

BRRM LADIES' HOME POLICIES AND PROCEDURES

The Better Roads Recovery Home program is strictly a voluntary program to which one freely chooses to submit. The Ladies' BRRM Home reserves the right to control one's schedule, clothing, and finances and to monitor medications, per doctor's prescription, in order to help achieve the goal of victory over addictive behavior.

The staff of the BRRM Home is here to serve the residents. We work together to keep the atmosphere comfortable and friendly. The purpose of establishing policies and procedures is to provide a safe and structured home environment with maximum accountability. The BRRM Home is a home where we will strive together to meet the spiritual, mental, emotional, and physical needs of each resident.

ADMISSION

1. The Ladies' BRRM Home program is a minimum 12-month commitment.
2. Anyone desiring to enter the BRRM Home program must go through a preliminary interview process. The director will conduct the final interview and determine whether a lady is accepted into the program.

ATTITUDE

Work will be done willingly and cheerfully, as unto the Lord, and without complaining. A good spirit and attitude are expected at all times.

ADDITIONS

1. The Ladies' BRRM Home is a non-nicotine program.
2. Random drug and nicotine tests may be given at any time.

BRRM HOME HONOR CODE

1. I will love God supremely.
2. I will love others as I would have them love me.
3. I will respect and protect the person and property of all peoples.
4. I will respect the positions of those who are in authority. Specifically, I will respect the institutions of the home, civil government, and the local church.
5. I will respect the truth and will not lie, cheat, or steal; nor will I tolerate those who do.
6. I will respect the right to individual opinions without malice and without compromising my own integrity.
7. I will esteem God's kingdom and His works above my own personal conveniences.
8. I confess that my greatest needs are for wisdom, understanding, and love.

9. As a Christian, my life's mission is the Great Commission: Go! Win! Baptize! Teach!
10. I accept that all of my decisions are ultimately my own choices, and I accept full responsibility for the consequences of my decisions.

SCHEDULE

MONDAY – FRIDAY

Lights On	6:00 a.m.
Out of Bed	6:15 a.m.
Breakfast	7:00 – 7:15 a.m.
Quiet Time	7:15 – 7:45 a.m.
Meds Distributed	7:00 – 7:20 a.m.
Chapel	7:30 – 8:30 a.m.
Leave for Work	8:45 a.m.
Town Hall Meeting (Monday)	9:00 a.m.
Back for Lunch	11:45 a.m.
Leave for Work	12:30 p.m.
Leave from Work	3:00 p.m.
RU Class	4:00 – 5:00 p.m.
Dinner	5:00 p.m.
Cleanup	5:30 – 6:00 p.m.
Meds Distributed	7:15 a.m., 3:55 p.m., 8:30 p.m.
Chapel	7:00 p.m.
Phone Time	6:00 & 8:00 p.m.
All Ladies Must Be Upstairs	9:00 p.m.
Lights Out	9:30 p.m.

WEDNESDAY NIGHT

Meds Distributed	3:55 p.m.
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All Ladies Out of the Building for Church	6:45 p.m.
Church	7:00 p.m.

FRIDAY NIGHT

Meds Distributed	3:55 p.m.
All Ladies Leave the Building for RU	6:45 p.m.
Friday Night RU	7:00 p.m.

SATURDAY

Lights On	6:00 a.m.
Out of Bed	6:15 a.m.
Breakfast	7:00 a.m.
Quiet Time	7:15 – 7:45 a.m.
Meds Distributed	8:30 a.m.
Chapel	7:30 – 8:30 a.m.
Chores	8:30 – 9:30 a.m.
Soul Winning p.m.	11:00 a.m. – 1:00
Lunch	1:00 p.m.
Phone Time	6:00 & 8:00 p.m.
Meds Distributed	3:55 & 8:30 p.m.
Chapel	7:00 p.m.
All Ladies Upstairs in Their Rooms	10:00 p.m.

SUNDAY

Lights On	7:45 a.m.
Meds Distributed	8:15 a.m.

Out of Bed	8:00 a.m.
All Ladies Out of Building for Church	9:30 a.m.
Sunday School	9:30 a.m.
Back from Church	12:30 p.m.
Meds Distributed	3:55 p.m.
All Ladies Leave Building for Sunday School	4:45 p.m.
Sunday School Class	5:15 p.m.
Church	6:00 p.m.
All Ladies Upstairs	9:00 p.m.
Lights Out	9:30 p.m.

