

# Loving Hands Ministries, Inc.

“Where God’s love in action Saves Our Sons!”



## Resident Handbook

*Revised March 2020*

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## I. Purpose

The purpose of Loving Hands Ministries is:

- To glorify our Lord and Savior Jesus Christ by providing a Godly, safe, family-like residence where young men who have life-controlling problems can earnestly seek God and a new life.
- To demonstrate God's love, mercy, and grace to hurting and troubled young men.
- To teach men to love God with their whole being and to love our neighbor as we love ourselves.
- To teach that life is relationships.
- To train each resident to become a Disciple of Jesus Christ, with the ultimate goal being that he becomes a Disciple-Maker.
- To teach that God is our source of supply and the giver of every good gift, therefore since everything we have is provided by God, it is the awesome duty of each of us to fear and honor God in all we do.
- To teach the word of God in sincerity.
- To teach men to pray effectively.
- To teach holiness as the lifestyle the Lord has called all people to live.
- To teach men to live life in light of eternity while expecting the imminent return of Jesus Christ.
- To teach soul winning.
- To teach honesty, integrity, and a strong work ethic.
  - 1 Peter 4:8
  - Titus 2:11-14
  - Matthew 22:37-40
  - Hebrews 12:14

## II. Statement of Faith

We Believe:

- A. The Bible is the inspired and only infallible and authoritative Word of God.  
- 2 Timothy 3:16
- B. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.  
- 2 Corinthians 13:14
- C. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.  
- Matthew 16:16 & 1 Corinthians 15:3-4
- D. In the blessed hope, which is the rapture of the Church at Christ's coming.  
- Titus 2:13
- E. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.  
- 1 Peter 1:18, 19
- F. Regeneration by the Holy Spirit is absolutely essential for personal salvation.  
- John 3:3-5
- G. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.  
- 1 Peter 2:24
- H. The baptism of the Holy Spirit is given to believers who ask for it.  
- Acts 2:4 & Acts 2:39
- I. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.  
- Galatians 5:16
- J. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.  
- John 5:28, 29

### III. Resident Handbook

- a. This Resident Handbook serves as a guideline for admission and residency to a Loving Hands Ministries Residential Discipleship Program.
- b. This handbook may be revised or modified at any time by Staff without prior notice.
- c. This handbook is designed to provide an applicant with enough information & knowledge to make an informed decision to apply to Loving Hands Ministries for acceptance into its Residential Discipleship Program.
- d. This handbook provides Residents with enough information to comply with most rules required to remain in the Loving Hands Ministries Residential Discipleship Program. It is *not* written to provide an answer to every possible scenario faced by a Resident or by Staff during the duration of a Resident's time in the Discipleship Program.
- e. A Program Director is authorized to exercise discretion in the application of this handbook consistent with all other internal policies of Loving Hands Ministries. A Resident is *not* entitled to an explanation or justification for a Staff decision simply because it is not addressed within this handbook or potentially inconsistent with this handbook. Program Directors and other Staff are accountable to their line of authority above them for the exercise of their discretion.

#### IV. Admissions

- a. A person coming to Loving Hands Ministries as a full time resident generally has some kind of very serious problem. Our prayer for each Resident is that he will find a new and abundant life in Christ.
- b. Each person who enters the Loving Hands Residential Discipleship Program must see himself as desperate and willing to seek Jesus Christ as his only hope for a changed life. - 2 Corinthians 5:17
- c. A final decision whether an applicant is accepted into Loving Hands is determined by a Program Director or Intake Director.
- d. All applicants are expected to provide or acquire a recent doctor's physical, hepatitis screening, and STD/HIV screening. Exceptions to this may be at a Program Director's discretion.
- e. Although every effort is given to process applications quickly, there is no set time frame or deadline for reaching an acceptance or rejection decision on an application. Be patient and stay in communication with Intake Staff.
- f. Every person seeking admission to a Loving Hands Ministries Residential Discipleship Program must be willing to make a commitment to a *minimum* stay of twenty-four (24) months.
- g. Loving Hands Ministries does not charge an application fee or any other fees for its program. A Resident's family may voluntarily contribute donations to the ministry to help defray the costs of operating the program, but such donation cannot be designated for a specific Resident.
- h. An applicant needing to seek Court approval for admission must receive written acceptance from Loving Hands *before* being Court Ordered into our program. The Intake Staff will work with an applicant's legal representation in obtaining the appropriate provisions in a Court Order.
- i. What to bring upon acceptance:
  - i. One week of clothing suitable for work, classroom, leisure, and church attendance. A Resident may not be permitted to keep any clothing considered unacceptable by Staff on entry such as clothing depicting anything associated with drugs, alcohol, or other secular materials.
  - ii. Personal care items such as razors, toothbrush, deodorant, towels, etc.
  - iii. Bible, paper, pens, envelopes, stamps, and notepads. A Resident may not be permitted to keep any reading material other than the

Bible and a personal devotion book approved by Staff.

- j. What to **NOT** bring:
  - i. Cell phones, MP3 players, alarm clocks, radios, stereos, laptops, computers, or electronics of any kind.
  - ii. Cash, credit/debit cards, food stamp cards, gift cards, or any other form of currency.
  - iii. Automobiles.
  - iv. Personal Valuables.
  - v. CDs, DVDs, books, or magazines.
  - vi. Musical instruments.
  - vii. Weapons.
  - viii. Alcohol of any kind, tobacco products, OTC medicines, or any other illicit substance.
- k. All personal belongings are subject to search and inspection upon entry.
- l. Any Resident who voluntarily leaves the program or is dismissed from the program may not be allowed to re-enter a Loving Hands Discipleship program for at least ninety days.
- m. All Residents shall be required, within the first thirty days, to submit a list of persons who the Resident requests to communicate when eligible. The list shall be reviewed by Staff. Persons approved for letters, calls, or visits are at the sole discretion of the Program Director. Communication with persons not on this approved list is grounds for discipline.

## V. Program Structure

- a. Loving Hands Ministries is governed by its Board of Directors who appoint Executive Staff and approve Ministry Policies.
- b. The Executive Staff supervise all other Staff within the ministry.
- c. A Program Director serves as the manager of a local campus and is responsible for its daily operations. A Program Director supervises the other Staff assigned to a local campus.
- d. A Resident Director serves as the primary residential staff for day to day program activities.
- e. Other Staff are assigned duties based upon campus needs and position availability.
- f. Residents are assigned responsibilities as they progress through the program.
- g. Resident Phases:

i. Probation	First 10 Days of Freshman
ii. Freshman	90 Day Minimum
iii. Sophomore	90 Day Minimum
iv. Junior	90 Day Minimum
v. Senior	90 Day Minimum
vi. Second Year, Phase I	120 Day Minimum
vii. Second Year, Phase II	120 Day Minimum
viii. Second Year, Phase III	120 Day Minimum
- h. Note: Residents will not automatically promote from one phase to another based upon time alone. Staff will determine when a Resident is ready for promotion based upon overall maturity, development, time, academics, and progression. Promotion to a new phase provides new opportunities to assist with administrative and practical responsibilities as directed by the Staff while continuing growth in the classroom.
- i. Leadership Committee. This committee consists of all Executive Staff and Program Directors combined. The purpose of this committee is to assure consistent application of rules, guidelines, and handbooks across multiple locations.



