



# The Living Harvest, Inc.

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## 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 feel called by God to do it. Most of us work 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 money. We share this with you to show you our heart for this ministry.

At the end of this introduction, you will find our program rules. These rules are in place to protect you as well as your fellow brothers in the road to recovery. God does not give us the commandments (rules) to punish but, to help us live better lives. They teach us how to respond to his love, how we were created to live and how to live in community with others. Our rules are certainly not equal to God's commandments, but they are given to help us live and grow together.

We invite you to a life that is not about "self-service" or getting "my way", but rather about growing in God's love and direction. In that relationship, 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 had created us and invites us to experience 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 become more a part of God’s community and to be a part of our community.

We recognize that we are living 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 we 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 interests at heart.

# Community Rules

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

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 in the bible as “a continual lust for more” and submit to the rules of the program even if you don’t agree 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 grow through 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. ANY contact with Law Enforcement MUST BE immediately reported directly to the Executive Director or Program Director. Accountability also includes texting ED or PD when he is leaving the residence, arriving at their destination or beginning the return trip to residence. It includes following the agreed to be there when you say that you will be there. It also includes answering your phone, if you have the privilege of having one, either immediately or returning the call as soon as possible. Failure to follow these rules of accountability can result in disciplinary action or discharge from the program.
- 2. Alcohol/Drug Use:** Alcohol or other drug use will put a resident in danger of immediate discharge. This includes unreported prescription medication. Random urinalysis will be conducted at any time. Refusal is an automatic discharge. If a test is positive, the resident should carefully consider what happens next. If they deny using, we will test them again using a test from another manufacturer. If the resident admits to using immediately after the first test, they will be required to go to detox and/or other consequences. If a resident is suspected of using synthetic marijuana or any other difficult to detect drugs, they will be “lab tested”, at their expense.
  - Using a substance on any TLH property, while off premises, or on pass will make you subject to immediate program evaluation, possible dismissal, or being phased back.
  - Use of any dependent substance will require 48 hour trip to detox or an approved safe environment while program status is assessed.
  - Any relapse makes you ineligible for the \$1200 stipend upon completion.
  - At any time you may be asked to submit a urine sample by a male staff member. The procedure is as follows. You will have 3 hours to submit a sample, if one cannot be provided within that

time frame you will need to be tested by a lab at your own expense. You will not be allowed on TLH property until results have been provided.

- Any knowledge of another resident using or other rule infractions that aren't reported will not be tolerated. We are here to change and hold each other accountable or will be subject to the same consequences as the offending resident.
- Banned household items are mouthwash with alcohol, rubbing alcohol, drowsy cold medicine, Kratom, CBD, inhalants, also any other mood, or sleep altering chemicals.

**3. 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. All of us need and are under authority. We want to fellowship together, growing together but also recognizing the importance of submitting to authority.

- Any directives given to you by staff will be followed with respect. If you feel that directive was unreasonable politely do the task and request a meeting with the ED or PD to discuss the matter.

**4. Behavior:** We expect mature, cooperative behavior between our residents, volunteers, customers 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 dismissal. Many of us have self-esteem and security issues stemming from our past. 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 PD, ED 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.

- We have a zero tolerance for lying or stealing. If you are caught doing either it will be addressed immediately.
- Each resident is here to better themselves. With that being said rumors are harmful, and spreading these comments true or false will be addressed immediately.

**5. 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.

- Any items you see in the TLH stores you would like to have, needs to be brought to the PD before 10am in person or the next day. These items will be added to your inventory sheet. If you find an item put it to the side behind the register until you can ask for the item in person.
- All mail and packages are subject to search by TLH staff.

