



## 12-STEP GROUP LEADER MEETING FORMAT

Please plan to arrive by 6:15 to 6:30 p.m. on a night when you are leading a group. You want to be available to greet people and meet with the group leader coordinator if necessary. Thank you for serving the Lord by helping others in their recovery and in growing spiritually!

### BEFORE CLASS:

- Get supplies needed from 12-Group Leader Coordinator (Diane):
  - Pens.
  - Copies of the step that you are on, if someone forgets theirs.
  - If someone new is starting and it is early enough in the course, get any folders needed with the introduction and the first three steps.
  - Copies of any back step readings that someone might need. For example, if you are on Step 8 and someone did not receive their copy of Step 7 yet, make sure you have one on hand for him or her.
  - Copies of the next step to pass out to the group, if needed.
- Have the following with you:
  - Attendance Sheet.
  - Group Leader Guidelines.
  - 12-Step Accountability forms (unless everyone has completed one).
  - Your copy of the step(s) you are working on.

### DURING CLASS:

- Pass out:
  - **Pens.**
  - The **step** that you are working on, if someone forgot his or hers.
  - **Folders** or **Back step** readings, if they did not receive them yet.
- On **Attendance** sheet check off homework questions if they are completed and record any sponsor first names that you do not have yet.
- Have someone **open in prayer**.
- See **Step-Specific Group Leader Guidelines** for any additional instructions.

- **Begin** on the step that you were working on at the last session.
- Note the place where you stopped for the next class.
- Pass out the **next step** if needed.
- Remind everyone to do his or her homework for the next week and continue to work through the steps with the sponsor.
- Have someone **close in prayer** at the end of class.

AFTER CLASS:

- Update 12-Step Group Leader Coordinator:
  - During the weeks leading up to step 5, let the group leader coordinator know your needs for people to hear step 5. Let the group leader coordinator know as people sign up for time slots for step 5.
  - Any problems or concerns.
  - If suicide is ever mentioned, we are required to report this to our outreach pastor. Go directly to Kay or Diane to let them know.



## Step-Specific Group Leader Guidelines

### INTRODUCTION TO THE 12 STEPS:

- Have everyone in the group introduce himself or herself using first names only and share whether this is the first time of working through the 12 steps.
- Read through the entire packet.
- On the "Walking through the Twelve Steps" letter.
  - Emphasize that we are here to help. Let everyone know that you are available for him or her to help in any way you can.
- Encourage everyone to get a sponsor. Having a sponsor can make the difference between succeeding and failing. A sponsor helps us to be accountable to someone besides ourselves and provides us the emotional support that we need when times are tough.

### STEP ONE:

- Everyone should attend. If you are having a problem and need a regular meeting, then go to a regular meeting that night. Just try to let your 12-step group leader know what is going on.
- Bring your folder with you each week.
- Call any of the group leaders (of the same sex) if you need any kind of help or need answers to a question.
- Step one addresses the physical dependency.

### STEP TWO:

- Step two is the mental step. You're trying to work through in your mind what you have already been programmed to do.
- You come to realize that there is hope and a better way to live. Be open-minded to be able to receive help.

### STEP THREE:

- Step 3 is the spiritual step, when you make a decision to turn your will and life over to God, as you understand Him. All you did was make a decision in this step.

- There are three frogs on a log. One of them made a decision to jump. How many are on the log now—three frogs. He just made a decision to jump, he did not do it.
- Beware of the yo-yo step. In early recovery people tend to leave the situation with God when things are going their way, then take it back when it is not.
- Note: As a Christian group we believe that the Bible is true and there is not discussion on this! If someone starts to challenge the Bible, you need to stop him or her at that point and provide explanation.
- Make sure everyone answered the last question of the 3rd step about being born again.
- Here are some information and Scriptures to help you minister salvation if you receive questions or there is confusion about being born again:

*Every single person who has ever lived has to deal with his or her separation from God.*

Romans 6:23

**For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord.**

Romans 5:8

**But God demonstrates His own love for us in this: While we were still sinners, Christ dies for us.**

*God's solution for our sin nature was that He sent His son Jesus to the cross so that we who believe in Him can become new creatures.*

John 3:16

**For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.**

Romans 10:9-10

**If you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For it is by believing in your heart that you are made right with God, and it is by confessing with your mouth that you are saved.**

*There is nothing you have ever done that will keep you from being saved. It is a gift of God to **all** who accept it.*

John 14:6

**Jesus said to him, "I am the way, the truth, and the life. No one comes to the Father, except through Me."**

John 6:40

**And this is the will of Him who sent Me, that everyone who sees the Son and believes in Him may have everlasting life.**



*God made it so simple for you to receive salvation. Here is a prayer of salvation that you can pray after me, loud enough for you to hear yourself.*

**Dear Heavenly Father, I come to You in the Name of Jesus. You said in Your Word, if you confess with your mouth the Lord Jesus, and believe in your heart that God has raised Him from the dead, you shall be saved. I do believe in my heart, and I confess Jesus NOW as my Lord and Savior. Therefore, I am saved! Thank You, Father in Jesus' Name, Amen.**

#### STEP FOUR:

- In completing the 4<sup>th</sup> Step Inventory, there are many suggestions or options about how to write the inventory itself. If someone is stuck and doesn't know how to begin, one option would be to:
  - Write down the top ten worst things that he or she has done. Start writing with the worst thing he or she has ever done first, the second worst thing would be second, etc. If he or she faces worst things first, writing the inventory gets easier and easier instead of harder and harder.
- People are not required to use our Inventory if they prefer another one, or if they would rather journal. The inventory we have is just a “help” to get people started.
- Emphasize that they are able to complete Step 4 and that we are here to help them, as well as their sponsors.
- Has anyone started or finished his or her list? If you haven't started, get started.

