

# RENEWAL

A Christ-centered recovery program  
for women facing life-dominating addictions.



*"And do not be conformed to this world, but be transformed by the  
renewing of your mind, so that you may prove what the will of God is,  
that which is good and acceptable and perfect."*

*Romans 12:2 NASB*

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## Welcome

Welcome to the Miracle Hill Renewal Center Facility. In this section we will go over the procedures you will need to go through upon arrival and provide a brief overview of the program.

First, all residents checking into the Renewal Program must pass an alcohol saliva test, a urine drug screen and a nicotine test. All tests must be negative before an admission can take place. There will also be a luggage search for items that are not allowed in the program. There are no exceptions to this process.

Next, you will be asked to show proof of identity. A picture Id and social security card are acceptable.

During check-in, all medications, including over the counter (OTC) and vitamins are to be turned in to the intake counselor. All Meds are stored in the Med Closet and are provided to you by staff at appropriate times to take as prescribed. Also, if you are in need of additional clothes or toiletries, a request form for those items will be given to you to complete.

Next, you will be assigned a bed and taken on a tour. Before unpacking you will meet with the Director or a counselor to ask questions and discuss issues. You will be given a copy of the Renewal guidelines (handbook) which will be reviewed with you. If you do not understand any of the guidelines, ask for clarification. You will be required to sign a form stating that these were explained and you understand them. "I did not know" is not an acceptable answer for rule violations.

Venus Dixon  
Director, Renewal

## Program Overview

Renewal is a six- month Christian recovery program offered by Miracle Hill Ministries. It is a residential program, which uses a Christian adaptation of the **12-step recovery model**. Normally within the first 24 hours, but always within the first 72 hours in the program a new resident will receive her service assignment and begin attending classes and chapel services.

Our goal is to provide support in a Christian environment that promotes **mental**, spiritual, emotional, and physical healing while you develop the ability to live a drug/alcohol-free life based on biblical principles and best practice recovery concepts through group and individual counseling, bible study, chapel and church services, training, classroom instruction and seminars.

If you have serious or chronic medical problems, Renewal is probably not best suited to your needs. We do not have medical personnel on staff in the building and cannot provide constant health care. Doctor and dentist appointments will be limited to emergencies. Should a **serious** medical emergency arise, the Participant may need to leave the Program to convalesce elsewhere and return to the Renewal Center at a later time.



## The Curriculum

Each resident must complete the four levels which are a *minimum* of six weeks each. You will learn responsibilities, gain privileges, and fulfill requirements for advancement and completion. The minimum stay for completion of the Renewal program is 24 weeks. Each resident is unique and their counselors will determine their progress as well as their advancement.

## Levels Overview

### **Level 1:** **Spiritual Foundations** steps 1 - 2 - 3

Residents begin identifying powerlessness and unmanageability due to one's addiction. They will work with a counselor to establish a program plan based on individual assessment information. They will begin to attend Renewal classes and activities.

### **Level 2:** **Inner Healing** steps 4 - 5 - 6

Residents begin looking internally by identifying and processing destructive thought patterns and areas of personal hurt that have contributed to their addiction.

### **Level 3:** **Planning a Healthy Lifestyle & Relationships** steps 7 - 8 - 9

Residents are encouraged to ask God to change negative character traits & behavior and begin to focus on making peace with others by learning how to set healthy boundaries and build healthy relationships. They will also develop and follow a plan for making amends and restitution as needed.

### **Level 4:** **Prevention and planning** steps 10 - 11 - 12

Residents continue to develop their aftercare plan. They will receive training and support on life skills such as resume writing, job preparation, practical budgeting, and relapse prevention.

## Program Schedule

### Daily - Monday through Friday

5:30 a.m.	kitchen crew wake up
5:45 a.m.	lights on
6:00 – 6:45 a.m.	prayer & breakfast
6:45 – 7:15	service assignments
7:20 – 7:45 a.m.	chapel
7:45 a.m.	break
8:00 – 10:50 a.m.	morning classes
11:00 – 11:50 a.m.	personal devotions/lunch prep
12:00 – 12:45	prayer & lunch
1:00 – 2:50	afternoon classes
3:00 – 4:00 p.m.	personal devotions
4:00 – 5:00 p.m.	scheduled activity
5:00 – 5:30 p.m.	dinner prep & service assignments
6:00 – 6:30 p.m.	prayer & dinner then clean-up
6:30 – 8:50 p.m.	study time/scheduled activities
9:00 – 9:30 p.m.	room devotions
10:00 p.m.	lights out – in room, alarm set
<b>Friday (only)</b>	in room 10:45 p.m., lights out 11:00 p.m.

