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

MEETING FORMAT:
Al-Anon Family Groups SATURDAY 10pm “Obedience to the Unenforceable” Meeting

1) Welcome to the Saturday 10 PM Traditions Meeting. My name is ____________, a grateful member of Al-Anon and your chairperson for this meeting.

Will you 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,
Courage to change the things I can,
And wisdom to know the difference.
(Al-Anon/Alateen Service Manual, p.10)

Chairperson or Volunteer reads Suggested Al-Anon Welcome: (“We welcome you to the "Obedience to the Unenforceable...") found in How Al-Anon Works p.8 or Al-Anon/Alateen Service Manual pp. 10 -11)

2) PHONE ETIQUETTE:

a. When you dial in, you will start the conference being muted.
b. 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.
c. 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.

d. 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.

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

3) This meeting will stop at the top of hour for members to share their telephone numbers.

4) ASK VOLUNTEERS TO READ:

a. Suggested Al-Anon Preamble to the Twelve Steps
b. Twelve Steps
c. Twelve Traditions and the One Concept of the Month

5) INTRODUCTIONS:

Let’s go around the globe and introduce ourselves. And if you’re new to Al-Anon please identify yourself so we can welcome you. Please press *1 to unmute.

Hi, I’m ______(Name)______ from (_______State___)

6) ANNOUNCEMENTS:

6a) Our Seventh Tradition states we are self-supporting through our own voluntary contributions. We ask that you send your contributions to the World Service Office at 1600 Corporate Landing Parkway Virginia Beach VA 23454 and state that it is from Saturday Night’s ‘Obedience to the Unenforceable’ Meeting. Our World Service Office ID number is 30533272. Or, make donations at your face-to-face meetings.
6b) 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?
6c) Meeting information for this phone line, Al-Anon meetings on other phone lines and face-to-face meetings will be read after this meeting closes and after phone numbers are exchanged.
6d) Business meetings take place on the 4th Saturday of the month following the close of the meeting.
6e) Are there any other Al-Anon related announcements?

7) Each month this meeting focuses on the corresponding tradition:

Do we have (3, 4, 5, etc.) volunteers on the line who have the book and who can help us out with our reading today? Thank you. Members are asked to read in the order they volunteered and to continue on until the reading is complete.

Week 1: *Al-Anon's Twelve Steps & Twelve Traditions*: Tradition Reading and Thinking It Over

Week 2: *Paths To Recovery*: Tradition Reading

Week 3: *Paths to Recovery*: Members Share Experience Strength & Hope

Week 4: *Paths to Recovery*: Tradition Questions: Preceded by a brief reading of opening 1, 2, or 3 paragraphs from ‘Paths to Recovery’ overview of the Tradition itself. (Chairperson determines how many paragraphs to be read in order kick off the questions.)

Week 5: Two readings on the Tradition of the month (4x/year): Two members are invited to volunteer to read a page on the Tradition from one of our three daily readers and/or from one of the following pamphlets: *Al-Anon’s Twelve Steps & Twelve Traditions* or *Al-Anon’s Twelve Traditions - Illustrated.*
8) Chairperson thanks the readers.

9) Before we open the meeting for three-minute shares, do we have a volunteer to be our spiritual timekeeper?

10) The meeting is now open.

11) CLOSING (begins 5 minutes before the top of the hour, but first invites phone number requests)

We now invite you to call out names of members whose telephone numbers you would like to have, and we shall try to collect that information after the meeting closes.

Chairperson reads or asks a volunteer to read: The Suggested Al-Anon Closing. (*Al-Anon Alateen Service Manual* p. 22 or *How Al-Anon Works* p. 396 or in the older book p. 380)

12) NAMES & TELEPHONE NUMBERS:

Chairperson asks for members to call out names of individuals they want telephone numbers for and ask those members to stay on the line after the Al-Anon Declaration and give out their phone numbers.

**Al-Anon Declaration:**

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 preface of *Paths to Recovery*, p. ix or the *Al-Anon/Alateen Service Manual* p. 24). 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, p.10)

13) It’s now time for the phone number exchange....

THE 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?

Chairperson turns meeting over to newcomer greeter and fellowship.