

The Harvest House Manual

A House Based On the Word of GOD

**STRUCTURED HOUSING,
CHRISTIAN FELLOWSHIP,
RELIANCE ON GOD,
SELF-RESPECT**

FOR RECOVERING INDIVIDUALS

The Harvest House is a Christ Centered house and structured with the Word of GOD. The individuals that chose to become a part of the Harvest House are made aware with this manual and the entrance process that if they chose to stay at the Harvest House they will be required to follow the Harvest House rules

The Harvest House is under the umbrella organization of the Harvest Outreach Ministries.

A ministry and network of individuals working to build the Kingdom for Jesus Christ.
Harvest Outreach is a non-profit corporation.

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Email: harvesthouse@harvestoutreach.com

Introduction

This is the Fifth revision 5/16/17 of the Harvest House Manual which is a part of Harvest Outreach since 2010.

** always make sure you have the latest up-to-date manual*

Whenever the masculine pronoun is used in this manual, it means the female pronoun as well. There are Harvest Houses for men and there are Harvest Houses for women. There are no Harvest Houses for both men and women in the same house. The Harvest House is a Christ centered housing and residence into the Harvest House is never mandatory.

About Harvest Outreach

Harvest Outreach Ministries Started under God's Harvesters in 2011. God's Harvesters was founded in 1975 because Brother Edwin Taylor had a burden to preach the gospel to men and women that were incarcerated. Bro. Taylor began prison ministry with his wife, Rev. Lindell Shumake & other volunteers at the old Marion County Jail in Palmyra, MO. It was not too long after it began they expanded to other prisons and county jails in the state of Missouri.

God's Harvesters/Harvest Outreach established The Harvest House in November 2010, which is a ministry for men to get back on their feet after suffering with legal, addictive or financial problems. In 2015 we opened our first womens house and began our women's programs.

Harvest Outreach received their 501 (c) 3 in 2015 and with their partner God's Harvesters continue local ministries and collaborations to help our communities battle the issues of hunger, addictions and to help men and women overcome problems through the power of Jesus Christ.

We are willing to work with probation and parole or any other agencies necessary to help these men become productive and responsible citizens. We will be providing necessary programs such as Addicts Victorious, Prisoners Victorious, Bible Studies, Biblical counseling, etc. to attain these goals. Our hope for the future is to provide this same ministry for women. We believe this happens through the Lord Jesus Christ who changes hearts and the result is changed lives.

**The key to Harvest House organization is listed below.
Direct any correspondence, telephone calls or e-mail to it. Its purpose is to be of help.**

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Harvest Outreach Ministries

(573) 693-7365

1732 Hope. St.

Hannibal, MO 63401

Harvest Outreach, Inc. is incorporated in Missouri and is a 501(c)(3) non-profit corporation.
The following standard forms and others are available to the public

Membership Application

The standard form used by Harvest Houses to help evaluate the eligibility of applicants applying for membership in The Harvest House.

Rules and Regulations

A copy of the Rules and regulations are available upon request are kept on hand at The Harvest House. They will be made available to Probation and Parole, and can be mailed to Department of Corrections if a written request is made.

Exit Report

An exit report can be made upon successful or unsuccessful completion of the Harvest House and will be made available to the Probation and Parole

Permission Forms

Permission forms for Probation and Parole and to do back ground check are on hand at the Harvest House.

House Application and Harvest House Manual can both be found online at:

http://www.harvestoutreach.faith/harvest_house.html

Harvest House System of Operations

While rules at Harvest House are kept at a minimum, there are nevertheless rules. Unfortunately, it is impossible for any organization to function without having some system or procedures. The rules are set up to give guidance and help to insure the best possible success for all the members.

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Rules

Alcoholics and drug addicts by nature seem to dislike rules. It is impossible for a house of recovering alcoholics to stay sober if even one person is permitted to drink or take drugs. The presence of a practicing alcoholic among those who are trying to stay sober invites other relapses. As a matter of self-preservation it is necessary for the membership of the Harvest House to confront the relapsing member immediately. A meeting of the House should be held and if a majority of the members believe that a member is drinking or taking drugs that member can be asked to leave.

Other rules and regulations set up by the Harvest House are to insure the safety and longevity of the house as well as the members.

If the house is not ran by a set of rules there will be no house.

Since the success of the Harvest House depends on having enough income to meet expenses, it is important that members pay their equal share of household expenses in a timely manner. Rules may be required that force the eviction of members who do not keep their equal share of household expenses up to date. All members should be encouraged to pay their share of household expenses at least one week in advance. The weekly house meeting becomes the idea time to discuss any resident that is not up-to-date in paying the equal share of household expenses. It helps neither the individual resident nor the house group to let anyone get behind.

Leadership

For the Harvest House to run successfully it must have certain leaders in place.

These leaders are here to insure the rules are followed and also to help the individual succeed in a Christian lifestyle .

