

MEETING FORMAT

One of the main functions of the designated "leader" is to keep the meeting going on schedule as much as possible. Open the meeting ON TIME.

- 1. "Hi everyone, my name is _____. This is the regular meeting of "OVERCOMERS OUTREACH."
- 2. Opening prayer by leader.
- 3. Ask for first-time visitors. Welcome them and have them give their *first names only*. Then, every one responds with "Hi, _____." Go around the group, having everyone in attendance give their first name, along with outside recovery group affiliation if they wish to.
- 4. If the leader chooses to, he/she may pass out song sheets and have the group warm up with some choruses or hymns of praise.
- 5. Ask someone to read the Overcomers PREAMBLE on pages 7-8.
- 6. Ask someone to read the 12 Steps, (pages 9-10), followed by the group reciting the Serenity Prayer in unison ("full" version on page 49)
- 7. Go around the group giving first names again and see if there are any sobriety or abstinence birthdays.
- 8. **Topical Study or 12-Step Study.** Leader should select enough references to cover <u>one-half hour or less</u>. Having chosen a topic from pp 25-33 or a Step from pp 13-24, leader will assign Scripture passages and/or Al-Anon readings (see pg 34), A.A. Big Book, etc. to those in the group who are willing to participate. As the individual reads the specific material, he/she is given opportunity to express how this portion of Scripture speaks to him/her. Select only as many Scriptures as can be covered in the 30 minute time slot (additional verses can be studied during the week).
- 9. **Sharing Time**--Try to make sure that everyone has an opportunity to share within the time allotted.

Leader Reads the Following Guidelines: For maximum benefit for the most people: 1) We may ask you to share, but no one should feel pressured to participate and may "pass." 2) Please raise your hand to be called upon before speaking, keeping your sharing in the here and now - what you are dealing with this week. 3) Limit your sharing time to about 3 minutes, allowing everyone in the group to share once before you share a second time. 4) Avoid offering suggestions or methods of fixing another person's problems, allowing individuals to experience their pain without your interference. 5) Please . . . NO CROSS TALK; speak only when it is your turn. 6) Questions can be handled AFTER the meeting so that sharing will not be interrupted. 7) If you have used alcohol or any mood-altering chemical within the past 24 hours, we ask you not to share until after the meeting.

10. **7th Tradition**

Leader Reads: "We pass the basket to help defray costs of literature and to help support O.O.'s Central Office. In sending a portion of the group's offering to support the O.O. Central Office, we not only have a chance to give something back for all we've been given, but we also provide the means necessary to carry Christ's recovery message of HOPE to people around the world.

11. OO Traditions

Leader reads: "While we finish passing the basket, let's go around the room and read the 12 Traditions of Overcomers on pages 11-12 of the FREED Book."

- 12. Leader--ask for a volunteer to lead next week's meeting.
- 13. **Prayer Time.** Ask for prayer requests. These should be either regarding ourselves or other group members. Designate someone to begin sentence prayers, and either the leader should close, or designate someone else to close.
- 14. **CLOSE ON TIME.** It is very effective to stand, holding hands, and to say "The Lord's Prayer" in unison, with final exclamation of "keep coming back, it works!"

<u>Note:</u> Once a month the group may want to consider having a "big book study" from <u>A Bridge to Recovery</u>, using either Chapter 43 ("The 12-Steps Come ALIVE in the Scriptures"), or taking turns reading other chapters from the OO book.