



## **GUIDELINES and PROCEDURES**

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Graciously Broken Ministries Inc. is a 501(c)3 nonprofit charity that exists to provide a safe, clean living, and Christ-centered program for women who desire recovery and healing; to help cultivate life skills that will equip them to lead a healthier lifestyle; to create an atmosphere for women to experience hope and healing as they respond to and grow in knowledge of the grace and love of Jesus Christ as it is revealed through the Gospel.

### MISSION STATEMENT

Live Clean. Experience Hope. Grow in Grace.

### **Overview of Graciously Broken Ministries**

Graciously Broken is a 12-month residential program for women who are 18 years and older. We are recovery-minded and Gospel-centered. We pursue this through daily bible studies, prayer, recovery focused classes, church attendance, weekly recovery meetings, and personal and professional development.

\*We do not house children.

As a Gospel-centered ministry, we hold fast to these core values:

- Gospel-Centered: The Gospel will dictate, motivate, and shape everything we do.
- Shepherding Relationships: We will protect, guide, and invest in one another in order to foster an environment that encourages a deeper relationship with God.
- Servant Leadership: We will be motivated by love. We will be available, willing, and eager to serve one another.
- Ownership: We will be personally committed and accountable to the vision and mission of the organization.
- Unity: We will be unified in the common goal through communing with God, sharing our joys and struggles, and keeping to our core values.
- Transparency: We will be a people of integrity and authenticity in every aspect of the ministry.
- Excellence: We will pursue excellence by being good stewards of our time, resources, and positions, as we adhere to the vision God has given.
- Healthy Communication: We will support one another by being committed to conflict resolution through active listening, accepting constructive criticism, and encouraging one another in Christ.
- Stability: We will provide a safe and clean-living environment by keeping to our Guidelines and Procedures, creating an atmosphere for transparency and acceptance, and having a “no discrimination” mindset.

For the duration of the program food, housing, and necessary clothing will be provided. There will also be opportunities for GED completion, enrollment in Heartisans job readiness, and on-site service work.

At the end of every phase each resident will be evaluated on their progress at which time the directors will determine whether the resident is ready to move on to their next phase.

**Applicant Criterion:**

1. Desire for change and willing to work hard for something different.
2. Commit fully to 12 months through adhering to the guidelines and procedures, staff decisions, and the leadership of the Directors and Board of Directors.
3. Must submit a completed, honest, and thorough application.
4. Must interview with the Resident Care Manager and, if possible, a Director.
5. Must submit to a background check.
6. Cannot be a sex-offender.
7. Cannot have major mental disorders.
8. Cannot have major medical issues or strict dietary restrictions.
9. Cannot have violent tendencies.

**Intake Procedure:**

- The Applicant will fill out an application and turn it into the office.
- The application will then be processed to determine if she meets the criteria for an interview.
- An interview with the Resident Care Manager is required to determine if the applicant meets the basic eligibility requirements to enter our program.
- If accepted and with final approval from the Director of Spiritual Development, the applicant is accepted, and the intake process continues. (If applicant background check does not fit the “Applicant Criterion” expectation, they will be asked to exit the program upon receipt of background check.)
- If the applicant is not accepted, then the Resident Care Manager will inform the applicant and recommend other programs suited for her needs.

**Expectations:**

1. All new residents must go through a 30-day orientation period (Black Out).
  - a. Learn schedule
  - b. No outside contact
  - c. Must shadow a current resident
  - d. Will be evaluated by the Resident Care Manager
2. Applicant’s person and belongings will be searched for anything that is harmful to the mind, body, and spirit. All items NOT allowed:
  - a. Personal pillows, blankets, sheets, or towels
  - b. Any items that contain alcohol in the first 3 ingredients
  - c. Laptops, cell phones, or any other internet-capable devices
  - d. Self-pleasure devices
3. Random room searches will take place throughout the program.
4. Random drug tests will take place throughout the program.
5. Each resident’s personal belongings must adhere to the criteria of the housing section of page 7..
6. Medications must be in the appropriate, sealed container. All medications will be kept in a locked cabinet inside the office. Medications NOT allowed, including but not limited to:
  - a. Narcotics of any kind

- b. Seroquel more than 100 mg
  - c. Trazadone more than 100 mg
  - d. Zoloft
7. Prohibited items will be removed. Approved contact may pick up confiscated items within 7 days. Otherwise, items will be donated or disposed.
  8. All identification documents, billfolds, cellphones, money, etc. must be turned into the office and kept in a locked cabinet. Items may be checked out upon approval. Monies will be stored for safekeeping and residents will be provided a receipt. This is to ensure the safety of the resident and organization.

