

## OA Meeting Leader Format – Zoom Edition

Updated 4/6/26

### Monday 10:00-11:30am “Together We Can” Step Meeting

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Leader – ASK SOMEONE TO READ THE FOLLOWING BEFORE OR DURING THE MEETING STARTS: *The Introduction to the 12 steps; 12 Steps; OA’s 12 Traditions; OA pamphlet “The Tools of Recovery”: The 9<sup>th</sup> Step promises; Step 12 last 2 paragraphs.*

#### 10:00 OPENING - Same For All Weeks

**Welcome** to the Monday morning “Together We Can” Step meeting of Overeaters Anonymous. My name is \_\_\_\_\_, I am a \_\_\_\_\_ and the leader for this meeting. This is a 90 minute meeting.

- Will those who wish to, please join me in the Serenity Prayer.  
*“God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”*
- Are there any other compulsive eaters here besides me? *[Raise hands]*  
Thank you.
- Who would be willing to be our timer today? Thank you \_\_\_\_\_.
- Is anyone here for their first, second, or third meeting? *[If newcomers]*  
Would you please tell us your first name so that we can welcome you?  
*[If there are newcomers, please add]* At this time would someone volunteer to share their story for 3 minutes?
- Are there any OA members from other areas visiting us today?  
*[If yes]* Would you please tell us who you are and where you are from?
- Who would like to read *Introduction to the 12 Steps?* *(OA 12/12 page 1)*
- We will now read *OA’s 12 Steps*. Please read all 12. *(OA 12/12 page 169)*
- We will now read *OA’s 12 Traditions*. Please read all 12. *(OA 12/12 page 170)*

- The OA Definition of Abstinence and Recovery:  
“Abstinence is the action of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Recovery: Spiritual, emotional and physical recovery is achieved through living and working the Overeaters Anonymous Twelve-Step program on a daily basis.”
- The OA Tools of Recovery help us work the Steps and refrain from compulsive eating. There are nine tools that OA suggests we use: *Plan of Eating, Sponsorship, Meetings, Telephone, Writing, Literature, Action Plan, Anonymity, and Service.*
- This week we will focus on the tool of \_\_\_\_\_. *[ask host]* Who would like to read about this tool from the OA pamphlet, “*The Tools of Recovery*”?
- Who would like to briefly share on how using this tool enhances their OA recovery?
- Sponsors are OA members committed to abstinence and to living the 12 Steps and 12 Traditions to the best of their ability. Sponsors share their program with others, and strengthen their recovery through this service. If you are looking for a sponsor, find someone who has what you want, and ask them how they do it. Will all sponsors please raise your hands? If you are an available sponsor, please keep your hand up for a moment. Will all 12-day newcomer sponsors please raise their hands? Thank you.

Thank you for joining the hybrid zoom meeting today. Here are the guidelines that are suggested from the Meeting’s Group Conscience.

- Please remember to mute unless speaking to reduce background noise.
- If you want to read or share, please raise your hand by clicking reactions and click the hand. The host will call on you.
- Please sign in with your first name and last initial only. If you are on a phone, please try to type in your name so we know who you are.
- Use the chat function to sign in your name, email and phone number for our virtual We Care Book.
- If you are on the phone, please use \*9 to raise your hand if you want to speak. Use \*6 to mute or unmute. Thank you.

**LEADER: Refer to the host** for what we read this week. If there's a Federal Holiday on a Monday, we swap that Monday's reading with the 3<sup>rd</sup> Monday speaker meeting. In general:

1 <sup>st</sup> Monday	Tradition of the Month
2 <sup>nd</sup> Monday	Step ___ [ask host]
3 <sup>rd</sup> Monday	Speaker or switch to Federal Holiday Monday if applicable
4 <sup>th</sup> Monday	Step ___ [ask host]
5 <sup>th</sup> Monday	OA Literature - <i>Lifeline</i> magazine]

**NEXT: LEADER - Read Section Below for the Appropriate week:**

**1st Monday of the Month - TRADITION STUDY**

Today we will read from the Traditions in the *OA 12&12*.

To begin reading on the Traditions, will someone please read the first 2 paragraphs of the Traditions introduction, located on page 89 of the *OA 12&12*? Thank you.

Today we will read Tradition \_\_\_\_ [ask host]. Please take turns reading 2-3 paragraphs. Who would like to begin? Thank you.

**2nd Monday of the Month - STEP STUDY:**

We will now read Step \_\_\_ from *The OA 12 Steps and 12 Traditions*. Please take turns reading a couple of paragraphs. Who would like to begin? Thank you.

