



OPEN DOOR Re-entry & Recovery Ministry

Relationship **Truth** Accountability

Student Handbook

**A Christ-centered residential ministry
focused on the restoration of people with substance addictions
and life controlling issues through the application of biblical truths,
rehabilitation, and the life skills that will help them transition back
to their families and communities as positive contributors.**

Matthew 11:28-30 NIV **28**"Come to me, all you who are weary and burdened, and I will give you rest. **29**Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. **30**For my yoke is easy and my burden is light."

Residential Facility

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Letter to Students

Dear Students,

This handbook is meant for the purpose of informing you of the "general guidelines" of our discipleship process. It is not intended to be an all-inclusive legal document. In addition, there are other procedures and rules you will encounter that are not found in the handbook.

There may be times that the guidelines and/or schedules must be altered or updated. The guidelines are always subject to interpretation by staff on duty. Certain circumstances or situations may cause flexibility in regards to these guidelines.

We ask you not to expect perfection, whether individually or within the guidelines, for all people and things are a work in progress. If you do, FOS is probably not for you. Trusting God to work in spite of our imperfections will enable him to use even those things to work for the better in your life.

Romans 8:28 *And we know that in all things God works for the good of those who love him, who have been called according to his purpose.*

His Servant,

Charles Silano

GENERAL RULES & GUIDELINES

General Behavioral Guidelines & Agreements

A. General Guidelines/Agreements

1. I understand that Open Door Re-entry & Recovery Ministry is a Christ-Centered ministry and I agree to give serious consideration to the teachings of Jesus so long as I am in the program. Furthermore, if I decide to reject the teachings of Jesus, I agree to leave the program.
2. I agree and understand not to possess/use any illegal drug, or substance that is intolerable on the premises. This program has a ZERO-TOLERANCE policy for drugs & alcohol, and may result in immediate dismissal if found during a random drug screen, or in a persons possession. If I do not submit to the test or provide a sample within an hour, it will be counted as positive.
3. I agree and understand that any sexual contact/harassment is not permitted. This is to be respected towards all persons. I understand that my behavior reflects on this ministry, and such an action may result in immediate dismissal.
4. I agree and understand that threatening or the act of bodily harm to another student, or anyone met within the limits of this program, will not be tolerated and may result in immediate dismissal.
5. All prescription drugs/related substances must be delegated through staff unless otherwise established through staff *in accordance to your medicine sheet.*
6. I will assume personal responsibility for my own attitude and behavior at all times. I understand that what staff calls incorrect behavior will be confronted and I will be disciplined if necessary.
7. I understand that bad/negative attitudes affect others and will not be tolerated.
8. I will not go to another staff member if one has already told me "No!" and I agree not to at any time display argumentative and insubordinate behavior towards staff.
9. I agree not to play any loud music whether inside or outside of the house. Any disturbances will result in a disciplinary action. This includes family visits!
10. I agree not to "horse play" or engage in any other aggressive body contact behavior.(i.e., roughhousing)
11. I agree to respect all possessions/property belonging to students, staff, and Friends of Sinners. I understand not to touch any of these things without permission.
12. I agree not to lie down on weekdays until after 4:00 p.m., and only during free-time.
13. I agree not to lend or borrow any money from another participant.
14. I agree to get familiar with the fire drill instructions.
15. I agree not to gamble (in any form) which includes purchasing tickets of any kind during shopping hours.
16. I will not use any foul language during my stay here, whether on or off the property of Friends of Sinners. If I choose to do so I will be subject to a disciplinary action.

17. I agree not to use a nickname for myself, or refer to any other student or affiliate of this ministry with a nickname.
18. I agree to not tell "war stories". Reminiscing on the things of our past and sharing it with others is intolerable. I understand the difference between giving a testimony of how my life was, and how God is making it new, compared to giving the devil glory for the destructive things I've done in my past.
Reminding others of a reckless lifestyle may entice them to fulfill such desires.
Do not make your neighbor stumble!

