

[DATE]



RGV ROAD to RECOVERY

Receive God's Vision –
A Christ-Centered Recovery Ministry

Mission:

Equip individuals and communities
for lasting recovery through
Christ-Centered support and
biblical truth.

Our Vision:

Every chapter becomes a beacon
of hope, self-sufficiency,
and spiritual renewal.

RGV ROAD TO RECOVERY

DIRECTORS MANUAL

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Founding Story and Entrepreneurial Journey

Thank you for taking the time to investigate RGV Road to Recovery. This organization was conceived from years of struggling with numerous types of addictions. What I have found to be true is that if a person suffers from one addiction, that person suffers from or has the tendency to develop multiple other addictions. I struggled early in life with multiple addictions and was extremely fortunate to be able to break free, only to develop yet other addictions later. It wasn't until I surrendered my life to God and began to actively seek and follow him that I have been able to remain free of all my demons. I found this to be true in my wife's life as well, and after years of attending and working through AA, PDAP, Celebrate Recovery, Freedom That Lasts, Al-Anon, and numerous counseling sessions, I not only found this to be a common thread in many lives, I was encouraged to develop this program to pick up where each of the other programs fell short, in my opinion. You might be asking what shortcomings can there be in very successful programs that have been around for years? Again, I stress that it is my opinion that where they fall short is summarized in the following chart:

		PDAP	 Celebrate Recovery	 Freedom That Lasts	 RGV ROAD to RECOVERY
 Spiritual Foundation	Broad, higher-power-based	Braad, higher-power-based	Surrender to Christ, ministry readiness	Discipleship, local church	Explicitly Christ-centered
 Empower	Powerlessness, fixed steps	Powerlessness, fixed steps	Volunteer train & vigilance	Supervised, church policies	Clear safeguarding standards
 Group Safety	Anonymity, with risks	Anonymity with risks	Volunteer train & vigilance	Faith-based participation	Faith, not compulsion
 Program Flexibility	Also court-mandated	12 Steps only	Wide range of issues and addictions	Bible studies and mentorship	Phases of growth + community outreach
 Integration	No professional referrals	Training in counsel and therapy	Training in counsel and therapy	Local church partnerships	Christian clinics, substance abuse centers

The goal of RGV Road to Recovery is to provide the truth and knowledge for an addicted world to achieve freedom. We also aim to provide sober transition housing through a network of private homes, sharing our conviction that God is the only true way to live a fulfilling and addiction-free life. The “intake” section pertains to this network of sober transitional housing.

We are registered with the IRS and the state of Texas as a 501(c)3 Non-Profit and are currently working to change our registration to Iowa.

Thank you for your consideration. If you care to get involved or if you can suggest someone else who might be interested, please contact me at (641) 444-2407. Steve Eisenhauer

Executive Summary

RGV Road to Recovery (RGV RTR) is a Christ-centered 501(c)(3) recovery ministry serving individuals and families in the RGV/North, IA region. Mission: equip people to break free from substance and behavioral addictions through biblical truth, community accountability, clinical best practice referrals, and targeted family education. Program highlights: a structured 24-week participant pathway, daily routines, issue-specific groups, family education and covenant processes, peer mentoring, and measurable outcomes. This integrated business plan includes governance, operations, staffing, marketing, a 16-week launch schedule, startup finance, evaluation metrics, and ready-to-use documents: Family Covenant, Intake Form, and Family Seminar Facilitator Guides.

Program Model and Value Proposition

- Target population: Adults and families affected by substance (alcohol, opioids, meth, nicotine, prescription misuse) and behavioral addictions (gambling, pornography, food, shopping, gaming, social media).
 - Core offering: 24-week phased recovery program (Surrender → Self-Examination → Amends → Service) with daily structure, weekly groups, monthly leadership and family seminars, clinical referral pathways, and peer mentor development.
 - Differentiator: Christ-centered integration of AA, Celebrate Recovery, Freedom That Lasts, and PDAP principles with an embedded, formal family education track and accountability tools that reduce enabling and accelerate relational restoration.
-

Governance, Legal, and Compliance

- Entity and board: Establish or confirm nonprofit registration; Board of Directors (min. 5) with roles: Chair, Treasurer, Program Liaison, Community/Church Liaison, Development Lead.
- Policies: bylaws, conflict-of-interest, whistleblower, safeguarding/minor protection, record retention, dual-signature for large disbursements.
- Risk & compliance: background checks for staff/volunteers, general/professional liability insurance, Memorandum of Understanding (MOU)s with clinical partners, HIPAA-aware referral process, written relapse/crisis protocols, mandatory reporting procedure.

Organization, Staffing, and Training

- Year-1 staffing (phased hires):
 - Executive Director (ED)
 - Program Director (PD)
 - Family Ministry Coordinator (FMC)
 - Volunteer & Mentor Coordinator
 - Part-time Finance/Bookkeeper
 - Administrative Assistant
 - Clinical Consultant (contract)
 - Group Facilitators (paid/volunteer)
 - Peer Mentor cohort (stipend)
 - Training: two-week intensive prelaunch training covering curriculum, group facilitation, family group skills, confidentiality, crisis response, and cultural sensitivity.
 - Volunteer management: role descriptions, screening, onboarding, ongoing supervision, burnout prevention and recognition plan.
-

Facilities, Operations, and Technology

- Facility requirements: large multipurpose room (50–100 seats), two breakout rooms, intake/triage room, child-friendly room, kitchen, secure records storage, Americans with Disabilities Act (ADA) access.
 - Daily operations: standardized Standard Operating Procedures (SOP)s for intake, daily schedule (devotion → life skills → mentorship → evening worship/groups), incident reporting, relapse response, mentor pairing and supervision.
 - Technology: Customer Relationship Management (CRM)/case management for intake/attendance/outcomes, QuickBooks, website with online intake/donation, basic Audio - Visual (AV) for worship/teaching, secure cloud backup and role-based access to records.
-

Program Delivery & Curriculum

Phase 1: Surrender & Foundation (Weeks 1–4)

- **Focus:** Orientation, spiritual disciplines, mentor pairing
- **Objectives:**
 - Introduce program structure and expectations
 - Begin spiritual practices (devotion, prayer, scripture study)

- Pair participants with peer mentors
- Establish personal recovery goals
- **Key Activities:**
 - Orientation session
 - Daily devotionals
 - Mentor introduction and first meetings
 - Family Covenant introduction

