

Wings of God Legacy House for Men Participant Handbook

Legacy House - Mission Statement

Equipping men to break free from the stronghold of addiction within the safety of a Christ centered home as they strive to pursue a life giving, hope filled legacy rooted in Jesus Christ.

Legacy House - Verse to Live By

Forget the former things; do not dwell on the past. See, I am doing a new thing!
Isaiah 43:18-19

Legacy House - The Organization

Many times, in early recovery, we find that we have burned all our bridges with the devastating effects of addiction and bad choices. We find that we have no safe place to go that is free of drugs or alcohol after we have completed a treatment center; and all our friends and old support systems are unhealthy for us. Now that we are ready to start the journey of recovery, we need help with using the tools that we have been learning to stay sober. Legacy will be a safe and sober place to live, offering a new support network of friends with a like minded faith in Jesus Christ.

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Wings of God Legacy House for Men Participant Handbook

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New Life for Men in Recovery: Housing, Fellowship, Self-Respect

Our primary purpose is to help develop a personal relationship with Jesus Christ. To help develop this relationship we provide a safe, sober, supportive, affordable, community-based living environment for people in recovery who have a desire to live drug and alcohol free. At times, a living situation may threaten a person's ability to maintain a clean and sober lifestyle. The environment we provide is faith based and therefore conducive to building a solid foundation to create a Spirit filled lasting legacy. Our goal is to facilitate a faith filled life for people whose journeys have been devastated by the disease of addiction and poor choices.

“A friend is always loyal, and a brother is born to help in a time of need.”

Proverbs 17:17 NLT

Program Requirements

The primary focus is to pursue a relationship with Jesus Christ and to stay clean and sober. Legacy House has implemented required programs to help participants with their recovery. We feel faith and these programs are vital for healthy living and are most successful with a minimum **3 month stay**.

Spiritual Growth & Life Skills - Legacy House considers participation in a spiritual fellowship, like church, bible study and small groups as well as support groups like CR, AA, or NA meetings, all vital to maintaining a healthy way of living. Participants must attend a minimum of three (3) meetings per week in addition to church, to equip his spiritual growth and life skills, starting the first month.

Participants will be held accountable for participating in all programs.

- a. Christian church attendance is required weekly unless absence is pre approved by the House Manager or Director.
- b. Participants are strongly encouraged to have both a spiritual mentor and a program sponsor and meet with him at least once a week.
- c. Participants may be required to have a slip signed at AA/NA and CR recovery meetings. If required, it cannot be signed by another Legacy House participant.
- d. **COMMUNITY SERVICE** - All participants not employed full time, or who are disabled, will be required to do community service work a

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minimum (8) hours a week at the discretion of Legacy House Management. The required time will be adjusted for part-time employment. If a participant cannot find a place to volunteer, Legacy House will assist them.

2. **EMPLOYMENT** - Employment is a mandatory condition for the program and if not employed must be actively seeking work, unless disabled (having applied for or determined to be disabled by the Social Security Administration).
 - a. Unemployed participants must seek full-time employment including use of Michigan works, referrals from healthy acquaintances, as well as online searches such as Indeed. We require at least four applications to be filled out and turned in to the prospective employers each week. You will be required to keep track of your applications including contact name or web site used.

Guidelines/Operations/Conduct/Safety

The fundamental principle of the home is to follow the Guidelines and live a Christ Centered life in recovery. The goal is to form strength in the group to develop a functional, connected, and family environment. It is our hope that a family of men will unite to build a healthy and functional community.

The number one goal of the program is to pursue an intentional walk with Jesus to stay clean, sober and addiction free. (Please see attached Legacy House Guidelines)

When a man brings drugs/alcohol into a house or is under the influence, not only is he hurting himself, but he is threatening other participants' recovery. A participant bringing drugs or alcohol into the house may trigger another participant to relapse.

