



**Frederick Rescue Mission
Changed Life Recovery Program**

**Policies
&
Procedures
Manual**

Table of Contents

Welcome	page 3
Changed Life Recovery Program	page 4
Program Expectations.....	page 6
Financial Expectations	page 8
House Rules.....	page 10
Options After Graduation	page 19
Closing Words	page 21

WELCOME

Welcome to the Changed Life Recovery Program (CLRP) 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 successful program completion. We feel the following eight goals must be achieved for a resident to be successful:

1. Be a passionate follower of Jesus
2. Be victorious over addiction
3. Be connected to a local church
4. Have a GED or appropriate level of education for the future
5. Be accountable to a mentor or an accountability group
6. Be placed in a financially suitable job
7. Be reconciled as much as it is 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 Changed Life Recovery Program if you violate these Policies and Procedures.

It is the policy 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 the Zero-Tolerance issues, which if violated, a resident will be terminated immediately:

- **Violence**
- **Possession or use of alcohol, illegal drugs, narcotic medication, drug paraphernalia, or pornography**
- **Threats to harm staff or residents**
- **Theft or destruction of Rescue Mission property**
- **Possession or use of weapons**
- **Solicitation of Sex**

If you follow the Policies and Procedures that are expressed in this 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 Changed 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 ANY PRIOR NOTIFICATION. ****

CHANGED LIFE RECOVERY PROGRAM

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.

ORIENTATION AND REGENERATION

New residents enter the program in the Orientation and Regeneration Phase. During the first 30 days of the program, the resident will remain on house restriction. Contact with anyone outside of the Frederick Rescue Mission is prohibited during this period. During your first month, you can expect to learn about policies and procedures, work therapy, volunteering, residential accounts, worship, spiritual development and more. You will work closely with the Case Manager to determine needs and goals related to education, ID card or driver's license, birth certificate, health insurance, etc.. The case manager will also assist you in arranging appointments and transportation.

Residents can expect to remain in Orientation and Regeneration for approximately six months. A list of goals that should be accomplished during this time period will be provided to you upon entering this phase. You will be expected to have 80% attendance at church, chapel services, and evening activities such as Celebrate Recovery meetings. All residents are also required to attend 80% of the Dunklin Orientation and Regeneration classes. In addition to the routine activities, residents are required to attend CREDO, a Christian retreat, and a variety of life skills classes. Your program fee is expected to be paid in full by the completion of this phase. Upon completion of the Orientation and Regeneration, staff will meet to review your progress and eligibility to advance to Inner Healing and Discipleship. If you have not satisfactorily met your goals by the end of this phase, your continuation in the program will be evaluated.

INNER HEALING AND DISCIPLESHIP

Inner Healing and Discipleship is the last phase of the Changed Life Recovery Program. Graduation from the Program is contingent upon you completing the goals identified for this phase and completing the Dunklin Inner Healing and Discipleship classes. During this phase, you will begin to make preparations to transition back in the community or into CLRP's transitional housing or internship programs. Residents are eligible to enroll in vocational training programs or college to increase their employability. Driver's education courses can also be taken. Residents must establish church membership and a mentor relationship. In order to prepare for the transition to employment, residents will participate in career planning and job search classes, as well as create a resume. Routine attendance at church, chapel

services and evening activities such as Celebrate Recovery is still required. Residents must have at least \$500 in their savings account before graduation.

LENGTH OF STAY

Participating in the Changed Life Recovery Program is voluntary. Program participants may choose to withdraw from the program at any time. Residents will be able to reside at the Frederick Rescue Mission as long as progress is made toward established goals. Residents must remove all personal belongings from the Frederick Rescue Mission at the time they leave the program. **After 72 hours, property will be considered a donation. Any resident departing prior to graduation may only take two (2) bags of personal items.**

RESIDENTIAL RE-ENTRY

Upon withdrawal or departure from the Frederick Rescue Mission and its associated ministries, whether for reasons of personal choice or as a result of disciplinary action, the affected individual may again make application for re-entry one year after the anniversary of their departure. The applicant's file will then be submitted to the Residency Team for reconsideration. The Residency Team makes the final decision concerning re-entry at that time. Residents dismissed for disciplinary action applying for re-entry will be carefully considered by the Residency Team.

