

Mercy Home Ministries, Inc.

Handbook

January 2021

Welcome to Mercy Home Ministries!

We are so glad you are here. By making the decision to come into the Mercy Home Discipleship Ministry, (MHM) you are in for a **life changing experience**.

But you **must be ready to make the needed commitment** to change your life.

MHM is a 501c3 nonprofit, **faith-based, discipleship** organization.

A \$500 Intake Fee (non-refundable) is our fee from you to be a resident at Mercy Home.

OUR MISSION

To **Reach** the wounded and bruised, **Facilitate** the healing power of Jesus Christ.

To **Reclaim** and **Restore** lives that have been disrupted and destroyed by addiction, violence, and poverty.

We believe this process is not a quick fix. We are a **12-month residential home** that can house up to six girls. It will be an **awesome time of learning** and lots of **spiritual growth** if you allow God to work in you. You will be taught how to live a healthy, productive and blessed life by applying biblically based principles so you may reach your fullest potential.

The first four weeks you will be on probation period. During this time, you will not be allowed to make or receive any phone calls. There will be no visitation during the probation period. During this time, you will be working on Part 1 of your life story (see Appendix#1) and working your personal info sheet. (see page 14-16) *Both reports will be useful information and will need to be completed before you enter Phase 1 of our program.*

The remainder of the program is divided into 3 Phrases.

If at any time, you have any questions or need help with any circumstances or situation that may arise, you are encouraged to come talk to us. (Ms. Cathy and Ms. Mitzi).

We are always here for **YOU**.

I hope you will allow God to do this awesome work in you so you can obtain everything He has in store for you. You are destined to be an AWESOME woman of God!

I cannot wait to see you in full bloom!

Welcome to Mercy Home family!

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Phase Guidelines

Note: *Exceptions to this policy and these phases will be determined by the Directors as they see necessary.*

ALL PHASE BEHAVIORAL EXPECTATIONS

- You must exhibit understanding of the Discipleship phase as outlined in this handbook and strive to meet established expectations.
- You must recognize and set priorities
- You must consistently take responsibility for completing tasks and assignments on time.
- You must focus on details and follow through on commitments.
- You must maintain a composed and friendly attitude.
- You must learn quickly from experiences and not repeat mistakes.
- You must identify problems, develop potential solutions, and seek guidance from the MHM Directors or other assigned leaders.

Probation Phase (4 Weeks)

- This is the initial probation period.
- You must attend all prayer, worship, church services, recovery, bible classes and meetings.
- No phone calls, no visitations, no outside contact during this phase. (30 days)
- Family and friends are welcome to attend church services and recovery but are not allowed to sit with you.
- You are not allowed to go to anyone's vehicle at any time unless a director is with you.
- You must perform your house chores willingly. They must be completed by the time designated by the director or house mom.
- You must be willing to take a random drug test at any time.
- You must do a Daily Journal designed by the director.
- You must show a willingness to work with and get along well with other house members.
- Make a gratitude list of 10 items daily and demonstrate how you are showing your gratefulness for them.
- YOU MUST ALWAYS MAINTAIN A POSITIVE ATTITUDE
- An interview will be conducted at the end of fourteen days to determine whether you have demonstrated the social skills, the willingness, the honesty, the ability to get along well with others, and an attitude that promotes harmony. This interview will determine if you will be allowed to continue your residency at THE MERCY HOME MINISTRIES.

- You may also decide that what we have is not for you. If we both agree that THE MERCY HOME MINISTRIES is where you belong, then at this time, the "Commitment to Continue" form will be signed.

*Note: Those coming to us from the jail or prisons often are not allowed to "decide that what we have is not for you" without terminating their furlough.

Phase 1 (10 weeks)

- ***You will get one pass a month.*** This pass will be the 1st Sunday of the Month from 1pm until 5:30pm. The person to take you on pass must be approved by the directors a week prior. ***This person must pay \$20 up front and be willing to take a drug test.*** This person must have you back by 5:30 (*No exceptions*) and you must be ready for church.
- You will be allowed one 10-minute phone time twice a week, on scheduled days. No phone calls after 8 p.m. (allowance may be made at the discretion of the directors)
- Must attend all church services, bible studies, classes, open share groups, and recovery.
- All Visitors and you must be willing to take a drug test.
- You must also continue doing the necessary things in the prior phase.

