

SUNDAY NIGHT 8pm (ET) NON-PHYSICAL CLUTTER LITERATURE/WRITING MEETING FORMAT

515-604-9021 access code 102163 #

Revised April 2021

ALERT: Moderator should prepare in advance three (3) questions related to the anticipated leaflet reading section from 1 of 4 Non-Physical Clutter Leaflets:

Declutter Your Mind (green leaflet), Decluttering Resentments: Steps 4-10 (pink leaflet)
Finding Your Life Purpose (orange leaflet), Spiritual Timing (ivory leaflet)

ALERT: BUSINESS MEETING 3rd SUNDAY EACH MONTH - AT 9:00pm (ET) -- **Business Meeting Format – page 7.**

The moderator reads everything that is bold.

Welcome to the Sunday Night meeting of Clutterers Anonymous

Everyone can unmute by pressing *6 to read or share and then press *6 to mute again so we can keep the line clear.

If you'd like to follow along with the meeting format, go to the website and type "format" in the "search" box. Click on "phone meeting formats;" scroll down and click on Sunday 8pm ET.

Let's open with 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.

Can someone read the CLA Preamble from the blue leaflet, *A Brief Guide*? (If not, the moderator reads) It is also in the CLA Literature Collection book on page 118 in both the electronic and hard copy versions and on the CLA website under the "About" tab.

CLA Preamble from the blue leaflet *A Brief Guide*

Clutterers Anonymous (CLA) is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem with clutter and help each other to recover.

We achieve this as individuals, groups, and a fellowship by practicing our 12 Steps of recovery and by being guided by our 12 Traditions. Each of them embodies a set of principles for living life effectively, inside and outside CLA.

The only requirement for membership is a desire to stop cluttering. There are no dues or fees for membership: we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. Our fellowship is based on suggestion, interchange of experience, rotation of leadership, and service.

Clutterers Anonymous 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 stop cluttering one day at a

time and to carry this message of recovery to clutterers who still suffer.

To read or share at this meeting, press *6, and press *6 when finished reading or sharing.

Would someone read the 12 Steps of CLA, the suggested guidelines for individual recovery?

The Twelve Steps can be found in the blue leaflet, *A Brief Guide*, or in the yellow leaflet called *Recovery from Cluttering: The 12 Steps of Clutterers Anonymous*. (If not, the moderator reads) It is also in the CLA Literature Collection book on page 122 in both the electronic and hard copy versions and on the CLA website under the “Resources” tab.

1. We admitted we were powerless over clutter, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we have harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for the knowledge of God’s will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

And for our group unity, here are the 12 Traditions:

Would someone like to read the 12 Traditions of CLA? They are found in the blue leaflet, *A Brief Guide*, and the red booklet, *Is CLA for You? A Newcomer’s Guide to Recovery* on page 11. Also in the CLA Literature Collection book on page 123 in both the electronic and hard copy versions and on the CLA website under the “Resources” tab. (If not, moderator reads)

1. Our common welfare should come first; personal recovery depends upon CLA unity.
2. For our group purpose there is but one ultimate authority—a loving God as expressed through our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for CLA membership is a desire to stop cluttering.
4. Each group should be autonomous except in matters affecting other groups or CLA as a whole.

5. Each group has but one primary purpose—to carry its message to the person who still suffers.
6. A CLA group ought never endorse, finance, or lend the Clutterers Anonymous name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every CLA group ought to be fully self-supporting, declining outside contributions.
8. Clutterers Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. Clutterers Anonymous, as such, ought never be organized, but we may create service boards, or committees directly responsible to those they serve.
10. CLA has no opinion on outside issues; hence the Clutterers Anonymous name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and all other media.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Thank you very much.

Here are the MEETING GUIDELINES:

This CLA meeting is devoted to non-physical clutter, as is the Thursday meeting at the same time.

At this meeting, we study all of the non-physical barriers to having a productive life. Those barriers could be called “clutter,” “resentment,” “anger,” and many other terms. We endeavor to reduce these distractions so that we will have a more productive life.

