

Revelations of Freedom Ministries Phase 2 Policy/Rules/Contract

Vision:

Successfully transition men from ROFM first phase to the community in a way that honors Jesus Christ.

Mission:

Empowering men through a community which fosters change, right living, and maturity that honors Jesus Christ and promotes sobriety.

Second Phase Ministry Goals:

1. Empowering men through a community
 - a. Building healthy relationships with other students, family, mentor, employer, counselor, and house manager
2. Fostering change through encouragement and accountability
3. Encouraging right living for each student
 - a. Building a support group
 - b. Becoming an active member in a church body
 - c. Completing daily devotionals, Bible reading, and prayer
 - d. Finding and maintaining employment
 - e. Continuing education
 - f. Restoring of relationships
 - g. Finding healthy activities/hobbies
4. Promoting maturity
 - a. Becoming financially responsible
 - b. Establishing clear comprehension of life's purposes
 - c. Directed toward life goals
 - d. Moving intentionally toward a healthy lifestyle

Program Length

Revelation of Freedom Ministries second phase is nine months in length. If a student has displayed consistent growth and maturity, he may be eligible to graduate before nine months. The decision to graduate early is made by ROFM staff, student's mentor, accountability, family, etc.

"Make it easy to succeed and hard to fail"

Procedures

Weekend Passes

1. Weekend passes are available to students in second phase 30 days into the program. Any exceptions must go through house manager.
2. Weekend passes are only available with a 24-hour notice with proper form.
3. Students who are behind on rent or have not paid fines are not permitted on weekend passes.
4. Students who are on good standing in program, after 30 days, are allowed weekend passes every 14 days.
5. Weekend Pass Schedule
 - a. Students can leave on Friday.
 - b. Students must return on Sunday before curfew of 10:00PM.

Financial

1. See Financial Agreement.

Rent

1. Rent will be collected by house manager on the 28th of each month and receipt will be written.
2. If student is unemployed, \$250 will be accumulated each month for rent (This does not apply if you have been laid off).
3. After student begins work, \$500 will be collected each month for rent.
4. Volunteer work at phase 1 does not qualify for a reduction in rent unless approved by house manager and ROFM administrator.

Household Items

1. Items such as dish soap, plastic bags, cleaning supplies, toilet paper, etc., will be the responsibility of the students living in the apartment. The house manager purchase items and bill student.

Billing

1. Billing will be issued to student for rent, fines, counseling fees, and any other expenses on the 21st of each month and is due by the 28th of each month.

Phone Privileges

1. Cell phones will not be considered until student's third month.
2. Cell phones are a privilege and **can be taken away**.
3. Cell phones may be screened at any time by ROFM Staff.
4. House phone is available for the student's convenience.

Driving Cost and Privileges

1. Students will be charged .60 cents a mile.
2. Students will not be charged while searching for a job.
3. Students will not be considered to have a vehicle until students third month.
4. Students are able to have vehicles, but it is a privilege and can be taken away.
 - a. Car must have proper registration, insurance, etc. to be driven.
 - b. Car may be searched at any time.

Smoking

1. Smoking is a tier two infraction but a student is allowed unlimited warnings.
 - a. Fines start at \$8.00 and continue to double for each consecutive warning.

Rule Violation Procedure:

Procedures

1. Each rule will be recorded in an incident report.
2. Students will be required to sign incident reports to acknowledge they understand rule violation and punishment.
 - a. Failure to sign will result in a tier 1 infraction.
3. If student confesses to a rule violation without being suspected, grace will be offered on an individual basis.
4. Fines will be collected by house manager, and a receipt will be given to student.
5. If fines are not paid up to \$15, it becomes tier 1 and is grounds for immediate dismissal.
6. Fines go directly into the operating funds for Revelation of Freedom Ministries; receipts will be given.

Tier 1 Procedures -

1. Any infractions in tier 1 are grounds for immediate dismissal.
2. Each case will be dealt with on an individual basis.
3. If student is dismissed from the program a ride will be given to:
 - a. The mission in Lancaster.
 - b. The train/bus station in Lancaster.
 - c. Student is responsible to pay mileage for this ride.

