

**New Heartland Women's Recovery Center (NHWRC) (logo)**

**Executive Director, Robert Klock**

**Address**

**Phone**

**Email**

**Website**

New Heartland Women's Recovery Center (NHWRC) is designed for women aged 18 years or older, who have life-controlling problems and behaviors and desire to change their life through a personal relationship with Jesus Christ. The NHWRC is a 12-18 month residential program which focuses the student on spiritual growth, work ethic, and educational achievement using the Celebrate Recovery discipleship curriculum ([www.celebraterecovery.org](http://www.celebraterecovery.org)).

The students of NHWRC will learn and study the gospel, allowing it to transform their lives into a model of Christian living which holds personal responsibility in high regard. Through bible study, church attendance and working through the Celebrate Recovery curriculum, the gospel will impact every aspect of their lives and be evident in the choices made throughout the day. The development of work ethic through volunteer opportunities, work assignments within the program and employment opportunities in the community and pursuit of personal educational objectives will allow students to focus on God's best plan for their lives.

The New Heartland program is a 12-month curriculum with an opportunity to continue into advanced discipleship after 12 months, which lasts for 6 months. Evaluations will be conducted at regular intervals to maintain students' momentum, adjust goals and correct conduct. Those who do not desire or qualify for on-premises advanced discipleship at the 12 month mark but have completed all coursework and met all goals will earn a certificate of completion and will work with New Heartland staff to transition into society or another program.

**Statement of belief:**

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

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

*All we like sheep have gone astray, each of us has turned to his own way; but the Lord has caused the iniquity of us all to fall on Him. Is 53:6*

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

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

*For He looked down from His holy height; From heaven the Lord gazed upon the earth, To hear the groaning of the prisoner; To set free those who were doomed to death. Ps 102:19-20*

*Thus says the Lord, the King of Israel and His Redeemer, the Lord of Hosts: I am the first and I am the last, and there is no God besides Me. Is 44:6*

*Let all the earth fear the Lord; Let all the inhabitants of the world stand in awe of Him.*

*Behold, the eye of the Lord is on those who fear Him, on those who hope for His loving-kindness. Ps 33:8, 18*

*For great is the Lord, and greatly to be praised; He is to be feared above all gods. For all the gods of the peoples are idols, But the Lord made the heavens? Ps 96:4-5*

*The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding. Pro 9:10*

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

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

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

*Thy Word I have treasured in my heart that I may not sin against Thee. Ps 119:11*

*Thy Word is a lamp to my feet, and a light to my path. Ps 119:105*

*The unfolding of Thy words gives light; it gives understanding to the simple. Ps 119:130*

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

*If you love me, you will keep my commandments. Jn 14:15*

*But prove yourselves doers of the word, and not merely hearers who delude themselves. James 1:22*

*The conclusion, when all has been heard, is: fear God and keep His commandments, because this applies to every person. Ecc 12:13*

*Has the Lord as much delight in burnt offerings and sacrifices as in obeying the voice of the Lord? Behold, to obey is better than sacrifice, and to heed than the fat of rams. I Sam 15:22*

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

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

**Attitude:**

Students are to respect and submit to the authority of the staff at NHWRC. They are to humbly obey and show proper respect for each staff member or anyone under whose supervision they are placed.

*Let every person be in subjection to the governing authorities. For there is no authority Except from God, and those which exist are established by God. Therefore he who resists Authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves. Rom 13:1-2.*

- Use the chain of command to report all conflict and problems to the staff. This is to be where your counsel, guidance, and advice come from, not from coworkers or other students in the program.

At NHWRC: Advanced Discipleship Student → On-duty staff → Program Director → Executive Director

At worksite: On-duty Supervisor → On-duty staff at NHWRC

- Do not go to another staff member if refused a request by a previous staff member.
- Never take on the offense of another person by entering into conflicts that do not directly involve you. The covering up of sin or keeping others' secrets is considered harmful to everyone.
- Be considerate and respectful of other women at all times.
- No murmuring, complaining, boasting or bragging about things. Do not keep secrets for one another.

