

UNITY AREA OF NARCOTICS ANONYMOUS

HOSPITALS & INSTITUTIONS GUIDELINES

CREATED JANUARY 2024



SERVICE PRAYER

God, grant us knowledge that we may act according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours- in order that no addict, anywhere, need die from the horrors of addiction.

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SECTION 1: DEFINITION AND PURPOSE

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

SECTION 2: A VISION FOR NA SERVICE

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery.
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery. Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

SECTION 3: TWELVE TRADITIONS OF NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should forever remain nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the levels of press, radio, and films.
12. Anonymity is the spiritual foundation of our all Traditions, ever reminding us to place principles before personalities.

SECTION 4: TWELVE CONCEPTS OF NA SERVICE

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

SECTION 5: BASIC POINTS H&I

H&I meetings can carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I is an important service in our public relations efforts in NA. One of our PR goals is to inform the public and the potential members about our program. When addicts seeking recovery know who we are and where to find our meetings, this means our efforts have been successful. H&I meetings and presentations, except for those in long term facilities, are intended to introduce those attending to some of the basics of the NA program. An H&I meeting/ presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked to the service structure in this way is not an H&I meeting. Where there is no existing H&I subcommittee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC. All H&I meetings/ presentations are closed to outside participation. NA members from outside the committee should attend an H&I meeting only when invited by the panel leader. In our experience, it is best for members to have three months clean before attending an H&I committee meeting as an observer, and six months clean before speaking at an H&I meeting. It is not necessary for us to have been in a similar facility ourselves; any member who is willing to be oriented and trained and to share a clear and consistent Narcotics Anonymous message is well suited for H&I work. Preparation and orientation practices will vary and are often developed by the local committee. The initial approach to start an H&I meeting/ presentation should be made through an H&I subcommittee- don't ever act alone. If a facility approaches Narcotics Anonymous, or a NA member approaches a facility to begin a meeting/ presentation, the H&I subcommittee should be involved in this process.

SECTION 6: DO'S AND DON'TS OF H&I SERVICE

DO'S:

- Make directories of outside meetings and NA helpline numbers available to potential members so they can find NA upon release.
- Start and end on time!
- Obey the dress code and exercise common sense.
- Conduct orientation and/or training sessions for all members involved in H&I service.
- Contact facility staff on a regular basis to check on how NA is doing in the facility and to hear how we could improve.
- Ensure that all panel members carry a clear NA message of recovery.

- Clarify the rules to whomever you bring into the facility or have them attend an orientation if the facility offers one (i.e. jails).
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used. Involve potential members in the meeting, especially in long-term facilities (NA meeting readings, meeting lists, pamphlets, etc).
- Have all panel members, speakers, and chairpersons attend an orientation.
- Always adhere to the security regulations.
- Remember that this is a “we” program. No addict should feel that he/she is being preached to.

DON'TS:

- Conduct an H&I meeting or presentation alone.
- Bring non-committee members with you to a meeting.
- Give any inmate or client within the facility your address. Giving clients your phone number is allowed based on the facility. At Grace House, women are allowed to give clients their phone number. At Avenues, panel members are not allowed to give clients their phone numbers. We are NOT allowed to give out phone numbers at jails, only meeting lists.
- Break another person's anonymity.
- Get involved in discussions on outside issues; don't forget why we are there.
- Discuss facility staff members with inmates/ clients.
- Show favoritism to any resident(s).
- Bring an NA member who has friends and/or family to the facility.
- Accept money or gifts from, or give money or gifts to, any inmate/ client.
- Emphasize using days while sharing an NA message of recovery.
- Use excessive profanity.
- Debate any issues involving facility rules, regulations, programs, or other fellowships.
- Discuss conditions within the facility.
- Wear flashy jewelry or carry excessive cash. This is for your safety.
- Take messages or carry letters in or out of the facility.
- Ask what type of crime an inmate has been convicted of or discuss guilt or innocence.

SECTION 7: SUBCOMMITTEE TRUSTED SERVANT POSITIONS

The H&I Service Board of executive administrative officers will consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer/Literature Chair. All officers are to be elected by a majority vote of eligible H&I Subcommittee members. It is suggested that all elected trusted servants of this subcommittee shall serve a term of one year. *All officers should have applicable knowledge and understanding of the Hospital and Institution Handbook.* Any H&I Subcommittee Officer or Member who relapses will be automatically removed from his/her position.

In the case of resignation by the Chairperson, the Vice Chairperson will automatically assume the position of Chairperson and there shall be an election of a new Vice Chairperson. In the event the Vice Chairperson is unable or unwilling to assume the position, the Secretary will act as Interim Chairperson, pending the election of a new Chairperson of the H&I Subcommittee and acceptance of the Unity Area Service Committee. In the event of the resignation of the Secretary, the Vice Chairperson shall also assume the position, pending the election of a new Secretary by the H&I Service Subcommittee.

