



Miracle Hill
MINISTRIES

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Miracle Hill Overcomer Center

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Guest Handbook

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**“...Therefore if anyone is in Christ he is a new creation;
the old has gone, the new has come...”**

2 Corinthians 5:17

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WELCOME FROM THE DIRECTOR OF RECOVERY MINISTRIES

Welcome to the Overcomer Center and the first step in a life changing process that you started by walking through the door, stating your commitment to surrender your life to God, and asking to be made the new creation that only the Lord produces. You can see that we are blessed to have a wonderful facility and grounds that can create a sense of safety and serenity that allows you to focus on your desire to have a strong relationship with God and healthy relationship with others.

The Overcomer Center has been developed by men and women who love God and believe in Miracle Hill. Our goal is to create an environment that will allow you to feel wanted, loved, and secure while you restore your sense of self-worth and grow in a relationship with Christ. This program is based on recovery principles that are both Biblical and sound, and will help you understand that you never have to use chemicals or live the old lifestyle again.

Please take time to read this handbook completely, ask questions if you do not understand any of the information that is provided for you. Remember, we are a community that must have a common purpose if we are to be successful in our goal of living the life that God has created for us. You are worth the effort that it will take over the next seven months. Be patient, this is a process, with God's love and the guidance of a caring staff, the time here will be both life changing and enjoyable.

I want you to stop by my office and allow me to get to know each of you. I am thankful that you are allowing our staff to be part of your life.

May God grant you success,

Tim Brown

Timothy L. Brown
Director

ABOUT THE OVERCOMER CENTER

As a ministry center of Miracle Hill Ministries, Inc., the Overcomer Center is a part of a total ministry solution for meeting the needs of men, women and children throughout the Upstate. The other major ministry centers include Miracle Hill Children's Home, Miracle Hill Greenville Rescue Mission, Miracle Hill Boys' Shelter, Miracle Hill Shepherd's Gate, Miracle Hill Renewal Center, Miracle Hill Relief Ministry, Miracle Hill Thrift Operations, Miracle Hill Rescue Mission---Cherokee County (located in Gaffney), and Miracle Hill Rescue Mission---Spartanburg. Each ministry center shares a common mission: ***"Miracle Hill Ministries exists that homeless children and adults receive food and shelter with compassion, hear the Good News of Jesus Christ and work towards healthy relationships and stability"***. We are fully committed to that task.

Miracle Hill Overcomer Center, houses the seven month Overcomers Christian recovery program offered by Miracle Hill Ministries, Inc. It is a residential program, which uses a Christian adaptation of the 12 steps, and incorporates aspects of many different models of addiction recovery. Our goal is to provide a Christian environment, one that promotes spiritual, emotional, and physical healing while developing the ability to live a drug and alcohol free life based on biblical principles.

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Guest Rights

Each individual residing in a Miracle Hill facility is guaranteed the right to:

- *RECEIVE ADEQUATE AND APPROPRIATE FOOD, CLOTHING AND HOUSING*
- *LIVE IN A CLEAN AND SAFE ENVIRONMENT*
- *A PERSONAL BED OR MAT*
- *APPROPRIATE COMMUNICATION WITH SIGNIFICANT OTHERS OUTSIDE THE FACILITY*
- *HAVE ONE'S OWN POSSESSIONS*
- *HAVE HIS/HER OPINIONS HEARD AND TO BE INCLUDED, TO THE GREATEST EXTENT POSSIBLE, WHEN DECISIONS ARE MADE THAT AFFECT HIS/HER LIFE*
- *ENJOY REASONABLE FREEDOM OF THOUGHT, CONSCIENCE AND CONVICTION*
- *RECEIVE APPROPRIATE AND REASONABLE GUIDANCE, SUPPORT AND SUPERVISION*
- *RESPECT OF BODY AND PERSON*
- *FREEDOM FROM PHYSICAL, MENTAL, EMOTIONAL OR SEXUAL ABUSE AND FREEDOM FROM INHUMANE TREATMENT OF ANY TYPE*
- *CONFIDENTIALITY WITH RESPECT TO PERSONAL INFORMATION AND CASE PLANNING*
- *RECEIVE CARE WITHOUT DISCRIMINATION TO RACE, RELIGION, DISABILITY OR ETHNIC ORIGIN*
- *FILE A GRIEVANCE*
- *CHOOSE REFUSAL OF SERVICE AND LEAVE THE FACILITY*

Program Opportunities Overview

OVERCOMERS: The Overcomer Program is a Christ-centered, Christian-based 28 week, in-house drug and alcohol recovery program which uses a 12 Step method. It was founded in 1991 for the express purpose of providing a Christian program of recovery for addicted men who truly desire to change. Its purpose is to allow men to step out of the mainstream of life and focus on their recovery through their relationship to God, themselves, and others. Through this process God reshapes men's lives by means of practical experiences, classroom activities, group sessions, and task assignments. A caring, competent staff shepherds the men through the Program, conducting classes, one-on-one counseling, and group sessions. Transitional housing and mentors from local churches are a valuable part of the process of assisting in the graduate's transition back into the community. Miracle Hill currently has Transitional houses, specifically designated for the Overcomers Program, that are available to assist graduates to complete the recovery process in a safe and supportive environment. We strongly recommend that you consider six months of transition to develop practical application of the Spiritual and recovery principles you will learn in the program.

Overcomer Admission Requirements:

- Be a male at least 18 years of age desiring admission of their own accord, admitting their addiction problem, asking for help, fully willing to participate in a Christian recovery program, and commits to life change during the process.
- Be detoxified and able to pass a drug screen and breathalyzer upon arrival at the Overcomer center.
- Be willing and able to stay a minimum of 28 uninterrupted weeks in residence and then to follow a six month aftercare plan. Candidates with probation, child support, or other legal issues are required, prior to admission, to provide a written statement of release from the all financial obligations from appropriate parties until the program is completed.
- Be physically able to function in a recovery program that requires him to perform daily task assignments such as housekeeping, kitchen, office, or landscape work. A physical disability does not preclude admission; however, we do not have staff or facilities to care for men needing skilled or semi-skilled medical care.
- Be mentally stable and capable of functioning in a therapeutic community environment with classroom and group activities. If the guest does not have a high school diploma or GED certificate he will be required to attend GED classes.
- Agree to abide by the guidelines and cooperate totally in the program. Individuals accepted into the program are required to attend all scheduled activities, be on time, follow all Program guidelines, perform task assignments, attend to class requirements, and be responsible to staff.

Spiritual Growth Opportunities

Several opportunities to grow spiritually are available in addition to the mandatory chapel services, and the curriculum set forth in the program. Staff members and volunteers conduct Bible studies, prayer and share groups, and inter-personal study groups. It is our belief that true healing and genuine recovery only occur when one enters into a growing personal relationship with Jesus Christ. Below are several things you can do to enhance your spiritual growth. As you do these things, you will begin to grow spiritually.

- 1) **Read the Bible every day.** Begin with a few verses at first. The Psalms are a good beginning point in the Old Testament. The book of John is a good beginning point in the New Testament. Proverbs provides great wisdom and encouragement. Staff can suggest other Bible books for your reading.
- 2) **Spend time in prayer every day.** Prayer is conversing with God, both talking and listening. Praying (alone or with others) for yourself and others is important. Begin with just a few minutes per day.
- 3) **Apply what you are learning** in prayer and Bible Study to your life each day. Share with others what God is doing in your life and ask them to keep you accountable for personal application of the Bible truth.
- 4) **Keep a daily journal**, recording insights from the Bible and chapel, and the things God may be trying to teach you during this time. Review your journal periodically for insights and growth.
- 5) **Read good Christian literature.** The program provides an ample library of Christian books, booklets, and pamphlets both for study and pleasure. Individual staff members can suggest books or topics for particular guests and situations.

Counseling Opportunities

A Counselor/Case Manager is assigned to each guest when they enter the program. Counselors will meet with their new guest within 24 hours of assignment.

Guests will meet with their counselor at least once every week throughout the program. A guest may request additional meetings. A Yellow Pass Request Form is used for these additional meetings (passes are covered later).

All counseling sessions are confidential in nature between the counselor and guest. Counseling sessions involving the guest's spouse, family, pastor, and/or approved other persons may be arranged if in the guest's best interests. When your problem is beyond staff training capability, we will refer you to other specialized resources within the community. These resources include, but are not limited to: Mental Health, area hospitals, pastors, or private doctors. When a referral is made, Miracle Hill accepts neither financial responsibility nor liability for the results of the counseling.

Educational/Vocational Opportunities

GED: Overcomer guests who have not completed high school will need to attend GED classes. This is a valuable part of your stay at the Overcomer Center. GED classes will begin once you enter Level 1 (after Pre-program). The Greenville Literacy Association sponsors the GED program at Overcomers. The Greenville Literacy Program Manager will conduct an initial assessment to determine your placement in the GED program. Once you have been assessed, you will begin attending classes on Monday afternoons and Tuesday mornings. Tutors are available through Greenville Literacy to assist those who need extra help in specific subjects, such as learning to read. A Computer Lab is available for doing GED classroom work.

