

# **SAFE FAMILY MINISTRIES**

## **(SFM)**

### **Program Design and Length:**

SFM is Christ-centered, Bible-based residential discipleship and life-transformation program. Ours is a 4-PHASE, MINIMUM ONE-YEAR residential transitional facility for a transformational life-style change. The one- to two-year commitment is intended to help achieve the goal of successful independent living. We do this by facilitating the establishing, outlining, and working toward increasing levels and stages of individual goals (Personal Discipleship Plan) through supervision, teaching, training, mentoring, and counseling, combined with progress evaluations and achievement reports. Residents in PHASE-I and PHASE-II meet with counseling staff twice each week and receive 30-day evaluations to help measure their progress.

Much time, study, and effort are involved in the plan of *SAFE Family Ministries* to ensure that it will function as a HOME. The following Guidelines provide a safe, secure, respectful environment to allow each resident to succeed in living a life of healing, wholeness, and hope. These guidelines are not optional for the Resident (R), and are supervised by our Staff.

## **General Guidelines**

### **The “30-Day” Period:**

There will be an initial 30-day “Black-Out” period for every resident that chooses to come into the program. The first 5 days of occupancy are a “rest” period. The 5-day rest period begins the first day, and requires R to be in pajamas/sweats the entire time. All belongings will be stored and locked up in a secure room until such time as staff has an opportunity to go through all the belongings. PJ’s and anything you may NEED for that 5-day block should be packed separately so staff can check through those belongings the first day.

A Senior Sister will be assigned to escort the new R and to explain the finer points of how things work. This Senior Sister will answer questions and be the go-to person for the new R.

During the 5-day block, R is to go NOWHERE outside of Hope House without a “Buddy”. PHASE-III, PHASE-IV, and Senior Sisters may serve as a Buddy.

Meals may be taken in the dining room, and interaction with the other R is encouraged. The only phone calls that can be made are to children and must conform to telephone policy.

During the remaining 25-day “Decompression” period, R must abide by the following guidelines:

- No phone use, except children, doctors, attorneys, courts, or DSHS. All non-official telephone calls must be pre-scheduled and will have a time limit. All telephone calls must be supervised by Staff, a House Mom, or designated Senior Sister.
- R is not to leave the premises of SFM without permission and an approved escort. Permission only granted for verifiable medical, court, and DSHS/CPS/legal appointments.
- Required to attend Sunday morning and evening church services at Dayspring Baptist Church.
- Cannot work off premises and cannot look for work until approved to do so by Program Director.
- Letter writing and/or journaling is encouraged.

## **Drug- and Alcohol-FREE Environment**

SFM is an Alcohol- and Drug-Free facility. No alcohol non-prescription drugs are allowed ANYWHERE on-site. Prescription drugs are allowed if there are specifically prescribed to the R by a licensed medical professional and they fall within the parameters of our "Medications Policy".

- Random drug tests will be given by Staff. SFM will be financially responsible for test.
- Random room searches will be performed to ensure an Alcohol- and Drug-Free environment.

## **Employment:**

As part of the transitional and transformational living program, R will be strongly encouraged to secure and maintain employment at some point following PHASE-I. Resident must actively pursue employment as soon as Counseling Staff recommends it. Once approved, R will actively search for work at least 2 working days a week and secure employment that does not inhibit successful completion of the program.

## **Program Fees and Associated Expenses:**

The goal is for the R is to graduate the Program and to leave SFM financially responsible and independent. The following guidelines will help achieve this goal:

- Program Fees are due at the time of approval for entrance into the program. If R has no personal resources for Program Fees, R will need to secure sponsorship from other sources. A financial plan will be set up with SFM Administration.
- Thereafter, fees shall be paid the first of the month on payday and are to be paid directly to SAFE Family Ministries.
- R will establish a budget as well as a savings or other banking account.
- R will be responsible for the following expenses:
  - Transportation
  - Health Needs
  - Probation
  - Restitutions
  - Child Care
  - Anything else that reflects a responsible lifestyle

## **Financial Advising:**

R will meet with a financial advisor as scheduled to assist in organizing and establishing and maintaining appropriate spending and saving habits.

## **Counseling**

All Counseling sessions with Counseling Staff will usually be scheduled the week prior to the appointment and attendance is mandatory unless other arrangements are made. Psychiatric guidance may also be scheduled at Counseling Staff discretion or upon request.

## RESIDENTIAL LIFE

Resident Handbook will be given to each R upon entry into the Program. Each R is to keep her copy of the Handbook in her room and know where it is at all times.

