

A collage of many hands, some with handwritten messages, arranged in a circle. A gold wreath with red and purple flowers is placed over the hands. The background is a soft, light blue and white gradient.

Resident's Handbook

WWW.THEGRACEHOUSE.TN.COM

The Grace House

WOMEN'S
RESIDENTIAL
PROGRAM

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Welcome to The Grace House

The Grace House, Women's Residential program offers a faith based program for transitional housing. This is a residential, 5 Phase program designed to equip each lady with the tools they need to establish them for future success, and for them to live a life free from drugs. We offer a safe and secure environment while they work towards goals specific to each womans needs. These include but are not limited to paying fines, obtaining a drivers license and completeng any court ordered classes, or probation.

Our Program Structure.

We are a Christ-centered nonprofit, so our program features proven Bible based curriculum from the Recovery Bible. Because it's based on the Word of God, our program changes more than learned behavior. We believe It transforms hearts, thus bringing healing and freedom to hurting women, with the results being a turn around in their entire lives.

This handbook is to provide you with a better understanding of The Grace House Program in order for you to make an informed decision about your participation with us.

If you have any other questions, please feel free to call Chelsea Bryant,
The Grace House Director
or email

or visit our website:

www.thegracehousetn.com

Meet The Grace House Staff

Chelsea Bryant

Founder/Director



Chelsea was born and raised in Newport, Tennessee, where she graduated from Covenant Christian Academy in 2006. In 2007, she left for Army basic training and served in the Tennessee National Guard from 2007 to 2011, transitioning to the Army Reserve until around 2014. Her journey through life has been marked by both challenges and triumphs, all of which have shaped who she is today.

In 2011, after a personal trauma, her life spiraled out of control, leading to prescription drug abuse. On October 3, 2011, she was arrested—a moment that also became her clean date. Between October and December of that year, Chelsea rededicated her life to the Lord and found freedom from addiction. In January 2012, she entered the City of Hope rehab program and, later that year, was sentenced to federal prison for a non-violent drug offense. Prison became a turning point in her life. While there, she experienced a powerful move of God, being baptized in the Holy Ghost alone on the floor of her cell. She was released three years early in 2015 under the non-violent drug law reform. After three months in a halfway house in Chattanooga, she returned home to Newport, determined to build a new life.

From 2015 to 2019, she worked as the maintenance supply clerk at Koch Foods. In December 2019, she launched her own cleaning business, which she ran successfully while also working full-time with Perry Smith Development until the devastating flood that affected our community. That event became a catalyst for fulfilling a commitment she had made to God: to open a safe place for women seeking recovery.

On October 7, 2022, God made the way for her to establish The Grace House, a faith-based recovery home for women. Since opening, we've celebrated nine graduates with a 100% success rate. At The Grace House we recognize that recovery is about more than just achieving sobriety—it's about preparing women for real-world success, equipping them with the tools they need to thrive beyond their time in the program.

Through the grace of God, hard work, and a heart for service, I've dedicated my life to helping others find hope and healing, just as I found it. Chelsea's story is a testament to God's faithfulness and the power of Gods' powerful transformation and restoration!

Resident Responsibilities

Belonging to a transitional living program requires that each member does her part in the upkeep of the home.

1. You are responsible for keeping your own room clean, doing your own laundry, and completing your assigned job responsibilities in the house and outside the house.
2. Being a member of the home also requires that you keep in mind both your needs and the needs of others.
3. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible.
4. You are responsible for being at all meetings and other events for which you are scheduled on time and ready to participate.

You are responsible for getting what you need by:

- a. Asking for help when you need it;
- b. Sharing your feelings with staff;
- c. Staying away from initiating, engaging in, encouraging, and or supporting the unhealthy behavior of others;
- d. Telling the truth and doing what you think is right; (which includes doing unto others as you would want them to do unto you)
- e. Achieving your goals planned out in your Case Management that has been discussed with your Director.

If you have any information that another resident plans to do something to harm himself/herself or others, please report this immediately to a staff person. It is important that you understand that this should not be viewed as “snitching” but instead protects program residents and represents an act of responsible care and concern for others on your part.