- All items including person, vehicle, cell phone, social media, etc. are subject to search at any time.
- 6. Box Truck:** The TLH pickup and delivery truck is our life blood. When this truck arrives at any store whether picking up or dropping off all staff not running a register needs to stop and help immediately.
- 7. Communication: ALL** communication concerning requests for activities must be submitted in writing on Monday the week before the activity. This includes passes for meetings, day trips, overnight trips, etc... that are not a routine part of the program. Communication about job interviews and sponsor meetings should be done at least 24 hours prior to the appointment. If it is an emergency or you are thinking about leaving/using contact the ED or PD immediately.
- 8. Cell Phones:** Residents are not permitted to have phones for the first 3 weeks after arrival. You will be allowed to use the TLH home phone responsibly. 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 TLH staff. These smart phones will not be allowed to be used at any meeting or at the store during working hours, exceptions are made for breaks and approved matters. Having a smart phone is a privilege and each resident is responsible to use his phone appropriately. Phones may be taken away as a disciplinary action and are subject to search. Headphones are not allowed at work unless on a service job or doing yard work.
- Store phones are for business use only. If you have a call with an expected longer duration (food stamps etc.) please make arrangements with staff.
- 9. 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 after himself 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.
- All rooms and communal spaces are to remain clean, organized, and free of food or dishes. If you use a dish or other kitchen item wash them immediately. This is not your fellow resident's responsibility.
  - All lights, fans, and other electronics will be turned off when leaving the house.

- Thermostats are to be left at 72 and not touched without staff approval.
- No cooking appliances are allowed in resident rooms.
- Any violation of these rules will result in loss of weekly stipend and/or additional consequences

**10. Church:** All residents must attend the church of our choosing during phase 1 and 2. Church attire is dress pants, shirt, and shoes. 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.

**11. Classes, Meetings, and Church:** All residents are required to go to numerous meetings during the week including TLH meetings, AA and NA meetings, Celebrate Recovery, church, daily morning meetings. Conference table will be filled first then other chairs. Being at the conference table at 7:45am with materials ready, daily unless told otherwise. It is your responsibility to check schedule so you are prepared and on time for meetings.

**12. 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. It also means that if you have a program related issue; it should be brought to the ED or PD. If it has to do with one of the residents you need to address the issue with that individual and not keep it as a “secret”. In extenuating circumstances you need to bring the issue to the attention to the PD or ED.

**13. Curfew:** All residents must be at the house by 8:00pm unless in an approved program or permission is given by the staff. Approval to be out after this time for any reason other than regularly scheduled meetings should be approved by the ED or PD. All residents are expected to be in their rooms by 11pm on weekdays and 2am on Friday and Saturday nights.

- This means no going out and smoking at all times of night and early morning. If you are an early riser please speak with the ED and PD privately.
- TV, radio, other electronics, and main lighting will be turned off by these hours. Reading and study lights are allowed.
- If you need to use the kitchen please be respectful and clean up after yourself. Other rooms have done their chores and are prepared for possible morning inspections.
- If you step off camera view after 8pm you will be subject to disciplinary action.

**14. 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....

- If you have been in a long term relationship which is deemed positive you may be allowed to continue in a healthy way. All recovery meetings and studies say no relationships for the first year as you discover yourself and work on personal issues.

**15. Devotional:** Please be prepared every morning with all assignments or other work requested.

**16. Discipline:** When necessary, discipline is used to bring about change in behavior. Some of the disciplines include:

- A. Meeting with and verbal warning by PD or ED.
- B. Loss of privileges including, but not limited to phone, internet, and withholding of allowance.
- C. Two warnings will result in a meeting with the ED and PD and may include a board member or the entire board.
- D. **Discharge.**

**17. Discharge Procedure:** Though it is our desire that no one would ever be discharged, if it is necessary the ED or PD may temporarily restrict a resident from entering the house for the safety of the community. If the restriction is to be done permanently, it must be with the joint approval of the ED and PD. 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 at the Orange Ave. location, and must be sober and non-confrontational at the time of pickup.**

**18. Dress Code:** No tank tops unless outside doing yard work, no ripped or torn jeans, no offensive alcohol/drug related clothing, shirts must be worn at all times while at work, pants must be worn on waist at all times no sagging, and name tags must be worn while at the stores.

**19. Finances:** All clients will keep an escrow account at TLH in which they will have any money or paychecks 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:

- You may only receive a draw if you have a positive escrow balance and financial request (submitted the prior Friday) is approved.
- If you are on SSI or receive student funding those monies will be required to be deposited in TLH resident escrow.

- At no point will family or friends send or drop off money/goods. This includes the mail, western union, cash app., in person, etc. We have been a burden to our family and it's important to stand on your own. Certain situations may allocate for you to receive goods, which will be discussed and approved by staff.

