



ANCHOR HOUSE OUTREACH RESIDENCE RULES & REGULATIONS

Rules and regulations must exist for the purposes of harmony and safety; however, the Anchor House Outreach Christian Residential Program is not built on rules and regulations but rather on the admonition expressed in Ephesians 5:1-3: **“Be imitators of God, therefore, as dearly loved children, and walk in the way of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or greed, because these are improper for God’s holy people.”** Listed below are four categories of basic guidelines that will allow participants to know the level of conduct needed to peacefully enjoy the community living while residing at the Anchor House Outreach housing center. **(Applicants must read each of the following rules and show agreement to them by initials on the lines following each and by signing this document on the last page. NO APPLICATION WILL BE CONSIDERED WITHOUT THIS BEING DONE.)**

A. Personal Growth

- 1) I understand that if I am accepted to participate in the Anchor House Outreach program, I am committing to participate in this program for a minimum of one full year. _____
- 2) No Drugs or Alcohol will be used by any participant while residing at Anchor House Outreach. Smoking tobacco products is strongly discouraged and will only be accommodated in the designated smoking area. _____
- 3) No premarital sex while participating in the Anchor House Outreach program. _____
- 4) No pornography or indecent material shall be brought onto the Anchor House Outreach site or viewed anywhere through TV, computer, or any other means during Anchor House Outreach participation. _____
- 5) All participants shall comply with random drug and/or alcohol testing requests. These tests shall be conducted by and in the visual presence of the Residential Director and/or the Board of Directors, and any refusal to comply will lead to immediate removal from the program. **NOTE: AN AUDIO RECORDING SHALL BE MADE DURING THE PROCESS OF EVERY DRUG/ALCOHOL TEST.** _____
- 6) If there is cause for concern about potential contraband, e.g. weapon, drugs, alcohol, pornography *et al*, the Residential Director and/or the Board of Directors has permission to search the rooms and the personal property of the resident(s). _____
- 7) Unless otherwise given permission by the Residential Director, residents shall be required to attend all the scheduled activities: **NOTE: THESE ACTIVITIES MAY BE RESCHEDULED, CHANGED, AND/OR OTHERS MAY BE ADDED TO THE SCHEDULE AT THE DISCRETION OF THE RESIDENTIAL DIRECTOR.**
 - *Monday, 7:00-8:00 pm, Prepared Workshop
 - *Tuesday, 7:00-8:00 pm, Prepared Workshop
 - *Thursday, 6:30-8:00 pm, Christian Service
 - *Saturday, 9:00 am through completion, **the first Saturday of every month** is set aside for yardwork/outer building cleanup
 - ***Sunday, 10:00-11:30 am, attendance at Common Ground Church**
 - *One-on-one meetings will be scheduled between the Residential Director and each participant at least once a month. _____

8) If a resident needs to be somewhere else during a scheduled activity time, he must advise the Residential Director about this **timely** and request permission to be absent. If he is granted permission, the resident will be required to make up the time/activity missed at the direction of the Residential Director. _____

9) If a resident misses an activity without seeking/acquiring permission, he will be required to make up the time/activity missed **and serve one hour of disciplinary community service** at the direction of the Residential Director. **Multiple acts of missing activities without permission will not be tolerated.** _____

10) All residents shall be required to attend services at Common Ground Church a minimum of one (1) time per week. _____

11) Anchor House Outreach curfew is 10:00 pm Sunday through Thursday, and 11:00 pm Friday through Saturday. No one is permitted to stay out later than this curfew without the permission of the Residential Director and/or the Board of Directors. **(If a resident has an earlier curfew dictated by supervision, that curfew will always take priority.)** _____

12) A resident is not permitted to spend (a) night(s) away from Anchor House Outreach without the permission of the Residential Director and/or the Board of Directors, and a drug and/or an alcohol test will be administered to the resident after the return from an overnight trip. Each approved overnight trip must be with a family member and/or on a trip that has been established as work related. _____

13) If a resident refuses to follow the Anchor House Outreach activities guidelines and/or other rules he will be dismissed from the Anchor House Outreach Christian Residential Transition Program. _____

14) If a resident is dismissed/tremoved from the Anchor House Outreach Christian Residential Transition Program by the Residential Director and/or the Board of Directors and told he must leave the property, that resident must follow this instruction exactly how it is provided. If the resident does not follow this instruction, he will be guilty of “trespassing after warning” and law enforcement will be called to administer the dismissal. If this resident is under supervision, his parole/probation officer will be notified. _____