Work Keys: Guests will begin taking Work Keys assessments at the beginning of Level 3. Work Keys is an assessment to help you build and measure your workplace skills. Completion of Work Keys can help increase your job opportunities after the program. Guests will utilize the computer lab to accomplish their Work Keys.

Library: The library is provided for your personal and spiritual growth. The Overcomer library is open each night as a place to read and study. NO eating, drinking, or loud conversation is allowed in the library. Only pre-approved literature may be placed or viewed in the library. Level 4 guests must use headphones when listening to audiotapes or CD's. Please do not remove books or audios from the Library (refer to the library policies concerning checking out books). Books may be read in the library or on the back porch, but please leave them for others to enjoy as well.

Computer Lab: The computer lab is available to Overcomer guests who are enrolled in GED and/or Work Keys to accomplish their work in those programs. In addition, men in Level 4 may use the computer lab to search for employment and accomplish Level 4 work. All other use of the computer lab by guests must be approved by Overcomer staff prior to access.

Personal Stewardship: Regarding your own personal stewardship, staff may monitor and assist guests with personal budgeting, spending, and saving of their financial resources. Finance classes are conducted each month for men in specific levels. Finance counselors are also available for men in levels 3 and 4 for to help them with budgeting, credit repair, and other issues that prepare them for transition.

United Ministries: United Ministries partners with Miracle Hill Overcomers to help men with employment assistance and financial education. The goal is to help each individual to obtain quality employment and work towards the goal of financial stability. This is accomplished through United Ministries' classes followed by individual employment counseling.

Vocational Rehab: Vocational Rehab partners with the Overcomers providing counseling, guidance and vocational assessment, to help our guests identify their abilities, develop skills, in order to obtain successful employment. This includes working with men with disabilities who need pre-employment services to become career ready. Vocational Rehab usually visits the OC weekly to work with levels 3 & 4 men in preparing for transition.

ADSAP: Men requiring Alcohol Drug Safety Action Program (ADSAP) may sign up at the end of level 2 so that they can begin classes in level 3. ADSAP classes are offered at the Phoenix Center and can only be accomplished during non-class hours. Please get with your counselor for help to start ADSAP. For men who do not have the resources to pay for classes, the ADSAP department has allowed men to perform community services on weekends at the Miracle Hill Thrift Stores. This must be coordinated with the MH Vice-President of Thrift.

Program Overview

THE CURRICULUM: Each guest must complete a four week pre-program as well as the program levels one through four (a minimum of six weeks each level). You will learn responsibilities, gain privileges, and fulfill requirements and goals for advancement and completion. Each guest is unique and their counselors will determine their progress based on the guest's specific needs. The program uses the 'Power to Choose' book and other materials to promote a new way of living.

PRE-PROGRAM: Pre-program is the initial phase a guest enters when he makes the life altering decision to become an Overcomer. Pre-program is designed to help new guests become acclimated to life at the Overcomer Center. Within the first 72 hours a new guest will receive his task assignment and begin attending classes and chapel services. Please keep your handbook on you at all times for the first thirty days.

LEVEL 1: SPIRITUAL FOUNDATIONS (STEPS 1, 2 & 3): This first phase is intended to emphasize the need for a personal relationship with Christ as the central focus of a healthy recovery. OC guests will begin to establish a personal plan outlining their short-term goals for recovery.

LEVEL 2: INNER HEALING (STEPS 4,5 & 6): Guests begin to look inwardly, identifying and processing destructive thought patterns and areas of personal hurt that have contributed to their addiction.

LEVEL 3: PLANNING FOR HEALTHY LIVING & RELATIONSHIP (STEPS 7,8 & 9): Guests are encouraged to ask God to change negative character traits & behavior, begin to focus on making peace with others, developing and following a plan for their spiritual life, and making amends/ restitution as needed.

LEVEL 4: PREVENTION AND PLANNING (STEPS 10, 11 & 12): Guests continue to develop an aftercare plan. They will receive training and support on life skills such as resume writing, job preparation, practical budgeting, and relapse prevention. They will continue to put into practice all tools that apply to their individual recovery plan.

TRANSITIONAL HOUSING: The Overcomer program continues with Transitional Housing. No matter where you go after leaving the Overcomer Center you are going to transition somewhere. We believe that transitional housing, in some form, is a necessary part of the recovery process.

Transitional housing opportunities are available through Miracle Hill, and other ministries. *Day labor and 3rd shift jobs are not permitted at the Overcomer Transitional Housing. Part-time jobs are permitted if approved by Overcomer staff. **Guests are not allowed to work for businesses whose primary income is from alcohol.***

Ministry Trainee (MT) Program: The Miracle Hill MT Program is a six month, Christ-centered program who have considered their future and have felt God's leading them to explore a career path in homelessness/recovery ministry. The MT Program provides these individuals with guidance and basic skills for this type of ministry. The program is available to guests who have completed a Miracle Hill long term program or because of extended shelter stays. The MT Program is designed to develop the individual's ministry vision through hands on experience in a structured supportive environment. There are opportunities to experience firsthand the day to day processes involved in Miracle Hill's facilities and/or operations. MTs have the opportunity to nurture a healthy relationship with Jesus Christ while learning the people, operational, and leadership skills necessary to thrive in the world of non-profit Christian Ministry. If approved for the MT program, the person may be moved to any ministry within Miracle Hill where an MT is needed. Those completing the MT program may be considered for Miracle Hill employment.

Entrance Requirements and the Application Process: Guests desiring to be considered for the MT Program must submit an application and letter to the VP of Adult Ministries during level 3. Applications can be obtained from Staff. Men applying for MT will have the opportunity to address the Overcomers staff regarding their reasons for wanting to become an MT. If recommended for approval by staff, the Overcomer will successfully complete a ministry project that will affect the whole Overcomer's community. MTs will have a one month probationary period once they begin the program.

Minimum Time Commitment: The total time commitment that a guest makes to the MT program must be mutually agreed upon by both the guest and the administrative staff beforehand. In most cases guests make a minimum 6 month commitment. Staff may entertain case-by-case considerations for time agreements for an additional 6 months.

Guest Discipline

One of the goals of the Overcomers program is to help each guest understand the importance of discipline and structure in his life. Discipline is important for recovery and a goal for every Christian (Proverbs 6:23; 12:1; 1 Corinthians 9:21). Discipline is both punitive and corrective, but always with the goal of restoration. Adherence to the handbook guidelines assists both the individual and the community for the safety and well-being of all.

Violations of facility, program and/or schedule guidelines will result in disciplinary action. Disciplinary action will be determined on a case by case basis with consideration given to 1) the nature and severity of the violation, 2) the history of previous violations, 3) the general level of progress the guest is making toward his goals and case plan, and 4) the guest's desire and willingness to change (which includes accepting and taking responsibility for their actions).

Demerits: Smaller violations can result in a "Demerit", which is both a verbal & written warning; the written portion is posted in the guest's file. RA's, MTs, or staff members may issue a demerit and are to provide a written copy to the guest to be completed, signed, and returned to the person issuing within 24 hours (even if there is an issue with the demerit, and you discuss with your counselor, it still is due back to the person within 24 hours). It is important that a guest complete the demerit form with thought and careful consideration. Written and verbal response(s) to being given a demerit are just as important as the corrective action that is to be made. Examples of a demerit are unmade bed, shirt untucked; failure to bring Bible to Chapel. A guest receiving a demerit will be required to complete a task during Saturday morning demerit work-off. There is one hour of work for each demerit received that week. Three demerits received for the same offense in 30 days will result in a write-up. Counselors may also require an assignment to bring about corrective action.

Write-ups: More serious violations may result in a write-up. This is a written warning which will indicate the violation and witnesses to the violation. A write-up can be written by anyone in the community if they see a serious violation. Write-ups will be given to an RA, MT, or staff member who will make copies for the staff to review. A copy of will also be placed in the guest's case notes. These violations will either be handled by the guest's counselor or a group of at least 3 staff members. In the case of serious violations, the guest may be asked to leave. At any time in the disciplinary process, staff may impose restrictions or deny privileges as deemed appropriate for the guest's best interest as well as the community. In the case of a serious violation or three violations in a 30 day period, at least 3 members of the staff will meet with the person to determine punitive and corrective actions.

Some rule violations that will result in immediate dismissal are: the use or possession of alcohol/drugs (including nicotine), fighting, stealing, threatening, possession of or concealing a weapon, using racial slurs, sexual misconduct of any kind, or the possession of pornography and/or sexually explicit materials, disrespect to a volunteer.

