

Introduction To 12 Step Study Group

“It is not necessary for us to understand how or why the Steps and Traditions work, but to trust that they do.”

What

The purpose of the Step Study Group is simple - to work the 12 Steps and 12 Traditions in a structured format with others. We are committed to our recovery and other still suffering co-dependents. We share our newly fortified experience, strength and hope with our Study Group.

Why

We are not alone. We have support and are committed to our recovery as we grow and transform together. We remember this is a "we" program.

If no sponsors are available, having the support and encouragement of others helps us push through the most challenging areas of the 12 Steps and 12 Traditions.

Following an established schedule helps fight the tendency to procrastinate, which sometimes happens when working at one's own pace.

In addition to providing an opportunity for recovery for members, a Step Study Group strengthens the regular meeting through the growth apparent when purposefully working the 12 Steps and 12 Traditions. A participant can also do service and facilitate future Step Study Groups.

How

Ten Months

Meet once a week

Teleconference or Face to Face 1 1/2 to 2 hours

Suggested number of participants up to 5 people (four members and one facilitator)

Basic Format: Welcome, Check-in, establish round robin, Step Study prayer, Sharing/discussion of reading, Check-out, Closing Prayer

***Required materials:**

- **“Twelve Steps & Twelve Traditions Workbook”**
- **“CoDA Big Book” and “In This Moment Daily Meditation Book”**

Supporting documents for weekly meeting (if available from facilitator)

Facilitator Information and Resources

Basic Weekly Group Outline:

- Welcome
- Check-in
- Establish Round Robin
- Step Study Prayer
- Sharing of Workbook responses and assigned readings
- Review of Reading Schedule and Workbook Assignment
- Check-out
- Closing Prayer

Resource Materials

Pre 12 Step Study Materials

- To attract participants: Sample of Attraction Flyer
- Facilitator Checklist
- Basic Group Information Template
- Provide participants with:
 - Folder which includes:
 - General Information for Participants
 - Reading Schedule
 - Participant Agreement
 - Starting the Journey Questions
 - Goals of the 12 Steps
 - Orientation Meeting Agenda
 - Basic Group Information Template
 - Affirmations
 - General Information for the CoDA Step Study
 - List can be found on Coda.org website
 - Recovery Patterns of Codependence
 - CoDA Closing Prayer and Serenity Prayer
 - CoDA Twelve Step Prayers
- Certificate of Recognition (handed out at the completion of the 12 Steps)

12 Step Study Group

Step One and Tradition One
Step Two and Tradition Two
Step Three and Tradition Three
Step Four and Tradition Four
Step Five and Tradition Five
Step Six and Tradition Six
Step Seven and Tradition Seven
Step Eight and Tradition Eight
Step Nine and Tradition Nine
Step Ten and Tradition Ten
Step Eleven and Tradition Eleven
Step Twelve and Tradition Twelve

Q & A (Frequently Asked Questions)

12 Step Study
Everyone Welcome

We will be starting a 12 Step Study in _____, using the “*The Twelve Steps and Twelve Traditions Workbook*” from Co-Dependents Anonymous along with the *CoDA Big Book*. We also read out of the CoDA Daily Meditation Book, however purchase of this meditation book is optional.

We will have an orientation meeting on _____. Option meet in person OR

Instead of meeting in person – we will use **Conference Calling (via the telephone). In addition we meet three times over the course of the study; these details will be coordinated together as a group.**

Please sign up below if you are interested in joining. There will be a facilitator that has worked the steps to support you through this process.

If you want to participate please sign up below

[illegible]

Facilitator Checklist

Determine if you are going to have a Teleconference or Face to Face (in person meeting) Group and when you will start the 12 Step Study Group.

Attraction: Begin the attraction process a minimum of four weeks in advance of the step study start date. Prepare Flyer and sign up sheet, make announcements at CoDA meetings.

Communicate to participants which materials are required.

Print "Reading Schedule Calendar" and fill in dates.

Gather materials and documents listed in the Information and Resources document, under "Provide Participants with".

Contact participants to schedule Orientation Meeting Date and Time.

Put together folders for participants.