PHONE SCHEDULE

With the exception of legitimate emergencies, the student will be permitted their first monitored phone call after one (1) week in the program. This call is to be to a person on the approved call list, which the student establishes with the director upon entering the home. Below is the schedule for further monitored phone calls, which is based on their time in the program.

- First and Second Month – one call per week – Monday night only
- Third and Fourth Month – two calls per week – Tuesday and Thursday night only
- Fifth and Sixth Month – three calls per week – Tuesday, Thursday, and Saturday night only

**The frequency of the calls may be regulated further as deemed necessary by staff.

Home Policies

1. No one may leave chapel for any reason.
2. Lights out is from 9:30 p.m. until 6:00 a.m. "Lights out" means all ladies are in their rooms unless they are going directly to the washroom to use the facilities and going right back to their room.
3. There should be no loud noise before 7:30 a.m. or after 8:30 p.m.
4. Ladies are not allowed to use the showers after 9:15 p.m. All ladies need to have their teeth brushed, face washed, etc. by 9:30 p.m.
5. All ladies must leave the BRRM for work in the morning no later than 8:45 a.m. Punctuality at all times of the day is expected.

6. The penalty for being tardy or violating any other policy three times in a week is the loss of phone privileges for one week or kitchen duty.
7. No one should be touching anyone else; keep your hands to yourself. Ladies are not allowed to sit on each other's laps, play with each other's hair, hold hands, give each other massages, or touch each other in any other way.
8. Please inform one of the team leaders to answer the BRRM Home door before or after hours. Residents may not open the door for anyone after hours (after 7:00 p.m. or dark).
9. Residents may not let a non-resident into the home for any reason without the director's approval.
10. Anyone leaving the premises before 6:00 a.m. or after 7:00 p.m. will be out of the program for 30 days or longer, at the discretion of the director.
11. Keep your feet off the furniture and walls.
12. Residents are liable to cover the cost of restoring damaged property caused intentionally or by horseplay, plus pay a \$200 fine for vandalism.
13. Other than a cordial "Hello," there may be no communication with any males until after graduation and only with the director's approval. This includes letters, phone calls, and texting.
14. There may be no talking during chapel, RU class, or preaching.
15. There will be no cursing, no taking the name of the Lord in vain, no vulgar language or slang, and no name calling.
16. Do not glorify past addictions.
17. Inform the team leader as soon as you think you are sick. If a lady is sick but intends to go to breakfast, she must also go to chapel. Other than meal times and chapel times, a lady who is sick must stay in bed all day until the next morning.
18. Saturdays will be considered full work days.
19. Being counted present for church means that you are in your seat at the beginning of the opening chorus.
20. Those going forward during an invitation at church must be back in their seats during the closing prayer, or they will be counted absent. No one is dismissed from church until the closing prayer.
21. The director must approve all music and reading materials. Any unapproved music that is not in harmony with the purpose of the BRRM program is not allowed.
22. Recordings of music or preaching in rooms should not be audible outside of the room.
23. Any unacceptable or unapproved music will be confiscated and discarded.

RU CLASS

1. Each resident is required to complete seven challenges per week. If seven challenges or the required essays are not completed by Thursday night (end of RU class), the resident is responsible for the EVENING kitchen duty for the following Monday through Sunday.
2. ALL residents are to attend RU class daily.
3. There may be no writing letters or personal notes during RU class.
4. There may be no sleeping or “prayer time” during RU class. RU study time is specifically for working on the RU curriculum
5. Journaling daily is required for ALL residents.
6. Being on time to RU class means being seated with Bible, writing instrument, and curriculum books ready at the start.
7. In order to graduate, all 170 challenges must be completed.
8. If any talking during RU class, the offender will receive kitchen duty that night.

CLEANLINESS

1. Rooms will be straightened each weekday morning before chapel.
2. Beds must be made crisply and without wrinkles before morning chapel. Nothing except blankets and pillows is to be left on the beds.
3. Shoes should be put neatly in the bottom of the closet.
4. Blinds are to be raised halfway and opened to let the light in before leaving the room for morning chapel.
5. Resident room doors will remain open during the day when the resident is in the room (unless changing clothes). Please close door when leaving for the day.

