



Student Handbook

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Welcome!

Welcome to The Bridge Ministry in the name of the Lord Jesus Christ! The Board of Directors and staff here believe that this is a life-changing ministry-that by properly applying the truth you will learn here, your life can be changed so that you might become a contented and productive member of society.

The Bridge Ministry is built on the foundation that God is a living and active presence in the lives of those who truly seek him. We believe that God wants to change your life. But it



is not just a new faith that we will seek to develop in you, it is a new way of living. This new life will require something of you the hard work of looking honestly at yourself and submitting to the wisdom of others who will look at you objectively and caringly.

The Bridge Ministry is designed to set up boundaries that will protect you, meet your needs, and give you a secure place from which to view your life. Our goal is that you would use your time here to identify what is keeping you from becoming the kind of person that you want to become and that God wants you to become. We hope that you will eagerly embrace the opportunity for permanent, life-altering change that The Bridge Ministry represents. God bless you as you cross over the Bridge.

William W. Washington, Jr.
Executive Director

A Brief Overview of The Bridge Ministry

The Bridge Ministry was founded in 1992 by William and Joyce Washington. William was an addict and drug dealer who was serving a long-term sentence in the Orange County Regional Jail. Through the faithful outreach of local clergy at that facility, he found the motivation and ability to change his life through Jesus Christ.

The Bridge Ministry is designed to transform the lives of incarcerated and troubled men and their families through the gospel of Jesus Christ, and to provide newly released men the mentoring, skills, and relationships they need to “bridge” the gap from prison to productive community and family life.

Our program has three phases:

Phase 1: Jail Ministry

Although The Bridge receives men from a variety of backgrounds and experiences, those who are incarcerated in local and regional jails have the opportunity to apply to the Bridge Ministry (some restrictions apply).

Phase 2: Buckingham Campground

A secluded, former retreat center in Buckingham County, Virginia, accommodates up to 45 men who have struggled with life-controlling issues. While here for the eighteen-month program, men receive character instruction, work training, drug counseling, financial management skills, applied Bible applications, and educational opportunities. The schedule is intense and highly structured, and men are given

opportunities to grow in responsibility and rewards through the course of their stay.

Phase 3: The Intern House

A select few of the men who successfully complete twelve months of the program at our Buckingham facility are offered the privilege of moving into our Charlottesville Intern House for the last six months of the program. There the men develop greater ties with the local community, attend a church, find employment, and receive further training in specific life skills. Work experience and employment are available through supportive contractors around Charlottesville.



The Bridge Ministry also serves the families of men in the Bridge program, providing support, friendship and ministry. By participating in the process of their husbands' and fathers' changed lives, families can become a positive reinforcement for the men when they leave the Bridge program. Family support and participation is a key factor in determining whether or not we will accept a man to the Buckingham facility. We offer family counseling for an additional fee. Please call our admissions office (434-969-2991) for further details.

Curriculum and Programs

Our curriculum is designed around several “tried and true” programs that address some of the most important areas that men must master to succeed in life. Our goal is to see men excel in the following six areas:

- *Personal growth* - getting to the root cause of drug abuse and addiction through one-on-one and group drug counseling
- *Life application skills* - gaining practical skills on how to live productively in society
- *Anger management* - learning to control anger and deal with the issues that give rise to anger
- *Spiritual development* - how a relationship with God can challenge men to live by the truth
- *Job training skills* - learning practical job skills and applying them in real work situations
- *Relationship skills* - learning how to live with other people in a way that is healthy and meaningful



Classes are lead by trained individuals who have demonstrated competence in these areas. In many cases, these teachers have learned the hard way how to succeed and have a wealth of wisdom and practical experience to share. They have a testimony of how God inspired them to change, and they were able to do so. Students should not hesitate to draw from the wisdom that

these men of God have to offer. They are the best resource The Bridge Ministry has!

Before You Arrive

Before you come onto the grounds of The Bridge Ministry, it's important—even required—for you to become familiar with everything in this Student Handbook. We want you to know the kind of program this is and what to expect. We want people here who are ready for the hard work of building a strong foundation for lasting change in their lives. Be sure you read through this booklet and understand it well.

