

## Debtors Anonymous and Health Issues Meeting Format

**Day:** Tuesday **Time:** 3:00 – 4:15 PM EST **Phone #:** **202-926-1059**, access code **250588#**. (This version does not have the leader code, but you might want to ask someone in the meeting to sign in with the leader code so they can mute the line if needed.)

**Note to chairperson:** Please read through the meeting script prior to chairing the meeting so you can be familiarized with the instructions. All information in the format in **RED font are leader instructions only and are not to be read aloud**. Call in to the meeting using the leader code instructions in advance and greet anyone who is on the line.

1. You may request volunteers for the following literature readings: DA 12 Steps, DA Tradition of the month, the reading for this week [if any], and the Closing reading (the Promises on odd months, the Just for This Day bookmark on even months). You can also request a volunteer for the phone number exchange/newcomer support after the meeting.
2. Additional instructions for the Conference Call Leader Code Controls, including recording sessions, can be found on page 8 of this format.
3. At 3:00 PM ET, start the call. If you hear a lot of noise, you may want to press **\*51** to put the call in **Muted** mode (**All Muted/Can Unmute**).
4. You can press **\*2** at any time to identify how many callers are on the line.

### Meeting Script

#### **Opening:**

Hello my name is (first name only) \_\_\_\_\_ from (place) \_\_\_\_\_ and I am a compulsive debtor. Welcome to the DA and Health Issues Meeting.

#### **Serenity Prayer:**

Please press \*6 to unmute your line. **(Pause)** *“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.”*

**Press \*51 to put the meeting in Muted mode (All Muted/Can Unmute).**

#### **Welcome to Debtors Anonymous:**

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.

#### **Telephone Etiquette:**

Background noise is very distracting. Please help keep the meeting serene by staying muted except when you are speaking. We do not announce ourselves after the meeting starts. To share, press the \*6 key to un-mute. After your share, mute again by pressing \*6 until you hear ‘*You are muted.*’ Never put your phone on hold to take another call. By group conscience, the leader (and only the leader) will interrupt the meeting to address

distractions.

### **Twelve Steps and Tradition of the Month:**

We will now read the Twelve Steps and Tradition of the month. By group conscience, we read these as gender-neutral, substituting the word 'God' for 'He' or 'Him.' **Pause & ask the volunteer(s) to read. Record their names to thank them later.**

### **Welcome to Newcomers:**

It is now time to welcome our newcomers. Anyone with us that is new to DA, or to this meeting, please introduce yourself by giving us your first name only, so we may extend a warm welcome to you. You will need to press \*6 to unmute your phone. **Pause and give them plenty of time.**

**Welcome the newcomer by name:** "Hi, -----. Welcome."

A word to newcomers: If you are having problems with money and 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, and 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 you identify with some or all aspects of compulsive debting, we hope you will join us on the path of recovery and find the peace, joy, and love that we have found in Debtors Anonymous.

Please note that newcomers are free to share during the regular sharing time. We also reserve the last 10 minutes for our newcomers who wish to share, with the exception of Week 2, when we hold our business meeting. If you have any questions, please stay on the line after the meeting.

### **If Week 2, Skip the Meditation and read:**

We do not have a meditation today, as we do all other weeks, to allow time for our business meeting.

### **Meditation: (all weeks except Week 2) Press \*52 to get to Lecture mode (All Muted/Cannot Unmute).**

So, let's now begin the meditation. I invite you to get comfortable and close your eyes. **(Pause 10 seconds.)**

And leaving whatever came before this meeting behind **(Pause 10 seconds.)**

Allow yourself to focus on the breath, allowing the breath to take you to the center of your heart. **(Pause 10 seconds.)**

Just focusing on the breath... **(Pause 10 seconds.)**

So, as you relax into the breath, imagine that you are in a place that you find very relaxing and expansive. It might be a beautiful place in nature, like the seashore, or a beautiful meadow, or somewhere in the mountains...**(Pause 5 seconds.)**

Or it might be a house of worship, or a special room in your home....**(Pause 5 seconds)**

And now that you find yourself in this beautiful, expansive environment, let yourself relax into the breath once again....**(Pause 10 seconds.)**

