Welcome to Day By Day Ministries

# Our Vision

Expanding the kingdom of GOD by equipping recovered addicts to live in a position of purpose by learning how to navigate life from a relationship with GOD. Letting JESUS prepare the way for their future and to excel in society by finding hope and purpose in their ongoing sobriety.

# Our Mission

*Creating homes where recovering addicts can maintain sobriety, rebuild relationships and find full restoration, all while learning to see themselves through the eyes of LOVE so they may grow in such a*

*way as to live the rest of their lives from LOVE through the transformative Power of the WORD of GOD*

# Rules and Guidelines

The decision for occupancy will be based on completion and approval of an application. 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.

The women in the home are expected to obtain jobs, pay program fees, fines, court costs and probation/parole fees. The women will meet the requirements of their probation/parole officers or drug court. The women are expected to become involved in a local community church and become active in recovery meetings.

The Home is designed to be a 12-month program for graduation. Programs are offered within the home, but other recommended programs outside the home are Celebrate Recovery, Celebrate Recovery 12 step program, Reformers Unanimous, and AA/NA meetings. Program times are made available to the women as provided by the source.

These guidelines are intended to move women towards self-sufficiency instead of enabling dependency.

Failure to follow the guidelines will result in sanctions. \* **Three sanctions may be an automatic dismissal from the home.**

What is a sanction?

A sanction is a threatened penalty for disobeying a rule or agreement. For our purposes, this is likely a violation of the house rules. For example, failing to attend house or 12 step meetings. These violations may be corrected but will not be tolerated to continue.

*There are also other house rules that are not governed by sanction but are grounds for immediate eviction or consideration of that by the owner/operators. These include but are not limited to: Allowing opposite sex visitors in the home without prior arrangements, failing a drug test, physical aggression, threats to others, or property destruction.*

*Occupation in the Home:*

**You are not considered a tenant and Day By Day Ministries is not considered to be a landlord. Under the Oklahoma Landlord and Tenant Act, you are a member of an organization, NOT a tenant. Therefore, you do not have the same rights as a tenant. This means that because organizations such as a City Rescue Mission or other type of shelter can require you to leave if your actions are deemed inappropriate, so can sober housing such as Day By Day Ministries.**

**If you are asked to vacate the premises of Day By Day Ministries, the House Manager or Owner will give you a 2 hour notice, with the possibility of being required to leave the premises immediately depending on the infraction.**

# Rules and Guidelines

1. Weekly church attendance is mandatory. With a church of your choice. If physical presence is not possible due to illness (with a fever or contagious), the resident will be expected to view a service online or attend a different service offered, or small group activity. Your employer needs to be notified that church hours on Sundays is not available to you. You will be sanctioned if you do not attend church.
2. ***Celebrate Recovery attendance is*** ***mandatory***. A Celebrate Recovery meeting of your choice is mandatory once a week. If you do not attend at least, one celebrate recovery a week you will be sanctioned. Women are encouraged to become involved in a small group within the church to establish new relationships within the community. **A 12-step of your choice is mandatory.** You must present your log and show your work to your house manager weekly. You must attend at least 4 meetings per week, these include but are not limited to NA, AA, CR, Church, and inhouse mandatory meeting. Establishing a sponsor is required. Completion of a 12- step program is required for graduation.
3. There will be zero tolerance for drug or alcohol usage. Random UA’s are to be expected and the refusal of one is an automatic positive. If you get a confirmed positive UA, you are automatically dismissed from the home and will be expected to gather possessions, arrange transportation, and leave the premises within 120 minutes. If an occupant disagrees with the results, they may get an additional test done at House of Hope for $30, with a confirmation of an additional $50. The tests at the home are free of charge. This is expected as a part of the occupants sober living agreement and may also be inclusive of external agencies testing as well. In other words, if an employer or drug court tests positive, the consequences carry to the home as well.
4. Curfews are as follows:
	* 10:30 pm for all women unless otherwise specified by the legal system. Note - drug court may give a night or weekend pass but permission from the house must also be obtained to prevent a sanction.
	* For any occupant in the home, a pass request for a night or weekend will be made to the manager and director of the Home, After you are off of restriction and it must be a safe person and we will do a background check and it may not be an approved visit if we do not see it fit for your recovery.

