

## Secretary Guidelines

### Before the meeting:

- Set up room with appropriate number of chairs
- Set out prayer sheets and meeting content before people arrive
- Choose someone to lead the meeting (may have been determined beforehand or at end of last meeting)
  - Give leader all 3 pages: 'Leader's Format', '12 Steps', and 'Meeting Guidelines'
  - Suggest they ask someone to read 12 Steps and Guidelines
- Determine if there are any announcements or celebrations for today's meeting

### During the beginning of the meeting:

- Leader will turn the meeting back to you for announcements and celebrations
- Say:
  1. *"My name is \_\_\_\_\_ and I am your group secretary. Welcome everyone, especially those here for the first time <acknowledge them by name>.*
  2. *<If announcements, mention them here>*
  3. *We celebrate various lengths of recovery at 30, 60, and 90 days, 6 months, and every year of continuous sobriety. We also celebrate those participating in the sacraments of the Church for the first time, or for the first time in a long time. If there are any upcoming celebrations, please let me know after the meeting. Today, I am away of \_\_\_\_\_ special occasions. Is anyone celebrating a milestone that has not yet been mentioned?*
  4. *Back to the leader."*

### At the end of the meeting:

- Leader will return the meeting back to you. Say:
  1. *"Let's thank \_\_\_\_\_ for a great meeting! <Congratulate special occasions and welcome first-timers by name>*
  2. *Is there anyone willing to volunteer to lead next week's meeting?*
  3. *Let's close in prayer. We will open with personal prayer intentions, followed by the Prayer of Saint Francis. We will begin in the name of the Father...*  
  
*...with these intentions and the intentions we hold within our hearts, we pray: Lord, make me an instrument of your peace...*

