

BDA Meeting Format for Sunday BDA Online meeting Group #968 *adopted July 16, 2023; revised March 16, 2025*

Note: Red text are instructions for the meeting chairperson, tech person, or Speaker Greeter and are not read aloud

1. Opening and Introductions

Welcome to the Sunday BDA Online meeting. My name is _____. I am a recovering debtor and business owner and will be the chairperson for today's meeting. For the duration of the meeting, we ask that you stay muted unless you are speaking. Our zoom chat is open for sharing contact information and program-related outreach. Thank you.

Will all who care to please un-mute and join us in the "we" version of the Serenity Prayer:

**"God, grant us the serenity
to accept the things we cannot change,
the courage to change the things we can,
and the wisdom to know the difference."**

Business Debtors Anonymous (BDA) is a distinct and dynamic – but not separate – part of D.A. created to focus on the recovery of members of the fellowship who are business owners. Together, members of BDA support one another in applying the D.A. principles and tools when owning and running a business. BDA is a part of Debtors Anonymous, a spiritual program based on the Twelve Steps as adapted from Alcoholics Anonymous.

You do NOT need to own a business to attend this meeting. As DA's Third Tradition States: the only requirement for membership is a desire to stop incurring unsecured debt. In BDA we learn to operate our business along spiritual lines. We accumulate cash reserves, pay our bills and employees on time, and build a thriving, prosperous, debt-free and financially solvent business.

Would someone please read "The Twelve Steps" and the Tradition of the month?

Tech person, please share readings on screen.

Thank reader.

Would someone please read "Additional Tools of Business Debtors Anonymous"?

Tech person, please share reading on screen.

Thank reader.

2. Welcome Newcomers

Are there any newcomers here in their first 6 meetings who would like to identify yourselves by first name only?

If no newcomer(s) are present continue to 3.

If newcomer(s) are present: Welcome. We are grateful you are here. We will reserve time at the end of the meeting to share BDA's suggested guidance for newcomers and our Newcomer Greeter will stay on after the meeting for additional guidance.

3. Meeting Format

This meeting uses the following format:

First week of the month we read the Step of the month from the DA 12, 12, and 12 Book.

Second week of the month we have a speaker who shares on the Promise of the month.

Third week of the month we have a 45 minute meeting followed directly by a 30-minute business meeting and 15 minutes for newcomers. At the regular meeting we read the Tradition of the month from the DA 12, 12, and 12 Book. We stop the regular meeting 15 minutes early to begin the Business Meeting at 8:45pm Eastern Time, 5:45pm Pacific Time. We welcome and encourage everyone to attend the Business Meeting. It's a great way to be of service to the BDA program.

Fourth week of the month we read the BDA Tool of the month from the BDA Tools Pamphlet.

And the fifth week of the month we read a DA or BDA pamphlet.

Follow the prompts below based on the current week:

For Weeks 1 and 3:

This week we ask members to read _____ (*insert Step, Tradition, or Concept depending on the week*) from the DA 12, 12, and 12 book, which will be shown on screen. We ask that you read up to a page then say pass. Whoever wants to read next, please simply come off mute and begin reading. Who would like to begin?

Go until the reading is complete. If no one steps in to read, the chairperson may take a turn reading then ask who would like to read next.

For Week 2:

For today's meeting we have a speaker on the Promise of the month.

Before our Speaker Greeter introduces our speaker, would someone be willing to be our spiritual timekeeper? *Thank timekeeper.*

Ask speaker: Will you let our timekeeper know how you would like to be timed? *Wait for*

speaker and timekeeper to arrange timing.

Thank you. Now our Speaker Greeter will introduce our speaker.

Speaker Greeter, introduce the speaker.

If the speaker consented to being recorded, share the following:

Our speaker has consented to being recorded so we may put the audio only of their share on our website. Please be assured that only the speaker's audio share will be saved and posted to our website. The video will not be saved and will not be shared.

Tech person, please start the recording when the speaker is ready to begin and stop the recording promptly when the speaker has finished.

Chairperson, after the speaker has shared and the recording has stopped, thank the speaker and ask them if they are willing to share their contact info in the chat and/or verbally if anyone is joining by phone only.

For Week 4:

This week we ask members to read from the BDA Tools pamphlet, which will be shown on the screen. We ask that you read up to a page then say pass. Whoever wants to read next, please simply come off mute and begin reading. Who would like to begin?

Go until the reading is complete. If no one steps in to read, the chairperson may take a turn reading then ask who would like to read next.

For Week 5:

This week we ask members to read from a DA or BDA pamphlet which will be shown on the screen. *Choose from any available pamphlet or ask the Group Tech Coordinator to choose and screen share e-pamphlets. [Suggestions include: Service, Anonymity, Business Meetings](#), and any of the available Kindle/e-pamphlets.*

We ask that you read a couple of paragraphs then say pass. Whoever wants to read next, please simply come off mute and begin reading. Who would like to begin?

