



FREEDOM FOLLOWERS MINISTRIES

Our Vision

*"We strive to lead each individual out of darkness and
IGNITE the Light of Christ – to be set free."*

Resident Manual

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Introduction

This Manual applies to FFM residents and is intended to provide guidelines and summary information and personnel policies, procedures, benefits, and rules of conduct. The policies and procedures governing the resident protect rights within that are fair, clearly stated and legally permissible.

The policies described herein are a predetermined course of action established as a guide for FFM homes.

It is important that you read and understand the requirements of the manual and comply with the standards established. Please talk with the FFM house manager if you have any questions or need additional information concerning any policy or procedure.

It is not possible to anticipate every situation that may arise at FFM or to provide information that answers every possible question. As a result, FFM reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, for the safety of its residents.

About Freedom Followers Ministries

We strive to help individuals who feel like they've hit "rock bottom" and give them an opportunity to step up and develop the tools needed for long term recovery. Our hope is that through our own experiences of deliverance, and developing a personal relationship with God, we can lead people out of darkness into a life of love and fulfillment.

Our program is developed to break the chains of addiction and give everyone an opportunity to mentor others faced with the same paradox. We provide resources through our staff and our trusted partnerships with organizations within our community. We bring an awareness to the living, and powerful word of God – manifested through a personal relationship.

Mission Statement

Our mission is to reach, teach and inspire the broken hearted. Our goal is to provide a safe, non-judgmental, loving home for each individual seeking freedom from addiction and a new way to live. Our primary purpose is to lead each individual out of darkness and ignite the fire of God using biblical principles with a 12-step program.

FFM Residency

Residency is a mutual consent between the resident and FFM. The decision for residency will be based on completion and approval of an application. Application can take two weeks to process. Individual's observed behaviors within the institutions, jails, and recommendations from the courts or of those of integrity within our community or ministry programs will be considered. Both the resident and FFM have the right to terminate the residency at any time.

Within twenty-four (24) hours of residency FFM residents are required to:

1. Turn in signed Application for Freedom Followers Residency
2. Sign Tenant Release Agreement
3. Sign Contract of Residency
4. Sign Hold Harmless and Indemnity Agreement
5. Sign Release for Drug Screen/Test
6. Sign Resident Manual with house manager

Any violation of any rules and guidelines will result in a sanction. **Three sanctions will be an automatic dismissal from the home.**

Standards of Conduct

1. The standard residential program is twelve (12) months. Residents can stay past the 12-month period, if desired. The FFM house manager will inspect personal space before clearing a resident to move out.
2. Residents will be assigned to share space with a roommate unless individual rooms are available. Mutual respect is required by all residents.
3. Room checks will be constructed by FFM staff at any time. FFM will make every effort to respect the privacy of the individual and provide advance warning when possible. However, no advance warning is required; this is done as a courtesy.
4. All prescribed medications will be counted weekly by house manager and secured in a lockbox. Any resident caught using any prescribed medications/controlled substances unknown to the house manager or exceeding one day's dosage of prescribed medications will be evicted.
5. FFM is not, at any time, responsible for a resident's personal items/belongings. Residents are responsible for the security and safekeeping of their own personal items/belongings and are responsible to take their items/belongings when they depart. If, for any reason, this does not occur, the resident may contact the house manager of FFM regarding the retrieval/disposition of their personal items/belongings. FFM will not store personal belongings for more than thirty (30) days.
6. Any criminal acts committed while a resident at FFM house will result in immediate termination from the program.
7. FFM residents are not permitted on any other property within the community without permission from the owner of the property. Additionally, FFM residents must be accompanied by the property owner.
8. No illegal activity of any kind will ever be permitted or tolerated.
9. No pornography of any kind will ever be permitted or tolerated.

