



Meeting Format

1. **Introduction & Welcome:** Facilitator introduces self and welcomes participants – be sure to note that you are a parent and not a counselor.
2. **Announcements:** Facilitator announces any changes concerning the group, upcoming news concerning the group, and then briefly opens the floor for PAL related announcements.
3. **Prayer:** Facilitator opens meeting in prayer or asks for a volunteer to do so.
4. **Preamble:** Facilitator reads the preamble or asks for a volunteer to do so.
 - a. Reminds group of the importance of maintaining confidentiality.
 - b. Mentions important housekeeping: (Parking, bathroom locations, etc.)
5. **Introduction of Participants:** Each participant briefly introduces self and mentions who they are here for (Son, daughter, spouse, etc., their loved one's age, if they know their drug of choice, and how long they have been on this journey). Suggest the facilitator do the introduction first to illustrate and set the tone, i.e. short and to the point.
6. **Education Topic:** (Approximately 20 to 40 Minutes)
 - a. **Group Reading:** Facilitator passes around a copy of the PAL approved Educational Topic for that session and each person in turn, reads a paragraph until completed, allowing people to pass.
 - i. **If it's a Large Group - Discussion:** After reading is completed, break into small groups (approximately 2-6 people) for 10 to 15 minutes. Have participants share their opinions of what was read and how it may or may not apply to them (OR)
 - ii. **If it's a Small Group - Discussion:** After reading is completed, people can share their opinions of what was read and how they may or may not be able to apply the lesson.
 - iii. **Alternative Format** – Read sections of the lesson then discuss key points as you move through the entire lesson.
 - iv. **See Lesson Guide and Lesson Enhancers** for question alternatives.
 - v. **PAL Approved Alternatives:** Show Pleasure Unwoven, guest speaker, topical article.
7. **Check In:** (Approximately 30 to 60 Minutes)
 - a. **Check-in:** Each person shares what's happening in their present *life challenges*. It's okay if a person would rather pass.
 - b. **Timely Prayer:** When someone is struggling emotionally, we can ask if they would like prayer. If so, ask if they would like someone to pray for them, if so, we can ask for a volunteer in the group to say the prayer.
8. **Closing:** Facilitator closes with a "wrap-up," and then closes in prayer or asks for a volunteer to close in prayer. Wrap-up could be a quote, short reading etc.