“There could be nothing so exquisite and so bitter as were my pains. Yea, and again I say unto you, . . . that on the other hand, there can be nothing so exquisite and sweet as was my joy.”

—Alma 36:21
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INTRODUCTION:
Description of Services

The Pornography Use and Substance Abuse program of The Church of Jesus Christ of Latter-day Saints is organized under the direction of local priesthood leaders in consultation with LDS Family Services.

The program provides support to those who want to recover from substance abuse and pornography use and to the family members and friends of those who struggle with these behaviors. The program includes principles of the gospel as well as the 12 steps of Alcoholics Anonymous World Services, Inc., which have been modified, with permission, into a framework that incorporates the doctrines, principles, and beliefs of the Church. The participant guidebooks for this program are *The Addiction Recovery Program* and *Support Guide: Help for Spouses and Families of Those in Recovery*.

The information in this guide helps program volunteers and Church leaders as they conduct support meetings, provide support to participants, and administer the program. Though consistency in how the program is run is important, it is understood that in areas where distance, cultural differences, or other factors make operation of the program as outlined difficult, adaptation under the direction of LDS Family Services staff may be appropriate. Acceptable changes may include adjusting the format, structure, organization, and implementation of the program, as long as the goals and mission of the program are kept in mind. Area welfare managers should work with local and headquarters LDS Family Services staff when making any adjustments.

There are three primary types of meetings in the Pornography Use and Substance Abuse program: substance abuse meetings, meetings for pornography use support groups, and meetings for spouse and family support groups. Substance abuse meetings are for individuals struggling with substances (prescription or illegal drugs). Pornography use groups are designed to assist those struggling with pornography. Spouse and Family groups are for spouses, family members, and friends suffering from the effects of their loved ones’ destructive behaviors. Participants may attend as few or as many meetings as they want and do not need the approval of their priesthood leader prior to attending.
Organizational Structure
OF THE PORNOGRAPHY USE AND SUBSTANCE ABUSE PROGRAM

LDS FAMILY SERVICES—CHURCH HEADQUARTERS: Under the direction of the Presiding Bishopric, LDS Family Services assists local priesthood leaders in the operation of support groups for pornography use, substance abuse, and spouses and family of those struggling with these self-destructive behaviors.

AREA PRESIDENCY: The Area Presidency oversees the implementation of support groups for pornography use, substance abuse, and spouse and family.

DIRECTOR FOR TEMPORAL AFFAIRS AND AREA WELFARE MANAGER: The director for temporal affairs and area welfare manager consult with the Area Presidency and Area Seventies to oversee the programs.

In areas where there are no LDS Family Services operations, the area welfare manager may take on the role of the assigned full-time LDS Family Services staff member. The area welfare manager may also fulfill the duties of the program coordinator if there is none.

ADVISORY BOARD CHAIR: The LDS Family Services advisory board chair is usually a stake president or another priesthood leader who periodically reviews the overall operation of the support groups for pornography use, substance abuse, and spouse and family, together with a designated LDS Family Services staff member. Each chair consults with and assists the LDS Family Services staff member in his area to review the activities of the support groups and to select new program coordinators as needed. The chair also reports on program activities to the coordinating council and to the Area Seventies.

In areas where there are no LDS Family Services operations, the area welfare manager may be assigned the role of advisory board chair.

LDS FAMILY SERVICES STAFF OR LDS FAMILY SERVICES SPECIALIST: Under the direction of the area welfare manager, LDS Family Services staff may assist in the training of volunteers for all support groups. In areas without LDS Family Services staff, the area welfare manager can designate a local Church-service missionary or stake welfare specialist to serve in the role of LDS Family Services specialist.
LDS FAMILY SERVICES STAFF: The assigned staff member is a full-time employee of LDS Family Services who assists local priesthood authorities in overseeing the support groups for pornography use, substance abuse, and spouse and family in his or her assigned area according to established guidelines. He or she may work closely with the program coordinators if the area has program coordinators. If the area doesn't have program coordinators, he or she may fulfill the duties that would be assigned to program coordinators.

The assigned staff member may also provide orientation and training related to support groups to Church leaders at their request. Assigned staff or coordinators screen potential group leaders and facilitators and may periodically attend support meetings to ensure that groups function properly. The assigned staff or coordinators also oversee training for group leaders and facilitators.

Assigned staff collaborate with the advisory board chair and local coordinating councils regarding the support groups.

In areas where there are no LDS Family Services operations, the area welfare manager may take on the role of the assigned full-time LDS Family Services staff member.
Ecclesiastical Responsibilities
FOR THE PORNOGRAPHY USE AND SUBSTANCE ABUSE PROGRAM

STAKE OR DISTRICT PRESIDENT
All support group meetings are initiated and hosted under the direction of the stake or district president, and he has priesthood responsibility for each group. The stake or district president also decides which types of support group meetings to host in his stake or district.

While LDS Family Services provides technical training and creates policies and procedures, the stake or district president is the presiding authority for all support groups operating within the boundaries of his stake or district. He may assign a counselor, high councilor, or stake welfare specialist to supervise support group activities in his stake.

STAKE PRESIDENCY COUNSELOR, STAKE HIGH COUNCILOR, OR STAKE WELFARE SPECIALIST
Under the direction of the stake or district president, a stake welfare specialist, counselor in the stake presidency, or high councilor in the stake may oversee the pornography use, substance abuse, and spouse and family groups.

The responsibilities related to overseeing these support groups include the following:

1. Become familiar with the following guidebooks (available at arp.lds.org):
2. Where there is no LDS Family Services staff available, serve as a connection between the stake or district and the LDS Family Services headquarters office (or area welfare manager, if the area welfare manager has taken on the role of LDS Family Services staff member).
3. Work with a member of the stake or district presidency, high councilor, stake welfare specialist, or bishopric or branch presidency member to identify and interview potential group leaders or facilitators. Group leaders are typically called to be Church-service missionaries, adhering to the protocol defined by the Church-Service Missionary Department. Group facilitators may be called and set apart by their bishop, branch president, or stake or district president (or a counselor, if assigned).
4. Ensure compliance with Church expectations for the program by working with LDS Family Services office staff to support and train group leaders and
facilitators. Where there is no local office available, work with the area welfare manager or LDS Family Services headquarters office.

5. Help ensure that group leaders and facilitators are adequately trained and direct them to materials found on arp.lds.org.

6. Represent the stake president and report to him when developing and maintaining these support groups.

7. Consult regularly with the stake president about the initial assignment or calling and the ongoing efforts of the high councilor, stake welfare specialist, group leaders, and facilitators.

8. Meet regularly with support group leaders to provide support and help obtain materials and resources as needed.

9. Coordinate the use of Church facilities for group meetings.

10. Coordinate with priesthood leaders to create new groups when needed.

11. Ensure that the times and locations of support groups are accurate on arp.lds.org, and work with the program coordinator to update the website as needed.

12. Share statistical data from group leaders with stake leaders and LDS Family Services.

BISHOP OR BRANCH PRESIDENT

Following are suggestions to help the bishop or branch president support the groups in his stake or district:

1. Visit arp.lds.org/leaders to learn more about his role.

2. Review the aforementioned guidebooks (available at arp.lds.org).

3. As needed, inform priesthood and Relief Society leaders about local support group meetings.

4. See that continuous loving support and counsel is offered to those attending recovery and support groups.

WARD COUNCIL

The bishop or branch president may wish to inform the ward council about these support groups as a valuable resource for those struggling with pornography use and substance abuse. Members of the ward council can:

1. Assist the bishop in identifying ward members who may benefit from participation in any of these support groups.

2. Provide appropriate and confidential support and mentoring to members in the program, as directed by the bishop.

3. Refer to the Ministering Resources topic pages on Addiction, Overcoming Pornography, and Support for Spouses of Pornography Users to learn how to support members (see ministering.lds.org).
Requirements and Responsibilities

OF THE PORNOGRAPHY USE, SUBSTANCE ABUSE, AND SPOUSE AND FAMILY SUPPORT MEETINGS
COORDINATORS, GROUP LEADERS, AND FACILITATORS

PROGRAM COORDINATOR
Program coordinators may be Church-service missionaries, stake welfare specialists, or volunteers who work closely with the LDS Family Services staff or specialist to coordinate support meetings and to provide training for group leaders and facilitators. There is typically one program coordinator per LDS Family Services office. The program coordinator is identified by the LDS Family Services staff member assigned to oversee the program. If needed, the area welfare manager or the LDS Family Services staff or specialist may fulfill the program coordinator’s duties.

REQUIREMENTS
1. Hold a current temple recommend.
2. Serve as the program coordinator for a period of 24 months. The term of service may be extended with the approval of the stake president. The number of weekly hours depends on the needs of the program. At least 6 months should pass before those who are released from a Church-service missionary call receive another Church-service missionary call serving within LDS Family Services. The stake president must approve exceptions.

