ADDICTION RECOVERY PROGRAM

Administration Guide
“There could be nothing so exquisite and so bitter as were my pains. Yea, and again I say unto you, ... that on the other hand, there can be nothing so exquisite and sweet as was my joy.”

—Alma 36:21
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INTRODUCTION:
Description of Services

The addiction recovery program (ARP) of The Church of Jesus Christ of Latter-day Saints is organized under the direction of local priesthood leaders with assistance from LDS Family Services.

The program assists those who want to recover from addiction and provides support for family members and friends of those with addictions. The program includes principles of the gospel as well as the 12 steps of Alcoholics Anonymous World Services, Inc., which have been modified, with permission, into a framework that incorporates the doctrines, principles, and beliefs of the Church. Addiction Recovery Program: A Guide to Addiction Recovery and Healing and the Spouse and Family Support Guide are the participant guidebooks for this program.

The information in this guide helps program volunteers and Church leaders as they conduct recovery and support meetings, provide support to participants, and administer the program. Though consistency in how the program is run is important, it is understood that in areas where distance, cultural differences, or other factors make operation of the program as outlined difficult, adaptation may be appropriate. Acceptable changes may include adjusting the format, structure, organization, and implementation of the ARP program, as long as the goals and mission of the program are kept in mind. Area welfare managers should work with local and headquarters LDS Family Services staff when making any adjustments.

There are three primary types of ARP meetings: general meetings, meetings for Pornography Addiction Support Groups (PASGs), and meetings for Spouse and Family Support Groups (SFSGs). General meetings are for individuals struggling with addictions to substances (such as tobacco, alcohol, coffee, tea, or prescription or illegal drugs) or with destructive behaviors (such as excessive gambling, Internet gaming, or shopping or spending). PASGs are designed to assist those struggling with pornography or inappropriate sexual behavior. SFSGs are for spouses, family members, and friends suffering from the effects of their loved ones’ addictions or destructive behaviors. Participants may attend as few or as many meetings as they want and do not need the approval of their priesthood leader prior to attending.
Addiction Recovery Program
Organizational Structure

**LDS FAMILY SERVICES COMMISSIONER—CHURCH HEADQUARTERS:** Under the direction of the Presiding Bishopric and the Executive Welfare Committee, the commissioner of LDS Family Services and his staff oversee the operation of the addiction recovery program worldwide and provide training and direction to the Church for the program.

**AREA PRESIDENCY:** The Area Presidency oversees the implementing of addiction recovery program groups throughout the area.

**DIRECTOR FOR TEMPORAL AFFAIRS AND AREA WELFARE MANAGER:** The director for temporal affairs and area welfare manager consult with the Area Presidency and Area Seventies to oversee the program.

**ADVISORY BOARD CHAIR:** The LDS Family Services advisory board chair is usually a stake president or another priesthood leader who periodically reviews the overall operation of the addiction recovery program with the counseling manager. Each chair consults with and assists the counseling manager in his area to review the activities of the addiction recovery program and to select new program coordinators as needed. The chair also reports on program activities to the coordinating council and to the Area Seventy.

In areas where there are no LDS Family Services operations, the area welfare manager takes on the role of advisory board chair.

**LDS FAMILY SERVICES STAFF OR LDS FAMILY SERVICES SPECIALIST:** Under the direction of the area welfare manager, the area LDS Family Services staff oversees the training for and the priesthood collaboration and coordination of the addiction recovery program. In areas without LDS Family Services staff, the area welfare manager can designate a local Church-service missionary to serve in the role of LDS Family Services specialist.

**COUNSELING MANAGER:** The counseling manager is a full-time employee of LDS Family Services who manages the addiction recovery program in his or her assigned area according to established guidelines. He or she may work closely with the program coordinators if the area has program coordinators.
The counseling manager may also provide orientation and training related to the addiction recovery program to Church leaders at their request. He or she screens potential group leaders and facilitators and periodically attends recovery and support meetings to ensure that groups function properly. The counseling manager also oversees training for program coordinators, group leaders, and facilitators. He or she collaborates with the advisory board chair and local coordinating councils regarding the addiction recovery program.

In areas where there are LDS Family Services operations, a member of the LDS Family Services staff is generally the counseling manager.

In areas where there are no LDS Family Services operations, the area welfare manager takes on the role of counseling manager.

**GROUP MANAGER:** The group manager is a full-time employee of LDS Family Services who coordinates with the counseling manager to oversee the addiction recovery program in his or her area. He or she also coordinates or conducts training (at least yearly) for the counseling managers, program coordinators, group leaders, and facilitators in the area and reviews the administering of the local addiction recovery program with counseling managers on a regular basis. In areas where there are no LDS Family Services operations, the area welfare manager takes on the role of group manager.
Addiction Recovery Program
Ecclesiastical Responsibilities

STAKE OR DISTRICT PRESIDENT
All ARP meetings are hosted under the direction of the stake or district president, and he has priesthood responsibility for each group. The stake or district president also decides which types of ARP meetings to host in his stake or district. While LDS Family Services (LDSFS) provides technical training and creates policies and procedures, the stake (or district) president is the presiding authority for any ARP groups operating within the boundaries of his stake. He may assign a counselor, high councilor, or LDS Family Services specialist to supervise ARP activities in his stake.

STAKE PRESIDENCY COUNSELOR, STAKE HIGH COUNCILOR, OR LDS FAMILY SERVICES SPECIALIST
Under the direction of the stake (or district) president, a stake LDS Family Services specialist, counselor in the stake presidency, or high councilor in each stake may oversee the addiction recovery program.

The responsibilities related to overseeing ARP include the following:
1. Become familiar with the following guidebooks (available at arp.lds.org):
   b. Spouse and Family Support Guide
   c. This guide (Addiction Recovery Program Administration Guide)
2. Serve as a connection between the stake and the LDS Family Services central office when there is no LDS Family Services staff available.
3. Work with a member of the stake or district presidency, high councilor, stake welfare specialist, or bishopric or branch presidency member to identify and interview potential ARP group leaders, facilitators, or other assigned leaders. These individuals may be called and set apart for these assignments by their bishop, branch president, or stake or district president (or a counselor, if assigned).
4. Ensure compliance with Church expectations for the program by working with LDS Family Services office staff to support and train group leaders and facilitators. Where there is no local office available, work with the LDS Family Services central office.
5. Help ensure that group leaders and facilitators are adequately trained and direct them to materials found on arp.lds.org.
6. Represent and report to the stake president when developing and maintaining ARP groups.
7. Consult regularly with the stake president about the initial calling and the ongoing efforts of the LDS Family Services stake specialist, group leaders, and facilitators.
8. Meet regularly with ARP leaders to provide support, and help obtain materials and resources as needed.
9. Coordinate the use of Church facilities for group meetings.
10. Coordinate with priesthood leaders to create new groups when needed.
11. Ensure that the times and locations of support groups are accurate on arp.lds.org, and work with the program coordinator to update the website as needed.
12. Share statistical data from the group leader with stake leaders and LDS Family Services.

**BISHOP OR BRANCH PRESIDENT**

Following are suggestions to help the bishop or branch president oversee the work of addiction recovery in his ward or branch:

1. Visit arp.lds.org/leaders to learn more about his role.
2. Review the following guidebooks (available at arp.lds.org):
   b. *Spouse and Family Support Guide*
   c. This guide (*Addiction Recovery Program Administration Guide*)
3. Inform priesthood and Relief Society leaders about local recovery and support group meetings.
4. Provide continuous loving support and counsel for those attending recovery and support groups.

**WARD COUNCIL**

The bishop or branch president should inform the ward council about ARP as a valuable resource for those struggling with addiction and those who have loved ones who struggle with addiction. Members of the ward council can:

1. Assist the bishop with identifying ward members who may benefit from being participants in ARP.
2. Provide appropriate and confidential support and mentoring to members in the program, as directed by the bishop.
3. Refer to the Ministering Resources topic pages on Addiction, Overcoming Pornography, and Support for Spouses of Pornography Users to learn how to support members (see ministering.lds.org).
Addiction Recovery Program Coordinator, Group Leader, and Facilitator Requirements and Responsibilities

PROGRAM COORDINATOR
Program coordinators may be Church-service missionaries, stake welfare specialists, or volunteers who work closely with the LDS Family Services staff or specialist to coordinate recovery and support meetings and to provide training for group leaders and facilitators. If needed, the area welfare manager or the LDS Family Services staff or specialist may fulfill the program coordinator’s duties.

