



CENTRAL TEXAS AREA NARCOTICS ANONYMOUS

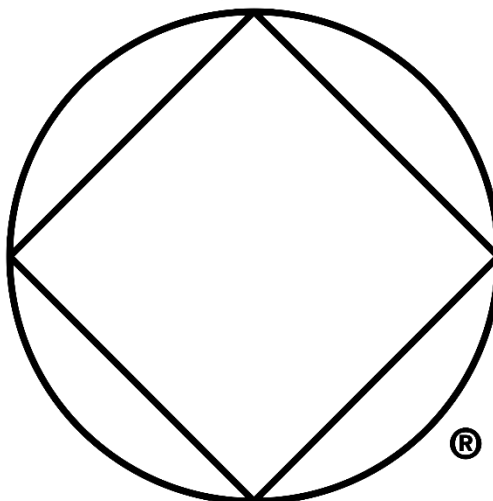
H&I

Subcommittee Orientation Packet

July 21, 2024

**By working together we can fulfill the primary purpose “to carry the message to
the addict who still suffers”**

The time to give back is here!



PURPOSE**

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

H&I Volunteer Requirements**

You have been invited to carry the message of recovery through H&I meetings/presentations because:

- You have at least **6 months** abstinence from all drugs.
- You are willing to abide by the requirements of the H&I Subcommittee and any facility you enter on its behalf.
- You are willing to carry the message in a responsible way.
- You have a clear and strong NA message of recovery as per our **Clarity Statement** which states:

“We are presented with a dilemma; when NA members identify themselves as addicts and alcoholics, or talk about living clean and sober, the clarity of the NA message is blurred.

To speak in this manner suggests that there are two diseases, that one drug is somehow separate from the rest, requiring special recognition. Narcotics anonymous makes no distinction between drugs.”

- Please do not volunteer for an H&I meeting / presentation if:
 - You are not sure you want to attend.
 - You are not sure you will be able to attend the meeting.
 - You are not sure or if you are unable to carry a clear NA message of recovery as per the Clarity Statement.
- If you have any questions about whether or not you are able to fulfill your commitment to H&I, please contact your Panel Coordinator as soon as you can to determine if there is a conflict.
- Try to give the coordinator at least **48 hours’** notice so that they can invite someone to fill your position if you cannot attend.

H&I Volunteer Service Opportunities

H&I Meeting/Presentation PANEL LEADER

- The H&I meeting/presentation panel leader is **appointed by the H&I Facility Coordinator**, at the time that position needs to be filled. The meeting/presentation panel leader must have six months clean time. (Some facilities may require more clean time).
- Been through an H&I orientation session plus have a **minimum of six months** involvement in H&I service.
- Must be able to carry a clear NA message of recovery as stated in our **CLARITY STATEMENT** (above).
- It is a one-year commitment and the person must be willing and able to serve in this position.

Responsibilities include:

- Must be familiar with the H&I meeting/presentation format or formats chosen by the Coordinator.
- Must be familiar with the CTA Subcommittee policy and the facility's rules and regulations. CTANA H&I Policy can be found on our website.
- Reports all activities and any problems of the H&I meeting/presentation, to the Coordinator.
- Makes sure that a clear NA message of recovery is being carried using NA language and that the meeting/presentation starts and stops on time.
- Encouraged to attend all H&I Subcommittee meetings and all H&I functions and activities in the Central Texas Area.
- Shall always keep in mind that a Panel Leader is a representative of Narcotics Anonymous and should conduct themselves responsibly, at all times.

H&I Meeting/Presentation PANEL MEMBER

- The H&I meeting/presentation panel member is approved by the H&I Subcommittee, or Facility Coordinator.
- May attend any H&I meeting/presentation that the H&I Subcommittee is involved in, once they have six months involvement in NA, six months clean time and have been through H&I orientation. (Some facilities may require more clean time).
- Panel members must be willing to share their experience, strength, and hope, and must also be willing to learn.

- If you have any questions about whether or not you are able to fulfill your commitment to H&I, please contact your Panel Coordinator as soon as you can to determine if there is a conflict

Responsibilities include:

- Must be familiar with the H&I meeting/presentation format or formats and follow the lead or direction of the panel leader.
- Must be familiar with subcommittees and facility's rules and regulations.
- Must be able to share a message of recovery through the twelve steps of Narcotics Anonymous, using only NA language.
- Must show up at meeting/presentation on time and when expected.
- Encouraged to attend all H&I Subcommittee meetings, functions and all H&I functions and activities in the Central Texas Area, when possible.
- Shall always keep in mind that he or she is a representative of Narcotics Anonymous and should conduct themselves responsibly at all times.
- As early as possible and foreseeable the Panel Member seeks to avoid conflicts of interest that may exist (i.e. between the Member and the facility or anyone who is a resident/client/staff member in the facility). The Panel Member seeks the assistance of the H&I Panel Coordinator when needed and recuses themselves if necessary.

