

Appendix A - LGHG In-person Meeting Secretary Procedures

Entering the building

- The Sunday night meeting is in Ross Hall, the Thursday night meeting is in the choir room. All other meetings are in the Fireside room across from the main sanctuary.
- The lock box is attached to the right aluminum-framed door of the annex. It contains keys to the doors and the supply storage room.
- Secretaries are provided the code _____ when they are appointed. Remember that only active meeting secretaries should possess the code.
- If you enter Ross Hall, DO NOT leave it unlocked. IT MUST always remain locked.
- Contact a Facility Liaison if you lose the key.

Keeping our meeting place

- Ensure all meeting participants adhere to the church and home group rules stated in the meeting format. (No smoking on premises or the sidewalk out front, no candles, inappropriate behavior, no drugs or alcohol on church property.) Chair cushions are for church members only.
- Per the facilities update rules, there are no animals (including service animals) allowed on church properties, buildings or parking lots.
 - Title III of the ADA exempts private property from being required to allow dogs, service or pets at events.
- Get help with disruptive members, members not conducting themselves appropriately for a church facility, or those not adhering to church rules. Follow the guidance for disruptive behavior IP:
 1. Get help from a few experienced members to take the person outside and explain what's not appropriate in a loving way.
 2. Temporarily suspend or end the meeting if the member refuses to comply.
 3. If any member is endangered, call for help from the police.

Meeting room setup

- Arrive 30 minutes before the meeting time to set up the meeting, and allow time to check the restrooms. Get supplies from the supply room in Ross Hall (separate key). Enter the supply room from the outside door.
- Be sure to fill the creamer and sugar containers at the beginning or the end of the meeting. When supplies are low, let the Supply Person know.
- Set up chairs and take tables down if needed. Extra chairs are in Ross Hall. If you enter Ross Hall, immediately relock the door.
- In the Fireside room, put the LGHG banner over the fireplace and roll it up when you take it down at the end of the meeting.

- Ask for help if needed.

Running the meeting

- **If for some reason you are unable to secretary your meeting, it is your responsibility to get someone who is a current LGHG trusted servant to cover your meeting. Let the vice chairperson know. If you cannot get coverage, the chair can appoint an experienced member.**
- Start and end the meeting on time.
- Pass out readings and ask for volunteers in the room.
- Greet and start a phone list for the newcomer. If you need help, get an assistant. [Hybrid] Phone lists are not provided online. Members can share their number in the chat.
- Books
 - Display a copy of each book. Books are for sale at cost. Do not sell display or book study books.
 - If you sell or donate a book, **record the sale by writing down the name of the book in the Meeting Secretary's monthly log.** Book prices are at the bottom of the monthly log.
 - Ask someone to collect book study books before the meeting ends.
- Use the meeting format and announcements that are provided. The group conscious has approved both. If the format doesn't say it, neither do you. The announcements should only be altered by the Recording Secretary.
- Chair people are to carry a clear message of Narcotics Anonymous, and use the appropriate language.
- It is your responsibility to run the meeting. Discourage all cross talk. Gently enforce time limits on speakers.
- If the room is getting full, please ask those attending to make room for over flow and prevent people from blocking the doorway. Do not exceed the room capacity. The Fireside room capacity is 65. We can spill over into the sanctuary annex.
- Stamp the meeting slips. If you are asked for a phone number, put the number of the NA phone line (408) 998-4200. Should someone not pick up their meeting slip, stick it in the meeting secretary's binder.
- When your commitment is over, train the incoming secretary at their first meeting and chair out if it is a speaker meeting.

Meeting room cleanup (cohost)

- Put tables back in their original position. Do not place chairs against the wall.
- Clean everything up afterward. Take home extra food. Take out the trash and check for spills or trash on the floor. Remove trash from the restrooms and make sure they are tidy.
- Lock up speaker equipment in the supply room in Ross Hall.
- Turn the heater down to the posted temperature.
- Turn off the lights and lock doors. Make sure bathrooms are tidy and turn off lights.
- Report anything you notice that is out of place, to the Group Liaison.

Group conscience meeting

- You are responsible for attending all group conscience meetings and for turning 7th tradition prior to the GC meeting.
- You can send in the 7th tradition by Venmo, PayPal, or check. Make checks payable to LGHG.

Other information

- Faith Lutheran WiFi
 - UserName: New Faith Church
 - Password: faithchurcheer07