

# **GSR Handbook**

for the

## **Southern California Region**

of

## **Nar-Anon Family Groups**

**DRAFT**

**January 2019**

# Group Service Representative Handbook

For the Southern California Region of Nar-Anon Family Groups

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## **Preface to the first draft**

This is a first draft of a document we hope will serve the Group Service Representatives (GSRs) in the Southern California Region (SCR) of Nar-Anon Family Groups (NFG). The SCR Guidelines Subcommittee requests your feedback on this document.

- Is this document helpful to you?
- What do you think is missing?
- What feedback do you have on these words?
- What topics need to be explained further?
- Is there anything you found unnecessary?
- Do you have any comments on the format?
- Do you have any comments on the order of the sections?
- Does this document flow well?

Please send any feedback you have on this draft to [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org) before March 15, 2019.

## Introduction

### Purpose of this booklet

The purpose of this booklet is to help you understand what the job of being a Group Service Representative (GSR) entails, help you find the tools to fulfill those tasks, and give you somewhere to turn if you have problems or questions. As it says in Concept 8: *“Regular two-way communications are essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.”* ©

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### Audience

The audience for this booklet consists of members in the Southern California Region (SCR) of Nar-Anon Family Groups (NFG). This booklet was created to help members decide if they are interested in being a GSR, and to help members fulfill their service commitments.

### Key responsibilities for a GSR

Just as the regional delegate takes the group conscience of the region to the World Service Conference (WSC), the GSR brings the group conscience decisions from their group to the area and / or regional assembly. The GSR speaks on behalf of the group.

The GSR is a trusted servant, trusted to make decisions and inform the group later. This trust is needed because sometimes it is not possible to take a group conscience on every topic that will be discussed during an assembly. This is where Concept 4 enters the picture - *“Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.”* © When a group chooses a GSR concept four should be carefully considered and understood by the members.

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What qualities do you think are important in a GSR?

Examples of GSR activities that support good communication are:

- Complete the GSR registration form and submit it to the Regional Service Committee (RSC) secretary (a sample form is found at the end of this guide).
- Ensure there is an alternate GSR or substitute GSR if the primary GSR is unable to attend an area or regional assembly.
- May lead the group’s business meetings.
- Is the designated person for communication with other groups, the area, region, and world service organizations.
- Brings the group’s viewpoint on any situation or problem concerning Nar-Anon to the area or regional assembly.
- Can convey group problems or concerns to the area or region for discussion.
- Attends all area and regional assemblies, and reports to the group on the proceedings of these events.

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- Votes their group's conscience at area and region assemblies.

The GSR is expected to be familiar with the Nar-Anon service literature including the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, Vision Statement, Mission Statement, Guide to Local Services (GLS), and Guide to World Services (GWS). Some key Nar-Anon Principles to remember are:

- The final responsibility and authority rest with the groups. (Traditions 2, and 4; Concepts 2 and 7)
- Decisions are made via a group conscience. (Traditions 2 and 9; Concept 6, and 7)
- All members are allowed to fully participate in decisions. (Tradition 3; Concept 6, and 7)
- Two-way communications are essential. (Concept 8)
- All viewpoints should be considered when making decisions. (Tradition 1; Concept 6, 7, and 9)
- We serve. We do not govern. (Traditions 2, 4, 8, 9, and 12; Concepts 3, 4, 5, 7, 9, and 12)

The GSR is also expected to be familiar with the Group Conscience and Business Meetings sections in the GLS.

