

E.V.I.

Service Committees

**Emerald
Valley
Intergroup**



EVI Business Meeting at 6:30, Second Monday Monthly
1259 Willamette Street, Eugene, OR 97401

Mon-Fri 9:00 AM to 5:00 PM 541-342-4113
Sat-Sun 10:00 AM to 4:00 PM www.eviaa.org

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Dedication to Service

Emerald Valley Intergroup was founded in 1981 and serves Districts 6, 19, 20 and part of 34. The EVI office is staffed by volunteers and funded entirely by donations from A.A. groups and individual members. Within these pages you will find information about what the EVI service committees are, what they do, and what is required of a committee chairperson. Written by the dedicated people who serve as committee chairs, and in some places taken from the text of the EVI Bylaws, this document is intended to explain the services to which the Intergroup is committed.

Except where noted, it is suggested that a committee chairperson have one year of continuous sobriety when assuming the chair's duties. The co-chair should have six months of continuous sobriety when elected. The chairperson serves for a year, at which time the co-chair rotates into the chair's position to begin a year as chairperson. All service committees have openings for new volunteers.

The "trusted servants" who fill these positions are recovering alcoholics who want to carry the message of recovery through the service committees at EVI. Their rewards are fellowship and the satisfactions of helping the still-suffering alcoholic and of supporting the recovering alcoholic in our community

Activities

EVI Activities Committee organizes popular events such as dances, picnics, and potlucks for all A.A. members and their families in the Intergroup area. It is suggested that the committee chairperson have two years of continuous sobriety and knowledge of the Twelve Steps and Twelve Traditions. Duties of the chairperson are to:

- Open, close and lead the monthly committee meeting.
- Maintain reasonable order during meetings and events.

“But we aren’t a glum lot. If newcomers could see no joy or fun in our existence, they wouldn’t want it. We absolutely insist on enjoying life.”

Alcoholics Anonymous,
Page 132.

- Be the central point of communication for all events.
- Be one of two signatories on the committee bank account.
- Hold and secure keys to EVI office and Activities Committee storage unit.
- Guide the committee toward the goal of financial self-sufficiency.
- Gather and preserve records of events.
- Transfer all information and documents about the committee to the incoming Activities Committee Chair.
- Regularly check the Activities mailbox at the EVI office and attend to correspondence and notes.
- Attend the EVI business meeting on the second Monday of the month and provide a report. Notify the EVI Chair and send a report in advance if the meeting will be missed, or delegate attendance to the co-chair.
- Attend Steering Committee meeting when necessary.

Archivist

The Archivist collects, catalogues, preserves and displays relevant materials of local A.A. history of the Intergroup area. Materials may be in the form of group histories, member histories, files, artifacts, or data. Anonymity of A.A. members, both living and deceased, is protected in accordance with Traditions Eleven and Twelve under our guidelines on anonymity. The Archivist position has no set term of rotation. Specific duties include:

“As Bill said: ‘Every one of the new and unexpected developments (in A.A.) has, lying just underneath, an enormous amount of dramatic incident and experience—stories galore. ... The hard thing to lay hold of is the atmosphere of the whole proceedings and anecdotal material that will make the early experience come alive’.”

Archives Workbook,
A.A. World Services, Inc.

- Continue work on the interview and old-timer tape project. Make tapes available to members by converting the analog tapes to a digital format.
- Work with district and Oregon Area 58 archivists when possible.
- Encourage groups to document group histories, including lists of old-timers and early members of the group, group splits and locations of the meetings.
- Collect copies of Intergroup and group business meeting minutes.
- Work with a committee to centralize materials that have been stored at group members’ homes.
- Regularly check the Archivist mailbox at the EVI office and attend to correspondence and notes.
- Attend the EVI business meeting on the second Monday of the month and provide a report. Notify the EVI Chair and send a report in advance if the meeting will be missed.

Bookkeeper

Bookkeeper is the only paid position in EVI and has no regular set rotation. This position requires six visits per week to the EVI office after the office closes and before it opens the next morning. Other than that, there are no set working hours.