**General Rules:**

1. All direction from leadership must be followed promptly and fully without complaint. Insubordination will not be tolerated. If you have any complaints or feel that any direction is unjust, go to the appropriate staff member and submit your complaint on a "Grievance Form".
2. Residents must attend all classes, activities, and functions promptly (5 minutes early).
3. No one is allowed to keep money unless otherwise noted.
4. No one is allowed to sell, purchase, or lend any articles from residents, staff, volunteers, and mentors.
5. Asking, insinuating, or manipulating any staff, volunteer, or resident into giving or buying any item is prohibited and is grounds for disciplinary actions which may lead to dismissal.
6. All wall hangings and room décor must be approved. Exceptions include: family photos and pictures drawn by children. No tape or sticky tack on walls. Thumb tacks and small nails only.
7. Appropriate clothing and shirts must be worn inside and outside the facility. (Examples of inappropriate clothing include, but are not limited to: spaghetti strap shirts, short shorts, revealing shirts, low cut shirts, etc.)
8. Residents must participate in all chore, work and class assignments.
9. Residents are not to tamper with any safety equipment such as smoke detectors or fire extinguishers or security systems.
10. Residents must never be in possession of stolen property.
11. Residents are not to answer or use any phones without permission.
12. Residents are not to use computers, copy machines, fax machines, or any other office equipment without permission from leadership.

13. Disruption in any form will lead to corrective character-building actions.
14. No gambling of any kind is tolerated.
15. No dating or developing new relationships with opposite sex or same sex while in the program.
16. No sexual conduct or innuendos. This is grounds for disciplinary action.
17. All music must be approved and Christian. Listening to anything other than Christian music will result in your device being confiscated.
18. Any and all reading material must be approved and promote Christian values.
19. Stay in designated smoking areas only while smoking. There's no vaping in the house, office, or van.
20. Any gifts received must go through the office.
21. No drugs or alcohol allowed.
22. All games must be approved.
23. No weapons or pocket knives.
24. Residents must shower every day and keep good hygiene and cleanliness.
25. To help with bug exterminations, any food prepared and/or eaten in kitchen or dining room and must be promptly cleaned up and correctly stored. No food sealed or unsealed in bedrooms. No sodas in bedroom.
26. No profanity.
27. Everyone is subject to random drug and alcohol testing.
28. No writing or drawing on walls, beds, or any property of the ministry.
29. All residents should be in doors at 10pm unless approved by leadership.
30. All rules are subject to change as deemed necessary.

### **Kitchen & Meal Guidelines**

1. No complaining about the food (i.e. the quality of or the serving).

2. No items are to be taken from the kitchen area without approval.
3. Personal hygiene must be in order.
4. **Wash hands** before and after contact with food.
5. No special diets unless approved.
6. Do not take food or drink to your room.
7. No food is to be wasted.
8. If you are fasting, you must notify staff.
9. All personal food stored in armoires must be sealed properly.
10. All trash, soda cans and bottles must be disposed of in the appropriate container.
11. Follow the schedule for snack and meal times.

### **Personal Hygiene and Grooming**

1. A shower must be taken every day. Showers are limited to 15 minutes or less.
2. Tidy up the bathroom after each shower. Do not leave towels on the floor. Do not use towel for more than 2 days.
3. Hair must be groomed every day.
4. Brush teeth twice daily.
5. Deodorant must be worn.

### **Housing**

1. You are responsible to keep your area clean.
  - a. Beds are to be made daily.
  - b. Rooms will be kept orderly.
  - c. Clothes and shoes stored neatly.
  - d. All personal items must fit into closed armoire.

**\*\*Due to space limitations, only the following clothing will be allowed:**

- |    |               |
|----|---------------|
| 12 | long pants    |
| 10 | casual shirts |
| 4  | dress shirts  |
| 3  | dressess      |
| 7  | shorts        |

- 2 sweatshirts
- 2 cardigans
- 7 spaghetti straps
- 1 light jacket
- 1 heavy coat
- 2 caps, beanies, or hats
- 5 pajamas
- 20 underwear
- 7 bras
- 10 socks
- 7 shoes
- 1 swim suit

\* Work uniforms are an exception in 4 phase

2. Each resident will be assigned chores which include, but are not limited to...
  - a. Vacuum or sweep daily
  - b. Dust
  - c. Take out trash
  - d. Clean dishes
  - e. Do laundry
  - f. Maintenance and grounds work
3. No damaged electrical devices; this is a fire hazard.
4. Conserve electricity. Turn off lights and equipment when not in use.
5. **All conversations should be positive and refrain from glorifying the darkness of your past.**
6. You must follow the daily schedule. Wake up and go to bed at the scheduled times.
7. No talking during quiet time. You are to pray, journal and read during this time.
8. No children or men allowed on campus unless approved by staff.
9. TV & MOVIES must be approved. Generally, TV times are for news, sports, and movies. Movies must be rated PG-13 or lower. (Use integrity when selecting movies. No movies should glorify sexual indiscretion, drug and alcohol use, any form of abuse, or anything that may be triggering)
10. Everyone should wear undergarments.
11. Random inspections/searches may be conducted with or without the resident's permission.

