

**Healing through the Savior:  
THE 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

## Table of Contents

<b><i>Introduction: Description of Services</i></b> .....	<b>1</b>
<b><i>1: Organizational Structure</i></b> .....	<b>2</b>
<b><i>2: Ecclesiastical Roles and Responsibilities</i></b> .....	<b>4</b>
<b><i>3: Program Volunteer Roles</i></b> .....	<b>5</b>
<b><i>4: Statistical Reports</i></b> .....	<b>8</b>
<b><i>5: New Support Meetings</i></b> .....	<b>9</b>
<b><i>6: Implementation Guidelines and Policies</i></b> .....	<b>10</b>
<b><i>Appendix</i></b> .....	<b>13</b>
<b>Recovery Meeting Format and Dialogue</b> .....	<b>14</b>
<b>Call-in or Video Recovery Meeting Format and Dialogue</b> .....	<b>16</b>
<b>Spouse and Family Support Meeting Format and Dialogue</b> .....	<b>18</b>
<b>Call-in or Video Spouse and Family Support Meeting Format and Dialogue</b> .....	<b>20</b>
<b>Training Points for Guiding Support Meetings</b> .....	<b>22</b>
<b>Recognizing and Welcoming the Newcomer</b> .....	<b>26</b>
<b>Support in Recovery</b> .....	<b>28</b>
<b>Choosing a Sponsor</b> .....	<b>30</b>

# Introduction: Description of Services

Healing through the Savior: The Addiction Recovery Program (ARP) is a self-help program administered by Family Services at the request of local priesthood leaders.

The program provides support to those seeking to live in recovery from addictive and compulsive behaviors and to the family members and friends of those who struggle with these behaviors. 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. The participant guidebooks for this program are *Healing through the Savior: 12-Step Recovery Guide* and *Spouse and Family Support Guide*.

The information in this administrative guide helps Family Services staff, program volunteers, and Church leaders as they 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 here difficult, adaptation under the direction of Family Services staff may be appropriate. Acceptable changes may include adjusting the format, structure, organization, and implementation of the program, as long as the goals and mission of the program are kept in mind. Family Services staff, area welfare and self-reliance managers, and program volunteers should work with Family Services headquarters staff when making any adjustments.

Types of meetings in the addiction recovery program include general support groups, pornography use support groups, other specific issue groups, and spouse and family support groups. General support groups are for individuals struggling with substances (prescription or illegal drugs) and other addictive behaviors. Pornography use groups are designed to assist those struggling with pornography. Specific issue groups are just like the pornography groups, except for another specific issue like substance abuse or unhealthy eating. Spouse and family groups are for spouses, family members, and friends suffering from the effects of their loved ones' 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. Names of participants are not registered in any way.

# Organizational Structure

## OF THE ADDICTION RECOVERY PROGRAM

**FAMILY SERVICES—CHURCH HEADQUARTERS:** Under the direction of the Presiding Bishopric, Family Services administers the addiction recovery program, creating content, policy, and operational guidelines of the program. Headquarters staff consult with the Area welfare and self-reliance managers when coordinating with an Area.

**AREA PRESIDENCY:** The Area Presidency authorizes the implementation of the addiction recovery program within their respective area; at this time, the addiction recovery program is authorized in all Areas worldwide.

**AREA WELFARE AND SELF-RELIANCE MANAGER:** In areas where there are no Family Services operations, the area welfare and self-reliance manager may take on the role of the assigned full-time Family Services staff member.

**LOCAL WELFARE AND SELF-RELIANCE MANAGER:** The local welfare and self-reliance manager provides outreach to local church leaders regarding the program and collaborates with Family Services staff and the area welfare and self-reliance manager.

**AGENT STAKE PRESIDENT:** The Area Presidency assigns an agent stake president to Family Services (see Church Handbook 22.9.1.2) The agent stake president assists Family Services with the addiction recovery program. He also reports on program activities to other members of the coordinating council(s) and to the Area Seventy(ties).

In areas where there are no Family Services operations, the advisory board chair may work with the area welfare and self-reliance manager.

**FAMILY SERVICES REGIONAL MANAGER:** The regional manager is a full-time employee of Family Services. He or she supports local agency managers as they administer the program and follows up through quarterly reviews, monthly one-on-ones, and an annual review process. The regional manager also provides access to the addiction recovery program website for all staff in his or her respective region.

**FAMILY SERVICES AGENCY MANAGER:** The manager is a full-time employee of Family Services and is the operations manager who administers the addiction recovery program in his or her assigned region. His or her responsibility is to ensure the program is operating according to established guidelines and procedures.

The agency manager is responsible for the selection and training of program coordinators and works closely with them to administer the program. He or she approves all group leader and facilitator assignments and processes senior service missionary assignments with the missionary department. The agency manager periodically attends support meetings to ensure that groups function properly. The agency manager is also responsible to ensure the group leaders and facilitators are adequately trained and have valid credentials to access the administrative functions on the ARP website.

The agency manager may provide orientation and training related to support groups to Church leaders at their request. He or she collaborates with the advisory board chair, local coordinating councils, and local self-reliance managers regarding the support groups.

In areas where there are no Family Services operations, the area welfare and self-reliance manager may take on the role of the agency manager.

# Ecclesiastical Roles and Responsibilities

## **STAKE OR DISTRICT PRESIDENT**

All support group meetings are initiated and hosted with the approval of the stake or district president, and in council with Family Services, he approves which types of groups to host in his stake or district.

While meetings are hosted with the approval of a stake president, meetings are administered and run by Family Services to ensure compliance with local laws and to ensure participant confidentiality and safety.

