

Gospel Homes for Women

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www.GospelHomesForWomen.org

We are a 3-6 month sober living home and discourage short term stays.

FEES: Our program fees are \$600.00 a month. At this time, we are unable to accept those who cannot pay the fee and are unable to work. As time progresses, we may be able to help in that way. We would like to see at least \$300 (1st 15 days) paid up front. Depending on whether you have a voucher to help you pay your fees initially, we will give you 15-30 days to find a job working at least 30-40 hours per week. (Then) You will get caught up on fees first before you make any other new expenditures or savings. short term stays.

JOB SEARCH: In the first 15-30 days you will be expected to have made **at least 5** job contacts a day and to look for a job Mon-Fri. You will do nothing else but reintegration related activities, job search, and court ordered activities until you have a job. You will let the house manager know the night before where you are going the following day, be out by 8:45, and document on the job contact sheet where you have been every day. You will call in between 11:00 and 2:00 and be in between 5:00 and 6:00 when looking for work or on a pass. Drug court participants in the first 60 days will be expected to put in 3 job contacts on group counseling, 1on1, or court days.

If you need more job contact sheets we will give them to you. Individual or group counseling, UA's, NA/AA meeting will count as one stop. However, if you really want to work you will look for as many contacts as it takes to find a job. You will be given 15-30 days to find a job (depending on the amount of fees paid upfront). Jobs need to be 32-40 hours per week. You will not be allowed to work more than 50 hours a week as it takes away from what you are trying to do in recovery. After this time, if your fees are not paid or efforts made, you could be dismissed from the program. Computers are available at the homes or at the local library for applications, but you are still going to need personal contacts. A job contact is giving the application to the manager. Do not just pick up an application as this is not a job contact; then you will have to go back there to drop it off. If you put in an online application, go to the location a few days later to check on the application. This is also a job contact. When you have

found a job, you will write your work schedule in the whereabouts book and your daily activities in the whereabouts book.

TRANSPORTATION: You are responsible for your own transportation. Due to parking restrictions at the home, automobiles are discouraged. Automobiles are very costly and can interfere with your focus of saving for future needs and housing. The bus goes very close to the homes and getting a bus pass can be cheaper than using a car. If you do have a car, you will be asked not to act as transportation for other girls as it enables them and can be a burden on you if the car breaks down. If you want to drive you need to produce a valid license, insurance, and registration, and there needs to be parking availability.

TIME MANAGEMENT & CURFEW: Be home by 6:00 pm when job search and passes, unless other arrangements are approved. Tell the house manager (write in the whereabouts book) where you are planning to go the night before, and then get these things done and come home, documenting where you have been. You will call in between 11:00-2:00 when on job search or passes to check in. If you have evening appointments, AA/NA, work, or groups that get over after 6:00 please let us know why you will be home later.

We don't want you in from work extremely late as this disturbs the house. As such, we also don't want you to turn down a job possibility, as we know this is hard to find. Please run each possibility by us and we will try to work with you. Normally, at 10:00 pm it is quiet time, cell phones off, reading your Bible until 10:30 lights out. If you cannot stay off your phone between the hours of 10:00pm and 6:00 am, we will lock the phone up during those times or disconnect the Wi-Fi.

WHEREABOUTS: On your off times or on the weekends, write in the book and get it approved. We want you to write in the book where you are going and go to these places. We want to work with you to straighten out your life and get back on track, and we would like you to trust our insight. We expect you to be actively spending your time seeking employment, working, things recommended by your supervising authority, or connecting with family or child visitation.

SUPERVISING AUTHORITY: We consider probation, parole, and DHS to be supervising authorities. We are a non-profit that works to assist them in what they are trying to help you do in your life and accept their authority. We cooperate with them fully, especially in matters of sobriety and searching of your personal belongings. We consider their directives to help

you set your goals and objectives. They will be informed if you are having issues or after 2 written incident reports.

CHILD VISITATION: We allow child visitations if prearranged with the house manager. Parents need to be always present with their children and the visit has to be prearranged with staff. This visitation must not interfere with the participant's work, meeting/group, or anything the house is doing, and must not be disruptive to the home. If children are left unattended or are disruptive to the home, you will be asked to make other arrangements to visit them. Other program participants are not permitted to babysit, touch, or discipline your children. This is a time for you and your children to bond.

