

**BERKELEY FELLOWSHIP**  
**berkeleyfellowship.com**  
**Suggested Secretary and Host Meeting Format**  
**Revised 2.4.25**

Notes to read before the meeting:

- The Instructions to the Secretary and Host are in BLUE
- Secretary reads the sections in black type, of the below script and runs the meeting.
- The Host is responsible for opening the room, admitting and removing guests, sharing readings and muting guests that are not sharing or speaking.
- To ensure a consistent AA message, Berkeley Fellowship AA meetings use only AA conference approved or AA grapevine literature.
- Find all readings at the top of the website [www.berkeleyfellowship.com](http://www.berkeleyfellowship.com) under Literature.
- If possible, Secretary should assign readings before the meeting starts. **Encourage new comers or new faces as readers** so we can all participate in running the meeting
- Secretary and Host should preview the News & Events tab before the meeting to see if it is up to date and if there is anything to share with the group during the announcements.
- Host can Display the 7<sup>th</sup> Tradition tab during the 7<sup>th</sup> Tradition OR put the link in the chat

**Format**

This is the regular [day/time] meeting of Berkeley Fellowship of Alcoholics Anonymous Online. If you are new to Alcoholics Anonymous or new to this format, 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. Your host today is [host name].

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*

**AA Preamble:** 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 on page 58  
([The host can share this on their screen.](#))

I've asked another member to read The Twelve Traditions / The Tradition of the Month of the Big Book on page 562 ([The host can share this on their screen.](#))

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 today in their first 30 days of sobriety?

Are there any new visitors to our Fellowship?

Did anyone celebrate an AA birthday this week?

If you are new to meetings, please stay with us after the meeting to talk and to get information about AA.

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 24 hour Desire Chip? Please raise your hand. Text Catherine to receive your chip. Her number will be added to the chat.

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. Also please add your phone number in the chat. If you are looking for a sponsor, we encourage you to write down these numbers and to reach out to one of these people.

### **Announcements:**

1. At this time, we ask everyone to please mute your microphone if you are not reading or sharing.
2. Please do not smoke, that includes vaping, while on camera or the host or secretary will turn off your camera.
3. The chat function will remain open during this meeting. If anyone feels unsafe or harassed by someone sending offensive chat messages, please message the host or secretary directly and they will take action as they deem appropriate. ([Host/secretary will either address the issue with the person sending the offensive messages, they may remove the offensive person from the meeting room or they may turn the chat function off completely for the remainder of the meeting.](#))
4. If you would like to change your name, message the host or Secretary and they will do it for you.
5. Sober birthdays are celebrated on the last Friday of each month:

- On-Line Sober Birthdays are celebrated at the 7am meeting, with a birthday countdown at the end of the meeting.
- IN-PERSON Sober Birthdays are celebrated at the 7pm speaker meeting, also with a birthday countdown at the end of the meeting. Come celebrate your birthday with us, pick up a sobriety chip and eat some cake!

6. If you would like a sobriety birthday chip and are unable to pick up one in person, then text Catherine at 415-216-3979 and she will get one to you.

7. Newcomers-Please contact our literature person, Bob W 510-333-7521 for Newcomer information.

8. Here is a BRIEF outline of our website (highlights only, News & Info most important).

- BFAA Meeting List, both in-person and on-line
- Instructions on how to donate for the 7th traditions
- BFAA Meeting Verification Form
- Literature tab with links to publications and websites
- Service Opportunities: List of openings and position descriptions. Service helps keep you sober!
- News & Events tab: Here you will find information for all important notices such as: business meeting notes, holiday gatherings, Alcathons, Conventions, etc

5. Are there any other AA related announcements from the group?

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**\*\*HOST/SECRETARY SHOULD PASTE THE FOLLOWING INTO THE CHAT\*\***

- BIRTHDAY CHIPS: For birthday chips, text Catherine at 415-216-3979
- NEWCOMERS -Please contact our literature person, Bob W 510-333-7521 for Newcomer information
- BFAA MEETING VERIFICATION FORMS: <https://www.berkeleyfellowship.com/blank-page>
- SEVENTH TRADITION: <https://www.berkeleyfellowship.com/7th-tradition>.

Contributions to the Berkeley Fellowship of AA may be made via:

- VENMO : @BerkeleyAA
- Check: Payable to Berkeley Fellowship of AA. Send an email to [bfaa\\_treasurer@outlook.com](mailto:bfaa_treasurer@outlook.com) for the mailing address.
- In person in the basket! (we also accept VENMO at the in-person meetings)

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**Now it is time to introduce the SPEAKER or READING**

**AFTER speaker or readings:**

We will now practice the 7th Tradition, which says we are fully self-supporting declining outside contributions. There is a tab at the top of the website [www.berkeleyfellowship.com](http://www.berkeleyfellowship.com) to donate. (7th Tradition - host/secretary can display the BFAA webpage on screen share)

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 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

(15 BEFORE the end of the meeting) We pause the meeting to open the floor to newcomers and shy sharers. Know that you are welcome to share at any time.

Now it is time to Close the Meeting

(Acknowledge Newcomers, New Visitors, Birthdays, Readers, and your Host)

Please help keep the Berkeley Fellowship a place where we can all feel safe by respecting our anonymity. What you see here, what you hear here when you leave here, let it stay here. Please stay with us for up to 15 minutes of fellowshiping after the meeting.

We will now close the meeting with the 9th step Promises and then the Serenity prayer (or a prayer of someone's choice)

Will someone please volunteer to read the 9th Step Promises from page 83 of the Big Book?

Let's recite the Serenity prayer (or a prayer of someone's choice)

*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*

Keep the meeting room open for 10-15 minutes for fellowshiping.