Resident Bill of Rights

1. Each resident has the right to be treated with respect and dignity. This shall be construed to promote human dignity and respect for individual dignity.
2. Each resident has the right to a safe, sanitary, and humane living environment.
3. Each resident has the right to a humane psychological environment protecting them from harm, abuse, and neglect.
4. Each resident has the right to an environment which provides reasonable privacy, personal dignity, and provides opportunity for the resident to improve her functioning.
5. Each resident has the right to participate in the development of her Restoration plan.
6. Each resident, on admission, has the absolute right to communicate her change of address with family, or attorney, by telephone or mail.
7. Each resident shall have and retain the right to confidential communication with attorney, personal physician or clergy.
8. No resident shall ever be neglected or sexually, physically, verbally, or otherwise abused.
9. Each resident has the right, without fear of reprisal, to present grievances on behalf of herself to The Grace House staff.
10. Each resident has the right to access adequate medical care; however, The Grace House does not accept responsibility for any debts incurred by clients.
11. Each resident shall have an orientation to the The Grace House Program during which time regulations, residents responsibility to obey all reasonable regulations of the home and to respect personal rights and private property of other residents and staff are explained.
12. The Grace House shall respect the privacy of residents and hold in confidence all information obtained in the course of professional services. Only for compelling professional reasons may confidentiality be broken without consent. This involves situations in which safety of the resident or other individuals are at risk.

Suggestions for Successful Transition

Experience has repeatedly demonstrated that there are a number of factors, which promote a positive experience. If you are able to embrace new ideas, you will find yourself able to complete your goals and will feel good about the changes you have accomplished.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes, and exploring why you made these mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff about your thoughts and feelings rather than acting out and maintaining.
5. Commit yourself to being honest in all your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow program rules and limits even if you don't agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work, which means going to work on yourself, setting goals for yourself, and striving toward honest personal independence.
9. Accept that you can learn from your own experiences and the experiences of others if you are willing to take advantage of these experiences as "teachable moments."
10. Accept that The Grace House staff is dedicated to helping you achieve and maintain your restoration!
11. Keep in mind **HOW** to obtain and maintain restoration:
* **Honesty**, * **Open-mindedness**, * **Willingness**.

PROGRAM PHASES

PHASE One: One Month

- * Orientation/Intake
- * Admissions
- * One on one (To be reviewed once a month if needed.)
- * Daily Bible studies
- * Weekly Church meetings
- * Weekly classes (Salvation)
- * Work Skills
- * One hour, weekly supervised visits
- * Two 15 minute weekly supervised phone calls on Wednesday and Sunday.

PHASE Two: 3 MONTHS

- * One on One (To be reviewed once a week, or as needed.)
- * Daily Bible studies
- * Weekly Church meetings
- * Weekly classes. (Forgiveness)
- * Work Skills
- * Probation Fulfillment
- * Court Ordered Classes
- * Establish Plan for Drivers License.
- * One hour, weekly supervised visits
- * One 20 minute supervised phone call a week

PHASE Three: 3 MONTHS

- * One on One (To be reviewed once a week, or as needed.)
- * Daily Bible studies
- * Weekly Church meetings
- * Weekly classes. (Soul Ties and Lust))
- * Work Skills
- * Probation Fulfillment
- * Court Ordered Classes
- * Reinstate Drivers License.
- * 2 hour weekly Away visits
- * Personal Phone
- * Personal vehicle with valid Drivers License and proof of insurance

PHASE Four: 3 MONTHS

- * Seek outside employment
- * Pay \$125.00 weekly rent
- * Daily Bible Studies (Identity In Christ and The Holy Ghost)
- * Probation Fulfillment
- * Court Ordered Classes
- * Reinstate Drivers License
- * 24 Hour away weekly visit
- * Personal Phone
- * Personal vehicle with valid Drivers License and proof of insurance

PHASE Five: 2 Months

- * Start a Home Plan
- * Outside employment
- * 125.00 weekly rent
- * Probation Fulfillment
- * Court Ordered Classes
- * Reinstate Drivers License
- * 24 Hour away weekly visit
- * Personal Phone
- * Personal vehicle with valid Drivers License and proof of insurance

Personal Belongings

Our home comes fully furnished. Clients are allowed to bring items that hold some significant value to them, in order to develop a sense of “home”. All items brought into The Grace House must be cleared by our staff. You will have access to the following space in The Grace House for the storage of personal belongings so you will have to limit the amount of belongings you bring in:

- Access to closet space and a nightstand along with 2 clothing drawers each in a dresser. Also, each resident will have access to 2 under bed totes.
- (30 hanger items, 10 pairs of shoes.)
- Each resident has an assigned food cabinet in the kitchen and all items in the refrigerator has to be clearly marked with your name.
- All personal belongings brought into the house will be screened by staff to ensure that they meet appropriate safety standards. Items that aren’t in accordance with the policies may not be allowed. The judgment of staff will be absolute in deciding whether an item is appropriate or not.
- The amount of personal belongings is to be kept at a reasonable limit as suggested above. Items must be able to be stored neatly in the available storage space.
- ○ Pets of any kind are strictly prohibited. . At no time are pets allowed except for our house mascot.
- Residents may not bring or use extension cords, freestanding heaters, candles, or incense.
- If a resident wants to bring in electronics, appliances or furniture they have to receive written approval from the Director.