## VI. Daily Schedules

### A. Monday through Friday

6:05AM	Overseer / Resident on Duty
6:15AM	Cook On duty / House wake-up
6:25AM	House prayer led by R.O.D and Calisthenics/exercise
6:50AM	End Calisthenics
7:00AM	Breakfast
7:20AM	Kitchen cleared - Begin chores
7:40AM	Personal Devotions
8:25AM	Break time: 5 Minutes until Chapel
8:30AM	CHAPEL - (10 minutes of praise/worship music beginning promptly)
09:30AM	Break time: 5 Minutes
09:35AM	CHAPEL – (10 minutes of praise/worship music)
10:40AM	Break time: 10 Minutes
10:50AM	CHAPEL - Book Reports, Memory Verses, & Character Studies
11:50AM	Break: Wash Up for Lunch
11:55AM	Lunch
12:10PM	Kitchen Clear— Begin Chores
12:35PM	Worship and Intercessory Prayer
1:10PM	Break
1:15PM	Work Projects — 3:35pm cleanup for 10 mins
3:45PM	Recreation
4:40PM	Showers & free time
6:00PM	Dinner
6:20PM	Kitchen Cleared / Chores until 6:55pm
7:00PM	CHAPEL (attend church on Wednesday nights)
8:30PM	Chapel ends - Prepare for bed & quiet time (DMI)
8:50PM	House Prayer led by R.O.D.
9:00PM	20min. of personal quiet time - NO TALKING
9:20PM	Lights Out!

### B. Modified Weekday with Snack (As approved by Overseer)

8:30PM	Chapel ends - Prepare for bed & quiet time (DMI)
8:45PM	Snack Time
9:05PM	House Prayer led by R.O.D.
9:15PM	15 min. of personal quiet time - NO TALKING
9:35PM	Lights Out!

C. Saturday

7:30AM	R.O.D. & Cook on duty
7:45AM	Wake-up call
8:10AM	5 min. until Breakfast
8:15AM	Breakfast
8:35AM	Kitchen Cleared
8:45AM	Morning devotions
9:15AM	Break - 10 min. to get ready for work projects
9:25AM	G.I. Chores & Work Projects
12:50PM	Clean-up
1:00PM	Lunch
1:15PM	Kitchen Cleared
1:35PM	Praise, Worship, & Prayer
2:15PM	Recreation
4:30PM	Showers & free time
5:55PM	5 min. to Dinner
6:00PM	Dinner
6:20PM	Kitchen Cleared - Begin chores
7:00PM	Chapel begins / Chores inspected
8:30PM	End of Chapel
8:40PM	In houses / Get ready for bed
8:50PM	House prayer
9:00PM	Quiet time — No talking
9:30PM	Lights out
9:45PM	ROD off duty

D. Sunday

Varies. As directed by Staff.

E. Modifications

All schedules are subject to change based upon ministry needs and scheduling and at Staff discretion.

## VII. Rules & Guidelines

- A. General Statements. Residents are here to seek God. Adjusting to the daily schedule, rules, and guidelines should be easy for most people selected to attend Loving Hands. Only as we surrender our will to God's will does the Holy Spirit truly have free reign to lead and guide us. God does not force His will on man.
- a. Because we each have different personalities and spiritual maturity levels individuals may not be allowed to behave independently within the family-style community at a Loving Hands Campus. We must strive to live by the "Golden Rule" and to live scripturally by considering all others more important than ourselves.
  - b. Discipline is a way to encourage self-reflection before God regarding our own spiritual growth and maturity. Staff shall strive to meet each infraction with an attitude of love, acceptance, and understanding. Staff may conduct investigations into each infraction; however, Residents are not typically granted an opportunity to provide for any self-defense.
  - c. Residents are expected to receive discipline in light of the scriptures in I Peter 2:19-23, "For it brings favor if, because of a consciousness of God, someone endures grief from suffering unjustly. For what credit is there if when you do wrong and are beaten, you endure it? But when you do what is good and suffer, if you endure it, this brings favor with God. For you were called to this, because Christ also suffered for you, leaving you an example that you should follow in his steps. He did not commit sin, and no deceit was found in His mouth; when he was insulted, he did not insult in return; when He suffered, he did not threaten but entrusted Himself to the one who judges justly."
  - d. Investigations into infractions and issuing of discipline typically occurs on a weekly basis, however, at Staff discretion infractions may be looked into and discipline issued at any time.
- B. Prohibitions. All prohibitions are cause for immediate dismissal from the program.
1. Possession of any form of alcohol.
  2. Possession of any form of tobacco or related product such as cigarettes, snuff, dip, e-cigarettes, etc.
  3. Possession of any form of pornographic material.
  4. Possession of any form of weapon or explosive.
  5. Leaving the campus without supervision or prior authorization.
  6. Sexual immorality or behavior, sexually oriented jokes, or improper conversation regarding sex.

7. Non-Christian music.
  8. Use of a radio, MP3 player, telephone, or other electronic device without prior authorization.
  9. Theft. Possession of something not belonging to a Resident is presumed theft unless reasonably explained.
  10. Fighting or threatening harm to anyone.
  11. Repeated rules violation or a pattern of disregard for proper behavior.
  12. Repeated use of vulgar or profane language.
  13. Untruthfulness or lying.
- C. Improper Behavior. All improper behavior is subject to disciplinary action up to and including dismissal from the program.
1. Possession of unapproved reading material.
  2. Failure to properly perform chores or assigned tasks.
  3. Adjusting the air conditioning, television, radio, computers without prior authorization.
  4. Answering a telephone without specific prior permission from Staff.
  5. Distributing food without prior authorization.
  6. Clothing, drawings, objects, or conversation involving secular music, movies, anything explicit, or other inappropriate content.
  7. No excessively baggy clothing, sleeveless shirts, tank-tops, muscle shirts, A-shirts, or other similar clothing items are permitted.
  8. Shirts must always be worn and buttoned up unless given Staff permission.
  9. Wearing hats, caps, or sunglasses inside.
  10. Shorts must be of an appropriate fit and length.
  11. Failure to disclose prohibited or improper behavior to Staff.
- D. Classroom & Chapel Rules. The following rules must be obeyed while in the classroom or chapel. Violation is subject to discipline.
1. No chewing gum.
  2. No sweatpants, sandals, or flip flops.
  3. Punctuality to class and chapel are required.
  4. Neat grooming and proper attire.
  5. A Bible, paper/notebooks, and writing tools are standard requirements for each class. Come prepared.
  6. Shoes must remain on your feet.
  7. Sitting up straight in chairs without leaning or slouching with feet under tables or desks is expected.
  8. Push the chair under the table or desk when leaving.
  9. No Eating or drinking. Residents may carry a clear/see-through bottle and drink water from it.
  10. No sleeping.
  11. Bathroom break and water refills are during breaks only.
  12. Residents shall not engage in private conversations or ask individual questions of teachers. Residents shall not linger with a teacher before or after class for any purpose.