No member may be the GSR, alternate GSR or substitute GSR for more than one group at the same time. Quoting from the GLS, page 4-4, "Multiple Group Membership and Office-Holding":

*"Nar-Anon members who attend several groups regularly and participate fully in all of them may consider themselves members of all those groups. However, it is suggested that members consider one group their home group. When voting on matters beyond the group level, it is suggested that members vote only at their home group."* ©

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### Where to look for additional information

There are several guidelines that are used in the SCR:

- All Nar-Anon service follows the Nar-Anon Principles. Those principles are found in the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, Mission Statement, and Vision Statement. A copy of these principles is included in the Nar-Anon Blue Booklet, the Nar-Anon SESH Book, and on the World Service (WS) website at: [www.nar-anon.org/our-principles/](http://www.nar-anon.org/our-principles/).
- The document that distinguishes service within the SCR from service elsewhere in Nar-Anon is the "Southern California Regional Guidelines." This document is posted on our regional service website in the "Event Flyers" folder: [sites.google.com/nar-anon.org/socalregion-rsc/resources/event-flyers](http://sites.google.com/nar-anon.org/socalregion-rsc/resources/event-flyers).
- Suggested guidelines from NFG are found in the GLS and the GWS. Both documents are available to download from the WS website under "Service Literature": [www.nar-anon.org/service-literature/](http://www.nar-anon.org/service-literature/).
- Regional Assemblies also utilize an informal version of "Robert's Rules." There are many publications on the internet and many books about "Robert's Rules."

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Usually information from the region is posted on the regional websites. The websites used by the SCR are:

- English website - [www.socalnaranon.org/](http://www.socalnaranon.org/)
- Español website - [www.naranonespanol.org/](http://www.naranonespanol.org/)
- Service website - [sites.google.com/nar-anon.org/socalregion-rsc/](https://sites.google.com/nar-anon.org/socalregion-rsc/)

If what you need is not on the website you may email the chair, secretary or delegate for more information. Their emails are listed on the “Service” website. You can also send an email to the regional chair at: [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org).

## Service

### Service structure

The service structure for NFG is described in both the GWS and the GLS. Groups help carry the message of Nar-Anon recovery. Areas, regions, and the world organization serve the groups.

This is different from a typical business approach. In Nar-Anon the decisions are made by the groups, not by the area, region, or world. Groups have autonomy - but not complete freedom. Quoting from the GLS, on page 2-1, “Registration of Groups”:

*“The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. The World Service Office (WSO) will register any group designating itself a Nar-Anon group with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon or Narateen member.”* ©

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Groups that do not follow the Nar-Anon Principles can be removed from the meeting directories maintained by the area, region, and by the world.

### Group, area, region, and world service

#### What is the difference between a group and a meeting?

In Nar-Anon terminology, a “meeting” is a specific gathering of people at a specific time and location. A “group” is the members who make it possible to hold meetings.

#### What is an area?

An area is a part of the region, usually made up of groups in close proximity to each other. Our SCR has a directory. The directory is divided into areas. Most of our areas are divided geographically, but areas do not need to be formed geographically. The Español Area, for example, is based on a common interest rather than geography.

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Currently the SCR has two (2) active areas. An active area has officers, meets regularly, and serves the groups who are members of that area. More information about areas is found in the GLS in section 5, "Area Structure."

A GSR may be an officer of their area except they may not be the Area Service Representative (ASR) and a GSR at the same time. If a GSR holds office at the area level, they may only vote as a GSR. (GLS – Section 4-1)

### **What is a region?**

A region is a collection of groups that chose to work together for their common good. The SCR:

- Maintains a regional meeting directory.
- Maintains regional websites.
- Hosts events that would be difficult for a single group to coordinate.
- Sends a Delegate and Alternate Delegate to the WSC.

Groups choose whether or not they would like to be listed in the regional meeting directory.

Groups also choose whether or not they wish to authorize a GSR to participate in the regional assembly.

### **Why do we need areas / regions / world**

Area, region, and world service structures allow groups to work together on projects too large for one group to handle. Additionally:

- The SCR Guidelines, GLS, and GWS outline a service structure to facilitate cooperation between members, groups, and committees.
- Work on large projects - such as the annual Narathon - can be shared.
- Area, regional, and world meetings provide communication between groups for the exchange of ideas and techniques.
- Communication facilitates consistency in helping the groups apply the Nar-Anon Principles.
- Unity is strengthened when members communicate between groups, areas, and regions.
- Teamwork is required to create, review, publish, and distribute literature.