And from this experience of deeply connected centering, perhaps ask your Higher Power, or your higher self, 'What are your visions for me...?' **(Pause 5 seconds.)**

And letting the breath be a vehicle for this presence, right here, right now..." (pause 5 seconds) "...just having the breath stay full and deep... **(Pause 5 seconds)**

What are your visions for me? **(Pause 20 seconds.)**

And letting the breath keep moving throughout the body... **(Pause 5 seconds)**

I ask for knowledge of your will for me. What are your visions for me? **(Pause 10 seconds.)**

And just breathing into whatever comes, whatever is given... **(Pause 5 seconds.)**

There will now be 2 minutes of silent meditation. 🕒 **(Set timer for 2 min.)**

And gently begin bringing yourself back. It's now time to return, coming back from this meditation, perhaps giving thanks for what has been received... **(Pause 5 seconds)** ...and Time.

**Press \*51 to return the meeting to Muted mode (All Muted/Can Unmute).**

**Meeting Format Rotation:** Note: The format of the meeting rotates depending on week of the month. For Weeks 1 & 3, the speaker chair should have located a speaker in advance. Read **only** the week you are on.

### **Week 1:**

This is Week 1, when we have a speaker who shares his/her experience, strength and hope for 10 to 15 minutes concerning DA and health issues. **Ask:** Do we have a speaker for today's meeting? **Pause. If not:** Do we have anyone who would be willing to share your experience, strength, and hope with the group? You will need to press \*6. **Pause. Identify a spiritual timekeeper. Then ask the speaker how they would like to be timed. After the speaker finishes, thank them. Ask:** Would you like to share their contact information with the group? **Then ask:** Would you like to suggest a topic for our group sharing? **Go to Group Sharing.**

### **Week 2:**

This is Week 2, when we read from *A Currency of Hope* for about 10 minutes. This is also the week when we have our Business Meeting.

**Pick up the reading wherever we left off last month. Request volunteers. Identify a spiritual timekeeper. Ask the Timekeeper to give you a warning after 9 minutes. You can go beyond 10 minutes to get to the end of a paragraph. Thank the readers and note their names, and mark where you left off. Go to Group Sharing.**

### **Week 3:**

This is Week 3, when we have a Visions meeting. A speaker volunteers to share his or her experience, strength, and hope with the program, health issues, and his or her vision for 10 to 15 minutes. **(Ask:)** Do we have a speaker for today's meeting? **(Pause. If not:)** Do we have anyone who would be willing to share your experience, strength, and hope regarding a DA vision, or any other DA topic? You will need to press \*6. **Identify a spiritual timekeeper. If not, ask for a volunteer. Then ask the speaker how they would like to be timed. After the speaker finishes, thank them. Ask:** Would you like to share their contact information with the group? **Then ask:** Would you like to suggest a topic for our group sharing? **Go to Group Sharing.**

### **Week 4:**

This is Week 4, when we have a Step meeting using the DA book on the Twelve Steps, Traditions and Concepts, in which we read the Step corresponding to the month we are on.

**If you don't already have volunteers to help read, ask for them now. Wait for a few people to volunteer. Identify a spiritual timekeeper and ask them to time 10 minutes. After the reading, thank the readers and note their names. Go to Group Sharing.**

### **Week 5:**

This is Week 5, when we read three Promises from the DA Promises pamphlet. This is the \_\_\_\_\_ quarter so we read the Promises for this quarter **(Jan-Mar:Promises 1-3, Apr-Jun: 4-6, Jul-Sep: 7-9, Oct-Dec 10-12).** Do we have a volunteer who can read Promise numbers \_\_\_\_\_?

**Go to Group Sharing after the three Promises are read.**

### **Group Sharing:**

It is now time for group sharing. Shares are 2½ minutes with a one-minute warning.

**\*On Week 2:** Shares are 2 minutes with a one-minute warning because of our business meeting.

People can share on the reading or topic of the week, on health issues as they relate to Debtors Anonymous, or on any DA topic. Please wait for the chairperson to thank the last person who shared before requesting to share. Please note that in DA we do not engage in cross-talk, which is when members interrupt or directly address another person's share. This meeting focuses on the DA approach to recovery, so we avoid discussing titles and authors of publications other than DA-approved literature. We leave our other identities outside the discussion—other Twelve-Step Issues, religions, and occupations. We speak from the DA point of view. If necessary, the leader will remind members of these guidelines.