B. Employment/Housing/Food

1) It is required that each resident/participant seeks, finds, and maintains gainful employment so that he will be able to pay his Residential Program Fees and purchase his food and other necessities. _____

2) The Residential Program Fee is \$210.00 per week (equal to \$30.00 per day) and is due in advance for the week ahead by Saturday. _____

3) Each resident is responsible to reimburse Anchor House Outreach for any funds spent when he arrives at Anchor House for items including food, clothing, hygiene items, transportation passes, and any funds spent on behalf of the resident. Repayments will be made weekly, and the resident has a maximum of ten (10) weeks from the day he becomes employed to complete this payment. _____

3) Each resident is responsible for paying a \$420.00 Security Deposit and has a maximum of ten (10) weeks from the day he becomes employed to complete this payment. _____

4) There are both lower and top bunk beds at Anchor House Outreach. The lower beds will be provided to men as they are open—with priority given according to whoever is next in line to receive one. However, if a man enters the Anchor House Outreach program either too old to climb onto a top bunk or has health issues preventing this, or if a man who is already there is hurt or has some other issue come up which makes it too difficult for him to use a top bunk, someone who is already

on a lower bed may have to temporarily (until the next lower bed becomes available) move to a top bunk to help this person. This will be the Residential Director's decision to make and must always be honored respectfully. _____

5) If for any reason the Residential Director believes it will be best for a resident to live in a different room or different apartment, this decision must always be honored respectfully by everyone involved. _____

6) When multiple men are living in the same apartment, morning showers will not be permitted during the time others are preparing to leave for work. **ALL MEN MUST ALWAYS BE RESPECTFUL** about the mutual time the communal functions of the apartment are used, i.e., bathroom, kitchen, TV room, etc. _____

7) Each man is required to purchase and prepare his own meals. The kitchen cabinet and refrigerator spaces shall be shared evenly between the mutual residents in each living area. _____

8) Unless a resident arrives from Work Release already employed and obligated to maintain his current work schedule, he will not be allowed to work or seek employment during his first week at Anchor House Outreach. His first week is to be spent taking care of all immediate needs, i.e. felon registration, supervision reporting, social security, food stamps, bus pass, *et al.* _____

9) After that first week, residents are to spend the next week seeking employment; if employment is not found during the second week, starting the third week the resident is to begin submitting himself daily to day labor operations. _____

10) **No one is permitted to work or go to school in the evenings during his first six months at Anchor House Outreach;** this is to keep him free for all Anchor House Outreach evening activities. After the first six months, the resident may seek permission for evening employment or school but will only be allowed to do so with permission of the Residential Director and/or the Board of Directors. _____

11) On every weekday morning, each resident must be out of bed by 7:30 and the bed must be made, and the bed area cleaned and straightened up by 8:00. If the resident does not have a job to go to, he must find something productive to work on. In cases where the resident does not have employment to report to, community service may be assigned to that resident by the Residential director, i.e. working around the Anchor House Outreach property, feeding the homeless with the Burrito Project, doing work in service to Common Ground Church, and/or any other productive activity assigned to him. **IT IS IMPORTANT THAT ALL RESIDENTS UNDERSTAND AND RESPECT THAT ANCHOR HOUSE OUTREACH IS NOT A PLACE TO SIMPLY COME TO LIVE AT. ANCHOR HOUSE OUTREACH IS A PROGRAM BUILT TO HELP EACH RESIDENT GROW AND MAKE A SOLID PLACE FOR HIMSELF IN SOCIETY. THIS REQUIRES THAT A STEADY SET OF PERSONAL DISCIPLINE BE IMPLEMENTED BY EACH RESIDENT, AND ONE OF THE BEST PLACES FOR HIM TO START IS HOW HE BEGINS AND THEN WORKS HIMSELF THROUGH EAVH DAY.** _____

C. Interpersonal Relationships

1) All female visitors on the property shall be in gatherings of three or more people. An exception will be made when a resident has a wife or female birth-related family member whom he may visit with one-on-one. _____

2) Dating and all intimate relationships are strongly discouraged during the first six months after release from prison. Fornication of all types are outside the acceptable boundaries of behavior for any Anchor House Outreach resident. _____