## Medications



1. We do not allow narcotics on site.
2. Psychiatric medications are to be approved upon admission.
3. Staff will access all medications. It is your responsibility, however, to ask for medications at the time prescribed.
4. You are responsible to keep insulin refrigerated. Staff will provide insulin syringe when needed and must be present as you inject. You will give syringe back to staff to dispose of.
5. All doctor appointments must be scheduled through the office.

### **Mail**

1. The only people you are allowed to communicate with are members of your immediate legal family, the guardian of your child (and only pertaining to your child), and approved mentor and sponsor. Each contact must be on the "Approved Contact List". The staff member on duty will monitor all incoming and outgoing mail. You will not be allowed to correspond with any friends from the streets or boyfriends. All outgoing mail is to be left unsealed in a designated place.
2. Outgoing personal mail is limited by phase and must fit in a standard envelope. All outgoing mail, notes, and letters must be approved through the office.  
Phase 1 = 1 Letter per week  
Phase 2 = 2 Letters per week  
Phase 3 = 3 Letters per week
3. Incoming mail will be handed out as soon as possible. Do not ask for it ahead of time or try to receive it from the mailman or retrieve it from the mailbox.
4. Do not put your name on any mailing lists of churches or other organizations.

### **Phone Calls**

1. The only people you are allowed to correspond with are members of your immediate legal family, the guardian of your child (and only pertaining to your child), and approved mentor and sponsor. Each contact must be on the "Approved Contact List". Your list will be limited to 5 contacts at a time. The leader on duty will monitor calls. You will not be allowed to call any friends from the streets or boyfriends.
2. You will be assigned two phone times a week and are limited to 20 minutes. Phase 3 residents are allowed 25 min.
3. Legal phone calls and emergency phone calls must be approved by staff.

### **Passes and Visits**

Passes and Visits are only allowed with contacts on the “Approved Contacts List”, who have received a copy of the Visitor Orientation Guidelines and have filled out the Approved Visitor Authorization Form. This form can be obtained from the office and must be signed by the Resident Care Manager. Every pass or visit request must be submitted on the Resident Request Form for approval.

For a detailed list of all Program Phase Privileges, see page 9.

All visit and day pass requests must be turned in at least one week in advance for approval.

All overnight or weekend passes must be turned in at least one weeks in advance for approval.

Must be at least two weeks between passes.

Visitations may be held in living room or outside area. No visitors are allowed in the bedroom.

### **Resident Pass Policy**

<b>Type of Pass</b>	<b>Phase</b>
<b><u>Sunday Church:</u></b> -Family can sit with resident during church service	Phase 1
<b><u>After Church Visit at GB Headquarters:</u></b> -Every other Sunday -1-3 pm	After 30 days
<b><u>Sunday Lunch:</u></b> -Once a month -Resident signed out/in at GB office - 1-3 pm -Request made 1 week in advance	Phase 2
<b><u>Day:</u></b> -Once a month -Resident signed out/in at GB office -Saturday, 8 am-8 pm -Request made 1 week in advance	Phase 2
<b><u>Overnight:</u></b> -Once every other month -Resident signed out/in at GB office -6 pm-6 pm, Friday OR Saturday -Request made 1 week in advance	Phase 3
<b><u>Weekend:</u></b> -Once every other month -Resident signed out/in at GB office	Phase 4

-Leave at 6 pm Friday - 6 pm Sunday -Request made 1 week in advance	
<b><u>Special consideration:</u></b> <i>Considered for special court cases where resident is needed out of area:</i> -Too far for a day trip or GBM cannot transport -Request must be made 1 month in advance -Court documents must be provided as proof	

### **Education**

1. All residents without a high school diploma or G.E.D. will attend onsite G.E.D. classes.
2. All residents who desire further education may be able to do so at the proper phase, at their expense.

### **Church Attendance**

1. All residents must sit together in all church services. When in church, you are expected to focus your attention on those conducting the service. Including, but not limited to, sleeping.
2. Residents are not permitted to visit with or receive addresses or phone numbers from anyone they might meet during recovery meeting or church service.
3. Residents are not permitted to go to the restroom at church without a leader's permission. Do not ask unless it is an emergency.
4. All children are strongly encouraged to attend their appropriate aged classes.

