

DISTRICT #25 GUIDELINES

Table of Contents

Introduction.....3

District #25 and the Traditions.....3

District #25’s Geographical Boundaries.....3

Groups Within District #25.....3

District Committee Meeting Location and Time.....3

Service and Shared Responsibilities.....4

Moneys.....4

District #25 Authority and Responsibilities.....5

Amending Structure Manual.....5

Exhibits

- I- Groups/Meetings in District #25
- II- Meeting Agenda-District #25
- III Voting Process

Appendix- Glossary of Service Terms

Introduction:

Welcome! We hope this manual will provide basic information concerning District #25 and general service work.

If you are new to general service work, *Easy Does It!* Your group selected you to represent them at the district meetings.

By now a sense of confusion and fear may have developed within you. At one time or another we have all felt this way. Even if you have attended several district meetings, confusion may still exist or you may feel overwhelmed by the mounds of papers and information provided to you. *Again! Take it easy!* Your understanding of the general service process will gradually come to you. Moreover, we will attempt to help you.

District #25 and The Traditions:

At “*Tradition Meetings*”, you have probably heard members share about Traditions #2, #4, and #9. Your experience on our District #25 Committee will help these traditions come alive for you. It is hoped that the following explanations and examples will intensify your understanding of these three traditions.

In Alcoholics Anonymous (A. A.), our ninth tradition states in part, “*we should never be organized; but we may create service boards or committees directly responsible to those they serve.*” This is how you as a new GSR fit into our discussion. You as a representative (worker) of your group are a member of the district committee. You as a representative of your group come under the principles in our “*Tradition #2*”, which states in part, “*...these workers are not leaders but trusted servants who do not govern.*” So as the representative of your group you are a trusted servant.

Under “*Tradition Four*” and in the spirit of service, each group within our district decides how and who can be elected as a General Service Representative (GSR) to serve on the District #25 Committee.

District #25's Geographical Boundaries:

District #25 committee includes all groups located in Chestnut Hill, Mount Airy, West Oak Lane, East Oak Lane, Germantown, Roxborough, Manayunk, East Falls, and a section in Logan. (See Exhibit I) The committee serves as a link providing information between Area (Eastern Pennsylvania #59) and the groups.

Groups Within District #25/District Committee Meeting location and Time

In our district there are about 20 registered groups who have General Service Representatives (GSRs). It is recommended that each GSR and/or their Alternate GSR (AGSR) try to attend every district meeting. These meetings are usually held on the first Tuesday of each month at 7:00 p.m. until.

Currently the meetings are held at the Unitarian Church of Germantown at 6511 Lincoln Drive (where Osceola group meets) in the Mt. Airy section. This keeps our groups well informed! Each GSR is allowed one vote for one group. An AGSR can vote only when the GSR is not in attendance.

A current or former GSR who is designated as the District Committee Member (DCM) chairs our district meetings. The DCM leads the district meetings and represents the district at Area and other service structure events. The DCM uses the “*District Meeting Agenda Guide*” (Exhibit II) to conduct our district meeting.

Meeting Etiquette:

1. In order to avoid confusion and chaos at our monthly district meetings, it is suggested “Group” representatives (GSRs, AGSRs, etc.,) speak or talk only when recognized or acknowledged by the DCM.
2. One vote, one group- only GSRs or their alternates are eligible to vote. Minority views can be heard. (Concept #5-Right of Participation!) (See Exhibit III-Voting Process for details.)
3. If the DCM is not present, the chairing order will be Alternate DCM (ADCM), Secretary, and the Treasurer.

Service and Shared Responsibilities:

- ❖ District meetings need to be set-up a half hour before the 7:00 p.m. meeting time. Please participate! All members are responsible for setting (chairs, tables, and coffee) and taking down.
- ❖ District #25 believes in the spirit of rotation, involvement, service, and shared responsibilities.
- ❖ District #25 believes strongly in the traditions of A. A. and endeavors to uphold the traditions on all its’ affairs and encourages all members to gain an understanding of them.

