



RESIDENT HANDBOOK

INTRODUCTION

The House of Pearls is a residential Christian Restoration & Transformation program.

The House of Pearls (HOP) is designed to be a 1-year intensive healing and heart restoration, 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.

CODE OF CONDUCT

Remember that your way hasn't worked for you in the past. None of these rules are difficult or unreasonable, but 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, and these rules will be easy to follow if you are working the program. Keep in mind that you are here to help yourself!

- No defiance of staff, volunteers or guests.
- No profane or loose language. Profanity is ZERO TOLERANCE (dismissible offense).
- No drugs, alcohol, medicine or hairspray that contains alcohol including mouthwash. (dismissible offense)
- Follow all schedules without question.
- Attend all functions graciously and gratefully.
- Be to bible study, groups, meals and quiet time (5) min before it is scheduled to start with all required materials.
- Bible, pen, and folder are required at all classes/meetings.
- If an argument arises, try to resolve it, if you can't, call staff immediately.
(Matt. 18:15-16)¹⁵ "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. ¹⁶But 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.'
- There is never any need for physical confrontation. (dismissible offense)
- No bragging about the past, it affects others in the program in a negative way.
- If you need to discuss your past life, you may talk to your counselor.
- Respect each other's regeneration process. Be careful not to discourage others.
- Dissatisfied talk or talk of leaving only serves to upset 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).
- If you leave the program, take your belongings. (We will not keep them for you after 2 weeks).
- If you choose to leave the program, once the phone call is made, the decision is made. If your family or others are unwilling or unable to come pick you up, alternative arrangements will be made for you to leave the program immediately.
- No rough play.
- No close contact with each other.
- No astrology, witchcraft, occult or new age-related items.
- No card playing or gambling.
- Expect to receive consequences for your actions.
- Own up to your own responsibilities.
- Staff office and living quarters are off limits, except by invitation.
- Residents are not to counsel each other, but rather to share with staff who is equipped to help.

- If you leave the program early and not on good terms, you will NOT be allowed to contact the remaining residents by mail or visitation.
- All outgoing and incoming mail is distributed by staff; packages will be screened by staff.
- Avoid arguments, but don't hold it in; DEAL with your emotions appropriately.
- Don't gossip. It tears down others and yourself (dismissible offense).
- Avoid sarcasm & off-color jokes.
- Learn to live with each other's faults. Look for Christ in everyone and be respectful of others.
- Keep your attitude positive; be thankful and appreciative.
- Speak courteously to others. Seek after peaceful relationships.
- ALWAYS respect authority and seek a disciplined life.
- Encourage positive group spirit. Build one another up, not put them down.
- Take care of the property and facility. House of Pearls belongs to God, and you should respect it.
- Be considerate of other's needs.
- Negative talking is totally unacceptable; in particular, talking about staff is not permitted.
- Love yourself but consider one another more important than yourself. (Phil. 2:3)
- Remain in class/activity until dismissed.
- Use time efficiently (including bathroom & showers); conserve energy & supplies.
- Be a good steward of this program.
- No passing notes during classes, church, quiet time, etc.
- Always dress appropriately.
- Always participate in clean-up work if needed.
- Never discuss the program's problems with anyone but your counselor.
- The only reason to interrupt a class, speaker or any scheduled event would be to use the restroom. You should always attempt to use the restroom before and/or after any scheduled event. You should not be in the kitchen or any other room during this time.

WHAT NOT TO BRING OR HAVE IN YOUR POSSESSION:

- No pornographic or suggestive material.
- No secular (non-Christian) literature or music.
- We will not be responsible for lost or stolen items.
- No cell phones, computers, etc.
- Prescription medications must be kept in the office and dispensed by staff.
- No Anti-Psychotic, controlled substances, or narcotics allowed. The first 30 days, Benadryl or Melatonin will be provided at bedtime if you are having trouble sleeping. Trazodone will be allowed by prescription, at your cost, at bedtime if needed.

PROGRAM RULES

- You are required to adhere to all policies and procedures.
- We expect you to carry out the work assigned to you, to the best of your ability.
- Drug and alcohol use are not permitted while you are in this program. You will be randomly drug tested.
- No individual outside appointments will be scheduled unless it is an emergency.
- No open food may be kept anywhere. All food bags, containers, etc. MUST be tightly sealed.
- You may not leave the property without permission from staff.
- You may not discuss or participate in activities concerning the occult by you or with other residents.
- You are required to participate in all activities.
- All personal belongings are subject to inspection by staff at any time.

