MEETING FORMAT:

Friday 6am “Unity Daily Readers” Meeting.

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. This meeting lasts for one hour. Closing begins at the top of the hour/7am.

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.

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. 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:
May we have 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)

(Note: In the month of DECEMBER we read all 5 General Warranties. Found after the 12 Concepts in all 3 meditation books.)

5. INTRODUCTIONS:
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. Now 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. We ask that you donate to:

a. Face-face meetings.
b. WSO @ 757-563-1600. (WSO# for this meeting is 30730706)
c. Al-Anon.org.

d. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting?
e. The Business Meeting is held on the 2nd Friday of the month after the close of the meeting. (*When we have a business meeting, would someone leave their phone number for 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’s conference approved literature on Sponsorship.
g. Are there any other Al-Anon related announcements?

7. MEETING TOPIC:
At this meeting we read todays 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."

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?”

8. 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 and on our Steps, Traditions, and Concepts of Service. Let's leave other affiliations outside! Religions, our professions, outside publications, other philosophies and other 12 Step programs.

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

10. SHARING:
The floor is now open for sharing on our readings or whatever is on your heart.

11. CLOSING: AT THE TOP OF THE HOUR:
We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

12. AL-ANON SUGGESTED CLOSING:
Could a volunteer read: The Al-Anon Suggested Closing. (Found in the Al-Anon Alateen Service Manual pg. 22 or in How Al-Anon Works pg. 396 or in the older version pg. 380)

13. THE 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 Al-Anon Alateen Service Manual pg. 22 or Paths to Recovery Roman Numeral (IX) page 9.)

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)

14. NAMES AND 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 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 phonemonitorsteam@yahoo.com. For workshop ideas, suggestions and concerns, email phonemeetingsforum@yahoo.com.

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

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

__________________________

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 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.
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.
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.

Are there any other things someone would like to add before closing?

Close with the Serenity Prayer.

Meeting is now closed.