

## SHORTER VERSION OF MEETING FORMAT

**1. WELCOME:** “Welcome to the DAY/TIME phone/video/hybrid meeting of Overeaters Anonymous. My name is \_\_\_\_\_. I am a compulsive eater and your moderator for this meeting.”

**2. SERENITY PRAYER:** “After a moment of silence, will all those who wish, please join me in the Serenity Prayer.”

*[Remind any Call In participants to press \*6 to unmute.]*

God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and wisdom to know the difference.

“I will now mute the line.”

*[At the bottom of your Zoom video screen, click “Manage Participants”. A column with the participants will appear on the right of the video screen. At the bottom of the column, click “Mute All.”]*

*[In case of phone participants]* “Phone participants. To unmute, please press \*6. After sharing, please remember to press \*6 to mute. This allows us to have a quiet meeting.”

**3. A SPECIAL NOTE ABOUT ANONYMITY:** Because of the nature of video and phone meetings, please take caution to safeguard your own and other member’s anonymity. This means:

- avoid using speaker phone when others are around who could overhear.
- ensure your computer screen is positioned in a way that others can not see the faces of those on the video call.

**4. DIVERSITY POLICY:** “As we extend the heart and hand of the OA Fellowship to those who still suffer, let us be mindful of OA’s Unity with Diversity Policy, which respects our differences, yet unites us in the solution to our common problem. Whatever problem you may have with food, you are welcome at this meeting, regardless of race, creed, nationality, religion, gender identity, sexual orientation, or

any other attribute.”

#### **5. PREAMBLE: “The following is the OA Preamble:**

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.”

We encourage all our members to:

- get a sponsor to help guide your recovery;
- develop a plan of eating and, if you wish, write it down and report daily to your sponsor; and
- read OA-approved literature to develop a working knowledge of the Twelve Steps and Twelve Traditions.”

#### **6. OUR INVITATION TO YOU:**

Reader:\_\_\_\_\_

#### **7. READ TRADITIONS or tradition of the month:**

Reader:\_\_\_\_\_

#### **8. THE DEFINITION OF“ABSTINENCE”AND“RECOVERY” IN OVEREATERS ANONYMOUS:**

Abstinence is the action of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is the result of living and working the Overeaters Anonymous Twelve Step Program on a daily basis.

**9.TOOLS:**“The OA Tools of Recovery help us work the Steps and refrain from compulsive overeating. The nine Tools are: a plan of eating, sponsorship, meetings, telephone, writing, literature, an action plan, anonymity, and service.

**10. SEVENTH TRADITION:** Our 7th Tradition states that we are fully self-supporting, declining outside contributions. 7th Tradition donations are voluntary. Donations are used to pay for purchase of literature and supplies, organization of OA Unity events, rent for meeting space, and making donations to Intergroup, Region and World Service Office. At this time, donations can be made by clicking on the PayPal link next to this meeting's information at [OAUnity.org/Meetings](http://OAUnity.org/Meetings). Indicate the meeting you wish to donate to in the PayPal link. Alternatively, you can contact this meeting's treasurer or the Intergroup's treasurer, Staci L., to make donations via cash, check, money order, or some other form.

**11. INTRODUCTIONS:**

“If you are new or this is your 2nd or 3rd meeting, please let us know so we can welcome you.”

*[Call in Participants]* “Please unmute with \*6 and share your name if you wish.”

**12. SPONSORS:** “Sponsorship is one of our keys to success. Sponsors are OA members committed to abstinence and to living the Twelve Steps and Twelve Traditions to the best of their ability. Sponsors share their program up to the level of their experience, and they strengthen their recovery through this service to others. To find a sponsor, look for someone who has what you want and ask how they are achieving it.

*[Zoom Only Participants:]* “If you are an available sponsor or are willing to help a newcomer please put your name and number in the chat.”

*[Zoom and Call in Participants:]* “ If you are an available sponsor or are willing to help a newcomer please unmute and give you name and number”

**13. REPORTS:** “It is now time for announcements.

- “Our group conscience meeting is held on \_\_\_\_\_, immediately following our regular meeting. You are invited to stay on and participate.
- “Due to these special circumstances, we want to arrange meeting leaders ahead of time as much as possible. If you are willing to do service as leader next week please let me know now”
- “Are there any other reports related to this meeting or this line?”

