



The Living Harvest, Inc.

1219 W Tharpe Street
Tallahassee, Florida 32303

I Was In Prison And You Came To Visit Me.

Introduction

Please read this introduction carefully

You will be called on to submit to this community so that we can grow together

We the Board along with the Staff of The Living Harvest (TLH) do not claim to do what we do perfectly but we do promise that we do it because we feel called by God to do it. Most of us do it without pay; in fact we give our own time and money to support this ministry. Those who are paid are greatly under paid by the world's standards and do it more out of love than for the money. We share this with you to show our heart for this ministry.

At the end of this introduction, you will find our program rules. Although you may feel that these rules are burdensome and not necessary for your recovery, sometimes you are wrong and sometimes these rules are there to protect someone other than yourself in their road to recovery. Either way, these rules are given to help us grow. God does not give us commandments (rules) to punish but to help us live better. His commandments are because we are all broken. They teach us how to respond to his love, how we were created to live and how to live in community. Our rules are certainly not equal to God's commands but they are given to help us live and grow together.

We invite you to a life that is not about "me" or getting "my way", but rather about growing in mutual submission to God's love and direction. In that submission, we find real freedom.

Welcome to this community called The Living Harvest:

Community implies BELONGING. We want you to experience being a part of this community.

Community implies being LOVED. God has created us and called us to his unconditional love. It has been said, “There is nothing you can do to make God love you one iota more and nothing you can do to make God love you one iota less--He loves you completely.

Community also implies RESPONSIBILITY. It requires us to give and take, to be there for each other, and to be responsible to each other.

We want all of us to grow to be more and more a part of God’s community and to be a part of our community.

We recognize that we, all of us, have grown-up in a less than perfect world (God calls it sinful) and we need to learn more and more how to accept God’s love and how to love each other as we love ourselves.

Brokenness causes all of us to need to grow in three areas:

1. accepting God’s love and then loving God;
2. loving ourselves which is very different than selfishness, this is a humility we see perfectly only in Jesus who chose to give himself for others and;
3. if we grow in these first two, we will automatically grow to love each other and that is the way we were created in God’s image.

“we are to love God and we are to love others as we love ourselves.” (Matthew 22:37-40) Jesus says this sums up all of the laws and commands.

We, the board and leadership do not claim to be perfect examples of God’s love, but we invite you to join our journey so we can all grow together. We have nothing but your best interest at heart.



Community Rules

You will start with some pretty strict rules. These are not to hurt you but to give you safe steps toward more freedom.

You may not like or agree with some of the rules. Remember that these rules represent certain steps in recovery and following them is necessary to show your acceptance of your new life and new ways. Giving up control is the first step of recovery and these rules will require you to do that and trust that following them will lead you to a better life. As you grow in the program, these restrictions will assist you in slowly transitioning into living in the real world. In the meantime you will have to suppress what Paul describes as “a continual lust for more” and submit to the rules of the program even if you don’t like them. If you can find the peace that comes with humility and submission you will have taken one of the most important steps in recovery and will find that you will be able to grow while you relax and enjoy the journey.

1. **ACCOUNTABILITY:** One of the strong building blocks of our community is accountability. Accountability includes being responsible to report any drugs or alcohol use by other residents or any other inappropriate behavior. Failure to do so could result in discharge. ANY contact with Law Enforcement MUST BE immediately reported directly to Dale White, President/CEO.
2. **AUTHORITY:** It is not our desire to be like “prison guards” though as we grow, we understand that there is a reason to have rules and structure. We, all of us, need and are under authority. We want a fellowshipping relationship together, growing together but also recognizing the importance of loving authority.
3. **BEHAVIOR:** We expect mature, cooperative behavior between residents of the house, volunteers and anyone associated with TLH. Any threatening or aggressive behavior is grounds for disciplinary action or dismissal from the program. In addition, a persistently negative attitude or personally directed verbal attacks will not be tolerated and will be dealt with by warnings, disciplinary action or even dismissal. Many of us have self-esteem and security issues stemming from issues in our past or present. We must change our behavior from how it was in the past and work towards affirmation rather than attacks not only for those around us but in order to heal ourselves. Please report any inappropriate behaviors to the resident director, President/CEO or staff of TLH that you feel comfortable with. Remember, reporting this kind of behavior isn’t ratting someone out but is protecting you and others in the program.