Make sure your application is complete, and follow the application

checklist. We require a complete criminal history, certain medical tests, and other paperwork before we can schedule an interview for admission. Also be aware that The Bridge Ministry cannot and will not be held responsible for any personal property brought onto the premises of The Bridge Ministry facilities. Also, The Bridge Ministry will not be held responsible for any injury or other misfortune occurring to anyone while in this program.

The Bridge Ministry operates on Christian principles and procedures. Our guidelines and rules are meant to help maintain high standards and a Christian atmosphere for those coming from backgrounds of substance abuse and other life-controlling problems. If you are able to comply with these



program procedures, there is little reason why you should not successfully complete the program. **All rules and regulations are subject to change at the sole discretion of the Executive Director, and students will be informed of any changes as they occur. Refusal or failure to comply with these standards will result in disciplinary measures and/or dismissal from The Bridge Ministry.**

What to Bring

With your acceptance letter, you should have received a list of several items to bring with you including basic hygiene items such as toothpaste, a toothbrush, and deodorant. If you are unable to bring these items for some reason, please let us know and we will contact someone in your family to see if they might be able to provide them. You also need to bring your \$600 processing fee. This must be paid in either cash or money order. You will also be required to pay \$200/month for your room and board.

Your First Day

When you first arrive at our Buckingham facility, you will receive a personal orientation designed to help you become familiar with the grounds, our programs, and our policies. Though someone will review the rules and regulations for living here, it's expected you will already be familiar with them. Once a week all students are required to attend a Student Handbook class to review and clarify rules and policies.

As a new student, you will be assigned to live in the Alpha Dorm. The Alpha Dorm supervisor will help you feel welcome, get settled into your room, and adjust to your new

surroundings. For the next two weeks, the dorm supervisor will also help show you around and answer any questions you may have. The schedule and map at the back of this handbook will also help you become familiar with our program and grounds, both before your arrival and during your first weeks here.

Your Room and the Rest of the Grounds

We have worked hard to make your room and the other facilities at The Bridge as welcoming as possible, and we need your help to keep it this way. Your room is to be kept neat and clean at all times. All clothes should be put away (unless temporarily left out for drying), and clothes drawers should be kept tidy. Make your bed each morning before going to breakfast. No food or drink is allowed in the dorm rooms at any time, unless staff has determined that you are too ill to participate in regularly scheduled activities.

Roommates will decide between them how cleanup duties will be delegated. Each person is responsible to do his duties as agreed upon and to make sure roommates have done theirs.

Duties are to be completed before the prayer circle Monday through Friday, but work should not be done before 6:30am. Saturday duties should be completed before breakfast; Sunday duties before church.



To help conserve energy, be sure to turn off all lights, fans, and air conditioners when leaving your room. Ironing is to be done in assigned areas only, and irons must be turned off after each use. Also, as another fire safety issue, no candles, matches, or lighters are allowed in the dorm rooms or on a student's person.

Students are required to leave their dormitory room doors completely open between 6:30 am and 4:00 pm and between 10:00 pm and 6:00 am - no exceptions. The Bridge Ministry staff may inspect your room and/or personal items at any time and without notice. Students may visit each others rooms as long as the room's occupant is present in the room during the visit, and the visiting student must respect their neighbor's time and property. The personal property of others should not be taken or used without the consent of the owner. Be aware that The Bridge Ministry does not allow cliques to be formed among students.

With the exception of participating in scheduled activities, students are not to be on any part of The Bridge Ministry property without specific, written permission from a staff member.

Hygiene and Appearance

Taking care of your personal hygiene and your appearance is an important part of learning to care for yourself and to view yourself with respect. Every day, all students at The Bridge are required to shower and shave, use deodorant, and brush their teeth. Your hair should be neatly cut and must not be longer than the top of the collar. No beards are allowed. (In special cases approved by the Operations Director prior to

admission, individuals who have sensitive skin and cannot shave may be permitted to have a closely clipped beard.) Mustaches are permitted, but they cannot extend below the upper lip. A list will be posted where students may sign up for one haircut per month to be given on Saturdays between 1:00 pm and 4:00 pm by a staff-approved barber. Students may not give themselves haircuts.