Program Guidelines

*It is our desire to provide a positive atmosphere for your inner wellbeing and spiritual growth. This is **YOUR** program and as such you should report rule infractions to staff in accordance with the "Peer Accountability and Conflict Resolution" guidelines contained in this handbook. It is your responsibility to learn and understand Overcomer guidelines and schedules, to participate actively and to be on time for activities. Since accountability is the key to healthy recovery, you will be accountable to staff and staff designees at all times. It is also your responsibility to read and follow the posted rules and guidelines and written instructions on all forms used by the Program staff---such as Pass requests, Special Permission Slips, etc.*

We understand that through life experience many individuals have retained unhealthy relationships. Severing some of those relationships is necessary for recovery and growth; therefore, we require that each guest refrain from any gang activity to include: signs, colors, language, or discussion while under the care of MHM.

ACCOUNTABILITY: Levels 3 & L do not require accountability when leaving the building for appointments. Pre-Program through Level 2 will always have accountability when leaving the building; when on work tasks in front of the building or outside the wall area in the back & sides of the building. Bus/van drivers will also always have accountability with them when driving.

APPOINTMENTS AND ATTENDANCE:

Be on time! Please be 5 minutes early to all events. You will note on the schedule in this handbook that roll call/pray-in is scheduled 5 minutes early prior to the meal or event (chapel). Guests must be standing in the blue room (for meals) or sitting in the chapel ceased from recreational activities ready for roll call. When roll call is conducted, guests are to say "present" or "here" loud enough for RA to hear.

Guests are expected to schedule appointments and complete appropriate passes for job, medical, mental health, Vocational Rehabilitation, Social Services, United Ministries, Veterans, Social Security, Probation, legal or Court related issues, etc. at times that do NOT conflict with their class. Staff members may grant exceptions if: (1) the guest has a written appointment card for a particular date, or (2) The place where the guest needs to go has specifically contacted the staff member requesting the guest be there.

Overcomers in PP through level 2 will be assigned an accountability partner for appointments. Once you are dropped off at your appointment location, never leave that location unless approved by staff. You are not to "strike up" conversations/relationships, obtain phone numbers, or pass notes, etc. with anyone at appointments. Missing 3 or more classes in a week will result in being held back for one week in your current level (exceptions are mental health, GED/Work Keys classes, legal meetings).

ATTITUDE AND BEHAVIOR: In every relationship (between guests, staff, volunteers, visitors, etc.), it is important to practice what is commonly called the Golden Rule ("In everything, therefore, treat people the same way you want them to treat you." (Matthew 7:12 NASB). Jesus said it, and it still works today. Principles of Biblical peacemaking should be applied to any conflicts which arise. It may become necessary to terminate a guest's stay if his attitude or behavior is continually and consistently out of line with the spirit of the program or unwillingness to practice peacemaking.

BEDs & BED REST:

Bed Assignments: Guests are assigned a bed (bed number) when they enter the program. You may not change your bunk and room assignment for any reason unless authorized by a staff member (RAs & MTs cannot authorize bed changes). A bed change list is posted monthly so that guests can request a bed change (although a request cannot be guaranteed). Priority to bed changes goes to health issues then seniority.

Sleeping: No guest is allowed to wake another guest up during the night – even if they are snoring. If you are having issues with one of your roommates, get with your counselor to discuss the issue.

Morning Wakeup: Once wakeup call has been given at 5:30am, always get directly out of bed in the morning, you have two minutes (5:32) to get up (standing up by your bed) and turn the light on. There is no sleeping during the day for any reason, except when given bed rest by a staff member. A guest is only allowed to lie down on their bed after 5pm.

Bed Rest: Bed Rest can only be given by OC staff (not RAs & MTs). If for any reason there is no staff member present, an MT may call a staff member for permission. Bed rest is given for a period of 24 hours (For example, if you go on bed rest at 9:00am on Monday, you must remain on bed rest until 9:00am Tuesday). During this period you must stay in bed, and may not make phone calls, exercise or attend any events. While on bed rest, guest may go down to the dining room for meals 15 minutes before scheduled meals if you feel up to it. You must return to your bed immediately after eating. In order to come off bed rest early, see your counselor or staff member that gave you bed rest.

If you go to the emergency room you are automatically on bed rest when you return. If you become ill during the day, see your counselor or another staff member for instructions. No guest should leave his assigned task or class to return to his bed without first obtaining staff permission (before 5 pm).

Making Beds: Beds must be kept neat and straight during the day (refer to the section on “Rooms” on making beds). There is only one pillow allowed per bed, so if you bring a pillow please let the RA know. If a bed becomes empty in your room, guests in that room are responsible for taking the empty bed linens to the laundry (do not remake the bed).

BUILDING:

Closets: Please do not go in any of the closets without permission from an MT or Staff. This includes the chemical, supply, or kitchen closets as well as the basement, Food Pantries, and the utility shed outside.

Elevator: Only use the elevator when assigned to do so.

Exits: Please do not exit through any doors except the rear day room doors unless instructed to do so by staff, MT, or as part of assigned task. Guests should only enter and exit by the front main entrance door unless otherwise specified (during fire alarms other exits may be used) or accompanied by a staff member.

Hallways: Guests should not loiter in hallways, front desk reception area, staff office hallway or canteen.

Restrooms: Staff restrooms are located in the hallway to the left of the front main entrance. OC guests are not to be using these restrooms without permission to do so. Please refrain from using the restroom facilities while being cleaned to allow the house crew to accomplish their cleaning tasks. The kitchen bathroom is limited to on duty kitchen staff during posted times, and is the

downstairs women's restroom on the weekend when visitors are present during family visitation.

Thermostats: Please do not touch the thermostats or AC/Heating units in any room.

Windows: Only staff members may open and close windows

CANTEEN: The canteen offers a variety of snacks, drinks, and other items for Overcomers. Since an Overcomer's money is taken at the beginning of the program, use of the canteen is a cashless exchange. Money can be placed on your canteen account after bus ticket cost (if you came from out of Greenville County) and program fees have been satisfied. The canteen notebook book is used to maintain the balance of debits and credits to your canteen account. Canteen will be opened by RAs or MTs sometime after evening Chapel/Bible study but before 9:00pm, Monday through Friday. On Saturday & Sunday the canteen will be open by 2:00pm. Only levels 3 & 4 RAs will open/manage the canteen and at least two RAs must be present. If the RAs are not available, an MT and RA can operate the canteen. An announcement will be made when it is open and which level can visit (visits are made by level). There will only be one visit to the canteen after it is open. Consume canteen items in the dining room only and never put food or drinks in your locker. Remember, the canteen is a privilege and not a right of the program!

CHAPEL:

Prior to Chapel Service: Attendance for the entire chapel service is required and monitored by roll call for all guests. If your name is not called at roll call, notify the person who is calling roll before he leaves. Please do not go in the conference room or computer room prior to chapel. Do not bring food or drink to chapel. When you come into the Chapel always sit front to back in available chairs unless you have been approved by staff to sit in a different seat. When you sit down begin your Chapel time with quiet reflection, prayer, and devotion (No talking during this time), and please only have your Bible and/or a notebook to take notes.

During Chapel: Never leave chapel during the service except for emergencies. You are not to sleep in chapel or give the appearance of sleeping. If you are sleepy, quietly move to the back of the room and stay standing.

Be respectful and cooperative toward chapel speakers and guests. Even if they say anything that you disagree with, we always give them the utmost respect. We do not argue with a speaker but respectfully talk to them after their service. Do not create any disturbances. Be considerate of those around you to not distract them from the message. The message could make a difference in their life!

MH Religious Policy: Miracle Hill Ministries acknowledges the right of each individual to believe in and seek a relationship with God as he or she understands Him. However, as a distinctively Evangelical Protestant Christian Ministry we do not allow the public use, study, or distribution of other Faith's religious teachings while residing in our Adult Ministry Facilities. Similarly, we do not permit the public practice of other faiths, distinctive dress, special observances, or religious holy days.

CHURCH: Overcomers in pre-program and levels 1 & 2 will go to Rocky Creek Baptist Church on Sunday. Men in level 3 have the opportunity to visit other churches in the Greenville area with the goal of prayerfully selecting a church home. Your counselor and/or the level 3 counselor will help you with selecting a church home. Men may choose the church of their faith after visiting at least 3 churches. Once a church is selected, this will be included in your transition plan, and you will

attend that church for the remainder of the program (through the end of level 4). The goal is for you to have a church family for transition and beyond. This is important, and it is the reason, Overcomers are not allowed to attend other churches once they have selected a church. We want them to begin developing relationships and getting involved in their church family. If your church has other events during the week, you may attend as long as they do not conflict with other Overcomer events (i.e. CR, choir practice, etc.) and your counselor approves. An approved green pass is used by men levels 3 & 4 for attending church. The church pass is good for 4 hours. You are required to take your Bible to church services (not a New Testament).

