

NEW MEMBERSHIP PACKET

Welcome

Welcome to Coach's Field of Faith. Whether you have volunteered to come into the program, been pushed into the program, or court ordered to complete the program, you are welcome here. Recovery is the hardest thing that you will ever do.

You may have burned all your bridges. Field of Faith may be your first line of support. If you are willing, we are willing. Your effort to get here, your desire to learn, change, and desire to share are critical. One of the things that I know you will learn is the more you share the better understanding you will have of yourself.

If you cannot feel it, then you cannot heal it. You are not alone in recovery, but you must reach out. Recovery is truly up to you and we are here to support and guide you in this lifetime journey. A lot of us have been where you have been and have felt the way you feel. You may not be able to express how you feel or why you use, but we are willing to help you learn how to express and to deal with those feelings without using.

If this is your first time, take a deep breath and relax. If this is your second or third time in a treatment program, let's look at why this time will be different. It is hard, but you must want sobriety, rarely does it just happen.

Coach's Field of Faith and its staff are here to help you get the tools that you need to stay clean and sober. Our support goes beyond these walls, so let us know what it is that you need. Let's make this program work for you.

I would like to cover a few rules to make sure there is no misunderstanding:

- FOF does not receive State or Federal Grants to support you
- Your payments pay the program expenses.
- FOF is not responsible for your outside expenses such as but not limited to Court cost, restitution, intervention fees, prescriptions, doctor visits, optometrist, lab work, dentist, glasses, and clothing beyond needs.
- YOU are not a tenant and you do not have tenant rights. Housing is part of the FOF recovery program.
 - If you quit or are terminated from the program, or voted out of the program, you are expected to leave immediately or with in the agreed time set by the House Manager.

- Payment is expected at that time on a prorated basis.
- Please be familiar with the rules and pass procedures
 - No one likes rules, but they are needed to create order and consistency.
 - No one likes to be under the authority of others, but we all are no matter where we are in life.
 - You may not like the person but respect the position that they have earned.
 - Rocking the boat could get you voted out of the program
 - Legitimate complaints will be investigated
- You may have a mental health issue, Co-occurring disorder
 - You will have the opportunity to be evaluated by Mental Health professionals.
 - If prescribed medications, you must take them as prescribed.
 - If you feel the medication needs adjusted, work that out with the Clark Center and the House Manager. DO NOT quit or adjust the medication dosage on your own.
- Lapse happens, we will work through it, however, it could be cause for program termination after the first time.
- You must do you assigned chores.
- You are required to work and are expected to work 40 hours a week
 - Make sure you understand the absentee policy
- You must attend and participate in groups, counseling, and community service projects

Again, welcome to Coach's Field of Faith, where we hope FOF and the other house members will be a bridge to your recovery. We are excited to be a part of your recovery.

Bobby R. Curtis

**Membership Contract
Coach's Field of Faith**

**Repetition Strengthens and Confirms.
Conformation Breeds Confidence,
Confidence Breeds Success**

Congratulations! Your application for membership has been accepted by Coach's Field of Faith!

As a member of this Program you are expected to read and familiarize yourself with the Field of Faith manual, House Expectations and uphold the Field of Faith Traditions. The rules are simple, but you must be willing to follow them. Every family has disagreements and all disagreements need to be handled properly.

Recovery is a lifelong process as is not the same for everyone.

Rules

We believe that using alcohol and drugs or refusal to submit to a urinalysis in a designated alcohol and drug-free environment, or any sort of violence is grounds for program and housing termination. However, we also realize that lapses happened. If you are caught using any mind-altering substance or test positive on any UA your program may be terminated. Termination may be instantly or voted on by the house. The final decision will be made by the House Manager or designee at the time.

General information that you need to be aware of concerning the house and the program:

- If the member or someone in the member's control intentionally inflicts any damage to the premises or to other members of the house; or the member or someone under the member's control commits any act which is outrageous in the extreme. You are responsible to repair and or replace what is damaged.
- The programing fees are due on your pay day each week. Failure to pay this amount on time will result in a \$5.00 late fee. If you are seven (7) or more days late you will be terminated from the program, unless you have worked out a financial agreement with the house manager.
- Transportation cost to work will be \$40 a week.
 - You must be ready when the driver picks you up.

