

**ANCHOR HOUSE
RESIDENCE RULES & REGULATIONS**



EPHESIANS 4:28 MINISTRIES, INC

www.eph428.org

Rules and regulations must exist for the purposes of harmony and safety; however, the Anchor House 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 Anchor House. **(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 doing this.)**

A. Personal Growth

- 1) No Drugs or Alcohol will be used by any participant while residing at Anchor House. Smoking of tobacco products is strongly discouraged and will only be accommodated in the designated smoking area. _____
- 2) No Premarital Sex while participating in the Anchor House program. _____
- 3) No pornography or indecent material shall be brought onto the Anchor House site or viewed anywhere through TV, computer, or any other means during Anchor House participation. _____
- 4) All participants shall comply with Random Drug and/or Alcohol Testing requests. These Tests will 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.** _____
- 5) 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). _____
- 6) Unless otherwise given permission by the Anchor House Residential Director, residents shall be required to attend all of the scheduled activities:
 - *Tuesday, 7:00-8:30 pm, prepared workshop
 - *Wednesday, 7:00-8:30 pm, prepared workshop
 - *Thursday, 6:30-8:30 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 Common Ground Church**
 - *One-on-one meetings will be scheduled between the Residential Director and each participant at least once a month. _____

NOTE: THESE ACTIVITIES MAY BE RESCHEDULED, CHANGED, AND/OR OTHERS MAY BE ADDED TO THE SCHEDULE AT THE DISCRETION OF THE RESIDENTIAL DIRECTOR _____

7) If a resident needs to be somewhere else during a scheduled activity time, he must advise the Residential Director **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. _____

8) 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 and may lead to removal from the program.** _____

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

10) Anchor House 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 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.)** _____

11) A resident is not permitted to spend (a) night(s) away from Anchor House without the permission of the Residential Director and/or the Board of Directors and a drug and/or alcohol test shall be administered to the resident after each return from an overnight trip. _____

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

13) If a resident is dismissed/removed from the Anchor House 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) Each resident is responsible for paying a \$300.00 Security Deposit and has a maximum of ten (10) weeks from the date of admittance to Anchor House to complete this payment. (NOTE: This amount does not apply to those residents who have already paid a Security Deposit at a lower price): _____

3) The Residential Program Fee is \$150.00 per week due and each week by Saturday. _____

4) There are both lower and top bunk beds at Anchor House. 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 program and is 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. 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**; this is to keep him free for all Anchor House 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. _____

C. Inter-personal Relationships

1) All Females on the property shall be in gatherings of three or more people. An exception will be made when a participant has a birth-related family member visit with whom they may visit 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 participant. _____

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

4) No fighting or personal verbal attacks on any other Anchor House participant 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 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. _____

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 participant 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 Director(s) 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 a resident's departure from Anchor House, his Security Deposit will not be returned to him. _____
- 11) If a resident is dismissed from the Anchor House 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 is not responsible for any illness, disease, or treatment a resident may encounter while in the program. However, guidance will be provided to residents who experience unforeseen illnesses while in the program. _____
- 13) Anchor House 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 EPHESIANS 4:28 MINISTRIES, 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 Christian Residential Transition Program. I understand that the Rules & Regulations stated herein may be modified at any time by the Anchor House Residential Director and/or the Board of Directors of **Ephesians 4:28 Ministries, Inc.** _____

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