Monday 4pm - Technical Information

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

**MEETING FORMAT:**

**FORMAT: MONDAY 4 PM BEGINNERS’ LITERATURE MEETING:**

1. **INTRODUCTION:**

My name is \_\_\_\_\_\_\_\_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting. This meeting lasts 1 hour and 15 minutes. Closing begins 10 minutes after the hour.

The intention of this meeting is to invite newcomers to Al-Anon, to help you feel welcome, and to let you know how important you are to our fellowship. All Al-Anon members are always welcome here.

**2. SERENITY PRAYER:**

Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press \*1 to unmute.

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, Page 10)

**3. PHONE ETIQUETTE:**

a. You’ll enter the meeting being muted.

b. Un-mute and mute with \*1 keys.

c. Do not share on a speaker phone.

d. Please stay muted at all times unless sharing

**4. READINGS:**

Can I have volunteers to read:

a) THE SUGGESTED AL-ANON WELCOME (How Al-Anon Works p.8 or the Al-Anon/Alateen Service Manual on pp.11-12.)

b) PREAMBLE to the Twelve Steps (front of all the Three Meditation Books)

c) THE TWELVE STEPS (Back of all Three Meditation Books

d) THE TRADITION AND CONCEPT OF THE MONTH (Back of Three Meditation Books)

**(NOTE:** In the month of **DECEMBER**, we read all 5 **General Warranties**. Found after the 12 Concepts in all 3 meditation books.)

**5. SEVENTH TRADITION**:

Seventh Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you direct your contributions to:

a. Face-to-face  meetings.

b. WSO @ 757-563-1600. (WSO# for this meeting is 30536814)

c. Al-Anon.org.

**6. ANNOUNCEMENTS:**

a. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting? (**On the day of the business meeting**: Is there anyone available to leave a contact number for newcomer questions.)

b. The **Business Meeting** takes place on the **1st MONDAY** of the month after the close of the meeting.

c. Are there any other Al-Anon related announcements specific to this meeting?

d. **SPONSORSHIP INFORMATION:** A sponsor is someone who is available to discuss your personal stories and questions and help you apply the tools of the Al-Anon program to your life. They do this by sharing their experience, strength, and hope based on their own work in this Program**. ARE THERE ANY AVAILABLE AL-ANON SPONSORS?**

**7. INTRODUCTIONS**:

1. Are there any newcomers on the line today? Please press \*1 and introduce yourself with your first name only so that we can greet and welcome you.

b. Now let’s go around the globe and introduce ourselves. Please press \*1 to unmute.

Hi, I’m \_\_\_\_\_\_(Name)\_\_\_\_\_ from (\_\_\_\_\_\_\_State\_\_\_)

**8. MEETING TOPIC:**

The Topic for this meeting is the reading of **Conference Approved Literature.** The

Chairperson selects and reads from Conference Approved Literature to support the newcomer in understanding Al-Anon more clearly.

**9. ANONYMITY STATEMENT**:

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.

**10. SPIRITUAL TIMEKEEPER:**

At this meeting we have 3 minute shares. When you hear the timekeeper, please wrap up your share. Could I please get a timekeeper to come in and gently say "TIME" after 3 minutes?

**11. SPEAKER:**

Is there a member who can volunteer to speak for 5minutes on the conference approved literature that was read. There is a requirement of 6 months in the program. We rotate service by sharing as a speaker only once within a month. (If no one volunteers the leader may speak, read another piece of Literature, or open the floor for sharing.)

**12. SHARING:**

We now open up sharing for newcomers. (When newcomers are done sharing we open up for regular shares)

The floor is now open for sharing.

**13. CLOSING: AT TEN MINUTES AFTER THE TOP OF THE HOUR:**

We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

**14. THE SUGGESTED AL-ANON/ALATEEN CLOSING:**

May I have a volunteer read the Suggested Al-Anon/ Al-Alateen Closing. (Found in “How Al-Anon Works” pg. 380 in the old, or pg. 396 in the new version.)

**15. AL-ANON DECLARATION:**

Press \*1 to join us in saying the Al-Anon Declaration. ( Found on page IX(9) in “Paths to Recovery” or in the Service Manual page 10)

**16. SERENITY PRAYER:**

God grant me the serenity

To accept the things I cannot change

The courage to change the things I can

And wisdom to know the difference.

(Al-Anon/Alateen Service Manual, Page 10)

**17. NAMES AND TELEPHONE NUMBERS:**

Would anyone like to request a telephone number? Now is the time to get telephone numbers.

THE MEETING IS NOW FORMALLY CLOSED

**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 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****. 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?**

Secretary turns the meeting over to the newcomer greeter.

**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?

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. 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?

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.

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.

Is there any other business to address before we close the meeting?

Serenity Prayer

**MEETING IS NOW CLOSED**