

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

Revised 041625

Location: Alpharetta Methodist Church, 69 N Main St., Alpharetta 30009. 2nd floor, Room 225.

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.

KEY RESPONSIBILITIES

- Choose a Discussion Leader for the meeting(s) you have signed up to chair. The Speaker Seeker is responsible for choosing a speaker for the last Tuesday of the month, coordinating with Trusted Servants, the meeting chair, and others as appropriate.
- Chair the meeting using the format script for the appropriate meeting night (Tuesday or Thursday). Scripts are in the meeting notebook in the cabinet in the back left corner of the room and on miracleswithin.org, the group website. Highlighted wording in the script provides instructions to the Chair. If you are unable to attend a meeting that you have signed up to chair, it is *your* responsibility to coordinate with someone else to chair in your place and to ensure there is a Discussion Leader.

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

Step One Meeting: If it is someone's first AA meeting *ever*, ensure that the discussion is on Step One.

PREPARING FOR THE MEETING

- **Arrive Early:** Plan to arrive 20 to 30 minutes before the start to allow time to get things ready.
- **How to Find Materials:** Retrieve meeting resources from the cabinet in the back left corner of the room. These include: meeting binder; chips; framed copies of the 12 Steps, 12 Traditions, and Serenity Prayer; Miracles Within meeting sign; AA pamphlets; flameless candles for Thursday's candlelight meeting; and other needed supplies.
- **Put Out Pamphlets & Program-Related Flyers:** Place AA pamphlets and any AA-related flyers on the back table at the back center of the room.
- **Place Framed Steps, Traditions, & Serenity Prayer:** Arrange framed copies of 12 Steps, 12 Traditions, and Serenity Prayer at the front *or* back of the room. Place them where they can be easily seen.
- **Place "Miracles Within" Meeting Sign:** Prop it outside the door atop the room sign.
- **Reposition Chairs:** There may be times when you wish to move chair rows closer to the front of the room or extend rows – when a larger crowd is expected for a speaker meeting, for example.
- **Position Candles (Thursday nights only):** Battery-operated candles are stored in bins in the cabinet at the back left of the room. Place them around the room. There are no set positions. Turn OFF the main room lights; turn ON the lamp at the front of the room.
- **Pick Readers & Assign Chips:** Choose volunteers for the readings as well as to hand out chips.
 - Tuesdays: "How It Works"; long form of the Tradition of the month (Chair may read or designate someone to do so); Ninth Step Promises
 - Thursdays: 12 steps; 11th Step Prayer (St. Francis Prayer); Ninth Step Promises

NOTE: Printouts of readings are in the binder, plus meeting scripts also note which readings apply to which night. Within each script, highlighted instructions help guide the Chair on which readings apply to which night, when to switch to a Step One topic, when to introduce the discussion leader, etc.

AFTER THE MEETING

- **Return Items to the Cabinet & Turn Off Lights:** Ensure the meeting binder; framed Steps, Traditions, and Serenity Prayer; AA pamphlets and/or other literature; flyers; meeting sign, any candles, etc., are returned to their proper place. Turn off any lights that were off when you arrived.