

Hosting Agape Online Meetings

7/18/2020

These instructions are offered for Agape members to use Agape’s accounts and lead online Zoom meetings. They are intended as basic guidelines based on other Agape members’ experience. Agape has put controls in place and the host has meeting controls to block Zoom-Bombings and disruptions during your meeting. Please report issues to apageatgibson@gmail.com.

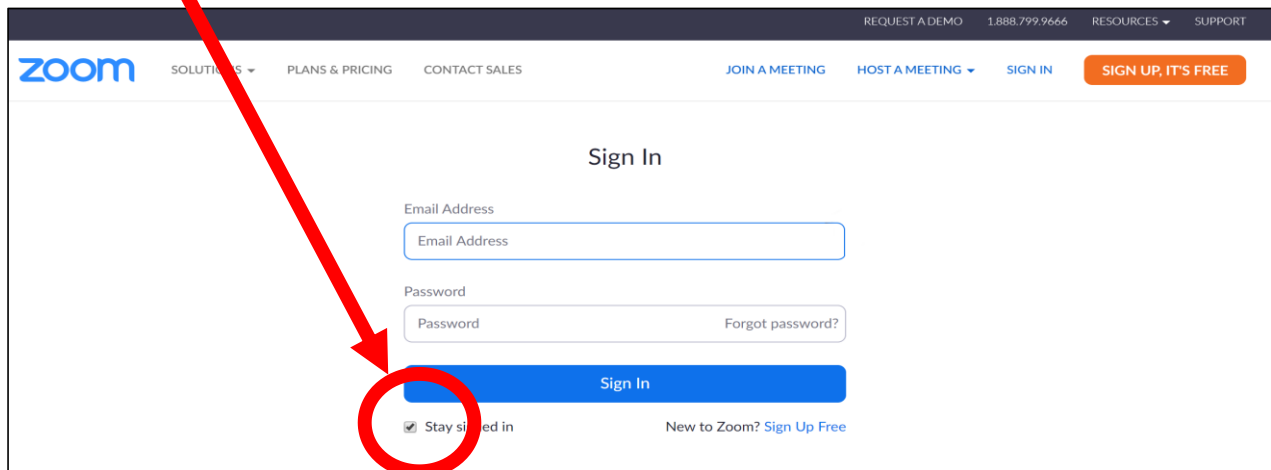
RUNNING A ZOOM MEETING

Opening Meeting Room

Half an hour before the meeting starts, make your coffee and go to zoom.us. Go to the Zoom sign in screen <https://zoom.us/signin>

When you sign into the Agape account, the “Stay Signed In” box is automatically checked. Please remember to uncheck it. See the screen shot below.

When you sign in, un-check this box, “Stay Signed In”



Enter the Agape sign in information: Username and Password (Contact Mike P or Mike G for Username and Password)

Select “Meetings” from the left-hand menu.

You do not need to create your meeting.

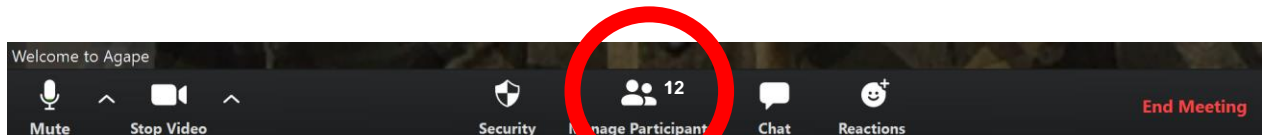
The 7 AM, 9 AM, Noon, 5:30 PM and 7 PM meetings are not named for each day of the week.

Select your meeting time and day then click Start.

