

Heartland Women's Home

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H A N D B O O K

STATEMENTS OF BELIEF

We believe: 1) the Holy Bible is the fully inspired Word of God. It is the only infallible, sufficient and authoritative rule of faith and practice, 2) in one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit, 3) in the deity of our Lord Jesus Christ, His virgin birth, sinless life, death, resurrection and return. He is the only Savior of mankind, 4) that salvation is only found through faith in Jesus and through His grace, 5) in the indwelling of the Holy Spirit and, through this indwelling, the ability to live a Godly life and witness unto Christ, 6) in the resurrection of both the saved and the lost, 7) in spiritual unity of all believers in our Lord Jesus Christ, who comprise the Church, the Body of Christ.

Our desired outcome for all who come to Heartland is a personal relationship with our Lord and Savior Jesus Christ, leading to lifelong wholeness and Christ-esteem.

Come to me, all you who are weary and burdened, and I will give you rest. Matthew 11:28

Age qualification is 18 years old and older.

Heartland Women's Program (HWP) is designed for women who have life-controlling problems and behaviors and desire to change their life through a personal relationship with Jesus Christ. The HWP is an 18 month program focusing on spiritual growth, work ethics, and educational achievements.

Heartland introduces the concepts of Christian living and personal responsibility. The Christian life is not abstract theology unconnected with life, but has practical implications, which will affect how we choose to behave each day. It is not enough merely to know the gospel, we must let it transform our lives and let God impact every aspect of our lives.

Upon successful completion and graduation from the 18 month program, residents may be given the opportunity to stay on and remain employed with Sharpe Holdings, Inc. or CNS International Ministries, Inc. This agreement must be approved by both parties.

"Courage means persevering...enduring...overcoming. It means stickability...steadfastness. If there's anything critically lacking in character of most of those living today in the USA, this is it. We turn and run away from our disappointments and difficulties. We flee into drugs, alcohol, or adulterous affairs. We escape into fantasy — vicariously indulging our dreams and desires through television, movies, novels, or now the Internet. So very often we don't have endurance." - Kay Arthur, As Silver Refined

Heartland is not a lock down facility. No woman is forced to come here or to stay. We provide a setting for women who want to permanently change their life through the knowledge of Jesus Christ.

FEAR OF GOD (i.e. reverence, awe)

Through the fear of the Lord a man avoids evil. Proverbs 16:6b

Change in a woman's life begins with the acceptance of Jesus as their Lord and Savior. Once that decision is made, it is no longer pursuing our needs and our desires, but of turning from our way and learning to go the Lord's way. The 18 months is spent in coming to know the Lord and His ways as revealed in the Word of God.

How can a young man keep his way pure? By keeping it according to Thy Word. Psalm 119:9

It is not enough, however, to merely hear and know the gospel, we must be a doer of the Word.

If you love Me, you will keep My commandments. John 14:15

The following is an outline to nurture and encourage a biblical lifestyle.

So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God. Colossians 1:10

ATTITUDE

Ladies are to submit to the staff at HWH. They are to obey and show proper respect for each staff member or any one under whose supervision they are placed.

- Use the chain of command (on duty staff, home director, program director, senior pastor)
- Report all conflict and problems to the HWH staff. You have been placed under the staff at the women's home. This is to be where your counsel, guidance, and advice come from, not from co-workers or other women in the program.
- Never take up the offense of another person; i.e. if the conflict isn't yours, stay out of it.
- Do not go to another staff member if refused a request by a previous staff member.
- Ladies are to be considerate and respectful of other women at all times.
- No murmuring, complaining, boasting or bragging about things.

APPEARANCE

- Generally, people's outward appearance reflects their inner attitude.
- No body piercing, tattooing, or marking your body in any way while in the program. No body pierced jewelry will be worn.
- Three rings and a watch. No thumb rings, toe rings, or rings above the knuckles.
- Pierced earrings are allowed and a second set, provided they are on the ear lobe. No long dangling earrings or large hoops.
- No ankle bracelets.
- No other body jewelry.
- Hair is to be clean and groomed. Haircuts and styles are to be traditional. Hair color will be your natural color.

