



## HOUSE OF TEARS & ALABASTER HANDBOOK

Residents must read this entire handbook carefully. It contains all of the rules and policies that the residents are to follow. The Acts 247 House of Tears & Alabaster and resident are bound only by the agreement and rules as outlined in this handbook. Because this is a Faith-Based Discipleship home the Acts 247 House of Tears & Alabaster does not fall under the Alaska Landlord-Tenant Act.

### **I. MISSION/PURPOSE:**

**Mission:** To see the Gospel of Jesus Christ FULLY transform the lives of those who struggle with addiction, homelessness, and incarceration.

**Vision:** To see women learn who they are in Christ, and have faith that God's Word is faithful and true, by living as a disciple within a Christ-centered community

### **II. PROGRAM ELEMENTS:**

- A) Discipleship
- B) Mentoring
- C) Housing
- D) Alcohol, Drug, Gambling and Pornography Use Policy
- E) House Rules and Standards
- F) Job Search
- G) Family

The Resident Manager will explain each element to the resident.

#### **A. Discipleship**

The purpose of the Acts 247 House of Tears & Alabaster is discipleship. The word disciple literally means to be a "learner." In other words, the fact that you are entering into this house is because you need help. You need to learn what Jesus has done for you (The Gospel). You need to learn what it means to follow Jesus (Obedience). You need to learn what it means to do the things that Jesus did (Mission). You need to learn how to apply the Gospel to ALL aspects of your life. The hope is that you will learn these things over the course of the next 12 months. We see discipleship best lived out in the following three ways:

##### **a. Gospel-Centered Equipping:**

The Acts 247 House of Tears & Alabaster is committed to helping you grow in your understanding of the Gospel of Jesus Christ. Most "transitional living houses" are set on changing your behavior, rather the Acts 247 House of Tears & Alabaster wants you to understand how Jesus has changed your identity. The gospel is about what Jesus has accomplished FOR YOU, not what you can accomplish FOR HIM. We believe that as you grow in your understanding of what Jesus has accomplished for you, He will also change your behavior. We call this the Gospel Response.



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Bible studies, prayer gatherings, House Church, counseling, and outreach opportunities will be provided weekly. Through such immersion, we believe you will grow in a better understanding of ALL that Jesus has done for you, and as a joyful response to the good news of the gospel, you will desire to live a life different than the life that you used to live. We are committed to equipping you for a life of Godliness; your responsibility is to remain humble and willing to grow and change.

### **b. Gospel-Centered Community:**

God created us as relational beings. In fact, when God created man he said, “It is not good that man should be alone.” Over and over again throughout the bible, God is at work within a community of believers. Yes, God may communicate and interact with certain people individually, but it is always about the transformation and renewal of the larger community. Furthermore, as we get to the New Testament, it is clear that Jesus is set on gathering a people to advance His Kingdom. Over 60 times in the NT alone we are told that the Christian life is to be lived with “one another.”

Because the Word of God places such an emphasis on living life in a community, we want to take this calling seriously. While you are living at the Acts 247 House of Tears & Alabaster you will be required to interact with the other women in the house. Isolation and individualism are highly discouraged. You will be **required** to attend the Tuesday night Processing session (6-8 pm), Thursday night Family Dinners (6-8 pm), and Sunday night Church (5:30-8 pm). **Thursday and Sunday night attendance is mandatory for the duration of your stay in the home, if necessary (employment only) the Tuesday night session can be rescheduled with the Resident Manager and at least one member of the Women’s Board.** Our hope is that you will be open to correction and willing to be held accountable. This is to your advantage.

### **c. Gospel-Centered Service**

Jesus didn’t just call us to Himself so that we could hoard blessings. God has blessed us, as His people, so that we can be a blessing (Gen. 12:2). Not only will you have a great opportunity to learn to serve the other women in the house, but you will also be able to serve together in the community. When Jesus saved you, He not only saved you from your past sins, but He also saved you so that you could live together with Him on His mission. In Mark 10:7-8 Jesus sends out His disciples on mission with this command, “Go and announce that the Kingdom of Heaven is near. Heal the sick, raise the dead, cure those with leprosy, and cast out demons. Give as freely as you have received!”

As women who have received this gospel and have been transformed by Jesus Christ, we want to announce and proclaim to others what God has done for us! We want you to be committed to giving away what has been freely given to you! The Acts 247 House of Tears & Alabaster will help you to grow in your understanding of the scripture and help you connect with the purpose that God is calling you to!



