VISION AND MISSION

Welcome to Grace House and to Alabaster Jar Project (AJP). The Alabaster Jar Project is an organization dedicated to the anti-human trafficking movement. Our mission is to restore, rehabilitate and empower women survivors. Grace House, our long-term residential program, provides a safe, nurturing living environment that facilitates spiritual, physical, mental-and-emotional healing along with an array of support services and educational opportunities for survivors of trafficking and sexual exploitation.

We exist to partner with you, our guest, in your desire to restore your life and to build the future of your dreams. Each step of this partnership is designed to bring you to a place of empowerment and goal achievement while addressing your very personal healing process.

We describe our relationship with you, which includes Alabaster Jar Project employees, volunteers, interns and community partners as a partnership for a very specific reason. We take a team approach in your care and case management that includes open and honest communication while still honoring your dignity and privacy in matters that are not relevant or necessary to be shared. We are always open to your feedback, ideas, and concerns and are always working to evaluate and improve our program. We also expect for both you & AJP to honor the agreements that are made today under our current policies.

AJP is a faith based organization with a Christian point of view. You will hear conversations that include God, Jesus, and the Holy Spirit. You will see prayer in the home, be exposed to Bible studies, and be invited to attend church. We want you to know that you are free to practice the faith of your choice. Regardless of your faith preference, our program adopts a holistic approach that recognizes the connection of the mind, body and spirit.

Much research and many books written, separate from religious affiliation, acknowledge on a purely organic level that there truly is no separation between our thoughts, our emotions, and our physical bodies. We believe when you add your spirit to this, you have the full and true essence of the whole human being, as we were created. We believe that God is the true Healer and we will refer to Him in the context of spirituality, but do honor our guests aligning with whatever "higher power" they embrace. We believe spirituality cannot be ignored as you heal and as you work toward accomplishing your goals.

Again, welcome! We are honored that you have chosen to participate in our program and look forward to all the future holds! We pray that our time at Grace House will be a blessing to you and a time of healing and growth.
Alabaster Jar Project/Grace House Handbook & Guest Contract

Grace House Rules & Guidelines

1. Community areas are defined as the kitchen, dining room, living room, hallways, family room, storage closets, laundry room, upstairs bathrooms, outdoors, and the garage. Do not leave personal belongings in any of the above areas. 

2. Quiet times are: Sunday-Thursday 11pm – 7am; Friday-Saturday 11pm – 8am in the above community areas. Playing music without headphones, talking on the phone, watching T.V., or using the computer are not allowed during quiet times. Please be mindful of loud noises and respectful of other guests even outside of quiet times.

3. After wake-up time, you are expected to clock-in using the time clock. Beds must be made and you are expected to not return to bed after morning devotions. You will clock-in again at 10pm curfew.

4. After morning devotions, you are expected to be dressed for the day and to occupy your time with constructive self-improvement activities such as working towards and identifying your personal goals, programming homework, reading, physical fitness, arts & crafts, gardening, school work or daily chores.

5. Clean up after yourself. Dirty dishes should not be left overnight, clean up as you prepare your meals. Do not leave dishes out on countertops.

6. Store kitchen and food items that you purchase in your personal designated shelves in the kitchen, pantry, or garage storage. Do not use items from someone else’s space without their consent. Community items should be shared equally and notify when something is low. Some food/cooking items and all utensils/dishware, etc. are designated for community use.

7. Your bedroom will be maintained in a dean & orderly fashion, beds made after wake-up. Individual chores will be assigned to and rotated between all guests and should be checked morning and evening. Daily chores need to be completed before bedtime.

8. Store items you purchase and all personal items in your personal bedroom/bathroom space or locker. You will need to routinely clean out your areas and keep within your own spaces. Do not bring any more items than can be stored in your allocated space.

9. No food or drinks, except for water, should be consumed in areas outside the kitchen, dining room, or backyard patio. No eating or drinking other than water in the living room or bedrooms. No storing of food or drinks in the bedrooms.

10. To respect the privacy/modesty boundaries for all guests, clothing covering all private body parts MUST be worn in the common areas of the home. All guests are required to dress with modesty when leaving Grace House. Our definition of
modesty is that no breasts, bellies or booty cheeks are exposed. Proper undergarments such as bras and underwear must be worn. No see-through or skin-tight revealing clothing. Upon arrival at Grace House, clothing will be sorted through with staff and any items not appropriate will be stored and given back upon exit from program.