Daily Activity

Sunday through Friday

“Volunteer committeemen and assistance could be of great help, but they could not be expected to carry this load day in and day out.... Our Twelfth Step is never to be paid for, but those who labor in service for us are worthy of their hire.”

Twelve Steps and Twelve Traditions, pages 168-171.

- Retrieve the day’s closing till from the safe.
- Deduct \$25.00 and put back in the ‘bag’ for the next day’s starting till.
- Lock starting till in the safe with the key only. *Do not spin safe combination dial.* Ensure the key is in its proper hiding place so next day openers can find it.
- Enter checks and cash amounts in Working Excel Spreadsheet.
- Enter sale amounts from Cash Register Tape into Spreadsheet.
- Balance the above two amounts to the nearest dollar. (Night drop does not accept any coins.)
- Enter same sales amounts (adjusted for the ‘nearest dollar’ calculations) into QuickBooks.
- Attach Closing Tally Sheet to the Cash Register Tape and Deposit Ticket and file in reverse chronological order for processing quarterly.
- Place checks and cash in pre-printed Deposit Envelope.
- Deposit checks and cash in the EVI bank account.

Saturday – This day is included in Sunday.

Month End

- Print a PDF copy of the Monthly Profit/Loss Report and email to Newsletter Chair.
- Back up Quickbooks at least once per month to auxiliary hard drive in the computer, so we always have two copies.

Quarterly

- Bundle daily tally sheets and deposit tickets by month.
- Bundle used receipt books by month and archive them in the back room.

Annually

- Serve on the EVI Financial Advisory Board during annual budget deliberations.

- Host Budget Planning Workshop in November to assist committee chairs and co-chairs to develop their budget requests.

Ad-Hoc

- Serve on the Financial Advisory Board whenever the need arises throughout the year.
- Make online transfers from one account to another at the Treasurer's request.
- Helps with computer trouble-shooting and user training if applicable.

Cooperation with the Professional Community & Public Information (CPC/PI)

Duties of the chairperson:

- Chair the monthly meeting of the CPC/PI Committee.
- Prepare the meeting agenda in advance and communicate it to Committee members.
- Order A.A. pamphlets and other materials, as needed, to provide information to the community and professional groups.
- Regularly check the CPC/PI mailbox at the EVI office and attend to correspondence and notes left for the CPC/PI Committee.
- Attend the EVI business meeting on the second Monday of the month and provide a Committee report. Notify the EVI Chair and send a report in advance if the meeting will be missed.
- Prepare a Committee budget at the behest of the EVI Steering Committee in December of each year.
- Recruit at least one person to stand for election to the CPC/PI chair position prior to the end of the two-year term.
- Perform or delegate activities to fulfill the purposes of CPC/PI. For example:
 - Prepare packets for physicians and clergy yearly, or as needed. Initiate communication with professional groups, offering to speak to their meetings.
 - On invitation, send a panel of speakers and brochures to meetings of clergy, physicians, managers, U of O classes, or high school health classes.
 - Seek local health fairs and community celebrations, and staff an A.A. booth or table.
 - Enlist A.A. volunteers for short-term service, as necessary.

“Public Information takes many forms—the simple sign outside a meeting place that says ‘A.A. meeting tonight;’ listing in local phone directories; distribution of A.A. literature; and radio and television shows using sophisticated media techniques. Whatever the form, it comes down to ‘one drunk carrying the message to another drunk,’ whether through personal contact or through the use of third parties and the media.”

Bill W., quoted in the *Public Information Workbook* from the General Service Office.

- As finances allow, contract with TV stations to air videos professionally produced by the General Service Office.
- Make sure radio stations have DVDs of A.A. public service announcements produced by the General Service Office.
- Produce and conduct workshops for A.A. members, detailing outreach services and how they can get involved.

Diverter Coordinator

The EVI diverter is the call-forwarding system which diverts the EVI office phone number to a volunteer's home or cell phone number, allowing calls to be answered after the office has closed. This service is provided Monday through Friday from 5:00 PM to 9:00 AM, and Saturday and Sunday from 4:00 PM to 9:00 AM. This service is run by sober A.A. members who are knowledgeable about the local area, meetings, crisis-line phone numbers, and A.A. Twelfth Step volunteers. Instructions for transferring the phone is provided in a diverter volunteer packet, which can be obtained at the EVI office.