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We see great benefit to living a life on mission. Not only has Jesus commissioned us to be His witnesses (Matt. 28:18-20; Acts 1:8), but joining Jesus on His mission forces you to think of others more than you think of yourself (Philippians 2:1-11). Because we are selfish beings, we want to live our lives for others as often as we can. We are committed to helping you discover what the Lord is calling you to and holding you accountable to live into that calling.

### B. Mentoring:

At Acts 247, we believe that accountability is one of the most effective ways to grow as we are known, encouraged, and built up in Christ. Also, we want all women entering this house to know that they are not alone and that we do recover through the blood of Jesus together.

Upon entry to The Acts 247 House of Tears & Alabaster, you will be assigned a mentor. You do not get to choose your mentor, they will be assigned to you. Your mentor will be a woman who is mature in her faith and has the ability to show you how to go to Jesus as you plan and make decisions, not just in work and sobriety, but also in relationships with men and women, and in response to the Word of God.

Daily discussion points with your mentor may include:

- Praying
- Spiritual state
- Mental state
- Goals
- Work
- Decisions
- Discipleship House living
- Problems and struggles
- Praises
- Scripture
- Growth
- Needs
- Relationships
- Reconciliation

You and your mentor will set a time every day to talk or meet. The reason behind this is so you can be held accountable as you learn to seek counsel in all things, big or small, and so that you are known. But, above all, it is so that we can help you grow and direct all things to Jesus Christ, who ultimately gives us freedom.

It is your responsibility to call your mentor every day to check-in. Your mentor will be in regular communication with the Resident Manager and House Director to review your progress.

### C. Housing:

1. Property: Acts 247 House of Tears & Alabaster provides residents with a bedroom and the common use of bathrooms, living room, and kitchen. **Bedrooms will have two female occupants.** All furniture, kitchen appliances, utensils, bed linen, and towels are provided for you. Televisions, computers, and stereos may be provided when available for use only in common areas. Rent covers your bedroom; the common use of a living room, kitchen, bathrooms, laundry room, and utilities.



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Residents may bring clothing and small personal items of low value with them into the house. The Acts 247 House of Tears & Alabaster accepts no responsibility for lost or stolen personal items. All residents are expected to occupy their assigned room.

Electricity, gas, sewer, water and garbage pick up will be paid by The Acts 247 Discipleship House. Other utilities (e.g. landline phone and internet) may be made available at the discretion of Acts 247 Management. Residents may possess their own cell phone.

2. **Monitoring:** In order to provide residents with a safe, affordable, and stable environment, monitoring of the property and residents is necessary. Each resident is required to contact the Resident Manager if she will be away from the house for more than twenty-four (24) hours. Any resident missing from the housing unit for more than 24 hours without contacting the Resident Manager will be subject to disciplinary action. Any resident missing for more than 48 hours will be terminated from the House immediately. Residents must provide a copy of any or all travel passes to the Resident Manager. Residents must comply with all the conditions of parole/probation while living in the Acts 247 House of Tears & Alabaster. Any violation of said conditions will result in immediate termination from the house.
3. **Damage Fines:** The resident will be held responsible for any damage due to her intentional act or negligence, including cleaning fees. Residents are not responsible for wear resulting from ordinary use. The Acts 247 House of Tears & Alabaster retains the right to collect financial compensation for any damages and fees.
4. **Housing Occupancy:** **We ask that you make a 12-month commitment at the Acts 247 House of Tears & Alabaster.** This is to help you better transition, and help us to combat high turnover rates. The resident must give a seven-day written notice before leaving. Furthermore, the Acts 247 House of Tears & Alabaster may terminate this agreement upon a seven (7) day written notice to the resident. Failure to pay any rent or fees when due may result in a seven-day eviction notice. The Acts 247 House of Tears & Alabaster may terminate a resident immediately if at any time the resident commits a severe infraction.  
**Residents will be immediately terminated and removed from The Acts 247 House of Tears & Alabaster if they commit any of the following infractions:**

- a. Pose a danger to themselves and/or others by physical force or threat of physical force.
- b. Bring any weapon on the property.
- c. Steal or use the property to store stolen items.
- d. Use the property for any unlawful purpose.
- e. Violate any rule concerning Alcohol, Pornography, and Drugs.
- f. Intentionally damages the property or the property of other residents.
- g. Use, bring, or store any tobacco products on the property.
- h. Stir up division or disrespect the resident manager.



