

## “PHASE ONE” - PROGRAM GUIDELINES

*(90 days)*

### Process

- Phase One of the Potter's House Program is a time of transition and orienting students to a life of rigorous Discipleship and Recovery. Therefore there is a “Blackout” period in which the student will only be permitted to go to meetings, church or legal appointments as specified and approved by staff and program rules, typically in the company of staff or a mentor. In every case, students are to sign out indicating destination before leaving the house.
- Each student will submit their upcoming schedule of mandatory appointments one week prior to actual appointments to allow directors and staff to arrange for safe and approved, supervised transportation to and from the appointment. Wednesday is the preferred day for appointments.
- At no time is a “Phase One” student to arrange outside transportation without direct consent from directors. This would be a violation of program rules which may result in dismissal.
- All students are required to participate in the Phase One curriculum including attendance at groups and completion of individual assignments. Any exceptions must be with prior approval by the Director.
- In “Phase One” there is a daily schedule completion form to be handed in at the end of each day. The student will have checked off all completed assignments, readings and groups, answered questions in a thoughtful and comprehensive way and given explanations for any missed items. NOTE: In order to move to “Phase Two” status the student must show tangible progress in spiritual growth and recovery aspects of the “Phase One” curriculum. A review with staff and support team will be conducted to this end.
- Phase One students will be required to accomplish 10 employee-like hours each week. Any gifts offered in response to services provided will be made available for future phase one scholarships. Non-program work is typically not permitted in the initial phase. Students on a modified status may work under structured circumstances.
- Fees are due on the first day of the month for the month ahead. The full fee for Phase One is \$1,500 per month. The subsidized rate is \$460 per month. Students coming directly out of prison or rehab that have no personal resources may apply for a scholarship to cover the subsidized portion.
- All students will be required to have a meeting to review progress and address areas of struggle or needed healing, both spiritually and relationally, at least once per week.
- A monthly evaluation will monitor progress and eventually determine readiness to move to Phase Two. While the student has input, the staff has the ultimate authority for this decision.

## **Discipleship**

- Potter's House believes that a heart transformed by Jesus Christ is the key to success in life. For this reason every student will commit to a discipleship relationship within the program.
- Each student will attend and participate in corporate Bible Studies and sharing groups on a daily basis.
- Each student will commit to a daily personal devotional time including study, prayer, meditation and worship. A personal journal logging spiritual growth will be kept.
- Each student will attend and actively participate in Celebrate Recovery meetings each week.
- Each student will attend and actively participate in the Sunday worship service, Sunday School and the bi-weekly Men's Fellowship at Carpenter Community Church.
- Each student will agree to participate in an active personal counseling relationship with a staff member or approved counselor to work through past issues and strongholds.
- Each student will obtain a life mentor and meet regularly to discuss relevant life and spiritual issues.

## **Recovery**

- Potter's House believes that recovery from addiction is a vital process and must be approached intentionally and with a Christ-centered approach. For this reason every student will commit to an intentional recovery program.
- Each student will attend, at least, the morning AA meetings at 521 Club as well as other planned program groups
- Each student will obtain a Christian sponsor and actively work through the 12 Steps in a Christian context and work through the Ashes to Destiny workbook.
- Each Student will be subject to random drug and alcohol screening to provide a safe and healthy environment for all. Refusal to submit to a test is considered a positive test. Two hours is the limit for producing a sample. Violations may result in dismissal.
- Each student commits to integrity in their own recovery and in the recovery of others in the program. A deliberate attempt to modify or fake a drug test or to assist another in this process is a serious violation and may result in expulsion from the program for all parties involved.
- All medications, prescription and non-prescription, taken by any student must be reported to the Director and approved in advance for use in this program. Addictive medications are typically not permissible. Life sustaining and other medications are acceptable under a doctor's care, but should not be taken to the degree that they hinder participation in the "Phase One" requirements. Medications are to be stored in a locked box, kept in office and with only the student and staff knowing the combination. Under no circumstance may a student share a medication with another student.

## Student Life

- All “Phase One” students must maintain a cooperative and respectful relationship with all staff members and maintain wholesome relationships with all other students in the program. Respectful behavior includes but is not limited to refraining from profane language, respect for personal space and belongings and interactions. Any disputes must come to a peaceful resolve and follow the Matthew 18 formula of progressive involvement. Ultimately they are to be brought to staff for final resolution. Absolutely no violence will be tolerated and will be grounds for immediate dismissal.
- All students must respect the privacy of other student’s dwelling areas, bedrooms and marked food in pantry or refrigerator. All program purchased or donated food is freely accessible to all students and may not be stored in personal rooms.
- All media must be consistent with a Christian program and will be subject to review by staff before entering the house. Media must be PG 13 or lower and should not contain sexually explicit, drug related or violent material.
- All bedrooms must be kept in a neat and orderly fashion. Student should make their bed upon waking up. Bedrooms are for sleeping only, not for watching videos, doing program work, sleeping during the day, lying around or isolating. Students are to be up by 6:00 A.M. and ready to leave by 6:30 A.M. for the morning meeting.
- Each student is responsible for their own laundry. Laundry room is located on main floor. Laundry is to be done in a timely fashion and clothing should not be left in the washer or dryer for extended periods of time in order to respect the need for all students to have use of the facility.
- Each student will be assigned a weekly chore to be accomplished in a timely manner and checked off as completed by the house manager.
- Evening meals will be shared corporately in the dining room. Each student will have a turn at preparing a meal each week. Those not cooking are to pitch in to do dishes and clean up. Other meals may be made individually and each student is responsible to immediately clean up dishes/pans used. .
- Use of tobacco (of any kind) is not permitted.
- Cell phones and other media that access wi-fi are prohibited during “Phase 1”. The House Manager will have a house phone that will be available to make and possibly receive calls. Calls are limited to specific time period and a maximum duration of 15 minutes.
- Girlfriend/boyfriend relationships are not permitted during this time of development in the lives of the students. This is to be a time to focus solely on one’s relationship with Jesus Christ and the grounding of oneself in that relationship and recovery.
- Visitation with family must be pre-approved by staff and will typically take place on Saturday afternoon between 1:00 pm and 5:00 pm. Visitors will remain in the meeting room or on the deck. The downstairs bathroom may serve as a restroom for guests. Students may not sit in cars with guests and may not have visits apart from the above stated approval process.
- Students are required to participate in the Potter’s House Financial Management plan. Personal bank accounts, debit and credit cards are prohibited. All cash is to be turned in or reported to the Director as outlined in the financial management plan.

## **Commitment**

- Admission to Potter's House is voluntary and each person is expected to invest fully in the program, trusting the staff for judgment regarding length of stay and completion of goals. This includes abiding by all guidelines for the safety and positive growth of every student.
- Failure to follow the guidelines will result in consequences of increasing severity depending on attitude of student and severity and/or frequency of the infraction. Consequences may include higher levels of restriction, loss of privileges, study/journaling assignments, suspension or expulsion from the program.
- Serious violations include but are not limited to any illegal drug or alcohol use, possession of drugs or paraphernalia, manipulating or helping another to manipulate the outcome of a drug/alcohol test, bringing illegal drugs, alcohol or an unreported prescription into the house, violent or aggressive behavior, possession of a firearm or other weapon, withholding of finances without permission, disruptive behavior and repeated infractions or defiance to staff or program expectations.