

**Welcome to  
GR 101  
Session 2**

**Provided by  
VA Area 57  
Panel 65**

- Serenity prayer
- Intro self
- Housekeeping
- To ask a question, use your raise hand feature. \*3 to Raise/Lower on the phone.
- Stay muted until called on. Mute/Unmute is \*6
- You may individually increase/decrease the size of the presentation by clicking the +/- button at the top of the presentation.

Roll Call using Slido for virtual attendees. We will only be able to see the phone number for those who dial in. We will be asking for your name/location so your attendance is noted.

## GR101 – Session 2

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Panel 65



Delegate

Officers

Coordinators/Liaisons

Introduce all who are at the session.

## GR 101 – Session 2

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*PUTTING LOVE INTO ACTION IS ONE WAY OF DESCRIBING SERVICE. WITHOUT LOVE AND SERVICE, THERE COULD BE NO AL-ANON PROGRAM*

*A Little Time for Myself, December 5*

Why are we here?

- Concept 4, Participation is the key to harmony
- Today is one of many steps we'll take together on our service journey.
- The more time we spend together learning our roles, the more we'll grow.

## GR 101 – Session 2

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### What's in the 2022-2025 Al-Anon/Alateen Service Manual?



How many of you love to read manuals? Unlike the manuals I read, the Al-Anon Service Manual gives guidance rather than directives. Its important to reason things out.

- The Service Manual was created in 1992.
- It provides a picture of the Al-Anon fellowship, its purpose and functions.
- It helps to resolve group problems and maintain unity.
- Would anyone like to share how they've used the Service Manual and found answers or became frustrated?

## GR101 – Service Manual Layout

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- Al-Anon and Alateen Groups at Work
- Digest of Al-Anon and Alateen Policies
- World Service Handbook
- Al-Anon's Twelve Concepts of Service
- Al-Anon World Service Conference Charter and Appendix: 2003 Alateen Motion from the Board of Trustees
- Index

There are 6 sections in the Service Manual. We'll take a look at each one today. Each section has its own purpose, author and Table of Contents.

# GR101 – Changes to the Service Manual

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This *Manual* is available in Spanish and French.

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Revised 2023



Sections Approved by  
World Service Conference  
Al-Anon Family Groups

v3

P-24/27

Printed in the USA

Changes to the *Service Manual* sometimes occur between editions, as a result of World Service Office procedural changes and Conference motions.

Members can initiate revisions to the Manual through your DR, Delegate or WSO.

Recent edits are posted electronically to portions of the updated *Service Manual*.

To keep track of these updates, a process for identifying subsequent versions and their changes has been adapted.

The version number for each edition can be found on the back of the title page.

(*Al-Anon/Alateen Service Manual*, p. 1)

Our printed version is v2 and online is v3

# GR101 – Changes to the Service Manual

## Announcing Events

Various types of events are held for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate recovery and enhance their understanding of the Al-Anon/Alateen program.

It may be helpful for members to consider the following spiritual principles when announcing these events:

- Cooperation
- Participation
- Responsibility
- Singleness of Purpose
- Unity or Common Welfare

Al-Anon/Alateen recovery and service events cultivate a sense of community. Recognizing this spiritual need to belong, the principle of participation links the membership to these events.

## At Meetings

Members often wonder if a particular event is appropriate to announce. The following should be considered when deciding what to announce at meetings:

- Events hosted by or connected to the WSO, an Area, District, Al-Anon Information Service (AIS)/Intergroup, or one or more

al-anon.org

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Orange line

## Choosing a Group's Name

When choosing an Al-Anon or Alateen group name, consider the welcoming and comforting focus of Tradition Five. Anyone affected by someone else's drinking is welcome at an Al-Anon meeting. It is vital that group names are inviting and attractive and that they avoid public controversy. Our spiritual growth has its roots in the principle of anonymity to enhance the sense of belonging and unity.

A group's name may be a person's first impression of Al-Anon. Consider the lasting impact the group name can have on newcomers, members, the public, and professionals. The group's name and meeting information may appear on local meeting lists, printed materials, websites, and other venues

al-anon.org

85

Green line

*At this point in the meeting, many groups have the Chairperson say if the group meeting has a special format (Step-study, speakers, or discussion group), has a specific routine for calling on members, asks members of other anonymous fellowships to remain anonymous and focus on the Al-Anon program, and clarifies if the meeting is for Families, Friends, and Observers (Welcome)\* or for Families and Friends Only.\*\* Members are also told how they can obtain Al-Anon and Alateen Conference Approved Literature.*

Black line

At the time of printing, Black vertical lines are placed in the outer margins to indicate where changes were made to the content of this edition.

