

The After-meeting Scripts - V.3

October 10, 2026

A Flexible Schedule

These activity listings constitute the agendas of our first 7 meetings. A meeting group survey, which will take a few weeks to conclude, will be happening concurrently. The results of the survey will be incorporated into our work in our 6th and 7th meetings.

It is very likely that this timeline will need to expand.

First meeting [Host Notes] *(September 10)*

- Look at host notes ~~and a welcoming statement~~ for the Aftermeeting;
- Ask for input from SMR (Rules and guidelines in particular) **[Survey]**

HOST NOTES	For the Script	For the Website
<p><u>SMR Script</u> <i>Notes for meeting Chairpersons:</i> <i>Please review, prior to starting the meeting, promptly at 7:30 A.M. Eastern Time (ET)</i></p> <ul style="list-style-type: none">• <i>Check your chat for any messages from the Tech Host or cohosts.</i>• <i>Please keep your mic muted when others are reading or sharing to reduce kickback.</i>• <i>Cohosts will provide support with keeping time, lowering 'hands' and muting mics / video as needed.</i> <p><i>You may ask for a volunteer to do the reading either before the meeting or at the time of the reading.</i></p> <p><u>Breakout Room Host</u></p>	<p><i>Notes for meeting Chairpersons:</i> <i>Please review, before starting the meeting, promptly at 8:30 A.M. Eastern Time (ET)</i></p> <p><i>Becoming the HOST</i></p> <p><i>After Affirmation - check that the meeting is unlocked - address Tech Host</i></p> <p><i>Clarify... who is admitting members</i></p> <p><i>You may ask for a volunteer...</i></p> <p><i>Room Hosts call on participants to share.</i></p>	<p>AI Summary</p> <p>SMR Greeter Guidelines — Summary</p> <p>The Greeter's role is to welcome members, hold a gentle and respectful space, and help ensure that everyone has an opportunity to participate, especially newcomers.</p> <p>Before the after-meeting begins, the Greeter should connect with the Tech Host, obtain cohost status, check the chat for messages, and clarify who is admitting participants.</p>

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.

Newcomer Script

Notes on Our Practices

- Generally, during Fellowship, the rules and guidelines of the SMR meeting apply. The primary exception relates to ‘crosstalk’. Often members will ask questions about our meeting or the ACA program. We open the space for members to respond **with their own experience, strength and hope**.
- Sharing is less structured, though the ‘raised hand’ method allows everyone to be heard.
- **The Greeter can ask for help with keeping an eye on raised hands and the chat.**
- **For 15 minutes after the meeting we are focused on the newcomer to our meeting.**

Becoming a Greeter

- Observe how other members approach their practice.
Reach out to the Service Co-secretaries and ask questions.

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

The Greeter may also ask for cohosts to assist with lowering raised hands and muting microphones or video.

During the meeting, the Greeter/Host calls on members to share and manages the flow of participation. The raised-hand function can be used to organize sharing, particularly when many people want to participate.

The Greeter helps maintain a **crosstalk-free environment**.

The Greeter does not need to answer questions or fill periods of silence. When questions arise, the Greeter can invite others to respond from their own **experience, strength, and hope**. A simple “Thank you” is sufficient to acknowledge the end of a share.

During the **15-minute newcomer period**, the focus is on welcoming those who are new to ACA, new to SMR, or new to sharing. The Greeter notes the names of newcomers, invites them to participate, explains the purpose of the newcomer time, and holds the space so that they have an opportunity to be heard. During general fellowship, sharing is less structured, although raised hands can help ensure everyone has an opportunity to participate.

The Greeter should become familiar with the role by **observing experienced members, asking questions of the Service Co-secretaries, attending “Healthy Service Support, 24/7” and completing the available training**.

<p>Attend one of the 'Service on the 7s' sessions and begin a conversation. Go to: https://www.acamorning.org/sign-up-here-for-service/ to request training.</p> <ul style="list-style-type: none"> - Understand that, as the Greeter, you are holding the space for the conversations and assuring that members all have a chance to share. You are not required to supply any answers to any questions. You are welcome to ask others to offer their experience. The group provides support through sharing. - Do your best to maintain a gentle and respectful space. On the rare occasion that the atmosphere becomes tense, ask for help. - Observe your relationship to silence. Silence does not need to be filled with talking. <p>The Practice of the Greeter/Host</p> <ul style="list-style-type: none"> o Give notice to the Tech Host and get 'cohost' designation early in the meeting. o Jot down the names of those who introduce themselves as newcomers. o Announce the Newcomer session at the end of the meeting. (see below) o Invite by name those members who have introduced themselves as newcomers o Open the session by describing our time together. (see below) o Hold the space. 		<p>The Greeter is not expected to have all the answers—the group supports one another through shared experience.</p> <p>Above all, the Greeter practices presence, patience, healthy boundaries, and willingness. They hold the space rather than control it, allow silence to be part of the meeting, and ask for help when needed. At the close of the meeting, the Greeter either closes the meeting or turns hosting over to another responsible member.</p> <p>TRAINING:</p> <p>Qualifications - Steps</p> <p>If there is no qualified Greeter - close the meeting</p>
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<ul style="list-style-type: none"> o Consider taking the title of 'Host', if needed. o Close the meeting, or turn the hosting over to a responsible member of the group. 		
NOTES:		