Duties of the Diverter Coordinator are to:

- Ensure the continuous and harmonious operation of the EVI after-hours phone answering service.
- Regularly check the Diverter mailbox at the EVI office and respond to correspondence and notes.
- Attend the EVI business meeting on the second Monday of the month and provide a report. Notify the EVI Chair and send a report in advance if the meeting will be missed, or delegate attendance to the co-coordinator.
- Take direction from the EVI Steering Committee.

EVI provides a telephone hotline staffed 24/7 by A.A. volunteers.

The duty of the Diverter Co-Coordinator is to aid and assist the Coordinator in maintaining the operation of the EVI after-hours phone answering service.

There are seven Group Diverter Representatives. Each group provides phone coverage one night of the week. The objective of the group diverter representative is not only to ensure coverage on the promised night, but also to actively recruit new volunteers for the diverter program and the Twelfth Step list. Qualifications for the Group Diverter Representative are regular attendance at A.A. meetings and a home group. There is no set length of service for a group representative.

Finally, there is the individual volunteer who transfers the EVI phone number to a personal telephone for a period of time. The duty of the

volunteer is to answer the A.A. phone line during the scheduled shift; to provide service to callers in general information, A.A. meeting directory assistance, contact information for non-A.A. crisis lines, and access to A.A. Twelfth Step volunteers. More information on this position is in the Diverter Volunteer packet, available at the EVI office. Suggested qualifications for the phone answering volunteer are six months of continuous sobriety, regular attendance at A.A. meetings, a home group, and a sponsor.

EVI Speaker Meeting

The EVI Speaker Meeting convenes on the evening of the second Saturday of the month. The program includes both Al-Anon and A.A. speakers, refreshments for purchase, and a raffle. Duties of the Speaker Meeting Chair are to:

“Our Twelfth Step—carrying the message—is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven’t been given the truth may die.”

Bill W., “A.A.’s Legacy of Service,” *The A.A. Service Manual*, page S1.

- Engage speakers from out of town with twenty or more years of continuous sobriety. This is the principal responsibility of the Speaker Meeting Chair.
- Find and recruit committee members as follows: Co-Chair, Secretary, Treasurer, Coins (one or two people), Raffle Prize Caller, Raffle Ticket Sales, Raffle Prize Buyer, and Refreshments (two people).
- Buy coins, A.A. Big Books, and thank-you cards for the speakers as needed.
- Call both speakers (current and next month) one week ahead of meeting to confirm their participation. Call Al-Anon Chair to confirm their speakers.
- Create flyer for following month before the first Tuesday of the current month. Email it to Al-Anon Chair and Al-Anon Webmaster.
- Place a flier on every chair before EVI business meeting and bring twenty flyers to the Al-Anon office that same evening. Leave fifteen flyers at the EVI office.
- Contact Shannon Miller at the Living Hope Church, as Chair and Co-Chair must undergo a thorough background check and receive a key, alarm code, and instructions for opening and closing the church for the meeting. Contact number is 541-683-3717.
- When getting speakers from out of town, ensure payment, with cooperation of the Speaker Meeting Treasurer, of any of the following: airfare, hotel accommodations, meals, mileage, etc. In some cases chairperson will take the speaker out to dinner.
- Chair the meeting, following the timed script; delegate readers; have the Big Book signed by the speakers; have the thank-you cards signed for both speakers by all the committee members; find helpers for raffle; and delegate any other responsibilities as needed.

- Bring to the meeting receipts for all monies spent for reimbursement, three cigarette butt cans (placed by the doors), current month's banners, US Bank statement, briefcase, any needed coins, Big Books, (three on hand) and thank-you cards.
- Maintain, with the Speaker Meeting Treasurer, the Speaker Meeting Bank Account.
- Act as a liaison between the meeting and the facility.
- Behave at all times as a responsible member of the A.A. community.
- Make sure all committee members have an updated phone and contact list whenever the list is updated.

