

“PHASE TWO” - PROGRAM GUIDELINES

(6-9 months)

Process

- Phase Two of the Potter's House Program is a time of transition back into community life. It will continue to emphasize a life of rigorous Discipleship and Recovery while experiencing increasing levels of freedom, responsibility and accountability. It is projected that the successful student will spend six to nine months in the program. Students will be permitted to establish their own schedule including work, meetings, church, legal appointments and other activities that are acceptable within program rules and approved by staff.
- Each student will discuss their ongoing schedule of fixed appointments with staff. Special passes and activities that may raise questions should be discussed and approved as needed. Transportation will become increasingly more independent over the course of their stay.
- All students are required to attend and participate in curriculum established for Phase Two. Any exceptions must receive prior approval by the Director or staff. Students are to be on time and stay focused on the teacher for the entirety of the meeting. Students must call or text the Director or House Manager if a work related situation will necessitate a late arrival. These should be kept to a minimum wherever possible. Phones and other distractions are prohibited during these times. Disruptive behavior will not be tolerated. While most meetings last an hour, a teacher has the prerogative to keep students longer at times. In addition the staff may plan special meetings or focuses that require a longer commitment from time to time.
- All students are required to keep a Weekly Accountability Sheet as well as a minimum of two Spiritual Growth Sheets per week. (One on the Sunday sermon and another on a Bible study or reading) These are to be handed in to the House Manager by 5:00 pm on Monday evening. If not handed in, privileges may be suspended until the forms are submitted.
- All students will be required to have a meeting to review progress and address areas of struggle or needed healing; both spiritually and relationally at least once per week. A minimum of five focused counseling sessions is expected in the first four months.
- Upon entering Phase Two the student is expected to undertake a job search. The staff will assist and CareerLink can be an excellent resource. Day shift is preferred in order to facilitate attendance at mandatory meetings. Night Shift is second preference. Once obtained, the student is to be a responsible and respectful employee. Jobs should not be quit before discussing with Personal Support Team and preferably having already obtained a new job. A minimum of two weeks' notice should be given.
- Each student is to have a personal Goal plan upon completion of Phase One. This plan should be reviewed and updated periodically and progress noted. This process will facilitate the decision to move toward a Next Steps Plan.

- The Next Steps Plan outlined in the Personal Growth Template is the instrument used to determine if a student is ready for graduation. . While the student has input, the Personal Support Network and staff have the ultimate recommendation for this decision.

Discipleship

- Potter's House believes that a life transformed by Jesus Christ is the key to success in life. For this reason every student will commit to a discipleship relationship within the program.
- Each student will commit to a daily personal devotional time including study, prayer, meditation and worship. A personal journal logging spiritual growth will be kept.
- Each student will attend and actively participate in Celebrate Recovery each week.
- Each student will attend and actively participate in the Sunday worship service and Sunday School, and the bi-weekly Men's Fellowship at Carpenter Community Church.
- Each student will agree to participate in an active personal counseling relationship with a staff member or approved counselor to work through past issues and strongholds.
- Each student will obtain a life mentor and meet regularly to discuss relevant life and spiritual issues.
- Each student is to form a Personal Support Team to guide them in making key decisions and provide encouragement and support. A key member of this team is a personal Mentor that walks very closely with the student.

Recovery

- Potter's House believes that recovery from addiction is a vital process and must be approached intentionally and with a Christ-centered approach. For this reason every student will commit to an intentional recovery program.
- Each student will obtain a Christian sponsor and actively work through the 12 Steps in a Christian context.
- Each Student will be subject to random drug and alcohol screening to provide a safe and healthy environment for all; conducive to a commitment to recovery and a growing relationship with Christ. Refusal to submit to a test is considered a positive test. Two hours is the limit for producing a sample. Violations may result in dismissal.
- Each student commits to integrity in their own recovery and in the recovery of others in the program. A deliberate attempt to modify or fake a drug test or to assist another in this process is a serious violation and may result in expulsion from the program.
- All medications; prescription and non-prescription taken by any student must be reported to the director and approved for use in this program. Addictive medications are not permissible in this Discipleship Program. Life sustaining and other medications are acceptable under a doctor's care, but should not be taken to the degree that they hinder participation in the Potter's House program. Medications are to be stored in a locked box with only the student and staff knowing the combination. Necessary restricted medications must be kept in the office. Under no circumstance may a student share a medication with another student.

- Recovery will continue to be an important part of the program. Each student is encouraged to continue and complete the Christian 12 Steps process begun in Phase One. Meetings (Celebrate Recovery, AA, NA) are encouraged as well. It is very important to move toward the very important 12th Step and begin giving back to others.

