

# GR Corner

Al-Anon and Alateen  
Service Manual  
(P-24/27)

# ...Previously on GR Corner

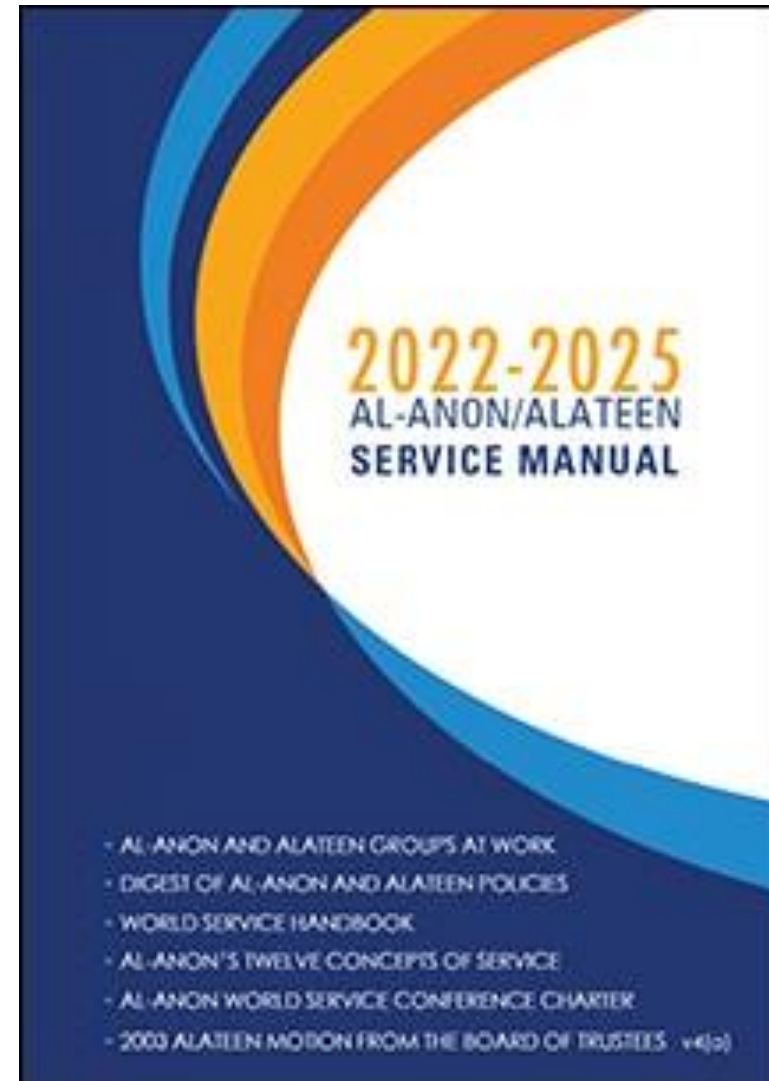
- Links of Service
- Reporting Back to Your Group
- Group Business Meetings and Informed Group Conscience
- Web Resources
- Groups at Work (P-24)

The image is a screenshot of the Al-Anon website. On the right side, a navigation menu is open, listing various resources such as 'Business Meeting\*', 'Report', 'Resources', 'Contact Us', 'Assembly', 'Area Assembly Records', 'Email Addresses', 'Literature Distribution', 'Policies & Procedures', 'Your District', 'Representative Resources', 'Member's Reports', and 'Open Issues'. In the center, a large graphic features a rainbow-colored arc and the text '2022-2025 AL-ANON/ALATEEN GROUPS AT WORK'. Below this, a browser window shows the Al-Anon Family Groups logo and a navigation bar with 'Newcomers', 'Meetings', and 'Members'. At the bottom, a photograph of a man with his hand on his forehead is visible, with the text 'Who Are Al-Anon Members?' below it.

# Introduction...

Where can I get mine?

- Where Al-Anon books are sold
- On Al-Anon.org  
([www.al-anon.org](http://www.al-anon.org))
- In the Al-Anon app



# *Service Manual*

2022-2025  
AL-ANON/ALATEEN  
SERVICE MANUAL

- AL-ANON AND ALATEEN GROUPS AT WORK
- DIGEST OF AL-ANON AND ALATEEN POLICIES
- WORLD SERVICE HANDBOOK
- AL-ANON'S TWELVE CONCEPTS OF SERVICE
- AL-ANON WORLD SERVICE CONFERENCE CHARTER
- 2003 ALATEEN MOTION FROM THE BOARD OF TRUSTEES v4(a)

- 2022-2025 Edition
- Al-Anon/Alateen Service Manual
  - Service Manual
- Changes to sections occur between editions
  - World Service Office (WSO) procedural changes
  - Conference motions
- Most recent edits posted electronically - versions

v4(a)

## From the Introduction page

Every Al-Anon and Alateen member is encouraged to actively use and study this *Manual*. It gives a clear and concise picture of the Al-Anon fellowship, its purpose and functions, and how it helps us to resolve group problems and maintain unity. Additional copies may be ordered from the WSO or from your Literature Distribution Center. An electronic version is available at [al-anon.org](http://al-anon.org).