The standards for dress are modesty, cleanliness, and neatness. The Buckingham facility is home for students, and we want you to feel free to dress as comfortably as you would in your own home. For example, slippers are fine in the dormitory areas. Keep in mind that guests do come through the complex from time to time. When proceeding from the dorms to the



showers, you must wear a full-length robe or be fully dressed.

Also, to help conserve energy and water use, we have a five-minute shower limit. When you leave the bathroom, make sure the showers, sinks, and toilets are clean and ready for the next person. Remember to take your personal belongings with you and keep them in your room. Also, all students are to observe a ten-minute time limit in the bathroom, in part as a courtesy to others.

We expect all of our students to be properly dressed for all activities including church or chapel, classes, and meals. No tee shirts are allowed in chapel or in church services, whether

on the facility or off. As a sign of respect, wear your best clothing to church. If you need clothing or shoes, fill out a Student Request Form and hand it in to your dorm supervisor. Some of the items you need may be found in our “Blessings Room,” where we have a wide assortment of donated clothing and other items.

Laundry is done throughout the week according to a posted schedule. Sheets, towels, and pillowcases should be washed weekly, blankets once a month, and bedspreads once every six months. Hand wash your own special care items as necessary.

Daily Schedule: Classes and Chores

The daily schedule includes several classes and work detail assignments. You are expected to be on time for all scheduled activities including meals, classes, work, and any meetings or appointments. The clock in the cafeteria is the official time for all activities, so set your clock and/or watch accordingly. Repeated tardiness will result in disciplinary action.

The Bridge Ministry observes the following holidays, regardless of whether they fall on a Sunday: New Year’s Day; Martin Luther King, Jr. Day; Good Friday; Easter; Memorial Day; Labor Day; Independence Day; Thanksgiving; and Christmas.

While at The Bridge Ministry, you will be required to participate in normal day-to-day chores that are necessary for the operation and upkeep of the Buckingham facility. Be sure to obtain proper staff authorization before using any tools or equipment. Staff members have the responsibility to open

locked buildings, rooms, and cabinets on the premises; students are not allowed to have any of these keys in their possession.

With the exception of participating in scheduled activities, students are not to be on any part of The Bridge Ministry property without specific, written permission from a staff member. The Administrative Office is off limits to all students. If you are ever called to the Administrative Office to attend a meeting or as a part of a clean-up crew, make sure you are accompanied by a staff member.



Meals and the Kitchen

Meals are served three times a day in the dining room. Make sure you are on time and fully dressed for each meal. Mealtime is a good time to socialize. We encourage you to get to know other students while avoiding cliques and loud talking.

After eating, students stack their chairs and clean their dishes and utensils. No food may be taken from the dining room, and with the exception of meals and special events, the dining room is off limits. In addition to these regular meals, during your free time you may purchase snack items from the Canteen using funds from your student account. Remember not to take any food into your room.

Unless you have been assigned to kitchen staff, the kitchen is considered off limits. If you are assigned to kitchen

staff, you must be careful to follow all Virginia Department of Health regulations, including wearing gloves and a head covering while preparing and serving food. Regular kitchen staff will help train new staff in further specifics of these regulations and The Bridge Ministry rules pertaining to food handling, cleaning, etc. All kitchen staff must diligently adhere to these rules.

Mail and Telephone Calls

We encourage you to stay in contact only with those immediate family members who will be a positive influence. You can request contact with as many as three immediate family members on an approved list. The three persons on this list will be the only ones with whom you will be able to correspond by phone or by mail for your time on the Buckingham campus.

After your first thirty days in the program, you will be able to send and receive mail as well as make certain telephone calls. For correspondence by mail, you will need to



supply your own stationery, envelopes, and stamps. To mail a letter, hand it to your dorm supervisor or place it in the designated area. Correspondence you wish to receive should be addressed to you in care of The Bridge Ministry, 3054 Dixie Hill Road, Buckingham, VA 23921. All incoming and outgoing mail and packages are processed through the Administrative Office since students are not allowed to send or receive mail or

packages by any other means. Mail call is Monday through Friday from 4:00 pm to 6:00 pm. All mail must be opened in the presence of a Bridge Ministry staff member.

