

Stephen's House, Inc.
415 Linn Street, Yankton, SD 57078

Guidelines, Expectations, Requirements
For Stephen's House Residents

The purpose of this document is to provide a set of guidelines, expectations, and requirements for residents of Stephen's House, located at 415 Linn St., Yankton, SD 57078. Stephen's House is the housing facility of Stephen's House, Inc., (SH), a non-profit ministry. If you desire to be accepted as a resident of Stephen's House, please read and initial each numbered paragraph only after having a clear understanding of the content. If you have any questions or concerns, please ask prior to initialing the paragraphs and/or placing your signature on the last page.

1. I understand that SH owes me nothing. SH will walk beside me and offer advice about decisions but will not do the work for me. SH will provide guidance regarding my spiritual, physical and financial needs. I understand that it is NOT the responsibility of Stephen's House to bail me out of negative situations resulting from my choices. I understand that my choices have a major impact on my future. X_____
2. I understand that making a successful transition into society will not be easy and will take time. I intend to spend a minimum of 6 months at Stephen's House in order to make my successful transition a reality. I further agree to spend the first 24 hours of my stay on the SH premises to become accustomed to my new environment. X_____
3. I agree that connecting with the Body of Christ (the Church) and becoming involved in a Christian community is extremely important. I will seek a church family where I feel welcome and have opportunities to get involved. When possible, I also agree to attend regular church services and SH weekly Bible studies and group activities. X_____
4. I agree to handle all conflicts (such as physical violence, threats, emotional abuse, stealing or foul language) with the Matthew 18:15-17 resolution plan.
 - Try to successfully resolve the issue among yourselves and thereby maintain a friendship.
 - If unsuccessful, ask one or two others to help.
 - If unsuccessful, ask the church for help.
 - If unsuccessful, recognize the benefit of forgiveness for your mental health.

I understand that disruptive behavior which negatively affects the harmony at SH could lead to my dismissal from SH. X_____

5. As a SH resident, I agree to be drug and alcohol free, and submit to testing for both if asked. I will also permit my room to be searched for such substances. For my own good and/or to remain in compliance with court orders or parole policy, I will not enter any business establishment which derives a large part of its income from alcohol and/or drug sales. I understand that SH has a "zero tolerance" policy on this issue and failure to comply will result in my PO and/or counselor being contacted and would be cause for discharge from SH. I further understand that if drugs are found in my system or among my possessions, I could be immediately discharged. X_____
6. I will not use tobacco products (cigarettes, chew, etc.), e-cigarettes, or vaporizers inside the house. Although SH discourages tobacco use since it is expensive and bad for one's health,

smoking may be done outside the rear of the house. Smoking is not allowed in front of the house. Violating this tobacco policy could result in my discharge from SH. X_____

7. I understand that residents are not allowed to have weapons or pets. X_____

8. I agree to

- maintain good grooming and personal hygiene habits.
- keep my sleeping quarters clean per SH Staff standards.
- do the daily and weekly chores assigned by SH Staff or agreed to by fellow residents.
- keep the common areas clean and clutter free.
- assist with snow removal, lawn care and general maintenance of the facility without expectation of reimbursement.

X_____

9. I understand that any attempt to intentionally interfere with SH door security will result in immediate notification of my PO or counselor and will likely lead to immediate discharge from Stephen's House. X_____

10. A sign-out sheet is used for accountability and emergencies. I understand it is important for SH to know where I am when I am not at the House and will be diligent in signing out. X_____

11. I understand that there is limited room in the house and personal property will be kept to a minimum. All personal property will need to be approved by SH Staff and recorded on a personal inventory worksheet. I agree SH will not be responsible for personal property that is lost, broken or stolen. X_____

12. I understand that I will likely share a room with another resident and that room assignments will be made by SH Staff. X_____

13. I agree that only SH residents and SH Staff will be allowed in my room. X_____

14. I understand that I am responsible for my own personal documents. Important paperwork (birth certificates, SS cards, legal paperwork, etc.) can be stored in a secure file at SH if desired. SH will not be held responsible for personal documents that are not in SH possession. X_____

15. I understand that I am entitled to eat the food provided by SH. SH will not let anyone go hungry and will attempt to help the residents make good food choices. SH will advise in the process of obtaining food stamps on an individual basis with the understanding that food stamps are to be used temporarily and for food items only. I agree to work together with the other residents on food preparation and food sharing. X_____