Tier 2 Procedures -

1. Student will be given a \$10 fine.
2. Student may be given homework and extra chores for growth.
3. If student breaks three tier 2 rules, it becomes tier 1 and is grounds for immediate dismissal.

Tier 3 Procedures -

1. Student will be given a \$5 fine.
2. If student breaks the same rule, \$5 will continue to be added to the fine.
3. If student breaks the same rule three times within tier 3, it becomes tier 2 rule violation.
 - a. Each consecutive violation of the above rule results in a tier 2 violation.
4. Failure to keep room clean or apartment will result in a \$20 fine.

Revelation of Freedom Ministries Phase 2 Rules

Tier 1:

1. No possession, distribution or use of drugs, alcohol, or non-approved over-the-counter drugs shall occur. In case of illegal drugs, police will be notified. Students must check with house manager before taking any medication whatsoever. In case of situations involving illegal drugs, the police will be notified.
2. No firearms, knives, or sources of gambling shall exist. In cases involving firearms, police will be notified.
3. Violence/fighting are never tolerated. This includes a push, shove, or a threat to do so. Any violation of this policy will result in immediate dismissal and contact made with the police.
4. Student are not permitted to say anything in a public event setting that is derogatory in nature about Revelations of Freedom Ministries.
5. No stealing; if stealing occurs, it is grounds for immediate dismissal.
6. Students must consent to taking a blood, breathalyzer, or urine test if suspected of inappropriate substance or random selection by house manager. Refusal to submit to a drug screen or alcohol swab will be considered an admission of using and will be dealt with as such. Urine samples must be produced within one hour from the time asked. Students may not leave common area until results of test have been determined by house manager or other ROFM staff. ***If house manager has suspicion of drinking or using, a positive test is NOT required for discharge.
7. Students are not permitted to start any fires on ROFM property.
8. No iPhone's or iPod's touches permitted while a student at ROFM.
9. No gift cards, credit cards, or debit cards allowed.
10. Students are not permitted to construct any sort of explosion at ROFM.
11. *Dating is not permitted
 - a. *Dating – spending any time or talking with a woman outside church group who is not family.

Tier 2:

1. Cursing, street slang, drug talk, gambling, or inappropriate talk about women is not permitted.
2. No possession of or watching pornography (including digital).
3. No tobacco use of any kind. (See Smoking Section)
4. No participation or involvement in any illegal activities.
5. If you are ill and are calling off work, you must let the house manager know.
6. Disrespecting staff, challenging the authority of staff, attempting to manipulate staff, rebellious/defiant behavior, murmuring/complaining, whispering/conspiring, attitudes of ingratitude and self-entitlement, self-righteousness, lying and all behaviors unbecoming of a Christian will not be tolerated.
7. No lending/giving of money to other students and staff shall occur.

8. All mail will go through ROFM, P.O. Box 291, Blue Ball, PA 17506, and will be distributed by house manager.
9. All computers and cell phones are required to have monitoring software installed by house manager and are subject to be checked if suspected for inappropriate activity. This privilege can be taken if deemed a problem by house manager.
10. Rent, fines, counseling fees must be paid (See procedures).
11. If the student does not have a job during business hours from 8:00AM – 4:30PM, the student must be looking for a job, going to church services, or helping around the house. Students are not permitted to stop looking for job until they START a job. There will be no sleeping or other activities during business hours if student is without a job unless approved by house manager.
12. Student must let house manager know of any over night passes.
13. Students must adhere to curfew by being in the house by the times listed below and remaining in the house. Residents must call house manager if emergency arises and they are going to be late.
 - a. Sunday through Thursday – 10PM to 7AM
 - b. Friday through Saturday – 11PM to 7AM
14. No overnight guests permitted without approval from house manager.
15. No student should disclose information about another student or a former student to anyone except house manager, counselor, police, probation, or other ROFM staff.
16. Students must put all checks and cash into the bank. (See financial accountability policy/procedures)
17. Student agrees to be respectful of ROFM property.
18. Students must agree and abide by financial agreement.
19. Students are not permitted to use their phone in inappropriate ways (pornography, buying illegal substances, etc.).
20. Students are not permitted to go to Phase 1 unless approved by house manager.

