

RECOVERY THROUGH CHRIST CENTER

RESIDENT HANDBOOK

A Residential Substance Abuse Recovery Program



Once God has spoken, twice I have heard this, that power belongs to God

Psalm 62:11

INTRODUCTION

Welcome to Recovery Through Christ Home! We are committed to providing a place where you can gain valuable tools for living a healthy and fulfilling life. The people you will be living with all have different stories, but they all share a common problem. They have used and abused drugs and alcohol, having suffered serious consequences. Living together under one roof will present some real challenges and opportunities for growth. This handbook is yours, and it contains the information that you need to help make your time here profitable for you. It is our prayer that you will experience God's blessing in all its fullness in the days ahead.

OUR GOAL

The goal of Recovery Through Christ is to provide a safe environment where you can acquire the skills and tools that are necessary to live a healthy and fulfilling life, free from substance use and abuse.

YOUR PART

- Honest and open.
- A positive attitude and willing cooperation is essential.
- Your success will be realized by your attitude and commitment toward the work involved in our program.
- You will develop your own recovery goals and community living plans, with the help of the Recovery staff.
- You have already demonstrated during the application and interview process that you are motivated to be a part of Recovery Through Christ. Your desire and willingness to change is commendable. We are grateful for the opportunity to work with you, and we are excited about what God can do for you if you remain committed to Him!

PROGRAM OUTLINE

Phase One – The Learning Phase (6 Weeks Minimum)

During your first few weeks you will begin to learn the Biblical design for living successfully. The staff at Recovery understands there is more to recovery than just the individual, and together we will explore your family background, education, employment history, skills, as well as your substance abuse history. Our desire is to help you improve your outlook on life, while achieving new purposes and plans. You are not alone in this adventure. The Lord Jesus desires to partner with you, and empower you to handle every aspect of living! You will be introduced to a new

community of individuals living in a family setting. We model a home where we are eager to show respect to each other. To accomplish this goal, you will need to become familiar with the handbook and the program opportunities.

During the first two weeks there will be an emphasis on individual mentoring with the program director. Your participation in these meetings will help to determine your specific needs and begin to establish a practical game plan.

You will continue to participate in a Recovery Steps Program, group meetings and one-on-one meetings with director and staff.

Phase Two – Change Phase (8 Weeks Minimum)

This phase represents your opportunity to overcome controlling issues that have developed in your life. You will be considering your personal and community relationships, while attending church, job training, and locating a job or further education. We are partnering with the Mountain Empire Community College and Race 1 to assist in further education.

Phase Three – Preparation Phase (8 Weeks Minimum)

The purpose of the Preparation Phase is to pray, plan, and continue preparing for your future success and transition toward independent living. You will continue in your studies, groups, and personal application of the biblical principles that accompany success.

Phase Four – Transition Phase (6 Weeks Minimum)

The purpose of the Transition Phase is to allow you, with the supervision and support of the Recovery staff, to begin a transition into the community. This will include developing an aftercare plan, while outlining your community support team.

Once you have completed Phase 4, you will graduate from the Recovery Through Christ Home.

After Care Phase

While at Recovery Through Christ, you will be introduced to many new people through your weekly experiences. While being integrated into the community and church body, you will have opportunities to be a part of on-going small groups, including our Monday evening Recovery Meeting. These groups will be your aftercare, and circle of support and accountability, when you leave Recovery Through Christ. The director and staff will be there to assist you with any issues, as you move into a new life through Christ.

- You should have a healthy, positive perspective concerning the future.
- You should be employed and have a safe and appropriate place to live.
- You should be connected with a mentor and church.
- You will be encouraged to remain involved with any ministry, program, or people which has benefited you in your recovery.

PROGRAM ESSENTIALS

While residing at the home, the following activities are not optional. All other activities should be scheduled around these. If an exception must be made and a schedule conflict is unavoidable, you must notify staff as soon as possible, and make arrangements for coverage of your responsibilities, if necessary. Due to the importance of the program and your commitment to it, exceptions will not be allowed as a matter of course unless necessary.

- Assigned studies
- Daily/weekly report
- Morning house devotions
- House meetings
- House chores
- Dinner
- Evening group Bible studies
- Scheduled mentoring sessions
- Recovery Through Christ Monday Night Meeting
- Church Services

DAILY SCHEDULE

Before the Monday morning house meeting, **weekly reports** are to be completed and handed to staff. Weekly reports are described in the section PROGRAM RULES & POLICIES.

At 8:30 am (8:00 on Saturdays) the house meets for **devotions and prayer**, and/or to discuss house issues. On Monday and Friday this time will be used for a house meeting, which consists of personal “check-ins”, exhortations from scripture and discussing issues relevant to the house.

