**P. O. Box 516 Monroe N.C. 28111**

**704-324-0028**

**803-289-7089**

**Houseofpearlsministry@gmail.com**

**Houseofpearls.org**

 **Residential Handbook Packet**

**Residential Program:**

House of Pearls (HOP) is a residential Christian restoration and transformation program. Our program is designed to be a one-year intensive healing, heart restoration and work therapy program for women only. The timelines set forth for the program are only meant to be guidelines and the length of time a resident participates in the program depends on her progress. The first six months are spent under the direct supervision of House of Pearls. After successfully completing, residents are allowed to be employed at which time they are responsible for paying a weekly fee to HOP in the amount of $75.00.

**Program Expectations:**

During the first 6 months of the program, residents are expected to show consistent progress in the improvement of their attitudes and a willingness to change their negative behaviors. During the second six months of the program, the residents will be required to consistently demonstrate self-discipline, trustworthiness, honesty, be cooperative, show responsibility, have integrity and develop good work habits. Failure to show progress in all or any of these areas will potentially result in you being dismissed from the program and/or not graduating on your expected date.

**Our Purpose:**

House of Pearls is a residential discipleship program that rehabilitates women with drug dependency as well as other life dominating problems. Our purpose is to evangelize women to the point she can function as a Christian in society while applying Biblical principles to relationships in the family, local church, and in the community.

**Code of Conduct**

Remember that your way has not worked for you in the past. None of these rules and requirements are difficult or unreasonable, but they are a necessity. Breaking the rules can lead to dismissal from the program. The staff has full discretion in the interpretation of these rules. The staff wants you to work on yourself while you are here in the program. The rules are easy to follow if you are working with the program and not against it.

**General Program Guidelines**

House of Pearls is designed for women who are tired of the way they have been living and who want to pursue a personal relationship with Jesus Christ.

1. All conduct and activity will complement the purposes of the program of House of Pearls.
2. All speech and conduct will represent Christian love, compassion and consideration for others. Therefore, not fighting, cussing, talking back, glorifying the past or disrespectful conduct will be tolerated.
3. The program at House of Pearls Ministry is intended to remove former areas of temptations and strongholds of addiction and is intended to help the residents learn self-discipline and to live a life that is glorifying to the Lord.
4. Residents should only seek counsel from staff or therapists and should not look to other residents for counsel.
5. We are to be good stewards of God’s provision. Residents are to be conservative with all things that are provided for them while in the program at House of Pearls. This includes shower time, hygiene supplies and cleaning supplies.
6. Once a resident has decided to become a part of the House of Pearls program, she agrees to submit to the program and the staff. Residents are not allowed to leave the property without the permission of staff and supervision. Leaving without proper permission is grounds for dismissal.
7. All belongings and persons will be searched by staff upon entrance at House of Pearls for drugs or anything harmful to you or another resident.
8. Drugs, alcohol, or tobacco/ vapes are not allowed on the property or in the possession of any resident, staff, volunteer or visitor. Any prescription drugs that are permitted will be locked in office and distributed by staff as prescribed on the bottle.
9. At no time while in the program will residents be allowed to date or pursue any relationship with anyone, unless it is a legally married (male) husband. If you are caught pursuing a relationship while enrolled in the program, you may be asked to leave. Your time here is to work on your relationship with God.
10. Probation and/or parole officers will be contacted if you leave the program whether of your own will or through involuntary discharge.

Initial if you agree: \_\_\_\_\_\_

**What to Bring**

* 10 Casual pants/jeans/capris
* 6 dresses, skirts or church outfits
* 3 sweatshirts & 3 sweatpants
* 14 shirts (no logos or writing, other than Christian)
* 2 sweaters/coats
* 1 light jacket
* 7 pair of shoes (church shoes, work shoes, house shoes, slippers, tennis shoes)
* 1 Robe
* 6 shorts (knee length)
* 1 bathing suit (1 piece or tankini, no bikinis)
* 2 belts
* 14 full fitting underwear, slips or bras (NO THONGS)
* 7 pajamas
* Makeup (to be worn if time allows on schedule)