Note: Any mail you receive from someone on your approved list during the first thirty days of your stay will be held temporarily in the Administrative Office. Mail received at any time from someone not on your approved list may be returned to the sender or held for you until you have completed the program.

Outgoing telephone calls are limited to one five-minute phone call per week to an individual on your approved calling list. All calls will be dialed by staff and only during scheduled times. If you need to make a phone call to an attorney, doctor, or for personal business, fill out a Student Request Form. These special calls must be approved in advance by the Operations Director. A Bridge representative must be present with you during any phone conversation. You are not allowed to receive any incoming personal calls, and any phone messages you may receive must be approved by the Operations Director before they are forwarded to you.

Money

For security purposes, any money you have or may receive while a resident at our Buckingham facility will be handled through our Student Account System. You must authorize any deduction (for postage, special purchases approved by the Executive Director, medical appointments, etc.) made from your personal account through a Student Request Form or by initialing your account page for Canteen (snack item) purchases. Money requested for a pass or

medical appointment must be made at least three days in advance. Requests for money to mail packages must be accompanied by the package. You will receive a receipt after the package is mailed to let you know the amount deducted from your account.

You may neither borrow nor lend money while a student here. You are, however, free to give someone else money, but you should do it without expecting anything in return. If anyone wishes to send you money, it must be in the form of a money order made out to you personally. If you need special items for which you do not have money, contact the staff so they may contact your family.

You should bring \$60 with you when you arrive to put into the Student Account System. This will be used to provide transportation to doctor, dental, or any other appointments that you may have. If you do not have any appointments while in the program, the money will be returned to you when you complete the program.

Your student account will be closed when you leave the program.

Note: *If your \$600 processing fee has not been paid in full, up to half of the money you receive may be required to go towards payment of this fee. This policy will be enforced at staff discretion.*

Medical Issues

The Bridge Ministry is not a medical care facility and is unable to provide 24-hour onsite medical supervision. All students entering the ministry must be in good health and be able to participate in all Bridge activities. If your health

deteriorates to the point that you are no longer able to participate in Bridge activities, a medical leave of absence and/or dismissal for medical reasons will be necessary.

Tuberculosis, hepatitis (A, B, and C), and HIV screenings are required as part of the admissions process. No person who tests positive for tuberculosis, hepatitis, HIV, or any serious communicable disease will be permitted to live and/or work at the Buckingham facility until their medical situation has been remedied. Also, no individual will be admitted as a student if they are required to take any medication, including insulin, that must be administered by a syringe, even if they administer the medication themselves.

If, upon entry to the program, you are on heroin or alcohol, you will have to quit without the benefit of medications. If hospitalization is required, we will help arrange and/or provide transportation.

Everyone must get up each day to attend Chapel. After Chapel, students must inform the Dorm Supervisor if they are sick. The Dorm Supervisor will determine whether or not bed rest is needed. If a student is assigned bed rest, arrangements will be made for someone to bring him meals.

All non-emergency medical and dental appointments are scheduled at the Buckingham Free Clinic at the discretion of the Executive Director for a fee of \$20-\$50 for each student appointment, which helps cover the costs for transportation, including staff time. Students must submit a Student Request Form to the Dorm Supervisor a week in advance in order to give us time to schedule these appointments, unless they are medical emergencies. Upon return to The Bridge Ministry, you

must provide a note from the doctor stating the treatment given.

Note: *Each student is responsible to pay for all of their own medical bills incurred while in the program. If you do not have money to pay for your medications, the staff will contact your family.*

Prescription Drug Policy-All medications must be kept in the Administrative Office. Students may take only the recommended dosage of any medication, as prescribed. If you have any questions regarding the contents or side effects of any medication, consult the staff who will attempt to secure an answer for you from a medical authority. Abuse of any medication, whether prescription or nonprescription, is grounds for dismissal from the program.

The Bridge Ministry shall in its sole discretion determine whether any student who is prescribed a controlled substance or narcotic and wishes to use the prescription may remain in the program. If The Bridge Ministry determines in its sole discretion that the use or presence of such controlled substance or narcotic would be detrimental to its program, then the student will be disenrolled from The Bridge and offered the opportunity to return when the use of the controlled substance or narcotic is no longer deemed necessary by the student. The student, in consultation with the prescribing doctor, must make the decision on whether or not he wishes to use prescriptions. The student shall inform The Bridge Ministry of any such prescriptions and of the student's use decision. The Bridge Ministry does not make such use decisions, which are the student's alone. If The Bridge Ministry elects to allow the

student to remain in the program while using the prescription, then the prescription will be kept in the Administrative Office and dispensed by The Bridge Ministry to the student per the prescription directions.