Phase 2 (10 weeks)

- During this phase, time must be taken to clear and resolve as many court matters and financial obstacles as possible. Each person will be expected to present a financial plan to pay off debts, back child support, fines, etc., This is to clear your path for life after graduation from MHM.
- ***You will get two passes a month.*** This pass will be the 1st Sunday of the Month from 1pm until 5:30pm. All pass requests must be submitted for approval one week in advance. The person to take you on pass must be approved by the directors a week in advance. A payment of \$20 must be paid before leaving on your pass. You and the person that is approved to pick you up must be willing to take a drug test. This person must have you back at MH by 5:30 (*No exceptions*) and you must be ready for evening church.
- You will be allowed one 10-minute phone time twice a week, on scheduled days. No phone calls after 8 p.m. (allowance may be made at the discretion of the directors)
- Must attend all church services, bible studies, classes, open share groups, and recovery.
- All Visitors and you must be willing to take a drug test.
- You must also continue doing the necessary things in the prior phases.

Phase 3 (26 weeks)

- Phase 3 is the beginning of your last six months. You're halfway to graduating.
- Going into this phase we will evaluate you and look at options of possible employment.
- **You will write an Exit Plan and turn it into the MHM director** (see Appendix 2 for Exit Plan Outline).
- **You will complete Part 2 of your Life Story** (See Appendix 1).
- **You will get 3 passes a month.** All passes will be from 1-5:30. All pass requests must be submitted for approval one week in advance. The person to take you on pass must be approved by the directors a week in advance. A payment of \$20 must be paid before a pass is approved. You and the person that is approved to pick you up must be willing to take a drug test. This person must have you back at MH by 5:30 or before (*No exceptions*) and you must be ready for evening church.
- You will be allowed one 10-minute phone time twice a week, on scheduled days. No phone calls after 8 p.m. (allowance may be made at the discretion of the directors.
- Must attend all church services, bible studies, classes, open share groups, and recovery.
- All Visitors and you must be willing to take a drug test.
- You must also continue doing the necessary things in the prior phases.

MHM Policy

FEES

THE MERCY HOME MINISTRY requires a \$500.00 intake fee (non-refundable). If you have any family members that could help support our program during your stay by committing to a monthly tax-deductible pledge it would be extremely helpful to the success of MHM.

Students that are on SSI/ Disability are responsible to pay \$500 a month. All money paid is non-refundable.

Client Initials: _____ Program Director's Initials: _____

MEDICATION

We do not allow use of any narcotics or controlled drugs whatsoever! All medication must have pharmacy labels, all OTC meds out of original container will be disposed of. We are extremely strict on medications. All meds need prior approval, even OTC meds. All medications must be listed on the application and approved.

Client Initials: _____ Program Director's Initials: _____

CHURCH ATTENDANCE POLICY

MHM requires that you go to Church every Sunday a.m. p.m. service. Celebrate Recovery Tuesday night and church Wednesday night. We will try to all go as a family to church unless permitted by staff to do otherwise. Clients must take notes during every church service and come to church prepared with a bible, notepad, and pencil/pen. I accept and will abide by MHM's church attendance policy.

Client signature _____ Date _____

FINANCIAL RESPONSIBILITIES Once you are employed

1. Accept responsibility for payment of any of the following: Medical and Dental Bills, Eye Exams, glasses etc.
2. **10%** of all income of every client will **be going towards tithes weekly**.
3. **40%** of the student's income will be **placed in savings for MHM students** to start their new life with after completion of The Mercy Home.
4. **50% of income is paid for rent at MHM.**
5. Residents are allowed **\$50 a week for Store Visits**.
6. Most clients are **eligible for food stamps** that are applied for upon admission.
The card will be **kept in the hands of the director** until you are taken to the grocery store to use it.

Client Initials: _____ Program Director's Initials: _____

VISITORS no visitations or any outside contact during the probation phase. (first 30 days).

You will get one pass a month during **Phase 1. Only The 1st Sunday** of the Month from 1-5:30.

You will get two passes a month during **Phase 2. Only The 1st & 3rd Sunday** of the Month from 1-5:30.

