

## **Format for the DA “Speak and Write Your Visions Phone Meeting,” updated 5/5/2017**

Wednesday, Noon-1:15pm EST (9am -10:15am PST) Group #999 (712) 775-7270 AC 655 221#

**Chair: Please be ready with pen and paper to write down the names of those who are newcomers, who read, do time-keeping, act as Newcomer Greeter, speak as the qualifier, and who share, in order to thank each person by name before the end of the meeting.**

### **Opening:**

"Hello, and a warm welcome to the Wednesday, **Speak and Write Your Visions** phone meeting of Debtors Anonymous. My name is \_\_\_\_\_ (first name only) located in \_\_\_\_\_, and I am in grateful recovery from debting, under-earning and over-spending. I will be your Moderator Chair for this meeting.

For those who are willing, please unmute your phone by pressing Star \*6 and after a moment of silence, together let's say the Serenity Prayer, offered to the God or Higher Power of your understanding,

### **Serenity Prayer**

"God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference."

Please press Star \*6 to mute your line now, thank you.

### **Welcome to Debtors Anonymous, (aka our Preamble, newly revised by DA in late 2016)**

Debtors Anonymous offers hope for people whose use of unsecured debt causes problems and suffering. We come to learn that compulsive debting is a spiritual problem with a spiritual solution, and we find relief by working the D.A. recovery program based on the Twelve-Step principles.

The only requirement for membership is a desire to stop incurring unsecured debt. Even if members are not in debt, they are welcome in D.A. Our Fellowship is supported solely through contributions made by members; there are no dues or fees.

Debtors Anonymous is not affiliated with any financial, legal, political, or religious entities, and we avoid controversy by not discussing outside issues. By sharing our experience, strength, and hope, and by carrying the message to those who still suffer, we find joy, clarity, and serenity as we recover together.

### **Meeting Focus or Purpose Statement:**

In this meeting, we focus on our Visions to create a better future, which includes prosperity, time to enjoy life and freedom from unsecured debt. As DA states, "Our vision is our mission, our dream, and our goals- as they have been revealed to us by our Higher Power." The focus is on spirituality integrated with practicality. In essence:

Vision with a spending plan has substance. Vision with a time plan has a future.

Vision, with both and guided by Higher Power, holds the promise of success.

Each week we read, meditate, write and share on our Visions. On the second Wednesday, we have a qualifier speaker for 15 minutes. On the fourth Wednesday, we read the Tools from the BDA pamphlet for

those self-employed, and hold a 20 minute business meeting. Throughout the month, we rotate our readings accordingly.

Following our readings, we have a 10-minute meditation with a gently spoken process, after which we take 3 minutes to write our vision guidance from Higher Power. We follow this with shares. Before the closing process, we have the 7<sup>th</sup> Tradition, Vision Action Commitments, and the 12 Promises.

**A Word to Newcomers:** (as written by D.A.)

If you are having problems with money, paying bills on time, earning enough and/or unsecured debt, and think you may be a compulsive debtor, you have come to the right place. Debtors Anonymous can help you. We offer face-to-face, telephone, and internet meetings. We suggest attending at least six meetings to have an opportunity to identify with the speakers and become familiar with D.A. before deciding whether or not this program is for you. If it is, we hope you will join us on the path of recovery and find the peace, joy, and fellowship that we have found in Debtors Anonymous.

**On Phone Etiquette:**

It is important that each phone line is muted in order to keep our meeting free of background noise. Please press Star 6 (\*6) to Un-Mute yourself only when you need to be heard by the group. Once you complete your share, please press \* 6 again to Re-Mute yourself.

For serenity during the meeting, the chair is empowered to interrupt the phone meeting at any time to address distractions, and can apply a global mute to clear background noise. If a global mute is applied, in order to speak, you will need to un-mute by pressing \*6, and then after, re-mute by using \*6 again.

