

## VIRTUAL LEADER GUIDE

Tuesday 6:00-8:00 PM CT Meeting ID 410 039 1212 Pwd 1212

Version 22 - Updated March 13, 2024

### QUICK LINKS

[Anniversary Reading](#)

[Step Up Ceremony Reading](#)

[Business Meeting Format](#)

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- 1. Good evening. Welcome to the Minnesota OA-HOW Live meeting. My name is \_\_\_\_\_.** I am a compulsive eater and your leader for this meeting.  
(Group responds: "Hi \_\_\_\_\_, Welcome").
- 2. If you would like to participate in the meeting either by video or by phone, please use the Signup Genius link called Volunteer to Participate Virtually on our website [mnhowlive.org](http://mnhowlive.org). Or click on the link posted in the chat. On the same webpage you will find a link to our Meeting's Readings and Tools. If you have not signed up, you may volunteer to take a Reading or Tool via our Meetings' live chat. Only Two-Hour OA HOW sponsors read and share on Tools.**
- 3. The audio portion of this meeting is being recorded. Please visit our website at [mnhowlive.org](http://mnhowlive.org) to download the files.**
- 4. We encourage all attendees to keep their camera on during the meeting. This will help us to feel more engaged and interactive. If you do need to eat or step away from your screen, please be sure to turn your camera off.**
- 5. To open the meeting, let us have a moment of quiet meditation and, for those who wish, join us in saying the Serenity Prayer..."God, grant me the serenity to accept the things I cannot change, courage to change the things I can and the wisdom to know the difference. Thy will, not mine, be done."**
- 6. I assume that I am not alone this evening. But, for the record, are there any other compulsive eaters at this meeting other than myself? (pause)**
- 7. Please use the meeting's Chat function as a virtual "We Care" book and enter your first name, phone number, email, times available for phone calls, and**

whether you are currently a sponsor in the HOW Format. We will then add you to the We Care list. A copy of this list can be sent to you via email after the meeting.

8. **Overeaters Anonymous** is a fellowship of individuals who, through shared experience, strength, and mutual support, are recovering from compulsive eating. 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 carry this message of recovery to those who still suffer.

9. Would someone please read: **What is HOW?**

10. Would someone please read: **The Only Requirement**

11. Would someone please read: **The HOW Concept**

12. Would someone please read: **Reflections for the Newcomer**

13. Would someone please read: **An excerpt from Step Two of the OA 12 and 12**

14. Would someone please read from Chapter 5 of the book Alcoholics Anonymous: **How it Works**

15. Would someone please read: **The Twelve Steps of Recovery**

16. Would someone please read: **The Twelve Traditions of the program**

### **THE TOOLS OF RECOVERY**

17. **The Twelve Steps of Overeaters Anonymous** are a program of recovery. Webster's dictionary defines "tool" as "any person or thing used to get something done." We have many tools of the program which will help us to recover on a daily basis. Tools are essential to get the job done and they work for us. In order for a tool to work, it must be used! (pause) So too with our tools of recovery. I will ask that H.O.W. sponsors explain how they use a particular tool with a limit of three minutes for each tool. Would someone be willing to be

**the timekeeper (or announce timer if signed up online)? Timekeeper, the three-minute timing begins after the OA-HOW sponsor finished the reading on the tool or tools. Please announce when time is up.**

a. Abstinence Plan of Eating

b. Sponsorship

*(Read after the pitch)* **For the sake of time, will all H.O.W and O.A sponsors please join me in the sharing ONLY the following:**

- 1. How long in O.A. and H.O.W?**
- 2. How long abstinent in O.A. or H.O.W?**
- 3. How much weight lost or gained?**

**This is not a time for sharing for sponsors. Please keep it brief and no applauding between sponsors. If they wish to, sponsors can announce that they have an opening for a sponsee and provide their phone numbers.**

**Sponsors are invited to share by clicking the Raise Hand button or pressing Star and 9 on your phone and by turning on or keeping their video camera on. When it is your turn to share, you will hear your name, please unmute yourself to share and remember to mute when you are finished. *(Move through the line.)***