We read from one of the leaflets of CLA, and share on how we relate to the passage we have JUST read. We read one paragraph at a time twice. We read *only* CLA approved literature at this meeting.

We will allow all those who want to share for the first time tonight to share first, then there may be time to share a second time.

We do not engage in cross-talk during this meeting. Crosstalk is asking a question or commenting on what someone in our group has shared.

But we do answer any questions after this meeting is over, during the Fellowship After Meeting.

We would like to remind you that we refrain from sharing non-CLA information while on our CLA phone lines, in keeping with our Twelve Traditions.

It is the decision of this meeting to help strengthen our recovery by keeping our focus on Clutterers Anonymous while we are here. Therefore, please avoid the discussion of outside issues during your share.

MODERATOR ASKS FOR A VOLUNTEER TIMEKEEPER (if no one volunteers, moderator keeps time)

The timekeeper will give a “gentle reminder” at three minutes. If needed, timekeeper can say “please wrap up” (or less if it is close to 8:30 or 8:55). If anyone focuses on outside issues, the moderator may interrupt to remind you of these guidelines. If anyone wants to share their contact information, please say it twice and slowly.

NOTE: at this meeting, the moderator is not to ask anyone for contact information. If the person who shared chooses to give his or her contact information, okay. If not, okay. Again, moderator does not prompt for it.

We will now read from one of four CLA non-physical leaflets

Declutter Your Mind (green leaflet)
Decluttering Resentments: Steps 4-10 (pink leaflet)
Finding Your Life Purpose (orange leaflet)
Spiritual Timing (ivory leaflet)

At 8:25 p.m. – for 5 minutes, moderator asks:

“Would any newcomer like to share on what has been read? Or introduce yourself?” *If there are no newcomers who want to share, simply open the floor for people to share what has been read.*

ALERT: WE STOP AT 8:30 FOR WRITING PORTION (on 3 questions related to our reading)

Note: Moderator should keep track of where we finish each week & pick up there the following week & also should prepare 3 questions -based on anticipated brief readings – for the group to write on in the second half of meeting.

This is the time for the writing/contemplation portion of this meeting.

I have written three questions and after I read them twice, anyone may ask me to repeat any of them. Once we are all clear as to the questions, we will be muted for four minutes while we write or contemplate on preferably only 1 of the questions.

When we come back, anyone may read or share on what they wrote or contemplated.

Welcome back. Who is ready to share on their writing or contemplation?

ALERT: At 8:50 p.m. (for a 5-minute period), moderator asks:

Would any newcomers like to share on the question they have written or contemplated on, or introduce yourself. (If there are no newcomers who share, the moderator may open the floor for others to share on the questions.)

At approx. 8:55 p.m. break for announcements.

I’m _____, the moderator for this meeting. We will now break for announcements.

CLA Announcements Revised April 2021

The Seventh Tradition states that every CLA group ought to be fully self-supporting, declining outside contributions. We have no expenses for this meeting, yet our World Service Organization does have expenses, including those for the website, literature, and our toll-free number.

You may make Seventh Tradition donations to CLA-WSO through our website or send a check to our New Jersey address. Click the link on the website for repeat donations. The web address and WSO address will be given after these announcements.

For Newcomers who would like an individual welcome or for Clutterers wanting to do service for CLA, email phonegroups@clutterersanonymous.org.

CLA hard copy literature can be ordered on our website under the “Store” tab.

- Newcomer Packet – includes our leaflets, the Newcomers booklet, and the Sponsorship booklet for \$11. These can also be purchased individually.
- Our (new) “CLA Literature Collection” book has a purple cover, is 125 pages of CLA literature in one place, and includes the Newcomer Packet. It is available through Amazon for \$7.50.
- Our “Ten Years of CLARity” book is available through Amazon for \$12. Please spell out 10 in letters “T-e-n.”
- A one-year subscription to our hard copy quarterly newsletter, CLARity, is \$12.

CLA electronic versions are available for immediate download under the “Store” tab on the website.

