



*Restoration House Ministries*

## *Resident Rules*

***Restoration House Ministries:***

*PO Box 1101*

*Victoria, TX 77902*

*Office: 361-576-4746*

*361-676-3588*

*Fax: 512-727-1655*



## Member Interaction

- \_\_\_\_\_† All residents are encouraged to support each other in their recovery goals. While it is not our intention to limit your friendships, we encourage you to remember that recovery is your primary goal; we would like you to keep private information about your circumstances between yourself and your counselor. You are here first and foremost to develop a relationship with Jesus Christ.
- \_\_\_\_\_† Please guard against gossip or criticizing, if you have a problem with something you are to take it to the LORD first. You are not to contaminate others with the seeds of division. If you cannot resolve this please see staff.
- \_\_\_\_\_† You may not engage in physical contact with members of either sex while living in the home. Any such contact would be interpreted as sexual misconduct and will result in your dismissal.
- \_\_\_\_\_† No borrowing amongst residents is allowed; Such as clothes, shoes, clips, hygiene, etc. If you would like to bless someone with something please go to staff and we will distribute it accordingly.

## Conduct

- \_\_\_\_\_† Conduct must always be of exemplary nature. Courteous and polite behavior, Christian standards, attitudes, and activities are expected. You must show behavior befitting a ministry member and must model Christian behavior with high standards before God, community, and the other members.
- \_\_\_\_\_† Violence or threats of violence and abusive language against anyone will not be tolerated. Violation of this rule will result in your dismissal and may lead to your arrest.

## Dress Code

- \_\_\_\_\_† Restoration House Ministries wants to create a good and proper public impression as well as maintain a modest professional atmosphere at the house.
- \_\_\_\_\_† Dress should always be clean, neat, and in a manner that benefits a Christian, and brings Glory to the Lord.
- \_\_\_\_\_† You are expected to be fully dressed when leaving your room or bathroom. Wearing robes and/ towels outside the bathroom is not permitted.
- \_\_\_\_\_† Shorts must reach your fingertips when your arms are at your side. No spaghetti strap shirts are allowed. No low-cut blouses are allowed. Clothing must be free of drug related slogans or emblems. Clothing must be free of any obscenities, profanity or violent depictions.
- \_\_\_\_\_† **All dress is subject to staff approval. If considered inappropriate, the member must change immediately and maintain a good attitude.**

## Relationships

- \_\_\_\_\_† Contact with friends or family is limited to letters only until your 30 day evaluation. After your 30 day evaluation you will be allowed to visit with family and friends briefly during church functions. This rule is to protect the new women coming into the program as well as the current residents. It also allows you time to learn to take your cares and concerns to God.



## Relationships continued

\_\_\_\_\_† Weekend passes will be assessed at intervals of 60 and 90 day evaluations. It is on an individual basis. (Depending on acclamation, residents well being, family dynamics, and a considerable prayer approval of director.)

## Personal Finances

\_\_\_\_\_† All monies must come through Restoration House first and will be distributed as the need arises. No resident should have more than \$20.00 cash in their possession at any time. You should not have any credit/debit cards in your possession while in the program.

\_\_\_\_\_† Basic personal needs such as clothing and hygiene articles will be provided by RHM, however, special requests are at residents expense.

\_\_\_\_\_† You are responsible for the following fees: any parole fees, probation fees, GED testing fees and home school materials.

\_\_\_\_\_† No member will be allowed to work or be involved in Community service while enrolled in the program.

\_\_\_\_\_† Students will be responsible for the following:

- Personal snacks and sodas on outings.
- Cost of outing unless otherwise stated.
- OTC Medicines/ Prescription Medicines
- Doctor Visits
- Stamps/ Hygiene products
- Text Books, Writing materials, etc. (if possible)

## Medical Needs

\_\_\_\_\_† Must provide a statement (either your word or Medical Records stating your medical status of TB, HIV and Hepatitis C; as well as STD along with application. (failure to be truthful on this issue is grounds for dismissal.)

