**General Guidelines at The Refuge:**

The Refuge exists to take the light of the Gospel into the darkness of addiction. It is our unwavering belief and conviction that God’s Word and the Gospel of Jesus Christ are what bring true and lasting freedom from drug and alcohol addiction. Because of this, we want to clearly communicate what you can expect at The Refuge if you are accepted into the program. These general guidelines will help you understand our approach to helping men.

1. **Jesus Christ and His Word will be given first place.** That means that the Bible is the final authority for how we are to live, think, and process all of life including addictions and substance abuse.
2. **God’s Word is the final authority.** If you choose to come to The Refuge, the Bible will be the authority that directs your words, your actions, your thoughts, how you handle problems, how you respond to authority and suffering, and all matters of life.
3. **Authority is God given and willful submission to the staff of The Refuge is expected.** All staff, volunteers, and residents at The Refuge must recognize that those in authority over them are placed there by God. Therefore, willingly submitting to authority is one of the ways that we submit to God. Residents are expected to submit to the staff and the authorized volunteers that the staff chooses in order to help run The Refuge.
4. **Hard work.** We believe that God created men and women in order to glorify him. One of the ways we do that is by working hard in all areas of life. All people-staff, volunteers, and residents- will be expected to work hard. Residents should especially consider that changing addictive lifestyles and behaviors takes sustained effort and work. Change will not be easy, but Jesus Christ stands ready to help you change. The staff and volunteers are also dedicated to helping you change in order to live a life that is pleasing to the Lord and free from drug and alcohol addiction.
5. **Structure.** Most days during your stay at The Refuge will be filled with activities designed to help you gain freedom from drug and alcohol addiction. You will be expected to follow the daily schedule of activities which will include, but is not limited to: daily Bible reading and prayer, journaling, church and small group, class time, Bible studies, one on one counseling, financial and life training, work, cleaning, and meal prep.
6. **Limited distractions.** We want your time at The Refuge to be very beneficial to you. As a result, our program is designed to limit the amount of distractions that tend to capture our attention. Distractions such as electronic devices (cell phones, tablets, computers, etc.) personal vehicles, and outside relationships will not be permitted for the duration of the program. We want you to be able to be fully devoted to learning the curriculum and do the assignments given in class and counseling. We also want you to build solid relationships with the other residents in the program. Therefore, men that are not married must commit to refrain from pursuing new romantic relationships. Also, all residents will have a “blackout” phase during orientation. The “blackout” requires that you will refrain from all outside relationships, including family.

**Expectations for Residents at The Refuge**

In addition to the general guidelines there are a series of expectations for those who live at The Refuge. We desire that men graduate from the program, learn from their mistakes and move forward in God’s grace. However, failure to abide by way of these expectations could result in dismissal.