PROGRAM EXPECTATIONS

CHURCH ATTENDANCE

All residents are required to attend a Sunday morning church service unless Mission responsibilities do not allow for it. Residents may only attend Frederick Christian Fellowship (FCF), Strong Tower, or New Life Foursquare for Sunday Service until tenure reaches 60 days. Transportation to and from FCF's 9:00 AM service is provided by their van ministry. After their first 60 days, a 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 7:15 AM. Monday through Thursday, residents will attend Bible classes and Recovery classes from 8:15 – 10:30. Residents will keep a journal based on the use of a Daily Moral Inventory (DMI). Residents will attend Monday night Chapel, Tuesday Celebrate Recovery Meetings (*NA or AA meetings are not permitted*), Wednesday Night Study, Thursday Night Study (when offered), Friday Morning and Evening Chapel, and Sunday Evening chapel. There will also be mandatory special classes throughout the year.

EDUCATIONAL/LIFE SKILLS TRAINING

All residents are required to complete an educational intake once admitted into the Program. This assessment must be scheduled with the Case Manager. Residents without high school diplomas are required to enter the Academic Improvement Class. Residents who have graduated or received their GED, but tests reveal improvement is needed in math and reading, will be provided access to volunteer tutors to assist in improving those skills. Life Skills training classes are mandatory throughout the program, as they are offered.

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.**

VOLUNTEER SERVICE MINISTRY

One of the greatest negative effects of addiction is selfishness. When one has been in bondage to drugs and alcohol, he has lived a life of self-centeredness. The key to recovery is to discover there is more to life than oneself. Jesus said "For whoever wants to save his life will lose it, but whoever loses his life for me will find it."

The Frederick Rescue Mission believes serving others is key to serving Jesus and living a life pleasing to God. Recovery cannot adequately happen until a man is freed of himself. Jesus also said, "The greatest among you will be your servant. For whoever exalts himself will be humbled, and whoever humbles himself will be exalted."

As a resident of the Frederick Rescue Mission, you represent Christ and the Mission to the community. This is the same community that makes the Mission possible. While at the Mission there are several ways we expect you to represent the Mission – displaying Christ-like behavior, a positive attitude, courteous interaction with those who come to the Mission and actual service to others. Part of your work therapy experience will be serving the Mission in carrying out its vision of changing lives through Christ's love by rescuing people from hunger, poverty, and chemical addiction. However there will be opportunities to serve beyond your day to day work responsibilities. You will be able to benefit the Mission and your experience in the program but more importantly you will be able to make a difference in the lives of others and the community.

In order to graduate from the Changed Life Recovery Program you will be required to have a total of 20 volunteer hours. These hours will be assigned and approved by the Residency Team.

FINANCIAL EXPECTATIONS

PROGRAM FEE

The fee to enter the Changed Life Recovery Program at Frederick Rescue Mission is \$500.00 and due upon entry. 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. If you are unable to pay before entry, the Mission will provide opportunities for you to work so that it may be paid by your sixth month in the program. Additionally, each resident must save a minimum of \$500.00 during his second six months of residency. Once the Program Fee, Administrative Fees and Savings are met, weekly withdrawals are allowed up to \$20.00. House Supply Fund (toiletries, cleaning supplies, laundry detergent, etc) and the transportation expense to and from Skycroft will be automatically withdrawn upon receipt of Skycroft checks. Failure to meet these requirements could delay promotion to the next Phase or graduation. **Residents who leave prior to graduating will incur a \$200.00 Processing fee, which will be deducted from your account balance prior to disbursing funds to you.**

1. Purpose of Residential Savings:

The purpose of the residential savings program is to provide an accountable environment through which residents are able to pay their child-support or any other court-ordered obligations, pay any other outstanding debts they may owe, and to allow them to start saving money for the future, with the goal of completing the Mission's Changed Life Recovery Program and returning to the community.

2. Means of Employment:

The primary means of outside employment for the residents of the Rescue Mission will be through Skycroft. Employment at Skycroft is primarily set up for paying Program fees, acquiring savings and to provide individuals who have court-ordered or other financial obligations the opportunity for restitution. **NO outside work is allowed other than Skycroft until 30 days before a Phase 2 resident graduates.**

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 concerning work days required to meet their obligations.

3. Monies Received by Residents:

All money that comes into resident's possession must be turned into the Residential Team (Case Manager, House Manager, Program Director) for processing through their account. All Skycroft checks are sent directly to the Finance Office for processing. Any money attained other than through Skycroft must be turned into the Residential Team for processing. 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, 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.

4. 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. Money from Skycroft checks is not available until they have been processed by FRM.

