

AA meeting format

A Suggested Format for Conducting an A.A. Meeting:

(In advance of meeting, Secretary of meeting asks one person to read "How it Works" and another person to read "The Twelve Promises.")

1. **Good Evening.** This is the regular meeting of the _____ group of Alcoholics Anonymous. My name is _____ and I am an alcoholic and your Secretary.

2. Let us open the meeting with 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. Secretary reads: **Alcoholics Anonymous is a fellowship of men and women 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 AA membership; we are self-supporting through our own contributions.**

AA 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.

4. _____ will now read "How it Works" from Chapter 5 of the A.A. Big Book.

5. After this reading:

- Ask any new members to introduce themselves by their first name only--a new member is anyone who has a desire to stop drinking and is within their first thirty days in AA.
- Ask if there are any visitors who are new to the meeting, ask them to introduce themselves by their first name only (If you would like please introduce yourself by your first name. This is not to embarrass you but only so that we may get to know you.)
- Ask if there are any sobriety birthdays

6. Introduce the Speaker for the evening.

- **This is the beginning of the body of the meeting, see page 2: Step meeting, Speaker meeting, Big Book Study meeting suggested formats.**

7. Make regular announcements about group business, events and information about the availability of literature.

8. _____ will now read "The Twelve Promises" from Chapter 6, Into Action, pg 83.

9. Secretary will ask, "Does anyone have a burning desire to speak?"

10. Thank everyone for their participation and close the meeting with the Serenity Prayer.

(NOTE: Make every effort to open and close the meeting on time. This format is suggested only)

Some basic guidelines for all in prison meetings:

- All AA members attending meeting from outside the facility have been vetted and are comfortable in the setting and who have been oriented to the rules of the setting
- (Ideally) meeting is chaired by one person (the secretary) with a speaker in attendance
- (Ideally) meeting is attended by two outside AA members at a minimum
- Outside AA members have experience conducting meeting and are able to redirect individuals who wish to use meeting to blame or complain
- If one of the AA members has less than a year of sobriety, he is to be accompanied by a member with greater sobriety

Step meeting: After standard formatted introduction, the speaker reads the step and talks about his application of this step, speaker picks a topic, "You can speak about Step One in your life or about unmanageability if you prefer." Meeting is opened to discussion for fifteen to twenty minutes (secretary of meeting to gauge this). Tag meeting is preferable.

Speaker meeting: Secretary follows standard formatting, and introduces Speaker. Speaker shares what it was like, what happened, what it is like now (and emphasis on the now), then the meeting is open to discussion, tag format is preferable.

Big Book Discussion meeting: Secretary follows standard formatting, and then introduces Speaker, who reads from the Big Book, shares his 'experience, strength and hope' and then opens the meeting up for discussion, tag is preferable.