Phase 2: Self-Examination & Confession (Weeks 5–12)

- **Focus:** Moral inventory, relapse prevention
- **Objectives:**
 - Guide participants through self-reflection and confession
 - Teach relapse prevention strategies
 - Support honest self-assessment
- **Key Activities:**
 - Moral inventory workshops
 - Relapse prevention seminars
 - Group confession and accountability sessions
 - Continued mentor meetings

Phase 3: Amends & Transformation (Weeks 13–24)

- **Focus:** Amends, restoration, leadership training
- **Objectives:**
 - Facilitate making amends and restoring relationships
 - Develop leadership skills for sustained recovery
 - Prepare participants for peer mentorship roles
- **Key Activities:**
 - Amends planning and action steps
 - Restoration workshops
 - Leadership training modules
 - Family Covenant review and update

Phase 4: Service & Multiplication (Week 25+)

- **Focus:** Mentor, lead, sustain
- **Objectives:**
 - Encourage ongoing service and leadership
 - Support participants in mentoring new members
 - Sustain personal and community recovery
- **Key Activities:**
 - Mentor training and pairing with new participants
 - Service projects and outreach

- Leadership in group activities

Weekly Rhythm

Each week follows a consistent schedule to build routine and reinforce recovery principles:

Day	Activity
Sunday	Worship & Family Ministry
Monday	Step Study (12-step or Celebrate Recovery model)
Tuesday	Life Skills Training + Family Seminar
Wednesday	Open Share & Prayer
Thursday	Mentorship Meetings + Bible Study
Friday	Testimony Night
Saturday	Sober Social/Service Project

- **Sunday:** Focus on spiritual renewal and family engagement.
 - **Monday:** Step study groups for structured recovery work.
 - **Tuesday:** Life skills (employment, budgeting, communication) and rotating family seminars.
 - **Wednesday:** Open sharing for peer support and prayer.
 - **Thursday:** Mentor check-ins and Bible study for spiritual growth.
 - **Friday:** Testimonies to inspire and reinforce progress.
 - **Saturday:** Social events or service projects to build community and purpose.
-

Family Integration

- **Monthly Family Seminars:**
Rotating topics such as understanding addiction, codependency, communication, and healing/forgiveness. Each seminar includes teaching, experiential activities, discussion, and take-home resources.
- **Support Groups:**
Separate groups for spouses, parents, and children to address unique needs and foster mutual support.
- **Family Covenant:**
Written agreement outlining household expectations, boundaries, and supports. Reviewed at major milestones and after relapse events.
- **Ongoing Review:**
Family progress is tracked through attendance, engagement, and periodic surveys. Facilitators provide feedback and resources as needed.

Sample Monthly Family Seminar Topics

1. **Understanding Addiction & the Brain**
2. **Codependency and Boundaries**
3. **Communication & Conflict Resolution**
4. **Family Healing and Forgiveness**

Each seminar includes objectives, session plans, activities, and follow-up assignments for families.

Summary Table

Phase	Weeks	Focus Areas	Key Activities
Surrender & Foundation	1–4	Orientation, Spiritual Disciplines, Mentor	Orientation, Devotionals, Mentor Pairing
Self-Examination & Confession	5–12	Moral Inventory, Relapse Prevention	Workshops, Seminars, Accountability
Amends & Transformation	13–24	Amends, Restoration, Leadership Training	Amends, Restoration, Leadership Modules
Service & Multiplication	25+	Mentoring, Leadership, Service	Mentor Training, Service Projects

Marketing, Outreach, and Partnerships

- Messaging: Christ-centered, evidence-informed, family-focused recovery; “Receive God’s Vision. Restore Your Life.”
 - Channels: church networks, faith leaders, clinical providers, probation/social services, social media, local media, community events.
 - Partnerships: churches (space & volunteers), clinical counselors (referrals & supervision), Sober Transitional Housing Network (Private homes for temporary housing), workforce boards (employment support), schools (family outreach), law enforcement (referrals).
 - Ambassador program: train church leaders and recovered alumni to refer participants and families.
-

Financial Plan (Summary)

1. Illustrative Year-1 Budget (~\$138,600)

A. Facility (\$30,000–\$40,000)

- Lease or rental of a multipurpose space (50–100 seats), two breakout rooms, intake/triage room, child-friendly room, kitchen, and secure records storage.
- Utilities and maintenance.
- ADA accessibility improvements if needed.

B. Payroll (Partial Year, \$60,000–\$70,000)

- Executive Director (ED): Salary or stipend for leadership and oversight.
- Program Director (PD): Salary or stipend for program management.
- Family Ministry Coordinator (FMC): Salary or stipend for family integration.
- Part-time Finance/Bookkeeper and Administrative Assistant.
- Group Facilitators (paid/volunteer stipends).
- Peer Mentor cohort stipends.
- Clinical Consultant (contracted as needed).

C. Audio-Visual (AV) & Setup (\$5,000–\$8,000)

- Basic sound system, microphones, projector, and screens for worship, teaching, and seminars.
- Initial setup and installation costs.

D. Insurance (\$3,000–\$5,000)

- General liability and professional liability insurance.
- Coverage for staff, volunteers, and participants.

E. Technology (\$4,000–\$6,000)

- CRM/case management software for intake, attendance, and outcomes tracking.
- QuickBooks or similar accounting software.
- Website development (with online intake and donation features).
- Secure cloud backup and role-based access to records.

F. Program Materials (\$5,000–\$7,000)

- Curriculum printing and supplies.
- Family Covenant and intake forms.

- Seminar handouts, journals, and resource packets.

G. Marketing (\$3,000–\$5,000)

- Outreach materials (flyers, banners, social media ads).
- Community event sponsorships.
- Ambassador program training materials.

H. Stipends (\$5,000–\$7,000)

- For peer mentors, volunteer recognition, and special project leaders.

I. Contingency (\$5,000–\$10,000)

- Reserve for unexpected expenses, facility delays, or program adjustments.

Note: These are illustrative ranges; actual allocations may vary based on local costs and hiring pace.

2. Revenue Mix

- **Grants:** Foundation, government, and local community grants for startup and operational costs.
- **Individual/Church Donations:** Recurring and one-time gifts from supporters, church partners, and faith-based organizations.
- **Fundraising Events:** Dinners, auctions, or community events to raise funds and awareness.
- **Sliding-Scale Workshop Fees:** Modest fees for certain seminars or workshops, adjusted based on participant ability to pay.
- **Public Contracts (where applicable):** Partnerships with probation, social services, or workforce boards for referred participants or family education.

