

Changing Lives Now and for Eternity



The Changed Life Recovery Resident Policy Handbook

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Frederick Rescue Mission
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Frederick, MD 21701
(301) 695-6633

WELCOME

Welcome to the Change Life Recovery Program of the Frederick Rescue Mission, Inc. This is a Christ — Centered long term residential life recovery program. It is designed to offer you the best available options for a successful program completion. The staff of the Change Life Recovery team are as follows: Director Carlton Hill, Case Manager Jake Sexton, Recovery Support Steve Coble and House Manager Cliff Leonard. We believe that the following eight goals must be achieved for the resident to be successful:

1. **Be a passionate follow of Jesus.**
2. **Be victorious over addiction**
3. **Be connect an active in a local church**
4. **Have a GED or appropriate level of education for the future.**
5. **Be accountable to a mentor or am accountability group**
6. **Be placed in a financially suitable job.**
7. **Be reconciled as much as possible to family members.**
8. **Be placed in safe and comfortable housing.**

Your success is determined by the path you choose and the effort you put forth in conjunction with the program.

We expect you to observe the Policies and Procedures outlined in this manual. You may not be allowed to remain in the Change Life Recovery Program if you violated these Policies and Procedures.

One of the policies of the Frederick Rescue Mission Inc to provide a safe, drug-and alcohol-free environment for all residents of the program; hence we have a zero-tolerance policy regarding several behaviors. The following lists of Zero Tolerance issues, which if violated a resident will be immediately terminated from the Change Life Recovery Program:

1. **Forms of aggressive Violence.**
 - **Physical harm or threats to a resident or staff.**
 - **Harsh profanity (F-bombing) towards a staff or a resident.**
 - **Theft or destruction of Rescue Mission Property**
2. **Possession or use of alcohol, illegal drugs, or narcotic medication.**
3. **Possession or use of weapons.**
4. **Paraphernalia or pornography.**
5. **Refusal to comply with a direct order from a CLRP Staff.**
6. **Solicitation of sex**

If you follow the Policies and Procedures that are expressed in the manual, you will succeed, and you will have the foundation for a bright future. If you feel that you are not able to abide by the Policies and Procedures of the Change Life Recovery Program,

please inform a member of the Residency Team and we will do our best to find a more suitable program for you.

**** ALL POLICIES AND PROCEDURES OUTLINED IN THIS MANUAL ARE SUBJECT TO CHANGE AND MODIFICATION BY STAFF WITHOUT PRIOR NOTICE. ****

CHANGED LIFE RECOVERY PROGRAM

The Change Life Recovery Program is a one year Christ Centered Recovery Program designed to help men overcome life's dominating addiction. Since a good journey begins recognizing where you are and deciding to go somewhere else, the program includes a six month residential component that allows men to step away from work and other distractions to focus on themselves and develop a new approach to life. It concludes with six months of transitional housing, because the fact is you have to live your way into a new way of thinking while most will continuously fail by attempting to think their way into a new way of living.

APPLICATION AND INTAKE

Prior to entering the program, all applicants must read this policy & procedure manual and complete a CLRP application and sign all agreements and releases. Each applicant will be interviewed by one or more members of the residential team staff to determine appropriateness for the program. All residents will have a criminal background check and have their legal issues assessed (court dates, child support, restitution, pending charges, etc.) by staff. All information about past or pending legal matters should be disclosed during intake so that we may assist in advocating for your residency. Failure to disclose any legal matters may result in dismissal from the program. The residential component of the program consists of 4 basic phases within two groups.: Spiritual Foundation (Phase 1), Inner Healing (Phase 2), Building Healthy Relationships (Phase 3) and Relapse Prevention and Reentry (Phase 4). Each level is a minimum of 6 calendar weeks and each level has certain responsibilities, privileges and requirements for completion and advancement. When an individual completes the pre-program process (usually 4 weeks), he is placed in phase 1.

GROUP 1 / PHASE 1

The resident will detach from outside distractions, receive an initial task assignment, and be given the opportunity to become acclimated to the day to day activities of the program. The goal of this phase is to establish an honest and open relationship with God. The heart of this process is to embrace a Spiritual change by accepting Jesus' invitation, "to be born of the Spirit and come follow me". By establishing a trust in His ability to meet our powerlessness with His power, residents will be able to turn their lives over to his direction. This is the fundamental key component of transformation which is the essence of true recovery. This step of faith also requires a dynamic adjustment to the Holy Spirit allowing Him to become our counselor and guide for the rest of our

journey, and a daily death to a self-life to overcome a self-centered life. Those who are willing to complete these steps will find themselves becoming compassionate about Jesus as they find that God is doing for them what they could never do for themselves.