You will get three passes a month during **Phase 3. Only The 1st, 3rd & 4th Sunday** of the Month from 1-5:30.

The person to take you on pass must be approved by the directors a week prior.

This person must pay \$20 up front and be willing to take a drug test.

This person must have you back by 5:30 (*No exceptions*) or before and you must be ready for evening church.

Client Initials: _____ Program Director's Initials: _____

TELEPHONE USE - During probation, the first 30 days, no phone calls will be made or received.

Once you enter Phase 1 and throughout the rest of your time at MHM, You will be allowed one 10-minute phone time twice a week, on scheduled days.

All phone calls are subject to be monitored.

Personal phone calls are only to be made to family that are approved on the call sheet.

No phone calls after 8 p.m. (allowance may be made at the discretion of the directors).

Client Initials: _____ Program Director's Initials: _____

CHORES All residents will participate in the general maintenance and care of the house, its property and our church. Cleaning schedules will be posted weekly. Your sleeping area must be kept neat and all personal items kept in their assigned place. Beds must be made first thing each morning. Sheets must be washed weekly on assigned day.

PERSONAL HYGIENE - All clients must bathe each day. Shirts, pants/skirts, shoes, etc., are always to be worn in all public areas.

RELATIONSHIPS - Any relationship that distracts from the client's recovery is to be avoided at all cost. Distracting relationships will result in dismissal from MHM.

MEETINGS - Residents are required to support any meetings held unless they are at work.

LAUNDRY- A laundry day is scheduled for you. It will be posted for reference.

BATHROOM- DO not leave anything on bathroom counters, you are to keep your own personal hygiene items in a basket in your bedroom area.

ATTITUDE - Residents must maintain a positive attitude and show a willingness to work with and get along with other house residents. Any negativity expressed to any house member on MHM property or anywhere else can result in immediate dismissal or a demerit.

LANGUAGE - Profane, vulgar, slurs, gestures or derogatory language is not permitted anywhere. Dismissal, extra labor and/ or a demerit will be given.

NEGATIVITY - Any negative comments will be shared only with the directors and Pastor, and only then with their permission and out of the hearing of others.

SECURITY - Lights are to be out and doors locked at 10:00 p.m.

Client Initials: _____ Program Director's Initials: _____

DISMISSAL * Any person who drinks or possesses alcohol or any mood-altering drugs on her person or on the premises can be automatically dismissed.

1. Any type of negative remarks or acts of disrespect to MHM, its staff, or its program(s).
2. Engaging in acts of violence or threats of violence.
3. Theft.
4. Willful destruction of property.
5. Failure to attend daily meetings, the required house meetings, group or individual counseling when required.
6. Failure to report another resident who is drinking or using drugs.
7. Refusal to submit to a drug/alcohol test when asked.
8. Other conduct or actions potentially detrimental to MHM, its program or its other residents.
9. Failure to get along with others.
10. Failure to maintain a positive attitude.
11. Failure to do chores willingly.
12. Failure to demonstrate respect to others.
13. Failure to get up and/or stay up.
14. Fornication at any time while in the program

