



Wingard Home Ministry

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We welcome you into our home! We live here as in-house missionaries. We founded Wingard Home because we love Jesus and love what He did in our lives when we were homeless. We extend our hand of fellowship and hospitality to you because of God's love.

If you are accepted into our program, we expect three things from you:

- 1) Abide by the rules of this home,
- 2) Make a genuine effort to better yourself while living here,
- 3) Have a teachable attitude.

All services here are provided to you by God through this ministry...free of monetary charge. **However**, if you live here, we do expect you to help out with daily tasks on the ministry campus, using your talents here at the ministry for the good of all who live here.

God provides all this for you so you can work to get back on your feet. You will never again say "no one has ever given me a chance!" We are excited to be crossing your pathway. God's plans are to give you the opportunity to lay the past down and start over. Welcome!

FOLLOWING ARE THE RULES OF THIS HOME
READ & KNOW THEM WELL. OBEYING THEM IS YOUR RESPONSIBILITY.
EACH ONE IS STRICTLY & FAIRLY ENFORCED!

Initial each rule in the space provided to affirm that you have read, understand, and agree to abide by each one.

1. We maintain & enforce a ZERO TOLERANCE for the following:
 - profanity on the property,
 - consuming alcohol (on or off the property),
 - prescription drug lending, trading, borrowing and / or personal misuse,
 - street drug purchase or use (*we reserve the right to do random drug & alcohol testing*),
 - stealing,
 - degrading language, bullying, threats toward others,
 - gambling,
 - child maltreatment / abuse or neglect
 - watching pornography or having printed pornography in your possession
2. If you smoke cigarettes (vape, chew, or dip), you must do so off of the property. You will not give tobacco products to those who are under the age of 18 (it is illegal!) Do not loiter (hang out or sit) on the sidewalk beside or in front of the ministry...you will receive a demerit for each time we see you loitering. Consider yourself warned!
3. People who live here are **not allowed** to have a relationship of romantic nature with other people who live here. (*A relationship with someone else "in crisis" is fatal to successful completion of this program*).
4. Music played on this ministry property should be Christian or instrumental. We discourage listening to rap, country, blues, rock, or oldies on the property. When using ear buds, you must have one ear available to hear at all times when you're on the property. Keep your music personal while on this property.
5. We reserve the right to monitor the written literature brought into our homes... WE WILL TAKE & DESTROY ANY THAT WE FEEL IS UNFIT: gossip magazines, sex magazines, witch craft books, sleazy romance books. Literature that we feel is inappropriate in a Christian Home will not be allowed.
6. There is a TV/DVD in the commons area for your enjoyment. All show's content are monitored. Television hours are: Monday - Saturday 5:00 pm - 8:00 pm: Sunday 5:30 am until 8 pm (TV goes off during all church services)
7. **DO NOT** give out any personal information about others who live here!! Minors DO NOT answer house phone.
** If you have a cell phone, or any other expensive electronic device, keep it in a safe place/ we discourage having them in the dormitories & refuse to be held responsible for their theft or damage!*

