

## **MEETING FORMATS.**

**{Here are 3 different meeting formats. Each CAA group is autonomous, but people starting new CAA groups, may find these tried and tested formats useful}.**

### **MEETING FORMAT 1: SHARE MEETING WITH QUESTION AND ANSWER SESSION {90 Minute meeting}**

**Welcome to the ..... meeting of Cocaine addicts Anonymous.**

**My name is ..... and I'm a recovered cocaine addict. Before we start, can we please make sure all mobile phones are on silent or vibrate, so as not to disturb the meeting.**

**THANKYOU.**

**Could you join us in two minutes silence to remember the still suffering cocaine addict inside and outside the rooms of Cocaine Addicts Anonymous.**

**THANKYOU**

**Can we start with some readings please. Ive asked ..... to read A Rough Description Of The Cocaine Addict. Thankyou and ive asked ..... to read Self Test For Cocaine addiction. Thankyou.**

**Ive asked ..... to read What Is Cocaine Addicts Anonymous?**

**Thankyou**

**Is there anybody here in their first 30 days of recovery?**

**Welcome. We strongly suggest you get a sponsor who will take you through the 12 steps of recovery. More about that later.**

**Lets go around the room and introduce ourselves, to make everyone feel part of the group. My name is ..... Im a cocaine addict**

**In CAA, we use the Big Book of Alcoholics Anonymous as our basic text. We find that if we change the word alcohol to cocaine and the word alcoholic to cocaine addict, it fits us perfectly.**

**The format of this meeting is that ..... is going to talk for roughly 25 minutes about what he\she was like, what happened, and what he\she is like now.**

**After that, I will open up the meeting for sharing from the floor. 15 minutes later, I will invite newcomers, that's people in their first 30 days, to ask the ..... any questions, about any aspect of recovery. After that, there will an opportunity for everyone else to ask questions. At the end of sharing time, we will have a celebration of recovery. After the meeting, some of us will stay behind for coffee and fellowship. Please join us.**

**And with that, im pleased to hand the meeting over to ..... who has come along to tell us what he\she was like, what happened, and what s\he is like now.**

**{ Speaker shares }**

**Thankyou .....**

**In keeping with our singleness of purpose and our 3<sup>rd</sup> tradition, which states that the only requirement for C.A.A. membership is a desire to stop using cocaine, we ask everybody to keep discussion on their using, confined to their cocaine use. The meeting is now open for general sharing;**

**{sharing}**

**{50 minutes into meeting} Do any newcomers, that's people in their first 30 days, have any questions about any aspect of recovery? {pause – allow one minute of silence if needed.**

**Then q and A ]**

**{15 minutes later\or when newcomers have finished;}**

**Id now like to invite questions from everyone else.....**

**{questions and answer}**

**{Ten minutes before meeting finishing time}Thanks everyone. That's the end of sharing time, but not the end of the meeting. {Secretary to make any group announcements. Vacant service positions etc}. Are there any other C A A related announcements?**

**Over to ..... The treasurer for Tradition 7  
Thanks**

**In C A A we celebrate clean time with claps and chips.  
..... Could you do this for us please .....**

**A sponsor is someone who can take you through the 12 steps. We cannot emphasize enough, the importance of getting a sponsor. Would anyone without a sponsor please raise your hand..... Thank you and anyone in a position to offer sponsorship, please raise your hand..... Thank you. Please get together after the meeting.**

**We have a couple of readings to finish off the meeting, and ive asked ..... to read the 12 steps. THANKYOU Ive asked ..... to read The Step 10 Promises.**

**Thank you. That brings us to the end of the meeting. Please feel free to stay around afterwards for coffee and fellowship. Lets close with the 3<sup>rd</sup> step prayer 3<sup>rd</sup> Step prayer.**

**MEETING FORMAT 2: BIG BOOK STUDY {90 minute closed meeting}**

**“ Welcome to the ..... meeting of Cocaine Addicts Anonymous. My name is ..... and I’m a cocaine addict. This is a closed meeting, which means its for cocaine addicts only and those who believe they may have a problem with cocaine. Before we start, can you please make sure all mobile phones are on silent or vibrate, so as not to disturb the meeting.**