Client Initials: _____ Program Director's Initials: _____

MHM Ministries House Rules

IT IS THE RESPONSIBILITY OF EVERY RESIDENT TO ENFORCE THIS POLICY

1. Before admission to MHM, students must complete an application and have it approved. Students must be willing to submit to the leadership of MHM.
2. MON- FRI--
MUST BE UP BY 6:30A.M. MUST BE FULLY DRESSED, BED MADE, AND DOWN STAIRS BY 7:30 A.M.
SATURDAY & SUNDAY UP BY 7:00 AND BE OUT OF ROOM BY 8:00
3. ROOMS MUST BE CLEANED BY 7:30A.M.
4. MUST BE FULLY DRESSED FOR THE DAY WHEN COMING DOWNS STAIRS at 7:30
5. YOU ARE REQUIRED TO STAY DOWN STAIRS UNLESS GIVEN PERMISSION TO GO BACK UP.
6. We do not allow use of any narcotics or controlled drugs whatsoever!
7. You are not allowed any types of meds (Tylenol/aspirin/cold meds) without written approval from a director. Unapproved meds in your possession will get you dismissed from the house/program.
8. Absolutely no energy drinks or supplements of any kind are allowed.
9. No cell phones or electronic devices are allowed unless otherwise specified by the Phase 3 guidelines.
10. Passes and phone calls are a privilege. They can be revoked at any time.
11. Personal items must be kept neatly, in designated areas at all times.
12. Students are allowed 12 pants, 12 shirts, and 5 pairs of shoes.
13. No gang colors allowed!
14. All valuables are a student's responsibility.
15. No one is permitted to change rooms, beds, or furniture without the permission of the director.
16. No food or drinks are allowed upstairs.
17. ROOMS MUST BE CLEAN AND ORDERLY AT ALL TIMES
18. All mail and packages must be brought to the director unopened. The director is the only one that can open anything sent to MHM address.
19. Any and all things brought to a MHMs student must be searched and approved by the MHM director.
20. While attending church service or recovery services, students are required to sit together at designated areas. Students will help serve in various areas, as determined by the director.
21. All requests, problems, issues, or questions should be channeled through the directors.
22. If a student is dismissed from this ministry, they will have to leave the property immediately. Once she leaves the property, they are not allowed back on the property for any reason. If for some reason you do not take your belongings with you, you will have to contact the director within 24 hours to make arrangements for your belongings. After such, your belongings will be discarded.
23. Students leaving MHM house, as a group, to attend church services or other functions, must remain together. NO EXCEPTIONS!
24. Students should make their family members aware of the visiting days and hours, phone call policies.
25. Your vehicle and/or House vehicle is to be used only for transportation to and from work, church services, while on pass, and when assisting with house efficiency.

Client Initials: _____ Program Director's Initials: _____

MORE HOUSE RULES

1. BRA IS TO BE WORN AT ALL TIMES OTHER THAN SLEEPING
2. NO TANK TOPS OR SHORTS
3. DO NOT GET ON ANOTHER ONES BED OR IN ANOTHER ONES STUFF.
4. DO NOT GET INTO FOOD PANTRY OR CABINETS WITHOUT PERMISSION
5. NO SLEEPING OR LAYING DOWN UNLESS GIVING PERMISSION
6. NO COOKING UNLESS YOUR ON KITCHEN DUTY PREPARING THE NEXT MEAL DURING APPROPRIATE TIME
7. DO NOT WALK TO MAILBOX WITHOUT PERMISSION
8. DO NOT LEAVE DIRTY DISHES IN THE SINK OR ANYWHERE AT ANY TIME
9. CLEAN UP BEHIND YOURSELF AT ALL TIMES
10. NO DRINKS OR CUPS IN THE REFRIGERATOR (NO OPEN BOTTLED DRINKS)
11. DO LAUNDRY ON DESIGNATED DAY INCLUDING SHEETS
12. TALKING IS NOT ALLOWED DURING BOOKWORK
13. NO WRITING LETTERS DURING BOOKWORK
14. NO CROSS TALKING DURING MEETINGS
15. NO FRATERNIZING AT ANY TIME
16. NO EATING DURING CLASS
17. YOU MUST PARTICIPATE IN ALL MEETINGS & CLASSES INCLUDING PRAYER AND WORSHIP
18. NO ARGUING ABOUT CHORES
19. NO FORNICATING AT ANY TIME WHILE IN THE PROGRAM
20. NO FOOD, CANDY OR DRINKS ALLOWED IN ROOMS EXCEPT WATER
21. DO NOT CHEAT ON BOOKWORK (NO COPYING STRAIGHT FROM BOOK)
22. DO NOT LEAVE LIGHTS ON IN ROOMS WHEN NO ONE IS IN THERE
23. DO NOT OPEN THE WINDOWS IN ROOM
24. NO MAIL FROM JAIL OR PRISON IS ALLOWED
25. ALL MAIL AND PACKAGES MUST BE PRE-APPROVED BY HOUSE OVERSEER
26. MUST HAVE DAILY GREATFUL LIST OR I AMS (LIST OF 10)-DONE DAILY
27. MUST WRITE IN JOURNAL DAILY
28. ALL MAIL IS READ (INCOMING AND OUTGOING)
29. DO NOT TALK TO REPAIR MEN, PHONE MAN, OR ANYONE WHO IS NOT A RESIDENT OR COUNSELOR UNLESS YOU ARE GIVEN WRITTEN PERMISSION TO DO SO BY MS CATHY OR MS MITZI.
30. NO STEALING
31. ABSOLUTELY NO VISITORS AT HOUSE OR JOB
32. NO PHONE CALLS AT WORK
33. YOU WILL BE DRUG TESTED UPON RETURNING FROM ANY PASS AND MAY BE TESTED AT ANY TIME
34. NO ENERGY OR VITAMIN BEVERAGES
35. ALL MEDICATIONS MUST BE APPROVED (EVEN OVER THE COUNTER)
36. NO DISRESPECTING OTHERS
37. NO NEGATIVITY
38. IF YOU ARE SUSPECTED OF BEING HIGH, YOU WILL BE DRUG TESTED AT YOUR OWN EXPENCE AT \$20 A TEST
39. POSITIVE SCREEN FROM LAB WILL RESULT IN YOUR DISMISSAL
40. DO NOT TOUCH AIR CONDITIONER CONTROL PANEL UNLESS PERMITTED BY DIRECTOR
41. DO NOT TAKE ANYTHING THAT DOES NOT BELONG TO YOU
42. DO NOT LEAVE YOUR JOB.
43. DO NOT GOSSIP
44. DO NOT BE DISRUPTFUL AT CHURCH / NO GOING OUT OF SANCTUARY DURING SERVICE.

