

FRIDAY 8 pm (ET) CLA FORMAT

STEP 10 QUESTION/WRITING + SPEAKER MEETING

515-604-9021 access code 102163 #

Revised July 2021

Red text is to guide the moderator; **NOT** read aloud.

Black text is the script; **READ** aloud.

Blue text is CLA and AA literature; **INVITE** member to read.

NOTE: BUSINESS MEETING is the **2nd** FRIDAY of each month at 9pm (ET). Business Meeting Format begins on page 14 of this document.

REMINDER: THE 4th FRIDAY OF EACH MONTH use **SPEAKER FORMAT page 8**. All other weeks, use this Question/Writing/Discussion Format page 1.

QUESTION/WRITING/DISCUSSION MEETING FORMAT

INTRODUCTION

WELCOME, everyone, to the Friday night writing inventory meeting of Clutterers Anonymous, where we will be answering a series of questions reflecting on this past week and the week ahead. My name is _____ and I'll be moderating the meeting this evening.

To follow along with the meeting format on the CLA website, type "format" in the **search box**, click on "phone meeting formats;" scroll down and click on Friday 8pm ET. (clutterersanonymous.org – *if needed*)

Would all who care to, please join me in the CLA KEEP and RELEASE SERENITY PRAYER. You may press *6 to unmute.

God, grant me the serenity to keep the things I need to keep,
The courage to release the things I do not need,
And the wisdom to know the difference.

Please press *6 to mute again.

Will someone who has the blue "A Brief Guide" leaflet or the blue Sponsorship booklet please read the **PREAMBLE** to Clutterers Anonymous. It is also found on the CLA website under the "**About**" tab and in the CLA Literature Collection book on page 118 in both the

electronic and hard copy versions. *(If no one volunteers, the moderator reads the Preamble.)*

Thank you _____ for reading.

CLA is a 12 step-program patterned after Alcoholics Anonymous.

Here are the **steps** we took, which are suggested as a program of

individual recovery. **Would someone** like to read the **12 STEPS OF CLA?**

They are found in the blue “A Brief Guide” leaflet, the yellow “Recovery

from Cluttering: The 12 Steps of Clutters Anonymous” leaflet, and the red

Newcomers Booklet. On the website the Steps are found under the

“**Resources**” tab and in the CLA Literature Collection book on page 122 in

both the electronic and hard copy versions. *(If no one volunteers, the moderator reads the Steps.)*

Thank you _____ for reading.

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 “A Brief Guide” leaflet and the red Newcomer’s Booklet on

page 11. On the website, the **Traditions** are found under the “**Resources**”

tab and in the CLA Literature Collection book on page 123 in both the

electronic and hard copy versions. *(If no one volunteers, the moderator reads the Traditions.)*

Thank you _____ for reading.

We may now IDENTIFY OURSELVES. Please say your first name and the location you are calling from. If this is your first meeting, please let us know so we may welcome you. Press *6 to unmute and *6 to mute again.

(The moderator begins introductions by saying their own name and where they are from. Simply say “hello,” or “welcome,” or “thank you.”)

I will now read the **10th Step of the CLA recovery program.** “Continued to take personal inventory, and when we were wrong, promptly admitted it. This Step maintains the progress accomplished the earlier Steps by helping us stay in touch with ourselves and others.” And the **second**

paragraph in the chapter on step 10 in the AA book “The 12 Steps and the 12 Traditions,” states: “A continuous look at our assets and liabilities, and a real desire to learn and grow by this means are necessities for us. We alcoholics have learned this the hard way.

More experienced people, of course, in all times and places have practiced unsparing self-survey and criticism. For the wise have always known that no one can make much of their life until self-searching becomes a regular habit, until they are able to admit and accept what they find and until they patiently and persistently try to correct what is wrong.”

Usually this is a writing and discussion meeting except on the first Friday of each month when the format is speaker/discussion. **Tonight we will review our week’s accomplishments and challenges through 5 questions.** May I please have a volunteer to be our **spiritual timekeeper?** If your share exceeds 3 minutes, the spiritual timekeeper will give a gentle reminder to wrap-up your thought. Please acknowledge the timekeeper with “thanks” or “I heard that.” *(If no one volunteers, the moderator times shares and writing time.)*

Before we get started, let me give a couple of guidelines. We do not engage in crosstalk at this meeting. By crosstalk, we mean interrupting or directly addressing another person. This guideline allows us freedom from the fear of judgment or interruption. Also, singleness of purpose reminds us to identify as Clutterers only.