RESPONSIBILITIES
1. Provide initial and ongoing training for group leaders and facilitators.
2. Schedule and conduct coordination meetings as needed for group leaders in order to address program issues, training, and planning.
3. With the group leader, identify potential meeting facilitators. Consult with the potential facilitators’ stake or district president or bishop or branch president to determine their worthiness and qualify them prior to having them facilitate meetings.
4. Coordinate with a member of the stake presidency, the high councilor, or the stake welfare specialist assigned, and the LDS Family Services staff member, to establish new support meetings requested by a stake president.
5. Coordinate the scheduling of meetings and Church facilities with ecclesiastical leaders.
6. Receive statistical reports from group leaders and submit them to LDS Family Services.
7. Ensure that the times and locations of support meetings are accurate on arp.lds.org.
GROUP LEADER
Group leaders conduct support group meetings and help program participants. Group leaders are usually called and set apart as part-time Church-service missionaries or stake welfare specialists, or they may serve as LDS Family Services volunteers. Group leaders ensure that meetings are run properly and provide brief instruction and testimony to participants. Prospective group leaders fill out a Church-service missionary or LDS Family Services volunteer form and submit the completed form to the local LDS Family Services office. When the group leader changes, the outgoing and incoming leaders should overlap for at least two meetings to preserve the continuity of the group leadership.

REQUIREMENTS
1. Hold a current temple recommend.
2. Serve as a group leader for a period of 24 months. The term of service may be extended for up to 6 months with the approval of the stake president, for a total of 30 months. The number of weekly hours depends on the needs of the program. At least 6 months should pass before those who are released from a Church-service missionary call receive another Church-service missionary call serving within LDS Family Services. The stake president must approve exceptions.

RESPONSIBILITIES
1. Report to the program coordinator, or, if there is none, the area welfare manager or LDS Family Services staff member fulfilling the duties of the program coordinator.
2. Conduct meetings and ensure that they run according to Church standards and expectations found in this guide.
3. Set the tone of the meeting by warmly welcoming all participants. Pay particular attention to welcoming and greeting new people who may be unfamiliar with the general format and rules of the group meetings.
4. Encourage group participants to establish and maintain a relationship with their bishop and to study the standard works of the Church.
5. Read and apply the principles in Pornography Use, Substance Abuse and the Spouse and Family Support Guides (found on arp.lds.org).
6. Plan, run, and conduct all but the sharing portion of the meetings each week (see the templates in the appendix for meeting formats and dialogue).
7. Attend coordination, in-service, and training meetings as needed.
8. Submit monthly statistical information through the ARP admin page of arp.lds.org.
9. Identify potential facilitators and send recommendations to the program coordinator, who will qualify them for service by consulting with the stake president or bishop of the candidates to determine their worthiness prior to having them facilitate meetings.
10. With the help of the LDS Family Services staff or specialist, train and supervise group facilitators and identify new group leaders.
11. Train others who could lead a group or facilitate a meeting if a program coordinator is unable to attend the meeting.

12. Adhere to Church-service missionary guidelines, including wearing Sunday dress during meetings.

13. Provide information about where to find program materials to facilitators and participants.

14. Follow the instructions outlined in the training points and the scripts included in the appendix in the format and dialogue documents.

15. Study and apply the suggestions from the appendix document called “Recognizing and Welcoming the Newcomer.”

**FACILITATOR: PORNOGRAPHY USE AND SUBSTANCE ABUSE**

The facilitator is a person who has overcome substance abuse or pornography use and has a desire to emotionally support others who are striving to become free from these behaviors. He or she conducts the sharing portion of the support meetings and shares his or her testimony and recovery story with group members (see the format and dialogue forms in the appendix for more information).

The sharing portion of group meetings typically should be conducted by someone who understands the problem of addiction firsthand. However, if needed, a group leader can function as the facilitator until a facilitator is found. Program leaders should have potential facilitators complete an LDS Family Services volunteer application as a way to track length of service (making sure to store private contact information in a secure place).

**REQUIREMENTS**

1. Be a member of the Church, have a testimony of the restored gospel, and live gospel standards.

2. Be recommended for service by the group leader and program coordinator. Receive approval from the stake or district president or, if the task of approving them is delegated, the bishop or branch president.

3. Understand the principles of support and abide by them. Generally, be in recovery (sober and clean) for at least 12 continuous months before beginning volunteer service. However, a Church member who has been in recovery for less time may be asked to serve as a facilitator, if necessary, as it is important for the group to have someone who understands the challenges firsthand.

4. Participate in support meetings for at least three months, where possible, before becoming a facilitator.

5. Study and become familiar with all printed and online materials.

6. Serve for a period of at least 6 months and no longer than 24 months. After 24 months a facilitator can reapply for up to another 24 months of service. Continuous service in this position should not exceed a total of 48 months; the stake or district president must approve exceptions.
RESPONSIBILITIES
1. Foster an environment of love, faith, trust, and support so group members feel welcome and safe.
2. Conduct the sharing portion of recovery meetings.
3. Support the decisions of Pornography Use and Substance Abuse Program leaders.
4. Attend coordination and training meetings regularly.

FACILITATOR: SPOUSE AND FAMILY SUPPORT
The facilitator is a person who has a desire to emotionally support others who are striving to understand how to respond to a loved one struggling with substance abuse or pornography use. This person is someone who has a good understanding of the challenges involved. He or she typically conducts the sharing portion of the support meetings and shares his or her testimony and understanding of the principles with group members (see the format and dialogue forms in the appendix for more information). However, if needed, a group leader can function as the facilitator until a facilitator is found. Program leaders should have potential facilitators complete a volunteer application as a way to track length of service (making sure to store private contact information in a secure place).

REQUIREMENTS
1. Be a member of the Church, have a testimony of the restored gospel, and live gospel standards.
2. Be recommended for service by the group leader and program coordinator. Receive approval from the stake or district president or, if the task of approving them is delegated, the bishop or branch president.
3. Understand the principles of support and abide by them.
4. Participate in support meetings for at least three months, where possible, before becoming a facilitator.
5. Study and become familiar with all printed and online materials.
6. Serve for a period of at least 6 months and no longer than 24 months. After 24 months a facilitator can reapply for up to another 24 months of service. Continuous service in this position should not exceed a total of 48 months; the stake or district president must approve exceptions.

RESPONSIBILITIES
1. Foster an environment of love, faith, trust, and support so group members feel welcome and safe.
2. Conduct the sharing portion of recovery meetings.
3. Support the decisions of spouse and family support leaders.
4. Attend coordination and training meetings regularly.
4 Statistical Reports

The program coordinator receives regular statistical reports from group leaders. Group leaders report totals for the following:

a. Number of Addiction Recovery meetings held.
b. Number of pornography use support meetings held.
c. Number of spouse and family support meetings held.
d. Number of participants in attendance at all meetings combined.
e. Number of new participants who attended a meeting for the first time. (Note: The definition of “new” is any participant attending for the first time or anyone coming back to meetings after being absent for a year or longer.)
f. Number of direct volunteer hours given: time spent face to face with participants in meetings, personal visits, firesides, and so on. Hours are reported in 15-minute increments.
g. Number of indirect volunteer hours given: time spent traveling to support group meetings, studying and preparing for meetings, presenting at fifth Sunday meetings, and so on. Hours are reported in 15-minute increments.

The LDS Family Services staff member overseeing the program is responsible for making sure the program coordinator then submits the statistical information to LDS Family Services at Church headquarters through the admin page of arp.lds.org.
New Support Meetings
FOR PORNOGRAPHY USE, SUBSTANCE ABUSE, AND SPOUSE AND FAMILY

To establish a new support group, a stake or district president should:

1. Request to begin a new support meeting by filling out the request form (found in the appendix) and sending the completed form to the LDS Family Services staff or stake welfare specialist in the area. The staff or specialist will then forward the form to LDS Family Services at Church headquarters.

2. Work with the stake or district presidency member or high councilor assigned to the program and the stake welfare specialist to identify potential group leaders and facilitators.

3. Interview those prospective individuals to ensure they are worthy and suitable to serve in the program. The task of interviewing may be delegated to a member of the stake presidency, bishopric, or branch presidency.

4. Set apart individuals called to serve in the program, or ask a counselor or member of the bishopric or branch presidency to do so.

5. Contact the local LDS Family Services staff member (if available in your area) to arrange training for the newly called group leaders and facilitators. If LDS Family Services is not available, there is training on the addictionrecovery.lds.org website in the volunteer section.

