Monday 10pm - Technical Information
There is helpful information for chairing meetings at:
http://phonemeetings.org/information.htm

Format:
Monday 10pm Personal Growth in Step 4 Meeting – Using Blueprint for Progress

1. Welcome to the Personal Growth in Step 4 Meeting which uses Blue Print for Progress Book.
   Hi, my name is ____________________, a grateful Al-Anon member and your secretary for this meeting."

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.

ANNOUNCEMENTS:

2. 7th Tradition: AL-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and state that it is from the Monday 10pm Personal Growth in Step 4 – Blue Print For Progress Meeting WSO ID 30734393.

3. Do we have any Al-anon related announcements?

4. Meeting time schedule will be read at the end of the meeting after Number are given out

5. Let’s go around the globe and introduce ourselves. Hi, I am ______(Name)_____ from ______(State____)

6. Business Meeting is on the 1st Monday of the Month
7. 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. Press *1 if you would like to join us.

8. Hello again to everyone. This meeting’s format may be different than other formats. We will be writing and using the newest revised version of Al-Anon’s Blueprint for Progress. If you don’t have this work book yet, please have a piece of paper and something to write. Writing is part of the meeting. We will be doing just that, a written 4th step.

9. We will tell you how to order THE REVISED EXPANDED EDITION OF BLUE PRINT FOR PROGRESS from Al-anon at the after the meeting closes or ask for it at your local meeting. But until then we will read you the questions as they are written in the workbook. All you need is a paper and something to write.

10. It is our intention in this meeting to start from the beginning of the Blue Print for Progress and work through it until completed. One of the tools of al-anon is writing. The physical words on paper can free our mind, collect our thoughts and stop the rehashing of what unconscientiously can be repeated with non-useful results. Because this al-anon tool (of writing) works well, the focus of the meeting is to write your answers. The written questions will go in order of the workbook.

   a. Basically, we will do 3 or 5 sub-questions a meeting always followed by the FINDINGS question at the end of a MAIN CATEGORY. Next meeting we will pick up where we left off.

11. Simply put, the meeting will go as follows.
   A. We will do some readings.
   B. Then you will be asked 3 to 5 inventory questions for this week. This will give you time for 1 to 4 sentences on each question. The thought is that the short answers will build up to comprehensive inventory to go over it with your sponsor or whoever you ask to do your fifth step. There are over 300 questions.
   C. There will a silent pause of 2 to 3 minutes between each question for members to write.
   D. Individuals will then read all their answers and follow with a 2 minute timed share stating “Having written on____________________ what did you learn about yourself.”

   Ok with all that said let’s begin the work book for the day.

12. Does someone have the revised edition of the Blue Print for Progress? If so would you please read all of page 9 and ending with the first paragraph on page 10? (if no one has the book, leader reads it)
13. Would someone please read the paragraphs below the Category we are working on this week? Leader or member reads the Category Paragraph before the question, Like HONESTY, SELF WORTH

14. Would someone please read the Reflections for that Category?

15. Read the first question (where ever you left off at) three times slowly, as if someone was writing the question down. Tell everyone that you will return in a few minutes and that there will be silence for them to write and you will return. Mute yourself as well.

16. Here is the first question………

17. Say the second question in the same manner and speed (as first) and allowing again 2 minutes for people to write before returning.

18. Here is the second question………

19. Here is the third question….. and so on if more questions

20. Ok so now we are in the sharing part of the meeting. As said before, members share their answers, by reading what they wrote, when done with the questions then following with a 2 minutes share for the Findings question, stating having answered these questions on this subject “…….. “What did I learn about myself?” If you didn’t write tonight you have the option to have a 2 minutes share from the top of your head.

21. Who would like to share?

Ask members if there were able to write their answers? If not then invite them to have a 2 minute share. You are the timer in this meeting…. Because not everyone will just read their answers without adlibbing, so some do there finding with their answers. So you may have to play it by ear.

Ok thank you for all that shared.

Now we will read you the questions for next week. So read them the next question for the week (twice slowly)

22. Ok, now it is time to give out the information of how to get the Revised Expanded Blueprint for Progress work book. One of 3 ways.
   A. First go to your individual meetings and ask for it
   B. Call Al-Anon world service at (757) 563-1600
   C. You can get the Revised Blue Print for Progress by going to www.al-anon.alateen.org then click on the English link and then under Publications go to “Shop on line”. Once there go to “Product Search” and type in P-91 or Blue print for progress. When the pictures of the wordbooks come up, make sure you get the revised expanded edition. They have the older one there as well. You want the newest revised expanded one to follow this meeting.
Now it is time to call out the names of people you would like to get a phone number from and after the closing in the meeting schedule we will get the numbers.

**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)

Thank you everyone that read and shared and special thank you for our Spiritual timer.

All who would like to join me in the **Serenity Prayer**, please press *1

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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.
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(Al-Anon/Alateen Service Manual pg. 12)

Ok is ________________ on the line? Would you like to give out your phone #?

**FORMAL MEETING IS NOW CLOSED.**

**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?

Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meeting closes.
Thank you all Good night.