### **Work Assignments and Chores**

As a means to build unity and prepare for life outside of Graciously Broken, all residents will participate in daily chores and volunteer work outside of the ministry.

### **Resident Request Forms**

Request Forms are available in Resident House. Requests may include:

- meetings with staff, leadership, mentors or counselors
- medical or legal appointments
- special phone calls, visits or passes
- personal property items that have been locked up for safekeeping

Completed Request Forms should be turned into the office at least one week in advance for routine requests and at least one week in advance for overnight passes. The appropriate staff member will sign off their approval or denial and notate comments (ie: date and time of appt, Phase 4 work schedules, etc.). Once processed, the signed original will go into the resident's file.

## **Classroom Guidelines for Residents**

1. Report to class 5 minutes early regardless of whether the teacher is present or not.
2. No smoking or vaping during class.
3. Treat the teacher with respect regardless of their status.
4. Do not ask questions that get subject off topic.
5. May not be disruptive in any way.
6. Sit properly without slouching.
7. Sit in one chair only and do not put feet up on another chair.
8. No loud chewing, crunching, tapping or anything that might cause a distraction.
9. No sleeping.
10. Actively participate in the class.
11. Come to class prepared. (pen, paper, notebook, Bible, etc.)
12. Use the restroom before and after class, never during.
13. Do not put books and bibles away until the teacher has prayed out and/or class is dismissed.
14. No shouting out answers, questions or comments unless specifically directed by the teacher. You should raise your hand.
15. May not work on any other assignments (homework, other bible studies, etc.) during class time. Full attention should be given to the teacher.
16. May not get up out of their seat during class; unless directed by a leader or staff member.

*Most of these guidelines apply to church services as well.*

## **Daily Schedule**

### **Monday**

<b>7:00 am - 7:45 am</b>	Wake up/Shower/Dress/Straighten up room
<b>7:45 am - 8:00 am</b>	Quiet Time/Prayer <b>(House is quiet)</b>

<b>8:00 am - 8:30 am</b>	Breakfast/Clean-up/Meds
<b>8:30 am - 9:15 am</b>	Chores/Meds
<b>9:15 am - 10:15 am</b>	Devotion/Board/Feelings
<b>10:15 am - 10:20 am</b>	Break
<b>10:20 am - 10:50 am</b>	Homework/Personal study/Journaling ( <i>House is quiet</i> )
<b>10:50 am - 11:00 am</b>	Break
<b>11:00 am - 12:00 pm</b>	Peer led small group ( <i>Topic discussion</i> )
<b>12:00 pm - 1:00 pm</b>	Lunch/Meds
<b>1:00 pm - 2:00 pm</b>	Class
<b>2:00 pm - 2:10 pm</b>	Break
<b>2:10 pm - 3:10 pm</b>	Class
<b>3:10 pm - 3:20 pm</b>	Break
<b>3:20 pm - 4:00 pm</b>	Homework/Personal study/Journaling ( <i>House is quiet</i> )
<b>4:00 pm - 4:45 pm</b>	Downtime (games, reading, shower, etc.)
<b>4:45 pm - 5:00 pm</b>	Dinner prep
<b>5:00 pm - 6:00 pm</b>	Dinner/Clean-up
<b>6:00 pm - 6:30 pm</b>	News
<b>6:30 pm - 8:00 pm</b>	Night classes
<b>8:00 pm - 8:45 pm</b>	Break/Meds/PM Chores
<b>8:45 pm - 9:30 pm</b>	Homework/Personal study/Journaling ( <i>House is quiet</i> )
<b>9:30 pm - 10:00 pm</b>	Free Time
<b>10:00 pm - 10:30 pm</b>	Bed/Doors locked (10:00 pm)/Alarm set (reading, journaling) ( <i>House is quiet</i> )
<b>10:30pm</b>	Lights Out

\*You can go to bed or get a shower after night classes. Meds are given out from 8-8:45pm, if you don't take them during that time you do not get them.

### **Tuesday** - Celebrate Recovery Night

<b>7:00 am - 7:45 am</b>	Wake up/Shower/Dress/Straighten up room
<b>7:45 am - 8:00 am</b>	Quiet Time/Prayer ( <i>House is quiet</i> )
<b>8:00 am - 8:30 am</b>	Breakfast/Clean-up/Meds
<b>8:30 am - 9:15 am</b>	Chores/Meds
<b>9:15 am - 10:00 am</b>	Devotion/Board/Feelings
<b>10:00 am - 10:05 am</b>	Break
<b>10:05 am - 11:00 am</b>	Peer Recovery Class/Homework ( <i>House is quiet</i> )
<b>11:00 am - 11:05 am</b>	Break
<b>11:05 am - 12:00 pm</b>	Peer Recovery Class/Homework ( <i>House is quiet</i> )
<b>12:00 pm - 1:00 pm</b>	Lunch/Meds