6. Coordinate with the stake welfare specialist to arrange for a building and select a time to hold the support group meetings.
Implementation Guidelines and Policies

FOR PORNOGRAPHY USE, SUBSTANCE ABUSE, AND FAMILY SUPPORT GROUPS

MEETING GUIDELINES
1. The only approved types of support groups are pornography use, substance abuse, and spouse and family support.
2. There can be gender-specific group meetings (pornography use meetings should be gender specific). In such cases, group leaders and facilitators should also be gender specific.
3. Attendees should be at least 18 years of age. Invitations to attend should not be extended to those under 18. If individuals under 18 do attend, after their first meeting, the group leader should make the individual aware of this guideline. If the individual chooses to attend subsequent meetings, no further reminders or actions should be taken.
4. Meetings should be held at Church-owned buildings whenever possible. Meetings should not be located at addiction treatment centers but may be held in jails or prisons with the approval of the stake or district president and the jail or prison administrator.
5. Meetings are usually held at the same time each week and are an hour to an hour and a half long.
6. If a meeting has too many participants to allow time for all attending to share their thoughts, group leaders may split the group in half and meet with part of the group in another room.
7. Attendance at support meetings does not replace attendance at regular Sunday Church meetings or at ward activities. Do not schedule meetings during the Sunday block. Meetings may be scheduled on Mondays if the meetings end before 6:00 p.m. Do not hold meetings during the time scheduled for general conference sessions.
8. Phone meetings may be held in place of in-person meetings, but they should not exceed 25 participants. Phone participants should be encouraged to attend an in-person meeting whenever possible.
9. Direct marketing of any kind to Church members or nonmembers for the support groups should not be done. Presentations to Church leadership are appropriate upon request.
PROGRAM POLICIES
1. The hosting stake or district president approves the creation of a new support group within the boundaries of his stake or district and makes the request to hold the new support group meeting to LDS Family Services or the area welfare manager. The hosting stake or district president is responsible for the program in his area, but he may delegate the responsibility of overseeing the program to a counselor in the stake or district presidency, a member of the stake high council, or a stake welfare specialist.
2. The standard works, Church magazines, and the support group guidebook are the only materials used in support meetings. Other materials or publications are not promoted, sold, or distributed before, during, or after support meetings.
3. Recovery and support meetings held in Church facilities should not be held at the same time as or in the same areas of the building where youth activities are being held, unless otherwise approved by the hosting stake or district president.
4. Information shared during recovery and support meetings is to be kept confidential by those in attendance.
5. No talks, presentations, or announcements specifically about the support groups should be given or made in sacrament meetings or in other meetings where young men, young women, or children are present.
6. Church leaders may request that presentations about the program be given in priesthood, Relief Society, and ward and stake council meetings, but they should not be solicited by LDS Family Services to do so.
7. Program participants are encouraged to meet regularly with their bishop, branch president, or other designated ecclesiastical leader to discuss progress and receive additional support.
8. When media issues arise, Church media specialists work with the LDS Family Services staff or stake welfare specialist to resolve such issues in accordance with Church policies.
9. Official Church websites that provide information on these groups include LDS.org, arp.lds.org, LDSFamilyServices.org, overcomingpornography.org, addictionrecovery.lds.org, and providentliving.org. Creating other websites to promote the program is not approved.
10. Family members supporting an individual may participate in support group meetings.
11. Group leaders who hold the priesthood may give priesthood blessings to participants after encouraging them first to ask a family member, home teacher, or Church leader.
12. The program coordinators or group leaders should provide monthly statistical reports to the LDS Family Services staff, LDS Family Services specialist, or area welfare manager through the admin page of arp.lds.org.
13. Name badges for Church-service missionaries include only the following: (1) the name of the missionary, (2) LDS Family Services, and (3) The Church of Jesus Christ of Latter-day Saints.
14. Full-time missionaries are not allowed to participate in support meetings as participants. At their mission president’s discretion, they are allowed to bring investigators to the meetings.

15. The pornography use, substance abuse, and spouse and family support groups may be adapted to better meet cultural needs of local groups (see third paragraph in the introduction of this manual). Such adaptations should be approved by the Area Presidency. The stake or district president informs the LDS Family Services staff or specialist of the changes.

16. There is no cost to attend group meetings. If they desire, participants may purchase printed copies of the guide booklets from distribution centers or store.lds.org; digital copies are available free of charge at arp.lds.org and from the Gospel Library app. The group may also desire to have several copies available to borrow.

ADMINISTRATION GUIDELINES

1. Priesthood leaders and stake welfare specialists or area welfare managers oversee the pornography use, substance abuse, and spouse and family support groups in their area.

2. The local Area Seventy may request a report about the support groups from the LDS Family Services staff, stake welfare specialist, or area welfare manager, particularly if the program is administered across stake boundaries within an area.

3. Program coordinators (often under the direction of LDS Family Services staff), stake welfare specialists, or area welfare managers are encouraged to hold regular trainings for group leaders and facilitators.

4. Group leaders or facilitators may be released from their other Church assignments if local priesthood leaders deem it appropriate or necessary.

5. Group leaders or facilitators should contact local authorities in response to any emergency situation or serious incident that occurs during a support meeting.

6. Any alleged sexual misconduct between a group leader or facilitator and an attendee of the meetings should immediately be reported to the LDS Family Services staff or stake welfare specialists, who will report to the LDS Family Services headquarters office or the area welfare manager. They will then contact the Church’s abuse line or area legal counsel as appropriate.

7. When one meeting participant regularly distracts other participants, the program coordinator or group leaders should help the participant stop his or her problematic behavior. If those efforts fail, they should ask the participant to stop attending the meetings.

8. Hosting stake or district presidents may request a statistical update quarterly from the LDS Family Services staff, stake welfare specialist, or area welfare managers. Additionally, LDS Family Services staff, stake welfare specialists, area welfare managers, or program coordinators should counsel with hosting stake presidents about any significant issues with support meetings held in their stake. (Note: In doing so, they should protect the anonymity of all participants and the confidentiality of the information shared in the recovery and support meetings.)
APPENDIX

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Pornography Use and Substance Abuse Group Request  39
[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints pornography use and/or substance abuse support group meeting. I am Elder/Brother/Sister __ [your last name] __. My companion is Elder/Brother/Sister __ [your companion's last name] __, and we are your group leaders.
   - Do or say the following:
     - Do we have anyone here for the first time? We welcome you to this meeting.
     - Invite participants to introduce themselves by only their first name.
     - Invite anyone under 18 to speak with you after the meeting. (See instruction 15 below.)
     - Please turn off your cell phones.
     - Give the announcements (if any).
     - Would someone volunteer to offer an opening prayer?

2. **Invite someone to give the opening prayer.**

3. **Read the mission statement:** “The Church of Jesus Christ of Latter-day Saints support meetings assist those who desire support during recovery. We also welcome family and friends whose lives may be affected by the decisions of another. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the 12 steps of recovery. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we practice these 12 steps in our lives, we hope to receive power through Jesus Christ and His Atonement in order to overcome our challenges and receive more fully the blessings of the gospel.”

4. **Introduce the 12 steps:** We will now go around the room and take turns reading each of the 12 steps found on page iv of the guidebook (A Guide to Addiction Recovery and Healing). We invite each person who is willing to read one step. You can pass if you prefer to only listen.

5. **Introduce step study:** Each week we focus on a different step of recovery. This week we will read about step __ [number] __, starting on page __ [number] __ of the guidebook. We will go around the room, and each person who is willing will read one or two paragraphs. You can pass if you prefer only to listen. [Say the next sentence only if it applies to your group.] We have an extra copy of the guide for you to use in this meeting in case you don’t have one. [Then continue with the next sentence.] During the reading, listen for thoughts, feelings, and experiences you have in common with others who have taken this step. We will be pausing at the end of each section to discuss what we have read. Please remember to raise your hand and wait to be called on so only one person speaks at a time. We will end the reading and discussion at __ [designated time] __ to allow time for the sharing portion of the meeting. Who would like to begin the reading?

6. **Introduce the action steps:** These 12 steps compose a program of action. As we read the section called “Action Steps,” we learn more about gospel actions that we can take to come unto Christ and receive strength. [Invite the participant who is next on the reading and sharing list to begin reading the “Action Steps” section, and invite each participant next on the list who is willing to read a paragraph or two, until the end of the section.]

7. **Introduce the facilitator:** We will now turn the time over to our facilitator, __ [first name of facilitator] __, to conduct the sharing portion of this meeting.
8. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**
   Hi, I'm __ [your first name] __. Similar to you, I am in the process of healing from __ [identify behavior] __. Share your positive experiences related to this week's step (if you've had any), and bear testimony of the Savior.

9. **Introduce group sharing:**
   - [Read the first sentence only if applicable.] For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. Share about your personal experience as it relates to recovery, the step we are discussing this week, or the step you are currently working on. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your self-destructive behavior. Remember that cross talk, which is interrupting or commenting directly about another participant’s remarks, is not appropriate. Also, you can pass if you prefer to listen only.
   - Confidentiality and anonymity foster honesty and help make this a safe place to share. Therefore, remember the Alcoholics Anonymous saying: "Who you see here, what you hear here, when you leave here, let it stay here." To protect anonymity, we invite you to introduce yourself by your first name only.
   - We will conclude the sharing portion five minutes before the end of the meeting, at __ [designated time] __. We will then hear final thoughts from Elder/Brother/Sister __ [name of one of the group leaders] __. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal if you have used your full time for sharing. In this meeting we will proceed [choose to proceed person by person around the room or by volunteer]. Who would like to begin the sharing?