Church Behavior: When attending church, Overcomers will show respect and consideration for others just as they would at the OCC. This means they will not argue or be distracting in a service/class nor get up during the service to go to the bathroom (do this before and/or after the service PP, L1 & 2 with accountability). Do not have anything more than a brief casual conversation with females; nor pass notes, sit with, or hug them. Overcomers at Rocky Creek will sit together in groups of at least 3 during services/classes. Family members attending Rocky Creek may sit with the Overcomer as long as they are sitting with the Overcomer group. However, this is not to be turned into a visit with "in depth conversation" but just a time to say hello (visits are reserved for Saturdays between 1-5pm). Overcomers are not allowed to go out to eat with church members after the service (except L4 men who have an approved mentor pass) but will come back to the OCC. RAs/MTs are the only ones who may bring back food from church and only for the community or someone unable to attend. Any reading materials brought back from church must be turned in at the OCC to be approved by your counselor. Dress for church is covered under dress code.

CLOTHING AND PERSONAL ITEMS:

Clothing: New guests are given clothing as needed at check-in from our clothing room. Additional clothing or clothing exchanges may be requested by a White Request form which must be approved by your counselor. After you have received your initial clothing while in Pre-program, you may submit a White Request form for exchanges or additional clothing once a month (unless your counselor approves otherwise).

All clothing in our clothing room comes to OCC through donations. If your sizes are not available in the clothing room please let your counselor know so that they can try to obtain through other Miracle Hill resources. For clothing limits refer to your "What to Bring" sheet.

Each guest is assigned a locker to store their clothing, hygiene, and other personal items.

Hats, book bags, and other personal items must be stored in your locker. Empty lockers (unassigned to you) are not for storage, so guests may only use the locker assigned to them.

Clear Water bottles are allowed in the facility.

CONFIDENTIALITY: The utmost care is taken to preserve the confidentiality of guests at the Overcomer Center. We do not give out information as to the residency status of guests, except in response to official law enforcement requests. All guest information is considered confidential and is shared only with other agencies and individuals with the Overcomer's written consent (Application and Data form signed).

We encourage men to discuss their life issues both with counselors and in the classroom. It is very important that whatever is discussed remain confidential. What is said in class or group, stays in

class or group. Violation of confidentiality may result in dismissal from the program.

Due to confidentiality issues, desk men do not give out information as to whether or not a person is a guest at the Overcomer Center. In the event of an emergency, the appropriate staff member will take the call and notify the guest personally.

COMPUTER LAB: Computer lab policies are posted and should be followed at all times. Computer room is available from 8am to 9:30pm. No listening to music on the computers unless directed otherwise by a staff member. The computers should only be used for GED, Work Keys, level 4 assignments, job related searches, and church related searches. Accountability is not required for those in levels 3 & 4. Misuse of the computers by looking at social media, YouTube, or other unauthorized web searches will result in a write-up and possible disqualification from the program.

EMAIL: EMAIL is a level 4 privilege only. Email will only be conducted on classroom computers and not on cell phones. Email can be used for corresponding for employment, mentor, and church issues. It is not to be used to communicate with family, friends, or Overcomer graduates. Use this privilege with care to avoid its loss.

DEVOTIONAL/QUIET TIME: Devotional time occurs right after morning chapel. The purpose of this time is for you to have quiet time between you and God. The time is to be used for reading Scripture and having prayer (no journaling). During this time, you can read either your Bible or a devotional book. Feel free to make notes or use your highlighter. This is not a time for talking to your roommate or anyone else. Devotions will be conducted at your desk (not on your bed). Briefly visit the restroom after chapel on your way back to your room for quiet time. An announcement will be made when devotional quiet time is over.

DEVOTIONS (in Chapel): As guests progress in the program they will be given the opportunity to give a short devotional to the community. A list of guests who are responsible for devotions that month is posted on the upstairs bulletin board. Devotions should be kept simple and brief (8 to 10 minutes). Do not preach, give your testimony, share long stories, or use the white board. Some guidelines to help with your devotions: Pick out a verse or passage of Scripture to explain. Try to present at least one main truth out of the passage and make application to daily life and/or recovery. You may add one or two cross reference verses to strengthen your main truth you are trying to explain. You may use a short illustration to help you explain the passage. After you have finished close in prayer. Remember your responsibility is to share the truth and let God do the work and get the glory. Don't forget that the library may be used to help you with preparation.

DRESS CODE: Modesty and thoughtfulness to others are always important, therefore guests are required to be fully and appropriately dressed when outside of their rooms. Shirts must have sleeves, nothing with alcohol or drug emblems, inappropriate, or distasteful slogans, and shorts must be modest. No sleeveless or cutoff shirts may be worn at any time including the gym (and do not rollup sleeves to give the appearance of a sleeveless shirt). Shirts must be tucked in at all times outside of guest's room, as well as shoes must be tied with socks on. Please wear a belt at all times. Pajamas are never appropriate clothing outside of your room except after 8pm. No "sagging" pants. Hats or other head coverings and sunglasses may not be worn in the building. Sandals (open toe or open heel, e.g. Crocs), flip-flops, or house slippers are only allowed before 6a.m. and after 8p.m. to walk to/from the restroom. Sandals are not permitted anywhere except in your room

or when going to and from the shower area.

Athletic wear outside is athletic shirt/shorts or sweatshirt/pants with sleeves (no sleeveless or cutoffs) with shorts or sweatpants. T-shirts do not have to be tucked while working out or while on outside tasks. You do not have to wear shorts or pants over athletic wear if you are going outside or to the gym to workout (or participate in sports activities).

No piercings of any kind are allowed while staying at the facility. It is never appropriate to have things hanging out of your mouth such as toothpicks and sucker sticks.

Sunbathing (shirt off, wearing shorts) is only permitted for guests in the back of the building after 5:00 PM Monday through Saturday, and after 2p.m. on Sunday.

Church Attire: Collared dress shirts, dress pants, belts, and dress shoes are church attire (coat and/or tie are optional except for graduation – ties are required)

CR or AA/NA: Jeans with collared shirts can be worn to these events

DRUG FREE ENVIRONMENT: The Overcomer Center is obviously a drug, alcohol, and nicotine free environment. Alcohol breath testing, urine drug screens, drug dog searches, and locker searches are conducted on a random ongoing basis. Guests may be tested at any time for drug, nicotine, or alcohol use. Failing (or refusing) a urine drug or alcohol breath test means immediate dismissal from the Overcomer Center.

DINING ROOM & FOOD: Meals and snacks are provided by the facility. Food is allowed at designated times and consumed the dining hall only. The dining room is closed between 9:30p.m. and 6a.m. except to get water from the fountain (Open till 10:30p.m. on Fridays). Food is restricted to the dining hall. Please do not remove food, utensils, plates, cups, etc. from the Kitchen/Dining Hall area. Be thoughtful of others when you are taking food and drinks in the dining facility to ensure there is enough for everyone.

You may also purchase food items from the Canteen. At no time is any food, drinks, snacks from canteen, or food staple items (like sugar, salt, creamer, coffee, etc.) allowed in lockers. Only hard candy is allowed in lockers.

No food is allowed in the chapel or class without permission from staff.

There may be times when guests have appointments that cause them to miss a meal. Guests may request a "late plate" for this reason. However if a late plate is eaten you may not eat during the regular meal.

Please be orderly and respectful of kitchen staff, kitchen volunteers, and other guests during meal times.

Breaking in the meal lines is not tolerated (nor is breaking in line tolerated for any activity). New guests arriving at the facility should be introduced at pray-in on their day of arrival and allowed to go to the front of the line with their mentor.

FAMILY COMMUNICATIONS: Family Communications is one of the most important events at Overcomers. The purpose of FC is to help the Overcomer and the family to begin rebuilding communications in a safe and controlled environment. The counselor will provide questions both to the Overcomer and family to answer discuss with each other. Normally only immediate family members are invited ages 16 or older, however, in some instances, staff may approve other non-members (16 years and older) to attend. FC is held on a Saturday morning from 8:00-11:30 with a light breakfast for everyone starting at 7:30. After FC is over, Overcomers in levels 1 and above are

allowed to leave the facility with their families for lunch for 2 hours. Pre-programmers are not allowed to leave the OCC but are allowed to visit with their families at the OCC until 5:00. If your family attended FCs and you are in L2 or above, you are allowed to use your authorized 2 hour pass with your family (this is in addition to the 2 hours given for lunch) for a total of 4 hours. After returning from lunch you may enjoy visitation with your family until 5:00pm. **No passes will be authorized for anyone whose family did not attend family communications.**

GAMBLING: There will be no gambling (including State lottery games or card playing).