- ___ 8. Use of our kitchen facilities & food is available for you. The kitchen hours are posted on the kitchen wall & must be obeyed! You have access to kitchen, cooler, & pantry to prepare your own meals during kitchen-open hours only.
Please abide by the following rules:
- a) You must have your food **prepared, eaten, & your dishes cleaned up** before kitchen-close posted hours.
 - b) Put away all the food you use, wash & put up your dishes and clean up your mess.
 - c) At 5:30 pm for weekday evening meals, **you are required to be here for prayer & supper unless you are at work.**
 After the prepared meals you don't have to wash your dishes.
 - d) Since you are here to save your money, you are not allowed to eat-out or purchase food & bring it here.
 If someone else buys you a meal, do not bring it on campus!
 When you go to work, pack a lunch from home...**DO NOT BUY OUT!**
 - e) **You are not allowed to receive EBT food stamps while here. It's government fraud and is illegal.**
 - f) Snacks may be eaten anytime: a snack is anything you can hold in your hand and consume without preparation, use of dishes (even disposables), or utensils, microwave, or toaster.
 - g) Don't take food or beverage (except water) into the bedroom area. Enjoy all you care to consume in the common's area. Do not hide food in the dorms, we will find it and tell you to move out.
If you are caught distributing ministry food or supplies to people not living here, your stay here will be ended.
- ___ 9. A washer, dryer & laundry supplies are provided for you. If you break the laundry rules, you will lose your privilege to do laundry here for one week per infraction:
- a) Laundry room hours are 8 a.m. until 9 p.m.
 - b) You may not leave the property while you are doing laundry. You may not touch someone else's laundry.
 - c) Everyone does their own laundry. If someone is doing laundry and it is finished, find them & have THEM remove it.
- ___ 10. The duty roster is a list of the areas of the ministry that each person is responsible for.
- When your name is posted beside a chore on the roster, you are responsible for the cleaning & up keep of that area at all times!
 - At 9 pm each night, your chore will be checked for total completion.
 - No chore swapping unless the chore director feels it is necessary for that evening's chores!
 - If you do not complete your chore to satisfaction, you will be given a circle for each infraction:
 - 1 circle = 5 demerits
 - 2 circles = 10 demerits
 - 3 circles = 15 demeritsplease note: when you have collected 50 demerits, your stay here will be terminated.
- ___ 11. **THIS IS NOT A SHELTER!**
 This is our home & ministry: while you live here, you are our guest— this does not mean that we are your maids.
 If you are not at work, it is your obligation to assist us on the ministry campus before you take “personal” time.
No lying in bed during the day (unless you are sick & have director's permission). If you do, you will move out.
- ___ 12. Some of the mandatory hours are as follows:
- ⇒ Up & dressed, with your bed made every weekday (Mon.-Friday) morning before 7:00 am.
 - ⇒ You must be up and dressed with your bed made before **9 a.m. on Saturday & 11 a.m. on Sunday.**
 - ⇒ Sunday after lunch, you certainly may go to the dorms to nap or relax in bed if you choose.
 - ⇒ **Your curfew is 8 pm every day of the week.....no exceptions!**
 - ⇒ You must be off the general campus areas & inside the dorms by **9:00 p.m.**
 - ⇒ Lights out & all noise ends in the dorms at **10 p.m.** NO phone calls after 10 pm....texting quietly may continue.
 - ⇒ **NO smoking after 9 p.m.**
 - ⇒ **If you are out past curfew for any reason (except an emergency) your residency will be terminated.**
- ___ 13. If you have children, you are required to make them behave.
You are responsible for the feeding, care & discipline of your own children.
 You may not leave your child with any other guest or an older sibling to baby-sit them on this ministry property.
 You set your child's bedtime (as long as it is by 9 pm). Children must attend chapel.
- ___ 14. You must be **willing & able** (both mentally and physically) to work a JOB.
You can't be signed-in as a guest here if you are receiving SSI- Disability checks or if you have a file/claim pending....please be aware that we always double-check the information you give to us!
 We expect you to be seeking employment, placing applications & interviewing on the weekdays from 9 am to 5 pm.
 Once you start working:
- A) You are **required to save your money or your stay here will be terminated!**
 - B) **No money may be spent from your pay without FIRST getting it approved by the director!**
 - C) **On the day of your pay check** you are **required to submit a written budget** for director's approval.
 - D) When you get hired, let the director know who, what, where, and when so it can be placed in your file.
 - E) **You must collect & turn in all receipts for money you spend each pay period & turned in with your budget .Also turn in acopy of your debits and copy of your pay stub with each budget.**

F) If you have not completed high school, we **require** you to enroll in GED classes and at least TRY to finish.

* If you do not comply to #14 rule, your stay will be terminated! I will not come looking for you every pay period or when someone gives you money & beg you for a budget....you either want to work the program or you don't!

