Strengthening My Recovery Meeting
ACA WEB0120
Script Review, 2025

The Original Motion:

Motion 25-2: Daily Meeting Script Review:

I move that the script we use at our SMR meeting be reviewed, edited and brought before the membership for voting; that the method of updating the script follow the process used previously; and that beyond minor edits, an opportunity to announce group service needs, for 2 or 3 minutes, be incorporated into the 'pre' or opening of the meeting.

NOTE: The process used in the original script revision is outlined and explored in this document:

[2021 Script Review.](#)

Btw, the choice of Rules, Guidelines and Agreements was voted on. The top two, Rules and Guidelines, were voted on twice - both received 50% each time. So we use both terms

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First Step - Call for Suggestions

Comments and suggestions were called for and announced regularly in the SMR Meeting. This phase was open for the month of March.

Hello Friends,

Below is the script for our ACA meeting. We will be offering suggestions to update the language and information, in accordance with the recently passed motion.

To offer comments or suggestions for updates to the script, use the comment feature in this document. Highlight the passage, then click on 'comment'. You may also offer comments on the web post listing the motion, where it says, Leave a Comment.

NOTE: As comments are received, they are placed into the script as suggestions, highlighted in green.

After we receive all the suggestions, we will have an opportunity to discuss the changes and then put them before the group for adoption.

Second Step - Discussing the Suggestions

The next step will be for interested members to gather to discuss the suggestions that have been made for improving the script. These discussions will be done in a breakout room for roughly an hour after the regular meeting, once a week, until the work is completed. This step is expected to take a couple of months.

The goal is for the members to discuss the suggestions and to make a choice, a group conscience, regarding the script change. The choices are:
- Accept the suggestion as written
- Accept the suggestion in an edited version
- Not accept the suggestion
- Choose to address the resolution of the suggestion at a later date

The discussions will happen in a breakout room after the SMR meeting.The schedule, as listed above will be:
> Thursday, July 17th - Session 1
> Wednesday, August 6th - Session 2
> Thursday, August 14th - Session 3
> *Subsequent sessions to be determined*

The results of the discussions will be posted on the Website.

Third Step - Adoption by the Group

Finally, the revised script will be brought before the group as a proposal for adoption, posted on our website. It will have the typical comment period followed by a vote.

At that point we will likely have a new meeting script to publish on our website.

The Script

In 2025, there were 60 suggestions made to improve the SMR Meeting Script. Here is the script that we are reviewing, with the submitted suggestions:

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.

Suggestion: Delete this sentence.

- · 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)

"Good morning, Family! Welcome to our STRENGTHENING MY RECOVERY meeting.

Suggestion: Remove time orientation - "Hello" instead of Good morning

Suggestion: Change Family to read "Everyone"

Suggestion: Change to read "Welcome Recovering Adult Children to our…"

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)

NOTE: In the current script, there are boxes ON SCREEN with prompts for the Chair or Room Host to share the appropriate slide. This one reads **ACA Serenity Prayer.**

Suggestion: *(see the original motion)* "Before we begin our meeting, we create a space to hear of any current service needs or upcoming service training.

Do we have a service announcement today?

"This is a meditation meeting.

Suggestion: Add the word 'discussion' to describe the 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.

Suggestion: 2-minute 'silent' meditation

Suggestion: "We will have introductions of newcomers and review the rules and guidelines. Next we will read the daily passage from Strengthening My Recovery, after which we will have a 2-minute silent 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.

Suggestion: Replace the word 'prayer' with something secular like 'declaration'.

In this meeting we time our own shares, please get your timer ready.

Suggestion: Delete? This is stated later in the breakout rooms.

Also please become comfortable with muting and unmuting your microphone and turning your video on and off.

Suggestion: Delete. This also is stated later in the breakout rooms.

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.

Suggestions: Change 'this morning'; invite everyone to stay after the meeting

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:

· You uphold the group conscience and Tradition 10 – that your background image, avatar and display name reflect no opinion on outside interests.

· 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.

Suggestion: "experiences **with** other people"

Please respect the anonymity of those who share with us today.