TYPES OF FACILITIES **

DETOX CENTERS

- When doing H&I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery.
- They may be residents from several days to weeks. These addicts will often be in withdrawal, with scattered thinking and short attention spans.
- Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully.
- **Some suggested topics include:** “denial,” “Step One,” “just for today,” “we do recover,” or “my first NA meeting.”
- It is a good idea for panel members to share on what it used to be like (i.e. “experience”) so that the residents can identify.
- Also speak about what it’s like now, (i.e. “hope and strength”), but remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.
- Be aware of your facility requirements. Including whether volunteers can give their phone number to residents. If the facility supports that, then it is still up to the NA panel member, only if they feel comfortable with giving their phone number out.

- Try to include at least one panel member with the minimum amount of clean time required. Often newcomers will identify more readily with a relative newcomer than with a member with long-term clean time.
- Narcotics Anonymous has **no opinion** on methods of detoxification.
- While a member doing H&I work may wish to simply state that NA is a program of complete abstinence from all drugs, no member should ever advise someone in a detox to refuse the method of detoxification used by the center.

THIRTY DAY FACILITIES

- These facilities may utilize various methods of detoxing residents.
- Once again we are reminded that Narcotics Anonymous has **no opinion** on methods of detoxification.
- In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the NA message to are in the earliest stage of recovery.
- It is therefore important that the H&I subcommittee refer to the previous section ("Detox Centers") for additional information.
- **Some topics might include:** "the basics," "the first three steps," "sponsorship," "we do recover," "just for today," etc.

LONG-TERM FACILITIES

- Recovery Houses and Therapeutic Communities Recovery houses and therapeutic communities which house residents for longer than twenty-eight days are considered long-term facilities.
- The H&I services which are provided by the area or region are performed in a variety of ways.
- Successful H&I meetings/presentations in long-term facilities usually **use the panel system.**
- The **panel system** format may consist of speaker presentations, panel presentations, topic discussions, step study, or literature discussions.
- These formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength, and hope.
- The fact that these residents will be leaving and eventually be back in society is of importance to the panel coordinator.
- With this knowledge the panel coordinator can coordinate meeting/presentation formats to give the residents the best opportunity for experiencing recovery in the Narcotics Anonymous program when they leave the facility.
- The H&I panel may inform the residents of the terminology used in NA meetings to better acquaint them with the Narcotics Anonymous program.
- Meeting lists may be given to the residents upon their release.

- The most important thing an H&I subcommittee can give the residents is hope that there is recovery in Narcotics Anonymous.

Treatment Facilities Do's and Don'ts**

THE DO'S:

- Do clarify the rules with the H&I facilitator for that facility.
- Do adhere to the security regulations at all times.
- Do arrive early to set up meeting.
- Do keep the staff informed of your whereabouts.
- Do obey the dress code, exercise common sense.
- Do adhere to the clean time requirements of the treatment facility and the H&I committee.
- Do use the literature recommended by H&I subcommittee.
- Do emphasize that NA recovery is available to all addicts, regardless of drug(s) used, race, ethnicity, gender, creed, and religion.
- Do explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA).
- Do involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.).
- Do emphasize the importance of getting to an NA meeting the first day out of the treatment facility.
- Do emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release.

THE DON'TS

- Don't bring any contraband items or weapons into the treatment facility.
- Don't take messages and carry letters in or out of the facility.
- Don't show favoritism to any resident(s).
- Don't assume the gender of anyone you are speaking with (unless of course you are speaking/presenting in a unit or environment composed of one gender). If you are unsure, either avoid using a gender pronoun or ask what the person's preferred pronoun is.
- Don't bring an NA member who has friends and/or family in the treatment facility.
- Don't wear flashy jewelry.
- Don't carry excessive cash.
- Don't use excessive profanity.
- Don't attend H&I facilities alone.
- Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff.

