

Wednesday 8pm - [Technical Information](http://phonemeetings.org/information.htm)
There is helpful information for chairing meetings at:
<http://phonemeetings.org/information.htm>

FORMAT: Wednesday 8pm “*How Al-Anon Works* Beginners’ Meeting”

INTRODUCTION:

Welcome to the Wednesday’s “*How Al-Anon Works Beginners’ Meeting*”

This meeting lasts for 1 hour and 15 minutes.

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
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 p. 12)

3. PHONE ETIQUETTE:

- You'll enter the meeting being muted
- Unmute and mute with *1 keys
- Do not share on a speaker phone
- Please stay muted at all times unless sharing

READINGS:

Chair may read or ask a volunteer to read **Suggested Al-Anon/Alateen Welcome** which can be found in *How Al-Anon Works* p. 8 or the *Al-Anon Alateen Service Manual* p. 10.

Would someone please read:

a. Preamble to Al-Anon's Twelve Steps, (please read) **in** *How Al-Anon Works*

(2 pages before the Table of Contents)

b. Al-Anon's Twelve Steps (Please read) **in** *How Al-Anon Works* **p.44**

c. Tradition of the Month (Please read) **in** *How Al-Anon Works* **p. 107**

d. Concept of the Month (Please read) **in** *How Al-Anon Works* **p. 381**

e. Chair may read or ask a volunteer to read: from *How Al-Anon Works* or *From Survival to Recovery*, "A Special Word To Anyone Confronted with Violence" and "Tapping Other Resources" which can be found in *From Survival To Recovery* p. 9 and *How Al-Anon Works* after the Table of Contents and Preface.

ANNOUNCEMENTS:

4. 7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions and state that it is from the **Wednesday How Al-Anon Works Beginner's Meeting**

WSO # 30730198. Give directly to Al-Anon's World Service Office, Regional offices, area offices **or** at your local meeting.

5. This meeting uses the 416 page book, "How Al-Anon Works for Families and Friends of Alcoholics.

If you wish to purchase it as a softcover book, an eBook, or an Audio Book for \$7.00 - please visit the online store found on the homepage of our website:

Al-Anon.org.

Or if you wish to receive an order form in the mail, call Al-Anon's World Service Office at 757-563-1600.

There will be a time after the close of the meeting to announce other Al-Anon phone meetings.

Are there any other Al-Anon related announcements?

INTRODUCTIONS: Let's go around the globe and introduce ourselves.

Hi, I am _____ (Name) from _____ (State).

6. Do we have any Al-Anon **newcomers** today, either new to Al-Anon or to this bridge? Please give us your first name so we may greet you.

Our Business Meeting is on the 1st Wednesday of the Month

7. This meeting uses the book *How Al-Anon Works* and we read it in sequential order up to page 103 in the newest edition and in all editions ending after reading "Keep Coming Back"

We read one section or heading and follow with open sharing. If time permits, we may read a second section or heading followed by open sharing.

Today we are on page ____, and we could use ____ readers. Who has the How Al-Anon Works book and can volunteer to read?

(About a 1/2 page per volunteer)

Thank you to ____ for reading.

SHARING:

8. Statement of Purpose

The group conscience requests that all present refrain from gossip, dominance and discussion of religion, treatment centers, self-help programs, counseling and the use or mention of materials other than our Al-Anon Conference Approved Literature. Please remember that in Al-Anon we keep the focus on us and not on the alcoholic. We thank you for your cooperation in our group effort to stick to Al-Anon principles.

9. There is a **three minute** time limit for shares. When the **spiritual timekeeper** says time it means please wrap-up your share. Do we have a **volunteer** to be our spiritual timer?

Would our spiritual timer like to **share first?**

10. 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.

CLOSING:

11. Welcome newcomers, thank you to the readers, spiritual timekeeper and all who shared and all who listened.

a. Do we have a volunteer on the line that can stay for approximately 10 minutes to answer newcomer questions?

12. Names & Telephone Numbers:

Please call out names of members whose telephone numbers you would like. After all names are requested, the chairperson then will ask those individuals for their number.

13. Chair may read or ask a volunteer to read Suggested Al-Anon/Alateen Closing which can be found on p. 381 or p. 396 from *How Al-Anon Works* or from the *Al-Anon/Alateen Service Manual* p. 22.

14. Let's Close with Al-Anon's Declaration which can be found in *Paths to Recovery* Roman Numeral p. IX (9) or in the *Al-Anon/Alateen Service Manual* p. 22, **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 the wisdom to know the difference.

Al-Anon/Alateen Service Manual p. 10)

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 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. 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 now turns the meeting over to the newcomer greeter and after-meeting fellowship.

SUGGESTED 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.
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. 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.