

**CHEMICALLY DEPENDENT ANONYMOUS
SUGGESTED FORMAT OF MEETING**

- 1. Start on Time.**
- 2. Welcome to _____ meeting of CDA**
- 3. Serenity Prayer**
- 4. Read Fellowship**
- 5. Read the Program – Steps**
- 6. Read Traditions or Tradition of the Month**
- 7. Read Intergroup Bulletin**
- 8. Pass the Basket – 7th Tradition**
- 9. Announcements**
- 10. Ask if there are any Newcomers or Guests**
- 11. Home Group Announcement:**

We suggest that you make one CDA group your Home Group. A Home group is where you try and attend on a regular basis, serve in one of the service positions and learn about how to spread the CDA message of Love and Service to those still suffering from Chemical Dependence. Please sign up in the Section 2 of this guide.
- 12. Introduce Speaker**
- 13. Close with The Lord’s Prayer**



CHEMICALLY DEPENDENT ANONYMOUS

THE FELLOWSHIP

Chemically Dependent Anonymous deals with the disease of addiction. We of CDA do not make distinctions in the recovery process based on any particular substance, believing that the addictive-compulsive usage of chemicals is the core of our disease and the use of any mood-changing chemical will result in relapse.

CDA is not affiliated with any political, religious, or commercial organizations or institutions.

The primary purpose of CDA as a whole is to remain clean and to help others like us to gain recovery. By sharing our Experience, Strength and Hope with each other, we solve our common problem and help others to recover from chemical dependence which has made our lives unmanageable.

CDA remains grateful to the co-founders and fellowship of Alcoholics Anonymous for the Twelve Steps, Twelve Traditions and Promises, which are the basis of our program.



CHEMICALLY DEPENDENT ANONYMOUS THE PROGRAM

If you want what we have and are willing to make the effort necessary, then you are ready to take certain steps. Here are the steps that we took which have made our recovery possible:

- 1. We admitted we were powerless over mood-changing and mind-altering chemicals and that our lives had become unmanageable.**
- 2. We came to believe that a power greater than ourselves could restore us to sanity.**
- 3. We made a decision to turn our will and our lives over to the care of God, as we understood Him.**
- 4. We made a searching and fearless moral inventory of ourselves.**
- 5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.**
- 6. We were entirely ready to have God remove all these defects of character.**
- 7. We humbly asked Him to remove our shortcomings.**
- 8. We made a list of all persons we harmed, and became willing to make amends to them all.**
- 9. We made direct amends to such people wherever possible, except when to do so would injure them or others.**
- 10. We continued to take personal inventory and when we were wrong, promptly admitted it.**
- 11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for the knowledge of His will for us and the power to carry that out.**
- 12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to the chemically dependent and to practice these principles in all our affairs.**

There is one thing, more than anything else that will defeat us in our recovery: This is an attitude of indifference or intolerance toward spiritual principles. Although there are no musts in CDA, there are three things that seem indispensable. These are HONESTY, OPENMINDEDNESS and WILLINGNESS to try. With these we are well on our way.



CHEMICALLY DEPENDENT ANONYMOUS THE TWELVE TRADITIONS

- 1. Our common welfare should come first; personal recovery depends upon CDA unity.**
- 2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**
- 3. The only requirement for CDA membership is a desire to abstain from all mood-changing and mind-altering chemicals, including all street type drugs, alcohol and unnecessary medication.**
- 4. Each group should be autonomous except in matters affecting other groups or CDA as a whole.**
- 5. Each group has but one primary purpose – to carry the message to the chemically dependent person who still suffers.**
- 6. A CDA group ought never endorse, finance, or lend the CDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.**
- 7. Every CDA group ought to be fully self-supporting, declining outside contributions.**
- 8. CDA should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. CDA as such ought never be organized; but we may create service boards or committees directly responsible to those they serve.**
- 10. CDA has no opinions on outside issues; hence the CDA name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films and social media.**
- 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**



THE CDA HOME GROUP

Tradition Five: *Each group has but one primary purpose – to carry its message to the chemically dependent who still suffers.*

CDA believes the ultimate responsibility and final authority for CDA as a whole resides with the individual CDA group – rather than with GSO or any other service level within CDA.

