HIS OPEN DOOR MINISTRY

WOMEN'S SOBER LIVING HOME
POLICIES & PROCEDURES

"See, I have set before you an open door, and no one can shut it." — Revelation 3:8

1. Who We Are • Mission and Vision

His Open Door Ministry provides Christ-centered sober living and opportunities for women transitioning from incarceration, addiction, homelessness, and other difficult circumstances. Our mission is to disciple, love, encourage, and assist residents as they rebuild their lives, develop accountability, strengthen relationships, and pursue the lives God has called them to live. Our home seeks a peaceful, safe environment characterized by dignity, integrity, and personal responsibility.

2. Application, Acceptance, Orientation and Length of Stay

- Prospective residents must complete an application and interview with the Program Director in person or by telephone. Final acceptance rests with the Program Director and is subject to space and program suitability.
- Prior to moving in, each accepted resident must complete orientation, review the policies and sign the resident acknowledgment.
- The standard program period is 6 months. An extension beyond 6 months may be approved by mutual agreement when beneficial to the resident and the home.
- Residents subject to court, probation, parole, or other supervision must independently satisfy all applicable requirements and restrictions.

3. Program Fees and Financial Accountability

- The program fee is $550 per month per resident. Residents may pay weekly, biweekly, or monthly as agreed, provided their full monthly obligation is met.
- New residents have 14 days from move-in before their first payment is due; the grace period does not waive or reduce program fees.
- Residents falling behind must meet with the Program Director to discuss circumstances and an approved payment arrangement. Continued nonpayment or failure to follow arrangements may result in termination of program participation subject to applicable law.

4. Church, Bible Studies and House Meetings

- Attendance at church services, scheduled Bible studies, and house meetings is mandatory. Absences require advance approval except in emergencies.
- Until His Open Door Ministry establishes regular worship services, residents will attend a designated local church together as directed by ministry leadership. Once regular services begin, residents will attend His Open Door Ministry services.
- Celebrate Recovery, AA, NA and other outside recovery meetings are encouraged but are not mandatory under house policy, unless required by a court, supervising authority, or individual treatment plan.

5. Ministry Service and Community Outreach

- Residents must participate in scheduled ministry outreach and volunteer activities, with reasonable exceptions approved for employment, medical needs, or other legitimate circumstances.
- Residents who are unemployed but have sufficient income to pay their program fees and are physically able to volunteer must complete at least 15 hours of approved, documented volunteer service each week.

6. Employment and Education

- Residents able to work must obtain employment within 14 days after move-in and maintain employment. Exceptions may be approved for disability, education or documented inability to work.
- Residents must give the House Manager or Program Director at least 14 days' notice before voluntarily resigning or changing employers; exceptions may be approved for circumstances beyond their control, including termination or unsafe employment.
- Residents must promptly advise leadership of their work schedule and employment changes.

7. Curfew, Daily Movement and Travel

- Curfew is 10:00 PM every day, including weekends. Residents may leave freely during the day for ordinary activities but must sign out and sign in each time.
- Approved late or overnight work schedules are exceptions to curfew. Residents must share schedules with leadership.
- Out-of-town travel, overnight absences, and weekend passes require advance approval by the House Manager or Program Director, even if the resident expects to return before curfew.
- Residents requesting approved travel or passes must share their destination and expected return. Any applicable court, probation, or parole conditions still apply.

8. Sobriety, Testing and Serious Violations

- Illegal drugs, alcohol and medical marijuana use are prohibited. Residents agree to random drug and alcohol testing. Refusal to submit to required testing will be treated as a failed test.
- A confirmed positive test, refusal to test, violence or physical assault, threats of violence, and theft are grounds for immediate dismissal from the program, without a warning or three-strike process. Any required legal notice or possession procedure must still be followed.
- Weapons, including firearms, ammunition, knives intended as weapons, and other dangerous weapons, may not be possessed or stored on residential premises, including vehicles parked there. Ordinary household tools used properly are not prohibited. Serious safety violations may result in dismissal, subject to applicable law.

9. Accountability and Conflict Resolution

- There is no sanction or three-strike system. Minor rule violations are addressed individually through correction, counseling, verbal or written warnings, and appropriate accountability measures.
- Residents should bring ordinary concerns to the House Manager first and unresolved concerns to the Program Director. Immediate safety threats or complaints involving the House Manager may be brought directly to the Program Director.
- Honesty is required. Lying, deliberately concealing serious misconduct, bullying, harassment, and covering up threats to others are prohibited.

10. Visitors and Family

- All visits require advance approval by the House Manager or Program Director. There are no fixed visiting hours; visits must fit ministry activities and maintain the home's peaceful environment.
- Men and male children are not permitted on the women's residential premises for visitation unless specially approved in advance by the House Manager or Program Director. Female visitors and children are also subject to prior approval.
- No overnight visitors are permitted, including children. Parents remain responsible for children during visits.
- Visitation rules for residential areas do not govern authorized ministry personnel, approved workers or volunteers, or public church attendance in designated church areas.

11. Dating and Personal Conduct

- Dating relationships are not permitted during the first 12 months. Residents approved to remain longer may request Program Director approval to date; visitation restrictions remain in effect.
- Pornography, sexual activity on ministry property, profanity, vulgar or sexually explicit language, gambling, abusive speech and destructive behavior are prohibited.
- Residents must practice appropriate hygiene and modest dress. Clothing with pornography, profanity, sexually explicit or offensive images/messages is prohibited.

12. Rooms, Chores and Shared Spaces

- Residents must complete assigned daily cleaning, household chores and yard responsibilities, and leave common spaces clean after use.
- Residents must keep assigned bedrooms and storage areas orderly. Room/bed changes and furniture rearrangement require prior permission.
- Room inspections may be scheduled or unscheduled for cleanliness, safety and compliance, while respecting privacy and applicable law.
- Residents may not use or borrow another resident's belongings without consent. Keep noise at reasonable levels and respect roommates and neighbors.

13. Food, Smoking and Property

- Residents purchase their own groceries. Food may be shared voluntarily with permission; residents must clean food-preparation and storage areas after use.
- Upon move-in, His Open Door Ministry will provide residents with necessary basic personal hygiene supplies. Once a resident obtains employment, the resident is responsible for purchasing and replenishing their own personal hygiene supplies.
- Once a resident obtains employment, the resident is required to contribute toward the cost of household cleaning supplies, as coordinated by the House Manager or Program Director.
- Smoking is prohibited inside the home and permitted only in designated outdoor smoking areas. Cigarette waste must be disposed of properly.
- Ministry furniture, equipment, supplies and other property may not be removed, borrowed, sold or given away without authorization. Theft is grounds for immediate dismissal from the program, subject to applicable law.

14. Vehicles, Parking and Neighborhood Respect

- Residents may park personal vehicles only in areas designated by ministry leadership (locations to be established). Vehicles must be registered and insured; drivers must be appropriately licensed.
- Residents may not drive ministry vehicles without explicit authorization. Residents ordinarily arrange their own transport to work and personal appointments.
- Residents must not block emergency access, enter neighboring property without permission, loiter at nearby businesses or properties, litter, or disrupt the surrounding community.

15. Resident Agreement

I acknowledge that I have received, read and discussed the His Open Door Women's Sober Living Home policies. I understand the requirements of residency, agree to comply with the rules and to participate in the program, and understand that serious violations may result in immediate termination of program participation, subject to applicable law.

Resident Name: _____

Resident Signature: _____ Date: _____

Program Representative: _____ Date: _____