Court Appearances/Probation & Parole

Any court appearances for which you were scheduled should have been taken care of before entering The Bridge Ministry. If you are on probation or parole, a progress letter will be sent to assigned officers every three months or more frequently as requested. If court appearances are required during your stay at The Bridge Ministry, we will do our best to work with you, including providing any necessary transportation for an additional fee.

Music, Entertainment, and Recreation

There are table games available at the Buckingham facility for use during free time. Students may watch television/ videotapes or listen to music during scheduled times on Friday, Saturday, and Sunday. The following are acceptable: news, sports, Christian videos, G- or PG-rated movies, and any special programming approved by the staff on duty. We also allow some PG-13 movies based on the Operations Director's discretion. No TVs are allowed in any student's bedroom, and



radios are permitted only in the Omega dorm, for students who have advanced to the second level of the program. We do not permit any student to play cards or dice, either on the premises or off.

Only Christian music is allowed on The Bridge Ministry premises. At the Executive Director's discretion, radios or tape players may be played during work time in the following work areas: the kitchen, the workshop area, the computer room, and the weight area. For all 'Alpha' students, radios and tape players must be turned in after work times. No Walkmans or headphones are allowed. The Bridge Ministry does have some musical instruments, but you will need to obtain written permission from staff before using them.

For the first two weeks in the program, students may not participate in any competitive recreational sports. The lake is off limits to all students, unless specially authorized by the Operations Director. Running and/or walking is limited to the track area. Students are not allowed to jog or walk in the woods.

Advancement

All students entering The Bridge Ministry program begin as "Alpha" students. Your progress will be evaluated over a number of different areas including your conduct, your academic work, your work ethic, your spiritual progress, and your general attitude.

A student is generally eligible for promotion to the second level, "Omega," after he has been a resident of the Buckingham facility for a minimum of six months depending on his success in growth since his arrival.

Omega students who exemplify strong growth are eligible to become "Responsibles". These men, though still students in progress themselves, will be assigned various areas of responsibility on and off the facility. They are not staff, however, and do not have the same authority as staff members.

A select number of Omega students and Responsibles may also be given the privilege of living in one of our off-grounds Intern Houses for the last six months of the program. There the men have an opportunity to develop greater independence while securing employment and reconnecting more fully with the community.

Passes

After nine months residency in the Buckingham program, you will be eligible to request a weekend pass. You will only be allowed one weekend pass during your time in the program.

To request a pass, fill out a Pass/Visit Request Form from the Administrative Office and submit the form to your Dorm Supervisor at least two weeks before the date you are requesting a pass and at least 30 days after a marriage or property pass. Approval of your pass will depend on the staff's evaluation of your conduct, academic work, work ethic, spiritual progress, and general attitude. All passes must be signed by the staff person responsible for granting passes. Passes may be revoked if disciplinary issues arise after the pass is approved but before you leave the grounds.

At the discretion of the Operations Director, married students may be eligible for an 8-hour pass after completing

four months residency. Following the first marriage pass, the student will be allowed two more, each two months apart. This special pass for married students must be used in the Albemarle-Buckingham County area only.

Once your pass is approved according to the same guidelines as the weekend pass, including submitting it 30 days after a weekend pass, make sure you give your work supervisor at least one week's advance notice of your expected absence. You are free to make travel and lodging arrangements only after your pass has been approved. You are also responsible for your own transportation to and from the Buckingham facility.

While away on a pass, you must report to your Dorm Supervisor by telephone two times a day—once in the morning and once in the evening. The main number for the Buckingham facility is 434/969-2991. Students on a weekend pass must return to the Buckingham property by 9:30 AM on Sunday morning.

Upon your return, you must submit a Pass Report and contact your Dorm Supervisor immediately. No passes will be granted after you have been in the program for twelve months and are not in one of the Intern Houses. Passes will not be granted if you have had any write-ups the month before your requested pass.

