

**HOUSE OF HOPE**  
**Recovery Center**

**Beneficiary**  
**Handbook**

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## **INTRODUCTON**

This handbook is designed to answer any questions you may have regarding the Center. Please feel free to contact a Program Staff member if you have any further questions. The handbook is not all inclusive in regards to policies, procedures, standards, and instruction. It is designed to provide an overview of the Recovery Program.

Our purpose is:

- to provide the embrace of Christian faith and love to those who wish to accept it as a part of their recovery and transition process
- to provide housing, support and counseling for drug and alcohol dependent people
- to develop and provide resources to assist people while they are improving the quality of their life

First phase of recovery program is expected to last 6 months. The program is based on free will of a person to eliminate their addiction. We do not accept people that are in denial of their alcohol/drug addiction and not willing to change their life.

The HOUSE OF HOPE offers services to all people, regardless of race, gender, color, creed, or age.

## **ADMITTANCE TO HOUSE OF HOPE**

Due to facility limitation at this time we can only accept male beneficiaries.

Incoming beneficiaries should have all outside business taken care of before being admitted to the Center. You will be restricted to the Center for the first thirty days you are here. Therefore, you must not have any legal, dental, medical or mental health appointments within the first thirty days. If you do go to an appointment, your stay in this center is in jeopardy.

On acceptance into this program *all* male beneficiaries are required to shave beards and receive a haircut within 24 hours.

## **CLOTHING and PERSONAL PROPERTY**

The following clothing is desirable to have at the time of admittance:

- clothing for Wednesday and Sunday Chapel per dress code described in this Manual;
- clothing for Evening classes per dress code described in this Manual;
- clothing for work per dress code described in this Manual;

## **CURFEW**

Curfew is 10:30 P.M until 6:30 A.M. The recreation room, dining area, kitchen, living room, laundry room, and outside area are shut down 30 minutes after curfew and beneficiaries are restricted to their bedrooms and the bathroom areas. Lights out is 30 minutes after curfew. All beneficiaries are to be inside the building at curfew time. If you return after curfew, you cannot be admitted. There is NO grace period. If an emergency prevents your return to the Center before curfew, please call the front desk and ask to speak to the Program Manager immediately. Arriving late is considered a serious violation of the program. Count on heavy traffic and other issues and return early.

All overhead lights in personal rooms will be turned off at 11:00PM (quiet time). Bed checks will be conducted regularly.

## **DISCIPLINARY ACTION**

When house rules are violated, consequence reports will be made and investigated. Beneficiary responses on this report are required. The Program Manager will determine consequences of rules violations on a case by case basis. These consequences can range from a verbal warning to termination from the Center. The Program Manager and staff meets weekly to assess the consequences of violations related to actions or attitudes. Some common disciplinary write-ups are issued for:

- failure to keep room clean and neat
- arriving late or departing early from meetings
- having unauthorized materials in lockers
- poor attitudes related to interaction with Staff
- not meeting the dress codes on and off site

Beneficiaries may be discharged immediately for:

- stealing, or having things in your locker not on your inventory
- distribution of cigarettes or other items
- smoking
- fighting (or threatening others)
- using or possessing alcohol, or drugs
- gambling
- other serious violations of the Handbook

## **DRESS CODE/GROOMING FOR MALE BENEFICIARIES**

All beneficiaries must shower and shave daily. Hair is to be tapered (tapered block is OK), cut above the ears and collar. No haircut may be shorter than a #2 cut. Pony-tails, Mohawks, two layered cuts, shaved heads, and other radical hair styles are not allowed. Hair cannot stand higher than 1 inch. You may not dye your hair.

Sunday Chapel dress will be a suit, dress shirt, dress shoes,, or in lieu of a suit, a sport jacket, dress slacks, dress shirt, shoes, and tie. You must be in appropriate chapel attire 30 minutes before Chapel and remain in chapel attire until Fellowship Time is completed.