Grapevine

“A.A. Grapevine is the international journal of Alcoholics Anonymous. Written, edited, illustrated, and read by A.A. members and others interested in the A.A. program of recovery from alcoholism, the Grapevine is the lifeline linking one alcoholic to another.”

A.A. Grapevine, Inc., 2004

The Grapevine Chair promotes readership and subscription to *AA Grapevine: The International Journal of Alcoholics Anonymous* and related publications. Duties are to:

- Enlist A.A. members to become Grapevine representatives for their respective groups.
- Order needed publications to keep shelves stocked in EVI office with Grapevine literature.
- Inform EVI Treasurer that an order has been completed, so Treasurer can send the order and a check to the Grapevine. Print a copy for the Treasurer's records.
- Regularly check the Grapevine mailbox at the EVI office and respond to correspondence and notes.
- Attend the EVI business meeting on the second Monday of the month and provide a report.
- Work with other committees to promote the Grapevine publication at their functions, including the EVI Speaker meeting and events produced by the Activities Committee.

Hospitals and Institutions (H&I)

The H&I Chair is elected by the EVI business meeting in March of alternate years.

Requirement is four years continuous and immediate sobriety.

Recommended experience: At least three years participation in carrying the message into EVI area H&I facilities, including experience as a Facility Coordinator, and preferably experience as a chair of H&I subcommittees.

Duties are to:

- Chair the monthly H&I Meeting on the last Wednesday of the month. Notify the Hospitals, CTF or Corrections Chair, with advance notice when a meeting will be missed.
- Provide a report to the H&I Meeting.

“According to the A.A. 2011 Membership Survey, 32% of our members cited treatment facilities as a factor most responsible for them coming to A.A.”

“Treatment Committees,”
Web page, www.aa.org.

- Prepare the agenda each month for the H&I Meeting.
- Regularly check the H&I mail box at EVI and attend to correspondence and notes left for the H&I Committee.
- Recruit at least one person to stand for election to the H&I Chair position prior to end of term.
- Schedule and attend H&I Steering Committee meetings as needed.
- Attend EVI business meetings on the second Monday of the month and provide a Committee report.
- Be available to meet with any H&I trusted servant or volunteer as needed.
- Be available to meet with any H&I facility contact staff upon request.
- Be available to mediate for any H&I volunteer and/or trusted servant upon request.
- Be available to Oregon Area service committee trusted servants to discuss Oregon Area needs, outreach and activities.

Literature

The purpose of the Literature Committee is to maintain a quantity of conference-approved literature for sale at the EVI office. Duties of the chair are to:

“Without its literature, A.A. would certainly have bogged down in a welter of controversy and disunity.”

Bill W., *The Language of the Heart*, page 348.

- Inventory A.A. books and pamphlets on the shelves.
- Restock shelves from stored inventory if possible.
- When required, start a new order form using the Excel spreadsheet developed for the purpose.
- Check price sheet and determine the optimum number of items to order.
- Make sure the price sheet has the most recent cost.
- Fill out order form for needed books and pamphlets.
- Print a copy for the EVI Treasurer.
- Inform the Treasurer that an order has been completed. Treasurer will send the order and a check to the distributor.
- Shelve books if needed. Usually EVI office will inform when they arrive.

Meeting Directory

The purpose of the Meeting Directory Committee is to track meeting changes and prepare the typesetting for printing the *Emerald Valley Intergroup Meeting Directory* and the foldable version of the meeting list. Duties of the chair are to:

“Each group is as unique as a thumbprint, and approaches to carrying the message of sobriety vary not just from group to group but from region to region. Acting autonomously, each group charts its own course. The better informed the members, the stronger and more cohesive the group—and the greater the assurance that when a newcomer reaches out for help, the hand of A.A. always will be there.”

“The A.A. Group—Where It all Begins,” pamphlet, A.A. World Services, Inc.

- Maintain and update EVI website meeting list for correct locations and times.
- Update meeting directory file as needed, ensuring books are available for sale in the EVI office.
- Send updated PDF file to printer when inventory is low.
- Make changes to the foldable meeting list as needed. Print from computer file for sale in the office when inventory is low.

