

Group Inventory Format for a Committee, Work Group, Task Force, or Other Group

Sent to NSC Chair 6 Jan 2024 by Laurie C, Voting Entity Liaison, VEL@codas.org who wrote: "There is not a Group Inventory (GI) that follows our Twelve Service Concepts, however, I do have a GI that was adapted for a VE using this wonderful resource.

The suggested GI encourages communities to hold group conscience discussions and adapt the format for your specific needs using our CoDA endorsed resources. As you know, meetings, Voting Entities (VE) and Intergroups are encouraged to be autonomous".

So if the NSC decided to use this format, we could adapt/adjust it to suit our purposes.

This suggested format was created by CoDA members for CoDA members. Each meeting is autonomous and may adapt the format to meet its own needs which has been done for the _____ (enter name of Committee, Work Group, Task Force, or Other group).

Welcome everyone, my name is _____, and with your permission, I will be facilitating the Group Inventory. Hopefully you received an emailed copy of the questions to review in advance.

Please help me open this meeting with the Service Unity Work Prayer which was Conference endorsed in 2020:

Service Unity Work Prayer

Higher Power, please help us stay mindful in our service work, reminding us that we do not seek personal power, nor do we govern or control others to advance our personal agendas. Instead, we practice: Anonymity, Humility, Tolerance, Gratitude, Amends, and Forgiveness

- This group inventory is like a Fourth Step for a Committee, Work Group, Task Force or another group. The intention is to gather information about how well we are fulfilling our primary purpose as stated in our Fifth Tradition: *Each group has but one primary purpose - to carry its message to other codependents who still suffer.* Also, Tradition One: *Our common welfare should come first; personal recovery depends on CoDA unity.*
- We need to set boundaries for this process as healthy boundaries create safety. Here is a list of boundaries to consider:
 - How many questions will we cover each time we meet?
 - Will there be a time limit on individual sharing? If so, what will that time limit be?
 - How will we determine the speaking order? Will it be round-robin style, will the facilitator call on those with raised hands, or some other method?
 - Discuss crosstalk guidelines? Read CoDA Guide to Sharing/ Crosstalk Guidelines.
 - How often will we revisit this process of setting boundaries

CoDA Guide to Sharing, taken from the FSM, part 2, pages 34-35 {Approved 2021}

CoDA Guide to Sharing

As we pursue our recovery, it is important for each of us to speak as we are able. Many of us find speaking among others, especially strangers, a very difficult task. We encourage people to begin slowly and carefully. It is the intention of every CoDA member and group not to ridicule or embarrass anyone. Nothing that is shared is unimportant or stupid. The sharing of our experiences is best done with "I" statements. "Crosstalk" and "feedback" are discouraged.

What is "Crosstalk"? Crosstalk can be: giving unsolicited feedback, advice-giving, answering, making you and we statements, interrogating, debating, criticizing, controlling or dominating. It may also include: minimizing another person's feeling or experiences, physical contact or touch, body movements, such as nodding one's head, calling another person present by name, or verbal sounds and noises." "In our meetings we speak about our own experience, and we listen without comment to what others share. We work toward taking responsibility in our own lives, rather than giving advice to others. Crosstalk guidelines help keep our meeting a safe place."

- We will use the list of questions to guide the discussion as we evaluate the strengths and weaknesses of our group. The secretary will take notes during the inventory for review.
- If disturbances arise, anyone may call for 30 Seconds of Silence by saying "30 seconds." The discussion will be immediately put on hold, and 30 seconds of silence will be observed. We will say the Serenity Prayer before resuming discussion.

In the interest of safety, please use "I" statements. As Facilitator, if needed, I will restate boundaries the group has decided to use relative to share times, etc. I will now read the first question and open the discussion. *Note: all blue italics within the questions are sourced from the CoDA Twelve Service Concepts*

1. What is the primary purpose of this group?
2. Why did I personally choose to participate in this group?
3. Am I currently satisfied with how this group is serving the Fellowship's need?
4. What is a trusted servant? (Trusted servants, not authority figures).
5. Do I rely on a loving Higher Power, as expressed through our group conscience, for our ultimate authority?
6. Am I respectful in the way that I communicate with the members of this group?
-from Service Concept #6: A member may freely and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance.

-from Service Concept #7...do not push a personal agenda, promote controversy...Trusted servants need to practice emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness

-from Service Concept #12: Every member within CoDA has a voice and is encouraged to use it...in a healthy, loving way

7. Do I participate and honor the group conscious decision-making process?

-from Service Concept #5: When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.)

8. Do I participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will.

9. Do I volunteer out of a desire to follow my Higher Power's will, out of gratitude for the gifts I have received from CoDA, out of a desire to grow in my ability to create and keep healthy relationships, and to contribute what I can to this group?

10. What are my personal frustrations as I serve in this group? Be mindful to not identify anyone specific.

11. Which of my own personal character defects have I noticed as I serve in this group?

12. What is the purpose of our CoDA Board Liaison(s)?

Concluding the meeting:

That is all the time we have for this inventory today. Thank you for your participation in this process. It is suggested that we select a date and time for our next group inventory meeting.

Please help me close this meeting with the CoDA Closing Prayer:

CoDA Closing Prayer

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