8:15 ET

(Times are noted for pacing the meeting; not set in stone.)

Question One: What five things did you do well this week? Please take about three minutes to write on/or reflect silently upon your answer. We will return to share our responses. Again, what five things did you do well this week?

(Set a timer for three minutes.)

Remember to share press *6 to open your line and *6 to mute your phone so we may have a serene meeting. Also, **when you finish your share you may leave your phone number and/or your email address.**

Please repeat your contact information twice and slowly.

Who would like to start us off this evening with a share?

8:22 ET

Question Two: What five things were you grateful for this past week? Take about three minutes to write or reflect on your answer. Again, what five things were you grateful for this past week?

(Set your timer for three minutes.)

Who would like to share?

8:30 ET

Question Three: With what one thing did you struggle this week, whether resolved or not? Take about one minute to write or reflect on your answer. Again, with what one thing did you struggle this week, whether resolved or not?

(Set your timer for one minute.)

Who would like to share?

8:39 ET

Question Four: What two things are you willing to do better next week? Take about one minute to write or reflect on your answer. Again, what two things are you willing to do better next week?

(Set the timer for one minute.)

Who would like to share?

8:45 ET

Question Five: *(Choose one question among these three options)*

What one thing were you most humbly proud of this past week? Take about one minute to write or reflect on your answer. Again, what one thing were you most humbly proud of this past week?

Or

Where in your life this week did you experience God doing for you what you could not do for yourself? Take about one minute to write or reflect

on your answer. Again, where in your life this week did you experience God doing for you what you could not do for yourself?

Or

Can you identify one or two activities or tasks that you took all the way through the completion cycle this week? Take about one minute to write or reflect on your answer. Again, Can you identify one or two activities or tasks that you took all the way through the completion cycle this week? Who would like to share?

8:53 ET

(Sharing ends at approximately 8:53 ET for announcements. IF this is the 2nd FRIDAY OF MONTH – announce that a Business Meeting will take place AFTER you read the Closing Prayer.)

Thank you all for sharing and for attending tonight's meeting. I appreciate your service of participation. I'm _____, **the moderator for this meeting. We will now break for announcements.**

CLA ANNOUNCEMENTS

Revised April 2021

The 7th 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. To contribute to CLA-WSO, please DONATE 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 “**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 purchased.
- 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.

- Our Business Meeting is the **2nd** FRIDAY of the month. All are welcome to attend.
- At 12 noon ET, on the first Saturday of each month, there is a Step Group Networking meeting. This meeting helps form small CoSponsorship groups. It’s on the Divine Decluttering Line; 712-770-4010; access code: 852600# **(repeat the number twice slowly)**

This is the time for **brief 20-30 second CLA related announcements.**

CLOSING STATEMENT: In closing, I'd like to remind you of the anonymity of this program. The things you heard here were meant to stay here ... any opinions expressed during the meeting were strictly those of the person who gave them ... the things you heard here were spoken in confidence and should be treated as confidential. The 12 Traditions are to the group what the 12 Steps are to the individual.

I will now close the meeting with the **“we” version of the
CLA ORGANIZED LIFE SERENITY PRAYER.**

God, grant us the serenity of an organized life, with leisure time,
The courage to change our habits to ensure these joys,
And the wisdom to be flexible.
And God grant us Patience for the changes that take time,
Appreciation for all that we have,
Tolerance for those with different struggles,
And the Strength to get up and try again,
One moment, one hour, one day at a time.

THEN SAY: Thank you very much. This Recovery meeting is now adjourned.
Before we begin the Fellowship After Meeting where Newcomer questions will be answered, please join me in a Moment of SILENCE. (20-30 seconds)

Red text is to guide the moderator; **NOT** read aloud.

Black text is the script; **READ** aloud.

Blue text is CLA literature.

Before signing off, the MODERATOR needs to:

1. **Welcome** people to the Fellowship After Meeting by leading the **PRAYER** (format on page 12)
2. Read the **Fellowship Statement** (format page 13)

(If tonight is 2nd Friday, the **BUSINESS MEETING** format is on page 14.)

REMINDER: 4th Friday use SPEAKER FORMAT page 8 & all other weeks use the QUESTION/WRITING/DISCUSSION FORMAT page 1.

SPEAKER/DISCUSSION MEETING FORMAT INTRODUCTION

WELCOME, everyone, to the Friday night writing inventory meeting of Clutterers Anonymous. Tonight we will follow a speaker/participation format. My name is _____ and I'll be moderating the meeting this evening. **Would all** who care to, please join me in the **CLA KEEP and RELEASE SERENITY PRAYER**. You may press *6 to unmute.