Each resident will also establish short term goals for their recovery. Residents will begin to attend Change Life Recovery classes, group activities where they will receive an introduction of basic Christian principles, the 12 steps recovery program and basic life skills. Residents lacking a GED or high school diploma will be attending GED classes in the Learning Center in order to acquire an appropriate level of education.

GROUP 1 / PHASE 2

The resident will continue in the Change Life Classes, group activities and receive counseling sessions as needed. In **Phase 2**, residents will begin looking internally by identifying and processing destructive thinking patterns and areas of personal wounds that may have contributed to their addiction. Each resident will complete an intensive written life review to identify wounds and patterns of destructive behavior. The goal is to be able to let go of those things which have hindered them from becoming the person God created them to be. This is a key element in allowing God to heal them from the inside out.

GROUP 2 / PHASE 3

The residents will begin to focus on making peace with others by developing and following a plan for making amends and restitution if needed. They will also learn how to build healthy relationships based on honesty and learn how to establish healthy boundaries. This will help equip them to facilitate a healthy reconciliation with their family whenever possible. At this point in the process, they will visit approved churches to establish a church home and find a mentor to assist them for the rest of this program into the Transitional Phase. The residents will begin developing their written life plan at this point as they are continuing to process their internal issues in groups and individual sessions while they are being monitored in the process in making amends, relationship building and life planning.

GROUP 2 / PHASE 4

The residents will complete an Aftercare Life Plan for re-entry with a case manager. Classroom and group work will center on the development of a healthy re-entry support system and certain life skills such as resume writing, job search preparation, budgeting, relapse prevention, etc., at this point each resident will be connected with a mentor and begin weekly meetings as a part of the aftercare / reentry process. This will help the resident to find and maintain a financially sustaining job and facilitate the attainment of a safe place to live once the transition phase of the program is completed.

Most residents will leave the Changed Life Recovery Program facility and enter into transitional housing at the completion of **Phase 4** as they implement their aftercare plans, however some residents may desire to remain for further growth and development. Upon completion of the program, if a resident desire to pursue assisting peers in the field of Recovery, they may apply for the Recovery Coach Academy at the Frederick County Health Department, or seek to become a Certified Peer Recovery Specialist through the Maryland Addictions of Behavioral Health Professionals Certification Board (MAPCB) by way of the Frederick County Health Department and the Ministry Training Internship. MTI is an additional training component designed primarily for leadership development and for those who would have an interest in the Homeless and Addiction communities, an opportunity to be an advocate for those in need of assistance and provide hope in spreading the Word of Christ. To be considered for this the resident must turn in a written request to the CLRP Director.

The Outcome measures will be tracked one year after completion of the program with the goal that 65% of those completing the program will be:

- Gainfully employed or actively involved in Continuing Education
- Free of life controlling issues
- Stabilized housing
- Maintaining healthy relationships
- Achieving financial stability
- Content with quality of life
- Involved in a local church

Residents must remove all personal belongings from the Frederick Rescue Mission at the time they leave the program. After three working days, (72 hours) property will be considered a donation unless other arrangements have been made with the Residential Staff. Any resident departing prior to graduation may only take 2 bags of personal Items.

MEDICATIONS

No resident will be permitted to be under the influence of mood or mind —altering medications, prescriptions, or otherwise. It is our desire to minister to the person and not the medication. The Frederick Rescue Mission requires that any prescribed medications for residents be surrendered to the residency team upon entry to the program. All prescribed medication will be logged in and secured by the residency team. Residency Team will then distribute the medication as prescribed the Residency Team keeps a Daily medication log. In event that a resident refuses their prescribed medication, they will be required to sign a liability release form. Should the refusal to take medication cause on to behave in an unsatisfactory manner, the resident can be denied further residential status at the Frederick Rescue Mission. if a resident chooses to discontinue any medication, the Mission will require notification from the attending physician to remove the medications from our records. Refusal to provide specific documentations could affect residential status. **"ALL" medications (over the counter or prescriptions) is to be controlled and**

distributed by the Residency Team Staff. Residents found to process, self-administer, misuse medication or fail to report or surrender a prescription will be dismissed from the program.

Residents may not use any narcotic pain medication while in the program. **Alternative pain management may be arranged with attending physician by the resident. Residents will be required to supply healthcare providers with the Mission's pain medication disclosure policy on all doctor appointments.** Non-compliance to this policy may result in your immediate dismissal

The Change Life Recovery Program does not support Medical Maintenance Therapy Treatment.

CHILD ABUSE

Child abuse is a term that encompasses neglect, mental, physical or sexual victimization of children. Any suspected or observed child abuse will be reported to Child Protective Services Division of the Department of Social Services. The Mission does not willfully or knowingly house individuals with a history of abuse of any kind.