In the online version:

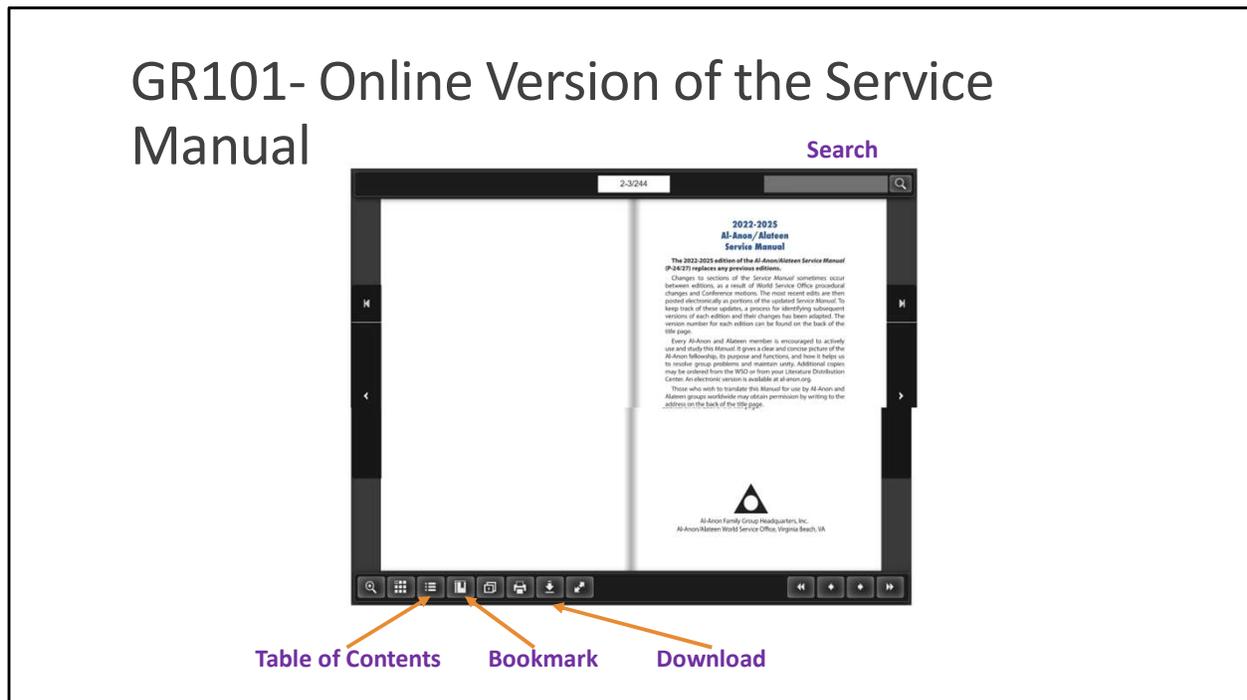
Orange vertical lines indicate changes made to v3

Green vertical lines indicate changes made to v4

Some will print out pages to place in their hardcopy manual.

Questions?

# GR101- Online Version of the Service Manual



The online version is found at [Al-Anon.org](http://Al-Anon.org) / Members / Members Resources / Manuals and Guidelines

It is searchable

You can place bookmarks, download it and jump to the Table of Contents anytime.

## GR 101 – Service Manual Sections

### Groups

#### Al-Anon and Alateen Groups at Work

*“Al-Anon and Alateen Groups at Work” provides a framework within which each group can develop and grow. It offers basic information to all group members concerning the group structure and how it relates to other groups and Al-Anon as a whole.*

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The first tab is Groups. The Title of this section is Al-Anon and Alateen Groups at Work.

Does this look familiar to anyone? This looks familiar to you if your group uses the Al-Anon/Alateen Groups at Work booklet to open your meetings and is exactly as written in the Service Manual.

This section contains basic information concerning group structure and how it relates to other groups and Al-Anon as a whole.