Receiving Visitors

Students are eligible for two property visits during their stay at the Bridge Ministry. After you have completed six months in the Bridge Ministry program at Buckingham, you will be eligible to request a property visit and one more property

visit three months after the previous one. If you receive a marriage pass, you are not eligible for property passes.

As with a pass request, the form must be filled out at least two (2) weeks in advance of when you want the visit and 30 days after any previous weekend pass. Approval will be based on the staff's evaluation of your conduct, academic work, work ethic, spiritual progress, and general attitude. No passes will be granted if you have had any write-ups the month before your requested property visit and no passes will be granted after you have been in the program for 12 months. All visit requests must be signed by the Operations Director. Granted visitation privileges may be revoked if disciplinary issues arise before or during your scheduled visit.

Visits must be from your immediate family only unless otherwise approved by the Executive Director. Visitation time is two (2) hours maximum on Saturdays after chores. Since no private room visitations are allowed, all visits are held on The Bridge Ministry Buckingham property in an open, public area. Be aware that The Bridge Ministry does not tolerate any flirting or extended conversations with members of the opposite sex on or off the premises.

Church and Other Special Excursions

Every Sunday all of the students attend church at the Tabernacle on the property of The Bridge Ministry. All students are expected to dress and act appropriately. All students must be in the building as a group at 10:30 AM. They are then permitted to use the restroom two at a time. Once seated, they are to remain in their places until the service is over.

Families of students are able to come to the service after the student has been in the program at least three months. If the student has not been showing growth, this opportunity will be delayed an additional three months. Families of students must leave the property 15 minutes following the conclusion of the service or one hour after the service if there is a fellowship meal. Students may not accompany family members to their vehicles. Students and

their families must remain in the dining area or directly in front of the dining area during the fellowship meal. Any packages intended for any student must first be given to the staff and all packages must be opened in the presence



of a staff member. Packages must have been pre-approved by staff at least one week in advance. To get this approval, students must fill out a request form.

From time to time, students will visit another church to present The Bridge Ministry to them. When visiting other churches, all students sit together during the service and are expected to dress and act appropriately. After arriving at church, all students will proceed directly to the building as a group. They are then permitted to use the restroom two at a time. Once seated, they are to remain in their places until the service is over. No one is to leave the group unless they are

accompanied by a Bridge Ministry staff member or a designated student in leadership.

After church, students should proceed directly to the van; no one is permitted to accompany family or friends to their cars. Any packages intended for any student must first be given to the staff, and all packages must be opened in the presence of a staff member upon returning to Buckingham. Packages must be pre-approved by a member of the staff. To get this approval, students must fill out a request form at least one week in advance.

Also, we may have opportunities for other excursions-to hear a special concert or attend a sporting event, for example. Again, the rules and guidelines for church attendance will be followed. Special instructions may be given prior to each of these activities.

Resolving Conflicts

If you have a conflict with another student or with a staff member, it's important that you do not let it remain unsettled. If you want to speak with the Executive Director to see how it the issue might be resolved, fill out a Student Request Form.

Fire Drills

Fire drills are held on a quarterly basis. The following procedures must be followed during a fire drill.

- Close all doors and windows, and turn all lights off.
- Check for your roommate before walking to the nearest exit.
- Everyone **MUST** exit the building.

- Remain outside until instructed to return.

In case of an actual fire, ring the alarm bell and inform all occupants in the building that there is a fire. Then, immediately inform staff who will in turn call 911. **Note:** *Make sure you are familiar with the locations of fire alarms in your dorms and in other buildings on the grounds.*

Financial Support of The Bridge Ministry

Every student is asked to write letters to people who may be interested in supporting him financially while he is at The Bridge Ministry. A sample letter will be provided to send to your friends, family, church, or anyone else who might be able to help defray the cost of your room, board, and other expenses.