1 John 2:10 *Those who love their fellow believers live in the light, and there is nothing in them to make them stumble.*

2 Corinthians 5:17 *Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come! (NIV)*

19. I agree not to litter, and will use proper trash disposal devices at all times.
20. I agree to not enter any area that is not my residence unless I am accompanied by a staff member. I also understand that the first offense will result in discipline and the second offense will result in immediate dismissal.
21. I agree to not bring any tobacco products, food, or drink on the vehicles to church services.
22. I understand that my treatment and discipleship is not intended to be a time of meeting girls and dating. I also agree that if I am caught contacting or getting involved in a **new** relationship I could be dismissed from the program.
23. I agree to accept discipline given by a proper staff member (and/or community), if I rebel against the above guidelines. If I refuse discipline, it may result in dismissal depending on the circumstances. Staff **can** veto any inappropriate issue given and **will** define inappropriate if necessary at their discretion.

Signature _____ **Date** _____

B. Morning Behavioral Guidelines/Agreements

1. I agree to wake-up every day according to the delegated time on the program schedule. This is not the responsibility of the other students or staff to wake me up. Students may wake up no earlier than 5:00 a.m. If doing so this time is allotted as free-time.
2. Unless due to an emergency, I agree to not leave the dorm for any reason between "Lights Out (Time is found on Daily Schedule)" and 5:00 am. This will include smoking!
3. I agree to clean my area when I wake up. This consists of making my bed, and picking up loose items around it.

Signature _____ **Date** _____ -

C. Hygiene Guidelines/Agreements

The integrity of this ministry must be upheld

1 Cor. 14:40 *Let all things be done decently and in order*

1. I agree to shower at least once per/day without question, and no more than twice per/day. I will use proper hygiene supplies. I agree to limit showers to 10 minutes, and only during proper time found on Schedule and Free-Time after 5pm on weekdays. I may shower on the weekend during any allocated free-time.
2. I agree to brush my teeth on a daily basis, or clean my false teeth if needed.
3. I agree that if anything is not listed, yet is offensive to any student or person affiliated with the Friends of Sinners Program in regards to my hygiene, it will be addressed before staff and corrected.

Signature _____ **Date** _____

D. Clothing, Apparel, and Appearance

1. I understand that my appearance has a reflection on the Friends of Sinners ministry.
2. I agree and understand that upon entering this program, appointed staff will check my clothing and apparel for anything inappropriate. Such items include with an inappropriate secular nature such as certain clothing (Band T-shirts, etc.) and other items of appearance. Other clothing unacceptable will be any clothing revealing tattoos that are graphic in nature, have a racist message, and/or offensive to the staff and residents at FOS.(tank-tops,wife-beaters,sleeveless shirts). Determination of inappropriate is at staff's discretion.
3. I agree not to question staff's judgment on inappropriate items and will take into full consideration the reasoning behind it. If I disagree with the reasoning I will still remove the item.
4. I agree not to wear **anything** gang or club affiliated. (Including sagging pants)
5. I agree not to wear a visible piercing.
6. I agree to always be dressed outside of my room whether inside or out and including trips to the bathrooms.

Other guidelines in regards to clothing may be found within other areas of agreements such as "Chapel Guidelines/Agreements."

Signature _____ **Date** _____

E. Personal Possessions / Non-Clothing

1. I agree and understand that all items of my possessions will be screened by appointed staff shortly after program orientation. I understand that any item found inappropriate will not remain on the property of Friends of Sinners, or be found within anyone/place affiliated with this program.
2. I agree that any personal item that is inappropriately "secular" in nature and a non-edifying source of material will not be allowed in my possession during my stay at Friends of Sinners. I understand such items defined as anything that promotes evil desires of this world, such as sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like. (Partial NIV)
3. I agree to not possess any secular music or play it on the radio. I will also not hum or sing it. I understand there is music available, and any music I wish to bring in must be edifying and not contradict the "Teachings of Jesus Christ," in reflection of guideline #2. If I persist in playing or listening to unapproved music, I will accept disciplinary action and could lose my "player".
4. I agree to not possess a TV.
5. I agree to not possess any non-edifying games, in reflection of guideline #2.
6. I understand that every particular item cannot be listed and agree to grow in understanding of acceptable property according to the Word.

Signature _____ **Date** _____

F. Work & Additional Chores

Preparing for proper work-ethics is vital. Students are required to sow into the community through various types of labor.

