

Group Name: Meeting Format

Bold text is for the meeting leader to read aloud; plain text sections are instructions.

Opening Section

1. ***"Hello and welcome to the meeting of Co-Dependents Anonymous. My name is _____, and I am a (recovering) codependent, and I am your meeting leader today."***

"Could I please have a volunteer greeter who could greet any newcomers?" (The greeter watches for new people and shows him/her to a seat offering a follow along packet).

"CoDA asks those with cell phones please turn them off or to silent ringing for the duration of the meeting, so that we can keep our focus on the meeting without interruptions. Please help me open this meeting with a moment of silence followed by the CoDA Opening Prayer found on the table in front of you."

"The CoDA Opening Prayer" ©

"In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience, strength, and hope. We open our hearts to the light of wisdom, the warmth of love, and the joy of acceptance."

2. ***"Will someone read the Preamble as written on page one in your packet?"***

3. ***"We welcome any newcomers who are attending their first, second or third meeting of Co-Dependents Anonymous and ask that you raise your hand and introduce yourself by your first name only. Thanks for coming. We recommend that you come back six times to try us out."***

Welcome newcomers by giving out welcome chips and newcomer packets.

4. ***"So that we can get to know each other better, let's take this time to introduce ourselves by first name only going clockwise around the room."*** (Meeting leader introduces self and then introductions continue around the room.)

5. ***"Will someone read the CoDA 'Welcome' as written on page 2?"***

6. ***"CoDA's Twelve Steps are the spiritual guidelines for our individual recovery. CoDA's Twelve Traditions are the spiritual principles of our meeting. Will someone please read today's Step on page 3 and today's Tradition on page 4?"***

7. ***"Will someone please start reading the Recovery Patterns of Codependence found on the next pages of your packets?"*** One person starts and we go around clockwise with each person reading as many as they want before passing.

Announcements Section

8. ***"There are group phone lists and meeting schedules on the table."***

9. ***"We will pass around our meeting leader calendar. Please write your name next to the date. It is very easy to lead the meeting and is a good way to get give service. The meeting leader is usually the speaker as well."***

10. a) ***"Our literature person is ____ . Do you have any announcements?"***
b) ***"Our treasurer is ____ . Do you have any announcements?"***
c) ***"Our group representative is ____ . Do you have any announcements?"***
d) ***"Are there any other CoDA group announcements?"***

11. **"Restrooms are located _____."**

12. **"We give chips at this meeting for months in the program and year medallions are also available. Are there any CoDA birthdays today?"** Note: Ask the person celebrating if they would like to share a few words of recovery. Generally, for birthdays the group claps after each birthday is recognized.

Program Section

13. **"On the 1st and 3rd Saturday we focus sharing on the Step of the month. On the 2nd and 4th Saturday we focus on the Recovery Patterns of Codependence. If there is a 5th Saturday the focus is either the step or patterns as chosen by the speaker."**

"Today's speaker is _____." (The speaker is allowed 10 minutes to share on the topic.)

14. CoDA Guide to Sharing:

"As we pursue our recovery, it is important for each of us to speak, as we are able. Many of us find speaking among others, especially strangers, a very difficult task. We encourage people to begin slowly and carefully. It is always an option to pass during any part of the meeting. It is the intention of every CoDA member and group not to ridicule or embarrass anyone. Nothing that is shared is unimportant or stupid. The sharing of our experiences is best done with 'I' statements. We do not allow cross-talk, which may include physical touch, handing someone a tissue or verbal sounds or noises. We speak about our own experience, and we listen without comment to what others share. We work toward taking responsibility in our own lives, rather than giving advice to others. If we want to refer to something another person has said, we use the phrase "as previously shared." Feedback is acceptable only when asked for before or after the meeting. In order for everyone to feel comfortable and safe, please try to refrain from using excessive profanity during the meeting. Cross-talk guidelines help keep our meeting a safe place. We ask that each person keep their sharing to 3 to 5 minutes to allow everyone else a chance to share."

"The meeting is now open for individual sharing if someone would like to start."

Closing Section

15. **"Our Seventh Tradition reminds us that we are self-supporting through our own contributions. We ask that you donate as you are able. Seventh Tradition donations are used to support meeting expenses and literature and to support CoDA at the community and national levels."**

16. **"As we bring this meeting to a close, I would like to remind everyone that CoDA is an anonymous program. We ask that you respect the anonymity and confidentiality of each person in this meeting. We ask that what you see here, what is said here, when you leave here, let it stay here."**

17. **"Let's go around and those who would like may share an affirmation. You can choose one from your packet or make one of your own. Would someone like to start?"**

18. **"Will someone begin reading the 12 Promises found on the last page of your packet?"**

19. **"Thanks to all those who read and performed service at this meeting. For all who care to, will you please join me in the Serenity Prayer"**

**"God, grant me the Serenity to accept the things I cannot change,
Courage to change the things I can,
and Wisdom to know the difference."**