- ___ 15. Personal cleanliness is a must: take a bath everyday, keep your hair & laundry clean, keep things picked up and clean in your dorm area, keep all your personal care items in your area, NOT in the bathroom & clean the shower after you have finished. Showers must be completed before 10 PM.
- ___ 16. IF YOU DECIDE TO MOVE OUT, TAKE YOUR PERSONAL THINGS WITH YOU RIGHT THEN. THIS IS NOT A STORAGE FACILITY. WE REFUSE TO BE HELD RESPONSIBLE FOR YOUR POSSESSIONS!!
- ___ 17. Our home has a dress code.
- * No rebellious, offensive, or revealing clothing of any type :
 - * Your clothing must be properly fitting and **not hanging off your body parts (NO sagging pants)**,
 - * All "statement T-shirts" will be monitored for decency: no butt shorts, cut-off shirts, or mini skirts.
 - * Women, NO **low cut tops w/ cleavage showing**, spandex (without the proper covering).
 - * Women, bras must be worn when you come out of the dormitories....MEN, no undershirts or low cut tanks
 - * **If you have tattoos & body piercings, that is just fine. However, while you are here, you will not add to your collection. This is an unacceptable**
- ___ 18. **Every Saturday is Mandatory Work Day.** *(If you must be at your regular place of employment on Saturday, then you must give us your work-day hours on another day of the week.)*
These service hours are not optional.....they are a REQUIREMENT! Work day hours include 9 am - 12 noon & 1 pm- 4 pm. You may prepare yourself a lunch from 12-1. *(Work day mandatory meetings..... 9 am & 1 pm).*
No headphone use, personal phone use, phone texting, or smoking during work-day.
- ___ 19. Chapel
- 1) **Sunday-morning & night, you must attend church** *(of your choice): (Bring a signed Church bulletin to director each time). If you do not have a church, you may attend chapel here: **Sunday at 11 am & 8 pm***
 - 2) **On Wednesday nights** we leave the ministry schedule open so you have opportunity to go to meetings at your church, to Celebrate Recovery, or Choir meetings.
 - 3) **Monday & Friday at 8 pm, we will have a mandatory meeting** (for a short time of reflection, conversation, and prayer)
 - 4) **Tuesday & Thursday at 8 pm, we will have mandatory Chapel** (a time of Teaching, Bible study, music, and/or special guests).
- ___ 20. PLEASE NOTE: We will assess your struggles and successes within our program for 30 days (this will include your compliance, adaptability, & willingness to fit into the program). At the end of the thirty day evaluation, you will be invited to stay for the remainder of the program **OR** your stay will be terminated due to improper fit in the program.
- ___ 21. When you have **SUCCESSFULLY** completed this program, we will be glad to set you up in housekeeping. We will be proud to bless you with furniture, clothes, linens, appliances, food *(whatever we have available)* to get you started out on your own. All you have to do is **successfully** complete the program and ask for what you need.
- ___ 22. Breaking of minor every-day rules consistently will result in daily demerits. After 50 demerits, your dismissal from the program will be required.
- ___ 23. There are several individually tailored programs at this ministry. Take great care to work YOUR own program and do not meddle in someone else's!
- ___ 24. If you have earbuds for your phone or other device, they may **not be worn on the property**. They may be worn in the dormitory. When wearing them in the dormitory, you must always have one earbud out to hear what is going on around you.

(Print in black ink)

FULL NAME : _____ AGE: ____ GENDER: F ___ M ___ DATE OF BIRTH : ____ / ____ / ____

CELL PHONE #: (____) _____ RACE: _____ SOCIAL SECURITY #: _____ - _____ - _____ VETERAN? YES ___ NO ___

HIGH SCHOOL DIPLOMA or GED? YES ___ NO ___ ARE YOU: MARRIED? ___ WIDOWED? ___ SEPARATED? ___ SINGLE? ___ DIVORCED? ___

EMPLOYED? YES ___ NO ___ IF YES, WHERE? _____ HOW LONG?: _____ PAY PER HOUR?: _____

MEDICAL INSURANCE? YES ___ NO ___ EMERGENCY CONTACT _____
(This must be someone that can be reached by phone and that you can trust in life and death matters)

I, *(print)* _____, have read and understand all the rules of Wingard Home and agree to abide by all regulations herein. I further agree to volunteer here to maintain and improve the Ministry Property when I am not at my place of employment. **I further understand & acknowledge that this is not a Public place, a government-funded facility or a shelter.**

I, *(print)* _____, am a guest in this ministry home. When I am on ministry property, I assume full responsibility for my actions & the actions of my children (if any are with me). I agree to replace that which I (or my children) destroy while I live here. I do acknowledge that failure to replace said items will result in my dismissal from this program!

I, *(print)* _____, do not hold the Wingards, their families, Wingard Home Inc. or it's Board of Directors liable for damages to my (or my children's) property or harm to my (or my children's) persons caused by accidents, the actions of other guests on this property, or transport in the ministry vehicles.

I, *(print)* _____, fully acknowledge and understand that I enter and live as a guest on this ministry property at my own risk. If I am asked to move out for any reason, I will do so immediately as instructed, and in a peaceable manner. I will remove all my personal property; furthermore, I understand that if I do not, it will be disposed of by Wingard Home.

I, *(print)* _____, grant to Wingard Home, its representatives and employees the right to take photographs of me, my property, and any minor children with me in connection with living at Wingard Home Ministry. I authorize Wingard Home, it's assignees and transferees to use and publish the same in print or electronically. I agree that Wingard Home may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, testimonials, and in Ministry events posted on their Facebook and Web Site.

Guest's Signature: _____ DATE: _____

Director's Signature: _____ DATE: _____
(As a witness)

FOR OFFICE USE ONLY

DATE ENTERED: _____

DATE OF EXIT: _____

PAROLE OR PROBATION: _____

NOTES: