

# FIELD MANUAL

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Pathfinder Program  
Resident Handbook





And He said to all,  
“If anyone would  
come after me, let  
him deny himself  
and take up his  
cross daily and  
follow me.”

-Luke 9:23



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# Foreword

I'm hurting. Sometimes it was all I knew and all I could think about. The goal was to get through one more hour, one more day without thinking about it. I was uncomfortable with life and myself and needed a way to escape it. It wasn't just the bad times; I was uncomfortable with the good times too. I sought out ways to avoid feeling altogether. The high from my addiction felt good, but after it came despair, and the cycle repeated. I was caught in a circle of pain, and I was the motor that kept it going.

Maybe that's where you are. We all have our own stories, but the plot lines are very similar. Maybe, like me, you too have been trying to escape something you fear facing or thinking about, thinking if you run fast enough, you might just be able to stay ahead of it.

We very well could have chosen any addiction to soothe that irritation or pain,

but we settled on the one we have. It was there as a means of escape when we needed it, and it became the self-medication we know. It didn't work well, but we knew what to expect from it.

More than likely you are here because you couldn't take the cycle one more time, or the decision to end the cycle was made for you. In either case, we are glad you are here. We want to meet you where you are right now and walk with you through your recovery journey. It's progress not perfection. Know that it is not always going to be easy, but it is guaranteed to be worth it.

On this journey of recovery, you will learn the joy of living instead of avoiding. You will learn that it is okay to not be okay. Feeling is safe and by sitting in and processing through the pain and trauma that led us into using, we can find the hope and reality of a life of recovery.

We all have our own stories, but they are far from finished. There is a new chapter

to be written, a story of healing and restoration that is yet to be penned. You can start writing the first page of the next chapter today. One word at a time, one page at a time. Our past does not have to determine our future. WE can experience a ONE80!

We are excited for your journey ahead, and please know you will never walk alone. We are here to guide, help, and encourage you on your road of recovery. A road to become what you were created to be.

Sincerely,  
A Fellow Traveler



# From the Director

Welcome to the ONE80 Recovery Family! At this Pathfinder Recovery Program, we invite you to learn skills that will help you not only to survive, but to thrive; not only to cope, but to conquer; not to exist, but to understand the abundant life that comes with surrender to Jesus Christ.

What you have undertaken is no easy task. You are confronting the habits, behaviors, and addictions that have destroyed your relationships, homes, and personal potential. A common pitfall is to believe that your life is over and that there is nothing left. This is a LIE! The life that God gave you is eternal. He made you, He loves you, and He has a plan for your life. As you do battle with yourself, and face the inevitable attacks of the Enemy, the whispers to quit and isolate, understand that you are not alone. The God of creation, Who has called you to this place in your life, is with you. Your ONE80 family is also with you and we

will do battle beside and for you. Keep going, don't quit, and find out what abundant life looks like.

“Whoever tries to keep their life will lose it, and whoever loses their life will preserve it.” (Luke 17: 33)

# **Overview**

The purpose of this Field Manual is to provide program guidelines and expectations for residents enrolled in ONE80's Pathfinder Recovery Program, as well as to provide some tools of encouragement and reflection. This manual is not a comprehensive document of all individual responsibilities and requirements, but rather a reference to navigate common issues.

## **Statement of Faith**

ONE80 is an evangelical Christian ministry that affirms the ancient Christian faith as expressed in the Nicene Creed. We are a non-denominational ministry that affirms the Triune nature of God, the sufficiency of the atonement of Christ, and the necessity of the Holy Spirit's sanctifying presence in our life. We believe that God values all human life,

all people are created in the image of God and made for holy fellowship with God, and that God does not want anyone to perish in sin (2 Peter 3:9). We believe that a person may experience freedom from addiction only by the grace of God, and that God has provided all of the grace we need to overcome the sins of addiction. We believe that faith in Christ is lived out in community with God's people, the Church.

## **Mission Statement**

Help for Today, Hope for Tomorrow

## **Core Virtues**

Integrity

Self-Control

Humility

Kindness

Gentleness

Patience

Respect

Responsibility

# Program Outline

ONE80's *Pathfinder Residential Program* is a holistic program that aims to recover the physical, mental, emotional, and spiritual health of each person. Our practical outcome is to replace the relationships, environments, and objects (people, places, and things) that reinforce destructive dependencies with productive relationships, environments, and habits. The program utilizes a 12-step model with evidence-based assessments and therapies. The Program is broken down into three phases: Pathfinder (Phase 1), Navigator (Phase 2), Guide (Phase 3). Each phase increases the amount of freedom, responsibility, and privileges of the resident. Upon completion of all three phases, the resident should feel a sense of accomplishment, confidence, and independence. Below is a description of the phases.

## **Phase 1 – Pathfinder Phase**

The Pathfinder phase is an intensive training phase. During this phase, residents must remain supervised on campus, unless performing program-related activities with staff members, sponsors, or other approved supervisor. Pathfinders will participate in daily, scheduled activities including physical fitness, individual therapy, group therapy, functional skills classes, discipleship classes, chapel, and self-development. Recreational and community-service projects may be added to the schedule as time and resources permit.

Employment is not authorized during the Pathfinder phase. Treatment teams will assist each resident with identifying education/employment goals during Phase 1. Some educational opportunities may be permissible during Phase 1, and will be determined individually in consultation with administration and treatment teams. The resident is encouraged to engage themselves in additional

education and training during the Pathfinder Phase. Time spent in training and education during the Pathfinder Phase may yield increased opportunities later in the program and post-graduation.