11. Respect each other and treat each other the same way you want to be treated. Honesty and open communication is integral to respecting others, to the healing process, and in building a life of good character and integrity. Disrespect, yelling, name calling, profanity, aggression, or other uncollaborative behavior is not tolerated toward another guest or AJP representative.

12. Each guest will be assigned a designated laundry day. For new guests and when situations necessitate, coordinate off-day use of the laundry facilities with the appropriate guest or day-time staff.

13. The AJP office and downstairs bathroom are not accessible to guests without permission. The AJP Office is not accessible unless accompanied by an AJP representative.

14. When time away from the home is approved, (in 3rd & 4th phases), all guests are expected to still adhere to the 10 pm curfew. If for any reason a guest will not make curfew, the guest will need to notify the Program Director in advance. Guests will notify the day-staff when leaving the home. Guests will also sign out on the Guest Sign Out Log located on the clipboard by the front door.

15. Upon entering Grace House, you will be on a 30-day probationary black-out. During this time no contact with anyone other than professionals will be allowed. You will provide staff with a safe contacts list which will be reviewed during this time-period. No personal unaccompanied outings or time away from Grace House will be permitted. You will be transported to all appointments and programming by staff. As each guest progresses through the program, these opportunities will be reviewed and may be granted on a case by case basis. Guests should not be outside the home in the front yard area after dark.

16. For the first 90 days all guests will be transported to and from their appointments and programming. After this first phase has been completed and upon approval, guests will be issued a bus pass and access to a travel phone for emergency and communication with staff purposes during travel times. This travel phone will be checked out upon leaving the premises and checked back in upon arriving back to the premises. The travel phone will only be used for contact with staff.

17. Grace House is a drug/alcohol free residence and guests agree to abstain from both with the understanding that Alabaster Jar Project may request a drug test at any time. Guests agree to submit to a drug test upon admission to the program and anytime it is requested. Guests are advised to immediately remove themselves from any situation in which they know alcohol, marijuana, or illegal substances are involved.
18. Guests with a drug/alcohol addiction or use history will complete assessment at an outpatient drug program within the first week and commit to six months of outpatient drug programming as well as attend NA/AA meetings regularly. It is expected that 90 meetings in the first 90 days will be completed, then five days a week after the 90-day period.

19. Sexual physical contact between guests is not allowed and any other physical contact should be given only with permission of each guest. Respect for differences in personal boundaries are the premise of this rule and understanding/compliance with each person's boundaries will be honored. Pornography and personal massage/pleasure devices are not permitted. Romantic relationships are not allowed within the home between guests. Romantic relationships outside of the home is not allowed for the first year.

20. Disclosure of the program's location is strictly forbidden to anyone outside the home and AJP representatives. This safe, secure environment is key to healing and the well-being of all at Grace House. Disclosure of the Grace House location will result in immediate removal from the program.

21. Weapons of any kind are prohibited.

22. Personal electronic devices will be withheld from guests during the first 6 months of the program, unless otherwise approved by AJP representatives. Use of social media and the internet will also be prohibited for all guests during their first 6 months. Cell phones and other electronics will be turned into AJP staff with location services turned off. The day staff can provide a house phone for guests to communicate with safe contacts, whom are reviewed by AJP representatives. Within your first 30-day probationary period all phone calls will be monitored by day-staff. A house computer is also available for goal-related purposes. Social media and internet access will be evaluated and reinstated on a case to case basis. Upon receiving your electronic device privileges, you should not allow access or use of your electronic devices to other guests. Taking photos of others is prohibited. Use discretion when taking photos of yourself.

23. After completion of the first six months, guests may be allowed the use of their personal electronic devices. Devices will be returned to clients on a case-by-case basis. All location detection needs to be turned off. Accountability software will be installed which blocks specific adult content materials and sites. Each guest will still maintain a "safe" person contact list containing those individuals with whom they can be in contact.

24. Participation in our program comes with your desire to leave "the life" as a requirement. While participation is voluntary, any contact by phone, electronic, mail or visitation with friends, pimps, or others tied to your former situation is not allowed while in this program and will disqualify you from the program.

25. No unauthorized visitors are allowed. Any visitor will need the approval of the program director. Visitation from friends or family members who may have alcohol,
marijuana, or other illegal substances in their presence or on their person or people from "the life" are not permitted. 

