

Trustees
Herb Bockhorst
Dr. Roy Holand
Bill Webb

Jerry Capel
Ch. Farris Robertson

Recovery Chapel®
1211 E. Cherry St. Springfield, MO 65802
(417) 887-7228 e-fax: (480) 287- 8054
www.RecoveryChapel.org

Care Plan Application for Men's Recovery Houses

Recovery Chapel is credentialed by the Department of Mental Health, Division of Alcohol and Drug Abuse to provide Recovery Support Services to adults. We offer support in three primary life areas: sobriety, housing, and employment. Our sobriety program focuses on two areas: fellowship and discipleship. We also engage the client's family as needed and hold the client accountable through meeting attendance verification forms, one-on-one spiritual counseling and group life-management sessions. Our goal for each client is to help them identify a healthy community that will embrace them. Our staff members are overcomers who are well connected in the 12-step and faith communities.

While we are happy to accept clients from all perspectives, clients who are not interested in 12-step programming and faith-based support will usually find other alternatives better suited to their desires. Recovery Chapel will refer such clients to other support organizations if they are available.

Enrollment in Recovery Chapel requires membership to Soul Café, which is available at no cost to the client. Your participation at the Soul Café may also help us subsidize your program fees.

Preplanning

_____ **Client Initials**

Recovery Chapel would like to start working on a Care Plan up to six months prior to scheduled arrival. Submitting the application and being accepted into the program is the first step in the process. Thereafter, the Care Plan for those coming out of treatment or correctional environments is a 12 month program. Other short-term programming is available without the need for pre-approval by us, and with varying levels of support for people who have demonstrated an ability to live a sober life on their own.

Personal Recommendations

_____ **Client Initials**

Clients must have two recommendations that indicate the client is equipped to participate in a long-term 12-step program. One such recommendation may be from a probation/parole officer or caseworker who can verify the client's participation in similar programming. Also, at least one of the recommendations must be from a community-based volunteer, 12-step sponsor, or contract worker who has worked with the client for at least six months. Attach the recommendations to the application, or have them mailed as soon as possible.

Phase 1: Months 1 through 3

_____ **Client Initials**

Recovery Chapel will meet with the client within two working days of their arrival. We will enroll them in our program, enroll them in membership with Soul Café, sign release forms, discuss physical needs, document goals, review our policies and limitations, setup a specific Care Plan, and assist them with community contacts and meeting directories. **The client must attend 90 sobriety-centered meetings in the first 90 days, and at least one meeting EACH day.**

For the first month, we will meet with the client once per week. The client is required to get a sobriety-centered sponsor or temporary sponsor within 30 days, and a House Mother must meet the sponsor within 60 days.

For the second and third months, we will meet with the client every other week. If there is a deficiency in meeting their program or parole requirements, we will notify the supervising officer.

Phase 2: Months 4 through 12

_____ **Client Initials**

Recovery Chapel will meet with the client once per month. The client must attend at least 3 sobriety-centered meetings per week. If there is a deficiency in meeting their program or parole requirements, we will notify the supervising officer.

If they have successfully completed the one-year program, they will partake in a special recognition ceremony and receive a certificate of completion.

Recovery Chapel Care Plan Application for Men's Recovery Houses

The Recovery Chapel Care Plan is designed to help people who have life-controlling problems/behaviors that desire to change their life through a personal relationship with their Higher Power. Recovery Chapel introduces the concepts of sober living and personal responsibility. The relationship with a Higher Power will affect how we choose to behave each day. We must let our Higher Power transform us and impact every aspect of our lives. While our staff members are Christian, we are non-denominational, nonjudgmental, and willing to work with you as long as you are honest, open-minded and willing.

Recovery Chapel is not a lock down facility. Nobody is forced to live in our facilities or stay in our facilities. People stay here by their choices—by their choice to be here and by their choice to obey the rules. We provide a setting for people who want to permanently change their life through the development of a relationship with their Higher Power. Once that decision is made, it is no longer pursuing our needs and our desires, but of turning from our way and learning to follow our Higher Power. The year is spent in coming to know your Higher Power. Our goal is to assist you in becoming self-sufficient, productive, and a good example for other newcomers.

(if you don't know an answer, just do your best to tell us what you can.)