**On Introductions:**

Now we go around our virtual room and introduce ourselves. Please chime in and give us your first name only and if comfortable, where you are from, and how long you have been in DA or BDA. If you are new to DA or new to this meeting, we want to especially welcome you. ...Thank you for introducing yourselves, and welcome!

Do we have a member who can offer to be the Newcomer Greeter at the end of the meeting? (Pause and wait.) Thank you, \_\_\_\_\_, for offering this valuable service. (If no one speaks up, mention that you will ask again before the end of the meeting.) (Ask weekly until we have this elected service position filled.)

We will also need a Spiritual Time-Keeper. Who would like to offer this service today? (Pause and wait.) Thank you, \_\_\_\_\_ for offering to be our Time-Keeper. We will need time-keeping for our shares, announcements and actions, (and qualification speaker on the 2<sup>nd</sup> week.) (Ask weekly until we have this elected service position filled.)

(If no one offers to be Time-Keeper, announce that you will ask again later before the qualifier speaker, if on the 2<sup>nd</sup> Wednesday, or before sharing time. As always, be prepared as the Chair to fill in if needed.)

**On sharing etiquette:**

According to Tradition Two which states, "For our group purpose there is but one ultimate authority — a loving God as is expressed in our group conscience." To maintain the serenity of our meeting, here are some accepted guidelines:

During sharing, we do not cross-talk; by this we mean interrupting or directly addressing another member by name or directly commenting to a member on their share, rather than addressing the group as a whole; making 'you' rather than 'I' statements, and advice giving. Please use language that is considerate of communications.

In this meeting, the phone contact information can be offered at the end of each share, or at the end of the meeting. Contact information exchange is for the purpose of outreach and fellowship.

**Now is the time for readings:** (Jot down names to thank them at the end of the meeting by their name.)

Chair: Estimate for 10 minutes; adjust if needed, to start the meditation no later than 20 minutes after the hour, if it is a qualification or business meeting week (2<sup>nd</sup> and 4<sup>th</sup>). Readings get adjusted weekly.

On the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> weeks, the readings are more extensive, including the Spending Plan and Tools.

On the qualifier weeks, the readings are the 12 Steps, Tradition of month and 12<sup>th</sup>, and selections from the Visions pamphlet. Meditation and writing come before the qualification, and then shares follow.

On business meeting weeks, the readings are the 12 Steps, Tradition of month and 12<sup>th</sup> Tradition and the BDA Tools in full, from the BDA pamphlet. Meditation, writing and shares come before the business meeting.

**To read for the meeting is to give a valued service.** The readings are located on the DA website under Getting Started, Free Literature. The Visions and Spirituality pamphlets are not currently on the website as free downloads.

Would someone please read the Twelve Steps of DA for us? Thank you, \_\_\_\_\_.

Would someone like to read the Tradition of the month and the 12<sup>th</sup> Tradition? Thank you, \_\_\_\_\_.

Would someone please read a selection from the Spirituality Pamphlet? Please read \_\_\_\_\_. Thank you, \_\_\_\_\_. (Chair keeps track of the reading week to week, moving from start to finish in the month, if possible, or chooses the reading.)

Would someone like to read a selection from the Visions Pamphlet? Please read \_\_\_\_\_. Thank you, \_\_\_\_\_. (Chair keeps track of the reading week to week, moving from start to finish in the month, if possible, or chooses the reading.)

Would someone please read the complete 12 Tools of DA? On the 4<sup>th</sup> week, we read the complete 12 Tools of BDA. Thank you, \_\_\_\_\_.

Would someone like to read a selection from the Spending Plan pamphlet? (Chair keeps track of the reading week to week, moving from start to finish in the month, if possible, or chooses the reading.)

Thank you, \_\_\_\_\_.

**Chair reads the following 2 paragraphs:**

**On creating a time plan:**

We have the currency of money and the currency of time. We spend money and we spend time. When we track time, as a neutral witness without criticism, we see more clearly what we do, and we see what

we desire or intend to do, that we do not. As with money, when we become aware of our time, we gain more peace and clarity. We track time, plan it, review it and we can even report it to our Action partners.