GRIEVANCE PROCEDURE: If you are in conflict with a staff member or if you think that you have been treated unfairly, there is a prescribed procedure to follow in resolving the conflict: 1) Go to that staff member and talk over the problem with him. If the problem does not get resolved, then, 2) take the problem to the Overcomer Director who will usually mediate a meeting between you and the staff member involved. 3) If you still feel the issue is not being fairly resolved you may ask the Overcomer Director to arrange a meeting with the Adult Ministries Vice President, who has the final word.

HOUSEKEEPING: Keeping your temporary home here in a clean, neat, and orderly condition is good for you and those around you. Therefore, all guests are responsible for keeping their living area and the common areas of the OCC clean and neat at all times, and will be assigned cleaning duties on a rotating schedule. Place all trash in proper containers. Rooms and halls will be cleaned thoroughly each day. It is your responsibility to know and follow the established cleaning procedure. Guests should be clean and dressed, with their rooms and bunk areas ready for inspection on Monday – Sunday by 6:55am. Beds are to be tight and presentable any time you leave your room, and this includes sheets and mattress pad cover. Do not store sheets from week to week (i.e. in your locker).

HYGIENE: Guests are expected to practice good hygiene - take showers, brush teeth, and use deodorant daily. Be sure to clip finger and toenails periodically. Please clean up after yourself (i.e. keeping sinks, showers, commodes clean) when using bathroom facilities. Guest will also be responsible for washing clothes weekly and are to wear clean clothes. Never store dirty clothes in your locker but place in your laundry bag. Personal hygiene items will be given to any guest as needed (white Request Form). These items at the Overcomers Center are subject to availability. If you have an electric toothbrush/razor, please charge them at night.

INJURIES & PERSONAL SAFETY: Your personal safety is of chief concern. If at any point you discover that your personal safety is being jeopardized notify staff immediately. There will always be a staff person and a staff designee on call to respond to emergencies. Never undertake any activity (task related, recreational, and confrontational, etc.) that may compromise your personal safety. Point out all safety concerns to staff as soon as you discover them. Any accident, injury, or potentially hazardous condition must be reported to a staff member immediately. An injury report must be filled out within 24 hours of the injury.

JOB SEARCH OPPORTUNITIES: As you near the end of the program the level 4 counselor will designate times for job search. Additionally, United Ministries offers a job readiness/job search class. Finally the Counselors regularly receive information from employers seeking to hire guests, and this information will be passed to you. Remember to network with your new church family as they may have job leads within the church body. Some things to keep in mind when searching for jobs: no 2nd or 3rd shift jobs; no restaurant jobs where they serve alcohol

JOURNALING: All guests are expected to journal everyday starting in pre-program because it is an important part of recovery. Guests are provided pen and notebooks to maintain journals. Guest counselors will discuss how to journal with you sometime during your first or second visit. In addition, you will be provided a "How To Journal" sheet in your preprogram packet. The minimum is one page of journaling in your notebook each day.

LANGUAGE AND HORSEPLAY: Cursing, profane language, dirty jokes, or horseplay is not permitted. We strive treat everyone with respect. Therefore threatening or racial slurs are never permitted at the Overcomer Center and will result in immediate dismissal from the program. War stories go against good recovery principles and are therefore prohibited. Guests are not to borrow money from others. Gripping, and/or complaining are never permitted. Please refrain from using secular slang; singing secular (non-Christian) songs; and speaking inappropriate vocabulary (*Ephesians 4:29*).

LAUNDRY: Guests must do their personal laundry at least one time per week. The OCC will provide enough laundry detergent for at least one load per week, and additional detergent can be requested. Laundry may be done during free time. **Do not Start Wash Loads after 8:00 p.m.** Guests are responsible to stay with their laundry while it is being done and to empty machines promptly when it is finished. This means you must plan accordingly – for example clothes must be out of the laundry before going to chapel – do not start if you cannot be done before chapel. Only use one washer and one dryer at a time. **8a.m.-9:30p.m. M-F, 9a.m.-9:30p.m Sat. and Sun.** Please do not add additional water to machines. You may wait in the kitchen dining hall to work on assignments while your wash is being done. If a washer or dryer is not functional, please let staff know so that maintenance can be performed promptly.

Bed sheets and blankets will be collected and washed as a group and not individually. Schedule for collection/washing is as follows: Upstairs – sheets on Monday and blankets on Wednesday. Downstairs – sheets on Tuesday and blankets on Thursday. When sheets are stripped for laundry, neatly fold your blanket and place at the foot of your bed. When blankets are being laundered, make your bed with sheets.

MAIL: U.S. Mail is sorted and passed out by the staff daily. Mail should be sent to Overcomer Center Attn. (Guest's Name), 1916 North Pleasantburg Dr., Greenville, SC, 29609. Remember no mail is allowed to be sent to or received from girlfriends. Communication is with immediate family members (only legal marriages /not common law) or others who have been approved by your counselor. When you leave the Overcomer Center, please notify friends, family, and businesses of your new address. **The U.S. Postal Service will not forward mail from any institution through a change of address card, and all mail received after your departure will be stamped return to sender.**

MEDICAL CARE:

Primary Care: Medical, dental, and optometric care are services guests may obtain through a variety of volunteer partners. Primary medical care is provided by New Horizons at the OCC at least once per month (sometimes 2 & 3 times a month depending on the NH bus schedule). Their schedule is announced and guests may sign up for NH prior to their visit. This visit may include eye examinations and emergency dental.

Mental Health Care: Mental Health services are available through Greenville Mental Health and the Veterans Administration for veterans. A GMH case worker visits the OCC at least 2 times a month. GMH services are provided through the recommendation of your counselor.

Payment for Services: Most of these services are free or on a sliding scale. Failure to disclose income and insurance is against the law, and this takes services away from those in need. All medical bills are the responsibility of the guest to pay.

Medical Leave: Program Guests who have or develop a medical condition that hinders their total participation may be given a medical leave until after their medical condition is resolved.

Medical Appointments/EMS: Appointments must be turned in or scheduled through the appropriate staff member at least 48 business hours (by 7 a.m.) in advance. If you need to go to the emergency room an ambulance will be called. Once 911 is contacted for any reason, guests will be instructed where to go. You are responsible for any transportation costs that might be incurred by calling EMS.

MEDICATION: The OCC is not a medical facility and has no budget for medication. Guests in need of medications, medical or dental attention, etc., not provided through New Horizons are responsible for all expenses. Guest medications are picked up from New Horizons by an MT or staff in the afternoons and brought to the facility. Guests who bring back medications after a visit are not to open medications until they have been turned in to the staff. Please note that narcotic medications are NOT permitted for guests. Medications are kept at OCC mission control in a secure lockup by the staff. Each guest's medications are made available daily during medication call usually between 4:30 and 5pm. Only a daily and/or weekend supply of medications is allowed on a person or in their locker. Medications **must** be taken according to the Doctor's instructions. Random counts of medications are conducted periodically to ensure meds are being taken properly. Guests are not allowed to have any kind of medications, either prescription or over-the-counter, in their locker or possession other than what was issued during med call. Mouthwash, cold remedies, cologne, aftershave, or cough syrup containing alcohol are not permitted. Guests are allowed to take vitamins in accordance with directions on the container. Vitamins will be kept in the medications rooms and provided during med calls. As with other medications, you cannot store more than the day (during week) or weekend supply (Friday call) in your locker.

MENTORS: The purpose of the mentor program is to provide each guest with a vital spiritual relationship/accountability that supports recovery and spiritual growth in his life. Mentors are a critical part of the guest's recovery and transition plan when leaving the OCC. A mentor will be assigned for each guest at the beginning of level 4 after a home church has been selected. Mentors are assigned by the OCC mentor coordinator. For those men who are returning home or going to locations other than transition housing, the counselor & OCC mentor coordinator will work together with the guest to establish a mentor from the church he will be attending. The goal is to assign a mentor from the guest's home church, but if no mentor is available, one will be identified from other sources. Once a mentor has been identified, the guest, mentor, and OCC Mentor

Coordinator will meet together and review and sign the mentor covenant agreement. At that point, the mentor and mentee (guest) will begin meeting on a weekly basis to get to know each other and build a level of trust and confidentiality. A gray pass will be used for mentor appointments and is good for up to 2 hours. Mentor passes cannot conflict with other OC events such as class, chapel, CR, etc. but may be used during meals or regular tasks assignments. It can also be used in conjunction with a green church pass if the mentor has established that appointment ahead of time.

MIRACLE HILL MINISTRIES PROPERTY: All property at the Overcomer Center, or any of the other ministry locations is property of Miracle Hill Ministries, Inc. Therefore, guests are not to borrow, barter, trade, or sell any property. No merchandise should ever be taken from any of the above places (i.e. the warehouse) for any reason without Overcomer staff approval. Under no circumstances shall: 1) any guest take items from a truck, other vehicle, or any of the above places. Guests working at the warehouse will never bring anything back from the warehouse without the permission of the Overcomers Director. 2) item(s) being brought back to the facility, that were given directly to a guest, must be given to a staff member immediately upon return. Clothing items sent over by the warehouse for our Clothing Room must be placed directly in the Clothing Room, so that clothing items are available to all guests. Failure to comply with the above rules, i.e. items taken (stolen) from any MH facility will result in program disqualification and/or the possibility of law enforcement officers being called to investigate.