Go until the reading is complete. If no one steps in to read, the chairperson may take a turn reading then ask who would like to read next.

4. Group Sharing

It's now time for group shares. Please keep your share to three minutes so all who want to will have a chance to speak.

For all weeks except week 2 (Speaker Meeting). If this is week 2, skip to the next paragraph. Would someone be willing to be our spiritual timekeeper? Our timekeeper will announce that you have "one minute" left after 2 minutes have passed. To all who

share: please acknowledge that you've heard the timekeeper. *Wait for someone to volunteer. Thank the person who volunteers to be the timekeeper.*

Read at every meeting, regardless of the format: Please remember that we do not engage in cross-talk, which means interrupting or directly addressing a speaker or another person's share. Also remember to stay muted unless you are speaking. These practices give everyone the chance to freely share what is in our minds and hearts.

If you would like to share, please simply come off of mute. You do not need to raise your hand to be called on. If two or more people begin to speak at the same time, please politely determine who will go first. We will share until 10-15 minutes before we begin closing the meeting. Who would like to begin?

If newcomers are present, end shares 15 minutes before the meeting ends. (Weeks 1, 2, 4, and 5 – end the meeting at 9pm Eastern Time and 6pm Pacific Time. Week 3, end the meeting at 8:45pm Eastern Time and 5:45pm Pacific Time.)

If newcomers are NOT present, end shares 10 minutes before the meeting ends.

5. 7th Tradition, Announcements, and Newcomer Information

Thank you everyone, that is all the time we have for sharing.

According to DA's 7th Tradition, we have no dues or fees – every DA group ought to be fully self-supporting, declining outside contributions.

This group uses PayPal and Venmo to receive 7th Tradition contributions. You can find a PayPal linked 7th Tradition button on our website at sundaybdaonline.org. When paying with Venmo, search for Sundaybdaonline.

We'll now take a one-minute pause for those who wish to contribute to the 7th Tradition.

Pause for 1 minute.

This meeting has a contact list with emails and phone numbers of members who want to connect with others. If you would like a copy of the list or to be added to the list, please contact our Group Tech person at sundaybdaonline@gmail.com. A link to the list will be emailed to you. We will post this email in the chat.

Does anyone have any DA- or BDA-related announcements?

If no one shares Literature, Free Literature, and Workshop information, the host, Tech person or another homegroup member should share and post the links in the chat.

If newcomers are NOT present, skip to 6. Business Goals.

If newcomers are present:

We want to welcome our newcomer(s) again. Thank you for being here.

Based on experience, BDA recommends the following actions be taken toward recovery from incurring debt in business.

1. Refrain from incurring unsecured business debt one day at a time.
2. Attend meetings regularly.
3. Get phone numbers from other members. Call and text with questions and for support.
4. Find a sponsor and start working the Twelve Steps.
5. Begin keeping your numbers. This means regularly recording your expenses and income.
6. Assemble a Pressure Relief Group. A Pressure Relief Group is composed of two people in the program with experience in working the Steps who can offer hope, possible options for relieving financial pressures, and solutions based on their experience.

A reminder – our newcomer greeter (and any members who would like to) will stay on for up to 15 minutes after the meeting closes to answer any questions you have.

6. Business Goals

Our meeting encourages you to share your BDA or DA goals for the week. Please keep them clear and brief so all who care to share may do so. If you would like to share, please simply un-mute whenever you are ready.

Allow for up to 5 minutes for goal sharing. Thank everyone for sharing.

7. Closing

At each meeting, we rotate the meeting lead position. That is what I have been doing by simply reading the meeting script which is available on our website, or it can be emailed to you. Would some like to do what I am doing and lead the meeting next week by reading the script? *Wait for someone to volunteer. Thank the person who volunteers.*

Ask the tech coordinator to get them the script.

In closing, we would like to remind you that in Debtors Anonymous we practice Tradition Twelve, which is the principle of anonymity. This assures us the freedom to express ourselves at meetings and in private conversations without fear that our comments will be repeated. We keep what is shared at meetings

confidential. As we work the Steps and practice DA's Traditions and Concepts, we are reminded that recovery is possible and that we are all here for a common purpose—to recover from compulsive debting one day at a time.

Who would like to read the Promises of Debtors Anonymous?”

Tech person, please share reading on screen.

Thank reader.

Will all who care to please un-mute and join us in the “we” version of the Serenity Prayer:

**“God, grant us the serenity
to accept the things we cannot change,
the courage to change the things we can,
and the wisdom to know the difference.”**

If newcomers are NOT present. skip.

If newcomers are present read:

Before we close we want to remind you again that our newcomer greeter will stay on for up to 15 minutes after the meeting closes to answer any questions you have.

Thank you all for joining us tonight and thank you for your service.