

These are the Scribe's directions for the meeting email or calendar invitations mentioned in the [Facilitator Guide](#)

## Once a year-Setting up a tailored template for you small group.

1. Create a new copy of this naming the file "Email Template-[Group]-[YR]" to serve as a tailored template for your small group
2. Fill in what time and where the meeting will take place.
3. Add dates for "Mark your calendar."
4. Create a focus person chart: **First Name, Last Name, Email, Phone, Focus Date.** \* Ideally for the year.
5. Save this file as the tailored template for your small group.

## Emails

1. List Small Group members' email:

[email], [email2]

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## Monthly Emails

1. Use the tailored template, "Email Template-[Group]-[YR]", to create new meeting emails. Save as "Email Template-[Group]-[YR]-MO"
    - a. for example "email template-Precious Blood-22 -01" for the month of January
  2. Open an email to those listed below.
  3. Add Subject: Reminder [Small Group Name] [Date]
  4. Check dates for "Mark your calendar."
  5. Update the "Updated Monthly" table.
  6. Copy below "Email Template" from "Dear Friends" to "The 12 steps intentionally satisfy innate needs thru primary values." and paste into email.
  7. Send meeting emails
    - a. Suggested: 2 weeks prior, 1 week prior, and 1 day prior to each meeting.
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Subject: Reminder [Small Group Name] [Date]

## Email Template

Dear Friends,

	Updated Monthly
Our next Meeting Date is	[Date]
	[Time]
	[Where]
Our Focus Person is	[Focus Person Name]
On the 12 steps we are on	[Step # ]
Our Mentor on that Step is	[Next Focus Person Name]

If you are the next 12 steps mentor, see the bottom of this email for **mentor instructions**. The mentor is always the name after the next focus person.

[Where] like in A101 or online

*Use your mobile phone or computer for our next internet-based Zoom meeting. Questions? Call your facilitator.*

*Click link – [\[Zoom link\]](#) Poor internet signal? You can always join us by phone [number]*

### Mark your calendar

#### [Special Events]

- 1. Miracles First Hand- Share Yours** **-Same Zoom Link as above**  
**Upcoming 3 Thursdays immediately before Pentecost 6/5/22**  
**Pick a Wednesday to witness to the Spirit!**
  - **May 18, May 25, and June 1, 2022**
  - **7 pm to 9 pm CST**
- 2. Identity Experience Primer and You! - Share Yours** **-Same Zoom Link as above**
  - **Saturday November 12, 2022**
  - **10 am to 3 pm CST**

If this is your first meeting or for basics read [Member guide](#).

We meet from [Time] like "7 pm – 9 pm on the fourth Tuesday of every month except, July, August, and December." The chart below shows the focus person dates. Please mark your calendar for all dates.

First Name	Last Name	Email	Phone #	Address	Focus Date
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- 15 minutes of awareness leading to God centered sense of community, one step per meeting in a series of 12 steps, and
- The first time a group goes thru the 12 steps, Facilitator asks each member to take turns reading the text on the right, then interpret the sketch on the left. In this way complete all 12 steps one step per meeting in a first go around.
- After the group has completed all 12 steps in a first go around as above start a second go around as follows:
  - Let us start over the 12 steps, more of a discussion, to see how much each of the 12 steps have actually been integrated into our being. Ask others to share their application of the step to their own life in a relevant resolution story. Let us still ask one rotating person to mentor us thru that step. That mentoring person is the focus person scheduled for the month following our actual attended meeting. In that way a rotating mentor will lead us in discussion of the 12 steps guided by the Spirit.
  - The mentor follows the [Odd Rule](#): When you as facilitator are tempted to say something in response to what a speaker has said, be silent and call on others to speak. If you want to say something on a controversial point, the chances are high that others will also want to speak. The rule is odd because when you want to speak, the rule says do not talk on the subject. As a facilitator, the more you want to say something in response to what has been said in the sense of coming to some conclusion, the more others want to speak, the more you need to be silent and call on others to form consensus to resolve the matter. This odd rule will help shift the burden of choice off of you and onto the group.
    - If no one speaks, then you speak. You must be prepared with a concrete example from your life that shows your intake of the step on which you are mentoring the group.
    - Then after you speak, call on others to share their example.
    - If no one can share an example, repeat the step in the first go around fashion (taking turns reading the text, then interpreting the sketch on the left)
  - Do not hesitate to call Jeff (773-621-0863) if you have any questions about the second go around.
- The 12 steps increase awareness of ways to change ourselves to increase satisfaction of innate needs of others. If we are to move from ways inside ourselves that may hurt and harm others to more loving ways. we have to get used to the idea of being displeasing to ourselves. Yet our conversion changes sociological systems enabling others to satisfy innate needs beginning with our families and going outward from there bringing "unity to all." By creating one functional group satisfying innate needs of ourselves and others, we change the world.
- The 12 steps intentionally satisfy innate needs through primary values.