We create a time spending plan, so that we map out the smaller steps needed to achieve our larger vision, our larger mission. We set out a path to walk one day at a time toward our vision. We spend time wisely as guided by our Higher Power, or the God of our understanding, to reach our Visions, and to enjoy the fulfillment of our goals and dreams.

**Our meditation is about to begin**, followed by 3 minutes of writing, then sharing. Be sure to have your phone muted by pressing Star 6 until you hear, "Muted." I will do a global mute, set the time, and welcome you back in 10 minutes.

**Guided process:** Please allow yourselves to become quiet, (pause), resting and relaxing, (pause) and gently drop your shoulders, releasing any tensions, (pause.) Follow your breath, slowly inhaling and silently say to self, "Filled with peace," (pause) and on a slow, easy exhale, say to self, "Thank you," (pause.) As you follow your breath and relax, (pause) begin to ask your Higher Power as you sense it, (pause) "What is your vision or mission for me today, (pause) and for my life, (pause) so I may be of service to you?"

Chair goes into silence, having muted the line to avoid interruptions. As 10 minutes come to an end, gently speak:

Quietly, slowly, come back to the room. If your eyes are closed, gently let them open. We have 3 minutes for writing.

Thank you, everyone, for meditating together.

**The meeting is open for shares.** You will need to press Star 6 to be heard. Shares are three minutes long, either with a warning at one minute, where the Time-Keeper will state, "One Minute," or with no warning, simple stated by the Time-Keeper as "Time." The member chooses, and thanks the Time-Keeper at either "One-Minute" or at "Time" to acknowledge that you heard. Please complete your share in a timely manner.

At the end of your share, you can offer your phone number and time zone for outreach calls and texts.

Could I have three names for the first set of shares? (Note the names to thank them after their share, and ask each person if they want to leave their contact information at the end of their share.)

Who else would like to share? (Please watch the time to be accurate and do not take names without making sure there is time. It is important to be accurate rather than have confusion, cancel shares or end the meeting late.)

When the time to share is over state, "**That is all the time we have for sharing.**"

**Now we go to the 7<sup>th</sup> Tradition:**

D.A. has no dues or fees. We are self-supporting through our own contributions, which are for the support of DA literature, costs of the General Service Board, the DA, BDA and Intergroup websites, and more. Please make contributions in check or money order (do not send cash) to

Debtors Anonymous    General Service Office    PO Box 920888    Needham, MA 02492-0009

Please write **our group number**, which is **#999**, on your check or money order.

(When we have an elected Treasurer and PayPal account, then state “Contributions can also be made to this particular meeting for our GSR fund via PayPal to \_\_\_\_\_.”)

Please give what you can, and if you cannot at this time, keep coming back, you are always welcomed.

**Announcements** Ask Time-Keeper to **time for three minutes** with a 1-minute warning.

(Announcements related to the meeting come before DA announcements.)

Mention to the meeting that the next business meeting will be held on **the Fourth Wednesday** of the month, and that we will need a business chair and scribe for it. (The moderator chair is generally not the business chair unless no one offers to volunteer to chair the business meeting.)

(Skip the following unless needed, as it takes time.) Please announce to the meeting that

“We are looking for volunteers to give service in the following positions until the end of each quarter, (end of March, end of June, end of September, and end of December.) Elected service positions are for a 3-month to 6-month commitment, for the stability of leadership in this meeting. We are seeking:

\_\_\_\_\_ Chair (req: 90-days free from unsecured debt, plus two PRGs, 6 months as DA member)

\_\_\_\_\_ Co-chair or alternate chair (same)      \_\_\_\_\_ Speaker Seeker (same)

\_\_\_\_\_ Phone list coordinator (same)

\_\_\_\_\_ Business meeting chair who is familiar with Robert's Rules of Order (or Roberta's) (same)

\_\_\_\_\_ Business meeting scribe/record-keeper (same)

\_\_\_\_\_ Treasurer (same)

\_\_\_\_\_ Newcomer Greeter (same)

If you are considering a valued service position, please contact me after the meeting for qualifications.

