**MODERATOR INSTRUCTIONS AND ALERTS**

- IN ADVANCE
  - Prepare—Familiarize yourself with the script in advance. Keep track of where we finish reading each week & pick up there the following week.
  - Prepare for the writing portion by writing out and having ready 3 (three) questions related to the anticipated reading section from one of four Non-Physical Clutter Readings (found in the purple CLA Literature Collection or colored paper leaflet):

  *Declutter Your Mind* (p.63 or green); *Decluttering Resentments: Steps 4-10* (p.67 or pink); *Finding Your Life Purpose* (p.55 or orange); *Spiritual Timing* (p.59 or ivory)
- Keep track of your readers and timekeeper so you may thank them by name for being of service to the meeting.
- Read everything in **BOLD** (only)
- On the 3rd Sunday of Each Month Be Prepared to facilitate the Business Meeting (Format highlighted in gray for 3rd Sunday, only. SKIP gray highlighted areas otherwise)

**Welcome to the Sunday Night meeting of Clutterers Anonymous! I'm your moderator _____.** (your name, state)

**If you'd like to follow along with our format, go the website, type "format" in the search box, click on "phone meeting formats," scroll down and click on Sunday, 8 pm ET. All the readings tonight are found in the purple CLA Literature Collection.**

**Please -- remain muted until it's your time to speak, then mute when you finish. To read, volunteer, or share, press star six to unmute. When you've finished speaking, press star six again to mute so we may keep a clear line.**

**Please remain muted and join me in opening 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**

**Will someone kindly read the CLA Preamble on page 10 in the purple CLA Literature Collection book?** *(Pause. If no volunteer add,* "**It's also on the website's About tab/Who Are We button, or the blue leaflet A Brief Guide.**")

***CLA PREAMBLE***

*Clutterers Anonymous (CLA) is a fellowship of individuals 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.*

**Will someone be of service and read the 12 Steps of CLA, the suggested guidelines for individual recovery? The 12 Steps can be found on page 25 in the purple book.** (p*ause. If no volunteer, add* "**or the blue leaflet, or the yellow leaflet, Recovery from Cluttering, or the website 'About'** ").

***THE 12 STEPS OF CLUTTERERS ANONYMOUS***

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 other clutterers, and to practice these principles in all our affairs.*

**And for our group unity, here are the 12 Traditions.**

**Who volunteers to read the 12 Traditions of CLA? They're on page 26 of the purple book.** *(Pause. If no volunteer, add*, "**or in the blue leaflet, or the red booklet Is CLA for You? A Newcomer's Guide to Recovery on page 11**").

Someone reads 12 TRADITIONS

## THE TWELVE TRADITIONS OF CLA

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, televisions, 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**_____ (*name the readers*).

**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 a paragraph or two at a time—slowly and twice. We read *only* CLA approved literature at this meeting.**

**We will allow all those who want to share tonight to share first; then, there may be time to share a second time. At this meeting, you are welcome to share your phone number at the end of your share, and say your first name, time zone and number slowly and twice.**

**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 phone lines, in keeping with our 12 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.**

**MAY I HAVE A VOLUNTEER TIMEKEEPER?** *(if no one volunteers, moderator keeps time)*

**Thank you** _____**(***name of timekeeper*). **We ask everyone to please keep track of their own time. During sharing, the timekeeper will say, "gentle reminder" at three minutes, which means your time is up and please end your share in a few words. If needed, our timekeeper can say, "please wrap up." If anyone focuses on outside issues, the moderator may interrupt to remind you of these guidelines.**

*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 (**SAY TITLE OF LITERATURE AND PAGE #) **on page __ of the purple CLA Literature Collection, the** (SAY COLOR OF) **leaflet. It is one of four CLA non-physical clutter leaflets.**

*Declutter Your Mind (p.63 or green); Decluttering Resentments: Steps 4-10 (p.67 or pink); Finding Your Life Purpose (p.55 or orange); Spiritual Timing (p.59 or ivory)*