### **Why is service important to me**

Service gives us an opportunity to learn to practice boundaries in a safe environment with people who understand. Those with years in service will tell you they consider service to be vital to their personal growth. Nar-Anon members are prone to over commit and take on someone else's responsibilities. Nar-Anon members who work the program soon learn to set boundaries and say no. Service work gives us a healthy environment in which we can learn how to say yes again in a healthy way.

### **Why is service important to the group**

The GSR is a vital link in the continuing function, growth, and unity of Nar-Anon worldwide.

- GSRs should be members with experience and stability in the Nar-Anon program.



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- GSR should have an understanding of the Twelve Traditions and the Twelve Concepts of Service, and how they can be practiced.

It is suggested that each group have both an active GSR and an alternate GSR. It should not be a burden assigned exclusively to one member; nor should a group pick a member who is not able to be of service. A warm body is not an answer when filling a service position.

The service opportunity should be mutually beneficial. The member has an opportunity to grow and expand their program. The group is connected and thus finds ways the group can serve.

### Why is service important to the fellowship

The fellowship is based on a collection of members.

- As it says in Concept 1: *“To fulfill our fellowship’s primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.”* © Our primary purpose is to carry the message.
- As it says in Step 12: *“Having had a spiritual awakening as a result of these steps, we tried to carry this message to others and to practice these principles in all our affairs.”* © The fellowship helps us carry the message. Service helps us practices these principles.

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### Importance of service rotation

The term of service for a GSR varies. Some groups elect a GSR every year. Some hold elections every other year. Many groups elect a new GSR every three years.

The GLS suggests a three-year term for a GSR. The region suggests the GSR serve no less than one year. Learning the role of a GSR takes time and commitment. It is especially important to read and study the Nar-Anon Traditions and Concepts of Service. This study and service will strengthen your recovery.

### Service Transitions

As it says in Concept Four: *“Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.”* ©

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Members are encouraged to carefully consider the responsibilities of a service position before accepting that role. For example, evaluate the time commitment, technology requirements, travel expectations, and your desire to work through a committee.

When considering and as you begin a new service role, it is helpful to speak with members who have experience in that role. Many members seek out a “service sponsor” - a sponsor who can help with questions you may have in understanding how to apply the Nar-Anon Principles when working with others. A service sponsor is typically focused on the Traditions and Concepts, rather than on the Steps.

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All service commitments end. Sometimes there is a need to resign from a commitment. Resigning from a position because you feel you do not have the skills, do not have the time or for any other reason should be communicated with your group. It is important to let the group know rather than to disappear without notice leaving jobs and responsibilities unfilled. Remember, there is no condemnation in needing to resign from a service position.

## **Responsibilities of a GSR in the Group**

### **Why does my group need a GSR?**

Typical benefits a group receives when they have a GSR connected to the service structure include a better understanding of how the group fits into the Nar-Anon fellowship. Topics regarding service in the group include:

- Discussion about the importance of the Nar-Anon Principles in the group.
- How to practice the Nar-Anon Principles in the group.
- Discuss the importance of using Conference Approved Literature (CAL).
- Why groups do not use outside literature from news or internet during the meeting.
- Do we use the 20 questions survey periodically?
- Promote recovery in my group thru service and outreach.
- Help members understand the importance of being connected to other groups.
- Explain what a healthy group is and does.
- Is there enough interest in service in the group to know that we will always have and need a GSR?