Second meeting [Welcome] *(September 17)*

- **Review:** Legitimacy issues raised at the Sept Business Meeting - do we want to continue our work?

NOTES:

The meeting was held, 19 people were present at one point.

Rather than continue with the regularly planned discussion - the Welcome part of the script we turned our attention to the ideas raised at the Business Meeting, 2 days before. Notably, the comment that one member made - that we are NOT a legitimate group. The question was posed: Shall we continue with the work of creating an After-meeting script?

We looked at the original Motion which opened the door to our pursuit of a new script. We looked at the process we had adopted - to outline and craft a script based on our current approved scripts - the Morning Meeting, the Business Meeting and the Newcomer Scripts; to poll the membership for suggestions and reflections for inclusion in the script; and to bring our work back to the SMR group for adoption.

Participants raised questions and discussed concerns. Many stated they wanted to continue with our work. When asked, no one stated that they wanted to discontinue with creating a script. Our work continues.

IDEAS:

Additionally, some broad ideas as to our concept of the shape and focus of the after-meeting were raised.

- Consider conceiving the after-meeting as 2 separate sessions - 'Newcomer' and 'Fellowship' (*names are being reconsidered*)
- The service role of 'Greeter' would have a distinct beginning and end. Afterwhich, if there is a facilitator, the 'Fellowship' part of the meeting would commence.
- During the *new* 'Newcomer' session, questions would focus on our specific Meeting as well as the ACA program and World Service in general. Questioning and answers would be open to all members. The focus would be on the topic and not on the newness of the participant.

- This "Newcomer" session would be open until the top of the hour (9am eastern)
- After the 'Newcomer' session, the floor would be open for general fellowship, provided there is a facilitator.
- Suggestion was made that the subsequent 'Fellowship' part of the meeting have a set and reasonable end time and not have an open, unending time limit.

Third meeting [Welcome] (October 1)

- **Review:** host notes - First Meeting;
- Look at Welcome

WELCOME	For the Script	For the Website
<p><u>Newcomer Script</u></p> <p>DURING THE ANNOUNCEMENTS</p> <p>Hello friends, I'm today's Greeter. My name is _____ .</p> <p>I especially want to welcome today's newcomers: <i>(mention the newcomers by name)</i>.</p> <p>We hold space after this meeting, with the first 15 minutes for newcomers: to learn about the ACA program, our specific meeting, and to get to know one another.</p> <p>Everyone's invited to stay for this fellowship, to share each other's experience, strength, and hope. Please join us.</p>	<p>DURING THE ANNOUNCEMENTS</p> <p>Hello friends, I'm today's Greeter. My name is _____ .</p> <p>I especially want to welcome today's newcomers: <i>(mention the newcomers by name)</i>.</p> <p>We hold space after this meeting, with the first 15 minutes for newcomers: to learn about the ACA program, our specific meeting, and to get to know one another.</p> <p>Everyone's invited to stay for this fellowship, to share each other's experience, strength, and hope. Please join us.</p>	

AFTER THE MEETING

Welcome friends. Again, my name is _____.

We meet here every day - 7 days a week.

I'd like to welcome our newcomers. A newcomer is anyone who may be new to ACA, new to this meeting, or even new to sharing out loud.

We hold the newcomer space for about 15 minutes, afterward the conversation may turn toward more general fellowship.

(This would be a good time to note any personal time boundaries - like "I have to leave at 9.")

This is a great time for members to get to know one another and to learn from our experience, strength, and hope. If there is something you're wondering about, we may help you find some clarity.

As we begin, you can jump in, or if you're more comfortable, you can raise your digital hand.

As more people want to share, we may need to go to everyone raising digital hands.

(The Greeter may ask for help with monitoring the raised hands and chat.)

AFTER THE MEETING

Welcome friends. Again, my name is _____.

