

Friday Noon - Technical Information

There is helpful information for chairing meetings at:

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

FORMAT:

Friday Noon Speaker Meeting

INTRODUCTION:

1. Hi, my name is _____, a grateful AI-Anon member and your secretary for this meeting. This meeting last 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.

(AI-Anon/Alateen Service Manual pg. 10)

3. Leader or volunteer reads:

SUGGESTED AL-ANON/ALATEEN WELCOME

Ask for Volunteer to read from How AI- Anon Works pg.8 or AI-Anon / Alateen Service Manual pg.10-11.

4. READINGS AND INTRODUCTIONS

Would someone please read?

- a. Preamble to AI-Anon's 12 Steps, which can be found two pages before January 1st in all three meditation books
- b. AI-Anon's 12 Steps, which can be found one page after December 31st in all three meditations books
- c. Tradition & One Concept of the month, which can be found one and two pages respectively after the 12 Steps in all three of the meditation books.

5.INTRODUCTIONS: Let's go around the globe and introduce ourselves. Hi, my name is____, and I'm calling from ____ (state)

6. Do we have a volunteer who will stay on the line after the meeting to answer questions about Al-Anon or to explain phone bridge etiquette?

The Business Meeting is on the first Friday of the month.(On the first Friday of the month, the newcomer greeter is asked to give out his or her phone number because the business meeting will take up the space generally reserved for newcomer questions.)

7. Are there any newcomers on the bridge today? Please press your *1 keys to unmute yourself and state your name so we may greet you.

8. Please Disable your call waiting before dialing into the meeting and DO NOT use a Speaker Phone or we will all hear an echo. Please Stay muted at all times unless you are sharing.

9. NOTE: 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.

10. 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.

11. This is a speaker meeting. The speaker will speak for approximately 15 minutes on their experience, strength, & hope in regards to the Al-Anon program. After our speaker is finished, we will open up the meeting for three-minute shares. Before turning this over to our speaker, would someone please volunteer to be our spiritual timekeeper? Speaker will you please let the Spiritual timekeeper know how you would like to be timed?

(After speaker is done ...)

Thank you for your share. Would you (the speaker) like to give out your phone #?

Please take note of the names of members who share as there will be an opportunity to request phone numbers after the close of the meeting.

We have three minute shares. Would the spiritual timer like to share first?

10a. Sharing

The floor is now open for sharing.

12. We are now at the top of the hour, we will now open up the sharing for newcomers or for those members who do not regularly share. (Secretary pauses for 30-45 seconds...if no one speaks, we return to regular shares).

13. ANNOUNCEMENTS:

7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you send contributions to WSO or make donations at face-to-face meetings. The Registration # for this meeting is: 30734178

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

14. CLOSING (begins at 1:10 EST)

14. Leader or volunteer reads:

SUGGESTED AL-ANON/ALATEEN CLOSING (How Al-Anon Works pg.380old pg.396 new or Al-Anon/Alateen Service Manual pg.22)

And now, would all those who care to, please press your *1 keys and join together in saying the Al-Anon Declaration, followed by the Serenity Prayer: (The Al-Anon Declaration can be found in *Paths to Recovery* Roman Numeral page IX [9].)

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. 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. Is _____ still on the line. Would you like to give out your number; what time zone are you in; and is it a safe machine?

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 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?