13. Talking or other disruptive actions is not permitted.
  14. When questions are permitted by a teacher, Residents shall raise a hand and wait to be acknowledged. Keeping a hand raised for an extended time while a teacher continues teaching is considered disruptive. Attempting to ask a question when a teacher does not permit questions is not allowed.
- E. **General Rules.** The following rules must always be obeyed. Violation is subject to discipline. The Program Director has final discretion on what is acceptable with clothing, hygiene, and behavior.
1. Christian behavior is always expected.
  2. Use of personal hygiene items is mandatory.
  3. Daily showers are at scheduled times only and are limited to ten minutes.
  4. Hair must be cut, well-groomed, and of a conservative style.
  5. Facial hair must be short, neatly trimmed, and properly groomed.
  6. Residents must remain in assigned areas for work, recreation, class, or other activity, whether on or off property.
  7. When travelling off property, bathroom breaks should occur prior to leaving the property. Limited bathroom breaks will be granted off property.
  8. Residents must remain in a group unless given permission by Staff.
  9. Residents shall not engage in private conversations with anyone, on or off property, without Staff permission.
  10. Residents shall not engage in direct or indirect communication with persons not a part of the Loving Hands group without Staff permission and supervision.
  11. Quiet, reverent, and respectable behavior is always expected when travelling off property.
  12. Residents shall not accept bulletins or the like when attending a church service or other event without Staff permission.
  13. Residents shall not ask for coffee, tea, or soda. Staff will determine when special beverages will be allowed.
  14. Residents shall not have any contact of any kind with a female except with explicit permission and direct supervision from Staff.
  15. Residents are not allowed to trade things with one another or give away belongings to another Resident without Staff permission.
  16. Residents should direct all questions to the ROD who will inquire of the Overseer if necessary.
  17. All incoming and outgoing mail shall be monitored and reviewed by the Program Director or Resident Director. Mail considered inappropriate shall not be delivered and may be returned, destroyed, or placed in the Resident's file at the Program Director's discretion.
  18. Residents are not permitted to have a vehicle except as specifically permitted during Year Two, Phase III.
  19. Weekly and daily chores may only be performed during designated times without Overseer permission.
  20. Staff office areas are off limits to all Residents unless assigned or approved by Staff.

21. When a Resident leaves the premises, other than as a full group, the Resident shall check-in and check-out with the ROD upon leaving and returning. This includes a Resident leaving with a Staff member.
  22. Cups shall not be taken out of the dining area or kitchen without Staff permission.
  23. No food or drinks shall be allowed in bedrooms except a personal clear water bottle.
  24. Residents shall not be in possession of any money, debit/credit cards, food-stamp cards, or the like unless directly associated with their ministry assignment or as permitted in Year Two.
  25. Residents shall not be present in a bedroom other than the room assigned unless expressly authorized by Staff.
- F. Official Warnings. A Resident may be issued an Official Warning after receiving numerous written warnings or repeated failure to comply with program rules and structure. A total of three Official Warnings shall result in automatic dismissal from the program. Dismissal shall occur if a Resident receives two Official Warnings within sixty days of each other. This does not apply to a Resident in the first ten-day probationary period.
- G. Discipline. The following are suggested methods of discipline. Other methods of discipline not prohibited by ministry policies may be used by Staff even though not listed in this handbook. The Program Director has discretion regarding the methods, quantity, and severity of discipline used.
- a. Loss of recreation time. During a lost recreation time a Resident will be assigned scripture verses to be written during the recreation time, unless given a work assignment.
  - b. Work Assignment(s). A Resident on discipline may be assigned work assignment(s) to be done in place of recreation time.
  - c. Loss of snack and condiments. During a day a Resident is considered on discipline, the Resident will not be permitted to participate in snacks or allowed the use of condiments at mealtimes. The disciplined Resident will be required to attend the beginning of meal and snack times to participate in prayer, scripture reading, and receive any announcements.
  - d. Loss of communication. A Resident on discipline will lose the ability to write, make telephone calls, or have visits during the same week they receive any discipline.
  - e. Talking or other fasts. A Resident may have talking or anything else removed as a form of discipline for a time period.
- H. Campus Rules Addendum. A Program Director shall maintain a local Campus Rules Addendum. The purpose for the addendum is to address rules specific to a campus due to unique characteristics of facilities, buildings, and other local factors at each campus. The addendum does not replace the uniform

handbook rules, but only supplements them where needed.

- I. Visits. See specific phase guidelines for specific visitation rules. A Resident may be granted a visit at the Program Director's discretion. Visits normally occur on Saturday or Sunday. Visitation days and times are determined at Staff's discretion. Scheduled visitation may be cancelled or rescheduled due to extenuating circumstances or behavior or as discipline. All guests must be on the Resident's approved visitation list prior to the visit. All items brought to a Resident must be approved by Staff and are subject to search. All guests on Loving Hands property must adhere to appropriate rules such as no smoking, no foul language, etc. and conduct themselves consistent with the spirit of Loving Hands Ministries. Any guest may be asked to leave the property at the discretion of Staff. Contact between guests and other Residents shall not be permitted without prior permission from Staff and by invitation of the guest. On property visitation time is typically Saturday from 1:00pm until 5:00pm but is not a strict guideline and may be changed at Staff discretion. Off property visitation is typically 8:00am until 8:00pm and may be either Saturday or Sunday at Staff's discretion. Church attendance is required if a Sunday visit is granted.
  
- J. Relationships.
  - a. The primary purpose for a Resident to be at a Loving Hands Discipleship Center is regeneration and developing a new life; not marriage or romance. A Resident in need of the residential program offered by Loving Hands is not in a position nor capable of making the life-altering decisions nor time commitments necessary for a successful romance-based relationship.
  - b. Contact all female relationships with any potential for future romantic relationship is forbidden and prohibited for a Loving Hands Resident, including girlfriends or fiancés. Any romantic based communication is grounds for immediate dismissal at the sole discretion of the Program Director.
  - c. Residents who are lawfully married will be unable to communicate with their spouse for not less than nine months. Extremely rare exceptions may be made at the sole discretion of the Program Director such as a death in the family or child-based emergencies; this is not a guarantee that such extremely rare exception will be granted. Upon successful entry into the Senior Phase, a married Resident may be granted limited communication with their spouse for the purpose of rebuilding or reconciliation. The Program Director may grant this communication after consultation with Executive Staff, the Leadership Committee, or both.

## VIII. House Duties & Responsibilities

Residents shall be assigned specific chores and are expected to keep their Campus neat, clean, and in good order. An Overseer or designated Resident will inspect each chore after completion to determine whether it should be repeated. Any chore needing to be repeated will occur during the Resident's next break period, forfeiting that break time.

- A. **Kitchen Duty.** A Resident and one or more Kitchen Aids will be assigned to Kitchen Duty. This duty is also referred to as KP and KP Aid. This includes washing all dishes, utensils, and cooking supplies; each item must be washed, dried, and put away after each mealtime. The kitchen floor must be swept and mopped. All food and drink must be properly stored and put away. All trash must be taken outside after each mealtime. Ice trays should be filled as soon as emptied.
- B. **Bathroom Duty.** This includes cleaning toilets, sinks, and showers with proper cleaning and tools. Shower curtains should be wiped dry. Mirrors and cabinets shall be cleaned, and all trash taken out. The floor shall be swept and mopped. Toilet paper shall be re-stocked as needed.
- C. **Chapel Duty.** This includes dusting all furniture, baseboards, windowsills, etc. with a damp rag. Floors are to be swept and mopped or carpet vacuumed. Trash cans shall be emptied and cleaned as needed.
- D. **Rooms & Hallways.** This includes sweeping and mopping floors, emptying trash cans, dusting fans, dusting light fixtures. Individual Residents shall maintain bedrooms to be neat and kept daily. Beds shall be made each morning, and all closets, dressers, and desks are to be kept neat, clean, and clutter-free. No food or drinks are allowed in bedrooms.
- E. **G.I. Chores.** When chores are declared "G.I. Chores" the expectation is the chore will be performed to a higher standard. Inspection will be a 'white-glove' level inspection. Saturday chores are typically designated G.I. chores unless otherwise specified by Staff. G.I. Chores are not limited to Saturday or once per week but may be so declared by Staff when needed.
- F. **Cook.** The Cook shall work under the supervision of the Kitchen Manager. The cook is responsible for preparing all meals and snacks for all Residents. The Cook may have his schedule adjusted to accommodate cooking needs.
- G. **Kitchen Manager.** This assignment is responsible for preparing a weekly menu to be approved by Staff. The Kitchen Manager is responsible to assure the refrigerators, freezers, and pantries, are maintained, kept, clean, and stocked. All menu listed meals should have the required ingredients available for the Cook prior to the mealtime preparation. The Kitchen Manager is responsible to supervise, train, and oversee all other kitchen duties. This



position is typically reserved for a Year Two Resident.