\_\_\_\_\_† Each resident is financially responsible for all medical and dental needs as well as emergencies.

\_\_\_\_\_† There is to be no medicine (Prescription or over the counter) in your possession. All medicine will be held by staff and distributed to you. Violation of this rule is grounds for immediate dismissal from the program.

## Mail

\_\_\_\_\_† Mail will be distributed daily by staff. We do reserve the right to read your outgoing and incoming mail. All incoming and outgoing mail will be placed in the office and monitored coming in and going out of RHM. Putting mail in the mailbox is not allowed.

\_\_\_\_\_† There is no limit on the number of letters you can send or receive. All mail needs to be read on your personal time not during lessons or bible studies, prayers, etc. All mail should be directed to you in care of Restoration House Ministries, P.O. Box 1101, Victoria, TX 77902.

\_\_\_\_\_† Writing members of opposite sex who are incarcerated is not permitted unless they are your spouse.



## Telephone

- \_\_\_\_\_† An evaluation will be completed after a 30, 60, and 90 day time frame. At this time staff will determine, based on your acclamation to the program, when to invoke your phone privileges. Once you earn your phone privileges you are only allowed to call the 2 people on your list. The use of the phone may be allowed on case by case basis. It is a privilege; if at any time staff finds it necessary to restrict or deny this privilege they will do so
- \_\_\_\_\_† If you are a resident that has placed children in someone else's care for the time you are here, you will be allowed to contact your children. A staff member will place the call and stay on the line until the child has taken the phone. Talking with friends or family during your phone call to children is not permitted.
- \_\_\_\_\_† Staff reserves the right to monitor all phone calls
- \_\_\_\_\_† No incoming calls are allowed from friends and family
- \_\_\_\_\_† Do not answer the phone unless you have been assigned to the task! The RHM house phone is not to be answered after 5P.M. If you are assigned the task, you are to answer the phone like so:  
*"Restoration House Ministries, this is (your name) may I help you?"*  
Further instruction will be given with the assignment.

## Student life at Restoration House Ministries

- \_\_\_\_\_† During your stay at Restoration House you are not allowed to leave the property without permission. There are approved trips to meet your needs; such as the store, church, and other scheduled activities. **Leaving the property without permission will result in your dismissal.**
- \_\_\_\_\_† All appointments must be scheduled a week in advance. Pass requests for appointments must be turned in by Wednesday evening the week prior to the appointment. Avoid scheduling appointments for class hours or at the same time as another appointment on the main calendar.
- \_\_\_\_\_† All appointments, once approved, will be written on the main calendar for the home by staff. If appointment is not on the calendar, you will not be allowed to go.
- \_\_\_\_\_† All errands will be run on a designated day during the week to be determined by staff.
- \_\_\_\_\_† If you are given a pass and do not return at the appropriate time you will lose your pass privileges. (NO EXCEPTIONS)
- \_\_\_\_\_† Complete abstinence from alcohol, tobacco, and/or drugs of any form is expected. Violation will be grounds for removal from the home. Drugs are forbidden. If you are caught bringing drugs into the home, the authorities will be called.
- \_\_\_\_\_† No oversize bags will be allowed to serve as a purse. Purses must be reasonable in size and approval will be at the discretion of staff.
- \_\_\_\_\_† Purse checks will be done at random, at staff discretion, and upon leaving and returning to RHM.



**Student life at Restoration House Ministries continued**

- \_\_\_\_\_† You are responsible for yourself and your children while staying at Restoration House. You assume any and all responsibility, including both injury and financial responsibilities, even if you allow your children to be unattended.
  
- \_\_\_\_\_† You may not have a vehicle while a resident of Restoration House for the duration of your stay. If you own a vehicle leave it with a friend or family member.
  