Newsletter

The EVI Newsletter publishes up-to-date information of interest to A.A. members in the Intergroup. It includes notices of coming events, minutes of the business meeting, changes to group meeting times and locations, a roster of people serving on EVI committees, and original essays and poetry of A.A. members. As such, it requires the Newsletter Chair and Co-Chair to act as a managing and copy editors. This position requires familiarity with desktop publishing software and competence in Standard English. Duties include:

- Be available approximately five hours per month, including the EVI business meeting.
- Compile and print the monthly newsletter and arrange to have copies available at the monthly EVI business meeting.
- Work with Meeting Directory Chair, Treasurer, and Secretary to obtain and include the most current information on meeting changes, group contributions, names and contact information for officers and committee chairs, and business meeting minutes.
- Seek out and include notices of events produced by the Activities Committee and the Speaker Meeting.
- Solicit original articles from membership.
- Write reports on events.
- Send a copy of the Newsletter to the EVI Website Chair.
- Regularly check the Newsletter mail box at EVI and the evinews@yahoo.com email account, and update roster and group meeting changes as required.
- Attend the monthly EVI business meeting and report as needed.

Office Coordinator

Shall have one year of continuous and immediate sobriety and be a current EVI volunteer. Duties are to:

- Interview, train and schedule volunteers.
- Update schedules as needed to keep staff volunteers on duty during business hours.
- Be available to fill in, when staff volunteers are unable to make scheduled shift.
- Maintain office supplies.
- Communicate with volunteer staff on any procedural changes or other issues.
- Communicate with other EVI committees as needed.
- Attend monthly Steering Committee and EVI business meetings.

Outreach

Outreach Committee members visit groups served by EVI—Districts 6, 19 and 20—to make contact with those A.A. groups and their members in an effort to:

- Inform the groups of the EVI service committees, events and opportunities.
- Encourage participation of home group members, through the election of EVI representatives, who attend EVI business meetings and carry the information back to their respective groups.
- Encourage groups to support EVI in carrying the message.
- Promote goodwill between EVI and groups.
- Encourage A.A. member participation in EVI functions.
- Maintain and update EVI records as to contact persons in groups.
- Report to EVI Steering Committee on practices, policies, or other issues discovered during the course of the Outreach Committee's service which may be limiting participation by groups within EVI.

*I am responsible.
When anyone, anywhere, reaches out for
help, I want the hand of A.A. always to be
there. And for that: I am responsible.*

Website

The purpose of the Website Committee is to maintain the EVI website, www.eviaa.org, a resource for those looking for information about AA in the Intergroup service area. Duties of the chair are to:

- Work in a Wordpress (WP) environment, which requires minimal software skills but may necessitate occasional self-guided training to take advantage of WP upgrades and perform website maintenance.
- Communicate via email, phone, and at monthly EVI business meetings to discuss modifications to the website and to divide responsibilities for adding posts, revising pages, and making other updates as necessary.
- Occasionally consult, as necessary, technical experts who are part of the program.
Coordinate with other EVI volunteers to update the meeting directory, speaker meetings, and other events, meetings, or news.

Steering Committee

“Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.”

Bill W., “A.A.’s Legacy of Service,” *The A.A. Service Manual*, page S1.

The purpose of the EVI Steering Committee is to serve the Intergroup Committee, which includes EVI representatives, service committee chairs and co-chairs, and interested A.A. members. As such, the collective duties of the Steering Committee are to:

- Elect and supervise the Financial Advisory Board.
- Prepare an agenda for the monthly EVI business meeting.
- Act as a nominating committee.
- Assume the right of decision in emergency situations.
- Meet monthly prior to the regular EVI meeting, or on call of the EVI Chair.
- Select the Bookkeeper and negotiate the contract and appropriate compensation.