### **Meals:**

All meals will be prepared in our kitchen and served/eaten in the Dining Room. R is responsible for her own breakfast and lunch, including those of her children (if applicable). Dinner will be cooked/served by R Kitchen Teams on a rotating schedule. Kitchen is open during SPECIFIC HOURS. Any exceptions must be prearranged with Staff. If R is going to be away and wants a meal saved for her, R must leave written request in designated area prior to leaving the premises. If R uses this service, R will be responsible for her own clean up.

Dinner will be served at 5:00PM. If R is on-site, DINNER ATTENDANCE IS MANDATORY.

### **Food:**

Each R is responsible for contributing to the purchase of staple foods for the “House”. The contribution amount is determined by several factors and will be specified for each R by the Executive Director.

There is an “Approved Foods and Guidelines” list which every R is to use when purchasing food – either for themselves or for the House. Food purchased that falls outside these parameters is contraband and will be confiscated and donated. Any exceptions (for birthdays, etc.) must be pre-approved by Staff.

### **Mail:**

Outgoing mail should be placed in basket in Reception office.

- R is responsible for postage.
- R who leaves for work early should place mail in office before leaving.
- R agrees not to subscribe to magazines or other material while in the program.
- R will not use this address as a permanent address.
- R releases to SFM Staff the right to inspect all mail and to confiscate mail they deem detrimental to R or the Program.

**Temporary address is:**

*RESIDENT'S NAME*

P. O. Box 935

Chehalis, WA 98532

### **Room Care, Laundry Facilities and Appliances:**

Another goal of the Program is to develop ladies who are good stewards of what God has provided. This entails caring for and cleaning what we have. “Clean-as-you-go” is the general policy, especially in shared areas.

R are responsible for cleaning own room as well as doing personal laundry, towels, and linens. Clean lint trap on dryer after every load.

When cooking: if you spill, boil-over on the stove or in the microwave, or make any other mess, clean up after yourself.

NO FOOD IN RESIDENT ROOMS. Open packages, crumbs, and dirty dishes attract pests.

Staff will inspect rooms daily to ensure basic health standards are met.

Staff will also schedule pest control if needed.

### **Household Chores:**

Keeping the home and property clean is R responsibility. Each R will have a Daily Chore as well as a Weekly Chore. Each chore is to be done as needed, not just once a day or once a week.

Some jobs are divided into TEAMS and scheduled accordingly. The expectations for each task are provided and posted.

TEAM and individual Chores are rotated on a regular basis.

All R are expected to participate in any major projects.

### **Music, Movies, Photos, Art:**

Must be Christian-based. Only what is uplifting/purifying and honors God is permitted.

Sound level on music/movies should be respectful of all R. If asked to lower volume, R is expected to do so.

### **Dress and Personal Hygiene:**

R is to be appropriately dressed at anytime outside of R room (includes under garments). Sexually provocative attire is prohibited, as is clothing that is not "SAFE-Friendly".

STAFF WILL MAKE FINAL DECISION ON APPROPRIATENESS OF ATTIRE.

- Shower first then dress appropriately for the day before leaving room.
- Hair should be clean and well groomed each day.
- Donated clothing may be used only by Staff permission.
- No borrowing or loaning of clothing, shoes or jewelry.
- No new body piercing or tattoos while living at SFM.

### **General Behavior:**

- Residents are expected to follow the instructions of House Moms and other Staff.
- Respect each other using politeness, consideration, a low speaking voice and good manners.
- Profanity loses privileges and results in consequences.
- Phrases such as "I'm sorry/please/thank you/excuse me/forgive me/I forgive you" are to be a part of R conversation every day.
- Do not lend or borrow money.
- Shut and lock door at all times when not in room. When in room, either leave key in the lock or on the pin that is eye-level on the door.

## Phone Service Hours:

- Do not make or receive phone calls during scheduled classes, activities, events, or house meetings.
- Answering R phone is the responsibility of the HM. If a HM is not available, a Senior Sister is to answer. If a Senior Sister is not available, then a PHASE IV or PHASE III R may answer.
- DO NOT give any verifying information about another R. If R caller is asking for is not available, simply take a message. Be sure to write it down and place the message on the Message Board.
  - Info of where R is (if R is not home) is not allowed. Even if caller says it is an emergency, we will not give out any information.
  - Hang up if caller becomes persistent.
  - Notify HM or other Staff as soon as possible.
- PHASE I and PHASE II: R must pre-schedule all personal calls. These calls are to be supervised and will have a specified time limit pursuant to PDP of R.
- Phone times:
  - **M-F** phone may be used during R free time (after chores/obligations completed) until 10:00PM.
  - **Saturday** phone may be used during afternoon & evening free time (after all chores/obligations completed) until 11:00PM.
  - **Sunday** phone may be used after all obligations are completed, from 11:00AM-8:00PM.