- 45. NO MOUTHWASH CONTAINING ALCOHOL
- 46. NO LISTENING TO MUSIC DURING BOOKWORK UNLESS OVERSEER ALLOWS, ONLY CHRISTIAN MUSIC ALLOWED AT ANY TIME.
- 47. ROOMS MUST BE CLEAN AND ORDERLY AT ALL TIMES
- 48. ONLY 1 STUFFED ANIMAL, 2 PILLOWS, AND BLANKET ON BED
- 49. NO CELL PHONES ARE ALLOWED UP STAIRS
- 50. NO DESTRUCTION OF ANY PROPERTY
- 51. NO VIOLENT BEHAVIOR
- 52. ALL BOOKWORK AND ASSIGNMENTS ARE TO BE TURNED IN ON TIME
- 53. **NO ROAMING AROUND HOUSE AFTER LIGHTS OUT.**
ONCE YOU ARE IN YOUR ROOM FOR THE NIGHT, YOU CANNOT COME BACK DOWN STAIRS.

FAILURE TO COMPLY TO THESE RULES COULD RESULT IN A WRITE UP, RESTRICTIONS, COMMUNITY SERVICE, OR DISMISSAL

Client Initials: _____ Program Director's Initials: _____

Appendix #1

End of Probation Phase

At the end of the probation period the following must be filled out and signed.

PROBATION PHASE *

Completed Probation this _____ day of _____, 20__.

_____ Accepted _____ Rejected

Program Director's Signature: _____

Client Initials: _____ Program Director's Initials: _____

Appendix #2

My Life Story

Your life story will be written in two parts. The first part must be completed before you enter Phase 1. The second part must be completed 2 weeks into Phase 3.

Part One:

What age and/or stage of life were you when your substance use started?

What life events were taking place that may have caused you to begin using?

How did your addiction progress?

What losses did you experience along the way?

What events resulted in you seeking help/treatment?

How many times did you seek treatment prior to arriving where you are today?

Part Two:

What role did Jesus play in helping you overcome obstacles?

Did any MHM or other spiritual leaders play a significant role in your recovery process?

What were two significant barriers you overcame while in this ministry?

What skills did you learn at MHM that you still use today?

How has sobriety impacted your personal/family/and work community life?