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5. Time Limits: Each rental agreement has a minimum limit of 12 months, with additional six-month extensions granted, on a case by case basis, to residents in good standing who need additional time due to circumstances beyond their control. The maximum time in the facility may not exceed two years unless the resident is working as a Resident Manager. All agreements and extensions will be reviewed on a case by case basis and reviewed by the Acts 247 House of Tears & Alabaster.
6. Abandoned Items: Any personal items left behind by residents who leave or are terminated from the house will be considered abandoned after twenty-four (24) hours and may, at the discretion of Acts 247 Discipleship House Management, be discarded or held for retrieval by the resident for up to thirty (30) days, after which the items become property of The Acts 247 Discipleship House.

Any mail that arrives for a resident who has left or was terminated will be returned to the sender unless the resident has provided a forwarding address to the Resident Manager.

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| <ol style="list-style-type: none"><li>7. <u>Guest Visiting Policy</u>: Only legal family members may visit residents. Family members include husband, mother, father, brothers, sisters, aunts, uncles, and children. <u>All visits must be scheduled at least 48 hours in advance.</u> All visits will occur in the common living area of the residence. The resident is responsible for the behavior of their visitors while visiting in the home. Off-site visits with non-family members are at the discretion of the resident while keeping her short term and lifetime goals, as well as any conditions of release in mind. Any exception to any portion of this policy may only be made by the House Director.</li></ol> |
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### **D. Alcohol, Drug, Gambling and Pornography Use Policy:**

1. Purpose: Residents recovering from substance abuse, sexual abuse, or gambling addictions need safe housing to help in their recovery. To provide residents with housing free from these elements The Acts 247 House of Tears & Alabaster has a zero-tolerance policy. The residents' behaviors concerning alcohol, drugs, gambling, or pornography are taken seriously.
2. Resident Categories: Residents of the House of Tears & Alabaster are treated equally, regardless of their past abuse or non-abuse history, and all residents must comply with the rules in this policy to remain in this house.
3. Authorized Use of Prescribed Medicine: Residents must report any medical care with any prescribed drug to the Resident Manager. Residents must keep all prescribed medicine in its original container. The container must identify the drug, the date of the prescription, and the prescribing doctor. Residents are personally responsible for the security of their prescription drugs. All drugs kept in the house must be approved by the Resident Manager.
4. Arrest or Conviction under Criminal Drug Statute: Residents arrested for any violation of criminal drug statutes are violating this policy. Residents arrested or charged with drug-related crimes are subject to immediate discharge from the house.



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5. Prohibitions:
  - a. Use, possession, manufacture, distribution, sharing of illegal drugs, mind-altering substances, or drug equipment *on or off* the property by any resident.
  - b. Unauthorized use or possession, or any manufacture, distribution, sharing, or sale of a controlled substance *on or off* the property by any resident.
  - c. Use, manufacture, distribution, sharing or possession, or any illegal sale, of alcohol *on or off* the property by any resident.
  - d. Storing of any illegal drugs, drug equipment, unauthorized controlled substance, or alcohol *on* the property or in any vehicle parked *on or off* the property by any resident.
  - e. Being under the influence of an unauthorized controlled substance, or illegal drug *on or off* the property by any resident.
  - f. Being under the influence of alcohol *on or off* the property by any resident.
  - g. Refusing to submit to alcohol or drug testing when requested by residents' probation/parole officer or the Resident Manager.
  - h. Refusing to submit to an inspection upon request by the Resident Manager.
  - i. Failure to report to the Resident Manager the use of any prescribed drug.
  - j. Failure to keep prescribed medicine or any nutritional supplement in its original, labeled container.
  - k. Possession of pornography in any form (books, magazines, photos, videos, movies, sound tapes, or equipment) *on or off* the property. No video games rated T or M for nudity, sexual content, or language, and movies rated R or PG-13 for nudity, sexual content, or language are permitted on the property.
  - l. Participation in any gambling, betting, or game of chance while *on or off* the property.
6. Inspections: Random inspections of the Acts 247 House of Tears & Alabaster property will be conducted to ensure compliance with the house rules and health safety standards. Residents who refuse the inspection will be issued a non-compliance and will be up for possible removal from the property. Any evidence of criminal activity found during an inspection will be turned over to the local police and/or the resident's assigned Probation Officer for investigation. A violation of any federal, state, borough, or city law on the property is a violation of the housing agreement.
7. Compliance Statement: Obeying the Acts 247 House of Tears & Alabaster Alcohol, Drug, Gambling, Tobacco and Pornography Use Policy is a requirement of this home. Failure or refusal of the resident to cooperate fully, sign any required document, or submit to any inspection may result in removal from the home.