God, grant me the serenity to keep the things I need to keep,
The courage to release the things I do not need,
And the wisdom to know the difference.

Please press *6 to mute again.

Is there someone who is willing to read the **12 Steps of CLA**, which can be found on page 7 of the Newcomers booklet entitled "Is CLA for You," in the blue leaflet called "A Brief Guide," or the yellow leaflet "Recovery from Cluttering: The 12 Steps of Clutterers Anonymous" **(Wait for someone to offer to read. Moderator reads if no one volunteers in a timely fashion.)**

Thank you _____.

We may now identify ourselves. Please say your first name and the location you are calling from. If this is your first meeting, please let us know so we may welcome you. Press *6 to unmute and *6 to mute again. **(Welcome people as they introduce themselves.)**

The second paragraph in the chapter on **step 10 in the AA book "The 12 Steps and The 12 Traditions"** states, **"A continuous look at our assets and liabilities, and a real desire to learn and grow by this means are necessities for us. We alcoholics have learned this the hard way. More experienced people, of course, in all times and places have practiced**

unsparing self-survey and criticism. For the wise have always known that no one can make much of their life until self-searching becomes a regular habit, until they are able to admit and accept what they find and until they patiently and persistently try to correct what is wrong.”

Normally, we answer a series of questions reflecting on this past week and the week ahead. However, **on the 4th Friday of each month** we are fortunate to have a **CLA member speak** for approximately 15 to 20 minutes, **focusing on the 10th step**, followed by the discussion portion of the meeting. The person who has agreed to speak tonight is _____ (speaker’s name). Thank you for your willingness to share your experience, strength, and hope concerning the 10th step with us tonight. _____, would you like me to tell you when you have five minutes left before you need to wrap up the 20 minute share? *(Speaker shares for 20 minutes. Give the speaker a five-minute warning, if they have chosen that option.)*

Thank you (say Speaker’s name) so much for sharing with us tonight. Do you have a topic to focus the discussion portion of the meeting? _____ We will now open up the discussion portion of the meeting. The topic the speaker has chosen is _____ or anything else that you need to share on. You are welcome to leave your phone number or email address after you share. Please repeat your number twice or feel free to pass on offering your contact information. May I please have a volunteer to be our **spiritual timekeeper?**” *(If no one volunteers, the moderator times shares.)* In order to have as many people share as possible, please keep your comments to three minutes and please, no crosstalk. If your share exceeds 3 minutes, the spiritual timekeeper will give a gentle reminder to wrap-up your thought. Press *6 to unmute and *6 to mute again. Who would like to begin?

At 8:53 ET wrap up the meeting.

Thank you all for sharing and for attending tonight's meeting. I appreciate your service of participation. I'm _____, the **moderator for this meeting. We will now break for announcements.**

CLA ANNOUNCEMENTS *Revised April 2021*

The 7th 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. To contribute to CLA-WSO, please DONATE 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.

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This is the time for **brief 20-30 second CLA related announcements**

CLOSING STATEMENT: In closing, I'd like to remind you of the anonymity of this program. The things you heard here are meant to stay here ... any opinions expressed here are strictly those of the person who gave them ... the things you heard here were spoken in confidence and should be treated as confidential. The 12 Traditions are to the group what the 12 Steps are to the individual.

I will now close the meeting with the “**we**” version of the **CLA ORGANIZED LIFE SERENITY PRAYER**.

God, grant us the serenity of an organized life, with leisure time,

The courage to change our habits to ensure these joys,
 And the wisdom to be flexible.
 And God grant us Patience for the changes that take time,
 Appreciation for all that we have,
 Tolerance for those with different struggles,
 And the Strength to get up and try again,
 One moment, one hour, one day at a time.

THEN SAY: Thank you very much. This Recovery meeting is now adjourned.
Before we begin the Fellowship After Meeting where Newcomer questions will be answered, please join me in a Moment of SILENCE. (20-30 seconds)

Red text is to guide the moderator; **NOT** read aloud.

Black text is the script; **READ** aloud.

Blue text is CLA literature.

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, 2nd Friday, go to **BUSINESS MEETING format on page 14.**)

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 2nd Friday 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 12.**

THEN SAY: Before we begin the Fellowship After Meeting where Newcomer questions will be answered, please join me in a Moment of SILENCE. **(20-30 seconds)**