

Contra Costa Area of Narcotics Anonymous Fellowship Development Team Guidelines



Vision:

Fellowship Development (FD) supports NA members and groups to focus on creating an atmosphere of recovery, encouraging unity, and sharing resources to further carry the NA message.

Goal:

Fellowship Development (FD) encourages and provides resources for effectively serving our groups and committees in aim of having members, groups, and committees fully participating in NA's decision-making process.

Description:

The Fellowship Development Team is a consensus-first based service body. In the event consensus cannot be reached, matters will be brought to a vote. Consensus is defined as: General agreement or accord that takes into consideration the interests of all concerned parties. This will be our primary method for reaching group conscience.

This team shall consist of: Team Leader, Assistant Team Leader, Secretary, Outreach Coordinator, Welcome to NA Workshop Coordinator, Trusted Servants Workshop Coordinator, and Project Coordinators (as deemed necessary by the team).

Project Coordinators are chosen by team consensus. In the event consensus cannot be reached elections will be held. The Team Leader shall select the project task groups and task leaders for limited efforts. (Here defined as projects with a definite end).

All meetings are open to any interested members of NA, but only the persons listed as the members of this team shall join consensus or vote. All attendees have the right to be heard in the development of consensus.

Decision Making

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Robert's Rules of Orders as printed in "A Guide to Local Services in Narcotics Anonymous" to reach our decision. One of the reasons we try to achieve consensus is that it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens within the FD Team.

All FD Team proposals and decisions will first be considered using consensus-based decision-making. For the FD Team's purposes, the process for consensus-based decision-making allows for all points of view to be heard and fairly considered within the team. If at the end of the discussion, the team has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Robert's Rules of Order from "A Guide to Local Services" in NA.

Decision Making Between FD Meetings

Membership in the "CCAFD" Google group is necessary if a FD team member wants to participate in discussion and decisions made between FD meetings.

Items that are time sensitive and require a decision prior to the next regular meeting of the FD Team are the only items that will be decided online.

Any other items discussed in the Google group will be added to the regular meeting agenda by the leader.

Discussion: It takes at least four FD members to participate in the discussion to make a binding decision. All members of the discussion group will be notified of the outcome.

Suggested General Service Criteria:

- Five years minimum clean time (FD Team Leader)
- Five years minimum clean time (FD Assistant Team Leader)
- Time and ability to fulfill the tasks that fall within the FD responsibilities.
- A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- Team Leader and Assistant Team Leader commits to serve the full term of two years.
- Be available to attend the monthly FD committee meeting.
- Be available to attend Zoom (or other web meeting platform) meetings outside regularly scheduled meetings.

Elections

The fellowship will be notified of available positions at the ASC starting in March of each year. Nominations and Elections will be held at the committee meeting in April each year.

In our election process, we use the 4th Concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our team's group conscience will select the coordinators and leaders best suited to fulfill the responsibilities of the positions.

All terms of service are for 13 months (excluding Team Leader and Assistant Team Leader) to include 1-month training with the exiting volunteer. In the event a member cannot complete his or her term of service, the Leader shall appoint someone to fill the vacancy until the next regularly scheduled election.

No service team member is recommended to hold a position for more than 2 consecutive terms. In the event that a position is not filled the previous holder may continue to fulfill the duties of that position until said position is filled under the following considerations:

- If the remaining term of a vacated office is less than 6 months of a remaining term that office will be available to that person for 2 more terms.
- If the remaining term of a vacated office is longer than 6 months, it will be considered the same as a full term in office.

Any FD trusted servant may be removed from their position for non-compliance by either letter or phone call from the FD team leader stating the concerns and reason they have been removed. If a member who is the subject of a motion to be removed from service is present and can address the concerns of their non-compliance of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- Loss of abstinence from drugs.
- Failing to perform the duties as defined in these guidelines.

- Three consecutive missed FD meetings for which they are required to attend or a pattern of absence over time.

The team may remove trusted servants for any reason it deems appropriate by a consensus, for positions elected within the FD team.

Requirements for Team Members

- Active membership in the fellowship of Narcotics Anonymous and Contra Costa Area.
- A stated willingness to serve.
- Time, resources, and ability to serve.
- Clean time and service experience as recommended for each service position.
- An understanding of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- Monthly FD team meeting attendance, unless prior arrangements are communicated with the team.
- All terms are 13 months and run from March-April of the following year.

Since experience and knowledge are valued we encourage our team members to cross train and gain knowledge of various commitments on the team. It is hoped that team members will take on new commitments within FD when current commitments are finished. We also encourage team members to be aware of their responsibility to transfer knowledge to those taking on new commitments and embody the guiding principles of service; delegation, accountability, and rotation.

Trusted Servants

“For our group purpose, there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a FD trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it” (3rd Concept). Once we select them, we trust our trusted servants.