 • Curfews may be extended to allow for work schedules at the approval of drug court and/or director of the home.

1. Everyone is responsible for keeping the house clean, the yard mowed. A schedule for chores will be posted and will be according to bed occupant. A $250 non-refundable cleaning fee will be assessed at arrival of new occupants.
2. Jobs are mandatory. There is a one-week grace period and if you can’t find employment after that a minimum of 15 hours of volunteer work will be required weekly. Prior to any change in employment a full 2-week notice should be given to the employer.
	* If an occupant does not work but is able to pay program fees from help disability checks, the occupant is required to volunteer at least 15 hours a week in the community. Idle time and idle hands give opportunity for Satan to rule. We don’t want that in a Christian home. If the occupant needs help locating a place to volunteer; Volunteer hours will need to be confirmed. Alternative arrangements are at the discretion of the manager.
3. It is encouraged that all occupants be evaluated by a therapist for psychological needs. If the therapist recommends further sessions, then the occupant will be encouraged to attend all expected sessions. The occupant may assign an ROI so that the owner operator may attend any sessions the occupant may wish to include them in, or to be able to pick up medications for them.

1. Education is an option for the women; however, women are expected to work or volunteer while attending school.
2. Sign in and out of the home, it is mandatory.
3. Transportation may be provided by Pelivan at 918-786-7516. This is the lowest cost transportation in the area, but usually runs from 8AM- 4PM. They may make other arrangements depending on needs. Residents that have their own cars may give rides to work, meetings, or other places, but the transporter must have their own insurance and will do so at their own risk. DBD maintains no official vehicle for use.

Other ways are UBER or LYFT, but those rides may be random and may be more expensive.

Transportation is the occupant’s responsibility and promotes independence, so creativity is encouraged as long as the arrangement does not involve quid pro quo or a threat to sobriety.

1. The lock on the front door is digital and the code may be changed as needs arise, or when occupants leave the residence. Unless invited, those who leave the residence for other living arrangements, or dismissal will not be allowed to know the new code or be allowed in the home for any reason. All other entry points must be kept secure with the exception of the house entry to the garage. Only the director/ owners will have a remote control.
2. Attendance is required at a weekly mandatory house meeting. We want each person’s voice to be heard during meetings so that the house can grow. While meetings are weekly, others may be called as needs arise.
3. **Occupants** are responsible for purchasing their own groceries. Sharing or not sharing groceries must be clearly communicated to the other occupants in the home. There will be a stock of free groceries that may be accessed and may be replenished by occupants, owner, or by others that donated them to the home. These are for those who may be new in the home and don’t have employment yet, so please be respectful of that and use them sparingly and be considerate. There may also be times when friends in our community may want to provide a meal or have a cooking class. Depending on the situation, a contribution may be asked for food preparation.

