

## **Saturday 6pm - Technical Information**

### **For the Secretary/Chair to read before leading a phone bridge meeting**

**As the Secretary/Chair for this meeting you will be given a “leader code” that will give you more features on the key pad than other members.**

**Here is some information that will help before dialing into the meeting once you have been given the leader code.**

- 1. Dial the phone number and then use the regular pin number followed by the # sign that everyone else uses.**
- 2. There will be a voice prompt after entering the regular pin # that says “IF YOU ARE THE MODERATOR PLEASE PRESS 1.”**
- 3. Follow the prompt and Press 1. The word “moderator” and “leader” mean the same thing.**
- 4. The voice prompt will again say “PLEASE ENTER THE MODERATOR PIN (Leader Code) number FOLLOWED BY THE # SIGN”.**
- 5. You will join the phone meeting muted after entering the leader code and # sign. Press \*1 to unmute yourself and then introduce yourself as the Secretary/Chair of the meeting. Press \*0 for a menu of all features.**

**Probably one of the most important** services you can give as the Secretary/Chair is **to have the highest sound quality** on the phone bridge system. This means without background noise and weak sound quality. **“Sound”** is all we have for the phone meeting to work.

**Background noise can be taken as disrespectful or interruptive while members are speaking. As a trusted servant you can guide the meeting without background noise or interruptions to the best of your ability.**

**Along with your own skills; here are a few tips and a few pieces of information to help you:**

- 1. Technically the phone bridge system is built for “only” one person to be unmuted at a time. This of course would include, You (the Secretary/Chair) as well as the Timekeeper to stay muted by using the \*1 keys. The timekeeper only unmutes to say “time”. The Secretary/Chair unmutes a few seconds before the member is done sharing to welcome the next share. You can remind the timekeeper to please stay muted except to say “time”. (Only one line unmuted at a time).**

2. **As the Secretary/Chair** (with the leader code) you **are encouraged to use the \*5** to clear the line to address the noise. This ensures that members will be able **to speak so their share can be heard**. Then the member can press the \*1 keys to continue sharing without the previous background noise. **We call this “Cycling Through”**. (Most of the time people forget to mute and don’t know they are not muted). This can be done by saying **“Excuse the interruption, I’m going to clear the line”** and then **press \*5 keys**. You then could say, **“Whoever** was sharing please press \*1 and begin again,” or **“Whoever** would now like to share please press \*1 to unmute yourself.”
  
3. **Some meetings have multiple readers. The extra unmuted lines will cause the reading to be heard by some but not by other members. Here are some suggestions.**
  1. **Organize the readers so they know the order they will be reading.**
  2. **Then tell the rest of the readers to mute until a few seconds before it is their turn to read.**
  3. **After each member reads remind them to mute again.**
  4. **(AS A Rule of Thumb), just because you can hear does not mean that other members can. These phones meetings have global coverage. Not all phones have equal sound. Only one line unmuted at a time will keep a clear worldwide phone line for everyone during the meeting.**

**These 4 technical points can promote safety, warmth and recovery similar to face to face meetings. This was written to assist you to know and understand the phone bridge technical features.**

**Thank you** for taking the time to read these suggestions. If you need help, just ask. **Congratulations on doing service and beginning the flow that opens our heart to what it already knows---that we all need each other.**

**Sincerely,  
Your Web Coordinator**

## The Meeting Format Starts Now

(This is the part you read out loud)

### MEETING FORMAT:

#### Saturday 6pm Eleventh Step Study Meeting

**INTRODUCTION:** Welcome to the **Saturday 6pm Eleventh Step Study Meeting.**

(This meeting last for one hour and fifteen minutes)

- 1) **My name** is \_\_\_\_\_, a grateful member of Al-Anon and your chairperson for this meeting.
- 2) **Chairperson says:** Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press \*1 to unmute.

#### The 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)

### 3) PHONE ETIQUETTE:

- a. Prior to joining the meeting, we ask members to temporarily disable their call waiting by dialing \*70 before calling the number to the phone bridge (example \*70-1-712-432-8733). If a member does not disable their call waiting, we may hear your conversation or beeping.
- b. When you dial in, you will start the conference being muted.
- c. Stay muted at all times unless you are sharing. You can un-mute by pressing your \*1 keys. You will hear a voice saying "you are now un-muted". Some phones do not have a long enough beep for the muting and un-muting to happen. You may have to press \*1 several times for this function to work. When the voice comes on, you will know that the \*1 keys have worked.
- d. We ask members to use the \*1 keys to mute even if they have a mute function on their individual phones. The \*1 keys ensures the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
- e. Please do not use a speaker phone for sharing or we will all hear an echo. Some speaker phones will not mute even when pressing your \*1 keys.
- f. To hear a menu of all the features--such as volume control or member count-- simply press \* by itself.

## READINGS:

### 4) Chairperson reads or asks a volunteer to read:

**SUGGESTED AL-ANON WELCOME:** (How Al-Anon Works pg. 8 or in the Al-Anon Alateen Service Manual pgs. 10-11)

### 5) ASK FOR VOLUNTEERS to read:

- a) **PREAMBLE** to the Twelve Steps (In the front of all Three Meditation Books)
- b) **THE TWELVE STEPS** (In the back of all Three Meditation Books)
- c) **THE TRADITION AND CONCEPT OF THE MONTH** (In the back of Three Meditation Books)

### 6) **INTRODUCTIONS:**

Are there any newcomers on the line today? Please press \*1 so that we can greet and welcome you.

