

CHEMICALLY DEPENDENT ANONYMOUS STARTER KIT

How to Start a New CDA Meeting

- **Commitment:** Have 3-4 committed members of the group who will hold the responsible positions. It is essential that these people show up on a regular basis in order for the meeting to take hold. See job descriptions in the CDA Guidelines included in your meeting Starter Kit.
- **Facility:** Identify a convenient meeting place. Get commitment from the facility for holding a weekly 12-step CDA meeting. You will need access to the building to open and close the meeting. The room will need to be available ½ hour before and after the meeting time. Communicate with the facility to agree on monthly rent or donation amount.
- **First Meeting:** Members conduct a group conscience to determine the name of the group, meeting time and type (i.e., open discussion, Step, closed, etc.) and elect the secretary, coffeemaker, treasurer and intergroup rep. Review CDA Traditions to ensure your group adheres to them. See job descriptions in CDA Guidelines in your meeting Starter Kit for suggested lengths of sober time for each meeting position.
- **Flyer:** Publish a flyer to announce your new meeting including key information (name of facility, name of meeting, address, time and type of meeting). Seek approval of contents from Outreach prior to posting the flyer (outreach@cdaweb.org). Distribute to institutions, rehab centers and local papers.
- **Outreach:** Please send new meeting information and request for a meeting Starter Kit to our Outreach Committee: outreach@cdaweb.org. We will post your meeting on the CDA website: www.cdaweb.org.

CHEMICALLY DEPENDENT ANONYMOUS SUGGESTED FORMAT OF MEETING

1. Start on Time
2. Welcome to the _____ Meeting of CDA
3. Serenity Prayer
4. Read the Fellowship
5. Read the Program Steps
6. Read the 12 Traditions (or Traditions 3, 5 & the Tradition of the Month)
7. Read Intergroup Bulletin
8. Ask group for additional CDA-related Announcements
9. Hand out Chips
10. Ask for Newcomers or Guests who would like to introduce themselves
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 Section 2 of this guide.”
12. Introduce Speaker
13. Pass the Donation Basket sometime during the meeting (in accordance with the 7th Tradition)
14. Read The CDA Gifts
15. Close with The Lord’s Prayer



CHEMICALLY DEPENDENT ANONYMOUS THE FELLOWSHIP

Chemically Dependent Anonymous is a 12-step fellowship for anyone seeking freedom from drug and alcohol addiction. We of CDA do not make distinctions in the recovery process based on any particular substance. The basis of our program is abstinence from all mood-changing and mind-altering chemicals, including street-type drugs, alcohol and unnecessary medication.

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

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

CDA remains grateful to the co-founders and fellowship of Alcoholics Anonymous for the Twelve Steps and Twelve Traditions 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.



CHEMICALLY DEPENDENT ANONYMOUS THE GIFTS

As we work the CDA Program of Recovery, our old ideas are replaced with new ways of thinking and new attitudes. We believe these are gifts of a spiritual nature from our Higher Power. When we follow this path, we become healthy, responsible people and live a life of peace, healing and serenity.

1. We live one day at a time with dignity and self-respect.
2. We replace fear and self-pity with courage and gratitude.
3. We accept the changes in our life with optimism and hope.
4. We learn how to lighten up, laugh often and have fun again.
5. We find that challenges and setbacks become the touchstones of spiritual growth.
6. We discover our talents and gifts and unlock their full potential.
7. We experience freedom as we forgive ourselves and others.
8. We are willing to take risks as we choose growth over fear.
9. We develop healthy relationships as we learn how to communicate with respect and love.
10. We believe that love and service are the foundation of a lifetime of happiness.

As we continue on our journey, the possibilities are endless.
Remember, "The Sky's the Limit!"



CHEMICALLY DEPENDENT ANONYMOUS THE CDA HOME GROUP

Tradition Five: *Each group has but one primary purpose – to carry its message to the chemically dependent person 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. A home group is also the suggested forum where members celebrate anniversaries ensuring dates are provided to group secretary and intergroup representative at least a month in advance so the anniversary announcement can get into the CDA bulletin in an orderly fashion and the group can ensure that arrangements such as cakes and coffee can be made.

