Title:

The ACA Redbook and Boundaries – How to use the Steps, ACA Resources, Tools, and Options to Set Up and Uphold Safe Boundaries

ACA Boundaries Presentation Worksheets

Posted by Helen W, CA, Feb1,2020, Boundaries Committee

(This document has been converted to a PowerPoint presentation)

The ACA Redbook and Boundaries: How to use The Steps, ACA Resources, Tools, and Options to Set Safe Boundaries

Introduction to Presentation:

Boundaries are an essential recovery tool/action to remove chaos, helping bring clarity, sanity, and spiritual freedom. The insight and power of sharing knowledge and experience in the BRB, YB Step work, ACA materials, and ACA meetings offer sane and functional tools and resources supporting boundaries. Setting safe boundaries along with recovery is not a quick progression. The ACA program offers everything needed to gain spiritual freedom and emotional sobriety. This presentation will provide a resource/reference for boundary setting by utilizing and citing the information provided across a variety of ACA materials.

Boundaries Defined – A Boundary is an **action** not a reaction

What is a Boundary? A boundary is a spiritual process using the 12 Steps, ACA tools and resources provided in our program, to recover from enmeshment and find our own voice. When we establish a boundary, we break the "Don't, talk, Don't trust, Don't feel" rules. We discover the self-love and courage we need to speak with honesty and do whatever it takes to achieve clarity, joy, happiness, serenity, and freedom in our lives.

O BRB pp. 346-347, There are different types of boundaries, but their purposes are to allow us to be safe, respected, and free from harm. When we establish a boundary, we must be willing to follow through. All boundaries remind us that feelings, behaviors, and attitudes of others are separate from our own.... we must be willing to follow through and honor our boundary. We do not negotiate our boundary. We set boundaries for ourselves, not to demand a change in others.

Topics:

Internalizing Our Parents

- BRB p.22 24, Why are my boundaries unclear?
 - o Family dysfunction is a disease that effects everyone in the family.
 - BRB pp. 22 23 The Laundry List (Problem). Since the disease of family dysfunction is generational, these traits also represent the internalization of our parents' behavior. As much as we would like to deny it, we have become our parents...,
 - Step One of the Twelve Steps states that we are "powerless over the effects" of growing up in a dysfunctional family. The Step calls us to admit

- that our behavior today is grounded in the events that occurred in our childhood... p 24,
- Our para-alcoholism of fear and distorted thinking seems to drive our switching from one addictive behavior to another as we try to make changes in our lives. Another way to think about how we acquire paraalcoholism as children is like this. The alcoholic can be removed from the family by divorce or separation, but nothing in the home really changes. The alcohol abuse or other dysfunction is gone, but the home remains fearful and controlling.
- Boundaries are unclear. The children don't talk about feelings. They either become enmeshed with the non-drinking parent or alienated from him or her. The rules of "Don't talk, Don't trust and Don't feel" apply even when the alcohol or other disfunction is removed.

Tools and ideas are introduced to help...Slogans that work

- BRB p. 52, **Program slogans that work**, (can be used as a positive tool every day, throughout the day.)
 - Throughout the ACA text there are affirmations, prayers, meditations, gratitude information, writings, sharing exercises and more. These resources can be used as tools in the ACA journey. Customize them to fit your needs.

Foreshadowing:

- BRB p. 95, We set appropriate boundaries to protect ourselves... We suggest that ACA members work on the steps one at a time, avoiding looking ahead and perhaps becoming overwhelmed. In ACA we learn to slow down, breath, and ask for help. The Steps work best when we surrender our selfsufficient attitudes and ask for help...
 - o BRB pp. 341-342, p. 364, pp. 574-576, Cross Talk, p 547, In ACA, each person may share his or her feelings and perceptions without fear of judgement or interruption. In ACA we create a safe place to open up and share,... We respect these boundaries for two reasons... (Not listened to growing up, we were told our feelings were wrong, we need to take care of ourselves, not fix other people, speak about our own feelings in a safe environment. The cross-talk rule allowed me to feel safe enough to have a voice, begin breaking the Don't talk, Don't trust, Don't feel rules, and finally, discovering and feeling the ACA definition of "Loved")

Step One

- BRB p. 102, With Step One, the adult child realizes that he or she is now an adult and that the powerlessness mentioned in the Step does not engender a denial of feelings or mean that we are helpless.
 - Powerlessness in ACA can mean that we were not responsible for our parents' dysfunctional behavior as children or adults. It means that as adults we are not responsible for going back and "fixing" the family unit.
 We are not responsible for rescuing, saving, or healing our parents or siblings who remain mired in the family dysfunction.
 - We can detach with love and begin the gradual process of learning about boundaries.
 - We live and let live.
- Yellow Book/Twelve Steps, p. 24, Surrender means to become willing to do whatever it takes to recover and find peace and serenity in our lives...

