**HIS Open Door Ministry**

***I know your works. See, I have set before you an open door, and no one can shut it; for you***

 ***have a little strength, have kept My word, and have not denied My name. Revelation 3:8***

**Policies and Procedures**

**Who we are**

HIS Open Door Ministry provides housing and opportunities for women to grow in their relationship with Jesus Christ. By setting goals they will be restored to their families, and they will live as healthy, happy, and self-sufficient ladies. It is our desire is to provide the necessary assistance, resources, and environment to encourage women to move toward a more successful life. We hope to instill a desire in them for stability and self-confidence by providing necessary coping skills and education. This is a faith based home to be used for God’s glory..

***“For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger, and you invited Me in; naked, and you clothed me; I was sick, and you visited Me; I was in prison, and you came to Me.” Matthew 25:35-36***

**Vision**

To lovingly serve women that are marginally challenged due to incarceration or personal hardship, who are transitioning out of prison, jail, Drug Court, and other various agencies and show a sincere desire to have Jesus Christ active in their lives.

**Mission**

Disciple, love, encourage, and assist women that are transitioning to be all God wants them to be.

**The Home**

Residents are welcome to live in the home for a period of 12 months. Depending upon mutual agreement the 12 months may be extended if it is determined that it would benefit the resident or for the good of the home. During their 1 year period of residency the women are expected to become involved in a local community church and to attend recovery meetings and/or programs. Programs are not offered within the home. However, required programs outside the home such as Celebrate Recovery, Celebrate Recovery 12-step program, AA, NA, How to Be a Godly Woman, Codependency and Boundaries education will be provided and transportation will be available. ALL residents must agree to random drug testing and are required to maintain a job or have sufficient income to stay current with their program fees.

***"As for me and my house we will serve the Lord". Joshua 24:15***

**Application and Approval Process**

The potential resident will make application to HIS Open Door Ministries no sooner than 60 days prior to

the need for housing. The individual will **submit a letter and short testimony** along with the completed application to the address provided. The decision for residency will be based upon the individual's observed behaviors within the institution or program they are transitioning from. Recommendations from the courts or those of integrity within the community i.e. Chaplain, Case Manager, Program Leaders, etc. will be accepted. Also recommendations made by other ministry programs will be considered.

**Drug Court, Probation, Parole**.

The residents that are on probation, parole, or actively working Drug Court, Mental Health Court, or any diversion program will set goals to meet the requirements of their probation/parole or court program leaders. Any necessary recommendations must be followed and fees paid in a timely manner. The Resident Director will work closely with you to complete your program. YOU MUST SATISFY THE COURTS!!!

**\*Residents will be encouraged to partner with Angus Church and Stand InThe Gap Ministry (SITG) for mentoring and personal growth.**

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**Guidelines and Rules**

Guidelines have been established and are intended to move residents towards self-sufficiency instead of enabling dependency. They have been prepared to assist the residents in learning integrity and maintaining good character. They will aid in preparing them to be able to live productive lives in the future. They will train them to follow the rules and laws of the government, and to be able to contribute to the community in which they live while maintaining their sobriety.

**\*Failure to follow these rules and guidelines will result in sanctions. Please note that a total of 3 sanctions will be an automatic dismissal from the home.**

1. ***Church Attendance is MANDATORY*** at Angus Church in Sand Springs, Oklahoma.

Worship begins at 10:30AM every Sunday. Transportation will be provided to and from church. You will obtain signatures verifying that you attended and then give them to the Resident Manager.

**\*If you choose not to attend church you will receive a sanction.**

2. ***Celebrate Recovery Attendance is MANDATORY****.* Celebrate Recovery meetings are

weekly. Transportation will be provided to and from the meetings. There is a zero tolerance for missing CR meetings. You will obtain signatures verifying that you attended and then give them to the Resident Manager.

*There are 2 Celebrate Recovery meetings in the area which you are required to attend:*

• Angus Church 4401 S. 129th W Ave. Sand Springs, Sunday 6:00PM - 9:00PM - attendance required

• Southern Hills Church 5590 S. Lewis Ave. Tulsa, Friday 6:00PM-10:PM - attendance required

\*In order to make up a meeting, AA or NA are necessary and may require supervision from other

 successful residents in the ministry home.