**Are there any announcements for the good of DA or BDA**, such as upcoming events, or new meetings?

We are ready to state **Vision Action Commitments** for the upcoming week. Ask Time-Keeper to **time for 3 minutes**.

Please chime in, one at a time, state one or two actions per person, to allow others to share, and I will not intervene. Please go ahead.

Thank you for stating your Vision Action Commitments.

**Closing process: (starting at 8 mins before closing)**

In closing, would someone please read the **12 Promises** of Debtors Anonymous? This is located on the DA website under Getting Started and Free Literature. (The Chair can do this reading if the time is short.)

Thank you, \_\_\_\_\_.

**Acknowledgements** “I’d like to give special thanks to the following people who gave service at this meeting:

\_\_\_\_\_ (2nd Wednesday only) our Speaker Qualifier

\_\_\_\_\_ Spiritual Time-keeper

\_\_\_\_\_ Newcomer Greeter

\_\_\_\_\_ (Fourth Wednesday only) our Business Chair and our Business Scribe\_\_\_\_\_.

I would like to thank those who offered to read today:

\_\_\_\_\_ 12 Steps of DA

\_\_\_\_\_ Tradition of the month and the 12<sup>th</sup> Tradition of DA

\_\_\_\_\_ Spirituality pamphlet

\_\_\_\_\_ Visions pamphlet

\_\_\_\_\_ Spending Plan pamphlet

\_\_\_\_\_ 12 Tools of DA or BDA

\_\_\_\_\_ 12 Promises of DA

Thank you to all who shared, \_\_\_\_\_ . (State names)

As always, thank you for letting me be of service, this is your Chairperson, \_\_\_\_\_.

**Phone number exchange:**

If you would like the telephone number of someone in this meeting, please say their name in a moment.

If your name is called and you are willing to give out your number, please stay on the line until after we close the meeting when we will complete the phone number exchange. I will stay on the line to facilitate this. (Note: If the Chair cannot stay, arrange for someone else to facilitate the number exchange.)

Please speak now if you want a number or want to give yours. (Mention to Star 6 to un-mute, and write the names down.) (We eventually will have an elected Phone List Coordinator.) Thank you.

**As a reminder:** “The phone line will be open for fellowship after the meeting. The Newcomer Greeter \_\_\_\_\_ will stay on the phone to greet Newcomers. Newcomers are those who have attended 6 meetings or fewer, or are within the first 30 days in DA or BDA. Newcomers are encouraged to ask questions about the DA and BDA programs or this meeting. Beginners, those who are within their first year, are also invited to ask questions after the Newcomers have been welcomed.

**Closing Statements and Prayer**

The opinions expressed here today are strictly those of the individuals who gave them. The things you have heard here are spoken in confidence and should be treated as confidential. We do not take outside the meeting what and whom we hear at this meeting. If you try to absorb what you have heard, you are bound to gain a better understanding of the way to handle your problems. Talk to each other, reason

things out with someone else; let there be no gossip or criticism of one another, but only Love, Understanding and Fellowship.

For all who care to, after a moment of silence, please join together in saying the **Serenity Prayer**, offered to the God of your understanding,

“God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.”

Thank you everyone for a wonderful meeting. We will now do the phone number exchange followed by the newcomer greeting and questions.

## Description of Trusted Service Positions and Lengths of Terms

### Meeting Chair and Co-Chair:

This position may be held by one or two people. Duties include:

- Start and end the meeting on time. Can be on phone line 5 minutes early to greet members.
- Follow the Meeting Format
- Be familiar with Free Conference Call settings, to mute/unmute, and to record/stop recording.
- Term commitment: 3 Months, can be extended to 6 months.
- Chair must have minimum 90 days free of unsecured debting, 2 PRGs, and 6 months in DA or BDA..