"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)*

"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.

We meet here every day - 7 days a week.

During the meeting, we will hear

<p>The floor is now open</p> <p><u>SMR Script</u></p> <p>OPEN THE MEETING: <i>at 7:30 A.M. Eastern Time (ET)</i></p> <p>"Hello everyone, and welcome to the STRENGTHENING MY RECOVERY meeting.</p> <p>My name is _____ and I'll be your chairperson today.</p> <p>Let's have a moment of silence and open the meeting with the ACA Serenity Prayer. <i>(pause 3 seconds)</i></p> <p>"This is a meditation meeting.</p> <p>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.</p> <p>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.</p>	<p>We will have introductions of newcomers and review the comfort rules and guidelines.</p> <p>I'd like to welcome our newcomers. A newcomer is anyone who may be new to ACA, new to this meeting, or even new to sharing out loud.</p> <p>We hold the newcomer space for about 15 minutes, afterward the conversation may turn toward more general fellowship.</p> <p><i>(This would be a good time to note any personal time boundaries - like "I have to leave at 9.")</i></p> <p>This is a great time for members to get to know one another and to learn from our experience, strength, and hope. If there is something you're wondering about, we may help you find some clarity.</p> <p>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.</p> <p>Finally, we use the hand raise function for our initial 2-minute shares.</p>	
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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.

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.

From the Business Meeting

1. Welcome

"Welcome to our business meeting. My name is _____, and I am calling this meeting to order.

During the meeting, we will hear reports from our Treasurer and various committees. We will hear about our Proposal Process. And we may also discuss members' ideas or suggestions as our business.

As we begin, you can jump in, or if you're more comfortable, you can raise your digital hand.

As more people want to share, we may need to go to everyone raising digital hands.

(The Greeter may ask for help with monitoring the raised hands and chat.)

The floor is now open

Suggested Welcome From AI -

ACA SMR After-Meeting Welcome

Welcome, friends. Again, my name is _____, and I'll be your Room Host today. Welcome to the **Strengthening My Recovery After-Meeting**.

Let's begin with a moment of silence and the ACA Serenity Prayer.
[(Pause 3 seconds.)]

We meet here every day, seven days a week, to share fellowship and support one another in our recovery. This is a gentle and respectful space where we can get to know one another and learn from our experience, strength, and hope.

We'd like to especially welcome newcomers. A newcomer may be someone who is new to

	<p>ACA, new to this meeting, or simply new to sharing out loud. We hold space for newcomers for about 15 minutes. After that, the conversation may open into more general fellowship.</p> <p>During the after-meeting, we may share about today's reading, our recovery, or whatever is helpful to our fellowship. If there is something you're wondering about, someone may be able to share their experience, strength, and hope.</p> <p>We ask that we each help maintain a safe and respectful space by listening without interruption and by avoiding references to another person's share without their permission. We also practice healthy boundaries and respect each person's anonymity.</p> <p>The floor is now open. You're welcome to jump in, or, if you're more comfortable, raise your digital hand. As more people join the conversation, we may use the hand-raise function to help everyone have an opportunity to participate.</p> <p>Thank you for being here and for helping make this a welcoming space for all of us.</p>	
<p>NOTES:</p> <p>The Meeting Summary The meeting was rather successful. There were quite a few members at the meeting, although, sadly, I did not keep a count. In the range of 18</p>		

persons or so. (Open to a more definitive number if anyone recollects) There were members new to our work and a healthy number of After-meeting regulars, which is ideal as they have a strong interest in fashioning a just and workable script and program.

We began with an invitation to members to introduce themselves. This, along with general observations and suggestions brought us to the top of the hour. Throughout this start of the meeting we continued to return our focus to a welcome statement as the beginning section of the script. We began with the material above - excerpts of existing scripts and an A.I. interpretation. Members offered further slimmed down versions of a welcome statement. These were discussed and edited by the group. They are seen below.

The meeting began with conversation about beginning with a prayer. It was gleaned from our morning meeting practice and was added to the A.I. version of the script. There was no clear consensus at this time about including a prayer to start the After-meeting. A prayer composed during an after-meeting a few months ago was offered for consideration. It is listed here:

Alternative Prayer:

I am, NAME...

I now gratefully and positively honor myself

healthily moving my body,

de-cluttering my mind and home,

trusting that I am loved and unique

My friends have my back...

I am where God would have me!

BOOM 🎉

There were other discussions including:

- Allowing a natural break between Newcomer and Fellowship times, depending upon the fullness of questions and answers - to somehow indicate that in the script.
- Cut back on the A.I. suggested 'Welcome'. It's too long.

