The SMR Script, with comments/ suggestions

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

 Notes for the meeting Chairs:

 at 7:30 AM Eastern

* 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.

at 7:30 AM Eastern

“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.

 “… for the adult child who still suffers…

 “People Version” in quotes, or just … the 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.

comfort rules - perhaps a more appropriate terminology instead of rules.

Suggestions: boundaries, principles, guidelines, measures

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 :15 after the hour, we have the self-care portion of our meeting, with 1-minute shares

At 8:24 we come back to the main room for announcements and our closing prayer.

At :24 after the hour,

(add a paragraph break)

Since we self-manage our meeting participation, please have your timer ready.

Also please become 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 at 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:

 Change the word RULES, (see above)

“To create safety and mutual respect in the meeting:

 "Creating safety and comfort in our meeting is the responsibility of all of us. Therefore:

* 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.

See safety survey comments… ... beyond listening;

doing tasks "in addition to" or "alongside" or "parallel to" listening;

doing tasks WHILE 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.

dialing in

Add: The room host may mute your microphone when needed to allow participants a quiet space to share.

* Your leader or moderator may mute your mic or turn off your video when necessary.

host

* You can turn them back on when you need to.

To enable easier fellowship across meeting participants, if you are dialing in from a phone the tech host may ask you if you are willing to have the number displayed changed to your preferred name.

* Note that this room is locked at 7:35 to facilitate moving to the breakout rooms.

at 7:35 Eastern; or "35 minutes after the hour"

READING:

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

To allow more people the chance to do service, if you haven’t read the daily reading in the past 30 days, who would like to read today’s passage from Strengthening My Recovery?

Or

“ 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 mute everyone's audio as we go into our 2 minute....

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.

 Room Hosts

 self-care

IN THE BREAKOUT ROOMS:

“Welcome.

 My name is... and I will be assisted by...

It’s now time for sharing, on the topic of today's reading.

We keep it loose and relaxed in this meeting.

 What are we trying to say here?

Maybe say something about it being a safe or brave space, etc...

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.

 when doing anything other than facing the screen and listening?

 ...doing things "in addition to" or "alongside" or "parallel to" listening

 Could we use the terminology, "active listening"

We go by a show of hands, in the order they are raised.

To raise your hand, click on either the Participants or Reaction tab on your screen and find the 'raise hand' label or icon.

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.

 a quarter after, or, :15 after the hour

 the self-care portion of our meeting.

(insert paragraph break)

Please remember: we do not crosstalk in our sharing.

 in our sharing or in the chat.

Also, if you are using the chat feature, please do not distract from anyone speaking at that time.

Please remember: If using the Chat feature, do not distract from anyone who may be speaking at that time. And, we do not cross talk in our sharing or chat, which means, interrupting, referring to, commenting on, or using the content of what another person has said.

Leaders call on participants to share.

 Room Hosts

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.

 At the top of the hour,

 Room Hosts

 NOTE: At around the top of the hour, Room Hosts may share on the reading, after inviting the Tech Host or co-hosts to share. The best practice would be to invite any others in a direct chat before, so as not to put them on the spot.

I believe the cohosts can now all raise their hands. Rather than take time to ask the cohosts perhaps this can just be the host sharing if they want to?

SELF-CARE READING: At 8:15

|  |  |
| --- | --- |
| 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).

 For the self-care portion of our meeting, the floor will be open for 1-minute shares. If you have already shared, please allow others a chance to speak. At around :24 after the hour we will be asked back to the main room...

**THURSDAYS**
… For the self-care reading today, we just chime in and read a paragraph from The Solution…

**FRIDAYS**
… For our self-care today, we take a moment to observe how we may be feeling, and with help from the list of feeling terms on the screen, we describe our feelings...

**ALL OTHER DAYS**
… For the self-care reading today, we just chime in and read one or two statements from the list…

…Remember to self-time for a minute or less, but there is no need to raise your hand. Simply unmute and share.

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.”

AFTER ANY READINGS

The floor is now open for 1 minute shares

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.

Training for Breakout Room Hosts and Moderators is held every Sunday at 8:45. Or, set up one-on-one training by emailing service@acamorning.org.

“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.
* We take inappropriate behavior seriously, and have added the predatory tent card to our website and ask all to become familiar with it.

The safety of our members is a primary goal of this group. We ask everyone to read the SAFETY section of our [website (to](https://www.google.com/url?q=http://website.to&sa=D&source=editors&ust=1626093535775000&usg=AOvVaw1YG-qRLQnlGuMSpAAELRMN) understand which behaviours are considered appropriate or inappropriate).

* To receive group announcements, sign on to our mailing list.
* And we have a group contact list you can join.
* Get a copy, using the current password: (from the SLIDE, 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 list recommended meetings, upcoming recovery events, and favorite books, podcasts and websites.
* You are invited to suggest listing 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.

contributions

* Links for donations and other resources may be posted here in the chat.

contributions

“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

“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.