### **Appearance & Hygiene:**

*Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly, not with braided hair and gold or pearls or costly garments; 1 Ti 2:9*

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

- Daily personal hygiene is required. Showers are 10 minutes, with 5 minutes for undressing and dressing. Always use deodorant, brush teeth at least twice daily or after meals and never smell offensive. Use appropriate feminine hygiene products consisting of either tampons and pads during menstrual cycle. Discard of these products appropriately.
- Hair is to be clean, groomed and of natural color. Simple pony tail holders can be worn.
- Under garments are to be worn at all times except during bathing. Panties should be limited in fabric and style to cotton or nylon, bikini cut or briefs. Bras may not have padding or be of a style that increases bustline or enhances cleavage.
- Pajamas or nightgowns and panties must be worn for sleeping. Bras can be taken off for sleeping.
- The only appropriate place to change clothing is in the bathroom in private.
- Minimum length of dress/skirt is mid knee, nor are slits to go above knee.
- Tops and blouses are not to display cleavage and be long enough to cover abdomen.
- Shorts can be no shorter than 3 inches above knee.

- No clothing may be see-through, provocative, frayed, ripped, sagging, or too long that the garment drags on the floor.
- No clothes with logos, teams or sayings other than those required for work duty or expected/allowed for program activities (For example: Celebrate Recovery T-shirt, New Heartland Shirt or scripture based).
- Clothes will be kept clean, ironed, and mended.
- Students are permitted to wear up to 3 rings on their hands, a wristwatch and up to two pairs of pierced earrings (1/2 in. long or smaller) on the earlobes. No other body jewelry may be worn and no marking of the body may be done while in residence. This includes tattooing, cutting, piercing of skin.
- Shoes will be taken off at the door and not worn in the house (Socks or slippers can be worn).
- Staff has the right to reject any article of clothing and ask the student to change. That article should not be worn again.

### **Home living policies:**

- Students are not allowed to enter another students bedroom or bathroom.
- Beds are to be made before breakfast every morning.
- Rooms are to be clean, uncluttered, orderly at all times and may be inspected at any time.
- Clothes are to be neatly folded in drawers, hung up in the closet or in a clothesbasket.
- Bedroom doors are to be open with the exception of sleeping. During daylight hours, blinds will be open.
- Nothing is to be hung on the walls in the bedrooms. Two family pictures (or one picture of each child if more than two) may be displayed on the dressers and tables in rooms.
- Ladies are not to leave the boundaries of the home after coming in from work without permission from an on-duty staff member.
- No food or drink in bedrooms. Food and beverages are permitted in the dining area and kitchen.
- No getting out of bed after lights out except to go to the bathroom.
- Refrain from loud noise and conversation, yelling and shouting.
- There is to be no borrowing, lending, or selling of anything, without approval of staff first.

### **General Kitchen Rules:**

- Wash hands before handling food including preparation, serving and consuming.
- Women will all eat at the appointed times. The only acceptable reason for being late is work or church commitments.

- All meals should be eaten after giving thanks and without complaint about the food the Lord has provided.
- There will be no second helpings until everyone has been served. No gluttony.
- At all times ladies are to demonstrate common courtesy and proper manners during meals.

#### **General Conduct:**

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

*For the mouth speaks out of that which fills the heart. The good man out of his good treasure brings forth what is good; and the evil man out of his evil treasure brings forth what is evil. And I say to you, that every careless word that men shall speak, they shall render account for it in the Day of Judgment. For by your words you shall be justified, and by your words you shall be condemned. Mt 12:34b-37*

*When there are many words, transgression is unavoidable, but he who restrains his lips is wise. Pr 10:19*

*These six things the Lord hates, indeed, seven are an abomination to Him: a proud look (the spirit that makes one overestimate himself and underestimate others), a lying tongue, and hands that shed innocent blood, a heart that manufactures wicked thoughts and plans, feet that are swift in running to evil, a false witness who breathes out lies (even under oath), and he who sows discord among the brethren. Pr 6:16-19*

*If anyone thinks himself to be religious, and yet does not bridle his tongue but deceives his own heart, this man's religion is worthless. Ja 1:26*

- No cursing, vulgarity, coarse, harsh or improper language. No glorification of past sin.
- No contact with members of the opposite sex, including eye contact.
- Conversation with the opposite sex is allowed only as is necessary for the performance of job duties.
- Refrain from physical touch with everyone.

