

BERKELEY FELLOWSHIP
berkeleyfellowship.com
Suggested Secretary and Host Meeting Format
Revised 5.6.23

Notes to read before the meeting:

- The Instructions to the Secretary and Host are in BLUE
- Secretary reads the **BOLD** sections 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 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 7th Tradition tab during the 7th 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.)

(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 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 ?

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. If you're looking for a sponsor, we encourage you 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 speaking.
2. There is a lot of useful information on the Berkeley Fellowship website. We will put the link to the website in the chat. Here are a few highlights:
 - There is the **List of the BFAA Meetings**, both in-person and on-line
 - instructions on how to donate for the 7th traditions ([Secretary can go through this now or after the readings](#))
 - **The BFAA Meeting Verification Form:** Online meeting verification is for Berkeley Fellowship of AA meetings only and must be submitted within 48 hours of the meeting.
 - **An AA Literature tab**
 - **Service Opportunity for BFAA:** Service will keep you sober! There are many open positions for on-line and in-person service. Please consider taking one on. Sponsors, please encourage your sponsee to consider a service position also.
 - and **The BFAA News & Events tab.** ([Announce the new items under this tab](#))

3. Sober birthdays are celebrated on the Last Friday of the month at the 7 pm in-person speaker meeting at 1744 University Ave, Berkeley. Come celebrate your birthday with us and pick up your chip!

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

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

(INTRODUCE: SPEAKER, READING or MEDITATE)

(7th Tradition - host can display the BFAA webpage on screen share during 7th Tradition OR put the link in the chat)

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 to donate.

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 during another's share, asking questions, interrupting, side conversations, criticisms, giving advice or directly referencing another person's share with the exception of the speaker.

15 BEFORE the end of the meeting:

We pause the meeting now to open the floor to newcomers and shy sharer-ers. Know that you are welcome to share at any time.

Now it is time to Close the 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.

Close the meeting with an AA passage (9th step promises, a Vision for You, 3rd Step Promises, etc.) and then a prayer of someones choice-like the serenity prayer:

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

We will now close the meeting with a prayer of someone's choice.