There are nine positions on the Steering Committee:

Chair and Vice-Chair
Treasurer and Vice-Treasurer
Recording Secretary
Four Members at-Large

EVI Chairperson

Qualifications: The Chairperson shall have, preferably, two years continuous and immediate sobriety and shall have served as a group secretary or Intergroup representative, or shall have other intergroup experience. In the event the Chair is unavailable, the Vice-Chair assumes the Chair's duties, which are to:

“Traditionally, rotation ensures that service positions, like nearly everything else in A.A., are passed around for all to share. ...To step out of an A.A. office we love can be hard. If we have been doing a good job, if we honestly don't see anyone else around willing, qualified, or with the time to do it, and if our friends agree, it's especially tough. But it can be a real step forward in growth—a step into the humility that is, for some people, the spiritual essence of anonymity.”

The A.A. Service Manual, 2014-2015 ed., page S23.

- Preside over all regular and special Intergroup Committee meetings and be available the first and second Mondays of the month at 6:30.
- Serve as chairperson of the Steering Committee.
- Be one of two authorized persons to sign checks on the EVI account. The other is the EVI Treasurer.
- Have no vote at the Intergroup or Steering Committee meetings, except to break a tie.
- Call special meetings for urgent reasons and notify all groups represented at the previous two Intergroup meetings.
- Report all actions of the Steering Committee to the Intergroup Committee.
- Distribute nomination forms to all Intergroup Committee members at the September and October meetings.
- Be signatory on all Emerald Valley Intergroup bank accounts.
- Create agendas before the Steering Committee meeting and the Intergroup meeting to keep EVI Representatives informed.

EVI Vice-Chair

The qualifications for Co-Chair are the same as those for the Chair position. Duties are to:

- Attend EVI and Steering Committee monthly meetings.
- Assumes the duties of Chair at EVI meetings if chairperson is absent.
- Assume duties of Chair, if chairperson should become wholly unable to perform duties, for the remainder of chairperson's term.
- Have one vote at EVI meetings, but may not vote both as both an officer and as a group representative.
- Shall be responsible for maintaining the By-Laws and will notify the chairperson when motions proposed would impact the By-Laws, so appropriate voting procedure can be used.

EVI Treasurer

Shall have two years continuous sobriety, have served as an EVI committee member, and should have business and accounting experience. Duties are to:

- Have charge of all funds belonging to EVI and supervise the keeping and depositing of the funds in a bank(s) designated by the Steering Committee.
- Prepare, with assistance of the EVI Bookkeeper, monthly accounting statements for publication.
- Ensure all necessary filings and taxes are prepared and submitted.
- Be an ex-officio member of all committees authorized to handle funds.
- Be signatory on all EVI bank accounts.
- Have one vote at EVI meetings, but may not vote as both an officer and as a group representative.

“Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us “to place principles before personalities.”

The A.A. Service Manual, 2014-2015 ed., page S23.

EVI Vice-Treasurer

Shall have the same qualifications as the treasurer. Duties are to:

- Assist the treasurer as required and perform fiduciary duties as defined by the Steering Committee.
- Be a signatory on all EVI bank accounts.

EVI Recording Secretary

Shall have two years continuous sobriety and a history of A.A. service. Helpful experience includes computer literacy, good organizational skills, competence in Standard English, and the ability to capture the essentials of what is happening at a meeting. Duties are to:

- Record minutes of both the Steering Committee and the EVI business meetings.
- Make both the Steering Committee and business meeting minutes available to the Steering Committee and the body.
- Keeps e-mail list up to date.
- Keep an updated list of all committee chairs and current EVI representatives.

Members At-Large (Four Positions)

Shall have two years of continuous sobriety. Duties are to:
Attend Steering Committee meetings on the first Monday of the month.

- Attend EVI business meeting on the second Monday of the month.
- Volunteer as needed to carry out business of the Steering Committee.
- Be available for special meetings.
- Bring motions not otherwise brought up by EVI representatives or committee chairs.
- Have one vote at EVI business meetings. If the Member At-Large is also an EVI group representative, he or she votes as group representative.

A Declaration of Unity

*This we owe to A.A.'s future:
To place our common welfare first;
To keep our fellowship united.
For on A.A. unity depend our lives,
And the lives of those to come.*