



# Reconciliation House Inc. The House of LIGHT:

## *CLIENT HANDBOOK*

Welcome to Reconciliation House Inc. (RHI). RHI is a long-term, faith based, residential recovery aftercare program for women who truly desire to change. Located on a 53 acres developing therapeutic community near Macon, Georgia. Since our inception we have housed several women who are now leaders in their career fields. They were so impacted by their experience that some have returned to volunteer, in hopes of helping others to reach their level of freedom, success and enjoyment.

RHI provides a full continuum of care for clients and leadership training opportunities for graduates. The focus is on a faith based holistic approach to, recovery from life controlling problems, and preparation for successful living. Clients receive a unique blend of discipleship, chapel services, class work, life skill meetings, work therapy, recreational therapy, vocational development, individual, group, and family counseling. GED and tutorial services are required for clients lacking high school diplomas.

Our philosophy of ministry is taken from the Bible in 2 Corinthians 5:11-21. In this passage, rather than seeing them in their old nature we see them as their new nature. We believe that at RHI the newness concept is traced to the importance of choices between being new through renovation or being new through nurturing and cultivating the brand new person with a new family, adapting new values, new motivations and decisions to grow spiritually and not revert to putting on the old but continuing to grow in the new. It is our belief that true recovery only occurs when you enter into a personal commitment to overcome personal obstacles and limitations and adopt a zeal for advancement

We know that our family and donors are committed to providing you with the best opportunities available. We will do our best to assist you; however, your spiritual growth and recovery are your responsibility. I ask that you wholeheartedly embrace this program, fully cooperate with us, and put forth your maximum effort so you may take full advantage of this great opportunity. God bless you as He cultivates and nurturers you at RHI.

Rev. Angela L Johnson, Founder



2 Corinthians 5: (11) is because we know this solemn fear of the Lord that we work so hard to persuade others. God knows we are sincere, and I hope you know this, too. (12) Are we trying to pat ourselves on the back again? No, we are giving you a reason to be proud of us, so you can answer those who brag about having a spectacular ministry rather than having a sincere heart before God. (13) If it seems that we are crazy, it is to bring glory to God. And if we are in our right minds, it is for your benefit. (14) Whatever we do, it is because Christ's love controls us or urges us. Since we believe that Christ died for everyone, we also believe that we have all died to the old life we used to live since one died on behalf of all then all died. (15) He died for everyone so that those who receive his new life will no longer live to please themselves. Instead, they will live to please Christ who died and was raised for them. (16) So we have stopped evaluating others by what the world thinks about them. Once I mistakenly thought of Christ that way, as though he were merely a human being. How differently I think about him now! (17) What this means is that those who become Christians become new persons. They are not the same anymore, for the old life is gone. A new life has begun! (18) All this newness of life is from God, who brought us back to himself through what Christ did. And God has given us the task of reconciling people to him. (19) For God was in Christ, reconciling the world to himself, no longer counting people's sins against them. This is the wonderful message he has given us to tell others. (20) **We are Christ ambassadors and God is using us to speak to you. We urge you, as through Christ himself were here pleading with you, "Be reconciled to God!"** (21) For God made Christ, who never sinned to be the offering for our sin, so that we could be made right with God through Christ.

# PROGRAM SCHEDULE

**Meals:** Breakfast: Monday - Friday 7:00 - 7:30 AM (closed for cleanup & lunch pick up at 7:30 AM)  
Weekends & Holidays 8:00 - 8:30 AM (closed for cleanup & lunch pick up at 8:30 AM)  
Lunch: Monday - Saturday 12:00 - 12:30 PM (closed for cleanup & dinner pick up at 12:30 PM)  
Sunday/Holidays 12:30 - 1:30 PM  
Dinner: Daily 6:30 - 7:00 PM

**Ready for the Day:** Clients(family) must be up by 5:30 AM Monday Friday and by 7:30 AM on weekends and holidays.

Family is to be clean, dressed, and ready by Monday - Friday 7:00 AM - 4:30 PM, Saturday 8:00 AM - 12:00 PM

**Daily Cleanup (Bathrooms Closed):** Monday - Saturday 6:50 - 7:00 AM, Evening: Sunday - Friday 9:30 - 10:00 PM.

Medication Distribution & Sick Call (Mandatory for All Clients with Current Medical Issues or Medications):  
Monday - Friday 6:30 AM, Saturday/Sunday/Holidays 8:00 AM or as prescribed no family is allowed to have meds in their possession.

Morning Prayer / Meditation (Prayer, Journaling, and Bible Only): Monday - Saturday 7:35-8:05 AM

Chapels: Morning: Monday - Friday 8:30 AM, Sundays & Holidays (Open to Visitors and Graduates) 8:15 AM  
Evening: Wednesday 7:00 PM, Sunday (Open to Graduates) 7:00 PM

## **Laundry Room:**

**RAP Class Schedule:** Monday - Friday 8:15 - 10:15 AM

GED & Literacy Classes (Mandatory for Clients lacking GED Certificates): TBA

Bible Class: Monday 6:30 PM

H.U.G. Class: Monday 7:30 PM

Chorus/Drama Team: Monday 8:30 PM

Family Meetings: Sundays immediately after chapel normally 8:15 PM

Chore Committee Meeting: Monday 6:45 - 7:15 AM in the Library

Chore Assignment Schedule: Some chores require an adjusted schedule as decided by chore meeting.

Works Hours: Monday - Friday 8:30 - 4:30 PM, Saturday 8:15 - 12:00 PM

Breaks: Saturday 10:15 - 10:30 AM, Lunch Daily 12:00- 1:00 PM, 3:00-3:15 PM

Mail Call: Monday - Saturday 4:30 - 5:00 PM and 5:45 - 6:00 PM

TV Viewing Hours (TBA)

All Quiet: Family must be in their rooms and quiet by 10:00 PM.

Family must be in bed with lights out from 10:00 PM - 5:30 AM

Pre-Approved Visitors: Sunday 9:30 AM - 5:00 PM. (After orientation period)

Visitors may come at 8:00 AM to attend the 8:15 AM Chapel service.

All first-time visitors must attend Visitor Orientation Sunday.

\* **RHI -may make additions or modifications to this schedule when deemed necessary.**

## GENERAL GUIDELINES

In the spirit of love, it is our desire to provide a positive atmosphere for your spiritual growth and recovery. In order to do this we believe the following guidelines are necessary.

**ACCOUNTABILITY TO ALL STAFF** is a requirement for all family. RHI Director (house parent) is responsible for the RHI complex, and The RHI surplus store. The Program Director is responsible for oversight of the discipleship program for family. Trainees are staff persons who have designated areas of both program and other responsibility. Certain volunteers may also be designated as staff persons in their areas of responsibility. Family has many ongoing opportunities to voice concerns and offer suggestions including weekly family meetings, routine chore meetings, monthly community meetings, monthly safety meetings, the Suggestion Box, and Satisfaction Surveys. Items demanding immediate attention should be brought to staff as soon as possible.

**You have the right to:** 1) Receive competent, considerate, and respectful care by staff, 2) Confidentiality regarding information about your presence and participation in this program, 3) Review your records and have information about your progress, 4) Have scheduled sessions with your house mother or father, 5) Work with your home mother or father to mutually define problems that need addressing in your program, and to establish goals and plans for problem resolution, 6) Voice grievances according to established procedure, 7) Voice your opinion in community matters within program guidelines, 8) Be informed of program guidelines, schedules, expectations of you, your rights and your responsibilities in the program, 9) Send and receive mail, and have visitors, within the guidelines of the program, and 10) A safe, smoke and drug free environment.