3. Financial Controls

- **Monthly Financials:** Regular preparation and review of income and expense statements, cash flow, and budget-to-actual reports.
- **Board-Reviewed Budget:** Annual budget approved by the Board of Directors, with quarterly reviews and adjustments as needed.
- **Dual-Signature Policy:** All large disbursements require signatures from two authorized board members or officers to prevent misuse.

- **Quarterly Review or External Audit:** Independent review of financials each quarter, with an external audit at year-end if required by funders or policy.
 - **Donor Reporting:** Transparent reporting to donors and grantors, including use of funds and program outcomes.
-

Metrics, Monitoring, and Evaluation

- Participant KPIs: enrollment, weekly attendance, 24-week completion rate, days sober at intake and follow-ups (3/6/12 months), relapse incidents.
 - Family KPIs: seminar/support attendance, reduction in enabling behaviors (survey), relationship restoration scores, child engagement metrics.
 - Organizational Key Performance Indicators (KPIs): number of active partners, recurring donors, grant success rate, burn rate, volunteer retention.
 - Reporting cadence: monthly staff reviews, quarterly board Key Performance Indicators (KPIs) reports, annual external evaluation after Year 1.
-

Risks and Mitigation

- Funding shortfall — phased hiring, prioritize essential services, aggressive grant calendar, reserve target (3 months).
 - Low referrals — ambassador program, Memorandum of Understanding (MOU)s, open-house events, targeted outreach.
 - Clinical incidents — Clinical Consultant on-call, formal crisis response, partnerships with local crisis services.
 - Volunteer burnout — clear role expectations, training, stipends, recognition program.
 - Facility delays — interim church/community spaces.
-

16-Week Launch Schedule (Integrated)

Weeks 0–2: finalize legal standing, appoint board, hire Executive Director (ED) & Program Director (PD), secure interim facility, open bank account, draft Standard Operating Procedures (SOP)s and Family Covenant.

Weeks 3–4: finalize lease/insurance, set up tech/Customer Relationship Management (CRM), post FMC/Finance/Admin roles, draft Memorandum of Understanding (MOUs).

Weeks 5–6: finalize curriculum & facilitator guides, integrate Family Education rotation, sign Memorandum of Understanding (MOUs), launch website landing page.

Weeks 7–8: hire FMC & Finance/Admin, two-week staff & volunteer training, begin background checks and mentor screening.

Weeks 9–10: facility setup, pilot evening groups and one family seminar, refine intake/CUSTOMER RELATIONSHIP MANAGENT (CRM).

Weeks 11–12: open house, intensive outreach, open rolling intake, train peer mentors and family facilitators.

Week 13: cohort orientation (mentor pairing, intake, Family Covenant signing), begin Week 1 programming and first family seminar.

Weeks 14–16: stabilize operations, daily huddles, weekly clinical supervision, board review at Week 16 to approve Q2 plan.

Months 4–12: finalize long-term facility, scale cohorts, recurring donor program, larger grants, external evaluation at 12 months.

Implementation Checklist (Immediate Next Steps)

- Approve startup budget; recruit Board; hire Executive Director (ED) & Program Director (PD).
 - Finalize facility (interim or lease) and insurance.
 - Approve Standard Operating Procedures (SOP)s, Family Covenant template, intake form, family seminar guides.
 - Launch website intake and schedule open house.
 - Begin grant submissions and donor outreach.
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Family Covenant (Template)

Purpose: a shared, written commitment that clarifies household expectations, boundaries, supports recovery, and protects family wellbeing.

Family Covenant — RGV Road to Recovery

1. Family identification
 - Household name: _____
 - Primary contact: _____ (phone/email)
 - Date signed: _____
2. Shared commitments (check and initial each)
 - I/We commit to honesty in reporting substance use and behaviors. _____
 - I/We commit to respectful communication and use of “I” statements. _____
 - I/We agree to follow agreed boundaries and natural consequences. _____
 - I/We commit to attend monthly Family Seminar sessions when possible. _____

- I/We commit to maintain safety in the home; weapons, illegal substances, and violent behavior are prohibited. _____
- 3. Boundaries and household rules (customize)
 - Curfew / household presence expectations: _____
 - Phone/computer expectations (privacy and monitoring if agreed): _____
 - Financial agreements (bill-paying, allowances, restricted card use): _____
 - Visitors and overnight guests policy: _____
- 4. Support & resources
 - Primary mentor/point person: _____ (phone/email)
 - Counseling referral (if applicable): _____ (provider/contact)
 - Emergency/crisis plan: _____ (local crisis line reference; Executive Director (ED)/Program Director (PD) on-call protocol)
- 5. Consequences and accountability (agreed actions if covenant is broken)
 - Step 1: Verbal redirection and family meeting.
 - Step 2: Temporary privileges suspension (specify): _____.
 - Step 3: Revised household safety plan and clinical referral.
- 6. Promises from the program to the family
 - RGV RTR will provide family seminars, support groups, resource library access, and referral pathways to counseling.
 - Program staff will protect confidentiality while following mandatory reporting laws.
 - Program will offer mediation and reconciliation support as resources allow.
- 7. Signatures
 - Participant: _____ Date: _____
 - Spouse/Family member: _____ Date: _____
 - Program Representative (FMC): _____ Date: _____

Notes: Keep a scanned copy in participant file; revisit covenant at major milestones or after relapse events; family may update by mutual agreement.

Participant Intake Form for Sober Transitional Housing (Operational Intake + Assessment)

Use this form at first contact (phone/online) and complete in-person at orientation. Store in secure Customer Relationship Management (CRM).