## **BISHOP OR BRANCH PRESIDENT**

A bishop or branch president can discuss the addiction recovery program materials and support group meetings in ward or branch council. He can also invite members he meets with to attend the program. It may be helpful for the bishop to offer to attend with a member for the first time. Attendees do not need a bishop's approval to attend a meeting.

## **ELDERS QUORUM AND RELIEF SOCIETY PRESIDENCIES**

Elders quorum and Relief Society presidency members can help those they serve to be aware of and attend support group meetings. Addiction recovery program materials and support group meetings can be referenced in lessons and as part of ministering efforts. Leaders can lovingly invite anyone to attend a meeting, and it may be helpful for a leader to attend with a member for the first time.

The best way for leaders to familiarize themselves with the program is to attend a meeting. Meetings can be found at: [addictionrecovery.ChurchofJesusChrist.org](http://addictionrecovery.ChurchofJesusChrist.org).

# Program Volunteer Roles

## OF PROGRAM COORDINATORS, GROUP LEADERS, AND FACILITATORS

### Special Note:

**All program coordinators and group leaders should be called as senior service missionaries. The Missionary Department has made this request. Although the missionary department guidelines mandate certain requirements for service, they have given an exemption for the minimum number of hours per week for to all missionaries assigned to the addiction recovery program.**

### PROGRAM COORDINATOR

Program coordinators serve as senior service missionaries and work closely with the Family Services agency manager to administer the program. The coordinators are identified, trained by, regularly consult with, and follow the direction of the Family Services agency manager who has responsibility to oversee the program. They train, support, and assign both group leaders and facilitators to meetings.

The program coordinator is identified and trained by the Family Services agency manager.

### Program coordinators should:

1. Hold a current temple recommend.
2. Serve as the program coordinator for a period of 24 months. The term of service may be extended with the approval of the stake president.

### Responsibilities

1. Conduct the day-to-day tasks of administering the program under the direction of the Family Services agency manager.
2. Complete the program coordinator training in the volunteers section on [addictionrecovery.ChurchofJesusChrist.org](http://addictionrecovery.ChurchofJesusChrist.org).
3. Works with the senior service missionary coordinator to process group leaders' paperwork and assignments on the service missionary website at [servicemissionary.ChurchofJesusChrist.org](http://servicemissionary.ChurchofJesusChrist.org).
4. Provide initial and ongoing training for group leaders and facilitators.
5. Assign group leaders and facilitators to support group meetings.
6. Schedule and conduct regular coordination, in-service, or training meetings with group leaders and facilitators in order to address program, training, and planning issues.
7. 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.
8. Coordinate with the stake president, or his designated specialist to establish new support meetings.
9. Coordinate the scheduling of meetings and Church facilities with ecclesiastical leaders.
10. List support group information on the ARP website.
11. Ensure that participant attendance is accurately recorded on the ARP website.
12. Consult regularly with the stake president or his designated specialist about meetings he is hosting. This should be coordinated with the Family Services agency manager.

## **GROUP LEADER**

Group leaders conduct support group meetings. They are called and set apart as senior service missionaries. Group leaders ensure that meetings are run properly and provide brief instruction and testimony to participants. Prospective group leaders complete the online senior service missionary recommendation form on the senior missionary website, which is then reviewed and approved by the Family Services agency manager. When the group leader changes, the outgoing and incoming leaders should overlap for at least two meetings to preserve the continuity of the group leadership.

### **Group leaders should:**

1. Hold a current temple recommend.
2. Serve as a group leader for a period of 24 months. The term of service may be extended for up to six months with the approval of the stake president.

## **RESPONSIBILITIES**

1. Complete the group leader training in the volunteers section on the ARP website.
2. Report to the program coordinator or Family Services agency manager.
3. Conduct meetings and ensure that they run according to Church standards and expectations found in this guide.
4. 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. Study and apply the documents “Recognizing and Welcoming the Newcomer” and “Support in Recovery” (see Appendix).
5. Encourage group participants to seek support from the Lord, their bishop, family and friends, a therapist, and a sponsor (see “Support in Recovery” and “Choosing a Sponsor”).
6. Read and apply the principles in *Healing through the Savior: 12-Step Recovery Guide* and *Spouse and Family Support Guide*.
7. Plan, run, and conduct all but the sharing portion of the meetings each week (see the templates in the appendix for meeting formats and dialogue).
8. Attend coordination, in-service, and training meetings.
9. Submit monthly statistical information through the ARP website.
10. Identify potential facilitators and send recommendations to the program coordinator, 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.
11. With the help of the Family Services staff or specialist, identify new group leaders.
12. Adhere to service missionary guidelines, including dress and grooming standards.
13. Provide information about where to find program materials to facilitators and participants.
14. Follow the guidelines in the appendix, including the instructions outlined in the training points and the scripts in the format and dialogue documents.
15. Encourage and maintain confidentiality for all those involved in the addiction recovery program.

## **FACILITATOR**

### *General support, pornography use, and specific issue groups:*

The facilitator is a person who is living in recovery from addictive behaviors and has a desire to emotionally support others who are seeking to live in recovery. They do not apply for missionary service and are not called as service missionaries. He or she conducts the sharing portion of the support 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). The sharing portion of group meetings typically should be conducted by someone who understands the problem of addiction firsthand. However, if needed, a group leader can function as the facilitator until a facilitator is identified.

### *Spouse and family support:*

The facilitator is a person who has a desire to emotionally support others who are striving to understand how to respond to a loved one struggling with substance abuse or pornography use. This person is someone who has a good understanding of the challenges involved. He or she typically conducts the sharing portion of the support meetings and shares his or her testimony and understanding of the principles with group members (see the format and dialogue forms in the appendix for more information). However, if needed, a group leader can function as the facilitator until a facilitator is found.

