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## **This is the General script for the Host.**

- This script contains all HOST related material for a non-speaker meeting.
- It is very important that the Host and a Co-Host be in regular communication, and that expectations are discussed between them (e.g., Coordination of topic, who is timing, etc.)

## **From the AA Zoom Security Guide (Hardware suggestions)**

- ADMINS, HOSTS AND CO-HOSTS SHOULD NOT BE ON A MOBILE DEVICE WHEN RUNNING A MEETING. USE A FULL PC OR FAIRLY DECENT LAPTOP.
- Zoom doesn't have the same features, easily accessible on mobile devices.
- It is highly recommended:
  - At minimum, use a laptop or a desktop computer, running Windows, MacOS or Linux.
  - Use an external mouse. This enhances the ability to react quickly to disruptors.
  - Use of a secondary/external monitor is preferred but not required.

## **Responsibilities of the Host**

- IT IS RECOMMENDED THAT THE HOST NOT ADMIT ANY ATTENDEES FROM THE WAITING ROOM. By leaving this task to the co-host(s) the host will be able focus on their responsibilities. This also allows the co-host(s) to be aware of everyone that has been admitted.
- Facilitate the meeting and keep the meeting moving smoothly as you follow the script for the duration of the meeting.
- Ensure there is a topic for the meeting and share with co-host prior, giving the co-host an opportunity to capture for future posting in chat.
- Facilitate the Discussion part of the meeting, including:
  - Asking to unmute
  - Timing the participant (if agreement made with co-host)
  - Muting the participant
  - Lowering the participants hand when sharing is complete.
- At 9:55 PM ET – Ensure you have readers for the meeting.
  - “How it works”

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– “Step 10 and part of its Promises”

## REMINDERS:

AT 10PM ENSURE THE FOLLOWING CONFIGURATIONS

- Mute All participants.
- “Mute Participants upon Entry” is checked.
- “Allow Participants to Unmute Themselves” is unchecked.
- “Host and co-hosts” should be selected in “Participant Can Chat with:”

## MEETING SCRIPT

Welcome to the very open Love and Tolerance meeting of Alcoholics Anonymous. My name is \_\_\_\_\_ and I am an Alcoholic. I’ll be your chairperson this evening.

Please help me open the meeting with 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.*

[DO NOT READ ALOUD] Host should use the “Mute All” feature at this point. It will mute everyone in the room except for the Host

We will be placing everyone on mute for the duration of the meeting. If you want to share please use the raise your hand feature and I will unmute you. The instructions on how to share will be posted in the chat. Those needing proof of attendance, the information will be shared toward the end of the meeting.

## 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 AA membership; we are self-supporting through our own contributions. AA 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.

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I have asked \_\_\_\_\_ [a friend] to read “How it Works” from page 58 of the Big Book.

I have asked \_\_\_\_\_ [another friend] to read Step 10 and part of its promises, from page 84 of the Big Book.

Are there any AA-related announcements?

Is there anyone here counting days, weeks, or months?

Are there any anniversaries?

There are no dues or fees, but we do have expenses. In keeping with the 7th tradition, “Every A.A. group ought to be fully self-supporting, declining outside contributions”, methods to contribute will be posted in the chat. The Account Names and associated QR codes are provided. Please contact a host or co-host after the meeting if you have questions on how to donate.

Tonight, is a discussion meeting, on a topic from AA approved literature. I have asked \_\_\_\_\_ [a friend] \_\_\_\_\_ to choose a reading.

[DO NOT READ ALOUD] – Host Introduces attendee bringing the topic to read their topic and then share. If no one is enlisted to bring the topic, the Host introduces the topic themselves and shares

We are open for discussion. Please limit your comments to 3 minutes and share only once so that everyone may have a chance to share. We will be setting a timer and will remind you when there is “one minute” left, after that I’ll ask you to wrap it up. Please don’t take this personally.

Directions to raise a virtual hand are posted in the chat, you can also message me or a co-host, or wave on video. Please let’s have a safe and clean meeting!

[DO NOT READ ALOUD] – During any pauses in the meeting: - Remind everyone that they can share anything on their mind, recovery related. - Introduce themselves, especially if new to the group. - Moments of silence do NOT reflect badly on the topic or Host. Silence is ok and used as time for people to process and reflect

[DO NOT READ ALOUD] - At approximately 10:45 PM, the chat can be opened.

### **THE CHAT IS NOW OPEN**

Please keep it clean, respectful, and safe. When someone reaches out know that you **DO NOT** have to give your number if you feel uncomfortable. Our PRIMARY purpose is to stay sober and help other alcoholics achieve sobriety. If you feel that someone is being inappropriate please reach out to the Host or a Co-Host.

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[DO NOT READ ALOUD] – At approximately 10:55 PM prepare to close the meeting

We are out of time. Please join us for fellowship after the meeting and come back tomorrow. Just a reminder that we meet 7 nights a week at 10 pm Eastern, at the same time, same meeting code. If you are in a place where you can't have a phone, please make note of our meeting code. The Love and Tolerance Meeting Code is **190 210 132**.

If you are: - Interested in becoming a homegroup member. - Would like to volunteer to host or co-host for the next rotation. - Need a Big Book or other AA approved literature or - Would like to be included in the Love & Tolerance contact list or would like to receive a contact list.

Please send an email to [info@loveandtol.com](mailto:info@loveandtol.com).

If you need proof of meeting attendance, please email [info@loveandtol.com](mailto:info@loveandtol.com).

Here at Love and Tolerance, we believe sponsorship is important for our recovery. A sponsor is someone to help you through the 12 Steps of Alcoholics Anonymous. IF YOU ARE ACTIVELY WORKING THE 12 STEPS AND are available to sponsor, please put your contact info in the chat now. If you need a sponsor or have any questions, please reach out to one of these people.

You can find all this information and more at our website, [loveandtol.com](http://loveandtol.com)

## **DECLARATION PLEDGE**

When anyone, anywhere, reaches out for help, I want the hand of AA always to be there. And for that: I am responsible.

Just a reminder, anonymity is the spiritual foundation of our program. If we are to recover, we must feel free to say what is in our minds and hearts. Therefore, who you see here, what you hear here, when you leave here, let it stay here.

Please stay after the meeting for more fellowship.

[DO NOT READ ALOUD] – Prior to reading of the Serenity Prayer, please “Ask All to Unmute”

Please help me close the meeting with the “We” version of the serenity prayer.

*God grant us the serenity to accept the things we cannot change; courage to change the things we can; and wisdom to know the difference.*

## **AA Approved Literature**

<https://loveandtol.com/meeting/literature>

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**Other formats**

- PDF
- Word doc
- Plain text
- Kindle