

## **Tuesday 4 pm - Technical Information**

There is helpful information for chairing meetings at:

<http://phonemeetings.org/information.htm>

### **FORMAT:**

#### **TUESDAY 4 PM TAKING STEP TEN**

### **INTRODUCTION:**

Welcome to the Tuesday 4 PM Taking Step Ten Meeting. This meeting lasts for 1 hour and 15 minutes. Closing begins 10 minutes after the hour.

**1. My name is \_\_\_\_\_**, a grateful Al-Anon member and your chair/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**.** (*remind members to press \*1*)

**Is there a Trusted Servant on the line who could clear the line for us when needed? Please introduce yourself.**

### **READINGS:**

**3. Chairperson reads or ask volunteer to read:**

**SUGGESTED AL-ANON WELCOME:** Could we please have a volunteer to read the Welcome found in "How Al-Anon Works," page 8 or in the Al-Anon Alateen Service Manual pgs.10 - 11)?

Would someone please read:

- a. **Al-Anon's 12 Steps** (Please read the Twelve Steps with the introductory paragraph)
- b. **Tradition and Concept for this month (Please include the introductory paragraphs. For Concept 12, also read the General Warranties since they are part of Concepts.**

### **ANNOUNCEMENTS:**

**4. 7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions directly to Al-Anon's World Service office stating it is from the Tuesday 4pm Step 10 Meeting **WSO ID 30731685** or donate to your regional offices, area offices or give at your local meeting.

a. **Al-Anon literature is available:**

World Service Number 757-563-1600 or Al-Anon's website: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

**b.** The Group Conscience Meeting will be held on the first Tuesday of the month. A Group Conscience Meeting format can be found at the end of this format.

**5.** Let's go around the globe and **introduce ourselves**. Hi, I am \_\_\_\_\_(Name) from (\_\_\_\_\_State\_\_\_\_\_)

**6.** Do we have any **AI-Anon newcomers** today...either new to AI-Anon or to this bridge? Please give us your first name so we may greet you. Please note announcements for other phone-bridges will occur after the meeting.

**7.** 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 AI-Anon for 10 minutes?

**OUR MEETING TOPIC IS:** The reading and study of Step Ten.

**Secretary asks for readers** to each read a page from:

**1st week** of month How AI-Anon Works

**2nd week** of month AI-Anon Twelve Steps & Twelve Traditions (To end of Step Ten)

**3rd week** of month Paths to Recovery (Up to Members Share)

**4th week of month our Six Daily Readers:**

Alateen A Day At A Time; Living Today In Alateen; One Day At A Time; Courage To Change; Hope for Today; and A Little Time for Myself. Three volunteers to choose a Step Ten reading from any of our six daily readers/meditation books.

**5th week** of month Speaker on Step Ten (up to 10 minutes)

**8. SPEAKER** Would anybody who has not been the lead speaker in the last 45 days like to volunteer to be our speaker on Step Ten for 5 minutes, how would you like to be timed?" (except week 5)?

**9. ANONYMITY STATEMENT:** In AI-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 AI-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

**10. PHONE ETIQUETTE:**

Please disable your call waiting before dialing into the meeting and do not share on a speaker phone or we will all hear an echo. Please stay muted at all times unless you are sharing.

**TIME KEEPER AND SHARING:**

There is a three minute time limit for shares. When the spiritual timekeeper says time it means please wrap-up your share. Also when the spiritual time keeper says "time," please acknowledge that you heard them, by saying maybe "thank you, I'll just wrap up". This way the time keeper doesn't have to repeat themselves. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?

## **CLOSING (Begins 10 minutes after the hour).**

### **The Al-Anon Suggested Closing.**

Could we please have a volunteer to read the Suggested Al-Anon Closing from "How Al-Anon Works," page 380, in The Al-Anon Alateen Service Manual page 22, or on page 11 in the pamphlet p-32 "This is Al-Anon".

**11.** If you would like to join me in saying the Al-Anon Declaration, followed by the Serenity Prayer, please press "#1." The Declaration can be found in Paths to Recovery, Roman numeral page ix (9), or in the Al-Anon/Alateen Service Manual, page 24. The Serenity Prayer can be found in the Al-Anon/Alateen Service Manual, page 12.

### **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)

**12. Welcome all newcomers, thank the readers and the timekeeper, thank all who read and shared.**

### **Names and Telephone Numbers:**

**Ask if any member wants the number of another member. Ask for those members to stay on the line if they want to give their number.**

**The meeting is now closed!**

### **Post-meeting details:**

#### **MEETING INFORMATION**

**a.** Information on all registered meetings can be found on Al-Anon's website: [al-anon.org](http://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](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 [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com). For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email [phonemonitorteam@yahoo.com](mailto:phonemonitorteam@yahoo.com). For workshop ideas, suggestions and concerns, email [phonemeetingsforum@yahoo.com](mailto:phonemeetingsforum@yahoo.com).**

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

**Are there any additional AI-Anon related announcements?**

### **Suggested Format for each Individual Group Conscience Meeting**

- 1. Lets 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.**

**Ask if there is any further discussion before we vote.**

- 5c. We now go to 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.**

**Are there any other things someone would like to add before closing?**

**Serenity Prayer**

**Meeting is now closed.**

**16. Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.**