### **Facilitators should:**

1. Be a member of the Church, have a testimony of the restored gospel, and live gospel standards.
2. Complete the facilitator application form. Be recommended for service by the group leader and program coordinator. Receive approval from his or her stake or district president, or their bishop or branch president, if the task of approving them is delegated.
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 a facilitator, if necessary, as it is important for the group to have someone who understands the challenges firsthand.
4. Participate in support meetings for at least three months, where possible, before becoming a facilitator.
5. Study and become familiar with all printed and online materials.
6. Serve for a period of at least six 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 host stake or district president must approve exceptions.

## **RESPONSIBILITIES**

1. Complete the facilitator training in the volunteers section on [addictionrecovery.ChurchofJesusChrist.org](http://addictionrecovery.ChurchofJesusChrist.org).
2. Foster an environment of love, faith, trust, and support so group members feel welcome and safe.
3. Conduct the sharing portion of recovery meetings.
4. Support the decisions of program leaders.
5. Attend coordination and training meetings regularly.
6. Encourage group participants to seek support from the Lord, their bishop, family and friends, a therapist, and a sponsor (see "Support in Recovery").
7. Facilitators may also serve as sponsors or support persons to participants.
8. Encourage confidentiality with all those involved with the addiction recovery program.

# Statistical Reports

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

1. Number of each type of meeting held.
2. Number of participants in attendance at all meetings.
3. 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.)
4. Attendance should be reported by the 10th of each month.
5. When taking attendance, do not count group leaders or facilitators.

The Family Services agency manager is responsible for making sure the program coordinator then submits the statistical information to Family Services at Church headquarters through the “Manage Meetings” page of the ARP website.

# New Support Meetings

## Addiction Recovery Program

To establish a new support group:

1. A stake president approves a new support group in council with the addiction recovery program coordinators, Family Services, or the welfare and self-reliance manager.
2. The stake president should consider the following options in consultation with the program coordinator and/or Family Services staff:
  - a. Which type of support group would best meet the needs of his members
  - b. The day and time of the meeting
  - c. If the support group should be in-person or online
  - d. If there should also be a Spouse and Family Support meeting held to meet the needs of loved ones
3. The next step is to select group leaders and a facilitator for the meetings. The program coordinators may be able to assign existing group leaders in the program to run the new meeting. It may also be necessary for the stake president to call members of his (or a nearby) stake to serve as groups leaders. This should be done in consultation with the program coordinators before assignments are made as these must be approved by Family Services and the program coordinators.
  - a. Newly called group leaders should be trained by the program coordinators and attend existing groups before conducting their first support group.
  - b. It may be difficult to find a facilitator for a new group. Church leaders can look for a member in the stake who has overcome any kind of addictive or compulsive behavior to be a facilitator.
4. The information about the new group should be listed on the ARP website by the program coordinator.
5. The stake president and Church leaders can then determine the best way to create awareness of the new group for their members.

# Implementation Guidelines and Policies

## FOR SUPPORT GROUPS

### MEETING GUIDELINES

1. The only approved types of support groups are general support, pornography use, and spouse and family support. Specific Issue support groups must be approved by Family Services headquarters and/or the area welfare and self-reliance manager.
2. There can be gender-specific group meetings (pornography use meetings should be gender-specific). In such cases, group leaders and facilitators should also be gender-specific. There can also be couple's groups where husbands and wives can attend together.
3. Attendees should be at least 18 years of age. Invitations to attend should not be extended to those under 18. If individuals under 18 do attend, the group leader should make the individual aware of this guideline after their first meeting. If the individual chooses to attend subsequent meetings, no further reminders or actions should be taken.
4. Meetings should be held at Church-owned buildings. Meetings should not be located at addiction treatment centers but may be held in correctional facilities with the approval of the stake or district president and the correctional facility administrator.
5. Meetings are usually held at the same time each week and shouldn't last longer than an hour and a half. Meetings can be held for an hour.
6. 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.
7. Attendance at support 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 or stake conference sessions.
8. Phone meetings and video conference meetings are very effective. They should not exceed 25 participants.
9. Any effort to promote the program requires the request and approval of the appropriate Church leader and should be coordinated with the welfare and self-reliance manager.
10. Group leaders and facilitators should encourage participants to study and apply "Support in Recovery" and "Choosing a Sponsor" documents (see Appendix). Participants should receive all the help and support they desire in the Lord's way. Participants may be encouraged to prayerfully select a sponsor to help them work the steps and learn practical skills to successfully live in recovery. If a participant continues to struggle with an addictive behavior, they should be encouraged to consider seeking professional help.

### PROGRAM POLICIES

1. The standard works, Church magazines, and support group guidebooks are the only materials used in support meetings. Other materials or publications are not promoted, sold, or distributed before, during, or after support meetings.
2. Recovery and support meetings held in Church facilities should try to avoid being 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.
3. Information shared during recovery and support meetings is to be kept confidential by those in attendance.

4. Church leaders may request that presentations about the program be given in priesthood, Relief Society, and ward and stake council meetings. Such requests should be coordinated with the program coordinator, Family Services agency manager, or welfare and self-reliance manager.
5. Program participants are encouraged to meet regularly with their bishop, branch president, or other designated leader to discuss progress and receive additional support.
6. All media related requests and issues should be referred directly to Family Services headquarters who will coordinate with Church Public Affairs.
7. Only official Church websites should be used to provide information on the program. Creating other websites to promote the program is not approved.
8. Family members supporting an individual may participate in support group meetings.
9. Group leaders who hold the priesthood may give priesthood blessings to participants after encouraging them first to ask a family member, Church leader, or ministering brother.
10. Name badges for service missionaries include only the following: (1) the name of the missionary, (2) "Service Missionary," and (3) The Church of Jesus Christ of Latter-day Saints.
11. Full-time missionaries are not allowed to participate in support meetings as participants. At their mission president's discretion, they are allowed to bring investigators to the meetings.
12. If a stake president chooses to create a meeting outside the approved program guidelines, such meetings are considered stake meetings and should not be added to the website. Family Services staff should consult with the stake president and discuss best practices.
13. There is no cost to attend group meetings. Guidebooks should not be sold at meetings. Participants may purchase printed copies of the guide booklets from [store.ChurchofJesusChrist.org](https://store.ChurchofJesusChrist.org). They are also available free of charge from the Gospel Library app and at [addictionrecovery.ChurchofJesusChrist.org](https://addictionrecovery.ChurchofJesusChrist.org). Group leaders may also provide copies available to borrow.