<u>Steps Two – Twelve, Examining Spiritual Beliefs</u>

- BRB pp. 106-111, Many Adult Children are confronted with the issue of faith and a Higher Power... We wondered about the need for spirituality in recovery.
 - o We must remember that ACA is a spiritual and not a religious program...
 - We must discern what we believe and do not believe if we are to work
 Step Two and the remainder of the Steps...

Step Two

- Yellow Book/Twelve Steps, p. 46, The insanity we speak of in Step Two refers to our continued efforts beyond all reason to heal or fix our family of origin through our current relationships.
 - We can reenact our sick family system through our current relationship in the home or at work. (no boundaries)
- Yellow Book/Twelve Steps, p. 47, In an attempt to heal our dysfunctional family from the past, many of us set ourselves up as a Higher Power in our current relationships.
 - We played God by being all knowing or being all-flexible to control or manipulate others... Meanwhile, some of us set ourselves up as a "Helpless God," which is a creative way to manipulate and control others.
 - Before ACA, many of us found power in acting helpless, which is a role we learned as children....as adults many of us use helplessness in a learned manner to stay in control. (Control/manipulation, not healthy boundaries)

Step Three

- Yellow Book/Twelve Steps, p. 57, Step Three, Made a decision to turn our will and our lives over to the care of God as we understand God. Let Go, Let God...
 - (I didn't trust God enough to take care of me, because I was too busy taking care of everyone else. I finally understood the depths of despair that lead people to commit suicide.)
 - (I began to understand what ACA means when we say, "we learn to focus on ourselves" so we can get better. (I must focus on myself to make a boundary.)
- Yellow Book/Twelve Steps, p. 69, Third Step Prayer, God. I am willing to surrender my fears and to place my will and my life in your care one day at a time. Grant me the wisdom to know the difference between the things I can and cannot change. Help me to remember that I can ask for help. I am not alone. Amen
 - (This prayer can be customized and typed in "Notes", e-mailed. or written on a post-it and attached to your bathroom mirror. It can be a powerful tool for recovery.)
 - Third Step Spiritual Principles: Willingness and Accepting Help
- BRB, pp. 147-148, Choice is God's gift for letting go... By letting go of control, we continue the path to greater choice. With choice, we find out what we like and dislike...
 - p.148 "The level of choice we develop in ACA is proportional to the integrity of our **boundaries**. The more we let go, the stronger our boundaries become.
 - This is an ACA paradox: Letting go creates stronger boundaries."
 Also see p. 182, in Strengthening my recovery. (Yep, so much of what we learn can be applied to boundaries.)

Step Four

- YB p.75, We must find a way to surrender and to become teachable ...suggestions for help are not personal criticism.
- (If we blame, we sink into a victim mindset. We must accurately name what happened and not let fear stop us from being honest.)
- ("Fearless and moral search" = honesty not denial. This can be applied to boundaries.)
 - (We learn to be honest with ourselves about our enmeshment in negative relationships, honest about our feelings, reactions and actions.)

Step Five

- BRB p. 192, from Step 5, The rules are: "Don't talk, Don't trust, and Don't feel." (Not anymore!)
- BRB p. 193, from Step 5, We know that breaking dysfunctional family rules does not come easy for adult children...
 - BRB p 193, We need to find another way to live with feelings, trust, and voice.

Step Six

- BRB p. 112, Some of us seem to make no real progress on changing our survival behaviors until we become entirely willing as Step Six suggests. With more than survival as our goal, we continue to lessen the strength of the traits and gradually lay them down with restraint.
 - (This can also apply when we make boundaries. As we surrender to a new way of life in our ACA journey, we can give up and/or integrate the negative traits and dysfunctional behaviors that impede the process needed for consistent and strong boundaries.)