It'll take you step by step in opening your meeting; provides the 12 Steps, Traditions and Concepts; gives the history of Al-Anon; how to start a group, etc.

Do you know if your group is designated as Families, Friends, and Observers Welcome or Families and Friends Only? Pg 29, Designating Meeting Attendees explains the difference. (used to be Open/Closed)

Looking at the table of Contents, what sections can be used when newcomers are present?  
Optional Readings-Pg 19 Anonymity; Pg 21 Four Primary Ideas. Basics for Group Meetings- Pg 38  
Welcoming Newcomers.

# GR 101 – Service Manual Sections

## Policies

### Digest of Al-Anon and Alateen Policies

The "Digest of Al-Anon and Alateen Policies" reflects policy statements that grew out of questions and experiences from the Al-Anon fellowship worldwide. They are interpretations of our basic guides, the Twelve Traditions and the Twelve Concepts of Service.

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This section reflects policy statements that grew out of experiences from the Al-Anon fellowship and are interpretations of our basic guides, the 12 traditions and concepts of service.

You may need to look in more than one section for information.

For example, under Membership and Group Meetings/Conventions, Choosing a Group's Name, pg 85 is related to the Groups section pg 28, Naming the Group. This section reinforces that there is policy that WSO considers when new groups are registered and cross references the related sections in the manual.

One of my most referred to sections is pg 86, Service Participation by Members of Al-Anon Family Groups Who Are Also Members of AA. Although we cooperate with AA, it explains why dual members cannot hold voting positions in Al-Anon. This is one of the areas where groups do not have autonomy because the links of service would be broken.

What about the use of the Al-Anon logo on flyers etc? Talk about when we colored the logo. Was this OK?

Pg 117 tells us that 3 symbols have been registered with PTO and alteration is not appropriate. When creating material for wksp/conventions, etc., put a statement on the material what it was created for; date; not conference approved lit for meetings. Ex. Wed AM list of acronyms.

Should you announce at a meeting that a member is in the hospital? Ask yourself: Did the member give permission?

Does your group consider it an outside issue? Think about Anonymity, Confidentiality and Spiritual Principles:

Announcements are made in the spirit of helping families and friends of alcoholics, aligning with Al-Anon's primary spiritual aim.

Looking at the TOC, where would you find info about announcements at meetings? (Talk about my experience with AA/Al-Anon event.)

Pg 91-92.

# GR 101 – Service Manual Sections

## Handbook

### World Service Handbook

The "World Service Handbook" explains how Al-Anon is held together worldwide, how it is structured, and how our trusted servants can best function within our Structure.

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The World Service Handbook explains how Al-Anon is held together worldwide, how it is structured and how each member elected or appointed to a particular responsibility can best function in it.

Some orderly structure and logical procedures make it possible for Al-Anon to carry its message with maximum effectiveness.

These procedures can be changed only when an Area Assembly is fully agreed that such changes will better adapt these guidelines to its needs, should be made a matter of record, and all members of the Area Assembly clearly understand them.

One example of this is my position as Alt Delegate, my position description includes duties not discussed in this section, ie. Doing GR101s, Assembly GR sessions and chats. Area created PDs for Officers that were approved at Assembly.

This section explains the Election Assembly Procedure. At the last Fall Assembly, many felt that when there was only one candidate the candidate is elected by default. Because our Area had no established policy we followed this section under Election of Ofcrs which states on pg 157, Election of Officers, para 1 ....and a vote is taken following the same procedures as for Delegate. Pg 156, Election of Delegate, 2. ....The voting process should be followed even if there is only one candidate.

What other interesting topics do you see? Finances, WSO Committees, Trustees, Links of Service (mention about a member calling WSO rather than use the links of service)

# GR 101 – Service Manual Sections

## Concepts

### Al-Anon's Twelve Concepts of Service

*"Al-Anon's Twelve Concepts of Service" deals with the "why" of our service structure in such a way that the valuable experience of the past and the lessons drawn from that experience can never be forgotten or lost.*

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How many of you, like me, thought the Concepts were written in a foreign language I couldn't understand? The next 2.5 years will give you a greater understanding of the Concepts.

Section has a history of the Concepts. The Concepts weren't part of our principles until 1970.

The Concepts of Service record the Why of our service structure in a way that the valuable experience of the past can never be forgotten or lost.

