



Resident Manual

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Program Description:

Welcome to the B-Hive Residential and Recovery Ministry ... *Welcome home.*

The ultimate goal of the B-Hive is to combine the structure and support of supervised sober living, an emphasis on 12-step recovery from active addiction, and the development of an empowering relationship with a Loving God. We utilize a phase program that provides needed structure and progressive rewards for progressing effort. The B-Hive will assist the resident in developing a firm foundation in the recovery process, learn how to maintain this foundation, and share their recovery with those around them.

For we are not just trying to recover from something ... but to something as well.

Recovery is more than not using, more than making meetings, more than sponsorship, more than attending church, more than praying, it is more than any one thing. Recovery is a multiple component process which is most effective when attention and effort are given to all areas under the guidance, support, and direction of a Loving God.

We are not here to convert you to any religion nor to shove religion down your throat. We have simply been called to share a God with you that only wants to show Himself to us, restore us, and Love us. We realize each of us may have past experiences that have shaped our understanding of God, whether it be pro or con. We all have scars, some have blessings, and many have a little of both. It is our intent to introduce you to Someone that will accomplish all He has set out to do for you, if you will only give Him a chance. Someone that is far beyond what we've been told and far different than the enemy has led us to believe. He is not a religion but Love and that, is what we are after ... to grow in and share. For it is Love that will change us and lead us to becoming what we were meant to be and do ... what you do after that is your path ...



We are not interested in wasting any time nor any opportunity, if an individual is not willing to change. We wish to focus our attention on those who have an expressed desire for a better life and the willingness to seek it. The needs are many and we can help only but a few. So, if you think this program is not a good fit, let us know so we can refer you to another one.

Each resident needs only to be humble, willing, and open to follow through with this process.

What do you have to lose?

Once again, Welcome ...

B-Hive SOP

Phase Process Description:

Phase 1:

1. 1-week duration, if financially responsible* or continues until you are
2. 1-week orientation restriction (OR)
3. 5 chores per week
4. 4 meetings per week
5. Church twice per week
6. No house visits without prior staff approval
7. Foundation form to be completed by HM

Phase 2:

1. 30-day duration
2. 4 chores per week
3. 3 meetings per week
4. Church once per week
5. Visitation as approved by staff
6. Overnight pass eligible (1 night) with 30 days clean
7. Foundation form to be tracked every week by HM, progression is expected

Phase 3:

1. 90-day duration
2. 3 chores per week
3. 3 meetings per week
4. Church once per week
5. Visitation within the rule guidelines
6. Overnight pass eligible (1-2 nights)
7. Foundation form to be tracked by HM every other week, stability and progression is expected

Graduation | Transition Phase

1. 7-10 day duration
2. 2 chores per week
3. 3 meetings per week
4. Church once per week
5. Visitation within rule guidelines
6. Overnight pass eligible (1-2 nights)
7. Foundation form to be tracked by HM this week; a solid and strong plan of action is expected
8. Ministry will present Resident with certificate at group.

***Financially Responsible =**

You can pay rent and are honoring any B-Hive financial agreement?

Transportation:

The B-Hive provides transportation to the best of our ability. Transportation will be provided to Church and 8 o'clock meetings, as possible.

- No men are allowed to ride with women (if each are from the house) unless it's approved by staff
- Residents are encouraged to look into and get bus passes, there are many bus stops not far from the house
- Residents are encouraged to utilize the fellowship of AA, sponsorship, family, and friendships that are developed.

Meals:

The B-Hive will do its best to provide meals that best that it can, mainly dinner. Residents are encouraged to contribute to groceries as they are able and willing to do. Residents are able to eat breakfast and lunch during scheduled times on their own, in the kitchen, making sure to clean up after themselves. We will do our best to provide late plates for those who are at work and cannot make regular dinner hours. Residents are to eat meals in the dining room. Meals are not to be taken to resident's rooms or the living room. Residents who work may prepare a sack lunch. Between the Food Bank and providing basic food and food goods, we will make sure you are fed. We take care of our own like family, we are family.

