



SHEPTON MALLET SERENITY GROUP

Service Guide

Version 1.1 (Apr 2024)

INTRODUCTION

The Shepton Mallet Serentiy Group of Sex Addicts Anonymous (SAA) welcomes you as a new member. Included in this guide is information on how to carry out service positions within our group.

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Revisions / Version Changes

V1.1	<ol style="list-style-type: none">1. Change to tradition 7 wording to include “If this is your first meeting, you can’t afford it or you have forgotten to bring money this time, you do not have to contribute”2. Additional duty for tech servant to moderate and maintain the membership of the WhatsApp group
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WHAT IS AN SAA GROUP?

“An SAA group consists of two or more individuals who, using the Twelve Steps and Twelve Traditions of SAA, meet regularly for the purpose of recovering from their addictive sexual behaviour. At our meetings, we read SAA literature and share our experience, strength, and hope with each other, focusing on how the SAA program of recovery works in our lives.” [Sex Addicts Anonymous, p. 10]

ABOUT SERVICE

“Those of us who are chosen by our groups to carry out the decisions called for by group conscience are known as trusted servants. Asking members to serve does not put them in a different rank or class than other members. Instead, it establishes a relationship of trust. We trust that those we elect to positions of service will act according to the spiritual principles of our Steps and Traditions, be guided by group conscience, communicate accurate information to and from the group, and help carry the message of recovery to the best of their ability. Leadership in SAA means a commitment to serving the fellowship of SAA and promoting our common welfare.” [From Sex Addicts Anonymous, pages 80-81.]

BASIC GUIDELINES FOR SERVICE

Meetings cannot function without service. To enable the smooth running of our meetings please take a note of the basics:

Thursday Evening Serentiy Meeting - Shepton Mallet Baptist Church, BA4 5BU

Doors Open: 7.15pm

Meeting Starts: 7.45pm

Meeting Ends: 9pm

- Home Group members should aim to be on hand for when the doors open.
- If you are temporarily unable to carry out your service position, it is your responsibility to find a home group member to cover for you.
- Outgoing servants should ensure incoming servants understand their new position.
- If you are struggling with your service position let the Group Secretary know.

GROUP CONSCIENCE

The group holds quarterly Group Conscience meetings but additional meetings can be held if necessary. The group's business is taken care of at these meetings including the election of service positions.

Our Group Conscience follows 'Robert's Rules of Order'.

The Group Secretary chairs and creates the agenda for meetings.

Group members can propose motions and discussion points for the agenda.

The Group Secretary will propose members for service positions. Someone must second the proposal and then a vote can be held.

Group members can also propose other group members for service positions. The proposal must be seconded by another group member and then the vote can be held.

Where at all possible we try and reach a consensus.

SERVICE POSITION TERMS OF REFERENCE

GROUP SECRETARY

The group secretary chairs our weekly meeting, ensuring that the Traditions and Group Guidelines are followed. The meeting should be run in accordance with agreements made by Group Conscience. The responsibilities include:

- Choosing a main sharer for each meeting. Ideally, this is a fellow who is sober and has completed Step 5.
- Handing out readings (Twelve Traditions, Our Addiction, Our Program and Step Nine Promises) for Fellows to read at the appropriate time during the meeting.
- Selecting longer readings from SAA approved literature. These should complement the meeting type i.e. A Step reading, a reading relating to the week's topic or a general reading from Voices of Recovery. This will can involve editing a reading (prior to the meeting) so that it isn't too long,
- Choosing a subject for our 'Topic Meetings' which are held once a month and announcing the topic one week before the meeting, so members know what to expect.
- Arranging Sponsorship for fellows
- Chairing Group Conscience meetings, which should be held quarterly. Creating the Agenda for these meetings and ensuring that a fellow is taking the minutes.

Note: This servant should be in the room from 7:15pm

Sobriety requirement: One Year

GROUP TREASURER

A group treasurer handles the group's financial affairs. They are responsible for collecting Seventh Tradition contributions and maintaining the group's financial records. The responsibilities include:

- Announcing the 7th Tradition at the Tuesday evening meeting: *"The seventh tradition states that all groups should be fully self supporting, declining outside contributions. With this in mind, please give as generously as you can. If this is your first meeting, you can't afford it or you have forgotten to bring money this time, you do not have to contribute"*
- Collecting the 7th Tradition during the meeting.
- Holding group funds.
- Keeping a record of group funds.
- Paying the rent for our meeting room. The bank details can be found on the invoices which are emailed to the group email address.
- Paying / reimbursing funds for other group costs.
- Making contributions to Intergroup or the ISO if agreed at Group Conscience.
- Providing a financial report at each group conscience meeting. This should detail a summary of income and expenditure and include allowance for a 'prudent reserve' for upcoming rental payments, literature expenditure, tea and coffee, and other expected items.