The following suggestions are designed to serve as a guide for a CDA Group.

The CDA Home Group

It's been said that most CDA members through the years have found it important to belong to one group, which they call their 'Home Group'. This is the group where they accept responsibilities in the various service positions and where they try and establish relationships with other CDA members.

It also serves as the springboard to other service positions outside of the Home Group by serving as an Intergroup or General Service Representative and help serve CDA at the local and national levels.

Suggested Format of Meetings

See section 1 of this Starter Kit to review how a typical CDA meeting is conducted.

Service Positions

Section 2 provides forms for collecting home group members, home group service positions along with job descriptions for the secretary, treasurer, Intergroup representative and coffee maker.

Section 3 outlines the entire CDA structure and service positions at the local Intergroup, area assembly and general service office of CDA. You'll also find contact information for those who serve the CDA GSO.

How a CDA Group Functions

Tradition Four: *Each group should be autonomous except in matters affecting other groups or CDA as a whole.*

How to start a new CDA Group?

See section 4 of this kit for specific steps in starting a new CDA group. You'll also find forms for providing information to be published in the where and when and CDA website.



What Do CDA Group Members Do?

“...Carry the message to the chemically dependent that still suffers.” In short, when newcomers walk into our meeting rooms, we want CDA to be there for them as it was for us – something we can do continuously only if we function as a group.

For a group to keep going, all kinds of jobs must be done. It is through the combined efforts and ongoing commitment of group members that perform the following functions:

- A meeting place is provided and maintained.
- A group conscience to establish: name of group, service position members and type of meeting.
- Contributions are collected, and properly allocated and spent.
- CDA approved literature available.
- CDA meeting lists are available.
- Refreshments are made and available before meeting starts.
- Inform people and institutions in the area that the meeting exists.
- Group problems are aired and resolved through group conscience.
- Continuing contact with the rest of CDA – locally, through the Intergroup rep and the CDA GSO committee.

CDA Meeting – Open or Closed Status

CDA Meetings may be open or closed. The following two paragraphs can be read at the beginning of a meeting to details the open/closed status of a given meeting. This would be decided by the group conscience.

CLOSED MEETING OF CHEMICALLY DEPENDENT ANONYMOUS - This is a closed meeting of Chemically Dependent Anonymous. In support of CDA's primary purpose, attendance at closed meetings is limited to persons who have a desire to abstain from all mood-changing and mind-altering chemicals, including all street-type drugs, alcohol and unnecessary medications. If you think you have a problem with chemical dependency, you are welcome to attend this meeting.

OPEN MEETING OF CHEMICALLY DEPENDENT ANONYMOUS - This is an open meeting of Chemically Dependent Anonymous. We are glad you are all here - especially newcomers. CDA's Third Tradition states that the only requirement for membership is a desire to abstain from all mood-changing and mind-altering chemicals, including all street-type drugs, alcohol and unnecessary medications. In keeping with our primary purpose, we ask all who share to confine their comments as it relates to their personal experience with chemical dependency.

CDA Meeting – Anonymity



CDA Meetings may, as decided by the group conscience, read the following statement at the close of a meeting.

ANONYMITY - In closing, ANONYMITY is the spiritual foundation of our Traditions. Remember, who you see here and what is shared here is confidential; please let it stay here.

CDA Group Trusted Servants

The following are the suggested service positions and a brief description of each:

Secretary: Obtains speakers, opens each meeting, maintains group records and home group lists. Collects anniversaries and makes arrangements for celebrations.

Treasurer: Collects and maintains records of money gathered at each meeting. Pays for rent, literature and refreshments. Sends money to local CDA Intergroups and CDA GSO.

Coffee Maker: Keeps appropriate inventory of refreshments and supplies. Sets up coffee and refreshments before each meeting and cleans up afterwards. Provides special refreshments for CDA anniversaries.

Intergroup Representative: Participates in business meetings with other such representatives at the local Intergroup meetings to carry the CDA message. Keeps the group informed about what the local Intergroup is doing. Also buys literature and bulletin information.