    Suggestion: Replace 'with us today', with 'during the meeting'..

·   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.

Suggestion: Add 'please' - please mute you audio

Suggestion: Change 'speaking' to 'sharing'

Suggestion: Also, mute your audio unless you are sharing/reading/hosting

·   Your host or moderator may mute your mic or turn off your video to minimize distractions.

Suggestion: Your room host may...

·   Use Star-6 to mute and unmute if you're dialing in.

    Suggestion: If you're dialing in, use Star-6 to mute and unmute.

    Suggestion: Add: 'Star-9 to raise your hand and…'.

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

Suggestion: "Eastern Time **US"** or "this room is locked 5 minutes after the meeting starts

NOTE: In the current script, there are boxes ON SCREEN with prompts for the Chair or Room Host to share the appropriate slide. This one reads **"link to today's reading".**

READING: (Choose one of the following)

"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.

NOTE: In the current script, there are boxes ON SCREEN with prompts for the Chair or Room Host to share the appropriate slide. <mark>Suggestion: This one could read **"Meditation Slide".**</mark>

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

<mark>Suggestion: Delete this sentence</mark>

IN THE BREAKOUT ROOMS:

"Welcome.

My name is _____, and I will be your Room Host today.

<mark>Suggestion: "for today"</mark>

[And _____ is our moderator (or assistant)].

Suggestion: Delete this sentence

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

Suggestion: Add: …of today's reading from Strengthening My Recovery.

Suggestion: Read the title of the day'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.

Suggestion: Change "someone in the group" to "I"

Please keep your mic muted when you are not speaking and turn your video off, when moving around or doing other activities, while listening.

Suggestion: Change 'speaking' to 'sharing'.

Suggestion: Add the word 'please' - please turn your video off

Suggestion: Add: …other activities 'that might be distracting to others' 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.

Suggestion: "…Star-6 to unmute and again to mute after speaking."

Suggest addition: " If you're unable to raise your digital hand, at the top of the hour you'll have a chance to just unmute and share."

Suggestion: 'If you cannot raise your digital hand, that will be addressed at the top of the hour'.

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

Suggestion: Add the word 'about' - "until about 15 minutes"

Suggestion: Add: … our meeting, 'which today is (name the self care reading)'.

Please remember: If using the Chat feature, do not distract from anyone who may be speaking at that time.

Suggestion: change 'speaking ' to 'sharing'.

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.

Suggestion: Add: …our sharing or 'in the' chat'.

Suggestion: Change 'said' to 'shared'.

Suggestion: Add: 'To raise your digital hand go to the React button on the bottom of the screen shared'.

Suggestion: Add: 'You may turn on the captions feature to aid in hearing (?) what is shared '.

Room Hosts call on participants to share.

Cohosts assist in lowering hands and muting mics after a share.

SELF-CARE READINGS	
Mon:	The Promises
Tues:	ACA Affirmations
Wed:	Tony A's Steps
Thurs:	The Solution
Fri:	Feelings Chart
Sat:	The Promises Update: My Journey
Sun:	ACA Bill of Rights

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 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.

"If you were unable to share, or would like to talk further to another member, you will find a contact list on our website.
Suggestion: Change: …on our 'group' website, 'acamorning.org'.
You will hear more about that in our announcements.
Suggestion: Change: 'in our' to 'during'.
Suggestion: Add: announcements 'back in the main room'.

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.
Suggestion: Change: 'a chance to speak' to 'an opportunity to share'.
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.
Suggestion: Change 'just chime in and read' to 'participate by reading'.
Remember to self-time for a minute or less, but there is no need to raise your hand.
Suggestion: Add: 'When it's time to share, remember to…'
Simply unmute and share.
[After the reading…]
The floor is now open.
Suggestion:
 … For the self-care reading today, we just chime in and read a paragraph from The Solution.
[After the reading…]
Remember to self-time for a minute or less, but there is no need **now** to raise your hand.
Simply unmute and share. 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.
Suggestion: "... no need now to raise..."
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.

·   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**).

- 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

"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.