After devotions, **house chores** are to be prioritized. The chore list is posted on the refrigerator, as you may have a different chore each week. If you are unable to complete your chore due to other responsibilities, you must notify the staff member on duty. It is your responsibility to communicate when you intend to complete it, or the arrangements you have made for another resident to do your chore.

Laundry is part of your weekly chore list. If you are not working, you should complete your laundry by 2:00 on the day assigned.

After chores are finished, **assigned book studies** are a priority. If you are not working you are expected to complete your daily assignment by 12:00 pm. Time throughout the day should be used for personal advancement or volunteering to help around the house. Examples include seeking employment, education, Bible studies, personal devotion, and educational videos.

Breakfast and lunch are your responsibility. You are free to eat food provided by the house. Normally there will be a selection of cereals, eggs, cold cuts for sandwiches, soups, and often leftovers from the evening meal. Everyone will be expected to be at table for the evening dinner.

The Recovery Home will often be called upon to do **volunteer work** in the community. This will take place for a few hours on Saturday. Our goal in the community is to be a good neighbor and to help you learn to work together to accomplish a common task. We provide services such as yard maintenance, construction, painting, carpentry, plumbing, equipment repair and auto repair. Also, there are usually **projects** to be done on our property which residents are expected to get involved with.

The **evening meal** is normally served at 5:00. Check the **chore list** to see what night you are responsible for cooking dinner. You must notify staff and the person responsible for cooking if you will not be at dinner.

On Monday, residents will attend **Recovery Through Christ meetings**. The meeting is located in Pennington Gap and runs from 6:30-7:45.

All residents are to be **in their rooms from 10:00 pm to 6:00 am**. From 10:00 to 11:00 you may study, read, or chat quietly in your rooms. Please be considerate of other residents. At 11:00 pm, lights are out and quiet time is observed. On Friday and Saturday, curfew is 11:00 pm, and lights out at midnight.

On Sunday we attend church. No devotions or chores are scheduled. Dinner will be at 5:00, but is optional.

PROGRAM RULES AND POLICIES

What you can expect:

- Genuine concern and care from the staff for your spiritual, mental, emotional, physical, and social welfare.
- Discipline and guidance – you will be given responsibilities, and held accountable for your attitude and progress.
- Opportunities for healing, change, and continued growth as a disciple of Jesus Christ.

What is expected of you:

- Honesty: no game playing, denial, or minimizing.
- Open-mindedness: LISTEN and think about what is being said.

GENERAL RULES

- Drugs, alcohol, tobacco products of any kind, vaping, gambling, pornography, violence or threats of violence are not permitted and are grounds for discipline and/or dismissal.
- Foul language is not acceptable.
- All books, magazines, tapes, and CDs will be screened by staff
- The house schedule and your personal schedule are important – your whereabouts are to be approved at all times by staff. During phase one expect to be on house property. As trust is obtained you will receive greater freedom. We are not here to frustrate anyone. We are concerned, we have experienced the influence of addiction, and want to be vigilant. Your future success is what we are about here.
- All residents must sign in and out on the white board in the kitchen, indicating the time of departure, where you are going, and the time you will return. Tell the staff person on duty of your intentions. If you are going to be late or need to go anywhere other than what is indicated on the board, you must call the house and notify staff. No exceptions.
- Thermostats and air conditioners are to be adjusted by staff, or with permission.

DRESS CODE

- You will not be permitted to wear any clothing or jewelry that promotes drugs, alcohol, violence, sex, Satanism, or the occult. Your clothing is to be clean and without excessive holes or patches.
- Jackets, hats, etc. are to be stored in the proper closets or in your bedroom, not left in the common area.

RELATIONSHIPS

- The Recovery Home values good interpersonal relationships as an important part of your recovery. However, often past relationships are the cause of a man relapsing. For that reason, we will purposely work with you, and at times limit your contact with family, friends, and acquaintances, particularly in the beginning stages of your residency, in order to help you focus more completely on maturing in Christ.
- Those with whom you have a relationship, including girlfriends, should be informed of this policy, and should be encouraged to cooperate with it. If you are married, we will work with you toward reconciliation, if necessary. Any questions or concerns you have can be addressed to the program director.
- Relationships of any kind which are counterproductive to your recovery and your involvement in the program are not to be cultivated.

MAIL

- You may receive packages from home, mail order, etc. Packages are to be opened in the presence of staff.
- Outgoing mail is a privilege that can be revoked if relationship rules are violated.

HEALTH AND PERSONAL HYGIENE

- Each resident is to take one shower each day, ten-minute limit. Showers are to be taken between 6:00 am and 9:30 pm.
- Soap and shampoo are sometimes provided by donors, but are your responsibility. You will be provided with a towel and bed linens which are your responsibility to clean.
- A physical and dental exam should be scheduled during your first 30 days.
- If you smoke, we encourage you to quit. We will do all that we can to support your decision and effort. Smoking is ONLY permitted in designated areas.