1. The fee for occupancy in the home is $650.00 per month, plus a $250 non – refundable deposit. This covers the program fees, and bills wifi and phone. The payments can be made weekly - biweekly or once a month but $650 is due by the 5th of every month. Refunds of fees that have been pre-paid will be pro-rated and paid within 10 days after leaving, but scholar shipped funds will be retained and applied to future occupant. The occupant agreement may be terminated at any time by either party if it has been determined that there is a serious infraction of the rules(drug use, etc.). DBD will assist any occupant in applying for scholarships which may be provided by local tribes, CLEAN, or ODMHSAS. Availability of these may vary, but the tenant is welcome to secure any amount they are able depending on circumstances. Fees are due by the 5th of the month, or by Friday if paying weekly. If any property has been left on the premises, the occupant has 30 days to come get their belongings. Items will be donated in such a way that financially benefits DBD ministries.
2. There are no exceptions to lack of payment unless arrangements are communicated with operators or managers in advance.
3. The occupant will be encouraged to put at least $25.00 per week in savings.
4. Visitation with children is highly encouraged. Guidelines for children visiting are as follows:
	* Children can spend the night only after discussion with the manager or owner/operator and may be on a rotational schedule with other tenants due to space issues. Children will be expected to behave and will be the sole responsibility of the parent, or they may not be invited back.
	* Children can visit their mom 6 -8 hours a week. During school hours 7pm is curfew time, children need to be leaving the home by 7pm. No excuses. The most desirable time to visit will be weekends.
	* During the weekends when children spend the night with their moms, they need to have their baths and be in the room with their mom no later than 9 pm.
	* Children are the responsibility of the parent they are visiting. No women looking after another woman’s children, no excuses. DBD will not assume liability for damage caused by children, that is the parent’s responsibility. • Holiday visitation will be made on an individual basis.
5. Failure to comply with drug court requirements (if applicable) may result in **immediate** dismissal of the home. Disrespecting the program regulations that are keeping tenants out of prison is unacceptable and will not be tolerated.
6. New Relationships with opposite sex are discouraged while living in the home. If you are engaging in past toxic relationship it is cause for removal from the program. Unless you are married no men will be allowed at visitation unless they are immediate family. And there will be no visitation from men until after thirty days. Background checks will be done and proof of sobriety will need to be presented from any man coming to visitation. Failure to follow this guideline can result in a sanction or removal of the home.
7. If friendships inthe house appear unhealthy, then contact will be limited between individuals, room changes may be made. That means there will be no running around outside of the home 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. If a relationship with an individual outside of the home becomes more important than sobriety goals, the occupant may be given the option to pursue other living arrangements, or the director may discuss priorities with the tenant and decide if DBD is meeting the occupants needs vs jeopardizing sobriety of others in the home. Priority is given to maintaining the integrity of the home above individual preference. Residence in the home is voluntary and at the discretion of the director/ owner.
8. Smoking cigerettes is allowed on the downstairs back porch and upstairs balcony, and butts must be placed in the receptacle provided, cleaned out once a week. If an occupant needs help with cessation products, they may call 800 quit now for assistance. DBD does not want to be accused of creating a nuisance by allowing our occupants to roam the neighborhood so they can smoke, so please respect the area provided.
9. If an occupant takes medications, they must be responsible for them and may keep them in a lock box. Controlled substances for MAT are not permitted as DBD is not a medication assisted home. However, if an occupant has the need to take any C2 medications for short term pain relief or other reasons, a controlled substance count sheet will be maintained and audited by the manager. If an occupant becomes impaired from their medications, or they misuse them by changing routes of administration, or share with another occupant, they may risk discharge from the home. Drug supplies may be audited at random by the manager or owner if misuse is suspected. Some over the counter medications are available to tenants as a courtesy, but are limited to antacids, ibuprofen, Tylenol, and first aid supplies. Others may be used if approved and must be kept locked in the occupants safe. Kratom or other mood-altering substances are not permitted as well as alcoholic mouthwash. See separate policy for further details. Refusal to take your prescribed mental health or well being medication may result in a sanction and may be terms for dismissal of the program.

Random drug screens will be at the discretion of the manager or operator and may be observed if noncompliance is suspected. A positive or “hot” drug screen will be grounds for immediate dismissal.

Searches of rooms may only be conducted by manger/operator with occupant present.

1. DBD supports a grievance policy that is posted in the office with forms attached for use. While we prefer to resolve any minor issues internally, any tenant is free to contact the operators anonymously and/or escalate the concern by contacting Day By Day Board of Directors to OKARR for resolve. See policy for any further details.
2. Residents of the home may not have a cell phone for the first thirty days. There is a house phone which you will be allowed to use only for employment purposes, Probation or Court purposes, sponsor and/or scheduled calls from your children for the first 30 days. Unless otherwise approved by a manager. We do this because these things can be a distraction from your recovery, this is a time to learn about who you are in Christ and build a relationship with him. If you are caught using someone else’s phone that will result in a sanction for both parties involved. Until a job is found you may not have your vehicle on the premises.

