

Revised 7/01/2026

NEWCOMERS/VISITORS

If we have any newcomers to the SAA Program or first-time visitors to our San Jose group attending this meeting please introduce yourself by your first name so we may get to know you. (pause for response)

If there are no newcomers or visitors advance to Readings:

If there are any newcomers or visitors read the following:

We would like to welcome you to our meeting. It's ok to participate just by listening, or you can join in when you feel comfortable. After the meeting we will be available to answer any questions you may have.

If there are any newcomers to SAA, also read the following:

We hope you find what we have found- a solution to our addiction. Keep coming back, It works!

READINGS

Display each reading as you ask for volunteers.

Would someone please read Boundaries?

Would someone please read Our Addiction?

Would someone please read The 12 Steps of SAA?

Would someone please read The 12 Traditions of SAA?

Would someone please read Sponsorship?

MEETING FOCUS

Fourth Saturday of the Month: If anyone has signed up to present a step story skip to “4th Saturday of the Month - Step Story Meeting”.

For 1st, 2nd, 3rd, and 5th Saturdays (and 4th Saturday when there is not a Step Story):

At this meeting, we focus on check-in and topic discussion. First, we will have check-ins and will then be reading from SAA-approved literature.

BREAKOUT ROOMS

If the meeting attendance exceeds 25 people, group conscience has deemed that the breakout room feature will be utilized in Zoom to split the room into smaller groups to facilitate more sharing opportunities for check-ins only. If numbers warrant using breakout rooms, make sure to appoint a separate co-host for each breakout room. Click “Assign Automatically” but make sure each room has someone with co-host privileges. (Open as many rooms as necessary to have no more than 20 fellows per room.)

Read only if you plan to enable breakout rooms:

We currently have enough people to merit breakout rooms to allow more people the opportunity to share. You will soon be able to join another room in the zoom call to check in. We will close the breakout rooms and return to the main room at 8:30.

Always read (with or without breakout rooms):

Please limit your check-in to no more than 1 minute. If your check-in exceeds this time frame, I may ask that you wrap-up out of respect for the group. If you need more time or wish to go into greater detail, please reach out for support after the meeting. Using the raised hand feature, which is *9 for phone users, who would like to start us off?

Proceed with opening the Breakout rooms and ask your assisting co-hosts to share their screens in the breakout rooms and display the “Check-in” page.

After check-ins are finished, return to the main room and continue...

This concludes our check-ins, we will now begin our readings.

Screen share the SAA-approved literature that you have selected.

Today we will be reading from SAA-approved literature. We will take turns reading a paragraph or two at a time until we've finished reading the entire selection. It is not necessary to introduce yourself before reading a section. As soon as someone has finished reading just move on from where they left off. We will hold all sharing until the entire selection has been read. Who would like to start off?

After the reading is completed:

The meeting is now open for sharing experience, strength, and hope on the reading. Using the raised hand feature, which is *9 for phone users, the floor is now open for sharing on today's topic.

(Reminder to TS: lower fellow's hand as they complete their sharing.)

(Note: phone users unmute themselves with *6)

If the room remains quiet for more than a minute, select a mediation from Voices of Recovery pertaining to the current Step to facilitate further sharing. Do not read the next step. (Use the Topical Index in the back of the book to find a mediation.)

STEP STORY

4th Saturday of the Month - Step Story Meeting (if presenter is signed up)
(Pause Screen Share)

Today is a speaker meeting. At speaker meetings, individuals who are working the 12 Steps with an SAA sponsor share their experience on a particular step. Please check with your sponsor before signing up to speak. Speakers agree to honor the group's boundaries when sharing their story. If you find yourself triggered or uncomfortable by an aspect of the story, please take a moment and pray or step away from the meeting to take a break.

Today, _____ has agreed to share about their recovery. We commend you for your courage in sharing your experience, strength, and hope with us. The floor is now yours.

After the speaker has finished:

Thank you _____ for sharing with us. We now have time to share our related experience, strength, and hope. According to SAA's traditions, we don't provide feedback to the speaker. If feedback is given, I will ask you to redirect or conclude your share. We address our sharing to the whole group and members may wish to share what came up for them during the share or how they related to the share. Using the raised hand feature, which is *9 for phone users, the floor is now open for sharing.

(Reminder to TS: lower fellow's hand as they complete their sharing.)

If the room remains quiet for more than a minute, select a mediation from Voices of Recovery pertaining to the current Step to facilitate further sharing. Do not read the next step. (Use the Topical Index in the back of the book to find a mediation.)

@ 8:53am CLOSING THE MEETING

It is time to close the meeting. If you didn't get a chance to share or need support, please stay for the after meeting. Newcomers are encouraged to stay around to ask questions and gain support.

7TH TRADITION

Display the "7th Tradition" located on the Readings page:

We will now observe our 7th Tradition, which states: "Every SAA group ought to be fully self-supporting, declining outside contributions." If you are new, please be our guest. Contributions are used to help support our group in providing meetings and in carrying the SAA message of hope. You may contribute using Zelle, PayPal, or Venmo. Visit the SanJoseSAA.org website for more details about how to contribute electronically.

ANNOUNCEMENTS, RECOVERY MILESTONES, READING

Display each reading as you ask for volunteers.

Would someone please read the Announcements?

Would someone please read Recovery Milestones, remembering to pause after each bullet.

Would someone please read Tools of Recovery?

CLOSING PRAYER

Display "Closing" located on the Readings page.

We will now close the meeting with a moment of silence for the addicts still suffering followed by a call-and-response reading of the "We" version of The Serenity Prayer. Everyone is encouraged to remain for the After Meeting.

Moment of silence. (A moment of not more than 15 seconds)

Read Line 1 God, grant us the Serenity to accept the things we cannot change,

(Pause for response)

Courage to change the things we can, (Pause for response)

and Wisdom to know the difference. (Pause for response)

AFTER MEETING GUIDELINES

Display “After Meeting Guidelines”

Read the screen.

State the following: **The floor is now open for any newcomers who have questions.**

If there are any newcomers, display: “**Recommended for Newcomers**” and explain that it can be found on the Readings page of the San Jose SAA website.

Once there are no questions, stop screen sharing and state: **The floor is now open to all.**

Leave the room open for questions and answers as well as additional sharing. When there are no further questions or shares, close the meeting.

If you are unable to stay for 15 minutes beyond the scheduled meeting, you must pass host privileges to another trusted servant before leaving or the room will close when you exit.

At the conclusion of the meeting, please use the Green Book Study Page Tracking to record the Page/Paragraph where the next meeting should resume reading. This can be found at the bottom of the readings page below “Recommended for Newcomers”.