Ask the spiritual timekeeper if he/she would like to share first, and offer to keep time for them. Thank each person who shares by name. In the event someone mentions non-conference-approved literature, you may want to say the following after the share:

*"Please be reminded that we ask everyone to refrain from mentioning non-conference-approved literature, in accordance with Tradition 10, which states that we have no opinion on outside issues."*



**Time check: 3:50 PM ET**

**\*Note on Week 2: time to stop is 3:40 PM ET**

**Announcements:** This group is saving to send our GSR to the DA World Service conference each year. Please give what you can, if you can. To contribute by PayPal, go to [PayPal.me/dahealthissues](https://www.paypal.com/donate/?url=https://www.dahealthissues.org) (repeat once) and enter the amount, then log into your PayPal account. This link is also on our group website. If you would like to contribute by cash or check, please call or text our treasurer, Rosemary, for instructions at 917-721-2664."

### **Newcomer Sharing:**

It is now time for announcements. (If there are any service positions make an announcement and ask for volunteers. If you are unaware ask the group. Specific requirements of each position can be found on page 6 of this format) We have the following service positions open: \_\_\_\_\_.

Are there any brief DA-phone-meeting-related announcements?

Pause for people to un-mute & make announcements. If announcement takes too long, ask people to stay on the meeting at the end to get/give details.

A Business Meeting is held on the second Tuesday of the month at 3:45 PM ET.

This group has a website. You can find stories from group members, announcements, and other information. The short URL for our website is [tiny.cc/dahealth](https://tiny.cc/dahealth) (repeat once). If you wish to add an announcement or contribute a story to our website, send it to [da.health.issues@gmail.com](mailto:da.health.issues@gmail.com).


Additional DA member resources may be found at the website for our DA Telephone/Internet Intergroup, or DATIG. The URL is [DATIG.net](https://www.datig.net) (spell it out). You can find there a list of all the DA telephone and Internet meetings, Step study groups, announcements, and events. You can also go to the main DA website at [debtorsanonymous.org](https://www.debtorsanonymous.org), for resources on getting started in DA, recovery stories, and fellowship podcasts. Again, the URL is [debtorsanonymous.org](https://www.debtorsanonymous.org).

### **Seventh Tradition:**

Our fellowship is supported solely through contributions by members; there are no dues or fees.

**\*On Week 2 skip and go directly to the Business Meeting,-page 6.**

We will now open the meeting for sharing by newcomers and those who do not normally share. Who would like to begin?

 **Time check: 3:55 PM ET** After about 10 minutes, or after all newcomers have shared, you can re-open the meeting to anyone who would like to share.)

 **Time check: 4:05 PM ET**

### **End of Sharing:**

That's all the time we have for sharing. If you still need to share, please remain on the line after the meeting when we offer a phone number exchange and newcomer support.

### **Closing Reading: *\*Not on Business week***

We will now do our Closing Reading.

**Odd-numbered month:** Do we have a volunteer to read the *DA Promises?*

**Even-numbered month:** Do we have a volunteer to read the *Just for This Day bookmark?*

Thank the reader.

### **>>Thanks & Phone Support: *\*Business week do not include individual names, thank everyone who provided service.***

Thank you to all of those who did service at this meeting, including...." **Name the speaker, readers, spiritual timekeeper, etc.** Thanks also to everyone who shared and everyone who listened.

Before we close, do we have anyone who would be willing to handle the phone number exchange and newcomer support after the meeting? **Pause and wait for someone to volunteer.**

If possible, please stay on the phone with us at the close of the meeting to see if someone requests your phone number.

