

RESTORATION HOUSE
MINISTRIES

Resident Rules

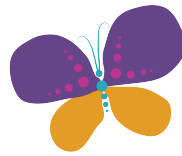
Restoration House Ministries:

*PO Box 1101
Victoria, TX 77902*

Office: 361-576-4746

361-676-3588

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Welcome to Restoration House Ministries!

We are excited you chose our program! The following rules will help ensure that your stay here is both productive and enjoyable. Think of them as your first steps in helping stop the negative cycles in your life and start on the path to a new future.

-RHM Staff

In Living Quarters

_____ † All residents will be given a designated area for their personal belongings. Each resident should respect the property of others. Do not touch other residents' belongings for any reason.

_____ † 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 (8am).

_____ † Clothes should be either on hangars, in drawers, or in dirty clothes container. Clothes are not to be stored loose whether dirty or clean. No clothes or items hanging outside of closet. Everything should be stored in its proper hanging area and tidied up as often as needed.

_____ † See your schedule. All residents should be dressed and out of their living quarters according to the schedule. You are not to do any part of the schedule in the bedroom or closet areas. You Must be in the common areas during the day. You have until 8am to have your personal area in order. **Room checks will be done by staff at 8am daily.**

Dress Code

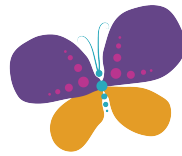
_____ † Restoration House Ministries wants to create a good and proper public impression as well as maintain a modest professional atmosphere at the ministry.

_____ † Dress should always be clean, neat, and in a manner that benefits a Christian, and brings Glory to the Lord. Residents are to be presentable Monday-Friday 7:30am-5pm and dressed business casual (shoes required).

_____ † House shoes are not acceptable during the day.

_____ † You are expected to be fully dressed when leaving your room or bathroom. Wearing robes and/or towels outside the bathroom is not permitted.

_____ † All shorts, skirts and dresses must cover at least half of the thigh when seated. No spaghetti strap shirts or muscle 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.



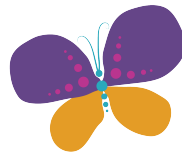
- _____ † Leggings/yoga pants/spandex (or any type of pant that clings to the body) if worn, must be worn with a dress/shirt that covers the buttock area when worn, should not rise up when bending over and when seated at least half the thigh must be covered.
- _____ † Must wear an undershirt if choosing to wear a crop top so that midsection does not show at any time.
- _____ † Workout clothes are permitted for exercise times and are subject to staff approval.
- _____ † **All dress is subject to staff approval. If considered inappropriate, the member must change immediately and maintain a good attitude.**

Telephone

- _____ † Cell phones are not allowed while enrolled in the program. Cell phones will be turned into the office and returned to residents when residents leave for weekend passes.
- _____ † Please talk with your Resident Coordinator so she can assist you in placing phone calls for medical or legal reasons (CPS, attorneys, legal assistance, doctors, Medicaid, WIC, SNAP, bail bonds). All calls must be approved by Resident Coordinator.
- _____ † Unless it is an emergency, personal phone calls are not allowed for the first 30 days. 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 (a family member or female friend) on your list. Each call is limited to 10 minutes, between 5-8pm and only Monday-Friday. 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 daily after 5pm. The Resident Coordinator will place the call and stay on the line until the child has taken the phone. You may speak to each child for a maximum of 10 minutes. 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.
- _____ † The house phones are not answered after 5pm unless you have made arrangements for a call or return call. You must notify your Resident Coordinator right away. No calls are placed on weekends.

Mail

- _____ † There is no limit on the number of letters you can send or receive. (Please note: Writing members of opposite sex is not permitted unless they are your spouse, father, brother or



uncle.) All mail needs to be read on your personal time- after 5pm. All packages are to be opened in the Resident Coordinators office by the resident.

_____ † All mail should be directed to you in care of Restoration House Ministries, P.O. Box 1101, Victoria, TX 77902.

_____ † **Mail will be distributed Monday-Friday by night RC only.** Exceptions: mail with deadlines (legal, state aid, etc). All incoming and outgoing mail will be placed in the office and monitored coming in and going out of RHM. Putting your own mail in the mailbox is not allowed.

