

ACA Lunchtime Affirmations Meeting - Chairpersons Script  
Updated 11/2022

11.50am

- Chairperson log on & greet people as they arrive "welcome \_\_\_\_\_"
- Claim host key
- Make meeting buddy co-host

Pre Meeting Suggestions:

Who would like to read the set aside prayer? Thank you \_\_\_\_\_

Who would like to be the spiritual timekeeper? Thank you \_\_\_\_\_

Shares are 4 minutes. Please use a gentle voice rather than bells, buzzers, or loud sounds to announce "one minute to go" at three minutes and "time" at four minutes."

(Note to chairperson – if you do not find people to do service roles – ask during meeting)

Host role

- Fulfills pre-meeting suggestions
- Read script
- Chairs meeting
- Keeps members and meeting safe
- Report back to service whatsapp page any relevant information (eg -group conscious items)

Co-host

- Put daily reading up
- Put slides up
- Mute participants
- Secure chat box messaging from participants to hosts only during sharing
- Open chatbox to all members during announcements
- Places whatsapp, daily readings and (acalunchtime.com) links in chat box
- Keeps members and meeting safe
- Report back to service whatsapp page any relevant information (eg -group conscious items)

12pm

Welcome to the lunchtime affirmation meeting of adult children of dysfunctional families. My name is \_\_\_\_\_ and I'm a recovering adult child and your chairperson for today.

My co-host is \_\_\_\_\_ If you require assistance during the meeting.

Feel free to message us using the chat box. Please switch your phone to silent and remain muted unless you are speaking. We meet to share the experiences we had as children growing up in a dysfunctional home – the way it infected us then and the way it affects us now.

Family dysfunction can occur in homes that are rigidly religious, militaristic or punitive - or homes dominated by control, harsh judgment & perfectionism. Any type of abuse or neglect creates dysfunctional home environments, as can parental mental illness or other forms of parental disability. Persistent debt or gambling can be signs of family dysfunction. Those who were adopted, raised in foster care or raised in single-parent homes may also find that ACA resonates with them as a program of healing and recovery.

By practicing the 12 steps, attending meetings regularly, focusing on the solution and accepting a higher power of our own understanding, we find freedom from the effects of alcoholism and family dysfunction. We wish at last to find our true selves. As ACA members we identify with the laundry list traits and learn to become our own loving parent, one day at a time.

This is a daily affirmation meeting; we encourage you to attend other meetings such as the big red book, step studies, loving parent, newcomer, laundry list and speaker meetings to learn about topics not covered here, to access additional service opportunities and to expand your ACA support network.

Are there any people new to this meeting, or new to ACA? If so, would you like to introduce yourself and let us know where you are from so that we can welcome you?

Welcome \_\_\_\_\_

Would you please join me in a moment of silence followed by the ACA set aside prayer read by \_\_\_\_\_

God, please set aside everything that I think I know about myself,  
My healing, my spiritual path and You,  
For an open mind and a new experience of myself,  
My healing, my spiritual path and especially You.  
Please help me to see the truth.  
Thank you \_\_\_\_\_

In ACA we do not cross talk. 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 backgrounds where feelings and perceptions were judged as wrong or defective. We accept without comment, on what others say because it is true for them. We work towards taking more responsibility in our lives rather than giving advice to others.

Please use the words "I, me, and my" in order to share your personal experience, and avoid the use of "you, we and us" since it takes the focus off your unique perspective. Please indicate you have finished speaking with a closing statement such as pass, I'm done or thank you for letting me share.

To ensure that this is a safe space for everyone, we request that you please

- Think of others and protect our anonymity
- Participate from a quiet, private, location where you will not be interrupted
- Treat this as you would a face-to-face meeting
- Use headphones if required to protect the anonymity of others
- Please turn your camera off if you are moving around

\_\_\_\_\_ is going to be our spiritual timekeeper today. Please limit your sharing to 4 minutes so that we can hear from as many people as possible. After three minutes you will hear \_\_\_\_\_ use their voice rather than a buzzer or chime to announce, “one minute to go”. We ask that you please start to wrap up your share at this time. At four minutes you will hear \_\_\_\_\_ say “time.”

The chat box is closed to participants during the sharing part of the meeting. The chat box will re-opened at announcements for the exchange of telephone numbers and messages.

In keeping with the traditions, we do not endorse or mention our professions at the meeting.

The link for today’s daily affirmation reading is in the chat box.

Who would like to read today’s daily affirmation reading titled \_\_\_\_\_ from “Strengthening my Recovery” Thank you for reading \_\_\_\_\_

If you would like to do a feeling’s check, please do so during your share. The floor is now open for sharing your Experience, Strength & Hope. We will re-read today’s reading at 12.30pm.

Greet each person . . . “welcome \_\_\_\_\_”  
After they have shared . . . “thank you \_\_\_\_\_”

12.30pm

Would someone like to re-read today’s daily affirmation reading titled \_\_\_\_\_ . Thank you for reading \_\_\_\_\_

The floor is now reopened with raised voice sharing, just go ahead and jump in.

12.50pm

We are approaching the end of our meeting. Before we begin closing, does anyone else have a burning desire to share?

12.55pm

That's all we have time for sharing. Thanks to all those who shared and all those who shared by listening. We will have at least 15 min of fellowship after the meeting. If you have any questions about ACA or would like to connect with others, please stay behind. The first 5 minutes are set aside for newcomers. If you didn't get the chance to share please do so with someone after the meeting.

We are fully self-supporting declining outside contributions. Although we are holding online meetings currently, ACOA still has area level costs to consider. Please contribute what you can.

Are there any ACA announcements?

This group has a whatsapp group you are welcome to join. My co-host \_\_\_\_\_ will post the link in the chat box.

<https://chat.whatsapp.com/KwstLoFchPSHUnZcldET5a>

This meeting has a website you may wish to look at to grow your recovery. It has past speaker meeting recordings, free literature and other ACA tools. The address is [acalunchtime.com](http://acalunchtime.com)

Our next business meeting is after this meeting during the first week of the month which will be on \_\_\_\_\_. Your input is important; we welcome you to join us if you consider this meeting your home group.

If you have time up in ACA and would like to give service as a co-host, please talk to one of the daily hosts as this meeting supports members giving service as it helps with our ACA recovery.

To ensure that this is a safe space for everyone, please respect the anonymity of those who shared today. What you have heard here at this meeting should remain in this meeting. We do not talk about another person's story or experiences.

Let's close the meeting with a moment of silence followed by the ACA serenity prayer. You are welcome to unmute yourself and join in.

God,  
Grant me the serenity to accept the people I cannot change,  
the courage to change the one I can, and the wisdom to know that one is me.

Thank you for joining us and keep zooming back.

Are there any questions from new-comers; or about ACA?

(Note to chairperson - please wait one minute or two before moving to next question)

Is there anyone who would like to share - who hasn't yet shared? Keeping in mind you have four minutes. The meeting is now open for fellowship time for 10 minutes. (Host to time keep - if the spiritual time keeper has left)