1. **Commitment -** the program will be a lot of work and will require a strong commitment to complete it.
2. **Honesty -** the staff of The Refuge is committed to helping you change, but to do that we need total honesty and a willingness to be vulnerable (Proverbs 28:13). That includes unresolved legal problems, medical problems, people looking for you, financial obligations, etc.
3. **A desire to change -** The Refuge exists to help men who want to commit to change no matter how difficult. Only residents who desire to be at The Refuge will be accepted.
4. **Suicidal thoughts -**All suicidal thoughts must be disclosed to staff right away so we can get you help.
5. **Active participation in all scheduled activities -** all activities are designed to help you put off old addictive habits, so you are expected to participate in every activity that is scheduled for you.
6. **Submission to authority -** you are required to abide by all the rules and requirements at The Refuge which includes obeying the staff of The Refuge in anything they ask of you, provided they are not asking you to sin.
7. **No bad language or coarse joking -** you will be expected to use God honoring speech while at The Refuge. All cursing, name calling, inappropriate jokes, innuendo, harsh words and any other sinful speech is not acceptable (Eph. 5:4).
8. **Hygiene and overall cleanliness-** residents are required to practice daily personal hygiene.
9. **Work-** after completing Phase 1 residents are required to apply for a job at Rose Acre Farms. This is a large egg farm with a location in Winterset. If residents are not able to get hired at Rose Acre Farms, we will work with them to find employment at another place. All residents need to work 40 hours a week.
10. **Class time-** all residents are expected to attend every class they are assigned.
11. **Counseling-** all residents will participate in one-on-one counseling with approved counselors at The Refuge.
12. **Church attendance-** all residents will attend Redeemer Church worship services and small groups each week along with other activities that are available.
13. **Discipline and Dismissal-** as part of the program you are required to submit to the disciplinary measures imposed on you. The Refuge reserves the right to dismiss a resident at any time.
14. **Housing-** during your stay at The Refuge you will be sharing a bedroom and bathroom with other residents. You are expected to keep your living space clean and tidy.
15. **The Refuge property-** under no circumstances are you allowed to go off property without the express permission of the staff of The Refuge.
16. **Check in-** intake will normally be done on Tuesday, Wednesday, or Thursday. The first time you arrive at The Refuge all of your items will be checked to make sure that there is nothing that is prohibited. At any point during your stay at The Refuge, the staff reserves the right to check anything on your person or anything on the property.
17. **Extra duties and responsibilities-** there may be times that unexpected responsibilities arise, and you are expected to help with whatever responsibilities arise outside of normal routines.
18. **Conflict resolution-** all conflicts with residents and/ or staff must be handled according to the prescribed method in the Bible.
19. **Violence, fighting and weapons-** all violence and fighting is prohibited. Weapons of any kind are not allowed.
20. **Dress code-** all residents are required to have appropriate dress.
21. **Drugs, alcohol, smoking, the Patch, nicotine gum and other substances-** The Refuge is a ministry that exists to help men overcome drug and alcohol addictions. We do not believe in dropping one addiction and picking up a “lesser” one. Therefore, there is a zero-tolerance policy on all drugs, alcohol, smoking, and other substances (unless it has been approved by the staff of The Refuge). If you are caught using or even in possession of such things you may be immediately dismissed from the program.
22. **Meals-**during your time at The Refuge all food and drink will be provided for you. However, you will be expected to prepare food for yourself and other residents.
23. **Mail and packages-** all outgoing and incoming mail could be inspected by the staff of The Refuge.
24. **Cell phones-** Men are not allowed to have free or regular access to their personal cell phones. We are committed to limiting distractions during this intentional time of discipleship. All cell phones will be locked up in the office. Men will be allowed to have access to their personal cell phones 3 times a week for up to 30 minutes each time when they are in Phase 2. Cell phones can be used for things like checking email, bank accounts, or to Facetime or do a video call with family. During this time men are not allowed to send text messages. If men don’t follow these guidelines, they will not be allowed to use their cell phones.
25. **Medical emergencies and needs -** The Refuge is not responsible for any of your medical needs that might occur while you’re at The Refuge. In the event that you need to see the doctor or go to the emergency room, you’ll be responsible for the costs incurred.
26. **Medicine -** The Refuge is not a hospital or a medical facility. There may be many scenarios where The Refuge is not suited to serve certain persons due to needed ongoing medical attention. The Refuge can work with you to supervise the taking of approved prescription drugs, however, there are certain types of medicine and drugs that are not allowed at The Refuge. All applicants are required to submit a list of all their prescriptions before entering the program. Staff from The Refuge will review the list. Any meds that are not approved will need to be changed before coming to The Refuge. All new residents must have all their approved prescriptions filled when they arrive at The Refuge. All approved prescription meds will be locked up while men are at The Refuge.
27. **Visitation –** all visitation must be approved by staff.
28. **ID-** all residents must come to The Refuge with 2 forms of government issued ID (drivers license or state issue ID, social security card, birth certificate) so they can get verified when by Rose Acres when they start work. All residents must have both forms of ID at the time of intake.

**Program Outline and Cost**

This section’s aim is to give you an outline of the structure of the program. This structure is designed with the intent of 1) helping you be transformed from enslavement to freedom in Christ, 2) to help the staff of The Refuge determine who is learning and growing and 3) to help The Refuge serve as many men in need as possible.

1. **Application Phase**

The first step is considering if The Refuge is the type of program you want to pursue. If it is then you’ll need to read all the Supporting Documents and fill out the application. If your application is accepted and you choose to continue further in the application process a phone interview will be scheduled. A phone interview does not guarantee acceptance into the program.

If your application is accepted, and a spot is offered to you, you must refrain from all drugs and alcohol, substances and medication that hasn’t been prescribed (or has an expired prescription) by a doctor. Failure to do so can result in losing the offered spot in the program. Furthermore, since The Refuge is not a medical facility you may be required to go through a detox program prior to coming to The Refuge.

**In order to secure your spot at The Refuge you must pay a $750 entry fee on your first day unless other arrangements are made.** The deposit covers a portion of the costs for your program for the first 4 weeks and demonstrates that you are serious about doing whatever it takes to change.

1. **Phase 1**

Phase 1 is orientation. This phase immediately follows the application phase if you are accepted into the program. Phase 1 lasts 4 weeks. During this phase you will spend the majority of your time on the property of The Refuge. You will have class, counseling, and work on the property. Along with these things you will be attending church each week and doing personal devotions. During phase 1 the first 10 days will be a “blackout period” which will limit all communication with people outside the program. After 10 days you will begin to be allowed to make phone calls.

1. **Phase 2**

In this phase of the program your work schedule will shift from working primarily on the property of The Refuge to working offsite at Rose Acre Farms. Rose Acres is a large egg producer, and you will be working with chickens. The length of this phase is 5 months. This has two purposes: 1) it is important to learn to work effectively in an environment that is not solely Christian and to stay engaged in the normal rhythms of life and 2) to allow you to earn money to be able to pay your programming fees. **During Phase 2 there is a weekly programming fee of $425.**

During this phase, the key components of counseling, teaching, class, church and daily devotions will continue to play a prominent role.

**I have read this document and am aware of the expectations for me if I am living at The Refuge. By signing below, I am indicating that I am willing to comply with the expectations.**

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 Applicant Signature Spouse of Sponsor Signature (if applicable)

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 Applicant Name: Printed Spouse or Sponsor Name: Printed (if applicable)

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 Date Date