Distribute folders to participants at the Orientation Meeting.

SAMPLE Agenda for
Orientation Meeting Agenda
DATE

Open with Serenity Prayer

Welcome and Introductions

- **F2F or Teleconference** will meet **DATE AND TIME**
- **Teleconference Information (If meeting in person eliminate this bullet point)**
 - **Conference Dial in number:** _____(Also located in your folder)
 - **When prompted, enter the assigned access code followed by the # key**
 - **Participant Access Code:** _____
 - **Computer will ask you to announce yourself – Please do so when prompted**
 - **We will use “Round Robin” when sharing**
 - **Explain how Round Robin (RR) works**
 - **Calls will not be recorded**
 - **Caller Features/Information are included**
 - **Caller controlled muting * 6 Mute/Unmute**
- **Review Calendar / Reading Schedule - Any Questions**
- **Show them the CoDA Step Prayers**
- **Goal of The Twelve Steps (if time have them read the CoDA Steps)**
- **Participation and Mutual Agreement – Read together**
- **Questions**
- **Please sign and remember if you decide you want to discontinue,**
let the facilitator know
- **When each step is completed you will create your own prayer**
 - **Please write your own personal prayer out and place it in the back of your folder and keep it**
 - **You will read them at the close of our meeting after each step is finished**
- **Starting the Journey - Complete as many questions as you can. If all questions are not completed, complete them next week and then start on Step One**
- **CoDA Closing Prayer**

We thank our Higher Power,
for all that we have received from this meeting.
As we close, may we take with us
The wisdom, love, acceptance, and hope of recovery.

General Information for Participants

CoDA Step Study Info

Teleconference Info

Every **DATE & TIME** See schedule for reading and workbook assignments.

Call in #: (_____) and the meeting ID is _____ #

It will take a few meetings to get the hang of teleconferencing. It might feel a little strange in the beginning; however give it a fair chance. Trust our Higher Power to work on our behalf.

Resources Needed

The Twelve Steps and Traditions Workbook. (Green Workbook-Item #6005)

Co-Dependents Anonymous (The Big Book)

Suggested: CoDA's - In this Moment Daily Meditation Book

General Format of Meetings

-**Welcome**- Open with the Step Prayer (ex. Step One, Step Two, etc.)

-**Establish Round Robin** (order of sharing)

-**Brief Check-In** (2 min or less-please time yourselves)

*update on how you are currently feeling/doing etc.

-**Sharing the answers in your workbook. Please do not share if you have not done the work.**

-**Reading any prayers** (at the close of each step)

-**Questions**

-**Brief Check-Out** (1 min or less-please time yourselves)

-**Close in Serenity Prayer** (provided to you & on p. 178 of workbook)

*You can also expect to receive e-mails with additional resources, inspiration and information relevant to the step we are studying. Please reply with a short acknowledgement so I know you've received it.

Timeline

We will **begin Step One on Date and Time and will commence until Date**

We will also pick a date to celebrate our completion of the 12-steps!

We will take a Group Conscience for any addition meetings.

Reading and Workbook Schedule

You have been provided an Excel schedule with reading and workbook assignments. Plan to have this completed prior to our call each week.

Phone List

- 1.
- 2.
- 3.
- 4.
- 5.

A few friendly reminders

- ***"The most precious gift we can give another person is our rapt attention."***

We will honor the "No Crosstalk" rule during Round Robin sharing. In short this means a commitment to not interrupt one another, not becoming a therapist/mother/advisor by telling the person what they should do or starting conversation about what another person has shared.

- **We are all co-sponsoring each other.**

We will be meeting regularly to work on the steps and be a support to each other.

An effective sponsor: *Does not give advice. *Does not rescue or fix you. *Does not give you harsh or shaming criticism. *Does not use the relationship for inappropriate gain. *Does not act as your therapist. *Does not share your confidences with others. *Does not neglect own recovery program in order to attend to yours.

- **You have a choice to share.**

Please do not forget anytime we are sharing (answers of questions, etc.) you may choose to pass. Feeling safe means you can say "no" without judgment or explanation.