- Room checks will be conducted weekly. Staff has the right to go through all of your belongings. Nothing is off limits.
 - You may listen to Christian music only.
 - Any personal property left at House of Pearls after your departure will be donated after two weeks.
 - Stealing is a dismissible offense.
 - You will be allowed a razor once a week on Saturdays. And they will be checked in and out by a staff member.
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HOUSE RULES

- Beds are to be neatly made on a daily basis, including Sunday. Sheets and pillowcases are to be washed bi-weekly. Only one (1) stuffed animal is allowed on your bed. 1 picture frame, along with your Bible are allowed on your bed and dresser. Your space must be orderly and clean at all times.
 - The kitchen, dining room and living room are to be kept neat and organized at all times.
 - No food or eating in the living room or bedrooms.
 - You must wear clean clothing daily.
 - No pets of any kind are allowed inside or outside.
 - No sharing or borrowing of each other's belongings is permitted.
 - Residents are not to give or accept gifts from each other.
 - Residents are not to accept gifts from **anyone** without prior permission from staff.
 - All residents will be assigned to cook and help with kitchen set up and clean up.
 - All bedroom doors must remain open at all times.
 - Residents are subject to a urine drug test or breathalyzer anytime.
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CHORES

- Each resident will be assigned daily chores.
 - Each resident will be held accountable for the chores they have been assigned.
 - All chores are completed by 8:30 AM so that morning devotions and /or day's activities begin on time.
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SMOKING

Smoking is not permitted at House of Pearls. (dismissible offensive)
Smoking, or any tobacco is not allowed at HOP by visitors.

MEALTIME / EATING

- Breakfast is to be eaten between 7:00 – 8:30 AM.
- Lunch is to be eaten between 12:00 – 12:30 PM (unless otherwise noted).
- Dinner is to be eaten between 5:00 – 6:00 PM (unless otherwise noted).
- Residents will clean up after themselves.
- Dinner is assigned to each resident as a responsibility. Each having their own "night to cook". It is their responsibility to select from house foods to prepare, serve and cleanup after dinner.
- All residents will eat dinner together.

- After meals you should clean up after yourself, put away condiments, and wipe down table and counter tops.
 - Make sure the dining room and kitchen are clean before leaving dining area/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.
 - Dinner is to be a group activity of fellowship.
 - No food is to be cooked after dinner.
 - No food or drinks are allowed to be consumed in the living room other than water.
 - All residents are to sit down and eat meals together.
 - Other than meal time, snacks are to be eaten only during allotted snack times.
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LAUNDRY

- Personal laundry may be done on your assigned day only. Your assigned laundry day will be the same as your assigned day to cook dinner.
 - Laundry must be done during your personal time.
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PERSONAL HYGIENE

- Showers are to be taken daily.
 - Clothing, toiletries, and any other personal items are to be picked up before leaving the bathroom. No hair is to be left in sink or shower, toothpaste, etc.
 - Ears, fingernails, toenails should be cleaned and trimmed regularly.
 - Teeth should be brushed every morning and before bedtime.
 - Cover your mouths when coughing or sneezing and do not leave your Kleenex tissues around the house. Dispose of them properly in the trash can.
 - No residual waste should be left in the toilet.
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CHECK IN

- Residents must have all purchases and possessions checked in by staff any time that you have left the property, before going to their room or anywhere else in the house.
 - Residents are subject to a urine drug test and breathalyzer upon check in.
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VISITATION

- Visitation is allowed on the 2nd Sunday of each month from 2-5 P.M. And on 5th Sundays from 2-5 P.M. As long as resident is adhering to rules and regulations as stated in handbook.
- Residents are not permitted to have visitors during the first 30 days of the program.
- Visitors are to be immediate family only. Immediate family is father, mother, brother, sister, spouse, or children. A spouse is defined as a man that the resident is legally married to and living with.
- Boyfriends or other male friends that you might consider a partner or significant other cannot visit.
- Residents are only permitted to visit with their families. Do not disturb other visiting families.
- Children must always be supervised.
- Visitors are asked to dress in a modest manner; long shorts, no revealing clothing, etc.
- Modest and appropriate displays of affection with spouse only.