4. **ALCOHOL/
DRUG USE:** Alcohol or other drug use will put a resident in danger of immediate and automatic discharge. This includes unreported prescription medication. Random urinalysis is conducted at any time. Refusal is an automatic discharge. If a resident is suspected of using synthetic marijuana or any other difficult to detect drugs, they will be “lab tested”.
5. **CELL PHONES:** Residents are not permitted to have smart phones for the first 30 days after arrival. You will be allowed to use the government allotted cell phones which are limited to talking and texting. We want this period to signify a building up of yourself and the distractions caused by smartphones can seriously hamper that effort. After this probation period, a resident will be permitted to have a smart phone that is monitored by a monitoring program of our choice. These smart phones will not be allowed to be used at the store during working hours, or at any meetings. Having a smart phone is a privilege and each resident is responsible to use his phone appropriately and not let it become a distraction. Phones may be taken away as a disciplinary action.
6. **CHORES:** All residents have assigned chores that must be completed by 10:00 p.m. daily. Each resident is responsible for making his bed each morning, keeping his part of the room clean and keeping all his belongings neatly put away. Each resident is responsible for cleaning his own mess in the community areas of the house. Also each resident is responsible for doing his personal laundry, including sheets, towels, and washcloths. Limit time in the bathroom for personal hygiene only. Rinse tub and sink when finished and hang up your towels. Failure to perform these simple tasks shows a selfish disregard for the other residents of the house and will result in a loss of privileges.
7. **CHURCH:** All residents must attend the church of our choosing weekly. Church attire is casual but modest. No shorts or apparel with suggestive material may be worn to church. Hats, caps, or sunglasses are not to be worn in church. Failure to comply with this rule will result in disciplinary action or dismissal.
8. **CLASSES, MEETINGS
AND CHURCH:** All residents are required to go to numerous meetings during the week including AA and NA meetings, Celebrate Recovery and church. To be respectful of others, please be on time. Bring notebook with pen and dress appropriately. It is your responsibility to check the schedule so you will be prepared for meetings.

9. **COMPLAINTS/
CRITICISMS/
CONCERNS:** (Compliments are also allowed). Please consult TLH staff with any concerns. We want to improve this program and will try and address any concerns and criticisms. Your input is important in shaping this program for the future and is integral in helping us grow and change
10. **CURFEW:** All residents must be at the house by 6:30 p.m. unless in an approved program or permission is given by the staff. All residents are expected to be in their rooms by 10PM on weekdays and 12AM on Friday and Saturday nights.
11. **DATING & ROMANTIC
RELATIONSHIPS:** This is a time to work on your own recovery. Therefore, dating and fraternization is prohibited for all residents. Dating is a serious violation and will result in being “phased down” or discharged. Fraternization means all methods of contact with members of the gender to which you are attracted including but not limited to meetings, blogs, social media, chatting, texting, phone calls, letters, etc...
12. **DEVOTIONAL:** Read today’s devotional readings before group meetings every morning so you are prepared to join in a brief discussion around the table.
13. **DISCHARGE**
PROCEDURE: Though it is our desire that no one would ever be discharged, if it is necessary the resident director may temporarily restrict a resident from entering the house for the safety of the community. If this action is taken, the President/CEO should be immediately notified. If the restriction is to be done permanently, it must be with the joint approval of the resident director, the President/CEO and at least one member of the board. You will be given 48 hours to pick up any of your belongings after being discharged. After 48 hours your belongings will be disposed of. **The resident may only pick up their belongings during normal business hours and must be sober and non-confrontational at the time of pick up.**
14. **DISCIPLINE:** When necessary, discipline is used to bring about change in behavior. Some of the disciplines include:
 - a. Verbal warning by staff.
 - b. Loss of privileges including, but not limited to phone and internet.
 - c. Two warnings will result in a meeting with the President/CEO who may include a board member or the entire board.
 - d. Discharge
15. **PROGRAM FEE:** The program fee is waived while the resident is working at TLH full time. Otherwise, the program fee at TLH is \$125.00 per week. This fee is to be paid on Friday for the week up coming.

16. **FINANCES:**

All clients will keep an escrow account at TLH in which they will have their pay deposited. Saving money is a very important part of any recovery. We encourage every resident to save as much money as possible while at TLH, so when they leave they will have the money to secure housing and transportation. Disbursements are structured as follows:

First Phase

12 Weeks:

Serving Full Time at TLH; Residents will receive \$25.00 cash per week, provided you pass the weekly evaluations.

Second Phase

12 Weeks:

Serving Full Time at TLH; Residents will receive \$25.00 cash per week, and \$100.00 per week will be deposited into your escrow account, provided you pass the weekly evaluations. *You must complete the third phase of this program in order to receive the \$100/week during this period. Failure to complete the third phase forfeits the money deposited by us into your escrow account.

Third Phase

15 Weeks: Working Full Time at a job of your choice (approved by TLH); Residents will pay \$125.00 per week for program fee from your paycheck, receive \$40.00 cash per week from your paycheck, and the balance of your paycheck will be deposited into your escrow account. If you leave prior to 15 weeks, any money that you have earned at your job will be given to you but the \$100/week that you earned in phase two will be forfeit. All monies in the escrow account will be given to you when you leave after this period regardless of the reason unless money is owed to the organization including but not limited to debts owed to the organization, compensation related to damages, compensation from any stolen property or any debts the organization may occur resulting from your actions or behavior.

This financial management structure is designed to allow residents to re-enter society with a minimum of \$2730 (what you will have if you get a minimum wage job during stage 3) for start-up expenses, after completion of 39 weeks.