- H. Work Project Overseer. This assignment is responsible for planning and coordinating all work projects activities in coordination with Staff. One or more Assistants may be assigned to the Work Project Overseer.
- I. Classroom Overseer. This assignment is responsible for the orderliness and timeliness of classroom activities. He assures the classroom rules are followed including hand raising, sitting up, sleeping, dress, etc. When the Classroom Overseer is required to be absent from the classroom, he shall typically designate the ROD to cover during his absence.
- J. Outside Duty. This includes picking up all unsightly trash and debris in the outside Campus areas. Main sidewalks should be swept and kept clutter free.
- K. Other. Other chores may be assigned based upon the needs of the local Campus and facilities. Other chore duties may include, but are not limited to, athletic equipment, donation rooms, shop areas, etc. Based upon the level of responsibility the position may be tagged with the 'Overseer' designator at the discretion of the Program Director.
- L. Resident on Duty (ROD) All Residents are expected to serve in the capacity of ROD before entry into Year Two. A Resident shall reach Junior Phase prior to being appointed to ROD. A ROD is always expected to be an example to other Residents of being a servant under godly authority by demonstrating submission and humility.
  - a. The ROD shall wear dressy casual pants with a collared shirt while on duty.
  - b. The AM ROD shift begins ten minutes prior to general wake-up and ends at 3:45pm. The PM ROD shift begins at 3:45pm and continues until lights out.
  - c. The AM ROD and PM ROD shall meet between 3:30-3:45pm to pray together and transfer ROD items and pass along any relevant information such as messages or schedule changes.
  - d. One-week training is minimum to be eligible to serve solo as a ROD. A minimum of three training shifts should be given to a training ROD preferably exposing them to an AM, PM, and weekend shift.
  - e. While on duty, the ROD shall not allow the ROD-Clipboard out of his possession.
  - f. ROD is *not* a decision-making position and is without authority. The ROD position is strictly ministerial in nature. When an on-duty ROD needs a decision made, the ROD shall contact the on-duty Overseer to make the decision.
  - g. The ROD shall announce the daily schedule throughout the shift at appropriate times keeping the Residents informed. When a portion of the schedule runs late, a teacher does not show, or other unintended

schedule adjustments happen, the ROD should contact the Overseer for a schedule change.

- h. The ROD shall report infractions of the schedule or rules to Staff by using the appropriate form or report. The ROD does not have authority to enforce any rules or schedules.
- i. NOTE: A Resident assigned to serve as ROD shall NOT have permission to report infractions except as specifically approved by the Program Director. Typically an ROD should serve for a few weeks before being allow to report infractions.
- j. If immediate attention is required, the ROD shall immediately contact the on-duty Overseer or other appropriate Staff to handle the matter.
- k. The ROD shall be required to answer the incoming Campus general telephone line. The ROD shall always be courteous and professional. All incoming and outgoing phone calls made through the ROD phone shall be logged by the on-duty ROD.
- l. No Resident shall be permitted to use the phone for phone calls except with direct permission and supervision by Staff.
- m. All incoming phone callers regarding intake for a potential resident should be directed to the ministry website for further information. The ROD may take a name and telephone number to submit to intake. The ROD shall not engage in discussions about the length, term, difficulty, contents, or other matters related to the program.
- n. A "Collect Call" shall NEVER be accepted.
- o. The ROD shall greet all visitors onto the Campus and notify the appropriate Staff as necessary. All visitors to the Campus shall be logged.
- p. Staff shall always be informed when a member of the criminal justice system visits a Resident, whether law enforcement, judicial, or probation officer.
- q. The Overseer shall be informed of all incoming packages for proper distribution.

## IX. Year One – Requirements, Responsibilities, & Privileges

- A. Book Reports - Residents shall be required to read books and produce book reports between 2-3 pages. A book report shall contain a summary of the book contents, personal reflection, and two quotes from the book cited by page. Book reports are expected to be completed at a pace of one every ten days.
- |              |                |
|--------------|----------------|
| a. Freshman  | 9 Book Reports |
| b. Sophomore | 9 Book Reports |
| c. Junior    | 9 Book Reports |
| d. Senior    | 9 Book Reports |
- B. Memory Verses – Residents shall be required to memorize Scripture verses. Staff or a designated Resident will determine if the verses are memorized. Memory Verses are expected to be completed at a pace of one every ten days.
- |              |                 |
|--------------|-----------------|
| a. Freshman  | 9 Memory Verses |
| b. Sophomore | 9 Memory Verses |
| c. Junior    | 9 Memory Verses |
| d. Senior    | 9 Memory Verses |
- C. Letter Writing – Year One Residents may be allowed to write to family or clergy as approved by the Program Director on the list submitted in the first thirty days. Staff shall have final discretion on whether a Resident is writing or receiving too many letters. All incoming and outgoing mail are subject to screening by Staff. Year One Residents may receive approval for letter writing after not less than thirty days in the program.
- D. Phone Calls – Year One Residents may be allowed to make one weekly phone call under supervision of staff to family or clergy as approved by the Program Director on the list submitted in the first thirty days. Each weekly phone call shall be requested on an individual basis using a request slip. Phone calls shall be monitored and supervised by Staff and last no longer than ten minutes. Year One Residents may be granted approval to submit a call request slip after not less than sixty days in the program.
- E. Skills, Hobbies, & Instruments – Year One Residents shall be prohibited from playing musical instruments. Year One Residents may be permitted to engage in specific skills or hobbies upon successful entry in the Junior Phase. If approved by Staff, skills and hobbies may only be performed at designated times or with Resident Director approval.
- F. Classes & Chapel Services – Year One Residents are required to attend all scheduled classes and chapel services, including Character Studies, Chapel, Book Reports, Intercessory Prayer, etc.
- G. Counseling & Teaching – Year One Residents shall not teach or counsel

other Residents. Freshman should be counseled on a weekly basis; all other Year One Residents should be counseled on a bi-weekly basis.

- H. ROD & Overseer – Year One Residents are eligible to serve as ROD upon entry into the Junior Phase. Year One Residents are not eligible to serve as Overseer.
- I. Searches & Random Testing – All Year One Residents are subject to random and unannounced searches of their person, places, & effects. All Year One Residents are subject to random and unannounced testing for substances such as alcohol or drugs.
- J. Weights – Year One Residents are eligible to use weights to workout during recreation time upon reaching the Sophomore Phase. A Resident shall be approved specifically for weights on designated days only. One Year Residents shall be limited to no more than three times per week to workout. Once permission to workout is granted, weight privileges may be withdrawn by Staff as discipline or overall corrective action.
- K. Visitation – Year One Residents may be granted visitation as described below. Visitation is not a right to be demanded by a Resident, but a privilege to be earned and as such may be withheld or withdrawn by Staff as discipline or overall corrective action. Visits must be requested not less than five days after the eligible time period and fifteen days before the requested visitation time. All visits will be scheduled at Staff discretion and within ministry schedule convenience.
  - i. Freshman – no visitation
  - ii. Sophomore – may be granted two on-property visits
  - iii. Junior – may be granted two visits, one may be off-property
  - iv. Senior – may be granted two visits, both may be on or off-property
- L. Promotion – Year One Residents shall be reviewed prior to an upcoming review date which is typically ninety days unless extended under a prior review.
  - a. A Program Director shall review a Resident's file with other Campus Staff to determine whether to promote a Resident from one phase into the next. Staff takes into consideration academic requirements such as book reports & memory verses, discipline history, counseling logs, and other relevant information.
  - b. A Resident shall only be promoted to the next phase upon adequate demonstration of spiritual maturity for the current phase. A Resident who is maturing will not only demonstrate current academic standing, but also reveal the character of Christ in his daily actions.
  - c. If the Program Director in consultation with other Staff believes a

Resident is not ready for promotion, the Resident shall be given a specific time extension (between 7 and 30 days). The Resident shall also be given in writing specific actions or behaviors required from the Resident to achieve promotion and avoid any further extensions.