- If a visit results in physical contact, such as fighting, grabbing, hitting, pushing, etc., the resident may be asked to leave HOP. Whether you are asked to leave will be entirely up to the director.
 - Visitors are not allowed to bring gifts (including food, candy, toiletries, etc.) to the resident they are visiting or other residents without prior approval from House of Pearls staff.
 - Visitors are not allowed to bring prepared food to residents without prior approval from House of Pearls staff.
 - Visitors are not allowed to bring or order meals for residents without prior approval from House of Pearls staff.
 - If visitors are leaving money for the resident they are visiting, this must be given to House of Pearls staff, rather than directly to the resident.
 - Visitors are not allowed to have resident's children defy these policies on their behalf.
 - Residents are not allowed to conduct their visit inside of any vehicle. This action will make them subject to possible dismissal.
 - Visitors are not allowed to bring any animals on the property.
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PHONE CALLS/PHONE USAGE:

- Residents are not allowed any phone calls for the first 30 days.
 - After 30 days, residents will be allowed 10 minutes on the phone twice weekly (Tuesday & Saturday).
 - Phone time will occur during scheduled timeframe.
 - All phone calls will be made in the office, 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.
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MAIL:

- All mail in or out must go through the office.
 - House of Pearls will not be responsible for mail that comes to the house after a resident leaves. We will return all mail RTS (return to sender). It is the resident's responsibility to get an address change through the USPS upon leaving HOP.
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VOLUNTEER RELATIONS:

- Residents are not allowed to sell HOP t-shirts or any other items to volunteers or other visitors in the house. Residents are not allowed to take money from volunteers for any reason.
 - Residents must follow all of the resident rules when out with a volunteer. The rules do not change when you are away from the house.
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TV:

- There will be no TV Monday – Thursday.
- TV privileges will be granted Friday, Saturday & Sunday, during designated times only.
- All television programming must be pre-approved.
- Christian, PG and PG-13 Movies only.

DONATIONS:

- 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.
 - If you do not buy something it does not belong to you.
 - We are on an honor system & we must respect each other’s possessions.
 - Taking anything that does not belong to you is stealing. Stealing is a dismissible offense.
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QUIET TIME ROUTINE

- During Morning Quiet Time you MUST:
 1. Read the Bible
 2. Pray
 3. Meditate on God's Word
 4. Respect other's quiet time
- During Evening Quiet Time you MUST:
 1. Journal
 2. Read the Bible
 3. Read a HOP approved book
 4. Pray
 5. Meditate on God's Word
- During Quiet Time - YOU MAY NOT:
 1. Talk
 2. Write letters
 3. Disturb your Sister
 4. Listen to Music
 5. Exercise
 6. Sleep
 7. Engage in any unnecessary activity or movement

**YOU SHOULD NOT: Use the bathroom during quiet time unless it is an absolute emergency

RESIDENT DRESS CODE/CLOTHING POLICY

Matthew 6:19-21:

19 "Do not store up for yourselves treasures on earth, where moths and vermin destroy, and where thieves break in and steal. 20 But store up for yourselves treasures in heaven, where moths and vermin do not destroy, and where thieves do not break in and steal. 21 For where your treasure is, there your heart will be also.

- We dress modestly.
- All clothing should be loose fitting.
- Bras are to be worn at all times, when not in the bed.
- No revealing clothing.
- Shorts, skirts and dresses must be knee length.
- No tank tops in public. Tank tops may be worn at the house when working.
- Residents may be asked to change clothes at staff's discretion.
- The items which you may have in your possession are as follows:
- Leggings may be worn as long as shirts cover to top of thighs. No exceptions.

Jewelry:

- 1 wedding ring
- 1 other ring
- 1 wrist watch
- 1 Necklace
- 4 pair of earrings

Clothing allotment:

- 10 casual pants/jeans/capris
 - 6 dresses/skirts
 - 3 sweat shirts
 - 3 sweat pants
 - 14 shirts (with no writing or logos)
 - 2 Sweaters/Coats
 - 2 jackets
 - 7 pairs of shoes
 - 1 Robe
 - 6 Shorts / knee length
 - 1 Bathing suit (Tankini or 1 piece)
 - 2 Belts
 - 14 pairs regular panties, slips, bras (NO THONGS!)
 - 7 pajamas
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House of Pearls Covenant

The House of Pearls (HOP) is designed to be a 1-year intensive rehabilitation and heart restoration, 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 1st 6 months are spent under the direct supervision of the House of Pearls. After 6 months, residents will search for employment outside of HOP.