### **What are the basic functions of the GSR in a Nar-Anon meeting?**

In addition to the items listed above and in addition to being a liaison for the groups to the area and / or region, usually a GSR would be available to answer any questions on policy and guidelines for the member or group as a whole. These answers are found in the Traditions, Concepts of Service, the SCR Guidelines, GLS, and GWS. This is why it is important to be familiar with those documents. It is ok if you do not know the answer right away. You can say you will research the guidelines and principles, and speak with your service sponsor. Then come back later to answer the questions. Having answers grounded in the Nar-Anon Principles helps with group cohesion and with unity.

### **Where can I get information for my Nar-Anon group?**

Usually information from the region is posted on the regional websites. The websites used by the SCR are:

- English website - [www.socalnaranon.org/](http://www.socalnaranon.org/)
- Español website - [www.naranonespanol.org/](http://www.naranonespanol.org/)
- Service website - [sites.google.com/nar-anon.org/socalregion-rsc/](https://sites.google.com/nar-anon.org/socalregion-rsc/)

Activities beyond the region are described on the World Service website at [www.nar-anon.org](http://www.nar-anon.org).

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The region also uses email notifications. If you are not already receiving emails from the region once or twice a month, then go to the regional English website and subscribe to the regional email service: [www.socalnaranon.org/sign-up/](http://www.socalnaranon.org/sign-up/).

You can also send emails directly to any of the contacts listed on the regional service website. Or send an email to the regional chair at: [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org).

### **Business meetings and other communication**

It is helpful for groups to have periodic business meetings to discuss a variety of topics, such as: meeting format, member concerns, suggested changes, and for the election of members to fill service positions.

Useful information regarding business meetings is found in CAL, such as the pamphlet “Group Conscience and Business Meetings.”

## **Responsibilities of a GSR in the Area / Region**

### **Communication with service beyond the group**

#### **Notifying the World Service Office**

Communication with the WSO is based on your group number. You can find your group number by going to the “Find a Meeting” page at: [www.nar-anon.org/find-a-meeting/](http://www.nar-anon.org/find-a-meeting/) and searching for your group. Your group number will be something like “131-071.”

It is important to keep the WSO informed regarding your meeting time and location. Use the “Let us know what to change” form on the “Find a Meeting” page any time your group is closed for a holiday, or moves to another time, day, or location, even if it is just a temporary move. Newcomers rely on this information and may feel abandoned if they go to your location and cannot find your meeting.

Also, use the “Let us know what to change” form whenever you have a rotation of service within the group. This gives the WSO contact information in case newcomers or members want more information about your meetings.

#### **Notifying the area and region**

- Meeting changes - Send an email to [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org) any time your group is going to change time, day, or location, even if it is just a temporary move.
- Remote assembly participation - Send an email to [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org) if you want to attend a regional meeting remotely and need information about how to do so.
- Subscribe to emails - Use the “Sign Up” form on the English website to ensure you receive the automated emails from the region - [www.socalnaranon.org/sign-up/](http://www.socalnaranon.org/sign-up/).
- Register to vote - Use the “GSR Registration Form” found in this document and in the agendas for Regional Assemblies to let the region know who is the active GSR, alternate GSR, and / or substitute GSR for your group.

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### Making donations beyond the group

Some have been confused in the past about donations. Area, region and world are three separate service structures. Groups may donate to any or all. A group conscience should be taken to decide where and how much to donate. A group may donate to any combination of area, region, and world.

As it says in Concept Eleven: *“Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.”* ©

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Concept Eleven implies Nar-Anon funds should only be used for Nar-Anon purposes. For example, we do not use Nar-Anon funds for birthday gifts, and we do not give Nar-Anon funds to charities or other programs.

### What is an assembly?

Every Nar-Anon region is required to have at least one assembly per year where the business of the region is conducted. This is where GSR's come to participate in the business of the region, such as:

- event planning
- regional motions regarding the use of Nar-Anon funds
- regional motions regarding updates to SCR regional guidelines
- election of regional officers
- choosing the location for future events and assemblies
- groups sharing ideas
- discuss motions for the WSC.