#### ADMINISTRATION GUIDELINES

1. Group leaders or facilitators should contact local authorities in response to any emergency situation or serious incident that occurs during a support meeting. They should also then inform the stake president, program coordinator, and Family Services.
2. Any alleged sexual misconduct between a group leader or facilitator and an attendee of the meetings should immediately be reported to the Family Services staff or the area welfare and self-reliance manager. Likewise, if there is any abuse or misconduct reported in the meeting by participants, this should be immediately reported to the Family Services staff or the area welfare and self-reliance manager. They will then contact the Church's abuse line or area legal counsel as appropriate.
3. 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.
4. Family Services staff, area welfare and self-reliance managers, or program coordinators should counsel with hosting stake presidents about any significant issues with 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.)
5. Firesides or devotionals discussing ARP are permitted as long as they are hosted and conducted by a stake or district president with Area Seventy approval. If such a meeting crosses coordinating council boundaries, Area Presidency approval is needed.
6. A Family Services office(s) can hold an annual training or conference for group leaders and facilitators. This training should be hosted and conducted by Family Services. A light meal can be

provided through the office(s) budget, but travel reimbursement should not be provided for those who attend.

**ADAPTABILITY GUIDELINES**

1. The addiction recovery program can be adapted to meet local needs. Adaptations should be approved by Family Services headquarters and Area approval may also be needed.
2. Specific meeting time and location can be withheld on the addiction recovery website. The general meeting area, and day is listed but not the time of day, nor the address. Participants must contact a group leader, program coordinator, or their priesthood leader to find specific time of day and location information. This will help provide added confidentiality of meetings.
3. Minor changes can be made to the meeting format and dialogue. This is to accommodate specific announcements or instructions. Please do not violate cross talk guidelines.

# Appendix

- Recovery Meeting Format and Dialogue
- Call-In or Video Recovery Meeting Format and Dialogue
- Spouse and Family Support Meeting Format and Dialogue
- Call-In or Video Spouse and Family Support Meeting Format and Dialogue
- Training Points for Guiding Support Group Meetings
- Welcoming the Newcomer
- Support in Recovery
- Choosing a Sponsor

## Recovery 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 support group. 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.*
- *Invite anyone under 18 to speak with you after the meeting (see instruction 14 below).*
- Please turn off your cell phones.
- *Give the announcements (if any).*
- Would someone volunteer to offer an opening prayer?

**2. Invite someone to give the opening prayer.**

**3. Read the mission statement:** "The Church of Jesus Christ of Latter-day Saints support meetings assist those who desire support during recovery. We also welcome family and friends whose lives may be affected by the decisions 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 encourage adherence 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 hope to receive power through Jesus Christ and His Atonement in order to overcome our challenges and receive more fully the blessings of the gospel."

For anyone experiencing thoughts of suicide, please call or text 988 or chat at [988lifeline.org](https://988lifeline.org) (U.S.) or call 1-833-456-4566 or text 45645 (4 p.m.-Midnight ET; Canada)

**4. 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 (*A Guide to Recovery and Healing*). We invite each person who is willing to read one step. You can pass if you prefer to only listen.

**5. 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?

**6. Introduce the action steps:** These 12 steps compose a program of action. As we read the section called "Action Steps," we learn more about gospel actions that we can take to come unto Christ and receive strength. [*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.*]

**7. 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.

**8. Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):** Hi, I'm \_\_ [your first name] \_\_. Similar to you, I am in the process of healing from \_\_ [identify behavior] \_\_. *Share your positive experiences related to this week's step (if you've had any), and bear testimony of the Savior.*

**9. 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 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 self-destructive behavior. 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?

**10. 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] \_\_\_.

**11. 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 change and your testimony of the Savior. Finish early enough to close the meeting on time.*

**12. 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 Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to get a personal copy of the guidebook for notetaking 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 change, 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?

**13. Invite someone to give the closing prayer.**

**14. After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact \_\_\_ [Family Services contact person and phone number] \_\_\_. *If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.*

## Call-in or Video Recovery 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 call-in/video support group. 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:*

- Call-in/video 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/video 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. 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 protect 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 Family Services cannot guarantee confidentiality.
- If we have anyone listening for the first time, we welcome you to this meeting.
- *Invite anyone under 18 to speak with you after the meeting (see instruction 14 below).*
- *Give the announcements (if any).*
- Would someone volunteer to offer an opening prayer?

**2. Invite someone to give the opening prayer.**

**3. Read the mission statement:** “The Church of Jesus Christ of Latter-day Saints support meetings assist those who desire support during recovery. We also welcome family and friends whose lives may be affected by the decisions 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 encourage adherence 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 hope to receive power through Jesus Christ and His Atonement in order to overcome our challenges and receive more fully the blessings of the gospel.”