**3rd Monday of the Month OR on Federal Holidays- SPEAKER Meeting:**

On Federal Holidays or on the 3<sup>rd</sup> Monday of each month, we invite a Speaker to share their OA experience, strength, and hope with us. Please welcome \_\_\_\_\_, our speaker for today. \_\_\_\_\_, how would you like the timer set for your share? (*When finished*) Thank you, \_\_\_\_\_. Would you like to suggest a topic for sharing today?

**4th Monday of the Month - STEP STUDY:**

We will now read Step \_\_\_ from *The OA 12 Steps and 12 Traditions*. [ask host] Please take turns reading a couple of paragraphs. Who would like to begin? Thank you.

**5th Monday of the Month - LITERATURE**

On the 5<sup>th</sup> Monday of the month, we read for 10 minutes. [*Leader's choice*] Who would like to begin? Thank you.

- We will now have open sharing. Feedback, cross talk, and advice-giving are discouraged here. We set a timer as a courtesy to help you remember to limit your share to 2 minutes with one additional minute to wrap up. Also, if you shared last week, please consider waiting to speak up. It's a service to the group to allow as many people as possible a chance to speak. Please allow everyone a chance to speak before sharing a second time.
- Who would like to be the first person to share on today's [Step, Tradition, or topic] and what it means to you?

**[Then, at approximately 10:45am]**

- At this time, we will break for the 7th Tradition. Either send a check to the treasurer or go to SeattleOA.org to contribute. According to OA's 7th Tradition, we are self-supporting through our own contributions. Our monthly expenses are \$32 per week for rent. We also support Greater Seattle Intergroup, Region One, and the OA World Service Office. In this way we help carry the message of hope and recovery to other compulsive eaters. Newcomers are asked not to donate, but to buy literature instead, if they choose. The World Service Office has recommended a donation of \$5, so please give as much as you comfortably can. ***[Ask Treasurer to share address to send a check and link in the chat.]***
- Our group conscience business meeting is held at 11:20 on the second Monday of each month. Everyone is invited to attend and participate. If you have suggestions or concerns about the meeting, that is the place to bring them up. Our treasurer's report is also given at that time.
- Are there any announcements for the good of OA?

**NEXT: Celebrate birthdays - LEADER – ask for a volunteer to give virtual hugs or Leader can do this:**

- We give “One Day at a Time” & “Anniversary” virtual hugs celebrating abstinence.
- The most important hug is the “One Day at a Time” hug. We give this to newcomers, or anyone who has a desire to stop eating compulsively. Would anyone like a “One Day at a Time” hug?

- We celebrate 30, 60 and 90 days, 6 and 9 months, and yearly anniversaries. Is there anyone celebrating an OA birthday this month? If so, please introduce yourself and tell us which OA birthday this is.
- Congratulations everyone, keep coming back!

### *NEXT: Continue Sharing*

- We especially welcome newcomers, and we invite you to share at this time if you'd like to. We want you to know that hearing about your experience benefits us all. *[NOTE: Please pause for several moments to allow newcomers a chance to share.]*
- Would the next person like to share?  
*[Note: if there is silence for more than about 2 minutes, ask]*
  - “Is there anyone else who would like to share who hasn't?”*[If the silence continues for another minute, announce]*
  - “Anyone can now share a second time if they want to.”*[If no one wants to share and there is +10 minutes left, read OA Literature]*

### *[Then, at approximately 11:25am, or at approximately 11:15am if a business meeting]*

- In closing, the opinions expressed here today by those of us who shared are our own, and not necessarily those of OA as a whole. Please take what you like and leave the rest. Please remember our tradition of anonymity: “Who you see here and what you hear here, when you leave here, let it stay here.”
- Once again, we offer a warm welcome to all the newcomers as well as any returning OA member. Your presence here today has been a gift to us all.
- Who would like to be the leader next week?
- Who would like to read the 9th Step Promises from AA's *Big Book*, Page 83?
- Who would like to read the last two paragraphs of Step 12 from *The Twelve Steps and Twelve Traditions of Overeaters Anonymous*, Page 86-87?
- Thank you for allowing me to be your leader and thanks to all who helped today by doing service. Let's now take a few moments of meditation

*[Leader will pause for one minute]*, to keep in mind the suffering of compulsive eaters both inside and outside this room.

- Will those who wish to, please join in saying the Serenity Prayer.

*[End of Meeting]*