*\*\*certain exceptions are made for different events\*\**

### Saturday

7:00 a.m.	lights on
7:30 a.m.	prayer & breakfast
8:30 a.m.	community prayer/devotion
9:00 - 11:00 a.m.	complete service assignments

*weekend details are to be completed by 5:00 p.m.*

12:00 p.m.	prayer & lunch
1:00 - 4:00 p.m.	visitation
5:00-6:30 p.m.	dinner prep, dinner then clean up
9:00 p.m.	in room, alarm Set
10:00 p.m.	lights out

### Sunday

7:00 a.m.	lights on
7:30 a.m.	prayer & breakfast
10:00 a.m.	leave for North Hills Community Church
1:30 a.m.	prayer & lunch
5:00 p.m.	leave for North Hills Community Church
7:30 p.m.	prayer & dinner
9:00 p.m.	in room, alarm Set
10:00 p.m.	lights out

# Community Guidelines

## I. General Guidelines

### A. Required gatherings

1. Devotions – Monday-Saturday mornings & two evenings per week
2. North Hills Community Church Sunday morning and evening
3. Must be on time and present for all classes and counseling and participate in all group activities.

### B. Accountability Partners

When off premises you must have an accountability partner

### C. Smoking

1. As of October 1, 2010, the Renewal facility is now a smoke-free campus. Smoking cessation classes and reinforcements are in place to assist in this effort.
2. No smoking in the building or off premises when participating in a group activity

### D. Mail

Mail is given out daily from 5:00 to 7:00 pm by Renewal Staff. Staff will pick up outgoing mail by 10:00 am each week day. Only staff are allowed to take the mail to the mail box and pick mail up. There will be no Saturday mail delivered. (See Mail Policy on pg 12).

### E. Building Security

1. This is a secured facility. Program participants may go in and out of the building at leisure, but must remain on the property.
2. Outside doors are locked at all times. These doors can never be propped open. Ground floor windows must be closed at **all times**. Leaving these doors or windows open is considered a serious breach of security and anyone choosing to do this **may be subject to immediate disqualification from the program**.

### F. Sickness

1. If you're sick, you must report to staff. Only staff can authorize bed rest.
2. Bed rest is for 24 hours and mandatory after emergency room visits.
3. If you are too sick to attend class, or church, or to do your task, you

must stay in your room and forfeit all other activities such as socializing with other residents and approved visitation for the week. Meals will be served in your room while you are on bed rest

4. If sickness requires bed rest in excess of twenty-four hours medical attention is required. This is not a medical facility and we have limited access to medical facilities. Take care of medical and dental issues before coming.
5. During normal daily activities, bed rest or napping is not permitted.
6. We have limited capabilities for accomodating special diets. Each resident is responsible for monitoring her own diet necessities.

#### G. Dress Code and Personal Cleanliness

1. Shorts, sleeveless tops, tight/revealing clothing and **thongs** are not permitted.
2. Dresses/skirts should cover the top of the knee.
3. You must be fully dressed when out of your room.
4. Showers should be taken daily; being clean and neat are expected.
5. Jeans are not to be worn to church services.
6. Piercing jewelry is allowed for ears only.
7. No jeans with holes are permitted.

#### H. Medication

1. All medications must be checked in with staff upon admission. No meds are allowed in the resident's room or on their person at any time. Meds will be **made available** by staff at the designated times. (exceptions may be made for insulin)
2. All prescription medications must be in the correct bottle and be properly labeled. Samples must have a Dr.'s written instructions.
3. Any mental health medication must be obtained through your mental health facility or personal psychiatrist prior to arriving.
4. Please have at least 1 month's worth of medication upon arriving.
5. Residents can never share medications.
6. New prescriptions **must be on the approved list for the Renewal program.**

#### I. Videos and TV

Videos or approved movies may be watched on the weekend. All viewing material must have a **staff signed** sticker of approval. One hour of news may be watched in the evenings between 5 and 6 pm.