GUESTS/VISITORS: We recognize building supportive relationships and repairing broken family ties is an important step in recovery. GHW does not require strict visiting hours but any guest entering the home must do so with the permission and presence of staff. Men are not to enter the home when picking you up. Visits are best conducted off property and listed in the whereabouts notebook.

SPECIAL EVENTS: About every 3 - 4 months we will be having a graduation/promotion get together to honor those that are passing from phase 1 to phase 2 and those who are graduating. A lot of preparation goes into planning these events and it is mandatory that you be present and participate in these events. We will be having them on the 5th Tuesday of the month which only happens every 3-4 months and Tuesday is the day that you will be home for Bible studies anyway. We want to celebrate the accomplishments of our ladies.

BUDGET: We ask you not to have over \$25.00 on you for your personal expenses. Money can be locked up if needed. When you get a paycheck, we would like to help you with a budget so that you can pay your program fees, meet your personal obligations and start saving for your own place. The home will not take anything beyond the \$600.00 fee per month for their services. Girls that get paid partially with tips may be asked to turn in their tips minus incidentals at the end of their shift to be budgeted when the rest of their pay comes in. Your savings will start after your fees are caught up.

CHORES: You will be given weekly chores and an assigned laundry day, as well as doing dishes and keeping your room neat. You will be expected to launder sheets and towels. We allow 3 loads per week on your assigned day. Fill washer $\frac{1}{2}$ to $\frac{3}{4}$ full. There will be no laundering of a few items as this is costly. If it is someone else's laundry day and you need to wash, you must

get the permission of the one whose wash day it is before washing, remembering that only 3 loads of wash are permitted a day.

Everyone will do their own chores daily during your prescribed chore time. Every two weeks we move your name down on the list of chores. You may be asked to help out with a special project as well. Your room needs to be neat and clean. Excess clothes will not be tolerated as we don't have much storage space. You will be allowed one dresser full and 15 hanger items.

BIBLE STUDY: Devotions occur every morning Monday – Friday at 8:15 am. Bible Studies are twice a week- Tuesday and Thursday at 7-8:30 pm. Please keep these times in mind when applying for a job. In phase 1 you will be given one written Bible Study a week to complete in your off time. There are 12 Grace Discipleship lessons in this series.

PROMOTION TO PHASE 2: It is a requirement for promotion to phase 2 to complete the 12 written Bible Studies, as well as being caught up on your fees and being with us for 90 days, incident free for at least 30 days.

MEDICATIONS: You will be expected to take medications as prescribed; changes need to be discussed with your prescribing physician. Medication will be locked up for the good of the home. You will be observed as you dispense your meds each night and have them recorded giving you a 24-hour supply. If you are taking over the counter or as needed medication (prn) these also will be locked up and dispensed. If you have to go to a doctor or ER, please let them know that you are in a sober home and **cannot take opiates or benzos or an amphetamine derivative** and still remain in the home. Repeated visits to the ER will be discouraged and may be considered drug seeking. Please be proactive in making doctor's appointments as it can take weeks to obtain a refill.

GROUPS: We would like you to attend a group or AA/NA outside of the home for your betterment, but it is not mandated. It will be tailored to your needs and one that will act as support when you leave our home. Get a list of AA/NA groups or things your church may be offering.

1 ON 1s: You will meet with staff once every two weeks to be sure you are complying with this manual. This is an opportunity to check in with you to be sure your needs are being addressed, your Bible studies are completed, your fees paid, your savings are growing, and to offer pastoral counseling.

FEMALE MENTOR/SPONSOR: Having a mentor from a church or sponsor from AA/NA can be very helpful in trying times. We want this to be a person who can meet with you in person at least once a week for at least 1 hour and who will steer you in the right direction and be a support after you leave our home. You have 30 days to select this person, or one will be selected for you. Your mentor/sponsor needs to be interviewed by staff and turn in all proper paperwork before being approved.

