MEETING FORMAT:

Friday 6am Unity Daily Readers

1) **INTRODUCTION:** Welcome to the Friday 6am “Just For Today” Al-Anon Family Group meeting.

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. 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.

b. 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.

c. To hear a menu of all the features—such as volume control or member count—simply press * by itself.

d. Please note after the close of the meeting we will have time for name and telephone exchanges.

**READINGS:**

4) **ASK FOR VOLUNTEERS** to read:

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

b) **THE TWELVE STEPS** (Back of all Three Meditation Books)

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

(In December concept 12 includes reading the General Warranties.)

5) **INTRODUCTIONS:**

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

Hi, I’m ______ (Name)______ from (_______ State___)

5) **MEETING TOPIC:** (This meeting begins to closing at the the top of hour)

"At this meeting we read today’s date from our three Daily Readers."

"Through these readings and sharing it is our hope that the understanding, love and peace of the program will grow in us one day at a time."

At this meeting we read today’s date from the 3 daily readers.”

We ask those who regularly read or share, to pause, so we may welcome those who do not frequently read or share at this meeting

"Todays date is ______(say the date)."

"Could I please get 3 volunteers to read todays date from One Day At A Time, Courage to Change and Hope for Today?"

(When you get 3 readers: direct them to begin reading one right after another and be sure to thank them when they are finished. Then 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.

We ask those who regularly read or share, to pause, so we may welcome those who do not frequently read or share at this meeting.

6) "At this meeting we have 3 minute shares. Could I please get a timekeeper to come in and gently say "TIME" after 3 minutes?"

(When you get a volunteer ask the following...)

"Would the timekeeper like to share first?"

(Depending on what they say offer your thanks for their service.)

7) " When you hear the timekeeper, please wrap up your share. All are encouraged to share because participation is the key to harmony. The floor is now open for sharing on our readings or whatever is on your heart."
8) ANNOUNCEMENTS:
Chairperson reads:
  a) Please note after the close of the meeting we will have time for name and telephone exchanges.
  b) 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 Friday 6am “Just For Today” Al-Anon Family Group meeting. Our World Service Office ID number is 30731012.
      World Service Office
      1600 Corporate Landing Parkway
      Virginia Beach, VA 23454
      757-563-1600
  c) Sponsorship is a valuable tool in Al-Anon. Before selecting a sponsor, you may want to read Al-Anon’s conference approved literature on Sponsorship.
  d) 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?
  e) Business Meeting takes place on the 2nd Friday of the month after the close of the meeting.

9) Are there any other Al-Anon related announcements?

10) CLOSING (begins closing at the top of the hour).
Chairperson reads or asks a volunteer to read: The Al-Anon Suggested Closing.
(The Al-Anon Alateen Service Manual pg. 22 or How Al-Anon Works pg. 396 the or older book pg. 380)

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

  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)

Thank all of you who read, shared, listened and thanks to the timekeeper for timing.
12) **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.

**THE MEETING IS NOW CLOSED**

**MEETING INFORMATION**

a. Information on all registered meetings can be found on Al-Anon’s website: [al-anon.org](http://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://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](mailto:phonemeetingsweb@yahoo.com). General questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com). For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email [phonemonitorteam@yahoo.com](mailto:phonemonitorteam@yahoo.com). For workshop ideas, suggestions and concerns, email [phonemeetingsforum@yahoo.com](mailto:phonemeetingsforum@yahoo.com).

d. Would anyone like to announce any other Al-Anon phone meetings?

**Chairperson states:** This meeting is now formally closed. Chairperson turns the meeting over to the newcomer greeter after the meeting closes unless there is a business meeting.

If there is a business is there someone one who would like to leave their phone number in case newcomers have any questions?

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**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 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.
   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.

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 flavor 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 flavor 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.