- See weekly schedule for meal times
- We will eat as a family, as often as possible, dinner together is a big deal; ensure the utmost respect is given; appropriate boundaries will be expected and enforced.

Passes:

Passes depend on which phase each resident is on. Passes are contingent on house rule compliance, room inspection results, attendance of 12-step meetings, Church attendance, and rent fulfillment.

Tracking sheets on each resident will be reviewed for compliance and eligibility. Any pass request for more than 48 hours, or during the week, must be discussed & approved by the Director/Assistant Director (AD). If an emergency arises, the resident must call the house person on duty and explain the situation. Anyone abusing pass privileges will be denied passes and/or face discharge.

- **Passes are to be filled out at least 1 day in advance**; unless resident has spoken with Director/AD
- In order for a pass to be valid, it must be signed by both a house manager and a Director/AD; approval must be circled
- **All residents must sign out for a pass in the office prior to leaving and immediately upon returning from pass. Failure to do so will result in a Class 1 write up.**

- After the Director/Ad signs the pass, NO changes can be made without permission and approval

Alcohol & Drugs:

There will be no consumption of alcohol and/or drugs allowed while a resident of the BHIVE. We have a zero-tolerance policy. Anyone entering the house or present on the grounds, while intoxicated and/or using, will be discharged by the staff on duty. Anyone holding alcohol or drugs will also be discharged. If a resident is aware of another resident relapsing, it is your responsibility to report it to a House Manager to preserve the well-being of the house. Staff will conduct random UA's and breathalyzers.

Bars & Clubs:

Residents are not allowed in any bar or club without discussing it with staff; make a phone call if necessary. We realize there may be appropriate times for this.

Headcount & Bed check:

A HM will conduct headcount and bed check each night following curfew. Residents are expected to be in their rooms and/or accounted for. Any resident that is not will be written up and/or discharged.

Admission:

On admission, staff will go through the resident's clothing and personal items. Resident will be assigned a room and shown around the house. Residents will be on restriction during their orientation to the house and the program. The average orientation is 1 week. During this time, residents are restricted to the house unless approved by staff. If a resident pays any amount of rent upon arrival, the rent is non-refundable if the resident discharges unsuccessfully at any time during the program length.

- Residents will be issued linen upon arrival, if needed and as we have them. Residents have 30 days to get their own linen, at which time the issued linen will be returned to storage for the next incoming resident.
- Residents will be required to pay 1st weeks rent of \$50.00 upon arrival unless otherwise arranged by Director/AD. This may be an approved FD. See financial arrangements for policy.

Medications:

All new prescriptions and over-the-counter medications are to be checked in as soon as they are brought into the house. Medications will be logged by staff. Failure to report and/or check in medication could result in discharge.

- If a resident takes a prescription medication before checking it into the office and/or shows positive on a drug screen for a medication, they will be discharged.

Bickering & Fighting:

Bickering among residents will not be tolerated. If disputes cannot be settled among the parties involved, staff will intervene and if difficulties continue, the parties will be sent to the Director/AD for resolution.

- Any yelling, name calling, or violence of any kind will result in disciplinary review by the Director/AD and subjected to possible discharge.

Smoking:

The designated smoking area for the house will be shown to the resident upon house tour. Please make sure all trash/butts make it into receptacle/butt can.

AA/NA Meetings:

All residents are required to attend weekly 12-step recovery meetings as outlined in the Phase Policy. The week runs from Sunday to Thursday for making meetings. 90 meetings in 90 days is also strongly suggested. Residents need to go early and stay late at meetings, if at all possible. There is more to a 12-step meeting attendance than the meeting itself. Meet at least 1 person at every meeting, if you are willing. Getting involved and reaching out to this fellowship is a valuable asset to a recovery foundation. Always challenge yourself to grow and to be on guard for complacency. Remember... We go to meetings to receive from AND to give to.