#### STEP FIVE:

- 1John 1:9, **But if we confess our sins to him, he is faithful and just to forgive us our sins and to cleanse us from all wickedness.**
- For those leaders that listen to Step 5, provide them with the individual handout for Step 5. It includes the following:
  - Introduce yourself and greet the person warmly. Let the person know that whatever is shared here will be held in the strictest confidence. We love you and God loves you so much.
  - Open in prayer: Ask God to give the individual the willingness and strength to be open, to share all experiences, and not to hold anything back.
  - If the person is uneasy at some point, it is okay to share your personal strengths and weaknesses and what God has done for you in your life. Remember to keep it short—no leads or mini-leads. You are here to hear the individual!

- If someone has shoplifted 100 times, he or she doesn't need to list every time the shoplifting occurred and where. If he or she stole from a family member, say that but you may not remember every item. In his or her heart the person is saying what was done.
- Watch your time frame and close in prayer.
- Ask them to go back to class and send the next person for his or her appointment.
- After completing step 5, take time for peace and rest. You need some meditation/quiet time. Reflect on making sure that you have done all 5 steps to the best of your ability to this point.

#### **STEP SIX:**

- Congratulate everyone for making it to Step 6. You have completed the most difficult part!
- How can we ask God to get rid of the THINGS we did in our past? WE CAN'T! He cannot remove things that have already happened. We can ask to get rid of the defects which caused us to act in the manner we did by taking Step 6.
- Step 6 is the step that separates the men from the boys. If we can honestly say we are ENTIRELY (not almost, not just about, not partially) ready to have God remove ALL (not some) of these defects, even the ones that were fun, remembering that in step 3 we turned our wills and our lives over to God's care with complete abandon, then we have completed Step 6.

#### **STEP SEVEN:**

- Step 7 asks us to come up with something we don't have, may have never had, and are unlikely to come up with anytime soon. But Step 7 is the beginning of acquiring it . . . True Humility . . . With a simple prayer to our Higher Power, as we ask that ALL our character defects which stand in the way of our usefulness to Him and our fellows be removed, we have completed step 7.
- This is about sincerely asking for help—you can't do this on your own. Ask God to help you. There is a lot of pop psychology out there that does not bring about the changes in your life that yielding to the Holy Spirit in your life brings. John 15:4: "Remain in me, and I will remain in you. For a branch cannot produce fruit if it is severed from the vine, and you cannot be fruitful unless you remain in me."
- You can say what God says about you with regard to a character defect even when in the middle of doing it. For example, every time you light a cigarette, confess what God's Word says about you and thank Him for removing this character defect from you. Say out loud:



- "I glorify God in my spirit and in my body. I refuse to allow nicotine in me that would not please Him. Thank you Lord, that I do not desire to smoke." (1 Corinthians 6:19-20 is the Scripture to back this up: Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, 20 for God bought you with a high price. So you must honor God with your body.)

#### STEP EIGHT:

- Steps 8 and 9 handle the restitution for the things we did in the past, as WE set them right.
- One way to write out your amends is to start with the people you think you can make amends with and get a good response. Then continue with the people that you think that you would have a bad response from.
- Remember, you are not to make your amends in this step. Step 8 is about identifying the amends, not making the amends.

#### STEP NINE:

- Do not trust your own thinking on this step! Seek out guidance from your sponsor about who you should make amends with face to face. This is a chance to let someone who has seen and possibly experienced heartache on this step help you to avoid it.
- When you make amends, do it face to face. Don't do it over the telephone or in a letter. This is to prevent any taping of a conversation over the phone or provide something written that could be showed to someone else.
- You ask for forgiveness; you don't say you are sorry. As an addict, we get used to saying we are sorry over and over. You ask for forgiveness from your heart, like you would ask God to forgive your sins.
- Ask the person if he or she has any feedback, whether positive or negative.
- Of course you wouldn't violate a PFA or anything like that.
- If someone asks you to leave, just get up and leave.
- Some amends you will not make because you will not go to California or Hawaii to make the amends. If the person shows up in your area, then you should make the amends. God will bring the people.

- You would not make amends with someone that would injure others—like if you had an affair with someone's spouse or your spouse, because they would both be injured by it.
- If someone has passed away, you can make amends at the graveside, pretend that he or she is in a chair, or write a letter to him or her and then burn the letter when you are done.

#### **STEP TEN:**

- Step 10 is a motive check. When you reflect:
  - What did I think today?
  - What did I do today?
  - What did I say today?
  - AND WHY?
  - How did what you did affect other people. Take it to God and ask for His help to change and for forgiveness.
  - This is not about beating ourselves up. This is about knowing that God loves us even when we make a mistake and forgives us when we ask.

#### **STEP ELEVEN:**

- You can't develop a relationship with someone without spending time with him or her. All prayer is about is talking with God. Think back to someone you developed a relationship with in the past—you spent time together to develop a great relationship and you loved doing it!

#### **STEP TWELVE:**

- There is no message to carry unless I have done the first 9 Steps and am living the last three. I can't give what I don't have, even though I might want to. I must try to practice the principles of the Steps in ALL my affairs, every day, one day at a time.
- You are supposed to be demonstrating to others the new life and hope that you have in the way that you are living—not talking about it, but living it.
- Make 12-Step calls to help other people.
- Get involved in other people's lives by serving. A great place to serve is Victory Group. By giving, you are planting a seed that will come up in other areas of your life.
- Part of growing spiritually is taking a risk by developing relationships outside of the addict community. Sometimes we are comfortable comparing ourselves to others that are like us or are not in as good of shape as we are (not a good place to live).





Stretch yourself by developing friendships with other Christians. "As iron sharpens iron, so a friend sharpens a friend" (Proverbs 27:17).