REQUIREMENTS
1. Hold a current temple recommend.
2. Serve for a period of 24 months. The term of service may be extended for up to 6 months with the approval of the stake president, for a total of 30 months. The number of weekly hours depends on the needs of the program. At least 6 months should pass before those who are released receive another Church-service missionary call in the ARP. The stake president must approve exceptions.

RESPONSIBILITIES
1. Provide initial and ongoing training for group leaders and facilitators.
2. Schedule and conduct coordination meetings for group leaders in order to address program issues, training, and planning.
3. With the group leader, identify potential meeting facilitators. Consult with the potential facilitators’ stake or district president or bishop or branch president to determine their worthiness and qualify them prior to having them facilitate meetings.
4. Coordinate with a member of the stake presidency or the high councilor assigned to the ARP, and the LDS Family Services support specialist to establish new recovery and support meetings.
5. Coordinate the scheduling of meetings and Church facilities with ecclesiastical leaders and LDS Family Services.
6. Receive statistical reports from group leaders, and submit them to LDS Family Services.
7. Ensure that the times and locations of recovery and support meetings are accurate on arp.lds.org.
GROUP LEADER
Group leaders conduct ARP meetings and help program participants. Group leaders are usually called and set apart as part-time Church-service missionaries or stake welfare specialists, or they may serve as volunteers. Group leaders conduct the recovery and support meetings, ensure that meetings are run properly, and provide brief instruction and testimony to participants. Prospective group leaders fill out a Recommendation for Church-Service Missionary form, available online or through distribution centers (item PD50021834), and submit the completed form to their bishop or branch president. When the ARP group leader changes, the outgoing and incoming leaders should overlap for at least two meetings to preserve the continuity of the ARP group leadership.

REQUIREMENTS
1. Hold a current temple recommend.
2. Serve for a period of 24 months. The term of service may be extended for up to 6 months with the approval of the stake president, for a total of 30 months. The number of weekly hours served will depend on the program’s needs. At least 6 months should pass before those who have previously served begin to serve again in ARP. Exceptions must be approved by the stake president.

RESPONSIBILITIES
1. Report to the program coordinators.
2. Conduct meetings and activities and ensure that recovery and support meetings run according to Church standards and expectations found in this guide.
3. Set the tone of the meeting by warmly welcoming all participants. Pay particular attention to welcoming and greeting new people who may be unfamiliar with the general format and rules of the group meetings.
4. Encourage group participants to establish and maintain a relationship with their bishop and to study the standard works of the Church.
6. Plan, run, and conduct all but the sharing portion of the ARP meetings each week (see the appendix for templates for meeting formats and dialogue).
7. Attend coordination, in-service, and training meetings as needed.
8. Submit monthly statistical information through the ARP admin page of arp.lds.org.
9. Identify potential facilitators and send recommendations to the program coordinators, who will qualify them for service by consulting with the stake president or bishop of the candidates to determine their worthiness prior to having them facilitate meetings.
10. With the help of the LDS Family Services staff or specialist, train and supervise group ARP facilitators and identify new ARP group leaders.
11. Train others who could lead a group or facilitate a meeting if a program
coordinator is unable to attend the meeting due to an illness, vacation, or unexpected event.
12. Adhere to Church-service missionary guidelines, including wearing Sunday dress during meetings.
13. Provide ARP materials to facilitators, mentors, and participants.
14. Follow the instructions outlined in the ARP training points and the script included in the format and dialogue documents in the appendix.
15. Study and apply the suggestions from the Recognizing and Welcoming the Newcomer form in the appendix.
16. Work with the stake presidency member, stake high councilor, or stake LDS Family Services specialist to help wards and branches stay informed about group meetings.

FACILITATOR

The facilitator is a person who has overcome an addiction (or destructive behavior) and has a desire to assist others who are striving to become addiction free. He or she conducts the sharing portion of the recovery meetings and shares his or her testimony and recovery story with group members (see the format and dialogue forms in the appendix for more information). Someone who understands the problem of addiction firsthand should typically conduct the sharing portion of group meetings. However, if needed, a group leader can function as the facilitator until he or she finds a facilitator. Program leaders may wish to have potential facilitators complete a Church-service missionary application at CSMOpps.ldschurch.org as a way to track length of service and to have a secure place to store private contact information. Otherwise, program leaders may simply follow the requirements listed below when selecting a facilitator.

REQUIREMENTS

1. Be a member of the Church, have a testimony of the restored gospel, and live gospel standards.
2. Understand the principles of recovery and apply them.
3. Generally, be in recovery (sober and clean) for at least 12 continuous months before beginning volunteer service. However, a Church member who has been in recovery for less time may be asked to serve as an ARP facilitator, if necessary, as it is important for the group to have someone who understands addiction firsthand.
4. Participate in ARP meetings for at least three months, where possible, before becoming a facilitator.
5. Be recommended for service by the group leader and program coordinator. Receive approval from the stake president or, if delegated, the bishop. Note: A formal application is not necessary unless using the CSMOpps.ldschurch.org program (when requested by program leaders).

7. Serve for a period of at least 6 months and no longer than 24 months. After 24 months a facilitator can reapply for up to another 24 months of service. Continuous service in this position should not exceed a total of 48 months; the stake president must approve exceptions.

**RESPONSIBILITIES**

1. Foster an environment of unconditional love, faith, trust, and support so group members feel welcome and safe.
2. Conduct the sharing portion of recovery meetings.
3. Support the decisions of addiction recovery program leaders.
4. Attend ARP coordination and training meetings regularly.
Statistical Reports

The program coordinator receives regular statistical reports from group leaders. Group leaders report totals for the following:

- Number of general meetings held
- Number of PASG meetings held
- Number of SFSG meetings held
- Number of participants who attended all meetings
- Number of new participants who attended a meeting for the first time (Note: The definition of “new” is any participant attending for the first time or anyone coming back to meetings after being absent for a year or longer.)
- Number of direct volunteer hours given: Time spent “face to face” with participants in meetings, personal visits, firesides, and so on. Hours are reported in 15-minute increments.
- Number of indirect volunteer hours given: Time spent traveling to ARP meetings, studying and preparing for meetings, presenting at fifth Sunday meetings, and so on. Hours are reported in 15-minute increments.

The program coordinator then submits the statistical information to LDS Family Services at Church headquarters through the admin page of arp.lds.org.
New Addiction Recovery Program Meetings

To establish a new ARP meeting, a stake or district president should:

1. Request to begin a new recovery or support meeting by filling out the Addiction Recovery Program Group Request form and sending the completed form to the LDS Family Services staff or specialist in the area. The staff or specialist will then forward the form to LDS Family Services at Church headquarters.
2. Work with the stake (or district) presidency member or high councilor assigned to the program and the stake LDS Family Services specialist to identify potential group leaders and facilitators.
3. Interview (or delegate to a stake presidency, bishopric, or branch presidency member to interview) those prospective individuals to ensure they are worthy and suitable to serve in the program.
4. Set apart individuals called to serve in the program, or ask a counselor or bishopric or branch presidency member to do so.
5. Contact the local LDS Family Services staff member or LDS Family Services at Church headquarters to arrange training for the newly called group leaders and facilitators.
6. Coordinate with the stake LDSFS specialist to select a building and time to hold the ARP meeting.
Addiction Recovery Program Implementation Guidelines and Policies

MEETING GUIDELINES
1. The only approved types of addiction recovery program meetings are general addiction recovery meetings, PASG meetings, and SFSG meetings. The LDS Family Services central office must approve requests for other specific meeting types (such as those for people with excessive spending or shopping habits).
2. There can be gender-specific group meetings.
3. Meetings should be held at Church-owned buildings whenever possible. Meetings should not be located at addiction treatment centers but may be held in jails or prisons with the approval of the stake or district president and the jail or prison administrator.
4. Meetings are usually held at the same time each week and are an hour to an hour and a half long.
5. If a meeting has too many participants to allow time for all attending to share their thoughts, group leaders may split the group in half and meet with part of the group in another room.
6. Attendance at recovery meetings does not replace attendance at regular Sunday Church meetings or at ward activities. Do not schedule meetings during the Sunday block. Meetings may be scheduled on Mondays if the meetings end before 6:00 p.m. Do not hold meetings during the time scheduled for general conference sessions.
7. Phone meetings may be held in place of in-person meetings, but they should not exceed 25 participants. Phone participants should be encouraged to attend an in-person meeting whenever possible.
8. Posters with meeting information may be hung in Church meetinghouses with approval from local leaders and LDS Family Services staff or specialists.