10. No fighting, violence, menacing, or threats of violence of any kind will ever be permitted or tolerated.
11. Lying and stealing are strictly prohibited. If caught, you will be sanctioned.
12. Residents are required to purchase their own food. Residents are not allowed to share food with other residents unless agreed upon. Stealing food will be grounds for eviction.
13. No firearms or weapons of any kind will ever be permitted or tolerated.
14. Possession or consumption of alcohol or drugs will never be permitted or tolerated. Smoking is discouraged but allowed in designated areas.
15. Language should be polite and refrain from using swear words.
16. Dress appropriately and modestly. No gang style clothing, sagging pants, etc. will be tolerated.
17. Residents must always be clothed when leaving their rooms. Walking around in your under garments is not allowed.
18. FFM program strictly prohibits any sexual interactions of any kind within the home. This could result in a sanction or immediate eviction of residency.
19. Behavior considered to be a conflict of interest (i.e., sponsorship, employment, dating, etc.) between residents is prohibited.
20. Pets are not allowed.
21. Door codes will be given to each resident who lives in the FFM home. The FFM door code is not to be given to anyone not living in the home unless house manager permits. The door code will be changed immediately following the exit/move out of any house resident, despite any circumstances.
22. Romantic relationships are not allowed while living in the FFM home. Only if a woman is legally married and the courts deem it helpful for the relationships will couples be allowed to be in contact.
23. If friendships in the house appear unhealthy, then contact will be limited between individuals. That means there will be no running around outside of the homes and limited contact while in the home. Bad relationships are primarily the root of what has landed most women into this program and working toward healthy relationships is paramount to your success.
24. The decision to dismiss a resident from the FFM program is at the sole discretion of the FFM house manager and/or director.
25. Residents dismissed from the FFM program must immediately gather their belongings and leave the premises. The failure of the resident to do so will constitute criminal trespass and subject him or her to arrest. Time expansions may be granted case by case by house manager or director.
26. FFM cooperates fully with law enforcement authorities, including state and federal parole and probation officers. Failure to comply with drug court requirements, mental health court requirements, probation, parole, and community sentencing will result in immediate dismissal of the home. Disrespecting the program regulations that are keeping you out of prison is unacceptable and will not be tolerated.
27. FFM is not liable for any physical harm done by one resident to another. If one resident harms another resident, FFM will dismiss the assailant from the program immediately. However, it is up to the individual resident to file any criminal or civil charges against another person if the resident believes such action is warranted.

Rules and Guidelines

1. Thermostat is to be adjusted by FFM house manager only.
2. Sleeping in common areas is prohibited.
3. Residents will be given designated refrigerator space and required to always keep clean.
4. Residents will be given a designated cupboard area to keep nonperishable items and required to always keep clean and organized.
5. Residents are not permitted in any bedroom other than their own without permission from the resident(s) residing in that room; they must also be accompanied by the permitted resident.
6. Any maintenance or repair, damage or hazards will be reported immediately to the FFM house manager. No structural changes may be made on the premises, inside or out under any circumstances.
7. All furnishings and other property on the premises that belong to the landlord and/or FFM are not to be moved, damaged, or removed.
8. The premises will be always kept neat and clean. Weekly chores will be designated to each resident as well as a daily kitchen schedule. Chores will be checked by the house manager twice a week. Failure to comply with weekly chore list and kitchen schedule can result in fines from \$25 to \$100.
9. Beds are required to be made at all times unless currently being slept in.
10. Residence bedrooms are to be kept clean and organized at all times. If bedrooms are not up to FFM standard, fines will be given.
11. Washers and dryers are for residents use only. Residents will be designated laundry times and are not to leave any laundry in the washer or dryer after their designated laundry time.
12. All common areas will be kept free and clear of personal belongings.
13. All FFM houses will be fully furnished; therefore, all personal belongings brought into the house by residents need to be approved by the house manager beforehand.
14. All doors are to be kept locked at all times.
15. All residents of FFM house will have a curfew of 10 PM on Sunday through Thursday and 12 AM (midnight) on Friday and Saturday, following thirty (30) day probation period.
16. Curfew during the thirty (30) day probation period will be 9 PM Sunday through Thursday and 10 PM on Friday and Saturday. Curfews will be adjusted case by case per house manager for recovery meetings, holidays, church services and/or employment schedules.
17. "Quiet Hours" are in effect between 10 PM and 7 AM, every night, regardless of whether it is a weeknight or a weekend. During these hours, keep noise levels to a minimum. No outside activities are permitted during quiet hours.
18. Residents and visitors are expected to always follow FFM house rules. Only those visitors approved by the house manager or director are permitted on the property. All residents need to be notified of any visitors coming into the home. If any residents have issues with any visitors, this will be taken into consideration with house manager or director before said visitors enter the home.
19. All overnight visitors need to be approved by house manager or director. No overnight visitors are permitted if a balance is owed to the house. Visitation with children of any FFM resident will be accepted case by case depending on circumstances.
20. Visitors are allowed between the hours of 8 AM – 10 PM Sunday through Thursday and 8 AM – 12 AM (midnight) on Friday and Saturday. All visitors must be able to produce a clean drug and alcohol screening before entering the home and are subject to random drug and alcohol screenings while visiting any FFM home.

