

**GUIDELINES OF THE NORTHERN NEW MEXICO AREA SERVICE  
COMMITTEE OF NARCOTICS ANONYMOUS**

**(<http://northernnm.riograndena.org/>)**

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## **ARTICLE I: NAME**

The name of this assembly shall be the Northern New Mexico Area Service Committee, hereinafter referred to as "Area."

## **ARTICLE II: PURPOSE**

The purpose of Area shall be to serve and unite the Groups within the Area, to carry the Narcotics Anonymous (NA) message of recovery, and to contribute to the growth of NA.

## **ARTICLE III: PARTICIPANTS**

All members of NA are welcome and encouraged to attend and speak at Area meetings.

## **ARTICLE IV: GROUP SERVICE REPRESENTATIVES & ALTERNATE GROUP SERVICE REPRESENTATIVES**

### **Section 1: Group Service Representatives (GSRs)**

#### A. Requirements

1. One GSR is elected by each Group to represent that Group at Area meetings.
2. Each GSR may represent only one Group.
3. Suggested minimum of one year continuous clean time.
4. Desire to serve.
5. Experience at the Group level.

#### B. Duties and Privileges

1. Attend Area meetings.
2. Be a voting participant in all matters at Area.
3. Submit a written report of the Group's status at each regular Area meeting.
4. any GSRs requesting Local Guide to Service is to receive one donated by area if their group does not have one

### **Section 2: Alternate GSRs**

#### A. Requirements

1. One Alternate GSR is elected by each Group.
2. Suggested minimum of six months continuous clean time.
3. Desire to serve.
4. Experience at the Group level.

#### B. Duties and Privileges

1. Attend Area meetings.
2. Represent the Group at Area meetings when GSR is absent.

3. Become GSR, upon Group's approval, when current GSRs term is over.

## **ARTICLE V: OFFICERS**

**Section 1:** Officers are Chair, Vice Chair, Secretary, Treasurer, Vice Treasurer, Regional Committee Member (RCM) 1 and 2. This group is known as the Executive Committee.

**Section 2:** Any Area Officer is eligible to be designated custodian of the Post Office box and co-signer (with the Treasurer) of any Area bank accounts.

**Section 3:** The term for all Area officers is one year.

**Section 4:** No officer may hold more than one Area position at one time

**Section 5:** No officer may serve more than two consecutive terms in the same position.

**Section 6:** An officer may be removed from office by a motion passed by a two-thirds majority; a three-month service moratorium at the Area service level shall be required for any member thus removed from office.

**Section 7:** Loss of abstinence shall constitute resignation.

**Section 8:** All Officers shall be guided by Article IX – Spiritual Guidance

### **Section 9: Chair**

#### A. Requirements

1. Suggested minimum two years continuous clean time.
2. Desire to serve.
3. Area service experience.

#### B. Duties and Privileges

1. Attend Area meetings.
2. Set agenda for and preside at Area meetings.
3. Contact new Groups within the Area.
4. Maintain electronic archives of current and prior year's minutes to the web-site.
5. Contact absent officers, subcommittee chairs and GSRs; in the case of GSRs, the Group shall also be contacted.
6. Correspond within the Area on matters affecting NA or the Area. This includes, but is not limited to, instances of suspected Traditions violations.
7. Submit a written report of activities at each regular Area meeting.

- C. Collect and update Area meeting information and facilitate its transference to Web Subcommittee.

## **Section 10: Vice Chair**

### A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Area service experience.

### B. Duties and Privileges

1. Attend Area meetings.
2. Perform all the duties of Chair in the Chair's absence.
3. Become Chair, upon simple majority (i.e., 50% + 1) approval, when current Chair's term is over.
4. Participate as much as possible at Area subcommittee meetings, and act as subcommittee Chair in case of vacancy.
5. Maintain documents listed under Article IX: Spiritual Guidance.
6. Submit a written report of activities at each regular Area meeting.
7. Coordinate efforts to communicate and promote unity with new Groups.
8. Act as parliamentarian, and be familiar with Robert's Rules of Order
9. Responsible for paying rent in the spirit of the 7<sup>th</sup> Tradition. The form of payment will depend upon the facility being used by Area for its meetings. An expenditure of not less than \$25 shall be paid in either cash or the equivalent in Area meeting schedules. Regularly scheduled groups meeting at these are responsible for supplying Information Pamphlets (IPs) and any other NA-approved literature.

