



# Meeting Format

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## Monday Night Literature-based Discussion Meeting

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After everyone is seated, open the meeting with **a moment of silence for the still-suffering alcoholic**, followed by the **Serenity Prayer**.

Introduce yourself and say **“This is a closed meeting of the Primary Purpose Group of Alcoholics Anonymous. A closed meeting is limited to those who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend this meeting. In keeping with our Primary Purpose, we ask all who share to confine their discussion to their personal experience with alcoholism and recovery from alcoholism”**

Have AA Members read: **A) The Preamble  
B) The Twelve Steps  
C) The Twelve Traditions**

Ask *(if necessary)* : **“ Is there anyone here for their first AA meeting?”**  
Greet any of those new to AA. Say something like *“We’re glad you are here. Please stay after the meeting and get to know some of us. If you need a sponsor, see the chairman after the meeting and one will be provided for you.”*

Ask *(if necessary)* : **“ Is there anyone visiting from another group who would like to be recognized?”** *Greet any of those new to our group.*

*\*\*\*\*If any non-alcoholics are present, whether family or friends of the alcoholic or those who introduce themselves only as addicts, follow the instructions on the other side of this card\*\*\*\*\**

**Announce: We would like to ask all present to please turn off the volume on their cell phones and pagers so that we may limit disturbances to our meeting.**

Ask: **“Are there any other AA-related announcements?”**

Begin the meeting by saying: **“The Primary Purpose Group is committed to carrying the message of Alcoholics Anonymous as described in the conference-approved literature of Alcoholics Anonymous and the writings of our co-founders. I will now turn the meeting over to (volunteer name), who will present this meeting’s topic from our literature.**

Turn the meeting over to this week’s volunteer to read and open the meeting.

After the topic has been presented, **remind the group to try to limit their sharing and stick to the topic that was presented. Those who do not have personal experience with the topic are encouraged to refrain from sharing. Those in their first 90 days of sobriety are encouraged to listen.**

**(OVER)**

*Conduct the meeting by starting to your left or right and continuing around the room. Try to begin with experienced members to get the topic off to a good start. It is your job to keep the meeting moving in an orderly fashion. Do not allow members to dominate the meeting by speaking longer than 5 minutes or so. Try to limit newcomer sharing where possible and, when necessary, remind members to share only their personal experience with the topic. You may have to interrupt members who are off topic or dominating the meeting-It is your job to do so. If 2 or 3 members in a row share off topic- Have the topic read again by the presenter. Also, we do not encourage members sharing more than once until all have been given an opportunity to share.*

**After** the discussion period has concluded : *(do not pass the hat while others are sharing)*

**Pass “the hat” for 7<sup>th</sup> Tradition Contributions**, reminding the members that are fully self-supporting and that any funds beyond our meeting expenses will be used where they may best carry the message to the alcoholic who still suffers.

**Ask for a volunteer to bring next week’s topic from the AA literature of his/her choice as the hat is passed.**

**Give out chips** *(do not make a lengthy production out of this, just offer chips for 0,30,90,6 month, 9 month, and anniversary\*\*.)*

*\*\*remind members that if they have an anniversary coming up, let us know ahead of time so that we may arrange to have your sponsor get a medallion for you.*

**Remind the members of the Twelfth Tradition:**

**And finally, we of Alcoholics Anonymous believe that the principle of Anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.**

**Conclude with The Lord’s Prayer.**

*(You may choose to remind the crowd that we end the prayer with amen, rather than chanting “Keep coming Back”)*

*Make sure that the room is clean and materials are put away before leaving!*

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## **Non-alcoholics at closed meetings:**

At any time during the meeting, those who do not introduce themselves as an alcoholic, whether they are friends or family of an alcoholic or introduce themselves only as an addict, should be asked by the chairman:

**“Do you have a problem with alcohol?”**

**If they answer yes, say something like “ We’re glad you are here.”**

**If they answer no, say something like “ You are welcome to stay for this meeting, but because this is a closed meeting of Alcoholics Anonymous, we ask that you refrain from sharing in this meeting.”**

**After the meeting, make any non-alcoholics aware of open AA meetings, NA meetings, or AI Anon meetings as appropriate for the situation.**