Section A — Intake basics

- Full name: _____

- Preferred name/pronouns: _____
- DOB: // _____ Age: _____
- Gender: _____ Primary language: _____
- Address: _____ City: _____ ZIP: _____
- Phone(s): _____ Email: _____
- Emergency contact (name/relationship/phone): _____

Section B — Referral & legal status

- Referred by: _____ (church/agency/self/other)
- Legal involvement: None / Probation / Parole / Pending charges (circle) — details: _____
- Any mandated treatment? Yes / No — details: _____

Section C — Presenting concerns & history

- Primary addiction/struggle: _____ (substance/behavior)
- Length of problem: _____
- Last use/episode: _____ / _____ / _____ Days sober: _____
- Prior treatment history (programs/dates/outcomes): _____
- Current medications (including Medication-Assisted Treatment (MAT)): _____
- Medical conditions/allergies: _____

Section D — Mental health & safety screening

- Current counseling/therapist: _____
- History of psychiatric diagnoses/hospitalizations: _____
- Suicidal ideation or self-harm history? Yes / No — if yes, describe and safety plan: _____
- Violence or harm risk (past year)? Yes / No — describe: _____

Section E — Social & family context

- Marital/partner status: _____ Children (names/ages): _____
- Living situation (alone/with family/sober living): _____
- Employment/education: current employer/position or school: _____
- Financial stressors: _____

Section F — Spiritual & support resources

- Church/home congregation: _____
- Spiritual supports (mentor, pastor): _____
- Recovery supports (AA/CR/other meetings attended): _____

Section G — Goals & readiness

- Primary recovery goals (participant states): _____
- Readiness to change scale (1–10): _____
- Consent to participate in RGV RTR programming and family seminars: Participant initials _____ Family initials _____

Section H — Consent & agreements (must be signed)

- Consent to share referral information with clinical partners for treatment coordination (Y/N): _____
- Acknowledge program confidentiality limits and mandatory reporting obligations (initial): _____
- Agreement to Family Covenant (if applicable) and program participant expectations (initial): _____

Signatures

- Participant signature: _____ Date: _____
- Intake staff name/signature: _____ Date: _____

Administrative fields (for staff only)

- Assigned mentor: _____ Start date: _____
 - Assigned cohort: _____ File ID: _____
-
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Family Seminar Facilitator Guides

Overview: Four rotating monthly seminars designed for families. Each guide includes objectives, materials, 90-minute session plan (can adjust to 60–120 minutes), experiential activities, discussion prompts, a short take-home worksheet, and suggested scripture/devotional.

Facilitators: Family Ministry Coordinator or trained volunteer with Family Ministry Coordinator (FMC) supervision and Clinical Consultant support when needed.

Facilitator materials: printed agenda, projector for slides, handouts (worksheet, Family Covenant template), family journals, prayer cards, pens, flip chart, name tags, childcare plan.

Week 1 — Understanding Addiction & the Brain

- Objective: Give families a clear, nonjudgmental explanation of addiction as a brain and spiritual disease; reduce stigma; provide practical support strategies.
- Key points to teach:

- Addiction rewires reward/decision pathways; behaviors are not moral failure alone.
 - Behavioral vs substance addictions; cross-addiction risk.
 - Signs, triggers, cravings, relapse as part of chronic disease trajectory.
- 60-minute session plan:
 1. Welcome and opening devotion (5 min) — scripture: John 8:32.
 2. Facilitator mini-lecture with simple brain diagrams and plain-language explanation (10 min).
 3. Testimony or recorded story (10 min).
 4. Small-group breakout: identify common triggers and household patterns (15 min).
 5. Large-group debrief and Q&A with Clinical Consultant present for clinical questions (10 min).
 6. Introduce practical action steps and safety plan template (5 min).
 7. Closing prayer and handout distribution (5 min).
- Take-home worksheet: household trigger map; one safety action to implement this week.
- Suggested reading/handouts: short PDF “Addiction 101,” local referral list.

Week 2 — Codependency and Boundaries

- Objective: Help families recognize codependent patterns, learn boundary-setting language, and implement healthy consequence frameworks.
- Key points:
 - Signs of codependency; enabling vs supporting; natural consequences.
 - Healthy boundary language: use of “I” statements and concrete limit-setting.
 - Creating consistent household rules that align with Family Covenant.
- 60-minute session plan:
 1. Opening devotion and grounding exercise (5–7 min).
 2. Interactive exercise: “Where do you step in?” role-play scenarios (10 min).
 3. Mini-teach: boundary types and boundary scripts (10 min).
 4. Breakouts to draft one family boundary and one natural consequence (15 min).
 5. Share-out, facilitator feedback, and refinement (5 min).
 6. Introduce self-care and local support options for family members (8 min).
 7. Closing and prayer cards exchange (5 min).
- Take-home worksheet: boundary script template; self-care checklist for family supporters.

Week 3 — Communication & Conflict Resolution

- Objective: Teach active listening, de-escalation techniques, and a family meeting structure to resolve conflicts safely.
- Key points:
 - Active listening vs problem-solving; the power of reflection.
 - De-escalation tools: time-outs, scheduled discussions, cooling-off plans.
 - Structured family meeting format: agenda, roles, time limits, and follow-up.
- 60-minute session plan:
 1. Opening devotion and short breathing/grounding practice (5 min).

2. Teach & model active listening with partner pairs (10 min).
 3. Role-play de-escalation scenarios and practice cooling-off language (15 min).
 4. Introduce and practice structured family meeting using sample agenda (15 min).
 5. Q&A and introduce conflict resolution worksheet (10 min).
 6. Closing prayer and assign homework: hold one 15-minute family meeting this week (5 min).
- Take-home worksheet: family meeting agenda; communication skill checklist.

Week 4 — Family Healing and Forgiveness

- Objective: Encourage relational repair, explain stages of rebuilding trust, and introduce forgiveness as a process (not immediate reconciliation).
- Key points:
 - Distinguish forgiveness from trusting; trust is rebuilt by consistent actions over time.
 - Steps for making amends and receiving amends (family perspective).
 - Spiritual practices for family healing (shared devotions, gratitude journals, service).
- 60-minute session plan:
 1. Opening devotion on forgiveness (scripture: Joshua 24:15) and guided reflection (5 min).
 2. Teach steps for making and receiving amends (10 min).
 3. Small-group activity: write a non-public letter of what you need to heal (15 min).
 4. Pair-share with facilitator oversight and safety limits (15 min).
 5. Introduce family rituals for repair (regular check-ins, gratitude practice, service projects) (10 min).
 6. Closing blessing and resource distribution (5 min).
- Take-home worksheet: indicators for rebuilding trust; family ritual planner.

Facilitator safety & clinical guidelines

- Clinical Consultant or trained clinician must be available by phone or onsite for sessions when high-risk disclosures are likely.
- Facilitators must follow mandatory reporting laws; emergency/crisis procedures are posted in the room.
- Use trigger warnings for potentially sensitive testimony and provide opt-out space and childcare.