- Don't discuss conditions within the treatment facility.
- Don't discuss treatment staff members with resident(s) Don't Discuss resident(s) with the treatment facility staff.
- Don't **sponsor resident(s)** in the treatment facility **that you are attending** as an H&I member.
- Don't accept money or gifts from, or give money or gifts to, any resident.
- **Don't Give anyone within the facility your address or telephone number UNLESS** it approved by that facility. **Then it is up to the NA volunteer** whether or not they feel comfortable doing so or not.
- Don't provide anyone with another NA member's address or telephone number.
- Don't bring in anyone who is not supposed to be there (sponsee(s), friends, guests).
- Don't break another person's anonymity.
- Don't emphasize 'using days' while sharing an NA message of recovery.
- Do not mention the names of any specific other fellowships. Rather than mentioning "the other fellowship," which may imply an importance or hierarchy in fellowships you may wish to simply state "another fellowship" if you must refer to some other recovery organization as a whole.
- Don't smoke or vape with residents either before or after meeting.
- DO NOT ask someone to take your place. The coordinator is the ONLY one that is allowed to invite addicts to the meeting.

CORRECTIONAL FACILITIES Do's and Don'ts

DO'S:

- **Must be Texas Department of Criminal Justice (T.D.C.J.) ORIENTED AND APPROVED!**
- Do make sure all panel members have been approved by that facility. That might include a separate background check and orientation for that facility.
- Do adhere to the security regulations at all times.
- Do arrive early to satisfy security requirements.
- Do keep staff informed of your whereabouts while in the facility.
- Do obey the dress code, exercise common sense. Most facilities have strict dress code requirements.
- Do provide NA literature for all correctional facility meetings if allowed. The facility COORDINATOR will let you know what literature we can give to inmates if any.
- Do make CTANA meeting schedules available to the inmates.
- ENSURE THAT LITERATURE MEETS SAFETY STANDARDS OF FACILITY, i.e. **NO STAPLES on any literature.**

- Do provide inmates with ADOPT-AN-INMATE address to send for Basic Text.
- The address is:

**TEJAS BLUEBONNET RSC
ADOPT-AN-INMATE
P.O. Box 60225
Corpus Christi, TX 78466**

- Do start and end on time.
- Do explain briefly in the meeting format what is H&I.
- Do clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships.
- Do emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- Do explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA).
- Do involve inmates with the meeting, especially those in long-term facilities (readings, etc.).
- Do emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility.

DON'T'S

- DO NOT ask someone to take your place. The coordinator is the **ONLY** one that is allowed to invite addicts to the meeting and must be TDCJ approved / cleared by facility.
- DO NOT ask someone to come along with you to the meeting.
- Don't bring any contraband items, cigarettes, or weapons into the facility.
- Don't bring wallet into facility. You will **only need your driver's license** for access in TDCJ facilities.
- Don't bring a CELL PHONE into facility.
- Don't take messages or carry letters in or out of the facility.
- Don't show favoritism to any inmates.
- Don't bring an NA member who has friends and/or family in the correctional facility.
- Don't get into a conflict with inmate. If this occurs just excuse yourself and alert guard if necessary.
- Don't wear flashy jewelry.
- Don't use excessive profanity.
- Don't attend H&I facilities alone.
- Don't debate any issues involving the facility's rules, regulations, programs, and other fellowships with inmates and staff.
- Don't discuss conditions within the facility.
- Don't discuss the facility staff members with inmate(s).
- Don't discuss inmate(s) with the facility staff members.
- Don't **sponsor** inmate(s) in the facility **that you are attending** as an H&I member.

- Don't accept money or gifts from, or give money or gifts to any inmate.
- Don't give anyone within the facility your address or telephone number (**strictly enforced by TDCJ**).
- Don't provide anyone with another NA member's address or telephone number.
- Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.
- Don't break another person's anonymity.

General Information**

Working with Others: Men with Men, Women with Women

- Our literature does not explicitly state that gender precludes one gender from offering hope and strength to another recovering addict; in fact, part of our message in NA is that diversity is our strength. According to, "Sponsorship, Revised":

A good rule of thumb is to look for someone with similar experiences who can relate to our struggles and accomplishments. For most, finding a sponsor of the same sex makes this empathy easier and helps us feel safe in the relationship. Some feel gender need not be a deciding factor. We are free to choose our own sponsor. It is, however, strongly suggested that we avoid getting into a sponsorship relationship that may lead to sexual attraction. Such attraction can distract us from the nature of sponsorship and interfere with our ability to share honestly with each other.

- Some facilities house only men or only women. Other facilities house both men and women, but keep them separate.
- In these facilities, where your meetings will consist of only men or only women, we recommend seeking the guidance of the facility regarding gender of speakers.
- In presenting, we find it necessary and appropriate to use gender neutral language, communicating that whatever the facility's level of comfort with gender of a presenter is how we will proceed. We strongly believe that anyone, regardless of gender, is able to and fully capable of carrying an NA message.
- Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help.
- Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous.
- Experience has taught us that we can avoid these problems if we follow this simple guideline.
- There might be, on occasion, when a facility only has a co-ed meeting. In this case we do our best to make sure we bring both male and female panel members.