**14. READINGS (Skip for Sunday Night)**

Voices of Recovery Reader:\_\_\_\_\_

For Today Reader:\_\_\_\_\_

**15. GUIDELINES FOR THIS PHONE/VIDEO/HYBRID MEETING:** “Please limit your comments to your experience, strength, and hope in living with the disease of compulsive eating. We refrain from cross talk. Cross talk during an OA meeting is giving advice to others who have already shared, speaking directly to another person rather than to the group, and questioning or interrupting the person speaking or sharing at the time. Your share is very important to us. So, if we cannot hear you clearly, we may stop you to let you know.

There is time after the meeting closes for sharing and repeating contact information.

Everyone is welcome to share.”

**16. TIMEKEEPER:***(If needed)*, “\_\_\_\_\_ has volunteered to be our timekeeper. Try to keep your share from *[either 2 to 3 minutes or 3 to 5 minutes depending on the number of participants]* so that everyone who wishes to share will have time to do so. If you are the person sharing, please acknowledge that you heard the timekeeper.”

**17. TYPE OF MEETING—STATE THIS MEETING’S CHOICE:**

**Step and Tradition Meetings:** “This is a Step meeting. We are reading Step \_\_\_\_\_and/or Tradition \_\_\_\_\_.” *[Moderator or a selected volunteer begins reading from The Twelve Steps and Twelve Traditions of Overeaters Anonymous, Second Edition. Members share about the Step or Tradition.]*

**Step and Tradition Meetings:** “This is a Step meeting. We are reading Step \_\_\_\_\_ or Tradition \_\_\_\_\_.” *[Members read from The Twelve Steps and Twelve Traditions of Overeaters Anonymous or other OA approved literature and members share about this topic.]*

**Speaker Meetings:** “This is a speaker meeting.” *[Leader or selected volunteer describes his or her story for about 15 to 20 minutes and shares experience, strength, and hope. Members are invited to share for 3 to 5*

minutes.]

**Literature Meetings:** “This is a literature meeting. Today we are reading \_\_\_\_\_.” *[Choose from any OA-approved literature or designated literature for the meeting. Members may read and share, or read and then share at the end.]*

**Topic Meetings:** “This is a topic meeting. Today’s OA program topic is \_\_\_\_\_.” *[Members are invited to share for 3 to 5 minutes on the topic.]*

**18. SHARING:** “The meeting is now open for sharing. Please mute after sharing. Who would like to share?”

*[Note: If people aren’t muting after sharing, you can "Mute All" to mute everyone. This is also useful when there is lots of background noise. Please remember that if you have noise on the line, it is usually because callers are unmuted.]*

**19. CLOSING** *[5 minutes before close of meeting]:* “By following the Twelve Steps, attending meetings regularly, and using the OA Tools, we are changing our lives. You will find hope and encouragement in Overeaters Anonymous. To the newcomer, we suggest attending at least six different meetings to learn the many ways OA can help you.

“There are many different types of meetings, all of which are available to support your recovery from compulsive eating. We welcome you to this meeting whenever you would care to attend. Please visit [OAUnity.org](http://OAUnity.org) to get updates about OA meetings in the greater Chattanooga and North Georgia area. As our intergroup and individual meetings respond to the coronavirus, we will keep up to date information there. There are other virtual meetings that you may find helpful. Information about all OA meetings can be found on [oa.org](http://oa.org).

“The opinions expressed here today are those of individual OA members and do not represent OA as a whole. Please remember our commitment to honor each other’s anonymity. **Whom you see here, What you hear here, When you leave here, Let it stay here.** Let us all reach out by phone or email to newcomers, returning members, and each other. Together we get better. As OA’s responsibility pledge states: Always to extend the hand and heart of OA to all who share my compulsion; for this I am responsible.

“Thank you for asking me to be your leader. After a moment of silence, will those who wish please unmute and join us in the We version of the Serenity Prayer.”