Evaluation and follow-up for seminars

- Attendance sheet, short post-session feedback (3 questions), one-week follow-up text/email with resource links and reminder to apply one action step.
 - Family Ministry Coordinator (FMC) compiles monthly family Key Performance Indicators (KPI) metrics and reports to Program Director (PD)/Board.
-

Appendix: Quick Tools & Templates (staff use)

- One-page Family Covenant (printable) — see above.
- Editable Intake Form (digital and paper versions) — see above.
- Family Seminar slide template (PowerPoint) and handout pack (Addiction 101, Boundary scripts, Family meeting agenda, Trust rebuilding checklist).
- Mentor pairing checklist and peer mentor training outline.
- Referral packet for clinical partners and probation offices.

Governances

Preamble

RGV Road to Recovery is a faith-based community dedicated to helping individuals and families overcome the challenges of addiction and brokenness. We believe recovery is possible through honesty, accountability, spiritual growth, and mutual support. Our mission is to provide a safe environment where people can experience healing, develop resilience, and build a life of freedom rooted in faith and integrity.

John 8:36 – “So if the Son sets you free, you will be free indeed.”

The 12 Steps

1. We admitted our struggles and recognized our need for help.

Romans 7:18 For I know that good itself does not dwell in me, that is, in my sinful nature.^[a] For I have the desire to do what is good, but I cannot carry it out.

2. We came to believe that God offers hope and strength beyond ourselves.

Philippians 4:13 I can do all this through him who gives me strength.

3. We chose to surrender our will and lives to God’s care.

Romans 12:1 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.

4. We made an honest inventory of our thoughts, actions, and motives.

Lamentations 3:40 Let us examine our ways and test them,
and let us return to the Lord.

5. We confessed our faults to God, ourselves, and another trusted person.

James 5:16 Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective.

6. We became willing to let God transform our character.

Ezekiel 36:26 I will give you a new heart and put a new spirit in you; I will remove from you your heart of stone and give you a heart of flesh.

7. We humbly asked God to remove our shortcomings.

1 John 1:9 If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.

8. We listed those we had harmed and became willing to make amends.

Matthew 5:23–24 “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, ²⁴leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.

9. We made direct amends wherever possible, except when doing so would cause harm.

Romans 12:18 If it is possible, as far as it depends on you, live at peace with everyone.

10. We committed to ongoing self-examination and promptly admitted wrongs.

Psalms 139:23–24 ²³Search me, God, and know my heart; test me and know my anxious thoughts. ²⁴See if there is any offensive way in me, and lead me in the way everlasting.

11. We sought God through prayer, study, and reflection, asking for guidance and strength.

Matthew 6:33 But seek first his kingdom and his righteousness, and all these things will be given to you as well.

12. Having experienced healing, we share this hope with others and live out these principles daily.

Matthew 28:19–20 ¹⁹Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

The 12 Traditions

1. Our common welfare comes first; recovery depends on unity.

Psalms 133:1 – “How good and pleasant it is when God’s people live together in unity!”

2. Our leadership is servant-based, guided by God and group conscience.

Mark 10:44 – “Whoever wants to be first must be slave of all.”

3. Membership is open to anyone seeking recovery and healing.
Revelation 22:17 – “Let the one who is thirsty come; and let the one who wishes take the free gift of the water of life.”
4. Each group is autonomous but united under shared principles.
1 Corinthians 12:12 – “Just as a body, though one, has many parts... so it is with Christ.”
5. Our primary purpose is to carry the message of hope and recovery.
2 Corinthians 5:20 – “We are therefore Christ’s ambassadors.”
6. We do not endorse outside enterprises; our focus remains on recovery.
Colossians 3:17 – “Whatever you do... do it all in the name of the Lord Jesus.”
7. We are self-supporting through donations, never compromising our mission.
2 Corinthians 9:7 – “God loves a cheerful giver.”
8. Our program is spiritual in nature, not professional counseling.
1 Timothy 4:8 – “Godliness has value for all things.”
9. We practice servant leadership, avoiding hierarchy or domination.
Matthew 23:11 – “The greatest among you will be your servant.”
10. We remain neutral on outside issues to preserve unity.
2 Timothy 2:4 – “No one serving as a soldier gets entangled in civilian affairs.”
11. Our outreach is based on attraction, not promotion.
Matthew 5:16 – “Let your light shine before others, that they may see your good deeds.”

12. We practice anonymity and confidentiality, honoring trust and humility.

Proverbs 11:13 – “A gossip betrays a confidence, but a trustworthy person keeps a secret.”

Guiding Principles

- Faith First – Recovery is rooted in a relationship with God.

Hebrews 11:6 And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him.

- Community Matters – Healing happens in fellowship, not isolation.

Acts 2:42 They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer.

- Integrity Always – Honesty and accountability are essential.

Proverbs 10:9 Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.

- Service Beyond Self – We grow by helping others.

Galatians 5:13 You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh^[a]; rather, serve one another humbly in love.

- Hope for All – Recovery is possible for anyone.

Romans 10:13 for, “Everyone who calls on the name of the Lord will be saved.”^[1]

Iowa Articles of Incorporation

Articles of Incorporation of RGV Road to Recovery

(An Iowa Nonprofit Corporation)

Article I – Name

The name of the corporation is:

RGV Road to Recovery

Article II – Duration

The corporation shall have perpetual duration.

Article III – Registered Office and Agent

The street address of the initial registered office in Iowa is:

[Insert Iowa address here – must be a physical street address in Iowa]

The name of the initial registered agent at this address is:

[Insert Iowa registered agent name here]

Article IV – Incorporator

The name and address of the incorporator is:

- **Steve Eisenhauer**
120 East Street # 99
Latimer, IA 50452
-

Article V – Board of Directors

Management of the affairs of the corporation shall be vested in a Board of Directors.

The number of directors constituting the initial board is **seven (7)**.

The names and addresses of the persons who are to serve as directors until their successors are elected and qualified are:

- Steven Eisenhauer – 120 East Street # 399, Latimer, IA 50452
 - Suzanne Eisenhauer – 120 East Street # 399, Latimer, IA 50452
 - Joe Dunnwald – Latimer, IA 50452 (319) 540-0535
 - Daphne Landers, Latimer, IA 50452
 - Tattoo Owners – Hampton, IA
 - Beverly Krumm – Latimer, IA 50452
 - Recovery Ranch – Latimer, IA 50452
-

Article VI – Members

The corporation shall have **no members**.

