

# REVIEW SESSION 8

Thursday, September 18th

- 
- **Adopted suggested changes to the script**
  - Suggestions highlighted in green will be addressed at another session
  - (*\* Suggested deeper look at this part of the script*)
- 

Suggestion: Lean toward the 'we as a group' or 'we as an 'inner' family' as opposed to the 'you' - throughout the script (Spiritual principle of Unity).

## 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)

**“Hello everyone, and welcome to the 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)**

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**.

**“This is a meditation meeting.**

**We will have introductions of newcomers and review the comfort rules and guidelines.**

**Then we will read the daily passage from Strengthening My Recovery, after which we have a 2-minute silent meditation.**

We then go into breakout rooms for sharing on today's reading.

At around 15 minutes after the hour, we have the self-care part of our meeting, with 1-minute shares.

At about 24 minutes after the hour, we ~~come~~ will be automatically be moved back to the main room for announcements and our closing ~~prayer~~.

Please note that current service opportunities, as well as upcoming training information, may be posted in the chat at this time.

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.**

~~This is not to embarrass you, but for us to~~ so we can welcome you.

**If you feel comfortable, 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~~ today and invite everyone to stay after the meeting for fellowship.**

**The first 15 minutes will be reserved for Newcomers, providing an opportunity to ask questions about our meeting and ACA.**

GROUP COMFORT RULES and GUIDELINES:

"Creating safety and comfort in our meeting is a responsibility we share.

So, together we ask:

- 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.

Suggestion: add this to the start of the meeting script

- That in keeping with ~~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.

Suggestion: Consider the use of emojis

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

- What you hear at this meeting should remain at the meeting.

We do not talk about another person’s story or experiences with other people.

Please respect everyone’s the anonymity. ~~of those share with us today.~~

- Please be mindful.

To minimize distractions, please turn off your video when moving around or doing other activities while listening, ~~also~~ and mute your audio when you are not speaking.

- Your room host may ~~Your host or moderator may~~ mute your mic or turn off your video to minimize distractions.

**If you're dialing in, use Star-6 to mute and unmute. ~~if you're dialing in~~**

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

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".

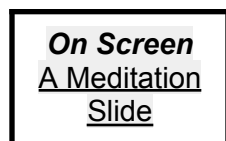
READING: (Choose one of the following)

**“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.



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 for 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~~ I will keep time for you.

Please keep your mic muted when you are not sharing and turn your video off when moving around or doing 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.

To raise your digital hand go to the 'React' or 'Reactions' icon on the bottom of your screen.

If you are dialing in, press Star-9 to raise your hand and Star-6 to both unmute and mute as needed.

If you're unable to raise your digital hand, you'll have an opportunity to share at the top of the hour ."

We will share until **about 15 minutes after the hour at which time we will have the self-care part of our meeting, which today is \_\_\_\_\_.**

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

**And we do not cross talk in our sharing or in the chat - which means, interrupting, referring to, commenting on, or using the content of what another person has shared.**

**When there are no hands raised we hold a space of meditative silence.**

Room Hosts call on participants to share.

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

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 group website, [acamorning.org](http://acamorning.org).**

Suggestion: Add something about the ability to directly contact fellow members.

**~~You~~ We will hear more about that when we return to the main room for announcements. ~~in during our announcements,~~**

Suggestion: Note that the Newcomer Session is after the meeting - for newcomers to ask questions or share. All are welcome.

**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~~ an opportunity to share.**

**At around :24 after the hour we will be asked moved (OR “swept”) automatically back to the main room...**

## THURSDAYS

... For ~~the our~~ self-care today, we ~~just chime in and read~~ (jump in, take turns) participate (is welcomed) by reading\* a paragraph from The Solution.

*John M:* ~~For the self-care reading today~~ [OR "For our self care,"] this part of the meeting, we participate by [ just ] jumping in to read a paragraph from The Solution. (for All Other Days, also)

[After the reading...]

Suggestion: Add: thank people for their service (John J).

Please ~~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.

Suggestion: To be edited - Feelings slide - note the layout and content of the slide.

[After the reading... Note - the Chart does not require 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

## ALL OTHER DAYS

... For the self-care reading today, we just chime in and read one or two statements from the list.

... For ~~the our~~ self-care today, we ~~just chime in and read~~ (jump in, take turns) participate (is welcomed) by reading\* one or two statements from the list..

Suggestion: Add: 'or three statements', if the list is long.'

Suggestion: Add: ...from the list, 'whatever you are comfortable with'.

[After the reading...]

Suggestion: Add: thank people for their service (John J).

Please ~~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.

***Thought - change close of Breakout room to a 30 second countdown - Tech Settings?***

RETURN TO MAIN ROOM: (Around 8:24)

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

ANNOUNCEMENTS: (from the Chairperson)

**“Welcome back. And now a few general announcements...”**

- We open this room DAILY by 7:15am Eastern Time.
- The room is closed at 7:35am Eastern Time. And reopens following the Unity Prayer\* ... (about an hour)

Suggestion: closed and locked

Suggestion: At 7:35 we no longer admit participants and we reopen the room at around 8:30am Eastern, after we close our meeting.

- Our Group Conscience business meeting is held after the regular meeting on the third ~~Monday~~ Sunday of each month.

Everyone is invited to attend.

- We accept 7th tradition contributions through both PayPal and Cash App.

**We accept 7th Tradition voluntary contributions to support our meeting and the ACA World Service Organization. ACA is a self-supporting fellowship.**

Suggestion: Move forward in the announcements.

**“Please visit our group website, [acamorning.org](http://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.

Suggestion: add this to the start of the meeting script

- We accept 7th tradition contributions through both PayPal and Cash App.

**We accept 7th Tradition voluntary contributions to support our meeting and the ACA World Service Organization. ACA is a self-supporting fellowship.**

Contribution buttons for each are found on the website.

- Links for contributions and other resources may be posted here in the chat.

Suggestion: Move forward in the announcements.

**“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 as we affirm our  
Unity. ~~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.