

## SMR Meeting Script Review, 2025

| Current Script                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Script                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p data-bbox="191 435 451 467">The Meeting Script</p> <hr data-bbox="191 508 1035 511"/> <p data-bbox="191 553 506 581">Notes for meeting Chairs:</p> <p data-bbox="191 586 989 651">Please review, prior to starting the meeting, promptly at 7:30 A.M. Eastern Time (ET)</p> <ul data-bbox="191 656 1018 976" style="list-style-type: none"> <li data-bbox="191 656 1018 688">• Check your chat for any messages from the Tech Host or cohosts.</li> <li data-bbox="191 729 804 761">• Gallery view is best for viewing all participants.</li> <li data-bbox="191 802 1018 867">• Please keep your mic muted when others are reading or sharing to reduce kickback.</li> <li data-bbox="191 907 1018 972">• Cohosts will provide support with keeping time, lowering ‘hands’ and muting mics / video as needed.</li> </ul> <p data-bbox="191 1013 951 1078">You may ask for a volunteer to do the reading either before the meeting or at the time of the reading.</p> <p data-bbox="191 1159 816 1192">OPEN THE MEETING: at 7:30 A.M. Eastern Time (ET)</p> <hr data-bbox="191 1192 1035 1195"/> <p data-bbox="191 1232 894 1300">“Good morning, Family!<br/>Welcome to our <b>STRENGTHENING MY RECOVERY</b> meeting.</p> <p data-bbox="191 1341 905 1373">My name is _____ and I’ll be your Chairperson today.</p> | <p data-bbox="1050 435 1310 467">The Meeting Script</p> <hr data-bbox="1050 488 1885 492"/> <p data-bbox="1050 545 1449 573">Notes for meeting Chairpersons:</p> <p data-bbox="1050 578 1848 643">Please review, prior to starting the meeting, promptly at 7:30 A.M. Eastern Time (ET)</p> <ul data-bbox="1050 647 1835 967" style="list-style-type: none"> <li data-bbox="1050 647 1835 712">• Check your chat for any messages from the Tech Host or cohosts.</li> <li data-bbox="1050 794 1835 859">• Please keep your mic muted when others are reading or sharing to reduce kickback.</li> <li data-bbox="1050 899 1835 964">• Cohosts will provide support with keeping time, lowering ‘hands’ and muting mics / video as needed.</li> </ul> <p data-bbox="1050 1013 1810 1078">You may ask for a volunteer to do the reading either before the meeting or at the time of the reading.</p> <p data-bbox="1050 1151 1675 1183">OPEN THE MEETING: at 7:30 A.M. Eastern Time (ET)</p> <hr data-bbox="1050 1203 1885 1206"/> <p data-bbox="1050 1256 1772 1325">“<b>Hello everyone, and welcome to the</b> <b>STRENGTHENING MY RECOVERY</b> meeting.</p> <p data-bbox="1050 1365 1759 1398">My name is _____ and I’ll be your chairperson today.</p> |

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.

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 **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 **will be automatically moved** back to the main room for announcements and our closing.

**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 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.

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"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:

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"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

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"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.

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, **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:

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"We welcome all of you **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:

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"Creating safety and comfort in our meeting is a responsibility we share. **Therefore, we encourage everyone to read the SAFETY section of our website.**

And together we ask:

**That in keeping with Tradition 10,** – 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.
- Please respect the anonymity of those who share with us today.
- Please be mindful. To minimize distractions, turn your video off 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):

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- 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** anonymity.
- Please be mindful. To minimize distractions, **please** turn off your video when moving around or doing other activities while listening, **and** mute your audio when you are not speaking.
- **While connections are encouraged, emojis can also be distracting.**
- **Your room host may** mute your mic or turn off your video to minimize distractions.
- **If you're dialing in, use Star-6 to mute and unmute.**
- **Zoom offers a 'CC' 'closed caption' feature.**
- **Note: To facilitate moving to the breakout rooms, this room is locked at 7:35 Eastern Time US, and will reopen about an hour later for fellowship.**

*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)

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"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.

"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.*

**On Screen**  
A Meditation  
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 or trainee may also be mentioned]

In Room 2 will be \_\_\_\_\_ "

In Room 3 will be \_\_\_\_\_ "

ETC...

#### SELF-CARE READINGS:

|                               |                            |
|-------------------------------|----------------------------|
| 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        |                            |

"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.