PROGRAM POLICIES
1. The hosting stake or district president approves the creation of a new addiction recovery program meeting within the boundaries of his stake or district and makes the request to hold the new meeting to LDS Family Services or the area welfare manager. The hosting stake or district president is responsible
for the program in his area, but he may delegate the responsibility of overseeing the program to a counselor in the stake or district presidency, a member of the stake high council, or an LDSFS specialist.

2. The standard works, Church magazines, *Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, and the *Spouse and Family Support Guide* are the only materials used in recovery and support meetings. Other materials or publications are not promoted, sold, or distributed before, during, or after recovery and support meetings or activities.

3. Recovery and support meetings held in Church facilities should not be held at the same time as or in the same areas of the building where youth activities are being held, unless otherwise approved by the hosting stake or district president.

4. Information shared during recovery and support meetings is to be kept confidential.

5. The stake or district president authorizes devotionals or firesides related to the addiction recovery program, and those meetings should feature a spiritual message related to the principles of recovery.

6. No talks or presentations specifically about the addiction recovery program should be given or made in sacrament meetings or in other meetings where young men, young women, or children are present. Announcements regarding the ARP are permitted.

7. Church leaders may request that presentations about the program be given in priesthood, Relief Society, and ward and stake council meetings.

8. Program participants are encouraged to meet regularly with their bishop, branch president, or other designated ecclesiastical leader to discuss progress and receive additional support.

9. When media issues arise, Church media specialists work with the LDS Family Services staff or specialist to resolve such issues, in accordance with LDS Family Services and Church policies.

10. Official Church websites that promote ARP include LDS.org, arp.lds.org, LDSFamilyServices.org, overcomingpornography.org, and providentliving.org. Creating other websites to promote the program is not approved.

11. Family members supporting an individual with an addiction may participate in recovery group meetings.

12. Group leaders may give priesthood blessings to participants after encouraging them first to ask a family member, home teacher, or bishop.

13. The program coordinators or group leaders should provide monthly statistical reports to the LDS Family Services staff, LDSFS specialist, or area welfare manager through the admin page of arp.lds.org.

14. Name badges for ARP Church-service missionaries include only the following: (1) the name of the missionary, (2) LDS Family Services, and (3) The Church of Jesus Christ of Latter-day Saints.

15. Full-time missionaries are not allowed to participate in recovery and support meetings as participants. At their mission president's discretion, they are allowed to bring investigators to the meetings.
16. The addiction recovery program may be adapted to better meet cultural needs of local groups. Such adaptations should be approved by the Area Presidency. The stake or district president informs the LDS Family Services staff or specialist of the changes.

17. There is no cost to attend group meetings. If desired, participants may purchase printed copies of *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* from distribution centers or store.lds.org; digital copies are available free of charge at arp.lds.org and from the Gospel Library. The *Spouse and Family Support Guide* is also available free online at arp.lds.org. The group may also have several copies available to borrow, which should be labeled as “Group Copy.”

**ADMINISTRATION GUIDELINES**

1. LDS Family Services staff, LDS Family Services specialists, or area welfare managers supervise the addiction recovery program in their area.

2. The local Area Seventy should receive a report regularly about the addiction recovery program from the LDS Family Services staff, LDS Family Services specialist, or area welfare manager, particularly if the program is administered across stake boundaries within an area.

3. Program coordinators, under the direction of LDS Family Services staff, LDS Family Services specialists, or area welfare managers, hold regular trainings for group leaders and facilitators.

4. Group leaders or facilitators should be released from their other Church assignments when appropriate or necessary.

5. Group leaders or facilitators should contact local authorities in response to any emergency situation or serious incident that occurs during a recovery or support meeting.

6. Any alleged sexual misconduct between a group leader or facilitator and an attendee of the meetings should immediately be reported to the LDS Family Services staff or LDS Family Services specialists, who will report to the LDS Family Services central office or the area welfare manager. They will then contact the Church’s abuse line or area legal counsel as appropriate.

7. When one meeting participant regularly distracts other participants, the program coordinator or group leaders should help the participant stop his or her problematic behavior. If those efforts fail, they should ask the participant to stop attending the meetings.

8. Hosting stake or district presidents should receive a statistical update at least quarterly from the LDS Family Services staff, LDS Family Services specialist, or area welfare managers. Additionally, LDS Family Services staff, LDS Family Services specialists, area welfare managers, or program coordinators should counsel with hosting stake presidents about any significant issues with recovery and support meetings held in their stake. (Note: In doing so, they should protect the anonymity of all participants and the confidentiality of the information shared in the recovery and support meetings.)
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ADDICTION RECOVERY PROGRAM MEETING FORMAT AND DIALOGUE

[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints addiction recovery program meeting. I am Elder/Brother/Sister __[your last name]__. My companion is Elder/Brother/Sister __[your companion’s last name]__, and we are your group leaders.

   *Do or say the following:*
   - Do we have anyone here for the first time? We welcome you to this meeting.
   - *Invite participants to introduce themselves by only their first name.*
   - Please turn off your cell phones.
   - *Give the announcements.*
   - Would someone volunteer to offer an opening prayer?

2. **Read the mission statement:** “The Church of Jesus Christ of Latter-day Saints addiction recovery program meetings assist those who desire to recover from addiction. We also welcome family and friends whose lives may be affected by the addiction of another. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the 12 steps of recovery. Our meetings provide a safe place for honest sharing because we adhere to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we practice these 12 steps in our lives, we receive power through Jesus Christ and His Atonement in order to overcome addiction and receive more fully the blessings of the gospel. Family and friends who practice these same 12 steps will also find hope and healing for themselves.”

3. **Introduce the 12 steps:** We will now go around the room and take turns reading each of the 12 steps found on page iv of the guidebook (Addiction Recovery Program: A Guide to Addiction Recovery and Healing). We invite each person who is willing to read one step. You can pass if you prefer to only listen.

4. **Introduce step study:** Each week we focus on a different step of recovery. This week we will read about step __[number]__ starting on page __[number]__ of the guidebook. We will go around the room, and each person who is willing will read one or two paragraphs. You can pass if you prefer only to listen. *[Say the next sentence only if it applies to your group.*] We have an extra copy of the guide for you to use in this meeting in case you don’t have one. *[Then continue with the next sentence.]* During the reading, listen for thoughts, feelings, and experiences you have in common with others who have taken this step. We will be pausing at the end of each section to discuss what we have read. Please remember to raise your hand and wait to be called on so only one person speaks at a time. We will end the reading and discussion at __[designated time]__ to allow time for the sharing portion of the meeting. Who would like to begin the reading?

5. **Introduce the action steps:** These 12 steps comprise a program of action. As we read the section called “Action Steps,” we learn more about recovery and gospel actions that we can take to come unto Christ and receive power to recover from addiction. *[Invite the participant who is next on the reading and sharing list to begin reading the “Action Steps” section, and invite each participant next on the list who is willing to read a paragraph or two, until the end of the section.]*

6. **Introduce the facilitator:** We will now turn the time over to our facilitator, __[first name of facilitator]__, to conduct the sharing portion of this meeting.
7. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**
   Hi, I'm __[your first name]__. I'm a recovering addict. Share your positive recovery experiences related to this week's step, and bear testimony of the Savior.

