Policies and Procedures Manual

***House of Pearls Residental Handbook***



May/2021His Perfect Love Ministries

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

House of Pearls (HOP) is a residential Christian restoration and transformation program. Our purpose is to evangelize women to the point that she can function as a Christian in society while applying Biblical principles to relationships in the family, local church, and in the community. It is designed to be a one-year intensive healing, heart restoration, and work therapy program for women. 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 the House of Pearls. After six months, residents will search for employment outside of HOP. Staff will transport residents to and from work within a 15-mile radius or appoint an approved volunteer to transport. Once a resident is employed, they will be responsible for paying weekly rent to the HOP in the amount of $75.00.

# 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 as a resident. The rules are easy to follow if you are working **with** the program and not against it. Keep in mind that you are here to help yourself. The rules are subject to change at discretion of the Executive Director. Once accepted in the program, you will receive an additional handbook on the house rules. It is your responsibility to know the rules both in this handbook and the house rule book.

# PROGRAM RULES

Below are the basic rules and requirements for being a resident in HOP:

* You must always adhere to **all** rules and requirements.
* You are **not** to use drugs or alcohol while you are in this program. Neither are you allowed to smoke/vape while in this program. We consider tobacco/vaping a drug and it will be handled in the same manner. You will be randomly drug tested and breathalyzed at any time.
* We expect you to carry out the work assigned to you, to the best of your ability. Examples of work includes, but is not limited to, house chores, yardwork, caring for animals and any other assigned work that may come along.
* We are not a medical facility, and we will not schedule any outside appointments (hair, doctor, etc.) unless it is an emergency.
* You are not allowed to leave the property without permission from staff. You are also not allowed to leave the group in the event we are away from the house without permission from staff. Lancaster House, Please let staff know if you are going outside.
* We only listen to Christian music, watch Christian TV, and read Christian books. All reading material must be pre-approved by staff.
* You are not to accept, ask for or receive gifts from each other, volunteers, visitors, church members, unless authorized by the staff. Please politely tell anyone wanting to give you a gift to address it with staff for approval first.
* Please knock-on staff office or staff living quarters and wait to be invited inside.

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

# I understand and agree to the following:

1. I will not be admitted high or drunk or under the influence of any psychotic medication.
2. I will be on time for my entry.
3. No cigarettes/vapes, matches, or lighters are allowed. Do not bring them into our home.
4. Do drugs or alcohol allowed.
5. No medications other than those pre-approved prior to entry.
6. No cell phones, guns, knives, or electronic devices allowed.
7. No immodest clothing. No shirts with logos about alcohol, cigarettes or secular themes.
8. We will not dry clean clothing, so do not bring any dry clean only clothes.
9. All clothing will be washed at entry before you take it into your room.
10. Do not exceed the clothing allotment. List is in handbook
11. Study your handbook in your free time, you will be expected to pass a test on the handbook before your first visit is allowed in 30 days.
12. I am committing to at least 12 months in the program.
13. No cursing or off colored expressions or bodily gestures.
14. No cliques, nick names or name calling.
15. Phone calls allowed after 30 days. If you have small children, and you are adhering to all rules, you will be allowed to call them on Thursdays after 2 weeks. All calls are 10 minutes. If you go over your time, you will lose your next phone call.
16. My mail will be opened and examined. This is both coming and going.
17. I will be expected to participate in all HOP activities, no exceptions will be made.
18. Tardiness will not be tolerated.
19. I will abide by the dress code and change clothes if told to do so by staff.
20. I will shower daily, wash my hair, brush my teeth, brush my hair and look presentable at all outings.
21. Make up can be worn if you find time. But your chores and all scheduled activities must be done on time first.
22. I may lose points and receive the following disciplines if I break any of the above guidelines or rules: Given extra duties, volunteering extra time at boutique, loss of privileges, or dismissal from the program.
23. 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.
24. Do not discuss your past life or glorify sin. You can talk to staff or your counselor.
25. Do not counsel each other. You can listen and pray with your sister.
26. Use your time efficiently, (including bathroom and shower time). Be a good steward and conserve energy and supplies.
27. No cuddling with other residents. Keep your hands to yourself.