VISITS AND LEAVES

All visits and leaves are to be discussed at the Monday house meeting and approved by staff. No overnight leaves are permitted until 90 days.

MEALS AND SNACKS

- Every resident is assigned a night to cook. Be sure you have the food and supplies needed in advance of the day you are to cook.
- Our goal is to provide nutritious and balanced meals every day. Please keep in mind not everyone has the same taste and every effort will be made to satisfy everyone. However, the Recovery Home is not a restaurant.
- Food and beverages, except for water, are not permitted in rooms.
- An afternoon snack is permitted before 3:30 pm. Evening snack time ends at 9:00 pm.
- Although dishes and kitchen cleanup are assigned as a chore each day, everyone is expected to help with clean up after the meal.

MONEY

- When you begin working you are expected to pay 20% of your net income to Recovery Home toward your room and board, unless other arrangements are made with staff. This does not include personal gifts. Your financial well-being is of great importance to us.

- Before becoming employed we can help you develop a budget. We hope your financial planning will help reduce stress and debt that may come with increased responsibility.
- If a man is at risk of mis-using his money for drugs or alcohol, he and the director will arrive at a mutually agreeable plan to safeguard the money. His money may be held in escrow by the Director.

YOUR ROOM

- Lights, fans, radios, etc. are to be switched off when you are not in the room. Your room is to be kept orderly (clothing in dressers, closets, etc.) and clean at all times.
- Dirty clothing is to be placed in your laundry bag – your sheets and pillowcases to be washed once weekly according to your laundry schedule.
- Your bed is to be made neatly in the morning.
- You are to be in your room with lights out between the hours of 11:00 pm and 6:00 am.
- Personal property is to remain in your room and not left in the common areas.

PHONE CALLS

- During the first month personal calls will be limited, made at the discretion of staff, and monitored. After the first month, if found trustworthy, the individual will be able to make calls, without being monitored.
- Personal phone calls may be made and received from after morning devotions until 8:00 pm, and may not exceed a total of 15 minutes a day.
- Staff has access to house phones overnight in case any emergency calls come in.
- As a rule, cell phones are not permitted at Recovery Home. Possession of a cell phone is a privilege that is earned and is permitted only when necessary for work or other extenuating circumstances. All cell phones are to be cleared with staff before you acquire one. Cell phones are to be locked in the office while you are at the house and should not be used on the property.

COMPUTERS

A resident may have a computer at Recovery Home, but access will be limited. In certain situations, such as education, various studies, purchases, completing medical forms, etc., arrangements can be made with the staff to have access. It appears, in the future, online education may be vital to an individual's success. Therefore, we will seek to accommodate each man if he decides to take educational courses.

SICKNESS

- While Recovery Home staff has emergency first aid training, we are not equipped to provide ongoing medical care.
- All medications that are prescribed for you by a physician will be kept in the office, unless deemed “safe”.
- Please notify a staff person if you are taking over the counter medications (cold, allergy, pain relief, etc.)
- If you are ill, you should notify staff as soon as possible. They will evaluate the situation and work with you to get proper care.
- Payment for medical services is the sole responsibility of the resident. Recovery Home is not responsible for payment of your personal medical or dental expense.

EARLY WITHDRAWAL FROM THE PROGRAM

- While your participation in the program is entirely voluntary, if you decide that you want to leave the program, please arrange a meeting with the executive director. It is important to us that we understand the reasons for your decision.
- Upon your departure, you must take ALL property with you. Any personal property abandoned by you will be disposed of at the sole discretion of the executive director.

STUDIES AND GROUP MEETINGS

- Your attention and participation in group meetings is important. Completion of assigned work is expected unless other arrangements have been made.
- We will have house meetings at least once a week. This time is used to catch up with one another and to address any problems that are surfacing in the house.

SUNDAY WORSHIP SERVICES

- Developing a network of positive relationships is vital to your success. Sunday School and church services are required for all residents.
- In phase three and beyond you may decide which church you are comfortable attending, if trust and accountability requirements are met.

WEEKLY REPORTS

- Every resident is required to complete a weekly report form. During orientation, the specifics of completing the form will be discussed. Weekly reports are due on Mondays.

- The form is an opportunity to document the activities of the week as well as a spiritual and emotional check-in, somewhat like a weekly journal of your progress.
- Each form will be reviewed by staff in order to understand where each resident is succeeding, to know how to encourage each resident in his progress, and to address any concerns when necessary.

MENTORING SESSIONS

- Your mentoring sessions are an important part of the program. All dialogue is held in the strictest confidence.
- A schedule will be agreed upon where you and the director can discuss your present situation, personal development, and future pursuits and plans.