CHILDREN AT THE MISSION

Unless a Mission function invites children, no children are permitted at the Mission, except at mealtime, education and other pre-approved activities. Beacon House residents may have reasonable visitation with their children when approved by staff. Children who are not residents' are not to be cared for by Frederick Rescue Mission residents.

TRANSPORTATION

Transportation in the Mission vehicles is considered a privilege. FRM vehicles are for FRM business and not for personal use. Residents are to conduct themselves in a Christ Like manner while in the Mission vehicles. Requests for transportation must be made to the Residency Team at least 72 hours prior to needing transportation. Transportation for emergency situations can be approved on short notice at the discretion of the Residential staff. Transportation will only be approved if a driver is available. Residents are not allowed to transport other residents in personal vehicles. **Residents employed during the transitional phase are expected to find their own transportation to and from work.** Personal vehicles are permitted only during the transitional phase and personal vehicles must be parked on the parking lot behind the Transitional houses or on the street. Cars must be registered and tagged to be allowed on the premises.

FINANCIAL EXPECTATIONS

PROGRAM FEE

The fee to enter the Changed Life Recovery Program at Frederick Rescue Mission is \$500.00 and due upon entry if possible. If not, then it is expected to be paid during the Transitional Phase of the program. There may be additional fees of up to \$120.00 for any administrative services such as obtaining birth certificate, Maryland ID, social security card, driver's license, background checks, etc.

All new residents with court-ordered or other financial obligations must immediately meet with Residency Staff to assess their needs, so that a determination can be made if those obligations can be met.

1. Monies Received by Residents:

All money that comes into resident's possession must be turned into the Residential Team (Case Manager, House Manager, and Program Director) for processing through their account. That includes, but is not limited to, any checks received by residents through any government agency such as the Department of Social Services, Internal Revenue Service, Unemployment Office, U.S. Treasury, Worker's Comp, family, friends and any retirement or disability checks from private companies. In short, all money received by residents must be put into their Residential Savings Account for distribution. Furthermore, all financial activity must be disclosed to Residency Staff and Finance Office. Financial activity includes, but is not limited to, money earned, loans, gifts and borrowing of all kinds.

2. Funds Availability Schedule:

Cash withdrawals will be disbursed on Thursday or Friday afternoons. Request forms are available at the residential desk and must be received by 10:30 AM **Tuesday**. Withdrawal requests are to be submitted to the Case Manager. Residents are responsible for obtaining and returning withdrawal requests on time.

PROGRAM EXPECTATIONS

CHURCH ATTENDANCE

All residents are required to attend a Sunday morning service unless mission responsibilities do not allow for it. New residents must attend Frederick Christian Fellowship (FCF) Strong Tower Christian Church, or Collective Church for the first 60 days of the program. Transportation to and from FCF is provided by their van ministry. After 60 days, the resident may attend a different church. The selected church must be approved by staff prior to attending.

DEVOTIONS AND CLASSES

Residents are required to attend in-house programs, classes, and services that are part of the regular schedule. Monday through Friday, residents will attend morning quiet time and devotions at 7:10 am. Monday through Thursday residents will attend bible classes and recovery classes from 8:45 am – 11:30 am. Residents will keep a journal based on the use of a Daily Moral Inventory. Residents will participate in weekly night studies, Friday morning and evening's chapel and Sunday evening chapel. (No participation in outside recovery groups until Phase 4) there will be an occasional mandatory group throughout the year.

WORK THERAPY

As a part of recovery and toward achieving the eight goals of this program, it is vital that you develop a strong work ethic and acquire work/life skills. All work therapy will be assigned by staff. You will be expected to work a minimum of four hours a day in your assigned area. You are expected to work diligently and maintain a positive attitude. Only staff can reassign or relieve you of work responsibilities. You must be able to meet the work responsibilities prior to entering the CLRP. If, as a resident, you are not able to perform your work therapy, you may not be allowed to continue in the Program.

MUSIC

No electronic musical devices of any kind are permitted (personal radios, iPod, cd players, MB3 players, etc.) in the Change Life Recovery Program. ONLY Christian music in common areas, or areas approved by staff.

NAME BADGES

In order to help maintain security and accountability, each CLRP resident will be issued a name badge which is to be prominently displayed on their person while on FRM premises. At the close of business, usually 6PM, residents are not required to wear the name badge. Each resident is responsible for their name tag and must immediately report a missing name tag to a Residential team staff member. Lost name tags will be replaced with the following stipulation:

1. 1st loss - replaced free
2. 2nd loss - \$5.00 charge to resident's account
3. 3rd loss - \$10.00 charge to resident's account
4. Consult with CLRP Program Director for resolution/consequence

CURFEW

All residents have a curfew of 8:30 PM every evening, including weekends. When walks are available, residents in phase 1 must partner with a Phase 3 or 4 resident when leaving the facility. A Resident may request extensions for the weekends by completing the Pass and Extension Request Form. Any exceptions must be approved through Residential Staff. It is expected that all activities will be following Christian morals and standards.