As a matter of self-preservation, a participant who knows of another man who has or is using alcohol/drugs, needs to **immediately** report this to the House Manager or a Legacy House representative. This often goes against how we may have handled situations in the past. The difference today is that you may be saving someone's life while protecting yourself and others in the house from relapse.

This is about "Principles over Personalities." Recovery is about doing the next right thing. We are fighting the disease of addiction—not the person. The Legacy House has a weekly meeting to help improve communication. This is a time to discuss issues relating to the house, pay program fees, pass on

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information, and turn in paperwork. All program participants in the house must be present and the House Manager/Legacy House representative will lead the meeting.

Because of this we have Guidelines and expectations of all participants and others coming on the Legacy House Property. **Enclosed is the Legacy House Guidelines.** This enclosed list is not meant to cover every situation but rather an overall guide. It includes some hard and fast Guidelines but there are also expectations as to how you will conduct yourself.

The Legacy house has a weekly meeting to help improve communication. This is a time to discuss issues relating to the house, pass on information and turn in paperwork. All program participants in the house must strive to be present and the house manager/Legacy House representative will lead the meeting.

For a home to operate efficiently, it must have people who are willing to step up and be of service. Therefore The Legacy House will have a House Assistant who lives in the house.

Confidentiality

Living in a shared house, you will hear things from other men that may be very personal and private. Part of recovery is learning to share our feelings and thoughts in a safe environment. There are also day-to-day interactions that go on without much thought but can cause us to be irritated and annoyed. These are all normal occurrences. However, while living with others, you need to respect and protect each other's privacy. No participant should ever share another man's stories, faults, or feelings with anyone.

You are encouraged to tell others outside the house about YOUR story, feelings, and journey. It's alright to share what's going on with you. Protecting other men's stories, feelings, and actions is also your responsibility. Legacy House expects each participant to respect one another and not share what is heard.

To protect everyone's privacy and confidentiality, prior to taking pictures and videos, obtain the permission of those individuals you are recording. This applies to program participants, guests and anyone coming on the Legacy House property.

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Program Fees

PROGRAM FEES AND HOUSEHOLD COMMON EXPENSES - A minimum nonrefundable program fee of \$150.00 is required to move in, prorated if necessary before selecting a plan (weekly or Monthly). If you do not choose to stay the entire week the \$150.00 is not refunded. All Program fees are PREPAID. You pay for the weeks and months in advance. Legacy House will offer a few different options for payment:

- A) \$500 Monthly program fee: All program fees are due the 1st, but no later than the 7th. This will cover the entire month regardless of how many weeks are in the month.
- B) Weekly program fee: The weekly fee is \$150.00 due every Sunday.
- C) Daily Fee (proration only) is \$21/day upon arrival until Sunday.

A \$20.00 **House Fee** is paid to the house manager or coordinator the first of every month to buy house supplies such as toilet paper and cleaning supplies. All receipts for expenditures out of the house fund will be posted in the common area.

- ◆ The house may vote to pool their money to buy certain foods as a group and/or buy their food individually.
- ◆ In addition to the program fee, each man is expected to share in the common household expenses (cleaning supplies, toilet paper, etc.). These expenses are \$20.00 due on the first of each month to the participant in charge of buying the supplies in the house. Each house is encouraged to find ways to reduce their household expenses.
- ◆ The Coordinator is responsible for purchasing the supplies and keeping a detailed record of payments/purchases with receipts.

Refund Policy

Refunds will be paid based on the program fee plan you have chosen to pay your fees.

- A) Monthly Program Fees refunds are paid at a rate of \$125.00 per week, two week maximum.
- B) Weekly Program Fee refunds not available.
- C) There is no refund offered for the monthly House Fees for supplies.

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PAST DUE AND LATE FEES

Participants who fall over \$300.00 past due:

- a) Must establish a weekly payment plan agreed upon with Legacy House staff until you are caught up.
- b) Anyone over \$500.00 past due may be asked to leave.
- c) To re-enter the program after you leave all past due program fees must be paid in full including one week in advance.

Exceptions to this policy will be at the discretion of the Legacy House Director.