**20. Guests:** All visitors must be approved by the ED and/or PD. No visitors are allowed ever at the residences and only allowed at the stores with permission from ED and/or PD. Unanswered texts do not suffice and adequate notice is to be given.

**21. Letter/Court Appearance Request:** Letters are available for court 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.

**22. Meals:** Each resident is responsible to prepare and clean up his 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. Remember cleanliness and sanitation is important for all!

**23. 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 ED or PD. 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.

**24. Passes:** Request for passes must be submitted to the director by the Monday morning meeting. If a pass is not submitted by Monday, it will not be approved. The PD will be in charge of approving, denying or making changes to passes. These passes are for EVERY activity that is not a routine program activity and includes but is not limited to day trips, overnight trips, and meetings with sponsors, accountability partners or any family member, friend or acquaintance at any time of the day. \*Except with extenuating circumstances such as family emergency, no resident will be able to have a day pass or over overnight pass during the first 45 days of recovery. After this time, approval for a pass will be determined by staff and will be based on the resident's progress and if the environment is determined to be beneficial or potentially detrimental to the progress of the resident. All pass requests must include all movements, contact information, and who will be with.

**25. Prices:** TLH stores do not negotiate prices. Only certain staff can change the price or gift eligible individuals.

**26. 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 upcoming week.**

## **27. Program Structure/Phases**

### **First Phase**

**12 Weeks:** Serving full time at TLH; residents will receive \$25.00 cash per week (stipend), provided you pass the weekly evaluations.

- You will obtain and actively be working with a sponsor on or before day 45. If you have not found a sponsor it will result in suspension of program progress.
- You are required to contribute \$150.00 monthly to communal food. If you are not eligible for food stamps this will be deducted from any other personal financial resources. All food receipts need to be turned in with your name for tracking purposes.
- There are no passes in your first 45 days. After that orientation period you will receive 2 day passes at 1 per month. These passes are to approved locations from Sunday 11am to 7pm that evening.

### **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 an 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.

- You will receive 1 overnight pass per month (to approved locations). You must call the ED or PD director daily. These passes are from Saturday 5pm to Sunday 8pm.
- Day passes are granted on a case to case basis.
- You still need to make your required meetings and sponsor meeting.
- You're still required to contribute \$150.00 monthly towards communal food.

### **Third Phase**

**15 Weeks:** Working full time at a job of your choice (approved by TLH); Residents will pay \$125.00 per week times 15 weeks 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, minus any money owed to the organization. This includes but is not limited to debts incurred on your behalf by the organization, compensation related to damages, compensation from stolen property or any debts the organization may incur resulting from your actions or

behavior. This financial management structure is designed to allow residents to re-enter society with your saved earnings accumulated for start-up expenses, after completion of 39 weeks.

- The Program Fee is due during phase 3 in the amount of \$125, for a total of 15 weeks to be eligible for graduation.
- Weekly you must attend 2 recovery meeting, sponsor meeting, church, and weekly in person meetings with the ED and PD.
- Day passes are approved case by case.
- You must call the ED or PD daily while on pass.
- You will receive 2 weekend passes a month to approved locations.
- You must text when coming or going to any outing besides regularly scheduled events. This includes work, store runs, etc.
- You are required to contribute \$150.00 a month for household groceries either in food stamps or escrow.
- All jobs need to be on payroll. No under-the-table jobs.
- You are required to work 40 hours a week. If your job doesn't meet that you will work at TLH stores.
- Before final graduation and escrow check, you must do the following; Spend time with the ED and PD on working on a recovery plan, relapse prevention plan, and financial management.

#### **Fourth Phase**

- Residents, who choose to continue the program after the third phase, will continue to pay the \$125.00 per week program fee, paid on the Friday before the upcoming week.
- Residents will receive \$40.00 cash per week from their paychecks, and deposit the balance into escrow.
- You will have the flexibility to have additional money as needed for your expenses.
- \$1,200 Escrow deposited from TLH will not be available till you have moved out of the residence, unless special circumstances.
- You are required to contribute \$150.00 a month for household groceries either in food stamps or it comes out of escrow.

