

**Saturday 4pm - Technical Information**  
There is helpful information for chairing meetings at:  
<http://phonemeetings.org/information.htm>

**FORMAT:**

**Saturday 4 pm “Opening our Hearts, Transforming Our Losses.”**

**INTRODUCTION:**

Welcome to the 4pm “**Opening our Hearts, Transforming our Losses**” Al-Anon Family Group Meeting.” My name is \_\_\_\_\_ , a grateful Al-Anon member and your chairperson for this meeting which lasts 1 hour and 30 minutes. Closing begins at 25 minutes after the hour..

**1. SERENITY PRAYER:**

May we open the meeting with a moment of silence followed by 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.

**2. SUGGESTED AL-ANON/ALATEEN WELCOME:**

May we have a volunteer to read the “Suggested Al-Anon/Alateen” welcome found in “How Al-Anon Works” pg. 8, or in the “Al-Anon/Alateen Service Manual” pg. 11.

**3. “OPENING OUR HEARTS TRANSFORMING OUR LOSSES” READING:**

May we have a volunteer to read from “Opening Our Hearts, Transforming Our Losses,” Chapter 2 page 23 paragraph 3.

**4. PHONE ETIQUETTE:**

- a. You will 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.

**5. READINGS:**

May we have 3 volunteers to read:

- a. The Preamble to Al-Anon’s 12 Steps: Found on the page before January 1st in all daily readers. "(Al-Anon/Alateen Service Manual pg. 13)"
- b. Al-Anon’s 12 Steps: Found one page after December 31st in all 3 meditation books. "(Service Manual pg. 14)"

c. The Tradition and Concept of the Month: Found on the page immediately after the 12 Steps in all 3 meditation books. "(Service Manual pgs. 15 &17)"

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

## 6. ANNOUNCEMENTS:

Seventh Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you donate your contributions to:

a. Face to face meetings.

b. WSO @ 757-563-1600. (WSO# for this meeting is 30521349.)

c. Al-Anon.org.

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

e. Are there any Al-Anon related announcements?

f. The **Business Meeting** will be held on the **3rd Saturday** of every month after the close of the meeting.

## 7. INTRODUCTIONS:

a. Do we have any newcomers today—to Al-Anon or to Al-Anon phone bridge meetings? We invite you to introduce yourselves so we may greet you. Please press the \*1 key to un-mute \_\_\_\_\_. Welcome, we're glad you're here.

b. Let's go around the globe and introduce ourselves.

I'll start: Hi, I'm \_\_\_\_\_ and I'm calling from \_\_\_\_\_.

## 8. MEETING FORMAT:

Our readings are from "**Opening Our Hearts, Transforming Our Losses.**"

Each weekly reading is one or two sections defined by line break (No longer than 3 pages) or bold heading. Sections are read in consecutive order. Today's starting point is determined either by written record, or with verbal input from a member who attended this meeting last week. This includes all questions in "Questions for Reflection and Meditation" at the end of each chapter."

Our reading today starts on pg. \_\_\_\_\_ and ends on pg. \_\_\_\_\_. We need \_\_\_\_\_ volunteers to read?

## 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. **TIMEKEEPING:**

Timekeeping: We have 3 minute shares; Can we have a volunteer to be our timekeeper? The timekeeper is asked to stay muted at all times, except when you come in to gently say "time". The person sharing will acknowledge the timekeeper by saying "thank you I'll wrap up." And now, would our timekeeper like to share, first?

#### 11. **SHARING: "Please get a pen and paper to note members' names, as there will be an opportunity to request phone numbers after the meeting."**

**We are now open for sharing.**

#### 12. **TOP OF THE HOUR:**

We are now at the top of the hour. We now invite shares from newcomers and those who do not regularly share on the bridge. **"(after newcomers share, say we open up for anyone to share)"**

#### 13. **CLOSING:**

(Closing begins **25 MINUTES** after the top of the hour.)

It is now time to close the meeting. I would like to thank everyone who did service: our timekeeper, our readers, all those who shared and all who dialed in to listen.

##### **a. SURVIVAL TO RECOVERY:**

May we have a volunteer to read from **"Survival to Recovery"** pages 267-268 or pages 269- 70 depending on your version. It starts with **"If we willingly surrender.**

**b. THE SUGGESTED AL-ANON/ALATEEN CLOSING:** (Found in How Al-Anon Works pg. 380 or 396 depending on your version, and the Al-Anon/Alateen Service Manual pg.20) May we have a volunteer to read the Suggested Al-Anon Closing?

#### 14. **SERENITY PRAYER:**

Would all who care to, please press \*1 to un-mute and join together in saying 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 pg. 10)

**15. NAMES AND TELEPHONE NUMBERS:**

Would anyone like to request a telephone number?

**THE 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?

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.
  - 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.

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.**