26. Guests will not be allowed to visit individuals or family members in jail without prior approval of the program director. No communication is allowed period. No phone calls, mail or electronic communication with individuals incarcerated. 

27. Any mail sent and received must be approved during your probationary period. A PO Box mailing address will be provided for all guests. The residential address is never used for mail purposes. 

28. Participation in required activities is an expectation of the program. This includes but is not limited to Peer-Led Support Group, Educational or Skill-building groups, individual case management and group activities/outings. Other activities such as volunteering opportunities, church attendance and Bible studies are voluntary. You will be required to complete the following specified amount of programming hours per Phase:

   Phase 1 & 2: Mandatory 20 hours of programming required  
   Phase 3: Mandatory 15 hours of programming required  
   Phase 4: Mandatory 10 hours of programming required if working or in school  
   otherwise 20 hours will be required. A total of 20 hours of work/school or programming is required. 

29. Smoking is not permitted inside Grace House and is only permitted in the designated area of the back yard. No smoking in the garage, driveway or front yard. No smoking or vaping is allowed in the van or in the house. No candles or flames are allowed in guest rooms. 

30. Swimming in the pool is permitted with the understanding that guests do so at their own risk and release from liability AJP for any injury or accident that may occur. 

31. All prescriptions medication must be declared by a guest to an AJP representative. Over the counter medicine is available by request from AJP representative and will not be stored in community areas but stored in the office. A private locker is provided to guests for prescription medications and personal valuables. Guests will not share their medication with any other guest under any circumstances. 

32. If a guest owns a vehicle, they agree to discuss procedures with AJP representative. 

33. Guests are not permitted to drive neither the vehicles of the agency nor an AJP representative. 

34. Guests are not permitted to go to the home of an AJP representative. 

These rules are designed for your safety, the safety of other residents and representatives of Alabaster Jar Project. They are to help facilitate your progress. Evaluation and documentation will ensue when rules are not adhered to. You will be provide a verbal
warning if you do not adhere to the rules in this handbook. After which you will receive a consequence, which is a corrective assignment for you to complete and/or perform. If you continue to violate the rules after a verbal warning and consequences, you will be given a written write up with following consequences. If you exceed three write-ups, you will be evaluated for dismissal from Alabaster Jar Project housing program.

Examples of consequences include:

- Writing and essay after watching a documentary or provided reading materials
- Volunteer work in the community
- Reduced privileges such as no phone or electronic privileges for a designated amount of time or exclusion from group recreational activities
- Revocation of bus pass or travel phone privileges
- Revocation of weekly stipend and opportunity to earn monthly incentives

Severe offenses will constitute immediate removal from the home. Examples of severe offenses include:

- Disclosing the location of Grace House
- Returning to the life or communicating with people from the life
- Assaulting or threatening violence towards another guest or AJP staff/representative
- Sex or drugs in the home

**PROGRAM & PHASES**

The following offers a progression of the four phases you can expect to complete during your stay at Grace House. We are here to support you through this journey and encourage open communication and teamwork.

**ORIENTATION AND ASSESSMENT**

During the first four weeks, guests will complete a full screening, intake and assessment, as well as meet with a case manager and AJP staff.

**GRACE HOUSE PHASES**

1. **Restorative/Community Building Phase: First 3 months**

Upon entering the program, we believe each guest needs time to stop, rest, and assess the future. While we will begin resource connection efforts with you to address any immediate needs, this is a time of reflection and relationship building within the home. A plan to meet your individual healing and growth desires will be developed along with a focus on building healthy relationships and communication with your fellow guests and AJP representatives. During your first phase at Grace House, you will actively participate in and experience the following:
You will partner with your case manager on an individual plan to cover short and long-term goals.
Submit to a drug screening upon arrival. Admission to the program is not contingent upon a negative result, but will be used to determine a plan for treatment.
Apply for and obtain public assistance for medical insurance, if eligible.
Undergo a complete physical evaluation by a health provider.
Undergo a complete dental exam.
If there is a history of substance abuse, mental health diagnosis, eating disorders, or other condition requiring support, you agree to attend treatment or a support group for condition.
Attend and participate in program support such as life skills or growth and development groups, peer led support group, case management, and group activities.
Connect with legal support specialists for assistance in legal matters.
Refrain from all social media, cell phone, and other personal electronics during this phase.