**\*\* Please note that we require a written notice given one week prior to the date that you leave in order for you to receive your escrow balance. 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 Orange Ave. location during normal**

**business hours, with the requirement that the resident be sober and non-confrontational at the time of disbursement.**

- 28. Probation:** It is the resident's responsibility to report, comply and communicate with your Probation Officer and to keep TLH informed of your status.
- 29. Radio/Music/TV:** Radio/music/TV must kept low enough as to not bother other residents or neighbors. No electronics devices or radios may be used without headphones in your room so as not to disturb roommates. TV, radio, and other electronics must be turned off by 11:00pm on weekends and 2:00am on weekends unless approved by staff.
- 30. 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.
- 31. Sexual Harassment:** TLH has many community volunteers and customers all individuals will be treated with respect and not made to feel uncomfortable. Sexual harassment is not tolerated and will subject you to disciplinary action or discharge from the program.
- 32. Shopping:** There will be weekly opportunities to go to a store in order to purchase personal items. Gas station stops are to be done with permission before work or after work only. You will be required to have an accountability partner with you.
- 33. Sick Days:** When a resident is too sick to work, he must notify staff by 7:00am and then notify his employer. Residents who stay in from work are not to leave the premises.
- 34. Smoking:** The smoking policy is as follows:
- No vaping, smoking, or dipping inside. Dip or spit cups will not be left lying around or in vehicles.
  - Orange Ave. you may smoke out back or front at either end of the building during business hours.
  - Tharpe outback inside the gate during business hours.
  - Killlearn outback of far furniture store during business hours.
  - All cigarettes will be placed in a receptacle and not thrown everywhere.
  - 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.
  - Loss of allowance or other consequences may be applicable if policy is not followed.

**35. Social Media:** All social media accounts will be available for the ED and PD to read. All social media accounts will friend **The Living Harvest** (look for the picture of the Large House in the profile.) All social media or public venue discussions/posts will be kept G rated, non-racial, and non-confrontational. Even using some words in a slang format can be offensive and harmful.

**36.Sponsors:** Sponsor meetings are to be put on a request form weekly unless reoccurring and approved by staff.

- Sponsors are essential to your recovery. They will offer you life guidance, lend an ear, and guide you through the steps. A sponsor should have at least 1 year in 12 step recovery, work a program, and be available to call/meet regularly.
- Sponsors will be of the same sex and accessible for the ED and PD to speak with.
- You will also want multiple accountability partners and others to call when you struggle. Most people in recovery have at least 1 sponsor and many accountability partners/others in recovery.

**37.Staff:** On staff days off, after 5pm, or before 7am calls and texts will only be allowed for emergencies or if you are thinking about using or leaving.

- If anyone from the public asks to have a staff members phone number or if they are available to speak politely offer to take a message. Please include a name, date, time, and message reference; we will get back to them as soon as possible. It is important that we follow this procedure so we can adequately be prepared for the call and limit the amount of people with our personal numbers. Julie Cousins 850-363-9199 Steven Bollinger 850-631-1376.
- Volunteers, customers, random individuals, and family are not to receive any information about another resident no matter what the circumstances. Please direct the person to the ED or PD.

**38.Transportation:** Each resident is responsible for making and keeping appointments and arranging transportations. Transportation will be provided for any program related activities. Other transportation may be provided on a fee bases by talking to the director.

**39. Unauthorized Leave:** If you leave the premises without having approval from staff, you will be considered in violation of the rules and this will put you in danger of discipline including possibly being discharged.

**40. Vehicles:** Residents may not have a vehicle without special permission. Anyone who is allowed to drive must have a valid DL, auto insurance, and vehicle registration.

- All TLH vehicles will be kept clean and weekly maintenance sheets will be filled out.
- When getting out of a vehicle shut the doors, roll up the windows, and make sure lights are off.
- Any vehicle issues need to be reported to staff immediately.
- Misuse or failure to treat vehicles responsibly will result in a week loss of stipend or other consequence.

**41. Wake-Up:** Each resident is to be up by 7:00am, prepared for devotionals, breakfast and work on time.

**42. 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 \_\_\_\_\_

Executive Director \_\_\_\_\_

Program Director \_\_\_\_\_