### **Closing Statement:**

In closing, we would like to remind you that in Debtors Anonymous we practice Tradition Twelve, which is the principle of anonymity. This assures us the freedom to express ourselves at meetings and in private conversations without fear that our comments will be repeated. We keep what is shared at meetings confidential. As we work the Steps and practice D.A.'s Traditions and Concepts, we are reminded that recovery is possible and that we are all here for a common purpose—to recover from compulsive debting one day at a time.j

Will all who care to, un-mute their phones by pressing \*6 so we can say the 'We' version of the serenity prayer?  
**(Pause)**

*"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."*

### **Announce Phone Number Exchange:**

Now \_\_\_\_\_ (name) will handle the phone number exchange followed by newcomer questions. Please stay on the line to see if someone requests your number. Everyone is welcome to remain on the line for additional fellowship.

### **Phone Number Exchange/Newcomer Support:**

**The phone support volunteer person takes over. You may get off the call once the volunteer takes over, if you so desire. Thank you for your service!**

## Week 2: Business Meeting



**Time check: 3:45-4:15 PM ET**

This is the second Tuesday of each month, and we will now hold our Business Meeting until 4:15 PM ET. Who is our Business Chair for today? **Please put the meeting into Record mode: press \*9 and then 1 to confirm.**

### **For the Business Chair:**

**Business Meeting Format:** Open the meeting with the Serenity Prayer.

1. Ask for a spiritual timekeeper. The meeting is 30 minutes long. Ask the Timekeeper to notify you every 10 minutes and when 5 minutes are left.
2. Ask if the Recording Secretary is present; if not, ask for a volunteer to take minutes. (Make sure the chair has put the meeting into Record mode.)
3. Ask the Recording Secretary from last month to read the minutes of the last meeting. Ask for any objections or changes. Then ask if anyone objects to approval of the minutes (as read or as edited).
4. **Elections**, if any (*must* have elections in Mar., June, Sept., and Dec. for next 3 months; otherwise only if any positions are still open). Descriptions of service positions are at end of the Meeting Format.
  - **Positions that rotate every 3 months:** Meeting Chair, Timekeeper, Speaker Seeker, Business Chair, Recording Secretary, Webmaster.
  - **Once a year:** Treasurer, DATIG (Intergroup) Representative.
  - **Once every 3 years:** GSR.
5. **Reports:** Treasurer, GSR, DATIG Rep, ask if any others
6. **Old business**
7. **New business** (if any time is left)
8. Close with the Serenity Prayer.

The Business Chair will turn the meeting back over to the meeting Chair to close the meeting.

**Stop recording: \*9.**



**End Business meeting 4:15 ET.**

Thank the Business Chair, and proceed directly to >>**Thanks & Phone Support** found on **page 5**, followed by the **Closing Statement** and **Serenity Prayer**. We do not do the **Closing Reading** or thank individuals for meeting support when we have the business meeting.

## Tuesday D.A. Health Issues Meeting—Service Position Descriptions

Name	Duration	Solvency req.	Brief description
Meeting Chair	3 months	none	Chair the meeting every week. Call in on the leader code, read the format, and mute the line as needed. Line up replacements when you are unavailable. Can be held by two co-chairs if necessary (or more, but one or two preferred).
Spiritual Time-keeper	3 months	none	Time speakers and shares during the meeting. Keep time for the monthly business meetings. Maintain a courteous & pleasant tone when breaking in with time reminders.
Speaker Seeker	3 months	none	Line up speakers for the first week of the month (sharing general experience, strength, and hope) and the third week (usually focusing more on Visions). Speakers generally have some kind of health issue and at least several months of experience in D.A.
Business Chair	3 months	none	Chair business meeting once a month, using the format. Hold elections and guide discussion so it moves quickly but all are heard. Experience in D.A. and leading business meetings helpful.
Recording Secretary	3 months	none	Take notes at the monthly business meeting. Write them up and read them the following month. Send them to the webmaster to add to group files on Google docs.
Webmaster	3 months <i>(better if longer)</i>	none	Maintain D.A. Health website by updating call-in information and uploading business meeting minutes to protected group files on website. Make sure meeting format gets updated (by you or someone else) and uploaded to Google docs.
Treasurer	1 year	6 mos.	Accept donations, Give Treasurer’s report at monthly Business Meeting. Be willing to have address or PO box announced. Keep track of money with either envelopes or a separate checking account. If you accept checks, get them cashed. Send contributions by cash, check, or money order to D.A. World Service Office. Send money from GSR envelope to the GSR once a year to pay expenses for the World Service Conference. If needed, open a PayPal account to pay DATIG. You may also want to accept donations by PayPal (which is easier for people overseas) or have someone else collect PayPal donations.
DATIG Rep.	1 year	none	Attend meetings of the D.A. Telephone/Internet Intergroup. Be willing to do service in that group. Make reports back to our group at monthly business meetings.
GSR (Group Service Rep.)	3 years (may serve a maximum of two 3-year terms, per D.A.**)	1 year (per D.A.**)	Represent the group at the World Service Conference each year (if funds are available). Be willing to spend significant time serving on a Conference committee throughout the year. Report back to the group at monthly business meetings on the Conference and on any news from the General Service Board. Serve as contact person for the group and keep meeting information updated on D.A. website. Also, D.A. suggests GSRs should “have a successful record of service at the group or Intergroup level, be actively working the 12 Steps of D.A., have had at least two Pressure Relief meetings, and be active in a home group” (D.A. Manual for Service, 2013 edition).



