

# EL CERRITO FELLOWSHIP ONLINE MEETING SCRIPT

It is suggested that secretaries log on and open the zoom room 15 minutes before the meetings' start time. Before the meeting starts ask for volunteers to read "HOW IT WORKS", THE TRADITIONS, THE 9<sup>TH</sup> STEP PROMISES and/or other AA Conference Approved literature.

- Hello everyone. This is the (time, description) 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. In order to maintain safety in our online environment, we suggest you log on with your first name and last initial.
  2. If you are on a telephone, we will be asking you to identify yourself by your first name so we can replace your phone number to maintain your privacy. if you are on a phone, use \*6 to mute and unmute yourself. Use \*9 to raise your hand.
  3. In order to maintain the maximum 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 may be asked to leave this meeting, but are welcome at later meetings when they can refrain from disrupting.
- It is a custom of El Cerrito Fellowship to discourage cross-talk. We define crosstalk as any comment, negative or positive, about another's share or to call anyone by name, with exception of the speaker (lead, chairperson). 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.
- This is an open/closed meeting of Alcoholics Anonymous. We are glad you are all here – especially any newcomers.
- I have asked \_\_\_\_\_ to read "How It Works" from Chapter 5 of the Big Book.
- I have asked \_\_\_\_\_ to read The 12 Traditions.
- We now want to welcome anyone here for the first time and all those in early sobriety.

- ✚ Is there anyone here for their first (second or third) AA meeting ever? If so, please unmute and introduce yourself so that we can welcome you.
- ✚ Is there anyone here in their first 30 (or, 60 and 90 as an option) days of sobriety? If so, please unmute and let us welcome and support you. Optional: Or is there anyone counting days.
- ✚ Is there anyone attending this meeting for the first time? Please unmute and introduce yourself so that we can welcome you too!
- Are there any AA-related announcements from the floor? *Ask the tech to read significant, time-related announcements and the first sentence under the Sponsorship paragraph. Refer members to the ECF website for complete announcements and post the link in the chat feature.*  
<https://ecfaa.org/announcements>.
- *Introduce the speaker who shares for 10 – 15 minutes and suggests a topic. In literature-based meetings, the secretary introduces a reading taken from AA conference approved literature for discussion. After the chairperson/speaker has, shared ask the speaker for a topic, then ask the speaker if they would like to call on members to share (continue to “chair” the meeting) or if they would prefer for the secretary to do so.*
- *Members are asked to raise a hand (with 'raise hand' button or your hand) to be called on to comment on the topic or reading.*

Optional: As a reminder, we discourage crosstalk which is defined as any comment, negative or positive, about another’s share or to refer to anyone by name, with the exception of the Speaker/Chairperson.

Optional: a reminder: please mute yourselves except when you are called on to speak.

- *If your meeting reserves the last 10 minutes for those in early sobriety to share: We reserve the last 10 minutes for those in their first 30 (or counting days) to share. Please raise your hand if you wish to share. If no newcomers raise their hands, ask if there are any "burning desires." (Do not call on newcomers by name)*
- 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/contribute](https://ecfaa.org/contribute) to make an online contribution. You can also use the ECF address posted online to mail in a check.
- And now, I have asked (Name of reader) to read the 9th Step Promises (Page 83 in the Big Book)
- Thank you to our speaker (name), our readers (name them) and everyone who shared. Thanks to our tech, (Name) who managed our zoom room and kept us safe.
- Invite members to join in virtual hand-holding. Close the meeting with The Serenity Prayer.

**Keep the room open for up to 15 minutes after the meeting in order for members to socialize and offer support to one another.**