Sample

Reading Schedule for 12 Step Study

Week	Date	Please read material and answer questions before the scheduled meeting.	12 Steps & 12 Traditions Workbook	CoDA Big Book - Chapter (Ch) and Page # (pg)	
1		Review Goals of the Twelve Steps&Do Starting the Journey"		Read Ch 1&2 pages 1-24	
2		Step 1	pg 9-10	Ch 3 pg 25-33	
3		Step 1/ Tradition 1	pg 15-16	Read a story 129-584	
4		Step 2	pg 21-22	Ch 3 pg 33-37	
5		Step 2/ Tradition 2	pg 27-28	Read a story 129-584	
6		Step 3	pg 33-37	Ch 3 pg 37-41	
7		Step 3	cont pg 37-41	Ch 2 pg 15-24	
8		Step 3/ Tradition 3		Read a story 129-584	
9		Step 4	pg 47-48	Ch 3 pg 41-49	
10		Step 4 on pg 49 5 bullets #1		Ch 5 pg 97-99	
11		Step 4		Ch 5 pg 99-101	
12		Step 4 on pg 49 5 bullets #2	start history	Ch 5 pg 101-103	
13		Break	continue history	Ch 5 pg 103-106	
14		Step 4	continue history	Ch 5 pg 107-108	
15		Step 4	last week for history	Ch 5 pg 108-110	
16		Step 4 on pg 49 5 bullets #3	Start chart pg 52-55	Ch 5 pg 110-114	
17		Break		Ch 5 pg 114-116	
18		Break		Ch 5 pg 116-117	
19		Step 4	Share chart pg 52-53	Ch 5 pg 117-119	
20		Step 4 pg 49 5 bullets #4	Chart pg 54-55	Ch 5 pg 119-120	
21		Step 4	continue chart	Ch 5 pg 120-122	
22		Step 4	Share chart pg 54-55	Ch 5 pg 122-124	
23		Step 4/ Bullet #5 Attributes/Tradition 4	pg 65-67	Ch 5 pg 124-126	
24		Step 5	pg 71-73	Ch 3 pg 49-52	
25		Step 5	pg 71-73	Ch 5 pg 126-128	
26		Step 5/ Tradition 5	pg 77-79	Read a story 129-584	
27		Step 6	pg 83-84	Ch 3 pg 52-55	
28		Step 6/ Tradition 6	pg 89-90	Ch 4 pg 85-96	
29		Step 7	pg 95-97	Ch 3 pg 55-58	
30		Step 7/ Tradition 7	pg 101-103	Ch 4 pg 85-96	
31		Step 8	pg 107-109	Ch 3 pg 58-62	
32		Step 8/Tradition 8	pg 113-115	Ch 4 pg 85-96	
33		Step 9	pg 119-121	Ch 3 pg 62-66	
34		Step 9/ Tradition 9	pg 127-129	Read a story 129-584	
36		Step 10	pg 133-135	Ch 3 pg 66-71	
37		Step 10/ Tradition 10	pg 139-140	Read a story 129-584	
38		Step 11	pg 145-146	Ch 3 pg 71-76	
39		Step 11		pg 189-194	
40		Step 11/ Tradition 11	pg 151-152	pg 167-172	
41		Step 12	pg 157-158	Ch 3 pg 76-83	
42		Step 12		Ch 4 pg 85-96	
43		Step 12/ Tradition 12	pg 163-164	Read a story 129-584	
44		For "All" - Recognition Party		Read a story 129-584	

PARTICIPATION AGREEMENT
CoDA STEP-STUDY

I, _____, AGREE TO FULLY PARTICIPATE WITH MY STEP-STUDY GROUP IN WORKING THE TWELVE STEPS. AS A PART OF MY AGREEMENT, I WILL:

- Make this Step-Study a priority in my life for the designated number of weeks.
- Participate fully in the group's work, discussions, and assignments, etc.
- Share my experience, strength and hope during the meeting.
- Study the steps as thoroughly as possible by scheduling extra time for step work, reading additional materials, attending CoDA Twelve-Step meetings and discussing the steps with more experienced members.
- Maintain contact with my Step-Study members between meetings in order to foster the fellowship, communication and support that are developed in the meetings.
- Support my group members individually by giving them my respectful attention, emotional support and spiritual fellowship.
- Be honest as possible in all things, especially with regard to what I am learning about myself—past and present.
- Express my feelings about myself, my group and its members, my recovery, and my relationship with my Higher Power.
- Accept any discomfort or unsettling behavior changes that I may experience as a result of working the Twelve Steps.
- Humbly submit to the recovery process.
- Remember that my Higher Power loves me and wants me to succeed and that my ultimate goal is to experience my Higher Power's will in my life.
- Pray, mediate, and work the first three steps daily.