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### **E. House Rules and Standards:**

1. Honesty and truth are recognized as primary elements of recovery and the Christian life. Any evidence of dishonesty is subject to disciplinary action and will be addressed.
2. The resident must not present any physical, mental or verbal abuse toward other residents. This includes any physical force or threat of physical force, or the use of profane, vulgar or obscene language.
3. To maintain focus on recovery and discipleship, and to avoid the number one cause of relapse, each resident is required to abstain from the pursuit of romantic relationships for their first 12 months at the Discipleship House. That means physical, sexual, or emotional. Violation of this policy is grounds for immediate dismissal.

After completing 12 months in good standing, a resident may seek counsel from their mentor and House Management if they desire to stay at the house for a time while pursuing a healthy romantic relationship.

4. Residents are expected to attend the Tuesday Night Processing from 6-8 p.m. This will be a night of transparently sharing the struggles of life with sisters in Christ. In the event of a work conflict, this session will need to be rescheduled to include the Resident Manager and at least one Board member.
5. Residents must attend the Thursday Night House Dinners from 6-8 p.m. Different members of the Acts community will come to the house and cook with you, share stories, and check in on your physical, mental, and spiritual health.
6. Residents must attend the Acts 247 weekly church gatherings. These are held on Sunday evenings from 5:30-8 p.m.

Residents are required to attend the House Church gathering which meets at the Discipleship House. If another House Church seems a better fit, permission to transfer may be requested from leaders of both house churches.

Residents must participate in the service work of their House Church.

7. Tobacco: Residents shall not smoke or use any tobacco products in or near any structure on The Acts 247 House of Tears & Alabaster property. Any tobacco stored or carried inside must be unused, and must be in a closed container. There will be a designated smoking area for those who smoke. This rule is to apply to all guests as well.

**No Exceptions.**



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8. Curfew: Residents must be present and check-in at the house by 10 p.m. Residents must be indoors between midnight and 5 a.m., unless at a scheduled job or with permission from the Resident Manager.

If at a scheduled job past curfew, residents are expected to come directly home without adding unnecessary stops after their shift is over.

For other overnight passes or curfew extensions, permission must be requested from the Resident Manager at least 48 hours in advance. As applicable, residents must also obtain permission from their Parole/Probation Officer and/or Partners Reentry Center for overnight passes.

9. Noise Curfew: Residents will obey a noise curfew from 10 p.m. to 8 a.m. (TV, voices, radios, etc. must be kept to a minimum). Electric, water, plumbing, heating, building structures, and appliances must be used reasonably. (Increased utility costs increase facility fees).

10. Bedrooms: Residents must keep bedrooms clean and livable. Beds will be made every day. Bed sheets and pillowcases must be washed at least once a week. Wash blankets as needed.

- No dishes, cups, glasses or perishable foods may be stored or left in the bedrooms overnight.
- No kitchen appliances or warming appliances are allowed in the bedrooms.
- No TV's or computers are allowed in the bedrooms, and cell phones are not to be used in the bedrooms for watching videos, playing games, or browsing the web.

11. Laundry: Residents will be assigned a day to do laundry. PLAN ACCORDINGLY.

- The resident should wash (using liquid detergent) and dry full loads of laundry to save time and money.
- Clean the lint trap after each use of the dryer and make sure no clothing is left in the laundry area.
- Do not use dyes in the washer.
- The Resident Manager may prohibit certain hours of use to avoid noise conflicts.

The resident must wash and dry all laundry items in the provided washing and drying machines. Clothing, sheets, etc. may NOT be hung from any window, rail, porch or balcony, in any room on the property, or within any yard area or space.