Student Life

- All “Phase Two” students must maintain a cooperative and respectful relationship with all staff members and maintain wholesome relationships with all other students in the program. Respectful behavior includes but is not limited to refraining from profane language, respect for personal space and belongings and interactions. Any disputes must come to a peaceful resolve and follow the Matthew 18 formula of progressive involvement. Ultimately they are to be brought to staff for final resolution. Absolutely no violence will be tolerated and will be grounds for immediate dismissal.
- All students must respect the privacy of other students dwelling areas, bedrooms, marked food in pantry or refrigerator. All program donated food is freely accessible to all students and may not be stored in personal rooms. These items are community property and may not be taken out of the house upon leaving.
- All bedrooms must be kept in a neat and orderly fashion. Student should make their bed upon waking up. Bedrooms are for sleeping only, not for watching videos, doing program work, sleeping during the day, lying around or isolating.
- Use of tobacco is permitted only in the designated area. Tobacco use should not interfere with timely attendance at all required groups and individual sessions. Potter’s House strongly encourages the cessation of smoking and chewing tobacco. The rolling of cigarettes may only occur in the designated smoking area. Spit bottles must be disposed of responsibly and not left in public areas. Vapor cigarettes are to be used in designated areas as well.
- Cell phones will be allowed for purposes of finding and maintaining a job and appointments. They are not to become a distraction and may be confiscated if staff feels they are becoming a distraction. Staff reserves the right to review text messages and internet history. Accessing of pornographic material will result in confiscation of the phone. Cell privileges are lost when a student is placed on a House Restriction for any reason. There is a house phone available to make and receive calls as necessary. All students are responsible to take messages and make sure they are given to the recipient in a reasonable time frame.
- Vehicles are a privilege and must be approved by the staff prior to bringing on premises. They must be legally licensed, insured and kept in good repair. A student must have a valid driver’s license to possess or drive a vehicle. In the event that a new resident uses a vehicle to arrive, the keys will be turned in to staff upon arrival. Public transportation is available Monday through Saturday.
- All students are subject to random drug and alcohol screening to provide a safe and healthy environment for all, conducive to a commitment to recovery and a growing relationship with Christ. Refusal to submit to a test is considered a positive test. Two hours is the limit for producing a sample. Violations may result in dismissal.

- All media must be consistent with a Christian program and will be subject to review by staff before entering the house. Media must be PG 13 or lower and should not contain sexually explicit, drug related or violent material. Any objectionable media brought into the house will be disposed of and the offender will be asked to study and report on related scripture.
- All students will be assigned a weekly chore to be accomplished in a timely manner and checked off as completed by the house manager.
- Each student is responsible for their own laundry. The Laundry room is located on the basement floor of the Leola Potter's House and in the back bathroom at New Holland. Laundry is to be done in a timely fashion and clothing should not be left in the washer or dryer for extended periods of time in order to respect the need for all students to have use of the facility. Laundry should be kept in the student's room both before and after laundering and not left out in public areas.
- Meals are the responsibility of each student. However all are encouraged to work together on supper in order to facilitate a family-like atmosphere. Students are responsible to clean up the kitchen area after use. It is not acceptable to leave dishes or pans in the sink for others to find.
- Girlfriend relationships are not permitted during this time of development in the lives of the students. This is to be a time to focus solely on ones relationship with Jesus Christ and the grounding of oneself in that relationship and in their recovery. Students who are married when joining the program may make special arrangements for seeing family with increasing frequency as graduation nears.
- Visitation with family and friends is allowed in the meeting room or outside during free time. Visits should not normally occur during a scheduled meeting time. Public restrooms are designated as the downstairs bathroom at Leola and the meeting room bathroom in New Holland. Guests should not be in sleeping quarters. Female guests should not be in the common living areas.

Commitment

- Admission to Potter's House is voluntary and each person is expected to invest fully in the program, trusting the staff for judgment regarding length of stay and completion of goals. This includes abiding by all guidelines for the safety and positive growth of every student.
- Failure to follow the guidelines will result in consequences of increasing severity depending on attitude of student and severity and/or frequency of the infraction. Consequences may include higher levels of restriction, loss of privileges, study/journaling assignments, suspension or expulsion from the program.
- Serious violations include but are not limited to any illegal drug or alcohol use, manipulating or helping another to manipulate the outcome of a drug/alcohol test, bringing illegal drugs, alcohol or an unreported prescription into the house, violent or aggressive behavior, possession of a firearm or other weapon, withholding of finances without permission, disruptive behavior and repeated infractions or defiance to staff or program expectations.

- All students agree to participate in the Potter's House Financial Management Plan. This involves turning all income in to the Director and working with a personal financial plan for spending and saving. The Director will determine, in accordance with personal support team when a personal bank account should be opened. In the event that a job requires a personal account, the resident will turn over the Debit Card and agree not to withdraw money without first discussing with the Director and Personal Support Team. This would also be true for any major purchase such as a vehicle.
- Students in Phase Two will be responsible to pay a monthly program fee of \$460 per month. Students may defer payment for the first 60 days in recognition that they need time to secure a job. However they must pay the back fees as soon as possible and move into the practice of paying the complete fee on the first of each month.
- A key component of growth is the development of personal leadership skills. Each student will be given opportunities for both self and group leadership. Helping others in the program will provide very positive growth in meeting one's own goals.