

Strengthening My Recovery, ACA Meeting WEB0120

The Meeting Script - Version 2025

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.*
- *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.

On Screen
ACA Serenity
Prayer

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 moved automatically, 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.*

"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:

"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:

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

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 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 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. 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.

On Screen

Link: 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.

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 / 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.

IN THE BREAKOUT ROOMS:

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

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 _____.

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

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. The Room Host only times participants who request to be timed. At the top of the hour, anyone who is unable to raise their virtual hand, for any reason, may be invited to share. Cohosts assist in lowering hands and muting mics after a share.

To avoid crosstalk, we say something simple, like “Thank you” to acknowledge the end of a share, if anything at all.

SELF-CARE READING:

If there are people who had raised their 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 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.

On Screen
The Self-Care
Reading

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]

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)

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

ANNOUNCEMENTS: (from the Chairperson)

“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 **on the 15th day of each month**, after the regular meeting . Everyone is invited to attend.

On Screen
Our Website
Link

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**.

- 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.
- We accept 7th tradition contributions through both PayPal and Cash App.
Contribution buttons for each are found on the website.
Also on the website is information about contributing directly to ACA World Service.
- 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.

On Screen
The Unity
Affirmation

CLOSING: 8:30

“With no other announcements, I invite you all to unmute and join me as we affirm our Unity.

Thank everyone for being there, then enjoy fellowship.

You did a great job, and the meeting couldn't happen without you.