Wednesday Chapel dress will be dress slacks, dress shirts, dress shoes. No blue jeans or work shoes or tennis shoes are allowed. You must be in proper Chapel attire 30 minutes before service, and when in all areas of the residence including outside areas.

Evening Classes/Activities dress will be clean, casual clothes to include collared shirt. No work shoes, work pants, or work shirts will be worn to any evening activity.

Hats may not be worn inside the residence by any beneficiary except those assigned to food handling duties. Hats/caps must sit properly and squarely on the head. Those in food handling areas must wear hats properly.

Earrings or body piercing jewelry are not allowed while in the program at any time, on or off the campus. You may only wear a wedding ring. Other rings are not allowed. Necklaces and bracelets are never allowed.

The Program Manager may require changing clothing deemed inappropriate.

## **DRUG TESTING**

The HOUSE OF HOPE is a drug-free environment. While in the program, beneficiaries will be tested on both random and suspicion basis for drug or alcohol use. Beneficiaries are required to sign a consent form upon admission. These tests are mandatory when requested by a staff supervisor. Positive results or refusal to test may result in discharge.

## **GRIEVANCE PROCEDURE**

All grievances regarding disciplinary action or any personal or house matters are to be directed to the Program Manager.

Failure to follow proper procedure by contacting appropriate staff may result in further disciplinary action.

## **GENERAL HOUSE RULES**

1. Cooking, smoking or making of tea/coffee is *not* permitted in beneficiary rooms. No food or drinks are allowed in dorms. Gum is not permitted inside any of the HOUSE OF HOPE's facilities. Mouthwash, perfume, cologne, and after shave liquids are not permitted in the dorm or dorm lockers. Tobacco, e-cigarettes, vaping are not permitted on the premises.
2. No pornographic materials are permitted on the premises.
3. Any kinds of weapons (including knives of any *size*) are not allowed.
4. No profanity will be tolerated at any time.
5. No personal electronics including cell-phones are allowed at any time.
6. Beneficiaries are not allowed in Center offices without permission.
7. No towels or washrags may be kept in lockers. Towels and washrags are collected after each showering.
8. After 10:30 p.m., noise should be kept to a minimum in the sleeping areas.

9. The rooms are to be cleaned and beds made in the prescribed manner every day.
10. Trashcans must be emptied daily.
11. No flashlights or bed lamps are permitted in your locker or room.
12. All rooms and lockers are susceptible to daily and random inspections.

## **LAUNDRY**

Laundry services are available to beneficiaries. Beneficiaries are expected to ensure their personal items are laundered weekly. Sheets and pillowcases are to be laundered weekly.

## **MEALS**

The Center serves three nutritious meals a day.

Sack lunches may be provided for all workers away from the Residence.

Meal times are posted.

Please take only as much food as you intend to eat.

## **MEDICAL SERVICES**

Emergency Services are available at community clinics. Check with the Program Manager on the best way to qualify for care.

## **MEDICATIONS**

The philosophy of this Center is to provide an alcohol/drug free environment. The use of any mood or mind-altering drugs is prohibited while in this Center. Life sustaining medications are permitted within the following guidelines:

1. All medications are to be surrendered to the Staff upon entry into the Center, including over-the-counter items such as aspirin and vitamins. A doctor must prescribe behind the counter medications and the prescription must be current. Only medications in prescription bottles with the name of the beneficiary, the dosage, and the name of the medicine may be used.
2. All prescribed medications and over-the-counter items such as aspirin and vitamins must be approved by the Program Manager.
3. Medications including vitamins and aspirin may not be kept in the locker.
4. Medications will be inspected to be sure label and content are the same.
5. Medication will be made available by the Staff only at designated times.
6. It is your responsibility to take your medications at the proper times. Staff members are not responsible for reminding you.
7. You may not share prescribed drugs with other beneficiaries.