 **\*\*Note\*\* Limited space is available for personal items and clothing, do not bring more than is listed above. We cannot store extra. You will be sharing a bedroom and bathroom with others. If you do not have clothing appropriate for this program, we will assist you in getting clothes from our boutiques.**

**\*\*Note\*\* Any jewelry that is brought with you will be checked in and locked in the office until you have been here 6 months and are no longer volunteering at the stores.**

**What not to Bring**

1. **No electronics**
2. **No cell phone**
3. **No reading material except a Bible**
4. **No weapons of any kind.**

**Medications**

House of Pearls has a very limited “allowed medications” list that will be reviewed upon your application being received. We reserve the right to refuse admission based upon prescribed medications. House of Pearls does not allow any prescriptions that are listed as a narcotic, controlled substance or anti-psychotic. House of Pearls is not a medical facility, and we are not equipped to handle diagnosis of mental illnesses, or any debilitating health issues. To participate in House of Pearls, you must be mentally and physically capable of doing all that the program requires which includes but is not limited to: Housework such as cleaning, cooking, etc. Yard work such as cutting grass, raking leaves, weed eating etc. and volunteering 15 hours per week at either of our stores and other ministries. We will provide Benadryl or Melatonin for sleep until you reach the transition phase at which time you will be required to supply your own.

Initial if you agree: \_\_\_\_\_\_\_

**Resident Program Expectations**

* Be teachable and willing to follow directions.
* You are expected to follow all schedules without question.
* You are expected to participate in all classes, all HOP activities, quiet times and meals (except for breakfast).
* Arrive at all classes, HOP activities, quiet times, and meals 5 minutes early.
* You are expected to complete all homework assignments on time.
* Expect to receive consequences for your actions. We have a point system, and you will be given points for not doing chores, homework, being disrespectful, etc. which will result in various disciplines.
* Have all supplies out and prepared before class starts. Bring your Bible, pen, paper and anything else you made need with you to each class.
* Be respectful of all volunteers and guests.
* Do not argue.
* Do not “cut up”, pass notes or have side conversations in class.
* Do not get up during class for any reason other than a true emergency. Be sure to use the restroom prior to class.
* If you have an issue with staff, volunteers or residents please bring it to leadership. Do not discuss it with other volunteers under any circumstances or gossip about it with other residents or graduates. Nothing positive can come from this.
* Do not accept or ask for money or gifts from anyone, including volunteers, unless authorized by staff. Please politely tell anyone wanting to give you a gift to address it with staff for approval first.
* Church attendance is mandatory. You are expected to bring your Bible, notebook and pen to church. You are also expected to take notes during the sermon. This keeps you focused on the message and will help you remember potential questions you may have.
* It is disrespectful to cause any disturbances during church service. This includes having conversations and drawing attention to yourself.
* You will not be permitted to use the restroom during church service so plan accordingly.
* Do not leave the group and do not allow the group to leave you.
* You are to always be dressed modestly. You can be asked to change by staff at any time.
* You are not allowed to carry purses or any type of bags when we go places.
* Random drug, alcohol and nicotine tests will be administered.
* Residents are not allowed to check the mail, accept packages or go through donations without approval of staff.
* No outside appointments will be scheduled. This includes hair, doctor, etc. unless it is deemed an emergency by staff.
* We only listen to Christian music, watch Christian tv and read Christian books. All reading material must be pre-approved by staff.
* Please knock on staff office or staff living quarters and wait to be invited inside.
* Keep your attitude positive. Negative talk and attitude will be addressed and not tolerated. Negativity is contagious. We have been given many reasons to be positive, focus on those things.
* If an argument arises, call staff immediately.
* Report to staff if someone is feeling extremely troubled.
* Report to staff any drugs or contraband. (Helping others from falling is not betrayal)
* Learn to live with each other’s faults. Look for Christ in everyone and be respectful of others.
* Do not discuss your past (tell war stories) or glorify sin.
* We are not responsible for lost or stolen items.
* No card playing, gambling, astrology, witchcraft, occult or new age-related items will be allowed.
* No rough play is allowed.
* Always participate in clean up. Do not watch others work, join in.

