Monday 6am - Technical Information
There is helpful information for chairing meetings at:
http://phonemeetings.org/information.htm

MEETING FORMAT:

Monday 6am Unity Daily Readers

1) INTRODUCTION:
Welcome to the Monday 6am “Just For Today” Al-Anon Family Group meeting. My name is ______________, a grateful member of Al-Anon and your chairperson for this meeting. This meeting starts at 6am. Closing begins at 7am/the top of the hour.

2) SERENITY PRAYER:
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
Courage to change the things I can
And wisdom to know the difference.
(Al-Anon/Alateen Service Manual, Page 10)

3. PHONE ETIQUETTE:
a. You'll enter the meeting being muted.
b. Un-mute and mute with *1 keys.
c. Do not share on a speaker phone.
d. Please stay muted at all times unless sharing

4. READINGS:
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 all Three Meditation Books)

*(NOTE: In the month of, DECEMBER we read the 5 GENERAL WARRANTIES found after the 12 Concepts in all 3 meditation books.)*

5. INTRODUCTION
a. 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.

b) Let’s go around the globe and introduce ourselves. Please press *1 to unmute.

Hi, I'm ______(Name)______ from (_______ State_ )
6. ANNOUNCEMENTS:
Seventh Tradition: Al-Anon is fully self-supporting, declining outside contributions. WSO ID# 30731007 We ask that you make donations to:

a. Face to face meetings.
   b. WSO @ 757-563-1600.
   c. Al-Anon.org

d. Business Meeting takes place on the 2nd Monday of the month after the close of the meeting.

e. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting?

(When there is a business meeting, ask if anyone is available to leave their phone number to answer newcomer questions about Al-Anon.

f. Sponsorship is a valuable tool in Al-Anon. Before selecting a sponsor, you may want to read Al-Anon conference approved literature on sponsorship.

g. Business Meeting takes place on the 2nd Monday of the month after the close of the meeting.

h. Are there any Al-Anon related announcements?

7. MEETING TOPIC:
At this meeting we read today's date from our three Daily Readers. Could I please get 3 volunteers to read today's date from:

a. One Day At A Time
b. Courage to Change
c. Hope for Today

   Today's date is ____________________ .

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

8. SPIRITUAL TIMEKEEPER:
At this meeting we have 3 minute shares. When you hear the timekeeper, please wrap up your share. All are encouraged to share because participation is the key to harmony. Could I please get a timekeeper to come in and gently say 'TIME' after 3 minutes? Would the timekeeper like to share first?

9. 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. Please keep the focus on the Al-Anon program, Steps, Traditions and Concepts of Service. Let's leave other affiliations, religions, our professions, outside publications, philosophies, other Twelve Step programs outside of the Al-Anon meetings.
10. SHARING: 
The floor is now open for sharing.

11) CLOSING: 
(Begins at the top of the hour (7am))

We now begin the closing. I would like to thank all who did service: Our timekeeper, our readers, all those who shared and those who listened.

12) AL-ANON SUGGESTED CLOSING: 
Can we have a volunteer read the Al-Anon Suggested Closing found in:
1. The Al-Anon/Alateen Service Manual pg. 22.

13) AL-ANON DECLARATION: 
We will now recite the Al-Anon Declaration found in: 

14. 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, Page 10)

15. NAMES AND TELEPHONE NUMBERS: 
Would anyone like to request a telephone number?

THE MEETING IS NOW FORMALLY 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?

20. Secretary turns the meeting over to the newcomer greeter.

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MONTHLY BUSINESS MEETING FORMAT:

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 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.
5c. 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.
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
Is there anything a member would like to add before closing?

Let's join together saying the Serenity Prayer

THE BUSINESS MEETING IS NOW CLOSED.