

# **The Refiner's Recovery Discipleship Homes**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

### **Welcome to The Refiner's Recovery Discipleship Homes:**

Please take the time to read and understand The Refiner's Recovery Discipleship Homes (RRDH) Policy, Procedures & Guidelines. If you have any questions at all, PLEASE ASK. We want you to be successful and part of what will help in that success is if you are fully informed and understand completely what is expected. Please sign the last page of this document.

### **DRUGS AND ABSTINENCE**

A. Abstinence is required at all times. The use of alcohol, illegal mind-altering chemicals, or other drugs not legally prescribed by your doctor, will not be tolerated. Random drug screening which includes the visible observation of urine samples will be done at the discretion of management. Unless indicated otherwise (such as sign-out violation or relapse/re-entry), the cost for drug screening will be provided by RRDH. No sale, possession, or activity involving unapproved alcohol, illegal mind-altering chemicals, or other drugs, firearms, weapons, gambling, pornography, fornication or any other potentially addictive behavior as noted by RRDH, is allowed on any Refiner's Home property at any time, for any reason. If you have any questions regarding this policy, please ask your house director or other staff. There may be severe consequences if this guideline is violated.

B. Should a resident need to take over-the-counter medication or prescription medication, staff must be informed before the medicine is purchased. Only over-the-counter medication and prescription medication that has been approved by staff may be taken by the resident for which approval has been given. Staff must see all the packaging of the medicine and will determine which medications may be monitored (counted). (for safety & security reasons) For the first 30 days these medications will be monitored weekly. Biweekly for the second month and then once a month after 60 days.

C. MEETINGS: All residents are expected to attend a minimum of 5 group meetings per week. They must document them on the appropriate sign-in sheet and turn them in during biweekly house meetings. The mandatory meetings are as follows:

1. Refiner's Recovery Community Meeting (be sure to sign in)
2. Once a week (homegroup is mandatory)
3. Church once a week on Sundays. You will need to have 3 signatures from the pastor and 2 other people.
4. House bible studies/book studies
5. One more meeting during the week. (Volunteers will be regularly at the house to offer meetings)
6. Life coaching sessions are available upon request with signed waivers.
7. Encounter weekend is a requirement.
8. Inner Healing available upon request with signed waivers.

# **The Refiner's Recovery Homes**

## **RESIDENT POLICY, PROCEDURES & GUIDELINES**

A. **THEFT OF PERSONAL ITEMS & PHYSICAL VIOLENCE:** Theft and physical violence are not tolerated. This also includes food theft. We are not responsible for unlocked bedroom doors. You are responsible for locking your bedroom door and not losing your key. The first key is provided and any key after that will be purchased by the resident. Most of the guidelines listed here are negotiable. This one is not.

B. **GAMBLING AND PORNOGRAPHY:** Absolutely no gambling or pornography of any kind is permitted in the Refiners Home at any time for any reason. There may be severe consequences if this guideline is violated. Pornography and gambling are two of those behaviors and will not be tolerated.

C. **PAROLE/PROBATION:** All residents currently on parole/probation are responsible to comply with all requirements and restrictions of the court. Any conflicts with Refiners Home policy, procedure & guidelines should be brought to leadership's attention immediately.

D. **LANGUAGE:** Street and/or jail language belongs there. Loud, obscene, abusive, and/or foul language will not be tolerated, especially if it is directed to another individual.

E. **DISRESPECT:** As this is a discipleship house it is imperative that we have the utmost respect for all humans, at all times, especially fellow residents. Any disrespect will be dealt with harshly. No explanation should be necessary.

F. **HOUSEHOLD CHORES:** Each resident is expected to participate in their share of maintaining a clean-living environment. Household chores are assigned upon arrival to the House. The chore you are assigned is yours until another chore of your choice becomes available unless it is mutually agreed and approved by the house manager to trade chores with another resident.

G. **CHORE CHECKS:** Every chore should be done daily and will be checked by the assistant manager. Each day of the week, the assistant manager will place a plus mark (+) by each chore to indicate that the chore was done satisfactorily or a minus mark (-) by each chore to indicate that something more needs to be done. Any resident with 3 or more (-) on the chore board will be responsible for detailing the entire house after the Sunday house meeting.