1. I understand that as a resident & guest of the HOP that I will conduct myself in an appropriate manner. I am expected to respect everyone in the house & to communicate my needs & 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 a tenant in a renter/landlord relationship.
2. I understand that Any possessions left at HOP at the time of your exit will be kept no more than 2 weeks at which time they will be disposed of. Items in the office are not available until the director is in the office. Also, you must notify everyone you receive mail from of your change of address, we will not hold mail, but will return to sender.
3. I understand that I will be held accountable for my finances. HOP will NOT be responsible for any of my finances. I understand that my cash on hand is limited to \$20 weekly, any excess will be secured in the office. Disclosure of my earnings & expenditures will be required in order to assist me in establishing a workable budget. This is not limited to but does include EBT purchases.
4. I understand that I will be required to help in the upkeep of HOP for the entire time of my stay. This would include, but not be limited to, yard work, house cleaning, cooking, yard sales, fundraisers & maintenance/repair work. I am willing to do what is asked of me.
5. I understand that if I am to leave HOP prior to completing the program, I will leave with what I came with. I will not be able to keep all of the clothing, shoes, etc. that I have acquired during my stay.
6. Drug and/or alcohol use will not be tolerated & is grounds for immediate removal from the HOP. Random drug testing will take place.
7. Your stay at HOP is primarily for your healing & your relationship with Jesus Christ. Since this is our focus you are not allowed to pursue any romantic relationship other than one with the great physician, who is God.
8. Residents are to maintain a "work mindset" as daily activities are scheduled. Bedrooms are off limits during this time (9AM – 5PM). Homework, studies, reading, self-improvement tasks should be the focus in any free time during these hours.
9. HOP is a transitional house. Residents are here to learn how to successfully transition back out into their community, where they can live independently and become responsible, contributing citizens. With this understanding every action taken by said resident is under the guidance of HOP. Residents do not act or make plans independent of HOP while residing at HOP. Communication of your needs is crucial.
10. HOP office & overnight living quarters are off limits unless you are specifically invited in. Respect the presence in the office, knock and ask before entering. Never enter the office without a staff person present. If there is a guest or another resident in the office & your business is not an emergency, do not interrupt.
11. HOP strives to promote a healthy environment physically, mentally and spiritually for everyone. No complaining, gossiping or cliques will be tolerated.
12. Disciplinary action is never a celebrated event, however when deemed necessary it will take place. If you do not understand any portion of the resident handbook or covenant, ask. Depending on the violation, a documented verbal warning or a write up could take place. Note that some violations such as stealing, verbal or physical violence, or alcohol or drug use will require immediate removal from the program.

13. The House of Pearls requires \$75.00 weekly fee once you become employed. Fees are payable every Friday. After 2 months employment, your fee will be increased according to your pay, in order to prepare you for the transition out of the program.
14. If you are required to leave the HOP because of a disciplinary infraction, you will have to wait 30 days before being allowed to apply for reentry. Upon reentry you will begin at day one.
15. I understand that the Director, under the direction of the Board of HOP can add and/ or change any policy stated in the HOP covenant as either party deems necessary.

Remember, this is a covenant you are making to the Lord saying you want to change your life! I understand & will comply with the above mentioned rules. Failure to comply may result in disciplinary consequences.

RESIDENT ENTRY AGREEMENT

- I agree not to drink alcohol or take drugs while I am in the program.
- I agree not to leave the property without permission of a staff member.
- I agree not to use profanity, blasphemy, use street language, or brag about my past life. This includes glorifying details of my past with other residents.
- I agree to follow the posted dress policy, which includes modesty at all times.
- I agree not to listen to secular music or indulge in pornographic materials. I will not participate in, or discuss with other residents, activities concerning the occult.
- I agree to participate in all church services, bible studies and other group activities.
- I agree not to fight.
- I agree to observe the phone, mail and visitation policies.
- I agree that all mail sent and received will be subject to inspection at any time.
- I agree to do the work assigned to me in the program and abide by the schedule.
- I agree that all of my belongings will be checked when I enter, anytime during or when leaving the program.
- I agree that I will not be allowed to have visitors of the opposite sex other than my immediate family.
- I agree to submit to all of the rules and display a teachable spirit while in the program.
- I agree to conduct myself at all times according to the scriptural principles of Christian character as set forth in this program.
- I realize that House of Pearls is a Christian Program and is derived from Biblical principles.

AGREEMENT TO CONSENT

I, _____, have received and carefully read the Resident Handbook and House of Pearls Covenant agreement with the Program Director and fully understand all that it says. I agree to abide by the rules and procedures of the House of Pearls. I understand that violations of the rules could result in dismissal. If at any time during the course of my stay here it is deemed necessary for me to leave the program, I understand that I will be dismissed. If dismissed I understand that I will voluntarily remove myself from the premises. If I leave my belongings, they will be donated, if not picked up after 2 weeks of my departure.

X _____
Resident Signature

_____/_____/_____
Date

X _____
Staff Signature

_____/_____/_____
Date