Congratulations on living the abundant life! John 10:10

Appendix #3

Exit Plan Guidelines

Your exit plan should include the following information:

Exit date _____

I plan to live: By myself / with family / with Roommate (circle one)

I plan to live where: apartment / home / mobile home (circle one)
or other please explain _____

I plan to work where? _____

I have my own transportation: Yes _____ No _____ (check one)

Or will be depending on friends and family: Yes _____ No _____ Other _____

Please explain if Other _____

I plan to continue attending and being connected to a local church? Yes or No (circle one)

If not Evangel Worship Center, Where? _____

I have the following people who have committed to be my:

Accountability Partner(s) _____

Sponsor(s) _____

Spiritual Advisor(s) _____

Signed _____

My Personal Information

1. Where were you born and where did you grow up? Did you live with your mom and dad? Explain in detail.
2. Describe your mom's personality. What were her strengths and weaknesses?
3. What was your relation like with your mom? Explain. Do you respect her? Do you think she was a good mother? Do you feel she loved you and made you a priority in her life?
4. Did she work a job? What Kind? Did she graduate high school or college?
5. Did your mother have a happy childhood? Explain.
6. What was your relation like with your dad? Explain. Do you respect him? Do you think he was a good father? Do you feel he loved you and made you a priority in his life?
7. Did he work a job? What Kind? Did he graduate high school or college?
8. Did your father have a happy childhood? Explain.
9. How many brothers and sisters do you have? Name them and list them in the order of birth include you. What was your relationship like with them? You can explain individually with each one.
10. Did you have a favorite pet growing up? What was its name? What happened to it?
11. Where you sexually abused and by who (relationship)? How old were you. How long did it continue?
12. How would you describe your family life growing up? Were you happy as a child? Were your parents affectionate and loving?
13. What kind of fun things did you do in your family? What was your favorite thing? Did you go on vacations?
14. Did you like school? Do you like to read? What kind of grades did you get?
15. Who was your favorite teacher? Why?
16. What was your favorite grade and class?
17. Were you bullied in school? How? Did you bully others? How?
18. Who was your best friend? Name and describe them. Did you have a lot of friends?
19. Did you graduate? If not what grade did you quit? Why did you leave school?

20. Were you involved in sports, clubs, prom, etc.? What activities?
21. Did you feel good about yourself as a child and as a teenager?
22. What did you want to be when you grew up?
23. How old were you the first time you had consensual sex? How old were you when you married the first time? How long did you stay married?
24. Describe your relationship with your husband. Why did you divorce?
25. How many times have you been married or lived with an individual more than a year? Give length of marriage, live ins, and why it didn't work out.
26. What attracted you to your husband or live ins? What was he like as a person? List each one. What was his best trait? What was his worse?
27. Was he or you physically abusive or verbally abusive?
28. How many children do you have? Name them and explain what kind of relationship you have had throughout their lives. Have you raised them?
29. Have you ever lost custody? Why? What are their feelings toward you?
30. Do you believe you have been a good mother? Why or why not?
31. How old were you when you started using drugs and alcohol? How long were you on drugs? What is your Drug of choice.
32. Have you ever been arrested and but in jail? What were the charges? What jail? How long did you stay?
33. How did it effect you to be incarcerated? Did you learn anything? Explain.
34. Did your parents go to church regularly? What denomination?
35. Are you saved, excepted Jesus Christ as your Lord and Savior? Describe your spiritual life. How do you think God feels about you?
36. What jobs have you had? Did you like them? How long did you work? Were you fired or did you quit? Why? If you could have your choice of job or career what would it be?
37. Are you an introvert or an extrovert?
38. What is your favorite color? Movie? Song? Activity or hobby? Sport? Bible verse?
39. Can you handle money properly? Have you ever saved money?

40. What is your earliest memory? Happiest memory? Saddest memory?
41. What was the worse day of your life? What was the happiest Day of your Life?
42. Are you reliable? Do you do what you say you will do?
43. Do you like to cook? What is your favorite food?
44. Do you like to clean? Did you keep a clean house?
45. What is your strongest character trait? Example: patience, integrity, etc.
46. What do you like best about you? What do you struggle the most with about you?
47. Where do you see yourself a year from Now? Write it in detail.
48. Do you think you are capable of standing on your own now or in time? Can you see yourself living within a budget? Paying your bills on time? Living on your own? Raising your kids as a single mother? Some maybe yes or no. Explain your answer why you feel that way.
49. Are you a people pleaser?
50. If you died tonight in your sleep, do you know beyond a shadow of doubt, that you would go to heaven? Why?
51. What are your goals for the future? Next week? 3 months? 6 months? 1 year?

52. Upon Graduation of Mercy Home: Please write about your experience at Mercy Home. Good or not so good. If you have suggestions, please list.