DRESS CODE AND PERSONAL HYGIENE

- Modesty, with decency and propriety is required. A camisole (or under shirt) and slippers are to be worn when needed; always with white. Under garments are to be cotton/nylon briefs or bikini's.
- Bras are to be worn at all times, except when sleeping.
- Underwear and nightwear is to be worn when sleeping.
- Student should not leave the bedroom inappropriately clothed.
- Changing of clothes will take place in the bathroom, in private! Not in front of others.
- Daily personal hygiene, i.e., shower and hair care is required.
- Always use deodorant and never smell offensive.
- Showers are 10 minutes, with 5 minutes for undressing and dressing.
- Minimum length of dress/skirt is mid knee, nor are slits to go above knee.
- Tops and blouses are not to be low cut, and long enough to cover mid section. Test: raise both hands above head.
- Shorts must be only 3 inches above knee.
- No leggings.
- No frayed/ripped/sagging jeans/pants or long pant legs that drag on the floor.
- No clothes with offensive logos to be worn.
- Clothes will be kept clean, ironed, and mended.
- Shoes will be taken off at the door and not worn in the house. Socks or slippers can be worn.
- In general, clothing is not to be tight, form fitting, or attention getting. Staff will determine what is appropriate and if it is not appropriate, the clothing will be changed immediately, and will not be worn again.

But let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God. 1 Peter 3:4

HOME LIVING POLICIES

- Ladies are not allowed to enter another woman's bedroom or bathroom, or sit on someone else's bed.
- Beds are to be made before breakfast every morning.
- Ladies are to sleep between fitted and flat sheet in appropriate attire.
- Rooms are to be clean and orderly at all times and may be inspected at any time. Clothes are to be neatly folded in drawers, hung up in the closet or in a clothes basket.
- Bedroom doors are to be open with the exception of sleeping. During daylight hours, blinds will be open.
- Space and storage is very limited. Only essential items for personal needs and comfort.
- Doors and dresser drawers are to be closed quietly, not slammed.
- Anything not appropriately put away is at risk of being confiscated or thrown away.
- Nothing is to be hung on the walls in the bedrooms. Two family pictures (or one picture of each child if more than two) may be displayed on the dressers and tables in rooms.
- Ladies are not to leave the boundaries of the home after coming in from work without permission from a duty staff member.
- No food or drink in rooms with the exception of a plastic glass of water.
- No getting out of bed after lights out except to go to the bathroom.
- No roaming around the house, or getting a 'midnight snack'.
- Refrain from loud noise and conversation, yelling and shouting.
- Turn out lights as you leave a room
- There is to be no borrowing, lending, or selling of anything, without approval of staff first.
- Family visits are to take place on the main floor. Bedrooms are not for family visiting.

GENERAL CONDUCT

- No use of tobacco products, alcohol consumption, drug use or sexual activity of any nature.
- Withdraw from all addictions without the use of medications. This means 'cold turkey'.
- No cursing, improper language, or talk about past sins is permitted.
- No contact with members of the opposite sex, including eye contact.
- Conversation with the opposite sex is allowed only as is necessary for the performance of job duties.
- Appropriate boundaries of touching, hugging, kissing and dialogue will be maintained with everyone.
In general, there is to be no hugging, touching, kissing with others, male and female.
- No radios, televisions or audiovisual equipment of any kind.
- After 30 days, a tape player (no radio) is allowed for listening to Praise and Worship tapes only. Must be used with a headset. This is a privilege, not a right.
- Ladies are not to leave the home without the permission of staff.
- Upon entry, all clothes and luggage will be inspected. As well as after shopping trips, visits, or home visits.
- HWH reserves the right to search the women's rooms or personal belongings if such a search is deemed necessary.
- Ladies will submit themselves to random drug tests at the discretion of the staff.
- Ladies are allowed one cup of coffee or one soda a day. This is a privilege. If the privilege is abused it will be taken away.
- The covering up or harboring of another's wrongdoing translates to you joining in the wrongdoing, and will be dealt with accordingly. We are to expose sin, not cover it up.

CONVERSATION

Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear. Ephesians 4:29

CHURCH

- All ladies are to attend all church functions, unless otherwise specified.
- Ladies must be ready for church 15 minutes prior to leaving.
- Sunday morning ladies must wear a dress or skirt and blouse. Sunday evening can be dress pants or slacks, and Wednesday evening should be modest, casual wear.
- Ladies are to sit together in a group in assigned seating.
- No getting out of seat five minutes prior to the start of service. Read your Bible or study memory verses before service starts.
- No bathroom breaks during services or classes.
- Ladies should not talk, pass notes, write letters, chew gum, sleep, slouch in church or classes.
- Sit up straight and do not put feet on the chairs. No finger or nail chewing or twirling hair.
- Sit appropriately as a lady (bottom is in the chair and knees are together, regardless if you are in slacks).
- Stand during praise and worship.
- Heads will be bowed and eyes closed during all prayers in reverence to God.
- Bring a Bible, paper and pen to take notes, to all church services and classes.
- Attitude is to be respectful of the service and the needs of others.