POSITIONS, QUALIFICATIONS AND DUTIES :

CHAIRPERSON :

1. 2 Years clean time.
2. 1 year activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Ability to conduct, organize, and attend the H&I Subcommittee business meetings.
5. Attend UASC meetings.
6. Meet with the administrators of facilities at first point of contact, or in the interest of harmony, establish new meetings with the PI Chairperson.
7. Communicate with the Regional H&I panel members for assistance/needs.
8. Create and appoint Ad-Hoc committees as needed.
9. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook
10. 1 year commitment
11. Ensure that the traditions are upheld in all matters.

VICE CHAIRPERSON:

1. 2 years clean time.
2. 1 year activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I Subcommittee meetings.
5. Commit to run for Chairperson upon completion of term as Vice Chairperson.
6. Conduct the H&I Subcommittee meeting in the absence of the Chairperson.
7. Work closely with the Chairperson on business matters and rules of order.
8. Responsible for ordering and disbursement of literature for the panel meetings.
9. Fill any vacant positions until the Chairperson appoints, or the committee elects a replacement.
10. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
11. 2-year commitment, with the 2nd year to be served in the Chairperson position.

SECRETARY:

1. 1-year clean time.
2. 6 months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I subcommittee meetings.
5. Keep accurate minutes of all H&I Subcommittee meetings.
6. Circulate previous month's minutes prior to each Subcommittee meeting for approval and acceptance at the beginning of each meeting.
7. Keep all archives.
8. Maintain, disperse, and update phone list of H&I Subcommittee members.
9. 1 year commitment.

TREASURER/ LITERATURE CHAIR:

1. 1-year clean time.
2. 6 months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I subcommittee meetings.
5. Order and maintain literature for H&I panel meetings.
6. Maintain records of literature ordered and distributed.

7. Maintain an inventory of literature on hand.
8. 1 year commitment.

PANEL LEADER:

1. 1-year clean time.
2. 6 months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I Subcommittee meetings. Panel updates must be provided by either attendance, written update, or by a designee.
5. Actively communicate with Chairperson and/or Panel Coordinator monthly before the scheduled business meeting.
6. Must attend an H&I Subcommittee meeting and an H&I Orientation meeting before attending a facility meeting. Must satisfy any mandatory facility requirements.
7. Develop, uphold, and maintain the assigned facilities scheduled meetings.
8. Conduct H&I facility meetings and presentations according to all approved guidelines in order to carry a clear NA message of recovery.
9. Update H&I subcommittee with a facility report of meetings either by attendance, written submission, or by a designee.
10. Maintain strict adherence by panel leaders, panel members, and guest panel speakers in following all applicable facility rules and guidelines.
11. Follow all the Do's and Don'ts as outlined in the H&I handbook.
12. 1 year commitment.

PANEL MEMBER:

1. 6 months clean time.
2. Have attended an H&I learning day or orientation.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Must satisfy any facility mandatory requirements.
5. Conduct themselves in accordance with the Twelve Traditions.
6. Maintain strict adherence to and follow all facility rules and guidelines.
7. Actively participate in meetings as a speaker, or in any other acceptable capacity as may be requested by the panel leader.

8. Follow all the Do's and Don'ts as outlined in the H&I handbook.
9. Panel members may resign by giving notice to the panel leader and the H&I subcommittee.

COMMITTEE MEMBER:

1. 90 days clean time.
2. Regular NA meeting attendance and working with a sponsor.
3. Must attend an H&I Subcommittee meeting and an H&I Orientation meeting or Learning day before attending a facility meeting. Must satisfy any mandatory facility requirements.

**PER COMMITTEE VOTE, THESE CLEAN TIME REQUIREMENTS MAY BE WAIVED ON
A CASE-BY-CASE BASIS**

SECTION 8: MEETING FORMAT

Welcome to the Hospitals & Institutions Meeting of Narcotics Anonymous here at _____, my name is _____. I am an addict.

Would you please join me in a moment of silence, followed by serenity prayer.

I have asked someone to read: WHO IS AN ADDICT?

WHAT IS THE NARCOTICS ANONYMOUS PROGRAM?

WHY ARE WE HERE?

HOW IT WORKS.

JUST FOR TODAY MEDITATION

I have a few announcements: Narcotics Anonymous is not affiliated with this Institution or any other institution or fellowship. We are here solely to carry the Narcotics Anonymous message of recovery to the addict who still suffers. The opinions of the speakers are not necessarily the opinion of Narcotics Anonymous. I would like to familiarize the group with some of the words we use: N/A- stands for Narcotics Anonymous, Basic Text – is the book that contains our core ideas entitled NARCOTICS ANYONYMOUS, Clean Date- is the day after the last day you used or can remember using, Addict- person with the disease of addiction, Sponsor- experienced member who gives guidance and support to other members.

H&I meetings are an introduction to the N/A program, panel members will share for about 10-15 min. Please hold any questions or comments till after all members have shared. At that time, we will take any questions pertaining to the Narcotics Anonymous program.

(Introduce the first speaker)

(After the final speaker take questions about the N/A program)

CLOSE WITH PRAYER

(Remind patients about FREE literature)