**THANKYOU.**

**Could you join us in two minutes silence to remember the still suffering cocaine addict inside and outside the rooms of Cocaine Addicts Anonymous.**

**THANKYOU**

**Could we start with some readings please, ive asked ..... to read A Rough Description Of The cocaine Addict. Thankyou and ive asked ..... to read Self Test For Cocaine addiction. Thankyou.**

**Ive asked ..... To read What Is Cocaine Addicts Anonymous?**

**Thankyou**

**And ive asked ..... to read the 12 steps.**

**THANKYOU**

**\*\*\*\*Is their anybody here in their first 30 days of recovery? Welcome. Is there anybody here less that 14 days clean? Welcome. We strongly suggest you get a sponsor who will take you through the 12 steps of recovery. More about that later.**

**WE ONLY IDENTIFY OURSELVES ONCE, AT THE BEGINNING OF THIS MEETING, NOT EACH TIME WE SHARE. Lets go around the room and introduce ourselves. My name is ..... Im an addict**

**Could you be be mindful throughout the meeting to keep the noise down. Just to let you know, the toilets are down the corridor and if you are a smoker, please put any cigarette ends in the bin provided on the wall outside**

*{If someone is in their first 14 days, go directly to blue paragraph}\*\*\*\**

*In CAA, we use the Big Book of Alcoholics Anonymous. We find that if we change the word alcohol to cocaine and the word alcoholic to cocaine addict, it fits us perfectly. As we have people here in very early recovery, the format of tonight's meeting is that we will be sharing on Step one: "We admitted We Were Powerless over cocaine – that our lives had become unmanageable and that we must abstain from all drugs and alcohol". Remember we are talking about powerlessness over cocaine, not powerlessness over anything else. Please focus your sharing on Step One as it relates to the physical craving and the mental obsession. If you haven't yet worked through step one in the big book, please sit back and listen, or confine your sharing to questions only. If you've used today, sit back and listen, and one of us will speak to you after the meeting. At 8.45 I will open the meeting up to invite newcomers to ask questions on any aspect of recovery. At the end of the sharing, there will be a few minutes candlelit quiet time, to do our Step 11 nightly review. Right, lets start the sharing on Step One. Who would like to start? \*\*\*\*\**

**In CAA, we use the Big Book of Alcoholics anonymous. We find that if we change the word alcohol to cocaine and the word alcoholic to to cocaine addict, it fits us perfectly. The format of this meeting is that I will read a paragraph from the "Big Book" that follows on, from where we left off last week. I will share my experience and instructions with that paragraph, as I would while working with others. Discussion on that paragraph will continue, until everyone who wants to share, has finished. Afterwards, I will pass the book to the person on my left, who will read, then share for about 3 minutes on the next paragraph, or pass it on to the next person. If you don't want to read, just pass the book on. Questions and cross talk are allowed, to anyone, from anyone. Please limit your sharing to questions only, if you have not worked the steps out of the book to this paragraph.**

**When sharing, you may refer back in the book, but please do not refer ahead. This way, the experience can unfold for everyone as we move forward through the book. At 8.45, I will invite newcomers, that's people in their first 30 days to ask questions about any aspect of recovery. At the end of the sharing, there will be a few minutes candlelit quiet time, to do our Step 11 nightly review. If you've used today, sit back and listen, and one of us will speak to you after the meeting. I will now start reading with the paragraph on page .....**

**.....which starts with .....**

**{read and share}**

**{After reading and sharing on the first paragraph} the meeting is now open for sharing our experience in context with the paragraph read. Who would like to start?**

**\*\*\*\*\***

**{Sharing time}**

**{Pass book to person on my left – as book is passed, remind readers, to only share for 3 minutes}**

**Half way through meeting} Do any newcomers, that's people in their first 30 days, have any questions about any aspect of recovery? {pause]**