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 PHONES

Residents are not permitted to have cell phones until 30 days prior to their graduation date. Residents at that point in the program may have cell phones ***ONLY after*** they have: 1) fully paid their Program Fee; 2) fully met the Savings requirement; 3) have a completed and staff-approved résumé; 4) are enrolled in staff-approved Residency Employment Preparation Program; and 5) have received Residential Staff approval.

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.

CLOTHING VOUCHERS

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

CLOTHING LIMITS

Residents may have in their possession no more than five (5) pairs of shoes and twelve (12) items of

each type of clothing (pants, shorts, shirts, underwear, t-shirts, etc.). Only exception is that residents may have up to three (3) dress outfits for church, which will not count toward the 12-item limit.

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.

DORM AREAS

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.

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.

FOOD SERVICES

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

Breakfast: 7:00 – 8:00 AM

Lunch: (House) 11:45-12:15; (Community)12:15-1:15 Monday through Friday, 1:00 PM Sunday

Dinner: 5:00-6:00 PM Monday & Wednesday; 4:30-5:30 Tuesday, Thursday & Friday; 5:00 Saturday; 6:00 PM Sunday

All residents are required to attend Saturday and Sunday dinner.

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. Chore lists are posted. Chores are to be completed in the morning before breakfast, unless the chore list states otherwise. Assigned living space must be kept clean and beds are made before leaving area every morning. There will be room checks in the morning. If chores are not done, staff will determine what corrective measures will be applied.

HOUSE RESTRICTION

New residents in the Changed Life Recovery Program and those who have been given a disciplinary consequence are immediately on house restriction. While on house restriction, residents may only attend mandatory Frederick Rescue Mission functions. During this time period, residents do not qualify for day or weekend passes, library passes, or walks. Visits from family and friends are not permitted.

HOUSE MEETINGS

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

LAUNDRY

Washers and dryers are available for doing laundry. Shoes of any kind are not to be dried in the dryers. You are required to remove your laundry items as soon as they are dry. Many people use the facility, and the Mission is not responsible for any items left in the laundry area.

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.

LIVING AREA EXPECTATIONS

In order to maintain a neat, healthy and clutter free environment, the following is expected:

- Keep assigned living area clean and bed is to be made before leaving area each morning
- Be considerate of others who share dorm space
- Keep walkway areas clutter free
- **Only items approved by Staff** will be allowed in the dorm areas (applies to **ANY** item)
- Allowable Items
 - Upstairs Dorms: 1 bed, 1 bin & 1 closet, 1 nightstand, & 1 dresser per resident
 - Downstairs Dorms: 1 bed, 1 bin, ½ use of closet area, 1 nightstand, & 1 dresser per resident
- You **MUST** receive staff permission to
 - Move any furniture item from one residential area to another
 - Move a bed or dorm assignment
- No talking during morning Quiet Time
- 10 PM Lights out and no talking

The following is **not allowed**:

- Food or drinks of any kind, except water
- Resting in your bed or sleeping (without specific Residential Staff permission) between 6:00 AM to 5:00 PM
- Horseplay of any kind
- Extension cords w/o special permission

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

For mail that cannot be received at a PO box (e.g., FedEx, UPS), the following address should be used:

Resident Name

c/o Frederick Rescue Mission

419 W South St

Frederick MD 21701

Mail will be placed in residents' assigned mail slot in the office behind the lobby desk. 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 post office on West Patrick Street. It is the responsibility of the resident to notify the US 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.

MEDICATION

No resident will be permitted to be under the influence of mood or mind-altering medications, prescribed 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 medications 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 the event a resident refuses their prescribed medication, they will be required to sign a liability release form. Should the refusal to take medication cause one to behave in an unsatisfactory manner, that resident could be denied further residential status at the Rescue Mission. If a resident chooses to discontinue any medication, the Mission will require notification from the resident's primary care provider to remove that medication from our records. Refusal to provide specific documentation could affect residential status. **All medication, whether prescription or over-the-counter (including aspirin, Tylenol...), is to be controlled and distributed by Residency Team Staff. Residents found to possess, self-administer, misuse medication or fail to report or surrender a prescription or OTC medication will be dismissed from the program.**

Residents may not use any narcotic pain medications while in the program. **These medications include those currently prescribed or any that may be prescribed in the future. Alternative pain management may be arranged with the resident's primary care provider by resident. Residents will be required to supply healthcare providers with the Mission's pain medication disclosure policy on all doctor appointments.** Non-compliance of this policy may result in your immediate dismissal.