Initial if you agree: \_\_\_\_\_

**Check In**

We do admissions Monday-Thursday from 9am-2pm. You will be given a specific time to arrive. Do NOT be late. Anything you are not allowed to keep will need to be taken back with a family member.

**Dismissible Offenses**

* Using profane or loose language.
* Stealing. This includes the boutiques.
* Physical confrontation. Police will be called.
* Possession of drugs, alcohol, medicine, or drinking mouthwash, cologne, or hand sanitizer.
* Gossip. It tears others down and does not glorify God.
* Smoking and/ or vaping.

Initial if you agree: \_\_\_\_\_

**Voluntary Leaving**

At any time, you may choose to leave the program. However, this choice comes with consequences:

* If you are determined to call and ask a family member, and the family member refuses, alternative arrangements will be made for you to leave program immediately. Staff will ask you to pack your belongings in 15 minutes and you will be taken to Atrium Hospital in Monroe, Union County Shelter or MUSC Hospital in Lancaster.
* Take your belongings with you. If you leave anything behind it will be kept for 2 weeks only. After 2 weeks it will be donated to the boutiques.
* If you are court ordered to be here the proper authorities will be notified about your departure.

Initial if you agree: \_\_\_\_\_

**Phone Calls**

* Phone calls are not permitted for the first 30 days. The only exception is if you have children under 17 and are able to speak to them. In such cases, you will be allowed to call them after 14 days on Thursdays for 10 minutes. Thursdays are only for calling **underage** children.
* Phone calls occur during scheduled times and only if we are home during those times. At times, we are at meetings or events that prevent us from making phone calls. Remember, phone calls are a privilege and not guaranteed.
* All phone calls are made in the presence of staff.
* The phone is not to leave the office by resident for any reason at any time.
* Exceptions to these rules may be made to handle unexpected situations that arise, at staff discretion.

Initial if you agree: \_\_\_\_\_

**Visitation**

Visitation is limited to 4 visitors per resident. Visitors must be considered healthy for you. Visitors are limited to immediate family only. No one who is abusive, meanspirited, or themselves addicted will be allowed to visit. Your visitors must be included on your visitors list. Immediate family is considered: **legally married husband**, parents, grandparents, children, and siblings. **Boyfriends are not allowed.**

Visitation is monthly on the second Sunday between 2-5 PM. If the month has a 5th Sunday, the house will hold visitation that day as well at the same time.

* You will not be allowed to have visitors during your first 30 days in the program.
* You must adhere to all rules and regulations as stated in the handbook to be able to receive visitors.
* Always supervise your children. HOP is not liable for visitors or children.
* Only modest and appropriate displays of affection with the spouse will be allowed.
* You cannot conduct your visit inside any vehicle or in any of the barns. This action will subject you to possible dismissal.
* You are not allowed to use a visitor’s phone or be included on any phone calls they may have while visiting you. You are only allowed to look at photos on a visitor’s phone in the presence of a staff member.
* If a visit results in physical contact such as fighting, grabbing, hitting, pushing, arguing, yelling, etc. your family will be asked to leave immediately. Whether or not you are asked to leave will be at the Directors discretion.

Visitors are not allowed to:

* Give money or gifts directly to residents. Anything brought to the resident must be given to a staff member who will give it to the resident when time allows.
* Bring any animals on the property.
* Smoke, vape or use any form of tobacco on the property. To do so will result in being asked to leave and the visitor will not be allowed to return.
* Do not allow residents to use cell phones. Visitors can take a picture of you but are not allowed to take pictures of other residents or post pictures of other residents on social media.
* Bring personal items to the visitation. Please leave personal items **locked** inside the car.
* Share social media posts with residents. Things posted on social media can trigger a lot of emotions you should not be dealing with right now.

Initial if you agree: \_\_\_\_\_

**Quiet Time Routine**

The Director provides a quiet time routine to give you a time to focus on the Lord and build a personal relationship with Him.

You start your day with quiet time from 8:00 to 9:20 AM. Praise and worship time will start at 8:50 AM.