Church:

The B-Hive has a Faith based component and thus requires its residents to attend church. Each resident is welcome to pick and attend the church of their choosing. Church attendance is outlined in the Phase Policy.

Foundation Requirements:

All residents are required to seek the development of a recovery foundation while residing at the B-Hive. This foundation is made up of meetings, steps, sponsorship, literature, and a Loving God. A tracking form will be completed on each resident, reviewed by staff and the Director/AD as scheduled. Any resident needing guidance or adjustments will be assisted in doing so, at that time. If a resident is not complying or attempting to progress in their recovery, the resident will be referred to the Director/AD; who will meeting with the resident for a residence and compliance review. It is the philosophy of the B-Hive that such a foundation is necessary to recovery and allow those seeking recovery to develop into the person they have always wanted to be. If any resident does not wish to follow these guidelines, they are free and encouraged to seek other residence.

Privacy:

Each resident is to knock on the door of other residents' rooms and wait until they are invited in. UNDER NO CIRCUMSTANCES is a resident to open the door and enter the room of another resident without being invited in.

Resident to Resident Boundaries (Relationships):

Sexual relationships between residents are NOT allowed. Pairing off of residents will be watched for and addressed swiftly. Practice establishing and maintaining healthy friendships with other residents. It is discouraged for residents to enter into an exclusive, intimate relationship while residing at the B-Hive and/or early in recovery. This is one of the leading factors in relapse. Be mindful of people from other recovery homes or facilities as well when it comes to this. Platonic friendships between residents and a strong network of friends, is encouraged. Time is on your side for the development of both types of relationships, be wise and open to direction and support. At some point we have to learn to coexist with the opposite sex. We must learn and have the ability to establish and maintain healthy relationships.

*Know that violation of this policy will result in Director/AD being notified and action taken; ranging from warning to discharge.

Windows:

Residents may not open any windows in the house, unless approved by staff first.

Wake-up and Curfew:

Residents will not be called to activities, nor will there be wake-up calls. Residents may bring their own alarm clocks. Residents that are not working are required to attend morning meditation.

Curfew is at 11:00 PM Sunday through Thursday and 12:00 PM (Midnight) on Friday and Saturday nights. Residents are to notify the house person if they are running late for curfew, and the reasoning must be significant; you will be risking discharge if you are late.

Residents who miss curfew will be locked out and discharged. **UNDER NO CIRCUMSTANCES** will a resident open the door, after curfew, for another resident or anyone else. The resident who opens the door will also face disciplinary action.

Television and Radios:

The house TV may NOT be on from 8AM – 4PM. Residents may have their own TV in approved rooms that may be on during the day if resident is employed, rent is current, and resident is not on restriction of any kind. Residents may have a radio in their rooms as long as the volume is turned down so not to disturb others.

- Residents are not allowed to sleep or lay down on the couches/chairs in the living room
- Residents are asked to wear headphones when listening to music throughout the house or at certain times (in a room with working and/or sleeping residents)

Sign Out Procedures:

A sign out book is in the office area for residents to fill out when leaving the house. Information needed is destination, time of departure, approximate time of return and

name. **Be specific.** Upon returning, record actual time of arrival. **DO NOT** sign out returns with a question mark. (town, store, out, etc., **BE SPECIFIC**).

AA/NA/Church attendance is also recorded in the AA/NA/Church attendance book; this will be located next to the sign out book in the office area. Residents are responsible for recording their meetings and church attendance. When passes are submitted, and a resident does not have their 3 meetings for that week recorded, their pass will not be signed. Remember that weekly meeting tracking runs from Sunday to Thursday.

****Residents on restriction MUST HAVE staff permission to sign out.***

Visitors:

Guests are welcome at any time, before curfew, with discretion. Residents who are on restriction must obtain approval from staff before visitation is allowed. Guests are not allowed in resident rooms without the permission of a House Manager. Visitors are allowed to visit no more than 3 hours a day without prior approval from staff. Visitors are allowed to eat lunch and/or dinner provided they seek prior approval from a House Manager and there is enough food to feed everyone.