Sobriety requirement: One Year

GROUP SERVICE REPRESENTATIVE (GSR)

The GSR serves as the primary contact between our group and Intergroup. The responsibilities include:

- Representing the group at Intergroup meetings (held quarterly).
- Submitting a quarterly report to Intergroup and uploading this to saauk.info. For log-in details see the outgoing servant.
- Sharing email correspondence from Intergroup the ISO during group business in meetings.
- Taking motions to Intergroup that have been agreed by group conscience.
- Writing a report for our group conscience (held quarterly).
- Ensuring that the group's meeting pages are kept up to date on www. saauk.info. For log-in details please see the outgoing servant.

Sobriety requirement: One Year

LITERATURE SERVANT

The literature servant maintains the group library and purchases SAA literature for the group as needed. Literature should be sold at cost at the meeting. The group provides meeting newcomers with an 'SAA Starter Pack' at no cost. There is also a Digital Starter Pack (provided by Bath CWS group) containing recovery info and local meeting details which can be shared with the newcomer via SMS, WhatsApp or email. The responsibilities include:

- Ensuring that group literature is well stocked and stored in a way that keeps the literature in good condition.
- Order new literature when stocks are low in consultation with the treasurer.
- Bringing the literature to meetings and displaying it on a table for sale.
- Passing any funds received on to the group treasurer.
- Ensuring that new comers are given a starter pack at no cost.
- Offering to send newcomers the Digital Starter Pack via SMS, WhatsApp or email.
- Writing a report for our group conscience (held quarterly).

Note: This servant should be in the room from 7:15pm.

Sobriety requirement: 6 months

TWELVE STEP COORDINATOR

The Twelve Step Coordinator is responsible for meeting newcomers, ensuring that they are in the right place and understand what the meeting entails and how it is This can be combined with the email/phone servant role if required.

The responsibilities include:

- Communicating with the group's phone and email servant.
- Explaining to newcomers the meeting guidelines conducted (explaining crosstalk etc). and answering any questions they may have.
- Helping the newcomer feel welcome by introducing them to members.
- Ensuring the literature servant provides the newcomer with a starter pack at no cost.
- Ensuring female newcomer are given the contact details for the intergroup women's servant.

Sobriety requirement: One Year

EMAIL & PHONE SERVANT

The email and phone servant is responsible for the group email account bath@saauk.info and phone helpline. The responsibilities include:

- Answering the group phone to newcomers and sharing hope, strength and recovery.
- Giving callers meeting information: address, start time etc.
- Responding to emails from newcomers and general enquiries. For log-in details please see out-going servant.
- Ensuring that the Twelve Step Coordinator is aware if a new comer is attending the meeting. (The roles may be combined into one role)
- Topping up the credit on the group pay as you go phone and seeking reimbursement from the treasurer.

Sobriety requirement: One Year

REFRESHMENTS

Can be a one-person role or a two-person team. They ensure that non-alcoholic refreshments are available for meeting attendees. Usually tea, coffee, biscuits and fruit. The responsibilities include:

- Boiling water for hot drinks
- Setting up a table in the room with cups (borrowed from the communal kitchen) and biscuits etc.
- Buying milk, biscuits or any other refreshments prior to each meeting.
- Serving fellows refreshment before the meeting.
- Handing receipts for goods to the group treasurer for reimbursement.

Note: This servant should be in the room from 7:15pm

Sobriety requirement: None

TIMEKEEPER

The timekeeper lets the main sharer know when they have reached the agreed share time of twenty minutes. They also time the periods of silent reflection / meditation. They may also be asked to give the main share time prompts during the share e.g. ten minutes and two minutes before the end. They are also responsible for telling fellows who are sharing back when they have one minute left.

Sobriety requirement: None

TECH SERVANT

Responsible for providing a means by which group members and main sharers may take part in the meeting remotely. Responsibilities include:

- Ensuring the group Bluetooth speaker is adequately charged before the meeting
- Configuring IT equipment with the meeting's Bluetooth speaker
- Posting a link to the meeting in the group WhatsApp group so that members may join – and if required sending the link to any main sharer not in the WhatsApp group.
- Moderating and maintaining the membership of the WhatsApp group to Shepton homegroup members and regular attendees

Note: the servant must have access to their own laptop or equivalent video enabled device which they bring to the meeting.

Note: This servant should be in the room from 7:15pm

Sobriety requirement: None

SETTING UP

Ensures that chairs are arranged in a circle ready for the meeting and that the lamps are in place and switched on.

Note: This servant should be in the room from 7:15pm

Sobriety requirement: None

TIDYING AWAY

Tidy away lamps and extension leads at the end of the meeting. Ensure all group owned items are back in the group storage boxes. Place all used crockery in the communal kitchen dishwasher. Ensure the tea and coffee table is clean.

Sobriety requirement: None