H. **CLEAN-UP AFTER COOKING/EATING:** Please clean up the mess you make while cooking or you'll be choosing to clean the entire kitchen. This includes all spills on countertops, inside the refrigerator, on top of the stove, and in the ovens, including the microwave. If you chose to cook a meal for the house or a group of residents, which is an admirable thing to do, it is your responsibility to see that the kitchen is left clean. Anyone who has a meal cooked for them could show their appreciation by making sure that this is done. When you've finished eating, clean up the dishes (plates, bowls, cups, glasses & silverware) that you used. Consequence Any resident found to leave unwashed cookware or dinnerware anywhere in the House may be assigned to wash dishes for the entire House for 1 week. Dirty dishes found in a resident's bedroom will result in the same punishment. All residence must contribute \$25 to the house groceries. Link or Cash is acceptable. Everything else must have your name on it.

I. **DRIVING PRIVILEGES & CAR OWNERSHIP:** Only residents with a current valid driver's license and proper insurance may drive. If the vehicle a resident plan to drive is not registered in their name, verbal and/or written permission from the registered owner and proof of insurance will be necessary.

## Refiner's Recovery Homes

### RESIDENT POLICY, PROCEDURES & GUIDELINES

#### RULES OF HOUSE

A. CURFEW: The House curfew is 10:00 PM, You may be given special privileges on holidays upon request and approval with 24hr notice. Consequence: Any resident that is more than half an hour late returning may be placed on restriction.

B. IN-HOUSE VISITATION: Residents are not allowed to have visitors of the opposite sex at the home at any time. Family members are allowed to visit but must stay in the common area and be approved by a board member. Only board members are permitted in bedrooms. Only Children of the residents are allowed to visit and will not be allowed to stay the night. Children must be supervised at all times. No babysitting is allowed at the house. The board needs to be notified when all visitors are at the house and visitors need to be logged in and out of the visiting log sheet.

C. OVERNIGHT STAYS/PASSES: An overnight pass will only be considered after 60 days of full compliance with all house expectations listed in this document – to include: fees, meetings, church attendance, and chores. Over 60 days: If the resident has met expectations may be considered for 2 overnight passes.

Conditions for overnight passes: (a) residents must be current on fees; (b) church attendance (c) meet all the meeting requirements listed in this document (including chores); (d) and location of overnight visit must be approved by house manager or director. Any overnight stay that goes beyond these parameters will be dealt with on a case-by-case basis.

Consequence: Failure to follow this guideline will result in loss of home visitation privileges and a possible loss of overnight passes.

No overnight stays with the opposite sex an RRDH must approve overnight location and company.

D. NON-FAMILY VISITATION: The only persons who have full house access anytime other than current residents are your **spiritual mentor**, Past residents, friends, and other recovering addicts/alcoholics must have prior approval of House Manager or Assistant Manager to enter the house for a visit. Once permission is given, visitation is granted unless taken away by the Housing Director.

E. HOUSE MEETINGS: There is a biweekly “House Meeting” held in house that is **mandatory** for all residents. This consists of a meeting to discuss pertinent house related issues and accountability check-in.

F. VAPING, IS PERMITTED ONLY IN THE DESIGNATED SMOKING AREA (OR OUTSIDE) NO CIGARETTES ARE PROMITTED: If you need to purchase vape a manager or House board member will take you to purchase these items.

G. RESIDENT ROOMS: Individual resident rooms are to be kept clean at all times. All residents are responsible for their own rooms, which will be inspected weekly. Beds are required to be made daily. Clothes are to be hung up and organized in a neat and orderly fashion.

H. PERSONAL ITEMS: All personal items need to be kept in individual sleeping rooms. Do not leave personal belongings (shoes, coats, blankets, pillows, etc.) in any other room but your own.

I. SEARCHES: Refiner's Recovery Homes reserves the right to search resident rooms and personal property whenever leadership deems it necessary for the maintenance of a safe and secure living environment for all residents.

J. RESTRICTION: Anyone on restriction shall be restricted to the house except for the following reasons: (a) Church meetings; (b) Medical or Legal meetings; (c) Work. (d) meetings, go to the store, or other approved activities. If none of these are available to accompany you, you will need the approval of the house manager. You must notify the house manager of any necessary appointments 24 hours in advance (i.e., probation, child visits, etc.).

