## Suggested Hybrid Meeting Format

**BEFORE THE MEETING:**

1. **Please refer to the schedule for this week’s meeting format (see Item 12 below) and follow the format for the week.**
2. **Distribute the every-week readings:**
* **“Our Invitation to You” or the 12 Steps**
* **The 12 Traditions**
* **Depending on what type of meeting you hold, other readings can be distributed as well. Make sure that some are provided to both in-person and virtual attendees**
1. **Identify the timer.**

**Reminder about the position of the laptop during the meeting: In general, the Meeting Leader or the Laptop Provider will rotate the laptop to:**

* **The person who is speaking from physical location; or**
* **The members in general when someone is speaking virtually.**
1. Welcome to the \_\_\_\_\_\_\_\_\_\_ meeting of Overeaters Anonymous. My name is \_\_\_\_\_\_\_\_\_\_, I am a [compulsive overeater, compulsive eater, etc.] and your leader for this meeting. For those joining us virtually, please make sure you are muted unless you are sharing.
2. Will those who wish to, please join me in 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.*

1. OA Diversity and Unity Statement:

As we extend the heart and hand of the OA Fellowship to those who still suffer, let us be mindful of OA’s Unity with Diversity Policy, which respects our differences, yet unites us in the solution to our common problem. Whatever problem you may have with food, you are welcome at this meeting, regardless of race, creed, nationality, religion, gender identity, sexual orientation, or any other trait.

1. The following is the OA Preamble:

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations.

OA 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 abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.

1. Are there any other compulsive eaters here besides myself?
2. Is there anyone attending virtually who is a newcomer to OA and here for the first, second, or third time; returning to OA or visiting from another area; or here as an observer? If so, would you please tell us your first name so we can welcome you**? *(Welcome each person by name and then ask which category they fall in, if they don't mention it.)*** Are there any newcomers, visitors, or observers in person?

## ***(Read only if outside observers are present.)***

A special note to observers: Confidentiality is important to our members so we can share without fear that our names and private thoughts will be spread outside this room. Please refrain from discussing the names of people attending this meeting today or their personal sharing.

## ***(Read only if newcomers are present.)***

A special note to newcomers: You may, during our meeting, hear expressions and concepts with which you are not familiar. That’s ok, we’ve all been there. We invite you to please to stay after the meeting and ask questions of the members. Do we have one or more experienced OA members who will volunteer to stay after the meeting to answer newcomer questions? We will be happy to explain anything that might not be clear to you. If you are not sure that you are a compulsive eater, we invite you to try at least six meetings before you make that judgment. We have found that it took this long to see if we belonged in OA.

1. **Our Invitation to You: *(Read only if newcomers are present.)***

Would please read Our Invitation to You?

***(Otherwise, read:)*** 12 Steps:

Would please read The 12 Steps?

1. 12 Traditions:

Would please read the list of traditions?

1. The Tools:

In OA, abstinence is the action of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is the result of working and living the Overeaters Anonymous Twelve Step program on a daily basis. The OA tools of recovery help us work the Steps and refrain from compulsive overeating. The following are the nine tools we use, which are actions we take instead of eating compulsively: **a plan of eating**, **sponsorship**, **the telephone**, **writing**, **literature, action plan, meetings, service**, **and anonymity.** For more information on the tools, please see the pamphlet, “The Tools of Recovery” located on the front table or available on the OA.org website.

1. Telephone:

## ***If newcomers are present:***

The telephone is one of our tools of recovery. For those members attending virtually, we utilize the chat area for our “We Care” list. For those in person, we are passing around the “We Care” list in a spiral notebook. The “We Care List” is passed around two times during the meeting. The first time around, members are invited to write their names and phone numbers if they are willing to receive calls and/or texts from other members. The second time the notebook goes around we are free to copy down members’ phone numbers to call and/or text them for support and encouragement.

## ***If regular members are present:***

The telephone is one of our tools of recovery. For those members attending virtually, we utilize the chat area for our “We Care” list. For those in person, we are passing around the “We Care” list in a spiral notebook. Feel free to copy down members’ phone numbers to call and/or text them for support and encouragement.