10. **Close group sharing:** We sincerely thank you for your participation. We will now turn the time back to Elder/Brother/Sister __ [name of one of the group leaders] __.
11. **Conclude with group leader sharing (limit sharing to five minutes):**  Introduce yourself again if needed (for example, if there were late arrivals who may not know you). I’m Elder/Brother/Sister __ [your last name] __. Focus your closing thoughts on the principles and tools of change and your testimony of the Savior. Finish early enough to close the meeting on time.

12. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the views of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to get a personal copy of the guidebook for note-taking during meetings. We also recommend using the “Action Steps” and “Study and Understanding” sections between meetings to build on what you’ve heard and experienced in this meeting. We know that real connection with others is essential to change, and we invite you to use the “Support in Change” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation. Your presence here demonstrates your humility and faith and inspires hope in everyone attending today. Would someone please volunteer to offer the closing prayer?

13. **Invite someone to give the closing prayer.**

14. **After the meeting, express the following to any attendees who are under 18.**  We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact __ [LDS Family Services contact person and phone number] __. If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.
1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints call-in pornography use and/or substance abuse meeting. I am Elder/Brother/Sister [your last name]. My companion is Elder/Brother/Sister [your companion's last name], and we are your group leaders. 
   
   *Do or say the following:*
   - Call-in meetings are held to eliminate travel, make meetings accessible to more people, and provide a degree of anonymity that is not possible in a face-to-face meeting. Call-in meetings are very worthwhile, but face-to-face meetings are preferable.
   - Please turn off any electronic devices that may interrupt the meeting, and remember to mute your phone when you are not speaking. If your phone doesn't have a mute button, you can press star-6 (*6), and WebEx will mute and unmute your phone for you. Following these instructions will improve audio reception for all participants and make it easier to feel the Spirit.
   - This is a confidential meeting. In order to protect anonymity, we request that you participate in a location away from nonparticipants and that you do not record the meeting. Please make every effort to keep these meetings safe and confidential for all who participate. However, please understand that LDS Family Services cannot guarantee confidentiality.
   - If we have anyone listening for the first time, we welcome you to this meeting.
   - Invite anyone under 18 to speak with you after the meeting. (See instruction 16 below.)
   - Give the announcements (if any).
   - Would someone volunteer to offer an opening prayer?

2. **Invite someone to give the opening prayer.**

3. **Read the mission statement:** “The Church of Jesus Christ of Latter-day Saints support meetings assist those who desire support during recovery. We also welcome family and friends whose lives may be affected by the decisions of another. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the 12 steps of recovery. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity, and we use appropriate language and behavior to invite the Spirit to be with us. As we practice these 12 steps in our lives, we hope to receive power through Jesus Christ and His Atonement in order to overcome our challenges and receive more fully the blessings of the gospel.”

4. **Introduce the 12 steps:** We will now take turns reading each of the 12 steps found on page iv of the guidebook (*A Guide to Addiction Recovery and Healing*). We invite each person who is willing to read one step. You can pass if you prefer to only listen.

5. **Introduce step study:** [Read the following two sentences only if someone has joined your meeting after it has started.] Before we begin reading the 12 steps, is there anyone who has joined our meeting who would like to be added to our list of readers? It is perfectly acceptable to listen only. *If no one has joined the meeting, begin with the next sentence.* Each week we focus on a different step. This week we will read step [number of step], starting on page [page number] of *Pornography Use and Substance Abuse: A Guide to Addiction Recovery and Healing*. Each person who chooses to may read one or two paragraphs. Please state your name before you read, and when you are finished, say “I pass.” You can also choose to just listen. During the reading, listen for thoughts, feelings, and experiences you have in common with others who have taken these steps. In addition, we will be pausing at the end of each section to discuss what we have read. Please remember to state your name before sharing so that we know who is speaking. We will end the reading and discussion at [designated time] to allow time for the sharing portion of the meeting. Would [the participant who is next on the reading and sharing list] please begin the reading?
GROUP LEADER

6. *Introduce the action steps:* These 12 steps are a program of action. As we read the section called “Action Steps,” we learn more about gospel actions that we can take to come unto Christ and receive strength. *[Invite the participant who is next on the reading and sharing list to begin reading the “Action Steps” section, and invite each participant next on the list who is willing to read a paragraph or two, until the end of the section.]*

7. *Introduce the facilitator:* We will now turn the time over to our facilitator, __ [first name of facilitator] __, to conduct the sharing portion of this meeting.

FACILITATOR

8. *Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):*

Hi, I'm [your first name]. Similar to you, I'm in the process of healing from __ [identify behavior] __. Share your positive experiences related to this week's step (if you've had any), and bear testimony of the Savior.

9. *Introduce group sharing:*

• [Read the next sentence only if people have joined the group since step study.] For those of you who have recently joined us, we welcome you. [Then proceed with the following sentence.] We will now begin the sharing portion of the meeting. Share about your personal experience as it relates to recovery, the step we are discussing this week, or the step you are currently working on. Please focus your sharing on the solution rather than the problem. Refrain from mentioning graphic details about the practice of your self-destructive behaviors. Remember that cross talk, which is interrupting or commenting directly about another participant's remarks, is not appropriate. Also, you can pass if you prefer to listen only.

• Confidentiality and anonymity foster honesty and help make this a safe place to share. Therefore, remember the Alcoholics Anonymous saying: "Who you see here, what you hear here, when you leave here, let it stay here." To protect anonymity, we invite you to introduce yourself by your first name only.

• We will conclude the sharing portion five minutes before the end of the meeting, at __ [designated time] __. We will then hear final thoughts from Elder/Brother/Sister __ [name of one of the group leaders] __. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal [knock three times] if you have used your full time for sharing. In this meeting we will proceed down the list of our participants. [Start with the participant who follows the facilitator on your reading and sharing list.]

10. *Close group sharing:* [Ask the following question five minutes before the time allotted for sharing is over, or when there is a long pause in sharing.] Is there anyone who has not had the opportunity to share who would like to before we turn the time over to our group leader? [Allow those who want to, to share, but make sure to keep within the allotted time for group sharing.] We sincerely thank you for your participation. We will now turn the time over to Elder/Brother/Sister __ [name of one of the group leaders] __.
11. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister [your last name]. Focus your closing thoughts on the principles and tools of change and your testimony of the Savior. Finish early enough to close the meeting on time.

12. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the views of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. We encourage you to get a personal copy of the guidebook for note-taking during meetings. We also recommend using the “Action Steps” and “Study and Understanding” sections between meetings to build on what you’ve heard and experienced in this meeting. We know that real connection with others is essential to change, and we invite you to use the “Support in Change” document (available from the group leaders) as a guide as you reach out to others for strength and support. Finally, we thank each of you for your participation. Your presence here demonstrates your humility and faith and inspires hope in everyone attending today. Would someone please volunteer to offer the closing prayer?

13. **Invite someone to give the closing prayer.**

14. **After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact [LDS Family Services contact person and phone number]. If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.
SPOUSE AND FAMILY SUPPORT MEETING FORMAT AND DIALOGUE

[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints spouse and family support meeting. I am Elder/Brother/Sister __ [your last name] __. My companion is Elder/Brother/Sister __ [your companion's last name] __, and we are your group leaders.
   
   **Do or say the following:**
   
   - Do we have anyone here for the first time? We welcome you to this meeting.
   - Invite participants to introduce themselves by only their first name.
   - Invite anyone under 18 to speak with you after the meeting. (See instruction 13 below.)
   - Please turn off your cell phones.
   - Give the announcements (if any).
   - Would someone volunteer to offer an opening prayer?

2. **Invite someone to give the opening prayer.**

3. **Read the purpose statement:** “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or substance abuse. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the Spouse and Family Support Guide. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity. We use appropriate language and behavior to invite the Spirit to be with us. As we apply gospel principles in our own lives, we hope to receive power through Jesus Christ and His Atonement, to find hope and understanding, and to receive more fully the blessings of the gospel.”

4. **Introduce the reading and discussion portion of the meeting:** Each week we focus on a different principle. We will go around the room, and each person who is willing may read a paragraph. You may pass if you prefer just to listen. (Say the next sentence only if it applies to your group.) We have extra copies of the guide for you to use in this meeting in case you do not have one. (Then continue with the next sentence.) During the reading, listen for thoughts and feelings that resonate with you. In addition, we will be pausing at the end of each section to discuss what we have read. Please remember to raise your hand and wait to be called on so that only one person speaks at a time. We will end the reading and discussion at __[designated time]__ to allow time for the sharing portion of the meeting. Who would like to begin the reading?