To graduate Pathfinder Phase, each person must satisfactorily complete all required training modules, demonstrate progress on their individual treatment plan, and abide by all program rules and policies. Once all training milestones have been reached, residents may apply to graduate Phase 1. Weekly and monthly assessments will be used to determine each resident's progress and eligibility for phase completion. Additional training may be recommended if the treatment team identifies that a resident has not made sufficient progress to advance. Under extenuating circumstances, program restart may also be recommended or required. Supporting evidence must be provided for program extension/restart, including Developmental Counseling Forms, assessments, positive substance screens, and treatment plans. A program

extension/restart decision may be appealed one time, utilizing the Resident Grievance Form, if the resident is able to provide evidence of satisfactory progress. These appeals will be examined by the Operations Director who will provide the final decision on program extension/restart.

### **What do I actually do during Pathfinder Phase?**

**Train** - The Pathfinder Phase is about improving physical health, cultivating discipline, learning new skills, and forming new habits.

**Rest** - Focus your energy on the problems within the program, allow your mind to recover from dealing with external issues.

**Pray** - Develop and strengthen your relationship with Jesus so that you may draw from His strength for recovery and restoration.

**Read** - Read the Bible, read helpful literature, read recreational books.

**Play** - Engage in recreational and group activities, learn how to have fun in ways

that strengthen yourself and others.

**Connect** - Build relationships with other residents and staff. Prepare to rebuild the family relationships that were damaged by your dependency.

**Dream** - Think about what you want to do with your life free from dependency.

**Plan** - Turn your dreams into bite-sized steps and start working on them.

## **Phase 2 – Navigator Phase**

In Phase 2 “Navigators” have an opportunity to practice the skills they learned in Phase 1. Treatment planning continues to guide the Navigator’s progress through the program, but the primary emphasis has shifted from training to exercise. In addition to pursuing any educational/training goals that the Navigator has developed with their treatment team, Navigators are required to gain part-time employment. This employment will provide the Navigator with an opportunity to practice leadership and sobriety in less restrictive environments. Administration may identify approved employment

locations, however, a resident may request that a specific place of employment be considered. Phase 2 provides for greater resident freedom and privileges, including off-campus visitation and approved recreational activities.

Navigators are required to attend weekly 12-step group meetings, individual therapy, and worship services. Navigators must also attend physical fitness training and chapels unless prior leave for employment or education has been given. Navigators are encouraged to use the skills they've learned to promote healing and sobriety for residents in Phase 1. Practicing leadership in this context will help Navigators to learn the importance of leading by example and providing accountability to others. Navigators are expected to exemplify the ONE80 Core Virtues to their fellow residents.

In addition to completion of required training, Navigators must maintain employment for 12 weeks with zero positive substance tests to be considered for

graduation of Phase 2. All program costs and charges must be paid before graduation of Phase 2. Additional training may be required if the treatment team identifies that a resident has not made sufficient progress to advance. Under extenuating circumstances, program or phase restart may also be required. Supporting evidence must be provided for program extension or restart, including Developmental Counseling Forms, Assessments, positive substance screens, and treatment plans. A program extension/restart decision may be appealed one time, utilizing the Resident Grievance Form, if the resident is able to provide evidence of satisfactory progress. These appeals will be examined by the Operations Director who will provide the final decision on program extension/restart.

### **What do I actually do during Navigator Phase?**

**Grow** - As you achieve greater levels of responsibility and freedom, go forth with confidence as you practice discipline,

leadership, and self-sufficiency.

**Execute** - Take the lessons and tools gained in Pathfinder Phase and put them to use to accomplish the goals that you have set for yourself.

**Pursue** - Continue to seek God's divine purpose for your life. Remain open to His working in your life.

**Lead** - Demonstrate the work of God in your life by lifting others up in prayer and encouragement.

**Repair** - Use your expanded time and resources to begin repairing family relationships and make amends for wrongdoing.

### **Phase 3 – Guide Phase**

The Guide Phase is the last phase of residential treatment. “Guides” are expected to exemplify the training and treatment they have received for the previous 6+ months. They are the torch-holders on the path to recovery, for those just beginning their journey at ONE80. During this phase, residents are encouraged to obtain full-time

employment, and begin executing their exit plan, developed in earlier phases. However, it is critical that Guides remain engaged with the ONE80 community throughout this phase. Guides will be required to contribute by leading classes/devotions, performing additional administrative duties, mentoring residents still working through earlier phases of the program. In many ways, becoming a Guide solidifies and reinforces the concepts of discipline, responsibility, leadership, and confidence that are the engine of change in a recovery outcome. Along with expanded responsibilities comes expanded privileges, such as extended visitation and leave. Applications for leave in this phase will be individually considered in relevance to each person's strengths to resist temptation and their overall performance throughout the program.

Guides must continue to uphold all program guidelines and expectations as stated in the Field Manual and their individual treatment plan. Guides must

complete 12-weeks of Part-Time or Full-Time employment with zero positive substance screens to graduate the program.

### **What do I actually do during Guide Phase?**

**Expand** - Utilize full-time employment and extended leave times to practice greater discipline and responsibility.

**Solidify** - Determine the course of your exit strategy and begin transition out of residential treatment.

**Remain** - Remain connected to the ONE80 recovery community through groups, therapy, and events.

**Lead** - Be a torch-holder for other residents in earlier phases by leading classes, devotions, and other administrative opportunities.

**Depend** - Develop your dependence on the Lord as the sole source of fulfillment in place of your drug of choice.

# **Standard Operating Procedures**

## **Treatment and Participation**

Residents are required to participate in all aspects of treatment while enrolled in the Pathfinder Recovery Program.

This includes all individual and group therapy, spiritual development (chapel, church, discipleship training), assigned duties, work details, required recreational activities, physical training, psychiatric, and medical treatment. Each resident will work with their treatment team to develop an individual treatment plan. This plan will be the basis of each resident's treatment evaluation and progress. Refusal to participate in any aspect of treatment will result in immediate removal from the program.

## **Timeliness**

Right place, Right time, Right uniform.