These are the shortened scripts which will be addressed next week:

(word count 165, approx)

Welcome, everyone. My name is _____, and I'll be your Room Host today.

Welcome to the Strengthening My Recovery After-Meeting.

We meet every day to share fellowship and support one another in recovery.

This is a gentle, respectful, and caring space where we can share our experience, strength, and hope.

For the first 15 minutes, we especially welcome newcomers.

That might mean you're new to ACA, new to this meeting, or simply new to sharing.

We're glad you're here.

A gentle reminder about cross-talk: we avoid giving advice *unless it has been requested or permission granted*, fixing, or interpreting someone else's share.

We honor each persons' journey.

We desire to honor each persons' journey.

To honor each persons' journey...

If we would like to refer to another person's share, we first ask for their consent.

We speak from our own experience, strength, and hope, ~~and we honor each person's journey.~~

After 15 minutes, we'll open the meeting to general fellowship and broader recovery topics.

The floor is open.

Feel free to jump in whenever you're ready, or use the digital hand raise.

Another script suggestion: (word count 140)

Hello - My name is _____,

Welcome to Strengthening My Recovery's After-Meeting.

This is also a gentle, respectful, caring space that meets daily following the main meeting to share experience, strength, and hope in recovery in a less structured setting.

For the first ____ minutes, we focus on newcomers; those new to ACA, new to this meeting, or new to sharing.

We're glad you're here.

Meeting boundaries include avoidance of: giving advice, fixing, or interpreting another's share.

If you would like to refer to another person's share, please request consent.

We speak from our own experience, strength, and hope, and we honor each person's journey.

After ____ minutes, the meeting will open to general fellowship and broader recovery topics.

The floor is open.

Feel free to jump in when ready, or use the digital hand raise feature to make your request known.

Include 'Purpose' from the Survey? *[To be addressed in a few weeks]*

- **Welcoming Newcomers & Answering Questions:** *Providing a safe, welcoming space specifically for newcomers to ask questions, learn about ACA basics, and get oriented during the first 15 minutes.*
- **General Fellowship & Connection:** *Gathering for informal fellowship, sharing experience, strength, and hope, feeling a part of the group, and getting to know each other.*

Suggestion - 'Guidelines':

If there is a challenge of sorts to the crosstalk experience , the 'Host' is asked to read a statement.

Fourth meeting [Introductions] (October 8)

- **Review:** Welcome
- Look at Introductions / participant recognition

Introductions / Recognition	For the Script	For the Website
<u>SMR Script</u> INTRODUCTIONS: <i>The Chairperson will ask newcomers to introduce themselves.</i> <i>"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</i>		

<p>from, and whether you're new to ACA.</p> <p>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.</p>		
<p>NOTES: (23 members)</p> <p>Question: Does this group of interested members want to suggest including a sentence or two, inviting newcomers to (re)introduce themselves? NO</p> <p>Yes or No Possible - later in the script A newcomer may not be able to formulate a question - would like to say hello or have a comment on the meeting Redundant to invite newcomers to introduce themselves - puts them on the spot - keep script brief Principles. Initial questions about the program as opposed to focus on the 'newcomer'. 'Sharing and caring' after the 1st 15 min. Newcomer being put on the spot - flight, fight etc. "Welcome to those who announced and did not announce themselves.... Brief - Ask for questions about ACA, SMR - program focus Why?</p> <p>We returned to the question of the welcome...</p> <p>NOTE: A Motion was made to redirect this entire process and instead to <u>turn to the existing Newcomer script as a starting point for editing.</u> Most members are in favor. Of the 16 members in attendance, 10 approved of the motion to begin the process of developing a new script by starting with the old script. One member chose to abstain. When asked if there was anyone who would approve of the current approach to developing a script, there were no comments. It seems as though the sentiment was unanimous.</p> <p>This process will now end.</p>		

Motion to note in upcoming meetings that 'Safety' is an issue to be addressed in the script. Jim, 2nd Sarah - unopposed
(Beyond crosstalk/gossip - safety issues can be harmful to the group)

Jim R will step away from this process.
It may be put on hold.

The Survey that looked at the names of the after-meeting time and of the member who facilitates, as well as the purpose and values that most appealed to the membership was concluded. These are the results of the survey:

Name of the Space (of 48 votes/5 options)

Parking Lot - 15

After-meeting - 11

Newcomer and fellowship - 10

Note: 2 'no preference'

Name of Leadership Role (of 48 votes/6 options)

Host - 20

Facilitator - 7

Moderator - 6

Note: 3 'no preference'

Great suggestions to describe the Purpose of the after-meeting were received. The top 3 suggestions were:

Welcoming Newcomers & Answering Questions: Providing a safe, welcoming space specifically for newcomers to ask questions, learn about ACA basics, and get oriented during the first 15 minutes.