#### J. Service/Duty Assignments

Service assignments are an essential element of the program. Service

assignments promote teamwork, provide a sense of accomplishment, are educational, and have physical benefits for participants. All participants are given weekly service assignments. These may include kitchen, laundry room, bathroom, and living area. You are accountable for your assignments. Please be on time and diligent.

1. You must stay on your assignment until all work is completed
2. Weekend service assignments will be assigned each week
3. Periodic checks for assigned area are required throughout the day

## K. Living Quarters

### Bedrooms

1. Rooms will be inspected daily at random times. They must remain neat throughout the day. Room chores must be completed daily
2. Furniture may not be rearranged
3. Each bed has its own bulletin board located near it. Personal photos, etc, may be posted on these boards. All items must be in good taste
4. Residents are not allowed to enter another resident's bedroom
5. Bedrooms are always off limits to family members/visitors except during supervised tours
6. No items are permitted on the wall

### Music

1. Always be considerate of others - no music after lights out or during personal devotions
2. All music played is to be Christian in nature or classical
3. Computer downloaded or burned CD's are not permitted

### Food and Drink

1. Beverages are not allowed in rooms except in cases of illness
2. Coffee cannot be taken out of the dining area
3. Food, candy & gum are not allowed in the rooms or personal belongings
4. No food is allowed in the living room area
5. Snacks must be kept in the kitchen or dining room (chips, drinks, etc)
6. Special diets must be prescribed by a licensed nutritionist
7. No energy drinks are allowed on or off the property

## L. Visitors

1. Level 1 residents are not allowed to have visitors until the first weekend after the completion of the first 30 days

2. Once Residents are given visitation privileges, they may have visits from immediate family, mentors, church staff or special exceptions approved by staff on Saturdays from 1-4 pm. Visitation requests must be in your counselors box by 8:00 Thursday mornings
3. Visits are only allowed in the living room, dining room, sun room, or outside
4. Boyfriends; fiancées, and common-law husbands ARE NOT considered immediate family during the program
5. Residents whose family live more that 3 hours away from Greenville may have extended visiting times from 10:00 am to 4:00 pm one Saturday per level with staff approval
6. Level 3 & 4 residents may leave the premises with their family from 1–4 pm on Saturdays
7. Off Premises Activities – all must be approved by staff at least 48 hours ahead of time
8. Participants may leave the premises for scheduled doctor or court appointments. Staff or an accountability partner must be with them
9. Level 4 residents will be given opportunities to help prepare them for post graduation
10. Level 4 residents may be given a weekend pass beginning at 8:00 a.m. Friday and ending at 8:00 p.m. Sunday to provide opportunities to visit with family and prepare for post-graduation
11. Late arrival from passes may result in disqualification

#### M. Phone Calls

1. Level 1 residents are not allowed phone calls until they have been in Renewal 30 days
2. After 30 days, residents may have 2 fifteen-minute phone calls per week to talk with family members only. You are not be allowed to call boyfriends. There will be a weekly sign-up sheet to request specific 15-minute time slots
3. Business calls may be made Monday-Friday only. These must be approved on a sign-up sheet at least 24 hours prior to the need

#### N. Discipline Procedures

A willing spirit and disciplined life are essential elements of healthy recovery. Accordingly, specific expectations are set for all residents. Below is a general list of offenses and their consequences. This list is not exhaustive and every resident is encouraged to constantly seek guidance when unclear on expectations or unsure of appropriate actions. Repeat offenses and unwillingness to change or cooperate with the

structure of the program will result in consequences up to and including disqualification from the program. A general description of offenses and consequences follows.

**Sample offenses generally resulting in 1 demerit** (each demerit requires a self-evaluation which would determine appropriate consequences)

1. Late to class, job assignment, counseling session, or activity
2. Failure to pass clean room inspection
3. Failure to complete homework
4. Failure to satisfactorily complete job assignment

**Sample offenses generally resulting in a write-up** (each write-up will include a self evaluation that will determine appropriate consequences)

1. Three demerits (during a one month period)
2. Verbal fighting or arguing with another resident, staff member, or volunteer. This includes being belligerent, rude, or disrespectful.
3. Lying to staff members
4. Entering another person's room
5. Gossip, cursing, dirty jokes
6. Having or eating food anywhere other than the allowed locations
7. Not attending class, church or any scheduled activity
8. Being disruptive to the program in attitude or action
9. Gossip, cursing, or dirty jokes
10. Failure to show up for counseling or medication times