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

# HOUSE RULES

As a resident at HOP:

* **Always participate in clean-up work. Do not watch others work, join in.**
* Beds are made neatly every morning, including Sunday. Sheets and pillowcases are washed bi-weekly. You are allowed one stuffed animal on your bed, and one picture frame on your nightstand or dresser. Your space must be kept orderly and clean.
* The kitchen, dining room and living room are always to be kept neat and organized.
* **Do not share or borrow from your sisters.**
* **We are not responsible for lost or stolen items.**
* All residents will be assigned a day to cook and help with kitchen clean up. It is your responsibility to know when that it. You will also make the menu and grocery list with your sisters and make sure it is given to staff by Monday. Menu is to be posted in kitchen weekly.
* All bedroom doors must remain open.
* All personal items are subject to inspection from staff at any time.
* Do not go into bedrooms other than yours.

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

# CHECK *IN*

We do admissions Monday-Thursday from 9 am-2 pm. You will be given a specific time to arrive. Do NOT be late. All your possessions will be checked in by staff. Do not exceed the amount of clothing or items allowed. **We do not have room to store excess**. We do ask that anything you are not allowed to keep be taken back with a family member. If you do not have clothes that are appropriate for our program, we will assist you in getting clothes from our Boutiques. You will not be allowed to get the entire allotment right away but just enough to get you by until you are settled in. If you leave the program before completion you are expected to leave all clothing, you have got from the Boutique.

# DISMISSIBLE OFFENSES

The following are **DISMISSIBLE OFFENSES:**

* **Using profane or loose language**
* **Stealing. This includes items from 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 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 to come pick you up, and the family member refuses, alternative arrangements will be made for you to leave the 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 Monrow 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.
* Your mail will be returned to sender once you leave HOP.
* If you are court ordered to be here, or have a probation officer, once you leave, we will contact the proper authorities about your departure.

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 visits. 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 between 2 and 5 PM.

* You will not 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.
* A spouse is defined as a man who you are legally married to and living with.
* Do not disturb other visiting families unless you are invited to.
* Always supervise your children. HOP is not liable for visitors or children.
* Modest and appropriate displays of affection with spouse only.
* You cannot conduct your visit inside of any vehicle. This action will make you subject to possible dismissal.
* 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 entirely up the Director.
* After successfully completing the first 6 months of the program, your immediate family can join us at Church on Sundays and take you out for a day pass.

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 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 visitation. Please leave personal items inside **locked** car.
* Leave and return during visit. Visitors must bring anything you want to have during your visit with them. Once they leave, they will not be allowed to return from running an errand.
* Visit inside any of the barns.
* 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\_\_\_\_\_

# PHONE CALLS/PHONE USAGE

The house restricts phone calls and usage:

* You are not allowed any phone calls during your first 30 days.
* After 30 days, you receive 10 minutes on the phone on Tuesdays and Saturdays. Also on Thursdays after 14 days, you can make a 10-minute call to children under age 17. This day is **only** to call children.
* Phone calls occur during scheduled times, and if we are home and able to make them. At times we are at meetings or events that prevent us from making calls. Remember calls are a privilege, and not guaranteed.
* All phone calls are made in the presence of staff.
* 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\_\_\_\_\_

# MAIL

Rules for mail:

* All mail and packages, in or out, must go through the office to be screened by and distributed by staff.
* HOP is not responsible for mail that comes to the house after a resident leaves. We will RTS (return to sender). It is your responsibility to get an address change through the USPS upon leaving HOP.

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

# VOLUNTEER RELATIONS:

Volunteers are in and out of the house daily:

* You are not allowed to take money from volunteers for any reason.
* You must follow all the resident rules when out of with a volunteer. The rules do not change when you are away from the house. You must always stay with the volunteer.

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

# television

TV use is a special occasion:

* No TV Monday through Thursday
* TV privileges are granted Friday, Saturday, and Sunday, during designated times only.
* All television programs must be pre-approved by staff.
* No television during visitation.
* Christian (PG and PG-13) movies only.

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

# DONATIONS

The following rules apply to donations left at the house by volunteers and visitors:

* All donated items must come into the office and be assessed by staff prior to inspection and/or attaining by residents.
* Items donated or purchased by HOP are not free for the taking. This is stealing.
* If you do not buy something, it does not belong to you.

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

# resident dress code and clothing policy

**1 Corinthians 6:19-20**

**“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.”**

* Dress modestly
* Wear loose fitting clothing.
* Always where a bra when not in the bed.
* No revealing clothing
* Wear knee-length shorts, skirts, and dresses.
* Tank tops may be worn while doing yard work only.
* Leggings may be worn with a long shirt that covers to the top of your thighs. **No exceptions.**
* You may be asked to change clothes at staff’s discretion.