Failure to comply with telephone rules will result in loss of phone privileges beginning with restriction for 3 days.

## House Telephone:

The House telephone phone is located at a designated place and will be used only at designated times. Residents can purchase phone cards for long distance calls after 30 days of Residency. No long distance calls made unless you have a phone card.

There is a Cell Phone Policy posted in Hope House. The following is a summary of that Policy:

- Cell phones *may be* allowed after PHASE I at the discretion of the Program Director. This is NOT automatic — cell phones are a privilege, not a right.
- Do not ask to use HM phones or the phone of another R.
- Phone calls limited to 15 minutes.
- First 30 days call may be made to R children/legal/medical/DSHS, etc., and must be scheduled with Staff and properly supervised.
- All calls will be monitored by a HM or the SFM Staff until resident has completed PHASE II and upon approval of Program Director.
- Cell phone is to be turned in during 1-4 and every night before Lights Out. Phone is to be surrendered WITHOUT ARGUMENT any time a HM or Staff member asks for it.

## **Classes and Activities:**

All residents must agree to a *MINIMUM* of one year of unbroken participation in the SAFE Program.

A PERSONAL DISCIPLESHIP PLAN (PDP) is developed by the Counseling Staff for each Resident. Graduation from the Program is contingent upon successful completion of the PDP.

All classes/activities are MANDATORY. Any exceptions must be pre-approved. The schedule of all general classes and activities is provided at time of occupancy.

Each PDP includes:

- Participation in SAFE classes and completing the assigned homework daily.
- Participation in on-site Bible Studies.
- Participation in other specialized classes, on- and off-site. Specific need to be determined by Counseling Staff.
- Meeting with Counseling Staff as scheduled, at least twice weekly.
- Meeting/speaking with Mentor at least once each week.
- Special events, retreats, visitation.
- Sunday morning worship with occasional potluck/Bible study.

## **Community Meetings:**

Purpose is to share information, provide R with opportunity for input, and involve R.

There is a weekly House Meeting each Sunday afternoon.

Time and day of additional meetings will be posted.

- Will involve items, which are applicable to R and will review of policies and guidelines. Meeting notes will be taken. If R misses the meeting, it is her responsibility to read and initial the minutes.

Staff meetings will be held at various times and R is to respect that time and not interrupt unless an emergency (hurt or dying). A note may be placed under door with name and problem. Staff will get to it ASAP.

## **Smoking:**

SFM is a non-smoking facility except for in one designated area. Because of the spiritual, financial, and physical burden smoking creates, it is discouraged. When a R is ready to quit, help is available.

Smokers may smoke in designated area pursuant to the posted Smoking Policy and Schedule. Violation of this policy will result in loss of privilege. DO NOT give or loan cigarettes to other R.

## **School:**

Residents will not attend school of any kind without prior Staff approval.

## **Sign In/Sign Out:**

R must sign the In-Out Log sheet in Hope House when leaving and returning to premises.

Time leaving and approximate time returning is the RULE. If R cannot get home at designated time, R must call SFM Staff and explain delay.

### **Personal Vehicles:**

No personal vehicle use during PHASE I and PHASE II unless pre-approved by the Program Director

If must be brought, keys will be kept by the Staff.

In PHASE III, R may have full privileges of car and keys. Appropriate use must be maintained and will be monitored by Staff.

### **Children:**

Up to two children (no males over 8) will be allowed in room with R.

A loving, nurturing, disciplined, safe environment will be provided by mom.

Mothers with children will be able to enroll them in local schools.

Medical and dental care is responsibility of mom under discretion of Staff.

**Baby-sitting/child care is the responsibility of the mother and is not the responsibility of HM, Staff or other Residents.**

### **Medical Care:**

Resident's physical well-being/health is important. Upon enrollment, R will disclose medical needs and what manner of health care they have; private insurance, WA State, etc. SFM will assist R in scheduling and receiving medical care as needed.

The expense of the medical care is the responsibility of the R.

If R has a fever/illness, it must be reported to Staff prior to returning to bed or missing work/scheduled activities.

All RX's must have prescribing physician's name, the script number, dosage, directions, and any refill date and secured in Med Room by Staff.

- R is also responsible to report any non-prescription (over-the-counter) meds to Staff.
- All meds are overseen by Staff or HM and recorded after each dose taken.
- No narcotic medications are allowed at SFM.