### Business Meeting Chair:

.Conducts regularly scheduled business meeting on Fourth Wednesday of each month.

Makes sure Scribe is present

(and if not appoints a member for that particular business meeting to take notes and email those notes to Chair and Business Chair.)

· Conducts Business Meeting according to “Roberts Rules of Order”. <http://www.robertsrules.org/> or [Roberta’s Rules of Order](#)

· Term commitment: 3 Months, can be 6 months

Same requirements as above.

### Scribe:

· Takes notes of verbal dialog, motions made, passed or not, vote count, or tabled, during a business meeting and emails those minutes to both Chair and Business Chair. Retains copy of minutes in the Business Meeting notebook.

.Term commitment: 3 Months, can be 6 months

Same requirements as above.

### Speaker Seeker:

· Schedules a DA or BDA member to share their experience, strength and hope as pertaining to Visions on the second Wednesday of each month, a 15 minute qualification. Asks if speaker would be willing to be recorded to archive the talk to publish on DA website as a PDF. If yes, email a permission form to be signed and returned before the meeting and recording.

· Term commitment: 3 Months, can be 6 months.

Same requirements as above.

Please note: Members who speak as Qualifiers have the same requirements as the Chair. Qualifiers can be drawn from DA or BDA, and who have not qualified on this meeting in the past 4 months or more.

### Phone-list Curator:

Every week asks the members who wish to have their phone numbers, and other contact information added to the group phone list, records such information. Willingness to spend time after the meetings, manage the confidential list, has good computer and time management skills to send it out in a timely manner on monthly basis.

· Term commitment: 3 Months, can be 6 months.

Same requirements as above.

### Newcomer Greeter:

Spends 10-15 minutes after each meeting to greet newcomers and answer program questions.

Term commitment: 3 Months, can be 6 months.

Same requirements as above.

**Timekeeper:** elected for a full term with same requirements above, or until a service position is filled, can be drawn from members in the meeting each week as ‘pop-up’ time-keepers.



## **BUSINESS MEETING FORMAT (DA meetings)**

Hello, my name is \_\_\_\_\_, and I will be your Business Chair for this meeting.

For those who are willing, please join me in saying the 'we' form of the Serenity Prayer, offered to the God of our understanding,

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

Our scribe for this meeting is \_\_\_\_\_. Thank you, \_\_\_\_\_.  
(The Scribe takes minutes in the Business Meeting notebook, then emails to Chair.)

Business Meeting Chair reads from the **9th Tradition** of Debtors Anonymous:

"We attend business meetings that are held monthly. Many of us have long harbored feelings that business was not a part of our lives, but for others who are more qualified. Yet, participation in running our own program teaches us how our organization operates, and also helps us to become responsible for our own recovery."

### **Old Business**

Read the minutes of the last meeting. Chair or scribe reads the minutes.

Request reports: Phone List Coordinator, Treasurer, GSR, PI Rep, and Intergroup Rep.  
(Reports are done first, in the same order each meeting.)

Reports from other committees.

Announce open service positions, requirements and length of terms. Ask for nominations or volunteers. Volunteers are elected by group conscience, with votes counted but not with names, eg. in favor: aye 1, aye 2; opposed, nay 1, nay 2, abstaining. Chair and scribe count votes.

Congratulate persons elected.

**New Business: Chair manages motions from the floor, does not make or second motions, can vote.**

When matters are completed or tabled, and noted by the scribe, the meeting can be closed.

A motion is typically made to close the meeting, with a second. Before closing, Chair says,

For those who are willing, please join me in saying the 'we' form of the Serenity Prayer, offered to the God of our understanding,

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

Chair says, "I want to thank our Scribe, those who gave reports, and thank you for letting me be of service. I will now turn the meeting back to our Moderator Chair."