**{after newcomers have finished sharing, secretary to clearly signify that we are returning to studying the book}**

**15 minutes before end of meeting}Thanks everyone. That's the end of sharing time, but not the end of the meeting.**

**{Secretary to make any group announcements. Vacant service positions etc}. Are there any other C A A related announcements?**

**Over to ..... for Tradition 7**

**Thanks**

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**In C A A we celebrate clean time with claps and hugs.**

**..... Could you do this for us please .....**

**A sponsor is someone who can take you through the 12 steps, we cannot emphasize enough the importance of getting a sponsor. Would anyone without a sponsor please raise your hand. Thank you and anyone in a position to offer**

sponsorship, please raise your hand. Thank you. Please get together after the meeting.

Ive asked ..... to read Step 10 The Promises.  
Some of us go for coffee after the meeting all are welcome.  
We're going to .....  
We invite you to join us next week when we'll pick up reading where we left tonight.

After a few minutes of candlelit silence, to do our Step 11 nightly review, we'll close the meeting with the 3<sup>rd</sup> Step Prayer, which is on page 63 of the Big Book."  
{light candles, turn lights out. 30 second pause}

{Secretary says:}  
Were we resentful? {30 second pause} Were we selfish? {30 second pause} Were we dishonest? {30 second pause} Were we afraid? {30 second pause} Do we owe an apology? {30 sec pause} Have we kept something to ourselves which should be discussed with another person at once? {30 sec pause.} Were we kind and loving to all? {30 sec pause.} What could we have done better? {30 sec pause} Were we thinking of ourselves most of the time? {30 sec pause} Or were we thinking of what we could do for others, of what we could pack into the stream of life? {30 sec pause}  
Please God, forgive us and show us what corrective measures should be taken.  
Lets end the meeting with the 3<sup>rd</sup> Step prayer.

## **MEETING FORMAT FOR NEWCOMERS**

### **MEETING {75 minutes}**

Welcome to the .....Newcomers Meeting of Cocaine Addicts Anonymous. My name is ..... and I am a Cocaine Addict. Are there any other Cocaine Addicts present? Welcome!  
Could you join us in two minutes silence to remember the still suffering cocaine addict inside and outside the rooms of

## **Cocaine Addicts Anonymous?**

**Not to embarrass anyone, but so that we can get to know you better, will those of you in your first 30 days of sobriety raise your hand and say your name?**

**At this meeting we also go around the room and introduce ourselves..... Welcome everyone**

**Can we start with some readings please. I have asked ..... To read, What Is Cocaine Addicts Anonymous? I've asked ..... to read Self Test for Cocaine Addiction. I've asked..... To read A Rough Description of the Cocaine Addict**

**This is a One Hour Fifteen Minutes Meeting**

**After the speaker has shared we will have 10 minutes for questions to the speaker on what was shared or anything about recovery**

**Tonight ..... Has come along to share what it was like what happened and what it is like today for 15- 20 minutes and with that I now hand the meeting over to.....**

**Has any ONE GOT ANY QUESTIONS FOR.....**

**The meeting is now open could you please limit your sharing to the Solution of Recovery also can you please keep you're sharing to 3 to 5 minutes Thank You,  
Who would like to start?**

**(Ten Minutes before the Meeting Ends)**

**Our time is up. If you have any questions that went unanswered, or feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are here to help.**

**Are there any CAA related announcements?**

**We are fully self- supporting through our own contributions. At this point we will observe the 7<sup>th</sup> Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the pot is being passed around.**

**(AFTER SECRETARYS ANNOUNCEMENTS) Would anyone who has worked through the twelve steps of recovery outlined in the Big Book and is willing to guide people through them please raise your hands These are the people you should talk to**

**We celebrate clean time with claps hugs and Chips Ask  
Speaker to do chips  
I've asked ..... to read Tenth Step Promises or a Vision  
for You  
And to close the meeting I have asked \_\_\_\_\_ to read  
Helping Hand  
Will ..... lead us out with the Third Step Prayer**