### **Visitors:**

Residents are welcome to have visitors. All visitors must have prior approval by Staff. R may have visitors after successful completion of 30-day Black-Out. **Approved visits are on Saturday from 1:00PM to 5:00PM ONLY. Exceptions require a "Leave Request" and pre-approval of Program Director or Counseling Staff.**

- Each visitor must sign in and their conduct is responsibility of the R. It is expected that all visitors will observe same courtesies as R living at SFM.
- No visitors in private bedrooms except R own children.
- All visitors are subject to a random on-premise drug test. If test shows "positive", visitor will have to leave immediately and will lose privilege of visitation.

- All bags/purses/suitcases/shoulder bags or other storage items subject to inspection and/or held upon determination of Staff. Visitors are encouraged to leave all personal items locked in their vehicles.
- **NO dating and no similar relationships are to be formed while R is in the Program.** Married R will be guided by Counseling Staff to maintain/repair marriage if possible.

## **BEHAVIORAL CONSEQUENCES**

### **Protection of Residents:**

If Staff believes R is a danger to herself or other R or Staff and/or is a disruption to SFM, appropriate medical/psychiatric/law enforcement procedures shall be instituted.

To protect individuals involved in the Program, any R with knowledge of another R violating rules or Program Guidelines must come forward and inform Staff. Failure to do so may result in dismissal from program.

### **Contraband:**

SFM is a drug- and alcohol-free environment. R is always subject to personal property and room search. Random room searches and drug screenings are conducted and compliance is mandatory. **The following items are not allowed at SFM:**

- Non SAFE-Friendly reading materials, music, and/or movies (up to Staff discretion).
- Occult or sexually explicit material of any kind. Absolutely NO pornography.
- Alcohol/addictive chemicals.
- Food items not on approved list.
- Clothing that is not SAFE-Friendly (up to Staff discretion).
- Weapons of any kind (up to Staff discretion).
- Any questionable items, R should ask Staff.

### **Unscheduled Leaving of Premise:**

Leaving the premises/program without pre-authorization will result in an evaluation of the matter by SFM Staff. Consequences may include suspension or dismissal from Program.

### **Grounds for Disciplinary Action, Up To and Including Dismissal:**

Failure to attend all assigned classes.

Failure to maintain steady progress in Program.

Failure to meet financial obligations.

Failure to maintain at least part-time employment once directed to become employed.

Failure to adequately complete chores and other assignments.

Absence without permission.

Repeated rule violation.

Racial, ethnic, or other prejudiced slurs.

Violence against persons or property.

Aiding the violation of rules by another R.

Lying; stealing; gambling; dangerous pranks; disruptive behavior.

Abuse, exploitation, or violation of another R rights.

Cult of occult activities.

Disrespecting Staff/insubordination.

Possession or use of a dangerous weapon.

Medical or psychiatric complications SFM is not staffed to deal with, including acute withdrawal systems or failure to take meds as prescribed.

**Possible consequences of above (subject to Staff discretion):**

- Probationary period with specific parameters for change in R behavior/attitude.
- Re-start program from beginning with modified PDP.
- 15-day suspension (with open bed availability).
- 30-day suspension (with open bed availability).
- Dismissal.

**Grounds for dismissal without prior warning:**

SFM is committed to providing a safe/secure/sober/dignified place of growth for those seeking a transitional/transformational lifestyle.

The following are circumstances/behaviors which ***will result in immediate dismissal:***

- Physical violence or the threat of violence
- Bringing or using drugs/alcohol on premises
- Sharing drugs/alcohol with another R
- Being under the influence of drugs/alcohol
- Sexual activity
- Abuse or threat of abuse
- Sharing tobacco with minors on the premises

**Probation officers will be notified of dismissal.**

**Reinstatement of Residency**

On rare occasions it may be possible an expelled R to re-apply for and be approved for return to the Program. Should this happen, former Resident will be considered a New Applicant and be required to meet all application and screening criteria before reinstatement.

**Fees for dismissal:**

If the R is discharged because of rule violation or leaves the SFM Program for any reason, all personal belongings will become the property of SFM after a non-resident period of 72 hours. If arrangements are made for SFM to store belongings, a fee of \$3 per day will be charged to do so. If R room is cleaned by the Staff, a \$50.00 charge will be applied to the account of expelled R.

## AFFIRMATION AND ACKNOWLEDGEMENT

By affixing my signature below, I \_\_\_\_\_ (print name) hereby state that I have read, understand, and agree to adhere to the above "SAFE Family Ministries Rules and Guidelines for Residency". I also agree to comply with any future modifications made to said "Rules and Guidelines" during my participation in this Program. I also acknowledge that I have received a copy of these "Rules and Guidelines", also referred to as the "Resident Handbook".

\_\_\_\_\_  
**Resident's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Residency Start Date**

Revised 8 - 15 - 2011