## **CLAY FEET**

*(To be read at the completion of the sponsor line.)*

**We should remember that all O.A.s have clay feet. We should not set any member upon a pedestal and mark her or him out as a perfect O.A. It is not fair to the person to be singled out in this fashion and if the person is wise, she or he will not wish it. If the person we single out as an ideal O.A. has a fall, we are in danger of falling too. Without exception, we are all only one bite away from a binge. No matter how long we have been in O.A. or H.O.W., nobody is entirely safe. O.A. itself should be our ideal; not any particular member of it.**

c. Anonymity

d. Telephone Calls

e. Meetings

f. Literature and Writing

g. Service

*(Read after service pitch)*

**Will all people doing service for O.A. at any level, please turn on your video and applaud service? *(pause)***

**18. The Minnesota OA-HOW Live meeting is a friendly place, and we want to get to know each other. If you are attending for the first time, please turn on your video and unmute your line or press Star & 6 on your telephone's keypad and introduce yourself by first name only and where you are from. If you would like to receive calls, please place your phone number, time zone, and best times to call in the chat.**

**(Group responds with "Hi \_\_\_\_\_, welcome!")**

**19. The Treasurer's Report is given on the first Tuesday of the month. *(If it is the first Tuesday of the month, read the following:)* May we please have a Treasurer's Report?**

**20. 7th Tradition: According to our 7th Tradition, we are self-supporting through our own contributions. Our group expenses are presented during the treasurer's report. We support our intergroup, region and world service office with quarterly contributions to help carry the message to other compulsive eaters. The World Service Office suggests a contribution of \$5 or more. Please give as much as you feel you can to help others. If this were an in-person meeting, we would pass a basket to collect the 7th Tradition. For this virtual meeting, we will put the donation link in the chat.**

Please read one of the following (see below)

***The Promises* or *We've Got Some Bad News for You***

**THE PROMISES: "We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Selfseeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will**

leave us. We will intuitively know how to handle situations that used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us-sometimes quickly, sometimes slowly. They will always materialize if we work for them. (BB, p. 83-84)

OR

**WE'VE GOT SOME BAD NEWS FOR YOU:** It was bad news for us, and it will probably be bad news for you. Whether you quit six days, months, or years, if you go out and take the first compulsive bite of food, you'll end up.... just like you have been in the past. You are a compulsive eater.” (BB p. 187)

21. **Are there any announcements?** (*wait for members to chime in*) This group holds a business meeting on the last Tuesday of the month, immediately after the conclusion of the regular OA HOW meeting. If you have a new item for discussion, please contact this month's business meeting chair, who will identify themselves in the chat.

22. **Literature and books:** newcomer and sponsor materials are located at the Virtual Intergroups' Resource page at [www.oahowphonemeetings.com](http://www.oahowphonemeetings.com). You can purchase OA books and pamphlets at [bookstore.oa.org](http://bookstore.oa.org).

23. It is now time for medallions. At H.O.W. meetings, we recognize the milestones of recovery for those working the H.O.W. program. Anyone may request a medallion by turning on your camera and unmuting your phone. Please see the Chat for directions on receiving your chip. All other OA abstinence is given a round of applause.

» Is there anyone here tonight celebrating multiple years of back-to-back OA-HOW abstinence?

» 18 months?

» 1 year?

» 9 months, 6 months, 3 months, 2 months, 1 month?

Now, for the most important person in the room. Does a newcomer wish a Chip of Desire? This doesn't mean you're abstinent, but you saw something tonight you may want.

24. **STEP-UPS:** At this point in our meeting, we ask the group to join us as we celebrate another example of the miracles that abound in O.A. The stepping-up

portion of the meeting asks a sponsor to introduce a newcomer who has at least 70 days of back-to-back abstinence, who has completed the first three steps of the program and who is now ready to become a sponsor. At H.O.W. meetings new sponsors are presented with a cactus plant to signify the tough love of the program. Stick with the stickers; remember to drink your water and reminder that we don't water down the program. Are there any step-ups? *(If yes, then move to the [Step-up Reading](#))*

25. **ANNIVERSARIES:** "Birthdays are celebrated for each year of continuous abstinence." (O.A. Group Handbook, p10) At anniversaries, a candle is lit at the beginning of the meeting. We invite the person who is celebrating an anniversary to turn on their video for the Anniversary Reading. Are there any Anniversaries? *(If yes, then move to the [Anniversary Reading](#)).*

Attendees may sign up to celebrate your Step-ups or Anniversaries via the Signup Genius link on our website.

**The leader now qualifies for 10 minutes.** *(Leader Shares for 10 minutes if before 7:25 PM CT, if after 7:25 PM, share until 7:35 PM CT)*

## 26. **SPEAKER SHARE**

At this time, I would like to introduce our speaker who qualifies for twenty minutes. [Speaker], would you please leave your contact information following your share? Also, please let our timekeeper know what gentle reminders you would like for your share.

*[reminder to the Speaker after the share]* Would you like to share your contact information in the chat and verbally? If so, please do so slowly and repeat it a second time.

*OR, if there is no speaker signed up:* Is there a OA-HOW Sponsor on the line who would be willing to share their story for twenty minutes today?

*If no one volunteers:* As we do not have a speaker for today's meeting, we will continue with the sharing portion of the meeting.

27. (If before 7:50 PM CT - Leader note: Pitches can go until 7:55 PM CT, as it takes 5 minutes to wrap up the meeting) **The floor is now open for three-minute pitches or sharing. In H.O.W. meetings, we share our experience, strength, and hope. No one is prohibited from sharing, but we ask that you focus on the solution. All**

**pitches should be of a positive nature in which you share your growth and recovery. All other issues can be worked out over the phone or after the meeting. Would someone care to pitch? Please turn on your camera and unmute yourself.**

**28. I want to thank you for allowing me to be your leader for this meeting today. I also thank all those who participated, especially our speaker, \_\_\_\_\_ who offered so much of herself or himself.**

**29. We also encourage everyone to sign up for service for next week's meeting. You can click on the signup genius link that was posted in the chat to sign up for readings or tools for future meetings.**

**30. May we please have the reading of Just for Today?**

**31. CLOSING STATEMENT: To those who are still new to the program, we remind you that all that was said here today should safely remain here as we respect and cherish our tradition of anonymity. We also assure you that following the program will help you reach and maintain a healthy weight. Abstinence will remove the cravings. Our way of life will remove compulsion in time and give you contentment in all areas of life. After a moment of meditation, will those who wish to, please join in to say the Serenity Prayer. Please unmute yourselves and turn on your video. Let's pray for those who are still suffering.**

<b>ADDITIONAL READINGS &amp; MATERIALS</b>
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### **Anniversary Reading**

(Insert first name), Now comes the biggest question yet. What about the practice of these principles in all our affairs? Can we love the whole pattern of living as eagerly as we do the small segment of it that we discover when we try to help other alcoholics achieve sobriety? Can we bring the same spirit of love and tolerance into our sometimes deranged family lives that we bring to our A.A. group? Can we have the same kind of confidence and faith in these people who have been infected and sometimes crippled by our own illness that we have in our sponsors? Can we actually carry the A.A. spirit into our daily work? Can we meet our newly recognized responsibilities to the world at large? And can we bring new purpose and devotion to the religion of our choice? Can we find a new joy of living in trying to do something about all these things?

Furthermore, how shall we come to terms with seeming failure or success? Can we now accept and adjust to either without despair or pride? Can we accept poverty,

sickness, loneliness, and bereavement with courage and serenity? Can we steadfastly content ourselves with the humbler, yet sometimes more durable, satisfactions when the brighter, more glittering achievements are denied us?

The A.A. answer to these questions about living is “Yes, all of these things are possible.” We know this because we see monotony, pain and even calamity turned to good use by those who keep on trying to practice A.A.'s Twelve Steps. And if these are facts of life for the many alcoholics who have recovered in A.A., they can become the facts of life for many more. (A.A. 12 and 12, p. 111)

### **Step Up Ceremony (Leader Part)**

Beginning:

Before you, you have five candles: Truth, Reality, Surrender, Acceptance and Knowledge.

OA offers each of us a wonderful opportunity to develop and hasten an attitude change known as ego reduction. The use of these disciplines of weighing and measuring, phone calls, reporting to sponsors and attending meetings, all combine to reinforce our growth in OA. Action is the magic word. Until we so humble ourselves through these acts, there is no evidence of our ego reduction or our surrender to anyone or anything outside of ourselves. Each candle signifies a step toward arresting the progression of our disease. The first two represent Truth and Reality. Without these two qualities, we would not be recovering compulsive overeaters.

(Read After Candle 5)

Even the newest of newcomers finds undreamed rewards as he tries to help his brother alcoholic, the one who is even blinder than he. This is indeed the kind of giving that actually demands nothing. He does not expect his brother sufferer to pay him, or even to love him. And then he discovers that by the divine paradox of this kind of giving he has found his own reward, whether his brother has yet received anything or not. His own character may still be gravely defective, but he somehow knows that God has enabled him to make a mighty beginning, and he senses that he stands at the edge of new mysteries, joys, and experiences of which he had never even dreamed.

Practically every A.A. member declares that no satisfaction has been deeper and no joy greater than in a Twelfth Step job well done. To watch the eyes of men and women with wonder as they move from darkness into light, to see their lives quickly fill with new purpose and meaning, to see whole families reassembled, to see the alcoholic outcast received back into his community in full citizenship, and above all to watch



these people awakened to the presence of a loving God in their lives—these things are the substance of what we receive as we carry the message to the next alcoholic.