Personal Item Suggestions

- Clothing
- Bible
- Personal Hygiene Products
- Shower Items
- Hair Dryer
- Curling Iron
- Diary/Journal
- Photos of Family, Pet, Friends

*The Grace House will be able to provide some of the items on the list if client isn’t able to obtain them.

Unauthorized Items Wood Furniture

- Large electronics
- Illicit drugs (including alcohol)
- Firearms, knives, or other potential weapons

Laundry Guidelines

Residents must wash their personal clothes every 3 days.

We provide laundry detergent and fabric softener.

Cell Phone Use

No cell phones will be in the possession of the residents until Phase 3. The residents will have 15 minute calls on Wednesdays and Sundays. No personal phone until phase 3.

Contact with immediate family members Only... even on phone calls.

House Living

Living with roommates can be difficult at times. It can also be the perfect opportunity for residents to practice implementing the skills they are learning in the program. Listed here are some tips for living with roommates:

- ❖ **Roommate Meetings** are helpful!!! Upon move-in staff will plan to sit down with you and your roommates to discuss how you will approach working with each other. Discussion will revolve around making a plan for things like cleaning, conflict resolution, etc.
- ❖ **Cleaning the House...** Every resident is responsible to pick up after herself. Each roommate is expected to take responsibility for the deep cleaning of the house.. For example: one roommate cleans the living room, one roommate cleans the kitchen, and one person cleans the bathroom. These responsibilities can be rotated each week, monthly, etc.
- ❖ **Meals/Food...** Each resident is responsible for prepping meals on their assigned days and for packing a lunch to take for during the day.
- ❖ **House Supplies...** Items such as cleaning products, trash bags, toilet paper and paper towels are typically shared items. Part of the resident responsibility will be adding needed items to the grocery shopping list to the person assigned to be in charge of the grocery shopping list.
- ❖ **Visitors...** Visitation will be on Sundays. We encourage your families to join us at church. Visitation will only be allowed with immediate family members. (Spouse, children, Parents, GrandParents, siblings) unless previously approved by the The Grace House Director. You will be required to be signed out by the approved family member and signed back in by the same approved family member for away visits. Away visits must be in a local public place in Newport until Phase 4, unless previously approved by The Grace House Director. You will not be permitted to visit any residence until Phase 4, with the exception of Nursing Homes or for families on Hospice with appropriate documentation. If found to be around people who have not been approved; sanctions will be applied. Approved family members will also be required to sign a waiver agreeing to these rules.
- ❖ **TV time...** All roommates have access to the television set in the house. TV time is seen as an opportunity for residents to compromise, interact and learn with one another. A house compromise will be utilized to determine selections for viewing when more than one roommate wishes to watch different television programs. Roommates are expected to utilize the television in an appropriate manner (reasonable volume, cooperation and fairness in sharing TV time).
- ❖ **Maintenance Issues...** If something breaks or is in need of repair you are to notify the house leader immediately. DO NOT try to repair it yourself or throw anything out unless you have permission from the Director.
- ❖ **No Violence/Bullying...** Violence and Bullying will not be permitted. If violence or bullying occurs alert staff immediately.
- ❖ **No Alcohol/Illegal Drugs...** No alcohol or illegal drug use is permitted on The Grace House property.
- ❖ **Tobacco Products...** All Tobacco/Nicotine products are prohibited in The Grace House except for storage until scheduled smoke breaks.
- ❖ **Questions???** If there is anything that you are unsure about please fill out a written request to ensure that each person has the most care and is able to address ay needs. These written requestions are submitted by 7:45 nightly and then sent to the Director by 8:00pm.

House Rules

- * All classes and church meetings are required unless you have a fever (100.0 or above) or get approved by staff to stay home.
- * Sick days will be spent in your assigned bed. No electronics will be allowed.
- * If you are found using the house phone without permission, you will be discharged immediately.
- * Disrespect towards any staff or house mate is considered zero tolerance and sanctions will be made.
- * Gossiping is also considered disrespect and dishonor. You will be discharged immediately. If you do not understand, or are unclear what gossiping is, please ask.
- * NO foul language or pervertedness.
- * Smoking is prohibited except in the designated smoking area ONLY! Smoke breaks will be every 2 hours on the hour unless stated otherwise. Last smoke break of the night can begin at 9:45 pm. You are allowed to smoke or vape, but not both. (In Jesus name we believe that God will begin a great work in you and take the taste of this habit out of your mouth.)
- * You do not give to receive. If you choose to share anything with your sisters you will share with all your sisters. That includes things such as food and drinks, If you choose to share or give things then they are considered a gift and not expected to be returned.
- * Under NO circumstances will anyone be allowed to loan money to each other.
- * The house is to be kept neat and clean. Beds are to be made and anything that your hand touches you will be responsible for cleaning it up. Weekly house chores will be assigned if needed.
- * Trash is to be gathered and brought outside except for Sundays.
- * Laundry is to be washed twice a week. Assigned days will be given if needed.
- * Showers are a requirement and will be taken once a day. Shower cleaner will be in the shower and you will clean it out after each use.
- * Handwashing is very important. If you have a fever notify staff immediately. If coughing or sneezing, make sure to do so into your shoulder. Immediately wash and sanitize your hands.
- * All food and drinks will be clearly labeled in a permanent black marker and kept in your assigned cabinet. Food and drinks are not allowed on the couch.
- * Do Not eat or drink after each other.