Serving as an Intergroup Representative can also be a springboard to other service positions outside of the Home Group as well as on the local and national levels of CDA. Intergroup representatives serve an extremely important function as the primary link between the group and CDA as a whole. It is extremely important that groups are faithfully represented by their Intergroup representative or an alternate at **all** Intergroup and CDA Business Meetings.

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 will also find contact information for those who serve on the CDA GSO.



CHEMICALLY DEPENDENT ANONYMOUS THE CDA HOME GROUP

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 on the CDA website.

What Do CDA Group Members Do?

"...Carry the message to the chemically dependent person 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 thrive, all kinds of jobs must be done. The combined efforts and ongoing commitment of group members 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.
- Meeting contributions are collected, properly allocated to pay for group expenses such as rent, literature, etc. Any money not required for group expenses are contributed to the CDA Intergroup.
- CDA approved literature is 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 Representative and the CDA Area Assembly/GSO.



CHEMICALLY DEPENDENT ANONYMOUS

THE CDA HOME GROUP

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:

“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

Each CDA group has suggested service positions (Secretary, Treasurer, Coffee Maker and Intergroup Representative). A description of each position follows:



CHEMICALLY DEPENDENT ANONYMOUS GROUP SECRETARY

- Six months clean and sober.
- Attends meetings regularly.
- If unable to attend the home group meeting, appoints someone to fill in as the secretary of the meeting.
- Provides updated CDA Bulletin to be read during meeting announcements. Keeps accurate group records (date, speaker, attendance, contributions, expenses and balance).
- Regularly announces and maintains Home Group listing.
- Records the names and tenure of the elected group servants.
- Inventories meeting literature and advises Intergroup Representative if literature and chips need to be ordered.
- Opens the meeting and turns meeting over to speaker.
- Establishes order if any outbreak occurs (with use of discretion and diplomacy).
- Welcome newcomers and answers any questions they might have.
- Collects and signs court slips and returns them at the end of the meeting.
- Records meeting donations in group records.



CHEMICALLY DEPENDENT ANONYMOUS TREASURER

- One year clean and sober.
- Attends meetings regularly.
- Handles money transactions of the group.
- Keeps record of how money is spent (rent, literature, coffee supplies and Intergroup contributions).
- Collects and records each meeting's donations.
- Provides Intergroup Representative with meeting donations to contribute at monthly Intergroup Meeting.
- Pays rent/donation to meeting facility in timely fashion and maintains good relations with renter.
- Gives brief financial report to group on a regular basis.



CHEMICALLY DEPENDENT ANONYMOUS COFFEE MAKER

- Attends meetings regularly.
- Makes coffee and sets up for meeting (tables, chairs, etc.).
- Advises secretary beforehand *if* unable to attend meeting.
- Puts literature on display.
- Cleans up after meeting.
- Makes certain lights are out and doors are locked upon leaving.
- Replenishes coffee supplies and purchases cake and supplies for anniversary meeting (obtain funds from meeting Treasurer to purchase).



CHEMICALLY DEPENDENT ANONYMOUS INTERGROUP REPRESENTATIVE

- One year clean and sober.
- Attends meetings regularly.
- Attends monthly Intergroup Meetings.
- Arranges for alternate Intergroup Representative to attend Intergroup Meeting in their absence.
- Receives from group Treasurer monthly contribution and donates to Treasurer at Intergroup Meeting.
- Purchases literature and chips at Intergroup Meeting.
- Reports all suggestions, problems and voice of group conscience at Intergroup Meeting.
- Informs group of pertinent CDA information received at Intergroup Meetings.



(Example of Flyer)

NEW CDA MEETING

Meeting Name

When: Wednesday Nights
Mtg. Type: Open, Closed, Step, etc.
Time: 7:00 p.m.
Where: Cedar Ridge Community Church
2410 Spencerville Road
Spencerville, MD 20868
Start Date: May 1, 2019

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.