8. **Introduce group sharing:**
   • [Read the first sentence only if applicable.] For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. Share about your personal recovery experience as it relates to recovery, the step we are discussing this week, or the step you are currently working on. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your addiction. Remember that cross-talk, which is interrupting or commenting directly about another participant's remarks, is not appropriate. Also, you can pass if you prefer to listen only.
   • Confidentiality and anonymity foster honesty and help make this a safe place to share. Therefore, remember the Alcoholics Anonymous saying: “Who you see here, what you hear here, when you leave here, let it stay here.” To protect anonymity, we invite you to introduce yourself by your first name only.
   • We will conclude the sharing portion five minutes before the end of the meeting, at __[designated time]__. We will then hear final thoughts from Elder/Brother/Sister __[name of one of the group leaders]__. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal if you have used your full time for sharing. In this meeting we will proceed __[choose to proceed person by person around the room or by volunteer]__. Who would like to begin the sharing?

9. **Close group sharing:** We sincerely thank you for your participation. We will now turn the time back to Elder/Brother/Sister __[name of one of the group leaders]__.

10. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself again, if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister __[your last name]__. Focus your closing thoughts on the principles and tools of recovery and your testimony of the Savior. Finish early enough to close the meeting on time.

11. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the views of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to purchase a personal copy of the guidebook for note-taking during meetings. We also recommend using the “Action Steps” and “Study and Understanding” sections between meetings to build on what you've heard and experienced in this meeting. We know that real connection with others is essential to recovery, and we invite you to use the “Support in Recovery” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation. Your presence here demonstrates your humility and faith and inspires hope in everyone attending today. Would someone please volunteer to offer the closing prayer?

12. **Invite someone to give the closing prayer.**
[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints addiction recovery program meeting. I am Elder/Brother/Sister __[your last name]__. My companion is Elder/Brother/Sister __[last name of your companion]__, and we are your group leaders.
   - Call-in meetings are held to eliminate travel, make meetings accessible to more people, and provide a degree of anonymity that is not possible in a face-to-face meeting. Call-in meetings are very worthwhile, but face-to-face meetings are preferable.
   - Please turn off any electronic devices that may interrupt the meeting, and remember to mute your phone when you are not speaking. If your phone doesn’t have a mute button, you can press star-6 (*6), and WebEx will mute and unmute your phone for you. Following these instructions will improve audio reception for all participants and make it easier to feel the Spirit.
   - This is a confidential meeting. In order to assure anonymity, we request that you participate in a location away from nonparticipants and that you do not record the meeting. Please make every effort to keep these meetings safe and confidential for all who participate. However, please understand that LDS Family Services cannot guarantee confidentiality.
   - Give the announcements.
   - Would someone volunteer to offer an opening prayer?

2. **Read the mission statement:** “The Church of Jesus Christ of Latter-day Saints addiction recovery program meetings assist those who desire to recover from addiction. We also welcome family and friends whose lives may be affected by the addiction of another. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the 12 steps of recovery. Our meetings provide a safe place for honest sharing because we adhere to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we practice these 12 steps in our lives, we receive power through Jesus Christ and His Atonement to overcome addiction and receive more fully the blessings of the gospel. Family and friends who practice these same 12 steps will also find hope and healing for themselves.”

3. **Introduce the 12 steps:** We will now read each of the 12 steps found on page iv of the guidebook *(Addiction Recovery Program: A Guide to Addiction Recovery and Healing)*. We invite each person who is willing to read one step. You can pass if you prefer to only listen. I will begin. [Read the first step.]

4. **Introduce step study:** [Read the following two sentences only if someone has joined your meeting after it has started.] Before we begin reading the 12 steps, is there anyone who has joined our meeting who would like to be added to our list of readers? It is perfectly acceptable to listen only. [If no one has joined the meeting, begin with the next sentence.] Each week we focus on a different step. This week we will read step __[number of step]__, starting on page __[page number]__ of *Addiction Recovery Program: A Guide to Addiction Recovery and Healing*. Each person who chooses to may read one or two paragraphs. Please state your name before you read, and when you are finished, say “I pass.” You can also choose to just listen. During the reading, listen for thoughts, feelings, and experiences you have in common with others who have taken these steps. In addition, we will be pausing at the end of each section to discuss what we have read. Please remember to state your name before sharing so that we know who is speaking. We will end the reading and discussion at __[designated time]__ to allow time for the sharing portion of the meeting. Would __[the participant who is next on the reading and sharing list]__ please begin the reading?

5. **Introduce the action steps:** These 12 steps are a program of action. As we read the section called “Action Steps,” we learn more about recovery and gospel actions that we can take to come unto Christ and receive power to recover from addiction. [Invite the participant who is next on the reading and sharing list to begin reading the “Action Steps” section, and then invite each participant next on the list who is willing to read a paragraph or two, until the end of the section.]

6. **Introduce the facilitator:** We will now turn the time over to our facilitator, __[first name of facilitator]__, to conduct the sharing portion of this meeting.
7. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**
Hi, I'm __[your first name]__. I'm a recovering addict. Share your positive recovery experiences related to this week's step, and bear testimony of the Savior.

8. **Introduce group sharing:**
   - [Read the next sentence only if people have joined the group since step study.] For those of you who have recently joined us, we welcome you. [Then proceed with the following sentence.] We will now begin the sharing portion of the meeting. Share about your personal recovery experience as it relates to recovery, the step we are discussing this week, or the step you are currently working on. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your addiction. Remember that cross-talk, which is interrupting or commenting directly about another participant's remarks, is not appropriate. Also, you can pass if you prefer to listen only.
   - Confidentiality and anonymity foster honesty and help make this a safe place to share. Therefore, remember the Alcoholics Anonymous saying: “Who you see here, what you hear here, when you leave here, let it stay here.” To protect anonymity, we invite you to introduce yourself by your first name only.
   - We will conclude the sharing portion five minutes before the end of the meeting, at __[designated time]__. We will then hear final thoughts from Elder/Brother/Sister __[name of one of the group leaders]__. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal [knock three times] if you have used your full time for sharing. In this meeting we will proceed down the list of our participants. [Start with the participant who follows the facilitator on your reading and sharing list.]

9. **Close group sharing:** We sincerely thank you for your participation. [Ask the following question five minutes before the time allotted for sharing is over, or when there is a long pause in sharing.] Is there anyone who has not had the opportunity to share who would like to before we turn the time over to our group leader? [Allow those who want to, to share, but make sure to keep within the allotted time for group sharing.] We will now turn the time over to Elder/Brother/Sister __[name of one of the group leaders]__.

10. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself, if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister __[your last name]__. Focus your closing thoughts on the principles and tools of recovery and your testimony of the Savior. Finish early enough to close the meeting on time.

11. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the views of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to purchase a personal copy of the guidebook for note-taking during meetings. We also recommend using the “Action Steps” and “Study and Understanding” sections between meetings to build on what you've heard and experienced in this meeting. We know that real connection with others is essential to recovery and healing, and we would invite you to use the “Support in Recovery” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation. Your presence here demonstrates your humility and faith and inspires hope in everyone attending today. Would someone please volunteer to offer the closing prayer?

12. **Invite someone to give the closing prayer.**
SPOUSE AND FAMILY SUPPORT MEETING FORMAT AND DIALOGUE

[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. Welcome the group: Welcome to The Church of Jesus Christ of Latter-day Saints spouse and family support meeting. I am Elder/Brother/Sister __[your last name]__. My companion is __[your companion's last name]__, and we are your group leaders.

Do or say the following:
- Do we have anyone here for the first time?
- *Invite new participants to introduce themselves by only their first name.*
- Please turn off your cell phones.
- *Give the announcements.*
- Would someone volunteer to offer an opening prayer?

2. Read the purpose statement: “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or addictions. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the *Spouse and Family Support Guide*. Our meetings provide a safe place for honest sharing because we adhere to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we apply these gospel principles in our own lives, we receive power through Jesus Christ and His Atonement to find hope and healing and to receive more fully the blessings of the gospel.”

3. Introduce the reading and discussion portion of the meeting: Each week we focus on a different principle. We will go around the room, and each person who is willing may read a paragraph. You may pass if you prefer just to listen. *Say the next sentence only if it applies to your group.* We have extra copies of the guide for you to use in this meeting in case you do not have one. *Then continue with the next sentence.* During the reading, listen for thoughts and feelings that resonate with you. In addition, we will be pausing at the end of each section to discuss what we have read. Please remember to raise your hand and wait to be called on so that only one person speaks at a time. We will end the reading and discussion at __[designated time]__ to allow time for the sharing portion of the meeting. Who would like to begin the reading?