## Instructions: Leader Code and Conference Call Controls

**Leader Code:** This version does not have the leader code, but you might want to ask someone in the meeting to sign in with the leader code so they can mute the line if needed. The phone line is reserved from 2:45 PM until 5:40 PM Eastern Time. When you first dial in, you will hear music until someone else calls in.

### Telephone Controls

Participants have to press **\*6** to mute or unmute themselves to be heard. However, with the leader code, you use **\*5** followed by another number to switch the conference call between three modes. (Note: you no longer have to cycle between modes; you can now just enter the code directly.)

- **\*51–Muted (All Muted/Can Unmute)** (our usual call mode). You'll hear a message saying "All participants are muted, and they can unmute themselves."
- **\*52–Lecture (All Muted/Cannot Unmute)** (used only during our meditation). You'll hear a message saying "All participants are muted."
- **\*53–Unmuted (All Unmuted)**. You will be in this mode when you first dial in. This is not a mode we ever use for this call because you can hear everyone's background noise.

**It's important to be able to switch modes for two reasons:**

- During the meditation it's important to put the call into **Lecture** mode, where only the leader can be heard, so the call will be free of background noise and interruptions.
- When there is background noise, you should ask once or twice for people to mute. If the disruption continues, announce you will need to take a moment to quiet the line. You will need to remind everyone they will need to press **\*6** after you are done. Simply press **\*51** to get to the **Muted (All Muted/Can Unmute)** mode. (You do not have to cycle through any other modes.)

To record the call (during business meetings), press **\*9** and then **1** to confirm. The Recording Secretary can play back the business meeting (to help record the minutes) by dialing **202-926-1059**, Access code: **250588#** then push **#** (which plays back the most recent recording).

### Web Controls

If you prefer, you can access controls via the web at [freeconferencecall.com/login](https://www.freeconferencecall.com/login). Login is **mjhjf@comcast.net**, password: **serenity20**.

Under **Audio Conferencing**, click the link to **Web Controls** (or go to [https://www.freeconferencecall.com/wall/mjhjf#/web\\_controls](https://www.freeconferencecall.com/wall/mjhjf#/web_controls)). You will see a menu strip with **Record, Lock, Hold, and Mute Mode**.

Under **Mute**, the options are as follows:

- **Mute**, which will put the call into **All Muted/Can Unmute** mode (our usual call mode)
  - This button changes to **Muted**. To unmute, press it again.
- **Lecture**, which is **All Muted** (no one but you can unmute), which we use only for our meditation
  - To unmute, press **Lecture** twice.
- **Q&A** option, which we **NEVER** use because it puts participants into a queue and a waiting room.

Use the **Record** button on the strip for recording our Business Meeting (to help Recording Secretary).

To access recordings, go to your **Wall**, then select **History & Recordings** or go to:

<https://www.freeconferencecall.com/wall/mjhjf#/history>. There are many other controls and settings, but we don't use most of them. We turn entry tones off. It may interest you to see how many people are on the call. Full host instructions are at: [freeconferencecall.com/host-instructions](https://www.freeconferencecall.com/host-instructions). FreeConferenceCall also has desktop and mobile apps you can explore at: [freeconferencecall.com/downloads](https://www.freeconferencecall.com/downloads).