*The rules and agreements established at DBD are designed to provide structure and safety for all. Violations of the rules represent complacency that only contributes to relapse!!! The owners are interested to hear feedback and do want suggestions on how we can continually improve. There are additional clarifications of policies in the DBD policy and procedure manual which located in the office and readily available to all residents of the home. It is your right to be aware of these, and copies may be provided at request. If clarifications are needed, the Owners will be glad to meet and help the occupant understand any policy or practice.*

Policy on occupant rights:

Rights are but may not be limited to:

* + - Fair and equal housing
		- The right to be treated with dignity and respect
		- The right to not be discriminated against based on race, ethnicity, physical disability, sexual orientation, genetic information, age, source of payment, religion, or gender identification as applicable to a women’s sober living home.
		- The right to a safe environment free of threats or physical violence
		- The right to a clean, well-kept home
		- The right to file a grievance and have access to the operators for concern • The right to come and go as allowed in guidelines

Day By Day Home

# Standards of Conduct

“**The standard of conduct expected from each occupant is to respect the home, the other occupants in the home and the neighbors in the neighborhood surrounding the home.** The following scripture is the basis for the standards set in the homes:But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, 23 gentleness, and self-control. There is no law against these things!Gal 5:22-23.

1. Courteous to others – example: the occupants are watching television, or eating dinner together and a phone rings, please leave the area to talk on the phone as not to disturb others.
2. Responsible for keeping your areas clean after you use them, kitchen, bathroom, bedroom, etc.
3. The television and music must be at a reasonable volume as not to disturb others. Each occupant must be considerate of the other residents. If a roommate is in bed, be courteous and attempt to be quiet. We do have the luxury of 2 large living areas, and 3 outside areas that may be used, so space should not be an issue.
4. Modesty is expected inside and outside the home. No cleavage, short shorts or skirts are acceptable. Low rise jeans may not be worn if skin is shown when bending or kneeling. Length of shorts and skirts is fingertip. No belly showing when arms are raised, no t- shirts with inappropriate writing.
5. No phone communications after 10 pm unless the occupant goes into a room where no one will be disturbed or goes outside, unless it is for emergency purposes only. There is a house phone that can be used for local calls only. The number is 918-791-3325. Long distance calls can be received but not be made from the phone.
6. No meddling in other occupant’s personal belongings. *See use of safe for valuables*
7. No Stealing. This includes food, money, clothing etc..
8. Honesty is expected. Lying/withholding information will be sanctioned.
9. No violent threats or physical attacks on the occupants in the home by another occupant. There is a zero tolerance for violent threats or attacks. DBD will not assume responsibility for peer to peer assaults or abuses, but may assist in notifying the police for filing of charges against the assailant.
10. No loud outbursts or use of foul language. As a reference, consider typical language heard in church. Sexual and excrement references are not OK.
11. Immediate cell phone usage is allowed. Please no contact with old friends. No face book or social media for minimum of 90 days or before talking with Director. The computer at the home is to be used for job applications, information access, etc only.
12. DBD maintains sufficient insurance to cover a wide range of mishaps and may be reviewed with the owners as needed. All occupants must be mindful of posted safety notices, especially on staircases and other areas of concern. Safety notices must be respected as this is your role in any liability. If a resident feels unsafe operating the lawnmower or other machine after being shown, the chore may be re – assigned.
13. Minor problems need to be handled with the house manager within the home . Medium to more severe problems need to be first brought to house manager and/ or Elizabeth. There are to be no secrets, secrets keep persons sick. Secrets are avoidance of telling the truth, and that is called lying by omission and it will not be tolerated. ***Your occupancy is a privilege and may be revoked for excessive sanctions or other just cause at the owner’s discretion.***

These guidelines have been prayed over and put in place for your own protection and to provide a safe place for you to transition back into society. Only if you feel you can live within the boundaries of this contract should you sign below.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed all pages of the guidelines and standards for Day by Day Ministries Inc. and agree to the terms stated and of the agreement.

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Signature Date

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Manager Date

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Owner/Operator Date