DAILY DEVOTIONS

- Will be held every morning at a set time Monday through Saturday. Will consist of Bible reading and prayer.
- Ladies on different work shifts will have different times on devotions.
- Ladies will be required to complete monthly Bible studies.
- Only a Bible and Heartland approved studies are allowed.

WORK DUTIES

- Each lady will be required to perform various work duties in order to keep the home clean.
- Ladies are to do their duty at the appointed time according to the roster.
- Ladies are to fulfill duties at other times at the direction of staff.

GENERAL KITCHEN RULES

- Everyone will be required to do kitchen duty at some time. Wash hands before food preparation.
- All meals must be consumed in the kitchen.
- Women will all eat at the appointed times. The only acceptable reason for being late is work or church commitments.
- There will be no second helpings until everyone has been served.
- There is to be no complaining about the food the Lord has provided.
- At all times ladies are to demonstrate common courtesy and proper manners during meals.

GENERAL WORK RULES

- The primary purpose of work in the program is to teach individuals how to relate to others, give and take orders, assume responsibility, develop initiative, and acquire a good work ethic.
- Ladies are to be ready for work 15 minutes prior to leaving for work.
- Ladies are to submit to authority and instruction of those placed in supervision over them.
- Give prior notice to the work supervisor of any HWH-approved absences, i.e. probation, legal or medical, home visits.
- In case of sickness, a staff member must be contacted. Unless a doctor's excuse is in effect, the staff will make the final decision if a student can work.
- Ladies are to be transported to and from work by HWH staff unless prior approval is given for other means of transportation.

QUIET TIME

- Quiet time begins at 8:00 p.m. or 1/2 hour after arriving home from church functions. Ladies must be in their bedroom at this time. Times may change to reflect work times.
- Final bedtime preparations should be made so all ladies will be ready for bed by 9:45 p.m.
- Ladies are encouraged to spend this time doing personal studies, reading their Bible and praying.
- At 10:00 p.m. all ladies must be in bed for lights out except when work times have necessitated a late finish.

LAUNDRY

- Ladies are responsible for their own laundry.
- Ladies are to remove their clothes from washers and dryers as soon as they have completed their cycle.
- Pockets are to be checked prior to washing to make sure they are empty.
- Do not leave any clothes clean or dirty on the laundry floor.
- Heartland is not responsible for lost, stolen, or ruined clothing.

MAIL

- All outgoing and incoming mail must come through HWH staff.
- HWH reserves the right to open and inspect all incoming and outgoing mail and packages.
- Outgoing mail is to be left opened or it will not be mailed.
- After 30 days ladies may receive mail from those on their authorized contact list.
- Ladies are to provide postage stamps on outgoing mail and packages.
- Any mail that is not edifying, damaging to one's Christian growth, or contains profanities or obscenities, will not be mailed or received.

MONEY MATTERS

- Ladies are expected to be financially responsible.
- Ladies need to inform staff at time of entry of any outstanding financial obligations, i.e. legal, child support, etc.
- Financial obligations will be met before other spending is allowed.
- The amount of money spent will be limited. Buying 'stuff' can be just as much an addiction as drugs or alcohol.
- Lost or stolen money in the possession of the student is her own responsibility. Large amounts of monies should be kept in the bank or given to HWH staff for safekeeping.
- Banking will be done through the HWH staff. Prior notice is to be given if money is needed to be withdrawn from the bank.

MEDICAL/DENTAL CARE

- Payment for medical or dental care is the responsibility of each student.
- Ladies are to report all medical and dental needs to the staff.
- At all medical/doctor/dentist appointments, staff will be present at all times.

MEDICINE

- HWH does not allow any type of behavior modification drug.
- All medicine is to be surrendered to the HWH staff on arrival.
- A supervising staff member will administer medicine.
- To receive medicine, ladies should report to the on duty staff member at the appropriate time.

PHONE CALLS

- There are no phone privileges for the first thirty days after entry into the program. The only exceptions are at the discretion of the staff.
- After thirty days, phone calls are to immediate family. HWH staff must approve anyone else.
- Phone calls are 10 minutes. Five minutes for each dependent child under 13 is allowed. (If the child is 13 or older you may have 10 minutes per child.)
- One phone call is allowed when there is no visit. (Calls to dependent children are allowed every weekend regardless of visits.)
- Phone calls are to be made collect or with a calling card.
- Staff will monitor phone calls.
- Phone conversations that become disrespectful, argumentative, manipulative, or complaining, will be discontinued.