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12. Parking: Residents may park in assigned areas only.
  - Residents may not keep more than one motor vehicle on the property except for a limited time and with prior permission from the Resident Manager.
  - **Vehicles which leak oil, coolant or other fluids will not be allowed on the property.**
  - Guests may park in the resident's assigned area with his permission.
13. To keep our impact on the neighborhood to a minimum, vehicles may not be washed on the property.
14. Electric, water, plumbing, heating, building structures and appliances must be used in a reasonable manner. **(Increased utility costs increase facility fees).**
15. The resident will keep the house in a clean, safe, and sanitary condition. The resident will dispose of all garbage and other waste in a sanitary manner in the container provided.
  - **Grease or oils of any kind are never to be poured down any drain at any time!**
  - Garbage and recycling must be taken outside when the container is full, or as needed to prevent an odor problem.
  - The kitchen and dishes will be cleaned each time after cooking is done. **If you used it, you clean it.**
16. Each resident will follow a weekly cleaning schedule assigned by the Resident Manager. This could also include some general yard and building clean-up duties. Duties include sweeping, raking, or shoveling the walkways, mowing lawns, yard care, and cleaning common areas.
17. Residents may not carry, store or use any weapon on the property. No firearms, including air or gas-operated firearms. Knives with a blade length over three inches or any device designed to cause death or injury is not allowed.
18. Exceptions to rule 4 are kitchen knives that are kept in the kitchen, which are designed for and commonly used in the preparation of food, and paper or cloth-cutting scissors.
19. The resident must be respectful of others' belongings. A resident found stealing will be discharged from the facility and may be subject to legal action.
20. Each resident is responsible for her personal property. If anything is lost or stolen, the Acts 247 House of Tears & Alabaster is not responsible.



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21. The residents' food must be clearly marked with her name and placed in her assigned storage area. All residents will respect these items as the property of the indicated resident. Food items provided by the Acts 247 House of Tears & Alabaster are intended to be shared. The resident manager will inspect the kitchen weekly to determine if foods are spoiled and dispose of them as appropriate.
22. The resident is responsible for buying all personal items such as shampoo, soap, and laundry soaps. (You will be provided with a starter pack on arrival).
23. Each resident must have permission before entering another resident's bedroom.
24. Residents are responsible for their personal transportation. The Resident Manager may assist you in locating public transportation or other transportation sources.
25. Residents must get permission before remodeling or fixing the house in any way.
26. The resident's guests must obey the house rules. Each resident will be held responsible for the conduct and actions of their guests. All guests must leave by 10:00 p.m. and no guests are allowed on the property between 10:00 pm and 8:00 a.m. Guests are not allowed in the resident's room at any time.
27. Residents must not disable the smoke alarms or fire extinguishers. Removing the batteries from the smoke alarms is not allowed. If a smoke alarm sounds without any reason and/or will not reset call the Resident Manager for immediate assistance.
28. Residents must notify the Resident Manager when any equipment or appliance is not working properly and/or needs repair.

### **F. Job Search and Employment**

All residents are required to earn an income while living at the Acts 247 House of Tears & Alabaster. The job must pay enough to cover agreed-upon expenses per month. *Day labor, house/pet/babysitting, or other temporary jobs will not be allowed.* **Any resident who has not acquired employment within 30 days** may be subject to termination. When the resident obtains a job, she will begin paying rent on her first paycheck. Also, we would like for you to be open to financial counseling and support.

Residents are required to report work schedules to the Resident Manager While it is the responsibility of the resident to find work as soon as possible, the Acts 247 Church and House of Tears & Alabaster will do everything we can to assist you in this process. We will help you put together a resume, follow leads, and when available help you get to interviews and job centers. But ultimately you will need to put in the effort to get a job.



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If you are without work, you will be required to leave the house at 8:00am and look for work EVERYDAY. When you don't have a job, YOUR JOB IS TO FIND A JOB.

Please be sure to let your current and future employers know about your living situation and request time off for Thursday Evening House Dinners and Sunday night Church Gatherings.

### **G. Family**

We have found that one of the greatest needs for those in early recovery is to be a part of a family. We place great emphasis on your involvement with the family of God. Get involved. Resist the urge to isolate. One of the biggest reasons that people end up in relapse is because they don't think they need anyone else. We are going to encourage you over and over again to stay connected to those in your church family.

Our hope is that this house will provide a place of comradery. A group of women, growing into a family, encouraging one another, and growing in your relationship with Jesus.

If this is what you want to experience, then this is the house for you!

We are excited to partner with you on your journey of transformation. We are praying that you come to understand more and more, that "In Christ you have already received EVERY spiritual blessing in the heavenly places" (Ephesians 1:3). May all the promises of God find their YES and AMEN in Christ Jesus!

The Acts 247 House