Our SCR directory lists the groups that have chosen to belong to the SCR. Communications are bidirectional - meaning that the GSRs are expected to both speak and listen. GSRs bring updates from their groups, assist in making regional decisions, and take information back to their groups.

As of today, the SCR assemblies are held the second Saturday in each January, April, July, and October.

### Why does my GSR need to attend the assembly meetings?

- Learn what the region plans for events, and service opportunities.
- Maintain a connection to the fellowship.
- Learn about literature updates, new literature, and fellowship review for service literature.
- Learn about ideas being used and shared by other groups.
- Hear about problems or questions shared by other groups.
- Help keep your group aware of the WSC.
- Does my group want to send a vote on the conference motions?

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### **What do I need to do before going to an assembly?**

Make sure you have a current email address on file with your region secretary. If you are not sure, then check with the region secretary and check the regional website for dates and deadlines.

The assembly agenda is typically sent to the GSR's two weeks before the assembly. Each GSR then has the opportunity to review the agenda and discuss it with their local group. The agenda packet will include announcements about regional activities. The agenda packet will also include topics where the region is requesting input from the GSR.

Check with your group to see if there are any items, ideas, questions, answers, or problems your group would like addressed at the assembly. If there are items your group would like to add to the regional assembly agenda, contact the regional chair via email to [SoCalRegion@Nar-Anon.org](mailto:SoCalRegion@Nar-Anon.org).

If you plan to attend remotely, please contact the regional secretary and ensure you are registered as the GSR, alternate GSR, or substitute GSR for your group.

If your group would like to donate to the region, the GSR should take a group conscience and that amount can be brought to the assembly. If the regional assembly is held in the WSO building, then you can also bring any donation for World Service.

Additionally, when the regional assembly is held in the WSO building, it is possible to purchase literature during the assembly. Ask your group to decide what to buy. Then bring money with you to pay for the items your group wants to purchase. It is best to turn in your literature purchase order before the regional assembly begins.

### **What is to be in a GSR report?**

Usually a GSR report contains information you would like to share with other groups in the region regarding your group. Maybe you give chips. Maybe you have a "Did you know" segment in your meeting, have an anniversary celebration coming up, need some guidance or answers on a group issue.

### **What do I do when I get to the assembly?**

The regional assembly is a business meeting for a non-profit organization. Thus, we are expected to maintain a record of those attending and verification of those who are eligible to vote.

There are two forms to fill out and give the regional secretary at the assembly. Examples of each are included in the Appendix within this document.

- The GSR registration form is to be completed the first time a GSR, alternate GSR, or substitute GSR attends a regional assembly in each calendar year. This is the form that enrolls the GSR as a voting member in the regional assembly.
- The Regional Assembly Sign-In Form is to be signed by every person attending the regional assembly so that we maintain a record of participation.

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Each GSR has one vote per item and per group on the agenda. GSR's vote their groups conscience at the assembly. When a group conscience is not taken on an item before the assembly, the GSR is asked to seek the best for Nar-Anon as a whole and vote their conscience.

Visitors may be given opportunities to speak, but only the registered GSR, alternate GSR, or substitute GSR may vote for their group.

### **What is an Regional Service Committee (RSC)?**

The RSC consists of the regional officers, area service representatives, delegate, and alternate delegate. The purpose for the RSC is to coordinate activities between assemblies, plan for the assemblies, and facilitate the assemblies.

The RSC serves the groups as part of the service structure. The RSC does not govern groups or the region. The RSC meets to discuss topics that may be important to the groups, researches those topics, and brings relevant topics to the assembly for decisions. All members are welcome to attend meetings of the RSC and may speak if recognized by the chair. Only members of the RSC vote in a meeting of the RSC.

In the assembly, only GSRs may vote. The members of the RSC facilitate, but do not vote.