4. Keep in mind the following instructions as you lead the discussion:
- Wait until each section has been read to discuss the questions provided at the end of each section.
- Let the participants answer each other’s questions.
- Help participants focus on applying gospel principles.
- Keep individual participants from dominating the discussion.
- Unless directed by the Spirit or there isn’t enough time, try to allow the group to read and discuss all sections of the principle.
- End at the designated time to allow sufficient time for the sharing portion of the meeting.

5. Introduce the facilitator: We will now turn the time over to our facilitator, __[first name of facilitator]__, to conduct the sharing portion of this meeting.
6. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**

Hi, I'm __[your first name]__. I've been asked to facilitate the discussion for today's meeting. Share positive recovery and healing experiences relating to this week's principle, and bear testimony of the Savior.

7. **Introduce the sharing portion of the meeting:**

- [Read the following sentence only if applicable.] For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. You are invited to share your personal experiences of applying gospel principles in your life. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your loved one's addiction. Also, you can pass if you prefer to listen only.
- Confidentiality and anonymity foster honesty and make this a safe place to share. In keeping with the principle of anonymity, we invite you to introduce yourself by your first name only.
- We will conclude the sharing portion five minutes before the end of the meeting, at __[designated time]___. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal if you have used your full time for sharing. In this meeting we will proceed __[decide if you will proceed person by person around the room or by volunteer]__.

Who would like to begin the sharing?

8. **Close group sharing:** Thank you for your participation. We will now turn the time back to Elder/Brother/Sister __[last name of one of the group leaders]__.

9. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself again, if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister __[your last name]___. Focus your closing thoughts on the principles and tools of recovery and your testimony of the Savior. Finish early enough to close the meeting on time.

10. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the beliefs of The Church of Jesus Christ of Latter-day Saints. Please review the “Gospel Study” and “Personal Learning and Application” sections of the principles between meetings to build on what you’ve heard and experienced in this meeting. We know that real connection with others is essential to recovery and healing, and we invite you to use the “Support in Recovery” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation.

11. **Invite someone to give the closing prayer.**
CALL-IN SPOUSE AND FAMILY SUPPORT MEETING FORMAT AND DIALOGUE

[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints spouse and family support meeting. I am Elder/Brother/Sister [your last name]. My companion is Elder/Brother/Sister [last name of your companion], and we are your group leaders.
   - Call-in meetings are held to eliminate travel, make meetings accessible to more people, and provide a degree of anonymity that is not possible in a face-to-face meeting. Call-in meetings are of great value, but face-to-face meetings are preferable.
   - Please turn off any electronic devices that may interrupt the meeting, and remember to mute your phone when you are not speaking. If your phone doesn't have a mute button, you can press star-6 (*6) and WebEx will mute and unmute your phone for you. Following these instructions will improve audio reception for all participants and make it easier to feel the Spirit.
   - This is a confidential meeting. In order to assure anonymity, we request that you participate in a location away from nonparticipants and that you do not record the meeting. Please make every effort to keep these meetings safe and confidential for all who participate. However, please understand that LDS Family Services cannot guarantee confidentiality.
   - Give the announcements.
   - Would someone volunteer to offer an opening prayer?

2. **Read the purpose statement:** “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or addictions. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the *Spouse and Family Support Guide*. Our meetings provide a safe place for honest sharing because we adhere to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we apply these gospel principles in our own lives, we receive power through Jesus Christ and His Atonement to find hope and healing and to receive more fully the blessings of the gospel.”

3. **Introduce the reading and discussion portion of the meeting:** Each week we focus on a different principle. Each person may read one or two paragraphs. Please state your name before you read, and when you are finished, say “I pass.” You can also choose to just listen. During the reading, listen for thoughts, feelings, and experiences you have in common with those who have already taken these steps. We will pause at the end of each section to discuss what we have read. Please remember to state your name before sharing so that we know who is speaking. We will end the reading and discussion at [designated time] to allow time for the sharing portion of the meeting. Would [the person who is first on the participant list] please begin the reading?

4. **Use the following instructions for the discussion:**
   - Wait until you have read each section to discuss the questions provided at the end of each section.
   - Let the participants answer each other’s questions.
   - Help participants focus on applying gospel principles.
   - Keep individual participants from dominating the discussion.
   - Unless directed by the Spirit or there isn’t enough time, try to allow the group to read and discuss all sections of the principle.
   - End at the designated time to allow enough time for the sharing portion of the meeting.

5. **Introduce the facilitator:** We will now turn the time over to our facilitator, [facilitator’s first name], to conduct the sharing portion of this meeting.
6. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**

   Hi, I'm __[your first name]__. I've been asked to facilitate the sharing portion of today's meeting. **Share positive recovery or healing experiences relating to this week's principle, and bear testimony of the Savior.**

7. **Introduce the sharing portion of the meeting:**

   - **[Read the first sentence of this paragraph only if applicable.]** For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. You are invited to share your personal experiences of applying these gospel principles in your life. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your loved one's addiction. You can pass if you prefer to listen only.
   - Confidentiality and anonymity foster honesty and make this a safe place to share. In keeping with the principle of anonymity, we invite you to introduce yourself by your first name only.
   - We will conclude the sharing portion five minutes before the end of the meeting, at __[designated time]__. We will then hear final thoughts from Elder/Brother/Sister __[name of one of the group leaders]__. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal [knock three times] if you have used your full time for sharing. In this meeting we will proceed down the list of our readers. [Start with the participant who follows the facilitator on your reading and sharing list.]

8. **Close group sharing:** Thank you for your participation. We will now turn the time back to Elder/Brother/Sister __[last name of one of the group leaders]__.

9. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself, if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister __[your last name]__. Focus your closing thoughts on the principles and tools of recovery and your testimony of the Savior. Finish early enough to close the meeting on time.

10. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the values of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. Please review the “Gospel Study” and “Personal Learning and Application” sections of the principles between meetings to build on what you’ve heard and experienced in this meeting. We know that real connection with others is essential to recovery and healing, and we invite you to use the “Support in Recovery” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation.

11. **Invite someone to give the closing prayer.**
Training Points

FOR GUIDING ADDICTION RECOVERY PROGRAM MEETINGS

The following sections address important points to remember as group leaders guide the addiction recovery program meeting.

PRE-MEETING PREPARATION

• Review the “Addiction Recovery Program Meeting Format and Dialogue” document (in this appendix), and become familiar with meeting procedures.
• Prepare spiritually. Read the content for the current recovery step, looking for application in your own life.
• Arrive at least 15 minutes early to the meeting to prepare the room and greet those who arrive early.

“WELCOME THE GROUP”

• Greet participants with warmth as they arrive. Introduce yourself, ask for participants’ first names (for newcomers), and thank them for coming.
• Read and follow the “Addiction Recovery Program Meeting Format and Dialogue” document during the meeting.
• Start the meeting on time.
• If there are newcomers, welcome them and invite them to introduce themselves by their first name.
• Give the announcements, which may include meeting changes, new meetings, or upcoming devotionals.
• Ask if anyone would be willing to offer the opening prayer. Allow time for a participant to volunteer before calling on someone (unless you are doing a call-in meeting, in which case you will assign someone from the list of attendees).

“READ THE MISSION STATEMENT”

• Read the mission statement exactly as written.

“INTRODUCE THE 12 STEPS,” “INTRODUCE STEP STUDY,” AND “INTRODUCE THE ACTION STEPS”

• Provide an atmosphere of acceptance so participants feel free to read or pass. Reading is an opportunity for participants to contribute to the meeting, but some may be uncomfortable reading in public or may want to listen only.
• When addressing the group, use statements beginning with “I” or “we” rather than “you” statements.
• When the group reaches the “Action Steps” section, stop and read the text following “Introduce the action steps” from the format and dialogue document. Then proceed with participant reading of the “Action Steps” section.
• Note: The information covered in step 4 is particularly important to recovery. For this step, in particular, be sure not to cut the reading short. In one-hour meetings, read all the way to “Four necessary elements” on page 22. In one-and-a-half-hour meetings, read all the way to “Study and Understanding” on page 24.

“INTRODUCE THE FACILITATOR”
• If no facilitator is present, the group leader bypasses “Introduce the facilitator” and “Begin the next portion of the meeting with facilitator sharing” of the dialogue and proceeds directly to “Introduce group sharing.” The group leader then asks someone with experience in recovery to begin the sharing.