16. I understand all mail from the U.S. Post Office will be delivered to the House secure mailbox and distributed to each resident by SH Staff. X_____

17. Telephone privileges: Stephen's House provides a landline for residents. Calls, including long distance, can be made and received. No collect calls are to be received. Except in the case of emergencies, telephone calls are not to be made or received after 9:00 PM. If at any time a telephone conversation is deemed to be lewd, contain strong sexual overtones, or be offensive to other residents or staff that are present, the conversation will be ended and telephone privileges may be suspended. X_____

18. If I am on parole, I understand that personal cell phones are permitted only after the PO has been notified and the phone number has been given to SH. X_____

19. SH provides one TV in the common living area. No personal TVs are allowed. Personal video games will be tolerated if connected to the TV in the common area. In addition to these guidelines, I agree to use ear buds at appropriate times. X_____
20. I understand that while at Stephen’s House I need to focus on becoming spiritually and emotionally grounded, establishing a healthy lifestyle, securing and maintaining a job, and becoming financially responsible. For these reasons, I agree to avoid one-on-one friendships with women whom I am not related. If I have an established relationship at the time I become a SH resident, I understand that she may not visit me for the first 30 days of my residency. After 30 days, I may request permission from SH to have women visitors at the House. X_____
21. I agree there will be no on-site visits by friends or family unless first approved by SH Staff 24 hours in advance. Visits inside the house will be limited to the common living areas. X_____
22. I understand there will be absolutely no overnight guests. X_____
23. Curfew, Work, Time Off: Time away from Stephen’s House property may be adjusted to coincide with individual work schedules upon SH Staff approval, or for discipline or exceptional behavior. Sleep is important and a minimum of 8 hours per day must be spent at Stephen’s House for personal devotions, relaxation and rest. Weekend passes will only be granted when I am employed and my financial obligations are current. I understand no employment means no weekend pass. In addition to the above, I agree to the following curfew hours: X_____
- 7:00 PM – 7:00 AM ----- Not working, looking for employment.
 - 8:00 PM – 6:00 AM ----- Employed and personal space is maintained as required.
 - 9:00 PM – 6:00 AM ----- Employed, income being deposited in the Resident Account, a financial worksheet is completed and approved by SH Staff, and be in compliance with other SH guidelines.
 - 10:00 PM – 6:00 AM ----- As above and all financial obligations are being fulfilled.
24. I understand SH offers limited transportation but cannot always be available to help. SH will try to assist in obtaining a bicycle. I understand that I am fully responsible for planning my personal transportation needs. X_____
25. A motor vehicle is considered a major responsibility. Ownership and use will only be allowed after I meet the following requirements: X_____
- I must have PO and SH approval.
 - I have a good financial plan in effect.
 - My financial obligations to SH are met and I have money in savings.
 - A copy of my driver’s license, vehicle registration and insurance are on file with SH.
26. Upon becoming a SH resident, I agree to initially give Stephen’s House all funds I receive thereafter. This includes earned and unearned money (i.e., paychecks, government and tribal payments, gifts, etc.) I understand this is a “zero tolerance” policy and if I violate this policy, it is deception on my part and would be cause for prompt discharge from SH. SH will deposit my money in the SH Resident Account at the bank. Housing fees will be withdrawn from my account balance until the conditions in paragraphs 31 and 32, below, are met. My balance in the Resident Account will be available upon request. My goal is to demonstrate a healthy understanding of a budget and financial responsibility by knowing the difference between “needs” and “wants” and saving funds for living independently. I will learn to budget my income in order to pay for necessary expenses (housing fees, fines, restitution, PO, programming obligations, food, clothing,