<b>1:00 pm - 4:45 pm</b>	Appointments/Downtime (games, reading, shower, etc.)
<b>4:45 pm - 9:30 pm</b>	Celebrate Recovery
<b>9:30 pm - 10:30 pm</b>	Showers/Meds/PM Chores
<b>10:30 pm - 11:00 pm</b>	Bed/Doors locked (10:30pm)/Alarm set (reading, journaling) <i>(House is quiet)</i>
<b>11:00pm</b>	Lights Out

\*You can go to bed or get a shower after you get home from CR. Meds are given out from 9:15-10:00p, if you don't take them during that time you do not get them.

### **Wednesday**

<b>7:00 am - 7:45 am</b>	Wake up/Shower/Dress/Straighten up room
<b>7:45 am - 8:00 am</b>	Quiet Time/Prayer <i>(House is quiet)</i>
<b>8:00 am - 8:30 am</b>	Breakfast/Clean-up/Meds
<b>8:30 am - 9:15 am</b>	Chores/Meds
<b>9:15 am - 10:15 am</b>	Devotion/Board/Feelings
<b>10:15 am - 10:20 am</b>	Break
<b>10:20 am - 10:50 am</b>	Peer Recovery/Homework/Personal study/Journaling <i>(House is quiet)</i>
<b>10:50 am - 11:00 am</b>	Break
<b>11:00 am - 12:00 pm</b>	Homework/Personal study/Journaling <i>(House is quiet)</i>
<b>12:00 pm - 1:00 pm</b>	Lunch/Meds
<b>1:00 pm - 2:00 pm</b>	Homework/Personal study/Journaling <i>(House is quiet)</i>
<b>2:00 pm - 4:45 pm</b>	Vape Store/Walmart/Downtime (games, reading, shower, etc.)
<b>4:45 pm - 5:00 pm</b>	Dinner prep
<b>5:00 pm - 6:00 pm</b>	Dinner/Clean-up
<b>6:00 pm - 6:30 pm</b>	News
<b>6:30 pm - 8:00 pm</b>	Night classes
<b>8:00 pm - 8:45 pm</b>	Break//PM Chores
<b>8:45 pm - 9:30 pm</b>	Homework/Personal study/Meds/Journaling <i>(House is quiet)</i>
<b>9:30 pm - 10:00 pm</b>	Free Time
<b>10:00 pm - 10:30 pm</b>	Bed/Doors locked (10:00pm)/Alarm set (reading, journaling) <i>(House is quiet)</i>
<b>10:30 pm</b>	Lights Out

\*You can go to bed or get a shower after night classes. Meds are given out from 9:15-10p, if you don't take them during that time you do not get them.

### **Thursday**- Celebrate Recovery Night

<b>7:00 am - 7:45 am</b>	Wake up/Shower/Dress/Straighten up room
<b>7:45 am - 8:00 am</b>	Quiet Time/Prayer <i>(House is quiet)</i>
<b>8:00 am - 8:30 am</b>	Breakfast/Clean-up/Meds
<b>8:30 am - 9:15 am</b>	Chores/Meds

9:15 am - 10:00 am	Devotion/Board/Feelings
10:00 am - 10:05 am	Break
10:05 am - 11:00 am	Peer Recovery Class/Homework ( <i>House is quiet</i> )
11:00 am - 11:05 am	Break
11:05 am - 12:00 pm	Peer Recovery Class/Homework ( <i>House is quiet</i> )
12:00 pm - 1:00 pm	Lunch/Meds
1:00 pm - 4:45 pm	Appointments/Downtime (games, reading, shower, etc.)
4:45 pm - 9:30 pm	Celebrate Recovery
9:30 pm - 10:30 pm	Showers/Meds/PM Chores
10:30 pm - 11:00 pm	Bed/Doors locked (10:30pm)/Alarm set (reading, journaling) ( <i>House is quiet</i> )
11:00pm	Lights Out

\*You can go to bed or get a shower after you get home from CR. Meds are given out from 9:15-10:00p, if you don't take them during that time you do not get them.