**\*If you choose not to attend a meeting you will receive a sanction.**

3. ***THERE WILL BE ZERO TOLERANCE FOR DRUG USE.*** Random UA's will be performed. The refusal of a drug test is considered an automatic fail. If you fail a drug test you will be given 1 hour to collect your personal belongings and **vacate the property**.

 4***. Jobs are MANDATORY***. There is a 2 week grace period for time to obtain employment.

* Prior to any change in employment a full 2 week notice will be given. Failure to do so could result in dismissal from the home.
* If a resident does not work, but is able to pay their program fees due to help from family or disability checks, the resident is required to volunteer at least 15 hours a week in the community.
* If the resident needs help locating a place to volunteer; the Program Director or Resident Manager will be glad to help. Volunteer hours will need to be recorded and confirmed.
* Education is an option however unless there is money available to pay the program fees, court fees, or fines the residents are expected to work while attending school.

5. ***Program Night Attendance is MANDATORY***. Program night meetings are weekly on Wednesday 6:30PM - 8:00PM at Angus Church. Transportation will be provided. Volunteers will provide education and training regarding character building, setting boundaries, conquering

co-dependency, healthy relationships, and marriage..

6. Failure to comply with drug court requirements and/or Anna McBride (mental health) requirements will result in **immediate dismissal from the home**. Disrespecting the program regulations that are keeping you out of prison is unacceptableand will not be tolerated.

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7. There will be a 9:00pm curfew for all residents of the home.

* Any request for a pass for a night or for a weekend will be made to the Program Director.

If the resident is in Drug Court and Drug Court grants a night or weekend pass, you must

 ALSO obtain permission from the Program Director to prevent receiving a sanction.

* Curfews may be extended to allow for work schedules at the approval of drug court, if necessary, and/or the Program Director, to prevent receiving a sanction.

8. Everyone is responsible for keeping the house clean at all times and the yard mowed. Chores will be assigned and posted in the home by the Resident Manager.

9. Each resident will sign in and out of the home EVERY time they leave and return. No other resident will sign for another. ***This is mandatory***. In the event a resident is known to have signed in or out for another resident both will receive a sanction.

10. Attendance is ***mandatory*** at a weekly house meeting. Times will be posted in the home.

11. Residents are responsible for purchasing their own groceries. Sharing or not sharing groceries must be clearly communicated to the other residents in the home.

I2. The Program Fee is $400.00 per month for each resident. This covers the rent, all utilities, transportation, and necessary program materials. Payment can be made once a month or divided into $100.00 weekly or $200.00 bi-weekly. If the resident does not began to take responsibility for their financial obligations by the 2nd month of residing in the home, the resident will be asked to meet with the Program Director and/or a Board Member to discuss reasons and options. The resident may be asked to leave if there is no resolution.

13. The resident will be encouraged to put at least $25.00 per week in savings.

14. All prescription medication will be kept in a locked box located on the wall by each resident’s bed. The resident and Program Director will have the only keys to the box. If you lose your key, there will be a $5 charge to replace it. Leaving medication unattended or out where other residents or children can access it will result in a sanction. The home should remain safe and ALL medication must be secured.

15. Visitation with children is highly encouraged. Guidelines for children visiting are as follows:

* Children can spend the night a maximum of 4 nights per month.
* Children can visit the parent a total of 4 hours each week not including weekends.
* Children must leave the home by 7pm. No excuses and no extensions will be given.
* During the weekends when children spend the night with the parent, they need to have their baths and be in the parent’s room and quiet no later than 9pm.
* Children are the responsibility of the parent they are visiting**. NO** other resident should be looking after another resident’s children under ANY circumstances.
* Holiday visitation will be made on an individual basis.

16. If friendships in the house appear unhealthy, then contact will be limited between the individuals and will include no private contact between those residents outside of the home. This home is to help each resident individually to get their life in order. Many bad relationships have gotten the residents where they are and it is up to those that are in healthy relationships today to mentor those that need help.

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17. Relationships of a dating nature are not allowed while living in the house. Your brief time in the home is to be focused on your individual development and growth. If a resident is legally married and the courts deem it helpful for the relationship, only then will the couple be allowed to have contact. The Program Director will determine when and where that will take place. Following the 1 year anniversary of residency, if the resident chooses to remain in the home they will be permitted to date. The relationship will be with the opposite sex ONLY and closely observed by the other residents and the House Manager. A course pertaining to healthy dating relationships and marriage will be completed by the resident PRIOR to obtaining permission for dating.