For anyone experiencing thoughts of suicide, please call or text 988 or chat at [988lifeline.org](https://www.988lifeline.org) (U.S.) or call 1-833-456-4566 or text 45645 (4 p.m.-Midnight ET; Canada)

**4. 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 (*A Guide to Recovery and Healing*). We invite each person who is willing to read one step. You can pass if you prefer to only listen.

**5. 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 late, 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 *Healing through the Savior: 12-Step Recovery Guide*. 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?

**6. Introduce the action steps:** These 12 steps compose a program of action. As we read the section called “Action Steps,” we learn more about gospel actions that we can take to come unto Christ and receive strength. *[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.]*

**7. 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.

**8. Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):** Hi, I’m \_\_ [your first name] \_\_. Similar to you, I am in the process of healing from \_\_ [identify behavior] \_\_. *Share your positive experiences related to this week’s step (if you’ve had any), and bear testimony of the Savior.*

**9. 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 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 self-destructive behaviors. 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.]*

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

**11. 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 change and your testimony of the Savior. Finish early enough to close the meeting on time.*

**12. 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 Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to get a personal copy of the guidebook for notetaking 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 change, 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?

**13. Invite someone to give the closing prayer.**

**14. After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact \_\_ [Family Services contact person and phone number] \_\_. *If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.*

## Spouse and Family Support Meeting Format and Dialogue

<p>[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]</p> <p><b>1. Welcome the group:</b> 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 __ [your companion's last name] __, and we are your group leaders.</p> <p><i>Do or say the following:</i></p> <ul style="list-style-type: none"> <li>• Do we have anyone here for the first time? We welcome you to this meeting.</li> <li>• <i>Invite participants to introduce themselves by only their first name.</i></li> <li>• <i>Invite anyone under 18 to speak with you after the meeting (see instruction 13 below).</i></li> <li>• Please turn off your cell phones.</li> <li>• <i>Give the announcements (if any).</i></li> <li>• Would someone volunteer to offer an opening prayer?</li> </ul> <p><b>2. Invite someone to give the opening prayer.</b></p> <p><b>3. Read the mission statement:</b> “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or substance abuse. 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 <i>Spouse and Family Support Guide</i>. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity. We use appropriate language and behavior to invite the Spirit to be with us. As we apply gospel principles in our own lives, we hope to receive power through Jesus Christ and His Atonement, to find hope and understanding, and to receive more fully the blessings of the gospel.”</p> <p><b>4. Introduce the reading and discussion portion of the meeting:</b> 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. [<i>Say the next sentence only if it applies to your group.</i>] We have extra copies of the guide for you to use in this meeting in case you do not have one. [<i>Then continue with the next sentence.</i>] 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?</p> <p><b>5. Keep in mind the following instructions as you lead the discussion:</b></p> <ul style="list-style-type: none"> <li>• <i>Wait until each section has been read to discuss the questions provided at the end of each section.</i></li> <li>• <i>Let the participants answer each other's questions.</i></li> <li>• <i>Help participants focus on applying gospel principles.</i></li> <li>• <i>Keep individual participants from dominating the discussion.</i></li> <li>• <i>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.</i></li> <li>• <i>End at the designated time to allow sufficient time for the sharing portion of the meeting.</i></li> </ul> <p><b>6. Introduce the facilitator:</b> We will now turn the time over to our facilitator, __ [first name of facilitator] __, to conduct the sharing portion of this meeting.</p> <p><b>7. Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):</b> Hi, I'm __ [your first name] __. Similar to you, I am in the process of healing from __ [identify behavior] __. <i>Share your positive experiences related to this week's step (if you've had any), and bear testimony of the Savior.</i></p> <p><b>8. Introduce the sharing portion of the meeting:</b></p> <ul style="list-style-type: none"> <li>• [<i>Read the following sentence only if applicable.</i>] 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 and how applying gospel principles has helped in your situation. Please try to focus your sharing on how applying the principle has aided you in your emotional growth. Refrain from mentioning graphic details about your loved one's choices and behaviors. 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.</li> <li>• 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.</li> <li>• 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</li> </ul>
--

we will proceed [*decide if you will 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 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 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. Finally, we thank each of you for your participation.
- 12. Invite someone to give the closing prayer.**
- 13. After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact \_\_ [Family Services contact person and phone number] \_\_. *If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.*

## Call-in or Video Spouse and Family Support Meeting Format and Dialogue

<p>[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]</p> <p><b>1. Welcome the group:</b> Welcome to The Church of Jesus Christ of Latter-day Saints call-in/video 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.</p> <p><i>Do or say the following:</i></p> <ul style="list-style-type: none"><li>• Call-in/video 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/video meetings are of great value, but face-to-face meetings are preferable.</li><li>• Please turn off any electronic devices that may interrupt the meeting and remember to mute your phone when you are not speaking. Following these instructions will improve audio reception for all participants and make it easier to feel the Spirit.</li><li>• This is a confidential meeting. In order to protect 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 Family Services cannot guarantee confidentiality.</li><li>• <i>Invite anyone under 18 to speak with you after the meeting (see instruction 13 below).</i></li><li>• <i>Give the announcements (if any).</i></li><li>• <i>Would someone volunteer to offer an opening prayer?</i></li></ul> <p><b>2. Invite someone to give the opening prayer.</b></p> <p><b>3. Read the mission statement:</b> “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or substance abuse. 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 <i>Spouse and Family Support Guide</i>. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity. We use appropriate language and behavior to invite the Spirit to be with us. As we apply gospel principles in our own lives, we hope to receive power through Jesus Christ and His Atonement, to find hope and understanding, and to receive more fully the blessings of the gospel.”</p> <p><b>4. Introduce the reading and discussion portion of the meeting:</b> Each week we focus on a different principle. [<i>Read the following two sentences only if someone has joined your meeting after it has started.</i>] Before we begin reading, 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. [<i>If no one has joined the meeting, begin with the next sentence.</i>] 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 followed these principles. 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?</p> <p><b>5. Keep in mind the following instructions as you lead the discussion:</b></p> <ul style="list-style-type: none"><li>• <i>Wait until each section has been read to discuss the questions provided at the end of each section.</i></li><li>• <i>Let the participants answer each other’s questions.</i></li><li>• <i>Help participants focus on applying gospel principles.</i></li><li>• <i>Keep individual participants from dominating the discussion.</i></li><li>• <i>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.</i></li><li>• <i>End at the designated time to allow sufficient time for the sharing portion of the meeting.</i></li></ul> <p><b>6. Introduce the facilitator:</b> We will now turn the time over to our facilitator, __ [first name of facilitator] __, to conduct the sharing portion of this meeting.</p> <p><b>7. Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):</b> Hi, I’m __ [your first name] __. Similar to you, I am in the process of healing from __ [identify behavior] __. <i>Share your positive experiences related to this week’s step (if you’ve had any), and bear testimony of the Savior.</i></p> <p><b>8. Introduce the sharing portion of the meeting:</b></p> <ul style="list-style-type: none"><li>• [<i>Read the following sentence only if applicable.</i>] 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</li></ul>
---

