Notes for meeting leaders: Please review, prior to starting the meeting, **promptly at 7:30**

* Check your chat for any messages from the Tech Host or cohosts.
* Gallery view is best for viewing all participants
* Please keep your mic muted when others are reading or sharing to reduce kickback.
* Cohosts will provide support with keeping time, lowering ‘hands’ and muting mics / video as needed.
* You may ask for a volunteer to do the reading either before the meeting or at the time of the reading.

OPEN THE MEETING:*at 7:30 a.m.*

“Good morning, Family! Welcome to our STRENGTHENING MY RECOVERY meeting. My name is \_\_\_\_\_\_\_\_\_\_ and I’ll be your Chairperson today. Let’s have a moment of silence and open the meeting with the ACA People Version of the Serenity Prayer.

***ON SCREEN***

ACA Serenity Prayer

“This is a meditation meeting. We will have introductions of newcomers, review the comfort rules, then read the daily passage from *Strengthening My Recovery*, after which we have a 2-minute meditation. We then go into breakout rooms for sharing on today’s reading. At 8:15 we have a self-care reading followed by 1-minute shares. At 8:24 we come back to the main room for announcements and our closing prayer. Since we self-time our shares, please get your timer ready. We ask you to get comfortable with muting and unmuting your microphone and turning your video on and off. You can use the chat feature to message the entire group or members privately. Finally, we use the hand raise function for our initial 2-minute shares.

INTRODUCTIONS: *The Chairperson will ask newcomers to introduce themselves.*

“If this is your first or second time to our meeting, we’d love you to introduce yourself. Please unmute and give us your first name, where you’re calling from, and whether you are new to ACA.

WELCOME:

“We welcome all of you this morning and invite you to stay after the meeting for fellowship. Newcomers in particular may find more information about our meeting and the ACA program.

GROUP COMFORT RULES:

“To create safety and mutual respect in the meeting:

* We ask that there be no “crosstalk” which means interrupting, referring to, commenting on, or using the content of what another person has said.
* What you hear at this meeting should remain at the meeting. We do not talk about another person’s story or experiences to other people. Please respect the anonymity of those who share with us today.
* Please turn off your video when moving around and doing tasks besides listening.
* Mute your audio to minimize distractions or disruptions for other members. Use Star-6 to mute and unmute if you’re on your phone.
* Your leader or moderator may mute your mic or turn off your video when necessary. You can turn them back on when you need to.
* Note that this room is locked at 7:35 to facilitate moving to the breakout rooms.

READING:

“Who would like to read today’s passage from Strengthening My Recovery? Or

***ON SCREEN***

Link to today’s reading

“*Insert name”* has volunteered to do today’s reading from Strengthening My Recovery.

MEDITATION:

“**Everyone, please mute your audio now**, as we go into our 2-minute silent meditation. I will welcome you back after two minutes.

Chairperson, set your timer for 2 minutes and mute your audio. After 2 minutes:

“Welcome back, everyone. It’s now time for us to move into the breakout rooms for sharing. Today’s Tech Host, *insert name*, will tell us more about that.”

Tech Host names the leader/moderators for each room and announces the check-out reading.

**IN THE BREAKOUT ROOMS:**

“Welcome. It’s now time for sharing, on the topic of today's reading. We keep it loose and relaxed in this meeting. Please set your timer for 2 minutes. If you don’t have a timer, just ask, and someone in the group will keep time for you. Please keep your mic muted when you are not speaking and turn your video off, when moving around or doing things aside from listening.

We go by a show of hands, in the order they are raised. To raise your hand, click on the Participants tab on your screen and find the 'raise hand' icon or label. If you are dialing in, press Star-9 to raise your hand and Star-6 to unmute. We will share until 8:15 at which time we will have our self-care reading. Please remember: we do not crosstalk in our sharing. Also, if you are using the chat feature, please do not distract from anyone speaking at that time.

Leaders call on participants to share. Cohosts assist in lowering hands and muting mics after a share. NOTE: At approximately 8:00 Leaders invite the Tech Host and cohosts to share and may also share if they desire.

SELF-CARE READING: *At 8:15*

***ON SCREEN***

The Self-Care Reading for the day. Usually two slides.

|  |  |
| --- | --- |
| Monday: **The Promises** | Friday: **Feelings Chart** |
| Tuesday: **ACA Affirmations** | Saturday: **The Promises** |
| Wednesday: **ACA Bill of Rights** | Sunday: **ACA Bill of Rights** |
| Thursday: **The Solution** |  |

If there are people who had raised hands and did not get to share for 2 minutes, you can invite them to be first to share.

“If you were unable to share, or would like to talk further to another member, you will find a contact list on our website. You will hear more about that in our announcements.

For the self-care reading, we just chime in and read 1 or 2 items from the list (or a paragraph of the Solution). After reading, the floor is open for 1-minute shares – based on the reading passages that inspires you today. If you have already shared, please allow others a chance to speak. Around 8:24 we will be asked back to the Main Room. Remember to self-time for 1 minute or less, but there’s no need to raise your hand. Simply unmute and share.”

RETURN TO MAIN ROOM: 8:24.

If you have time, thank people for sharing and remind them to return to the main session quietly as others may be processing strong emotions.

ANNOUNCEMENTS: 8:25

“A few general announcements…

* We open this room DAILY by 7:15am Eastern Time. The room is closed at 7:35am.
* Our Group Conscience business meeting is held after the regular meeting on **the third Monday of each month.** Everyone is invited to attend.

***ON SCREEN***

Our Website link

“Please visit our website, **acamorning.org**.

* There you will find newcomer information and links to the World Service websites, where you can subscribe to have our daily reading emailed to you, for free.
* You will also find all the materials we use in this meeting, including our script and slides, as well as information on meeting comfort and safety. Inappropriate behavior hinders recovery.
* Through our website, you can sign up to be on our mailing list. We have a group contact list you can join. Get a copy, using the current password: ***‘read password’***.
* Also, learn how easy it is to do service for the group and find the latest service schedule.
* Our Events and Resources sections are developed by our members, to share with each other our experience, strength and hope. You are invited to submit items important to your recovery.
* We accept 7th tradition contributions through both PayPal and Cash App. Donation buttons for each are found on the website.
* Links for donations and other resources may be posted here in the chat.

“We invite everyone to stay after the meeting for fellowship, especially newcomers.

“Are there any announcements from the floor?

Chairperson facilitates announcements and information. If people have questions, ask them to remain after the meeting to address their questions.

CLOSING PRAYER: 8:30

***ON SCREEN***

The Unity Prayer

“With no other announcements, I invite you all to unmute and join me in the Unity Prayer, pausing at the end of each line to help us stay together.

Lead the prayer. Thank everyone for being there, then enjoy fellowship.

**You did a great job and the meeting couldn’t happen without you.**