

Guidelines for Chairing a Miracles Within In-Person Women's Meeting

Revised 081925

Location: Alpharetta Methodist Church, 69 N Main St., Alpharetta 30009. (Group meets in Hope House. Enter church parking lot off Cumming St.; bear left across the lot to the dwelling tucked behind the townhouses.)

Unlocking Hope House: Code is 0311 for door key lockbox in the alcove at left of the main entrance. A how-to file is in the chair notebook and on miracleswithin.org. Chair must ensure building is locked after meeting ends.

TUESDAY, 6:30PM: Step of the Month; LAST Tuesday is a speaker meeting and sobriety birthday celebration.

THURSDAY, 6:30PM: Open Discussion "candlelight"; 5 minutes of silent meditation at the beginning.

Sobriety Requirements - Chair: 30 days; Discussion Leader: 6 months.

Sign Up to Chair: Home page of miracleswithin.org, the group website.

KEY CHAIR RESPONSIBILITIES

- Choose a discussion leader.
 - Inform discussion leader that topic for Tuesday's non-speaker meeting is on the step that matches the month (the Speaker Seeker picks a speaker for the LAST Tuesday). Thursday is open discussion.
 - Guide the discussion leader to a Step One topic if it is someone's first AA meeting ever.
- Use the script for the appropriate meeting (non-speaker Tuesday step of the month, LAST Tuesday speaker, or Thursday open discussion). Scripts are in the chair notebook in the cabinet in the closet labeled "Miracles Within" at the front of the room as well as on miracleswithin.org. Highlighted wording in each script provides instructions for the Chair.
- If you signed up to chair but cannot attend, please help get a replacement and discussion leader.

PREPARE FOR THE MEETING

- **Arrive Early:** Target arrival 20 to 30 minutes before the start to allow time to get ready for the meeting.
- **Retrieve Materials:** Get meeting resources from the cabinet in the closet labeled "Miracles Within", such as chair notebook; chips; donation basket; Miracles Within meeting sign; AA pamphlets; any descriptions for open trusted servant positions; framed copies of 12 Steps, 12 Traditions, and Serenity Prayer (if desired); the "we don't offer coffee" sign; flameless candles for Thursday candlelight meeting, etc.
- **Put Out Pamphlets, AA-Related Flyers, Any Open Role Descriptions:** Place AA pamphlets, any AA-related flyers, and info for open service roles on the table(s) in front of the room or other appropriate area.
- **Place "Miracles Within" & "We Don't Offer Coffee" Signs:** Set on the front table or where it makes sense.
- **Set Out Framed Steps, Traditions, & Serenity Prayer (optional):** The Chair can put out the smaller framed copies of 12 Steps, 12 Traditions, and Serenity Prayer or opt to rely on the large prints on the wall.
- **Position Candles (Thursday nights only):** Battery-operated candles are stored in a bin in the cabinet. Put them around the room. There are no set positions. Turn OFF the main room lights. Get the lamp from atop our cabinet and place it on the front table. Remember to return it when the meeting is over.
- **Pick Readers & Assign Chips:** Choose volunteers for the readings as well as to hand out chips. Reading printouts are in the Chair notebook.
 - Tuesdays: "How It Works"; long form of the Tradition of the month; Ninth Step Promises
 - Thursdays: 12 steps; 11th Step Prayer (St. Francis Prayer); Ninth Step Promises

AFTER THE MEETING

- **Return ALL Items to Cabinet; Turn Off Lights; and Lock Door:** Ensure the meeting notebook, AA pamphlets and/or other literature; open service positions; flyers; group and coffee signs; framed Steps, Traditions, and Serenity Prayer; any candles; lamp, etc., are returned *to* or *atop* the cabinet in our closet. Turn off all lights. Ensure outside door is locked and key is returned to combination lock box outside.