MONEY & CREDIT/DEBIT CARDS: All money, financial credit/debit cards and EBT cards will be taken when you enter the program and placed in the safe for security. If needed while in the program, cards can be obtained by a yellow pass and/or request to their counselor. Cards will be returned when leaving the program.

MUSIC: CD players (which do not have a radio) are allowed for level 4 only, and can be used in the guest's room. They can only be used with headphones/earbuds at a volume that cannot be heard by others. They may be used from 3:30pm until 10:00pm weekdays and all day Saturday and Sunday unless the guest has tasks or class responsibilities. Music CD's must be pre-approved by staff members. Only Christian or classical music is allowed. Christian music is only allowed if the counselor can understand the words of the song when it is played. Anyone allowing another guest without this privilege to use CD players will result in loss of privilege. Pianos/Guitars (or other musical instruments) are only allowed to be played on special occasions as approved by staff, i.e. talent shows, chapel, etc. Please do not use/play the chapel piano without permission from staff.

PASS POLICY:

The pass system is necessary provide effective planning, organization, and accountability at Overcomers. The pass system will help a person plan and take responsibility for their needs. Passes that require transportation enables the staff to develop a daily transportation schedule. All passes must be approved by the guest's counselor or designee.

Pass Procedures: Blank passes can be obtained at the sign-out area. Passes can be picked up, filled out, and dropped in the mail box at the sign-out area at the guest's convenience. Passes are colored coded to indicate the different purposes for each pass.

- White Clothing/ hygiene request
- Pink Medical Passes
- Green Special permission for any activity/event
- Blue Special off campus 2 hour, 24 and 48 hour passes
 - 24 hour: 5pm Friday to 5pm Saturday
 - 48 hour: 5pm Friday to 9pm Sunday
- Purple Visitation passes (list all visitors)
- Grey Mentor Pass
- Yellow Staff Pass

Passes must be turned in 48 business hours (Monday-Friday) in advance. For example, if an appointment is on Monday, the pass must be turned in on the Wednesday prior to the appointment.

Guest are responsible to complete all information on the pass, because incomplete passes may not be processed and approved. Include appointment address and location. If you do not know the address, check with your counselor. Put the appointment time, not the time that you want to be there. When staff completes the transportation schedule for that day, they will allow enough time for you to be there based on the appointment time.

Pass Eligibility:

- White passes – all guests
- Pink – all guests with medical or dental appointments
- Green – all guests approved for an activity or event off campus
- Blue
 - limited to: Level 2 for a 2 hour pass; Level 3 for a 2 hour & a 24 hour pass; Level 4 for a 2 hour & a 48 hour pass (all guests level 2 & above are eligible for one 2 hour off campus pass)
 - Guests are responsible for being with their listed accountability at all times while on pass
 - Guests may not leave for their pass until they have completed their Friday work responsibilities, generally at 5:00 p.m
- Purple – Visitation is limited to level 2 and above and must list all family members & relationship to their relationship to the guest
- Grey – limited to guests assigned a mentor and is good for 2 hours; can be used in conjunction with a green pass
- Yellow – all guests

Pass Sign Out: Guest will sign out before leaving on all passes that are approved for you to leave the facility.

PERSONAL ITEMS RESPONSIBILITY: The Overcomer Center will not be responsible for your personal belongings that are lost or stolen. For this reason we recommend that guests only bring essential items with them. Large sums of money, expensive items (e.g. jewelry, clothing, etc), and

important documents should **NOT** be brought to the facility at all. Personal TV's, DVD players, or computers are not allowed. Guests can have a battery operated clip on fan in rooms but will not clocks in their rooms. We will gladly store a suitcase or bag of your belongings for you while you are a guest. Please show respect for other guests' property. There is only very limited storage for valuables and money in the facility. When you leave the facility please take all your personal belongings with you. In order to leave belongings and medications behind when a guest checks out, approval by staff is necessary. The Overcomers Center cannot store your personal items in your absence, and only holds them for 72 hours.

PHONES & CELL PHONES: Only staff members are allowed to answer phones, unless you are assigned to the desk.

GUEST PHONES: You can use the guest's phones after you reach level 1. You are allowed three 10 minute phone calls per week (cannot be combined into one 20 minute phone call). A "phone week" = Monday thru Sunday. Phone calls are limited to immediate family, mentors, or pastors. No "Baby's Mama's", "Best Friends", or so-called "Cousins". Any other phone call need must go through your counselor (appointments, probation, DSS, etc.) Provide all the information required on the Phone Log which applies to the status of the phone attempt you make (complete or incomplete).

- **BEFORE** the RA picks up the phone - provide the following:

YOUR FULL COMPLETE NAME

RA WILL RECORD START TIME

PHONE NUMBER – The number the RA is calling with area code

NAME OF PERSON AND RELATIONSHIP TO YOU

- RA must dial the number for you, and record the Start Time. You are responsible for recording the End Time.
- Incomplete Phone Calls (less than 30 seconds) - must be signed off by an RA, MT or staff member. RA's and previous RA's cannot sign off on their own phone calls. Phone logs will be reviewed by staff or MTs daily and incomplete phone call information will be verified. Phone calls deemed to be INCOMPLETE are as follows: No Answer, Disconnected, Voice Mail

CALL TIMES:

Monday thru Friday –4:00 pm to 9:00 pm

Saturday –12:00pm to 9:00 pm

Sunday – 12:00pm to 9:00 pm

Failure to provide accurate, legible, and complete information on any portion of the phone log, with regard to the above stated policies, **will result in a non-critical and the loss of privileges for the following week.** If a guest makes more than three (3) phones calls in a week, or makes phone calls longer than ten (10) minutes, he can expect a write-up. Incidents involving guests providing inaccurate information on the phone log **will be dealt with by staff on a case-by-case basis.**

LEVEL 4 PHONE: L4 has the use of a level 4 phone (located by the fax machine across from Mission Control) for work/business, mentor, or church related calls only. L4 may only use this phone in the Prayer Room or a location designated by their counselor.

CELL PHONES: Only men in level 4 are allowed to use a cell phone for purposes of obtaining employment and talking to their mentor. Any other phone calls must be approved by the counselor. Phones are kept by their counselor or his designee when out. Guest will return phones immediately when done using them. Cell phones may only be used in the area designated by td by

the counselor. Those in level 4 may take their phone on their 48 hour pass but must leave at home before returning to the OCC. Counselors have the right to review cell phone history at any time, and history will never be deleted by guests while at OCC. Abuse of cell phones will result in loss of this privilege (and/or other actions deemed by staff) for remainder of the program.

PROGRAM FEE & BUS MONEY: All guests are asked to pay their non-refundable \$85 program fee and cost for bus fare (back to the location you left from if outside Greenville County) upon arrival to the facility. Program Fees may be paid to, and receipted by, any Overcomer Center staff member. Money orders are made out to Miracle Hill.

Bus money will be kept in an envelope with your name in a safe until used or returned (after graduation). If you decide to leave before completion and live outside of Greenville County, we will transport you to the bus station and buy your bus ticket with the bus money.

Money taken when you enter the program will be applied to the following in priority order: cost for a bus ticket or transportation back to where you came from if you came from outside of Greenville County. Cost for your program fee of \$85. The remainder will be applied to your canteen account if you so desire or kept in the safe.

READING MATERIAL: The OCC library has many excellent books to help guests grow and develop. Guests cannot bring books into the center (with the exception of a Bible) until level 2 and these will be limited to devotionals approved by his counselor. To be considerate of others, only check out 2 books from the library at a time and return them before checking out others. Therefore guests are limited to having 2 library books in their locker. No books should be brought to class. Please use the ESV Bible in each classroom during class. You are welcome to use your own personal Bible for Chapel services and other functions.

At no time can pornographic magazines, sex novels, literature that deals with the occult, and anti-Christian literature be not allowed on the premises. No literature that has violence, inappropriate sex, bad language, or horror themes is permitted. Posters, pictures, and other reading materials not conducive to recovery and Christian growth are also not permitted.

RECREATION: Many individuals and group recreational opportunities are available for guests. Organized recreational activities will be scheduled by staff, MTs, or RAs. One of goals of the RAs will be to have at least one recreational activity per week. This could include sporting events, tournaments, talent or comedy shows, etc. During the RA meeting, members should suggest, discuss, vote on, and plan upcoming recreational events and activities. The majority vote will determine the selection.