In addition, you may sometimes be asked to help generate income for The Bridge Ministry through unpaid labor on an off-grounds work detail. While on these work details, you are expected to be respectful and give your full attention to the task at hand. Students are not permitted to make personal phone calls or deal with personal matters during these details. There can be no discussion of Bridge Ministry issues with

people outside the ministry, and the authority of the person in charge must not be questioned. If a student is assigned an off-grounds work detail, he may not get out of the assignment. Students are



to be an example when they are on detail of “working as unto the Lord.” Be advised that The Bridge Ministry does not tolerate any cursing, street talk, or off-color gestures or expressions of any kind among students, either on or off the grounds.

Completion of the Program

The Bridge Ministry is a full 18-month program. Most men will complete the entire program at our Buckingham facility. A select few will have the privilege of completing the last six months of the program at one of our off-grounds Intern Houses.

Qualifications for completion of the program are based on success in the six program areas described on pages 6 of this manual. Each student will undergo a thorough review process before graduation, and, if successful, will be awarded a graduation certificate.

Before leaving the Buckingham facility, please be sure to complete the following:

- Bring all linens, blankets, and bedspreads to the laundry room to be washed.
- Clean your room and check carefully to make sure you have all of your personal belongings. (Anything left in your room or on the grounds longer than 48 hours after your departure may be donated to the Salvation Army.)
- Collect any remaining funds in your student account, including funds set aside for your return bus ticket.
- Collect any mail held in your name.
- Leave your forwarding address and/or contact information with staff.

- Our interest in your success continues long after you have left the program. You are welcome to keep in touch with an occasional letter or phone call.

Early Dismissal

In some cases it is necessary to ask a student to leave prior to completion of the program. The following are grounds for immediate dismissal:

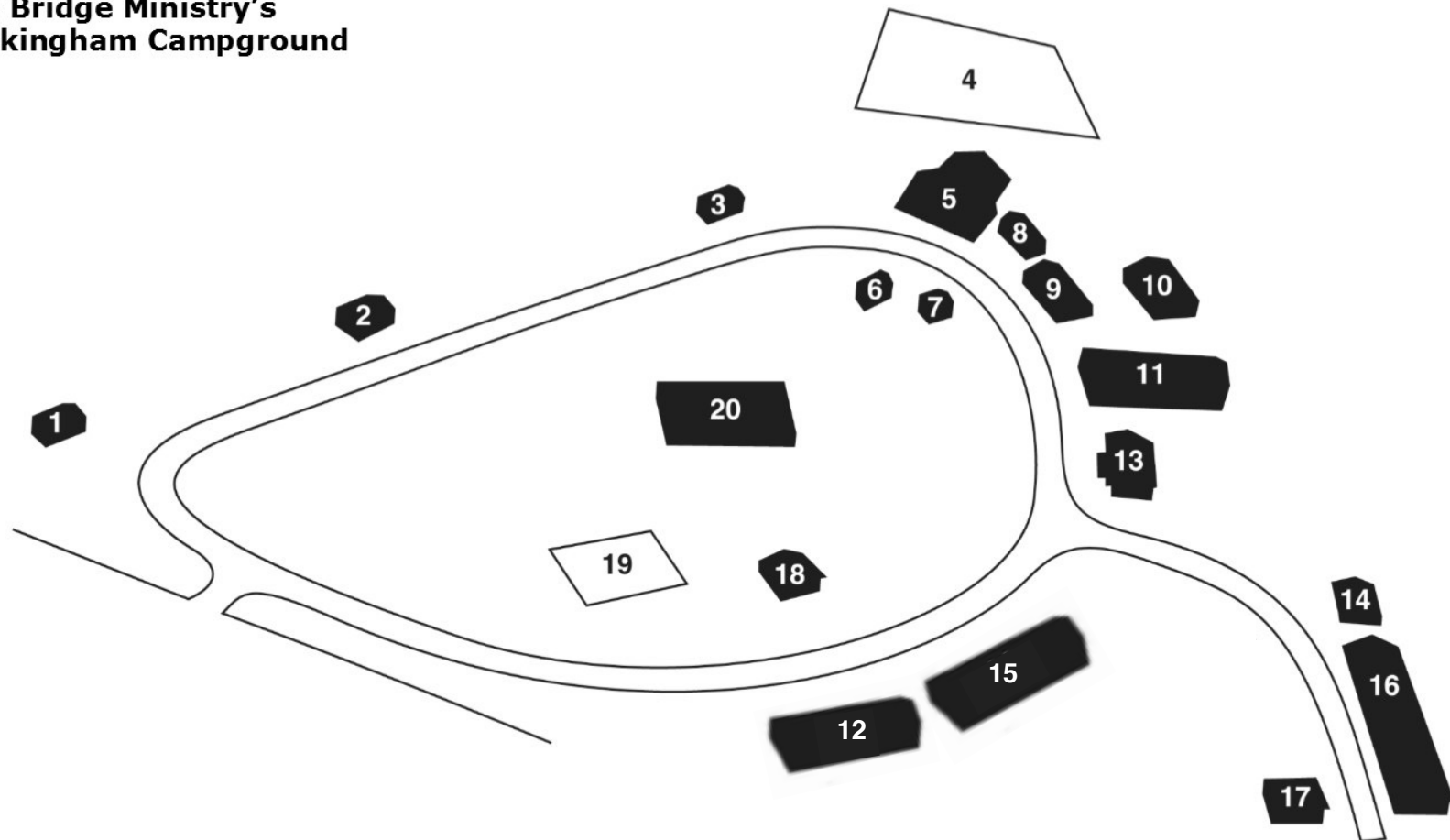
- Fighting, fits of rage, and/or willful destruction of property
- Possession or use of illegal drugs, alcohol, or tobacco. Random drug screenings will be conducted.
- Possession of a cell phone
- Abuse of prescription and/or non-prescription medication
- Threats, verbal abuse, or physical abuse of any kind
- Sexual activity or advances
- Leaving the program or premises without prior authorization
- Consistent violation of Bridge Ministry rules
- Disrespect of Bridge Ministry staff or volunteers