MUSIC

No electronic musical devices of any kind are permitted. *ONLY* Christian music may be played in common 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

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 entry and at any time deemed necessary by 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 impermissible, in the opinion of the Residential Team. Every effort will be made to have an individual present if a search of said person's property is necessary. **This is a courtesy and not a requirement for any search of personal property in the Mission.**

TELEPHONE USE

1. Staff phones will be used only in an emergency and with staff approval.
2. Designated phone is available on Monday, Thursday, and Saturday between 6:00 PM and 9:30 PM. Saturday day use is staff approval. All calls will be monitored.
3. The front desk phone is designated for resident phone use during these times.

4. The front desk phone is not to be used during normal business hours 8:30 AM to 5:30 PM unless you have staff approval.
5. A sign-up sheet should be available between 8:00 AM and 3:00 PM for accountability. Only residents whose name is on the phone sheet will use the phone for that day.
6. Calls are limited to 10 minutes per resident. Multiple calls within a 10 minute period may be made, at your discretion.
7. There is to be no loud talking by others while the phone is in use.
8. The person on the phone is to exhibit peaceful conversations and good phone etiquette. There is to be:
 - No loud talking
 - No profanity
 - No arguing

TELEVISION AND VIDEOS

TV use is to be limited to:

Thursday evening	5:00 to 10:00
Friday evening	5:00 to 11:00
Saturday	10:00 AM to 10:00 PM
Sunday	12:00 Noon to 9:00 PM

The television in the library is used for viewing movies only.

- No music video channels or any channels that are contrary to Christian values.
- Movies are only to be viewed on Friday night and any time Saturday.
- All movies brought into the facility must meet staff approval before viewing.
- No rated R movies

Remember what you are here for – use your time with wisely.

Non-TV nights should be used for studying and working on your recovery

Any television event must be requested to staff for approval/disapproval

TOBACCO USE

In this section, tobacco refers to cigarettes, pipes, cigars, smokeless tobacco products (snuff, chew), e-cigarettes (vapor) and anything else that one would reasonably construe as a tobacco related product.

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 those residents who are serious about quitting.

- Self-manufactured cigarettes are prohibited at the Mission.
- E-Cigarettes/vapor are not permitted inside of the Mission.

Designated tobacco use times are as follows. Although a designated window of time exists, the window

of time allotted is not considered to be the entire time one smokes. It is a window when you are able to have a break and return to your activity or assignment:

6:00 – 7:00 AM

9:15 – 9:30 AM

PM Kitchen Staff 12:30-12:45PM

AM Kitchen Staff 1:30-1:45PM

4:30 – 5:30 PM

9:15 – 9:45 PM

Your work assignment supervisor may grant you permission for one smoke break based on workload and available opportunity.

You are also only permitted to smoke in one and only one designated area. That area is the picnic table in the rear of the building (near the dumpster). Smokers will be responsible for keeping the area clean.

- Absolutely no smoking in any mission vehicle
- There is no smoking *in* the warehouse, Residents assigned to this work therapy will adhere to the scheduled hours
- There is no smoking at Skycroft
- There is no smoking at Mission functions

Strict adherence to this policy is expected:

First Violation: 7 days *property* restriction

Second Violation: 15 days *property* restriction

Third Violation 30 days *property* restriction

Fourth violation: Dismissal

TRANSPORTATION

Transportation in 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 Mission vehicles. Requests for transportation must be made to Residency Team at least 72 hours prior to needing transportation. Transportation for emergency situations can be approved on short notice at the discretion of Residential Staff. Transportation will only be approved if drivers are available.

Residents are not allowed to transport other residents in personal vehicles. Residents' personal vehicles can only be used by approval of Residency Team. Personal vehicles will only be permitted during the transitional phase of the program. Residents employed during the transitional phase are expected to find their own transportation to and from work. No personal vehicles may be stored on Mission property.

VISITORS

Visitors must be approved by Residential Staff and are restricted to the chapel, library, and the cafeteria. Members of the opposite sex may only enter with staff's permission; they must be escorted at all times. No drop-by personal visitations without prior approval.

PASSES

Any and all requests must be submitted in writing to the Residency Team. Staff must approve all outside activities.

Day Pass: a four hour period between the hours of 7:00 am and 5:00 pm on Saturday or Sunday and must be local to the Frederick area. Day passes include but are not limited to the following:

County Library Use of the Frederick County Library is permitted on Saturday from Noon – 3:00 PM by Residency Team Staff approval only. Requests must be submitted by 10AM Wednesday.