5. **Keep in mind the following instructions as you lead the discussion:**
   
   - Wait until each section has been read to discuss the questions provided at the end of each section.
   - Let the participants answer each other’s questions.
   - Help participants focus on applying gospel principles.
   - Keep individual participants from dominating the discussion.
   - Unless directed by the Spirit or there isn’t enough time, try to allow the group to read and discuss all sections of the principle.
   - End at the designated time to allow sufficient time for the sharing portion of the meeting.

6. **Introduce the facilitator:** We will now turn the time over to our facilitator, __ [first name of facilitator] __, to conduct the sharing portion of this meeting.
7. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**

Hi, I'm __ [your first name] __. I've been asked to facilitate the discussion for today's meeting. Share positive experiences relating to this week's principle (if you've had any), and bear testimony of the Savior.

8. **Introduce the sharing portion of the meeting:**

- [Read the following sentence only if applicable.] For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. You are invited to share your personal experiences and how applying gospel principles has helped in your situation. Please try to focus your sharing on how applying the principle has aided you in your emotional growth. Refrain from mentioning graphic details about your loved one's choices and behaviors. Remember that cross talk, which is interrupting or commenting directly about another participant's remarks, is not appropriate. Also, you can pass if you prefer to listen only.
- Confidentiality and anonymity foster honesty and make this a safe place to share. In keeping with the principle of anonymity, we invite you to introduce yourself by your first name only.
- We will conclude the sharing portion five minutes before the end of the meeting, at __ [designated time] __. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal if you have used your full time for sharing. In this meeting we will proceed [decide if you will proceed person by person around the room or by volunteer]. Who would like to begin the sharing?

9. **Close group sharing:** Thank you for your participation. We will now turn the time back to Elder/Brother/Sister __ [last name of one of the group leaders] __.

10. **Conclude with group leader sharing (limit sharing to five minutes):** Introduce yourself again if needed (for example, if there were late arrivals who may not know you). I'm Elder/Brother/Sister __ [your last name] __. Focus your closing thoughts on the principles and your testimony of the Savior. Finish early enough to close the meeting on time.

11. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the beliefs of The Church of Jesus Christ of Latter-day Saints. Please review the “Gospel Study” and “Personal Learning and Application” sections of the principles between meetings to build on what you've heard and experienced in this meeting. Finally, we thank each of you for your participation.

12. **Invite someone to give the closing prayer.**

13. **After the meeting, express the following to any attendees who are under 18:** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact __ [LDS Family Services contact person and phone number] __. If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.
CALL-IN SPOUSE AND FAMILY SUPPORT MEETING FORMAT AND DIALOGUE

[Note: The italicized text below indicates things you should do. The roman text indicates what you should say.]

1. **Welcome the group:** Welcome to The Church of Jesus Christ of Latter-day Saints call-in spouse and family support meeting. I am Elder/Brother/Sister __ [your last name] __. My companion is Elder/Brother/Sister __ [last name of your companion] __, and we are your group leaders.
   • Call-in meetings are held to eliminate travel, make meetings accessible to more people, and provide a degree of anonymity that is not possible in a face-to-face meeting. Call-in meetings are of great value, but face-to-face meetings are preferable.
   • Please turn off any electronic devices that may interrupt the meeting, and remember to mute your phone when you are not speaking. If your phone doesn't have a mute button, you can press star-6 (*6) and WebEx will mute and unmute your phone for you. Following these instructions will improve audio reception for all participants and make it easier to feel the Spirit.
   • This is a confidential meeting. In order to protect anonymity, we request that you participate in a location away from nonparticipants and that you do not record the meeting. Please make every effort to keep these meetings safe and confidential for all who participate. However, please understand that LDS Family Services cannot guarantee confidentiality.
   • Invite anyone under 18 to speak with you after the meeting. (See instruction 13 below.)
   • Give the announcements (if any).
   • Would someone volunteer to offer an opening prayer?

2. **Invite someone to give the opening prayer.**

3. **Read the purpose statement:** “The Church of Jesus Christ of Latter-day Saints spouse and family support meetings assist those with loved ones ensnared in pornography use or substance abuse. We are a group of brothers and sisters who share our experiences, faith, and hope as we study and apply the principles of the gospel as they relate to the *Spouse and Family Support Guide*. Our meetings provide a safe place for honest sharing because we encourage adherence to the principles of confidentiality and anonymity. We use appropriate language and behavior to invite the Spirit to be with us. As we apply gospel principles in our own lives, we hope to receive power through Jesus Christ and His Atonement, to find hope and understanding, and to receive more fully the blessings of the gospel.”

4. **Introduce the reading and discussion portion of the meeting:** Each week we focus on a different principle. [Read the following two sentences only if someone has joined your meeting after it has started.] Before we begin reading, is there anyone who has joined our meeting who would like to be added to our list of readers? It is perfectly acceptable to listen only. ([If no one has joined the meeting, begin with the next sentence.] Each person may read one or two paragraphs. Please state your name before you read, and when you are finished, say “I pass.” You can also choose to just listen. During the reading, listen for thoughts, feelings, and experiences you have in common with those who have already followed these principles. We will pause at the end of each section to discuss what we have read. Please remember to state your name before sharing so that we know who is speaking. We will end the reading and discussion at [designated time] to allow time for the sharing portion of the meeting. Would __ [the person who is first on the participant list] __ please begin the reading?
5. **Keep in mind the following instructions as you lead the discussion:**
   - Wait until you have read each section to discuss the questions provided at the end of each section.
   - Let the participants answer each other’s questions.
   - Help participants focus on applying gospel principles.
   - Keep individual participants from dominating the discussion.
   - Unless directed by the Spirit or there isn’t enough time, try to allow the group to read and discuss all sections of the principle.
   - End at the designated time to allow enough time for the sharing portion of the meeting.

6. **Introduce the facilitator:** We will now turn the time over to our facilitator, __ [facilitator’s first name] __, to conduct the sharing portion of this meeting.

7. **Begin the next portion of the meeting with facilitator sharing (limit sharing to five minutes):**
   Hi, I’m __ [your first name] __. I’ve been asked to facilitate the discussion for today’s meeting. Share positive experiences relating to this week’s principle (if you’ve had any), and bear testimony of the Savior.

8. **Introduce the sharing portion of the meeting:**
   - [Read the first sentence of this paragraph only if applicable.] For those of you who have joined us since the meeting began, we welcome you. We will now begin the sharing portion of the meeting. You are invited to share your personal experiences and how applying gospel principles has helped in your situation. Please try to focus your sharing on how applying the principle has aided you in your emotional growth. Refrain from mentioning graphic details about your loved one’s choices and behaviors. Remember that cross talk, which is interrupting or commenting directly about another participant’s remarks, is not appropriate. Also, you can pass if you prefer to listen only.
   - Confidentiality and anonymity foster honesty and make this a safe place to share. In keeping with the principle of anonymity, we invite you to introduce yourself by your first name only.
   - We will conclude the sharing portion five minutes before the end of the meeting, at __ [designated time] __. We will then hear final thoughts from Elder/Brother/Sister __ [name of one of the group leaders] __. The time is now yours to share your experiences of faith and hope. We invite you to share for three to five minutes. I will give a signal [knock three times] if you have used your full time for sharing. In this meeting we will proceed down the list of our readers. [Start with the participant who follows the facilitator on your reading and sharing list.]

9. **Close group sharing:** Thank you for your participation. We will now turn the time back to Elder/Brother/Sister __ [last name of one of the group leaders] __.
10. **Conclude with group leader sharing (limit sharing to five minutes):** *Introduce yourself if needed (for example, if there were late arrivals who may not know you). I’m Elder/Brother/Sister __ [your last name] __. Focus your closing thoughts on the principles and your testimony of the Savior. Finish early enough to close the meeting on time.*

11. **End the meeting with the following statement:** Please remember that what has been shared here is confidential and that the opinions expressed here are those of the individual who expressed them and do not necessarily represent the values of LDS Family Services or the beliefs of The Church of Jesus Christ of Latter-day Saints. Please review the “Gospel Study” and “Personal Learning and Application” sections of the principles between meetings to build on what you’ve heard and experienced in this meeting. Finally, we thank each of you for your participation.

12. **Invite someone to give the closing prayer.**

13. **After the meeting, express the following to any attendees who are under 18.** We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact __ [LDS Family Services contact person and phone number] __. If the individual under 18 continues to come, do not remind him or her again. Do not take any further action.
Training Points

FOR GUIDING PORNOGRAPHY USE, SUBSTANCE ABUSE, AND SPOUSE AND FAMILY SUPPORT MEETINGS

The following sections address important points to remember as group leaders guide the support meetings for pornography use, substance abuse, and spouse and family. A separate document of training points for call-in support meetings is provided after this document.

PRE-MEETING PREPARATION

• Review the “Meeting Format and Dialogue” documents in this appendix and become familiar with meeting procedures.
• Prepare spiritually. Read the content for the current step or principle, looking for application in your own life.
• Arrive at the meeting at least 15 minutes early to prepare the room and greet those who arrive early.