If a student is dismissed from the program or decides to leave before his commitment is up, he must take all of his belongings upon departure. If this is not possible, he must make arrangements with the Dorm Supervisor to keep his belongings in the Blessing Room for 48 hours. The student must label all possessions placed in the Blessing Room with his name and date of departure. Anything left in the Blessing Room longer than 48 hours may be donated to the Salvation Army. A staff member must be present in a departing student's room while the student packs to leave.

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The Bridge Ministry's Buckingham Campground



KEY

1 - Exec. Director's Office
2 - Library
3 - Storage Shed
4 - Garden
5 - Kitchen

6 - Blessing Room
7 - Utilities Building
8 - Storage Trailer
9 - Recreation Pavilion
10 - Exercise Pavilion

11 - Dormitory
12 - Vocational Training Ctr.
13 - Bath House
14 - Administrative Office
15 - Auto Body Shop

16 - Motel
17 - Op. Director's Cottage
18 - Classrooms
19 - Basketball Court
20 - The Tabernacle

Bridge Ministry Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
6:00	Wake-up						Wake-up	
6:45	Meditation							
7:00	Breakfast						Breakfast	
7:30	Chores						Clean Rooms and Prepare for Church	
8:00	Prayer Circle							
8:30	Prepare for class	Prepare for class	Prepare for work	Prepare for class	Prepare for work	Wake-up/Chores		
9:00	Class	Class	Work Station	Class	Work Station			
9:35								
10:00								
10:30						Breakfast		
11:00	Work Station	Work Station		Work Station		Free Time	Be in the Tabernacle	
12:00	Lunch							Church
12:30	Free Time							
1:00	Prayer Box							
1:15	Work Station					Weights	Lunch	
1:30								
2:00								
3:30	Work Day Ends					Free Time	Free Time	
3:45	Shower	Weights	Shower	Weights	Shower			Free Time
4:45	Shower Time Ends	Weights End	Shower Time Ends	Weights End	Shower Time Ends			
5:05	Dinner							
5:30	Phone Calls/Free Time	Phone Calls/Shower	Free Time	Shower	Free Time	Free Time		
6:00		Shower						
6:30	Free Time	Free Time		Free Time				
7:05	Life Experience Class	People, Places, & Things	DVD Class	Rules and Regulations	Movie or Free Time			
8:00	Free Time							
9:00	Hygiene							
9:30	Quiet Time							
10:00	Lights Out and Doors Open							

I certify that I have read and agree to the rules and regulations
stated in the Bridge Ministry Student Handbook.

Signature_____

Date_____