#### **Substance Use:**

- No possession of or use of tobacco products, alcohol, narcotics or other drugs or sexual activity of any nature, including paraphernalia such as matches, lighters, pipes, needles, containers for storing substances, pornography, condoms, devices for sexual stimulation, sharp objects like loose razor blades, push pins and thumb tacks, cologne, alcohol-containing products or over the counter medications of abuse, or inhalants.
- Upon entry, all clothes and luggage will be inspected. As well as after shopping trips, visits, or home visits.
- Students will voluntarily submit to drug screening tests as required by staff.

**Medical/Dental Care:**

Payment for medical or dental care is the responsibility of each student. Insurance coverage, if any, is also the responsibility of the student.

- Report all medical and dental needs to the staff as soon as possible.
- Staff will escort students to all medical/doctor/dentist appointments.
- NHWRC does not allow any type of behavior modification drug.
- All medicine will be kept safely and dispensed by NHWRC staff.
- To receive medicine, students should report to the on duty staff member at the appropriate time.

**Church Participation:**

- All students are to attend all church functions, unless otherwise specified.
- Students must be prepared and ready to leave for church 10 minutes prior to departure. This includes having bible and writing materials, any items needed for services, and dressed appropriately for weather conditions.
- Ladies are to sit together in a group in assigned seating.
- No getting out of seat five minutes prior to the start of service. Take notes during services.
- No bathroom breaks during services or classes.
- Students should not talk, pass notes, write letters, chew gum, sleep, or slouch in church or classes. Sit up straight and do not put feet on the chairs. No finger or nail chewing or twirling hair. Pay attention and be present.
- Stand during praise and worship.
- Heads will be bowed and eyes closed during all prayers in reverence to God.
- Bring a Bible, church journal and pen to take notes, to all church services and classes.
- Attitude is to be respectful of the service and the needs of others.

**Work Duties:**

- Every student will be required to perform various work duties in order to keep the home clean. These duties will be shared and rotated chores and additional duties fulfilled at the direction of staff. Duties include but are not limited to all aspects of cleaning premises, gardening, keeping animals, and seasonal upkeep of grounds such as leaf removal or snow shoveling.

**General Work Rules:**

The primary purpose of work in the program is to teach individuals how to relate to others, give and take orders, assume responsibility, develop initiative, and acquire a good work ethic.

*Let him who steals steal no longer; but rather let him labor, performing with his own hands what is good, in order that he may have something to share with him who has need. Eph 4:28.*

*And to make it your ambition to lead a quiet life and attend to your own business and work with your hands, just as we commanded you. I Thess 4:11.*

*And he said to them, "Do not take money from anyone by force, or accuse anyone falsely, and be content with your wages. Lk 3:14b.*

- Students are to be ready for work 15 minutes prior to leaving for work and dressed in accordance with the expectations of your employer as well as NHWRC guidelines and weather conditions.
- Students are to submit to authority and instruction of those placed in supervision over them.
- Give prior notice to the work supervisor of any previously-approved (by NHWRC) absences such as probation, legal or medical appointments, or home visits.
- In case of sickness, a staff member must be contacted. Unless a doctor's excuse is in effect, the staff will make the final decision if a student can work.
- Transportation to and from work will be provided by NHWRC staff unless prior approval is given for other means of transportation.

### **Daily Meditation and Quiet Times:**

Wake up is 6am and Lights Out is 10pm.

- Daily Meditation and quiet times will be required throughout the day. Specific times and activities during these times will be reflected in your daily curriculum.

Generally, quiet time is a no talking period where reading, meditating, reflecting or listening is the primary form of communication. These are times of focus, removing distractions, self-control and resting in the Lord.

### **Laundry:**

Students are responsible for their own laundry.

- Clothes are to be removed from washers and dryers as soon as they have completed their cycle.
- Pockets are to be checked prior to washing to make sure they are empty.
- Laundry should be put away immediately after washing.
- New Heartland is not responsible for lost, stolen, or ruined clothing.
- Bedding will be changed and washed weekly.

**Mail:**

- Staff will open and inspect all incoming and outgoing mail and packages. Business-related mail can be sent and received at any time during a student's stay. Gift items/packages can be sent and received as an earned privilege and only from pre-authorized persons on the student's contact list. Packages containing items which are prohibited by NHWRC program rules will be discarded by staff.