90% of success is attendance. Residents are expected to arrive on time and dressed appropriately to all scheduled employment, classes, events, and appointments. Late arrival to any function will result in additional training and developmental counseling. Residents should arrive 10 minutes early to all functions.

### **Leave and Curfew**

“Leave” is departure or absence from ONE80 supervision. All residents, regardless of phase, are expected to remain on campus unless prior leave has been approved. Reasons for leave may vary according to phase and may include things such as employment, visitation, appointments, etc. Leave is approved on an individual basis for individual purposes. Residents in Pathfinder Phase will not be approved for leave for any purpose other than a medical appointment or court hearing. Leave is not required for staff-directed activities. Leave may be requested using the appropriate form which shall be

completed and submitted a minimum of 24 hours in advance. Residents in the Navigator and Guide phases may apply once for recurring leave for employment, education, and training. Leave for visitation may not be recurring and must be approved for every visit.

Residents who are found to be off-campus or in unauthorized locales without prior approval are considered Absent Without Leave (AWOL). AWOL incidents are immediately reported to the Director of Operations who will follow protocol established in the Operations Manual. Incidents of AWOL may result in disciplinary action, notification of legal authorities (probation officer), and/or immediate removal from the program.

All residents, regardless of phase, must be on campus by 5:00pm EST, unless attending a pre-approved function. If leave is requested to exceed 5:00 pm, it must be approved by the Operations Director on an individual basis.

“Lights Out” is defined as the end of the training day. This time is subject to change and will be determined by the Training Schedule, which will be posted for all residents. Following “Lights Out,” residents are to remain in their assigned rooms and beds until “Lights On” with the following exceptions:

- Getting a drink/filling water bottle from approved water source
- Using the restroom
- Changing laundry
- Emergency Event

At no time during “Lights Out” is a resident to be outside of the building for any reason, except emergency, unless prior approval has been given.

### **Visitation Policy**

*All visitors must be screened through the resident’s treatment team. Visitors must submit a Visitor Application. Once the application is approved, visits may then be scheduled. Residents may fill out the Visitor Application for their child who*

*wishes to visit.*

*All visits must be scheduled at least 48 hours in advance.*

*A phone call/video conference may be substituted for a visit. Video Conferences are to be no longer than 30 minutes.*

Visitor's will be declined access under the following conditions:

- The visitor has not been approved for visitation (submitted Visitor Application)
- The visitor arrives outside of visitation hours or appointment for family therapy
- The visit was not scheduled at least 48 hours in advance
- The resident's visitation privileges have been revoked or suspended due to a Corrective Action
- The visitor is dressed or conducts themselves inappropriately

Visitation policies will be posted and are subject to change.

**VISITING HOURS:** Saturday and Sunday 1-5 PM. This is apart from scheduled events such as family therapy or family days, etc. (Residents may sit with their visitors at church on visit days.)

All visitors are to be introduced to a Staff/Recovery Instructor. No resident pets are allowed on ONE80 property.

A Staff/Recovery Instructor is to approve anything brought to a resident by his visitors.

Visitors are not allowed to smoke or drink alcoholic beverages on ONE80 property.

Visits are allowed in designated areas only.

**UNDER NO CIRCUMSTANCES** may a resident participate in another resident's visit.

## **Hygiene, Dress, and Appearance**

Presentation is important to developing relationships and opportunities. Our hygiene, dress, and appearance should reflect our desire to be approachable. For this reason, residents in all phases will adhere to the following guidelines. Failure to adhere to the guidelines will result in additional training, disciplinary action, or possible removal from the program.

### ***Clothing***

Residents will dress appropriately for all occasions. Clothing must be modest, well-fitting, and free of stains, holes, tears, or scuffs. Exceptions may be made individually by Recovery Instructors for work clothing during work or active recreational activities. Clothing which depicts offensive material (including musical artists which create offensive material), support of “drug culture”, or any other material deemed incompatible with ONE80’s Core Virtues will be

confiscated and returned to the resident at discharge. Residents should dress professionally for all classroom training, chapel services, and church services. Shorts and sweat pants (with exclusion of “jogger” khakis) are not authorized during class, chapel, or church.

Tank Tops and Sleeveless shirts are not authorized for wear in any context within the Pathfinder Recovery Program.

Residents are required to be clothed in a minimum of t-shirt and shorts outside of the dormitory during bedtime hours. Minimum of shorts must be worn at all times in the sleeping quarters.

Staff and administration may require a resident to change their dress or confiscate any article that does not reflect the standards of dress. (Note: Disagreement with staff decisions should be addressed through the established grievance procedures.)

## *Hygiene*

Residents will shower a minimum of once per day and wash their entire body with soap. Residents will brush their teeth a minimum of once per day. Residents are not required to wear deodorant, but are encouraged to. Cologne may be worn modestly. Excessive use of colognes or body sprays will result in confiscation and loss of use of colognes and body sprays. Residents are not authorized to possess sprays or deodorants which contain aerosols.

Hair should be clean and maintained. Facial hair is authorized, but must be groomed, cleaned, and maintained appropriately. Determination of hair and facial hair hygiene is individual and will be evaluated by staff and administration. Staff and administration may require more strict hygiene guidelines if it is determined that an individual is not meeting current standards.

## ***Inspectable Items***

Residents are required to maintain and carry the following items on their person at all times (exceptions for physical fitness and recreation) throughout the Pathfinder Phase of the program: water source, (canteen, water bottle, Camelbak, etc.) Field Manual, and pen (black or blue). Residents are subject to inspection at any time. Failure to maintain inspectable items will result in developmental counseling which will be used to determine progression from Pathfinder Phase.