LATE OR PAST DUE PAYMENTS - Past Due payments will result in removal from the program unless a participant has received prior approval from the Legacy House Director. Approval will be based on the participant's history of meeting Legacy House program requirements. If program expectations have not been met, an extension will not be granted, and the participant may be asked to leave the program. The participant must enter an agreement with Legacy House to pay off the overdue program fees over a specified period.

- ◆ If you are late on a monthly payment (After the 7th of each month) a \$20.00 late fee will be applied until the 14th which is past due.
- ◆ A minimum payment of \$175.00 will be due each week until all past due program fees are paid in full.

Medications/Alcohol/Drug Use and Testing Policy

The primary purpose of Legacy House is to give men a Christ centered home environment that is ideally suited for successful recovery. When a participant chooses to use drugs and/or alcohol, he threatens the recovery of his roommate as well as everyone in the home.

The number one rule for Legacy House participants is: Do not use alcohol, drugs, or misuse prescribed or over-the-counter drugs, or use any mind-altering substance—legal or illegal—while in the program. As such, we have a zero-tolerance policy for drug and alcohol use and any participant who violates this policy will be immediately removed from the program.

1. Participants taking prescription medication must store them in lock-boxes that are provided or approved by Legacy House.
2. Any medication that may cause a participant to fail a drug screen must be approved in writing by the Housing Director or House Manager(s).

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3. The use of marijuana is strictly prohibited, even if a participant has a prescription.
4. Participants who are over-medicated on prescription drugs or are prescribed a type or level of drug, which makes it unsafe for him to live in the house, may be removed from the program.
5. Participants who are on medication assisted therapy (MAT), such as Methadone and Suboxone, must have a signed release allowing Legacy House staff to talk to the prescribing physician regarding the treatment.

Participants are subject to drug and alcohol testing at any time and for any reason. Once you are told you will be tested, you must follow the Legacy House staff member's directions and fully cooperate throughout the testing process.

Drug Test

If you are asked to take a drug test you must:

- ✓ Stay within the House Manager's or a Legacy House staff member's sight until you are told the testing is finished.
- ✓ Provide enough urine to test.
- ✓ Allow an observed collection if required.
- ✓ Not adulterate or substitute a urine specimen.

Alcohol Test

If you are asked to take an alcohol test you must:

- ✓ Stay within the House Manager's or a Legacy House staff member's sight until you are told the testing is finished.
- ✓ Provide an adequate amount of breath.

Consequences of a Positive/Refusing a Test and/or an Adulterated Test

Any participant who refuses to submit to a drug and/or alcohol test; that provides an adulterated or substituted drug test sample, or has a positive test result may be immediately removed from the Legacy House program and his probation/parole agent will be notified.

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Housekeeping

1. The house, including all bedrooms, must be kept in a clean orderly fashion.
2. Participants may have only two bags (i.e., backpack, suitcase, etc.) of clothes and toiletries.
3. Rooms may be randomly inspected at any time by a Legacy House staff member and will be inspected at least once a week.
4. The yard and exterior must be kept in a clean and orderly fashion, and up to community standards.
5. The house and any outbuildings must be kept locked. No locks may be changed or added without the permission of Legacy House.
6. No alterations to the interior, exterior, or other part of the home is permitted.
7. No appliances, including, but not limited to stoves, air conditioners, or space heaters may be brought into, or removed from the house without the prior approval from Legacy House. All such appliances must be inspected for safety by Legacy House prior to bringing into the home.
8. Participants may not change or alter house thermostats. All adjustments of house thermostats must be done by a Legacy House staff member.
9. Participants may not move, rearrange, or remove any house or room furniture, audio/video equipment, or appliances without the prior approval from Legacy House.
10. All participants will be required to perform weekly house cleaning chores as assigned by the House Manager(s) or House Assistant.

