

Signs or Postings Displayed by The Steering Committee or The Board Of Directors are not to be removed.

- Remind members to join in fellowship before/ after meetings for a short time, but not to loiter around the Center. While outside, members should keep the noise level down, avoid using vulgar language, and refrain from leaving cups, cigarette butts, or litter. This is our home, treat it as such.

Safety & Security

- The Keyholder is responsible for locking doors and assuring that NO ONE is in the building between meetings. Check upstairs and downstairs, all rest rooms, and any potential hidden spaces before locking up.
- In accordance with Federal Law, Handicapped Parking, No Smoking, and "Guns Prohibited" signs have been posted. Do not remove these.
- New Lenox Fire Protection District determines maximum capacity for each of our two (2) levels.
- Aggressive, illegal, violent, or disruptive behavior in meetings that may cause harm to any member will not be tolerated. Chairpeople are to call the Will County Sheriff's Office in the event of illegal or aggressive behavior.

Why Become A Chairperson?

- It's good service work.
- It benefits my own sobriety.
- It's a privilege.
- Our Primary Purpose to "carry the message."

Any new postings must first be approved by the Steering Committee.

PER ILLINOIS STATE CODE

NO SMOKING ON THE FRONT PORCH OF THE FELLOWSHIP BUILDING.

No Smoking or Vaping inside the building.

Designated smoking areas include the parking lot and behind the building (at least 20 feet from the back door).

EMERGENCY NUMBERS

Will County Sheriff's Office	815-727-8575
New Lenox Fire Department	815-463-4500
The Fire Guy (Extinguishers)	815-320-3277
Heating/Cooling (Jim S.)	708-415-2006
Garbage (Homewood Disposal)	708-798-1004

FIRE ALARM

Push "Silence Alarm" and contact the Maintenance Chair or the Steering Committee Chairperson. Check website for contact information:

<https://aamokenafellowship.org/steering-committee-1>

"Our Primary Purpose is to stay sober and help other alcoholics achieve sobriety."

– A.A. World Services [A.A.], 2001, p. 100

THANK YOU FOR YOUR SERVICE!

Contents are reviewed and approved by the Fellowship's Steering Committee and Board of Directors.



**13550 W. MAPLE RD.
MOKENA, IL 60448**

GUIDELINES FOR CHAIRPERSONS & KEYHOLDERS

"For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern."

– Tradition 2, Alcoholics Anonymous

Prepared by the Education Committee
Updated 02/2026

THE FOLLOWING INFORMATION IS MEANT TO HELP OUR CHAIRPERSONS & KEYHOLDERS AS THEY HELP OTHERS.

Requirements to Chair...

- Effective Aug. 10, 2014, Chairpersons must have **a minimum of three months continuous sobriety** and **serve a minimum of three months** after conferring with his/her sponsor and taking a group conscience of the meeting.
- Until a Chairperson has one year of continuous sobriety, a Keyholder shall be responsible to unlock the doors, stay through the meeting, and lock up afterward.
- All Chairpersons must **meet or speak with the Key Chair** for training and orientation prior to chairing their first meeting and/or receiving a key. Steve K.: (815) 999-2287. Please leave a voice message or text if you receive no answer.
- All Chairpersons are responsible for:
 - Arranging for a qualified substitute in advance of the meeting, if they're unable to attend it.
 - Finding a suitable replacement prior to stepping down from being a chairperson.

Before The Meeting...

- Arrive approximately 30 minutes prior to the scheduled meeting time.
- Make coffee to get the meeting started.
- Distribute readings and material around the tables (Preamble, How It Works, etc.)

Meeting Guidelines...

- Meetings should always start at their designated scheduled time.
- Anonymity should be stressed. Remember: "Who you see here; What you hear here; When you leave here; Let it stay Here."
- Remind members to mute mobile devices; texting should wait until after the meeting.
- Request members to refrain from walking in and out of the meeting; it is disruptive.
- Deposit envelope in the safe after the meeting by **FULLY** completing the donation envelope. Include:
 1. Your name,
 2. Date and Time of the meeting,
 3. How many attended, and
 4. Monetary value of donation.
- Approximately 10 minutes before the end of the meeting, if everyone has not already had a chance to speak, ask whether anyone has a "burning desire" to speak.
- Remind meeting attendees that everyone is responsible to clean up after the meeting.
- Before leaving, make sure supplies have been replenished, trash taken out if necessary, coffee maker is turned off, and tables, counters, and bathrooms are clean.

3 PLACES TO KEEP MEETING INFO UPDATED

1. On MFC Website

Email changes to admin@aamokenafellowship.org

2. On AA District 51 website

Locate meeting on <https://aadistrict51.org/meetings>
At bottom, click "Request a change to this listing"

3. On AA Meeting App

Under "Contact" select "Update Meeting Information"

Other Tips...

- Chairperson maintains order and guides the focus of the meeting.
- Use a group conscience to make decisions that affect the meeting. This involves brief discussion and a vote of the members of that group.
- Encourage members to participate in service: make or serve coffee, read or speak in the meeting, clean the Fellowship rooms, and/or serve as a Chairperson.
- If needed, request that members keep comments brief so most have the chance to participate.
- Most meetings last approximately one hour.
- Personal issues should not be the subject of meeting discussions; encourage members to discuss these with a sponsor.
- Limit discussion to matters concerning alcoholism. Other topics and outside issues should be redirected to outside of the meeting.
- Avoid crosstalk. It's defined as speaking out of turn, interrupting others, commenting on another person's share, or giving unsolicited advice.
- Remind members to have respect for individual differences and opinions.
- Refrain from making coffee in the last 30 minutes of the meeting.
- Remember that a Chairperson is—first and foremost—a facilitator of an AA meeting rather than the central figure or meeting expert. We carry the message with humility.