- Transportation other than work, unless your privileges as listed above have been removed, will be based on availability of the house manager and will be charged \$15 an hour.
 - In the case of abandoned property, you quit or are terminated, all property left will be donated to Field of Faith.
 - You must attend all inside and outside groups/meetings as designated by staff.
 - You must have a sponsor or be actively searching for one.
 - There will be cameras to monitor the property. They are not being used to spy on you. These cameras are to protect the property and for liability insurance.
 - Covering cameras could result in your termination of the program; you should have nothing to hide if you are doing the right thing.
 - Each of you are here to monitor and help each other.
 - There will be NO visitors, visiting you in the house, without approval.
 - There will be **no one** sleeping over in the house.
 - You must always be appropriately dressed.
 - No one is to come into the house without making sure that everyone knows in advance.
 - No one is to be in the house if there are men sleeping after their work shift.
 - When leaving on the weekend, you must in writing let the House Manager know, 48 hours in advance.
1. WE must be financially self-supporting; and (all members must pay their equal share for the house to meet its financial obligations)
 2. Part of your fees will help fund, expand, or start up additional houses.

General House Rules

No one wishes to be treated as a child. Unfortunately, the excess use of mind-altering substances does stunt our behavioral growth. We are often trapped in a 30-year-old body, but emotionally and behaviorally we act like we are an adolescent. These general house rules are to protect you as you grow in your recovery. These rules are not all inclusive:

1. Until you are working you are not allowed to leave the property other than to apply for a job unless approved by staff.
2. If you have a 1st shift job, you are to be in the house by 10:00 pm.
3. *If you have a 2nd shift job, you are to be back in the house within an hour of your shift being over.
4. *If you are on a 3rd shift job you are to be in the house within an hour of your shift being over.
5. You are to be respectful of those working different shifts than you, when you are in the house, such as closing doors, listening to music, TV volume, talking in general.
6. NO pets of any kind are to be brought and left on the property. This is a liability insurance risk.
7. Dishes are to be washed within an hour after the meal. Do not leave dirty dishes, pots, or pans in the sink for someone else to clean.
8. Food in bags, such as potato chips are not to be left lying around open.
9. Food in fast food bags or boxes are not to be lying around this includes things like pizza boxes.
10. Containers without bottle caps should not be sitting on the floor.
11. Windows are not to be opened, without permission from the House Manager.
12. Attend your weekly meeting(s).
13. Attend your House Meetings and be active.
14. Be respectful to others and yourself.
15. Work on your recovery plan.
16. Be open with the House Manager about your feelings.
17. Always be dressed appropriately.
18. Dishes are to be washed within an hour after the meal. Do not leave dirty dishes, pots, or pans in the sink for someone else to clean.
19. Food in bags, such as potato chips are not to be left lying around open.

20. Food in fast food bags or boxes are not to be lying around this includes things like pizza boxes.
21. Windows are not to be opened, without permission from the House Manager.
22. No smoking in the house. This includes any type of Vapor products.
23. Smoking outside will be in designated areas.
24. Have a positive attitude. **DO NOT BE A CANCER!!!!**

New Member Privileges... And Responsibilities

Presented to _____

Welcome to the Coach's Field of Faith

- 1. As a member of our house you have the privilege and responsibility to expect and maintain a safe, alcohol and drug-free environment.*
- 2. As a member of our house you have the privilege and responsibility to expect all of us to pursue a program of recovery.*
- 3. As a member of our house you have the privilege and responsibility to expect equality despite length of sobriety or residency.*
- 4. As a member of our house you have the privilege and responsibility to act as a family and to treat each other with respect and dignity.*
- 5. As a member of our house you have the privilege and responsibility to bring your concerns to us, and freely share your experience, strength and hope.*

My Plan for Recovery

Name: _____

Date: _____

THE 3 “R’S” OF Coach’s Field of Faith Huddle House

The first Tradition FOF states “that Coach’s Field of Faith has as its primary goal the provisions of housing and rehabilitative support for the alcoholic and substance abuse addict that help with addiction or needs a safe substance free environment to live in.