Now let's go around the globe and introduce ourselves. Please press \*1 to unmute. I'll start . . .

Hi, I'm \_\_\_\_\_ (Name) \_\_\_\_\_ from ( \_\_\_\_\_ State \_\_\_\_\_ )

### 7) **ANNOUNCEMENTS:**

#### Chairperson reads:

- a) Al-Anon is self-supporting through its own voluntary contribution. If you would like to you may do so at your face-to-face meetings or send donations to;

World Service Office  
1600 Corporate Landing Parkway  
Virginia Beach, VA 23454

757-563-1600  
WSO ID# 30596880

- b) Do we have a **volunteer who will stay on the line** after the meeting to greet newcomers, answer questions about Al-Anon, or to explain the phone etiquette?
- c) Business Meeting takes place on the first Saturday of the Month.

### 8) Are there any other **Al-Anon related announcements?**

**9) ASK FOR TIMEKEEPER:** We have 3 minute shares do we have a volunteer to be our spiritual timekeeper? When you hear the timekeeper call time please let them know you heard them by saying Thank you or I'll wrap up, etc.

**10) MEETING TOPIC: Study of The Eleventh Step**

**(Chairperson asks for volunteer(s) to read The Eleventh Step)**

**1st week, Odd Months, (In How Al-Anon Works)**

**1st week, Even Months, (In Reaching for Personal Freedom workbook, ALL paragraphs, without the questions)**

**2<sup>nd</sup> week (In Al-Anon's Twelve Steps and Twelve Traditions)**

**3<sup>rd</sup> week (The Eleventh Step in Paths to Recovery up to the Members Share)**

**4<sup>th</sup> week (Read a page on The Eleventh Step in our Three Daily Meditation Books)**

**5<sup>th</sup> week (Speaker on The Eleventh Step for 15 - 20 minutes)**

**If no speaker is available or volunteers to speak on the 11th step, then the moderator will ask for volunteers to read the "Members share Experience, Strength and Hope" portion of the Paths to Recovery book. All three sections can be read.**

**Chairperson ask for volunteer to speak for 5 – 7 minutes after the reading for each week (someone who hasn't spoke in 30 days) in 30 days)**

**Chairperson reads the 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. We ask those who are members of other anonymous programs not to break their anonymity and to try to identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

**11) OPEN FOR SHARING:** We are now open for 3 minute sharing. We invite the timekeeper to share first. The floor is now open to share.

**(Twenty minutes before the close of the meeting)**

**12)** We are now at five minutes before the top of the hour. We will now open up the sharing for newcomers or for those members who do not regularly share.

**13) CLOSING (Ten minutes after the top of the hour)**

**Chairperson reads or asks a volunteer to read:**

**The Al-Anon Suggested Closing** found in How Al-Anon Works pg. 396 or pg. 380 in the older version of the book or in The Al-Anon Alateen Service Manual pg. 22.

**14) Chairperson asks:** Will all who care to, join me in closing with **the Al-Anon**

**Declaration** followed by **The Serenity Prayer.**

(AI-Anon Declaration can be found in the **AI-Anon Alateen Service Manual** pg. 22 or **Paths to Recovery** Roman Numeral page 9 (IX).

**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.**

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

Please press \*1 to unmute.

**15) Names & Telephone Numbers:**

Chairperson asks for members to call out names of individuals they want telephone numbers. After all names are requested the chairperson then asks for their phone numbers.

**MEETING SCHEDULE**

Meeting schedule can be accessed on the web at [www.phonemeetings.org](http://www.phonemeetings.org). Format changes and website related requests can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). Any **new meetings** and format draft ideas can be brought to the Monthly Business Meeting on the 4<sup>th</sup> Saturday of the month at 2pm EST. All other general questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com).

**Does anyone need the meeting schedule read?**

**Meeting Schedule**

All Eastern Time zone, same pin and phone # as you dialed in for this meeting

<b>6am</b>	<b>Saturday 7 days a week</b>
<b>8am</b>	<b>Saturday and Sunday</b>
<b>9am</b>	<b>Weekdays (Monday thru Friday)</b>
<b>10am</b>	<b>Saturday</b>
<b>11am</b>	<b>Sunday</b>
<b>2pm</b>	<b>Sunday</b>
<b>Noon</b>	<b>Monday ----- Saturday</b>
<b>4pm</b>	<b>7 days a week</b>
<b>6pm</b>	<b>Saturday</b>
<b>8pm</b>	<b>7 days a week</b>
<b>10pm</b>	<b>Monday, Tuesday, Thursday, Friday, Saturday and Sunday</b>
<b>12 midnight</b>	<b>Monday and Thursday</b>

Chairperson states: This meeting is now formally closed.

Chairperson turns the meeting over to the newcomer greeter after the meeting closes.

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

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.  
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?

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

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

17. 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.

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

Serenity Prayer

Meeting is now closed.