**Offenses generally resulting in disqualification**

1. Two write-ups in a 1 month period
2. Three demerits in one category in a 1 month period
3. Stealing
4. Using drugs or alcohol (includes not passing random drug or breathalyzer tests)
5. Having prescription medication in your room or in your possession
6. Any Sexual Activity outside of marriage
7. Breaching building security or tampering with fire devises
8. Threatening other participants or staff members
9. Physical fighting
10. Possession of pornography or occult material; cult/gang practices
11. Racial slurs
13. Intentional defiance of policy or staff instructions

## 14. Smoking on or off premises

### O. Request Procedure:

There are request forms for specific needs. Please fill out the following request forms, as needed, and turn in to Staff. All forms must be filled out at least 24-48 hours in advance of need. Form requests include:

#### 24 hours in advance:

hygiene & cleaning supplies  
making business calls  
clothing needs  
appointments with staff members

#### 48 hours in advance:

approval of visitations  
permission to leave premises  
medical care  
all transportation needs

### P. Financial Considerations

1. A one-time, non refundable, program entry fee of \$85 is required for all clients and may be paid by the client or any interested party. Money orders should be made out to Miracle Hill Ministries and earmarked "Renewal Program entry fee."
2. Although recovery programs are expensive to provide, our policy is to provide these services to those who are most in need of them. Therefore, we provide the program at no additional charge for those without financial resources. Those who have an income source such as unemployment, disability, SSI, or insurance pay on a sliding scale to help contribute toward the cost of the Renewal program. We are able to provide this service at little or no cost because of God's faithfulness in providing for our needs and also by being good stewards of His gifts by asking each resident to be a part of the overall maintenance and upkeep of the facilities and properties through their service assignments.
3. If someone wishes to give the Renewal resident money, they may send money orders, or cash up to \$40.00, no personal checks. All money orders must be made out to Miracle Hill and the resident.
4. After the initial 30 days, a resident is eligible to participate in occasional off site activities, which may require a little "spending" money. Limited group shopping also becomes available.
5. Funds can be locked in a safe, but will only be available once a week.

Families, friends, or churches who wish to make a donation towards the general operational budget for the Renewal Program or for special projects such as books, transportation, or special activities, may do so by sending checks made out to Miracle Hill Ministries and earmarked Renewal Budget, Program Fees, or Special Activities.

# Residents Mail Policy

## Outgoing Mail

1. All outgoing mail must be placed in the outgoing mail receptacle located at Renewal 2
2. Mail pick up time will be at 10:00 am. Any resident that has mail to go out later than this designated time will have to wait until the following day
3. **No outgoing mail** will be accepted at the reception area
4. In conjunction with our policies for visitation and phone calls, contact via mail with boyfriends, common-law husbands, fiancée, and the like are not permitted during your stay at the Renewal Center.

## Incoming Mail

1. Pen pals to inmates in the Department of Corrections will not be allowed therefore any mail received from these institutions will be returned to sender. If you have immediate family members who are incarcerated and you wish to communicate with them, arrangements must be made with the **entry level counselor** upon entering the program.
2. Mail coming in from boyfriends, common-law husbands, fiancée, and the like will not be permitted during the program. Any extenuating circumstances must be discussed with the Intake Counselor and/or Director prior to entering the program.
3. Any approved mail that is received from immediate family members who are incarcerated must be read in the presence of the resident's counselor.
4. All packages that are received must be opened in the presence of a staff member.
5. Residents are not allowed to handle incoming or outgoing mail.
6. Mail will be distributed between 5:00 and 7:00 p.m. Monday-Friday.