Steps Six and Seven

- BRB p. 112, Read and discuss Steps Six and Seven. We must be patient with ourselves as we integrate the Laundry Lists traits in Steps Six and Seven. The traits are deeply anchored because they are the defense system we developed as children under difficult circumstances.
 - We must acknowledge a certain amount of respect for the traits and for ourselves for figuring out how to survive our dysfunctional homes...
 - We survived, but in ACA we want to move beyond mere survival... With more than survival as our goal, we continue to lessen the strength of the traits and gradually lay them down with respect.
 - (This can also apply when we make boundaries. As we surrender to a new way of life in our ACA journey, we can give up the negative traits and dysfunctional behaviors that impede the process needed for consistent and strong boundaries.)
 - BRB p. 225, Step Seven, Through humility we can ask our Higher Power to help us to avoid picking up and using a defect of character. We ask our Higher Power to help us address the remaining defects.

Steps Eight and Nine

- BRB pp. 112-115, Steps Eight and Nine can apply to boundaries.
- (Steps can help with boundaries in some of the same ways the process can help with amends. Working toward and completing Step Eight and Step Nine can give a more balanced perspective, an open mind, and a better understanding of our dysfunctional childhood.)
 - (Examples: Making a boundary may result in false and unnecessary guilt feelings because dysfunctional family member or others confronted with a boundary may react by accusing the "Boundary Maker" of selfishness, lack of caring, and other untrue reactions. When we practice selfforgiveness a more balanced perspective can result. We may come to realize that our program path is not selfish and that we are practicing selfcare in a dysfunctional family situation.)
 - (There are a variety of amends just like there are a variety of boundaries to fit different situations. We need to make boundaries that are safe for us.)
 - (Boundaries may be a simple "No"; especially if sharing our feelings would result in negative reactions - including verbal abuse toward us.)
 - (Other safe boundary example/options could include walking away without comment.)
 - (Blocking phone calls or texts.)
 - (Writing down and practicing the boundary with a sponsor.)
 - (Stating the boundary in a phone call or text along with a statement that further comments on the boundary will not be discussed at this time.)
 - (Checking with other ACA members to find out what boundary might be most successful for your situation.)
 - (Use a boundary that includes feelings and other personal information only in a safe situation where there is no threat of negative physical or emotional reactions from the person receiving the boundary.)

Step Ten

BRB pp. 115-116, Step 10 ...We learn to say "no". We can ask for what we need. We become actors rather than reactors. (*Step Ten helps us put together and practice options we have explored*.)

o BRB, p. 256. Step Ten, We learn to avoid being enmeshed in the unhealthy dependent problems of others.

- BRB, p 256, Step Ten is where we can continue to integrate any left-over character defects or survival skills into our emerging identity.
- (This is needed in strong boundary making because we will be able to judge ourselves less harshly and forgive ourselves with gentleness and understanding when we realize that our Boundaries have freed us from toxic situations that have plagued us for so long.)
- (I know that when I set my hardest boundary with a family member, I was able to see how I took on too much responsibility for another person's actions just like I did as a child. My Boundary to remove this toxic chaos from my life allowed me to free myself from an enmeshed, abusive, toxic relationship. I felt a freedom I had never experienced before! I needed to use gentleness and understanding to tell myself not to regret my healthy action. I also addressed the negative message/critical parent voice asking me why didn't I figure out how to accomplish this sooner? This is where my supportive parent came in.)
- o (Saying my gratitude statements helped me validate my achievement.)
- (My journey is a process not a speedy miracle. ACA is not about being fast or easy but it's about working the program; I am learning and practicing what I choose to take from the steps.)

Step Eleven

- BRB p.116, Step 11 ...We seek through prayer and meditation to improve our conscious contact with a Higher Power. We seek the power we need to live in freedom each day... The power we find in Step Eleven is the true power from our True Parent...
 - (This refers to our Higher Power as we understand our Higher Power. The prayer and meditation practice can vary for each person. The outcome is to feel relaxed, safe as we practice finding self-love, serenity, and a closer connection with our Higher Power.)
 - (As I become closer to my Higher Power it is easier for me to give up my fear and control.)
 - (When I make a boundary, I state what I am going to do, and I realize I can only control me, and I am powerless over another's behavior.)
 - (Everyone has their own Higher Power and they are responsible for themselves.)

