

# FOM

MINISTRIES NFP

Handbook & Guidelines

## Letter to residents

Gentlemen,

This handbook is meant for the purpose of informing you of the “general guidelines” of our discipleship process. It is not intended to be an all-inclusive legal document. In addition, there are other procedures and rules you will encounter that are not found in this handbook. There may be times that the guideline and/or schedules must be altered or updated. The guidelines are always subject to interpretation by the staff. Certain circumstances or situations may arise which may necessitate flexibility in regards to these guidelines. We ask for your cooperation and you not to expect perfection (whether individually or within the guidelines); for all people are a work in progress. If you are expecting perfection, F.O.M. Ministries is probably not the place for you. Trusting God to work, in spite of imperfections and limitations, will enable Him to use even those imperfections and limitations to work for the better in your life.

**Romans 8:28** “And we know that in all things God works for the good of those who love Him, who have been called according to His purpose.”

# General Behavioral Guidelines and Agreements

## General Guidelines/ Agreements

- 1) I understand that F.O.M. Ministries is a Christ-centered ministry and I agree to serious consideration of the teachings of Jesus, so long as I am a resident of F.O.M. Ministries. If I decide to reject the teachings of Jesus, I agree to leave F.O.M. Ministries.
- 2) I agree and understand NOT to possess/ use any illegal drug or substance, alcohol, or pornography. This includes medicinal marijuana. This ministry has a ZERO TOLERANCE policy for drugs, alcohol, and pornography. Immediate dismissal will result if any of the above is present during a random drug screen, breathalyzer, or in a random search of your possessions and electronic devices. If I do not submit to a test or provide a sample within an hour, it will be considered a positive result. Likewise, failure to submit to a search will be considered an admission of guilt.
- 3) I agree that any sexual contact/ harassment are not permitted. This includes all persons. I understand that my behavior reflects the ministry, and that such an action will result in immediate dismissal.
- 4) I agree and understand that threatening bodily harm or an act of bodily harm to another resident, or anyone met within the limits of the ministry, will not be tolerated and will result in immediate dismissal (and the notifying of the proper authorities).
- 5) All prescription drugs/ related substances must be cared for and used within accordance to your doctor's direction. These items must be brought to the attention of the staff.
- 6) I will assume personal responsibility for my own attitude and behavior at all times. I understand that what staff calls incorrect behavior will be confronted and I will be disciplined, if necessary. I will not go to another staff member if one has already told me "No!" and I agree not to at any time display argumentative and insubordinate behavior toward the staff.
- 7) I understand that bad/ negative attitudes affect others and will not be tolerated.
- 8) I agree to respect all possessions/ property belonging to residents, staff and friends of the ministry. I understand not to touch anyone else's possessions without permission.
- 9) I agree not to lend or borrow any money from another resident.
- 10) I agree not to gamble (in any form) which includes purchasing lottery tickets of any kind and attending a gambling establishment.

- 11) I will not use foul language during my stay here, whether on or off of the property. If I choose to do so, I will be subjected to disciplinary action.
- 12) All residents must attend Celebrate Recovery at the programs assigned time. Exceptions may be determined by staff.
- 13) I agree not to litter, and will use proper trash disposal containers at all times. In fact, I will pick up litter I see in the house, on the grounds, or in the neighborhood.
- 14) I agree not to enter any area that is not my residence without the permission of staff. I also understand that the first offense will result in discipline and the second offense will result in immediate dismissal.
- 15) I agree not to smoke in any ministry vehicle. I agree not to smoke out in front of the houses. Designated smoking areas will be available.
- 17) I understand that my time at F.O.M. Ministries is only for my betterment and discipleship. It is not a time intended for meeting girls and dating. I also agree that if I am caught contacting or getting involved in a new relationship I could be dismissed from F.O.M. Ministries. All involvement must be brought to the attention of a staff member.
- 18) I agree to accept discipline given by staff members should I rebel against any of the guidelines listed in the handbook. If I refuse discipline, it may result in dismissal, depending on the circumstances. Another staff member can hear an objection if you feel you have been treated unfairly.
- 19) I agree not to tell “war stories” (stories about my sinful past). I understand the difference between giving a testimony of how my life was, and how God is making it new, compared to reminiscing on the things of the past and giving the devil glory for the destructive things I’ve done in my past. Reminding others of a reckless lifestyle may entice them to fulfill such desires. I will do my best not to cause my brother to stumble.

**1 John 2:10** “Those who love their fellow believers live in the light, and there is nothing in them to make them stumble.”

**2 Corinthians 5:17** “Therefore when anyone is in Christ, he is a new creation; the old has gone, the new has come!”

### **Morning behavior Guidelines/ Agreements**

- 1) I agree to wake up every day at a reasonable time as determined by staff. It is not the responsibility of the other residents or staff to wake me up. If you are not employed, you must be out of the house by no later than 9:00a.m. If employed, you must follow your work schedule.

2) I agree not to leave the house between “curfew” and 6:00a.m., unless there is an emergency. If there is an emergency, I understand that I need to contact a staff member as soon as possible.

“Curfew” is 8:30p.m. (Sunday- Friday) and 10:00p.m. (Saturday)

Curfew may be adjusted to fit an individual’s behavior at the discretion of staff.

3) I agree to clean my area when I wake up. This consists of making my bed and picking up loose items around it including laundry and dirty clothes. I understand that my belongings must be in their proper place at all times.

4) I agree that my assigned chore will be completed DAILY by 9:00a.m. This will be checked by an assigned resident. Failure to complete your chore 3 times in a 90 day period will result in discipline.

### **Hygiene Guidelines/ Agreements**

1) I agree to shower at least ONCE per day without question.

2) I agree to brush my teeth on a daily basis, or clean my false teeth if needed.