Weekend Pass: Friday from 5:00 pm to Sunday 5:00 pm. Limited to once per month.

Pass Eligibility

After first 30 days, Day Passes are available for Saturday or Sunday on non-consecutive weekends. (During the first 30 days, a resident may only have visitors upon staff approval.) After the 180-day period (6 months), residents may apply for Weekend Passes by completing Weekend Privilege Request Form. The Residency Team must receive requests on the official form by 10:00 am on Wednesdays. 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 Residential Team for consideration are based on time, trust, behavior and attitude. No pass requests are guaranteed for approval.***

Mandatory Events and Holidays

Throughout your time at the Mission there will be events that are important to the Mission and your stay. These events are mandatory. Passes will not be granted during these events. A failure to be at these events will result in immediate dismissal from the program. Some of these events are: the Mission Banquet, the Frederick Running Festival, Christmas Give Out, Mission Christmas Party, etc.

Residents in Phase 1 will not have passes for Thanksgiving Day and Christmas Day. It is encouraged for their families to come and visit those days at the Mission.

New Resident Tenure 31 days -180 days

May leave property with "***in-phase***" resident with staff approval

Qualifies for day pass

Does not qualify for weekend pass

Qualifies for visits from family and approved friends

Any and all requests must be submitted to the Residency Team

Senior Resident Tenure 181 days - graduation

May leave property alone with staff approval

Qualifies for visits-day passes-weekend passes
Any and all requests must be submitted to the Residency Team

CURFEW

All residents of the Mission have a curfew of 8:30 PM each evening, including weekends. Residents in Phase 1 must have an approved non-resident or “in-phase” resident with them when leaving the facility. Residents may request extensions for weekends by completing the Weekend Privilege Form. Any exceptions must be approved through Residential Staff. It is expected that all activities will be in compliance with Christian morals and standards.

EXTENSIONS

After the Induction Period, residents may apply for weekend curfew extensions by completing Weekend Privilege Form. Residency Team must receive requests for pass and extensions by 10:00 AM on Wednesdays. Extensions are only granted after careful review of the resident’s request.

LEAVE OF ABSENCE

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

OPTIONS AFTER GRADUATION

Based on your progress and goals, and **Residency Team approval**, residents completing the Beacon House portion of the Changed Life Recovery Program **may** have the following options available:

CLR Transitional Leadership Program

The Transitional Leadership Program should only be considered by graduates who demonstrate leadership, spiritual growth, a desire to change lives, and gratitude for the ministries of the Frederick Rescue Mission. A heart to serve and a dedicated interest to work for the Mission when needed are expected.

All request and approvals will be based on the ***individual's performance and attitude*** exercised during the Beacon House phase of the Changed Life Recovery Program. An application for Transitional Housing must be completed. An interview with the Residential Team is required. To be eligible for consideration the minimum is as follows:

- A) Program Fee of the Beacon House portion of the CLR is paid.
- B) \$500.00 in Residential Savings Account.
- C) \$350/\$250 Program fee and \$100 for Savings for the first month of the Transitional Program.
- D) Employment that produces \$800 net income per month. No "under the table" type of employment will qualify.
- E) At least 16 hours of volunteer service monthly as assigned by Staff.
- F) Submission of work/class schedules and bank statements.

Participation will be governed by the current Transitional House Policy and Procedures. Copies will be provided.

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

approved accountability group.

CLR Dorm Leader

One of the primary desires of the CLR is to develop a 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.

Beacon House Graduate Transitional Phase.

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

a. 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 only be 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. If 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 search extension.

- a. Must continue to have finances submitted to the Mission's 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.
- b. Must actively seek permanent housing during his six weeks stay in Beacon House. Must provide verification if requested by staff.
- c. Must provide Mission with a minimal of eight hours of service per week. These services may be one or more of the following; Desk Duty, Weekend House Duty, continued service in department assigned during participation in Beacon House program, etc. **Resident must be willing to integrate his employment and residential search into his Mission work schedule.**
- d. Staff reserves the right to revoke this residential status at anytime for what it considers just cause (example: refusal to submit to random drug or alcohol test, violation of any policy or procedure, etc.).

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. ¹⁷Therefore, 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. ¹⁹Having 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. ²¹Surely you heard of him and were taught in him in accordance with the truth that is in Jesus. ²²You 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. ²⁶“In 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.