SIGN IN/OUT FORMS

All residents must sign in entering a CLRP activity (classes, groups, chapel, ect.) and sign out when the activity is completed. Forms will be stationed at the side desk.

HOUSE RULES

ALCOHOL AND ILLEGAL DRUGS

We require all residents to abstain totally from using alcohol or illegal drugs during their stay at the Frederick Rescue Mission. In order to help us monitor substance abuse we administer frequent/random alcohol and drug tests. Refusal to take a test will be considered a positive result and will be cause for immediate dismissal from the program. Any resident dismissed for substance abuse will be banned from Mission property for a minimum of 90 days. Anyone found to be distributing drugs or alcohol on Mission grounds will be permanently banned from Mission property.

APPOINTMENTS

All appointments require residents to complete a Schedule Adjustment Request Form. It is extremely important that you complete these forms at least 72 hours in advance so staff can accommodate your request and make schedule changes. If you fail to complete this form, and have it signed by your supervisor, your request may not be honored. These forms are located behind the residential desk.

CELL PHONE USE

Residents may receive their cell phones when they reach the Transitional Phase of the program. Cell phones are to be used for business purposes, (employment, and appointments.) during business hours.

- **In the Beacon House:**

Cell phones and the contents of the internet (including Facebook, and IM) are not to be shared with Beacon House residents. **Personal internet streaming of movies, music, etc. are not permitted in the Beacon House. The Rescue Mission internet is not to be used at any time, or you will be dismissed!** Ear plugs or buds are not to be in use at any time. All Cell Phone use will cease at 9:30 PM. Cell phones are not to be used on the speaker setting. Staff will at any time confiscate cell phones for examination.

CLOTHING VOUCHERS

You may be eligible for limited amounts of free clothing through our donations program. Please see CLRP Manager.

DRESS CODE

Modest apparel is required at all times. Staff reserves the right to determine the definition of modest. Shirt (sleeved) and shoes are required when you are not in your bunk area. Clothing that promotes or advertises drugs, alcohol, sex, or anything else that would be offensive to Almighty God is strictly prohibited. Residents are to be dressed for their work assignment when they report to Quiet Time/Devotions.

DONATED ITEMS

All items donated to the Mission are Mission property and can only be obtained for personal use with staff permission. No items may be removed from Warehouse, Recycling Department or Food Services area without staff permission. Violations will be considered theft.

LIVING AREA EXPECTATIONS

FEET ON THE FLOOR AT 6:00 AM, RESIDENTS CANNOT RETURN TO BED / LIVING AREA WITHOUT STAFF APPROVAL UNTIL 4:00 PM.

Each resident is expected to:

- Keep assigned living area clean which includes making your bed before leaving each morning. Be considerate of others who share dorm space.
- Assigned dorm chores are to be completed before morning devotions, except kitchen workers.

CLOTHING LIMITS

- Residents are allowed: 12 shirts, 12 pants, 6 shoes, 2 suits, 3 coats or jackets. Only exception is that residents may have up to three (3) dress outfits for church, which will not count toward the 12-item limit.

(The number of tees, underwear and socks are under discretion)

The following is not allowed:

- Food in living areas
- Extension cords w/o special permission
- Resting or sleeping between 6:00 AM to 4:00 PM (w/o specific Residential Staff approval)
- No loud talking or horseplay of any kind
- Only furniture approved by staff will be allowed in the dorm area (no crates)
- Only residents are allowed in the dorm where they live, must have permission by dorm leader to enter another dorm
- No talking during quiet time
- 10:00 PM lights out and no talking

DORMS

You are not permitted in any dorm except the one housing your bunk area without permission from dorm leader.

INSPECTIONS: There will be random inspections of all dorm areas to insure accountability and safety for all residents.

FOOD SERVICES

Meals are served three times every day in our dining hall at the following times:

Breakfast: 6:30 – 7 AM (House) 7 - 8:30 AM (Community)

Lunch:

(House) 11:30 AM-12:00 Noon

(Community) 12:00 Noon-1:30 P.M. Monday through Friday, 1:00 PM Sunday

Dinner:

House only 4:30 – 5:15 PM Monday-Sunday

All residents are required to attend Saturday and Sunday dinner. Residents are not allowed to cook their own meals.