## **Duties and Responsibilities**

### ***Assigned Duties***

Each resident will be assigned daily responsibilities which will assist them in developing discipline and basic life skills, as well as maintaining a clean and healthy living environment. These assignments may include cleaning, cooking, landscaping, or other maintenance-related duties. Residents are

expected to perform their assigned duties to standard. Bathrooms, bedrooms, dining areas, and kitchens will be cleaned thoroughly every day, as directed by the Assignment Schedule. Residents will complete their assigned duties in a timely manner. If residents require assistance, they will report to their first-line supervisor. If residents are unable to perform their assigned duties to standard, they will receive additional training. Continued or willful negligence of duty may result in disciplinary action up to and including removal from the program.

### ***Additional Duties***

In addition to Assigned Duties, residents are expected to maintain their living spaces. Every resident has a responsibility to ensure that their area of operation (AO) is clean and orderly. If these additional duties are neglected, volunteers may be chosen to complete temporary tasks to maintain acceptable living standards. As men of loyalty and humility,

volunteers should come forth willingly to assist staff in maintaining cleanliness and program integrity.

### **Personal Belongings**

Personal items accompanying residents will be searched, inventoried, and marked with the resident's initials. Items that are unauthorized for possession in the program will be securely stored until the resident is discharged from the facility. All drug paraphernalia (including cigarettes, lighters, and vapes), weapons, and any items deemed unsafe will be permanently confiscated and will not be returned to the resident. (Note: tobacco/nicotine items may be returned following assessment and determination of a tobacco cessation program)

A list of Authorized/Unauthorized items will be posted for residents and a copy may be given to the resident if requested.

## **Sexual Assault and Harrassment**

ONE80 is committed to a recovery environment in which all individuals are treated with respect and dignity. Each individual has the right to a professional atmosphere that promotes recovery and prohibits discriminatory practices, including harassment. Therefore, ONE80 expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, ONE80 maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

This policy applies to all employer agents and employees, including supervisors

and non-supervisory employees, residents, volunteers, and to non-employees who engage in unlawful harassment in the workplace. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- Submission to such conduct is made an explicit or implicit term or condition of residency; or
- Submission to or rejection of such conduct by an individual is used as the basis of treatment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's recovery or creating an intimidating, hostile, or offensive recovery environment.

Employees and residents who violate this policy are subject to discipline up to and including the possibility of immediate discharge/termination. Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets,

derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee or resident because of the employee's or resident's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job, retain residency, or avoid some other loss, and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment.

Any employee, resident, or other person who believes he or she has been harassed by a resident, co-worker, supervisor, or agent of ONE80 or by a non-employee should promptly report the facts of the

incident or incidents and the names of the individual(s) involved to his or her supervisor, or in the alternative, to the Operations Director. Upon receipt of a complaint, the Agency will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. Residents will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation.

## **Grievance Policy**

Residents are encouraged to utilize the grievance process to appropriately address conflicts with staff, residents, or policy. Residents will have 24 hour/day uninhibited access to grievance forms and an anonymous method of submission. A grievance against a Recovery Instructor (RI) or another resident will be reviewed by the Senior Recovery Instructor (SRI). A grievance against the SRI will be reviewed by the Program Director. A grievance against clinical or medical staff will be reviewed by the department supervisor or next line supervisor. Grievances involving policy will be reviewed by the Program Director. If a resident chooses to be identified when submitting a grievance, the grievance must be reviewed by the appropriate level of supervision within 72 hours of receiving the grievance and the reviewer's decision will be given to the resident. If the resident wishes to appeal the reviewer's decision, it will be reviewed by the next line supervisor. Residents may only appeal a Grievance

Decision one time. New Grievance Forms submitted for the same grievance will only be reviewed if new evidence exists that was not submitted with the previous grievance form.

## **Disciplinary Policy**

A violation of policy (as described in this Field Manual) that is not severe enough to warrant immediate discharge, will be addressed in the following method. A Developmental Counseling Form will be prepared by the next-line supervisor, to include date, resident id number, and description of the violation. The Corrective Action portion of the form will then be developed with the resident via face to face interaction. An appropriate Corrective Action should include a plan for Repentance, Restitution, and Restoration. Repentance means that the resident should make a written or verbal apology to all parties harmed by the action. Resolution requires that the resident replace or repair any property, time, or value damaged or lost to the action.

Restoration means that the resident will have a clear understanding of his/her requirements to return to good standing. A Corrective Action plan should also include an appropriate disciplinary measure to reinforce the principle which was violated. Ideas include: sentences, a 1-page essay, an act of service, a forfeit of privileges/activities. The efficacy of a Developmental Counseling may rely upon the contribution of the subordinate in choosing an appropriate Corrective Action. It is expected that the resident will comply with identifying measures for Repentance, Restitution, and Restoration, as well as an appropriate disciplinary measure if appropriate. If the resident is unwilling to participate in the Developmental Counseling process, the resident forfeits any privileges associated with their phase. Prolonged refusal/defiance may result in further administrative action, including removal from the program and termination of residency. If the Developmental Counseling meets the above criteria, the completed form will then be signed and dated by both

parties and submitted to the next line supervisor for review and filing.

## **Substance Use and Possession Policy**

The critical mission of ONE80's residential treatment program is to provide an environment of healing and minimized temptation. For this reason, the possession or use of illicit substances is strictly prohibited at all times. Evidence of possession or misuse of illicit substances (including cleaning products, hygiene products, or any other substance) could result in immediate removal/termination and/or involvement of law enforcement. The possession of alcohol, tobacco, or nicotine products without an administered cessation plan may be grounds for administrative action or immediate removal, depending on the severity of the infraction. The distribution, trading, or lending of approved tobacco or nicotine products through an administered cessation plan, WILL result in immediate removal/termination from the program.

All legally prescribed medications and over-the-counter medications will be securely stored and administered by ONE80 staff as prescribed. Residents are not to carry, possess, or personally store any medications while participating in the Pathfinder Recovery Program. Exceptions to this policy may only be granted by conference of the treatment team and final approval from the Director of Operations.

