

BERKELEY FELLOWSHIP OF ALCOHOLICS ANONYMOUS

berkeleyfellowship.com

Suggested Meeting Format (Revised 3.1.25)

Notes to read before the meeting:

- The Instructions to the Secretary are in BLUE. Secretary reads the sections in black type,
- To ensure a consistent AA message, Berkeley Fellowship AA meetings use only AA conference-approved or AA grapevine literature.
- If possible, the Secretary should assign readings before the meeting starts. **Encourage newcomers or new faces as readers** so we can all participate in running the meeting
- Review the News & Events tab on the BFAA website before the meeting to find anything to share with the group during the announcements.
- This meeting format, news and announcements, service opportunities, and other meeting literature can be found on www.berkeleyfellowship.com.

Format

This is the regular [day/time] meeting of Berkeley Fellowship of Alcoholics Anonymous. If you are new to AA or visiting from out of town, welcome, you're in the right place. This is an open meeting, so please respect our members' anonymity. No last names should be revealed publicly. These sharings of experience, strength, and hope are attempts to better understand ourselves and build more meaningful lives. My name is [your name] and I am an alcoholic and your Secretary.

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

The Purpose of AA: 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've asked a member to read **How it Works** from Chapter Five of the Big Book.

I've asked another member to read **The Twelve Traditions** / The Tradition of the Month ([Secretary's choice](#))

It is the custom of this Fellowship to ask if there is anyone at their **1st, 2nd, or 3rd AA meeting** ever, not to embarrass you, but to give us a chance to get to know you. Is there anyone here today attending their 1st, 2nd, or 3rd AA meeting ever?

➔ Is there anyone here in their **first 30 days** of sobriety?

➔ Are there any visitors from **outside the 510 area code**?

➔ Did anyone celebrate an **AA birthday** this week?

Our 3rd tradition states that the only requirement for membership is a desire to stop drinking. A Desire chip acknowledges that you desire to stay sober this 24 hours. Would anyone like a Desire Chip? Please raise your hand and say your name. Please see me after the meeting to receive your chip.

This fellowship offers a free packet of materials to newcomers. Please see me after the meeting if you would like one. Pamphlets in the rack are free. We're asking a voluntary donation of \$1.00 for printed meeting schedules. Area schedules are also available at www.eastbayaa.org. Please see me after the meeting if you need any other AA literature.

Sponsorship is important to recovery. A sponsor usually has a sponsor and can help you work the steps. If you are available for sponsorship or willing to talk about sponsorship, please raise your hand.

Announcements:

1. At this time, we ask everyone to please turn off your cell phones to avoid distractions during the meeting.
2. Disruptive people may be asked to leave this meeting, but may return to later meetings if they can refrain from disrupting,
3. To help preserve the Berkeley fellowship, we ask everyone to be considerate of the neighbors: keep the noise level down in the parking lot.
4. Smoking, including the use of electronic smoking devices, is prohibited in this building and within 25 feet of all doorways and entrances.
5. Are there one or two volunteers to help clean up after the meeting?
6. For meeting schedules, news, and updates, please visit our website at www.berkeleyfellowship.com
7. Are there any **AA-related announcements?**

We will now pass around the birthday card folder. Please sign the cards if you like. If you would like to receive a card, please add your name to the sobriety birthday calendar on the wall by the door:

Sobber birthdays are celebrated on the last Friday of each month, here @7 pm with a sober countdown at the end of the meeting. Come celebrate your birthday with us, pick up a sobriety chip and eat some cake!

Introduce the SPEAKER or READING

AFTER speaker or readings or Meditation:

We will now practice the 7th Tradition, which says we are fully self-supporting, declining outside contributions. To cover our growing expenses, a \$2 is suggested, though anything at all is appreciated. Contributions may be made via VENMO @BerkeleyAA. There is a QR code on the donation basket.

The meeting is now open for sharing. *(If you feel the meeting is extra-large, please ask members to limit their shares to a couple of minutes)* Please know that we discourage cross-talk, which we define as speaking or chatting during another's share, giving direct advice, asking questions, or directly referencing another person's share *(ADD this in a speaker meeting only) with the exception of the chairperson.*

Please close on time in the usual manner:

- Acknowledge Newcomers, Visitors, Birthdays, Readers and your Speaker
- Help keep the Berkeley Fellowship safe by respecting our anonymity. Who you see here, what you hear here, when you leave here, let it stay here.
- **Reading the Promises is optional before closing the meeting**
- Let's recite the Serenity prayer *(or a prayer of someone's choice)*