SOBER: You will be expected to be always clean and sober while staying at our home. We may do random UA's and BA's if we suspect that you are using. We may call your supervising authority to express our concerns if there are any. The first time you are hot you will come back when you are sober, hopefully after a stay at Detox. The second time it is 2 weeks out and coming back sober, hopefully after a stay at Detox as well. The third time you are hot, you will be dismissed for 30 days and start from day 1 again.

ROMANTIC RELATIONSHIPS: We don't honor any romantic relationships except the marriage relationship. If you are in a relationship with someone that is not your husband, we may offer pre-marital counseling, but would discourage the relationship if marriage is not recommended or an option. Marriage is defined as a ceremony in front of witnesses binding you together with an opposite gender person. While we realize some individuals can just be your friend, we feel that relationships with members of the opposite sex (fathers and brothers excluded) can be a distraction that can take you away from focusing on what you need to do to get on your feet. The call for a friendship relationship is at the discretion of the CEO, however she will try to be very open-minded in this instance.

FOOD: You will be expected to purchase, cook, and clean up your own food. If you need food stamps, we encourage you to apply. There will be house food that is open to everyone if you do not have the means to get your own food. We offer transportation to the grocery store once a week. You must spend your own food stamps for your own needs if you have them. You provide \$20 a month to the house manager for paper products, soaps, and cleansers.

SMOKING: No smoking or vaping is permitted inside the homes. Smoking (not marijuana) is permitted in designated outdoor areas only with butts carefully extinguished and placed in approved receptacles. Smoking is not permitted after the lights are out until the following morning. Smoke breaks may be limited to house activities, with children present, or as staff see fit.

CHURCH: You will select and attend the Evangelical Christian church of your choice on Saturday night Sunday or Wednesday. More attendance is permitted if it does not interfere with other scheduled activities. Transportation to church will be on your own unless the house manager is able to provide it. This is a good time to find a mentor or meet new friends. You will be given 30 days to select a church and a mentor. If you don't have one, one will be selected for you.

PHASE 2: Promotion to phase 2 will occur after 90 days incident free, fees paid and completion of all Grace Discipleship lessons. There will be no overnights during the first three months. Then only with probation and house manager approval and with a family member: husband, parents, child etc., in a sober environment. After promotion to phase 2, you will have your curfew extended to 9:30pm on non-Bible Study nights, 3 times a week. You will still be expected to tell the house manager where you are going ahead of time and get permission to stay out after 6:00.

MEDIA: We try to maintain a positive atmosphere in the home and while you are welcome to listen to whatever media you like, we ask that usage not be excessive, not promote illegal activity, nor the volume disturbing the home. Headphones are not allowed in the common areas. All TV viewing is subject to staff approval based on content or other activities. If you are fortunate enough to have a cell phone, we ask that you not use it during Bible studies, devotions, house meetings, or during the hours of 10pm and 6am. If you cannot stay off your phone, we will lock it up during those times and return it in the morning. You will be asked to supply your phone number to the house manager and let her know if it changes.

CONSEQUENCES: If any of the following should occur, there will be consequences as follows: **14–30 days out:** Possession/use of alcohol or illegal drug on the premises, possession of stolen property, possession of any kind of weapon, violence/destructive behavior, 12 hours of unauthorized absence, excessive non-payment. **NOTE:** Returns to the home are subject to CEO approval and what we are looking for is repentance. **Incident reports:** Disobeying staff directives, negative attitude displays, possession of pornography, possession of prescription drugs beyond daily doses, disrespecting staff, repeated profanity or vulgarity, incessant gossip, coarse or practical joking, curfew violations, policy violations. Three incident reports may result in termination. Concerns are minor infractions like curfew violation, did not do chores, etc. Four concerns = an incident report. Three incident reports may be cause for termination, but the CEO has the call. We cannot try harder than you do to get on your feet.

RELEASE FROM THE PROGRAM: If you are asked to leave the home, you have 72 hours to come back and pick up your stuff when the house manager is present. We would like to see you take all your stuff when you leave, but if you leave some stuff behind, we can pack it up and dispose of it after 72 hours. Your food will be offered to the girls with the greatest need or thrown away.