- 21 Male visitors are not allowed at the home unless approved by FFM director.
- 22 Visitation with children is highly encouraged. Guidelines for children visiting are as follows:
 - Children can spend the night a maximum of 4 nights a month.
 - Children can visit their parents who reside in an FFM home 8 hours a week For all children visiting a FFM home 7pm is curfew therefore all children will need to be leaving the home by 7pm.
 - During the weekends when children spend the night, they need to have their baths and be in the room with their parents no later than 10pm.
 - Children are the responsibility of the parent they are visiting. No other resident will be permitted to look after another resident's child.
- 23 Each resident is financially responsible for any damage caused by a visitor.
- 24 No visitors will be allowed in the FFM house when the resident is not home.
- 25 If residents plan to entertain visitors, they are to use community living areas. Use common courtesies since others may have visitors as well.
- 26 Residents are to clean up after using the community room, and guests are to leave at curfew.
- 27 An authorized absence from the FFM home is time away from the program to cover special circumstances occurring in the resident's life. Any resident who stays past curfew or overnight at a place other than FFM home without an approved absence will be deemed having broken curfew, and house guidelines. Breaking FFM house guidelines is grounds for termination or could result in a probation period. Infractions will be dealt with on a case-by-case basis.

The following conditions may qualify for an authorized absence:

1. Holidays – An authorized absence for Holidays which include Easter, Thanksgiving, Christmas Eve and Christmas Day.
2. Personal Leave – An authorized absence for a personal reason that is not medically related. Residents who return to FFM home at the end of a personal leave will normally return to their former resident status.
3. Medical Leave – An authorized absence for a resident illness or disability. Written requests for medical leave will normally be granted to eligible residents who present a physician's written statement that certifies the need for the leave and an estimated length of time. At any time during a medical leave of absence, a resident may be asked to provide medical evidence of disability. Although FFM does not guarantee reinstatement in all cases, residents on medical leave who return to residency immediately following the end of an approved leave with a physician's written release verifying that they are able to safely resume residency will normally be returned to their former resident status.
4. Overnights – All residents following thirty (30) days probation period will be granted two (2) overnights a week. After a resident has completed a discipleship program and has attained one (1) year clean from drugs and alcohol, they will be granted an additional overnight weekly, for a total of three (3) nights a week. All overnights outside of the FFM home will need to be approved by house manager. All residents are subject to drug and alcohol screenings after returning to FFM home from an overnight. Extensions can be approved by house manager case by case for family vacations, church, and recovery approved events. **No overnight passes will be granted if a balance is owed to the house.**

The following provisions apply to all requests for an authorized absence:

1. No authorized absence passes are given to residents during their first thirty (30) days in the program.
2. Authorized absence requests must be made to the house manager stating the reason for the leave, as well as the beginning and end dates, and time of day.
3. Requests will be granted at the discretion of the FFM house manager and approved by the director, based on the facts and circumstances surrounding each individual request.
4. A request for an extension of an authorized absence must be made to house manager prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
5. Failure to return to the FFM home following an approved authorized absence can be considered a voluntary termination of residency.
6. Residents on authorized absence must communicate with the FFM house manager on a regular basis, at least once a day, regarding their status and anticipated return.
7. Residents who falsify the reason for their authorized absence will be subject to disciplinary action, which could include possible termination of residency.