### **Additional Requirements**

This manual is not a comprehensive document of all individual responsibilities and requirements, but rather a guide to navigate the most commonly addressed issues. Some residents may require additional, individual program requirements and resources. ONE80 staff members are trained and entrusted to protect and assist in the recovery of every resident. For this reason, residents will comply with all reasonable orders and requests of ONE80 staff members unless the following mitigating conditions

are present:

- Following staff directives place the resident at risk of bodily harm (life, limb, or eyesight).
- Following staff directives requires an immoral or illegal act. (i.e. sexual favors, fraud, etc.)

If residents refuse to follow staff directives for the above reasons, an administrative investigation will determine whether mitigating conditions were present. If mitigating conditions were not present, the following may occur: additional training for the resident, developmental counseling with corrective action, possible removal from the program.

If mitigating conditions are found to be present, the following may occur: additional training for staff members, termination of staff members, policy review.

In the event that a resident refuses a staff directive on moral grounds, and the directive and policy are not found to

be in violation of ONE80's Code of Ethics, the resident may be administratively removed from the program for their own safety and well-being.



# 12 Steps of Life Recovery

## Step 1

**We admitted that we were powerless over our problems and that our lives had become unmanageable.**

“I know that nothing good lives in me... I want to do what is right, but I can’t.”

– Romans 7:18

*See also John 8: 31-36; Romans 7:14-25*

## Step 2

**We came to believe that a Power greater than ourselves could restore us to sanity.**

“God is working in you, giving you the desire and the power to do what pleases him.” – Philippians 2:13

*See also Romans 4:6-8; Ephesians 1:6-8; Colossians 1:21-22; Hebrews 11:1-10*

### Step 3

**We made a decision to turn our wills and our lives over to the care of God.**

“Dear brothers and sisters, I plead with you to give your bodies to God because of all he has done for you. Let them be a living and holy sacrifice—the kind he will find acceptable.” – Romans 12:1

*See also Matthew 11:28-30; Mark 10:14;  
James 4:7-10*

### Step 4

**We made a searching and fearless moral inventory of ourselves.**

“Let us test and examine our ways. Let us turn back to the Lord.” – Lamentations 3:40

*See also Matthew 7:1-5;  
2 Corinthians 7:8-10*

### Step 5

**We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.**

“Confess your sins to each other and pray for each other so that you may be healed.” – James 5:16

*See also Psalms 32:1-5; 51:1-3; 1 John 1:2-6*

### Step 6

**We were entirely ready to have God remove these defects of character.**

“Humble yourselves before the Lord, and he will lift you up in honor.” – James 4:10

*See also Romans 6:5-11; Philippians 3:12-14*

### Step 7

**We humbly asked God to remove our shortcomings.**

“If we confess our sins to him, he is faithful and just to forgive us our sins and to cleanse us from all wickedness.”

– 1 John 1:9

*See also Luke 18:9-14; 1 John 5:13-15*

### Step 8

**We made a list of all persons we had harmed and became willing to make amends to them all.**

“Do to others as you would like them to do to you.” – Luke 6:31

*See also Colossians 3:12-15; 1 John 3:10-20*

## Step 9

**We made direct amends to such people wherever possible, except when to do so would injure them or others.**

“If you are presenting a sacrifice at the altar and...someone has something against you, leave your sacrifice there at the altar. Go and be reconciled to that person. Then come and offer your sacrifice to God.” – Matthew 5:23

*See also Luke 19:1-10; 1 Peter 2:21-25*

## Step 10

**We continued to take personal inventory, and when we were wrong, promptly admitted it.**

“If you think you are standing strong, be careful not to fall.” – 1 Corinthians 10:12

*See also Romans 5:3-6; 2 Timothy 2:1-7;  
1 John 1:8-10*

## Step 11

**We sought through prayer and meditation to improve our conscious contact with God, praying only for knowledge of his will for us and the power to carry it out.**

“Devote yourselves to prayer with an alert mind and a thankful heart.”

– Colossians 4:2

*See also Isaiah 40:28-31; 1 Timothy 4:7-8*

## Step 12

**Having had a spiritual awakening as a result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.**

“Dear brothers and sisters, if another believer is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path. And be careful not to fall into the same temptation yourself.” – Galatians 6:1

*See also Isaiah 61:1-3; Titus 3:3-7;*

*1 Peter 4:1-5*

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(Arterburn, 2007)



# **Spiritual Health Field Kit**

The Spiritual Health Field Kit is a quick reference guide to Scriptures and principles that are critical to the discipleship and recovery processes. These resources are regarded as important tools to use in times of reflection and meditation.

The most important component of a person's wellbeing is their spiritual health. If a person conquers addiction, restores their physical health, but has not become spiritually healthy, their recovery can only be temporary at best. The distinction is between Recovery and Restoration. God wants to Recover yes, but He also wants to Restore people to their original created purpose and potential, which is a thriving relationship with Him.

The selfish nature of our human existence pulls us to pursue our own gratification, like a magnet, even at the expense of our

health and others' wellbeing. For many, dwelling in selfishness leads to long-lasting and destructive habits. It even reshapes our brains to crave the very thing that is our physical, spiritual, and mental demise. In Romans 12, Paul tells us to be "transformed by the renewing of your minds". It's amazing that even in ancient times there was an understanding that sin and selfishness altered the mind.

True Spiritual Health is a relationship with God, through Jesus Christ, his Son. Jesus seeks not only to forgive us from sin, but to purge our selfish nature, and communicate with us daily. He seeks to restore and nurture traits like compassion, generosity, selflessness, humility, and kindness. These are all character traits that Christ Himself exhibits, and He calls us to emulate Him in our words, thoughts, and actions. In Matthew 7, Jesus says that we will know a person's character (and the quality of their spiritual health) by their "fruits." These fruits are the words and actions mentioned above. In Matthew 12, Jesus

says that out of the substance of a person's heart, comes the words of their mouth. In other words, we will speak with our mouths and work with our hands the substance of what we put into our hearts. Finally in Philippians 4, Paul tells us to dwell on the things that are pure, lovely, and of good repute.