“WELCOME THE GROUP”

• Greet participants with warmth as they arrive. If there are newcomers, introduce yourself, ask for their first names, and thank them for coming.
• Invite anyone under 18 to speak with you after the meeting.
• Read and follow the “Meeting Format and Dialogue” document during the meeting.
• Start the meeting on time.
• If there are newcomers, welcome them and invite them to introduce themselves by their first name.
• Give the announcements, which may include meeting changes, new meetings, and upcoming devotionals.

“INVITE SOMEONE TO GIVE THE OPENING PRAYER”

• Ask if anyone would be willing to offer the opening prayer. Allow time for a participant to volunteer before calling on someone.

“READ THE MISSION STATEMENT”

• Read the mission statement exactly as written.

“INTRODUCE THE 12 STEPS,” “INTRODUCE STEP STUDY,” AND “INTRODUCE THE ACTION STEPS” (PORNOGRAPHY ABUSE AND SUBSTANCE ABUSE SUPPORT MEETINGS)

• Provide an atmosphere of acceptance so participants feel free to read or pass. Reading is an opportunity for participants to contribute to the meeting,
but some may be uncomfortable reading in public or may want to listen only.

• Label any pass-around copies of the guides with “Group copy—please return.”

• When addressing the group, use statements beginning with “I” or “we” rather than “you.”

• When the group reaches the “Action Steps” section, stop and read the text following “Introduce the action steps” from the “Meeting Format and Dialogue” document. Then proceed with participant reading of the “Action Steps” section.

• Note: The information covered in step 4 is particularly important to progress. For this step, in particular, be sure not to cut the reading short. In one-hour meetings, read all the way to “Four necessary elements” on page 22. In one-and-a-half-hour meetings, read all the way to “Study and Understanding” on page 24.

“INTRODUCE THE READING AND DISCUSSION PORTION OF THE MEETING” (SPOUSE AND FAMILY SUPPORT MEETINGS)

• Provide an atmosphere of acceptance so participants feel free to read or pass. Reading is an opportunity for participants to contribute to the meeting, but some may be uncomfortable reading in public or may want to listen only.

• Label any pass-around copies of the guides with “Group copy—please return.”

• When addressing the group, use statements beginning with “I” or “we” rather than “you.”

“INTRODUCE THE FACILITATOR”

• If no facilitator is present, the group leader bypasses the dialogue for “Introduce the facilitator” and “Begin the next portion of the meeting with facilitator sharing” and proceeds directly to “Introduce group sharing.” The group leader then asks someone with experience to begin the sharing.

“BEGIN THE NEXT PORTION OF THE MEETING WITH FACILITATOR SHARING”

• The facilitator sets the example of appropriate sharing.

• He or she limits his or her sharing to five minutes or less.

• The facilitator shares a positive experience related to this week’s step or principle.

• He or she should focus sharing on the solution rather than the problem.

• He or she should bear testimony of the Savior.

“INTRODUCE GROUP SHARING”

• Follow the Spirit when correction is necessary.

• Consider whether you may more effectively address someone’s problems or questions by speaking with him or her after the meeting.

• Remember that neither group leaders nor participants should “cross talk,” which is criticizing, counseling, or praising one or more participants.
• Address problems as needed during meetings. Common problems and possible responses for them may include:
  - Problem: ignoring the signal to conclude remarks. Possible response: “It is time to bring your comments to a close.”
  - Problem: using inappropriate language. Possible response: “In our groups, we use appropriate language.”
  - Problem: using graphic details. Possible response: “In our groups, we avoid sharing graphic details.”
  - Problem: cross talk. Possible response: “In our groups, we do not engage in cross talk.”
• Be as gentle as possible when providing correction.

“CLOSE GROUP SHARING”
• If time is short, not everyone in the group has to share.
• Facilitators typically do not share a second time.
• Facilitators should turn the meeting back over to the group leaders on time.
• In meetings where there are few participants, it is acceptable to end the meeting early.
• Fifteen minutes prior to the end of the sharing portion of the meeting, facilitators ask participants if there is anyone with a strong desire to share. As time permits, those who respond should be given the opportunity to share.

“CONCLUDE WITH GROUP LEADER SHARING,” “END THE MEETING WITH THE FOLLOWING STATEMENT,” AND “INVITE SOMEONE TO GIVE THE CLOSING PRAYER”
• Adhere to the five-minute sharing limit and close the meeting on time in order to foster consistency, trust, and respect.
• Consider including during the closing comments personal experiences with the steps, ideas from the action steps, or scriptures from the “Study and Understanding” sections.

AFTER THE MEETING
• First, reach out to newcomers (see “Recognizing and Welcoming the Newcomer” in this appendix).
• Allow time after the meeting for fellowshipping and answering questions.
• Collect any loaned-out guides and distribute any needed program information.
• Do not ask for the phone numbers or email addresses of participants.
• Arrange the room as it was before the meeting. Empty the trash and turn off the lights, heat, and air conditioning. Lock the doors and secure the building.
• Thank everyone for coming. You may also give out information on other available meetings in your area.
• Talk to any participants who are under 18. Express to them, “We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction
from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact [LDS Family Services contact person and phone number].”

• If you have reason to suspect that a child has been abused or neglected, or if participants may be in danger of harming themselves or others, immediately notify your upline supervisor.
• In cases of emergency, contact local police or other appropriate emergency response personnel.
Trainin
[200x614]g Points
FOR GUIDING CALL-IN MEETINGS

The following sections address important points to remember as you guide the call-in meeting.

PRE-MEETING PREPARATION

• Ensure that Cisco WebEx is set up for the call-in meeting. If it’s a new meeting, ask the coordinator, counseling manager, or area welfare manager to set up the WebEx meeting.
• Review the “Call-In Meeting Format and Dialogue” document, and become familiar with the meeting procedures.
• Prepare spiritually. Read the chapter for the current step or principle, looking for application in your own life.
• Call in 10 minutes before the meeting is scheduled to begin. As participants join the meeting, greet them with, “Hi, this is Elder/Brother/Sister __ [your last name] __. If you would like to help with the reading of the step [or principle], or if you would like to share, please say your first name. Or you can choose to listen only.” If a participant does not respond with a name, do not repeat the greeting. Respect the person’s desire for anonymity. When recording attendance for that individual, write “listen-only participant.” Repeat the greeting for the next participant who joins the meeting.
• Start a list of those who are willing to help with the reading. This list will be used during the reading and sharing portions of the meeting.
• When creating the reading and sharing list, put the group leaders first, followed by the facilitator. (If no facilitator is present, you will need to ask a participant with experience to share first during that portion of the meeting. This person should follow the group leader on the reading and sharing list. See the “Introduce the facilitator” training point below for additional information.) List the other reading participants in the order they call in.
• Before the meeting begins, read aloud the names on the reading and sharing list to all the participants. Ask the participants to write down the names, in part so that they know who is in the meeting. Read the list slowly, giving plenty of time for participants to write the names. Do not mention the listen-only participants.
“WELCOME THE GROUP” AND
“INVITE SOMEONE TO GIVE THE OPENING PRAYER”
• Follow the “Call-In Meeting Format and Dialogue” outline as written.
• Start the meeting on time.
• Make the announcements, which may include meeting changes, new meet-
ings, and upcoming devotionals.
• Ask if anyone would be willing to offer the opening prayer. Allow time for a
participant to volunteer before calling on someone.

“READ THE MISSION STATEMENT”
• Read the mission statement exactly as written.

“INTRODUCE THE 12 STEPS,” “INTRODUCE STEP STUDY,” AND “INTRODUCE
THE ACTION STEPS” (PORNOGRAPHY ABUSE AND SUBSTANCE ABUSE
SUPPORT MEETINGS)
• Provide an atmosphere of acceptance so participants feel comfortable read-
ing or just listening. Reading is an opportunity for participants to contribute
to the meeting, but some may be uncomfortable reading in public or may
want to listen only.
• When addressing the group, use statements beginning with “I” or “we” rather
than “you.”
• When the group reaches the “Action Steps” section, stop and read the text fol-
lowing “Introduce the action steps” from the dialogue and format document.
Then invite the next participant on the reading and sharing list to resume the
reading with the first action step.
• Note: The information covered in step 4 is particularly important to progress.
For this step, in particular, be sure not to cut the reading short. In one-hour
meetings, read until you get to the section heading “Four necessary ele-
ments.” In one-and-a-half-hour meetings, read until you get to the heading
“Study and Understanding.”

“INTRODUCE THE READING AND DISCUSSION PORTION OF THE MEETING”
(SPOUSE AND FAMILY SUPPORT MEETINGS)
• Provide an atmosphere of acceptance so participants feel comfortable read-
ing or just listening. Reading is an opportunity for participants to contribute
to the meeting, but some may be uncomfortable reading in public or may
want to listen only.
• When addressing the group, use statements beginning with “I” or “we” rather
than “you.”