1. **Sponsors:** Sponsorship is one of our keys to success. Sponsors are OA members committed to abstinence and to living the Steps and Traditions to the best of their ability. Sponsors share their program up to the level of their experience and strengthen their recovery through this service to others. Sponsors can help guide you through the steps and along your journey of recovery. To find a sponsor, look for someone who has what you want, and ask them how they are achieving it. All in-person sponsors please identify yourselves. All sponsors attending virtually please wave currently and identify yourselves in the chat area.
2. **State this meeting’s choice:** *[Some meetings vary or combine options, as decided by group conscience. Sample options are listed below.]*
* Step and Tradition Meetings: “This is a Step meeting. We are reading Step and/or Tradition \_\_\_\_\_\_\_\_.” *[Leader begins reading from* The Twelve Steps and Twelve Traditions of Overeaters Anonymous. *Members share about the Step or Tradition.]*
* Topic Meetings: “This is a topic meeting. Today’s OA program topic is \_\_\_\_\_\_.” *[Members are invited to share for three to five minutes on the topic.]*
* Speaker Meetings: “This is a speaker meeting.” *[Leader describes his or her story for about twenty minutes and shares experience, strength, and hope. Members are invited to share for three to five minutes.]*
* Literature Meetings: “This is a literature meeting. Today we are reading \_\_\_\_\_\_\_.” *[Choose from any OA-approved literature. Members may read and share or read and then share at the end.]*

***NOTE: Make sure that you alternate readings between in-person and virtual participants.***

1. Timer:

We have a timer at this meeting to help individuals limit their sharing to three (3) minutes or less, in the interest of allowing the maximum number of people to share. At three minutes, our timer will remind the speaker of the time limit. If there is time at the end, please feel free to share again.

Today our timer is .

1. Meeting Guidance:

As you share your experience and strength in OA, please also share your hope. Feedback, crosstalk and advice giving are discouraged here. We ask those of you who belong to organizations outside of OA, including other 12 Step programs, to confine your sharing to your OA recovery.

Please honor the concept of anonymity: “Who you see here, what you hear here, when you leave here, let it stay here.” Let’s alternate sharing starting with a virtual participant then in person. The meeting is now open for sharing on today’s topic.

1. **Seventh Tradition: *(about 2/3 way through the meeting)***

The financial support of OA is our responsibility as members of the Fellowship, starting with the first meeting at which we acknowledge ourselves to be compulsive eaters. A suggested total donation of $5 or more by each member will help ensure that the group expenses are met. While we recognize that there are those among us who may be experiencing financial struggles, we also acknowledge that we have the responsibility to do what we can, when we can, giving back some of the help we have been given in OA. Newcomers need not contribute.

***Add specifics regarding how the meeting collects money (passing a basket AND an electronic funds transfer, only electronic funds transfer, etc.).***

1. Leader Signup:

We would like to ask for someone to volunteer to lead next week. Per our 7th Tradition, we are self-supporting through our own contributions. This includes service, and leading is a great opportunity to help our group.

Our meeting asks that a leader have a minimum of \_\_\_\_\_ ***(add meeting’s leader abstinence requirement here)***, and the leader can be in person or attend virtually. Experienced leaders will be happy to assist new leaders. Who is willing to sign up to lead the meeting next week?

We would also like to ask for two members to volunteer to provide laptops for next week, one person as the primary laptop provider and a second person to be the backup laptop provider. Who is willing to sign up to provide laptops next week?

1. Announcements:

Are there any announcements from our virtual attendees for the good of OA? And now from our in-person attendees?

1. **Continue with the Meeting:** Does anyone else want to share on today’s topic, share how you are currently working a step or tool, or get current in the time we have left? If you’ve already shared, please be mindful to give everyone who would like to share, the opportunity to do so.

***(Leader watches the time. Five minutes before the end of the meeting, proceeds with 19.)***

1. Closing ***(About 5 minutes Before the End of the Meeting)***:

Before we close, does anyone who has not shared yet have a burning desire to share?

The opinions expressed here today are those of the individual OA members and do not represent OA. We who began working the Steps in order to recover from compulsive eating now find that through them we have embarked on a lifelong journey of spiritual growth. From the isolation of food obsession, we have emerged into a new world. Walking hand in hand with our friends and our Higher Power, we are now exploring this world, using the great spiritual principles embodied in the twelve steps as a map to guide our way. We gratefully follow in the footsteps of many others who have walked this way before us, and we’re gratified to be making footprints of our own for others to follow.

“Those of us who live this program don’t simply carry the message, we are the message. Each day that we live well, we are well, and we embody the journey of recovery which attracts others who want what we’ve found in OA. We’re always happy to share our secret: the twelve steps of Overeaters Anonymous, which empower each of us to live well and be well, one day at a time.” [[1]](#footnote-1)

1. **Keep coming back:**

***(Read only if newcomers are present.)***

We encourage you to keep coming back. Many of us at one time or another were unsure if OA was for us. If you are a newcomer, if you are struggling, or if you have yet to find the recovery you seek, please don't leave before the miracle happens. Let us all reach out to newcomers, returning members, and each other. This, like all service, is an important part of a recovery from compulsive overeating.

1. “Thank you for allowing me to be your leader. After a moment of meditation, will those who wish to please join us in the . Those who are online, please un-mute yourselves.”

***(Closing of your choice: Serenity Prayer, Third Step Prayer, Seventh Step Prayer, OA Promise)***

1. Twelve Steps and Twelve Traditions of Overeaters Anonymous p.106 [↑](#footnote-ref-1)