FOOD BOXES

Food boxes are available for families who are in hardship and in need of food. The amount of food given is based on the size of the family. Resident's families who are financially affected by their absence are able to receive a food box after 60 days into the program. A written request must be made and due on Wednesdays at Noon.

HOUSEKEEPING CHORES

All residents are expected to do their part to maintain a clean, safe and orderly environment. Each resident will be assigned a daily chore. The dorm chores are to be completed in the morning before breakfast, the house chores throughout the day until 6:00 PM unless the chore list states otherwise. Assigned living space must be kept clean and beds are to be made before leaving your area every morning. There will be room checks in the morning. If chores are not complete, staff will determine what corrective measures will be applied.

HOUSE RESTRICTION

Residents in the Changed Life Recovery Program who have been given a disciplinary consequence will serve a determined amount of days on house restriction. While on house restriction, residents may only attend mandatory Frederick Rescue Mission functions. During this time period, all recreational privileges are suspended, which includes: TV, recreation room, weight room, telephone use, day or weekend passes, library passes, and walks. Visits from family and friends are not permitted. Committing an infraction while on House Restriction will result into a greater consequence, possible dismissal.

RESIDENTS PASSES

All pass request must be submitted in writing to the residency team by 12 noon Wednesdays. Residential Staff must approve all outside activities.

Day Pass: a four-hour period between the hours 12 noon to 5pm on Saturday and Sunday. Day passes are a chance for family visitation with resident off the property locally in the Frederick area. **No day passes on consecutive weekends.**

Library Pass: Use of the Frederick County Public Library is permitted on **Saturdays only** during a 3-hour period between 12noon and 5pm.

Weekend Passes: 5pm Friday to 5pm Sunday. Limited to **once per month.** (Traveling more than 50 miles from the Frederick Rescue Mission may be considered for extended time)

Pass Eligibility:

Passes will be assessed on an individual basis and granted after careful review of the resident's request. Residents are responsible for checking with their department head and finding another resident to complete chores assigned to them while they are away. ***All passes submitted to the Residential team for consideration are based on time, behavior and attitude. No pass requests are guaranteed for approval. No decision is to be questioned.***

New Resident — First 30 days — Pre-Phase (Induction Period)

- One personal phone use (will be monitored)
- Do not qualify for passes
- Can only leave the property for medical / probation appointments only (with escort)

- **Beginning of Phase One — Eligible for:**
- Family and approved friends (On Property) visitation
- Phone use
- Library pass with a phase 3/4 resident

- **Beginning of Phase Two — Eligible for:**
- Day Pass

- **Phase Four— Eligible for:**
- Able to seek employment

- **Transitional Phase— Eligible for:**
- Weekend Pass

LEAVE OF ABSENCE AND EXTENTIONS

The Residency Team will carefully review all request for extension of passes or leave of absence due to unforeseen circumstances or for emergency purposes only.

HOUSE MEETINGS

The residential staff schedules house meetings, as issues need to be addressed. Attendance is Mandatory at these meetings.

LAUNDRY

The resident's laundry will be scheduled per dorm on designated days and washed by a designated resident. No Shoes will be washed.
The CLRP is not responsible for any damaged clothing.

LEAVING THE PREMISES

All residents must sign in and out whenever departing from or returning to Mission property. Legibly write your name, destination, purpose, and time on Sign-out Sheet. Residents must have permission from staff before leaving the property. Residents may not leave property with any resident for any reason without permission from a staff member.

MAIL/CORRESPONDENCE

Any resident who is currently enrolled in the program at the Mission is entitled to receive mail as long as he continues to be enrolled in the program. Mail must be addressed as follows:

Resident Name
c/o Frederick Rescue Mission
P.O. Box 3389
Frederick MD 21705-3389

Mail will be placed in residents' assigned mail slot in the staff's management hallway. Residential staff requires residents to open personal mail in their presence. Failure to

comply will be considered cause for dismissal. Any mail received after residents leave the Mission will be returned to the U.S. Postal Office on West Patrick Street. It is the responsibility of the resident to notify the U.S. Postal Service of any change of address. Requests for letters verifying residency and progress in the program shall be honored and made to staff in a timely manner.

PERSONAL HYGIENE

All residents are expected to bathe or shower daily. All personal hygiene items should be removed from bathtubs and showers after use. All residents are to clothe themselves respectfully.

READING MATERIALS AND LITERATURE

Residency Staff must approve all reading materials. Any materials relating to or including sexual content, pornography, black magic, sorcery, astrology, palm reading or profanity are not acceptable within the Rescue Mission Program.