## What to Bring

**Clothing** – bring enough for 8 days. Washers & dryers are on site and may be used for free.

Casual clothing for class and work assignments (see what isn't allowed on page 7 under "Dress Code")

Dress clothing for church (dresses, skirts, or dress pants & blouse)

Shower (flip-flops), good shoes for work, dress shoes for Sunday

Under garments

**Toiletries** (basics will be provided to you if don't have any)

**Medicines**

**Pens & pencils**

**Alarm Clock** (required)

**Optional:**

**Sheets**

**Towels**

**Clock/radio**

**CD player**

(only Christian music is allowed)

– no headphones



## Renewal Do's and Don'ts

1. You must be on time for all scheduled activities. Missing scheduled activities may result in disqualification from Renewal. You must have approval of Renewal staff to be excused from any program activity.
2. You are required to have your dorm duty completed by 7:15 a.m. Monday through Friday and 11:00 a.m. on Saturday unless there is a scheduled activity. If there is a scheduled activity your duties must be completed in ample time to be punctual for that activity. Weekend assigned details (not daily) are to be completed by 5:00 p.m. on Saturday, and checked by a staff member upon completion. Duties are not required on Sunday.
3. You are required to make your bed neatly each day. Nothing is allowed on your bed except a folded blanket and stuffed animal. All other items are to be in your closet. Your towel & laundry bag should also be properly hung in your closet.
4. Closets must be neat & orderly with all shoes stored neatly in the closet.
5. Empty closets or drawers in the room are not to be used for your storage. If you have more than you can comfortably store in your designated space, you will need to send it home or place it in storage.
6. Chairs are for sitting only.
7. After using the sinks, clean and dry the area. You are not to wash or color your hair in the bathroom sinks. Hair can only be colored in the laundry room sink. Plastic must be placed on and around the sink before coloring your hair and you must have an accountability partner.
8. Nail polishing must be done in your room at your desk or on the patio area of the residents designated house
9. There is to be no smoking on or off Renewal property.
10. Food and drinks are not allowed outside the dining area. Food may not be stored in your room.
11. You are not allowed to sleep between 5:45 a.m. and 5:00 p.m. Mon-Fri.
12. Horseplay is not permitted and may lead to disqualification.

13. Any threat of harm or attempt to intimidate another person **may** lead to disqualification.
14. Sandals are not permitted for outside work assignments.
15. You are not allowed to use any telephone for thirty days. You are not allowed to accept any phone calls. After thirty days you will be allowed two 15 minute calls per week to immediate family only. You may use only the designated phone in the RENEWAL dorm. Phone hours are as follows: Mon– Fri, 4:00 p.m. to 8:30 p.m. Exceptions must be approved by Renewal staff. You are not allowed to have someone make a call for you. **YOU ARE NOT ALLOWED TO MAKE PHONE CALLS** while away from campus at the doctors, Walmart etc., except for calling staff when you need to be picked up. No weekend phone usage. Violations may lead to disqualification.
16. You are not allowed any visits for the first thirty days. After thirty days, IMMEDIATE FAMILY may visit you. There is a limit of four visitors at a time unless otherwise approved by staff. **BOYFRIENDS / COMMON LAW HUSBANDS** are not allowed to visit. You will need to have your visitation request in no later than Thursday 8:00 AM for approval.
17. ID badges are to be worn within the Facility. They should be visible at all times -- especially when you are outside of your bedroom.
18. TV's are available for viewing from 5:00 to 6:00pm for news only on weekdays. Staff approved movies and/or videos may be viewed on the weekends beginning after 6:00pm on Friday. Any unapproved viewing material will result in disciplinary actions including disqualification.
19. Medications are not allowed in your room or on your person. Medicine must be kept in the Staff Med Closet. You are not permitted to take addictive medicines while in the RENEWAL program. Any exceptions must be approved by Renewal staff. **All new prescriptions must be on the approved medications list.**
20. If you have an EMERGENCY see a staff member. For all non emergencies, please put in a request form to see a staff member.

21. Blowdryers, curling irons, or other electrical small appliances may be used in the bathroom areas only. **WARNING:** using these in the dorm rooms will set off the fire alarm system.
22. If you have a question about a guideline, see a staff member. You may not make up your own rules.
23. It is your responsibility to be on time and where you're scheduled to be.
24. If you have a problem, see a counselor or staff member. We are here to assist you. However, for non emergencies **YOU MUST PLACE A REQUEST FOR A TIME TO SEE STAFF MEMBERS.**
25. You are to bathe daily and meet acceptable hygiene requirements.
26. Body piercings jewelry is allowed only for pierced ears. All others are not allowed (navel, nose rings, etc).
27. Changing your room or bed assignment is not permitted
28. Perfumes, body sprays or hand sanitizers are not permitted **in your room or in your possession due to alcohol content.**
29. Your failure to plan ahead does not become our emergency.