1. I agree to "work" while a participant of Open Door Re-entry & Recovery Ministry and pursue a first shift job. I have read and understand that work will be a vital part of my recovery and expected from me according to my ability. I will also do additional chores assigned by staff which may vary and include a deep clean of a particular part of the house.
2. I understand that any full-time job attained is on an individual basis. Some circumstances may differ depending on the situation. Any permission to work must be granted through the Director of Open Door Re-entry & Recovery Ministry. I also agree to never quit or change jobs without permission from the staff at FOS.
3. I agree to inform my employer that I am a resident in a recovery facility and have restrictions in regards to the programming. Those will include a preferred 10 hours of work a day. I will also provide the staff with a check stub each week.

James 1:17 Every good and perfect gift is from above, coming down from the Father of the heavenly lights, who does not change like shifting shadows. (NIV)

Acts 10:34-35 Then Peter began to speak: "I now realize how true it is that God does not show favoritism 35 but accepts men from every nation who fear him and do what is right. (NIV)

4. I understand that if one student receives a gift or opportunity that I do not, I should uplift him and praise God for his blessing. I understand that jealousy comes from my sinful nature. (Galatians 5:20)

Signature _____ **Date** _____

G. Mealtime Guidelines/Agreements

1. I understand that if I choose to eat at mealtime, I must be in the dining room before or at mealtime to join in prayer, which is according to schedule.
2. I understand that this program's foundation is Jesus Christ, and all food will be blessed in his name.
3. I understand that the group will pray together as a family before anyone eats at mealtime. If I choose not to join the group, I choose not to eat.
4. I agree to clean my own mess, to the point of request depending on who is in charge of helping the cook clean and with full agreement of the cook.
5. I agree that I will not have open food in my room nor be eating in my room, and I understand that Open Door Re-entry & Recovery Ministry is not responsible for any items in the kitchen area that is not marked with your own initials. Eating another residents food without permission will be considered stealing and dealt with accordingly.

Students are not permitted to eat freely. You may purchase personal items on the designated "Shopping Day & Time" found on the Daily Program schedule.

Signature _____ **Date** _____

H. Classroom Guidelines/Agreements

Class times are found on the Program Daily Schedule. Books will be assigned to each student. You will be given a notebook to write your answers in. Students are not permitted to write in the books delegated by the Director.

Be sure to write down the day and time of each class. Jesus Christ is the Alpha & Omega, the Beginning and the End. Classes will begin with prayer, and end with Prayer.

1. I agree to be on time to class. I understand that no one should have to come and get me. I also understand that if I am late, disciplinary actions may result.
2. I agree to pray with the group before and after the class, with the uniting of hands (not fists), which is a biblical expression of love, family, unity, and agreement.

Students will be assigned "Study/Devotional" work to be completed, for any particular upcoming class. Not all classes will require the student's preparation.

3. I agree to make sure I have my proper book, Bible, Notebook, and writing utensils for class.
4. I agree to participate to the best of my ability, and understand that such participation is a requirement of completing the program.
5. I also agree to not be disruptive in class and understand that if I am I will be subject to a disciplinary action.

Signature _____ **Date** _____

I. Chapel/Church Service Guidelines/Agreements

1. I agree to wear pants during any chapel or church service.
2. I agree to not wear cut-off shirts, flip-flops, holey pants, or tight shorts during any chapel or church services.
3. I agree to be in the chapel at required time, and no later than. I understand that being late for chapel may result in disciplinary action.
4. I agree to write the speakers name along with the biblical references in my notebook and briefly what I got out of the message. I understand that staff can check my notes to ensure of my participation, and to make sure I received proper information.
5. I agree to be in the designated vehicle ON-TIME for Church Services.
6. I agree to use the bathroom before or after the service. I will only use the bathroom during a service if it is an emergency.
You must notify the staff member in charge during a service, which will in turn appoint another student to accompany you.
7. I agree to remain with the group during any service, and not spread out at all.
8. I agree to respect another student who needs additional prayer and will not rush them at the end of service.

9. I will respect others around me, and not disturb anyone during services.

Students are not permitted to leave the service area until delegated staff motions the group to leave. I understand that leaving the service area includes (Bathrooms, Lobby, Outside, etc.) If I must use the bathroom while staff is in prayer, I agree to wait.