- d. Upon denying a promotion, the 'manning board' shall reflect the new review date upon which Staff will determine whether to promote the Resident to the next phase.
- e. A Resident who continues to receive extensions should next expect to graduate within twenty-four months as each extension pushes each phase further into the future. Our desire is for every man to promote on time for each phase and mature throughout his entire stay at Loving Hands Ministries.

M. Advancement to Year Two Resident – Year One Residents will be reviewed for advancement into Year Two upon successful completion of the Senior Phase of Year One.

- a. A Program Director shall review a Resident's entire file with other Campus Staff to determine whether to advance a Resident from Year One into Year Two. Staff takes into consideration academic requirements such as book reports & memory verses, discipline history, counseling logs, and other relevant information.
- b. A Resident shall only be promoted to Year Two upon adequate demonstration of spiritual maturity for Year Two. A Resident who is maturing will not only demonstrate current academic standing, but also reveal the character of Christ in his daily actions. A Resident advanced into Year Two must be prepared in every aspect to submit to a deeper level of discipleship. Year One lays the foundation for humility and submission, while Year Two is designed to give Residents the opportunity to grow deeper and serve in a fuller way than ever before.

## X. Year Two – Requirements, Responsibilities, & Privileges

### A. Year Two – Phase I (Ladder Phase)

- a. Year Two Phase I is designed to build upon the foundation laid in Year One. Year Two Residents shall be exposed to advanced theological and spiritual concepts with the intent of maturing their disciple walk with Jesus.
- b. The ladder introduced in Year Two Phase One will last through the end of Year Two Phase Two. Each 'rung' of the ladder represents a focus area for the Resident to concentrate in order to develop their spiritual maturity.
- c. Each rung in the ladder will be represented by a Learning Contract between the Resident and Staff. The Learning Contract shall spell out the requirements expected from the Resident in order to climb up to the next rung. Learning Contract shall typically cover a 5 to 6-week time period to give the Resident enough time to accomplish the requirements of that contract.
- d. The Learning Contracts will be entered in the following order, with each one building upon the next allowing the Resident to fully climb the ladder:
  - i. Secret Place Learning Contract – This will require the Resident to read books, prepare reports, memory verses, and specific activities related to a deeper devotional life.
  - ii. Servanthood Learning Contract – This will require the Resident to read books, prepare reports, memory verses, and specific activities related to a being a servant, whether in ministry or as a layperson.
  - iii. Systematic Theology Learning Contract - This will require the Resident to read books, prepare reports, memory verses, and specific activities related to the systematic study of theology. Although the Resident may be exposed to differing perspectives, the material will be presented from a non-denominational Pentecostal perspective.
  - iv. Apologetics Learning Contract - This will require the Resident to read books, prepare reports, memory verses, and specific activities related to a defending his Christian faith & the Scriptures.
  - v. Evangelism & Witnessing - This will require the Resident to read books, prepare reports, memory verses, and specific activities related to a sharing his faith with others. This Learning Contract will include a relevant project designed and planned by the Resident.

B. Year Two – Phase II (Wheel Phase)

- a. Year Two Phase II is designed to continue moving a Resident from rehabilitation to full discipleship, preparing him for transition into full society. While Phase I of Year Two focused on theological and spiritual topics, Phase II will build upon this mature foundation with more practical topics.
- b. The wheel for Year Two Phase II will begin in Phase I and last through the end of Year Two Phase II. Each spoke of the wheel represents a focus area for the Resident to concentrate in order to express their spiritual maturity in practical ways.
- c. Each spoke of the wheel is attached to the hub of academics. If a Resident does not have his GED or Diploma, he will begin to work toward obtaining one. If he has a GED or Diploma, he may begin working on other aspects of his civil life such as re-obtaining a driver license, taking college preparation courses, etc. Although not all Residents will need to work on their academic hub, this is the opportunity to advance academically where needed or desired.
- d. The spokes of the wheel will continue on a rotating basis with courses being offered in the below listed areas. Courses will consist of 7 sessions meeting with the Instructor over a 5-week period. Upon entry into Phase I of Year Two, a Resident will enter the wheel upon the next full spoke coming around. By the time a Resident completes Phase II of Year Two, he will have completed all the topical spokes in the wheel
  - i. Spoke One – Basic Counseling
  - ii. Spoke Two – Basic Leadership
  - iii. Spoke Three – Personal Finance
  - iv. Spoke Four – Marriage, Family, & Relationships
  - v. Spoke Five – Nutrition, Health, & Exercise
- e. Loving Hands Staff may be used to teach each spoke course, but the Program Director shall make efforts to have experienced persons within their community teach on each topical spoke.
- f. Each spoke course may require reading books, memorizing scripture, or other practical exercises relevant to the topic.

C. Year Two – Phase III (Track Phase)

- a. Year Two Phase III is designed to prepare a Resident for their calling beyond the Loving Hands Program. Year One laid a basic foundation of following Christ, while Phase I & Phase II of Year Two built a strong foundation both spiritually and practically.
- b. Phase III requires a Resident, in consultation with Staff and obedience to God, to choose a specific track to follow as described below:
  - i. Loving Hands Staff Track – This Resident senses a calling to remain with Loving Hands Ministries to serve in a Staff capacity. Although still a Resident in the program he will be given the opportunity to learn and grow in Loving Hands Staff specific functions in preparation for post-graduation Staff levels.
    1. Rules Specific to Staff Track
      - a. Staff Track Residents shall be required to maintain the normal daily schedule for Year Two unless assigned to ministry duties. He shall specifically participate in the normal scheduled daily devotions and intercessory prayer times.
      - b. Staff Track Residents shall continue to maintain a Year Two Portfolio.
      - c. Staff Track Residents may be granted one night off for personal time each week, which is to be spent on campus. This does not replace any visitation or other privileges but is a night to take personal time away from regular duties.
    - ii. Church or Other Ministry Track – The Resident senses a calling to enter into church ministry or some other form of full-time ministry or missions work although not hearing God direct them to Loving Hands. This Resident will seek, in consultation and assistance from Staff, opportunities to serve as an intern with a local church or other ministry in preparation for fulfilling their post-graduation calling.
      1. Rules Specific to Ministry Track
        - a. Ministry Track Residents shall be required to maintain the normal daily schedule for Year Two unless engaged in approved Track related church/ministry activities.
        - b. Ministry Track Residents should be limited to outside internship or church/ministry activities to no more than three days per week. Changes to this schedule may be approved by the Program Director in consultation with the



