

**BFAAOnline.org Suggested Meeting Format**  
**Revised 10/11/2022**

**Notes to read before the meeting:**

- The secretary (or host if there no secretary) is responsible for sharing readings through zoom.
- 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, assign readings before the meeting starts.
- During the meeting announcements, please share the webpage on your screen and scroll through the News & Events, Service Opportunities and Meeting Verification tabs.
- Online meeting verification is for Berkeley Fellowship of AA meetings only and must be submitted within 48 hours of the meeting.
- Display the 7<sup>th</sup> Tradition tab during the 7<sup>th</sup> Tradition.

**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 [\_\_\_\_\_] 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*

Please note that these BFAA Online meetings are striving to maintain traditional AA meeting interactions that take place in the physical rooms. To meet that goal the secretary will always try to not "mute all" participants.

In order to maintain that dynamic environment please mute yourself if you have any background noise. If needed the secretary or host will mute attendees with noisy backgrounds. You are welcome to unmute yourself when it quiets down. Thank you.

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 or secretary can share this on their screen.)

(Establish a group conscience as to whether to read either The Twelve Traditions or The Tradition of the Month.)

I've asked another member to read The Twelve Traditions / The Tradition of the Month of the Big Book on page 562 (The host or secretary 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 visitors to our Fellowship from outside the San Francisco Bay Area?

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.

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. You may type your name and information in the chat found at the bottom of your screen.

#### **Announcements:**

1. At this time, we ask everyone to turn off or mute all noisy devices, and to mute their microphone when doing things other than sitting and listening, to avoid distractions during the meeting.
2. Please share the webpage on your screen and scroll through and discuss the News & Events, Service Opportunities and Meeting Verification tabs.
3. Ask for any AA related announcements from the group.
4. Tradition One states that "Our common welfare should come first; personal recovery depends upon AA unity." With this in mind, we all expect to be treated with respect and we expect you to do the same. The host and secretary will quickly respond to inappropriate, offensive, or disruptive people by muting them and/or turning off their camera or removing them from the meeting if necessary. The Chat function will be disabled if members use it for cross talk, to make disrespectful comments, or otherwise comment on other's shares.

(Secretary and/or host please send information on any disruptive members to [admin@berkeleyfellowship.com](mailto:admin@berkeleyfellowship.com). This will allow the information to be communicate to all secretaries and hosts.)

5. Please do not smoke, that includes vaping, while on camera or the host or secretary will turn off your camera.

6. (Read only if there are phone participants)

If you are calling in by phone, you can use “Star 6” to mute and unmute yourself and “Star 9” raise or lower your hand.

7. (Read only if there are unidentified phone participants)

Would any of our phone participants that do not have their name displayed care to identify themselves at this time? (The host or secretary can type it in by going to the three dots next to their name in the participants' list.)

(Have speaker share or do readings or meditate)

(7th Tradition - Please display the BFAA webpage on screen share during 7th Tradition) 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.

(Note: If you feel the meeting is extra-large, please ask members to limit their shares to a couple minutes.)

The meeting is now open for sharing.

### **Closing meeting:**

(Acknowledge Newcomers, 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.

Reading The 9th Step Promises (Page 83 of the Big Book ) or other AA passages (Vision for You, 3rd Step Promises, etc.) is optional before closing.

Close the meeting with a prayer of someone’s choice.