## MEETING REQUIREMENTS

Admission into the rehabilitation program involves accepting the requirement to attend classes, groups, individual counseling, and other meetings. Attendance is taken for each of these events. You must arrive on time, be attentive, present a good attitude, adhere to the dress standards, and not leave early.

## PROGRAM ACTIVITIES

You are required to attend the following activities unless you are excused in advance by a Staff member (for illness, appointments, etc.)

- Morning Devotions
- Sunday Morning Worship Services
- Process Groups
- All Core Curriculum classes
- Bible Classes
- Wednesday Chapel Service
- Orientation Classes
- House meetings
- Individual counseling sessions
- Other special events as posted and announced.

You are expected to be in the groups for the entire time.

## PROGRESS REVIEWS

Two progress reviews are held for each beneficiary to monitor progress and assist with problem areas. For each review, you will be given a questionnaire in advance. This questionnaire must be completed and reviewed with the assigned counselor prior to the evaluation date. The questions are to be answered *completely and in detail*.

**The first review** is held at the three-month point in the program. To pass the review, you must meet the following requirements:

1. Must have attended all Sunday and Wednesday chapel services.
2. Must have attended all assigned Bible study groups.
3. Must have completed the appropriate workbooks.
4. Must have attended all counseling appointments.

The Program Manager will prepare a brief summary report of the review and make its recommendations to the Board of Directors.

**The second review** is held at the five-month point in the program and is primarily intended to evaluate your readiness for completion of the program. To pass the review, you must have:

1. Attended all Sunday and Wednesday Chapel Services.

2. Attended all assigned Bible study groups.
3. Completed the appropriate booklets of "My Personal Journey".
4. Attended all counseling appointments.
5. Present an acceptable exit plan.

The Program Manager will prepare a brief summary report of the review and make its recommendation to the Board of Directors.

## **PROFESSIONAL SERVICES**

You may seek medical, dental, legal or other professional services at your own expense as long as it does not interfere with Center activities.

## **RE-ADMITTANCE POLICY**

Re-admission into the Center may be allowed under special circumstances determined by the Program Manager.

## **RESTRICTION PERIOD**

During the first 30 days of admission into the program, you may not have any outside contacts with family or friends. This means no visitors, telephone calls, or appointments are permitted. Also, you cannot leave the premises.

The intent of this policy is to provide beneficiaries with time to contemplate their rehabilitation needs without the normal outside influences, and to formulate a personal rehabilitation program.

## **MAIL / PHONE CALLS**

Mail correspondence (excluding electronic mail) with immediate family members is allowed after initial 30-day period. All mail without exceptions is inspected by the Staff prior to delivery to the Beneficiary. In the event of certain inappropriate information present in a letter, such as drugs, sexual content, threats, and similar prohibited content, the letter will be destroyed.

Your immediate family is welcome to call the Program Manager any time to inquiry about your stay at the Center.

## **WORK THERAPY ASSIGNMENTS**

Work Therapy is a necessary and required component of your desire for rehabilitation. Work Therapy assignments will be distributed daily, Monday through Friday.

You are a beneficiary and *not* an employee. Work Therapy can be the means for developing skills and ethical work habits that you need in order to reenter the job market. You are expected to maintain and develop good, work ethics.



Since the recovery program is free of charge that any necessary work is done by the Patients of the Center without any form of compensation. Such work serves for the development and providing for the vital functions of the Center.

You are expected to arrive on time, work productively as a member of a team contributing to a team goal throughout the day, and leave workstations for breaks and meals at appropriate times. People with counseling or other appointments in the course of the Work Therapy day must obtain a pass or permission from their immediate supervisor. Beneficiaries are not to leave work areas without permission.

## **GOALS**

Our greatest prayer and hope is that you will know that Jesus loves you and that you will accept His love into your heart.

God bless you to find solutions to your life's problems and to become better man, husband, and father.

## **ACKNOWLEDGEMENT/COMPLIANCE**

This is to acknowledge that I have reviewed and understood Beneficiary Handbook. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the rules that have been established.

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Print Name

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Signature

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Date