- Leadership Committee.
- c. Ministry Track Residents shall continue to maintain a Year Two Portfolio.
  - d. Ministry Track Residents may be granted one night off for personal time each week, which is to be spent on campus. This does not replace any visitation or other privileges but is a night to take personal time away from regular duties.
  - e. Ministry Track Residents shall be required to obey all other requirements of the Year Two Phases including teaching and serving as overseer and R.O.D.
- iii. Academic Track – The Resident senses a calling to pursue higher education of some kind currently. He will be given the opportunity to begin college courses or college credit testing in order to pursue an academic degree. This degree may be full-time ministry related or vocationally related in preparation for post-graduation life.
1. Rules Specific to Academic Track
    - a. Academic Track Residents shall be required to maintain the normal daily schedule for Year Two unless engaged in approved Track related academic activities.
    - b. Academic Track Residents should be limited to outside a school schedule that is no more than three days per week. Changes to this schedule may be approved by the Program Director in consultation with the Leadership Committee.
    - c. Academic Track Residents shall continue to maintain a Year Two Portfolio.
    - d. Academic Track Residents may be granted one night off for personal time each week, which is to be spent on campus. This does not replace any visitation or other privileges but is a night to take personal time away from regular duties.
    - e. Academic Track Residents shall be required to obey all other requirements of the Year Two Phases including teaching and serving as overseer and R.O.D.
- iv. Vocational Track – This Resident senses God leading him into a vocational calling rather than full-time ministry or academic pursuits. He will be given the opportunity, in consultation and assistance of Staff, to plug into local work opportunities along his chosen vocational desire. He will have a high level of accountability to Staff while preparing him for post-graduation life.
1. Rules Specific to Vocational Track

- a. Vocational Track Residents shall be required to maintain the normal daily schedule for Year Two unless engaged in approved Track related vocational activities.
- b. Vocational Track Residents should be limited to working off campus no more than three days per week. Changes to this schedule may be approved by the Program Director in consultation with the Leadership Committee.
- c. Vocational Track Residents shall continue to maintain a Year Two Portfolio.
- d. Vocational Track Residents may be granted one night off for personal time each week, which is to be spent on campus. This does not replace any visitation or other privileges but is a night to take personal time away from regular duties.
- e. Vocational Track Residents shall be required to obey all other requirements of the Year Two Phases including teaching and serving as overseer and R.O.D.

#### D. Year Two – Responsibilities & Privileges

- a. Year Two Portfolio – All Year Two Residents shall be required to maintain a personal Portfolio. The Portfolio should document all Ladder Learning Contracts, Wheel Classes, books, memory verses, Chapel & Church attendance, and contain a prayer journal. The prayer journal should have daily entries of prayers, Bible reading, and God's voice. The Portfolio should be reviewed by Staff not less than bi-weekly.
- b. Visitation
  - i. Phase I – may be granted two visits, both may be on or off property
  - ii. Phase II – may be granted two visits, both may be on or off property
  - iii. Phase III – may be granted four visits, all which may be on or off-property
- c. Phone Calls
  - i. Year Two Phase I Residents may be allowed to make two weekly phone calls under supervision of staff to family or clergy as approved by the Program Director on their approved communication list. Each weekly phone call shall be requested on an individual basis using a request slip. Phone calls shall be monitored and supervised by Staff and

- last no longer than fifteen minutes.
  - ii. Year Two Phase II Residents may be allowed to make four weekly phone calls under supervision of staff to family or clergy as approved by the Program Director on their approved communication list. Each phone call shall be requested on an individual basis using a request slip. Phone calls shall be monitored and supervised by Staff and may last up to fifteen minutes each.
  - iii. Year Two Phase III Residents may be allowed to make unlimited calls to persons on their approved communication list. Request slips and monitoring are no longer required but may be required on an individual basis at the sole discretion of the Program Director.
- d. Chores
- i. Phase I – shall continue to be assigned to daily chores
  - ii. Phase II – may or may not be assigned to daily chores
  - iii. Phase III – may or may not be assigned to daily chores
- e. Hobbies, Skills, & Instruments
- i. Year Two Residents may be granted permission to perform hobbies & skills or to play a musical instrument.
  - ii. This privilege may be removed as discipline or as a general corrective measure.
  - iii. Hobbies, skills, & instruments shall continue to be only during designated times or with Resident Director approval.
- f. Book Reports & Memory Verses
- i. Phase I – As assigned during Learning Contracts
  - ii. Phase II – As assigned during Wheel Classes
  - iii. Phase III – Required to read five books and submit five book reports. Required to memorize and recite five assigned memory verses.
- g. Counseling
- i. Phase I – should be counseled by Staff on a bi-weekly basis & may not counsel other Residents
  - ii. Phase II – should be counseled by Staff on a bi-weekly basis & will be eligible to counsel other Residents upon completion of the Basic Counseling Wheel Class and assignment by the Program Director
  - iii. Phase III – should be counseled by Staff on a bi-weekly basis & may be assigned to counsel other Residents upon completion of the Basic Counseling Wheel Class
- h. ROD & Overseer
- i. Phase I – shall continue to serve as ROD; may not serve as

- Overseer.
  - ii. Phase II – shall continue to serve as ROD; eligible to serve as Overseer as assigned.
  - iii. Phase III – shall continue to serve as ROD; should be assigned to serve as Overseer based on Track schedule.
- i. Chapel & Church Sessions
- i. Phase I – shall be required to attend 12 Chapel sessions per week; required to attend all Wednesday & Sunday church; all Chapel and Church attendance shall be logged in the portfolio.
  - ii. Phase II – shall be required to attend 8 Chapel sessions per week; required to attend all Wednesday & Sunday church; all Chapel and Church attendance shall be logged in the portfolio.
  - iii. Phase III – shall be required to attend 4 Chapel sessions per week; required to attend all Wednesday & Sunday church unless excused by the Program Director for Track schedule purposes; may be required to lead Testimony Services as assigned by the Program Director.
- j. Daily Schedule
- i. Phase I – required to follow regular morning schedule; eligible for late bedtime with Program Director approval; late bedtimes shall be no longer than one hour beyond lights out and only for the purpose of worship, devotion, or study in the chapel.
  - ii. Phase II – eligible after 60 days completion of Phase II, with Program Director approval, to wake up at 6:45am (when approved for late wake up, does not have to participate in any activities scheduled prior to 6:45am); eligible for late bedtime with Program Director approval; late bedtimes shall be no longer than one hour beyond lights out and only for the purpose of worship, devotion, or study in the chapel.
  - iii. Phase III - eligible with Program Director approval to wake up at 6:45am (when approved for late wake up, does not have to participate in any activities scheduled prior to 6:45am); eligible for late bedtime with Program Director approval; late bedtimes shall be no longer than one hour beyond lights out and only for the purpose of worship, devotion, or study in the chapel.
- k. Teaching
- i. All Year Two Residents are eligible for teaching Chapel, Character Studies, or other teaching assignments after completion of the Basic Leadership Wheel Class.
  - ii. Phase II & Phase III should be scheduled to teach not less

than once per month.

l. Weights & Working Out

- i. Year Two Residents are eligible to use weights to work out during recreation time or other designated time. Year Two Residents shall be approved specifically for weights on designated days only.
- ii. Year Two Residents shall be limited to no more than four times per week in Phase I and five times per week in Phase II & III. Once permission to workout is granted, weight privileges may be withdrawn by Staff as discipline or overall corrective action.

m. Money

- i. Phase I – shall not be in possession of any money, debit/credit cards, food-stamp cards, or the like unless directly associated with their ministry assignment.
- ii. Phase II – may be permitted with Program Director approval to carry not more than \$10 cash in his possession; Resident shall remain accountable for the cash with receipts submitted;
- iii. Phase III –
  1. may be permitted to have cash or a debit card as approved by the Program Director;
  2. should be encouraged to open a bank account; all bank accounts opened by a Phase III Resident shall have the Program Director added as a joint owner with access to online banking;
  3. all cash coming into possession of a Phase III Resident shall be deposited into the joint bank account;
  4. may be permitted to carry not more than \$20 cash in his possession;
  5. all cash spending, whether by cash or debit card, shall remain accountable to the Program Director with receipts submitted; all unaccounted monies may be presumed to have been spent for illicit purposes and may result in discipline or other corrective action including blocked access to cash or bank accounts.
  6. Phase III Residents shall be required to tithe to a local church of his choice or Loving Hands Ministries.
  7. Phase III Residents shall be permitted up to \$30 per week in personal spending. Additional spending for necessities may be permitted with approval by the Program Director. The intent in Phase III is for a Resident to begin saving money to be self-sufficient upon graduation and therefore requires financial

discipline rather than loose spending.

