

Meeting Format

- 1) **Opening**
 - a. **Introduction & Welcome:** Facilitator introduces self and welcomes participants – be sure to note that you are a parent and not a counselor.
- 2) **Announcements:** Facilitator announces any changes concerning group (Holiday closings, etc.)
- 3) **Prayer:** Facilitator opens meeting in prayer, or asks for a volunteer to do so.
- 4) **Preamble:** Facilitator reads the preamble or asks for a volunteer to do so
 - a. Reminds group of importance in maintaining confidentiality
 - b. Mentions important points (Parking, bathroom locations, etc.)
- 5) **Introduction of Participants:** Each participant briefly introduces self and, *if they so choose*, mentions who they are here for (Son, daughter, spouse, etc., their loved ones age, if they know their drug of choice, and how long they have been on this journey). Suggest the facilitator do the introduction first to illustrate and set the tone, i.e. short and to the point.
- 6) **Education Topic:** (Approximately 20 to 40 Minutes)
 - a. **Group Reading:** Facilitator passes around a copy of the Educational Topic for that session and each person in turn, reads a paragraph until completed.
 - i. **If it's a Large Group - Discussion:** After reading is completed, people can share their opinions of what was read and how they may, or may not be able to apply it. (OR)
 - ii. **If it's a Small Group - Discussion:** After reading is completed, people can be asked to *break into groups of two or three* (For 5 to 15 minutes or so) and share their opinions of what was read and how they may, or may not be able to apply it
 - iii. **Alternative Format** – Read sections of the lesson then discuss key points as you move through the entire lesson.
 - iv. **See Lesson Enhancers** for question alternatives on page 13.
- 7) **Check In:** (Approximately 30 to 60 Minutes)
 - a. **Check-in:** Each person shares “what’s happening” in their present *life challenges*. (it’s O.K. if a person would rather “pass”)
 - b. **Timely Prayer:** When someone is struggling emotionally, we can ask if they would like prayer.
If so, we can ask if they would like someone else to pray for them, if so, we can ask for a volunteer in the group to say the prayer
- 8) **Closing:** Facilitator closes with a “wrap-up,” and then closes in prayer or asks for a volunteer to close in prayer. Wrap-up could be a quote, short reading etc.