


Certain Day Ministries



**TO THINE OWN
SELF BE TRUE**

**RESIDENTIAL
HANDBOOK**

Certain Day Ministries

12-13 Month 12 Step Residential Christian Discipleship Program

A Christ-centered path of recovery, restoration, and transformation.

Program Structure (12-13 Months Total)

Orientation Phase – 30 Days

- Stabilization, structure, and safety
- Daily devotionals, prayer, and basic spiritual foundations
- Introduction to 12-step principles
- No work-therapy during the first 14-30 days
- Establishing healthy routines, attitude, and accountability

Phase I – 3 Months

Focus: Laying the Spiritual & Recovery Foundation

- Begin full 12-step work (Steps 1–3 emphasized)
- Attend classes, recovery groups, life-skills, church services
- Begin work therapy after Day 30
- Sponsor/mentor connection encouraged
- Weekly check-ins with staff/house manager

Phase II – 3 Months

Focus: Growth, Ownership & Responsibility

- Continue 12-step work (Steps 4–7)
- Regular participation in outside 12-step meetings
- Work-therapy advancement
- Deeper discipleship, character development, and accountability
- Practice conflict resolution, service, and daily routines

Phase III – (2- 3) Months (Beginning Transition Phase)

Focus: Application, Maturity & Leadership

- Continue 12-step work (Steps 8–9)
- Serve in leadership roles within the house & ministry
- Increased responsibilities and community involvement
- Begin transition planning with staff: goals, housing, work, recovery supports
- Pass privileges increase according to phase

Phase IV– 3 Months

Focus: Transition, Stability & Long-Term Recovery

- Complete 12-step work (Steps 10–12)
- Employment or vocational planning
- Strengthen support systems (sponsor, church, recovery community)

- Financial planning and accountability
- Prepare for successful graduation and aftercare involvement

Core Components Throughout All Phases

- Daily spiritual practices: Scripture, prayer, and devotion
- 12-step instruction, sponsorship, and ongoing step work
- Life-skills development (finances, communication, personal care)
- Recovery groups, church services, and community engagement
- Work therapy (after first 14 - 30 days)
- Mentorship, accountability, and pastoral care
- Christ-centered community that nurtures healing and hope

Program Outcome

Our prayer is that every resident experiences genuine transformation—becoming rooted in Christ, grounded in recovery, and equipped to walk in newness of life. Healing comes day by day, step by step, as the Lord restores what has been broken and leads each person into freedom.

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Welcome

At Certain Day Ministries, we believe that every person who enters this home is deeply loved by God and worthy of dignity, hope, and a fresh start. This residence is more than a place to stay—it is a safe and peaceful environment where lives are rebuilt, faith is strengthened, and hearts are restored.

We walk together in grace, accountability, and truth. Our goal is to help each resident grow in stability, responsibility, and spiritual maturity. Every guideline in this handbook is designed to protect your progress, support your recovery, and help you experience the peace and order that God desires for your life.

You are not alone. We are here to walk beside you with patience and compassion as the Lord continues His good work in your life.

Residential Policies & Guidelines

1. Curfew Policy

Residents must follow curfew based on their program phase.

Property & Curfew Guidelines:

- Orientation Period (First 30 Days) & Phase One: Residents are not allowed off property unless staff gives permission or they are accompanied by staff.

- Phase II Sun -Thurs : Must be in by 9:00 PM

-Phase III & IV Sun -Thurs : Must be in by 9:30PM

- Friday–Saturday (Phase II, III, & IV): Curfew is 10:30PM

(Curfews will be posted)

2. Visitation Policy Guidelines

- Only approved individuals may visit.
- Visitors must remain in approved areas.
- No visitors in resident bedrooms.
- All church services/Celebrate Recovery Meetings: Approved individuals may attend.
- After Sunday church: Visitation allowed until 7:00 PM.
- Orientation residents may not have visitors unless staff gives permission.
- All residents must ride to events and back to property in CDM vehicle.
- Residents must be signed out by individuals picking them up for visitation at sky hill.
- II & III phase court ordered residents who are not allowed passes will be allowed one 8hr. visitation on Saturday a month, along with normal weekly Sunday visitations. IV phase residents will be allowed one 8hr. visitation weekly. NO VISITATIONS WILL BEGIN BEFORE 8:00 A.M. normal business hours.

3. Cell Phone Policy Guidelines

- Orientation & Phase I: No cell phones.
- Phases II, III, IV: Cell phones allowed.
- Phones must remain silent during groups, services, meetings, and quiet hours.
- All phones must be on silent by 9:00 PM.
- Anyone caught using nicotine products inside house, or CDM vehicles will lose phone privileges for 24 hours. If a resident hasn't gained or lost phone privileges one day will be added until resident receives phone privileges.

4. Chores Guidelines

- Complete assigned chore daily.
- Keep room neat and orderly every day.

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- Keep common areas clean.
- Do personal laundry as needed.
- Wash bedding every two weeks.
- Please clean up after yourself immediately in kitchens, bathrooms, and all common spaces.

5. Kitchen Policy

- Keep kitchen clean and orderly.
- Wash and put away dishes immediately.
- Wipe down surfaces.
- Trash taken out nightly.
- Floors swept and mopped nightly.
- Keep refrigerators clean (remove any spoiled or out-of-date foods)
- Do not take others' food without permission.

