How Al-Anon Works page 380 or page 396 and the Al-Anon Service Manual page 20).

b. Closing Prayer

And now, would all who care to as Lois and Anne did, please press *1 to un-mute and join together in saying the closing prayer, which in this meeting, is The Lord's Prayer.

Our Father,
who art in heaven,
hallowed be thy name;

thy kingdom come;
thy will be done
on earth as it is in heaven.
Give us this day our daily bread;
and forgive us our trespasses
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil.
Amen

- c. Do we have a volunteer who is willing to stay on the line to welcome our newcomers and answer any questions they may have about Al-Anon or the phone bridge?
- d. Phone numbers—At this time would anyone like to request a phone number?

The Meeting is now formally closed. Those wishing to participate in fellowship are invited to stay on the line following Newcomers' Welcome.

MEETING INFORMATION

- a. Information on all registered meetings can be found on Al-Anon's website: al-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. 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 schedule information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for the meeting schedule information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.
- c. Format changes and website postings can be emailed to phonemeetingsweb@yahoo.com. General questions can be sent to phonemeetingsinformation@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 Al-Anon phone meetings?
Chair passes off to the newcomer greeter

MONTHLY 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. Secretary 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. Secretary please read the motion.
 - 5c. VOTING:
 - 5d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.
 - 5e. Any opposed? Say "nay one" and so on.
 - 5f. Any abstentions? Say "abstaining one and so on.
 - 5g. 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. Secretary please read the motion.Ask if there is any further discussion before we vote.
- 9c. We now go to voting...
- 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 and ___#___ abstentions.

Is there anything a member would like to add before closing?

Let's join together saying the Serenity Prayer

THE BUSINESS MEETING IS NOW CLOSED.