“INTRODUCE THE FACILITATOR”
• If no facilitator is present, the group leader bypasses the dialogue for “Intro-
duce the facilitator” and “Begin the next portion of the meeting with facilitator
sharing” and proceeds directly to “Introduce group sharing.” The group leader
then asks someone with experience in the step or principle being studied to begin the sharing. This person should be on the reading and sharing list following the group leader (see “Pre-Meeting Preparation” in this document for the reading and sharing list instructions).

“BEGIN THE NEXT PORTION OF THE MEETING WITH FACILITATOR SHARING”
- The facilitator should set the example of appropriate sharing.
- He or she should limit his or her sharing to five minutes or less.
- The facilitator should share positive experiences related to this week’s step or principle.
- He or she should focus sharing on the solution rather than the problem.
- He or she should bear testimony of the Savior.

“INTRODUCE GROUP SHARING”
- Follow the Spirit when correction is necessary.
- Remember that neither group leaders nor participants should “cross talk,” which is criticizing, counseling, or praising one or more participants.
- On occasion, you may need to address a problem during the meeting. Common problems and possible responses may include the following:
  - Problem: ignoring the signal to conclude remarks. Possible response: “It is time to bring your comments to a close.”
  - Problem: using inappropriate language. Possible response: “In our groups, we use appropriate language.”
  - Problem: using graphic details. Possible response: “In our groups, we don’t share graphic details.”
  - Problem: cross talk. Possible response: “In our groups, we do not engage in cross talk.”
- Be as gentle as possible when providing correction.

“CLOSE GROUP SHARING”
- If time is short, it is not necessary for everyone to share.
- Facilitators typically do not share a second time.
- Facilitators should turn the meeting back over to the group leaders on time.
- In meetings where there are few participants, it is acceptable to end the meeting early.
- Fifteen minutes prior to the end of the sharing portion, facilitators should ask participants if there is anyone with a strong desire to share. As time permits, those who respond should be given the opportunity to share.

“CONCLUDE WITH GROUP LEADER SHARING,” “END THE MEETING WITH THE FOLLOWING STATEMENT,“ AND “INVITE SOMEONE TO GIVE THE CLOSING PRAYER”
- Adhere to the five-minute sharing limit and close the meeting on time to foster consistency, trust, and respect.
• Consider sharing during the closing comments personal experiences with the steps, ideas from the action steps, or scriptures from the “Study and Understanding” sections.

AFTER THE MEETING
• First, reach out to newcomers (see “Recognizing and Welcoming the Newcomer” in the appendix of this manual).
• Allow time after the meeting for fellowshipping and answering questions.
• Do not ask for the phone number or email address of participants.
• Thank everyone for calling in.
• You may also give out information on other available meetings in your area.

NOTE TO GROUP LEADERS
• Talk to any participants who are under 18. Express to them, “We are grateful that you are actively striving to deal with your challenges. It speaks to your desire to conform your life to the will of the Lord. We have received direction from the Church that these meetings are for those 18 years of age and older. We encourage you to consult with your parents, bishop, and mental health or physical health provider for other options that may prove helpful. If you desire a more detailed explanation you are encouraged to contact [LDS Family Services contact person and phone number].”
• If you have reason to suspect that a child has been abused or neglected, or if participants may be in danger of harming themselves or others, immediately notify your upline supervisor.
• In cases of emergency, contact local police or other appropriate emergency response personnel.
RECOGNIZING AND WELCOMING

the Newcomer

A newcomer is a person who is new to The Church of Jesus Christ of Latter-day Saints pornography use, substance abuse, or spouse and family support meetings. He or she is often an individual in the early stages of change, a person returning after relapse, or a friend or family member. Anyone we do not recognize may be a newcomer, and because the first few meetings that newcomers attend are often pivotal, it is particularly important to try to make these individuals feel comfortable and welcome.

Newcomers are often uncertain and apprehensive. Remember that it takes a lot of courage for individuals to admit that they are participating in destructive behaviors, that their lives are unmanageable, and that they need help. It also takes courage for friends or family members to talk about the effects of substance abuse or pornography use in the life of their loved one and in their own lives. Our goal is to help newcomers want to return.

We have the responsibility to create a welcoming, accepting atmosphere before, during, and after each meeting. Trust that the Spirit will touch newcomers and guide them through the process of change. Remember that newcomers often feel overwhelmed, so be loving and gentle in your approach. Love, support, and encouragement are essential elements of feeling welcomed and included.

We have received direction from the Church that these meetings are for those 18 years of age and older. If the individual is under 18 encourage them to consult with their parents, bishop, and mental health or physical health provider for other options that may prove helpful. If they desire a more detailed explanation, encourage them to contact [LDS Family Services contact person and phone number]. Once you have made them aware of the rule, if they continue to attend, do not remind them of the rule again and do nothing to enforce the rule.

The following suggestions may be helpful as you reach out to newcomers before and after meetings:

1. When greeting someone you do not recognize, introduce yourself and ask if he or she has ever attended a 12-step meeting before.
2. Reassure newcomers that they are in a safe place. Explain that we attempt to adhere to the principle of confidentiality and that they only need to use their first names. Also, let them know that if they are not comfortable reading or sharing in meetings, they can just listen.
3. Let newcomers share only what they want to; recognize that they often feel uncomfortable explaining why they are attending meetings.

4. Suggest that newcomers listen for the feelings they have in common with other participants. Newcomers will feel more inclined to return to meetings when they can relate to those who are sharing. Explain that because our meetings are open to individuals who suffer from various types of destructive behaviors, group members may not always have the same experiences, but those participating in destructive behaviors often experience similar emotions, as do those whose lives are affected by the choices or behaviors of others. Invite newcomers to remain after the meeting if they have any questions.

5. Trust that newcomers will come to understand the program without hearing about every aspect of it. Show newcomers *Pornography Use and Substance Abuse or Spouse and Family Support Guides* and encourage them to get a copy of their own. Explain to newcomers that through listening to the Spirit, attending meetings, and studying the guide, they may be able to better understand and apply principles and practices that lead to change.

6. Introduce newcomers to the facilitator. Facilitators remember what it is like to come to the first meeting. Facilitators are examples to participants and can bear personal witness of how the program has brought change into their life.

7. If there are problems related to newcomers sharing their experiences, be as gentle as possible in your response. Most problems and questions are more effectively addressed after the meeting rather than during the meeting. Over time, the newcomer will come to understand meeting etiquette.

8. Share with newcomers who are family members or loved ones of those struggling with pornography use or substance abuse that spouse and family support group meetings are available.

9. After the meeting, personally thank newcomers for attending.

10. Remember that newcomers are a blessing to the group. Newcomers provide continuing opportunities to serve, support, and learn from each other.
**SUPPORT in Change**

**SOURCES OF SUPPORT FOR PARTICIPANTS AND FAMILY MEMBERS**

Receiving love and support from others is essential in helping you overcome destructive habits. Connecting with others not only provides the encouragement you may need but also helps you remember that you are worthy of love as a child of God. As you reach out for support to your fellow participants, you allow them to practice Christlike attributes in their interactions with you. As they do this, they follow the admonition of the Savior to “succor the weak, lift up the hands which hang down, and strengthen the feeble knees” (D&C 81:5).

As you use the 12 steps and seek support from others, you may benefit from the following sources of support:

1. **Heavenly Father, Jesus Christ, and the Holy Ghost.** Heavenly Father, Jesus Christ, and the Holy Ghost are your greatest sources of support. Change is made possible through Jesus Christ and His Atonement. In the Book of Mormon, the prophet Alma shares that Christ “will take upon him their infirmities, that his bowels may be filled with mercy, according to the flesh, that he may know according to the flesh how to succor his people according to their infirmities” (Alma 7:12). You will feel succored and nurtured when you humbly go to your Heavenly Father and His Son, Jesus Christ. It is important not to overlook the help of the Savior through the Atonement. He has taught us, “I am the way, the truth, and the life” (John 14:6). The Holy Ghost can give us comfort, peace, and spiritual strength to keep moving forward.

2. **Family members.** Family members can be a source of support by offering love and acceptance. They may be able to increase their ability to support by applying the gospel principles taught in the *Spouse and Family Support Guide*. (Though not all family members will be in an emotional position to provide comfort, those who can are often the most powerful source of support.)

3. **Friends.** Friends can provide love and support when you talk with them about your struggles, whether or not you confide in them about your specific struggles. Their courage can help you know when you need to change and can move you forward in your progress toward change. When they care enough to support you in your struggles, it can remind you of your worth and value.