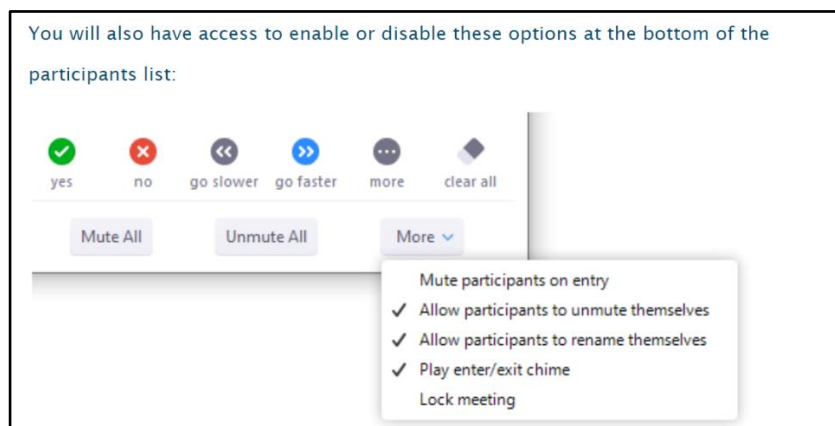
Starting Your Zoom Session

Zoom is set up with everyone’s audio and video turned on to allow greetings at the meeting before the meeting.

Hover your cursor over your screen and a menu will appear at the bottom of your screen. Click the Manage Participants. A panel (Participant List) will appear on the side of the screen and show all participants in a list. (You will need this later as explained below)



Next, set up the room to allow everyone to rename themselves and unmute themselves after you mute them for audio quality. Go to the bottom of the Participants List. Click on “More” and a dropdown appears.



Before the meeting, select volunteers to perform the readings. (Copies are in the appendix to these instructions and should be emailed to participants). Select a co-host (who can share the host controls in the meeting, e.g., a meeting Secretary other than yourself). We have found it easier if one person (the secretary) leads the topic/discussion and another, a co-host, handles the meeting controls. Together they can lead a smooth meeting.

Starting Your Meeting

Begin the meeting with the announcements. Only a suggestion. It seems to flow better that way.

- Welcome to the Agape Meeting of Alcoholics Anonymous. My name is _____ and I'm an alcoholic (and/or addict).
- I will mute everyone. You may unmute yourself in the lower left-hand corner of your screen when you are doing a reading or sharing. Please mute yourself after you speak to keep background noise at a minimum.
- Look at the name you have on your screen and make sure it is just first name and initial. This is an open meeting and it is best to do this for anonymity.
- Is there anyone new to this meeting who would like to introduce themselves by first name?
- There is to be no recording of any nature of what goes on in the meeting.
- Does anyone have any announcements for the good of the group?
- (Insert any announcements that the Secretary would like to make.)
- There are no dues or fees for AA Membership but in accordance with the 7th Tradition, Agape accepts contributions via Venmo from Zoom meeting attendees to defray the costs of Zoom subscriptions, and expenses to maintain the rooms during the limited availability of space for attendees during Covid. The Agape website aa-agape.org has more information.
- Group Conscience asks that any speaker limit comments to 15 minutes. Please keep all other shares to 5 minutes or less and please do not share more than once unless all others have had an opportunity to share.

- There is no crosstalk in Agape meetings. Unlike group therapy, Alcoholics Anonymous members share their experience, strength & hope with one another rather than telling others what they should do or what they should think.
- Ask that members begin the readings, starting with the Prologue.

After the readings, the secretary/speaker begins the topic for discussion. When complete, open the topic for general discussion. Some find it works well if you use a “round robin” format where the sharing starts with a volunteer and each person calls on someone after they share. This keeps the turns more orderly in the Zoom framework. It is helpful to say this and not just “you know how it works”.

Ending Your Meeting

Because of the different audio settings and hardware in a meeting, we have found it easier if the Secretary mutes the group and recites the closing. Tell everyone we will mute all and... ask for a member to close the meeting in prayer.

“We have a nice way of closing for all who would like to join in”, followed by the member reciting the Serenity and Lord’s prayer.

REMEMBER to click “End the Meeting” in the lower right-hand corner of the host’s screen.

REMEMBER to sign out of the Agape account. Click on the AA logo in the upper righthand corner of the screen. Click on Sign Out.