- 3 CLA leaflets are free and the other 7 can be downloaded.
- Our “CLA Literature Collection” book can be downloaded for \$7.50.
- A one-year subscription to our electronic version quarterly newsletter, E-CLARity, is \$8.
- And there are Convention Recordings - CDs and MP3s.

Our CLA website is: www.clutterersanonymous.org. The CLA toll free number is 1-866-402-6685. The New Jersey address is 184 S Livingston Ave., Suite 9-203, Livingston, New Jersey 07039. The toll free number and mailing address are also on the bottom of each web page.

- The line will remain open for a Fellowship After Meeting where newcomers will be greeted, questions will be answered, and there will be time for contact information to be shared.
- Our Business Meeting is the 3rd SUNDAY of the month. All are welcome to attend.
- Tonight at 9:30pm ET there is another CLA meeting called “Plan Your Week.” It is on the Divine Decluttering Line which is 712-770-4010; access code is 852 600#. (repeat the number twice)

Do we have any brief 20-30 second CLA related announcements?

Please join me in a moment of silence before we close with the Serenity Prayer. (Time 15 seconds of silence before beginning the prayer) **Then say 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.**

Please join me in a Moment of SILENCE before we begin the Fellowship After Meeting where Newcomer questions will be answered. **(20-30 seconds)**

MODERATOR needs to do the following before signing off:

1. **Welcome** people to the Fellowship After Meeting by leading the **PRAYER** (format below)

2. Read the **Fellowship Statement** (format below)
(If tonight is your Business Meeting, 3rd Sunday of the month, go to Business Meeting Format on page 7.)

Red text is to guide the Facilitator; NOT read aloud.

Black text is the script; READ aloud.

Blue text is CLA literature.

FELLOWSHIP AFTER MEETING FORMAT

(Moderator says ...) **Welcome** to our Fellowship After Meeting. Please join me in the **“we” version of THE SERENITY PRAYER**

God, grant us the serenity to accept the things we cannot change,
Courage to change the things we can,
And wisdom to know the difference.

(Moderator reads...) **FELLOWSHIP STATEMENT**

Please respect our CLA Traditions and keep the focus on CLA related issues only. We do not interrupt each other, nor do we express anger or dissatisfaction toward another member. To create an inclusive sense of community, please invite and welcome each other to participate in CLA related discussions. And while we are more relaxed in our Fellowship After Meetings, please be mindful of the CLA Code of Conduct. By doing this, we express gratitude and appreciation to all members, while we focus on positive progress and hope.

(If the moderator cannot stay, ask for a volunteer to moderate. If no one volunteers, say...) **NOW is the time for the Newcomer.** Would somebody please answer any of the Newcomer’s questions as I am unable to stay. Please use the Round Robin format, if necessary. Good night. ☺

SUGGESTIONS FOR FELLOWSHIP AFTER MEETING

Invite Newcomer’s questions.

Invite exchange of contact information.

Invite brief (20-30 second) commitments of a Focused Action to complete within a stated period of time (for example, the next 30 minutes, the following day, or the coming week).

Invite individual sharing (give gentle reminder at 4 minutes).

Invite suggestions for CLA related topics; no outside issues.

Invite readings of CLA approved literature (give gentle reminder at 4 minutes); no outside literature.

SUGGESTIONS FOR DEALING WITH CHAOTIC/OUT OF CONTROL MEETING

- Moderator **STOPS** the meeting **STOP**
- **CALLS FOR A MOMENT OF SILENCE MOMENT OF SILENCE**
- Lead Prayer **Please unmute and I WILL START THE SERENITY PRAYER.**
- Remind people to **STAY IN THE SOLUTION!**
- No cross talk. Principles before personalities.
- Read Code of Conduct (on website – “Resources” tab).
- Final option is to **MUTE** the line.

CLOSING FELLOWSHIP AFTER MEETING

Please join me in the **“short” version of THE CLA ORGANIZED LIFE SERENITY PRAYER**

God, grant me the serenity of an organized life with leisure time,
The courage to change my habits to ensure these joys,
And the wisdom to be flexible.