OUTDOOR: Guests may participate in outdoor recreational activities during the week after 4:30. Any recreational activity to include prior to 4:30 must be approved by staff. Shirts may only be taken off after 5:00pm when potential facility tours are completed. Please ensure the return all recreation equipment to the proper location when finished. All recreational activities must cease by 9:30pm Thursday through Sunday; by 10:30pm on Friday night. Outdoor recreational activities are limited to daytime only. Recreation areas are closed during any scheduled community activity.

INDOOR:

WEIGHT ROOM: The weight room is available to guest once they have completed level 1 and can be used on Monday, Wednesday, Friday from 11am to 7pm and Saturday from 10am to 7pm. It must be kept clean and well organized at all times. Weights are to be returned to their appropriate

racks. You must have an accountability partner when in the weight room for safety reasons. A radio is located in the weight room and may only be dialed in to 89.7 FM.

DVD MOVIES: Two scheduled movies per week will be shown in the day room: one on Saturday and the other on Sunday. MTs or a staff member will be responsible for setting up and showing the movie. Staff will determine and supply the movie selection.

TV: TV viewing exceptions may be made for special events with 24-hour prior staff approval. TV viewing which is not conducive to Christian growth is not permitted. Only listed channels on/by the TV are allowed and only RAs and MTs may operate the remote. See the provided chart for TV viewing times:

Event	Friday	Saturday	Sunday
DVDs and TV	None	4-9pm in the Red Room includes the secular movie.	12-4pm in the Red Room, includes the Christian movie for the weekend shown first, then TV.
Sports	None	12-9pm, Blue Room	12-4pm in the Blue room.
Worship	Chapel 7pm-10pm	Personal	Personal
Xbox	None	12-4pm Red Room	None
Only MTs and RAs may change the channel or touch the remote of any TV, DVD player or other audio or media device.			
In the case of a championship game (a deciding game), or any Clemson and/or Carolina football game, the game can be watched to its conclusion.			

Other Guidelines those covering music, language, horseplay, etc., apply during recreation.

RESIDENT ASSISTANTS (RAs): Resident Assistants are members of the community who have been given a leadership position to support the community. RAs are selected by the level counselor and approved by the staff. There will be at least one RA from levels 2 – 4. Their primary function is to be engaged within the community and to communicate with staff & MTs regarding issues within the community (i.e. discipline, maintenance, supply issues, etc.) so that these issues can be resolved promptly. In addition they are to supervise task work crews to ensure tasks are effectively completed. They are responsible for operating the canteen in accordance with specified rules. RAs are to develop at least one organized activity each week for the community. At no time will an RA use their position to show favoritism to any one individual or to “get even” with any individual (abuse of position). RAs will report to the director each weekday morning right after chapel.

ROOMS: No guest is allowed to enter another guest’s room. MTs are allowed to enter a guest’s room. RAs are only allowed access to rooms with an MT or staff member. Only staff are allowed to do locker searches and search of personal items. (MTs may search personal items during initial intake and when coming into the building from passes/tasks)

Rooms will be inspected daily (that means every day to include Saturday & Sunday) for organization and cleanliness. Below is a list of criteria used to inspect a room:

- Floors are swept and mopped
- Beds made with fitted sheet; flat sheet; spread all tucked in and tight with one top blanket folded and placed at the foot of the bed; pillow at the top of the bed;
- All furniture to include items on the wall are dusted; blinds & window seal dusted (all rooms will have some dust but the concern is for excessive dust as determined by an MT and/or staff member)
- Shoes are aligned under the bed; no more than 6 pair & one pair of shower shoes; heel of shoe aligned with edge of the bed. Remove all other items from the floor.
- Clothes are folded and put up properly
- Personal items are neatly stacked
- Chair under desk; desk neat and clean
- Trash can lids are closed
- Towel and laundry bag are the only items to be hanging on hooks on the side of the locker; no other items should be hanging from locker; locker doors are shut
- Blinds and doors are to be opened by 5:40 (exception is a person in the room that is on bed rest)
- Overhead lights are to be off

SEXUAL ISSUES: Acting out sexual behavior is not permitted. Any cross dressing, hand holding, pornography viewing, masturbation, kissing, or other sexual conduct, etc. are specific examples of behavior which will result in your disqualification from the Overcomer Center. Since Overcomers does not have a medical staff or specialized counselors, we are not able to accept guests who are transgendered or who are in the transgender process. Sexual paraphernalia is likewise not permitted.

STAFF ACCESS: Guests and staff interact on a daily basis. Each staff member is available during his/her normal work schedule. If you need to have a specific meeting with any one of these, fill out a yellow Request form. Your RA can tell you which staff member you should address your request to. Please provide as much written information as possible about the issue you need to address.

STEWARDSHIP:

Guests are expected to help the Overcomer Center maintain low energy costs by making sure that all appliances and lights are turned off when not in use. Thermostats are set to ministry specifications and should only be adjusted by staff members. Keep doors and windows closed at all times to help keep air conditioning and heating costs in check. If there are plumbing issues, i.e. a commode continues to run water, an air conditioners/heating systems are not working, please notify a MT, or staff member.

Please be conservative with the resources we have to run the facility. Everything we do here is primarily by donations. For example, do not take toilet paper rolls and store them in your locker. Take only what you NEED from the clothing & hygiene closets not what you WANT. Turn in clothing items that will no longer fit. Never take food from the kitchen or food closet unless you are authorized to do so.

Please help us take care of the furniture that has been given to us. Keep your feet off of the furniture, and do not lean back and cause chairs to weaken. Please refrain from sitting on any tables and leaning on the walls.

Intentional destruction of Miracle Hill property may be grounds for dismissal.

TASK ASSIGNMENTS: All guests are required to perform some type of task assignment as part of their stay with the Overcomer Center. Task assignments are made with consideration given to: 1) the best interest of the guest in his personal development and Case Plan, 2) the current needs of the ministry. The facility may choose to change a guest's task assignment at any time. Each guest should have the attitude, **"I live here, and it's my responsibility to help keep my areas and the facility clean and orderly."**

Short term, dated doctor excuses from a recognized physician away from task responsibilities will be honored. Long term, permanent doctor excuses from task responsibilities generally cannot be honored. Guests who are medically unable to perform daily task assignments may be referred to other recovery programs.

All men are expected to follow the schedule and guidelines of their particular task assignment. Guest must remain in their assignment area until quitting time or until released by the staff or MT supervisor. You may not be in an unassigned work area without staff permission.

- Morning time for ending inside/outside house/desk crew tasks is 11:15 and afternoon time for ending tasks is 4:15
- Warehouse crew tasks are complete when returning to the Overcomer facility
- Front desk task is complete at about 12:15pm for morning shift and 5:00pm for afternoon shift
- Vehicle drivers are on call during non-classroom time; drivers may volunteer to participate in house crew work and/or do homework in the library until house crew task hours are over
- Truck rider tasks are complete when you return to the facility; they may participate in house crews and/or do homework in the library until house crew task hours are over
- Kitchen crews work on different shifts:
 - 1st morning shift: 4:00-8:30am, 2nd morning shift 8:30am-12:30pm
 - 1st afternoon shift 12:30-4:00pm and 2nd afternoon shift 2:00pm – close
 - Kitchen crews are expected to be on tasks during these hours unless granted breaks by shift supervisor, MT, or Staff (this applies to weekend crews as well)
 - 2nd afternoon shift may do prep work for the next morning breakfast. The kitchen & dining room must be cleaned well before leaving for the evening to avoid pest issues.
 - **No one is allowed in the kitchen after 7:10pm w/o approval from staff**

Not showing up for your task, walking off, refusal to work, or leaving early may result in your disqualification from the program. Guest will be properly trained and supervised before operating tools and equipment. Be safety conscious at all times, keep work areas clean and neat, and return tools or equipment to their proper location prior to leaving work for the day. Everyone should participate to the extent required of them by the RA, MT or staff.

IF YOU HAVE BEEN DISMISSED FROM YOU TASK BEFORE 11:15 OR 4:15 YOU ARE TO GO TO THE LIBRARY AND QUIETLY DO CLASSWORK OR HAVE PERSONAL DEVOTIONS. YOU ARE NOT TO BE SLEEPING IN THE LIBRARY.

TOBACCO USE: Tobacco use in any form including smoking, chewing, dipping, etc. is prohibited from the Overcomer Center. Tobacco may not be used in any form in any Miracle Hill building or vehicle. Nicotine patches or gum is not allowed in the facility.

TRANSITION PLANS: Guest will begin making plans for life after they complete Overcomers when they are in level 3. Guest will complete a proper and safe transitional plan while in Level 3 of the program. The Level 3 Counselor will provide you with the details of how to develop a plan. Transitional plans must be approved by the L3 Counselor or by Overcomer staff. Plans must be approved in order for a guest to transition to level 4. The most important aspect of the plan is your safety. The staff will not approve any plan that is considered unsafe for your recovery. After approval, the only reason that plans can be changed is for extenuating circumstances which staff must approve.