**2022-2025**  
AL-ANON/ALATEEN  
SERVICE MANUAL

# 2022-2025 Al-Anon/Alateen Service Manual

## Tabs

- Groups
- Policies
- Handbook
- Concepts
- Charter/Appendix

- AL-ANON AND ALATEEN GROUPS AT WORK
- DIGEST OF AL-ANON AND ALATEEN POLICIES
- WORLD SERVICE HANDBOOK
- AL-ANON'S TWELVE CONCEPTS OF SERVICE
- AL-ANON WORLD SERVICE CONFERENCE CHARTER
- 2003 ALATEEN MOTION FROM THE BOARD OF TRUSTEES v4(o)

# Four Booklets combined...

- How Al-Anon Works
- Al-Anon's Twelve Concepts of Service
- Al-Anon's Twelve Steps and Twelve Traditions
- World Service Handbook
- Reader's Digest
- 2003 Alateen Motion from the Board of Trustees
- Digest of Al-Anon and Alateen Policies
- Al-Anon and Alateen Groups at Work
- Charter Communications
- The Serenity Handbook
- Al-Anon World Service Conference Charter
- When I Got Busy, I Got Better

# Let's Explore the Service Manual

When I joined Al-Anon, the *Service Manual* did not exist in its present form. My group had a small three-ring binder in "the box" that held these four separate books—the pieces that now comprise the *Service Manual*—together in one place:

- *Al-Anon and Alateen Groups at Work (P-24)*
- *Digest of Al-Anon and Alateen Policies*
- *World Service Handbook*
- *Al-Anon's Twelve Concepts of Service*

Although I don't remember actually *using* the different books when I was new in the program, I'm sure some of the members did because our group was healthy, and we had a Group Representative, other group officers, regular group business meetings, and Conference Approved Literature on hand to study, give away, and sell.

Since becoming aware that service is *a part of my recovery*, not an addition to it, I now use the *Service Manual* as a critical component of a well-rounded recovery program.

# Let's Explore the Service Manual (cont.)

"Al-Anon and Alateen Groups at Work" provides an opportunity to learn about our history, alcoholism as a disease, and the role *I* played in the family disease. My home group uses the separate booklet, *Al-Anon and Alateen Groups at Work* (P-24), which includes the "Suggested Meeting Outline," to pass around during face-to-face meetings. I even have my own copy, which has been helpful during the pandemic so that I can help with the "Suggested Meeting Readings" when attending meetings virtually.

This section of the *Service Manual* contains much more, such as "Considerations When Starting Either an Al-Anon or Alateen Group," "Structure of the Al-Anon/Alateen Fellowship (Links of Service)," and "Basic Terms Used in Al-Anon Service." It's a great resource for members and groups.

# Let's Explore the Service Manual (cont.)

The next section of the *Service Manual* is the "Digest of Al-Anon and Alateen Policies," where I can find answers about Al-Anon policies relating to anonymity, public outreach, and Alateen, to name a few. When I was involved in starting a group, we adhered to the policy on "Choosing a Group's Name." Today, as a World Service Office (WSO) Staff member, I do not serve above the group level in keeping with Al-Anon's "Employees in Al-Anon Services" policy.

# Let's Explore the Service Manual (cont.)

One of my favorite policies is "Use of Material at Al-Anon Meetings." The first paragraph of the policy states:

"To keep Al-Anon's message in focus, and to encourage unity, only Al-Anon/Alateen Conference Approved Literature (CAL) and Al-Anon/Alateen service tools are displayed, distributed, and used at Al-Anon and Alateen meetings; including meetings at conferences and conventions. These items reflect the informed group conscience of the Al-Anon Family Groups as expressed by its World Service Conference since 1961." (page 114)

I am so grateful that no matter where I might attend a meeting—Virginia, Oklahoma, Vermont, or in cyberspace—I will find a group that is using CAL. I am free to—and do—read and follow whatever I find helpful outside of Al-Anon, but in Al-Anon, I will always find the Al-Anon message!

# Let's Explore the Service Manual (cont.)

The "World Service Handbook" section of the *Service Manual* "explains how Al-Anon is held together worldwide, how it is structured, and how each member who is elected or appointed to a particular responsibility can best function in it" (page 139).

The "Handbook" delves deeper into the "Links of Service" than "Groups at Work." In my role at the WSO, I often reference the "World Service Conference" and "Conference Procedures" portions. And, each year, the Conference Leadership Team goes over the "Purposes" and "Historical Background" of the Conference with the incoming Delegates.

# Let's Explore the Service Manual (cont.)

And the fourth section: "'Al-Anon's Twelve Concepts of Service' deals with the 'why' of our service structure in such a way that the valuable experience of the past and the lessons drawn from that experience can never be forgotten or lost" (page 178). This section includes a brief "History of the Concepts" as well as descriptions of each Concept in detail.

The *Service Manual* also includes the "Al-Anon World Service Conference Charter," which "is a body of principles and relationships through which Al-Anon as a whole can function" (page 227), and an Appendix with the full "2003 Alateen Motion from the Board of Trustees."

# Let's Explore the Service Manual (cont.)

What does the *Service Manual* mean to us? To our groups? To our Areas? To Al-Anon worldwide? I invite you to explore for yourself! The [2022-2025 Al-Anon/Alateen Service Manual \(P-24/27\) v1](#) is available online now.

*By Suzanne M., Associate Director—Conference*

*The Forum, May 2022*

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# We looked at...

- Where do I find it?
- Who would use it?
- What's in it?
- When would I use it?
- Why might I refer to it?
- How might I use this?