### **Friday**

7:00 am - 7:45 am	Wake up/Shower/Dress/Straighten up room
7:45 am - 8:00 am	Quiet Time/Prayer ( <i>House is quiet</i> )
8:00 am - 8:30 am	Breakfast/Clean-up/Meds
8:30 am - 9:15 am	Chores/Meds
9:15 am - 10:00 am	Devotion/Board/Feelings
10:00 am - 10:10 am	Break
10:10 am - 11:00 am	Peer Led Small Group ( <i>Topic Discussion</i> )
11:00 am - 11:10 am	Break
11:10 am - 12:00 pm	Class
12:00 pm - 1:00 pm	Lunch/Meds
1:00 pm - 1:50 pm	Class
1:50 pm - 2:00 pm	Break
2:00 pm - 3:00 pm	NA Class
3:00 pm - 3:30 pm	Break
3:30 pm - 4:30 pm	Pilates
4:30 pm - 4:45 pm	Break
4:45 pm - 5:00 pm	Dinner prep
5:00 pm - 6:00 pm	Dinner/Clean-up
6:00 pm - 10:00 pm	Free Time (movies, games, reading, etc.)/PM Chores
9:15 pm - 10:00 pm	Meds
10:00 pm - 10:30 pm	Free time

**10:30 pm - 11:00 pm** Bed/Doors locked (10:30pm)/Alarm set (reading, journaling) *(House is quiet)*

**11:00pm** Lights Out

\*You can start showers after 6:00pm and go to bed after 8:00pm. Meds are given out from 9:15-10pm if you don't take them during those times you do not get them.

### **Saturday**

**8:00 am - 9:00 am** Wake up/Shower/Dress/Breakfast/Meds

**9:00 am - 9:40 am** Quiet Time/Prayer *(House is quiet)*

**10:00 am - 12:00 pm** Deep Clean House

**12:00 pm - 1:00 pm** Lunch/Meds

**1:00 pm - 3:00 pm** Yard Work

**4:45 pm - 6:00 pm** Dinner prep/Dinner/Clean-up

**6:00 pm - 10:00 pm** Free Time (movies, games, reading, showers, etc.)/PM Chores

**9:15 pm - 10:00 pm** Meds/PM Chores

**10:30 pm - 11:00 pm** Bed/Doors locked (10:30pm)/Alarm set (reading, journaling) *(House is quiet)*

\*You can start showers after you finish up deep clean/yard work and go to bed after 8:00pm. Meds are given out from 9:15-10pm, if you don't take them during those times you do not get them.

### **Sunday**

**7:30 am - 9:00 am** Wake up/Shower/Dress/Breakfast/Meds

**9:00 am** Leave for church

**9:30 am - 11:00 am** Life Group

**11:00 am - 12:15 pm** Church Service

**12:30 pm - 1:30 pm** Lunch/Meds

**1:30 pm - 7:30 pm** Free Time (movies, games, reading, shower, naps, etc.)

**1:00 pm - 3:00 pm** Family Visitation (every other week)

**7:30 pm - 9:00 pm** Homework/Personal study/Journaling *(House is quiet)*

**9:15 pm - 10:00 pm** Meds/Prepare for week/Shower/PM Chores

**10:00 pm - 10:30 pm** Bed/Doors locked (10:00)/Alarm set (reading, journaling) *(House is quiet)*

**10:30 pm** Lights Out

### **Visitor Guidelines**

*\*Every Visitor must be on the approved contact*

Overall Rules:

1. All visitors must have valid picture I.D. and may receive random drug test and an alcohol swab.
2. All visitors are encouraged to attend Sunday Church Services. Call the office for times and details.



3. Never give money directly to a resident, even if it is a small amount. This is strictly enforced. Any unauthorized money on a resident will be confiscated.
4. Do not give ANYTHING directly to the resident. All items must go through the main office and be inspected and approved before being distributed. Including: CDs and reading material.
5. Our program is alcohol & drug free. Do not give alcohol, drugs or medications to our residents.
6. Do not allow residents to use your cell phone and do not make calls for them.
7. Do not mail letters, pass notes, or messages for residents.
8. Our residents are asked not to approach visitors for favors or with needs. If the resident has a need, they are to fill out the appropriate form and submit to the office.
9. Please notify the office if you have any concerns.
10. Any deviation from these rules, may result in loss of approval.

Additional rules, if visiting onsite:

1. All visitors must dress appropriately by wearing clothing that is not revealing.
2. Children under the age of 18 years old, excluding a resident's child, are to be chaperoned by the parent or guardian.

Additional rules, if taking resident offsite on pass:

1. You must sign the resident out and in. By doing so, you are agreeing to abide by the rules.
2. The resident must be with you at all times. You are responsible for her.
3. The resident is not allowed to visit with past friends or family, with whom she was involved in her addiction with. Visits are to be with only approved family or mentors, who will encourage her in her recovery.
4. Resident must call in at least once during the day. If this is an overnight visit, resident must call in by 9 pm and then check back in at 9 am.

## **Leadership Structure**

### **Directors & Committees**

Graciously Broken Ministries program is led by the Director of Spiritual Development/Recovery under the direct supervision of the Executive Director. The GBM guidelines, procedures and policies are set by the Directors and Members of the Board.