All residents are required to attend scheduled events, to include but not limited to the following:

1. Residents are required to attend a church service at least once per week. **Weekly church services are mandatory.** Residents are encouraged to find a home church that they are comfortable with.
2. Residents are required to attend and participate in four (4) 12-step or Celebrate Recovery meetings weekly. There is zero tolerance for missing meetings. **Missing meetings will result in a sanction.** Women are required to become involved in small group within the church to establish new relationships within the community. Celebrate Recovery/Cedar Point Recover times are made available. Signed meeting sheets are required to show proof of attendance and are to be turned in each week at house meetings.
 - Monday Nights at Cedar Point at 1660 N. Lynn Riggs, from 7pm to 9:30 – meals served on the first Monday of the month only •
 - Tuesday Nights at First United Methodist at 1615 N. Hwy 88, begins with a meal at 6pm •
 - Wednesday Nights at First Baptist at 107 E. Will Rogers Blvd, begins with a meal at 5:30pm
3. Residents are required to attend and participate in discipleship program. Residents will be encouraged to attend other support groups within the community to assist in their recovery.
4. FFM House Meetings are required by each resident weekly. This meeting will consist of:
 - Discussing financial obligations
 - All house related issues, requests, and concerns
5. All residents are required to comply with all outpatient services that are not included in the FFM program, if applicable.

Any resident unwilling to participate in these programs, in whole or in part, has in effect broken his or her agreement with Freedom Followers Ministries and is subject to dismissal from the program.

Recovery and Drug/Alcohol Testing

1. Each resident makes the covenant agreement “I will refrain from the use of any mind or mood-altering substances not prescribed by my physician and will use prescribed medications as instructed by a physician.”
2. The resident further agrees “I will submit myself to random urinalysis and/or other standard drug and alcohol testing at local drug testing facility as deemed appropriate by the staff. Drug test will be at the expense of the resident and will follow all guidelines required by staff and drug test facilities. “I understand refusal to submit to a UA is considered a positive test result, and I will accept the consequences.”
3. When requested by the FFM house manager, the resident must produce a urine specimen within one (1) hour after the request is made. Delaying beyond a reasonable period of time can be deemed a refusal. All tests will be done at local drug test facilities. If facilities are closed or cannot perform the test, the FFM home staff who is the same sex as the resident being asked to produce the urine specimen is to accompany the resident to the restroom and remain in the general proximity of the resident as they produce the specimen. As soon as is reasonably possible after the urine specimen is collected, one of the FFM staff is to conduct the urine test. The urine test is to be conducted in the presence of at least one other FFM home staff and the resident from whom the specimen was obtained. If the test cannot be done under these circumstances, then the specimen should be sealed and locked up until the earliest opportunity arises to conduct the drug screening test.
4. Residents who have a confirmed positive drug and alcohol test will be asked to leave the premises immediately and cannot return for a minimum of two (2) weeks. If the resident produces positive drug and alcohol test, they will be required to complete all requirements suggested by FFM staff for readmission to the program.

Resident Financial/Employment Responsibility

1. Residents are required to pay \$100.00 non-refundable deposit as well as the first two weeks of rent in the amount of \$250.00 upon entering the program.
2. If residents choose to leave before completing the program with a positive balance, the remaining balance will not be refunded to the resident. (Emergency situations will be considered.)
3. Residents are required attain full time employment within 30 days of residency at FFM home. Resources will be provided to the resident to assist in writing resumes, pre-employment, and employment services.
4. Residents will be required to be out of the home from 8 AM to 5 PM, Monday through Friday actively seeking employment.
5. Residents are required to keep the staff advised as to their employment status and/or changes.
6. Residents will be responsible to pay \$125.00 weekly in addition to the cost of drug and alcohol testing at Rogers County Drug Abuse Program. All rent will be collected at weekly house meeting by FFM house director. Payments must be provided by money order, cashier’s check, Cash App, PayPal, or cash.