### **The 5 Ordinary Means of Grace**

**Prayer** - Prayer is listening and talking to God.

**Bible Study** - Bible study is reading and interacting with God's living Word.

**Fasting** - Fasting is depriving ourselves of comfort in order to sharpen our focus on God.

**The Lord's Table** - The sacred act of eating and drinking the symbols which Christ gave us for His body and blood.

**Christian Fellowship** - Gathering together with other believers for worship, fellowship, and accountability.

## Memory Verses

It is recommended to commit these verses to memory as they are a source of encouragement and reminder of the What, Why, and How of discipleship and recovery.

**(Luke 9:23, NIV)** Then he said to them all: “Whoever wants to be my disciple must deny themselves and take up their cross daily and follow me.

**(Philippians 4:8, NIV)** Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

**(I Corinthians 10:13, NIV)** No temptation has overtaken you except what is common to mankind. And God is faithful; he will not let you be tempted beyond what you can bear. But when you are tempted, he will also provide a way out so that you can endure it.

**(I John 1:5-7, NIV)** God is light; in him there is no darkness at all. If we claim to have fellowship with him and yet walk in the darkness, we lie and do not live out the truth. But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.

**(Ephesians 5:8, NIV)** For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God.

**(Romans 12:1-2, NIV)** Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

**(Romans 6:6, NIV)** For we know that our old self was crucified with him so that the body ruled by sin might be done away with, that we should no longer be slaves to sin.

**(Galatians 5:22-24, NIV)** But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the flesh with its passions and desires.

**(James 1:22, NIV)** Do not merely listen to the word, and so deceive yourselves. Do what it says.

### **Bible Reading Plan**

Reading and studying the Word of God is critical to developing a healthy lifestyle and lasting change. Contained in the Bible, through universal principles and specific situations, are the prescribed responses to every situation that you will encounter in life. However, the Bible is

a collection of 66 books written by 44 authors, inspired by God Himself. It can appear daunting to a person who is new to faith in Christ. For this reason, it is helpful to have a Bible Reading Plan. Below is outlined a prescribed method of reading that will introduce you to the concept of Bible study and allow you to gain important initial insights into your relationship with God and how He speaks through his Word. As with everything else in life, the most important task in starting something new is simply to begin.

### ***Inductive Study***

Inductive study is the joy of discovering what the Bible actually says. One who studies the Bible inductively is thoughtfully interacting with Scripture. As you interact the prescribed books below, some tools of inductive study are laid out in three simple steps: Observation, Questioning, and Application. First: Observe what is written. Second: Ask questions. Third: Apply the findings to your life.

## ***The Gospel of Mark***

There are four gospels: Matthew, Mark, Luke, and John. Gospels are the story of Jesus' life, death, and ministry from four different perspectives. The Gospel of Mark is the first stop on your journey to learn about God.

1. Read 1 chapter per day
2. Discuss what you've read with a trusted friend or mentor
3. Answer the question: "What does this question tell me about Jesus?"

## ***The Book of 1 John***

The book of 1st John is named that because it's John's first letter to the churches. It tells us how to know we are a child of God.

1. Read 1 chapter per day
2. Discuss what you've read with a trusted friend or mentor
3. Answer the question: "How may one know they are a child of God?"

## ***The Book of Romans: Chapters 1-8***

The book of Romans is actually a letter from Paul the Apostle to the church in Rome. Paul wrote many letters to many churches, which revealed God's will for His church and how we as Christ followers should live in fellowship with God and His church. In Romans, Paul clearly articulates the plan of salvation.

1. Read 1 chapter per day
2. Discuss what you've read with a trusted friend or mentor
3. Answer the question: "How has sin impacted my life?"
4. Answer the question: "Why do I need grace?"

## ***The Book of Proverbs***

The Book of Proverbs was written by King Solomon, the wisest king of Israel. In the book of Proverbs, God gives us His practical advice on many ordinary, everyday situations. These include things like finances, relationships, temperament, and more.

1. Read 1 chapter per day
2. Discuss what you've read with a trusted friend or mentor
3. Answer the question: "What lesson in this chapter do I need in my life right now?"

### ***The Book of Genesis***

Genesis is the first book of the Bible and it contains very important topics such as the account of Creation and the establishment of the house of Israel (Jacob), the nation that Jesus would later be born into.

1. Read 1 chapter per day
2. Discuss what you've read with a trusted friend or mentor
3. Answer the question: "How did sin appear in the stories of the characters in Genesis?"

***If at any time you feel confused about something you've read, seek guidance from your pastor or discipler.***



## Nicene Creed

Also fundamental to Spiritual Health is understanding what the Bible is and what it says about God. Generations of Christians, scholars, and theologians have determined the fundamental core beliefs to being a Christ-follower, as written in the Bible. These truths transcend denominations and doctrinal differences and are reflected in the Nicene Creed. In short, these are the truths that a Christian should be willing to die for.

*I believe in one God,  
the Father almighty,  
maker of heaven and earth,  
of all things visible and invisible.  
And in one Lord Jesus Christ,  
the Only Begotten Son of God,  
begotten of the Father before all worlds;  
God of God, Light of Light,  
Very God of very God,  
begotten, not made, being of one substance  
with the Father;  
By whom all things were made.*

Who for us men and for our salvation  
came down from heaven,  
and was incarnate by the Holy Spirit of  
the Virgin Mary,  
and was made man;  
He was crucified also for us under  
Pontius Pilate,  
he suffered and was buried,  
and on the third day he rose again,  
according to the Scriptures;  
He ascended into heaven  
and is seated at the right hand of the Father.  
He shall come again with glory  
to judge both the living and the dead;  
Whose kingdom shall have no end.  
I believe in the Holy Spirit, the Lord and  
the giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son together  
is worshipped and glorified,  
who spoke by the holy prophets.  
I believe one, holy, catholic and apostolic  
Church.  
I acknowledge one baptism for the remission  
of sins  
and look for the resurrection of the dead  
and the life of the world to come. Amen.

