Wednesday 6pm - Technical Information

There is helpful information for chairing meetings at: <http://phonemeetings.org/information.htm>

 **FORMAT:**

Al-Anon’s Wednesday 6pm “Embracing Intimacy” Meeting

**INTRODUCTION:**

**1.** Hi, my name is \_\_\_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting. This meeting uses the “Intimacy in Alcoholic Relationships” book and lasts for 1 hour and 15 minutes.

**2.  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.

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, 2022-2025, pg. 10)

**READINGS**

**3. Will some please read the Suggested Al-Anon's Welcome? (or Secretary can read,**whichcan be found in How Al-Anon Works pg. 8 or Al-Anon/Alateen Service Manual, 2022-2025, pg. 10-11)

**4.  READINGS AND INTRODUCTIONS**

Would someone please read?

**a.** **Preamble to Al-Anon’s 12 Steps**, which can be found two pages before January 1st in all three meditation books

**b.** **Al-Anon’s 12 Steps including the introductory paragraph**, which can be found one page after December 31st in all three meditations books

**c.** **Tradition & Concept of the month also including the introductory paragraphs**, which can be found one and two pages respectively after the 12 Steps in all three of the meditation books.

**INTRODUCTIONS:** Let’s go around the globe and introduce ourselves. If you are new to Al-Anon or the Al-Anon Phone Meetings, if you want to, let us know when you introduce yourself so we can welcome you. Please press \*1 to unmute.

I’ll start…

Hi, my name is\_\_\_\_, and I’m calling from \_\_\_\_ (state)

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

Also we avoid the use of terms and labels such as ‘qualifier,’ ‘qualification,’ ‘co-dependent,' and 'crosstalk.' This is considered to be outside language not affiliated with Al-Anon. In Al-Anon we keep the focus on ourselves.

**6.** This meeting is a reading and sharing meeting.  We read a story (or questions in sequence) in the “Intimacy in Alcoholic Relationships” book then open up for sharing. We will read the story again if the meeting gets quiet and no one is sharing. This week’s story or (question/s) is\_\_\_\_\_\_\_\_\_\_\_page/s\_\_\_\_\_\_\_\_ (Ask for readers)

**7.** **Time Keeper:** We have three minute shares. We ask you to acknowledge you have heard the time keeper and wrap up your share when time is called. Who would like to be our time keeper?

**8. Sharing**

The floor is now open for sharing. Who would like to share? Newcomers are welcome to share at any time. (If the chairperson lines up a few members to share, thank each one individually after their share)

**9. Closing; (begins at 6:10 EST)**

**ANNOUNCEMENTS:**

**7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions.  We ask that you send contributions to WSO, or go to [phonemeetings.org](http://www.phonemeetings.org/), click on contributions tab, or make donations at face-to-face meetings. The WSO ID # for this meeting is 30764759

**Is there someone who can stay after the meeting to greet newcomers, answer questions and continue the sharing?**

**The Business Meeting is on the first Wednesday of the month.** The agenda topic regarding change in the format that is not maintenance issue needs to be announced during a regular meeting one to three weeks prior to the business meet at which the topic will be discussed. And, the results need to be reported back to the group during the following regular meeting.

**Do we have any Al-Anon related announcements related to this phone bridge?**

**10. Do we have a volunteer to please read** the **Epilogue (Secretary Reads if no one steps up)** in the “Intimacy in Alcoholic Relationships,” book on page 131?

**Serenity Prayer**

“Will all who wish to, press \*1 to join me with the closing of 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, 2018-2021, pg. 11)

**11.** At this time would anyone like to request a phone number? We kindly request if you are considering asking for more than two numbers that you please leave your number instead.

**THE MEETING IS NOW CLOSED**

(Leader asks if anyone would like to hear information on all registered Meetings, Meeting schedules or The Unity Line)

**MEETING INFORMATION**

a.   Information on all registered meetings can be found on Al-Anon’s website: [al-anon.org](http://www.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://www.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?

**Newcomer Greeter:** Chairperson now turns the meeting over to the Newcomer Greeter who will provide information for the newcomer.

**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 the Wisdom to know the difference.

**OLD BUSINESS**

3. Secretary do we have any old business to revisit from last meeting? When raising the agenda topic of change in the format, the person who originally raised the top needs to re-present it to the group. The secretary can, then, present the minute.

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 flavor 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?

Is there any new business that the group wants to bring up? An agenda topic of a change or changes in the format that is, or are, not a maintenance issue must be discussed over at least three business meetings before the voting takes place, and the agenda topic needs to be raised each time by the person who originally brought up the agenda topic for it to be discussed. The agenda topic needs to have been announced during the regular meeting one to three weeks prior to each of those business meeting at which it is discussed. And, the results need to be reported back to the group, each time, during the following regular meeting.

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 flavor 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**

 The business meeting is now closed.