7. All weekly rent will be paid in advance. The weeks for rent start on Sunday and end on Saturday. All rent received will cover the week following the house meeting.
8. Residents who get more than 2 weeks behind on their rent are required to be put on a rental contract and can face eviction. Rent will be required. Inability to pay rent will be addressed individually and expectations will be made clear. Absence of rent after conversation will result in eviction. For those who receive disability rent is required at the beginning of the month and 20 hours a week of volunteering is expected. Those who do not abide by this rule will have a meeting and discuss problems and solution, failure to pay after the meeting is an automatic dismissal.
9. Residents are encouraged to put \$25 a week in savings.
10. Residents will be provided with resources to assist in credit building, budgeting, managing personal finances, balancing a checkbook and all other financial education needs.
11. Residents are not to borrow money from staff, volunteers, or other residents.
12. Residents are not to loan money to any other resident, staff, or volunteers.
13. Any residents caught stealing money can face behavioral contract and/or eviction.

Discipleship Graduation

1. Residents that complete the FFM discipleship program will be given a graduation and a certificate showing completion of discipleship.
2. Residents that complete the discipleship program will be mentored on how to start their own discipleship program.
3. Residents will be given materials and tools needed to facilitate their discipleship program.

Resident Grievance

- **Step 1:** If a resident has a criticism of or complaint against a FFM staff member or other resident, the resident may file a grievance with the house manager. This is a verbal and writing complaint for airing grievances and does not in any way represent a legal claim against Freedom Followers Ministries. If grievance is referring to house manager, skip directly to step 3.
- **Step 2:** If a resident files a grievance, house manager must bring it to the attention of the Freedom Followers Ministries director via phone and email.
 - (918)805-5769
 - Freedomfollowers.ministries@gmail.com
- **Step 3:** FFM director will speak one on one with resident and come up with 3 action steps to resolve issue.
- **Step 4:** Once the resident completes all 3 action steps, if the issue still exists, please follow the link to file a grievance with Oklahoma Alliance for Recovery Residences.
 - <https://okarr.org/contact/file-a-grievance/>

By signing below, I acknowledge that I have read and understand the guidelines and rules stated above in the Residence Manual. I also understand that by signing and initialing this document, I agree to abide by the guidelines and rules that Freedom Followers Ministries has set out.

Print: _____

Signature: _____

Date: _____

“If your bother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

Matthew 18:15-17

Tenant Release Agreement

The following terms and agreement are to be read and fully understood by the undersigned tenant of Freedom Followers Ministries program.

1. Freedom Followers Ministries is providing the undersigned tenant, _____ a place to reside in their recovery living home located at _____
_____ in return for a \$350.00 non-refundable deposit and move in fee. This covers first two weeks rent.
2. The undersigned understands that they shall live in the home under the agreed upon contractual terms and rules as provided and explained and may terminate their residence at any time.
3. Freedom Followers Ministries is providing a recovery living home only and does not restrict the undersigned from making their own personal choices as long as they do not violate facility rules as outlined in their contract for residence.
4. Freedom Followers Ministries will provide a furnished home in normal condition, and shall not be held liable by the undersigned for any injury or loss to the tenant, or their belongings. The undersigned, by and through their signature, acknowledges that they are responsible for any injury or accident and will forever hold harmless Freedom Followers Ministries unless said provider is negligent in the cause of the loss.
5. The undersigned understands that Freedom Followers Ministries carries only insurance to cover the dwelling and business assets located in the dwelling.
6. The undersigned will immediately notify Freedom Followers Ministries, in writing, of any incident resulting in injury or loss. This will include a full accounting of the incident details.

Signed and dated this _____ day of _____, 20_____.

Signature_____

Print_____

Freedom Followers Ministries Witness_____

Contract of Residency

Freedom Followers Ministries is a faith-based recovery home for individuals who are recovering from alcohol or substance abuse. Residents are subject to substance testing at any time while living at Freedom Followers Ministries house. **The use, and/or possession of drugs and/or alcohol is grounds for immediate expulsion.**

All policies and procedures outlined within this contract and any applicable subsequent amendments are in full force and effect during resident's entire residency and Freedom Followers Ministries house unless specifically defined within a subsection of this contract. Violation of any policy or procedure outline within this contract and any applicable subsequent amendments will result in disciplinary actions included, but no limited to, fines, house probation/restriction, and possible expulsion.