All trusted servants of the Group are chosen by team consensus. In the event consensus cannot be reached elections will be held by a two thirds (2/3rds) vote.

All trusted servants must be willing to be accountable to the group

All trusted servants are recommended to actively participate in the Narcotics Anonymous Program (Includes identifying as an Addict, and refer to their length of abstinence as clean time or recovery)

Team Leader

Requirements:

- 5 years clean time with recovery centered in Narcotics Anonymous.

- 1-year recent (within the last 3 years) FD team experience.
- Previous experience or familiarity with Newcomer Workshop, Outreach, and Trusted Servants Workshop.
- Facilitation and leadership skills.
- Is not a Group Service Representative in the Contra Costa Area.

Duties:

- Initiate or delegate all necessary correspondence, including communication reports between Areas, Region and NAWS.
- Responsible for files, records, and overall functioning of the team.
- Train and transfer operational knowledge to incoming servants by being available for at least 60 days after the term ends.
- Keep the CCASC informed of all ongoing FD Team activities.
- Arranges agendas for Subcommittee meetings.
- Attend all ASC meetings unless previous arrangements for an alternate subcommittee member to attend has been made.

Team Leader Alternate

Requirements:

- 5 years clean time with recovery centered in Narcotics Anonymous.
- 1-year recent service experience with FD.
- Ability to assume responsibility in the Team Leader's absence.
- A willingness to serve as team leader following completion of term as alternate.

If the absence is permanent the Alternate Team Leader will become the team leader for the remainder of the term. Unless the team reaches a consensus that the position should be opened up to the fellowship. A new alternate team leader will be chosen by the team.

Duties:

- Assume responsibility in the Team Leader's absence.
- Works closely with and assists in all duties of the subcommittee.
- Carries out responsibilities delegated by the Team Lead and/or the subcommittee.
- Responsible for tracking and reporting subcommittee expenses for reimbursements from the ASC in accordance with the annual FD budget.

Secretary

Requirements:

- 1 year clean time.
- Ability to keep clear, written records of the meeting.
- Prior service experience.
- Access to or own a computer and internet access.
- The ability to develop written material in a clear and concise manner.
- Possess the skills necessary to perform all secretarial duties electronically taking full advantage of the team's online platforms for collaboration.

Duties:

- Records the minutes of all meetings.
- Provides copies of the previous month's minutes at the FD meeting.
- Keep roster of all team members, including emails and phone numbers for use by the Subcommittee only.
- Retains FD Guidelines and makes copies available to all new members and upon request.

Welcome to NA Workshop Coordinator

Requirements:

- 2 years clean time requirement with recovery centered in Narcotics Anonymous.
- Compassionate to the needs of the newcomer and others attending.
- Ability to carry a clear and concise NA message.
- Ability to facilitate and train members to facilitate the Welcome to NA Workshop.

Duties:

- Responsible for maintaining the Welcome to NA Workshops.
- Participates in position orientation with previous coordinator.
- Creates and maintains a pool of volunteer secretaries to facilitate the Workshop that must be approved by the subcommittee.
- Trains volunteer secretaries in the proper manner in which to follow the format of the Workshop.
- Interacts with committee and volunteer secretaries to continuously strive to ensure that the meeting format is achieving NA's primary purpose of carrying the message to the addict who still suffers.
- Attends Workshop facilitated by new secretaries to ensure secretary is comfortable with format.
- Is primary contact for the meeting location staff.
- Maintains literature and reports to committee of literature needs.
- Provides, within report to committee, a count of newcomer attendance.

Welcome to NA Workshop Secretary

Requirements:

- 9 months clean time and recovery centered in Narcotics Anonymous.
- Ability to facilitate Newcomer Workshop by: Keeping it focused and flowing while focusing on NA's primary purpose (Tradition 5).

Duties:

- Facilitate the Welcome to NA Workshop on the designated week volunteered for.
- Actively involve the members with time and experience in the topic discussions. Continually reinforcing the newcomer's ability to ask questions.
- Maintains literature and reports to coordinator when literature is needed.

Outreach Coordinator

Requirements:

- 2 years clean time and recovery centered in Narcotics Anonymous.
- Strong communication, facilitation, and leadership skills.
- Time and resources to fulfill the position and support the Outreach facilitators

Duties:

- Contact Groups when the group has missed two consecutive ASC meetings; notifying them that their representation and input is valued and needed to fulfill services. This should be done with at least 2 members trained with Outreach.
- Listen to any concerns the groups may have, offer support, compassion, and guidance.
- Develop and maintain a reference database of current and possible meeting facilities

Trusted Servants Workshop Coordinator

Requirements:

- 2 years clean time and recovery centered in Narcotics Anonymous.
- Access to or own a computer and internet access.
- Strong communication, facilitation, and leadership skills
- Time and resources to fulfill the position and support the Trusted Servants Workshop facilitators

Duties:

- Provide resources and training for new GSR's at the monthly ASC meeting
- Provide and make available Group Service Workshop to all groups in the Contra Costa Area of Narcotics Anonymous.
- Provide information regarding duties of each Group service level position.
- Develop and maintain a reference database of workshops and materials to help groups and service committees.