**You are responsible for:** 1) Understanding and abiding by the guidelines of the program and helping to keep the community safe; free from smoking, drugs, violence, stealing and inappropriate behavior, conversation and touch, 2) Treating all staff and your fellow family with respect and consideration, 3) Fully participating in all activities that are required of you, 4) Asking questions when you do not understand something, 5) Taking responsibility for your own recovery and spiritual growth, 6) Showing respect for other's property and being a good steward of RHI property, 7) Following the goals and plans of your program and aftercare as established with your house parent, 8) Reporting any changes in your physical or emotional health while here, 9) Following the established grievance procedures if you have a grievance, 10) Honoring the confidentiality of your fellow clients and not sharing out of a group any information that was shared in a group.

**Grievances:** If you are in conflict with a family member, or if you think that you have been treated unfairly there is a prescribed procedure for you to follow in resolving the conflict: 1) Go to that person and talk over the problem with them. If the problem does not get resolved, then 2) go to your Big sister who will usually mediate a meeting between you and the person. If the problem is with your Big sister, take the problem to the house mother or father. If the problem still does not get resolved, 3) the problem will then be discussed by the House parents to determine further action.

**ACCOUNTABILITY TO SELF & OTHERS** is very important. Family should treat each other with dignity and respect. No cursing, profane language, or horseplay is allowed. Family are not allowed to enter a living space, where they do not reside unless under staff instruction or when carrying out the normal duties of their chores. Developing relational skills, remaining accountable to others, holding others accountable and resolving conflicts are important tenants for successful recovery. Family may give certain clients/family additional responsibilities such as Big sister or Chore leader. Big sisters may be responsible for providing leadership in the house while Chore Leaders may be responsible for providing leadership on certain chores or special activities. Certain clients/family may be allowed to enter Big Sister-Leadership Training. Big Sister-Leaders will be given areas of responsibility and may be granted additional privileges.

**Peer/family Accountability & Conflict Resolution:** If you see someone violating guidelines, or if conflict arises, this Biblical procedure in Matthew 18:15-17 should be followed. Prayer for guidance is important throughout this process. Remember that the purpose is to build up the family.

- 1) First, go to your sister privately and in a loving manner letting her know that he has done something wrong that is potentially harmful to her and others. If she listens to you, you have done her and the community a great service and you have gained a friend.
- 2) If she refuses to listen, go back to her and take a trusted friend or two; or a staff member with you. As before, speak out of love; not out of a vengeful spirit.
- 3) If she still won't see the error of her ways, report the incident to the staff.

**ADULT EDUCATIONAL SERVICES** are provided to assist you in working towards a GED and/or to improve literacy skills. Participation is mandatory for all Clients/Family who do not have a high school diploma or GED certificate. Other clients/family may be required to improve their literacy skills as part of their program. Tutors may be available to assist those who need extra help in specific subjects. Other educational opportunities will be announced as they become available.

**ADVANCEMENT** through the various program levels is a collaborative effort between the Client/family and her House parent prior to each level, the House parent will meet with the Client to mutually establish The Level Plan. The Level Plan establishes the goals for that level and provides a track for successful completion of the requirements for that level. When a Client has completed all the requirements for a level, the house parent will present the Client's completed Level Plan for the staff to consider. Advancement requires the unanimous approval of the staff including the House parent, Level Instructor, Task Supervisor, Program Director, and appropriate Coordinators. Each level builds upon the personal application of skills learned in previous levels. As a Client advances through the program, she must continue to demonstrate personal application of the skills learned in previous levels or she may be returned to the appropriate previous level for further education.

**CLEANLINESS & PROPER PERSONAL HYGIENE** is the responsibility of all clients. Clients must take a shower daily and practice good hygiene habits. Rooms will be cleaned thoroughly each day. Each client is to know and follow the established cleaning procedure for her room. Rooms are to be ready for inspection Monday - Friday from 7:00 am - 4:30 pm and 7:00 am - 12:00 pm on Saturday. Clients are responsible for their bunk area, common area, and other-cleaning task. This includes sweeping, vacuuming, dusting, mopping, proper disposal of trash, making the bed, stacking neatly all personal items, removing items from the floor, and making sure all clothes are folded or put up properly, etc. Laundry (including linens) must be done at least once per week.