Signed (Participant)_____ DATE_____

I MUTUALLY AGGREE TO:

- Focus on the Twelve Steps as a tool to enhance my relationship with others and my Higher Power.
- Be available for phone calls or meeting in person.
- Share my true feelings with the group.
- Refrain from giving length explanations when sharing.
- Complete the homework assignment each week
- Spend a minimum of 15 minutes each day praying and meditating, including a specific prayer for the members of this Step-Study.
- Respect confidentiality and refrain from gossip.
- Accept discomfort as part of the healing process, and be willing to talk about it.
- Support one another by listening attentively.
- Refrain from spiritualizing or intellectualizing when sharing.

The term of this agreement is from _____.

I agree to meet with the group weekly and spend time reviewing the progress and compatibility of this group relationship. If for any reason this Step-Study does not serve my recovery needs, notifying the group can end the agreement.

Signed (Participant)_____ Date _____

Your Story: What personal need brings you to this step study?

Your Story: Describe your practice of prayer, meditation, or quiet time.

Your Story: Describe your present spiritual condition.

Your Story: Recall one painful incident from childhood.

Your Story: What behaviors do you use to compensate for or cover your uncomfortable feelings?

How do these behaviors affect the rest of your life?

Your Story: What unwanted behaviors do you see in your shadow?

Your Story: Describe your past or current involvement in other Twelve-Step support or recovery groups.

Your Story: What behaviors do you fear most when you participate in this Step Study? (This maybe yours or someone else's e.g. anger, isolation, competitiveness, control, etc.).

With the help of a power greater than ourselves, the Twelve-Steps can be a tool to relieve our suffering, fill our emptiness, and help us extend God's presence in our lives. This releases energy, love, and joy that are new to us. It is a program we follow at our own pace, in our own way. We walk this journey one step at a time, with God's help and with the support of others in this Step Study. All we need is an open mind. Our Higher Power working through us does much of the work. If we work the steps faithfully, we notice improvements in ourselves: our awareness, our sensitivity, and our ability to love and be free. Our spiritual and emotional growth may surprise us. *Provided by CoDA - Australia.*

GOALS OF THE TWELVE STEPS

GOAL	PURPOSE	STEP
	Step One is about recognizing our brokenness.	We admitted we were powerless over others--that our lives had become unmanageable
	I Can't	
Peace with God	Step Two is about the birth of faith in us.	Came to believe that a power greater than ourselves could restore us to sanity
God Can		
Steps One Two Three	Step Three involves a decision to let God be in charge of our lives.	Made a decision to turn our will and our lives over to the care of God, as we understood God.
	Let go and let God	
Peace with Ourselves	Step Four involves self-examination	Made a searching and fearless moral inventory of ourselves.
	Step Five is the discipline of admitting our wrongs.	Admitted to God, to ourselves, and to another, human being the exact nature of our wrongs.
Steps Four Five Six Seven	Step Six is the beginning of an inner transformation sometimes called repentance or looking at our side of the street.	Were entirely ready to have God remove all these defects of character.
	Step Seven involves the transformation or purification of our character.	Humbly asked God to remove our shortcomings
Peace with Others	Step Eight involves examining our relationships and preparing ourselves to make amends	Made a list of all persons we had harmed, and became willing to make amends to them all.
Steps Eight Nine Ten	Step Nine is the discipline of making amends.	Made direct amends to such people wherever possible, except when to do so would injure them or others.
	Step Ten about maintaining progress in recovery	Continued to take personal inventory and when we were wrong promptly admitted it.
Keeping the Peace	Step Eleven involves the spiritual disciplines of prayer and meditation	Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
Steps Eleven Twelve	Step Twelve is about spreading the message	Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents, and to practice these principles in all our affairs.