invited to share your personal experiences and how applying gospel principles has helped in your situation. Please try to focus your sharing on how applying the principle has aided you in your emotional growth. Refrain from mentioning graphic details about your loved one's choices and behaviors. 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 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 [*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.*]

**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 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 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. Finally, we thank each of you for your participation.

**12. Invite someone to give the closing prayer.**

**13. After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact \_\_ [Family Services contact person and phone number] \_\_. *If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.*

## Training Points for Guiding Support Meetings

The following sections address important points to remember as group leaders guide recovery and spouse and family support meetings. A separate document of training points for call-in or video support meetings is provided after this document.

### PRE-MEETING PREPARATION

- Prepare spiritually. Read the content for the current step or principle, looking for application in your own life.

#### *In-person meetings*

- Review the “Meeting Format and Dialogue” document in this appendix and become familiar with meeting procedures.
- Arrive at the meeting at least 15 minutes early to prepare the room and greet those who arrive early.

#### *Call-in/video meetings*

- Review the “Call-In or Video Meeting Format and Dialogue” document and become familiar with the meeting procedures.
- Zoom should be used for call-in/video meetings ([ChurchofJesusChrist.zoom.us](https://www.churchofjesuschrist.zoom.us)). Zoom provides both toll free and local numbers worldwide. Only the ARP zoom accounts should be used for ARP meetings. Private, and Stake or Ward zoom accounts should not be used.
- Group leaders for call-in/video meetings need to log into Zoom from a computer before each meeting. This allows you to see how many participants are in the meeting and also to mute someone who may be making noise or being disruptive. To mute someone, click on the mute button next to that person’s name listed under the participants tab at the right of the screen. You can also click “mute all” from the “participants” tab at the top of the screen or by pressing Alt + M. As the Host of the meeting, you can remove any participants who are proving to be disruptive.
- 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 step [or principle], 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 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 “Introduce the facilitator” training point below 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, 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”**

- Greet participants with warmth as they arrive. If there are newcomers, introduce yourself, ask for their first names, and thank them for coming.
- Invite anyone under 18 to speak with you after the meeting.
- Start the meeting on time.
- Follow the “Meeting Format and Dialogue” or “Call-In or Video Meeting Format and Dialogue” outline during the meeting.
- If there are newcomers, welcome them and invite them to introduce themselves by their first name.
- Make the announcements, which may include meeting changes, new meetings, and upcoming devotionals.

**“INVITE SOMEONE TO GIVE THE OPENING PRAYER”**

- 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”  
(PORNOGRAPHY ABUSE AND SUBSTANCE ABUSE SUPPORT MEETINGS)**

- 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.
- If meeting in person, label any pass-around copies of the guides with “Group copy—please return.”
- 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 proceed with participant reading of the “Action Steps” section.
- Note: The information covered in step 4 is particularly important to progress. For this step, in particular, be sure to not cut the reading short. In one-hour meetings, read all the way to “Four Necessary Elements.” In one-and-a-half-hour meetings, read all the way to “Study and Understanding.”

**“INTRODUCE THE READING AND DISCUSSION PORTION OF THE MEETING” (SPOUSE AND FAMILY SUPPORT MEETINGS)**

- 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.
- Label any pass-around copies of the guides with “Group copy—please return.”
- When addressing the group, use statements beginning with “I” or “we” rather than “you.”

**“INTRODUCE THE FACILITATOR”**

- If no facilitator is present, the group leader bypasses the dialogue for “Introduce the facilitator” and “Begin the next portion of the meeting with facilitator sharing” and proceeds directly to “Introduce group sharing.” The group leader then asks someone with experience in the step or principle being studied to begin the sharing. If conducting a call-in/video meeting, this person should be on the reading and sharing list following the group leader (see “Pre-Meeting Preparation, Call-in/video meetings” in this document for the reading and sharing list instructions).

#### **“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 experience related to this week’s step or principle.
- He or she focuses sharing on the solution rather than the problem.
- He or she bears 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.
- 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 avoid sharing graphic details.”
  - Problem: cross talk. Possible response: “In our groups, we do not engage in cross talk.”
- Be as gentle as possible when providing correction.
- Consider whether you may more effectively address someone’s problems or questions by speaking with him or her after the meeting.