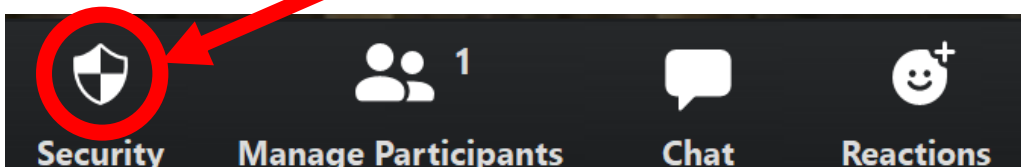
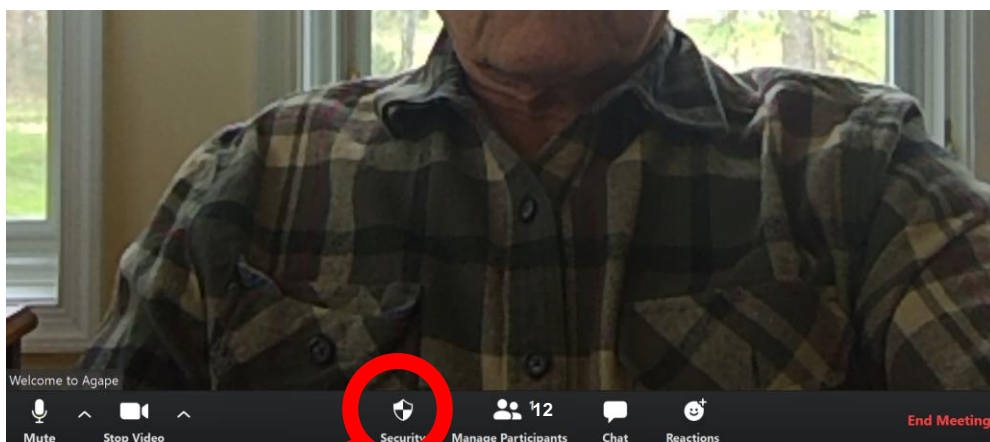
DURING A MEETING

Manage Disruptive Participants

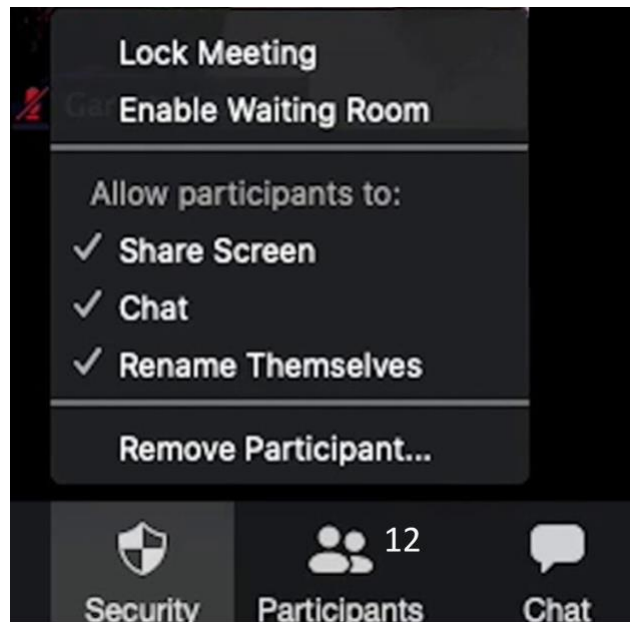
The Meeting Participants window offers control over most aspects of your meeting and those attending. Zoom has a [10 minute long video](#) that is recommended viewing for all meeting secretaries who host meetings and anyone who plans to co-host a meeting at any time.

Remove Participants, Disallow/Allow Chats

1. Click on the security shield on the host control bar:



2. A pop-up menu appears:



3. Check or uncheck the desired functions to make active: remove participant, allow chats

APPENDIX

Prologue

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 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.

HOW IT WORKS

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you have decided you want what we have and are willing to go to any length to get it — then you are ready to take certain steps.

At some of these we balked. We thought we could find an easier, softer way. But we could not. With all the earnestness at our command, we beg of you to be fearless and thorough from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with alcohol — cunning, baffling, powerful! Without help it is too much for us. But there is One who has all power — that One is God. May you find Him now!

Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon.

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

(Someone else reads the steps)

Many of us exclaimed, "What an order! I can't go through with it." Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is, that we are willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the alcoholic, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas:

- (a) That we were alcoholic and could not manage our own lives.
- (b) That probably no human power could have relieved our alcoholism.
- (c) That God could and would if He were sought.

Twelve Steps

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.

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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.

4/1/20

Agape Group Conscience

Coordinators

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