RELATIONSHIPS

A romantic relationship of any kind while residing at Beacon House, on or off mission property is prohibited. The only exception will be for married couples and relationships involving children. Any interaction between resident and unwed mothers of their children must be approved by Residency Team and under their supervision. The Rescue Mission prohibits residents from engaging in relationships prior to reaching the transition phase of the program. Residents will not be allowed to date until they reach the transitional phase of the program. Residents are strictly prohibited from getting married while in the Beacon House.

1. Residents in transition who are legally married are not permitted to date anyone besides their spouses.
2. Residents in transition who have children with unmarried partners will not be permitted to spend nights or weekends together.

SEARCH POLICY

Upon entering the program and at any time deemed necessary by the Residency Staff, the Mission reserves the right to search all personal property and confiscate any materials or substances that would be categorized as contraband, (either unlawful or permissible) in the opinion of the Residency Department. Every effort

will be made to have an individual present if a search of the person's property is necessary. However, this is a courtesy, not a requirement for the resident to be present.

TELEVISION AND VIDEOS

No personal televisions or DVD players are allowed, only corporate television viewing will be permitted. Television viewing time schedule will be posted by staff stating what programs are appropriate. (No secular music or video programs/nor musical award programs are permissible to watch.) Televisions are located in the residents' dining area, the library, and the recreation room. The television in the multipurpose room (Chapel) will only be operated with staff permission. The television in the recreation room will be used primarily for sports entertainment; the dining room is for regular TV watching, and the television in the library is for family visits, DVD's and classroom lessons. Staff must approve all movies and programs. Any violation of viewing regulations will result in loss of privilege.

TV Times and locations;

Residents Dining room; Thu, 4-10pm, Fri 4 -12am, Sat, 8am - 10 Sun 12 – 10p

Game Room Thu, 4-10pm, Fri 4 -12am, Sat, 8am - 10 Sun 12 – 10p

library Thu, 4-10pm, Fri 4 -12am, Sat, 8am - 10 Sun 12 – 10p

video games, same as TV times or CLR staff approval for any other times.

TELEPHONE USE

1. Staff phone will be used only in an emergency and with staff approval.
2. Designated phone is available on Monday, Thursday, and Sunday between 5:00 pm and 9:30 pm, and Saturdays from 10am to 9:30pm. Calls are limited to 10 minutes.

TOBACCO USE

It is the desire of the FRM staff that all residents stop using tobacco products. All incoming residents who currently smoke **MUST** attend eight (8) Smoking Cessation classes run by the Frederick County Health Department. Smoking cessation classes will be available to the residents who are serious about quitting.

- The use of tobacco at the FRM is a privilege.
- **Cigarettes are the only tobacco product allowed in the CLRP.**
- Times for tobacco use are posted.
- The rear deck, picnic tables in the yard and rear of building are the only designated smoking area.
- No smoking in any mission vehicle or mission functions.
- No smoking in the Warehouse.
- Pipes, cigars, snuff, chew, e-cigarettes, vapes, self - manufacture cigarettes or anything else construed as a tobacco related product are not permitted on the Mission property.

Selling cigarettes for any reason as a resident of the CLRP will suspend your smoking privileges or dismiss you from the program.

Strict adherence to this policy is expected:

- First Violation: confiscate cigarettes - 3 days suspension of smoking
- Second Violation “ “ 5 days suspension of smoking
- Third Violation “ “ 1week suspension of smoking
- Forth Violation Dismissal
- Anyone who gives the offender a cigarette will receive the second violation.

VISITORS

Visitors must be approved by the Residential Staff and are restricted to the cafeteria, multipurpose room, and the Library (when available). You are not allowed to have visits in the parking lot, or in vehicles. Members of the opposite sex may only enter with staff approval and they will be escorted at all times. No drop – by visitations without staff approval. Visitors are allowed to bring personal items to the front desk only.

PERSONAL BUYING

Residents are allowed to go to the store corporately for the purchase of cigarettes (only once a week (Tuesday evenings). This is allowed due to the smoking policy. Money requests are due by 12 noon store day. Residents are not allowed to go to the store any other time unless they are on leave with family.- no energy drinks or work out drinks (whey, creatine, protein, etc)

HOURS OF ACTIVITIES

- Weight Room** - 9:30am – 9:30pm daily (no music until 10:30am)
- Game Room** - 12n – 9:30, TV 4pm – Thu. Fri, / 8am Sat, 12n Sundays
- Chapel Activities** 4pm – 9:30pm
- Library** all day, TV when allowed
- Learning Center** when available to 9:00pm

POST PROGRAM ACTIVITIES

CLR Dorm Leader

One of the primary desires of the CLR is to develop as strong spiritual climate that produces leaders. A key to this is to have graduates become dorm leaders and transitional house leaders. Thus the opportunity is available through the internship application process described above and residential team review/approval to become a dorm/transitional house leader for six months. This can be extended if the Mission and the graduate agree.