**COMMON AREAS** are for study, fellowship, and recreation. These areas should remain clean and neat:

**The Kitchen** may be used for fellowship, for daily meals, and affirmation time.

**The Library/Classroom** may be used during your free time as a place to read, study, and do homework. It is equipped with books conducive to Spiritual growth and recovery. Only pre-approved literature may be placed in the library. Computers are provided for your use. Clients may not play games or install additional programming on computers. Noise must be minimal.

**T.V. and Stereo Area** is reserved for fellowship, entertainment and recreational games.

**Salon Area** is reserved for doing hair, nails and applying other cosmetics.

**COUNSELING SERVICES** are coordinated through the Client's house parent and may be either house parent or Client initiated. Clients are to see their house parent for counseling arrangements, level changes, special concerns, passes, etc. Clients may not leave other scheduled activities such as chores to request or attend counseling appointments without the prior written approval of the supervisor of that activity. Family or other special counseling sessions may be arranged if appropriate.

**DISCIPLINARY ACTION** will be brought against any Client who violates program guidelines. Disciplinary action will be determined on a case by case basis with consideration given to 1) the nature and severity of the violation, 2) the history of previous violations, 3) the general level of progress in the program, and 4) the Client's desire and willingness to change. **Rule violations that may result in immediate program dismissal and/or possible prosecution are:** Use or possession of drugs, fighting, threatening, possession of or concealing a weapon, stealing, sexual activity of any kind, refusal to follow staff instruction or abide by program guidelines, destruction of property, and violation of any public laws including trespassing.

**DRESS** should be appropriate to reflect the spirit of the program and the nature of the activity. Clients are required to dress appropriately including wearing nametags when outside. No house slippers should be worn outside. No sunglasses or head coverings may be worn inside. Full shirts with sleeves must be worn outside of the room at all times. Tank tops may only be worn during exercise assignments. No shirts cut off at the waist, ear, or body rings are allowed.

**FOOD** is provided with three meals per day and some occasional snacks. Clients are to be seated for the meal prayer and then form a serving line in orderly fashion. All program furnished meals and snacks must be consumed in the Dining room.

**GAMBLING** including lottery games is not allowed.

**LITERATURE** including reading materials and posters not conducive to recovery and Spiritual growth are not permitted. This includes sexual provocative, occult, and anti-Christian literature. Clients are not allowed to circulate any literature without prior staff approval.

**MAIL** distribution times are outlined in the Program Schedule. Clients may receive mail to their attention at the following address: Reconciliation House, P O Box 2983 Stockbridge, GA 30281. No mail will be held or forwarded when you leave Reconciliation House but will be returned to sender.

**MEDICAL** needs or concerns that develop must be directed to the House parent as soon as possible. If a client becomes ill, she should notify the staff person supervising her scheduled activity. That supervisor should send the client to the On-Duty Staff Person. A staff signed Special Permission Slip is required before a client is excused from any activity. Clients missing 2 or more days of total program participation within a level are required to remain in their current level one additional week unless special exception has been granted by program staff.

Clients must remain physically, mentally, and emotionally able to fully participate in the program where medical services are not available. Clients must assume full responsibility for their health care including exercising proper personal hygiene, obtaining qualified care if needed, following prescribed treatment guidelines, obtaining prescribed medications, and arranging payment for services. Clients unable or unwilling to assume full responsibility for their health care will be discharged.

Current clients who develop the need for medical care that may hinder their full program participation will be referred to another program or discharged to reapply when the problem is resolved. Staff may make exceptions for those individuals with medical issues that do not require professional medical or psychiatric supervision, can be self-monitored by the client, can be secured and paid for by the client or his sponsor, and require only infrequent medical visits where RCI transport is not needed.

RCI may assist clients in obtaining a diagnostic appointment or minor short-term medical care if practical but can assume no responsibility for a client's condition, medications, or treatment. All appointments must be scheduled by the direction of the, On-Duty Staff Person.

