Instructions for Online Meeting Secretary

Secretary, you will need:
• To show up five to ten minutes early to the meeting to ask for volunteers to help with readings and meditations
• 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 volunteers to:
• 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

It is the responsibility of the Secretary to choose a different RR member to lead the meditation at every meeting. This rotation is vital to the spirit of our program. Please remind the meditation leader:

• That the instructions are to be read slowly to the group, pausing between instruction to allow each participant to absorb and implement these practices.

• That is necessary to speak loud enough for all in attendance to hear the meditation.

• The meditations were specifically created for those practicing Refuge Recovery and are to be offered to the group as written.
It is the responsibility of the Secretary to find a different RR Member each week to read a section of Refuge Recovery literature and to have that person share on the reading.

The Secretary is responsible for ensuring that the RR dana reading is read as written and for facilitating the group in offering donations. All RR Groups collect donations in the Refuge Recovery name.

It is the responsibility of the Secretary to start and end the meeting on time.

Secretary: Please 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.

The group Secretary is responsible for the meeting atmosphere. Any disruption of the meeting should be handled in a firm and clear way by removing that person from the online meeting and blocking them from re-entry.

Secretary: Before the end of sharing you will need to post the following link: [https://refugerecovery.org/donate](https://refugerecovery.org/donate) to the donation page of the refuge recovery website into the meeting chat window to allow members to offer dana.
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 the current group secretary.

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.”

Secretary to read the RR Guiding Principles

The Guiding Principles of Refuge Recovery

Inspired by 2600 years of Buddhist community organization and over 80 years of recovery group traditions, these guiding principles are our humble attempt at creating guidelines to maintain group unity powerful enough to guide us through any conditions. These necessary principles provide each Refuge Recovery group a basis to resolve conflicts and to keep our focus firmly on helping each other find freedom from addiction.

1. The group is of utmost importance. Our individual recovery depends upon Refuge Recovery unity.
2. For our groups to be successful, there must be a rotating leadership and democratic decision-making process. Group leaders do not act in the capacity of Buddhist teachers. Elected volunteers serve the group for a designated period of time.

3. All are welcome. The only criteria for membership is a desire to be free from addiction.

4. Refuge Recovery is an abstinence-based program. Elected volunteers are expected to maintain abstinence from all recreational drugs, alcohol and adhere to process addiction bottom lines.

5. Each group operates independently, except in matters affecting other groups or Refuge Recovery as a whole.

6. The core purpose of each group is to make the Refuge Recovery program available to all those still suffering from addiction.
7. There are no dues or fees for Refuge Recovery membership. Each group is responsible for its own finances, relying solely on the generosity of its members.

8. Refuge Recovery groups have no opinion on other recovery programs, buddhist traditions, religions, spiritual philosophies, political causes, organizations or institutions.

9. Refuge Recovery groups are entirely volunteer-led. RR World Services is the non-profit service organization that serves and supports our groups, employing only the people necessary for those purposes.

10. Although we are not an anonymous program, individual RR members are responsible for offering privacy to all who desire it. The practice of humility is at the heart of our program. Members should never use the RR name for personal prestige or financial gain.
11. The Refuge Recovery program depends on our remaining mindful that these guiding principles are more important than individual preferences, desires, views, opinions or personalities.

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 ___________.

Secretary to read the Four Truths and Actions:

For our individual recovery program, Refuge Recovery follows the traditional Buddhist system of the Four Noble Truths, which consists of four actions.
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.

The eightfold path consists of these eight factors:
1. Understanding, 2. Intention, 3. Communication/Community, 4. Action/Engagement, 5. Livelihood/Service, 6. Effort/energy, 7. Mindfulness/meditations, 8. Concentration/meditations. These eight factors, or folds, are to be developed, experienced and penetrated. This is not a linear path. It does not have to be taken in order. In fact, all the factors need to be developed and applied simultaneously. And to truly break free from addiction, the eight folds must be continuously maintained.

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________.

10 minutes before the end of the meeting

Secretary: At 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.
We have come to the end of the sharing portion of our meeting.

At this time in Refuge Recovery online meetings we take a few minutes to offer dana.

Dana is our practice of generosity and support. Refuge Recovery is freely offered. We have no dues or fees. Donations made to Refuge Recovery online are used to cover the shared costs each local group incurs at the world level. These costs include protecting the integrity of the Refuge Recovery name and program, running the main website and social media, developing new literature, supporting the creation of new meetings and holding an annual conference.

We have a $5 suggested donation. Please use the link in the chat window to offer dana by credit card or paypal. If you have less, give less. If you have more, give more. We appreciate your generosity.
We offer 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”.

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**

All of our meetings can be found on: refugerecovery.org.

This groups business meeting is held on: ________

Upcoming Refuge Recovery events?

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.