Tier 3:

1. Church attendance (must turn in a bulletin weekly), mid-week Bible study, or small group outside of Phase 2, house meetings, and house Bible studies are mandatory.
2. Must meet with mentor/accountability bi-weekly.
3. Must meet with counselor bi-weekly if house manager deems necessary.
4. Assigned chores must be completed weekly (formed filled out completely). A failure to complete chores results in a \$20 fine. If chores are not done three times, the fine doubles.
5. Students are responsible for keeping their personal areas neat and clean at all times. Personal areas include closet, under their bed, the floor, etc. Students' clothing and personal belongings must be stored neatly at all times. Rooms may be inspected at any time. A failure to keep
6. You are not permitted to touch any bulletin boards, information boards, smoke detectors, cameras, or thermostat.
7. No student is allowed in another student's bedroom alone without permission from house manager.
8. There is to be no horseplay or pranks of any kind.
9. Lights are to be turned off when rooms are not occupied.
10. Air conditioners must be turned off when apartment/room is not occupied.

11. TV and music must be wholesome.
12. Nothing is to be taped, nailed, or glued to the any walls.
13. Any homework given by house manager or counselor must be completed.
14. All requests, questions, or concerns about the program must be done through the proper channels of staff (house manger or counselor).
15. Other personal furniture, TV, phone, stereo, computer, and other appliances may be added with approval from house manager and are expected to be removed by the student when the student leave the house.
16. Must sign in and out when leaving the second phase house. Form must be filled out completely, and it must be readable/legible.
17. Washer and dryer loads must be medium to full loads. No overloading, shoes, or boots are allowed. Students are permitted to wash laundry once a week unless approved by house manager. Dryer is not permitted to be running without the person who is washing clothes being present in apartment.
18. Students cannot sleep on couch or floors.
19. Students must dress appropriately. Shirts and socks must always be worn in common areas.
20. No space heaters, humidifiers, personal refrigerators, open flames, etc., are permitted.
21. Dishes must be washed IMMEDIATELY after use.
22. If the house manager is unavailable to drive student to any required church service or groups, they are required to find their own ride. It is not an excuse to miss the church service or group.

Contract

1. I have read and fully understood rules for the phase two of Revelations of Freedom Ministries, was given an opportunity to ask any questions, and agree to follow all rules for phase two of Revelations of Freedom Ministries
2. I agree to pay a monthly rent of \$500 to Revelations of Freedom Ministries.
3. I agree Revelation of Freedom Ministries may implement other rules or regulations on an individual basis or as a community as it deems necessary and reserves the right to use ROFM's interpretation of these rules.
4. I agree to allow the house manager to install Accountable2you on my phone for accountability for inappropriate activity.
5. I am responsible for my own property. Revelations of Freedom Ministries is not held responsible for any lost or damaged property for any reason whatsoever. Everything you bring will be at your own risk.
6. I fully understand that Revelations of Freedom Ministries or anyone associated with the entity will not be responsible for any mishaps or accidents I may encounter during my stay at the houses. I hereby officially waive my rights to bring any legal action upon Revelation of Freedom Ministries for any reason whatsoever.
7. I fully understand that Revelation of Freedom Ministries or anyone associated with the entity is not responsible for the replacement of any of my personal belongings should they be lost, damaged, or stolen. I further understand that all monies paid for rent, urinalysis, or other program costs will be forfeited should I be dismissed for non-compliance or leave in any manner other than a successful discharge as determined by Revelation of Freedom Ministries.
8. I agree to submit to urine tests, breathalyzer, or blood test at any time at my expense, and the refusal to do so will result in my immediate discharge; and I agree to leave Revelation of Freedom Ministries if a positive result comes up for any reason.
9. I agree to leave Revelation of Freedom Ministries if deemed necessary by staff.
10. I understand that once discharged, I will have five business days to pick up my belongings. If still at the house after the 5th business day, it will become property of Revelation of Freedom Ministries and will be discarded or donated to charity in a timely manner.
11. I am not under the influence of any non-prescribed mind or mood altering substances at this time. I understand what I am signing. I agree to waive my right to any and all eviction procedures and will leave peacefully and uneventfully at Revelations of Freedom Ministries staff's request.

Resident Printed Name: _____ Date: _____

Resident Signature: _____ Date: _____

Witness Printed Name: _____ Date: _____

Witness Signature: _____ Date: _____