Guests

1. No guests and/or visitors are allowed in the house without the consent of a Legacy House staff member. Guests are only allowed in common areas and are not permitted to stay overnight without the prior written approval of a Legacy House staff member.
2. The House Manager(s) must approve all house guests. This may include an interview with the guest(s). All house guests must remain supervised in common areas. The maximum time a guest may visit a participant (except in cases where the guest has received the prior written consent of the Housing Manager or director) within a house is 2 hours.
3. No persons on probation or parole, other than program participants, are allowed in the house or on the property.
4. All guests must be sober.
5. The participant shall be financially responsible for any conduct by his guest causing damage to the house or the contents of the house.
6. Guests may not bring into the house any inappropriate media.
7. No weapons of any kind are allowed in Legacy House.

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General

1. If a participant is on probation or parole, their agent will be notified if they leave the program, are terminated from the program, fail a drug test, are intoxicated, or break any laws or parole/probation conditions while in the program.
2. When a participant moves out or is removed from the house, no other participant may tamper with or move the personal property of the removed participant without authorization from a Legacy House staff member.
 - a. If asked to pack up the personal property of a participant who has been removed, two (2) participants or a Legacy House staff member must be present. If a Legacy House staff member is not present during such packing, a written inventory of all packed personal property must be completed and signed by those responsible for packing the items.
3. The typical stay in the Legacy House program is in the range of three (3) months to two (2) years.
4. Program participants are encouraged to develop personal program objectives such as:
 1. Spiritual life
 2. Finances
 3. Relationships
 4. Family
 5. Work
 6. Social Life
 7. Community Service
 8. Mentoring (long term)
 9. Personal Health
 10. Recovery Plan

Emergency Policy

In the Legacy House are postings for “In Case of Emergency” and evacuation routes. Please locate and become familiar with both postings.

If you need emergency services of any kind: **CALL 911 IMMEDIATELY.** If you're not sure if the situation is an emergency, call 911 anyway and let them decide what help is needed. It is better to err on the side of caution and call 911, than to need help and not have it.

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Medical Emergency

In a medical emergency, including suicide talk/attempts and serious injuries, **CALL 911**. State you have a medical emergency and give the following information:

- ✓ Your name and phone number.
- ✓ House address.
- ✓ What happened – How many people, nature of injury(s) or illness.
- ✓ Give as much information about the victim(s) (like diabetes, allergies, health issues, etc.)
- ✓ Follow the directions of the 911 Dispatcher.
- ✓ Complete incident report available from staff.

Fire Emergency

If there is a fire, possible fire, smoke, or explosion, warn everyone in the house to evacuate. Use cell phone instead of house phone to **CALL 911** and tell them you have a fire emergency and give the following information:

- ✓ Your name and phone number.
- ✓ Street address.
- ✓ Nature of fire.
- ✓ Fire location (area of house or floor).
- ✓ Any injuries and type of injuries.

Evacuation Procedures

- ✓ Evacuate the house along evacuation routes that are posted.
- ✓ Meet at the Designated Evacuation Location: _____
- ✓ Follow the orders of the emergency personnel when they arrive.

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Severe Weather Emergencies

During severe weather, you should tune into a local TV, radio, or online for information. If a **Tornado Warning** has been issued, go to the designated emergency spot, away from windows. Monitor other weather Watches and Warnings and follow the directions of the National Weather Service.

Other Emergencies

If for any reason, you feel there is a threat to the house, the property, or the people in the house get away from the threat as quickly and safely as possible, then **CALL 911**. Explain the situation and follow their directions.

Once emergency responders are on the scene and if Legacy House Staff are not present contact one of the following immediately.

- ✓ House Manager on Duty
- ✓ House Director

Build Something Bigger Than Ourselves: Giving Back

Legacy House would not only like to support a self-reliant family of men in a self-supporting home, but also, we have a vision that the same group of men who were once in need, can also pass on the legacy of a safe, sober, and supportive living environment.

“As iron sharpens iron, so a friend sharpens a friend”

Proverbs 27:17

“A friend loveth at all times, and a brother is born for adversity”

Proverbs 17:17