**Corrective Procedures:**

Corrective actions will be divided up between Minor and Major Offenses. Minor Offenses will result in written violations by the House Manager. Major Offenses will be handled by the Resident Care Manager and the Executive Staff and corrective actions will be approved by the Executive Director.

**List of offenses include, but is not limited to:**

**Minor Offenses:**

Bad Hygiene  
Not making bed or cleaning area  
Tardiness  
Profanity  
Rudeness to others  
Glorifying the past  
Complaining  
Not bringing Bible & notebook to class / service

**Major Offenses:**

Stealing  
Verbal Threats  
Damaging Property  
Violent Tendencies

**Insubordination:**

Refusal to work or do chores  
Refusal to follow the directions of leadership

**Major Offenses which result in expulsion**

Physical Altercation\*\*  
Sexual Misconduct  
Drug or Alcohol use  
Leaving without Permission

**\*\*Police may be contacted and legal action taken**

**Handling Minor Offenses:** The House Manager, at their discretion, will issue a verbal warning. If the issue is not resolved, a written violation will be issued and corrective action will be implemented. Written violations are done through the use of the "Resident Minor Offense Form". The House Manager should consult with the Resident Care Manager, when making decisions on actions for violations.

The "Resident Minor Offense Form" must be signed by the House Manager and the resident. If a corrective action is assigned, it should be followed as soon as possible. The offense form is then turned into the Resident Care Manager. She will sign off that she is aware of the violation.

Lastly, the offense form is turned into the office to be placed in an envelope inside the resident's file.

Acceptable forms of corrective actions for minor offenses include:

- Taking away general privileges for 1 or 2 days (recreation time, movie night, game day, phone calls, etc.)
- Extra work assignments or chores
- Written assignments of 1 to 4 pages maximum

Upon the 3rd written violation, the resident will report to the Ministry Staff for major corrective actions, such as, but not limited to, 30-day blackout or expulsion.

### **Handling Major Offenses:**

All major offenses will be handled by the Executive Staff. After an "Incident Report" is submitted the Staff will then meet to pray and discuss appropriate measures for corrective actions at the discretion of the Executive Director.

Forms of corrective actions for major offenses include, but are not limited to:

- 3 days or more of loss of privileges
- Extra work assignments or chores
- Written assignments
- Taking phone calls, visits or passes away
  - 4th phase residents could lose the privilege of their phone

### **GB Self Harm Protocol**

*What to do if a suicide threat is made:*

1. If the threat is made during office hours, the staff/volunteer on duty must report the person to one of the Directors immediately after assessing if the threat is "real or send someone to get the Director if you can't leave the group/individual.
2. If the threat is made after office hours, and if the staff/volunteer on duty has determined the threat to be "real", the police should be called immediately. Call 911. We would rather embarrass someone than to take a chance and then follow through with a threat.
3. If the staff/volunteer on duty determines the threat is not "real", they still must report the incident to one of the Directors. The Director will then determine to follow through with referring them to crisis counseling in the area.

*How do you assess if the suicide threat is "real"?*

Consider the following:

1. Ask them first, "Are you considering taking your life?" Do not fear that you are planting the seeds of suicide in their mind.
2. Do they have the means to carry out their threat, i.e. pills, gun, etc.?
3. Do they have access to the means to carry out the threat?
4. Have they ever attempted to commit suicide in the past? Even if the attempt seemed weak, it is still critical information to help with your assessment of this threat.

5. Do they have a support system and accountability? If they don't, the possibilities become more likely and the threat becomes more dangerous.
6. Do they appear to be saying goodbye to people? Once people have decided to take their life, they tend to have a sense of peace because the struggle over the decision to take their life has been made.

We take all threats of suicide seriously, but we must be careful in how we assess those threats. Try to determine if the person is reaching out because of loneliness, feeling overwhelmed or fearful. Many people will make statements of wanting to "end it all" because they really want to be connected and have not found a way to do that yet. We want to be especially sensitive to those who are new to GB, because we do not have knowledge of their personal history and behaviors.

### **Voluntary Expulsion Policy:**

If a resident leaves the facility without permission, she is considered to have voluntarily quit the program. It is the policy of GBM that if someone is expelled voluntarily from the program, they cannot return for at least 30 days, must go through the application/interview process, and will follow the reentry penalty times.

### **Involuntary Expulsion Policy:**

If a resident is expelled involuntarily due to a corrective action, the expulsion length of time will be 30 days for a first offense depending on the reason for expulsion. During that time, the resident should call to check in daily (so that staff may encourage and pray with them if needed).