VISITS

- Ladies may not receive visitors for the first month in the program.
- After thirty days, ladies are allowed a visit every other weekend.
- Visits are from immediate family only. Exceptions need to be approved by HWH staff.
- Visits must be approved at least 1 week prior to visit.
- All visitors are to be introduced to a HWH staff.
- Visits are on Saturday and Sunday.
- For the first 3 months, visits are on the property.
- After 3 months, ladies are allowed to leave property when in the company of an authorized visitor. The places a lady wants to go when leaving property with a visitor must be approved prior to the visit.
- When leaving property, ladies must return by the specified time given by staff, or privileges will be revoked.
- When leaving property, ladies are to conduct themselves in a Christ-like manner. The rules of the program apply even when off property on a visit.
- Visitors are not to be given a tour of the facility without permission of staff.
- When a lady has a visit, she does not get a phone call except for dependent children.
- At the completion of 7 months and 10 months, a lady is allowed a home visit for 3 days. The student must return no later than 72 hours after the time she leaves Heartland.
- After 12 months a lady is allowed a home visit for 5 days. The student must return no later than 120 hours after the time she leaves Heartland.
- After 16 months, a lady will be allowed another home visit of 5 days. The student must return no later than 120 hours after the time she leaves Heartland.
- All home visits need to be scheduled so absence from work is minimal.
- If a lady has a visit, other ladies in the home are not to visit with them without permission of staff.
- Visits are a privilege, not a right. Visits are approved on the basis they are beneficial, not detrimental. If the HWH staff believes the visit will bring in worldly attitudes, behavior or contraband, the visit will not be allowed.

FAMILY

- Women who have children must complete at least 6 months of the program before their child(ren) is (are) allowed to come to live. Even after 6 months, the HWH staff will determine if the mother has progressed sufficiently in her relationship with the Lord to support the added time and responsibility of being a mother.
- Ladies who have husbands in the programs must complete 3 months before there will be substantial contact. Permission for visits will depend on the progress and attitude of both husband and wife.
- Visits with husbands who are not in the program must also complete 3 months before overnight visits are allowed. Permission is based on the progress and attitude of both husband and wife.
- Placement at Heartland, regardless of state or private, is of divine appointment. It provides an opportunity to have a positive environment, support, and instruction to develop and mature in a relationship with Jesus Christ. As the student grows in grace and knowledge of Christ, the restoration of family and relationship will come about.

DISCIPLINE

The purpose of discipline is: 1) to correct improper behavior, 2) to help teach there are consequences for behavior, 3) to instill respect for authority, others and self, 4) to nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions, 5) to enable the student to develop Christ-like responses to discipline.

All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness. Hebrews 12:11

Disciplinary measures, not limited to:

- Loss of visiting privileges.
- Loss of leaving property privileges.
- Loss of phone and mail privileges.
- Extra work duties around the house.
- Extra time added on to length of program.

Each lady is treated as an individual and may not have the exact same consequence as another student.

ENTRY REQUIREMENTS

- Desire a relationship with Jesus Christ and be willing to change.
- Heartland believes that Jesus Christ is the Answer. Ladies in the program will not be allowed to have outside counseling or participate in other recovery programs.
- Must be tested for the following prior to entry and bring results with you: Pap smear, Pregnancy Test, TB, HIV, STD and Hepatitis A and B. Testing must be in the last 30 days. Results must be faxed to us prior to entry.
- Will have all necessary medical and dental work taken care of prior to entry.
- Will bring cash, money order or certified check to purchase return bus ticket plus \$25.00 to cover transportation to the bus station. Checks must be made out to HACC.
- Must bring one picture ID and Social Security Card.
- A commitment to complete the 18-month program. Ladies who successfully complete the 18-month program will receive a graduation certificate.
- Ladies are responsible for making themselves familiar with the rules, policies, and schedule of HWH and be willing to abide by them. Failure to do so may result in dismissal.

DISMISSALS

Court appointed persons may be dismissed from or choose themselves to leave the program. The sentencing court and probation/parole will be notified and ladies will bear the consequences thereof.

Dismissed ladies will not be reconsidered for re-admittance to the program for a period of 30 days and then, only if signs of genuine willingness to change and comply are evidenced.

PROGRAM FEE

- To enable HWH to continue to provide this program and accommodation to people seeking help, a program fee will be required from each lady: a fee of \$175 a week.
- The program fee covers the cost of a lady's accommodation, food, transportation and program materials other than study books.
- There is a \$200 non-refundable administration fee due upon entry into the program.
- Ladies are responsible for the purchase of toiletries, personal items and clothing.
- Ladies will be requested to sign an authorization to deduct fees from their salaries.

Women are to conduct themselves always as ladies and Christians.

All policies are subject to change to fit the circumstance at the discretion of the Program Director.

For God so loved the world, that He gave His only begotten Son, that whoever believes in Him should not perish, but have eternal life. John 3:16

Updated 11/2016