n. Technology Devices

i. Phase I

1. Eligible to carry a non-internet accessible MP3 player; only Staff may add or delete music from the device.
2. Eligible to carry a ministry flip-phone after 90 days completion of Phase I.
3. May not be in possession of a smart phone during Phase I.
4. Flip-phones shall only be used for ministry voice calls as assigned by Staff.
5. Assigned flip-phones may only be used for texting in direct response to Staff texts.
6. Flip-phones may not be used to access any form of web-based communication.
7. All issued phones shall be turned into the Resident Director every night.

ii. Phase II

1. Eligible to carry a ministry smart phone after 60 days completion of Phase II.
2. All issued smart phones shall not have access codes changed and must always be fully accessible to Staff.
3. All issued smart phones shall always have Covenant Eyes or other monitoring system approved by Executive Staff installed and active.
4. Assigned smart phones may only be used for texting with other ministry issued phones. Texting outside of ministry persons is prohibited.
5. Smart phones may not be used to access any form of web-based communication.
6. All issued phones shall be turned into the Resident Director every night.

iii. Phase III

1. Eligible to carry a ministry smart phone.
2. All issued smart phones shall not have access codes changed and must always be fully accessible to Staff.
3. All issued smart phones shall always have Covenant Eyes or other monitoring system approved by Executive Staff installed and active.
4. Assigned smart phones may be used for texting with other ministry issued phones or persons on a Resident's approved list. Excessive use of texting may result in a smart phone being withdrawn.
5. Smart phones may be used to access web-based

communication in compliance with internet access guidelines.

o. Internet Access

i. Phase I

1. Shall not be allowed to surf the internet or other forms of web-based communication, whether by computer or smart phone.
2. Shall be given training on the risks & dangers of the internet.
3. May be allowed to access the internet, after risks & dangers training and with direct supervision by an Overseer for the purpose of a ministry directed assignment only.

ii. Phase II

1. Shall not be allowed to surf the internet or other forms of web-based communication, whether by computer or smart phone.
2. May be allowed to access the internet on a computer, after risks & dangers training and with direct supervision by an Overseer for the purpose of a ministry directed assignment only.
3. Shall not access the internet on a smart phone.

iii. Phase III

1. May have limited access to surf the internet during personal free time. Random surfing shall not occur during regular scheduled ministry or work time.
2. May be allowed to access the internet on a computer for the purpose of a ministry directed assignments.
3. May be allowed to access the internet on a smart phone for all authorized purposes on a limited basis.

p. Coffee & Drinks

i. Phase I

1. Shall not drink power or energy drinks.
2. May be granted permission to drink coffee on an occasional basis. Each occasion of permission must be granted on an individual basis by the Program Director.
3. Shall not drink coffee in the presence of any other Residents unless all Residents were given permission to drink coffee on that occasion.

ii. Phase II

1. Shall not drink power or energy drinks.

2. May be granted permission by the Program Director to drink coffee from time to time.
  3. Shall not drink coffee in the presence of any other Residents unless all Residents were given permission to drink coffee on that occasion.
- iii. Phase III
1. May be granted permission to drink power or energy drinks on a rare basis. Each occasion of permission must be granted on an individual basis by the Program Director.
  2. May be granted permission by the Program Director to drink coffee.
  3. Shall not drink coffee in the presence of any other Residents unless all Residents were given permission to drink coffee on that occasion.
- q. Searches & Random Testing – All Year Two Residents are subject to random and unannounced searches of their person, places, & effects. All Year Two Residents are subject to random and unannounced testing for substances such as alcohol or drugs.
- r. Driving
- i. Phase I & Phase II Residents shall not be granted permission to drive.
  - ii. Phase III Residents may be granted permission to drive on a rare basis with Executive Staff approval. Executive Staff shall consider ministry need, Resident driving history, Resident Phase III Track, and any other relevant information in deciding whether to grant or revoke driving privileges.



## Resident & Ministry Commitments

### A Loving Hands Ministries Resident Agrees to:

- Maintain an attitude of obedience, humility, and cooperation.
- Follow all written & verbal rules of Loving Hands Ministries.
- Demonstrate respect for Loving Hands Staff and submit to all directions given.
- Attend all scheduled program activities and maintain a teachable spirit.
- Have graduated High School or seek a GED when directed before graduation.
- Surrender myself to Loving Hands Ministries for *not less than* 24 Months.

### A Loving Hands Ministries Resident Understands that:

- Leaving the program will not be assisted by Loving Hands Staff.
- He will not be permitted phone, cash, or other communication outside what is permitted by Staff.
- Any personal belongings left at Loving Hands Ministries are considered abandoned, to be used or disposed at Staff's full and sole discretion.
- Loving Hands Ministries does not accept responsibility for any personal items brought onto a Loving Hands Campus.

### Loving Hands Ministries Agrees to:

- Provide for a Resident's basic housing and food needs at no charge during his stay.
- Provide Spiritual Leadership & Guidance.
- Provide transportation to emergency medical services when necessary. All costs of medical transportation or services are the responsibility of the Resident. Loving Hands will assist a Resident in attaining payment assistance where appropriate.
- Provide vocational training opportunities when and where available and practical.
- Provide basic educational opportunities when and where available and practical.
- Provide opportunities for physical development through recreation and exercise.
- Provide opportunities for social skill development through group program settings.
- Provide Christ-Focused Christian-Centered Discipleship Training.
- Provide for Pastoral-Style counseling when and where available and practical.
- Provide job search assistance when and where available and practical.
- Assist with locating housing after graduation when and where available.
- Assist with local church placement after graduation.

## RESIDENT COMMITMENT CONTRACT

I hereby commit myself as a Resident of Loving Hands Ministries Discipleship Training Program. I understand my commitment will last *not less than* twenty-four months. I understand and agree that Program Staff shall make the final determination as to whether I have successfully completed the Loving Hands Ministries Discipleship Training Program and that my successful completion is based upon behavior, maturity, and other factors, not solely a time frame.

This agreement may only be revised by joint written agreement between Executive Staff and the Resident.

Program Staff may cancel this agreement at any time when a Resident, in the sole discretion of a Program Director, is not showing improvement or is not cooperating with the spirit of the Loving Hands Program.

I make a firm commitment to God, myself, and the Staff of Loving Hands to earnestly pursue the goals set forth for me while I remain at Loving Hands.

I understand placement at one Campus location is not a guarantee I will not be relocated to a different Campus location at any time during my stay with Loving Hands.

Resident: \_\_\_\_\_  
(Printed Name)

Staff: \_\_\_\_\_  
(Printed Name)

Resident: \_\_\_\_\_  
(Signature)

Staff: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Handbook Contract

- I have read and understand the Resident Handbook of Loving Hands Ministries.
- I agree to follow the guidelines that are listed in the handbook as well as any additional guidelines/rules which may be required.
- I understand that Loving Hands Ministries' premises may always be under recorded video surveillance for supervision, as well as the safety and protection of all residents, visitors and staff.
- I understand that the handbook may be revised at any time and I agree to submit to any revisions during my stay at Loving Hands Ministries.
- I understand the rules are enforced according to the interpretation of the Executive Staff of Loving Hands Ministries.