### **Re-Entry Penalty Times:**

<u>Expulsion</u>	<u>Re-Entry Penalty Time</u>
1st Expulsion	30 days (1 month)
2nd Expulsion	60 days (2 months)
3rd Expulsion	120 days (4 months)

### **Return of Property:**

Upon exit of the program, either by expulsion or voluntarily, the resident must sign out her property on the "Property Itemization" form. It is the resident's responsibility to claim her property and/or submit request, at the time of exit. Anything left behind by the resident will follow this policy:

Property: Resident has 7 days to collect property or it will be donated or disposed of

Medication: Resident has 30 days to claim any prescriptions or they will be disposed of.

Monetary Items: Including: cash, credit/debit cards, SNAP food cards, gift cards, etc. A request form must be turned into the office and may take up to 7 days to process. Any unclaimed monies will be considered donated after 90 days and cards will be destroyed.

### **Grievance Forms:**

If at any time a resident feels that she has been treated unjustly, she may request a Grievance Form from the office. Grievance forms are turned into the Resident Care Manager for review. If a grievance is directly concerning a Graciously Broken Ministries employee, then the Executive Director should be notified, and the form turned into the Members of the Board for review.

### **PROGRAM PHASE PRIVILEGES**

\*APPROVED CONTACTS: immediate family, pastor, mentor, sponsor, guardian of resident's child (concerning child only). Limited to 5 contacts at a time. All contacts listed on the "approved Contact List" will be vetted, trained, and approved by the Resident Care Manager before they are allowed to visit or be called.

#### **General Notes:**

1. Calls, Visits & Passes must be approved and may be denied by the Resident Care Manager due to corrective issues or other situations (with Approved Contacts)
2. Phone calls and Visits will be monitored
3. Drug test will be administered upon return from all passes
4. Guidelines and procedures are subject to change at the discretion of the Executive Staff and the Board of Directors

### **PHASE ONE – FOUNDATIONAL:**

#### **1 - 30 days (BLACKOUT)**

- No Phone Calls & No Visits (unless approved emergency or for legal matters)
- No recreation activities (outside of GBM) - your focus should be:
  - \*to get healthy
  - \*learn the GBM routine & guidelines
  - \*learn biblical basics
- Mentoring
- Celebrate Recovery attendance
- Church attendance
- Special events or exceptions by staff approval only

#### **Months 1-3 (after blackout)**

- 20-minute phone call twice a week, assigned by House Manager.
- May mail one (1) letter per week.
- Special phone calls allowed for:
  - \*legal matters (must provide proof)
  - \*immediate family birthday (must be confirmed)
  - \*Mother or Father's Day holiday
  - \*must be requested at least 1 week in advance
- Sunday Afternoon Visits \* (see page 10)
- Considered for offsite GBM group events to approved safe environments with leadership present. Ex: Life Group events (residents must enter, sit & leave together)
- May be considered to participate in evangelism outreaches with approval from the staff. Considered on a case by case basis.
- Onsite GED classes
- Possible overnight stay for Court Cases that are out of area\* (see page 10)

### **PHASE TWO – GOING DEEPER:**

### **Months 4-6**

- May be considered for Sunday afternoon Lunch Pass \* (see page 10)
- May be considered for 1-day pass on Saturday \* (see page 10)
- Enter mentorship program.
- May mail two (2) letters per week. \*

### **PHASE THREE – GIVING BACK**

#### **Months 7-9**

- May be considered to reach out by phone to women in small group
- May mail three (3) letters per week.
- Phone call privilege is now 25 min.
- One month prior to entering Phase Four, resident may begin looking for a job. If the resident gets a job approved by the Executive Staff, she may begin working within that month.
- May be considered for 1 overnight pass on Friday or Saturday\* (see page 10)
- Begin Exit Strategy with Leadership.
- Money management training
- May begin applying for jobs one month prior to start of Phase 4

### **PHASE FOUR – RE-ENTRY**

#### **Months 10-12**

- Complete Exit Strategy with Leadership.
- Start Working. (All phase 4 residents are required to get a job unless unable to do so due to disabilities.)
- May be considered for 1 weekend visit pass\* (see page 11)
- Open a savings account.
- Tithe.
- Give back.
- Get ready for Graduation. All graduation dates and graduation ceremony dates are to be determined by the Executive Staff.

You must maintain sobriety while residing at GBM, you must continue to follow house rules whether on GBM campus or off, in order to graduate.

### **CURRICULUM**

Everything that is taught at GBM is based on principles from the Bible. While in the program, residents receive daily classes in discipleship training, life recovery, and Christ-centered 12-Step material.

If needed, we provide GED prep classes to give the resident the opportunity to earn her General Education Diploma, upon approval.

Biblical based Twelve Step Program: The ladies' 12-Step Recovery will include weekly meetings at NBBC Celebrate Recovery, personal step work, and weekly step-studies.