## **Section 11: Secretary**

### A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Area service experience.

### 1. Duties and Privileges

1. Attend Area meetings.
2. Keep accurate minutes of each Area meeting.

3. Maintain an updated e-mail and mailing list of Area participants.
4. Prepare and distribute minutes to GSRs, officers, subcommittee chairs, and other interested parties, no more than two weeks after each meeting.
5. Keep copies of current and previous year's minutes on hand at each meeting, and submit these plus updated Guidelines and Amendments to the incoming secretary.
6. Maintains and updates Guidelines as approved by Area
7. If needed, has a monthly budget of \$25 without a formal Area vote.
8. Motions passed at previous Area meeting shall be included in the Meeting Minutes for that meeting under a Section entitled "Subjects of Old Business Issues in Minutes" under OLD BUSINESS heading.
9. Individual names who make or second motions are not to be included in the minutes, if requested by the individual making or seconding the motion.

**Section 11: Treasurer, Vice Treasurer (and Authorized Signers for the treasury account.)**

A. Requirements for treasurer:

1. Suggested minimum two years continuous clean time.
2. Desire to serve.
3. Area service experience.
4. A basic understanding of bookkeeping principles.

B. Duties and Privileges for treasurer

1. Attend Area meetings.
2. Act as custodian and signer of Area bank account(s).
3. Keep an accurate financial ledger.
4. Promptly deposit all funds.
5. Pay Area's rent and expenses.
6. Submit written monthly and annual financial statements.
7. Provide the RCM 1 & 2 with a copy of previous year's financial statement for presentation to Regional Service Committee (Regional).
8. If unable to attend an Area meeting, arranges to have checkbook brought by another signer usually the Vice-Treasurer.

## **Section 12: Vice-Treasurer**

### A. Requirements for vice-treasurer:

Requirements for vice treasurer are the same as the treasurer since they both have access to the bank account.

### B. Duties and Privileges

1. The Vice-Treasurer is responsible for any and all duties of the Treasurer when the Treasurer is absent or unable to fulfill their duties.
2. The Vice-Treasurer assists the Treasurer in the execution of their duties and provides two-person oversight on all financial actions.

## **Section 13: Regional Committee Member #1 (RCM 1)**

### A. Requirements

1. Suggested minimum of three years continuous clean time.
2. Desire to serve.
3. Completion of previous service commitment at Area level.
4. Willingness and resources to attend Regional meetings.
5. The term for RCM 1 is one (1) year, and is renewed upon election.

### B. Duties and Privileges

1. Attend Area meetings.
2. Represents Area at Regional meetings.
3. Corresponds outside the Area.
4. Participates on one or more Regional subcommittees, if possible.
5. Submits a written report of the Area's activities at each regular Regional meeting.
6. Submits a written report of the Region's activities at Area meetings following Regional meetings.
7. Assures the existence of an Area post office Box.
8. May collect a stipend for travel expenses to attend Regional meetings when Area can afford it. (Upon request, an RCM 1 and/or RCM 2 shall receive \$25 for both the RCM 1 and 2 as reimbursement for expenses incurred in attending any Regional meeting held farther than 75 miles from Santa Fe.)

9. Any Area Motion to be taken to Region will be in writing and is to be read verbatim at Region.

**Section 14:** Regional Committee Member #2 (RCM 2) – See RCM 1 Requirements and Duties & Privileges above. See GSR Guidelines, Requirements and Duties above.

## **ARTICLE VI: SUBCOMMITTEES**

**Section 1:** Area may establish subcommittees and ad hoc committees.

**Section 2:** Area's standing subcommittees shall include but not be limited to Public Relations, Phonenumber, Hospitals and Institutions, Literature, Activities, and Website.

**Section 3:** Subcommittees shall consist of the elected chair plus volunteer members.

**Section 4:** The term for all subcommittee chairs is one year.

**Section 5:** No member may hold more than one Area position at one time except that a subcommittee chair may also be a GSR.

**Section 6:** No subcommittee chair may serve more than two consecutive terms in the same position.

**Section 7:** A subcommittee chair may be removed from office for non-fulfillment of duties by a motion passed by a two-thirds majority; a six-month service moratorium shall be required for any member thus removed from office

**Section 8:** Loss of abstinence shall constitute resignation.

**Section 9:** Subcommittee Chairs

### A. Requirements

1. Recommended minimum of one year continuous clean time.
2. Desire to serve.
3. Service experience.

### B. Duties and Privileges

1. Attend Area meetings.
2. Perform subcommittee functions as set forth in appropriate NA literature.
3. Hold regular subcommittee meetings and represent the subcommittee at regular Area meetings.
4. Submit a written report at regular Area meetings detailing the subcommittee's activities and including status of current

activities, proposal of future activities, a financial statement and any difficulties.