Resident: \_\_\_\_\_  
(Printed Name)

Staff: \_\_\_\_\_  
(Printed Name)

Resident: \_\_\_\_\_  
(Signature)

Staff: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## General Release of all Claims

### **READ AND UNDERSTAND BEFORE SIGNING**

This instrument executed by the undersigned Applicant or Resident, has been signed, sealed, and delivered by me to Loving Hands Ministries, Inc. with full knowledge and explanation of the fact that it is a release, whereby I have extinguished, waived, surrendered, and given up forever my rights and claims against Loving Hands Ministries, Inc. and its directors, officers and agents, as such rights and claims are contemplated and enumerated herein. Such waiver extends to all my estates, executors, administrators, guardians, heirs, and assigns.

Now, therefore, in consideration of my being admitted into the Loving Hands Program; of the lodging, board, vocational, biblical, and general training and education, and of the guidance, support, and counseling which I shall receive from Loving Hands Ministries, and fully intend to be legally bound, I affirm and agree as follows:

1. On behalf of myself, my estates, executors, administrators, guardians, heirs, and assigns, I hereby fully release and discharge Loving Hands Ministries, Inc., its directors, officers, employees, agents, successors, and assigns from all rights, claims, and actions which I and my above-mentioned successors now have or may have hereafter Loving hands Ministries, Inc., and its above-mentioned successors, whether in law or equity, including, but not exclusively arising out of;
  1. The publication or other use of my photograph or other physical representation or likeness;
  2. The publication or other use of my personal testimony or accounts of incidents which occurred to me or in which I was involved;
  3. The opening and inspection and monitoring of any incoming or outgoing mail, which at any time may be located on the premises of Loving Hands Ministries, Inc., or its successors;
  4. The inspection of my property and personal belongings which at any time may be located on the premises of Loving Hands Ministries, Inc., or its successors;
  5. Any administrative, disciplinary, or other action undertaken concerning me while I am involved in the Loving Hands Ministries, Inc., program;

(continued on next page)

6. Any medical, dental, or other physical or emotion condition or malady which I may have upon my becoming involved in the Loving Hands Ministries, Inc. program, or which I may have had prior to my becoming involved in the Loving Hands program;
7. Any medical or dental or other physical or emotional condition or malady which I may contact, or which may be aggravated while I am involved in the Loving Hands ministries, Inc., program;
8. Any medical, dental, or other related care which I may receive while I am involved in the Loving Hands ministries, Inc., program;
9. Any assault, distress, injury, damages, or other loss which I may sustain or suffer while I am involved in the Loving Hands Program.

II. I do not have, never have had, nor ever have been exposed to any medical, dental, or other physical or emotional malady other than those listed immediately below:

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III. I am eighteen (18) years of age or older and am in all respects legally and medically competent to enter into this instrument or, if otherwise, I have attached hereto the required joiner signed by my parents, parent-in-custody, or other natural or legal guardian.

IV. I am making these representations, including my release as to all injuries, damages, and losses to me, my person and property, real or personal, whether known or unknown, foreseen or unforeseen, patent or latent, for the purpose of including Loving Hands Ministries, Inc., its directors, officers, employees, and agents, to induce the Staff of Loving Hands to admit me into the Loving Hands ministries, Inc., program, and hereby certify and affirm that all of the responsibilities made herein are true and correct.

V. I understand and acknowledge the significance of this general release and the consequences of my specific intentions to release all claims as stated and hereby assume full responsibility and liability for any injury, damage, or loss that I may incur from or during my involvement in the Loving Hands ministries, Inc., program. I have had the opportunity or have had this general release explained to me by competent legal counsel of my choosing.

(continued on next page)

VI. I have freely and voluntarily signed this release after having read it, had its impact and significance explained to me by competent legal counsel of my choosing if I so chose to seek such explanation. My free and voluntary signing of this general release was not done under coercion, compulsion, or duress of any kind.

**READ AND UNDERSTAND BEFORE SIGNING**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Printed name of Staff

\_\_\_\_\_  
Date

## Open Letter to Families and Friends of Residents

The purpose of this letter is to help the families and close friends of the Residents of Loving Hands Ministries understand the position of the Loving Hands Staff regarding contact between family members or friends and the Resident during his stay in the Loving Hands Program.

We begin with a mutual understanding that your loved one cannot be "fixed" regardless how much you love or care for him. If you or a program could "fix" your loved one, this would have happened before they realized their need for Loving Hands Ministries Discipleship Training. Sin is the root of addiction. Sin within the human heart and condition says, "I want to live life my way and do whatever makes me feel happy or less pain." This mindset is selfish and regards little of other or God. Jesus Christ is the only One who can forgive and cleanse us from sin. Once a person repents and the heart is changed by God, a person needs to learn to apply God's Word to bring about a change of thinking. This new way of thinking then takes practice being applied in daily life situations. This process almost always requires long term separation from the familiar (people, places, and things). In many cases family members unintentionally prevent the successful process or even need the cleansing power of God from addiction in their own lives.

The Loving Hands Ministries Discipleship Training Program is backed by over 35 years' experience in helping people walk through the process out of addiction and into a discipleship lifestyle. This process requires isolation from familiar people, places, and things, particularly those belonging to or influenced by an ungodly world. Because Jesus Christ is the only hope for redemption and a changed life, Loving Hands serves as a cocoon away from those influences. The Loving Hands environment is Christ-Centered and allows a person who sincerely desires change, the atmosphere and time necessary to pursue their God-given purpose in life. Our claim is not that our Staff or our Program can change anyone; we are simply a tool in God's hands to bring about his purposes in a surrendered life. We provide a spiritual environment where a person can position himself to hear from God and respond to Jesus Christ if he chooses.

We are aware, and if their loved ones do not understand, must become aware, that addicts are masters of manipulation and deception. The mental and emotional impact an addictive lifestyle has on a person contributes to this distorted way of thinking. Our rules, regulations, and guidelines are designed to combat these effects in a Resident's lifestyle while at Loving Hands. We encourage family members and loved ones to read and become familiar with the Resident Handbook.

Communication with your loved one is limited and by Staff approval only based upon what has been explained in this letter. Typically, Residents are not allowed more than two letters weekly and they must follow an approval process and review process for all incoming and outgoing mail so be patient with your communication. We ask for your communication to be sensitive to the rules, atmosphere, and cocoon-like setting we attempt to provide. All communication is at the sole discretion of Staff and may or may

not be related to a Resident's behavior. Any communication you have with your loved one should not convey information about other family members, friends, or persons without prior discussion and approval from our Staff. Please familiarize yourself with the letter writing, phone call, and visitation rules within the Resident Handbook. Further understand when a Resident is granted an off-property visit, they will be accompanied by a Staff member and will not be permitted to visit certain places such as movie theaters, beach settings, or places serving alcohol as an example. We ask that you not discuss the future with your loved one until you have discussed those plans with Staff and only during the final phases of the program. You may feel free to contact program Staff to inquire about the well being of your loved one, however, we ask that you limit this to once per month.

Your cooperation is deeply appreciated and sought if we are to see the desired outcome – a changed life! (II Corinthians 5:17 & I Peter 4:8)

Some closing thoughts: A changed heart brings about transformation of the mind and only occurs through the washing by God's Word. As godly character develops in response to seeking and obeying God, new habits are formed over time. This process requires a full maturing for the changes acquired to become a permanent part of a life. Interrupting the process through distraction or quitting usually results in setback and failure. Allow Jesus the time it takes to perform the work He intends to accomplish in your loved one's heart, mind, and life.

\_\_\_\_\_  
Family Signature(s)

\_\_\_\_\_  
Printed name(s) of Family

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Date