FORMAT:
Al-Anon’s Monday (12 Noon) Topics For Recovery Meeting

INTRODUCTION
1. Hi, my name is ____________________, a grateful Al-Anon member and your secretary for this meeting.

2. This meeting will last for one hour and fifteen minutes.

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. Per group conscience, if at any time it is deemed that the Chairperson’s sound quality is unclear or affected by background noise, the group respectfully asks that you step down.
   f. 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.
   g. To hear a menu of all the features--such as volume control or member count--simply press * by itself

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.

Serenity Prayer
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 pg. 10)

SUGGESTED AL-ANON WELCOME

1. Anon Works pg.8 or Al-Anon / Alateen Service Manual pg.10-11.

Ask for volunteers to read;  
a. Preamble to Al-Anon’s 12 Steps  2 pages before January 1 in all three meditation books  
b. Al-Anon’s 12 Steps  found one page after December 31 in all three meditation books  
c. One Tradition & One Concept of the month  (one and two pages respectively after the 12 Steps in all three of the meditation books)  
   Note to Secretary: after a volunteer steps up to read Concept 12 please add (PLEASE READ THE FIVE GENERAL WARRANTIES OF THE CONFERENCE THAT FOLLOW CONCEPT 12.)

INTRODUCTIONS  
Let’s go around the globe and introduce ourselves. Hi, I am _______ (Name) _____ from (_________ State___)

ANNOUNCEMENTS

5. 7th Tradition: Al-Anon is fully self-supporting declining outside contributions. Although we have no expenses related to this phone bridge we do have expenses related to our website. You may send voluntary contributions to WSO and state that is it is from Monday Noon Meeting WSO ID #504067, or go to www.phonemeeting.org click on contributions, or give at face to face meetings  
6. A sponsor is someone who you talk to one-on-one who helps you understand the program. If you are looking for a sponsor, please ask for phone numbers of the people you would like to talk to after the close of the meeting, or at your face-to-face meetings.

7. Do we have a volunteer who will stay on the line after the meeting to answer questions about Al-Anon or to explain the phone etiquette? Are there any newcomers on the phone bridge today? You can press your *1 keys to unmute yourself and state your name so we may greet you. We reserve the last ten minutes of the meeting especially for newcomers to share however new comers may share at any time as well as those who don’t regularly share at this meeting. We would like to give everyone on the phone bridge the opportunity to share.
8. At this meeting, there is a place to make announcements about other Al-Anon phone bridge meetings after the schedule is read, at the end.

9. Are there any Al-Anon related announcements?

[Business Meeting is on the 1st Monday of the Month]

MEETING TOPIC

10. This is a topic meeting. We will be using any piece of Conference Approved Literature of between three and five short paragraphs, or approximately two minutes in length. Whatever single topic is heard first by the leader will be the topic of the meeting.

11. Is there a step or a topic someone would like to bring to the group for discussion?

12. So the topic is _______. We will now look for the topic in the index of most any piece of CAL literature, and pick 3 readers. Who would like to read a two minute selection from any piece of CAL literature on today’s topic?

13. 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.

14. We have three minute shares. Do we have a volunteer to be our spiritual timekeeper? Would the spiritual timekeeper like to share first?

15. (Leader- 10 minutes before the meeting closes state): It is now ten minutes before the close of the meeting; we will open up the sharing for newcomers or for those members who do not regularly share.

CLOSING

16. (Leader-Ten minutes after the top of the hour state): It is now five minutes before the close of the meeting. Please call out the names of members from whom you would like telephone numbers and we will get them now.

17. Suggested Al-Anon Closing:

Secretary or Volunteer read Suggested Closing found in How Al-Anon Works old edition pg.380 or new edition pg.396 also Al-Anon/Alateen Service Manual pg. 22.
For those who would like to join in, press your *1 keys to unmute and let’s say the Al-Anon Declaration which can be found in Paths to Recovery Roman Numeral page IX (9) or the Al-Anon/Alateen Service Manual pg.22, followed by the Serenity Prayer.

**Serenity Prayer**
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 pg. 10)

19. Would anyone like to request a telephone number?

**FORMAL 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?