

## **Sunday 6pm - Technical Information**

There is helpful information for chairing meetings at:

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

### **FORMAT:**

Al-Anon's **Sunday 6pm** Taking Care of Ourselves AFG

### **INTRODUCTION:**

1. Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your chairperson for this meeting. Welcome to the Sunday 6pm "Taking Care of Ourselves" meeting. This meeting begins to close at 7pm.
2. Let's open with a moment of silence for those family members still suffering inside and outside of these rooms, followed by 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 pg. 10)

**Chairperson or Volunteer reads:**

**SUGGESTED AL-ANON WELCOME (How Al-Anon Works pg.8)**

### **CHAIRPERSON ASKS VOLUNTEERS TO READ:**

**Preamble to Al-Anon's 12 Steps** (2 Pages before January 1 in all three mediation books)

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

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

(On the 12th month, the General Warranties are also read.)

3. Are there any newcomers on the phone bridge today? You can press your \*1 key to un-mute and state your name so we may greet you. Newcomers may share at any time. We reserve the last fifteen minutes of the meeting especially for newcomers and for members who normally are quiet so that everyone on the phone bridge has an opportunity to share.
4. Let's go around the globe and introduce ourselves. Hi, I am \_\_\_\_\_(Name) from (\_\_\_\_\_ State\_\_\_\_\_)

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

#### **MEETING TOPIC:**

6. At this meeting we ask for a volunteer to share for 5-10 minutes on the topic of "Taking care of ourselves." The speaker may also read from any conference approved literature as they share their experience, strength, and hope for this topic. Could we have a volunteer to be our speaker today. (someone who hasn't shared in 30 days)

**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.

7. **We have four minute shares.** Do we have a volunteer to be our spiritual timekeeper? Would the spiritual timekeeper like to share first? We ask the timekeeper to stay muted except to come in to gently say time at four minutes. And we ask those who share to acknowledge that they have heard the timekeeper, and wrap up their share.
8. **Fifteen minutes before the meeting closes:** We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.

#### **9. ANNOUNCEMENTS:**

- a. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and state that it is FROM the **Sunday 6pm** meeting WSO ID# **30676610** or make donations at face to face meetings or electronically at [phonemeetings.org](http://phonemeetings.org) on the contributions page.
- b. Do we have a volunteer who will stay of the line after the meetings to answer questions about Al-Anon and to explain the phone etiquette?
- c. Are there any Al-Anon related announcements? We ask other Al-Anon phone meeting numbers to be announced after the meeting closes.

#### **12. Business Meeting is on the 1st Sunday of the month**

#### **13. Chairperson or Volunteer reads:**

SUGGESTED AL-ANON CLOSING (How Al-Anon Works pg.380 or 396)

**14. The AI-Anon Declaration: (It can be found in *Paths to Recovery* Roman Numeral page IX (9) or the AI-Anon/Alateen Service Manual pg.22)**

**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.

(AI-Anon/Alateen Service Manual pg. 12)

**15. Names & Telephone Numbers:** Ask for members to call out names of individuals they want telephone numbers from and ask those members to stay on the line and give out their phone numbers.

**MEETING IS NOW CLOSED**

**MEETING INFORMATION**

**a.** Information on all registered meetings can be found on AI-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 AI-Anon phone meetings?

Chair passes off to the volunteer (say name) able/willing to serve as newcomer greeter. Those wishing to participate in fellowship may stay on the line until the next meeting.

## **Suggested Format for each Individual Group 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 wisdom to know the difference.

### **OLD BUSINESS**

3. Chairperson 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. Chairperson please read the motion.

Ask if there is any further discussion before we vote.

- 5c. We now go to 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. Chairperson 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.

### **NEW BUSINESS**

10. Is there any new business that the group wants to bring up?
  11. **(if so)** So our first order of business is \_\_\_\_\_.
  12. We open up the floor for discussion on this item.
  13. Do we have a motion on this item?
    - 9a. Do we have a second?
    - 10b. Chairperson please read the motion.
- Ask if there is any further discussion before we vote.
- 11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

### **NEW BUSINESS**

14. Is there any new business that the group wants to bring up?

15. (if so) So our first order of business is \_\_\_\_\_.

16. We open up the floor for discussion on this item.

17. Do we have a motion on this item?

9a. Do we have a second?

10b. Chairperson please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. 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.