## **Nar-Anon Principles**

### **Steps, Traditions, and Concepts are our primary guidelines**

The Nar-Anon Principles are found in our Twelve Steps, Twelve Traditions, the Twelve Concepts of Service, our Vision Statement, and our Mission Statement.

#### **The Twelve Steps of Nar-Anon Family Groups ©**

1. We admitted we were powerless over the addict -- that our lives have become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.

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11.Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.

12.Having had a spiritual awakening as a result of these steps, we tried to carry this message to others and to practice these principles in all our affairs.

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### **The Twelve Traditions of Nar-Anon Family Groups ©**

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1.Our common welfare should come first; personal progress for the greatest number depends on unity.

2.For our group purposes there is but one authority -- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants -- they do not govern.

3.The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.

4.Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.

5.Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.

6.Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.

7.Every group ought to be fully self-supporting, declining outside contributions.

8.Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.

9.Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.

10.The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.

11.Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of mass media. We need guard with special care the anonymity of all NA members.

12.Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

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### The Twelve Concepts of Nar-Anon Service ©

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Regular, two-way communications are essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance.

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### Applying the Nar-Anon Principles to service

Step 1 - We learn in Nar-Anon that we are powerless over the addict. As we continue to work our program we learn that we are also powerless over people, places, and things. The members we work with in service also work a program and understand powerlessness. Even so, conflicts sometimes arise. What may seem obvious to us, does not always seem reasonable to others. When conflicts arise, it is wise to remember that the powerlessness we accepted in Step 1 applies to all aspects of our life.



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Tradition 1 - This tradition reminds us that we should not put our self-interest ahead of the choices made by others. Just as we learned to free the addict to live their own life, we also learn to allow others to choose their own way. The common welfare of the group is placed ahead of our personal desire for control. At times we may ponder why, yet we remember what we learned in Step 1 and apply it to our group, area, region, and world. Just as we are powerless to change the addict, so too, we are powerless over people, places, and things within our program.

Concept 1 - This concept asks us to focus on our primary purpose - which is to carry the message. This concept also expands on Tradition 1 and Step 1 by reminding us that it is not our responsibility to make all the decisions for others. Instead, we gather together in service work and seek to find what is best for Nar-Anon as a whole. We go beyond our individual powerlessness when we work together as a fellowship.

Step 2 - In Step 2 we recognize that our Higher Power has plans for our life. Slowly, we also recognize that Higher Power has plans for our addicts.

Tradition 2 - In Tradition 2 we are reminded that Higher Power has a plan for our group, area, region, and world. Tradition 2 also gives advice on how to find Higher Power's plan through a group conscience.

A group conscience is not a vote. Instead, it is an effort to listen to Higher Power. We might begin with a vote in order to discern whether or not the group has a consensus. When we are not unanimous, we often find that the one or two people who vote differently have a perspective that may be beneficial to all. Perhaps taking the time to listen to the dissenting voices, or perhaps postponing the decision will give Higher Power more time to be clearly discerned by all.

Concept 2 - Concept 2 builds on Tradition 2. Higher Power speaks through the group conscience. Each group discerns where Higher Power is leading them. The groups then offer their wisdom to the area, to the region, and to the world. The groups lead. Areas, regions, and world are organized to serve the groups.

Step 3 - Implementing the decision to turn it over is sometimes a gradual process. I strive to turn my life over to my Higher Power, yet I keep taking it back. I strive to release my addict to my Higher Power's care, yet I am often tempted to try again to fix my addict. Slowly we learn to allow our addicted loved ones to make their own decisions.

Tradition 3 - We respect the decision each new member makes when they join. We have no membership tests, and no forms to fill out. Each member decides for them self if they are willing to turn over their struggle and seek help.

Concept 3 - In Step 3 we turn our will and our lives over to the care of the God of our understanding. With Concept 3 we turn over the authority required to keep our group, area, region, and world organized. We do not abdicate responsibility for making wise decisions, but we recognize that we are happier and healthier when we stop trying to run everything our own way.