Moneys:

- The district maintains a \$200.00 prudent reserve.
- It collects money at the monthly district meeting. It is suggested that groups send their donations according to GSO guidelines as discussed in the Self Support: Where Money and Spirituality Mix (F-3) pamphlet.
- After maintaining the prudent reserve and paying its’ obligations, the district usually will send surplus funds to SEPIA, GSO and the Area (#59). This disbursement is usually made as soon as possible.
- Traditionally, District #25 has funded the November Convention/Assembly and the February NERAASA for both the DCM and ADCM.

District #25 –Authority and Responsibilities:

(Source: *The Twelve Concepts for World Service –Pamphlet [P-8]*)

- ◆ Under *Concept #1*, the collective conscience of our whole fellowship has final responsibility and ultimate authority for A. A. World Services (i.e. maintain uniform literature, uniform public information about A. A., helping new groups get started, sharing with new groups the experience of established groups, handling pleas for help, publishing a national magazine (*Grapevine*), and carrying the message in other languages and in other countries).
- ◆ Since the groups themselves can not perform these services individually, the General Service Office was formed. This is why Concept #1 is rooted in “*Tradition #2*”. Bill W. asserted in one of his writings that the A. A. groups are to be the final authority, but their leaders are to be entrusted with “*delegated responsibilities only.*”
- ◆ Therefore, under *Concept #2*, the groups delegate their leadership role to the General Service Conference in order to carry on their primary purpose. The groups do this by electing GSRs who meet regularly in Area Assemblies and every two years to elect a “*Delegate*” (for Area #59-Eastern Pennsylvania General Service Assembly) from among their number.
- ◆ Under *Concept #3*, every trusted servant and every A.A. entity (Districts) at all levels of service has the right to decide how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises. That is, *they can decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific directions.* This is the essence of *Concept #3-Right of Decision.* However, it is not an excuse for failure to make the proper reports of actions taken; or for exceeding a clearly defined authority; or failing to consult the people before making an important decision, It rest squarely upon the principle of mutual trust. *We trust God, we trust A. A., and we trust each other.*

Amending Structure Manual:

These guidelines may be updated or amended from time to time as deemed necessary provided any revisions or changes are submitted for a district group conscience vote (substantial unanimity) at a regularly scheduled District # 25 meeting.

It is suggested that each new panel read and review these guidelines (structure manual) to determine whether any changes should be made.

GROUPS/ MEETINGS IN DISTRICT #25 BY SECTION

ANDORRA/ROXBOROUGH

ANDORRA
GOOD NEWS
IVYRIDGE
HANDSWAVE SOBRIETY *

ROXBOROUGH*
WOMEN HELPING WOMEN
RECOVER OR DIE

CHESTNUT HILL

CHESTNUT HILL STEP
CHESTNUT HILL LOCAL
MERMAID*

SATURDAY SERENITY
STEPS 3-7-11
SUMMIT
SERENDIPITY
STEP SISTERS*
TOP OF THE HILL
THURSDAY NIGHT BEGINNERS

EAST FALLS

EAST FALLS-THIS
STEP'S FOR YOU
NOMADS

MIDVALE MIRACLES *

EAST OAK LANE

WISTER

GERMANTOWN

AGAPE/GERMANTOWN
CONSCIOUS CONTACT
EARLY MORNING
GERMANTOWN SATURDAY NIGHT
STEP* (MEETING)
SUNSHINE
TULPEHOCKEN* (MEETING)
VERNON PARK

LOGAN

DAY BY DAY

MANAYUNK

MANAYUNK MEN'S
MANAYUNK BIG BOOK
MANAYUNK STEP

MT AIRY

HANDS OF HOPE
LINCOLN DRIVE*
OSCEOLA
STEP MEETING*

WEST OAK LANE

BRIAR ROAD STEP
THREE CORNERS
WEST OAK LANE

NOTE:

*=REPRESENT GROUPS/ MEETINGS THAT ARE NOT REGISTERED WITH GSO OR AREA, BUT LISTED IN S.E.P.I.A. DIRECTORY- AS OF AUGUST 2002