Field of Faith combines Recovery, Responsibility and Replication to enable each of our members to live a life free of the disasters of drug and /or alcohol addiction. How you use it will make a difference in your own recovery and the stability of the house.

The simple key factors of Field of Faith Recovery concepts requirements that can ensure your success are:

1. Pay your share of expenses on time.
2. Do not use drugs or alcohol in or out of the house.
3. Share in the democratic procedure of the house.
4. Keep your house clean.

The house is guided by the simple guidelines of our manual and traditions and the individual house set of by-laws, guidelines or house expectations. You are expected to read these and acquaint yourself with them. If you have any questions a house member will explain them.

RECOVERY

Each member is responsible to follow his or her own plan of recovery. This should include completing your treatment plan (if applicable) participating in a 12-step program or related recovery program and using an outside sponsor to help you. Healthy recovery is about change. This means making an effort to change your old behaviors.

All our guidelines have been designed to support you in your recovery and to ensure a healthy home.

RESPONSIBILITY

You will be expected to obey all rules as well as to help enforce the rules with other house members.

As you grow in your own recovery and comfort level in the house you can help other new members. Your growth will be enhanced by your willingness to participate.

REPLICATION

As you grow in your Recovery experience, you may be asked to share your experience at treatment centers and other agencies. You may have the opportunity to assist in the opening of a new house. This has many aspects to it, such as recruiting new members, sending out flyers, finding household donations and teaching the new house how a Field of Faith House functions.

We are happy that you have chosen to be a member of our house and share in all our recoveries. You will be joining a family that currently lives by the Field of Faith Traditions, Principles and Concepts.

Your success depends on your own honesty, open mindedness and willingness to change and share in your recovery.

Insights for the Field of Faith Member

1. Coach's Field of Faith's House(s) are a missing link for many in the recovery process. They provide the time and support each of us needs to develop comfortable sober living lifestyle.
2. Our House(s) work only if the systems of operations and financial self-support are strictly adhered to. Read the FOF manual and learn your rights and responsibilities as a Member of Coach's field of Faith.
3. Pay your equal share of expenses on time. Put first things first. Old behaviors often put our bills low on our list of priorities, and today's new, responsible, behavior puts it on the top of that list. Shelter and food are among our essential basic human needs, and being self-supporting leads to higher self-esteem, healthy recovery, and a healthy house.
5. Pride that is earned is worthwhile, but false pride causes conflict. A house where all the members work together with each other to gain comfortable sobriety is one that generates worthwhile pride.
6. Do your household chores thoroughly and on time. Showing that you respect and care about the environment you live in shows that you respect and care about yourself and those you live with.
8. Don't isolate. Loneliness and self-pity lead many of us back to drinking or using drugs. Don't be afraid to speak up or ask for help. Others can't always know what you're thinking or feeling. Being true to yourself means being "a part of, not apart from".
9. Attend 12-Step Recovery meetings, groups and church meetings. Regular meeting attendance and using the 12 steps of recovery with the help of a Sponsor is a good habit to develop to make behavior change comfortable and to gain comfortable sobriety forever...one day at a time.

10. Inform the house about any fellow member who relapses. The old “code of silence” only hurts the house by enabling relapse and jeopardizing everyone’s personal recovery. The house can be closed if those that relapse are not expelled immediately, which threatens everyone’s security. **Remember, we are only as sick as our secrets, individually or as a team.**

11. As a member of Coach’s Field of Faith, you are always expected to exhibit GREAT behavior inside and outside of our facility. We are very different in many ways, and we will strive to prove our respect for our program and others.

UA'S

As a member of any part of Coach's Field of Faith you will be required to partake in random and regular UA's and BA's. There may be times that you will be asked for a UA/BA. When that time comes you will be required to provide a UA/BA in a timely fashion. Any refusal of a UA/BA sample or positive sample or caught tampering with a sample you will be served with a 24-hour notice to vacate. There will be times that some UA's are mailed off to a lab and if found that the UA is diluted you may be served with a Termination notice.