Clients are not allowed to have medications of any kind in their possession. Staff will provide safekeeping for medications in a secured location with no client access. Clients are not allowed to take, handle, or possess medications on or off property without prior staff approval. Clients may receive their medications during Sick Call or at other times designated by the prescription. During those times a staff person will observe the client self-administer his medications according to either the prescription or the directions while heeding the appropriate warnings. Clients with medical conditions, or who are supposed to be taking medications, must go to Sick Call each morning unless excused in advance.

**MORNING PRAYER AND MEDITATION (QUIET TIME)** is a daily scheduled time to establish the habit of putting the Lord first by spending time with Him in prayer and in His Word. Clients are required to keep a Daily Attitude Inventory (DAI) and a prayer journal recording the personal insights revealed by God during the past 24 hours. Clients are to be seated with pen, DAI, journal, and Bible (a devotional book if desired). No other activities are allowed during this time.

**MUSIC AND TV** including vehicle radios will only be provided corporately with the content and usage determined by staff. No personal TV's, VCR's, radios, CD or tape players are allowed. TV viewing will be kept to a minimum with corporate viewing hours outlined in the Program Schedule. Exceptions may be made for special events by prior staff approval.

**OFF-SITE TRIPS** for scheduled outside activities such as the Sunday shopping trip, support group meetings, church, special events, and special tasks are privileges earned by reaching the Discipleship Phase. Each trip will be supervised directly by staff or by a staff designee. You must sign-out whenever you leave property, remain accountable to the staff designee at all times while away, go only to pre-approved locations, and sign-in immediately upon return. Inappropriate behavior during outside trips will not be tolerated. The office will post a sign-up sheet for each scheduled outside activity on the bulletin board outside the office on the evening before the event. Clients desiring to attend must personally sign their name on the list. No one can add another clients name to the list. One hour before scheduled departure the office will remove the sign up sheet from the bulletin board. If there are more clients signed up than available seats, the seats will be assigned by order of level, level seniority, total program seniority, and then sign up order. Anyone who removes their name within one hour of scheduled departure or is not on the van at scheduled departure will automatically lose seniority for a period of 1 calendar week for all off-site activities.

**PASSES** are required for clients to leave RHI for any reason other than accompanied by a staff person, on staff approved task assignment, or to attend pre-approved outside activities. Passes may originate as client requests or as counselor assignments. Passes will only be granted for therapeutic reasons to eligible clients free of any recent disciplinary action and only when they are accompanied by a pre-approved visitor. Passes may be Day, Overnight (Over-1-Night), or Emergency. Day Passes may be granted during normal visitation hours only and Overnight passes must be taken between 12:00 noon on Saturday and 6:00 pm on Sunday. Emergency passes are for bona-fide, staff verified, emergencies only. Clients may not go on pass 2 weekends in a row. Discipleship clients may apply for one Day Pass after being in Discipleship for a minimum of one week. Reentry Prep clients may apply for one Overnight Pass or one Day Pass. Clients who have completed the basic PDP program and have been approved for a PDP extension. Job Search or Big sister Leadership Candidacy may take a one-time only 3-Day Pass between programs to resolve personal matters.

To obtain a pass a client must: 1) Obtain a blank pass form from the front office, 2) thoroughly complete the Client section, 3) turn the completed pass form into his Level Instructor by 10:30 AM on the day of the Program Staff Meeting, and 4) await the response of his Level Instructor which will normally come on the following morning at 10:15. The pass request may be returned approved, denied, or modified. The pass is void unless signed by the Primary Counselor and Program Director. The approved Pass must be left at the Front Desk before leaving. Before leaving, clients must obtain prior approval, sign out per procedure, go to approved locations only, participate in approved activities only, follow the approved time schedule, continue to obey all program guidelines, and sign in immediately upon return.

**PERSONAL PROPERTY** of clients will be checked to be sure that nothing harmful enters this environment. Clients must thoroughly complete their Personal Property Inventory (PPI) sheet at admission with a staff designee and keep it up to date. Anything obtained while in residence must remain in the office until added to the PPI by a staff designee. Clients will be required to produce a sales receipt for all purchases. All living areas are subject to inspection without notice, and all contraband will be confiscated. Clients may be asked to remove items that staff deem inappropriate for the spirit of the program. When checking out clients must be able to prove ownership for all property taken out. Clients may not buy, sell, loan, or barter with other clients while in the program.