- etc.). After meeting these necessary expenses, I understand I will have the opportunity to budget funds for non-essential items and put money into savings. X_____
27. I understand that having a job is good for personal self-esteem and necessary for self-sufficiency. Obtaining a job will be a high priority and I will diligently seek employment. I understand that if I am not employed within 30 days of my arrival at SH, my PO or counselor will be contacted to determine my future status at SH. X_____
28. Once employed, I agree to provide SH with my work schedule, updating it as necessary, and to provide my supervisor's name and phone number in the event that SH needs to contact my employer. X_____
29. Upon initial employment, I agree to immediately enroll in my employer's electronic deposit program, if available, to deposit my entire wages into the SH Resident Account. If electronic deposit is not an option, I will immediately give my paychecks to a SH coordinator for deposit into the SH Resident Account. I understand this is a "zero tolerance" policy and if I violate this policy it is deception on my part and would be cause for prompt discharge from SH. X_____
30. I understand that I may request cash from my Resident Account balance by contacting a board member or staff person. I understand that to receive cash from my funds in the Resident Account, my financial worksheet from the previous week must be satisfactorily completed and receipts for purchased items are available. Cash requested from currently received funds cannot exceed 50% if housing is owed. Upon my departure from SH, I understand that any of my remaining funds in the Resident Account will be used to cover unpaid monies owed to SH before any remaining balance is paid to me or to the person or entity of my choice. If my departure from SH is less than honorable, the payment may be delayed for 30 days. X_____
31. Once my Resident Account balance exceeds \$1,000 for at least one month and I demonstrate faithful efforts to fulfill the other requirements in this document, I may request the opportunity to open a personal bank account. After opening a personal account, I agree to deposit a minimum of 25% of earned and unearned money (i.e., paychecks, government and tribal payments, gifts, etc.) to the SH Resident Account for the disciplined goal of saving money. Upon my approved, honorable departure and without any money due to SH, any remaining balance in my SH Resident Account will be paid to me or to the person or entity of my choice. X_____
32. I agree to pay housing fees as described in the Housing Fee Agreement. If I have been allowed to open a personal bank account as described in paragraph 31, above, I agree that the savings in my Resident Account will not be used to pay my monthly housing fee. Furthermore, if I have been allowed to open a personal bank account, failure to pay timely housing fees may result in SH again requiring that all future receipts of earned and unearned money (i.e., paychecks, government and tribal payments, gifts, etc.) be made to the SH Resident Account as described in paragraph 26, above. X_____
33. I understand that all employment, education or similar out of town travel schedules will be communicated at least 48 hours in advance and are subject to SH and PO approval. X_____
34. I understand that I will need permission from SH Staff and my PO (if on parole) at least 30 days before intentionally moving out of Stephen's House. I also understand that if detained, re-incarcerated or dismissed from the program, I will still be responsible for all monies owed to SH. Without prior agreement, housing fees already paid will not be refunded. X_____

- 35. I agree to adhere to all of the guidelines, expectations and requirements outlined in this document regardless of my parole status. X_____
- 36. If for any reason I am removed, dismissed or leave from SH under less than honorable conditions, I agree that my personal property and the balance of my funds in the Resident Account will be retained and used to cover unpaid monies owed to SH. Any remaining personal property or funds will be returned to me or to the person or entity of my choice within 30 days. After 30 days from my removal, any unclaimed personal property or funds will be considered a “donation” to SH and may be used as it sees fit. X_____
- 37. I understand that is a fluid document and can’t cover every possible situation, but is specific in spirit, as well as outlining the basic expectations and requirements of SH residents. I understand that this document may be revised at any time as situations warrant. If revised while I am a resident at SH, I will be presented with the revised document and asked to re-initial and re-sign it in order to remain a resident at SH. X_____
- 38. I agree to thoroughly review this document prior to my arrival at SH. I also understand that my violation of the expectations and requirements stated in this document, or other negative behavior, may be reason for discharge from SH. If I am on parole, the POs will be informed of negative behavior. I further understand that I have the right to appeal a discharge in writing to the governing board of Stephen’s House, Inc., 415 Linn St, Yankton, SD 57078, postmarked within 72 hours of the notice of discharge. X_____
- 39. Most importantly, I understand that my residence at SH is a blessing provided by our Lord and Savior Jesus Christ. This house has been made possible by Jesus himself. It is by God’s grace that the staff, Board, and SH supporters are able to make the SH program available. This building is not just an ordinary structure, but it has been dedicated to be used by men who have accepted, or who will hopefully accept, Jesus as their Lord and Savior and realize it is only by His power and might that all people can make good choices and be truly successful. X_____

Stephen’s House is striving to provide a Christian environment consistent with Biblical principles. Stephen’s House is here to assist you with your recovery and will encourage and help you to succeed. Please assist us by communicating any of your needs or concerns to a staff member.

I am on parole and agree to adhere to all the requirements contained in this document. X_____

I am not on parole and agree to adhere to all the requirements contained in this document. X_____

Resident Signature _____ Date _____

Printed Name _____

Attestor Signature _____ Date _____

For you have been called to live in freedom, my brothers and sisters. But don’t use your freedom to satisfy your sinful nature. Instead, use your freedom to serve one another in love. Galatians 5:13 NLT