JESUS is always the Head of the Body

Harvest Outreach Board

Staff pastor/Director

House manager

House Meetings

It is very important and required to have a House meeting at least once a week.

A meeting should be used to:

- *Report on the current financial status of the House; Consider new applications for membership.
- *Resolve any problem affecting members in the House.
- *Resolve general complaints about maintenance of the house.
- *Consider proposals or projects to be undertaken by the House.

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There are no "secrets" in the Harvest House. Members need to know whether the House is living on "borrowed money" (*from fees paid in advance*) or whether members are falling behind in fees in order to know how much needs to be charged for a House to be financially sound

A special meeting can be called, whenever there is any suspicion that a member is drinking or taking drugs. Such meetings are the most difficult of any held in any Harvest House. All special meetings shall be facilitated by Harvest Outreach and the decisions made by the Board shall be final. In such cases, as a special meeting the House membership may have a chance to talk with Harvest Outreach to express cares and concerns. The individual suspected of violating the rule against drinking or taking drugs should be directly confronted with the facts leading to the suspicion.

The membership of the House may vote on whether or not the facts support the conclusion that a member has violated the rule, the decision by the House membership should be viewed simply as a factual determination. If a majority of the House membership, attending the special meeting, believes that the individual did in fact drink or take drugs, expulsion of that member is automatic.

The House meeting can then take up new applications and listen to each member who has met or talked to the applicant. A vote can be taken on each applicant whether or not space is available. If the applicant is rejected he or she should be told right after the meeting. If the applicant is accepted, and space is available, he or she should be informed as to when to move in and given a copy of the manual so as to understand how Harvest House works. If the applicant is accepted, but no space is immediately available, he or she should be put on a waiting list and told his or her prospects of getting in. **Each new member should be told that the application he or she completed constitutes agreement to follow the rules of the House.**

Meetings also include the wide range of decisions facing the Harvest House from purchases of wastebaskets to plans for opening a new House. The House meeting is the place to resolve any conflicts, which arise from living together as a group. It is also a good place to pass on information about new AV AA or NA meetings or up-coming events. Staying sober and enjoying life that is led by Jesus Christ is at the heart of Harvest House living.

Money

Harvest House is built on the principle of self-help. When it comes to money matters, this simply means that any House must operate from its rent receipts. There may be exceptions when a House is first getting started. After a few weeks or months, a new Harvest House should be able to pay all of its operating expenses out of its rental income.

Harvest Outreach the directors and the house managers have all have a responsibility for making certain that accurate records are maintained showing expenses and income of the House. Each member of the house is responsible for their weekly rent and if their rent gets behind without approval with Harvest Outreach and the house manager, they may be exited for the house

The Harvest House should maintain (1) a membership ledger; (2) a cash receipts journal and (3) a cash expenses journal. The Treasurer is responsible for keeping these records.

These records show:

- *Money on hand on the week before; money on hand that week;
- *Bills paid during the last week;
- *Bills due during the current week;
- *Bills due by the end of the current month; Member's rent paid in advance (total dollars); member's rent behind (total dollars) and
- *List status of individual members (paid in advance, up-to-date and behind) by member.

Harvest Outreach is primarily responsible for assuring sound financial management for the Harvest House.

Together with the directors and house managers, they will continually check and crosscheck the books so as to assure the accuracy of the true financial status of the House. At each weekly meeting, a report can be made and discussed with the full membership of the House so that the membership can determine whether an individual has fallen too far behind in the payment of his fees.

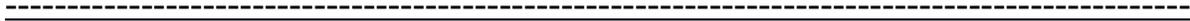
Harvest Outreach

Harvest Outreach, serves as an umbrella, non-profit corporation for all the Harvest Houses, which have or will be given a charter.

It is incorporated in the State of Missouri and is recognized as qualifying under Section 501(c)(3) of the Internal Revenue Code.

The Board of Directors

The Harvest Outreach Board of Directors oversees the well being of Harvest House. The Board guides the external finances used for expansion and network maintenance.



HARVEST HOUSE RULES and REGULATIONS

All rules of Probation and Parole **Must** be followed, The Harvest House does not and will not override requirements set forth by your officer or the Probation and Parole office.

CHURCH and SPIRITUAL

*Church is mandatory in Harvests House (*A signature from the pastor or leadership is required*)
(*Each member must attend the main service with one of the churches of the Bethel Baptist Association*)

See Manager for approved list

*There will be prayers and Bible Study throughout the week in Harvest House.

* Mentors can be assigned and residents with mentors meet once a week.

*There will be Daily Devotionals held at the house

I understand and accept_____

ALCOHOL AND DRUGS

*Sobriety is a must. The Harvest House will make no compromise on the use of drugs or alcohol.

