

JUST FOR TODAY 7 AM Virtual Meeting Format

Notes to **Chairperson** and **Virtual Meeting Host**

- Please log in at least 5 minutes prior to the meeting start time to make sure you can connect
- Please 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 3 volunteers to read the Preamble, 12-Steps, and Promises
 - confirm that the newcomer liaison is present, renamed, and is 'co-host' for the meeting
 - rename yourself as follows: **Today's Chair, Name**
- **Daily Meeting Formats change as follows:**
 - **Monday:** [Living Sober](#) meeting (see [sign-up genius for the reading schedule](#))
 - **Tuesday:** [Daily Reflection](#) meeting
 - **Wednesday:** Chair's choice of any [AA conference-approved literature](#) reading AS LONG AS the chair provides a link or an electronic version of the reading to the VMH by 5:00 PM the day before; or [Daily Reflection](#) meeting
 - **Thursday-Friday:** [Daily Reflection](#) meeting
 - **Friday:** [As Bill Sees It](#) meeting (see [sign-up genius for the reading schedule](#))
 - Chip Day - please call on a volunteer to offer virtual chips on Friday
 - **Saturday:** are Dealer's Choice meetings. Chair shares on an AA Topic or reading ([AA conference-approved literature](#)) of their choice for five minutes and then open the meeting for discussion
 - **Last Saturday** of the month: JFT Anniversary Mtg and is chaired by the JFT Secretary
 - **Sundays:** Gratitude Meetings – share for five minutes on Gratitude then open the meeting for discussion
- You may want to have a piece of paper and pen with you to make notes during the meeting
- The JFT Virtual Meeting Host will mute all at the start of the meeting and help to mute folks during the meeting as needed.
- Please check in with the JFT Virtual Meeting Host at the break for announcements, and any time you feel you need help
- Please end the sharing a few minutes prior to closing to make time for announcements
- Black text is to be read as a script by the Chairperson—there is *no need to read the slides aloud*; let participants read on the screen
- The Chairperson and JFT VMH may share cell phone #s in case of difficulties during meeting
- Guidance in the format is marked as follows: <Guidance to Chairperson> (**Chair**) or <Guidance to **VIRTUAL MEETING HOST**> (**JFT VMH**)

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

Meeting Format

- **Welcome** to the virtual 7 am Just for Today meeting of Alcoholics Anonymous. My name is. . .
- This is a 60 minute discussion meeting ending at 8:00 am.

<JFT VIRTUAL MEETING HOST (VMH): SHARE WELCOME-VIRTUAL MEETING TOOLS SLIDE>

- Just a reminder that you can use the **rename function** to add your phone number or Hashtag. Those on the phone can dial *6 to mute and unmute and *9 to raise their hand. If you have other tech questions you may chat with those identified as host or co host.

<Chairperson (Chair): Do NOT read the slides on the screen>

<JFT VMH: STOP SHARING SCREEN>

- 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 discussing our problems, we confine ourselves to those problems as they relate to alcoholism. As a reminder, we do not engage in "**crosstalk**" by interrupting or participating in spontaneous dialogue while someone is sharing. We encourage expressions of, identification with, or appreciation for the speaker, but please refrain from judging or giving advice.
- Do we have any **participants who are new** to this meeting, new to AA, or visiting who would like to introduce themselves?

<Chair: Let new or visiting participants introduce themselves>

- Our Group uses the chat function for announcements and has Liaisons who are here for anyone who is new to AA or new to JFT. Would today's **New Person Liaisons** please introduce themselves?

<Chair: Let Newcomer Liaisons introduce themselves>

<NEW PERSON LIAISON (or if none available) JFT VMH: POST THE "**WELCOME ANNOUNCEMENT**" IN CHAT TO EVERYONE> (**WELCOME ANNOUNCEMENTS ARE HERE IN THE [NEW PERSON LIAISON DETAILS](#)**)

- Those who are willing to take calls or texts may post their number in the participants list. Those who are willing to be temporary sponsors may post a Hashtag (#) in front of their names to indicate that they are available for sponsorship. If you are new, have a look at the participants list for numbers of people willing to take calls, hashtags for people willing to be temporary sponsors and LIAISONS who are here to answer newcomer questions. For those on the telephone, please stay a few minutes after the meeting to chat and ask for names and numbers.

- We read the **Tradition of the Month** at this meeting:

<Chair: Read the Tradition of the month>

<JFT VMH: SHARE SCREEN WITH TRADITIONS>

- Let's begin with a **Moment of Silence** to use as you wish.

<JFT VMH: SHARE SCREEN WITH PREAMBLE>

- Ask your volunteer to read the **Preamble of Alcoholics Anonymous:**

Alcoholics Anonymous is a fellowship of men and women 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 VMH: SHARE SCREEN WITH 12 STEPS>

- Ask your volunteer to read the **12 Steps of Alcoholics Anonymous:**

Here are the steps we took, which are suggested as a program of recovery:

1. *We admitted we were powerless over alcohol — that our lives had become unmanageable.*
2. *Came to believe that a Power greater than ourselves could restore us to sanity.*
3. *Made a decision to turn our will and our lives over to the care of God as we understood Him.*
4. *Made a searching and fearless moral inventory of ourselves.*
5. *Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *Were entirely ready to have God remove all these defects of character.*
7. *Humbly asked Him to remove our shortcomings.*
8. *Made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *Made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *Continued to take personal inventory and when we were wrong promptly admitted it.*
11. *Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.*
12. *Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.*

--page 59-60 (Alcoholics Anonymous)

<JFT VMH: SHARE SCREEN WITH PROMISES>

- Ask your volunteer 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.