General Program Fees

- Utilities
- House Phone
- Housing
- Safe, sober environment
- One meeting a week
- House Manager

Not included in General Programing Fees

- Individual expenses such as Netflix or pay per view is not a house expense
- Internet
- Transportation after one week of employment

Stay Connected to Outside Groups

- ✓ Sobriety is the primary purpose of any Recovery Home.
- ✓ Make no compromise
- ✓ Frequently go to AA /NA/CR meetings but rely on "attraction" rather than mandates –

Alcohol or Drug Use

- As soon as use is suspected, call a one on one special meeting, with a peer, or team meeting.
- ✓ When a majority vote confirms use recommendations will be made as outlined above.
- If caught intoxicated or high, member may be terminated.
 - If terminated, you will be expected to leave in the time set by The House Manager.
 - If terminated and causing trouble in the house, the Sheriff will be called
- Make no exceptions
 - Accept the fact that the House welfare is more important than any individual.
 - Accept the fact that "tough love" helps stop relapses, enabling creates relapse.
 - Staff will only transport those who leave the program early, or those that are dismissed to 4 locations, unless instructed by “Coach” Chass Williams. Those places being,
 1. Police Station.
 2. Area Emergency Room.
 3. Area AA/NA Meeting.

Protecting House and Chapter Finances

The key to making any Recovery Homes work well is to have house meetings. Avoid thinking, “Things are going so well we do not need to meet.” Experience has shown that whenever a house fails to have regular house meetings, trouble is just around the corner. If you have any questions, ask the House Manager.

The best safeguard for protecting finances in a house is to not let residents get behind in paying their equal share of expenses. Everyone in recovery must be responsible. Our past addictive behavior often led us to putting off doing things until tomorrow. When we were using, “tomorrow” never came; now that we are clean and sober, doing things we need to do today protects our sobriety. When it comes to house finances, diligence protects the house, and Coach’s Field of Faith as a whole.

FIELD OF FAITH TRADITIONS

1. Coach’s Field of Faith has as its primary goal the provision safe housing for the alcoholic and drug addict who wants to stay clean and sober.
2. No Member of a Coach’s Field of Faith is ever asked to leave without cause -- drinking, drug use, disruptive behavior or failure to pay membership dues.
3. Coach’s Field of Faith members realize that active participation in AA/ NA/CR offers assurance of continued sobriety.
4. Each Coach’s Field of Faith House should be autonomous except in matters affecting other houses or Coach’s Field of Faith Ministries as a whole.
5. Each Coach’s Field of Faith House should be financially self-supporting.
6. Propagation of the Coach’s Field of Faith Houses concept should always be conceived as public education.
9. Members who leave a Coach’s Field of Faith Houses in good standing should become associate members.

COACH’S FIELD OF FAITH OVERVIEW

1. Coach’s Field of Faith is not here to financially support you, but we will attempt to help you.
2. Coach’s Field of Faith staff will transport you for job interviews and to work for the first two weeks, you are working. You are expected to find a ride. DO NOT set up an interview or appointments, without making sure you have a ride.

3. If you owe back child support, you will be expected to pay your share, this may mean that you must work overtime.
4. If you have a valid driver's license, insurance, and a vehicle you may drive.

MEETINGS, GROUPS AND COUNSELING

1. You must attend all groups as designated by staff.
2. You will have counseling sessions as needed.
3. You will attend in-house meetings as required.

REPORTING AGENCIES

If you are at Coach's Field of Faith because you are court ordered, Home Planned, or you are on Probation or Parole we MUST report usage and termination by Coach's Field of Faith or yourself.

Acknowledgement of Policies, House Rules, and Expectations

I, _____, have read or have had read to me all existing Policies and Expectations of the above-mentioned Coach's Field. I fully understand that I must abide by these policies and expectations for the duration of my residency. I also understand that it is my responsibility to stay abreast of any changes, addendums, deletions, or special restrictions brought about.

I understand that it is my responsibility to let the other house members know if there is a part of these policies and expectations that I do not understand, so they may explain it to me.

I understand and agree that failure to comply with and abide by all policies/ procedures and expectations of this house could result in expulsion if deemed disruptive.

I also understand that the house members will support me in my journey through recovery.