**Any jewelry that you bring with you will be taken at check in and placed in a page in a locked cabinet in the office. We do not allow jewelry to be worn until you have completed the 1st phase of the program and are no longer volunteering at our stores.**

You may have the following items in your possession in the house:

**CLOTHING**

* 10 Casual pants/jeans/capris
* 6 dresses/skirts
* 3 sweatshirts
* 3 sweatpants
* 14 shirts (no logo or writing)
* 2 sweaters/coats
* 1 jacket
* 7 pair of shoes (yard shoes, work shoes, church shoes, slippers, etc.)
* 1 Robe
* 6 shorts/ knee length
* 1 bathing suit (tankini or 1 piece, no bikinis)
* 2 Belts
* 14 regular panties, slips or bras (NO THONGS)
* 7 pajamas

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

# BEHAVIOR EXPECTATIONS AND DECORUM

Below are the expectations and requirements for your behavior and decorum while you are part of HOP:

* Own up to your own responsibilities and mistakes.
* 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.
* Be considerate and cooperative, not defiant, to staff, volunteers, residents and visitors.
* If an argument arises, call staff immediately. (Matt. 18: 15-16) “If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses”
* If you need to discuss your past life, you may talk to your counselor.
* Respect each other’s possessions. We are on the honor system
* Do not discourage others.
* Notify staff when you see someone feeling extremely troubled.
* Report to staff any drugs or other contraband. (Helping others from falling is not betrayal)
* No close contact. Do not cuddle on couches, beds or in car. Keep your hands to yourself.
* Learn to live with each other’s faults. Look for Christ in everyone and be respectful to others.
* Keep your attitude positive. Be thankful and appreciative.
* Always respect authority and seek a disciplined life.
* Love yourself but consider one another more important than yourself. (Phil 2:3)
* Use time efficiently (including bathrooms and showers) Conserve energy and supplies.
* Be a good steward of this program. Being a good steward includes, but is not limited to, listed chores, taking care of the house and property; not wasting money, time and materials; and other requirements for living a godly life. Remember that everything is a gift from Him.
* Refrain from counseling each other, but rather share with staff who is equipped to help.

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

# ACTIVITY AND SCHEDULE RULES

All residents of HOP participate in the following activities:

* Bible study
* Group events
* Meals
* Quiet time
* Church
* Other activities at the discretion of the director,

Below are policies related to activities and schedules. You are required to

* Participate in all activities
* Follow all schedules without question
* Attend all functions graciously and gratefully
* Arrive at Bible study, groups, meals and quiet time 5 minutes before it is scheduled to start with all required materials.
* Bring your Bible, pen, and folder to all classes and meetings.
* Devote your full attention to the task or activity. No passing notes during class, quiet time, etc.
* Remain in class/activity/event until dismissed.

The only reason to interrupt a class, speaker or any scheduled event would be the use of bathroom, and only in case of emergency. You should always attempt to use the bathroom before or after any scheduled event.

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 9:15 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 Bible
* Read a HOP approved book
* Pray
* Meditate on God’s Word

During Quiet time, you **CAN NOT:**

* Talk
* Write Letters
* Disturb your sister
* Listen to music
* Exercise
* Sleep
* Engage in unnecessary activity or movement
* Use the bathroom unless it is an absolute emergency.

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

# CRUDE, RUDE AND DISRUPTIVE BEHAVIOR

There is no place for rudeness and disruption in the house:

* Avoid sarcasm and off-color jokes
* Negative talking is unacceptable and subject to disciplinary action.
* No bragging about the past. It affects others in the program in a negative way.
* Dissatisfied talk or talk of leaving only serves to upset other.
* No rough play.
* No astrology, witchcraft, occult or new age-related items
* No card playing or gambling.

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

# mEDICAL NEEDS AND EXPECTATIONS

House of Pearls cannot provide medical attention but will work with you to ensure your medical needs are met.

* Prescription medications are kept in the office and dispensed by staff.
* Anti-psychotic, controlled substances or narcotics are not allowed.
* During the first 30 days, Benadryl or Melatonin will be provided at bedtime if you are having trouble sleeping. **After 30 days if you still need one of these medications, you will have to have a family member provide them.**
* Trazadone is allowed by prescription, at your cost, at bedtime if needed.
* You are responsible for all cost of prescription meds.

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

# MEALTIME AND EATING

There are three daily set mealtimes:

|  |
| --- |
| MEAL EATEN BETWEEN |
| BREAKFAST 6:00- 7:00 AM |
| LUNCH 12:00-12:30 PM (UNLESS OTHERWISE NOTED) |
| DINNER 5:00-6:00 PM (UNLESS OTHERWISE NOTED) |
| SNACK 8:30- 8:45 PM  |

Breakfast is on your own in the kitchen or dining room during the breakfast time. Lunch and dinner are always served as group meals, all sitting together in fellowship.