Article VII – Purpose (IRS-Compliant)

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax code).

No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article VIII – Dissolution (IRS-Compliant)

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes.

Article IX – Effective Date

These Articles of Incorporation shall be effective upon filing with the Iowa Secretary of State.

Execution

I, the undersigned incorporator, execute these Articles of Incorporation and certify that the information provided herein is true and correct.

Date: _____

Signature: _____

Steve Eisenhower, Incorporator

Iowa Bylaws

**BYLAWS
OF
RGV ROAD TO RECOVERY**
A Nonprofit Corporation
Incorporated under the Laws of
the State of Iowa

ARTICLE I – OFFICES

Section 1. Principal Office

The principal office of the corporation shall be located in the State of Iowa, at such place as the Board of Directors may determine.

Section 2. Registered Agent

The corporation shall continuously maintain a registered agent and registered office in Iowa, as required by the Iowa Nonprofit Corporation Act.

ARTICLE II – PURPOSES

The corporation is organized exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of any private individual. Upon dissolution, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to a governmental entity for a public purpose.

ARTICLE III – MEMBERS

The corporation shall have no members. All corporate powers shall be exercised by or under the authority of, and the affairs of the corporation managed under the direction of, the Board of Directors.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the corporation shall be managed by its Board of Directors.

Section 2. Number, Qualification, and Tenure

The Board shall consist of not fewer than three (3) directors. Each director must be at least eighteen (18) years of age. Directors shall serve for terms of one (1) year and until their successors are elected and qualified.

Section 3. Election and Vacancies

Directors shall be elected at the annual meeting of the Board. Vacancies may be filled by the affirmative vote of a majority of the remaining directors.

Section 4. Removal

A director may be removed, with or without cause, by a two-thirds (2/3) vote of the Board.

Section 5. Meetings

- **Annual Meeting:** The annual meeting of the Board shall be held at a time and place designated by the Board.
- **Regular Meetings:** Regular meetings may be held as determined by the Board.
- **Special Meetings:** Special meetings may be called by the President or any two directors.
- **Notice:** Notice of meetings shall be given at least three (3) days in advance, unless waived.
- **Electronic Meetings:** Directors may participate by telephone or electronic means if all can hear each other.

Section 6. Quorum and Voting

A majority of the directors then in office shall constitute a quorum. The act of a majority of directors present at a meeting at which a quorum is present shall be the act of the Board.

Section 7. Action Without Meeting

Any action required or permitted may be taken without a meeting if all directors consent in writing or by electronic transmission.

Section 8. Committees

The Board may establish committees as needed, each consisting of two or more directors.

ARTICLE V – OFFICERS

Section 1. Officers

The officers of the corporation shall be a President, Secretary, and Treasurer, and such

other officers as the Board may appoint. The offices of President and Secretary may not be held by the same person.

Section 2. Election and Term

Officers shall be elected by the Board at the annual meeting and serve for one (1) year or until their successors are elected.

Section 3. Removal and Vacancies

Any officer may be removed by the Board with or without cause. Vacancies may be filled by the Board.

Section 4. Duties

- **President:** Chief executive officer; presides at meetings; general supervision of affairs.
 - **Secretary:** Keeps minutes; maintains records; gives notices.
 - **Treasurer:** Manages funds; maintains financial records; provides financial reports.
-

ARTICLE VI – CONFLICT OF INTEREST

Directors and officers must disclose any actual or potential conflicts of interest and abstain from voting on any matter in which they have a conflict.

ARTICLE VII – INDEMNIFICATION

To the fullest extent permitted by Iowa law, the corporation shall indemnify its directors and officers against expenses and liabilities incurred in connection with their service, except in cases of willful misconduct or knowing violation of the law.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended or repealed by a majority vote of the Board of Directors at any meeting, provided that at least seven (7) days' written notice is given of the intention to amend.

ARTICLE IX – DISSOLUTION

Upon dissolution, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to a governmental entity for a public purpose.

ARTICLE X – MISCELLANEOUS

Section 1. Fiscal Year

The fiscal year of the corporation shall be as determined by the Board.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the corporation in all cases not covered by these Bylaws.

CERTIFICATE OF SECRETARY

I, _____, certify that I am the duly elected Secretary of RGV ROAD TO RECOVERY, and that the above Bylaws were adopted by the Board of Directors on _____, and have not been amended since.

Signature: _____

Date: _____

Location: 120 East Street, Latimer, Iowa 50452

Iowa Conflict of Interest

CONFLICT OF INTEREST POLICY

OF RGV Road to Recovery

A NOT-FOR-PROFIT CORPORATION

INCORPORATED UNDER THE LAWS OF THE STATE OF IOWA

ARTICLE I – PURPOSE

The purpose of this conflict-of-interest policy is to protect the interests of RGV Road to Recovery when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, or key person of the organization, or might result in an excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II – DEFINITIONS

1. Interested Person

Any director, principal officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
 - A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement,
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a

person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III – PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the meeting, but after the presentation, they shall leave during the discussion and vote on the transaction or arrangement involving the possible conflict of interest.
- The chairperson may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the board or committee shall determine whether the organization can obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member and afford an opportunity to explain. If, after hearing the response and making further investigation as warranted, the board or committee determines the member has failed to disclose an

actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV – RECORDS OF PROCEEDINGS

The minutes of the board and all committees with board-delegated powers shall contain:

- The names of persons who disclosed or were found to have a financial interest, the nature of the interest, any action taken to determine whether a conflict existed, and the board's or committee's decision as to whether a conflict existed.
- The names of persons present for discussions and votes, the content of the discussion, including alternatives to the proposed transaction or arrangement, and a record of any votes taken.

ARTICLE V – COMPENSATION

- A voting member of the board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI – ANNUAL STATEMENTS

Each director, officer, and member of a committee with board-delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy,
- Understands the organization is charitable and must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII – PERIODIC REVIEWS

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. These reviews shall, at a minimum, include:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in impermissible private benefit or excess benefit transaction.

