

## **Monday 9am - Technical Information**

There is helpful information for chairing meetings at:

<http://phonemeetings.org/information.htm>

### **FORMAT:**

MONDAY 9am TODAY'S DAILY READINGS

### **INTRODUCTION:**

1) Hi I am ---- your secretary for this meeting. We welcome you to the Monday 9:00 am Meditation Book Meeting. At this meeting, we read today's page out of 3 of the 6 Alanon/Alateen daily readers.

**This meeting lasts for one hour and 15 minutes.**

2) Let all who wish to un-mute by pressing \* 1 and join us to say 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 2018-2021, pg. 11)**

3) Can I please have a volunteer to read the **Suggested Al-Anon Welcome?**  
(in How Al-Anon Works, pg.8, or Al-Anon/Alateen Service Manual 2018-2021,  
pg. 11-12)

### 4) **ASK FOR A VOLUNTEER TO READ**

a) **Al-Anon's Preamble** to The Twelve Steps

b) **Al-Anon's 12 Steps** (one page after December 31 in all four mediations books)

c) **One Tradition & One Concept of the month** (one and two pages respectively after the 12 Steps in all four meditation books)

**Note: In December, the 12th month, please read all five Warranties - they ARE Concept 12**

## **INTRODUCTIONS:**

We will now go around the globe and introduce ourselves Hi, I'm \_\_\_\_\_ from \_\_\_\_\_  
Welcome everyone please press \*1

## **ANNOUNCEMENTS:**

7<sup>th</sup> Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO or make donations at face-to-face meetings. This meeting's WSO ID **30731726**.

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 10 minutes of the meeting especially for newcomers and those who don't often share, however newcomers may share at any time.

The meeting schedule will be read at the end of the meeting after numbers are given out if requested.

This meeting needs more volunteers to help with chairing. The length of this position is flexible. We invite all members to become familiar with the meeting format and to consider chairing in the future. Format can be found at "phonemeetings.org" Double click "Al-Anon phone meetings," then double click Monday 9AM smiley face to open format

Are there any Al-Anon related announcements?

### **[Business meeting is on the First Monday of the month.]**

**5) Please disable your call waiting before dialing into the meeting and do not share on speaker-phone or we will all hear an echo. And please stay muted at all times unless you are sharing.**

**6) The reading is Today's date from the three of the 6 Al-Anon/Alateen Daily Readers: One Day at a Time, Courage to Change, Hope for Today, A Little Time for Myself, Alateen- One Day at a Time and Living Today in Alateen.**

**7) At this time, may we have 3 volunteer readers?  
Readers, please state your chosen reader before reading.  
Please follow one after the other. Thank you.**

**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. We ask those who are members of other twelve step fellowships not to break their anonymity and to try and identify with the Al-Anon approach for the family illness and to

refrain from quoting other program literature. Ours is a different experience and calls for a different interpretation.

9) **ASK FOR A TIMEKEEPER** We have 3 minute shares do we have a volunteer to be our spiritual timekeeper? Please be gentle when you call time. When you hear the timekeeper call time please let them know you heard them.

10) It is now 10 minutes before the close of the meeting; we will now open up the sharing for newcomers or for members who do not regularly share.

### 11) CLOSING:

**After the serenity prayer, we will exchange phone numbers or give out phone numbers for outreach. We will also read the list of all Al-Anon phone meetings on this phone bridge, if requested. The bridge remains open for questions and sharing after the official meeting ends. Is there someone who can stay after the meeting to greet newcomers and answer questions and continue the sharing?**

**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 ... all of Chapter 44 except the first paragraph).**

**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 2018-2021, pg. 11)**

**THANK EVERYONE FOR THEIR SERVICE.**

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**Now will take names and phone number requests or outreach.**

**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 information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for meeting 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 AI-Anon phone meetings?

Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.

### **Suggested Format for each Individual Group Business/Conscience Meeting**

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.

Ask if there is any further discussion before we vote.

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.

Ask if there is any further discussion before we vote.

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 \_\_\_\_\_#\_\_\_\_\_ abstentions.

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

Serenity Prayer

Meeting is now closed.