Sample

Basic Group Meeting Template

Each week we will routinely do the following:

- Welcome
- Open with the CoDA Opening Prayer
- Check-in One (minute each). How are you feeling, etc.?
- The “No Crosstalk Rule” is honored at this 12 Step Study.
- CoDA Step Study Prayer (corresponds to the step we’re working)
- Establish Round Robin (order of sharing)
- Sharing of Workbook responses and assigned readings
- Review of Reading Schedule and Workbook Assignment (for following week)
- Check-out – 1 minute each (share a weekly affirmation of your choice)
- Select something to Read out of “In This Moment Daily Mediation Book”
- Closing Prayer
 - **We thank our Higher Power; for all that we have received fro this meeting. As we close, may we take with us the wisdom, love, and acceptance, and hope of recovery.**

Read together: Anonymity is the spiritual foundation of our program. Let what is said here, who you see here, when you leave here, let it stay here.

Frequently Asked Questions

1. Is it important to have a Facilitator for the Group and what is the role of the Facilitator?

It is not essential to have a facilitator, however the facilitator is someone who helps a group of people understand their common objectives and assists them in this process. The facilitator prepares folders, coordinates logistics of the group and moderates the meeting.

2. Does the Facilitator function as a sponsor?

It would depend on the facilitator to set her/his boundaries. The suggestions are that the group co-sponsors each other or each person seek their own sponsor.

3. What are the requirements to be a facilitator?

None, only the willingness to do service for the still suffering codependent, it would be helpful or ideal if the person has been through the 12 Steps and 12 Traditions, however it is not necessary.

4. Our group would like to start a 12 Step Study, however there is no one that has been through the 12 Steps and 12 Traditions. Is this advised?

A group can still move forward with starting a Step Study by following the suggestions laid out in this process to work the Twelve Steps and Twelve Traditions.

5. Are the participants encouraged to have sponsors?

It is encouraged that participants find a sponsor when they are ready or Step Study group members may co-sponsor one another.

6. How does Co-sponsorship work?

Please review the pamphlet on "Sponsorship in CoDA".

7. If the participant does elect to have a sponsor, what is the role of the sponsor since the participant is going through the 12 Step Study with the 12 Step Study Group?

The Sponsor and Sponsee would come to an agreement of how this relationship would work. Please review the pamphlet on "Sponsorship in CoDA".

8. Can participating in the 12 Step Study be effective without a sponsor?

Yes through the agreed co-sponsorship of the participants of the Twelve Step Study.

9. What are the benefits of teleconference groups?

- Convenience - you can teleconference from your car or anywhere
- No room rental
- Shorter time commitment because it involves no travel time

10. What are the benefits of Face-to-Face groups?

- You are in the same room and have the personal bonding experience.

11. At what point do you stop accepting new participants?

A general suggestion would be the 12 Step Group would close after the end of step two and the latecomer would have to do Step one and Step two to catch up. The other option is that the Step Group members can decide through Group Conscience when to close.

12. What is the suggested size of the group?

Up to five people (four participants and one facilitator)

13. Is there a time limit on talking?

Have a Group Conscience to determine time limits in general and how long each person can speak.

Helpful Affirmations

I am accepting of others and myself.

I am confident!

I am flexible, friendly, and fulfilled.

I am self-affirming.

I experience joy.

I am a spirited and spiritual person.

I feel blessed to have many opportunities in my life.

Today, I choose happiness.

I know a new sense of belonging.

I am grateful for what I have and who I am.

I have the support of caring people.

I am a good listener and friend.

I let go of my judgment of others.

Today, I love myself.

I'm a Higher Powered person.

I let go and let God.

My heart is open.

I am open, honest and willing.

I am restored to sanity.

Certificate *of* *Recognition*

Name

*is recognized for commitment,
courage, and completion of
work in*

the Twelve Steps and

Twelve Traditions

CoDA Step Study

Facilitator and all Participants sign this Certificate