“BEGIN THE NEXT PORTION OF THE MEETING WITH FACILITATOR SHARING”
• The facilitator sets the example of appropriate sharing.
• He or she limits his or her sharing to five minutes or less.
• The facilitator shares a positive recovery experience related to this week’s step.
• He or she should focus sharing on the solution rather than the problem.
• He or she should bear testimony of the Savior.

“INTRODUCE GROUP SHARING”
• Follow the Spirit when correction is necessary.
• Consider whether you may more effectively address someone’s problems or questions by speaking with him or her after the meeting.
• Remember that neither group leaders nor participants should “cross-talk,” which is criticizing, counseling, or praising one or more participants.
• Address problems as needed during meetings. Common problems and possible responses for them may include:
  - Problem: ignoring the signal to conclude remarks. Possible response: “It is time to bring your comments to a close.”
  - Problem: using inappropriate language. Possible response: “In our groups, we use appropriate language.”
  - Problem: using graphic details. Possible response: “In our groups, we focus on the solution rather than the problem.”
  - Problem: cross-talk. Possible response: “In our groups, we do not engage in cross-talk.”
• Be as gentle as possible when providing correction.

“CLOSE GROUP SHARING”
• If time is short, not everyone in the group has to share.
• Facilitators do not share a second time.
• Facilitators should turn the meeting back over to the group leaders on time.
• In meetings where there are few participants, it is acceptable to end the meeting early.
• Fifteen minutes prior to the end of the sharing portion of the meeting, facilitators ask participants if there is anyone with a strong desire to share. As time permits, those who respond should be given the opportunity to share.

“CONCLUDE WITH GROUP LEADER SHARING,” “END THE MEETING WITH THE FOLLOWING STATEMENT,” AND “INVITE SOMEONE TO GIVE THE CLOSING PRAYER”
• Adhere to the five-minute sharing limit and close the meeting on time in order to foster consistency, trust, and respect.
• Consider including during the closing comments personal experiences with the steps, ideas from the action steps, or scriptures from the “Study and Understanding” sections.

AFTER THE MEETING
• First, reach out to newcomers (see “Recognizing and Welcoming the Newcomer”).
• Allow time after the meeting for fellowshiping and answering questions.
• Collect any loaned-out guides, and distribute any needed program information.
• Do not ask for the phone numbers or email addresses of participants.
• Arrange the room as it was before the meeting. Empty the trash and turn off the lights, heat, and air conditioning. Lock the doors and secure the building.
• Provide program information.
• Thank everyone for coming, and encourage them to come again next week. You may also give out information on other available meetings in your area.

NOTE TO GROUP LEADERS
• If you have reason to suspect that a child has been abused or neglected, or if participants may be in danger of harming themselves or others, immediately notify the LDS Family Services office manager.
• In cases of emergency, contact local police or other appropriate emergency response personnel.
Training Points
FOR GUIDING CALL-IN ADDICTION RECOVERY PROGRAM MEETINGS

The following sections address important points to remember as you guide the addiction recovery program meeting.

PRE-MEETING PREPARATION

- Ensure that Cisco WebEx is set up for the call-in meeting. If it’s a new meeting, ask the counseling manager or area welfare manager to set up the WebEx meeting.
- Review the “Call-In Addiction Recovery Program Meeting Format and Dialogue” document, and become familiar with the meeting procedures.
- Prepare spiritually. Read the chapter for the current recovery step, looking for application in your own life.
- Call in 10 minutes before the meeting is scheduled to begin. As participants join the meeting, greet them with “Hi, this is Elder/Brother/Sister _[your last name]__. If you would like to help with the reading of the recovery step, or if you would like to share, please say your first name. Or you can choose to listen only.” If a participant does not respond with a name, do not repeat the greeting. Respect the person’s desire for anonymity. When recording attendance for that individual, write “listen-only participant.” Repeat the greeting for the next participant who joins the meeting.
- Start a list of those who are willing to help with the reading. This list will be used during the reading and sharing portions of the meeting.
- When creating the reading and sharing list, put the group leaders first, followed by the facilitator. (If no facilitator is present, you will need to ask a participant with recovery experience to share first during that portion of the meeting. This person should follow the group leader on the reading and sharing list. See the training point below for “Introduce the facilitator” for additional information.) List the other reading participants in the order they call in.
- Before the meeting begins, read aloud the names on the reading and sharing list to all the participants. Ask the participants to write down the names on the reading and sharing list as well, in part so that they know who is in the meeting. Read the list slowly, giving plenty of time for participants to write the names. Do not mention the listen-only participants.
“WELCOME THE GROUP”
- Follow the “Call-In Addiction Recovery Program Meeting Format and Dialogue” outline as written.
- Start the meeting on time.
- Make the announcements, which may include meeting changes, new meetings, or upcoming devotionals.
- Ask if anyone would be willing to offer the opening prayer. Allow time for a participant to volunteer before calling on someone.

“READ THE MISSION STATEMENT”
- Read the mission statement exactly as written.

“INTRODUCE THE 12 STEPS,” “INTRODUCE STEP STUDY,” AND “INTRODUCE THE ACTION STEPS”
- Provide an atmosphere of acceptance so participants feel comfortable reading or just listening. Reading is an opportunity for participants to contribute to the meeting, but some may be uncomfortable reading in public or may want to listen only.
- When addressing the group, use statements beginning with “I” or “we” rather than “you.”
- When the group reaches the “Action Steps” section, stop and read the text following “Introduce the action steps” from the dialogue and format document. Then invite the next participant on the reading and sharing list to resume the reading with the first action step.
- Note: The information covered in step 4 is particularly important to recovery. For this step, in particular, be sure not to cut the reading short. In one-hour meetings, read until you get to the section heading “Four necessary elements.” In one-and-a-half-hour meetings, read until you get to the heading “Study and Understanding.”

“INTRODUCE THE FACILITATOR”
- If no facilitator is present, the group leader bypasses “Introduce the facilitator” and “Begin the next portion of the meeting with facilitator sharing” in the dialogue and format document and proceeds directly to “Introduce group sharing.” The group leader then asks someone with experience in recovery to begin the sharing. This person should be on the reading and sharing list following the group leader (see “Pre-meeting preparation” for the reading and sharing list instructions).

“BEGIN THE NEXT PORTION OF THE MEETING WITH FACILITATOR SHARING”
- The facilitator should set the example of appropriate sharing.
- He or she should limit his or her sharing to five minutes or less.
- The facilitator should share positive recovery experiences related to this week’s step.
• He or she should focus sharing on the solution rather than the problem.
• He or she should bear testimony of the Savior.

“INTRODUCE GROUP SHARING”
• Follow the Spirit when correction is necessary.
• Remember that neither group leaders nor participants should “cross-talk,” which is criticizing, counseling, or praising one or more participants.
• On occasion, you may need to address a problem during the meeting. Common problems and possible responses may include the following:
  - Problem: ignoring the signal to conclude remarks. Possible response: “It is time to bring your comments to a close.”
  - Problem: using inappropriate language. Possible response: “In our groups, we use appropriate language.”
  - Problem: using graphic details. Possible response: “In our groups, we focus on the solution rather than the problem.”
  - Problem: cross-talk. Possible response: “In our groups, we do not engage in cross-talk.”
• Be as gentle as possible when providing correction.

“CLOSE GROUP SHARING”
• If time is short, it is not necessary for everyone to share.
• Facilitators do not share a second time.
• Facilitators should turn the meeting back over to the group leaders on time.
• In meetings where there are few participants, it is acceptable to end the meeting early.
• Fifteen minutes prior to the end of the sharing portion, facilitators should ask participants if there is anyone with a strong desire to share. As time permits, those who respond should be given the opportunity to share.

“CONCLUDE WITH GROUP LEADER SHARING,” “END THE MEETING WITH THE FOLLOWING STATEMENT,” AND “INVITE SOMEONE TO GIVE THE CLOSING PRAYER”
• Adhere to the five-minute sharing limit and close the meeting on time to foster consistency, trust, and respect.
• Consider sharing during the closing comments personal experiences with the steps, ideas from the action steps, or scriptures from the “Study and Understanding” sections.