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Step 4 - The crises of addiction helps us identify our character defects. Sometimes working with others in Nar-Anon service triggers those same character defects. While many character defects lead to self harm, the defects that bring us into Nar-Anon are those that affect our relationships with others.

Tradition 4 - Nar-Anon area, region, and world organizations respect the boundaries around each group. Our relationships with other groups, area, region, and world are based on the Nar-Anon Principles. We learned to let our loved ones live their own life. So too, we allow other groups to make their own choices.

Concept 4 - The types of leadership qualities that are valued in Nar-Anon are described in the Nar-Anon Principles. We see evidence of a person's leadership qualities in their relationships with other in the group and beyond.

Step 5 - Step 5 helps us practice honesty and humility.

Tradition 5 - Tradition 5 reminds us that the focus is not on self, but on our group, especially the newcomers. We work together to keep the group strong and to create a space where newcomers can feel safe while they learn about our program. We honestly point to the program rather than seeking recognition for our self.

Concept 5 - Concept 5 builds on the honesty and humility we practice in Step 5. Leaders are given a responsibility. We trust them to do that work honestly and with humility.

Step 6 - Ours is a spiritual program. it takes faith in a Higher Power, and trust in our program to be entirely ready.

Tradition 6 - It is important to trust that our program works. We do not need to rely on other organizations. We have a spiritual program that is not based on any religion, philosophy, or treatment plan other than that found in the Nar-Anon Principles.

Concept 6 - We trust that the members of our group have a strong enough connection with Higher Power to find the answers. While areas, regions, and world offer guidelines, it is up to each local group to seek Higher Power's guidance.

Step 7 - We ask with humility. We do not demand immediate changes. We learn that Higher Power has a plan and that plan will unfold in due time.

Tradition 7 - We learn to be humbly self-sufficient. Groups have sometimes been tempted to seek money or services from other organizations. Our strength comes from within. When we follow Higher Power's direction, with patience, then the time, money, and effort of the group will suffice.

Concept 7 - Our program gives every member equal voice. Our leaders are asked to humbly listen to every member.

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Step 8 - We act with integrity when we take responsibility for our past actions.

Tradition 8 - The integrity of Nar-Anon is demonstrated by our willingness to do the work, to be of service. We give back because this program has given so much to us.

Concept 8 - The integrity of our service depends upon two-way communication. Members communicate within their group where every opinion counts. Groups communicate with each other to learn from each other. Areas, regions, and world communicate with the groups to listen to the needs of the groups and to enlist the groups in service beyond the group level.

Step 9 - With Step 9 we accept responsibility for our past actions.

Tradition 9 - Our service structure is directly responsible to those we serve. This structure is called an upside-down pyramid. Service does not give orders. Service listens, accepts responsibility for service, and then does the work.

Concept 9 - Our service structure is responsible for ensuring we have consensus. Our organization suffers when there is division. Those in service accept the responsibility for unifying our members and considering all viewpoints.

Step 10 - We strive to live a spiritually guided life. However, when we are wrong we promptly resolve the situation whether with our loved ones, others in our fellowship, or wherever else in our life it seems appropriate.

Tradition 10 - Our fellowship strives to avoid conflict by keeping our focus on our program.

Concept 10 - Just as we strive to promptly correct our wrongs to others, our groups, areas, regions, and world are also ready and willing to address any perceived wrongs.

Step 11 - We slowly learn to give our lives a new purpose as we seek guidance from our Higher Power.

Tradition 11 - We slowly learn that our purpose in sharing is to help others find recovery in Nar-Anon.

Concept 11 - The primary purpose for our service in Nar-Anon is to carry the message and to help others learn about the benefits of our program.

Step 12 - The Nar-Anon Principles are found in the Twelve Steps, Twelve Traditions, the Twelve Concepts of Service, in our Vision Statement, and in our Mission Statement. We find a new way of living when we focus on these principles.