## Gratitude List

Gratitude is a foundational part of a relationship with God. While we were living in sin, we took without thought, and we consumed without thankfulness. We were saturated by an attitude of pride and entitlement. When we humble ourselves to confess our sins and receive forgiveness, the first emotion of a truly saved heart should be gratitude. From that new beginning, we are able to recognize our selfishness and the many blessings of God that we took for granted. This is an opportunity for you to recognize those blessings in your own life and to list them. Then one by one, tell Jesus “thank you” and reaffirm your commitment to love like He loves and give like He gives.

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# **Mental Health Field Kit**

What is mental health and why does it matter? Paul calls us to be transformed by the renewing of our mind because there is an unimpeachable relationship between the mind and the soul. The mind is often compared to a computer. This is a partially effective analogy because the brain does receive, process, and export information. A healthy brain is able to receive information, process that information and export a functional, regulated response to the stimulus. An unhealthy brain receives information, but that information may become distorted, resulting in an irrational response. However, mental health, the health of the mind, doesn't just refer to the physical health of the brain. It also refers to the emotional aspect of the person, which is more difficult to quantify, because it is related to the health of a person's soul. Emotions are complex, individual, and

important. Emotions can be impacted by chemical balances in the brain and body, the amount of food or sleep a person has gotten, a person's personal experiences, a person's spiritual status, and a number of factors. Due to the individual nature of mental health, it is imperative that each person learns how to assess their own mental health and how to maintain it.

As you continue in your recovery and discipleship journey you will understand that Jesus calls us to lead and serve others. Can we lead and serve others if our minds and bodies are not healthy? The answer is yes, but not well. A physically, mentally, and spiritually healthy life is about discipline, moderation, and boundaries. We need to set boundaries on what we eat, what we watch, how late we stay up, who we interact with, places we go, etc. and the list goes on. This might sound incredibly tedious. However, when we moderate our life, it doesn't become more boring, it becomes more dynamic and more productive, for ourselves, for

others, and for Christ. We find that we sleep better, we have more energy, we are more apt to participate. We truly become the best version of ourselves.

## **Stress Management**

One of the most important components of mental health is proper stress management. Stress can be compared to weight lifting. Lifting weights can be good for your body, as long as it's done moderately and within the limits of the person's ability to do it safely. However, if someone were to throw on the plates and have their buddies drop it on their chest, they would be crushed under the weight and injured. The same is true with stress. We can overload ourselves with stress, often causing physical, mental, and spiritual damage. For people that struggle with addictions, stress is often a trigger for use. However, stress is unavoidable. We will, by the nature of existence, encounter responsibility, hardship, and challenge. Here are some ways that we can manage stress and

remain productive.

## ***Pray***

When we take our stress to God in prayer, it isn't that we are asking Him to do everything for us. 1 Corinthians 14 tells us that God is the "Author of Peace". God literally wrote the book on peace. Prayer is an exercise that helps us to realize that God is greater than our temporary situations and that He listens when we talk.

## ***Plan***

"Poor planning precedes poor performance;" "Failure to Plan is a Plan to Fail." These and countless other cliches and quotes remind us that failure is often determined before we ever encounter the thing we're worried about, because we didn't prepare for it. Planning is important. Take a tiny amount of time each day to look at your calendar, put in important info, and determine what needs to happen before you get there.

## ***Prepare***

When there is a planned event approaching, prepare in advance. Earlier I said that “right place, right time, right uniform” is 90% of success. This is true, but these 3 things require preparation. Preparation includes gathering all materials needed for the event, preparing your appearance (clothing, haircut, hygiene, etc.), and preparing your mind and spirit (through practice and study).

## ***Prioritize***

Since we will inevitably encounter stressful situations, how do we keep stress from overloading us? This is done through Prioritization. When encountering a stressful situation, stop, breathe, and ask yourself the following questions: “Is it my problem?” “Can I do anything about it?” “How immediate is the problem?” “Is there something more important I should be doing?”

The most important thing on your list

may not be another task. It could be that you are stressed because of an element of self-care. If you need food, sleep, or time outside, that might be the most important thing that you can do, in that moment. Your body and mind are essentially biological systems that need maintenance and care to function properly. The Bible defines your body as a temple. Taking care of your temple is sometimes more important than solving the next problem. However, there are times when the problem is immediate. In that situation, solve the problem, and then assess your need for self-care.

## **Anger Management**

Do you ever just feel angry? Often times, people will feel irritable, grumpy, angry and not even know why. These feelings cause us to lash out, say things we don't mean, and cause hurt to innocent bystanders. Anger is a normal emotion, shared by our Creator. In fact, anger can be effectively leveraged to promote change if used appropriately. However, just like

a loaded weapon, it is also capable of causing significant damage to our relationships and credibility. So how do we “be angry and sin not” as the Bible says?

Safely and effectively managing anger begins with identifying the reason you’re angry. In order to do this you will need to be alone. If a situation or person is making you angry, the first thing to is:

- Separate yourself from the person or situation causing the anger
- Identify why you are angry

Unfortunately, our anger is not always justified so after we identify why we’re angry, we need to do the hard part:

- Consider the other side
- Search our opinions for thinking errors

If, after we have done these things, we feel that our anger is still justified and free from thinking errors we then:

- Identify a productive way of the situation or person in conflict
- Pray for wisdom and tact

- Address the opposing party in humility and understanding

If resolution cannot be reached, move on. Don't let negativity and bitterness corrupt your joy and peace by dwelling on conflict. If an unresolvable conflict invades your thinking:

- Give it over to God in prayer
- Pray for the opposing party/situation

## **Journaling**

In this Manual, there is space provided for you to set down your thoughts and feelings on paper. Understanding where we have been is important to where we're going. This is likely one of the most challenging times in your life. Write down your struggles, your triumphs, your questions, your frustrations. Later, when you question the work of God in your life and the measure of your progress, you can look back and see those words and know where it is you were, and where God brought you.