The Concepts delineate important traditions, customs, relationships, and legal arrangements that bring the Board of Trustees, the Executive Committee and Staff and Committees of the WSO into harmony.

Have you thought of using the Service Manual in a meeting on the Concepts?

Do you have a favorite Concept? 4 Participation is the key to harmony.

# GR 101 – Service Manual Sections

## Charter/Appendix

### Appendix

#### 2003 Alateen Motion from the Board of Trustees

The Alateen Advisory Committee, the Group Services Committee, the World Service Office Policy Committee, and the Board of Trustees of Al-Anon Family Group Headquarters, Inc. have studied the issues concerning the safety and behavior of Alateen members and individuals involved with Alateen service. The Board has reviewed the documents and actions of previous Conferences, previous committees, and the World Service Office correspondence with legal counsel, individual members, Alateen Group Sponsors, Coordinators, as well as Area and district officers.

The Board of Trustees has determined:

#### Al-Anon World Service Conference Charter

As amended by the 2022 WSC

##### Introduction

The Al-Anon World Service Conference Charter is a body of principles and relationships through which Al-Anon as a whole can function. The provisions of the document are not legal, but traditional, since the Conference is not incorporated. This charter is an informal agreement between all Al-Anon and its World Service Office (WSO). Certain countries of the world, for language or geographic considerations, have established or may desire to establish their own General Service Office and national conference. This World Service Conference is now the senior conference.

##### Charter

###### 1. Purpose

- a. To be the guardian of both Al-Anon's world services and its Twelve Traditions;
- b. To be a service body, not a government.

###### 2. Composition

- a. Delegates from states, provinces, and territories within the United States (including Puerto Rico), Bermuda, and Canada, and from non-geographically based Areas, which collectively comprise the WSC Structure; together with the Board of Trustees of Al-Anon Family Group Headquarters, Inc., the Executive Committee, and voting members of the WSO Administrative Staff, the three groups that comprise the Policy Committee.
- b. Representatives from other countries, when these countries as well as the Conference may be ready for their participation.
- c. Representatives from non-panel Areas within the WSC Structure.

###### 3. Relation to Al-Anon

The Al-Anon World Service Conference Charter is a body of principles and relationships which Al-Anon as a whole can function. It is an informal agreement between all Al-Anon and its WSO.

What is the World Service Conference? Look in the index, where can you find its definition? Pg 143, Handbook tab, Terms Used in Al-Anon Service

The provisions of the charter are not legal but traditional since the Conference is not incorporated. What concept do you think of? 7 The trustees have legal rights while the rights of the Conference are traditional.

Thumb through the pages, what part of the Charter applies to groups? Pg 228, 5. Assemblies: Purpose of

The Appendix, 2003 Alateen Motion from the Board of Trustees addressed issues concerning the safety and behavior of Alateen members and AMIAS. It mandated that Areas create Safety and Behavioral Requirements, have a process to certify AMIAS, register Alateen groups in compliance.

## GR 101 – Session 2

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Resources + Links of Service =  
Healthy Informed Groups

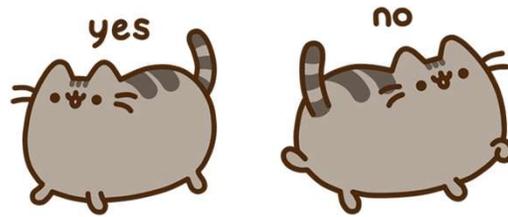
Find and use your resources: manual, guidelines, VA and WSO websites, AFG Connects, fellow members.

- Get a service sponsor
- WSO website [Al-Anon Family Groups](#): Downloadable Manual; Guidelines
- VA website Virginia Al-Anon/Alateen: Area Information, Policies, Guide to Assembly, lots of info under the Members section
- Your DR
- Read the Service Manual and use your Links of Service to present a well thought out position to your group.
- Using the index, where can you find the definition of Links of Service? Groups tab / Structure of the Al-Anon/Alateen Fellowship (Links of Service) pg 63-68 and Handbook tab / Links of Service pg 143-152. The chart on pgs 176-177 give you a visual.

## GR 101 – Session 2

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Please answer a few questions to help us help you!



Thank you!!!

The evaluation will come up in slido. Its short so please take a few minutes.