

## **Tuesday 8pm - Technical Information**

There is helpful information for chairing meetings at:

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

### **FORMAT:**

#### **AI-Anon's TUESDAY 8pm Serenity With the Daily Readers**

### **INTRODUCTION:**

Welcome to the Tuesday 8 PM Serenity with the Daily Readers Meeting

- 1) **My name** is \_\_\_\_\_, a grateful AI-Anon member and your chair/secretary for **AI-Anon's TUESDAY 8pm Topic Meeting**
- 2) This meeting is an hour and fifteen minutes. Closing begins 10 minutes after the hour.

**SERENITY PRAYER:** 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.

**3) READINGS: READINGS:** Will the Secretary or volunteer please read **AI-Anon's Suggested Welcome** (found in How AI-Anon Works pg.8 or pg. 10 in the AI-Anon/Alateen Service Manual.)

Ask volunteer to read:

- a. **Preamble to AI-Anon's 12 Steps 2 pages before January 1 in all four meditation books**
- b. **AI-Anon's 12 Steps found one page after December 31 in all four meditation books**
- c. **One Tradition & One Concept of the month (one and two pages respectively after the 12 Steps in all four of the meditation books)**

4) All meeting schedules will be read after the close of the meeting after phone numbers are given out.

### **5) INTRODUCTIONS:**

Let's go around the globe and introduce ourselves.

Hi, I am \_\_\_\_\_NAME\_\_\_\_\_, from, \_\_\_\_\_State\_\_\_\_\_.

**5a).** Are there any newcomers on the phone? If you would like to introduce yourself, please press \*1 to unmute so we may greet you.

### **6) ANNOUNCEMENTS:**

**6a) 7<sup>th</sup> Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and state that it is from Tuesday Night's Topic Meeting WSO ID 30731684 or make donations at face to face meetings.

**6b)** Do we have **a volunteer who will stay of the line** after the meetings to answer questions about Al-Anon or to explain the phone etiquette?

**[Business Meeting is the 1<sup>st</sup> Tuesday of the Month]**

**7)** Are there any **Al-Anon related announcements?**

**MEETING TOPIC:**

**8)** Please disable your call waiting before dialing into the meeting and do not share on a speakerphone or we will all hear an echo. And please stay muted unless you are sharing

**9)** This is a topic meeting. "We will be using the **4** daily meditation books, One Day at a Time, Courage to Change, Hope for Today, **A Little Time for Myself** as reference readings." **At this meeting we choose one topic by suggestion. Keeping in mind Concept #4, that participation is the key to harmony, we would encourage someone who has not shared a topic in the last three weeks to suggest a topic.**

**10)** We ask for one volunteer to choose a step or topic, from the index, in the back of any of the 4 daily readers.

**11)** So the topic is \_\_\_\_\_. We will now look for this topic in the Indexes found at the back of the of AL-Anon's three mediation books.

Can we have volunteers to read from;

- a. One Day at a Time
- b. Courage to Change
- c. Hope for Today
- d. A Little Time for Myself

Please indicate the page you are reading from.

**12)** 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.

**13)** We have three minute shares. Do we have a volunteer to be our spiritual timer?

Would the spiritual timer like to share first?

**14) Fifteen minutes before the meeting closes (at the top of the hour):** 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:** (Five minutes before the close of the meeting: ten minutes after the hour)

**Names & Telephone Numbers:** Ask for members to call out names of individuals they want telephone numbers for and ask those members to stay on the line after the Al-Anon Declaration and give out their phone numbers.

**Will the secretary or volunteer please read Al-Anon's Closing** (found on page 380 in How Al-Anon Works or pg. 22 in Al-Anon/Alateen Service Manual.)

**Recite The Al-Anon Declaration: (It can be found in *Paths to Recovery* Roman Numeral page IX (9))**

**Will all who wish to please recite 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. 10)

**15)** Hello is \_\_\_\_\_ still on the line. Would you like to give out your number? What time zone are you? Is it safe to leave a message on your machine?

THE MEETING IS NOW CLOSED

## 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 Al-Anon phone meetings?

Secretary turns the meeting over to the newcomer greeter for approximately 10 minutes after the meetings closes.

### **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.

#### **NEW BUSINESS**

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

11. **(if so)** So our first order of business is \_\_\_\_\_.

12. We open up the floor for discussion on this item.

13. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say “I” and state the order of “I’s” Like “I one” and then “I two” and so on.

13e. Any opposed? Say “nay one” and so on.

14f. Any abstentions? Say “abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_\_#\_\_\_\_ opposed and  
\_\_\_\_#\_\_\_\_ abstentions.

#### **NEW BUSINESS**

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

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16. We open up the floor for discussion on this item.

17. Do we have a motion on this item?

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Ask if there is any further discussion before we vote.

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13e. Any opposed? Say “nay one” and so on.

14f. Any abstentions? Say “abstaining one and so on.

15g. 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.