6. Quiet Time Policy

- Weekdays: Quiet time begins at 9:30 PM.
- Weekends: Quiet time begins at 11:00 PM.
- Respect early morning hours for devotional and prayer.
- Keep noise low and use headphones when needed.
- T.V. to be turned off by 9:00 p.m. weekdays and 10:30 p.m. Fri and Sat. Night.

7. Nicotine Policy – General Guidelines

Certain Day Ministries allows the use of nicotine products.

- No nicotine use of any type in the house or vehicles.
- Smoking/vaping, dipping/chewing only in designated outdoor areas.
- Dispose of waste properly.

- Keep smoking areas clean.

8. Vehicle Policy

Only Phase III and Phase IV residents are allowed to have personal vehicles.

- Must have valid driver's license and insurance.
- Park only in approved areas.

9. Prohibited Items Policy

- No drugs, alcohol, paraphernalia, weapons, sexually explicit materials, hazardous items, or anything unsafe.
- Do not bring prohibited items onto property.
- Report any prohibited items found.

10. Room Assignment and Inspection Policy

- Rooms assigned by staff.
- Keep rooms clean and orderly.
- Staff may inspect rooms at any time for cleanliness, safety, and contraband.

11. Pass Policy

All passes are privileges.

- Must request one week in advance to be considered for approval.
- Orientation: No passes unless approved.
- Phase II: One 24-hour pass per month.
- Phase III: One 48-hour pass per month.

- Phase IV: 48-hour passes weekly.

(Extra Passes are at the Discretion of the Director)

12. Discharge / Eviction Policy

Certain Day Ministries seeks to handle all situations with grace and compassion.

- Discharge may occur for unsafe or unhealthy behavior.
- Staff will explain the reason when possible.
- Some discharges must happen immediately- Documentation will be kept

Acknowledgement & Agreement:

I have read and understand and agree to follow all CDM Guidelines and procedures.

Resident signature_____Date_____

Staff Signature_____Date_____

Certain Day Ministries Honor Code

**“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”
— Matthew 18:15–17 (NKJV)**

Purpose

The purpose of this Honor Code is to establish a Christ-centered community built on honesty, respect, accountability, and restoration. Accountability at Certain Day Ministries is practiced according to Scripture and in a spirit of love.

Our Commitments

- **Walk in Honesty** – I will be truthful in my words, actions, and relationships.
- **Show Respect** – I will respect staff, leadership, fellow residents, and all program guidelines.
- **Accept Biblical Accountability** – I understand that loving correction is part of spiritual growth and will receive it with humility.
- **Follow the Matthew 18:15-17 Principle** – Concerns will first be addressed privately. If the issue continues, witnesses or leadership may be involved. Continued refusal to cooperate may result in corrective action or dismissal. All correction is intended for restoration, not punishment.
- **Pursue Peace and Unity** – I will avoid gossip, resolve conflicts biblically, and seek unity within the community.
- **Represent Christ Well** – I will conduct myself in a manner that honors Jesus Christ and reflects the values of Certain Day Ministries.

Resident Signature: _____

Date: _____



Orientation (1-2weeks/1-14 days)

- **No Privileges**

Orientation (3-4weeks/15-30 days avg.)

- **House Phone Usage**

1st Phase (2nd -3rd month/31-90 days avg.):

- **Sunday afternoon pass or Sunday afternoon visitation 1pm-5pm**
- **Visitation during Wednesday night, Friday night, and Sunday Morning Church services**

2nd Phase (3rd -6th month/91-181days avg.):

- **Use of personal cell phone**
- **Eligible for two outside work days per week**
- **One 24-hour pass per calendar month**

3rd Phase Transition (7th -9th month/182-272 days avg.):

- **Eligible for full-time work outside of the program**
- **One 48 hour pass per calendar month. Use of personal vehicle**

4th Phase (10th -12th month/273-365 days avg,)

- **Eligible for 48-hour pass every weekend**
- **Use of social Media**

The privileges stated are the privileges gained in each phase and every privilege gained in each phase is included in every phase that follows.

- **All workdays, visitations, and passes/pass locations must be pre-approved by the Program Director**
- **Transportation for workdays and passes/pass must be pre-approved by the Program Director. Residents must request passes & visitations one week prior.**

Daily Schedule for Certain Day Ministries

6:00 AM – 6:30 AM

Wake-Up / Hygiene

6:30 AM – 7:00 AM

Morning Devotional & Prayer

7:00 AM – 7:30 AM

Breakfast & House Responsibilities

7:30 AM – 8:00 AM

Daily Preparation / Rides to Work

8:00 AM – 4:00 PM

Work Hours

4:00 PM – 5:00 PM

Return From Work / Dinner / Personal Time

5:00 PM – 6:00 PM

Restorative Time

(Journaling, step work, rest.)

6:00 PM – 8:00 PM

Evening Ministry Block

- Recovery class
- Life-skills training
- 12-step meeting
- Church service / small group

(Rotates by day.)

8:00 PM – 9:00 PM

Community Fellowship & Accountability Check-In

9:00 PM – 9:30 PM

Wind-Down / Personal Night Preparation

9:30 PM – 10:00 PM

Quiet Time Lights Out at 10:00 pm

(A still, prayerful end to the day.)

Note on Schedule Variations

Please note that weekend schedules and the rhythm of each house may shift as needed. Church services, ministry activities, and individual work needs often create natural variations. Our desire is to offer structure with grace, allowing each home the flexibility it needs while keeping every resident supported and rooted in Christ.