

SUGGESTED AL-ANON ZOOM MEETING FORMAT
(Adapted from Al-Anon Alateen Service Manual 2018-2021)

1. Meeting Opening: The meeting host or Chairperson welcomes all attendees and gives a few Zoom instructions.

- Please respect the anonymity of all present at this meeting, ensure that you are in a quiet space so that no one hears or sees the meeting. Make use of your headphones if you are not in a quiet space.
- We recommend that you sign in, with your first name only, to protect your anonymity.
- Kindly mute your device when not speaking to avoid any disruptive background noise.
- Please note that no recording of ordinary group meetings is allowed.
- In order to create a safe space for all who attend the meeting, we request that you visually or verbally identify yourself, otherwise you could send a note to the host. Those who won't identify themselves may be removed from the meeting.

2. The Serenity Prayer: Will you join me in a moment of silence, followed by the Serenity Prayer?

God grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.

3. Statement on Anonymity: Anonymity is the spiritual foundation of all our Traditions, it protects the identity of all members, provides a safe place in which to share and grow, assures equality between newcomers and long-timers alike, and safeguards against self-appointed spokespersons.

We ask members of other anonymous fellowships to remain anonymous and focus on the Al-Anon programme. This is a meeting for Al-Anon members and prospective members only. Anyone who has been affected by someone else's drinking, either today or in the past, is welcome.

Special Note: Anonymity is a spiritual principle and cannot be used as a legal basis to shield criminal behaviour, past or current. It is wise to remember that Al-Anon meetings are not above the law. Members need to exercise care in sharing information that could result in reporting to authorities.

4. Reports & Secretary's Announcements: This is a time for announcements of local Al-Anon events, service meetings, and other group business.

5. The Seventh Tradition: We have no dues or fees, but according to the Seventh Tradition, Al-Anon Groups ought to be self-supporting through members' voluntary contributions. Please EFT or SnapScan your contribution to the Cape Area Office to cover group expenses, the purchase of literature and the support of trusted servants.

6. Suggested Al-Anon Preamble to the Twelve Steps: The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organisation, or institution; does not engage in any controversy; neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practising the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

7. Al-Anon's Twelve Steps:

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

8. Topic: Chairperson introduces the topic and sharing begins.

9. Suggested Al-Anon Closing: Al-Anon is an anonymous fellowship. Everything that is said here, in the group meeting and member to member, must be held in confidence. Only in this way can we feel free to say what is in our minds and hearts, for this is how we help one another in Al-Anon.

10. Final saying of the Serenity Prayer & Declaration: Will all who care to, please join me in closing with the Serenity Prayer.

Let it Begin with Me

When anyone anywhere reaches out for help,
let the hand of Al-Anon and Alateen
always be there, and - *Let it Begin with Me.*