*5 AV/ AA/ NA/ (or other as assigned or approved) meetings are required weekly for the first 90 day then down to 3 with approval. (If the Probation and Parole require more those must be met)

* Getting a sponsor is strongly recommended and is some cases mandatory

- **Treatment**

*Outpatient treatment is a requirement
(if treatment plan is not followed it may be ground for discharge from the house)

- **Alcohol or drug use**

*As soon as use is suspected a special meeting will be called.

* Harvest Outreach will have final say but majority vote of members can confirm, and result in expulsion measures.

*If drunk or high, member should leave immediately

*If there is a refusal to leave police will be called

*Probation and Parole will be notified immediately.

*No exceptions will be made

*Accept the fact that the House welfare is more important than any individual.

I understand and accept_____

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Profanity

*Profanity is not a part of Harvest House and is not encouraged.

Pornography

*Pornography and adult material is not permitted in the Harvest House and can be met with disciplinary actions.

I understand and accept _____

Visitors

*Visitors are only allowed with approval and are never allowed in rooms. (Family members may tour the house on assigned family days)

*Visitors are only permitted adequate time in the house and are not to loiter for extended period of time

*Visitors may be asked to leave at the discretion of the house manager or house staff

I understand and accept _____

Overnights & Curfews

*There is no overnights for the first 30 days.

*Overnights request are to be approved by Probation and Parole (*if you are on supervision*)

*When returning from overnights drug tests are mandatory first thing upon return
(*done either at P.P, Turning Point, or other as approved*)

*Curfew is 10:00pm Sunday -Thursday and 11:00pm Friday & Saturday. (*being late can get you exited*)

MONEY

Each Resident is required to pay the set amount for weekly house cost (\$80.00 a week*)

*New Residents may be required to pay a Sobriety Deposit (*usually \$320*) This is non-refundable if the new member is exited from the house. After the first month the deposit turns into that first month's rent

*Nonpayment of fees can result in expulsion from the house.

*If a member is two or three weeks behind they can be confronted at the house meeting.

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House Extras

- *Internet is not permitted in rooms/ unless in the Phase II House
- *Television is a luxury
- *If there is a house phone, please use a time limit to accommodate other house members.
- *No member will sign a contract of any kind in regards to the house (*i.e. dish tv, internet, landline phone, magazines, ect...*)

I understand and accept_____

Chores

- *Chores will be assigned and completed on a weekly schedule.
- *Not doing chores when assigned will be brought up at weekly meeting and can be met with disciplinary actions. (fines can be instituted, or extra chores, and if continued can be exited)

I understand and accept_____

OFFICERS

- **House Manager**

- *The house manager is in charge of daily operation, and is under the authority of Harvest Outreach
- *The house manager is a residence of the house and your first in line of contact

- **Directors**

- *The Ministries Directors work with the staff, other Directors and Executive Director to insure rules are followed and houses are running smoothly.

I understand and accept_____

COMMUNITY and HOUSE RELATIONS

- **Churches and Meetings**

- *Be a good representative for the Harvest House. Misconduct will not be tolerated
- *Let AV/AA/NA members know about Harvest House and how it is doing

- **Neighbors**

- *Be a good neighbor
- *Keep the outside of the House looking neat and kept

*Be considerate of where members park cars

*Get to know neighbors and be friendly

- **House**

*Be respectful to other house members

*Keep radio at a volume accepted by all members

*Keep voices at a accepted volume by member (no yelling)

*No name calling or bullying other house members

I understand and accept _____

Phase I and Phase II

There are 2 phases in the Harvest House, each phase has it own house and all rules apply to all house except for the following in phase II.

* Phase II can have a T.V in their rooms with approval. (Headphones must be used)

* Internet can be granted upon approval.

Phase I residents are not allowed to hang out in the Phase II house. (unless invited for a special occasion, i.e. BBQ, special study, family day or movie night) all approved by staff.

I understand and accept _____

Theft and arrest

*Thefts in the house will not tolerated and will result in expulsion

*from the house and charges may be filed.

*Arrest while in the house will be dealt with by basis of arrest.

I understand and accept _____

Dating within the Women and Mens Houses

*Dating or Fraternization within the houses is prohibited. Any contact other than church, meetings, and work can be ground for disciplinarian action. For those on Probation or Parole this actions can be a violation.

I understand and accept _____

Members Rights

*Members have the right to be heard and each house member must respect other members.

*Members have the right to file a complaint to be handled by Harvest Outreach.

*Members have the right to express feelings.

Having understood the rules of The Harvest House. I understand there may be verbal rules and I will abide by them, I wish to be a member of the house and I agree to follow the rules set forth by the house.

I understand and accept _____

I understand that The Harvest House is a Christ Centered House and I will be subjected to the Bible, prayer, Bible Studies, Church, pastoral counseling, ministry outreach
I understand I have a choice and I chose to be a member of The Harvest House.

I understand and accept _____

Date _____ **Approved By** _____

First day of residence into Harvest House _____

A copy of this form of acceptance of the rules and regulations will be put into the member’s folder