AFTER THE MEETING
• First, reach out to newcomers (see “Recognizing and Welcoming the Newcomer”).
• Allow time after the meeting for fellowshipping and answering questions.
• Do not ask for the phone number or email address of participants.
• Provide program information.
• Thank everyone for calling in, and encourage them to join again next week. You may also give out information on other available meetings in your area.

NOTE TO GROUP LEADERS
• If you have reason to suspect that a child has been abused or neglected, or if participants may be in danger of harming themselves or others, immediately notify your LDS Family Services office manager.
• In cases of emergency, contact local police or other appropriate emergency response personnel.
RECOGNIZING AND WELCOMING
the Newcomer

A newcomer is a person who is new to The Church of Jesus Christ of Latter-day Saints addiction recovery program meetings or the spouse and family support group meetings. He or she is often an individual in the early stages of recovery, a person returning after relapse, or a friend or family member of an addict in either of those situations. Anyone we do not recognize may be a newcomer, and because the first few meetings that newcomers attend are critical, it is particularly important to try to make these individuals feel comfortable and welcome.

Newcomers are often uncertain and apprehensive. Remember that it takes a lot of courage for individuals to admit that they are addicted or that they are participating in destructive behaviors, that their lives are unmanageable, and that they need help. It also takes courage for friends or family members of addicts to talk about the effects of addiction in their lives. Our goal is to help newcomers want to return.

We have the responsibility to create a welcoming, accepting atmosphere before, during, and after each meeting. Trust that the Spirit will touch newcomers and guide them through the process of recovery. Remember that newcomers often feel overwhelmed, so be loving and gentle in your approach. Love, support, and encouragement are essential elements of recovery.

The following suggestions may be helpful as you reach out to newcomers before and after meetings:
1. When greeting someone you do not recognize, introduce yourself and ask if he or she has ever attended a 12-step meeting before.
2. Reassure newcomers that they are in a safe place. Explain that we adhere to the principle of confidentiality and that they only need to use their first names. Also, let them know that if they are not comfortable reading or sharing in meetings, they can just listen.
3. Let newcomers share only what they want to; recognize that they often feel uncomfortable explaining why they are attending meetings.
4. Suggest that newcomers listen for the feelings they have in common with other participants. Newcomers will feel more inclined to return to meetings when they can relate to those who are sharing. Explain that because our meetings are open to individuals who suffer from various types of addiction or participate in various kinds of destructive behaviors, group members may
not always have the same experiences, but addicts and those participating in destructive behaviors often experience similar emotions, as do those whose lives are affected by the addictions or behaviors of others.

5. Invite newcomers to remain after the meeting if they have any questions regarding the 12 steps or the addiction recovery program.

6. Trust that newcomers will come to understand the program without hearing about every aspect of it. Show newcomers *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* or *Spouse and Family Support Guide* and encourage them to purchase a copy of their own. Explain to newcomers that through listening to the Spirit, attending meetings, and studying the guide, they will be able to understand and apply principles and practices that lead to recovery.

7. Introduce newcomers to the facilitator. Facilitators remember what it is like to be new in recovery or to have a loved one new in recovery. Facilitators are examples to participants and can bear personal witness of how the 12-step program has brought recovery and healing into their lives.

8. If there are problems related to newcomers sharing their experiences, be as gentle as possible in your response. Most problems and questions are more effectively addressed after the meeting rather than during the meeting. Over time, the newcomer will come to understand meeting etiquette.

9. Share with newcomers who are family members or loved ones of addicts that practicing the 12 steps themselves will also bring hope and healing into their lives. If they do not know about spouse and family support group meetings, let them know about those meetings.

10. After the meeting, personally thank newcomers for attending and invite them to return. Give them a current meeting schedule and encourage them to attend future meetings.

11. Remember that newcomers are a blessing to the group. Newcomers provide continuing opportunities to serve, support, and learn from each other.
SUPPORT
in Recovery

SOURCES OF SUPPORT FOR PARTICIPANTS AND FAMILY MEMBERS
Receiving love and support from others is essential in helping you overcome destructive habits. Connecting with others not only provides the nurturing you need but also helps you remember that you are worthy of love as a child of God. As you reach out for support to your spiritual brothers and sisters, you allow them to practice Christlike attributes in their interactions with you. As they do this, they follow the admonition of the Savior to “succor the weak, lift up the hands which hang down, and strengthen the feeble knees” (D&C 81:5).

As you use the 12 steps of recovery and seek out support from others, you will benefit from the following sources of support:

1. **Heavenly Father, Jesus Christ, and the Holy Ghost.** Heavenly Father, Jesus Christ, and the Holy Ghost are your greatest sources of support. Recovery and healing are made possible through Jesus Christ and His Atonement. In the Book of Mormon, the prophet Alma shares that Christ will “take upon him their infirmities, that his bowels may be filled with mercy, according to the flesh, that he may know according to the flesh how to succor his people according to their infirmities” (Alma 7:12). You will feel succored and nurtured when you humbly go to your Heavenly Father and His Son, Jesus Christ. It is important not to overlook the help of the Savior through the Atonement. He has taught us, “I am the way, the truth, and the life” (John 14:6). The Holy Ghost can give us comfort, peace, and spiritual strength to keep moving forward.

2. **Family members.** Family members can be a source of support by offering love and acceptance and by applying the same 12 steps and the principles of the gospel to their own lives. Everyone can benefit by learning and applying the gospel principles taught in *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* and the *Spouse and Family Support Guide*. (Note: Participants may decide not to share their personal inventories with immediate family members or people who might be hurt by hearing those inventories. Though not all family members will be in an emotional position to provide comfort, those who can will be blessed as they do so.)

3. **Friends.** Friends can provide love and support when you talk with them about your struggles, whether or not you confide in them about your problems or addictions. Their courage can help you know when you need to change and can move you forward in your recovery. When they care enough to support you in your struggles, it can remind you of your worth and value.
4. **Ecclesiastical leaders.** Ecclesiastical leaders can provide essential support in the recovery process. Never forget or underestimate the power of priesthood leadership. “While only the Lord can forgive sins, these priesthood leaders [bishops and branch, stake, and mission presidents] play a critical role in the process of repentance” and healing (see *True to the Faith: A Gospel Reference* [2004], 134). But stake or ward priesthood leaders are not your only support; a dedicated quorum leader, Relief Society leader, or home or visiting teacher can also guide and nurture you. President Joseph F. Smith said, “I don’t know of any duty that is more sacred, or more necessary, if it is carried out as it should be, than the duties of the teachers who visit the homes of the people, who pray with them, who admonish them to virtue and honor, to unity, to love, and to faith in and fidelity to the cause of Zion” (in Conference Report, Apr. 1915, 140). Elder L. Tom Perry also taught, “The home teacher is the first line of defense to watch over and strengthen [the family] unit” (“Home Teaching—a Sacred Calling,” *Ensign*, Nov. 1978, 70).

5. **Recovery meetings.** Recovery meetings provide support in a group setting. Participants include LDS Family Services missionaries or volunteers, facilitators experienced in recovery, and other individuals who are practicing recovery principles. In these meetings, participants hear others describe how they apply recovery principles and practices. Sharing personal recovery experiences can help you work toward recovery and have hope that recovery is possible.

6. **Professional counselors.** Counselors are often sources of insight and perspective for those dealing with addiction. When seeking professional help, Church members dealing with addictions should choose someone who is supportive of gospel principles and 12-step recovery.

7. **Support person.** Support people are those who can walk with you as you strive to overcome addiction. Particularly, a support person who is experienced in 12-step recovery can be helpful because he or she has overcome denial and other challenges related to addiction. Because of that experience, the support person can usually recognize the dishonesty that traps addicts and understand the other difficulties they face. A support person helps those in recovery put their “lives into perspective and avoid exaggerating or minimizing [their] accountability” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 29). When the support person is a recovering addict, both the giver and receiver of support are blessed by making progress in their own recovery. Giving and receiving support is one of the benefits of participating in the addiction recovery program and can help prevent relapses.