#### **“CLOSE GROUP SHARING”**

- If time is short, not everyone in the group has to share.
- Facilitators typically 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 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.
- During the closing comments, consider sharing 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” in the appendix of this manual).
- Encourage participants to study and apply “Support in Recovery” (see page 28). Help them understand they can receive all the help and support they desire in the Lord’s way. You may encourage them to prayerfully select a support person to help them work the steps and learn practical skills to successfully live in recovery. If a participant continues to struggle with an addictive behavior, invite them to consider seeking professional help.
- 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.
- Thank everyone for attending or calling in.
- You may give out information on other available meetings in your area.
- Remind all participants to maintain confidentiality.
- If you met in person, 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.

**NOTE TO GROUP LEADERS:**

- Talk to any participants who are under 18. Express to them, “We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental or physical health provider for other options that may prove helpful. Please consult your local Family Services office with any questions or for more information.”
- 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 upline supervisor.
- 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 ARP recovery or spouse and family support meetings. He or she is often an individual in the early stages of change, a person returning after relapse, or a friend or family member. Anyone we do not recognize may be a newcomer, and because the first few meetings that newcomers attend are often pivotal, 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 participating in destructive behaviors, that their lives are unmanageable, and that they need help. It also takes courage for friends or family members to talk about the effects of substance abuse or pornography use in the life of their loved one and in their own 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 change. Remember that newcomers often feel overwhelmed, so be loving and gentle in your approach. Love, support, and encouragement are essential elements of feeling welcomed and included.

We have received direction from the Church that these meetings are for those 18 years of age and older. If the individual is under 18, encourage them to consult with their parents, bishop, and mental health or physical health provider for other options that may prove helpful. If they desire a more detailed explanation, encourage them to contact \_\_ [Family Services contact person and phone number] \_\_. Once you have made them aware of the rule, if they continue to attend, do not remind them of the rule again and do nothing to enforce the rule.

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 attempt to 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 destructive behaviors, group members may not always have the same experiences. However, those participating in destructive behaviors often experience similar emotions, as do those whose lives are affected by the choices or behaviors of others. Invite newcomers to remain after the meeting if they have any questions.
5. Trust that newcomers will come to understand the program without hearing about every aspect of it. Show newcomers *Healing through the Savior: 12-Step Recovery Guide* or *Spouse and Family Support Guide* and encourage them to get a copy of their own. Explain to newcomers that through listening to the Spirit, attending meetings, and studying the guide, they may be able to better understand and apply principles and practices that lead to change.
6. Introduce newcomers to the facilitator. Facilitators remember what it is like to come to the first meeting. Facilitators are examples to participants and can bear personal witness of how the program has brought change into their life.

7. 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. Overtime, the newcomer will come to understand meeting etiquette.
8. Share with newcomers who are family members or loved ones of those struggling with pornography use or substance abuse that spouse and family support group meetings are available.
9. After the meeting, personally thank newcomers for attending.
10. Remember that newcomers are a blessing to the group. Newcomers provide continuing opportunities to serve, support, and learn from each other.

## Support in Recovery

### THE IMPORTANCE OF FINDING SUPPORT

Support from others is important to help us find recovery and healing. Having someone we can turn to in times of weakness often proves to be essential. Denial and isolation are hallmarks of compulsive and addictive behaviors. It is easy to fall back into these behaviors without the support and perspective of others. It is important for us to get support as soon as possible in our recovery.

Connecting with others not only provides the encouragement we may need but also helps us remember that we are worthy of love as a child of God. As we reach out to others for support, we are blessed, and those that support us are blessed as well. As we use the 12 steps and seek support from others, we may 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 our greatest sources of support. Change is 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). We will feel succored and nurtured when we humbly go to our 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. They may be able to increase their ability to support by applying the gospel principles taught in the *Spouse and Family Support Guide*. Though not all family members will be in an emotional position to provide comfort, those who can are often of the most powerful sources of support.
3. **Friends.** Friends can provide love and support when we talk with them about our struggles, whether or not we confide in them about the details. When friends have the courage to point out behaviors that we need to stop, or when they encourage us to seek help, we can move forward in our progress toward recovery. As we experience love and support from friends, it can remind us of our worth and value.
4. **Ecclesiastical leaders.** Ecclesiastical leaders can provide essential support in the process of change. These leaders can help us feel the love of the Savior and play a key role in helping us repent and become spiritually clean from compulsive and addictive behaviors.
5. **Sponsors.** A sponsor is someone who has found recovery by working through the 12 steps. Because of their experience, they know how to help us work through and apply the steps. They can usually recognize dishonesty and understand other difficulties even when we may not be aware of them. A sponsor is there to help us put our “[life] into perspective and avoid exaggerating or minimizing our accountability” (*Healing through the Savior: 12-Step Recovery Guide*, 29).
6. **Recovery meetings.** Support meetings are a safe place where we can find acceptance, love, and support. In these meetings we share our experience as well as our faith and hope for recovery through the Savior Jesus Christ and applying the 12 steps in our lives. Sharing our experiences may help us work toward needed changes and find hope that recovery and healing are possible.
7. **Mental health and medical professionals.** Professionals can often provide insight and unique skills necessary to recover and heal from compulsive and addictive behaviors. If we are still struggling with compulsive and addictive behaviors even as we participate in the Addiction

Recovery Program, we should consider seeking professional help from a mental health or medical professional. When seeking professional help, Church members should choose someone who is supportive of gospel principles.

### **Choosing People to Support You**

In the Church's Addiction Recovery Program, you are not assigned a sponsor or a support system. Deciding when and whom to ask for help is a personal decision. Prayerfully consider those around you who you feel most comfortable asking for help, or who would be the most helpful for you. Generally, the more people you have as a support, the better your chances are of achieving recovery. Once you identify those who you would like in your support system, it can be humbling and scary to ask for their 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.