Residents who choose to continue the program after the third phase, will continue to pay the \$125.00 per week program fee, receive \$40.00 cash per week from their paychecks, and deposit the balance into escrow. All monies in the escrow account will be given to you when you leave during this period regardless of the reason unless money is owed to the organization including but not limited to debts owed to the organization, compensation related to damages, compensation from any stolen property or any debts the organization may occur resulting from your actions or behavior.

**** Please note that we require a written notice given one week prior to the day that you leave in order for you to receive the money on the day that you leave. We require one week processing to allow for check requests to be submitted to accounting and processed. This is true for all residents in all phases. If you decide to leave or are forced to leave at any time where prior notification has not been given, you will still be required to wait one week to receive your funds in order for us to have time to process the transaction. Checks will only be given to the resident in person at the Tharpe Street Location during normal business hours with the requirement that the resident be sober and non-confrontational at the time of disbursement.**

17. **HYGIENE:** Each resident must bathe daily and keep their personal area sanitary.
18. **LAUNDRY:** The washer and dryer are for all residents to use.
19. **LETTER/COURT APPEARANCE REQUEST:** Letters are available for court upon request and TLH staff is also available for court appearance. Please put in your request as early as possible so we can attempt to meet your needs.
20. **MEALS:** Each resident is responsible to prepare and clean up his own breakfast, lunch and any snacks he needs. Dinner is prepared and provided by sharing of duties with other residents of the house. A schedule and menu will be decided upon at a weekly house meeting. Remember cleanliness and sanitation is important for all!
21. **MEDICATION:** ALL MEDICATIONS must be reported to and approved by staff. This includes *prescription and non-prescription (over the counter)* medications. A sheet will be kept on file for each resident with any medications that they are taking. Any changes in medications will be reported to the President/CEO. No residents will be allowed to take a narcotic prescription for any reason. Please inform your doctor so they can make another choice. A resident may not be in possession of any over the counter meds that contains alcohol. Medications may need to be held by the house manager and distributed at scheduled times.
22. **PASSES:** Request for passes must be submitted to the director at the Sunday evening meeting. If a pass is not submitted by Sunday, it will not be approved. The Director will be in charge of approving, denying or making changes to passes. Except with extenuating circumstances such as a family emergency, no resident will be able to have a pass during their first 90 days of recovery.
23. **BELONGINGS:** For the purposes of disputes each resident will list his personal items on arriving at the program. Each resident is responsible to keep any valuables. TLH is not responsible for any lost or stolen items.
24. **PROBATION:** It is the resident's responsibility to report, comply and communicate with your Probation Officer and to keep TLH informed of your status.

25. **RADIO/
MUSIC/TV:** Radio/music/TV must be kept low enough as to not bother other residents or neighbors. No electronic devices or radios may be used without headphones in your room so as not to disturb roommates. TV must be turned off by 10:00 p.m. on weekdays and 12:00 a.m. on weekends unless approved by staff. No ear phones are to be used at work.
26. **SERVICE:** We are fortunate to be given another chance by God and in response we are to give back. As a part of recovery and the 12-Step Program, each resident will be asked to give back. This service is to be done with a positive attitude.
27. **SICK DAYS:** When a resident is too sick to work, he must notify staff by 7:00 a.m. and then notify his employer. Residents who stay in from work are not to leave the premises.
28. **SMOKING:** TLH is a smoke free environment. There is no smoking allowed inside any facility associated with TLH or in any vehicle or area where pedestrian traffic can occur. That includes smoke free products such as dip, snuff and electronic cigarettes. We will actively encourage you to quit smoking and feel that it is an unhealthy addiction that should be conquered as you recover. When you decide to quit, we will assist you in smoking cessation with products designed to limit withdrawal. We reserve the right to ban smoking by all residents so work on quitting on your own time so that this will not be an issue.
29. **TRANSPORTATION:**

Each resident is responsible for making and keeping appointments and arranging transportation. Transportation will be provided for any program related activities. Other transportation may be provided on a fee bases by talking to director.
30. **UNAUTHORIZED
LEAVE:** If you leave the premises without having approval from staff, you will be considered in violation of the Code of Conduct and this will put you in danger of discipline including possibly being discharged.
31. **VEHICLES:** Residents may not have a vehicle without special permissions. Anyone who is allowed to drive must have a valid driver's license, auto insurance and vehicle registration.
32. **GUESTS:** All visitors and guests must be approved by the President/CEO.
33. **WAKE-UP:** Each resident is to be up by 6:00 a.m., prepared for devotions, breakfast and work on time.
34. **SHOPPING:** There will be weekly opportunities to go to a store in order to purchase personal items.
-

35. **WARRANTS:** You must advise TLH staff if you have any pending warrants. Failure to do so will result in possible discharge.

I _____ have read over this introduction and these rules, I understand and agree to them.

Signed _____

Date _____

Others _____