During morning quiet time, you **MUST:**

* Read your Bible.
* Pray
* Meditate on God’s Word.
* Respect other’s quiet time.
* S.O.A.K

During evening quiet time, you **MUST:**

* Journal
* Read your Bible.
* Read a HOP approved book.
* Pray
* Meditate on God’s Word.

During either quiet time, you **CAN NOT:**

* Talk
* Write letters.
* Disturb your sisters.
* Listen to music (except for scheduled praise and worship time)
* Exercise
* Sleep
* Engage in unnecessary activity or movement.
* Use the bathroom unless it is an absolute emergency.

Initial if you agree: \_\_\_\_\_

**House of Pearls Covenant and Entry Agreement**

Carefully read the covenant and entry agreement below. If you agree to the rules and regulations listed below and spelled out in the Code of Conduct section of this document, sign under the Agreement of Consent at the end of this document.

1. I understand that as a resident and guest of the HOP that I will conduct myself in an appropriate manner. I am expected to respect everyone in the house and to communicate my needs and concerns to the best of my ability. I further understand that if my actions deem it necessary for the director to ask me to leave the HOP my guest status means that I do not have the legal protection granted to a tenant in a renter/ landlord relationship.
2. I understand that I will be held accountable for my finances. HOP will not be responsible for any of my finances. Disclosure of my earnings and expenditure will be required in order to assist me in establishing a workable budget. This is not limited to but does include EBT purchases. My EBT is signed over to HOP for my entire stay and is returned when I leave. **Any cash I have will remain in the office until I need it.**
3. I understand that I will be required to help in the upkeep of HOPfor my entire stay. This would include doing what is asked of me in the house and resale shops.
4. I understand that drug, alcohol use and/ or smoking of any kind will not be tolerated and is grounds for removal from the HOP program. Random testing for such things will take place.
5. I understand that my stay at the HOP is primarily for my healing and relationship with Christ. Because of the focus of the program, I am not allowed to pursue any romantic relationships other than the one with the Great Physician, who is God. I agree that I will not be allowed to have visitors of the opposite sex other than my immediate family, which includes a husband by legal marriage, but not a boyfriend, even if long term.
6. I am to maintain a work mindset as daily activities are scheduled. Bedrooms are off limits from 8 AM until 5 PM. If there is any free time during these hours, I will focus on homework, studies, reading and self-improvement tasks with no lounging.
7. I understand that disciplinary action will take place if I violate any of the rules or regulations of the house. If I do not understand any portion of the resident handbook or covenant, I must ask. Depending on the violation, a documented verbal warning or a write up will take place. I understand that some violations, such as stealing, verbal or physical violence, alcohol or drug use, or smoking will require immediate removal from the program.
8. The HOP requires $75.00 weekly fee once I become employed. I will pay fees every Friday without being asked.
9. I understand that the Director, under the direction of the board of HOP, can add/ or change any rule or regulation stated in the HOP covenant as either party deems necessary.
10. I agree to always conduct myself according to the scriptural principles of Christian character as set forth in this program. I understand that the HOP is a Christian program and is derived from Biblical principles.
11. **I must remember this is a covenant I am making with the Lord,** saying I want to change my life! I understand and will comply with the above-mentioned rules. If I fail to comply, I may face disciplinary consequences, which can include dismissal.
12. **PLEASE NOTE: If you are on medication, you must have your prescriptions transferred to: Wingate- CVS 6713 E. Marshville Blvd. Marshville NC 28103 (704)624-2156 Lancaster- CVS 333 SC-9 Bypass East Lancaster SC 29720 (803) 286-8421**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and carefully read the Code of Conduct and House of Pearls Covenant and Entry Agreement with the director or staff member and fully understand all that it says. I agree to abide by the rules and procedures of the House of Pearls. I understand that violations of the rules could result in dismissal. If dismissed, I understand that I will voluntarily remove myself from the premises. If I leave my belongings, they will be donated, if not picked up after two weeks of my departure. If I am required to leave HOP because of a disciplinary infraction, I will have to wait 30 days before being allowed to apply for re-entry. Upon re-entry, I will begin at day one.**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Resident Signature Date**