Step Twelve

 BRB pp. 116-117, Step 12...We know about the negative messages we have confronted and changed. We also recognize self-forgiveness. We feel more sure of ourselves. In ACA, the adult child finds his or her voice...In carrying the message of recovery through Step Twelve, the adult child confirms his or her commitment to the recovery process...when we give back, we help ourselves in addition to helping others.

 (My ability to set boundaries grows stronger as I share the message with others.)

Feelings from ACA Fellowship Experiences

- BRB pp.162-163, General definitions of about a dozen feelings as they pertain to ACA: (Love, Fear/Anger, Shame or Ashamed, Guilt, Amused, Abandoned, Embarrassed, Betrayed, Satisfied, Hopeful, Inspired, Humiliated, Lost or Grief and Joy. These two pages contain the most important feeling words for boundaries.)
 - Example: Loved A sense of feeling valued, understood, and heard.
 Listened to. Feeling safe with another. Warmth in the heart. Lightness of body.
 - (These definitions are important! My boundaries became stronger and easier for me to identify as I learned about my feelings.)
- (The following are resources and exercises to help with feelings and establishing meaningful boundaries.)
 - BRB p. 167, Fearing an Authority Figure worksheet (Can use information to help make future boundaries.)
 - BRB pp. 172-173, Resentment and Anger worksheets (Can use information to help make future boundaries)
 - BRB p. 174, Sexual abuse worksheets (May not want to complete without Sponsor or counselor.)
 - BRB pp. 176-177, Denial worksheets Page 184, PTSD Worksheet... (May not want to complete without Sponsor or counselor.)
 - BRB p. 186, Feeling sentences and word selection... When we let others know about our feelings, we connect with people on a spiritual and equal level instead of a dependent and manipulative level. We learn not to fear our emotions in ACA. worksheets (Can use the feeling sentences to help make future boundaries)
 - BRB p. 188 from Step 4, Praise Exercise practice affirmations. It is essential that you remember that you have positive qualities and spiritual direction in your life. You are not a defective character. You have defects of character. (So, practicing affirmations is an important tool to assist in the process of learning to love yourself.)
 - BRB p. 256, (The elements of choice and discernment are discussed here.) Real choice is a continuum beginning at denial and leading to selfhonesty, humility, wisdom, and finally discernment. Step Ten is part of that continuum of spiritual discernment. When we inventory our motives and

trust our Higher Power, answers seem to emerge. Learn how to address problems that once baffled us. We learn to avoid being enmeshed in the unhealthy dependent problems of others. ...We trust ourselves to stand steady and be patient. ("All these elements are tools for recovery used in boundaries.")

What is a Boundary?

- BRB pp. 346-347, What is a Boundary? There are different types of boundaries, but their purposes are to allow us to remain safe, respected, and free of harm. All boundaries remind us that the feelings, behaviors, and attitudes of others are separate from our own. The feelings and thoughts of others are not our responsibility. We can feel empathy for another person and show compassion, but we are separate from the other person.
 - One type of **boundary** is a statement or request that we communicate to someone. The statement is usually a request for a particular behavior to cease or be modified.
 - When we establish a boundary, we must be willing to follow through. We must honor our **boundary** even if others do not. For example, if we ask someone who is being verbally abusive to stop the behavior in our presence, we must be willing to walk away from that person if he/she/they remains abusive.
 - We do not negotiate our **boundary** with the person. We avoid haggling over why he/she/they does not honor it. We state our **boundary** clearly and honor it for ourselves. (There is a real need to practice safe boundaries.)

Relationships/Shares About Boundaries

- BRB p. 413, Chapter 13, Relationships: Applying What We Have Learned, This
 is also found in Strengthening My Recovery, p. 278, ...I had no modeling for
 having boundaries. I would allow children, family members, and others to use me
 to their advantage. I would do many things for others and then receive nothing in
 return.
 - (This is about expectations, lack of boundaries, unhealthy family and friendship relationships and abandonment. I can live my life the old way and be a fellow reactor or I can act by setting boundaries, using positive options, and my tools learned in ACA.)
- BRB p. 414- Read this share in the Red Book or in Strengthening My Recovery,
 p. 249, ... "I am more aware of how I overstep my boundaries and how I try to force things to work the way I want them to work"

 (As I apply what I have learned in ACA my relationships have changed. The relationships I am involved in now are more positive as I continue to apply the Steps, tools, amends, boundaries and many of the other new options in life I have learned and applied in my ACA journey.)