Below are rules for meals, eating and cleanup:

* Residents will clean up after themselves.
* You will get a point if you leave dishes in sink or dish drain. Wash, dry and put away all dishes.
* Dinner is assigned to each resident as a responsibility. Each having her own night to cook. It is her responsibility to select from the house foods to prepare, serve, and cleanup the dinner.
* Residents are responsible for making the grocery list as a group and giving it to staff by Wednesday.
* Make sure the dining room and kitchen are clean before leaving the dining area and kitchen.
* All dishes must be washed, dried, and returned to proper location after each meal.
* All meals are to be eaten in the dining room or in the living room depending on the number of ladies in program.
* No food or drinks in living room (unless it is mealtime) or bedrooms.
* No food or drinks are allowed in the living room or bedroom other than plain water.
* No food is to be cooked after dinner.
* All open food bags, containers, etc. must be tightly sealed.
* Snacks are to be eaten only during allotted snack times.
* Sodas are allowed only at lunch.

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

# LAUNDRY

Your laundry is your responsibility:

* Do your personal laundry on your assigned day only. You will be assigned a laundry day once you are in the program.
* Do laundry during your personal time. Do not get up from meetings, classes or quiet time to do laundry.
* Detergents are provided. We use what is donated. So, if you need special laundry detergent, you will have to provide it.

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

# CHORES

All residents have daily chores:

* You are accountable for the chores you have been assigned.
* Complete all assigned chores by 7:50 AM so that the morning quiet time and devotions/ daily activities begin on time.
* All chores are posted and will rotate so that your chores change from time to time. It is your responsibility to know what your chore is and what is expected in each are.

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

# PERSONAL HYGIENE

Take pride in yourself:

* Wear clean clothes daily.
* Take showers daily.
* Wash your hair as needed, no oily hair.
* Pick up clothing, toiletries and any other personal items before leaving the bathroom. Do not leave hair, toothpaste, or other products in the sink or shower, or on the floor.
* Clean and trim fingernails regularly. Be sure your ears are clean.
* Brush your teeth every morning and before bedtime.
* Cover your mouth when coughing and sneezing. Do **not** leave tissues around the house. Dispose of them properly in the trash.
* Do not leave residual waste in the toilet. Make sure you check the toilet, and you leave the lid and the inside clean for the next person.
* You will be allowed a disposable razor on your laundry day. You will need to check out the razor and return it to a staff member.

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

# HOUSE OF PEARLS COVENANT AND ENTRY AGREEMENT

Carefully read the covenant and entry agreement below. If you agree to all 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 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 HOP my guest status means that I do not have the legal protection granted to a tenant in a renter/landlord

relationship.

1. 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 expenditures 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 house for my stay and is returned when I leave. **Any cash I have will remain in the office until I need it.**
2. I understand that I will be required to help in the upkeep of HOP for my entire stay. This would include doing what is asked of me in the house and the resale shops.
3. I understand that drug or alcohol use will not be tolerated and is grounds for immediate removal from the HOP program. Random drug testing will take place.
4. I understand that my stay at HOP is primarily for my healing and relationship with Jesus 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 that my immediate family, which includes a husband by legal marriage, but not a boyfriend, even if long term.
5. I am to maintain a work mindset as daily activities are scheduled. **Bedrooms are off limits from 9 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.
6. 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 of 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, or alcohol or drug use, will require immediate removal from the program.
7. The HOP requires $75.00 weekly fee once I become employed. I will pay fees every Friday without being asked.
8. 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.
9. I agree to always conduct myself according to the scriptural principles of Christian character as set forth in this program. I understand that HOP is a Christian program and is derived from Biblical principles.
10. 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.

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

# AGREEMENT TO CONSENT

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 is 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, in 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 reentry. Upon reentry, I will begin at day one.

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

Resident Signature Date

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

Staff Signature Date

\*\*\*\*\*\*\*\*\*\*\*\*\*PLEASE NOTE\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*IF YOU ARE ON MEDICATION, YOU MUST HAVE YOUR PRESCIPTIONS TRANSFERRED TO:

CVS

6713 E. MARSHVILLE BLVD.

MARSHVILLE, N.C 28103

(704) 624-2156

CVS

333 SC 9 Bypass East

Lancaster SC 29720

(803) 286-8421

**PLEASE BE ADVISED:**

HOP WILL NOT ACCEPT RESPONSIBILITY FOR PICKING UP MEDICATIONS ELSEWHERE!!