

# EL Cerrito Fellowship On-Line Meeting Format

Secretaries open the zoom room 15 minutes prior to the meeting-start time. Before the meeting starts, ask for volunteers to read 1) "How It Works" 2) 12 Traditions 3) 9<sup>th</sup> Step Promises and/or 4) other AA-approved literature.

- Hello everyone. This is the \_\_\_\_\_ meeting time/title \_\_\_\_\_ meeting of the El Cerrito Fellowship of Alcoholics Anonymous online. My name is \_\_\_\_\_ and I am an alcoholic and your secretary.
- Before we open this AA meeting, there are a few zoom room housekeeping details to be covered:
  1. If you have entered the room with your first and last name on-screen, we will remove your last name to maintain your anonymity.
  2. If you are on a telephone or other device, we ask that you identify yourself by your first name so we can replace your phone number to maintain your privacy.
  3. To maintain the best sound quality during the meeting for all members - but particularly for members with hearing impairment, we ask you to mute yourselves except when you are speaking.
- Disruptive people - including those interrupting or speaking without being called on - may be asked to leave this meeting but are welcome at later meetings if they can refrain from disrupting.
- It is a custom of El Cerrito Fellowship to discourage cross-talk. This includes commenting on others' shares by name in your share or by posting "everyone" messages in the chat feature. This guideline is meant to support members' sense of safety in our zoom rooms.
- Now... Let's open the meeting with a moment of silence to do with as you wish, 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.*
- Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. Is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.
- I have asked \_\_\_\_\_ to read "How It Works" from Chapter 5 of the Big Book.
- I have asked \_\_\_\_\_ to read the 12 Traditions.
- Are there any newcomers with 30 days or less? (Check for raised hands, manual and electronic) Please unmute yourself and identify yourself by your first name so we can welcome you.
- Are there any out-of-towners or AA members at this meeting for the first time? Please introduce yourselves. Welcome to you all.
- Are there any AA-related announcements? Ask the tech to read significant, time-related announcements. Refer members to the ECF website for announcements and post the link in the chat feature. <https://ecfaa.org/announcements/>

- **PLEASE MUTE YOURSELVES EXCEPT WHEN YOU ARE CALLED ON TO SPEAK.**
- The secretary introduces the speaker who shares for 10-15 minutes and suggests a topic. In literature-based meetings, the secretary introduces a reading taken from AA-approved literature for discussion.
- Members are asked to raise their hand (either-manually or electronically) to be called on to comment on the topic or reading.
- **PLEASE MUTE YOURSELVES EXCEPT WHEN YOU ARE CALLED ON TO SPEAK.**
- The last 10 minutes are set aside for newcomers to share. If NO newcomers raise their hands, ask if there are any "burning desires."
- The 7th Tradition states: "Every A.A. group ought to be fully self-supporting declining outside contributions." For those who are able, please go to [ecfaa.org](http://ecfaa.org) webpage to make an online contribution. You can also use the ECF address posted online to mail in a check or use Venmo @ecfaa.org. Our tech will post these details in the chat feature.
- A member will read the 9th Step Promises (Page 83 in the Big Book)
- Thank you to our speaker, \_\_\_\_\_ and everyone who shared. Thanks to our tech, \_\_\_\_\_, who managed the zoom details and kept us safe.
- Invite members to join in virtual hand-holding and close the meeting with The Serenity Prayer.

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