(Please see below other ACA tools and resources for setting boundaries using positive options and tools.)

EXAMPLES OF GROUP SAFETY STATEMENTS

Posted by <u>Josh</u> | Nov 12, 2018 | Addressing Predatory Behavior, Best Practices https://acawso.org/2018/11/12/examples-of-group-safety-statements/

- Please find below some example Group Safety Statements intended to address predatory or
 otherwise inappropriate behaviors in and around meetings. These are provided as a starting
 point your group may opt to use and/or adapt some of the below, or start from scratch. Take
 what you like and leave the rest!
- The below is a running list, so please check back periodically for the latest-greatest. If your group has a safety statement you would like to contribute to this list, please email apb@acawso.org

(1) **Group**: DC008 STATUS: Approved 9/29/18

- It is this group's conscience to provide a safe, respectful, and inclusive meeting place for all attendees, which we view as critical to achieving our primary purpose: helping adult children to achieve emotional sobriety. In order to provide a welcoming environment for everyone, we ask that each person here refrains from any language and behavior that threatens the well-being of any of our members.
- This includes predatory behavior which we define as exploiting someone's vulnerabilities for self-serving purposes including romantic, sexual, financial, emotional, or psychological. If any person feels unsafe or in jeopardy at any time and for any reason, we encourage you to report that to a trusted servant of this group, such as a member of the Safety Committee. We also remind you that it does not go against any ACA Traditions to call the proper authorities if someone may have broken the law. (This is the first of five pages.)

(Also check out: ADDRESSING PREDATORY BEHAVIOR TENT CARD

by Sharon F | Jan 25, 2020 | Addressing Predatory Behavior, Fellowship Alerts, Literature Evaluation)

"I Statements"

USING "I" STATEMENTS

Posted by Jim B, Mar 4, 2018
Best Practices Submitted by AL025 as an ABC 2017
Proposal which was approved

"Why Using "I" Statements is So Important!"

When sharing with an individual or as part of a group, using "I" statements can make a big difference. An "I" statement is sharing in the first person, as opposed to using words such as "we," "they," "us," and "you." At first, it may seem like an insignificant detail, but using third person statements is distancing and impersonal. It can even be an attempt to subconsciously control others or place responsibility outside of oneself.

Example: "When you get abused, it hurts you."

Change this to: "When I got abused, it hurt me." Sharing in the first person promotes self-responsibility by divulging information only about yourself. When you are tempted to use the generic "you," "we," etc., try to catch yourself and replace it with "I."

You will be surprised how different it feels and how much more you and others get out of your share. It may feel uncomfortable at first. That's because you are casting off your protective shield and revealing the real you.

Remember:

- 1) An "I" statement exercises my self-control.
- 2) I" statements build my self-respect while offering others a true opportunity to have a real relationship with me.
- 3) Struggling with "I" statements will often reveal the hidden aspects of the issues at hand. If you truly want to disclose your feelings so that you and others can learn more about YOU, use an "I" statement.

ACA BILL OF RIGHTS IN FINAL REVIEW PROCESS

Posted by Jim B | Feb 8, 2020 | Fellowship Alerts, Literature Committee, Literature Development Subcommittee

- 1. I have the right to say no.
- 2. I have the right to say, "I don't know.
- 3. "I have the right to detach from anyone in whose company I feel humiliated or manipulated.
- 4. I have the right to be treated with dignity and respect.
- 5. I have the right to make mistakes and learn from them.
- 6. I have the right to be wrong.
- 7. I have the right to make my own choices and decisions in my life; I do not have to feel guilty because someone does not like what I do, say, think, or feel.
- 8. I have the right to grieve any actual or perceived losses.
- 9. I have the right to all of my feelings.
- 10. I have the right to feel angry, including towards someone I love.
- 11. I have the right to change my mind at any time.
- 12. I have the right to a spiritually, physically, and emotionally healthier existence, though it may deviate entirely or in part from my parents' way of life.
- 13. I have the right to forgive myself and to choose how and when I forgive others.
- 14. I have the right to take healthy risks and to experiment with new possibilities.
- 15. I have the right to be honest in my relationships and to seek the same from others.
- 16. I have the right to ask for what I want.
- 17. I have the right to determine and honor my own priorities and goals, and to leave others to their Higher Powers.
- 18. I have the right to dream and to have hope.
- 19. I have the right to be my True Self.
- 20. I have the right to know and nurture my Inner Child.
- 21. I have the right to laugh, to play, to have fun, and the freedom to celebrate this life, right here, right now.
- 22. I have the right to live life happy, joyous, and free.