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: _____

Do you have \$320 available for the first month's program fee? _____ Yes _____ No

What income source will you use to pay monthly fees in the future? _____

Anticipated Date of Arrival to Springfield area: _____

Gender: _____ High School Diploma? _____ College Diploma? _____ GED? _____

Marital Status: _____ List the ages and sexes of underage children _____

_____ Where are they now? _____

How much do you owe on child support? \$ _____ overdue \$ _____ monthly

Do you have a valid driver's license? Number: _____ State: _____

What is your plan for transportation? _____

This limits our housing options, so we must ask...Are you a registered sex offender? ___ Yes ___ No

Will you be on probation or parole while in the Recovery Chapel program? _____ Yes _____ No

Personal Information

Last Home Address: _____

Emergency Contact Name: _____ Phone: _____

Address, City, State, Zip: _____

City, State, Zip Code: _____ Relationship: _____

Your Last City of Residency: _____ Your Phone #: _____

Where are your parents? _____
If there is a prearranged employer or school, please specify:

Employer or School Name: _____ Location: _____

Contact Person: _____ Phone: _____
(attach a letter of acceptance from your employer or school)

Addiction History—rate the following lifestyle choices that represent your past and present patterns. Rate them in order of 1 to 5 (5 being the greatest temptation). Put zero if it has not been an issue for you:

___ Alcohol ___ Drugs ___ Codependency ___ Sex ___ Food ___ Homosexuality ___ Tobacco

List your four most recent charge(s), year, and results of any criminal convictions

1. _____
2. _____
3. _____
4. _____

Do you have any pending charges anywhere? If so, please tell us about them: _____

Current Institution: _____

Probation/Parole Officer or Caseworker: _____ Phone #: _____

Please tell us how to setup a phone interview with the prospective client which will take place approximately one week after we receive the application:

Why do you want to locate in the Springfield area? _____

Use a word or two to describe personal goals for the next 12 months in the order of their importance:

1. _____ 2. _____
3. _____ 4. _____

Why do you want to join in with the Recovery Chapel Long-term Care program?

What programming have you done to equip yourself to stay sober in a hectic world?

What work skills do you have that are good enough to justify being hired, in order of best skill first:

1. _____ 2. _____
3. _____ 4. _____

Do you now believe or are you willing to believe in a Higher Power? _____

Do you have a religious affiliation? If so, what is it? _____

After reading the materials carefully and placing my initials where applicable, I apply to the Recovery Chapel Care Plan. I have answered all of the above questions to the best of my ability and included honest recommendations from people who know me. I give Recovery Chapel permission to inquire freely about me.

Signature Date: _____

Your Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Mail to:

Recovery Chapel
1211 E. Cherry St. Springfield, MO 65804
417-887-7227 fax: 480-287-8054

We do not accept calls from institutions. Please work through your caseworker if you need to contact us.

Just send back the pages that you fill out...you can keep any copies of the rules or brochures with additional information that we have sent.

HOUSE RULES FOR MEN'S RECOVERY HOUSES

Principles

Principles are the methods by which we stay in yoke with one another and by which we govern ourselves.

1. God lives here.
2. This is God's house.
3. We are to treat one another in the manner that we would want to be treated, or better.
4. You are responsible for knowing information such as rules and regulations.
5. Giving back is a vital key to everyone's success in sobriety.
6. Honesty, openmindedness, and willingness
7. Acceptance in the program requires a commitment on our part and yours.
8. Authority is God-given, therefore, it is expected all residents will obey the laws.

Violations to rules may result in \$25 fine, 5 hours of service work, or eviction.

Requirements of the Program

If you are employed, for the first 30 days you are required to meet with our counselors once a week. If unemployed, twice a week for the first 30 days and once per week thereafter. You must meet with the Care Coordinator at the Soul Café the next working day after your arrival. He/She will assist you in meeting with any needs that you may have. You are required to work towards having a relationship with God. We require you to have a sponsor/mentor within one week of entering the program. Each individual will work with the house manager to discuss the requirements for meeting attendance. Each individual will be required to attend at least 3 recovery meetings a week. Verification of attendance and/or proof of sponsorship may be required. Having a stable, consistent income is a requirement of the program. If you are able to work, you should be working. If you are not working a full-time job, you are required to spend an hour a day at Soul Café and may be asked to do service work while you are there. All prescription drugs shall be documented in the Home Log the same day they come into the house and shall be used according only to the instructions and directions on the packaging. If more than one doctor is prescribing, or if a house member expects abuse, those prescriptions shall be reviewed by Recovery Chapel staff for appropriate usage and the member with the prescriptions will give written permission to their medical professional and Recovery Chapel staff to discuss the situation freely.

Money and Program Participation Fees

Program participants are not tenants and are required to let Recovery Chapel hold and manage their money until they have demonstrated the ability to safely manage money and sobriety in their life. During the first 30 days your Program Fees may be subsidized by 50% if you have no money or income. That subsidy requires that you participate daily for one hour or more at the Soul Café. Your program participation fees must be paid on time at the offices of Soul Café during business hours.