VEHICLES: No guest may drive any Overcomer Center vehicle at any time unless officially approved by Miracle Hill Ministries. Drivers approved to operate MH vehicles must read and certify they have read the Overcomers Drivers Handbook BEFORE DRIVING. Drivers will attend all Drivers safety classes which are given quarterly. Drivers are not allowed to make unauthorized trips or stops. An unauthorized stop is any stop that not in accordance with the daily transportation schedule or not authorized by staff.

Conduct in Vehicles: Safety is of the utmost importance therefore prayer will precede all trips and seat belts will be worn if available. Guests riding in the vehicle are accountable to the driver. Conduct and speech must be courteous and edifying and void of profanity. Conversations must be as such a nature as not to distract the driver. No food or drinks are allowed in vehicles. Guests will remove all trash from vehicles when exiting the vehicle (even if it is not yours). Infractions should be reported to staff upon return.

Personal Vehicles: No guest is allowed to have a vehicle on Overcomers property without staff permission. Guest vehicles must be parked in the back parking lot. Vehicles improperly parked or without proper credentials will be towed at the owner's expense.

VISITORS: Visitation privileges are received after entrance into level 2. All visitors must be conducive to your program of recovery, be pre-approved by staff, and must register when they arrive and depart. OC visitors who are not listed on visitation passes will be denied unless staff approved. Visitors are limited to legally married spouses and immediate family members (fathers, mothers, brothers, sisters, children). Exceptions must be made through the staff and may be interviewed by a counselor before visitation. Visitors may use the day room, Dining Hall, and recreation areas for picnics or recreation, but all areas must be properly cleaned and straightened after use. Visitors will not use guest's rooms for visitation. You are responsible to insure that the conduct of your visitor falls within our guidelines; that all children remain with you at all times; and that your visitors are dressed modestly and appropriately. Normal visiting hours are Saturday from 1:00pm until 5:00 p.m.

VOLUNTEERS: Volunteers are a vital and integral part of Miracle Hill Ministries. Volunteers primarily offer support through kitchen assistance, housekeeping assistance, professional skills, counseling, special events, and Chapel presentation. Job descriptions and guidelines are given to volunteers. Guests should show the utmost respect for all volunteers and visitors and are not

allowed to ask them for money or special favors. Flirting with any volunteers or visitors is not permitted.

VOICING CONCERNS: Guests have many options to voice concerns: through staff, community meetings, task meetings, Guest Satisfaction Surveys, Suggestion Box, etc. Items demanding immediate attention should be brought to staff as soon as possible. Please do not assume that staff is already aware of your concerns or suggestions. A suggestion box is available (black box upstairs by stairwell) and is checked monthly and discussed among the staff.

SCHEDULES:

Monday Through Friday Schedule	
4:30am	Kitchen Crew Up
5:30am	Lights on/ Wake Up
5:30-5:50am	Straighten room/ Get ready
5:55	Roll Call/Pray In
6:00-6:30	Breakfast
6:30-6:50	Dining Room Cleanup
6:55	Roll Call
7:00-7:30am	Chapel
7:30-7:50am	Personal Devotion Time
8:00-11:30am	Class for level 1 & 3 / Task for Level 2 & 4, PP Tuesdays GED: 9:00-11:30 (L2&4)
11:30 – 11:55	Free Time
11:55am -12:50	Pray in /Lunch / Clean-up
1:00-4:30pm	Class Levels 2, 4, & PP/ Tasks Levels 1 & 3 Mondays Work Keys (L3 only) 1:00-3:30pm @ United Min Tuesdays GED: 1:00-3:30 (L1&3) at United Ministries
4:30 – 5:50pm	Free time/Meds & Mail
5:55pm	Roll Call/Pray-in
6:00-6:30	Dinner
6:30-6:50	Dining Room Cleanup
6:55	Roll Call
7:00-7:30pm	Bible Study/Devotions (M-W, F) Choir Practice (Th)
7:30-9:30pm	Quiet Free time
9:30-9:55pm	In Room & Prep for Bed
10:00pm	Lights Out/ In Bed
Friday Night Schedule	
7:30-10:30pm	Free time Ends @ 10pm – inside by 9:30pm
10:30 – 10:55	Prep for Bed
11:00pm	In Bed/Lights Out

Saturday Schedule	
4:30am	Kitchen Crew Up
5:30am	Wake Up
5:55-6:50am	Pray in-Breakfast / Clean-up
7:00-7:30am	Chapel
7:30-7:55am	Personal Time / Room in Order
8:00-9:30am	Demerit Work-off & GED
8:00-11:55am	Free Time (for those not GED or Demerit Workoff)
11:55-12:50pm	Pray in-Lunch / Kitchen Dining Clean-up
1:00pm-5:00pm	Visitation
4:00pm	3rd Kitchen Crew Reports
5:55am-7:00pm	Pray in / Dinner / Clean-up
7:00-7:30pm	Personal Quiet Time
7:30--9:30pm	Recreational Time- Quiet Time
9:30-9:55pm	Inside Building-Prep For Bed
10:00pm	Lights Out / In Bed

Sunday Schedule	
5:30am	Wake-up
5:55am-6:55am	Pray in / Breakfast / Cleanup
7:00 – 8:00	Prep for Church
8:00am	Guests in Blue Room for Church
9:00-11:30am	Church
10:30am	Kitchen Crew Reports
12:25-1:30pm	Pray in /Lunch / Dining & Kitchen Cleanup
1:30-3:55pm	Free Time
3:30pm	Kitchen Crew Reports
3:55-4:30pm	Pray in-Dinner
4:30-4:50pm	Dining Kitchen Clean-up
5:00pm-9:30	Blue Room - Evening Church
9:30-9:55pm	Prep For Bed
10:00pm	Lights Out

Scheduled Events

Mondays---Bible study in the chapel from 7:00p.m.-8:30p

Mondays--- Level 4 will attend Celebrate Recovery from 5:30p.m.-9p.m

Tuesdays---Level 3 will attend Celebrate Recovery from 5:30p.m.-9p.m

Tuesdays---Bible study is from 7:00 – 8:30 in the chapel

Wednesdays---Bible study in the Chapel from 7:00p.m.-8:30pm

Wednesdays---L3 & 4 may attend outside services or Bible study in the Chapel from 7:00p.m.-8:30pm

Thursdays---Power Hour starting at 2pm in the chapel

Thursdays---Community meeting in the chapel starting at 3p.m.

Thursdays---Choir practice at 6:45p.m. in the chapel

Friday---Every third Thursday graduation is held at the Greenville Rescue Mission at 6:30pm

Friday - Every first & 3rd Friday L4 to AA/NA; every second & fourth Friday L4 to GRM Chapel

Friday---Bible study is from 7:00 – 8:30 in the chapel followed by Praise & Worship

Saturday---GED is held in the Computer lab and conference room from 8a.m.-9:30a.m

Sunday---All PP, Levels 1 & 2 guests attend Rocky Creek Baptist Church both in the morning and evening
All level 3 and 4 attend outside church services, and attend chapel in the evenings if there is not service at their church.



Miracle Hill MINISTRIES

GOD'S PLAN OF SALVATION

GOD LOVES YOU

"For God so loved the world, that He gave His only begotten Son, that whoever believes in Him shall not perish, but have eternal life." (John 3:16) "But God demonstrates His own love toward us, in that while we were yet sinners, Christ died for us." (Rom. 5:8)

ALL ARE SINNERS

"For all have sinned and fall short of the glory of God." (Rom. 3:23) "As it is written, 'There is none righteous, not even one.'" (Rom. 3:10)

GOD'S REMEDY FOR SIN

"For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord." (Romans 6:23) "But as many as received Him, to them He gave the right to become children of God, even to those who believe in His name." (John 1:12) "For I delivered to you as of first importance what I also received, that Christ died for our sins according to the Scriptures, and that He was buried, and that He was raised on the third day according to the Scriptures." (1 Cor. 15:3-4)

ALL MAY BE SAVED NOW

"Behold, I stand at the door and knock; if anyone hears My voice and opens the door, I will come in to him and will dine with him, and he with Me." (Revelation 3:20a) "For, 'Whoever will call on the name of the Lord will be saved.'" (Romans 10:13)

REPENTANCE

"I considered my ways, and turned my feet to Your testimonies. I hastened and did not delay to keep your commandments." (Psa. 119:59-60)

MY DECISION TO RECEIVE CHRIST AS MY SAVIOR

Confessing to God that I am a sinner, and believing that the Lord Jesus Christ died for my sins on the cross and was raised from the dead for my forgiveness, I now receive and confess Him as my personal Savior.

Please ask the staff about spiritual questions you have.