LAUNDRY

- Your laundry will be washed once each week. When you arrive a laundry day will be assigned. Laundry detergent will be provided.
- When the weather is good, laundry is to be dried on the clothesline in order to reduce cost.
- Laundry should be completed by 2:00 pm if possible.

CHORE DESCRIPTIONS

The Recovery Home is your home. Each resident is expected to take interest in the cleanliness and upkeep of the house. This includes putting dishes in the dishwasher, washing kitchen towels and dishcloths with your laundry, emptying the trash, and cleaning up messes you notice. Within that context, each resident is assigned responsibility for completing a house chore each day. Chores will be assigned on Monday morning for that particular week. All Chore Charts will be placed on the side of the refrigerator, granting a detailed explanation of each chore. Initially the staff will explain your particular chore, and you will be expected to perform it properly.

AUTOMOBILE POLICY

Possession and use of an automobile is a privilege that is earned and is permitted when needed for work or other extenuating circumstances. Normally only phase two residents will be considered. The following rules apply to vehicle use:

- The vehicle must be currently inspected and insured as required by state law.
- Vehicles are to be parked in a designated parking area only.

- A set of keys (door/trunk and ignition) is to be given to the Director.
- Vehicle privileges are to be approved before purchasing and/or bringing a vehicle onto the property. Your ability to maintain, insure, and finance the vehicle must be demonstrated beforehand.
- No mechanical repairs are to be done on Recovery Home property without prior staff approval.
- All tickets, traffic violations, and accidents are to be immediately reported to the director.

GROUNDINGS FOR DISMISSAL OR SERIOUS DISCIPLINARY ACTION

The following actions and attitudes are serious and will result in consequences, which could include discharge. The specific discipline imposed will depend on the nature of the offense. Consequences will be determined appropriately. You have specific rights if you feel that consequences are not appropriate. See the RESIDENT RIGHTS POLICY and GRIEVANCE PROCEDURE.

- Violations of program policies, house rules or guidelines
- Direct disobedience toward a staff member or assigned volunteer
- Use or possession of drugs or alcohol, including prescription drugs not monitored by staff
- Refusing to take a drug or alcohol test within two hours of staff request
- Any threats of violence or abuse toward anyone
- Physical fighting of any kind
- Violation of any law, conditions of probation, furlough or parole
- Manipulation, conning, deceit, or lying
- Stealing or taking property without prior permission
- Willful destruction of property including vandalism and graffiti
- Falsifying a daily report or log or signing in or out for another resident in his absence
- Refusing to follow case plan or work on personal issues with the program director, staff, or in group sessions
- Refusing to do assigned tasks and fulfill Recovery Home requirements
- Violating curfew

GENERAL RESIDENT RIGHTS POLICY

The Recovery Home strictly prohibits any form of abuse to its residents. Any staff member or volunteer who has knowledge of an incident of abuse will immediately report the incident to the executive director. This includes situations in which a volunteer or staff member receives a resident's complaint that alleges abuse in any form or has reason to believe that abuse has taken place.

Any alleged incident of abuse will be handled according to the requirements of law. The staff member or volunteer will submit a written report of the alleged incident within 24 hours to the Executive Director. The incident will be investigated thoroughly by staff and appropriate action will be taken to resolve the incident.

SPECIFIC RESIDENT RIGHTS

- The right to give informed consent or to refuse treatment or medication and to be advised of the consequences of such a decision
- The right to be heard through the grievance process
- The right to a safe environment
- The right to confidentiality
- The right to verbal explanation of these rights and handbook content if the resident has trouble understanding what is written
- The right to leave the program and to be counseled regarding the possible consequences of such a decision.

GRIEVANCE PROCEDURE

Residents have the right to be heard for any concern or complaint. If a resident is grieved by any situation or event that is contrary to the rules, policies or guidelines in this handbook, the following steps should be taken:

- Report the grievance to a staff member for resolution. If the grievance has not been resolved to your satisfaction, you may report the grievance to the executive director.
- If the situation is still not resolved, you should give the executive director a written explanation that will be reviewed at the next staff meeting. If necessary, the staff will then meet with you to discuss any findings and a possible course of action, if necessary.

EMERGENCY EXIT PLAN

In the event of a fire or house emergency, the person discovering the situation must notify everyone in the house and leave through the nearest safe exit. If possible, close doors and windows behind you. Meet in the parking lot away from the home.

Change, healing, recovery can be challenging. It can be difficult to take responsibility for our lives, and face our giants. But living sober, successful, with the Savior is so satisfying! For, this is how God intended us to live. We have found, "I can do all things through Christ which strengthens me." isn't a trite cliché, rather a life transforming experience. May you know the Truth, and experience His freedom!