General Fellowship & Connection: Gathering for informal fellowship, sharing experience, strength, and hope, feeling a part of the group, and getting to know each other.

Extended Sharing & Discussion: Allowing members to discuss the day's topic further, share thoughts if they didn't get a chance during the main meeting, and have "parking lot" discussions.

Most admired Qualities/Values recognized and voted by the membership were: (of 12)

57 - A. **Supportive:** Emphasized repeatedly as a foundational quality of the space.

52 - E. **Welcoming:** Noted as a welcoming atmosphere for newcomers and participants.

50 - B. **Respectful:** Valued through mutual respect, gentle boundaries, and respectful interactions.

25 - H. **Time & Space to Share:** Appreciated as an opportunity for longer shares, deeper specifics, discussion, and feedback.

23 - C. **Open-minded:** Valued as an informal, casual, and less structured environment that welcomes open-mindedness.

The method for scoring the 12 options offered was 3 points for a first choice; 2 points for a second choice; 1 point for a third choice. With a total of 288 points, these were the top 5 qualities identified.

Fifth meeting [Timing] (October 22)

- **Review:** Introductions / participant recognition
- Look at Defining/describing the overall time schedule and time limits on sharing;

Overall time schedule and time limits on sharing	For the Script	For the Website

NOTES:

Questions:

How would you describe the element or qualities of time in the After-meeting, overall?

How do participants gauge their use of time? Is it the same throughout the span of the Aftermeeting? Is it the same from one day to another?

Would it be good to mark the passage of time somehow in the After-meeting?

The biggest time differentiation during the After-meeting is between the newcomer session and the more general fellowship sharing. How could that be clearly identified and described to the members?

Might it be better to identify 2 After-meeting 'hosts' - one for the newcomer session and one for the fellowship portion?

During this meeting, after reviewing the concept of "Introductions ", we will look at our thoughts regarding timing and the passage of time in the After-meeting.

Much of our suggestions will likely be placed on the website. Some references will likely be added to Script.

Sixth meeting [Purpose and Values] (October 29)

- **Review:** Time schedule and limits on sharing
- Look at the purpose and values of the Aftermeeting

PURPOSE	For the Script	For the Website
<p><u>Business Meeting Script</u></p> <p>By attending the business meeting, we learn how to work together in a healthy manner. The purpose of the business meeting is to address the concerns of the group – past, present and upcoming.</p> <p><u>Newcomer Script</u></p> <p>The Purpose of the Fellowship Portion of the Meeting</p> <ul style="list-style-type: none">- To welcome newcomers to our meeting. (A newcomer is someone new to our meeting; new to ACA; or even new to sharing aloud.)- To provide the time for members to learn from each other's experience, strength, and hope.- To hold a space in which we can better get to know one another.		
NOTES:		

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VALUES	For the Script	For the Website
<u>Business Meeting Script</u> We place a high value on respect, being mindful of our words and expressions. We avoid gossip. We maintain a safe space in which all members are welcome to participate. With an open mind, we stand in unity, practicing the ACA Traditions. We value transparency, ensuring the membership is kept informed of group developments and upcoming proceedings. And we value focus, so that the business at hand stays on-topic.		
NOTES:		

Seventh meeting [Rules and Guidelines] *(November 5)*

- **Review:** The purpose and values of the Aftermeeting
- Look at describing the rules and guidelines

Rules and guidelines	For the Script	For the Website
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Breakout Room Host

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 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.

Business Meeting Script

3. General Guidelines

Creating safety and respect in our business meeting is a responsibility we share.

Please be mindful. To the best of your ability, model emotional sobriety.

- Mute your audio when you are not speaking.
- Turn off your video when moving around or doing other activities while listening.
- Also, do not to distract others with written chats

To Speak:

- Please raise your Digital Hand and wait to be recognized by the Chair.
- Priority is given to those who have not yet spoken.
- And, if a point has been made, ask yourself if it needs to be repeated.

Speaking times may be limited:

During our Reports

- Two to three minutes for those giving reports and
- one minute for questions or comments and answers.

NOTES:

Suggestion - 'Guidelines':

If there is a challenge of sorts to the crosstalk experience , the 'Host' is asked to read a statement.

Direct Messaging bullying - policy and language

Process on Pause