When choosing people to support you, realize they must be extremely trustworthy. Some of the most effective people to support you are those who have a current connection to you (parents, spouse, family, Church leaders), want you to be successful, are fully active in the Church, and understand or have a desire to understand the exact nature of the challenge you face. Someone who has overcome his or her own challenges often has greater empathy for the challenges others experience. Those with similar challenges often have a greater ability to empathize with your struggle.

As you begin the process of change, you may be physically, emotionally, and spiritually vulnerable. Be cautious to not develop an inappropriate relationship with anyone who supports you.

## Choosing a Sponsor

Working with a sponsor can enhance your recovery. A sponsor can support you in your growth and determination to overcome the challenges, dependencies, or addictive behaviors you are facing. In your journey of recovery, you are not alone; sponsors are people who may be “willing to ... comfort those that stand in need of comfort, and to stand as witnesses” (Mosiah 18:9). Please consider working with a sponsor as soon as possible.

### WHAT IS A SPONSOR?

A sponsor is someone who has found recovery by working through the 12 steps. They may understand specific challenges related to recovery even when you may not be aware of them. A sponsor is there to help you put your “[life] into perspective and avoid exaggerating or minimizing [your] accountability” (*Healing through the Savior: 12-Step Recovery Guide*, 29). A sponsor is not meant to be your best friend or mental health professional. A sponsor’s role is to help you work through the steps of recovery.

### FINDING A SPONSOR

In the Church’s Addiction Recovery Program, you are not assigned a specific sponsor. Each member can approach sponsorship in a way that fits his or her individual experience, needs, and personality. Sponsorship is a joint decision by you, the sponsor, and the Lord.

Finding someone to sponsor you may feel daunting, but others can help you. The best way to find a sponsor is to attend recovery meetings. Those with similar challenges often have a greater ability to empathize with your struggle. The following ideas can be helpful in deciding on an appropriate sponsor:

1. Seek spiritual guidance from Heavenly Father through prayer and fasting about who could be a sponsor for you.
2. Consider choosing someone who has spent significant time in recovery and has worked through the 12 steps.
3. Listen as people share their experiences in recovery and consider who you might connect with.
4. Group Leaders and Facilitators can introduce you to appropriate and willing candidates.
5. Ask someone who you feel is qualified.
6. You should choose a sponsor of the same gender (if not related).
7. As you begin the process of change, you may be physically, emotionally, and spiritually vulnerable. Be cautious to not develop a dependent relationship with a sponsor.
8. You can always ask someone to sponsor you on a temporary basis. You can always switch sponsors at any time.

### BEING AN EFFECTIVE SPONSOR

Becoming a sponsor is a great act of service as you share your own experience, faith, and hope you have found working through the 12 steps of recovery and healing through the Savior Jesus Christ. Sponsors ask thoughtful questions, point to resources, share practical help on how to work through the steps, and encourage those they sponsor to attend meetings. A sponsor understands that others may play a role in a person’s recovery and will not be offended if those they sponsor seek support from others or choose to change sponsors. Below are some principles to be an effective sponsor:

1. **Prioritize God before all else.** Constantly remember God and help those you sponsor rely on Him. Take care to not allow those you sponsor to become too dependent on you. Your

responsibility as a sponsor is to encourage others to turn to Heavenly Father and the Savior for guidance and power. Your role is to share your experiences of faith and hope to help the person you support feel loved and supported by God's grace.

2. **Be an active participant in recovery.** A sponsor needs to be in recovery for a substantial amount of time before sponsoring anyone (generally 12 months or longer) and actively engaged in applying and studying the principles of recovery. You may feel added pressure in your own recovery when you begin to sponsor someone else. Be careful not to jeopardize your own recovery by sponsoring someone else. A sponsor practices self-care and asks for help or support when needed.
3. **Be humble.** *Healing through the Savior: 12-Step Recovery Guide* explains: "As you serve others, you will maintain humility by focusing on the gospel principles and practices you have learned" (71). It later states that "there is no place in your new life for ego or any sense of superiority" (72). As a sponsor, your role is to use your strengths to offer support and guidance.
4. **Respect the agency of others and exercise patience.** Effective sponsorship comes "by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned; [b]y kindness, and pure knowledge" (Doctrine and Covenants 121:41–42). Avoid giving advice or trying to fix others in any way. Help others consider principles and practices and then support them as they make their own decisions. Respect their agency and have hope that the Lord will help them as they turn to Him. The person you are helping may not yet be ready to move forward. He or she may repeat unhealthy behaviors or be slow to adopt the principles and practices of sincere change. A sponsor must be patient with others as they journey toward recovery.
5. **Serve selflessly.** Selfless service requires giving without expecting anything in return. A sponsor should have a great capacity for understanding and the willingness to devote time and effort to those they sponsor. Avoid seeking praise, admiration, loyalty, or other emotional rewards from those you sponsor.
6. **Respect your personal commitments.** Becoming a sponsor does not mean those you sponsor 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 those to your family, the Church, your career, and your personal time. Remember the counsel given in Mosiah 4:27: "And see that all these things are done in wisdom and order; for it is not requisite that a man should run faster than he has strength."
7. **Be prayerful.** Each time you choose to sponsor someone, seek the Lord's guidance to know which principles or practices will be most helpful for the individual's current needs. Be prayerful as you consider ways to serve, always striving to be led by the Spirit.
8. **Testify of truth.** You may feel prompted to share experiences to let others know that you can relate. You may also bear testimony of the Savior and of His healing power. The truth that God is a God of miracles is key (see Moroni 7:29). Sharing your testimony of His mercy and His grace may be one of the most important services you can offer.
9. **Keep confidences.** As a sponsor, you have a responsibility to protect the privacy of others. Anonymity and confidentiality are core principles in strengthening your ability to sponsor and help others.