General Service Representative: Is the group's link to the CDA General Service Office. Participate in business meetings with other such representatives at the GSO meetings that meet quarterly and annually at the CDA Serenity Weekend. Keeps the group informed about what the CDA GSO is doing.



CHEMICALLY DEPENDENT ANONYMOUS

GROUP SECRETARY

- Attend meetings regularly.
- If unable to attend the meeting – you are to appoint someone to fill-in as the secretary of the meeting.
- Make sure safekeeping is provided for group records.
- Keep accurate group records (date, chairperson, attendance, contributions, expenses and balance).
- Regularly announce and maintain Home Group listing.
- Record the names and tenure of the elected group servants.
- Make certain rent is paid on time; maintain good relations with renter.
- See that literature is on hand (advise Intergroup Rep. if literature and chips need to be reordered).
- Open meeting; read bulletin; announcements; turn meeting over to chairperson.
- Establish order if any outbreak occurs (with use of discretion and diplomacy).
- See that newcomers are welcomed and answer any questions they might have.
- Verify collection and record.



CHEMICALLY DEPENDENT ANONYMOUS

COFFEE MAKER

- Attend meeting regularly.
- Advise secretary beforehand *if* unable to attend meeting.
- Set up for meeting (tables, chairs, etc.).
- Put literature on display.
- Clean up after meeting.
- Make certain lights are out and doors locked before leaving.



CHEMICALLY DEPENDENT ANONYMOUS

INTERGROUP REPRESENTATIVE

- Attend meetings regularly.
- See that alternative Intergroup Rep. is appointed to attend Intergroup in your absence (notify him/her beforehand if you are unable to attend).
- Report all suggestions, problems and voice of group conscience to Intergroup.
- Receive from group treasurer monthly contribution and donate to Intergroup and GSO.
- Check with group secretary -- notify Literature Committee to purchase chips and literature.
- Inform group of Intergroup proceedings after each Intergroup meeting.
- See that each group officer is aware of and carries *out* his/her responsibilities.



**CHEMICALLY DEPENDENT ANONYMOUS
TREASURER**

- Attend meetings regularly.
- Advise secretary if unable to attend group meeting.
- Handle transaction of group funds through separate bank account requiring two signatures for each check.
- Keep record of how money is spent (rent, refreshments and Intergroup contributions).
- Count and record each meeting's collections.
- Send regular (monthly) contributions to Intergroup -- contact Intergroup Rep.
- Report to group regularly.

(example of flyer)

NEW

CDA MEETING

When: Wednesday Night

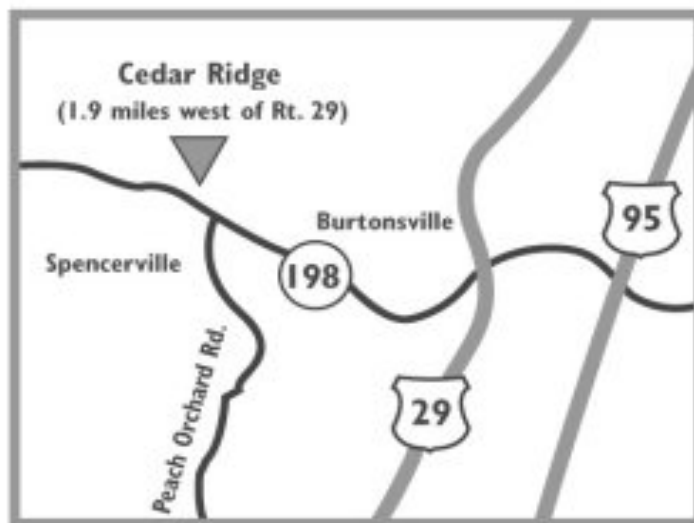
Time: 7:00 p.m.

Where: Cedar Ridge Community Church

Starts: May 17th, 2000

From I-95:

Take Route 198 West to Burtonsville. Continue west across Route 29. Go 2 miles past Route 29. Cedar Ridge will be on your right.



Cedar Ridge Community Church
2410 Spencerville Road
Spencerville, Maryland 20868