## **Meditation**

Psalm 46 tells us to “Be Still” and know that He is God. This Hebrew word “raphah” can also be translated as “relax.” Sometimes what we need to do is simply to be still, be quiet, and rest in the knowledge that God is sovereign. No matter what you encounter, or how dark it seems, God is still the maker of the universe who died for you. Take some time, and simply shut out the world, purge the thoughts from your mind, and rest.

## **Stressor/Solution**

Sometimes there are very specific things in our lives or experiences that plague our thoughts and prevent our peace. Only you are able to identify these things, but sometimes asking for help with a solution is effective. Below, there is a space to list the individual stressors. Under these items are spaces for you to identify ways to resolve or mitigate your stressors. If you need help with this list, utilize ONE80 staff, a therapist, a

peer recovery coach, or a trusted resident mentor to complete it.

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*Stressor 1*

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*Solution 1*

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*Stressor 2*

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*Solution 2*

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*Stressor 3*

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*Solution 3*

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*Stressor 4*

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*Solution 4*

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*Stressor 5*

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*Solution 5*



# **Physical Health Field Kit**

The goal of ONE80 is to equip you with knowledge of your spiritual, mental, and physical needs so that you can obtain the abundant life that Jesus intends for you to have. The Physical Health Field Kit contains helpful information for you to regulate your body and improve your physical wellbeing.

## **Nutrition**

Have you ever heard the phrase, “you are what you eat?” While mind-numbingly cliché, it is true. It is also true in a mental and spiritual way, which we have highlighted in the other Field Kits. There are two important aspects of nutrition: What you eat, How much you eat. Think of food as fuel (because it is). Your body uses a variety of chemical processes to metabolize food and turn it into energy. In this way, we are similar to vehicles.

Imagine if you put the wrong kind of fuel into an airplane. What would happen? Imagine if you put too much fuel into your car. What would happen?

In comparison to the first, our human “engine” won’t immediately explode, but it can be significantly hindered by eating the wrong things. Over time, fatty foods, such as hamburgers and processed snacks destroy our heart and arteries. The right foods are lean proteins such turkey, chicken, and fish (unbreaded) and leafy vegetables. High sugars such as cakes, bread, and even fruit should be minimized.

What about too much food? The second example of over-fueling our car would result in gasoline spilling on the ground. Unfortunately, humans tend to retain the excess food they consume and because it can’t be immediately metabolized, it is stored as fat. Excess fat results in less energy which impacts quality of life and ability to perform. Obesity also leads to problems like heart disease and diabetes.

On the other hand, if your body isn't getting the nutrition it needs, it will start to "eat itself". For example, high-energy activities require protein (meats), calcium (milk), and carbohydrates (bread and pastas) to replace the nutrients your body metabolizes during that activity. If you don't replenish those nutrients, your body will take what it needs from your muscles and bones.

The goal is to balance our food intake with our metabolic output (exercise). On the following page is a chart which describes the amount of calories you should consume based on your weight and metabolic output. This chart describes how much we should consume but doesn't describe what we should consume. For more information about proper nutrition, please refer to a ONE80 recovery instructor.

<b>Body Weight</b>	<b>Resting Calories</b>	<b>Low Activity</b>	<b>Medium Activity</b>	<b>High Activity</b>
100	1,120	1,450	1,570	1,680
110	1,150	1,490	1,600	1,720
120	1,190	1,550	1,670	1,780
130	1,220	1,580	1,700	1,830
140	1,250	1,630	1,750	1,880
<b>150</b>	<b>1,280</b>	<b>1,660</b>	<b>1,800</b>	<b>1,920</b>
160	1,320	1,720	1,850	1,980
170	1,350	1,750	1,890	2,000
180	1,380	1,790	1,930	2,070
190	1,420	1,850	1,990	2,100
<b>200</b>	<b>1,450</b>	<b>1,880</b>	<b>2,030</b>	<b>2,180</b>
210	1,480	1,950	2,050	2,200
220	1,512	1,970	2,100	2,270
230	1,540	2,000	2,160	2,300
240	1,580	2,050	2,200	2,400
<b>250</b>	<b>1,610</b>	<b>2,090</b>	<b>2,250</b>	<b>2,410</b>
260	1,640	2,130	2,300	2,460
270	1,676	2,170	2,350	2,500
280	1,710	2,220	2,400	2,560
290	1,740	2,260	2,440	2,600
<b>300</b>	<b>1,770</b>	<b>2,480</b>	<b>2,500</b>	<b>2,660</b>

## **Hydration**

Every bit as important as nutrition is hydration. More than any other substance (except air) our body craves and requires water. The average person should be drinking no less than 3.5 quarts of water for men and 2.5 quarts of water for women. However, high energy activities will increase this amount. For significant and consistent hydration loss through sweat (such as during a fitness program), males should consume an average of 8 quarts per day.

## **Exercises**

The goal of ONE80's fitness program is not to significantly increase one's physical performance. It is intended to introduce residents to the need for consistent physical activity, educate residents on safe, effective exercise techniques, and maintain the physical fitness progress of the resident while in treatment. Residents are encouraged to utilize additional, safe exercise techniques in

their own time to improve their physical conditioning. Staff members are able to equip residents with guidance or exercises ideas with or without equipment.

## **Fitness Goals**

Everyone has a different body type and level of fitness. For that reason, it's important to understand our limits and set goals that are safely achievable. The chart on the next page is provided for you to track your fitness goals and progress.

Exercise/ Event	Current Score/Time	Goal	Date



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