EXHIBIT I

Name	Dist	Group#	Location	Address
1 AGAPE GERMANTOWN	D25	#111789	Germantown YWCA Immaculate Heart of Mary School	5820 Germantown Ave.
2 ANDORRA	D25	#111797	Hall	816 Cathedral Road
3 BRIAR ROAD STEP	D25	#120458	St. Peter's Evangelical Ch.	74th Ave. & Briar Rd.
4 CHESTNUT HILL	D25	#112121	St. Martin's in the Field Ch.	St.Martin's Ln. and Willow Grove Ave.
5 CHESTNUT HILL LOCAL	D25	#161224	Chestnut Hill Community Center	8419 Germantown Ave.
6 CONSCIOUS CONTACT	D25	#161232	St. Peter's Episcopal Ch.	Wayne & Harvey Sts.
7 DAY BY DAY	D25	#112123	Presbyterian Ch.	11th & Rockland Sts.
8 EARLY MORNING	D25	#151318	First Presbyterian Ch.	35 W. Cheltenham Ave.
9 EAST FALLS THIS STEP'S FOR YOU	D25	#627639	Redeemer Lutheran Ch.	Midvale & Conrad Sts. East Falls
10 GERMANTOWN SATURDAY NIGHT STEP	D25	#175505	St. Michael's Lutheran Ch.	Ellena & Germantown Aves.
11 GOOD NEWS	D25	#139687	6809 Center	4842 Umbria St.
12 HANDS OF HOPE	D25	#132016	Grace Ch.	Gowen & Ardleigh Sts.
13 HANDSWAVE SOBRIETY	D25	#0	INTERAC	6122 Ridge Avenue
14 IVYRIDGE	D25	#112136	United Methodist Ch.	480 Green Lane
15 MANAYUNK	D25	#121384	St. David's Ch.	Dupont & Smick Sts.
16 MANAYUNK BIG BOOK	D25	#171740	St. John's Ch. Chestnut Hill Friends Meeting	Silverwood & Rector Sts.
17 MERMAID	D25	#167597	House	100 East Mermaid Ln.
18 MIDVALE MIRACLES	D25	#0	Redeemer Lutheran Church	Midvale & Conrad Streets
19 NOMADS	D25	#179511	Redeemer Lutheran Ch.	3462 Midvale
20 OSCEOLA	D25	#123690	Unitarian Ch. of Germantown	6511 Lincoln Dr.
21 RECOVER OR DIE	D25	#616241	The Core	6730 Ridge Avenue
22 ROXBOROUGH	D25	#112150	Bethenian Lutheran Ch.	Pechin & Martin Sts.
23 SATURDAY SERENITY	D25	#151056	Presbyterian Ch. of Chestnut Hill	8855 Germantown Ave.
24 SERENDIPITY	D25	#112153	Chestnut Hill Community Center	8419 Germantown Avenue
25 STEP MEETING	D25	#0	Unitarian Ch. of Germantown	6511 Lincoln Dr.
26 STEP SISTERS	D25	#0	Christ Lutheran Ch.	8300 Germantown Ave.
27 STEPS 3-7-11	D25	#610995	St. Martin's In The Field Church	St. Martin's Ln. & Willow Grove Ave.
28 SUMMIT	D25	#112157	Presbyterian Ch. of Chestnut Hill	8855 Germantown Ave.
29 SUNSHINE	D25	#120295	Calvary Ch. Parish House	Pulaski & Manheim Sts.
30 THREE CORNERS	D25	#117699	Cedar Park Presbyterian Ch.	Limekiln & Upsal Sts.
31 THURSDAY NIGHT BEGINNERS	D25	#651415	Chestnut Hill Community Center	8419 Germantown Ave.
32 TOP OF THE HILL	D25	#140503	Chestnut Hill Community Center	8419 Germantown Ave.

Name	Dist	Group#	Location	Address
			Germantown Community	
33 TULPEHOCKEN	D25	#112162	Presbyterian Ch.	Greene & Tulpehocken Sts.
34 VERNON PARK	D25	#134773	Thelma S. Nichols Bldg.	3rd Floor, 47 E. Haines St.
35 WEST OAK LANE	D25	#112166	Reformation Lutheran Ch.	Vernon & Rugby Rds.
36 WISTER	D25	#112168	East Oak Lane Presbyterian	11th & Oak Lane
37 WOMEN HELPING OTHER WOMEN	D25	#615516	Green Lane Ch.-Basement	Ridge Ave. & Green Ln.