BUSINESS MEETING FORMAT

Revised April 2021

Red text is to guide the Facilitator; NOT read aloud.

Black text is the script; READ aloud.

Blue text is CLA literature.

This is the 3rd Sunday of the month; it is now time for our business meeting. Who is willing to be of service to Facilitate tonight's meeting? Who is willing to take brief notes? *(If no one volunteers, the moderator becomes the Facilitator and takes notes. If the moderator cannot stay, someone **MUST** act as Facilitator or the business meeting cannot proceed).*

(Facilitator says...) Please join in with the **“we” version of THE SERENITY PRAYER.**

God, grant us the serenity to accept the things we cannot change,
 Courage to change the things we can,
 And wisdom to know the difference.

(Facilitator reads...) **Business Meeting Preamble**

We begin our business meeting, remembering to place principles before personalities. We accept responsibility to speak to each other in a caring and loving way. We trust our Higher Power to guide us personally and then we turn the group conscience vote over to that Power. We recognize that it is better not to continually restate our views -- in order to maintain a clutter-free business meeting. We pray for guidance before we speak and we listen to all minority opinions. After voting we trust any outcome, since we have placed our confidence in our Higher Power to lead us into the decision for our common good. Let us take a moment of silence to reflect on these words.

Tradition 1 - Our common welfare should come first; personal recovery depends upon CLA unity.

Tradition 2 - For our group purpose there is but one ultimate authority--a loving God as expressed through our group conscience.

Tradition 4 - Each group should be autonomous except in matters affecting other groups or CLA as a whole.

Voting Process with Group Conscience in mind: If there is a **MOTION**, the motion maker needs to have it in writing. Ask for a second to the motion. If there is no second, the motion fails. If seconded, motion goes to short discussion. Call for a **VOTE**. Ask for yays (count); ask for nays (count); ask for abstentions (count). Motion passes or fails. If needed, motion may be tabled.

Facilitator needs to keep track of time. If business meeting is not finished in 15 minutes, call for group conscience to extend the meeting.

If business meeting gets chaotic or out of control, table the discussion, move to another motion; OR stop the meeting, ask for a moment of silence followed by a prayer; OR call for a motion to close the meeting. Remind people to STAY IN THE SOLUTION! No cross talk. Principles before personalities. Read Code of Conduct. Final option is to MUTE the line.

As we proceed with this business meeting, let it reflect group conscience.

- Is the current meeting moderator going to continue the following month? *(If not, then **filling** the meeting moderator position takes precedence. If new moderator voted in, ask for contact info. If no one volunteers, ask this question again before the close of the meeting.)*
- Is our meeting delegate here? Do you have a report? *(If none, Facilitator asks...)* Is there another WSO member here today who is willing to give the WSO report?
- Does our meeting have a delegate? *(If no one speaks up, it's time to **VOTE** a new one in.)* Is someone willing to be our meeting delegate? *(Delegate must be **Voted** in. See **Vote** instructions above. If new delegate voted in, ask for contact info.)*
- Is there any Old Business? *(From previous business meetings or not yet completed. If there is old business, see **Motion** instructions above. Maker of motion needs to have it in writing. If a vote is called, see **Vote** instructions above. If no old business, proceed to the next bullet point.)*
- Is there any New (or other) Business? *(If there is new business, see **Motion** instructions above. Maker of a new motion needs to have it in writing. If a vote is called, see **Vote** instructions above. If no new business, proceed to the next bullet point.)*
- Motion to Close ... *(pause for someone to make the motion)* Will someone second that motion? *(pause)* Hearing no discussion or nays, the motion automatically passes.
- Let's close this meeting with the "we" version of The Serenity Prayer. *(see above **Prayer**)*

NOTE: The Facilitator stays for a few minutes to welcome people to the Fellowship After Meeting by leading the prayer and reading the Fellowship Statement. The Fellowship After Meeting Format is **on page 6**.