## **Section 10: Individual Subcommittee Policies**

- A. Literature Chair – The literature subcommittee is allowed to charge prices based on the WSO Price list plus shipping. An increase of stock is to be requested directly from Area Funds and not through markups.
- B. H & I Chair – The Chair has a monthly allotment of up to \$200 to purchase NA literature without a formal vote required per H&I Chair request. H & I Orientation is mandatory before an NA member can participate in an H & I panel. (All current H & I panel leaders and members were encouraged to attend an upcoming H & I Orientation to keep the message clear.)
- C. Activities has a seed fund of \$400 “to always be available for use for Activities subcommittee.
- D. Phoneline is to have a budget created by Area, if needed. All Area Subcommittee Members must submit written, typed, or e-mailed reports to the secretary within 5 days of the last Area Meeting.

## **Section 11: H & I Subcommittee Guidelines**

- A. Purpose – We follow the Fifth Tradition to the best of our ability to carry the message of recovery to the addict who still suffers. The Hospitals and Institutions (H&I) subcommittee carries the message of recovery into facilities such as hospitals jails, halfway houses, recovery homes, treatment facilities etc...
- B. Function – The H & I subcommittee attempts to make NA available to any addict seeking recovery from addiction by mutual cooperation with these facilities by establishing contacts, making literature available and starting meetings in these places.
- C. Aim
  1. Provide a regular forum to pool experience (“I can’t we can”).
  2. Communicate information and distribute literature supplies to coordinators.
  3. Set policies plan and supervise all H&I work.



4. Educate Panel members on H&I Do's and Don'ts
  5. Maintain communication with treatment facilities and detention centers.
- D. H&I Subcommittee meeting  
The meeting will be held monthly at a time and location determined by the H&I meeting
- E. Vice Chair Responsibilities:  
Assist the Chair in all duties and assume his/her responsibilities in the event of absence.
- F. Coordinators/Panel Leaders Requirements for election:  
Suggested clean time is 1 year and a clear NA message of recovery. Coordinators/panel leaders should "shadow" previous coordinator/panel leader before going solo. The term of office is 1 year and may be renewed indefinitely or replaced in the spirit of rotation.  
The Panel leader may be elected by a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting.
- G. Coordinators/Panel Leaders Responsibilities:
1. Coordinate and chair their meeting.
  2. Study the WSO Hospitals & Institutions Handbook and any rules and regulations of the facility hosting the panel meeting.
  3. Regularly select speakers or a panel for their meeting.
  4. Maintain records of all their H & I meetings including the day and time of meeting, type of meeting, the contact persons at the hospital or institution and the facilities' rules.
  5. Coordinate with the H&I Area chair and the subcommittee to maintain an updated list of members cleared by the facility and interested panel members and any other relevant information to ensure continuity and history of the Area meetings.
  6. Attend monthly H & I subcommittee meetings and submit a report on progress and problems. If unable to attend the monthly subcommittee meeting inform the H & I Chair and submit a report by phone, text or email.

7. Become familiar with the ASO H&I Handbook
8. It is suggested that panel leaders train an alternate Coordinator/Panel Leaders to fill in should the panel leader be absent or need to step down.

#### H. Meeting Formats And Literature

1. Depending on the particular setting, meeting format and literature are chosen by the Coordinator/Panel Leader's discretion
2. Books are not to be given out at H & I meetings unless a request has been made consistently by an individual.

#### I. Speakers And Panel Members – Speakers are NA members invited by the Coordinator who have at least 6 months continuous clean time, who have a clear NA message of recovery, and comply with the regulations of the facility and the guidelines of the H&I subcommittee.

#### J. Confidentiality – All personal information provided to the subcommittee (last names, social security numbers, etc.) must be treated with complete confidentiality to protect the anonymity of all NA members.

#### K. Modification of internal H&I guidelines

Any change in these H&I guidelines requires a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting. All changes must be made public to the NNMA. The Area chair and Area secretary must be notified of any change in writing. Any change to the H&I guidelines should be included in the H&I chair report

### **Section 12: PR Subcommittee Guidelines**

- A. Name – The name of this assembly shall be the Northern New Mexico Area Public Relations Subcommittee, hereinafter referred to as "PR"
- B. Purpose – The purpose of PR shall be to serve the groups and Area service structure by informing the public that NA exists. It offers hope for recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, and the Narcotics Anonymous Twelve Concepts of Service.

