

ONLINE MEETING ORIENTATION



The Zoom logo is displayed within a blue square with a black border. The word 'zoom' is written in a white, lowercase, sans-serif font.

The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family. As examples, many raised in families with mental illness, prescription addiction, and harsh discipline, or who were given up for adoption, say they relate to our meetings and program.

Thank you for being of Service!

The following slides are provided to give you all the information you need to have a successful online Zoom Meeting of Adult Children of Alcoholics and Dysfunctional Families or ACA.

Always keep in mind that an online platform is different than in person and it is important to be diligent and mindful in your commitment to a safe environment for yourself and your fellow travelers.





Meeting Resources



This link will take you directly to the WSO website and provide you information about starting a new meeting.

<https://adultchildren.org/meeting/>

You will need to make sure that your meeting is registered with WSO and contact your local intergroup as well for additional support and resources. All of that information is found in that link.



Safety Tent Card and Safety Statements



Preventing Unsafe Behavior in ACA

ACA has one primary purpose: to carry the message to adult children who still suffer. When unsafe behavior occurs in and around meetings, we are distracted from this purpose.

Any person seeking healing from childhood trauma is welcome at this group. If any person endangers another individual or disrupts the group's efforts to carry the ACA message, the group will take action appropriate to the situation. Anonymity is an important principle of 12-step recovery, however, anonymity in meetings does not shield anyone from accountability when unsafe or illegal behavior occurs. To protect the common welfare of this group and our fellowship, unsafe or illegal behavior will not be tolerated.

Addressing such behavior can include asking someone to leave the meeting, calling a group conscience to discuss the situation, and contacting the proper authorities should the situation require it.

Your personal recovery is too important to remain in a meeting that does not work for you. Check out other meetings to find one that does work for you.

For more information about preventing unsafe behavior in ACA, please see the special edition of the ComLine entitled, "Why We Need to Talk About Predatory Behavior," available for free download at

<https://adultchildren.org/aca-safety-tent-card/>

In ACA, we do not "cross talk" in the meeting. Cross talk means interrupting, referring to, or commenting on what another person has said during the meeting. We do not cross talk because adult children come from family backgrounds where feelings and perceptions were judged as wrong or defective. In ACA, each person may share feelings and perceptions without fear of judgment. We accept without comment what others say because it is true for them. We work toward taking more responsibility in our lives rather than giving advice to others.

<https://acawso.org/2018/11/12/examples-of-group-safety-statements/>



ZOOM GUIDE SUGGESTIONS* FOR MEETINGS

by Meeting and Service Safety Committee of ACA WSO
3/3/2021 revision

With Instructions on option to activate Closed Captions

<https://acrobat.adobe.com/id/urn:aaid:sc:US:cffc9458-9ada-4a4d-8287-98ea711e14ba>

ZOOM DISRUPTION SUGGESTIONS FOR MEETINGS*

In your meeting settings, it is suggested that “allow removed participants to rejoin” remains unchecked. That way people that are removed from the meeting will not be able to rejoin it for 24 hours.

<https://acrobat.adobe.com/id/urn:aaid:sc:US:f8ef76c0-ee90-49a4-82f2-702cc6294194>

Chairing the Meeting

- You will be assigned a time and day for your meeting and the ZOOM Meeting room will be open 15 minutes before your meeting and will close 15 minute after your end time. (example: your meeting is from 9AM-10AM the room will open at 8:45AM and close at 10:15AM)
- You will login at your scheduled time and get ready for your meeting, as people join you can ask for readers and welcome them as they come in.
- The meeting will run very similar to an in person meeting, but it will be online, and as with in person meetings, each group makes the decisions on how they want the meeting to be organized. (If you don't have a group starting out then you will be responsible to get things started until the group grows and you have a group conscious to carry the group in decision making.
- The format you follow is entirely up to you. Speaker, daily reflection, discussion or book study. All are great options, just be ready at the start of your meeting to guide your fellow travelers in a great experience.