Our mailing address is:

Student's Name

c/o New Heartland Woman's Recovery Center

Address

CSZ

- Outgoing mail is to be left opened or it will not be mailed. Any mail that is inappropriate in any form as outlined by program rules will not be sent. Students need to provide postage on outgoing mail and packages.

**Money Matters:**

- Students are expected to be financially responsible, wise and respectful of the role of money from a biblical perspective and to use it in a manner which reflects God's priorities in the student's life.
- Financial obligations, judgments and liens, wage garnishments and other outstanding financial obligations including child support, probation fees, legal/court fees must be disclosed upon entry and at such times as they are imposed or become payable/due:
- Financial obligations will be met before other spending is allowed.
- Lost or stolen money in the possession of the student is her own responsibility. Amounts over \$30 should be kept in the bank or given to staff for safekeeping.
- Banking will be done through the staff. Prior notice is to be given if money is needed to be withdrawn from the bank.

**Phone calls:**

- Business and program related phone calls can be made and received at any time during a student's stay at staff discretion. Personal phone calls be made and received as an earned privilege and only from pre-authorized persons on the student's contact list. These phone calls are made in the presence of staff.
- Phone calls are 10 minutes. For calls to dependent children, 5 minutes for each dependent child under 13 years old and 10 minutes for each child 13-17 years old are allowed.
- Phone conversations that become disrespectful, argumentative, manipulative, or complaining, will be discontinued.

**Visits:**

*I urge you, brothers, to watch out for those who cause divisions and put obstacles in your way that are contrary to the teaching you have learned. Keep away from them for such people are not serving our Lord Christ, but their own appetites. By smooth talk and flattery they deceive the minds of naïve people. Ro 16:17-18.*

- Visits are an earned privilege. A pre-approved list of acceptable visitors will be generated during the first month of programming. Each privilege level has guidelines for visits.
- Generally there are two visits allowed each month and must be approved the week prior to the visit date. Dependent children may visit every weekend with approval from staff.
- Visits are on Sunday and on property unless the privilege to go off site has been earned. No visitors may enter bedroom spaces whatsoever.
- Off-site visits are to be planned and authorized at least one week in advance of the visit. Time and conduct restrictions must be observed. Behavior is expected to be respecting of the Lord, the visitor, the student and adhere to New Heartland behavior guidelines.
- Visits take the pace of phone calls except for dependent children who may visit and call.
- Other students may not join or participate in the visit of a student without permission from staff.

### **Discipline:**

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

*Behold, how happy is the man whom God reproves, so do not despise the discipline of the Almighty. Job 5:17*

*Before I was afflicted I went astray, but now I keep Thy Word. Ps 119:67*

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

Disciplinary measures, not limited to:

- Loss of visiting privileges.
- Loss of leaving property privileges.
- Loss of phone and mail privileges.
- Extra work duties around the house.
- Extra time added on to length of program. Each student is treated as an individual and may not have the exact same consequence as another student.
- Inability to advance to the next privilege level.
- Discharge from New Heartland Women's Recovery Center.

### **Entry Requirements:**

- Desire a relationship with Jesus Christ and be willing to change.
- Admission application completed. Phone interview conducted.
- Must bring one picture ID, birth certificate and Social Security Card.
- Medical Screening and proof of testing for the following prior to entry and bring results with you: Pap smear, TB, HIV, STD and Hepatitis A and B. Testing must be in the last 30 days. Results must be received during application process and prior to entry.
- Will have all necessary medical and dental work taken care of prior to entry.
- A \$200 deposit will be required to be made prior to arrival. \$100 is application processing fee and \$100 will be retained for transportation costs upon discharge or graduation.

### **Dismissals:**

- Students are welcome to leave at any time at New Heartland. This is not a lock-down facility.
- When a student graduates, is asked to leave New Heartland due to program violations, probation/parole officers will be notified first. Pre-determined persons will be notified. A bus or train ticket will be purchased from the deposit monies collected during admission. Students who do not return at their anticipated time will only have a margin of 30 minutes to contact staff or return to program before police are contacted. This is to locate the missing student and to protect safety of all residents and staff. Students missing more than an hour without contact with staff, will be prepared for dismissal from New Heartland. Students who are discharged based upon a missing status forfeit their deposit.
- Dismissed students will not be reconsidered for re-admittance to the program for a period of 30 days after a re-admission interview and staff approval.