**THE IMPORTANCE OF SUPPORT PEOPLE**

Support in recovery from addiction is vital, and having a support person you can lean on can be an essential part of receiving that support. President Gordon B. Hinckley often emphasized the value of having someone to turn to in any situation in life. He counseled members to have “a friend in the Church to whom you can constantly turn, who will walk beside you, who will answer your questions, who will understand your problems” (“A Perfect Brightness of Hope:
To New Members of the Church,” *Ensign* or *Liahona*, Oct. 2006, 4). People recovering from addiction particularly need that kind of friend. In addition, President Hinckley also counseled: “I want to say to you, look for your friends among members of the Church. Band together and strengthen one another. And when the time of temptation comes you will have someone to lean on to bless you and give you strength when you need it. That is what this Church is for—so that we can help one another in our times of weakness to stand on our feet tall and straight and true and good” (address given at the regional conference for Eugene, Oregon, Sept. 15, 1996; in “Excerpts from Recent Addresses of President Gordon B. Hinckley,” *Ensign*, July 1997, 73). President Thomas S. Monson similarly taught: “We can strengthen one another; we have the capacity to notice the unnoticed. When we have eyes that see, ears that hear, and hearts that know and feel, we can reach out and rescue those for whom we have responsibility” (“The Call to Serve,” *Ensign*, Nov. 2000, 47).

Living in recovery requires absolute honesty. Denial and isolation are hallmarks of addictive behavior. These behaviors are easy to fall into without the support and perspective of others, and they make it difficult to achieve lasting and stable progress in recovery. It is important to enlist the help of appropriate and effective supporters as soon as possible. “By being humble and honest and calling upon God and others for help, you can overcome your addictions through the Atonement of Jesus Christ” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, vi).

**CHOOSING A SUPPORT PERSON**

In the Church’s addiction recovery program, like other 12-step recovery programs, you are not assigned specific support people. Deciding when and from whom to ask for support is a personal decision. Initially, it may be difficult to reach out to family or friends for help; it may be easier to identify someone in a recovery meeting who you can lean on for support. Generally, the more people you have as a support, the better recovery will be. Once you identify a potential support person, it can be humbling and scary to ask him or her for help. However, as you do, you may be surprised at the amount of love and acceptance you feel. The more you connect with others, the more opportunities you will have to receive love and understand that you’re worthy of it.

When choosing a support person, *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* cautions, “do not share . . . sensitive information with individuals you suspect might extend improper guidance, provide misinformation, or have difficulty maintaining confidences. [A support person] must be extremely trustworthy in both word and deed” (30). Some of the most effective support people are those who are fully active in the Church and who have worked through the principles in each of the 12 steps to overcome addiction. When seeking support, it is essential to find people who have explored their weaknesses, confessed them, and worked on overcoming them through various resources, especially through
the Savior Jesus Christ and His Atonement. These actions demonstrate a personal commitment to stable, long-term recovery: “By this ye may know if a man repenteth of his sins—behold, he will confess them and forsake them” (D&C 58:43).

A support person who has overcome his or her own weaknesses can have empathy for the emotional pathway that others are traveling. Moreover, those people who have been through or are finishing the program “have a message of hope for other addicts . . . who are willing to consider a spiritual approach to changing their lives. . . . [They] will share this message best through [their] efforts to serve others” (Addiction Recovery Program: A Guide to Addiction Recovery and Healing, 71). Recovered addicts can recognize the experience of those who are struggling and can act as an example and help participants use the tools of recovery.

You should choose support people of the same gender (if not related). As you begin recovery, you may be physically, emotionally, and spiritually vulnerable. Be cautious to not develop an inappropriate relationship with a support person.
**HOW TO BE AN EFFECTIVE SUPPORT PERSON**

1. **Be an active participant in personal recovery.** Your suggestions as a support person are only as effective as your personal study, understanding, and application of gospel principles. As you strive each day to put off the natural man and become a saint through the Atonement (see Mosiah 3:19), your example will be powerful to those who turn to you for guidance and strength. The example you show as you seek the Savior and His Atonement can be more important than any counsel you will ever share with program participants.

2. **Be humble.** *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* explains, “There is no place . . . for ego or any sense of superiority. . . . Never forget where you have come from and how you [yourself] have been rescued by the grace of God” (72). It also teaches, “As you serve others, you will maintain humility by focusing on the gospel principles and practices you have learned” (71).

3. **Respect the agency of others.** As a support person, you should not “give advice or try to fix [others] in any way. Simply inform [others] of the program and the spiritual principles that have blessed your life” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71). By making others aware of helpful principles and practices and then simply allowing them to make their own decisions, you demonstrate respect for their sacred agency.

4. **Respect your other personal commitments.** You agreeing to be a support person does not mean others should have unlimited access to your time and resources. You can set an example of the importance of healthy boundaries by honoring your other commitments, including to your family, the Church, professional endeavors, and personal time.

5. **Serve selflessly.** Selfless service requires giving without expecting anything in return. You should avoid seeking praise, admiration, loyalty, or other emotional rewards from those you serve. “Be sure to give freely, not expecting a particular result” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71).

6. **Be patient.** Each individual’s journey of recovery is unique. The person you are helping may not yet be ready to move forward. He or she may repeat unhealthy behaviors and be slow to adopt the principles and practices of recovery. Remember, “most of us had to ‘hit bottom’ before we were ready to study and apply these principles” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71).

7. **Provide gentle yet firm encouragement.** Effective support comes “by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned; by kindness, and pure knowledge, which shall greatly enlarge the soul without hypocrisy, and without guile” (D&C 121:41–42).

8. **Place God before yourself;** Constantly remember to rely on God as you offer support, and remind the people you support to do so as well. “When you do something for someone else or share the message of hope and recovery,
you must not allow another person to become too dependent on you. Your responsibility is to encourage others who struggle to turn to Heavenly Father and the Savior for guidance and power” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71). Your role is to share your experiences of faith and hope to assist the people who you support through the 12-step process to feel loved and supported by God’s grace.

9. **Be prayerful.** Each time you offer support, seek Heavenly Father’s help to know which principles or practices of the 12-step program will be most helpful for the participant’s current needs. “Be prayerful as you consider ways to serve, seeking always to be led by the Holy Ghost. If you are willing, you will find many opportunities to share the spiritual principles you have learned” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71).

10. **Testify of truth.** Share how you have felt the gospel help you overcome your weaknesses. “Tell some of your [experiences] to let [others] know that you can relate” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71). You may also bear testimony of the Savior and of His healing power. “The message is that God is a God of miracles, just as He has always been (see Moroni 7:29). Your life proves that. You are becoming a new person through the Atonement of Jesus Christ. . . . Sharing your testimony of His mercy and His grace is one of the most important services you can offer” (*Addiction Recovery Program: A Guide to Addiction Recovery and Healing*, 71).

11. **Keep confidences.** You have a responsibility to protect the privacy of others. Anonymity and confidentiality are core principles in the addiction recovery program, and they build trust.
### ADDICTION RECOVERY PROGRAM GROUP REQUEST

**Instructions**

1. The area welfare manager or LDS Family Services specialist or manager should fill out this request in order to create a new addiction recovery program group, change an existing group, or divide an existing group. The LDSFS specialist or manager or the area welfare manager should then give this form to the local office ARP manager.

2. The local office ARP manager will then email this form to the field group manager for approval.

3. If the field group manager approves the request, the field group manager should forward it to the local LDS Family Services office and LDS Family Services at Church headquarters.

4. After receiving approval, the local office ARP website manager should add the new group or make the changes to an existing group on the ARP website.

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<th>LDSFS office or location</th>
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<th>Name of LDS Family Services manager or area welfare manager</th>
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#### GROUP REQUEST

- [ ] Create new group
- [ ] Change existing group type
- [ ] Divide existing group

#### TYPE OF GROUP

- [ ] General ARP group
- [ ] Pornography addiction support group
- [ ] Spouse and family support group
- [ ] Call-in group
- [ ] Men only
- [ ] Women only
- [ ] Other: ____________________________

#### GROUP INFORMATION

(Note: If changing an existing group, list the group's current information in the first column and the new information in the second column.)

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| Stake president's approval: [ ] Yes [ ] No |

| LDSFS office or location: [ ] Yes [ ] No |

#### FOR USE BY LDSFS HEADQUARTERS ONLY

Name of director for temporal affairs (DTA):

Date DTA notified

Date ARP location was approved by local office