_____ † We respect your privacy, however, we do reserve the right to read your outgoing and incoming mail. (Rarely have we had to do this, but we do reserve the right if we feel led to do so.)

Kitchen and Meals/Snacks

_____ † All **meals** must be eaten in the dining room. No food or drink is allowed to leave the kitchen. No food or drinks are allowed in your bedroom with the exception of one water bottle per resident.

_____ † All snacks are to be eaten in the dining room or kitchen area during snack times: 9-9:10am, 2:30-2:40pm.

_____ † No food or drink is allowed to leave the dining and kitchen areas with the exceptions below *see bullets*:

- Coffee is allowed during prayer time in living room. (2 cup maximum per day)
- On weekends **only** dry snacks and water are allowed in living room. Please be a good steward, and clean up after yourself
- ***Sticky snacks should be consumed at the dining table during the week and weekend.***

_____ † You will either be assigned to the prep/cook team or the clean-up team.

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.***

_____ † Failure to attend scheduled classes will result in written makeup work and/or extra duties.



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 write letters and visit with family briefly before church services. 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.

Member Interaction

_____ † **No talking or interaction is allowed amongst residents. We will strongly and continuously encourage you to focus on your primary goal which is to focus on your healing and your relationship with Jesus Christ. We ask that you keep private information about your circumstances between yourself and your Resident Coordinator. You are here first and foremost to develop a relationship with Jesus Christ and not to each other.**

_____ † Interaction between residents is to be limited to joint bible studies and planned events on and off campus only.

_____ † You may not engage in sexually related physical contact with members of either sex on or off campus while enrolled in the program. Any such contact would be interpreted as sexual misconduct and will result in your dismissal. If you are married this rule does NOT apply to you. A marriage certificate must be presented to your Resident Coordinator.

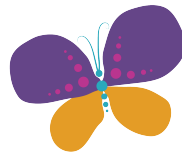
_____ † No borrowing, lending, giving or blessing amongst residents is allowed; such as clothes, shoes, clips, hygiene, etc. If you have any items you would like to donate, give them to either of your Resident Coordinators.

_____ † Causing discord amongst residents or instigating residents against staff or against each other will have you removed from the program. If you have complaints take them first to God, then your Resident Coordinator. If you feel there has not been a resolve then you may take your concern or complaint to the Director. **Please guard against gossip or criticism. You are not to contaminate others with the seeds of division.** You are important to us; we desire to work together to make this a meaningful and productive stay for you.

Personal Finances

_____ † All forms of money (ex. debit/credit cards, SNAP/WIC, cash and gift cards) will be stored safely in the office of Restoration House. The Resident Coordinator will distribute as the need arises. No resident should have more than \$20.00 cash in their possession at any time.

_____ † All monies and receipts will be tracked and must be turned into your Resident Coordinator.



- _____† 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, home school classes and materials.
- _____† No resident will be allowed to be involved in community service (unless an agreement was made with personnel and approved by Director prior to intake) while enrolled in the program.
- _____† No resident will be allowed to work while enrolled in the program.
- _____† Students will be responsible for the following:
- Personal snacks and drinks on outings
 - Cost of outing (unless otherwise stated)
 - OTC medicines/ prescription medicines
 - Doctor visits
 - Stamps/ hygiene products
 - Text books, writing materials, etc. (if possible)
- *Please note sometimes these items may be donated at which case we will give them, however that is not always the case so please do not expect it.*

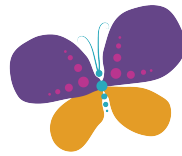
Medical Needs

- _____† Must provide a statement (either your word or Medical Records stating your medical status of TB, HIV and Hepatitis C; as well as STD (3) 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, vitamins and/or supplements of any sort will be held by staff and distributed to you. Violation of this rule is grounds for immediate dismissal from the program.