- **MEETING LITERATURE/CONTENT**

- **Monday:** On Mondays we read from [Living Sober](#) (link to PDF). I'll begin and we'll continue the reading with volunteers from the group. Please raise your virtual hand to help with the reading.

<JFT VMH: SHARE SCREEN WITH READING>

<Chair: Read the first paragraph of *Living Sober* passage for today, then pass the reading to other group members by show of hands.>

< JFT VMH: AFTER THE READING, STOP SHARING SCREEN>

- **Tuesday/Thursday:** Now I will read from a) today's page from [Daily Reflections](#) (Link to online Daily Reflection)

<JFT VMH: SHARE SCREEN WITH READING>

<Chair: Read *Daily Reflections* passage for the date>

< JFT VMH: AFTER THE READING, STOP SHARING SCREEN>

- **Wednesday:** Now I will read from a) today's page from [Daily Reflections](#) (Link to online Daily Reflection) **OR** b) the **AA conference approved literature** I've selected>

<JFT VMH: SHARE SCREEN WITH READING>

<Chair: Read your *Daily Reflections* passage for the date or AA Conference Approved Literature>

< JFT VMH: AFTER THE READING, STOP SHARING SCREEN>

- **Friday:** Now I will read from today's page from [As Bill Sees It](#) (Link to PDF)

<JFT VMH: SHARE SCREEN WITH READING>

<Chair: Read *As Bill Sees It* page scheduled for today

< JFT VMH: AFTER THE READING, STOP SHARING SCREEN>

- **Saturday (Dealer's Choice):** Saturday is Dealer's Choice and I have chosen to...

<Chair:> Offer your "Dealer's Choice Reading or Dealer's Choice Topic/Reflection" (5 min)>

- **Sunday (Gratitude):** The topic today is Gratitude.

<Chair:> Offer your "Gratitude Reflection" (5 min)>

< JFT VMH: COPY AND PASTE THE READING INTO THE CHAT TO EVERYONE>

- Let's begin the sharing. As a reminder, please keep yourself muted unless you are speaking.. Also, please limit your sharing to 2 to 3 minutes so that as many as possible have a chance to speak. Learning to share is sharing time. I will now call on participants to share.

<Chair: As the chair, you may call on people as you see them in the Participants list **AND/OR** you may call on those who have their hands raised in the participants list. *Tell the group which option you are using.* Try for diversity and remember there are phone participants who may not know how to raise their hands! Assure people that if you call on them, they are **free to pass**>

<Chair: About halfway through the meeting:>

- Let's take a break for the 7th tradition and announcements. The 7th Tradition of Alcoholics Anonymous states that every group ought to be fully self-supporting, declining outside contributions. Please go to justfortodayaa.com and send your 7th Tradition contributions by check or Paypal. Directions are on the website.

< JFT VMH: DISPLAY THE WEBSITE - 7TH TRADITION - CHIP DAY SLIDE>

- **Fridays** are "chip day" at the break. May I have a volunteer to do virtual chips?
- Let's check in with the Virtual Meeting Host to see if there are any announcements?

< JFT VMH: MAKE/DISPLAY [VIA WEBSITE](#) ANY APPROPRIATE AA RELATED ANNOUNCEMENTS>

< Chair: Tuesdays-Fridays, read the following:>

- Before we return to the sharing, the VMH will display the day's literature again.

<JFT VIRTUAL MEETING HOST: TUESDAYS-FRIDAYS, PLEASE DISPLAY THE DAY'S LITERATURE FOR A MINUTE>

< JFT VMH: COPY AND PAST THE READING INTO THE CHAT TO EVERYONE>

- As a reminder - please look for our Liaisons, participants with phone numbers who are willing to take calls and texts, and those with hashtags who are willing to be temporary sponsors. And, please limit your sharing to 2-3 minutes so as many people as possible have the chance to share.

< **NEW PERSON LIAISON** (or if none available) **JFT VIRTUAL MEETING HOST: DROPS NEW PERSON WELCOME ANNOUNCEMENT IN CHAT AGAIN>>**

- Now we can return to the sharing. Would anybody new like to share? Or anyone who is up against a drink today?
- 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 and check in with someone.

< JFT VMH: PLEASE SHARE THE "WEBSITE AND CONTACT SLIDE" AS THE CHAIR CLOSES THE MEETING>

- 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 justfortodayaa.com for group news and general AA-related information.
- Let's end the meeting with the "we version" of the serenity prayer, for which our Host will invite you to unmute:

< JFT VMH: "INVITE" PARTICIPANTS TO UNMUTE via Zoom>

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.