Emergency Numbers

Police Dept.:	911
Ambulance:	911
Fire Dept.:	911

Emergency Procedures

Psychiatric Emergency: If you think you or another resident needs to be admitted for psychiatric care for your/their safety and welfare, call Chelsea, Director immediately at 423-465-1658

Medical Emergency: If emergency medical treatment is required or thought to be required, call 911.

Tornado Emergency: Take shelter immediately, in closet, near an inside wall, or in the basement. Stay away from all windows.

Fire Emergency: Exit The Grace House immediately. Call 911 and then Contact Chelsea at:

Personal Safety Emergency: If someone is threatening/utilizing violent behaviors call 911.

Emergency Drills

Staff will educate clients on emergency procedures quarterly and will have clients participate in fire safety training annually.

The Grace House Inspections

The Grace House staff reserves the right to inspect the house for cleanliness and safety. Weekly reviews will be conducted by the staff as an ongoing part of daily living skills training and as a way to monitor skill abilities. The forms are left in the house with notes indicating what areas are satisfactory and which need improvements. The staff will also look for any health or safety hazards which require immediate action by residents.

Contraband Items

All residents have a right to a safe and healthy house environment, free from dangerous or potentially dangerous items as well as items that may be offensive. Potentially dangerous items and contraband will be confiscated and held secure. Potentially dangerous items and contraband are defined as any items that can be used as weapons, instruments of self-harm, or that pose threats of injury. Staff reserves the right to determine what is classified as potentially dangerous items or contraband.

Possession of any weapon or potential weapon will be considered as the intent to use and will receive the consequence of being dismissed from the program.

Other contraband items include pornographic material, illegal drugs or drugs not prescribed to you, alcohol, prescription and/or non-prescription medication not safely secured. The consequence for such possession will result in possible termination from the program.

Group Schedule

Groups at The Grace House are designed to assist residents in the development of skills that are necessary for successful community living. Areas of focus in groups include skills development, socialization and recreation, pre-vocational and vocational training, and improvement in problem solving and communication skills.

Participation in the groups will be pre-determined by the resident in their personal Case Management.

Residents are expected to maintain the confidentiality of the groups in which they participate. Residents are expected to act appropriately during all groups and outside the house events. This includes but is not limited to: being on time for group, being attentive during group, and being respectful of all group members and staff.

SCHEDULED EVENTS WILL BE POSTED IN THE HOUSE.

The Grace House Program Policies

Program Discharge

Program discharge occurs for a variety of reasons: completion of program, inappropriate placement, and leaving the program without notice.

Successful Completion

A resident is considered to have successfully completed the program when they are able to maintain interdependent living with reduced dependence on in-house residential care, and development of a system of social and community support.

Inappropriate Placement

When a residents level of functioning, physical condition, at risk behavior, or non-compliance with the program preclude them from taking full advantage of the transitional living program they are referred to placements more compatible with their needs.

Non-Compliance

In the event that a resident is out of compliance with their Intake agreement, the first consequence would be a Verbal Warning or a Written Behavior Modification. If this proves to be shown ineffective a Written Warning will be issued to the resident. If the resident continues to be non-compliant, a Notice of Dismissal from the Director.

Immediate Dismissal

If staff determines that the client's behavior puts others at risk, Dismissal will be immediate.

Leave without Notice

When a resident leaves the program without notification of The Grace House staff, they are discharged immediately.

The Grace House Residential Program Checklist

(Please Check All That Apply)

- I am ready to live a serene, joy-filled, healthy life.
- I believe recovery is possible.
- I understand the recovery process has its ups and downs and commit to being honest with myself, staff, and fellow program participants when things are tough or I feel like relapsing by isolating, and/or giving up.
- I understand that part of the learning process involves staff holding me accountable to my goals and healthy behaviors.
- I have read and understand the guidelines of The Grace House program and my responsibility as a client of the residential living program. Anything I did not understand I brought up to staff and it has been explained to me.
- I am ready for change!

Signature of The Grace House Resident applicant _____ Date _____

Signature of Staff _____ Date _____