Clients are only allowed to have items that are conducive to recovery and to Spiritual growth. They are not allowed to have more than \$20.00 in their possession and should make arrangements for off premise safe storage of cash and valuables before arrival. Clients may arrange for supporters to send money orders (not cash) periodically for amounts not to exceed \$20.00 for miscellaneous items, snacks, etc. Staff may monitor spending or other stewardship concerns when deemed appropriate. Clients are not allowed to have radios, CD or tape players, phones, paging devices, facial jewelry, or non-approved medications. Non-perishable snack items may be allowed but must be kept in sealed containers labeled with your name on it.

Clients are allowed to have the following: 10 pair of pants, 10 blouses, 5 pair of shoes, 3 coats/jackets, 2 sweaters, 14 underpants, 2 long underwear, tights or panty hose, 14 pair of socks, 2 suits, 5 dresses, 1 laundry bag, 1 book bag, 1 alarm clock, Bible, pens, pencils, paper, notebooks, personal hygiene items (not containing alcohol), laundry detergent, a small Tupperware container for snacks, miscellaneous personal effects or recreational items that are conducive to recovery and Spiritual growth.

Clients may request items of basic necessity from the Residential Coordinator or her designee at the times specified on the Program Schedule. The Coordinator or her designee will verify that the need is consistent with personal property inventory guidelines. If approved, a Personal Property Voucher will be given to the client specifying when it may be filled. The client must then follow the special instructions on the voucher. The voucher may only be filled on the time and date specified. The staff person who fills the voucher will return it to the Residential Coordinator where it will be attached to the client's Inventory.

**PHONE** usage is restricted for emergency or clinical reasons and may only be made with the permission of the client's Primary Counselor or the Program Director and may only be made in the presence of staff. Clients may not receive phone calls.

**RECONCILIATION HOUSE PROPERTY STEWARDSHIP** is the responsibility of all staff and clients. Reconciliation House property includes all land, buildings, vehicles, equipment, and merchandise at thrift store or in vehicles. Clients are responsible for keeping living areas and the common areas clean and neat at all times. Staff permission is required before anything is attached to the interior or exterior of buildings. Trash should be placed in proper receptacles. Aluminum Recycle Bins are provided for aluminum cans that should not be thrown into regular trash receptacles. Clients are expected to help maintain low energy costs by turning off electronic items when not in use. The last one to leave a building or room should make sure that all lights are turned off. Doors and windows should be kept closed to keep air conditioning and heating costs down. Clients should help in maintaining the beauty of the Reconciliation House grounds by picking up trash as needed. Program clients are not allowed to buy, borrow barter, trade, move, alter, or use any property without prior staff permission. Friends and relatives of clients may purchase items like any other customers from the thrift store during normal business hours.

**RELATIONSHIPS** with outside individuals or groups must also be accountable to staff. Clients must continue to place primary emphasis on their Spiritual growth and on their program of recovery from addiction and other unhealthy behavior. Staff will attempt to assist Clients with issues surrounding existing marriages. However, cultivation of new relationships is not allowed while at Reconciliation House.

**RECREATION:** There are many individual and group recreational opportunities available for clients at the Reconciliation House. Certain recreational equipment may be checked out through the Front Office by leaving your nametag for deposit. Clients must return all recreation items to their proper location when finished. No items may remain checked out overnight. Organized recreational events will be developed by staff the Client Recreation Committee which will be made up of a Program Director appointed chairman and all Leaders. The committee chairman is responsible for getting all recreational events approved by the Program Director before they take place. Clients must stay within established boundaries (Rock Quarry Road is outer boundary) when walking or jogging and be within the immediate vicinity of the house and inside the front gate after dark. Gates should always be left as they were found. Equipment/machinery/tools may only be operated with staff supervision. Clients may not alter property, ride recreational vehicles, bikes, or bother the dog.