Business	Meeting	Format
(Leader reads items in bold italic)		
<b>I) <i>Let's open with the Serenity Prayer.</i></b>		
<b>II) <i>Would someone please read the minutes from our last meeting?</i></b>		
(Pause while minutes are read)		
<b>III) <i>We will now set the agenda for this meeting</i></b>		
<b>A. <i>First item of business is to fill any open service positions. During June and December business meetings, we rotate 6 month service positions.</i></b>		
<b>B. <i>Confirm that the date of the next business meeting does not fall on a holiday, adjust if necessary.</i></b>		
<b>C. <i>Third item of business is to ask for a volunteer to chair the business meeting for the next month.</i></b>		
<b>D. <i>Fourth item of business is to ask for a volunteer to record minutes at next month's business meeting.</i></b>		
<b>E. <i>Old Business will include _____</i></b> (list those items from the minutes that were tabled.)		
<b>1) <i>Is there any other Old Business I am not aware of?</i></b>		
<b>F. <i>Are there any New Business items for this meeting?</i></b>		
<b>IV) When the agenda is completely set, begin with filling any open positions, or selection of leaders for the following term (June &amp; December).</b>		
<b>1. <i>Who would like to volunteer or nominate someone to be next month's newcomer greeter?</i></b> Newcomer Greeter must be a OA-HOW Sponsor, willing to have their phone number shared at the meeting, and able to make outreach calls to newcomers each week.		
<b>2. <i>Let's confirm that the date of the next business meeting does not fall on a holiday.</i></b>		
<b>3. <i>Who would like to volunteer or nominate someone to chair the business meeting next month?</i></b> Business meeting chair must be a OA HOW sponsor.		
<b>4. <i>Who would like to volunteer or nominate someone to record the minutes at next month's business meeting and to have them posted on the OA HOW website?</i></b>		

V) Old Business.

- A. **Re-state the item** and where it was left at the last meeting.
- B. If there is a motion on the table, **re-read the motion**.
- C. If there is a motion: **We will now open the floor for discussion**.
- D. If there is no motion, ask **Would someone like to make a motion?**
  - 1) **(Name) makes the motion to \_\_\_\_\_**
  - 2) **Is there a second? (Name) seconds.**
  - 3) **We will now open the floor for discussion.**
- E. If discussion seems to be slowing down/stopping, call the motion to a vote.

**We will now call the motion to a vote.**

- 1) If it is a non-controversial motion that there seems to be general consensus on, say: **In the interest of time, is there anyone who opposes this motion?** If not, motion carries.
- 2) If there has been a more strident debate, take a counted vote.
  - a) **All in favor, please state your name and say "Yes."**  
When the "yes" votes have been tallied,
  - b) **All opposed, please state your name and say "No."**  
When the "no" votes have been tallied,
  - c) **All members abstain, please state your name and say "Abstain."**  
When the abstentions have been tallied,
  - d) Inform the group whether the motion has carried.
- F. Move on to the next issue

VI) If time runs out in the middle of an issue,

- A. **We do not have time to conclude the discussion. I would entertain a motion to table the issue until our next meeting.** (wait for motion)
- B. **Is there a second?** (wait for second)
- C. **Anyone opposed?**

## ***VII) Let's close the business meeting with the Serenity Prayer***

Pass it back to the main meeting moderator for pitches or to close the whole meeting. If we run up to the end of the meeting, we can also say one Serenity Prayer for both.

### **SERVICE POSITIONS FOR THIS MEETING:**

- **Meeting Reminder / Post Recordings**
  - [description]
- **Leader Seeker**
  - Finds members (sponsors) to lead each meeting, helping them to sign up on the Sign-up Genius page.
- **Speaker Seeker**
  - Finds members (sponsors) to be the speaker for each meeting, helping them to sign up on the Sign-up Genius page.
- **Reading / Tools Coordinator**
  - Encourages meeting attendees to participate in their own recovery by doing a reading. This can be done outside of meeting time via outreach, and by posting the Sign-up Genius link in the chat during meetings.
- **Medallion Coordinator**
  - Takes note of those who celebrate periods of abstinence. If a medallion (chip) is desired, this person collects mailing info and mails the medallion to the fellow.
- **“We Care” List Coordinator**
  - [description]
- **Newcomer Greeter**
  - Takes note of contact information for newcomers to the meeting and reaches out to them sometime in the week following the meeting.
- **Treasurer**
  - [description]
- **Asst Treasurer**
  - [description]
- **Meeting Co-Host**
  - Has login info for the meeting, logs into meeting using the
- **Intergroup Group Rep - UNITY**
  - [description]
- **Intergroup Rep - HVIG**
  - [description]