3) All invited guests shall be treated with value and respect. _____

4) No fighting or personal verbal attacks on any other Anchor House Outreach resident will be permitted. _____

5) All personal issues/disputes/conflicts shall be settled as soon as possible and preferably before the sun goes down on your wrath. Conflict resolution shall be according to Matthew 18. First, go directly to the person, secondly, bring two or three

witnesses, and thirdly, bring the issue before the entire church or in the case of Anchor House Outreach to the Residential Director and/or the Board of Directors. All decisions of the Residential Director and/or the Board of Directors shall be final and binding on all parties. _____

6) All laws shall be obeyed, and law enforcement officers shall be respected. **THIS INCLUDES NO ILLEGAL COMMUNICATION WITH INMATES IN JAIL OR PRISON WHO HAVE ILLEGAL CELL PHONES. LEGAL COMMUNICATION WITH THEM IS BOTH EASY AND SUPPORTED BY ANCHOR HOUSE OUTREACH, BUT ILLEGAL COMMUNICATION IS AGAINST THE LAW AND ANYONE FOUND DOING THIS WILL BE DISMISSED IMMEDIATELY FROM ANCHOR HOUSE OUTREACH AND IT WILL BE REPORTED TO THE LEGAL BODIES INVOLVED.** _____

7) All residents are expected to submit to the leadership and authority vested in the Residential Director and/or the Board of Directors, and by signing this RULES form and/or the APPLICATION, the resident acknowledges and agrees that the Residential Director and/or the Board of Directors has permission to record through audio and/or visual means any/all argumentative or otherwise questionable words or actions. _____

D. Premises Care

1) The grounds shall be impeccably maintained, and light repairs and maintenance will be done by participants as assigned by the Residential Director. _____

2) No pots, pans, or dirty dishes shall be left in the sink overnight. _____

3) All interior units shall be cleaned thoroughly every week. _____

4) Beds are to be made every morning and each apartment shall always be neat and tidy. _____

5) All residents are always responsible to secure the main gate; any resident coming in or going out of the Main Gate after dark shall lock the gate. All apartments shall be locked and secured when leaving the grounds. Each resident shall take care to treat his roommate's(s') possessions with respect. _____

6) All living quarters may be inspected at any time for any reason by the Residential Director and/or the Board of Directors with or without the resident(s) being present. _____

7) No pets shall be permitted. _____

8) No weapons shall be permitted. _____

9) If any resident is dismissed/removed from the program and told to leave the property and refuses to leave as directed, law enforcement shall be called to execute the dismissal/removal based on the resident's "trespassing after warning." When signing this document on its closing page, each resident is authorizing the Residential Director and/or the Board of Directors in advance and if necessary to call law enforcement for this purpose. If this resident is under supervision, his parole/probation officer shall be notified. _____

10) If anything in the living area needs to be cleaned and/or repaired at the time of the resident's departure from Anchor House Outreach, his Security Deposit will not be returned to him. _____

11) If a resident is dismissed from the Anchor House Outreach program for a disciplinary reason or chooses to leave the program before completing his one-year commitment to it, his Security Deposit plus any Residential Program fee payment he has made will not be returned to him. _____

12) Anchor House Outreach is not responsible for any illness, disease, or medical treatment a resident may encounter or require while in the program; however, guidance will be provided to residents who experience unforeseen illnesses. _____

13) Anchor House Outreach is not responsible for any property which may become lost, damaged, or stolen. _____

THE RULES & REGULATIONS OUTLINED HEREIN MAY BE MODIFIED AT ANY TIME BY THE ANCHOR HOUSE RESIDENTIAL DIRECTOR AND/OR THE BOARD OF DIRECTORS OF AT THE CROSS, INC.

* * *

I have read and fully understand all the requirements listed herein. I agree to live my life according to these standards and with Christ's help I will strive to exceed these standards at every level. I understand that my failure to maintain this code of conduct may be cause for termination from the Anchor House Outreach Christian Residential Transition Program. I understand that the Rules & Regulations stated herein may be modified at any time by the Anchor House Outreach Residential Director and/or the Board of Directors.

I HAVE CAREFULLY READ THE RULES & REGULATIONS AND UNDERSTAND AND AGREE TO THESE TERMS.

ANCHOR HOUSE PARTICIPANT'S NAME (PRINTED)

ANCHOR HOUSE PARTICIPANT'S SIGNATURE

DATE