18. There will be no cursing, swearing, or inappropriate language used in the home. Only wholesome talk, thoughts, and ideas will be exhibited. There will be NO viewing of pornography of any kind in the home. **Violations will result in a sanction**.

19. Each resident will be given a key to open the front door of the residence. If you loose the key, you will be charged $10 for another one.

20. Under no circumstances is any property of the home to be removed from the home i.e. furniture, outdoor furniture, kitchen utensils, lawn equipment, linens, etc. by anyone other than the Program Director. Anything removed will be considered theft and dismissal is possible. No pictures or decorations are to be moved or removed.

21. No resident is to drive the ministry vehicle without prior authorization and proper scheduling. The ministry vehicle will only be used for transport to Church, Celebrate Recovery meetings, Program Night, and for necessary shopping. Only drivers with a current license will drive the ministry vehicle. You will be responsible for your own ride to and from work and for personal business. Bus schedules will be available in the home for residents.

22. If you own a vehicle you are required to provide a copy of your insurance to the House Manager.

23. There will be NO SMOKING in the home. A designated smoking area will be provided outside.

Our goal is to provide a calm, peaceful, and safe environment that is enjoyable for you to live in. Cooperating with the rules and working as a team to show respect for the home and each other’s space will result in harmony to promote healing, restoration, and comfort for everyone. As living right becomes a new habit, it will have a huge impact on your future and on your children’s future. Being surrounded with others that are doing the next right thing, and having mentors and friends in the Church and community as examples, you will cultivate life-long friendships, self-confidence and happiness.

“I have successfully transitioned back into society with the help of Jesus Christ,

much prayer, and many Mentors. What Jesus did for me, He will do for you!”

Beth Anne Taylor, Program Director

 Eddie Warrior Correction Center 2010-2014

Transformed by the precious blood of Jesus Christ

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**Standard of Conduct**

The standard of conduct expected from each resident is to respect the home, the other residents in the home and the neighbors in the neighborhood surrounding the home.

***“But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, 23 gentleness, and self-control. There is no law against these things!”***

***Gal5:22-23***

**THERE WILL BE NO TOLERANCE FOR:**

Physical Abuse Verbal Abuse Bullying Vulgar Language

Alcohol Drugs Gambling (all forms) Pornography

Sexual Activity Destruction of Property Violence Stealing

**PROOF OF THESE ACTIVITIES WILL RESULT IN IMMEDIATE DISMISSAL**

1. Please be courteous to others. (Example: the residents are watching television, or eating dinner together and a phone rings, please leave the area to talk on the phone as not to disturb others.)

2. Each resident is responsible for keeping all areas clean after their own personal use. Each resident will be assigned choresby the Resident Manager. **Neglect of duties will result in a sanction.**

3. The television and music must be kept at a reasonable volume to not disturb others. Each resident must be considerate of the other residents. If a roommate is in bed, be courteous and be quiet. The overall tone of the home should be peaceful.

4. Modesty is expected inside and outside of the home. No cleavage, short shorts, or short skirts are acceptable. No exposed tummies when arms are raised. Jeans may not be worn if skin is shown when bending or kneeling. No T-shirts with inappropriate advertising or offensive writing.

5. No phone communications after 10:00PM unless it is for emergency purposes only. Then the resident will go into a room where no one will be disturbed or go outside.

6. No meddling in other resident's personal belongings.

7. No Stealing

8. No violent threats or physical attacks on the residents in the home by another resident. There is a zero tolerance for violent threats or attacks. Any resident that instigates a physical altercation with another resident will be asked to collect their belongings and **vacate the property within 1 hour.**

9. No loud outburst. A reasonable noise level will be maintained inside and outside the home at all times. You must respect the others in the program. You must respect the neighbors.

10. Phone calls must be limited to 30 minutes. If phone rules are violated then the phone will be confiscated by the House Manager and given to the Program Director. The Program Manager will determine the length that the resident will be without the phone.

11. Minor problems need to be handled with the Resident Manager within the home. Medium to more severe problems need to be first brought to the Resident Manager and then to the Program Director.

12. Honesty is expected. There are to be no secrets or covering for other tenants transgressions. Secrets are avoidance of telling the truth, and that is called lying by omission and it will not be tolerated. No Jiggering!!!  **Lying and keeping secrets will result in a sanction.**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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