6. Residents are responsible to empty their own trash can each day.
7. Each lady is individually responsible to clean up behind herself, including the family room, dining area, lobby, gym, restrooms, and all areas of the home.
8. All items left unattended in these areas will be donated or discarded.
10. There may be no collecting scrap or compiling extra items from donations in rooms.
11. Nothing shall be hung or adhered to the walls or dressers in the dorm rooms.
12. Food or drink upstairs will be securely sealed in Tupperware-type containers when carried anywhere outside the designated eating areas.
13. Please clean up any messes you make or see.

CLOTHING AND HYGIENE

1. Daytime dress is casual, clean, and neat.
2. No shorts or pants are allowed inside or outside of the home at any time except pajamas after 8:00 p.m. and at the gym.
3. Clothing may not have skulls.
4. Ladies must wear dress shoes and dress clothes to all church services and soul winning.
5. No sleeveless dresses or tops may be worn to work or to the church. Any sleeveless apparel must have a sleeved undershirt underneath it or a sweater over it.
6. Modest, sleeveless apparel is allowed at the home, on group outings, or out shopping.
7. Ladies are not permitted to wear spaghetti-strap tops downstairs or outside of the home without proper covering (proper fabric must be solid fabric).
8. Necklines may not exceed three fingers' width below the collar bone. Plunging backlines are not permitted.
9. Skirts and dresses must cover the knees in a standing OR a sitting position.
10. Flip flops are not permitted at work, church, or Friday night RU.
11. Residents are to be fully dressed outside their rooms.
12. Pajamas are not acceptable daytime apparel.
13. All ladies must shower daily.
14. Changing clothes is to be done in private. It is indecent for a lady to appear in various states of undress before other ladies.
15. Clothes left lying around anywhere outside rooms are considered donated to Hometown Thrift.

16. Residents may wear only one earring per ear. The earring may only be in the ear lobe.
17. Residents must be fully dressed between the restroom and your room. You may wear a robe.

PROBATION

1. A lady will be on probation for 12 months from her date of entry into the program.
2. While on probation, a lady is not allowed to go anywhere except on a work detail, to church, on an approved group activity, or to RU on Friday night. Ladies on probation must go directly to church or class and right back to the BRRM Home without delay.
3. After probation, a lady may not start a job unless she is current on her curriculum.

RESTRICTION

1. Restriction is a loss of privileges due to policy violations.
2. Ladies on restriction are not permitted to go anywhere outside the BRRM Home.

VISITATION

The student's first visit shall be after 30 days in the home. For this visit to be granted, the student must have successfully completed the first-phase book. If a student incurs a disciplinary action that requires them to return to a most recently completed phase, it will cause them to lose a scheduled visit.

The student's second visit shall be granted while in the fourth month. For this visit to be granted, the student must have successfully completed the first- and second-phase books. Also, the student's leadership holds the freedom to revoke this second visit if any privileges before or during the first visit were abused at any time.

The third visit is allowed while the student is in his fourth-phase book but not later than 21 days before graduation.

There shall be only three visits granted during the student's program:

1. Permission for this visit must be gained from the director in advance of any scheduled travel arrangements being made by the family of the student.
2. Visitation shall be enjoyed on weekends only—Fridays from 3:00 to 6:30 p.m., Saturdays from 1:00 to 5:00 p.m., and Sundays from 12:30 to 4:30 p.m.

OFF-LIMITS AREAS

Outside the RU Home

1. There may be no hanging out in front or back of the BRRM Home or the Administrative Office Building (AOB).
2. At RU on Friday nights, ladies must stay inside Building Q.
3. Ladies are not allowed to use the east side of the church for any reason before, during, or after church services.

Inside the BRRM Home

1. **No one is allowed in anyone else's room at any time for any reason.**
2. Residents are never allowed to be anywhere other than their rooms or the restroom between 9:00 p.m. and 5:00 a.m.