ARTICLE VIII – USE OF OUTSIDE EXPERTS

When conducting periodic reviews, the organization may use outside advisors. Use of outside experts shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

CERTIFICATE OF SECRETARY

I, [Secretary Name], certify that I am the current elected and acting Secretary of RGV Road to Recovery, and the above conflict of interest policy was adopted by the Board of Directors on [Date], and has not been amended or modified since.

Suggested Meeting Format

Opening (5–10 minutes)

1. Welcome & Introduction

- “Welcome to RGV Road to Recovery. We’re a faith-based recovery community committed to healing, growth, and freedom through Christ.”
- Briefly explain the purpose of the meeting (e.g., Step study, Tradition focus, open share).

2. Opening Prayer

- Optional: Invite a volunteer or use a standard prayer like:
“Lord, we invite You into this space. Help us be honest, open, and willing to grow. Let Your Spirit guide our time together. Amen.”

3. Read the RGV RTR Preamble

(Print and distribute or read aloud from the handbook)

Step or Tradition Focus (15–20 minutes)

4. Read Today’s Step or Tradition Handout

- Choose one Step or Tradition per meeting.
- Read aloud the title, Scripture, reflection question, and prayer prompt.
- Optional: Have multiple participants read different sections.

5. Group Reflection

- Use the reflection question to guide open discussion.
- Encourage honesty, confidentiality, and grace.
- Sample prompts:
 - “How does this Step speak to your current journey?”
 - “What stood out to you in the Scripture?”

- “What’s one way you can apply this this week?”

Sharing & Support (20–30 minutes)

6. Open Sharing Time

- Invite participants to share personal experiences, struggles, or victories.
- Remind the group of key guidelines:
 - No cross-talk or advice-giving unless invited.
 - What’s shared here stays here.
 - Speak from the “I” perspective.

7. Accountability & Prayer Requests

- Optional: Break into smaller groups or pairs. (This may be time for Sponsors and Sponsees to meet) *or this might directly follow the closing.*
- Share prayer needs or check-in goals for the week.

Closing (5 minutes)

8. Closing Prayer

- Invite a volunteer or use a closing prayer like:
“God, thank You for this time. Help us walk in truth, humility, and hope. Strengthen us for the week ahead. Amen.”

9. Optional Closing Reading

- Read the **Step’s prayer prompt** again or a Scripture of encouragement.

10. Fellowship Time (Optional)

- Allow time for informal connection, coffee/snacks, or one-on-one support.

Notes for Facilitators

- Rotate Steps and Traditions weekly or monthly.
- Use handouts as journaling tools or devotional take-home sheets.

- Encourage participants to bring their handbook or Bible.
- Keep extra printed handouts on hand for newcomers.
- Consider adding worship, testimonies, or guest speakers as your group grows.

✅ With this format, you now have a **complete, repeatable meeting structure** that aligns with your materials, honors your faith-based mission, and empowers both leaders and participants.

Meeting Handouts

✦ Step Handouts

Step 1 – We admitted our struggles and recognized our need for help.

Romans 7:18 – For I know that good itself does not dwell in me, that is, in my sinful nature. For I have the desire to do what is good, but I cannot carry it out.

Reflection Question: What areas of my life feel out of control?

- **Prayer Prompt:** “Lord, help me admit my need for You today.”
- **Notes:** _____

Step 2 – We came to believe that God offers hope and strength beyond ourselves.

Philippians 4:13 I can do all this through him who gives me strength.

- **Reflection Question:** Where do I need God's strength right now?
- Prayer Prompt: "God, I trust You to carry me."
- Notes: _____

Step 3 – We chose to surrender our will and lives to God’s care.

Romans 12:1 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.

- **Reflection Question:** What part of my life do I need to surrender?
- Prayer Prompt: “Father, I give You control of my life.”
- Notes: _____

Step 4 – We made an honest inventory of our thoughts, actions, and motives.

Lamentations 3:40 Let us examine our ways and test them, and let us return to the Lord.

- **Reflection Question:** What hidden motives or actions do I need to face?
- Prayer Prompt: “Lord, reveal the truth in me.”
- Notes: _____

Step 5 – We confessed our faults to God, ourselves, and another trusted person.

James 5:16 Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective.

- **Reflection Question:** Who can I trust to hear my confession?
- Prayer Prompt: “God, give me courage to be honest.”
- Notes: _____

Step 6 – We became willing to let God transform our character.

Ezekiel 36:26 I will give you a new heart and put a new spirit in you; I will remove from you your heart of stone and give you a heart of flesh.

- **Reflection Question:** What character flaws am I ready to release?
- Prayer Prompt: “Lord, make me new in Your Spirit.”
- Notes: _____

Step 7 – We humbly asked God to remove our shortcomings.

1 John 1:9 If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.

- **Reflection Question:** What shortcomings do I need to bring before God?
- Prayer Prompt: “Father, cleanse me and make me whole.”
- Notes: _____

Step 8 – We listed those we had harmed and became willing to make amends.

Matthew 5:23–24 ²³ “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, ²⁴ leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.

- **Reflection Question:** Who have I harmed that I need to reconcile with?
- Prayer Prompt: “Lord, prepare my heart for reconciliation.”
- Notes: _____

Step 9 – We made direct amends wherever possible, except when doing so would cause harm.

Romans 12:18 If it is possible, as far as it depends on you, live at peace with everyone.

- **Reflection Question:** Where can I make peace today?
- Prayer Prompt: “God, guide me to make amends wisely.”
- Notes: _____

Step 10 – We committed to ongoing self-examination and promptly admitted wrongs.

Psalm 139:23–24 ²³Search me, God, and know my heart; test me and know my anxious thoughts. ²⁴See if there is any offensive way in me, and lead me in the way everlasting.

- **Reflection Question:** What wrongs do I need to admit today?
- Prayer Prompt: “Lord, keep me honest and humble.”
- Notes: _____

Step 11 – We sought God through prayer, study, and reflection, asking for guidance and strength.

Matthew 6:33 *But seek first his kingdom and his righteousness, and all these things will be given to you as well.*

- **Reflection Question:** How can I seek God more intentionally?
- Prayer Prompt: “Father, guide me in Your will.”
- Notes: _____

Step 12 – Having experienced healing, we share this hope with others and live out these principles daily.

Matthew 28:19–20 ¹⁹Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

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Tradition 1 – Our common welfare comes first; recovery depends on unity.

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- **Reflection Question:** How can I contribute to unity in my group?
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Facilitator Guide

Preamble

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John 8:36 – “So if the Son sets you free, you will be free indeed.”

