

Sunday 10pm - Technical Information

There is helpful information for chairing meetings at:

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

MEETING FORMAT:

Sunday 10pm The Forum Magazine Sharing Our Recovery

INTRODUCTION: Welcome to the Sunday 10 p.m. **"THE FORUM MAGAZINE, SHARING OUR RECOVERY."** which uses "The Forum" The Monthly Magazine of Al-Anon Family Groups. This meeting last for 1 hour and 15 minutes.

1) **My name is** _____, a grateful member of Al-Anon and your chairperson for this meeting.

2) **The Serenity Prayer:** (Al-Anon/Alateen Service Manual, Page 10)

Chairperson says: 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,
The courage to change the things I can
And wisdom to know the difference.

3) **PHONE ETIQUETTE:**

- **You will start the conference being muted**
- **Please Stay muted unless you are sharing by pressing * 1 on your phone**
- **Please do not use the mute function on your phone ---- the *1 key ensures the greatest sound strength for the entire phone line.**
- **Do not use a speaker phone or we will all hear an echo.**
- **To hear a member count or menu of all features simply press the * by itself**

Chairperson reads: We ask members who have dialed in on the leader code to please hang up and dial back in regularly. On conference service lines multiple members on the leader code can cause technical difficulties. Thank you for your cooperation.

READINGS:

4) **Chairperson reads:**

SUGGESTED AL-ANON WELCOME: (found in “How Al-Anon Works,” page 8 or in the Al-Anon Alateen Service Manual pgs.10 - 11)

5) ASK FOR VOLUNTEERS to read:

- a) **PREAMBLE** to the Twelve Steps (front of Hope for Today and Survival to Recovery)
- b) **THE TWELVE STEPS** (Back of all Three Meditation Books)
- c) **THE TRADITION AND CONCEPT OF THE MONTH** (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) Our Seventh Tradition states we are self-supporting through our own voluntary contributions.

Contributions can be sent to the World Service Office and state that it is from Sunday 10pm meeting: “**The Forum Magazine, Sharing Our Recovery.**” Our World Service Office ID number is 30596883.

Or electronically at www.phonemeetings.org under the contribution under the contributions page. Also donations can be made at you face-to-face meetings.

A sponsor is someone you talk to one-on-one who helps you understand the program. If you are looking for a sponsor, we suggest you ask for numbers of those you would like to talk to at the close of the meeting, or ask for numbers at your face-to-face meetings.

- 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) If any members are interested in a subscription to Al-Anon's monthly magazine "The Forum," contact the WSO at 757-563-1600 or go to their website at www.al-anon.org/forum.

You can mail your subscription to:
AFG. Inc
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617

Or fax subscription to 757-563-1655

d) Business Meeting takes place on first Sunday of the month.

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

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.

9) **MEETING TOPIC:**

Each week the Chairperson or a volunteer reads a different article from this month's Forum magazine. (If the current month's issue is not available, the reading can come from the prior month's issue.)

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

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

12) **Fifteen minutes before the meeting closes:** 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

13) **CLOSING** (begin closing the meeting 5 minutes before the meeting ends).

Chairperson reads: The Al-Anon Suggested Closing. (The secretary or volunteer please read the Suggested Al-Anon Closing: (found on page 396 new edition or page 380 old edition of How Al-Anon Works or page 24 of the Al-Anon Alateen Service Manual.)

14) Al-Anon Declaration:

Chairperson asks: Will all who care to, join me in closing with **the Al-Anon Declaration...** (Al-Anon Declaration can be found in Paths to Recovery on page 9 (Roman Numeral IX) or the Al-Anon Alateen Service Manual pg. 22).

...followed by **The Serenity Prayer.** (**Serenity Prayer can be found in the Al-Anon/Alateen Service Manual, page 10**)

Please press *1 to unmute.

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To accept the things I cannot change,
The courage to change the things I can
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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.

Phone Numbers :

For those whose numbers were requested, would you like to leave your contact information? Would anyone else like to leave their number or contact information for outreach?

THE MEETING IS 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 AI-Anon phone meetings?

Chairperson states: This meeting is now formally closed.

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