- \_\_\_\_\_† Furniture, pictures and decorative items are not to be moved or re-arranged unless instructed by a member of RHM Staff.
  
- \_\_\_\_\_† Work duties will be assigned each week. Duties will be outlined and scheduled by staff.
  
- \_\_\_\_\_† Unannounced room checks will be done at the discretion of house leadership.
  
- \_\_\_\_\_† Failure to attend scheduled classes will result in written makeup work and/or extra duties.
  
- \_\_\_\_\_†† **THIS IS A NON-SMOKING FACILITY.**

**In Living Quarters**

- \_\_\_\_\_† You will be given a designated area for your personal belongings. Each resident should respect the property of others.
  
- \_\_\_\_\_† No food is to be eaten or stored in living areas.
  
- \_\_\_\_\_† Your personal area must be kept neat and clean at all times with your bedspread and pillow in the proper place. Beds must be made before leaving your areas in the morning.
  
- \_\_\_\_\_† Clothes should be either on hangars, in drawers, or in dirty clothes container. Clothes are not to be stored loose whether dirty or clean.
  
- \_\_\_\_\_† All members should be dressed and out of their living quarters before 8:00 A.M each day. Room checks will be done by staff at 7:45 daily.

**Kitchen and Meals**

- \_\_\_\_\_† All meals must be eaten in the kitchen. No food or drink is allowed to leave the kitchen.
  
- \_\_\_\_\_† You will either be assigned to the prep/cook team or the clean-up team.
  
- \_\_\_\_\_† After you have eaten at mealtime, it is an opportunity to catch up on your studies or other productive activities providing you do not have an assigned duty during this time.

**Van**

- \_\_\_\_\_† No food or drink is allowed in the van under any circumstances for residents or staff.
  
- \_\_\_\_\_† No intermittent stops will be made while on scheduled outings.



\_\_\_\_\_† Residents will be allowed to purchase from vending machines located in the same building of the scheduled outing.

**Washdays**

\_\_\_\_\_† Washdays are assigned. Unless changed during the staff meeting they remain the same.

\_\_\_\_\_† If a special event or day causes a resident to lose a washday, the resident will reschedule their wash day with staff

\_\_\_\_\_† Dirty laundry must be kept in designated place and container.

\_\_\_\_\_† Laundry is not to interfere with work, quiet time, study time or meal time.

\_\_\_\_\_† If you do not complete your laundry on your assigned wash day, you will receive the following; 1<sup>st</sup> offense: a warning and privilege to finish your laundry. 2<sup>nd</sup> offense: you will not be allowed to finish doing your laundry until your next wash day. 3<sup>rd</sup> offense: you will be written up and loss of privileges will take effect.

**Staff Offices**

\_\_\_\_\_† No one is allowed in the office unless invited for counseling, or to work on staff approved assigned projects. Going into the office without permission may result in your dismissal.

**Write Up Procedures**

\_\_\_\_\_† If you are breaking the rules your first offense will be a verbal warning. Ex. (If you do \_\_\_\_\_ again, you will receive a write up)

\_\_\_\_\_† If your actions continue, you will receive a write up from staff and you will read and sign it. Your actions will lead you to a loss of a privilege.

\_\_\_\_\_† Stealing: 1st offense: restitution. 2nd offense: grounds for dismissal. Here at Restoration House we value you. If anyone is caught stealing your things it will be grounds for their immediate dismissal! If this becomes a problem, unannounced room checks will be made. If you are caught stealing, charges will be filed and may lead to your arrest.

**Staff reserves the right to modify, change or add to these rules at their discretion and residents are expected to adjust with a good attitude.**

\_\_\_\_\_ I understand I am here to heal and learn how to live a healthy functional life. My focus is to surrender my life to God and begin a journey to grow closer to Him.

\_\_\_\_\_ I have read and understand all RHM rules. I agree to abide by all the rules during my stay at RHM, and will strive to maintain a good attitude while here.

Sign \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_