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Step 1 – We admitted our struggles and recognized our need for help.

Romans 7:18 – For I know that good itself does not dwell in me, that is, in my sinful nature. For I have the desire to do what is good, but I cannot carry it out.

Reflection Question: What areas of my life feel out of control?

- **Prayer Prompt:** “Lord, help me admit my need for You today.”
- **Notes:** _____

Step 2 – We came to believe that God offers hope and strength beyond ourselves.

Philippians 4:13 I can do all this through him who gives me strength.

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Step 3 – We chose to surrender our will and lives to God’s care.

Romans 12:1 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.

- **Reflection Question:** What part of my life do I need to surrender?
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Step 4 – We made an honest inventory of our thoughts, actions, and motives.

Lamentations 3:40 Let us examine our ways and test them, and let us return to the Lord.

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Matthew 5:23–24 ²³ “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, ²⁴ leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.

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Charter Chapter Launch

Charter Overview

Purpose:

To establish a local chapter of RGV Road to Recovery that operates under shared principles, biblical values, and nonprofit governance standards, while remaining accountable to the parent organization.

Mission Statement:

RGV Road to Recovery exists to help individuals and families overcome addiction and brokenness through faith-based recovery, community support, and spiritual transformation.

Required Leadership Positions

Each charter must appoint the following **minimum leadership roles**:

Position	Role Summary
Chapter Director	Oversees all operations, ensures alignment with RGV RTR mission, reports to national board
Recovery Program Coordinator	Manages curriculum delivery, group facilitation, and volunteer training
Administrative Lead	Handles scheduling, records, compliance, and internal communications
Treasurer	Manages local finances, donation tracking, and reporting to the national finance team
Spiritual Care Lead	Provides biblical guidance, prayer support, and spiritual oversight of meetings

Optional roles based on chapter size:

- Outreach Coordinator
- Volunteer Coordinator

- Youth/Family Liaison
-

Required Committees

Each charter must form the following **standing committees**:

1. Governance & Compliance Committee

- Reviews bylaws and ensures legal and ethical operations
- Coordinates with national office on charter renewals and audits

2. Program & Curriculum Committee

- Oversees delivery of the 12 Steps, Traditions, and biblical content
- Evaluates effectiveness and participant feedback

3. Finance & Stewardship Committee

- Reviews budgets, donations, and spending
- Ensures financial accountability and reporting to RGV RTR

4. Outreach & Engagement Committee

- Plans community events, partnerships, and recruitment
- Coordinates with churches, recovery centers, and local media

5. Prayer & Spiritual Development Committee

- Organizes prayer support, devotionals, and spiritual care resources
 - Ensures biblical integrity across all programming
-

Financial Responsibilities to RGV Road to Recovery

Each charter is expected to maintain financial transparency and contribute to the sustainability of the national mission.

Required Financial Practices:

- Maintain a separate local bank account with dual signatory access
- Submit quarterly financial reports to RGV RTR Finance Team

- Use approved donation tracking and expense reporting templates

Required Contributions:

Type	Description
Charter Fee	One-time setup fee to cover onboarding, materials, and branding assets
Annual Renewal Fee	Covers continued access to curriculum updates, training, and support
Tithing Contribution	Optional 5–10% of local donations to support national expansion and scholarships

Fundraising Guidelines:

- All fundraising must align with RGV RTR values and be pre-approved if using national branding
 - Chapters may apply for matching grants or donor support through the national office
-

Charter Launch Checklist

- ✓ Submit Charter Application
 - ✓ Appoint Required Leadership Roles
 - ✓ Form Standing Committees
 - ✓ Sign Charter Agreement & Statement of Faith
 - ✓ Complete Governance & Financial Training
 - ✓ Receive Starter Kit (curriculum, branding, templates)
 - ✓ Host First Public Meeting
 - ✓ Submit First Monthly Report
-

Statement of Faith

We believe that lasting recovery and transformation are only possible through a personal relationship with Jesus Christ. RGV Road to Recovery is built on the truth of Scripture, the power of the Holy Spirit, and the grace of God extended to all who seek healing.

We affirm the following:

- The Bible is the inspired, infallible Word of God and the final authority for faith and life.
(2 Timothy 3:16–17)
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
(Matthew 28:19)
- Jesus Christ is the Son of God, fully divine and fully human, who lived a sinless life, died for our sins, rose again, and offers salvation to all who believe.
(John 3:16; Romans 10:9)
- Salvation is a gift of grace through faith, not earned by works.
(Ephesians 2:8–9)
- The Holy Spirit empowers believers to live transformed lives and walk in freedom.
(Galatians 5:22–23)
- The Church is the body of Christ, called to love, serve, and disciple others.
(1 Corinthians 12:27)
- Recovery is a spiritual journey of surrender, healing, and restoration through Christ.
(Romans 12:2)

Core Beliefs

RGV Road to Recovery operates with the following guiding convictions:

- **Christ-Centered Recovery:** Jesus is the foundation of healing and transformation.
- **Biblical Authority:** All teaching and practice are rooted in Scripture.
- **Grace & Truth:** We extend compassion without compromising biblical truth.
- **Community & Accountability:** Healing happens in relationship, not isolation.
- **Integrity & Transparency:** We operate with honesty, humility, and ethical stewardship.
- **Empowerment & Service:** Every person has value and purpose in God's plan.
- **Hope for All:** Recovery is possible for anyone, regardless of past or background.

RGV Road to Recovery – Chapter Application Form

Please complete this application to request official recognition as a chapter of RGV Road to Recovery. This form helps us understand your leadership team, location, and initial goals to ensure alignment with our mission and values.

Chapter Information

- **Chapter Name:**
- **Location (City, State, Region):**

Leadership Team Signatures

Charter Agreement

We, the undersigned, leadership team, affirm our commitment to launch and operate an RGV Road to Recovery chapter in alignment with the mission, values, Statement of Faith, Core Beliefs, and governance standards in all aspects of the parent organization.

Roles listed in **BOLD** are required, roles with an * are optional but recommended.

Name	Role	Signature	Date
	Chapter Director		
	Recovery Program Coordinator		
	Administrative Lead		
	Treasurer		
	Spiritual Care Lead		
	Outreach Coordinator*		
	Volunteer Coordinator*		
	Youth/Family Liaison*		