

## JUST FOR TODAY Virtual Meeting Format

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### 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 2 volunteers to read the Preamble and Promises
- **Meeting Formats change as follows:**
  - 6 AM MTG: Mondays through Fridays are Daily Reflection meetings
  - 7 AM MTG: Monday is a Living Sober meeting; Tuesdays through Fridays are Daily Reflection meetings
  - Fridays are chip day - please call on a volunteer to offer virtual chips on Friday
  - Saturdays are Dealer's Choice meetings: Chair shares on the topic of your choice for 5 minutes and then open the meeting for discussion
  - The last Saturday of the month at the 7am is an Anniversary Mtg and is chaired by the JFT Secretary
  - Sundays are Gratitude Meetings – share for 5 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 after introductions, at the break, and at the end for announcements, and any time you feel you need help
- Get familiar with the Zoom tools
- 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 folk read on the screen
- The Chairperson and JFT VMHost may share cell phone #s in case of difficulties during meeting
- Guidance in the format is marked as follows: **<Guidance to Chairperson>** or **<GUIDANCE TO VIRTUAL MEETING HOST>**

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

## Meeting Format

- Welcome to the virtual **Just for Today** meeting of Alcoholics Anonymous. My name is. . .
- This is a . . .
  - <6 AM:> . . . 45 minute discussion meeting ending at 6:45.
  - <7 AM:> . . . 60 minute discussion meeting ending at 8:00.
- First, let's take a moment to get familiar with our virtual meeting tools, as shown on the screen:

<Chairperson: Do NOT read the slides on the screen>

<JFT VIRTUAL MEETING HOST: SHARE SCREEN WITH VIRTUAL MEETING TOOLS

- If you are using a phone, to mute yourself, either use your mute button or press \*6 to mute and \*6 again to unmute the phone. To raise your hand press \*9
- 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.
- We read the Tradition of the Month at this meeting:

<Chairperson: read the Tradition of the month>

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

<JFT VIRTUAL MEETING HOST: 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 VIRTUAL MEETING HOST: 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.*

< JFT VIRTUAL MEETING HOST: STOP SHARING SCREEN>

- **MEETING LITERATURE/CONTENT**

- **7 AM MONDAY ONLY:** On Mondays we read from [Living Sober](#) (link to PDF). I'll begin and we'll continue the reading with volunteers from the group.

<Chairperson: Read the first paragraph of Living Sober passage for the date, then pass the reading to other group members by show of hands or open mic volunteering>

- **DAILY REFLECTIONS MEETINGS:** Now I will read from today's page from [Daily Reflections](#) (Link to online Daily Reflection).

<Chairperson: Read Daily Reflections passage for the date>

- **SATURDAY/SUNDAY MEETINGS:**

<Chairperson:> Offers their "Dealer's Choice Reading or Reflection" (5 min) or "Gratitude Reflection" (5 min)

- Before we start the sharing, do we have any participants who are new to this meeting, new to AA, or visiting who would like to introduce themselves?

<Chairperson: let new or visiting participants introduce themselves>

- Those who are willing to be temporary sponsors may use the Raise Hand feature in the participant list to indicate that they are available for sponsorship. Those who are willing to take calls or texts may post their numbers in the participants list. If you are new, have a look at the participants list for raised hands, along with names and numbers, of people willing to be temporary sponsors and take calls or texts. For those on the telephone, please stay a few minutes after the meeting to chat and ask for names and numbers.
- Let's begin the sharing. As a reminder, please unmute your phone or audio when speaking and mute after you speak. 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.

<Chairperson: 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! Let folks know that if you call on them, they are free to pass*>

<Chairperson: About halfway through the meeting:>

- We are going to stop the sharing for just a moment. The 7th Tradition of Alcoholics Anonymous states that every group ought to be fully self-supporting, declining outside contributions. Please go to [www.justfortodayaa.com](http://www.justfortodayaa.com) and send your 7<sup>th</sup> Tradition contributions by check or Paypal. Directions are on the website.
- **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 VIRTUAL MEETING HOST: MAKE ANY ANNOUNCEMENTS**>

- < **Chairperson: Tuesdays-Fridays, read the following:**> Before we return to the sharing, the VMH will display the day's Daily Reflection again.

<**JFT VIRTUAL MEETING HOST: Tuesdays-Fridays, please display the day's Daily Reflections again**>

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

< **Chairperson: End a few minutes early to allow time for announcements**>< **JFT VIRTUAL MEETING HOST: PLEASE SHARE THE WEBSITE AND EMAIL CONTACTS SLIDE AS THE CHAIRPERSON READS THE FINAL INFO BELOW**>

- 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 ask for a phone number for someone to speak with after 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 [www.justfortodayaa.com](http://www.justfortodayaa.com) for group news and general AA-related information.
- Let's end the meeting with the serenity prayer, for which everyone will be unmuted:

< **JFT VIRTUAL MEETING HOST: UNMUTE ALL PARTICIPANTS**>

or - ASK EVERYONE TO UNMUTE THEMSELVES

*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.*