Meeting Format

This is an example of a meeting format. It can be adjusted to meet the needs of your group.

<https://acawso.org/wp-content/uploads/2020/06/OnlineMeetingSimplifiedFormat.pdf>

ACA On-Line Meeting Simplified Format

Hi, I'm _____, Adult Child.

Welcome to the _____ meeting of Adult Children of Alcoholics.

We have a simplified meeting format for our on-line meeting, out of consideration for the extra complications of meeting on-line and to reserve as much time as possible for anyone who wants to share. As we open, we will read the Problem and the Solution. As we close, we will read the Promises and join together in the Serenity Prayer.

A quick note about meeting etiquette for on-line meetings: please mute your mic except when you are reading or sharing, or when we join together in prayer. Also, our tradition of anonymity needs special consideration at this time. When joining a meeting we suggest that you do not provide your last name. We are not going to police that; if you do see someone's last name we request that you overlook it without comment and take no notice of it, to keep this a safe meeting space. This anonymity notice will be repeated at the close of the meeting for anyone who joins us between now and then.

Is there a volunteer to read the Problem? In our Daily Reader that's on p. 386. It's also in the BRB on p. 589.

Is there a volunteer to read the Solution? In our Daily Reader that's on p. 388. It's also in the BRB on p. 590.

Introduce a topic or a reading.

The floor is now open for sharing. Because it's not easy to "read the room" between shares, after each person closes I'll prompt for who would like to share next. *Also: because we are using the free edition of Zoom meetings, we expect the meeting to disconnect us after we have been meeting 30 to 40 minutes. I will immediately re-start a new meeting at the same link; please sign back in when you are disconnected.*

(Share until designated time to wrap-up. When disconnected, keep track of who is sharing and re-establish that it's still their turn once the meeting has resumed.)

After sharing has closed: That's all the time we have for sharing. A few quick announcements.

First, a reminder about on-line anonymity. When joining a meeting we suggest that you do not provide your last name. If you do see someone's last name we request that you overlook it without comment and take no notice of it. Anonymity is one of our traditions and helps create that safe environment where we can share.

We will be back here at the same link next week.

Are there any other announcements?

Is there a volunteer to read the Promises? In our Daily Reader, some editions have that on the back cover; check there first. If it's not there, it should be on p. 391 of the Daily Reader. Again, it's also in the BRB on p. 591.

We will close with the traditional Serenity Prayer. Please unmute your mics if you would like to join. Together:

God, grant me the serenity

To accept the things I cannot change

The courage to change the things I can

And the wisdom to know the difference.

Optional social time or invitation to stay in touch with each other between meetings, and to remember our gentleness, humor, love, and respect in these trying times.

The ACA Readings

The ACA Promises

<https://acrobat.adobe.com/id/urn:aaid:sc:US:a85300a1-9704-4faa-ad43-d0c724d693a3>

The ACA 12 Steps

<https://acrobat.adobe.com/id/urn:aaid:sc:US:46d7a1da-5d37-4c02-9c06-2a30ba1a42fe>

The ACA 12 Traditions

<https://acrobat.adobe.com/id/urn:aaid:sc:US:799834bf-6ed3-495a-9dd1-f520de898aa7>

The Laundry List

<https://acrobat.adobe.com/id/urn:aaid:sc:US:06526293-50ac-4157-9b49-415594e2ad27>

The Other Laundry List

<https://acrobat.adobe.com/id/urn:aaid:sc:US:00059e6e-9113-42fd-9317-25eeffe35b00>