Tradition 12 - When we focus on the Nar-Anon Principles, we take the focus off ourselves, and off others. As it says in the tradition - "place principles above personalities."

Concept 12 - The Nar-Anon Principles point to humility, anonymity, honesty, and service.

## Frequently Asked Questions

< HERE NEXT TIME >

### Where do I go when I need help?

( FUTURE )

( Diagram of the service structure )

### What is a service sponsor?

A service sponsor is usually someone who has worked the steps, studied the traditions and concepts, and who has been in service work. This person can help guide you in your service work, help you find the answers you may be looking for, and share their experience, strength and hope. Service sponsors can be your recovery sponsor, or the service sponsor can be someone else.

### Do I need a service sponsor?

Many GSRs find it is beneficial to have a Service Sponsor. Please refer to the Nar-Anon pamphlet on Service Sponsorship for additional information on this topic.

## Nar-Anon Literature

### Conference Approved Literature (CAL)

( FUTURE )

### Importance of GLS and GWS

( FUTURE )

### Pamphlets - which ones and why

( FUTURE )

### Recovery, Service, Outreach types of literature

( FUTURE )

## Appendix

### Sample forms used in the regional assembly

#### GSR Registration Form

TODAY'S DATE	
FIRST NAME	
LAST NAME	
EMAIL ADDRESS	
CELL PHONE	HOME PHONE
MEETING DAY	MEETING TIME
MEETING CITY	AREA NAME

<i>What is your position?</i>		
<input type="checkbox"/> GSR	<input type="checkbox"/> Alternate GSR	<input type="checkbox"/> Substitute GSR

<i>Are you a new GSR or Alternate?</i>
EFFECTIVE DATE OF YOUR SERVICE
PREVIOUS GSR NAME
SUBMITTED BY: NEW GSR NAME
SIGNATURE

<i>Are you a Substitute GSR for today?</i>
EFFECTIVE DATE OF SUBSTITUTION
REGULAR GSR NAME
SUBMITTED BY: SUBSTITUTE NAME
SIGNATURE

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**Regional Assembly Sign-In Form**

<i>Everyone attending today, please fill out this form, and give it to the Regional Secretary</i>		
<b>TODAY'S DATE</b>		
<b>FIRST NAME</b>		
<b>LAST NAME</b>		
<b>EMAIL ADDRESS</b>		
<b>CELL PHONE</b>	<b>HOME PHONE</b>	
<b>MEETING DAY</b>	<b>MEETING TIME</b>	
<b>MEETING CITY</b>	<b>AREA</b>	
<b>What is your service position? (Check all that apply)</b>		
<input type="checkbox"/> GSR	<input type="checkbox"/> Alternate GSR	<input type="checkbox"/> Substitute GSR
<input type="checkbox"/> Regional Officer	<input type="checkbox"/> Committee Chair	<input type="checkbox"/> Area Chair / ASR
<input type="checkbox"/> Delegate	<input type="checkbox"/> Alternate Delegate	<input type="checkbox"/> Interested Member
<input type="checkbox"/> Guest	<input type="checkbox"/> Other _____	

## **Abbreviations**

ASR - Area Service Representative

CAL - Conference Approved Literature

GLS - Guide to Local Services

GSR - Group Service Representatives

GWS - Guide to World Services

NFG - Nar-Anon Family Groups

RA - Regional Assembly

RSC - Regional Service Committee

SCR - Southern California Region

WS - World Service

World Service Conference - WSC

WSO - World Service Office

English website - [www.socalnaranon.org/](http://www.socalnaranon.org/)

Español website - [www.naranonespanol.org/](http://www.naranonespanol.org/)

Service website - [sites.google.com/nar-anon.org/socalregion-rsc/](https://sites.google.com/nar-anon.org/socalregion-rsc/)

World Service website - [www.nar-anon.org/](http://www.nar-anon.org/)