I have read the above pages and I have had the opportunity to ask questions. By signing this page, I may not agree with, but I am willing to live and abide by the rules of the house. I also understand that I am in a recovery house and **payments are considered for treatment and living in a sober environment. I am not a tenant, BUT, part of a sober family as long as I am sober.**

I do understand the listed Headings as outlined in this packet:

- Rules for the Coach's Field of Faith Huddle House
- General Rules for Coach's Field of Faith Huddle House
- New Member Privileges and Responsibilities
- My Plan for Recovery
- The 3 R's
- 10 Insights
- UA's
- Meetings
- Reporting Agencies
- Voluntary Departure Notice
- Payment/Banking Information

Client Signature: _____

Date: _____

I have read, been able to question, and accept this page Members INT. _____

Staff Signature: _____

Date: _____

Voluntary Departure Notice

I _____, a member of Coach's Field of Faith, am giving notice that I am leaving Coach's Field of Faith. I will be leaving on _____.

Reason(s) for leaving the TPN Recovery Program

- I believe that I no longer need to be in a Recovery Housing.
- I am going to live with someone else.
- I have failed to maintain my sobriety and do not wish to affect the others in the house.
- This house is not for me.
- This Program is not for me.
- The cost is too high.
- I cannot get along with the House manager.
- I cannot get along with House Members.

Comments or recommendations:

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Termination Notice

I, “Coach” Chass Williams, as the President of Coach’s Field of Faith Recovery Program, am giving you termination notice as of this date

_____.

Termination is for the following reason(s):

- **Usage**
- **Multiple usage**
- **Failure to obey rules**
- **Failure to go to outside meetings**
- **Failure to attend the proper amount of House meetings**
- **Failure to pay Programing fees**
- **House Members voted you out**
- **House Members voted you out after warning(s)**
 - _____
 - _____
- **Other** _____

Client Signature: _____

Date: _____

I have read, been able to question, and accept this page Members INT. _____

Staff Signature: _____

Date: _____

Termination Warning Notice

I, “Coach” Chass Williams, as the Owner/President of Coach’s Field of Faith Recovery Program,. am giving you warning of termination as of this date.

_____.

The reason for this warning was dictated by your actions and /or the vote of the members of Coach’s Field of Faith:

○ House Member Vote – Warning

- _____
- _____
- _____
- Usage, first time

○ House Manager Warning:

- House Rule Violation Number _____

○ Other _____

○ _____

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Coach's Field of Faith Managers Job Description

The House Manager for an extension a FOF House should have the following qualifications:

- ✓ Graduate an approved Long-Term Recovery facility.
- ✓ Believe in Grace when interacting with clients.
- ✓ Be a good judge of behavioral actions.
- ✓ Must be able to speak clearly.
- ✓ Must be able to make good decisions.
- ✓ Be able to listen without interrupting the client.
- ✓ Be a positive mentor

Expectations:

- ✓ Must be firm and be able to appropriately be able to approach clients that violate house rules, suspected of using, how the client may be living their live inappropriately.
- ✓ Must schedule and hold house meetings.
- ✓ Must collect weekly Program fees until set up for automatic withdrawal.
- ✓ Assign client's bedroom and bed placement.
- ✓ Do Random UA as well as UA for suspected usage.
- ✓ Screen and Accept new clients.
- ✓ Keep the house full, without relying on transition clients from other facilities.
- ✓ Immediately report property problems to the Facility Manger.
- ✓ Lead house meetings/groups weekly.

Authority:

- ✓ To accept a new client without the vote of the House.
- ✓ To terminate a client for just cause.
- ✓ To report any usage of a client to the reporting authorities and the President of Coach's Field of Faith.
- ✓ Create and enforce rules not written in this contract for the house.
- ✓ Protect the property

Coach's Field of Faith Huddle House
Credit Card Authorization Form

Please complete all fields. If you are in the Coach's Field of Faith, authorization will remain in effect. Cancellation *during* the week while you are still in Coach's Field of Faith will not stop the charges for that week.

I, _____ authorize Coach's Field of Faith to charge my Credit Card/Pay card for the agreed charges for Program fees and any additional charges that are agreed to such as transportation.
Coach's Field of Faith will charge my card on my payday.

At this time my basic Program Fee charge will -be \$150.00 / week.
At this time fuel cost will be \$35.00 / week.

Staff Name (printed)

Date

Client Name (printed)

Date

Client Signature

Date

Staff Signature

Date