

JUST FOR TODAY - 6am Virtual Meeting Format

Preparing to Chair the Meeting

- Log in at least 5 minutes prior to the meeting start time to make sure you can connect.
- Have a copy of the reading for the day available to read as well as the Tradition of the Month.
- Before the meeting starts, ask for 2 volunteers to read the Preamble and Promises.

Daily Meeting Formats

- o *Saturdays* are Dealer's Choice meetings with no reading displayed: Chair shares for up to 5 minutes on a topic or question related to the AA program of recovery and then opens the meeting for discussion. (Topic examples: attitude, defects of character, fear, freedom through sobriety, gratitude, higher power, honesty, humility, making amends, resentments, sponsorship, surrender, the tools of recovery, tolerance, willingness)
- o *Sundays* are Gratitude Meetings with no reading displayed: Chair shares for 5 minutes on gratitude and then opens the meeting for discussion.
- o *Mondays through Fridays*:
 - Daily Reflection reading
-OR-
 - Chair's choice of any AA conference-approved literature reading **AS LONG AS the chair provides an electronic copy of the reading to the VMH by 5:00 PM the day before.**
- o *Fridays* are chip day - please ask for a volunteer to offer virtual chips on Friday.

Helpful Hints

- Get familiar with the Zoom tools beforehand.
- You may want to have something to write with to make notes during the meeting.
- The VMH will mute all at the start of the meeting and mute folks during the meeting as needed.
- Check in with the VMH at the break for announcements, and any time you feel you need help.
- The group conscience is to give priority to participants with "raised hands" to share before calling on others.
- The Chairperson and VMH may share cell phone #s in case of difficulties during the meeting.
- Guidance in this meeting format is marked as follows:

< **Chairperson: Guidance** > or < **JFT Virtual Meeting Host: Guidance** >

**Thank you for your service! You are going to do
GREAT!**

Meeting Format and Script

<JFT VIRTUAL MEETING HOST: AT 6AM, MUTE ALL AND TURN MEETING OVER TO CHAIR>

<Chairperson: Unmute and begin the meeting>

- Welcome to the virtual **Just for Today** meeting of Alcoholics Anonymous. My name is. . .
- This is a 45 minute discussion meeting ending at 6:45.
- This is a Closed Meeting of Alcoholics Anonymous. In support of AA's singleness of purpose, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend this meeting. We ask that when sharing, we confine ourselves to matters pertaining to recovery from alcoholism, as well as avoiding the use of profanity.
- **Before we start, do we have any participants who are new to this meeting, new to AA, or visiting who would like to introduce themselves?**

<Chairperson: pause to allow new or visiting participants introduce themselves>

- Those willing to be sponsors have put a hashtag before their name and at this time may use the Raise Hand feature in the "Reactions" Tab. As well, those willing to take calls or texts have posted their numbers. For those unable to see the hashtags or phone numbers, please stay a few minutes after the meeting to make connections. As part of fully participating in this meeting, if it is possible to turn your camera on, we hope you will do so, especially if you are speaking.
- We read the Tradition of the Month at this meeting:

<JFT VIRTUAL MEETING HOST: SHARE SCREEN WITH TRADITIONS>

<Chairperson: Read the Tradition of the month>

- Can we please have a Moment of Silence to use as you wish.

<JFT VIRTUAL MEETING HOST: SHARE SCREEN WITH PREAMBLE>

- I've asked _____ to read the 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.

<JFT VIRTUAL MEETING HOST: SHARE SCREEN WITH PROMISES>

- I've asked _____ to read the Promises.

If we are painstaking about this phase of our development, we will be amazed before we are halfway through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

Saturday and Sunday < JFT VIRTUAL MEETING HOST: STOP SHARING SCREEN >

- **Saturdays** - Today is Dealer's Choice so I am to share on a topic or question related to the AA program of recovery **for about 5 minutes** and then open the meeting for discussion.

<Chairperson: No reading is posted. Share for about 5 min>

- **Sundays** - Today is a Gratitude Meeting so I am to share with you **for about 5 minutes** on the topic of gratitude and then open the meeting for discussion.

<Chairperson: No reading is posted. Share for about 5 min>

Mondays-Fridays < JFT VIRTUAL MEETING HOST: SHARE THE DAILY REFLECTION OR PASSAGE SELECTED >

- Now I will read from <Daily Reflections OR the AA conference approved literature I've selected>

<Chairperson: Read the passage. Then, if you choose, you may briefly share your experience/ thoughts for up to 2 minutes - or choose to immediately open the meeting up for discussion. Being a 45 minute meeting, it is important to keep sharing brief.>

< JFT VIRTUAL MEETING HOST: STOP SHARING SCREEN >

- Before we begin the discussion, the host will lower all hands for sponsorship. Now you may raise your hand if you would like to share. As a reminder, please unmute your phone or audio when speaking and mute after you speak. Please limit your sharing to 2 to 3 minutes so that as many as possible have a chance to speak as it is important to share the time. Now I will call on participants. Feel free to pass if you are called on and do not care to share.

<Chairperson: Call on people who have their hands raised in the order seen in the participants list. If no hands are raised you may allow for silence or call on other participants.>

7TH TRADITION BREAK <Chairperson: Take a break about halfway through the meeting>

<JFT VIRTUAL MEETING HOST: Display the website/7th tradition information slide>

- We are going to stop the sharing for just a moment.
 - Please visit www.justfortodayaa.com to view our bulletin board, and access the group's resources and tools.
 - The 7th Tradition of Alcoholics Anonymous states that every group ought to be fully self supporting, declining outside contributions. Use www.justfortodayaa.com to send your 7th Tradition contributions. Directions are on the website.

Fridays:

- Friday's are "chip day" at the break. May I have a volunteer to do virtual chips?
- As a reminder, please limit your share to 2-3 minutes so as many people as possible have the chance to share; and if you've shared in the past few days, consider leaving time for others to share.

Mondays-Fridays:

- Before we return to the sharing, could the VMH please display the reading again.

<JFT VIRTUAL MEETING HOST: Display the day's reading again>

- Now we can return to the sharing. Before returning to the raised hands, is there anyone new or feels up against a drink who would like to share today?

< Chairperson: End a minute early to allow time for closing words>

- That's all the time we have for today. In closing, if you did not get a chance to speak and feel the need, or if you feel at risk of drinking today, please stay after the meeting to speak with someone.
- Those who are available for sponsorship will raise their hand again now; and everyone is encouraged to stay after the meeting to get numbers and make connections.
- We hope that you heard something to take with you, but please leave the names and faces here where they belong in the virtual halls of AA.
- Please check our group website at www.justfortodayaa.com for any updates, group news and general AA-related information.
- Let's end the meeting with the "we" version of the serenity prayer, for which everyone is welcome to unmute: < JFT VIRTUAL MEETING HOST: Invite all to unmute

*God, grant us the serenity to accept the things we cannot change
The courage to change the things we can
And the wisdom to know the difference.*