Tasked-Based Service

Facilitate workshops at ASC

Facilitate CAR and CAT workshop during conference cycle

Attend workshops hosted by Groups, Area, Region, Zones, and World to gain more information and be able to disseminate it throughout the Contra Costa Area.

Budget

The budget shall define all projected expenses by the team in the coming year (see previous budgets).

Team members who make expenditures on behalf of the team must provide receipts and/or mileage calculations to the area representative in order to be reimbursed by the ASC.

Any changes in the amount of the said budget must be approved by the CCASC.

Appendix

Appendix A – Glossary

(NA) Narcotics Anonymous

(FD) Fellowship Development

(CCASC) Contra Costa Area Service Committee

(NCRSO) Northern California Regional Service Office

(NCRNA) Northern California Region of Narcotics Anonymous

(NAWS) Narcotics Anonymous World Services

(WSO) World Service Office

Appendix B – Significant Dates

4th Sunday of the Month – Contra Costa ASC Meeting (Except May, Nov, Dec – 3rd Sunday)

2nd Saturday of the month – Northern California RSC Meeting (with exception to off months)

Easter Weekend – Northern California Regional Convention

Late September/Late October – Traditionally when Unity Day happens

Appendix C – Activities Events (current and suggested)

Appendix D – Working with other Areas or Subcommittees

Designate central point of accountability – come to consensus on who that will be.

Designate a Secretary – keeper of the minutes and motion ledger.

Define who will sign contracts.

Define Treasury responsibilities.

Define Program Coordinator responsibilities.

Define Logistics responsibilities.

Define Vendor responsibilities.

Define Security responsibilities.

Define Decorations responsibilities.

Define Entertainment responsibilities.

Define Refreshment responsibilities.

Define Volunteer Coordination responsibilities.

Define Payment Policy for Newcomers, Hardship cases, and Children.

Limit the number of people who interact with on-site personnel, vendors and entertainment to those responsible.

Appendix E – Event Checklist

ITEM Officer(s) Assigned

Cashbox	Treasurer
Startup money	Treasurer
Basket(s) for 7 ^m Tradition	Treasurer, Program
Checkbook/debit card.	Treasurer
Pre-registration log.	Treasurer
Calculator	Treasurer, Merchandise, Secretary
Insurance waiver	Chair, Vice-Chair, Logistics
Contracts	Chair, Vice-Chair, Logistics
Meeting format	Program
Meeting readings	Program
Literature	Program
Books, IP's.....	Program
Flyers.....	Program
Decorations	Secretary, Logistics, Program
Office Supplies.....	Secretary
o Tape, Scissors, Pens, Pencils, Magic Markers, Notepad, Rubber bands	
Merchandise	Merchandise
o Shirts, Hats, Bandannas, Sweatshirts	
Tables.....	Treasurer, Program, Merchandise, Logistics
Area Banner.....	Chair
Signage	Logistics, Merchandise, Refreshments, Vice-Chair
o Enter, Exit, Quiet Please, Turn-off Electronics, Parking, One-Way, Meeting in Progress etc, ticket sales Food sales	
PA system	Logistics
Generator (If needed).....	Logistics
Recreation equipment	Logistics
o Horseshoes, Badminton, Volleyball	
First Aid kit	Refreshments, Chair, Vice-Chair
Tickets	Treasurer, Secretary, Refreshments
Stamp Pad	Treasurer, Secretary, Refreshments
Badges	Chair, Secretary, Merchandise, Program
Cooking Items	Refreshments
o Hot Dogs, Hamburger, Tri-Tip, Chicken, Sausage, Buns, Coffee, Coffee Pot, pots, Pans, Barbecue Grill,	
Condiments, Charcoal, Charcoal Lighter Fluid, Matches/Lighter, Knives, Eating Utensils, Cooking Utensils,	
Serving Table, Napkins, Paper Towels, Bowls, Plates, cooler, ice	
Cleaning items	Refreshments, Logistics
o Scrub Brushes, Dish Soap, Garbage bags, Mop, Broom, Dustpan, Scouring pads, Gloves	
– Rubber and Canvas,	
Ashtrays.....	Logistics
Toolbox	Chair, Vice-Chair, Refreshments
o Flashlight, Screwdriver, Hammer, Hatchet, Pliers, Rope, String/Twine, Knife	