The following is a list of prescription and OTC medications we do not allow:

- Narcotics (**NO EXCEPTIONS**)
- Benadryl
- Nasal sprays
- Some allergy meds
- Sleep aids
- Any thing to treat anxiety

ALL MEDICINES MUST BE APPROVED BY THE PRESIDENT!



Resident 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.**

- _____ † If you choose to leave the property without permission for any reason, we will consider you dismissed from the program; your items will be placed in the garage to be picked up. If you return shortly thereafter, you may get your items at that time.
 - ✓ If you want to reapply, you are welcomed and encouraged to do so but must wait 30 days.
 - ✓ If you return and this action is repeated again, it will be 90 days before you can reapply.

- _____ † Appointments are to be scheduled on Mondays whenever possible. If Monday is not possible, then avoid scheduling appointments during class hours. Write down pending appointments on a Pass Request form and turn in to the Day Time Resident Coordinator to be reviewed.

- _____ † All pass requests must be turned in by Wednesday the week prior to the appointment.

- _____ † All appointments, once approved, will be written on the main calendar for the home by staff (unless RC instructs resident to do so). If appointment is not on the calendar, you will not be allowed to go.

- _____ † All errands will be run on Mondays.

- _____ † 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.

- _____ † 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.

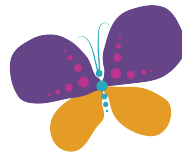
- _____ † Purse checks will be done at random, at staff discretion, and upon leaving and returning to RHM.

- _____ † 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.

- _____ † House chores will be assigned each week. Chores will be outlined in detail 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 chores.

_____ †† **THIS IS A NON-SMOKING FACILITY.**

Resident Passes

_____ † Weekend passes will be assessed after your 60-day evaluation. It is on an individual basis. (Depending on acclimation, residents well-being, family dynamics, and a considerable prayer approval of director.)

_____ † If you are given a pass and do not return at the appropriate time you will lose your pass privileges. (NO EXCEPTIONS)

_____ † You must secure a safe place to go on your pass. Going with a past abuser or staying the weekend with a boyfriend is not allowed or considered a safe place. If you cannot secure an acceptable place to go, you will not be allowed to take a weekend pass. We will help you to try to find an alternative but we do not make any guarantees.

_____ † Complete abstinence from alcohol, tobacco, and/or drugs of any form is expected while in the program- including holidays and weekend passes. 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.

_____ † While residents are on pass they are expected to not have any contact with any current or past resident of RHM. *Exception: residents who have graduated, not just left, the program.* Methods of contacts include but are not limited to (ex. social media, phone calls, texting, facetime, letter and/or in person).

Van

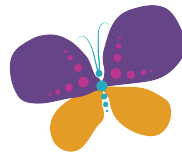
_____ † No food or drinks in the van for residents or staff except water. If on an extended trip, snacks in the van can be discussed at that time.

_____ † Van must be kept tidy, and cleaned out, after each trip to ensure no unwanted guests take up residence, such as cockroaches and the like. Thank you for your diligent attention to this matter.

_____ † No intermittent stops will be made while on scheduled outings.

_____ † Residents are allowed to purchase from vending machines if they are located in the same building of the scheduled outing.

_____ † All trash and personal items are to be removed from the van after each outing or church service.



Washdays

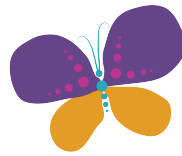
- _____ † Washdays are assigned. Only staff can change a wash day.
- _____ † If a special event or day causes a resident to lose a washday, the resident will reschedule their wash day with staff.
- _____ † Dirty laundry must be kept in designated place and container in the resident closet.
- _____ † 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:
 - 1st offense: a warning and privilege to finish your laundry.
 - 2nd offense: you will not be allowed to finish doing your laundry until your next wash day.
 - 3rd offense: you will be written up and loss of privileges will take effect.

Staff Offices

- _____ † No one is allowed in the office or RC room unless invited for counseling, or to work on staff approved assigned projects. **Going into the office or RC room without permission can 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: 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.
 - 1st offense: restitution (an act of restoration to rightful owner)
 - 2nd offense: grounds for dismissal.



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 _____