

Strengthening My Recovery, ACA WEB0120

The Meeting Script

Notes for meeting Chairpersons:

Please review, prior to starting the meeting, promptly at 7:30 A.M. Eastern Time (ET)

- 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. Eastern Time (ET)

ON SCREEN

ACA Serenity
Prayer

"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
Serenity Prayer. (pause 3 seconds)

"This is a meditation meeting. We will have introductions of newcomers, review the comfort rules and guidelines, 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 15 minutes after the hour, we have the self-care part of our meeting, with 1-minute shares. At 24 minutes after the hour, we come back to the main room for announcements and our closing prayer.

In this meeting we time our own shares, please get 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're 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 and GUIDELINES:

"Creating safety and comfort in our meeting is a responsibility we share. So, together 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 be mindful.
To minimize distractions, turn off your video when moving around or doing other activities while listening. Also, mute your audio when you are not speaking.
- Your host or moderator may mute your mic or turn off your video to minimize distractions.

- Use Star-6 to mute and unmute if you're dialing in.
- Note that this room is locked at 7:35 Eastern Time to facilitate moving to the breakout rooms.

READING: (Choose one of the following)

ON SCREEN
link to today's
reading

"Who would like to read today's passage from Strengthening My Recovery? If you have already read this month, please allow others an opportunity to serve.

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 welcome you back after two minutes.

Chairperson, set your timer for 2 minutes. You may click "Mute All." 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 INTRODUCTION:

"Hello, my name is _____. To allow more people to share, we will be going into _____ breakout rooms.

In Room 1 will be _____ [*Moderator / Assistant also named*]

In Room 2 will be _____

In Room 3 will be _____

ETC...

"In a few moments, you will be moved randomly into a breakout room. Thank you.

NOTE: Please do not send any Broadcast messages

IN THE BREAKOUT ROOMS:

"Welcome. My name is _____, and I will be your Room Host today. [*And _____ is our moderator (or assistant)*]. It's now time for sharing, on the topic of today's reading.

We hold a gentle and respectful space 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 other activities, while listening.

We go by a show of digital hands, in the order in which they are raised. If you are dialing in, press Star-9 to raise your hand and Star-6 to unmute.

We will share until 15 minutes after the hour at which time we will have the self-care part of our meeting. 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.

Room Hosts call on participants to share. Cohosts assist in lowering hands and muting mics after a share.

NOTE:

- The Room Host does not time each participant.
- When there are no hands raised, the Host may inform the members that we sit in silent meditation until someone is moved to raise their hand to speak.
- At the top of the hour, those Hosts and Cohosts who are **unable to raise a virtual hand** may be invited to share.
- To avoid crosstalk, we say something simple, like "Thank you" at the end of a share, if anything at all.

SELF-CARE READINGS	
Mon:	The Promises
Tues:	ACA Affirmations
Wed:	ACA Bill of Rights
Thurs:	The Solution
Fri:	Feelings Chart
Sat:	The Promises
Sun:	ACA Bill of Rights

SELF-CARE READING:

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.

ON SCREEN

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

"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 part of our meeting, the floor will be open for 1-minute shares. If you've 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. Remember to self-time for a minute or less, but there is no need to raise your hand. Simply unmute and share. **[After the reading...]** The floor is now open.

FRIDAYS

... For our self-care today, we practice sharing our feelings in this moment with help from the feelings list. Remember to self-time for a minute or less, but there is no need to raise your hand. Simply unmute and share. The floor is now open

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 the reading...]** The floor is now open.

RETURN TO MAIN ROOM: (Around 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: (from the Chairperson)

"A few general announcements..."

- We open this room DAILY by 7:15am Eastern Time.
- The room is closed at 7:35am.

ON SCREEN

Our Website link

- Our Group Conscience business meeting is held after the regular meeting on the third Monday of each month. Everyone is invited to attend.

"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.
- Our meeting needs your service. Service benefits personal recovery and we invite you to join our Service Team. Details can be found in the **SERVICE** section of our website.
- 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 the **password**).
- 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.
- The security of our members is important to this group. To understand appropriate behavior, we encourage everyone to read the **SAFETY** section of our website.
- We accept 7th tradition contributions through both PayPal and Cash App. Contribution buttons for each are found on the website.
- Links for contributions 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.