

THURSDAY 8 pm (ET) CLA FORMAT
NON-PHYSICAL CLUTTER 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 literature; INVITE member to read.

(BUSINESS MEETING: 3rd **THURSDAY** of each month at 9pm (ET). Business Meeting Format - page 8)

Welcome to the Thursday evening, Non-Physical Clutter Meeting of Clutterers Anonymous. My name is _____ and I am the moderator for this meeting. This meeting begins promptly at 8pm (ET) and lasts one hour.

Please join us as we start the meeting 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.

May I please have a volunteer to read the **Preamble** for CLA? It is found in the blue leaflet called “A Brief Guide.” The **Preamble** is also 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.

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; 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, 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.

Thanks, _____. Would someone please read the **Twelve Steps of Clutterers Anonymous**, the suggested guidelines for individual recovery. The Steps are in the blue leaflet called “A Brief Guide” and in the yellow leaflet called “Recovery from Cluttering: The 12 Steps of Clutterers Anonymous.” They are also in the red booklet called “Is CLA for You? A Newcomer’s Guide to Recovery,” on page 7, on the website

under the “**Resources**” tab, and in the CLA Literature Collection book on page 122 in both the electronic and hard copy versions.

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 to 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 had 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 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.

Thank you, _____. May I please have a volunteer to read the **12 Traditions of CLA**, which are our suggested guidelines for CLA groups. The Traditions are in the blue leaflet called “A Brief Guide.” They are also in the red booklet called “Is CLA for You? A Newcomer’s Guide to Recovery,” on page 11, under the “**Resources**” tab on the website, and in the CLA Literature Collection book on page 123 in both the electronic and hard copy versions.

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, and 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.

Now we will go around the virtual room and **introduce** ourselves by first name only and where you are calling from. If you are newcomer to CLA, PLEASE let us know so

that we may welcome you. (I'll begin.) My name is _____ and I am a clutterer from _____.

Welcome any newcomers and welcome everyone.

- After you share, you are welcome to leave your contact information for bookending or outreach. Please say it twice and slowly.
- We, in Clutterers Anonymous, believe our disease is threefold — physical, emotional and spiritual. This meeting focuses on emotional and spiritual clutter.
- Emotional clutter is the fog we create in our heads — resentments, unfinished thoughts, emotional baggage, daydreams, worries about the future, regrets about the past. Our minds are in a constant spin. We lose today because our time is spent living in yesterday and tomorrow.
- Spiritual clutter fills the deep emptiness we feel inside — the emptiness we compulsively try to fill - by clinging to useless objects, non-productive ideas, meaningless activities, and unsatisfying relationships.
- At this non-physical clutter meeting we recognize over-talking as an insidious form of clutter. Going on and on, not getting to a point, immediately needing to comment, are all forms of control and clutter. In CLA we set boundaries on possessions, time, space and *speech*.
- Please note, the opposite of over-talking is not talking at all. We encourage everyone to explore these behaviors so that we may form a healthy recovery community.
- To aid in having clear time boundaries we have a timekeeper at this meeting. We ask for a timekeeper so that the leader does not have to multi-task. The responsibilities of the timekeeper include giving a one-minute warning after the speaker has spoken for two minutes. And then saying TIME at three minutes.

May I PLEASE have a volunteer to be our spiritual timekeeper?

Thanks, (*name of timekeeper*). PLEASE ACKNOWLEDGE our timekeeper _____ by saying THANK YOU or I HEARD THAT. Please begin to wrap up your share at this time so that you have finished when the 3-minute time is called. This is a **non-physical clutter** meeting and we are practicing putting boundaries on our speech.

This Thursday evening **Non-Physical Clutter** meeting focuses on four of our CLA leaflets. These “non-physical clutter” leaflets are:

Finding Your Life Purpose, which is orange

Declutter Your Mind, which is green;

Decluttering Resentment, which is pink; and
Spiritual Timing, which is ivory.

- Tonight we will be reading from the CLA leaflet called ___ (title) _____, which is ___ (color). We will begin reading at (point following the stopping point of last meeting).
- May I please have a volunteer to read the passage slowly and twice.
- This group has elected to have no crosstalk — **Crosstalk** is commenting on another's share during the meeting or during your share. We request that there be no crosstalk; giving advice, feedback or questions in response to what someone else has shared.
- We have found it helpful, when sharing, to stick to the topic of discussion.
- **You are welcome to leave your contact information for bookending or outreach. Please say it twice and slowly.**
- **The meeting is now open for three-minute shares. Who would like to begin our sharing tonight?** *6 to unmute and please remember to mute after sharing!

8:45pm – sharing ends. Moderator says: The time for sharing has ended.
Before we open up our Healing Prayer Circle in a few minutes, here are CLA ANNOUNCEMENTS.

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, WSO address, and toll free number 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 **3rd** THURSDAY of the month. All are welcome to attend.

Does anyone have any brief **20-30 second CLA related announcements?**

We continue this meeting with our Healing/Prayer Circle.

- Step 11 states that prayer is our principal means of conscious contact with our Higher Power.
- Please remember this is a sacred time.
- Let’s ask for prayers of gratitude for our timekeeper (*name of timekeeper*).
- Also gratitude for all those who are on the line tonight, those who shared, and those who held this sacred space while others shared.
- Please press *6 and ask for any prayer requests you have and PLEASE SAY PASS when finished stating your prayer request.
- **MODERATOR: (PLEASE DO NOT ACKNOWLEDGE THE PRAYER REQUEST)**
- Anyone else have a prayer request? (*Pause for a few seconds.*)
- **So now let us pause and share a time of silence to release these prayers over to the care of our higher power. (Pause in silence for 5-10 seconds.)**
- Those of us who have come to make regular use of prayer would no more do without it than we would refuse air, food, or sunshine.
- We close with gratitude for all who are here, for all who do service to keep our meeting going, and for anyone who has a desire to stop cluttering.

- Also we give thanks for what is in front of us and what is behind us... For what is, and for what isn't in our lives. For what we need to release and what we need to embrace.
- **In closing**, the things you have heard here were given in confidence and should be treated as confidential. The opinions expressed here were strictly those of the individuals who gave them. Talk to each other, reason things out. Let there be no gossip or criticism of one another, but only love, understanding and companionship.
- Let's close the meeting with the **“we” version of the
CLA KEEP AND RELEASE SERENITY PRAYER.**
God, grant us the serenity to keep the things we need to keep,
The courage to release the things we do not need,
And the wisdom to know the difference.

Thank you everyone who participated in the Recovery Meeting. Please join me in a Moment of SILENCE before we begin the Fellowship After Meeting where Newcomer questions will be answered. (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, MODERATOR needs to:

1. **Welcome** people to the Fellowship After Meeting by leading the **PRAYER** (page 6)
 2. Read the **Fellowship Statement** (page 7)
- (If tonight is your Business Meeting, 3rd Thursday, Business Meeting Format - page 8)

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 Thursday** 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 begins **on page 6**.

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