### **Program Fee:**

- The monthly cost of New Heartland Women's Recovery Center is \$1,500. This cost will be subsidized by wages earned, scholarships from donors, donations and fundraising.
- The monthly costs cover lodging, food, housewares, household cleaning supplies, transportation, telephone access, computer access (when permitted). The monthly costs do not cover OTC medications, clothing, gifts, postage, laundry money or supplies, resources for visits or vacations, cosmetics, eyewear, toiletries, court fees, probation fees, child support, reparations or restitutions.

### **What to bring with you:**

- 10 pair of panties (cotton, white, brief or bikini cut)
- 5 bras (non-padded)
- 3 dresses or skirts/blouses for church attire
- 5 pants
- 7 shirts
- 2 sweat suit outfits (no logos or words)
- 1 pair of sneakers
- 1 pair of sandals
- 1 pair of boots

Coat, hat, scarf, gloves  
2 Pictures of your family  
1 keepsake item to put on your dresser

### **Privilege Levels:**

#### **Level 1:**

**•At least 30 days long but not longer than 90 days**

- Business-related phone calls and mail
- Dependent children 17 and under may have weekly phone contact. After 30 days, weekly children visits can begin.
- Complete psycho-social profile with staff in order to set Level 1 goals and steps.
- Complete financial evaluation and budget
- Complete educational history and goals
- Determine safe persons list of contacts
- Begin Celebrate Recovery curriculum
- Engage appropriately and meet expectations of all program activities and with peers and staff
- Begin volunteer and work assignments
- Participate in home care and chore assignments
- Attend Church
- Begin to build support network. Seek sponsor and accountability partners.
- Evaluate goals and move on to Level 2.

#### **Level 2:**

**Not less than 60 days and not longer than 120 days**

- All previous level privileges
- Business and personal phone calls and mail to and from safe contacts. Personal calls and mail cannot be sent or received more than once per week during Level 2.
- Dependent children 17 and under may have weekly phone contact and weekly visits.
- Two monthly visits from safe contacts.
- Meet with staff to set Level 2 goals and steps.
- Increase safe persons list of contacts
- Continue Celebrate Recovery curriculum and take on service commitment
- Engage appropriately and meet expectations of all program activities and with peers and staff
- Increase responsibility at volunteer and work assignments
- Continue to participate in home care and chore assignments
- Attend Church
- Continue to build support network. Develop relationship with sponsor with personal contact every other week. Increase contact with accountability partners to every other week.

#### **Level 3:**

**Not less than 90 days and not longer than 180 days**

- All previous levels privileges
- Personal calls (non-family) can be made three times per week during Level 3. (sponsor, accountability partner, church member)
- Meet with staff to set Level 3 goals and steps.
- Maintain safe persons list of contacts and develop plan for family re-engagement.
- Step study should be underway.

- Education goals should be underway.
- Off site visits can begin. One per month, with prior approval up to 4 hours.
- On-site overnight children visits can begin.

#### **Level 4:**

##### **Not less than 120 days and not longer than 270 days**

- All previous levels privileges
- Meet with staff to set Level 4 goals and steps.
- Adjust safe persons list of contacts and implement family re-engagement.
- Complete step study.
- Complete or continue education goals.
- Two 8 hour passes per month and 1 weekend pass per month (48 hours), with prior approval.
- For dependent children who will come to live on site, begin preparation for full-time parenting and complete family planning goals and steps.

#### **Level 5:**

##### **Not less than 180 days and not longer than 365 days**

- All previous levels privileges
- Meet with staff to set Level 5 goals and steps.
- Determine path of Advanced Discipleship program or discharge.
- Complete or continue education goals.
- Three weekend passes per month (48 hours), with prior approval.
- Demonstrate Parenting skills and coping mechanisms that are healthy for Mother and Child (ren).

#### **Graduation:**

Meet all Level 5 goals

Completed Steps 1-12

Joyful commitment to CR service

Flourishing relationships with family, CR, church, work, peers, earning a sustainable living or engaged in an educational training program

#### **Advanced Discipleship:**

Live on premises with or without children

Serve as first line staff at New Heartland

Mentor peers

Develop spiritual gifts

Serve in CR and church ministry