****A House Manager can terminate a visitation, if deemed necessary at any time.***

Personal Effects:

All clothing and personal effects left at the B-Hive will be kept for seven (7) days. After seven days, personal effects will be disposed of or donated. Residents are responsible for their own valuables while at the B-Hive. Remember where you are, a half-way house, be mindful of leaving stuff out or unsecured.

*The B-Hive, staff, and/or Board are not liable for any personal items.

Prejudices:

At the B-Hive, we are all on the same side, attempting to live for a bigger purpose than ourselves. We have no time, or room, for prejudices. Those that exist will be addressed and solutions will be pursued in changing these limitations. Anyone heard making a racist, sexist, and/or inappropriate remarks, may be immediately addressed by Staff and then referred to the Director/Ad, if need be.

Work:

Residents are expected to find employment ASAP unless they have a job upon admission. Residents should be up each morning by 8:00 AM, ready to look for a job. Unemployed residents are not allowed to sleep in. Employed residents may sleep in or take naps on their day off provided they do required chores and attend required meetings. Unemployed residents are expected to do extra chores when they are not looking for work. Remember, rent will be due sooner than later, it is just a part of life; employment is a necessity for a stable and productive lifestyle.

Financial Arrangements:

Residents must pay rent upon admission and throughout their time here. This is just a part of life, and today we are LIVING it. Being financially responsible is also a good learning experience to prepare the resident for independent living. Rent is due every week; however, a \$50 food donation (FD) may be substituted for rent ONCE during the 1st three weeks. An acceptable food list for FD is provided as an addendum in this manual.

Breakdown of rent policy:

- First week = \$50 (upon admission) or (FD)
- Second week = \$50 (7 days from admission) or (FD)
- Third week = \$50 (14 days from admission) or (FD)
- Fourth week = \$100 (21 days from admission)
- \$100 every 7 days (every week) for the remainder of residency

Residents get a **3-day grace** period when rent is due; however, this grace period is non-negotiable. Any resident exceeding the grace period *will be discharged*. Residents will be placed on restriction during this grace period and cleared once rent is paid. By being accountable for your finances, residents will begin to develop a needed life skill for increased stability in society.

***Financial responsibility is a keystone in recovery.**

- A financial agreement form will be utilized for returning residents owing any back rent upon re-admission, and at other times, as deemed necessary. Non-compliance with this agreement will result in discharge.

Dress Code:

Residents are expected to maintain a presentable appearance outside of their rooms

Write Ups:

Infraction (s) of rules will result in write-ups by staff. Write-ups will be evaluated and separated into classes; depending on the severity of infraction. The class of the infraction will determine the disciplinary measure applied. The basic sanction process may include:

Class 1 Infraction Examples:

- Late for group twice
- No show for group
- Leaving on restriction
- Late for curfew, within 15 minutes
- Arguing with staff
- Entering a relationship with another resident
- Staff triangulation
- Resident altercations (severe)
- Sleeping during: group, meetings and/or meditation twice in 30 days
- Not taking notes during Monday group
- At other men's/women's recovery houses without permission
- Yelling / disruptive behavior

- Failure to complete extra duty and/or essay when instructed to do so
- Taking and/or unauthorized medication (non-narcotic)
- Smoking in the house
- Disruptive in group and/or meeting (major)
- Having visitors upstairs or in dorm without permission
- Not showing up for tracking; reschedule if need be
- Relationship / inappropriate behavior
- Visitors while on restriction without permission
- Not signing in and/or out for pass

Class 1 infraction – graduated sanction process:

- 1st write up = 1-week restriction, loss of pass, extra duty, 1-page essay
- 2nd write up = 2 week restriction, loss of pass, extra duty, 2 page essay
- 3rd write up = 3 week restriction, loss of pass, case review
- 4th write up = 30 days restriction, loss of pass, behavior contract