The ACA Promises

 BRB p. 581, Read the ACA Promises 1-12. Today, focus on #9, Healthy boundaries and limits will become easier for us to set.

Boundary Worksheets, Graphic Organizer

See Boundaries Handout/worksheets

Boundary Worksheets:

- Use the table below to help when using worksheets as a learning tool.
- Change the worksheet to a situation or dysfunctional problem that is happening now.
- In the last box list tools: slogans, options, ideas, boundaries, comforting parent comments and solutions that can be used as an action toward self-care and safety.
- Use "I" Statements.

I resent I resent being treated as an inferior instead of an equal partner.	The Cause being told that I know nothing, that I need to change for you, that I need to follow your rules.	Affects Sarcastic comments make me feel unloved, not valued, unsafe, and affects my feeling of self-worth in a negative way.	My Reaction/ Inner Child's Reaction I am angry, resentful, fearful; I want to react in- kind, but I will not be drawn into your dysfunctional behavior. My inner child is ashamed.	My Boundary The next time I am put down or belittled, I will walk away. I will no longer listen to or accept verbal abuse. I have made my choice. I will use my tools.		

If I feel uncertainty, fear, or grief after making "My Boundary", I can read "The Bill of Rights" to confirm my choice of action. The Bill of Rights. a great tool to keep me focused on healing.

YB, Step Four, p.74. ...We must find a way to surrender and become teachable. We must understand that suggestions for help are not criticism or personal attacks.

YB, Step Four, p 75, We avoid sinking into a victim mindset.... If we learn to accurately name what happened to us rather than blaming others for what happened, we find the truer path to healing and self-forgiveness.

YB, Step Four, p76, We want to stop isolating and repeating the same patterns that bring about our worst fears of abandonment and self-hate. We want to reclaim our wholeness.

Event or Trigger	My reality of what happened	Symptom, Ritual, Funny habit	Where stored in body, type of sensation	My Boundary
Abused child dysfunctional homebecame an abused wife. I married "my father" the dysfunction continued.	My abusers were controlling. I was told what to do, to say. I was not to talk and not to disagree. I was not listened to (Don't talk, don't trust, don't feel)	The need to be in control/ symptom Do what I say - physical and or verbal abuse if I didn't, was his reaction. Enmeshment	Fear, anxiety, shame, betrayal- stored in my back, neck, stomach, and chest. My mind felt frozen in fear.	I did not know how to set a healthy boundary I didn't know how to make "I" statements. I reacted, "you stop, you leave," I was not safe. and ran away.
An ACA member waited after a meeting and said that he wanted to, "walk me to my car for my safety". I did not feel safe and I told him it wasn't necessary. He still followed me closely all the way to my car.	He was controlling. He told me what he planned to do and ignored or didn't listen to my comments. I was not listened to. But this time I did something about it. I did trust my feelings.	Need to be in control- Do what I say! I'm walking you to your car. I heard the same message that I heard from my abusers in the past. I refused to continue my "don't talk, don't trust, don't feel" habit.	Fear, anxiety, shame, betrayal-stored in my back, neck, stomach, and chest. My mind felt frozen and stuck in fear. I felt a new sensation, courage! I will have the courage to act!	I asked for help at the next meeting, then I broke the "no talk" rule. I said a predator was bothering me and would not tolerate abuse. Others admitted that similar situations had happened to them We voted to make our meeting a women's only meeting.

BRB, Step Four, pp. 162-163, The Feelings list and p. 185, The Step Four Feelings List helps adult children build on the feeling's exercises...This exercise addresses the don't talk, don't trust, don't feel rules as well.

BRB, Step Five, p 192, We need to find another way to live with feelings, trust, and voice.