- C. Functions/Responsibilities – The basic functions of a PR subcommittee are to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. These basic functions are:
  - 1. To open and maintain lines of communication:
    - a. Between NA and the Public.
    - b. Between the ASC/RSC and the WB/WSO
  - 2. To respond to all requests for information in a timely and effective manner.
  - 3. To be sure that those requests are handled at the appropriate level of service.
- D. PR shall be guided by NAWS “PR Basic” booklet;
- E. When submitting / updating meeting schedules for the *New Mexican* newspaper, entries should be abbreviated, leaving out group names and meeting formats.
- F. Meetings And Membership – All PR subcommittees should meet on a regularly scheduled basis, encouraging all NA members to attend. Members of a PR subcommittee should be defined according to one or more of the following suggestions:
  - 1. Active membership is defined to include regular attendance at PR meetings. Persons are to be considered active only after attending two consecutive meetings.
  - 2. Voting members (defined by “Active Membership” above.)
  - 3. Those willing to help on various projects as needed.
  - 4. Those assigned to head specific projects as needed.
- G. PR to have discretionary budget of up to \$25 without a formal vote.
- H. Voting Participants And Procedures
  - 1. All active members, as defined above are considered eligible to vote.
  - 2. Quorum shall be defined as all active members present with a minimum set at three.
  - 3. A member may be present physically or electronically such as by phone or other telecommunication means.
  - 4. Any active member as defined above will be eligible to participate in the subcommittee’s group conscience.
  - 5. Elected officers shall be:
    - a. Chair

- b. Secretary
- c. Task force Member(s)
- 6. Representatives elected and sent by the groups or areas within our area/region.
- I. Requirements And Duties Of Voting Participants – It is generally accepted that all participants shall have the following to be a voting participant:
  - 1. Personal time and abilities to perform their duties.
  - 2. Willingness and desire to serve in the position.
  - 3. Clean time and service experience is suggested for these service positions:
    - a. Chairperson: Recommended minimum of 1 year
    - b. Secretary: 6 months to 1 year
    - c. Taskforce Members: 2 years clean and 6 months active membership in the PR subcommittee
  - 4. Understanding and practical experience of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
  - 5. Maintenance of clean time throughout term of office or participation.
  - 6. Anyone speaking as part of a PR presentation must be a trained regularly attending member and have at least 1 year clean.
- J. Taskforce Committees – Task force committees are often established by PR subcommittees, as the need arises, to work on specific projects such as:
  - 1. Speaker lists.
  - 2. Information packet mailings.
  - 3. Creating and updating contact lists.
  - 4. Material for posters.
  - 5. Formats for speaker presentations.

## **ARTICLE VII: MEETINGS**

**Section 1:** Area shall hold regular bimonthly meetings (every other month). The official meeting time is 1:30 PM at a specified location.

**Section 2:** Any two officers may cancel an Area meeting in the event of unusual circumstances such as inclement weather. Reasonable efforts shall be made to inform all participants.

**Section 3:** Every year Area shall hold an Area inventory meeting to review the past years activities.

**Section 4:** Voting members of Area shall be all GSRs present or their Alternates, plus others as may be required to reach a quorum (see Section 5, below).

A member may be present physically or electronically such as by phone or other telecommunication means.

### **Section 5: Quorum**

- A. In order to conduct business all Area meetings must reach a quorum.
- B. A quorum shall number 50% plus one (1) of the total number of elected GSRs from active meeting participants (see E. for definition) (i.e., if the Area contains 10 elected GSRs a quorum shall equal 6).
- C. If a quorum of GSRs cannot be reached, those GSRs present shall vote in, first from among subcommittee chairs present, and second from among officers present, the number needed to complete a voting quorum.
- D. The Chair may not be included in the quorum and votes only in case of a tie.
- E. Any meeting unrepresented at Area for three consecutive months is dropped from the quorum determination. However, this does not preclude the meeting from continuing to appear on the Area Meeting Schedule.
- F. If a meeting fails to follow the applicable Twelve Traditions of Narcotics Anonymous, then it shall be removed for the meeting area meeting schedule. Anyone bringing a motion to the Area to remove a meeting must also state the applicable Twelve Tradition that is being violated, and provide supporting, verifiable information to demonstrate the existence of a violation of that Tradition.

**Section 6: Motions** – may be made by any member of NA.

Seconds may only be made by a voting member of Area.

**Section 7: Area Meeting 7<sup>th</sup> Tradition** – Area rent comes from the Area Treasury (when applicable).

## **ARTICLE VIII: ELECTIONS**

**Section 1:** Elections may be held as the need arises. Outgoing officers and subcommittee chairs are expected to give one month's advance notice.

