

## *Instructions for Online Meeting Secretary*

*Secretary, you will need:*

- *A bell: either physical or electronic to ring the bell as the timer for sharing.*
- *A Refuge Recovery Book*

*Before the meeting, the Secretary is to find 4 volunteers:*

- *to read the four truths and actions from page xi*
- *to lead the meditation*
- *to read the dedication of merit*
- *to read a short selection from the Refuge Recovery book and then share with the group on the reading.*

*Secretary: Do not allow cross-talk at the meeting. Cross talk is the commenting on or offering of advice to others in the meeting. Mindful listening is our practice.*

*Secretary: Before the end of sharing please post the following link: <https://refugerecovery.org/donate> to the donation page of the refuge recovery website into the meeting chat window to allow members to offer dana.*

## *Refuge Recovery Online Meeting Format*

Welcome to the...(insert day of meeting/location of meeting).....meeting of Refuge Recovery.

All are welcome here.

Our primary purpose is to offer a Buddhist inspired approach to recovery from addiction of all kinds. While we are inspired by the Buddha's teachings, this is not a religious program. Our group recognizes and respects that there are multiple perspectives and multiple approaches to recovery; we are gathered in the spirit of investigation of a Buddhist approach. We do not claim to be the only authority, but we know from direct experience that the path outlined in the Four Truths and Actions leads to the end of the suffering that addiction causes. We invite you to investigate and practice these truths and find out for yourself if they are valuable to your process of recovery. This group is meant to be a support for your recovery, not a substitute for your dedicated practice; spiritual growth and recovery require individual effort.

My name is \_\_\_\_\_, and I am one of the group secretaries. My role is non-authoritative. I am not an empowered Buddhist meditation teacher. I am here to facilitate the group and lead our discussion.

Secretary to read, “What is Refuge Recovery?”

## What is Refuge Recovery?

Refuge Recovery is a community of people who are using the practices of mindfulness, compassion, forgiveness, and generosity to heal the pain and suffering that addiction has caused in our lives and the lives of our loved ones.

The path of practice that we follow is called the Four Truths and Actions of Refuge Recovery.

This path has proven successful with addicts, alcoholics and those suffering from process addictions. The Four Truths practice requires commitment to meditation, generosity, kindness, and renunciation.

This is an approach to recovery that understands “All beings have the power and potential to free themselves from suffering.”

In an effort to get to know each other we start by introducing ourselves. There is no need to identify yourself by anything other than your name. My name is \_\_\_\_\_.

I have asked \_\_\_\_\_ to read the Four Truths and Actions from page XI (in the chapter titled — The Process).

## The Four Truths and Actions of Refuge Recovery

1. We take stock of all the suffering we have experienced and caused as addicts.

2. We investigate the causes and conditions that lead to addiction and begin the process of letting go.
3. We come to understand that recovery is possible and take refuge in the path that leads to the end of addiction.
4. We engage in the process of the Eightfold Path that leads to recovery.

Meditation practice is an important part of our program. We participate in a 20 minute guided group meditation. I have asked \_\_\_\_\_ to lead the meditation. One bell will indicate the beginning and three will indicate the end.

I have asked \_\_\_\_\_ to read a selection from Refuge Recovery and share on the reading. The meeting is tag/pass. Please choose someone to share when you have finished. If you would like to pass please say your name and

pass to someone else. In order to give everyone an opportunity to share we have a timer. Please limit your sharing to 3 to 5 minutes. Out of respect for the group, when the bell rings end your share. Please keep your sharing on the topic or the relationship of recovery, addiction and Buddhist principals. We will end the sharing 10 minutes before the meeting ends.

Now I will turn the meeting over to\_\_\_\_\_.

*Secretary: Before the end of sharing please post the following link: <https://refugerecovery.org/donate> to the donation page of the refuge recovery website into the chat window to allow members to offer dana.*

*10 minutes before the meeting ends*

We have come to the end of the sharing portion of our meeting. We leave you with this reading from Refuge Recovery... *“Recovery is possible. The good news is that we*

*can fully recover from addictions. We can end all the unnecessary suffering our addictions have caused. We can heal and forgive. All living beings have the ability to live life along these lines. No one lacks the ability, only the willingness to take on such a radical path of transformation. We believe in the human capacity for change. We understand it from direct experience. If we can, you can.*

## *What is Dana?*

At this time in Refuge Recovery online meetings we pause for 5 minutes to offer dana. This is our practice of generosity and support.

Refuge Recovery is freely offered. We have no dues or fees. Donations to Refuge Recovery Online are used to pay for the shared costs that support our Refuge Recovery program at world level. In this time of uncertainty for our

meetings we need your support to continue to build a strong central service office for Refuge Recovery.

We have a \$5 suggested donation. Please use the link in the chat window to offer dana to Refuge Recovery online. If you have less, give less. If you have more, give more. We appreciate your generosity and your support of Refuge Recovery as a whole.

*Secretary: Pause the meeting for 5 minutes to allow members to offer dana via credit card, venmo or PayPal.*

In order for this to be a group where we feel safe to share about our recovery and create an atmosphere of openness, we ask that who you see here and what you hear here remain confidential.

## *Mentorship*

Anyone who is currently working their inventory with a mentor...please raise your hand.

Anyone who is willing to mentor please raise your hand.

Anyone with questions about inventory or mentorship, please talk to these people after the meeting.

### *Announcements*

1. All of our meetings can be found on:  
refugerecovery.org.
2. Other Refuge Recovery announcements...
3. Those who are willing to offer their contact information to others please post your information in the chat window.

### *Dedication of Merit*

I have asked \_\_\_\_\_ to read our dedication.

May each of us do what needs to be done to free ourselves from the suffering of addiction and may our recovery benefit this world.