Guests and AJP staff will participate in team meetings regularly for assisting guests in reaching their goals. During, the first three months, guests are encouraged to use this time for personal growth, exploration of goals, rest, and healing. When not in formal programing, the guest should use the first 90 days to get personal affairs in order, obtain required I.D.’s, explore interests or hobbies and research resources available through community programs. During this phase, guests will demonstrate progress for transition into training and employment or moving forward with educational goals.

2. Empowerment Phase: 3-6 months

During this phase, your focus will be on attaining your goals. Keep focusing on the future and why you wanted to partner with AJP in reaching your goals. You will continue to actively participate in and experience the following:

- Goal setting, daily planning, and daily/weekly programming.
- Continue to work with your case manager and AJP staff to obtain your goals outlined in your treatment plan.
- Identify educational/employment goals.
- Open a savings account.
- Participate in budgeting classes.
- Refrain from all social media and cell phone use during this phase.
- Continue to attend and participate in program support such as life skills, growth and development groups, peer led support group, case management and group activities.

3. Community Integration/Long-term Planning Phase: 6-12 months

During this phase your focus will be on transitioning into independence and self-sufficiency. While working or attending school, it can be easy to set aside self-care and healing process as life becomes more demanding. Acknowledging growth, utilizing
newly learned tools/skills and resources, and staying involved in programming, therapy, etc. will be the priority. It is during this time beyond growth and healing that you will begin to develop a realistic plan for life after Grace House. During your 3rd phase you will actively participate in the following:

- Goal setting, daily planning, and daily/weekly programming.
- Continue to work with your case manager and AJP staff to obtain your goals outlined in your treatment plan.
- You will be expected to obtain and maintain employment or attend school and return home by curfew.
- You may be eligible to exercise use of social media and cell phone during this phase with approval by AJP staff.
- You may be eligible to go on unsupervised outings with preauthorization. Time, place, and duration must be approved by AJP staff.
- Continue to attend and participate in program support such as life skills, growth and development groups, peer led support group, case management and group activities.

4. Launch Phase: 12-24months

During this phase you will work with your case manager and AJP staff to actively plan for leaving Grace House. Again, focus on your growth and healing will be key to your continued success and to implementing your plans for the future. This time can be scary as you contemplate life outside of Grace House, but also exciting as you see all the steps you have taken, all the plans you have followed through with, and all your hard work leading to your realized dreams and attainment of the goals you set along the way.

You are making this happen and your good choices have gotten you this far! During your 4th phase at Grace House, you will continue to actively participate the following:

- Goal setting, daily planning, and daily/weekly programming.
- Continue to work with your case manager and AJP staff to obtain your goals outlined in your treatment plan.
- You will be expected to maintain employment or attend school and return home by curfew.
- You may be eligible to exercise use of social media and cell phone during this phase with approval by AJP staff.
- You may be eligible to go on unsupervised outings with preauthorization. Time, place, and duration must be approved by AJP staff.
- Continue to attend and participate in program support such as life skills, growth and development groups, peer led support group, case management and group activities.
- Begin to explore housing options to prepare for your transition out of Grace House.
- You will be asked to participate in an exit interview before leaving program.
- If desired, you may continue with case management assistance at the resource
Alabaster Jar Project/Grace House Handbook & Guest Contract

center and peer led support group after you graduate from Grace House. More details will be provided for each phase as you progress through the program.

Grace House Guest Contract

By signing this contract, I attest that I have read the above rules, policies, and expectations. I agree to adhere to them as a condition of my continued participation in the Alabaster Jar Project and my status as a guest at Grace House. I understand that my conduct and participation in this program is dependent upon my choices and decisions for growth, safety, and self-sufficiency.

I willingly and voluntarily agree to participate in the Grace House Residential Program of the Alabaster Jar Project. I understand that this contract and my status as a guest at Grace House is subject to my compliance of the rules and guidelines outlined in the Guest Handbook. I further understand that if I do not abide by the conditions of the rules and guidelines in the handbook, that I may be removed from the program and asked to leave Grace House.

By entering this program, I agree to relinquish the residential rights typical if I lived in my own private residence. The Alabaster Jar Project reserves the right to require guests to leave without invoking a formal eviction process.

__________________________
Guest Printed Name

__________________________
Guest Signature Date

__________________________
Client Services Provider Printed Name

__________________________
Client Services Provider Signature Date