K. DRUG SCREENING: All residents will be screened prior to living in The Refiners Recovery Homes. Any additional drug screening will be upon the discretion of the House Manager and/or Assistant Manager and Housing Director. Consequence: Failure to drop within an hour of request will result in the immediate discharge of the disobedient resident. It will be RANDOM

## **WORK**

WORKING AND JOB SEARCH: Residents are expected to work, as with school, it is not acceptable to quit one job until you have found another. A job entails deductions for required taxes (and quite possibly child support and/or insurance) or 1099 with a paycheck. No "under the table" work will constitute employment.

*Consequence: Continued failure to maintain regular employment and/or falling behind in fee agreement **will** eventually result in discharge.*

A. RESTRICTED SHIFTS: Residents are not able to work third shift jobs as the program is not able to fully support those on that shift. Although work is an important part of the recovery process, personal recovery must come first. Without it, there would be no job for any length of time. This is an ongoing dilemma. It is suggested that residents try to acquire first shift employment. Second shift jobs are permitted but need to be done by curfew of 10pm home by 11 only for those working 2<sup>nd</sup> shift.

*Consequence: Failure to find a job within 15 working days after moving in, without serious willingness, will probably result in discharge.*

B. FEES: \$100 per week to cover housing costs. Every resident needs to stay current on their weekly fees. Any resident who falls behind on their weekly fees will need to make arrangements with the director to catch up and to show their pay stub along with their payment. Anyone who falls a week behind on fees will be required to bring in their check uncashed to make appropriate arrangements. Anyone who falls more than 3 weeks behind on their fees may be removed from the house. Fees are based on a week-to-week agreement and are due every Sunday evening. Fees are to be paid in cash, check, or through the website [thykingdomcomenfp.com](http://thykingdomcomenfp.com). If a resident is discharged, there will be no refunds given for house fees.

C. PURCHASES / SPENDING: The purchasing of personal items such as stereos, cars, expensive jewelry, tattoos, TV, cell phones, etc. needs to be run by the Refiner's Home leadership prior to purchase. If you are not absolutely sure about what this policy entails, **ASK**.

*Explanation:* Past experience shows that buying things prematurely before you are caught up on fees, child support, and/or finished paying court fines, is not a good idea.

*Consequence: Non-compliance could result in an unsuccessful discharge.*

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### **INTAKE DECONTAMINATION PROCEDURE**

New residents bringing their personal belongings into the House are to take all items directly to the laundry room in the basement. All personal belongings are to be screened and processed as follows:

All clothing items are to be washed in hot water and then placed in the dryer. Clothing items that are subject to damage in a hot water wash may be placed in the dryer for a minimum of 20 minutes on high. If clothes are brought in plastic bags, the bags are to be immediately disposed of in the outside trash. Suitcases, duffel bags, backpacks, etc. are to be shaken out and sprayed with an approved disinfectant.

Items not aforementioned will be treated at the discretion of the attending manager or senior resident.

### **GUIDELINES FOR QUALITY SENIOR RESIDENTS TO EMULATE**

Carries a positive example of recovery at all times.

Puts God in their lives and has surrendered to His Will for their life.

Shares personal experience, strength, & hope at meetings.

Reaches out to new residents; helps by setting the example.

Meets with managers weekly face-face to discuss life coaching.

Attends recovery & house meetings on time; leads & brings up topics.

Keeps bedroom neat & clean.

House chore is always done well

Documents recovery meetings and/or journals daily.

Walks in full integrity and radiates a worthy degree of honesty

Good work ethic; caught up on weekly fees, food & house fees.

Does not gossip about others; offers wise counsel and spiritual guidance.

Working towards spiritual mentoring of others

Impels others forward and seeks to build them up

### **BECOMING A SENIOR RESIDENT**

Accomplishing the above suggestions and approval from staff, the current Senior Residents will complete the selection process of new Senior Residents by unanimous endorsement.

Once you have become a Senior Resident you will be asked to meet bi-weekly with staff and other Senior Residents to discuss House needs and concerns and the agenda for weekly house meetings.

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I, \_\_\_\_\_, have read and understand all of the Resident Policy, Procedures & Guidelines of The LIT Movement.

\_\_\_\_\_  
**Resident Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**House Manager Signature**

\_\_\_\_\_  
**Date**