CLR Internship

This program is up to six months but can be renewed for longer. If a graduate has desire at some point to serve on staff at the Mission, the Internship program is required. This gives the Mission the opportunity to evaluate potential staff and develop graduates in good standing. A graduate will have time and experience to know if he would like to pursue employment with the Mission. The Internship is designed to benefit the ministries of the Mission and give a graduate valuable experience. An application process is required. The Director of the CLR can provide an application.

- a. Only graduates from the Changed Life Recovery Program with all requirements met will be considered.
- b. A prospective intern must have unanimous recommendations from the Residency Team.
- c. The Internship Program is not for all graduates. Only graduates that have demonstrated among residents and staff exemplary Christ-like character, great leadership skills, competent work abilities, consistent reliability and uncompromised trustworthiness will be selected.
- d. An intern must be a member of a local church and have the recommendation of his pastor.
- e. Must have no less than a G.E.D.
- f. To be eligible the prospective intern must have a staff approved mentor or belong to a staff

Transition House Policy: 7

Holistic Budgeting
Exit Strategy from Miracle Hill Transitional
Housing
Celebrate Recovery, NA/AA Meetings
Family Counseling
Spousal Counseling
Scheduled One-on-One Interaction with Transitional Coordinator

Open to Discuss Spiritual Progress
Initial Assessment - Management Plan
30 Day Assessment
60 Day Assessment
90 Day Assessment
180 Day Assessment
Final Assessment - Exit Strategy
Transitional Planning
Attorney Meeting
MH Auto Assist Paperwork, Driving Record, all other paperwork
Copy of Driver's License and Proof of Car
Insurance
Vital Information Sheet Completed
Exit Strategy Plan with Budget
Attached
Community Works Application
List of Additional Accountability Partners & Emergency Phone
Numbers
Complete Personal Growth
Assignment
Client to find Safe Recovery Housing
\$190 Deposit
Get a Case at United Ministries
Open a case at Voc Rehab
Pay Child Support
Establish Personal Devotion Routine
Journal Daily
Begin to Tithe

Join Step Study Group
Attend Celebrate Recovery at least 1x a week
Call Mentor at least 2x a week
Research Career Development Opportunities
Join a Local Church
Volunteer at minimum 1x a month
Keep all Legal Appointments
Complete 3 month individual goal plan

Participate in Individual Counseling at minimum every two
weeks
Maintain a minimum of 5 hours a week for GED studies
Obtain Workers certificate
Individualized program goal

The Transitional Phase

The Transitional Phase is the final phase (6 months) of the Changed Life Recovery Program. There are requirements and expectation to complete this phase and qualify for the Graduation of the Change Life Recovery Program. To be eligible for consideration the minimum is as follows: the first goal of the resident is to be gainfully employed and begin paying the 500.00 program fee for the services of the Changed Life Recovery Program. The resident must begin to pay all applicable fines; restitution, child support, and probationary payments. Residents in the transitional Phase work hours must end no later than 5pm. Any evening hours will disqualify you from the Transition House Phase.

/ 500.00 in savings)

- 500.00 / 400.00

The resident will continue to be involved with the Mission with a minimum of 4 hours of service per week. These services may be one or more of the following: **Desk Duty, Weekend House Duty, continual services in department assigned during participation in the Beacon House program, etc.**

RESIDENT MUST BE WILLING TO INTERGRATE HIS EMPLOYMENT AND RESIDENTIAL SEARCH INTO HIS MISSION WORK SCHEDULE.

Must continue to have finances submitted to the Mission's Residential Financial Department. This will enable the staff to monitor finances to ensure the resident is saving money to obtain permanent housing at the end of the 6 month period.

As follows;

- Length of stay at the Transition Houses are 6 months
- Program Fee is due by the 5th of each month (550.00/450.00 — 100.00 savings)
- Bank statements presented once a month to the Residential staff.
- Furniture / room check off sheet must be completed before moving in • No locks on room doors
- No structural addition to living area / common areas. ie, paint color, wall mounts, etc •
- Only appropriate hangers for pictures. No screws, nails, or adhesive on walls. •
No smoking in the house
- Random drug and alcohol test, random room / house inspection. (individual rooms and common areas)
- Weekday curfew - 9pm, Weekend curfew — 11pm (work and school are an exception)
- Work / school schedules must be surrendered to the staff. You are responsible for updating it.