MONEY

1. There may be no borrowing or lending money without the director's approval.
2. There may be no buying, selling, trading, or bartering of property to fellow BRRM ladies without the director's approval.
3. No BRRM lady pays wages for labor performed by a fellow resident without the director's approval.
4. All BRRM ladies must turn in a budget sheet to track any and all money.
5. Ladies must turn in receipts to show their purchases match their budget.

GRADUATE POLICIES

1. Any contact between Rescue Mission and BRRM Men residents must be approved.
2. Passes should be turned in for approval at least one full day in advance. Saturday passes should be turned in by Thursday.
3. Graduates must work a regular job at the AOB or housework until resident gets a job
4. Once they get a job, they must attend chapel in the morning or the evening, according to their work schedule. The graduate must be in chapel if not working. The graduate must be in chapel unless out on an approved pass. If they are signed out, they must return for chapel.
5. They must complete three (3) challenges in the graduate book each week.
6. They may date upon approval, only in the evening services.
7. They must have finished the curriculum to work off the property.
8. They cannot shop for the ladies.
9. Twenty percent (20%) of their income must go for house dues.
10. Each graduate's program will be customized according to their personal progress and their personal qualifications.

PHONE POLICIES

1. Their phone must be turned in to the assistant, with the password included, each night at 9:30 p.m. until 6:00 a.m.
2. The phone can be checked each night to monitor activity.
3. If the phone is misused, it may be confiscated and stored in the office until further notice.
4. No phones are to be out during church or at chapel. The phone will be confiscated if it is taken out of the purse during these times, and there will be an automatic two-week restriction.
5. Graduates may not use their phones in the house except in the privacy of their rooms. They may answer their phones and proceed to their room or an outside destination immediately.
6. All cell phones must be shut off during church, chapel, and RU class.
7. Cell phones may not be loaned to anyone on probation, lest the privilege of using a cell phone be forfeited for one month.
8. Cell phones may not be used after 9:30 p.m. or before 6:00 a.m.

CAR POLICIES

1. The car is to be locked, and the keys are to be turned in when you return to the home after each job shift.
2. The car is only to be used for work. Any other activities are at the director's discretion.
3. No other ladies are to be with graduates in their vehicles at any time.
4. The car will be checked weekly or at the staff's discretion.

MONEY POLICIES

1. Graduates cannot have their own account. All monies must be deposited in the business office and requested with a budget form each Wednesday.
2. Graduates may only have \$20 on their person. All monies must be accounted for with a receipt before a new budget form is submitted.
3. Graduates must give 20 percent of their income for house dues.
4. Graduates cannot shop for undergraduates.
5. Graduates' budget sheets must be turned in by Tuesday.
6. Graduates' receipts must be turned in by Friday.
7. The assistant will give the graduate \$20 on Saturday if receipts are turned in from the week before.
8. Graduates must not go out to eat at fast food but 1 time every 2 weeks, and the most spent will be \$10, which would come out of their \$20 spending money.
9. Graduates may not buy food for other ladies in the home.

WORK POLICIES

1. A weekly drug and nicotine test will be given for a working graduate.
2. If any drugs or nicotine are brought into the home or given to any ladies, immediate expulsion from the home will be in effect.
3. Please print your name to sign out before leaving, and sign back in after a work detail.
4. Graduates may not quit a job without the permission of the director.
5. Graduates must inform an assistant director if she is working early or late.

ITEMS NEEDED TO BRING TO THE HOME

1. KJV Bible
2. Notebook
3. Paper
4. Pens
5. 3 x 5 cards
6. Highlighter
7. Pillow
8. Small night light that clips to the bed
9. All bathroom items
10. Towels and washcloths
11. Robe
12. Laundry detergent
13. Watch (optional)

RU TEN PRINCIPLES

1. If God is against it, so am I!
2. Every sin has its origin in our hearts.
3. It is easier to keep the heart clean than to clean it after it has been defiled.
4. We cannot fight a fleshly appetite by indulging in it.
5. Small compromises lead to great disasters.
6. Those who do not love the Lord will not help us serve the Lord.
7. Our sinful habits do hurt those who follow us.
8. It is possible to fight a fleshly temptation with fleshly weapons.
9. We lose our freedom to choose when we give in to temptation. Our consequences are inevitable and incalculable and up to God.

10. God balances guilt with blame. Accept the blame for your actions, and God will remove the guilt.