**Section 2:** Any NA member may nominate an individual for Area office or subcommittee chair. Nominations must be seconded by a voting member.

**Section 3:** Any willing NA member who is present at the Area meeting and meets the stated requirements is eligible for nomination to an Area office or subcommittee chair. A member may be present physically or electronically such as by phone or other telecommunication means.

**Section 4:** The nominee with the most votes is elected to the office.

## **ARTICLE IX: SPIRITUAL GUIDANCE**

Section 1: Area shall be guided in all its actions by the following documents:

- A. The Twelve Traditions Of Narcotics Anonymous.
- B. The current NNMASC Guidelines.
- C. Any special rules of order Area may adopt.
- D. Guide to Local Services
- E. All current Narcotics Anonymous handbooks.
- F. Past Area motions.
- G. Twelve Concepts of NA Service

Section 2: Any Area member may request a special Area Inventory meeting to determine how best to serve the fellowship, to actively affirm "principles before personalities," and to resolve any problems affecting NA. Such a meeting shall convene following approval by a majority vote of ALL MEMBERS (officers, subcommittee chairs, and GSRs or their alternates).

## **ARTICLE X: FUNDS**

**Section 1:** All monies accumulated by Group donations or other NA sources shall be maintained in a bank account. This general fund, with separate bookkeeping of individual committee funds, is subject to disbursement by the Treasurer or Vice-Treasurer as directed.

**Section 2:** A separate account may be maintained by the Literature Subcommittee, if this is more convenient. GSRs are to

have cash or Money Orders when submitting literature orders. No personal checks.

**Section 3:** The treasury shall maintain a \$500 (five hundred) prudent reserve.

**Section 4:** All expenses incurred by Area shall be paid by check or cash with a signed receipt.

**Section 5:** No officers shall sign checks payable to themselves.

**Section 6:** Receipts shall be submitted and must coincide with all monies disbursed. In the event of a discrepancy, the officer, subcommittee chair or other member involved shall be accountable to Area for an explanation of the shortage.

**Section 7:** An annual budget shall be submitted by all Area officers and subcommittee chairs when applicable.

**Section 8:** All budgets and motions requiring new monetary expenditures require a simple majority vote for approval. Anyone seeking reimbursement for an expense not previously approved by Area cannot be guaranteed reimbursement. A signed, itemized reimbursement form with original receipts is to be used to request reimbursement. This form is to be used to "authorize anticipated spending in writing."

**Section 9:** If the Treasurer is not present at an Area meeting the Vice-Treasurer or another officer shall be designated to take custody of all monies collected.

**Section 10:** Area may designate an auditing committee, consisting of three members who are not signers on the bank accounts, to perform the auditing duties prescribed by *A Guide to Local Services*

## **ARTICLE XI: AMENDMENT OF GUIDELINES**

**Section 1:** Any participant may propose an amendment to these Guidelines at any Area meeting. The proposal must be seconded and approved by a majority, then sent to the Groups for consideration.

**Section 2:** A two-thirds majority is required to amend.

**Section 3:** The amendment shall go into effect immediately upon its adoption unless otherwise specified in the motion to adopt.

## **ARTICLE XII: SPECIAL RULES OF ORDER**

**Section 1:** A motion may be amended or withdrawn by the maker prior to voting; such an amended motion requires new second.

**Section 2:** New business shall be added in writing to the agenda at the beginning of each meeting and submitted to the Chair.

**Section 3:** Upon recognition by the Chair each individual may speak for up to three minutes.

## **ARTICLE XIII: SUGGESTED MEETING FORMAT**

1. A Formal statement requesting those participating to be mindful of keeping the meeting moving expeditiously.
2. Meeting called to order.
3. Open with a moment of silence, the Serenity Prayer, the Twelve Traditions of Narcotics Anonymous, the Service Prayer, the Twelve Concepts Of NA Service, and "What Is Our Message" from the NA *Basic Text*.
4. Attendance taken.
5. Additions or changes to agenda, if necessary.
6. Officer, subcommittee chair and GSR reports read and submitted to Secretary for inclusion in minutes.
7. Old business: any unfinished business from a previous Area meeting is discussed and, if possible, concluded.
8. New business: introduction and discussion of matters not previously considered.
9. For the good of the fellowship: any issues which may have surfaced during the meeting or since the last meeting that may affect the good of the Groups, Area or NA as a whole, but are not appropriately handled under old or new business (details not to be included in minutes).
10. Next meeting scheduled.
11. Announcements.
12. Meeting closes with a prayer.