**MEETING AGENDA
DISTRICT #25**

1. DCM opens meeting by reading the "*Third Legacy of Service*" from the General Service Manual. (First 2 paragraphs on page SI)
2. DCM leads group in reciting the "*I AM RESPONSIBLE*" declaration in unison.
3. The Tradition of the month is read and shared on by a speaker picked by DCM.
4. DCM asks GSRs for any Group Issues.
5. The group read a section of the General Service Manual- DCM determines the number of pages to be read.
6. Roll Call is done and DCM welcomes all visitors.
7. DCM asks for minutes from previous District Meeting.
* (*Motion is made and seconded to accept minutes, and vote is taken to accept*)
8. Treasurer's Report is given.
* (*See motion above*)
9. Grapevine Report given by Alt DCM.
10. Any other Committee's Report is given.
11. Concept of the month is discussed or reported on by GSR.

***** **BREAK- DCM DECIDES** *****

12. DCM Report given by DCM.
13. DCM asks District Secretary for any Old Business-
Discussion -
* *Motion- Seconded- Discussion- Vote* *
14. DCM asks GSRs for any New Business.
* *See motion above — if needed* *
15. District Meeting closed with the Serenity Prayer

EXHIBIT II

Revised: 07/06/2004

The Voting Process

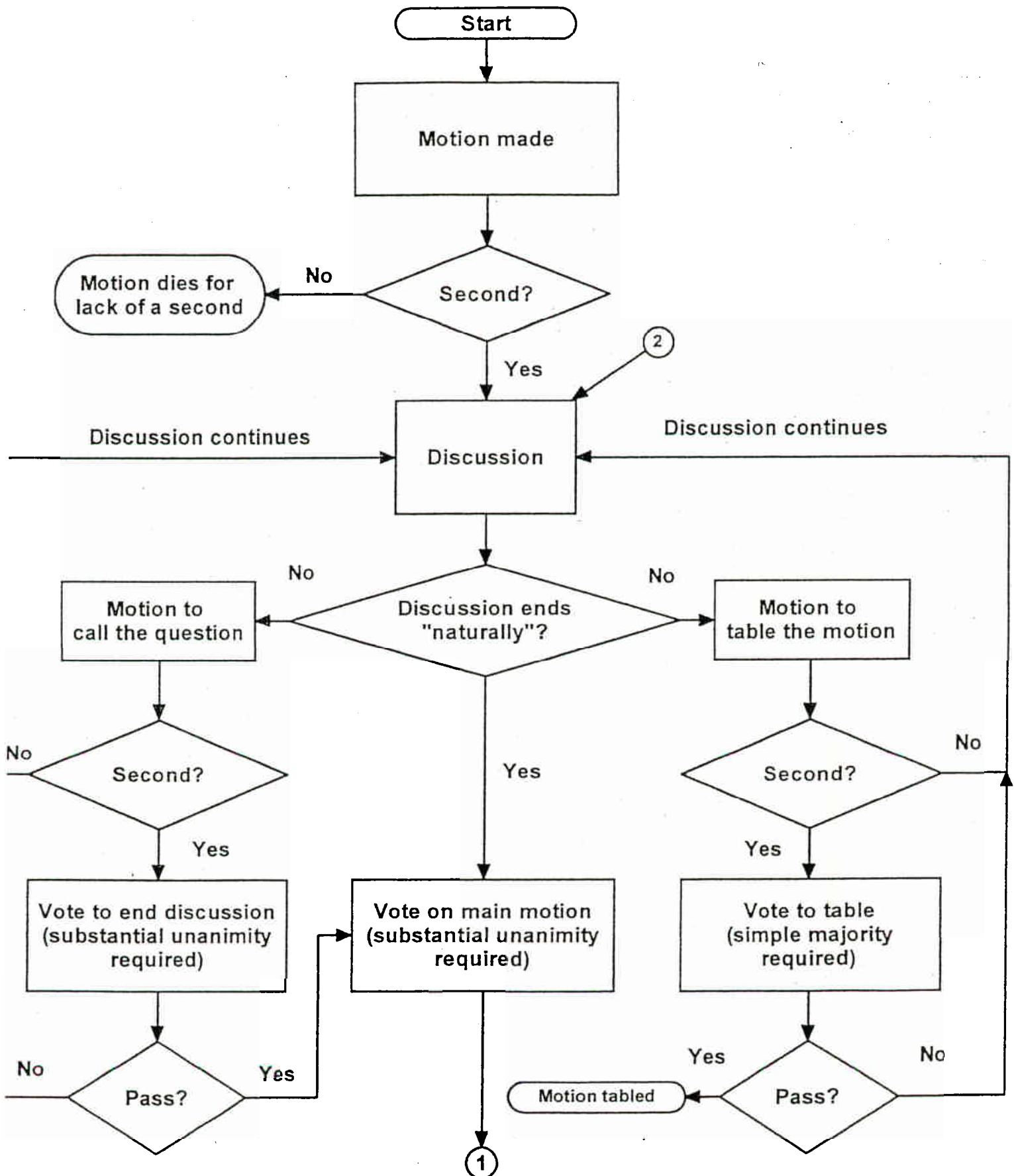
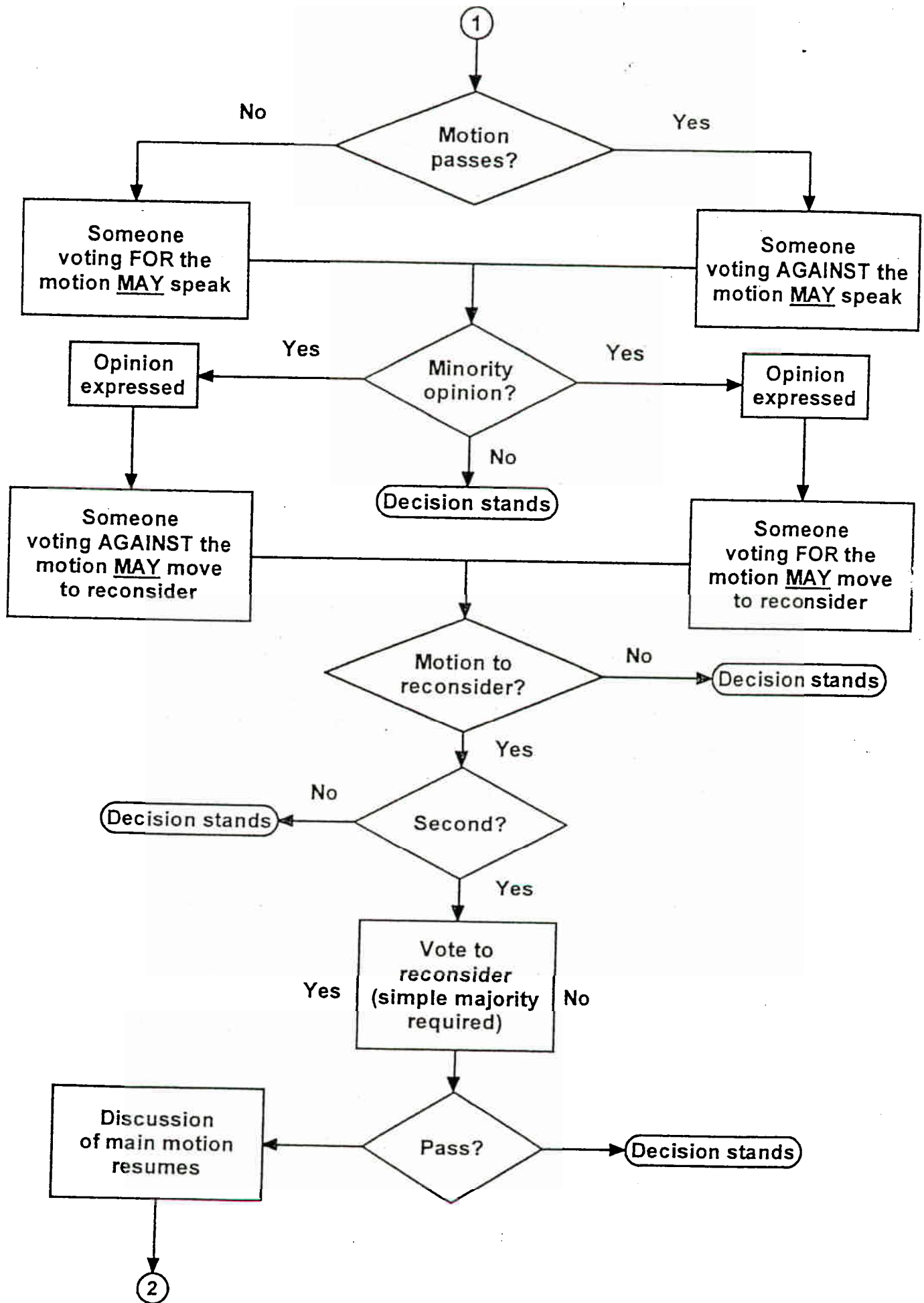