**SAFETY** is always a key concern. Always report any safety concern, accident, or injury to the nearest staff immediately. Never undertake an activity that may compromise your personal safety or where you have not been properly trained. Staff will conduct monthly safety meetings and periodic emergency response drills for continued improvement.

**SIGN-OUT/IN PROCEDURES** must be followed whenever a client leaves The Reconciliation House facility regardless of the reason. Before leaving, clients must obtain prior approval, sign out per procedure, go to approved locations only, participate in approved activities only, follow the approved time schedule, continue to obey all program guidelines, and sign in immediately upon return.

**SPECIAL EVENTS** such as worship services, seminars, or workshops may be provided to enhance the total program. These events, whether led by staff or volunteers, are considered part of the program and require full client participation. These opportunities will be announced when available and appropriate.

**TOBACCO** may not be used in any form in any building or vehicle. **NOTE: Reconciliation House is a tobacco-free environment. At this time, neither clients nor their visitors will be permitted the use of tobacco products on Reconciliation House premises.**

**VEHICLES:** No one is allowed to leave the premises in any vehicle without permission from the staff. Mechanical work on vehicles belonging to a client or visitors is not permitted. No client may drive any Reconciliation House vehicle at any time without prior staff approval. Clients traveling off premise in a Reconciliation House vehicle must follow the program

guidelines and remain accountable to the driver. Vehicles may not make unauthorized trips or stops and must be kept clean.

**VISITORS:** The Intake Counselor will meet with clients during Intake to complete an Approved Visitors List. All visitors must be conducive to the client's recovery, be pre-approved by program staff, register when they arrive and depart, and attend visitor orientation on their first visit. Visitation is from 9:30 AM - 5:00 PM on Sundays but visitors may attend the 8:15 AM chapel service. Visitors are normally limited to legally married spouses and immediate family members only (fathers, mothers, brothers, sisters, and children). All exceptions require the pre-approval of the counseling staff, a session with a counselor, and will be subject to the conditions established by the counseling staff. Visitors may use the park facilities for picnics or recreation, but all areas must be properly cleaned and straightened after use. Clients are responsible to insure that the conduct and dress of their visitors is consistent with program guidelines. Visitors are not allowed to operate tools, vehicles, equipment, swim in the pond or pool, disturb dog or normal business operations, remove or alter property, or drive around property. Autos must remain parked in areas designated. No autos or trucks are allowed in the rear of the main building, in industrial or park/gazebo areas.

**VOCATIONAL TASK ASSIGNMENT** participation is required of all clients and without monetary compensation including tips. Revenue produced in this way is used to help offset the program costs and to help to maintain the daily operation of the ministry. Clients are not allowed to work for personal income while a part of this program. Clients are not allowed to do side or personal projects without staff approval and never for the purpose of selling, bartering, or trading with others.

Each new client is assigned to a Supervisor and task when they first enter the program. After Orientation, each client will be placed on a vocational development track to get hands-on experience in one or more areas. The assignment of tasks is the responsibility of the Program Director with consideration given to: 1) the best interest of the client in her Personal Development Program, 2) the current needs of the ministry, and 3) the client's personal preference. The Program Director may change a client's chore at any time. Staff may also attempt to expose interested clients to other chores for vocational skills development.

Clients are expected to remain accountable to their Supervisor, follow the schedule and guidelines of their chore, be on time, work hard, be safety conscious, and remain in their task areas until released by the staff supervisor. Breaks may only be taken during scheduled times unless otherwise directed by the supervisor. Clients must obtain their supervisor's permission and be properly trained and supervised before operating any tools, equipment, or on-property vehicles. Clients may never operate licensed vehicles without the Director's permission. Clients are not allowed to go into other task areas, including the Office, the Distribution area, or thrift store without prior staff approval. Clients must be safety conscious at all times, keep work areas clean and neat, and return tools and equipment to their proper location prior to leaving work for the day. Clients must be properly dressed, courteous, and respectful when interacting with guests or the public.

**\* The Reconciliation House -may make additions or modifications to these guidelines when deemed necessary by staff.**

\*