*ASK SOMEONE TO READ WHAT YOU HAVE SELECTED.*

**Will someone please read from page __ and I'll let you know what to read.** (when you have a volunteer, say) **On page __, please read** (clearly tell them what to read) **Please Read it slowly and twice.**

*Once they've finished reading, say:*

**The floor is open for sharing on what was just read. You have up to three minutes.**

*At 8:25 p.m. the moderator asks:*

**Would any newcomer like to share on what has been read? Or introduce yourself—by first name only and state?** *If there are no newcomers who want to share, simply open the floor for people to share on what has been read until 8:30 then stop.* ALERT: WE STOP AT 8:30 FOR THE WRITING PORTION. You will time them for 4 minutes so the timer can write, too. During sharing, the timekeeper keeps time. At 8:30 say:

**This is the time for the writing/contemplation portion of the meeting.** (IF you have a timekeeper, add: **I'll keep track of this portion so our timekeeper can write.**)

**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 where we will write or contemplate on, preferably only one of the questions.**

**Here they are**: (read them slowly and twice, then ask if anyone wants any of them repeated before you move into the 4 minute timed writing.

1. _____
2. _____

3. _____

**Does anyone need me to read any of those again? Just press *6 if you need me to repeat any of those questions, then *6 again when you've finished speaking.** (repeat as requested-slowly. When no one else needs questions repeated, say) **Ok. I will time this portion of the meeting and I'll start our 4 minutes now.**

*Moderator times the four minute writing time so timekeeper may write. After four minutes:*

**Welcome back. Who is ready to share on their writing or contemplation?** (3 minute shares, timed by the timekeeper)

*At 8:50, moderator invites newcomers to share and/or introduce themselves. Pause. If no newcomers share, anyone may share until 8:55.*

**Would any newcomers like to share on the question they wrote on or contemplated? Or simply introduce yourself by first name only and your state?**

*At 8:55 break for announcements*

**I'm your moderator_____(***say your name and state)* **and we'll now break for announcements.**

**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(WSO) 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 by check, and even make repeat donations. All that information is on our website. See the tabs at the top of the page and click on "CLA STORE UPDATED, then 7TH TRADITION DONATIONS" for all the details.**

**For Newcomers who would like an individual welcome; or for clutterers wanting to do service for CLA, send your request to phonegroups@clutterersanonymous.org.**

**CLA literature, convention recordings, electronic downloads, and the CLA newsletter CLArity are available for purchase on our website. Four of those books are also available for direct purchase through Amazon: The CLA Literature Collection aka the purple book; T-E-N Years of Clarity; Five More Years of Clarity (spell out the numbers); and CLA Weekly Meditations: Book One. For more information, go to our website and click on the "CLA STORE UPDATED" tab.**

**Let me know if you need the website address or phone number and I'll give it to you.** (Only if someone asks, the website is clutterersanonymous.org. The phone number is 866-402-6685).

**This phone line will remain open for a fellowship after meeting where newcomer questions will be answered, contact info and/or brief action commitments can be shared, and sharing on tonight's or other CLA topics may occur. On the third Sunday of the month we precede that with a Business Meeting. All are welcome to attend.**

[On the 3rd Sunday ONLY, add the following] **Tonight is the third Sunday, so after this (mtg), we will have the Business Meeting, then the After Meeting. The business meeting typically runs for less than 15 minutes.**

**Tonight at 9:30 p.m. Eastern time, there is a mtg held on the Divine Decluttering Line to review the past week and plan the next. That phone number is** (slowly say) **267-807-9611 Access Code 852 600#. 267-807-9611. Access Code 852 600#.**

**Do we have any BRIEF 20-30 second CLA-related announcements?** (pause for announcements, then)

**I want to thank everyone for attending and holding this sacred space, and all who shared and were of service tonight including our readers** (names) **and timekeeper** (name)

**Please join me in a moment of silence before we close with the short version of the organized life serenity prayer.** (Pause for at least 15 seconds. Then)

**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 remain flexible.**

HOLD SILENCE FOR 15 SECONDS. SKIP TO PAGE 11 (on all but the 3rd Sunday)

IF IT'S THE 3rd Sunday, Then say:

**This is the 3rd Sunday of the month; it is now time for our business meeting. I will Facilitate tonight's meeting**.

(Keep track of time because the meeting should be brief, less than 15 minutes.