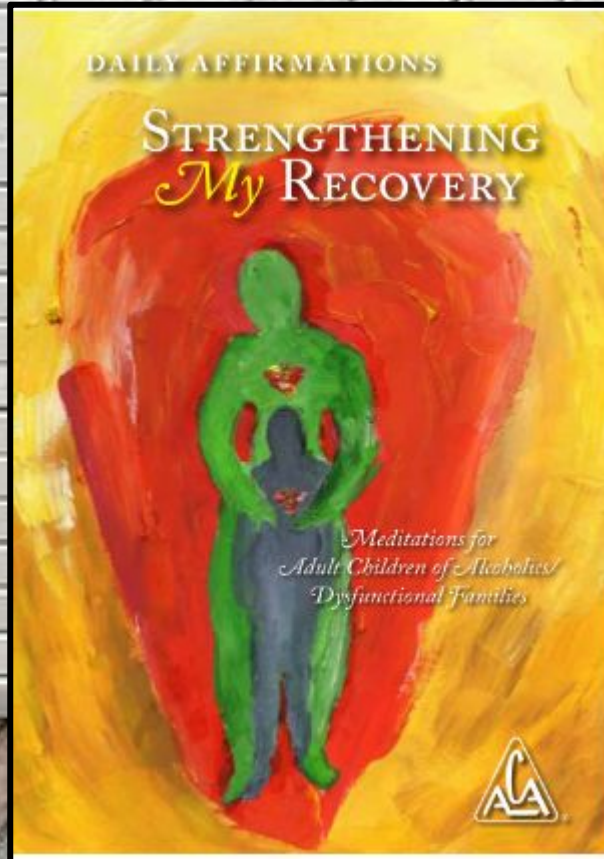
The Problem

<https://acrobat.adobe.com/id/urn:aaid:sc:US:a8df7600-0433-4ef6-9e76-b3dc0661f446>

The Solution

<https://acrobat.adobe.com/id/urn:aaid:sc:US:e5c94d8d-019f-4646-82d9-617d11e2947f>

Daily
Meditations
are amazing
for group
discussions



<https://adultchildren.org/meditation/>

Traits of Adult Children

We are isolated and afraid of people and authority figures.

We became approval seekers and lost our identity in the process.

We are frightened by angry people and any personal criticism.

We become alcoholics, marry alcoholics, or find other compulsive life partners.

We feel guilty when we stand up for ourselves instead of giving in to others.

We are addicted to excitement (drama).

We confuse love and pity, tending to love those we can pity and rescue.

We have "stuffed" our feelings from traumatic childhoods and cannot feel or express our feelings.

We judge ourselves harshly and have low self-esteem.

We are dependent personalities and are terrified of abandonment.

-Tony A., 1978

Additional Meeting Resources

HEALTHY MEETING PRACTICES LISTS

<https://acrobat.adobe.com/id/urn:aaid:sc:US:c7d823d7-85ef-4f41-bfc9-4e91fcfb0820>

WHY WE TIME OUR SHARES

<https://acrobat.adobe.com/id/urn:aaid:sc:US:7803bd18-81d3-4571-9e3a-a91f5f4064f2>

GUIDELINES FOR NEW MEETINGS

<https://acrobat.adobe.com/id/urn:aaid:sc:US:acce403d-8d70-406c-a501-a7b5c568cb68>

PREPARING FOR A GROUP INVENTORY

<https://acrobat.adobe.com/id/urn:aaid:sc:US:c92a7875-d723-4a03-aae0-3194e1ee365b>

MEMBER SHARED RESOURCES (GREAT PLACE FOR INFO)

<https://acawso.org/category/member-shared-resources/>

7th Tradition

WSO makes it easy to take 7th tradition during online meetings with a link for online donations.

Check with your local intergroup to see if they have one as well so your local area can be supported.

ACA World 7th Tradition Link

<https://adultchildren.org/7th-tradition/online-contribution/>

Activities and Announcements

It will be important to keep up with your local intergroup for activities and announcements so you can bring them to the meeting and share with fellow travelers so they can join and be supported in person as well as online in the community.



<https://acawso.org/category/the-traveler-newsletter/>

Who do I contact for information or help?

Mary K - -Scheduling and log in

Nikki P- Orientation and Training
(602) 980-6804