Students are permitted to have authorized visitors during church services on Wednesday nights, and Sundays. Individual circumstances may vary. Any request must be brought before the Program Coordinator.

Signature _____ **Date** _____

J. Free Time and Passes Guidelines/Agreements

1. I have read and understand where to locate the allocated "Free-Time" on the daily program schedule.
2. I understand that all extra-curricular activities that are not directly related to the program and are done only during free time

TELEVISION

Any movies, shows, films, etc. will be directed by Staff only.

Students are permitted to watch TV according to the posted schedule:

3. I understand that although there are limited channels, if something is inappropriate I may be asked to change the channel. I also understand that if there are any arguments among residents about what is being watched WE can lose all TV privileges.
4. Passes will be obtained according to phase and are granted/denied at the discretion of the Director/Supervisor.
5. Passes will be denied if you are not employed, on sanctions, chores not completed, rent is behind, and not complying to the program. Passes must be turned by Wednesday at 6 pm

Signature _____ **Date** _____

K. Visitation Guidelines/Agreements

Visitation times are on Saturdays and Sundays from 10am until 4pm.

1. I have read and understand the times allocated for Visitation and agree to only have visitors during those times for two hours only.
2. I agree and understand that my visitors must be approved through the Director/Supervisor of Open Door Re-entry & Recovery Ministry and will not include siblings over 18.
3. I understand that all visitors must be on the approved list, and sign-in and out during visitation.

4. I understand that I may have no more than 3 visitors (Not including children) at a time.

During the first phase of the program, students will not receive an off property visitation pass. There is to be NO sexual contact or provocative behavior during visitation. The result will be immediate discipline, loss of privileges, or dismissal. I also understand that my visitation privileges can be denied due to lack of progress in the program, on sanctions, chores not completed, and no payment in rent.

5. I will respect other students visitation times by allowing them privacy.

6. I agree that all court-ordered visits with local children will be approved by Director/Supervisor after the proper paperwork has been provided.

Visitation areas are established by the Director of Open Door Re-entry & Recovery Ministry. Visitors are NOT allowed in the rooms or unapproved areas unless with a staff member or approved individual by staff. Visitation also cannot take place IN the vehicles.

Visitation passes, whether on or off the premises, will be given on an individual basis and may vary depending on the particular student and their situation. Permission for Phase I students will be granted through the Director only. Students will get their first pass no sooner than 45 days and no passes will exceed 48 hours. If applicable, Friends of Sinners will notify Parole/Probation for student's first pass, and any other will be done by the student personally.

7. I will not cause division or complain if another student gets a visitation before myself. I understand that such complaints can fuel greater problems. I will respect the decision of the Director of Friends of Sinners

1 Corinthians 12:25-26 *So that there should be no division in the body, but that its parts should have equal concern for each other 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. (NIV)*

Signature _____ **Date** _____

L. Devotion Time Guidelines/Agreements

Student devotions must be done in the designated place and time provided by the staff.

1. I have read and understand the allocated time for my Study/Devotions, which are found on the Daily Program Schedule.
2. I understand that this time is for devotions only, which may include preparation for upcoming classes.
3. I understand that I must complete my devotion before I play any music.

Signature _____ **Date** _____

M. Income & Program Cost

The Director of Open Door Re-entry & Recovery Ministry will handle each student individually.

- 1. I agree to abide by any request concerning program costs.
- 2. I agree to pay all program costs which include the entry fee of \$150, and rent.(\$85 weekly) The \$85 will include my house fund contribution and be given to the chore trainer.
- 3. I understand and agree that if I leave without permission or am exited I am still obligated to pay my account in full.

Signature _____ **Date** _____

N. Laundry Guidelines/Agreements

- 1. I agree to do my laundry only during free time.
- 2. I agree to respect other students and their needs for laundry and will not abuse my privileges.
- 3. I agree to only wash full loads and to never leave my laundry unattended.
- 4. If an agreement can't be made for the use of the washer and dryer their will be a schedule posted in which I agree to adhere to the designated time for me.