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...

#### SELF-CARE READINGS:

|                               |                             |
|-------------------------------|-----------------------------|
| Monday: The Promises          | Friday: Feelings Chart      |
| Tuesday: ACA Affirmations     | Saturday: <b>My Journey</b> |
| Wednesday: ACA Bill of Rights | Sunday: ACA Bill of Rights  |
| Thursday: The Solution        |                             |

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

Thank you.

#### IN THE BREAKOUT ROOMS:

"Welcome.

My name is \_\_\_\_\_, and I will be your Room Host **for** today.

My name is \_\_\_\_\_, and I will be your Room Host today. (And \_\_\_\_\_ is our moderator).

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 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.

It's now time for sharing on 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 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**.

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

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

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 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.

NOTE: When there are no hands raised, the Host may inform the members that we sit in silent meditation until someone is moved to speak.

NOTE: At the top of the hour, Hosts and Cohosts who are unable to raise their virtual hand may be invited to share.

NOTE: We simply say “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.

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.

NOTE: The Room Host does not time each participant.

NOTE: When there are no hands raised, the Host may inform the members that we sit in silent meditation until someone is moved to speak.

NOTE: At the top of the hour, Hosts and Cohosts who are unable to raise their virtual hand may be invited to share.

NOTE: We simply say “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.

**“It’s now time for the 'Self-Care' part of our meeting.**

"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 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.

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 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.

If you would like to share further, please join us for fellowship after the meeting. We have a focus on the Newcomer, yet all are welcome.

We will hear more about this when we return to the main room for 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 an opportunity to share.

At around :24 after the hour we will be returned automatically to the main room...

#### THURSDAYS

... For our self-care today, everyone may participate by reading a paragraph from The Solution.

[After the reading...]

**Thank you, everyone, for your service.**

Please 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 identifying our feelings with words from Appendix D of *The Loving Parent Guidebook*.

[Note - the Chart does not require reading ]

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: 8:24.

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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

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"A few general announcements...

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

**Please** 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 **our** self-care today, **everyone** may participate by reading **one** or two statements from the list.

[After the reading...]

**Thank you, everyone, for your service.**

**Please** 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.

RETURN TO MAIN ROOM: (Around 8:24)

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If you have time, stop screen sharing and thank everyone.

ANNOUNCEMENTS: (from the Chairperson)

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"**Welcome back. And now** a few general announcements...

- We open this room DAILY by 7:15am Eastern Time.
- **At 7:35 we no longer admit participants. However, we re-open the room at around 8:30.**

- 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](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 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.

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

Everyone is invited to attend.

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

“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.
- **To get a copy, use the current password: \_\_\_\_\_**  
(Announce the current 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.

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| <ul style="list-style-type: none"> <li>• We accept 7th tradition contributions through both PayPal and Cash App.</li> <li>• Contribution buttons for each are found on the website.</li> <li>• Links for contributions and other resources may be posted here in the chat.</li> </ul> <p>“We invite everyone to stay after the meeting for fellowship, especially newcomers.</p> <p>“Are there any announcements from the floor?</p> <p>Chairperson facilitates announcements and information.</p> <p>If people have questions, ask them to remain after the meeting to address their questions.</p> <p>CLOSING PRAYER: 8:30</p> <hr/> <p>“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.</p> <p>Lead the prayer.</p> <p>Thank everyone for being there, then enjoy fellowship.</p> <p>You did a great job and the meeting couldn’t happen without you.</p> | <ul style="list-style-type: none"> <li>• We accept 7th tradition contributions through both PayPal and Cash App.</li> <li>• Contribution buttons for each are found on the website.</li> <li>• <b>Also on the website is information about contributing directly to ACA World Service.</b></li> <li>• Links for contributions and other resources may be posted here in the chat.</li> </ul> <p>“We invite everyone to stay after the meeting for fellowship, especially newcomers.</p> <p>Are there any announcements from the floor?</p> <p>Chairperson facilitates announcements and information.</p> <p>If people have questions, ask them to remain after the meeting to address their questions.</p> <p>CLOSING: 8:30</p> <hr/> <p>“With no other announcements, I invite you all to unmute and join me <b>as we affirm our Unity.</b></p> <p>Thank everyone for being there, then enjoy fellowship.</p> <p>You did a great job, and the meeting couldn’t happen without you.</p> |
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