EXHIBIT III



GLOSSARY:

ALTERNATE- A SERVICE WORKER WHO, AT GROUP, DISTRICT, OR AREA LEVEL, ASSISTS, SUPPORTS, AND PARTICIPATES IN SERVICE RESPONSIBILITIES.

AREA- A GEOGRAPHICAL DIVISION WITHIN A STATE OR PROVINCE, A CONFERENCE DELEGATE COMES FROM AN AREA. NORMALLY THERE IS ONE AREA TO A STATE OR PROVINCE, EXCEPT IN HEAVILY A. A. - POPULATED PLACES, WHERE THERE MAY BE TWO, THREE, OR MORE AREAS IN A STATE OR PROVINCE. SOME AREAS INCLUDE PORTIONS OF MORE THAN ONE STATE OR PROVINCE.

AREA ASSEMBLY- A MEETING OF G.S.R.S AND COMMITTEE MEMBERS TO DISCUSS AREA AFFAIRS AND, EVERY OTHER YEAR, TO ELECT A DELEGATE AND COMMITTEE OFFICERS.

AREA COMMITTEE- A COMMITTEE MADE UP OF DISTRICT COMMITTEE MEMBERS (ELECTED BY THE G.S.R.S IN EACH DISTRICT) AND AREA COMMITTEE OFFICERS. THE AREA COMMITTEE GENERALLY SERVES AS A "STEERING COMMITTEE" FOR THE AREA.

CONFERENCE- THE GENERAL SERVICE CONFERENCE; THIS CAN MEAN EITHER THE STRUCTURE INVOLVING COMMITTEE MEMBERS, G.S.R.S, AND DELEGATES IN AN AREA, OR THE ANNUAL MEETING OF CONFERENCE DELEGATES EACH APRIL IN NEW YORK.

DELEGATE- THE MAN OR WOMAN ELECTED EVERY OTHER YEAR TO REPRESENT THE AREA AT THE ANNUAL CONFERENCE MEETING IN New York AND TO BRING BACK TO THE AREA THE RESULTS OF THAT MEETING.

DISTRICT- A DIVISION WITHIN AN AREA, REPRESENTED BY COMMITTEE MEMBER (S).

D.C.M.- DISTRICT COMMITTEE MEMBER. AN EXPERIENCED G.S.R. ELECTED BY OTHER G.S.R.S TO REPRESENT THE GROUPS OF THEIR DISTRICT IN AREA COMMITTEE MEETINGS AND TO COORDINATE SERVICE ACTIVITIES IN THE DISTRICT.

DISTRICT MEETINGS- MEETINGS OF THE D.C.M.S AND G.S.R.S OF GROUPS IN A DISTRICT.

GENERAL SERVICES- MOVEMENT-WIDE SERVICES PERFORMED BY ANYONE IN THE GENERAL SERVICE STRUCTURE (G.S.R., D.C.M., DELEGATE, ETC.,).

G.S.O.- THE GENERAL SERVICE OFFICE, WHICH PROVIDES SERVICES TO GROUPS IN THE U.S. AND CANADA AND PUBLISHES A. A. LITERATURE.

G.S.R.- GENERAL SERVICE REPRESENTATIVE: THE GROUP CONTACT WITH THE GENERAL SERVICE OFFICE; VOTING MEMBER OF THE AREA ASSEMBLY.

GVR- GRAPEVINE REPRESENTATIVE: THE GROUP OR DISTRICT CONTACT WITH THE GRAPEVINE OFFICE.

(SOURCE: A A SERVICE MANUAL- ~~2002~~2003 REVISION)

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APPENDIX-1