

Jobs

Define what tasks must be done, such as:

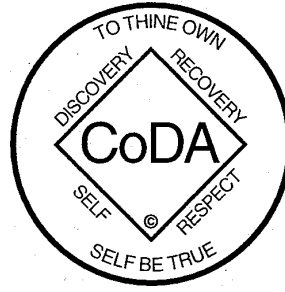
- **Key Holder:** lets people in and locks up after the meeting.
- **Chair/Meeting Leader:** runs the meeting.
- **Treasurer:** holds all 7th Tradition donations, pays rent and when there is an excess of funds, arranges donations to your Intergroup, National and/or International CoDA levels, as directed by the group conscience.
- **Literature Person:** orders and keeps track of the group's CoDA literature.
- **Contact Person:** The responds to inquiries from people asking about the group.
- **Secretary:** The secretary takes notes at business meetings and keeps records.
- **Group Service Representative (GSR):** The GSR is elected by the group to represent the meeting's group conscience to the Intergroup and National CoDA organizations. Since GSRs act as liaisons to CoDA as a whole, they are also known as contact persons.

Growth

In the beginning, people may be called to do service work in more than one job. This is okay on a temporary basis, but may cause "burnout" or resentments over the long term. Service jobs in CoDA are usually rotated to prevent burnout.

By practicing job rotation, we are developing relationships with equal partners. When different volunteers perform tasks, rotate positions regularly, and limit terms of service all benefit, as we leave our old codependent behaviours. More information about trusted servants can be found in the Meeting Handbook.

Our Higher Power will surely make available a member experienced in service, with whom you may consult. Higher Power is present at all fellowship meetings.



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Co-Dependents Anonymous, INC.

P.O. Box 33577

Phoenix, AZ 85067-3577 U.S.A.

602-277-7991

www.coda.org

For more information on starting a
new meeting in your area:

email: outreach@codacanada.ca

Phone: 604-239-1042

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www.cdrsestore.ca
cdrsestore@gmail.com
www.codacanada.ca

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Co-Dependents Anonymous

Starting a New Meeting

Starting a New CoDA Meeting

Thinking about starting a new CoDA meeting? Consider the following.

Where

Meetings can be held almost anywhere. Try area churches, synagogues, counseling centers, hospitals, or places where other groups hold meetings.

When

Based on a time that's best for you to serve, choose the day and time of the week you want to hold the new meeting.

Rent

It's important that rent (no matter how small) be paid for the meeting place. In this way, we honor our Seventh Tradition: Every CoDA group ought to be fully self-supporting, declining outside contributions.

Since you won't know how large a meeting will be at the start, try to keep rent to a minimum. Rent may be a percentage of the meeting's collection, a monthly or quarterly fee, or anything to which you and your landlord agree. Some places let you use the space more as a courtesy than as a revenue source, so don't be afraid to negotiate. At the same time, don't abuse their generosity.

Help

Ask for help, especially in the beginning. Invite people from other meetings to help you get the new meeting going. It helps to have several people present when newcomers show up. And be sure to post a sign at the new meeting location each week so that people can find your room easily.

Announce

Let people know about the new meeting. Visit other meetings with the necessary information (e.g., date, time, directions and/or a map). Place announcements in counseling centers and hospitals. Some local newspapers publish meeting notices at no charge. Just

remember the Eleventh Tradition: Our public relations policy is based on attraction rather than promotion. As people see the announcements and hear about the meeting, they will come.

Format

After a few initial meetings, take a group conscience to choose a meeting format. Several different types of meeting formats exist:

Speakers Meeting: A speaker meeting features one individual's story of recovery. Speakers share their experience, strength, and hope with the group. Depending on the length of the individual's story, the meeting may or may not include open sharing after the speaker has shared.

Open Share Meeting: The open share meeting often has no topic or individual speaker. This gives group members an opportunity to share their experience, strength, and hope on any subject of their recovery.

Topic Share Meeting: The topic share meeting opens with a facilitator or group member suggesting a specific topic (e.g., the Steps, setting boundaries, sponsorship, etc.). The facilitator usually begins the sharing.

Step Meeting: The Step meeting makes use of our CoDA conference approved literature or the CoDA Book. The group may elect to read a portion of the material out loud before open sharing.

Structure

After the first meeting or two, it's best to reach a consensus on the structure of the new meeting. Note that this can always be changed at a future business meeting. Some questions may include: What guidelines will be used for sharing? How might the meeting deal with crosstalk? How will newcomers, literature, and other issues be handled? When will regular business meetings take place? The Meeting Handbook provides information and guidelines.

Meeting Handbook

CoDA has a Meeting Handbook, which includes a meeting format that can be adapted to individual meeting needs. CoDA recommends that every meeting have a copy of this packet. It contains the basic documents that support CoDA unity. The Meeting Handbook is available for printing online at www.codacanada.ca. There is also a helpful Fellowship Service Manual available online.

Registration

Once you've read through the Meeting Handbook please register your CoDA meeting. In addition to a suggested meeting format, the handbook contains all the forms you will need to apply for a registration number.

Once you have an official number, the meeting will be listed in the National Meeting Directory. If you have an Intergroup, tell them about your new meeting so that it can be added to any community meeting lists as well.

Literature

CoDA approved literature can be used as reading material at your meetings to aid in the recovery process. Many meetings also stock a bit of literature for easy access and to sell at cost to members and newcomers. Literature is available for ordering online at codacanada.ca/Literature Store.

CoDA Twelve Steps and Twelve Traditions

Just as the Twelve Steps offer guidance for maintaining healthy relationships, our Twelve Traditions offer guidance for maintaining healthy meetings. The CoDA Book contains commentary on all the Steps and Traditions and there are a number of smaller CoDA booklets available that are full of experience, strength and hope from fellow members. Rely on the wisdom embodied in the Steps and Traditions and keep in mind that trusted servants take direction from the Fellowship, group conscience can be a powerful tool.