Upon 24 hours of arrival:

1. Resident will commence a 30-day probation period.
2. Read and sign Resident Manual.
3. Read and sign Contract of Residency.
4. Read and sign Hold Harmless and Indemnity Agreement.
5. Read and sign Release for Drug Screen/Test.
6. Complete a drug and alcohol analysis. (*Positive results to drug/alcohol testing will not necessarily prevent admission into the program.*)
7. Pay a non-refundable deposit in the amount of \$100.00.
8. Pay first two weeks rent in the amount of \$250.00.

During initial 30 days of residency:

1. No visits are permitted on or off premises unless prior approval is received from the house manager.
2. Employment and/or school schedule must be obtained within 30 days of initial date of residency.
3. Resident may not have any overnight stays off premises in the first 30 days.
4. Residents are to be in the home by 9:00 PM – 7:00 AM on Sunday through Thursday and 10:00 PM – 7:00 AM on Friday and Saturday.
5. Resident must sign in and out when leaving or arriving at the house.
6. Resident must select a Home Group.
7. Resident must select a Sponsor.
8. Resident must select a home church that they are comfortable with.
9. Resident will meet with FFM mentor to start program planning.
10. A signature must be obtained for each AA/NA/CR/OO meeting attended.
11. Resident is to attend 1 meeting a day within the first 30 days of residency.

12. An individual consultation with the house manager will be completed at the end of the initial 30 days to determine the status of your probationary period and to review house policy and procedures.

Expense Responsibility:

1. Rent is \$125/week, in addition to drug and alcohol test, and will collected each week at house meetings. This will include all utilities.

Resident must respect the anonymity of all residents. Resident and House business is confidential and must not be discussed outside of the house. Violation of this policy will be grounds for behavioral contract or immediate expulsion.

This contract and rules are subject to change without prior notice by Owner or House Manager at any time.

My signature below signifies that I have read and understand the terms and conditions set forth in this contract and I agree to abide by them:

Signature: _____

Date: _____

Witness: _____

Date: _____

House Manager: _____

Date: _____

Hold Harmless and Indemnity Agreement

I, _____ a resident of the Freedom Followers Ministries program, herein enters into an agreement as a result of acceptance into the Freedom Followers Ministries program, does Hold Harmless and Indemnify Freedom Followers Ministries program and its staff from any and all damages either actual or implied that may result from any action that may occur as a result of my enrollment in this program.

The above-mentioned parties shall not be held responsible for any actions that may occur during my residency, while in transit to or from residency or any action or occurrence either on or off the program grounds.

I also agree that I am not an agent or representative of the Freedom Followers Ministries program and that any action that may result from any representation of these parties shall be at my own risk.

I also understand that I am not covered by health insurance or Workers Compensation Insurance coverage, and that any and all medical coverage shall be my own responsibility.

I agree that in the event of any civil or tort action that may be brought against any of the listed programs that I will indemnify all parties for the full cost of any fees, or other costs that may be incurred.

This agreement shall be binding for the full course of my enrollment in this program and for an additional period not to exceed the statute of limitations for the filing of any such actions.

By my signature below I have set my hand this _____ day of _____, 20____.

Resident _____ Date _____

Witness _____ Date _____

Release for Drug Screen/Test

Release for Drug Screen Testing

I _____, understand that I can be tested for drugs and/or alcohol at any time, for any reason, per my agreement with Freedom Followers Ministries. I am aware and have full knowledge that if the test is not administered by a drug and alcohol facility, the person(s) administering the test(s) are my peers and not medical personal. I am also aware that if I test positive, refuse compliance or attempt to cheat/circumvent the test in any way, I **WILL** be evicted from the Freedom Followers Ministries recovery home and required to leave the premises immediately. My signature below indicates my understanding and consent.

Signature _____ Date _____

Witness _____

Witness _____