4. **Ecclesiastical leaders.** Ecclesiastical leaders can provide essential support in the process of change. Never forget or underestimate the power of priesthood leadership. “While only the Lord can forgive sins, these priesthood leaders [bishops and branch, stake, and mission presidents] play a critical role in the process of repentance” and change (True to the Faith: A Gospel Reference)
But stake or ward priesthood leaders are not your only support; a quorum leader, Relief Society leader, or home or visiting teacher can also guide and nurture you. President Joseph F. Smith said, “I don’t know of any duty that is more sacred, or more necessary, if it is carried out as it should be, than the duties of the teachers who visit the homes of the people, who pray with them, who admonish them to virtue and honor, to unity, to love, and to faith in and fidelity to the cause of Zion” (Teachings of Presidents of the Church: Joseph F. Smith [2011], xxi). Elder L. Tom Perry also taught, “The home teacher is the first line of defense to watch over and strengthen [the family] unit” (“Home Teaching—A Sacred Calling,” Ensign, Nov. 1978, 70).

5. **Recovery meetings.** Support meetings provide encouragement in a group setting. Participants include LDS Family Services missionaries or volunteers, facilitators experienced in the process of change, and other participants. In these meetings, participants hear others describe how they apply principles and practices. Sharing personal experiences may help you work toward needed changes and have hope that transformation is possible.

6. **Mental health and medical professionals.** Professionals are often sources of insight and perspective for those dealing with self-destructive behaviors. When seeking professional help, Church members should choose someone who is supportive of gospel principles.

7. **Support person.** A support person can be anyone you can be honest with and that you trust to be honest with you. A support person who is experienced in 12-step programs can often be especially helpful because he or she has already been through it. Because of their experience, they can usually recognize dishonesty and understand other difficulties. A support person is there to help those making changes put their “lives into perspective and avoid exaggerating or minimizing [their] accountability” (Pornography Use and Substance Abuse: A Guide to Addiction Recovery and Healing, 29).

**THE IMPORTANCE OF SUPPORT PEOPLE**

Support has been found to be important in the process of change, and having support people you can turn to in times of weakness often proves to be essential. President Gordon B. Hinckley often emphasized the value of having someone to turn to in any situation in life. He counseled members to have “a friend in the Church to whom you can constantly turn, who will walk beside you, who will answer your questions, who will understand your problems” (“A Perfect Brightness of Hope: To New Members of the Church,” Ensign or Liahona, Oct. 2006, 4). People changing self-destructive behaviors particularly need that kind of friend.

President Hinckley also counseled: “I want to say to you, look for your friends among members of the Church. Band together and strengthen one another. And when the time of temptation comes you will have someone to lean on to bless you and give you strength when you need it. That is what this Church is for—so that we can help one another in our times of weakness to stand on our feet tall and straight and true and good” (address given at the regional conference for

Changing self-destructive behaviors requires absolute honesty with self. Denial and isolation are hallmarks of self-destructive behavior. These behaviors are easy to fall into without the support and perspective of others, and it is difficult to achieve lasting and stable progress without them. It is important to enlist the help of appropriate and effective supporters as soon as possible. You can change your self-destructive behaviors by being humble and honest and calling upon God and others for help, and by calling upon Jesus Christ and requesting that His atoning sacrifice become a real part of your life.

CHOOSING A SUPPORT PERSON

In the Church’s support program, you are not assigned specific support people. Deciding when and from whom to ask for support is a personal decision. Initially, it may be difficult to reach out to family or friends for help; it may be easier to identify someone in a support group who you can look to for support. Generally, the more people you have as a support, the higher the likelihood you will achieve success. Once you identify those who you would like to be your support system, it can be humbling and scary to ask for their help. However, as you do, you may be surprised at the amount of love and acceptance you feel. The more you connect with others, the more opportunities you will have to receive love.

When choosing support people, realize they must be extremely trustworthy. Some of the most effective support people are those who have a current connection to you (parents, spouse, family, Church leaders), are desirous for your success, are fully active in the Church, and understand or have a desire to understand the exact nature of the challenge you face. A support person who has overcome his or her own challenges often has greater empathy for the challenges being experienced by others. Those with similar challenges often have a greater ability to empathize with your struggle. When seeking support, it is essential to find people who have explored their weaknesses, confessed them, and worked on overcoming them through various resources, especially through the Savior Jesus Christ and His Atonement. These actions demonstrate a personal commitment to stable, long-term happiness: “By this ye may know if a man repenteth of his sins—behold, he will confess them and forsake them” (D&C 58:43).

You should choose support people of the same gender (if not related). As you begin the process of change, you may be physically, emotionally, and spiritually vulnerable. Be cautious to not develop an inappropriate relationship with a support person.

HOW TO BE AN EFFECTIVE SUPPORT PERSON

1. Be an active participant in personal change. Your suggestions as a support person often are only as effective as your personal study, understanding, and
application of gospel principles. As you strive each day to put off the natural man and become a saint through Jesus Christ and His Atonement (see Mosiah 3:19), your example will be powerful to those who turn to you for guidance and strength. The example you show as you seek the Savior can be more important than any counsel you will ever share.

2. **Be humble.** *Addiction Recovery Program: A Guide to Addiction Recovery and Healing* explains, “There is no place . . . for ego or any sense of superiority. . . . As you serve others, you will maintain humility by focusing on the gospel principles and practices…” (71).

3. **Respect the agency of others.** As a support person, you should not give advice or try to fix [others] in any way. By making others aware of helpful principles and practices and then simply allowing them to make their own decisions, you demonstrate respect for their agency and their personal stewardship to work out their own salvation.

4. **Respect your other personal commitments.** Agreeing to be a support person does not mean others should have unlimited access to your time and resources. You can set an example of the importance of healthy boundaries by honoring your other commitments, including those to your family, the Church, career, and personal time.

5. **Serve selflessly.** Selfless service requires giving without expecting anything in return. You should avoid seeking praise, admiration, loyalty, or other emotional rewards from those you serve.

6. **Be patient.** Each individual’s journey is unique. The person you are helping may not yet be ready to move forward. He or she may repeat unhealthy behaviors and be slow to adopt the principles and practices of sincere change.

7. **Provide gentle yet firm encouragement.** Effective support comes “by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned; by kindness, and pure knowledge” (D&C 121:41–42).

8. **Place God before yourself.** Constantly remember to rely on God as you offer support, and remind the people you support to do so as well. When you do something for someone else or share the message of hope and healing, you must not allow another person to become too dependent on you. Your responsibility is to encourage others who struggle to turn to Heavenly Father and the Savior for guidance and power. Your role is to share your experiences of faith and hope to assist the person who you support to feel loved and supported by God’s grace.

9. **Be prayerful.** Each time you offer support, seek Heavenly Father’s help to know which principles or practices will be most helpful for the individual’s current needs. Be prayerful as you consider ways to serve, seeking always to be led by the Holy Ghost.

10. **Testify of truth.** Share how you have felt the gospel help you overcome your weaknesses. You may feel prompted to share some of your experiences to let others know that you can relate. You may also bear testimony of the Savior and of His healing power. The concept that God is a God of miracles, just as He has always been (see Moroni 7:29) is key. Sharing your testimony of
His mercy and His grace may be one of the most important services you can offer.

11. *Keep confidences.* You have a responsibility to protect the privacy of others. Anonymity and confidentiality are core principles in strengthening your ability to help.
**SUPPORT GROUP REQUEST**

**Instructions**
1. The area welfare manager or LDS Family Services staff should fill out this request in order to create a new pornography use, substance abuse, or spouse and family support group; change an existing group; or divide an existing group. The LDS Family Services staff or the area welfare manager should then give this form to the local LDS Family Services office.
2. The form should then be emailed to the LDSFS field group manager for approval.
3. If the field group manager approves the request, the field group manager should forward it to the local LDS Family Services office and LDS Family Services at Church headquarters.
4. After receiving approval, the local office website manager should add the new group or make the changes to an existing group on the website.

<table>
<thead>
<tr>
<th>LDSFS office or location</th>
<th>Church area</th>
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</table>

Name of LDS Family Services manager or area welfare manager

Date

**GROUP REQUEST**

- [ ] Create new group
- [ ] Change existing group type
- [ ] Divide existing group

**TYPE OF GROUP**

- [ ] Spouse and family support group
- [ ] Substance abuse support group
- [ ] Pornography use group
- [ ] Men only
- [ ] Women only
- [ ] Other: ____________________________

**GROUP INFORMATION**

(Note: If changing an existing group, list the group's current information in the first column and the new information in the second column.)

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<thead>
<tr>
<th>Day</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
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<td>Building</td>
<td>Building</td>
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<tr>
<td>Meeting room</td>
<td>Meeting room</td>
</tr>
<tr>
<td>Name of host stake</td>
<td></td>
</tr>
</tbody>
</table>

Stake president's approval: [ ] Yes [ ] No

| LDSFS office or location: [ ] Yes [ ] No |

**FOR USE BY LDSFS HEADQUARTERS ONLY**

Name of director for temporal affairs (DTA):

Date DTA notified

<table>
<thead>
<tr>
<th>Date meeting location was approved by local office</th>
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