- **Sign in/out on clipboard for staff approved overnight passes with contact number for accountability. Return by Sunday, 9pm**
 - **4 hours a week service to the Rescue Mission**
 - No females are allowed in the Transitional houses.
 - All vehicles must be parked in appropriate parking spaces.
 - **No Beacon House** residents are allowed in the Transition Houses
1. YOU MUST USE THE TRANSITION SIGN OUT SHEET AT THE BEACOM HOUSE DESK WHEN ARRIVING FOR THE 4 HOURS OF WEEKLY SERVICE REQUIRED AT THE BEACON HOUSE / FOOD SERVICE DISTRIBUTION.

Beacon House Graduate Transitional Phase.

A graduate may be considered for a six week stay in the beacon House while transitioning. The following policy shall govern his stay during the six week period:

1. Must continue to come under current Beacon House Policy and Procedures. This includes all curfews, mandatory chapel services, Sunday church attendance of choosing, and pass privileges. Exception will be only made when conflicting with work schedule. Must provide verification of any conflicts of scheduling. Must be gainfully and legally employed within the first two weeks and provide verification of job search if requested by staff. Employment is not obtained at the end of the first two week period, staff will meet to evaluate his financial and employment status. Upon evaluation. Staff has the right to offer an employment extension.
2. Must continue to have finances submitted to the Mission Residential Finance Department. This will enable staff to monitor finances to ensure he is saving money to obtain permanent housing at the end of the six week period.
3. Must actively seek permanent housing during his six week stay at the Beacon House. Must provide verification if requested by staff.
4. Must provide the Mission with a minimal of 4 hours per week of service. These services may be one or more of the following; **desk duty**, Weekend House Duty, continued service in department assigned during participation in the beacon House, etc. Resident must be willing to integrate his employment and residential search into his Mission work schedule.
5. Staff reserves the right to revoke this residential status at any time for what is considers just cause (example: refusing to submit to a random drug test, violation of any policy or procedure, etc.)

Change Life Recovery Internship.

This program is up to six months, but it can be renewed for longer service. If a graduate has desires at some point to serve on staff at the Mission, the leadership program is required. This gives the Mission the opportunity to evaluate potential staff and develop graduates in good standing. A graduate will have time and experience to know if he would like to pursue employment with the Mission. The internship is designed to benefit the ministries of the Mission and give the graduate valuable experience. The position of a Change life Recovery House Leader is also available to the graduates through the internship application process.

Application are provided by the Director of the **CLR Program**.

1. Only graduates from the changed Life Recovery Program with all requirements will be considered.
2. A prospective intern must have unanimous recommendations from the Residency Team.
3. The Internship Program is not for all graduates. Only for graduates that has demonstrated among residents and staff exemplary Christ-like character

LEAVE OF ABSENCE

A leave of absence may be granted at the discretion of Residency Team for emergency purposes only

Immediately Re-entering Community through Graduation

Very often a graduate has found good opportunities and the 8 changes are a reality. A strong core value of the Mission is for graduates to stay connected. The Mission desires to support and encourage each graduate to be a successful, Godly man once he leaves the Mission. After reviewing the vocational choices, living arrangements and spiritual commitment of each graduate, the residency team will make available the resources of the Mission for the graduate to transit. If there is a need for furniture, the policy is: 1) \$100 will be taken from the liquidation of the graduate's savings account. 2) The recycling staff will approve and verify the exact furniture that is to be released from the Mission. 3) At the time of possessing the furniture, a staff member must be present and any use of a Mission vehicle must have written authorization from the Executive Director.

CLOSING WORDS

The Frederick Rescue Mission Inc cannot help you until you are ready to let God help you. But if you let Him you will experience the following:

2 Cor. 5: 16, 17 ¹⁶ So from now on we regard no one from a worldly point of view. Though we once regarded Christ in this way, we do so no longer. ¹⁷ Therefore, if anyone is in Christ, he is a new creation: the old has gone, the new has come!"

Eph 4:17 -32 ¹⁷So I tell you this, and insist on it in the Lord, that you must no longer live as the Gentiles do, in the futility of their thinking. ¹⁸They are darkened in their understanding and separated from the life of God because of the ignorance that is in them due to the hardening of their hearts. ¹⁹1-laving lost all sensitivity, they have given themselves over to sensuality so as to indulge in every kind of impurity, with a continual lust for more.

²⁰You, however, did not come to know Christ that way. Surely you heard of him and were taught in him in accordance with the truth that is in Jesus. You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; ²³to be made new in the attitude of your minds; ²⁴and to put on the new self, created to be like God in true righteousness and holiness.

²⁵Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. ²⁶In your anger do not sin": Do not let the sun go down while you are still angry, ²⁷and do not give the devil a foothold. ²⁸He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.

²⁹Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. ³⁰And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. ³¹Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. ³²Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.