Class 2 Infraction Examples:

- Late for group
- Not helping cleanup after groups and/or meetings
- Sleeping during meditation
- Failure to complete chore
- Out of room and not properly dressed
- Failure to properly sign in/out
- Not in room at headcount but in the house
- Having unauthorized visitors
- Cooking without permission
- Missing meditation
- Room not clean at time of room inspections
- Leaving laundry in laundry room past reasonable time
- Doing laundry at non-scheduled time
- Disruptive in group and/or meetings (minor)
- Food and/or dishes in rooms
- Sleeping during the day with no job
- Weekend pass not ready on time
- Music and/or TV too loud in room
- Parking on grass

Class 2 Infraction – graduated sanction process:

- 1st write up = extra duty, 1-page essay
- 2nd write up = extra duty, 1 day restriction (2 page essay added IOR)
- 3rd write up = extra duty, 2 day restriction (3 page essay added IOR)
- 4th write up = extra duty, 3 day restriction (4 page essay added IOR)
- 5th write up = 5 class 2 write ups in a 30 day period will result in 1 week restriction, loss of pass, and a case review; at which time further actions and/or solutions will be explored and/or discharge will be considered.

*If circumstances warrant and the Director deems necessary, a resident may be placed on a behavioral contract. Such a contract states that the resident will not receive any Class 1 write – ups, or continue stated behavior, during the designated time frame on the contract. **Violation of this contract will result in immediate discharge.**

Infractions that will lead to immediate discharge:

- Using and/or drinking
- Refusing to take a UA and/or breathalyzer
- Late for curfew, more than 15 minutes without approval from staff
- No show for curfew
- Taking and/or giving unauthorized medication (narcotic)
- Other severe infractions as deemed by the Director/AD

Chores and Housekeeping Duties:

Residents are required to perform certain chores each week. The chore list will be posted in the office area each Sunday evening. Chores need to be done at the time they are scheduled to be done. If for some reason a resident is unable to do the chore he/she is scheduled for, it is his/her responsibility to find someone to trade chores and have a staff member initial the change on the main chore list. Residents must clean their own rooms daily. Residents, along with the staff, will do everything necessary to keep the living area, kitchen, dining room, porches, and the rest of the house CLEAN. House Managers will conduct daily house checks and daily room inspections. Areas of concern will be addressed at this time by write ups.

Residents who are not working will be asked to do more chores than those who are working. Extra chores may be assigned as the need arises. All residents are expected to help keep the front yard area & around the house free of cigarette butts and trash.

Do not sit on counters and/or tables.

Laundry Room:

Each room will have an assigned day and time to do laundry.

The breakdown will be posted in the laundry room.

- *Schedule must be adhered to; unless other approval has been granted by staff.*
- You are responsible for starting/completing your laundry, in a timely manner.
- Any items left in the laundry room (detergent, clothes, etc.) will be put up by staff.

DO NOT OVERLOAD the machines. House managers will be checking the machines periodically and if you are caught overloading the machines you will lose your laundry privileges for one week.

Hotel/Motel Policy:

Residents are not allowed to rent, go to, and/or stay in a motel or hotel without permission and approval from staff and the Director/AD

Fire/Emergency Evacuation Plans:

In case of fire, all residents exit the nearest exit and meet in THE EAST YARD. HM is to call 911.

Tornado Procedure:

Staff monitors the weather by television and/or radio broadcasts, when necessary, during tornado season. If a tornado is reported in the immediate vicinity, all residents and staff gather in designated area by staff until threat has passed. Staff will continue to monitor weather broadcasts on the television and/or radio until the danger has passed.

Program Rules and Guidelines Signature Form

I have read and agree to the program as outlined in this manual, including any and all addendums added. I understand what is expected of me, what will lead to disciplinary action, and what could result in discharge.

Resident Signature

Date

HM Signature

Date

Director/AD Signature

Date

*Place this signature form in resident file and notify staff that it has been completed.