Signature _____ **Date** _____

O. Shopping Guidelines/Agreements

- 1. I have read and understand the allocated time for "Shopping" is found on the Daily Program Schedule.
- 2. I agree to not purchase anything that would contradict the guidelines stated in this handbook.
- 3. I understand that "Shopping Time" is limited, and will not just walk around and browse while other students may need to go to another store.
- 4. I understand that shopping will be under the discretion of appointed staff member for shopping locations and duration.
- 5. I understand that I must have at least one accountability partner with me in any public place. (If I go and spread out through a store, it must be done in pairs.)
- 6. I understand that any additional shopping trips will not be allowed and all items needed for the week must be purchased on the scheduled shopping trip.

Signature _____ **Date** _____

P. Phone & Mail Guidelines/Agreements

Students ARE NOT permitted under any circumstances to place anything in or take anything out of the mail box.

- 1. I agree to give staff any mail that I have, and allow them to place it in the mail box.
- 2. I agree to not touch the mail box.

Students will not be permitted to use the phone for personal calls, for 7 days depending on the individual after the start-date of the program. Students ARE NOT permitted to have personal cell phones.

3. If I must make any phone call, I will do so with the permission of a staff member, and will not use anyone's cell phone under any circumstances.
4. I will not answer the phone at ANY TIME.
5. I will use the phone during free time, and only when permitted. (Times will always be posted close to the phone)
6. I understand that if found necessary by a Staff member, my phone calls may be monitored on a random basis.
7. I understand that abusing these privileges will result in disciplinary action.

Signature _____ **Date** _____

Q. Student Journals & One-on-One's - Guidelines/Agreements

1. I agree to write in my journal on a daily basis.
2. I agree that I am responsible for making all scheduled one-on-ones. Number of 1:1's are determined by their phase.(please check your phases)
3. I agree to give consideration to any suggested counseling.

Signature _____ **Date** _____

R. Smoking/Tobacco Products Guidelines/Agreements

The permitted smoking areas are established by the Director of Open Door Re-entry & Recovery Ministry.

1. I agree and understand that smoking and tobacco products are only permitted in the smoking/tobacco area.
2. I agree to use proper ashtray devices, and will not litter.

Smoking and other tobacco products are not permitted in any other location other than those designated above (Excluding Certain Job Sites)

3. I agree to not use tobacco products in any area not permitted by Open Door Re-entry & Recovery Ministry.

Signature _____ **Date** _____

S. Understanding Authority

Romans 13:1-2 *Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. 2 Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. (NIV)*

Hebrews 13:17 *Obey your leaders and submit their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden,, for that would be of no advantage to you. (NIV)*

We at Open Door Re-entry & Recovery Ministry are blessed with the opportunity to be vessels of God's love and mercy. The Bible teaches us to lead by example, and by serving, just as Christ became a servant. We are entrusted as stewards over each of you, whom God has chosen and separated from the world that you may hear. It is our goal to witness the birth of your new life, and personal relationship with the living God, and the one he sent, Jesus Christ.

1. I understand that the staff is here for my benefit, and to not promote the atmosphere of prison.
2. I agree to respect the authority God has placed in my life, understanding that they are vessels of God's will and purposes, and not operating off of selfish ambitions and motives.
3. I understand that there is great liberty and freedom in this program, and will respect the guidelines that I have agreed upon.

Signature _____ Date _____

T. Arguments, Complaints, Dissensions, Divisions - Guidelines/Agreements

Proverbs 13:10 *Pride only breeds quarrels, but wisdom is found in those who take advice. (NIV)*

1 Corinthians 12:25-26 *So that there should be no division in the body, but that its parts should have equal concern for each other 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. (NIV)*

1. I understand that murmuring, complaining, and dissensions regarding this program or resident will not be tolerated and will result in immediate discipline. Verbal threats are considered acts of violence. Violence and aggressive behavior of any nature will not be tolerated.
2. I recognize the need for unity, and will not partake in any gossip that divides students against staff or one another.

3. I understand that this is a family oriented program, and will refrain from conforming to "Jail-House" attitudes.

Signature _____ **Date** _____

U. Disciplinary Guidelines/Agreements

1. I understand that breaking my agreement to any of the guidelines in this handbook will result in discipline or dismissal.

Discipline may involve but not be limited to activities such as:

Loss of privileges (Phone, Free Time, Visitation, Etc.)

Other sanctions will be given by a God conscious community depending on individual circumstances.

Signature _____ **Date** _____