If it's about to exceed 15 minutes, someone must make a motion that is seconded to extend the meeting an additional 15 minutes. If that happens, after the motion's made and seconded, ask **"Is anyone opposed to extending the meeting?"** If no one opposes, the meeting continues. If someone opposes, count all those in favor and all those opposed to determine whether to continue the meeting.)

**Who is willing to take brief notes?** (If no one volunteers, the moderator becomes the Facilitator and can take notes as needed. Say…)

**Please remain muted and 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.**

(Read:) **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:** (pause for 10 seconds, then say)

- **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. Our Leaders are but Trusted Servants; they do not govern.**
- **Tradition 4 - Each group should be autonomous except in matters affecting other groups or CLA as a whole.**

**As we proceed with the business meeting, let it reflect our group conscience.**

**We will start with old business. Last month we had a brief meeting and there were a few items of business raised.** (If no group delegate, say item #1)

1) **Do we have a report from _____, our CLA WSO GROUP DELEGATE for this meeting?**
2) **The moderator(s) _____(say name(s) and state(s)) has (have) agreed to continue in her(their) role(s) as moderator(s). If someone is interested in becoming a moderator for this meeting, please let us know.** (pause; if no one speaks up, continue)
3) Address any other old business.

**Is there any New Business?** [Pause. If anyone brings up new business, take notes and read them back so their proposal is understood. After you have clarity, ask if there is a motion. If there is a MOTION, the motion maker needs to have it in writing (so you can write down their exact motion.) 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 wanted or needed, motion may be tabled until next month. 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 from the CLA website. Final option is to ask someone to MUTE the line.

If no new business, proceed to the next bullet point.]

• **Is there a Motion to Close the meeting?** … (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 and open the Fellowship After 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.**

NOTE: The Facilitator stays for at least a few minutes to welcome people to the Fellowship After Meeting by leading the prayer and reading the Fellowship Statement.

**Welcome to our Fellowship After Meeting**! [On Business Meeting 3rd Sundays only, skip to the Fellowship Statement because you have just finished saying the We version… ]

**Please remain muted but join me in the "we" version of the**

**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.**

**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 for all CLA members, while we focus on positive progress and hope.**

## Suggestions for Fellowship After Meeting

- **Invite Newcomer questions**
- **Invite exchange of contact information**
- **Invite BRIEF 20-30 second commitments of a Focused Action to complete within a stated period of time, e.g. the next 30 minutes, the next day, week, etc.**
- **Invite individual sharing on the evening's topic or any CLA related topic 3-4 minutes (give gentle reminder at four minutes)**
- **Invite proposed CLA topics**
- **Invite reading of CLA literature**

## SUGGESTIONS FOR DEALING WITH CHAOTIC/OUT OF CONTROL MEETING

- **Moderator STOPS the meeting. Say STOP.**
- **Moderator calls for a moment of SILENCE. Say, MOMENT OF SILENCE.**
- **Lead Prayer. Say, Please unmute and I will start the Serenity Prayer.**
- **Remind people to stay in the solution.**
- **Remind people No Crosstalk. Place Principles before Personalities.**
- **Read the Code of Conduct from the website under the Resources Tab.**
- **The final option is to mute the line.**

CLOSING FELLOWSHIP AFTER MEETING (you can do this around 6:30 pm ET or a little later; many people leave at 6:30 ET to attend the Divine Decluttering Plan Your Week meeting)

**Please join me in the short version of the 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.**

(If anyone asks at the 3rd Sunday Business Meeting. Also, direct them to the CLA website, Member Tab, click on "CLA WSO DELEGATES")

*WSO GROUP DELEGATE'S Responsibilities*

- *serve as a liaison between the home group and CLA WSO by communicating information between both*
- *read the agenda, minutes, and all other attachments prior to CLA WSO General Meetings*
- *represent the group's conscience, not personal agenda, at CLA WSO General Meetings*
- *regularly attend group meetings, especially business meetings*