House Meetings

House meetings are held once a week. Attendance is mandatory unless approved by Housing Manager in advance. Arriving late to a house meeting is unacceptable unless excused in advance by Housing Manager. Your conduct at the house meeting is subject to penalty if disruptive or disrespectful. Minutes of all house meetings are to be taken by the Secretary. At any time an emergency meeting may be called by the Housing Manager to address important issues.

House Officers

House officers are appointed by the house manager and serve for 6 months. The house officers are President, and Secretary. The job descriptions may change from time to time.

Curfew

Quiet time is each evening 10:00 p.m. to 7:00 a.m. Sunday thru Thursday and 11:00 p.m. to 9:00 a.m. Friday and Saturday. For the first 14 days, you will have a 10:30 PM curfew. This could last up to 30 days. After 14 days, the house will need to vote on whether the curfew shall be lifted and this needs to be approved by the house manager. If and when curfew is revised, all house members will be in by 12:00 midnight Sunday thru Thursday, 1:00 AM for Friday and Saturday nights. During the first 30 days, it is the intention of the program to allow no overnight passes. However, we understand circumstances can arise that make it necessary. Any exceptions to the above rules can be made by the house manager without a house vote.

Guests

No overnight guests at any time are allowed unless they are male and approved by Recovery Chapel Staff and approved by at least half of the house members. Children are exceptions to the rules and must be pre-approved by the staff. There are no female guests allowed inside the Recovery House. Females may be allowed outside in the backyard, on the front porch, or in the parking area. No guests are allowed to be in the house during quiet time. You are responsible for the conduct of your guests. Any disruptive behavior may result in guests being asked to leave.

Chores

Each house member is expected to do assigned chores as assigned by the house President. There may be, on occasion, extra chores added in by the house manager. These are assigned without bias and are to be completed in a timely manner.

Vehicles

Each house member is allowed to have one vehicle on the property. The vehicle must be tagged, plated and insured. No other vehicles may be stored on the property without prior approval from house manager.

Disruptive Behavior

No music/tv/radio/talking, etc. that can be heard in another room between 10:00 p.m. and 7:00 a.m.
Do not adjust the thermostat. It will be set at 68 degrees in the winter and 70 degrees in the summer.
Do not leave your personal items in common areas (i.e. living room, kitchen, etc.).
Do not get into food items that another resident has purchased. Doing so is considered theft.
You are not allowed to go into another resident's room without them present.
Do not be loud or obnoxious while others are sleeping.
Do not read another resident's mail or their messages.
Clean up after yourself in common areas such as the bathroom and the kitchen. Do not leave dirty dishes in the sink.
Be mindful of when you are doing laundry. Keep in mind that you are sharing the appliances with your roommates. Do not leave clothes unattended.

No smoking allowed inside the house or in your room. Smoking is allowed in the assigned smoking areas outside. Please use the butt cans provided. Those who smoke are responsible for maintaining the smoking area.

No gossiping.

Nonpayment of fines within 7 days of fines being incurred may result in more penalties or immediate eviction.

Removal of batteries from house smoke alarms is a violation of the rules.

You are expected to keep your room clean and orderly. No clothes on the floor, no dirty dishes or trash piled on the floor.

Violations to these rules may result in \$25 fine, or 5 hours of service work, and possible eviction.

Violations that result in immediate removal from house follow.

- Recovery Chapel reserves the right to ask any house member to leave the premises at any time.
- Alcohol or illegal drugs may not be used or possessed, on or off the property. We reserve the right to ask any member to submit to a drug/alcohol test at any time.
- Romantic relationships with other residents living in Recovery Chapel housing
- Falling behind in rent without permission of Recovery Chapel staff
- Deliberate, ongoing disobedience of house rules
- Ongoing disruptive behavior
- Being in possession of any prescribed medication that is not logged in with house manager. Use of medicine in any way other than as prescribed is considered to be abuse. No house member is permitted to be in possession of another house member's prescription medication.
- Stealing from your housemates is not only against spiritual principles but will result in removal from the property
- Any sexual harassment, physical violence, or verbal threat with another resident .
- Intimidation is considered abuse and will not be tolerated

Grievance Policies

Roommates may have conflicts. The proper method for addressing these issues is during house meetings. A vote of two-thirds or more of all house members is sufficient to discharge a resident from housing with reasonable justification. Any conflicts that may need to be immediately addressed are to be handled by the house manager. A cell phone number has been provided for your convenience. Please allow him a reasonable amount of time to respond. The House Manager is Dan Harmon and his contact number is 417-207-6346. If it is an emergency, or a matter of safety, please contact the Program Director Farris Robertson at 417-207-0902.

I hereby acknowledge that I have read and understand the above information. I agree to uphold all rules and regulations as stated above.

Violations to any rules may result in \$25 fine, or 5 hours of service work, and possible eviction.

Printed Name _____

Signature _____

Date _____