3) I agree to use deodorant and to be sure to regulate any offensive body odor.

4) I agree that if anything is not listed, yet is offensive to any person affiliated with F.O.M. Ministries (in regards to my hygiene), it will be addressed before staff and corrected.

**1 Corinthians 14:40** “Let all things be done decently and in order.”

### **Clothing, Apparel and Appearance**

1) I understand that my appearance has a reflection of F.O.M. Ministries.

2) I agree not to wear any of the following: graphics which are offensive in nature, which are racist in message, or are offensive to Christ and His message. Determination of “inappropriateness” is at the discretion of staff.

3) I agree not to question staff’s judgement on inappropriate items and will take into full consideration the reasoning behind it. If I disagree with the reasoning, I will still remove the item.

4) I agree not to wear ANYTHING gang or club affiliated (including sagging pants).

5) I agree to always be dressed outside of my room (whether inside or outside) and including trips to the bathrooms.

## **Personal Possessions / Non-Clothing**

- 1) I agree that any personal item that is inappropriate or unedifying in nature will not be allowed in my possession during my stay at F.O.M. Ministries. I understand such items are defined as anything that promotes evil desires of this world.
- 2) I understand anything found inappropriate will not be allowed to remain at F.O.M. Ministries.
- 3) I agree not to possess any secular music or play it on the radio, phone, ipod, or other device. I understand that I should not listen to music that contradicts the teachings of Jesus Christ.
- 4) I agree I will not have my own TV. A TV is only allowed in the common areas. Cable will not be allowed at F.O.M. Ministries. I understand that I should be mindful in choosing what programs I watch. DVD or VHS videos which are rated "R" or above are not to be viewed without the express permission of staff.
- 5) I agree that I will not play any gaming device which depicts graphic violence, sex, or foul language.
- 6) I understand that every particular possession cannot be listed and I agree to grow in understanding of acceptable property according to the Word and staff of F.O.M. Ministries.

## **Work and Additional Chores**

- 1) I understand that work will be a vital part of my recovery and is expected from me according to my ability. I will also do any additional chores assigned by staff which may vary and include a deep cleaning of a particular part of the house, property, or other entity.
- 2) I agree that if I am unemployed it is my job to look for employment and participate in volunteer work for F.O.M. Ministries.
- 3) I agree that if I am employed I still am required to volunteer at least an hour a week. I understand I am to use this time to help others.
- 4) I understand that I am required to fulfill 40 hours of work per week. This work can be a combination of both volunteer and paid work. It is my responsibility to keep track of these hours and PROVE to staff that I have completed them. Failure to do so will result in disciplinary action.
- 5) I understand that if another resident receives an opportunity that I do not, I should uplift him and praise God for his blessing. I understand that jealousy comes from my sinful nature. (Galatians 5:20)

**James 1:17** Every good and perfect gift is from above, coming down from the Father of the heavenly lights, who does not change like shifting shadows.

**Acts 10:34-35** Then Peter began to speak, "I now realize how true it is that God does not show favoritism but accepts men from every nation who fear him and do what is right.

### **Celebrate Recovery Guidelines/ Agreements**

- 1) I agree to attend Celebrate Recovery at its set time every week.
- 2) I understand that it is my responsibility to get there and back, although staff will try to provide transportation.
- 3) I understand that CR is a vital part of my recovery. I agree to arrive at CR prepared.
- 4) I understand that I should take every opportunity to better myself. I agree to be attentive during the lessons/testimony.

### **Church Service Guidelines/ Agreements**

- 1) I agree to attend church service on a weekly basis. I agree to be on time for service.
- 2) I agree to dress appropriately for church service.
- 3) I agree to respect another resident who needs additional prayer and will not rush them at the end of service.

### **Devotion Time and Bible Study Guidelines/ Agreements**

- 1) Devotion time is considered vital in a growing relationship with God (prayer and meditation). Bible study is gaining knowledge of the Word (reading).
- 2) I will consider spending at least 20 minutes reading the Bible every day. I understand that there are many different reading plans available should I need one.
- 3) I agree to do the required reading to be ready for groups every week.
- 4) I will consider spending time in prayer every day.
- 5) I will always be respectful to those facilitating the groups. Disrespect may result in immediate dismissal from F.O.M. Ministries.

## **Income and Finances**

- 1) I understand that each individual is in charge of his own income. I understand that my personal finances should not be discussed with any other residents.
- 2) I understand that I will not be charged rent for the time I am not working. This will be a grace period to give me a stress free situation to look for work.
- 3) I understand that once working (side jobs included) I am to pay 25% of my income, up to \$300 a month, in rent. I am to show proof of my income to staff so that they can determine the amount due. Failure to present proof of income will result in full rent amount due.
- 4) Rent is due on payday.
- 5) I will consider tithing to God in thanks of Him being my sole provider.
- 6) Residents that receive SSI will be charged \$300 a month in rent.
- 7) I will also contribute \$75 a month toward the food budget. This can be in the form of LINK or cash. It is my responsibility to show proof of my contribution to staff.
- 8) I understand that staff will be more than happy to assist me in setting up a budget and planning for my future.

**Matthew 6:24** No one can serve two masters. Either you will hate the one and love the other, or you will be devoted to one and despise the other. You cannot serve both God and money.

## **Laundry Guidelines/ Agreements**

- 1) I agree to do my own laundry and to use my own products.
- 2) I agree to be respectful of the other resident's needs. I will not abuse my laundry privileges.
- 3) I agree to only wash full loads and to never leave my laundry unattended. I agree to promptly remove clothing from washer/dryer so I will not inconvenience others with my laundry.
- 4) If an agreement cannot be made for the use of the washer and dryer, there will be a schedule posted in which I agree to adhere to the designated time for me.
- 5) I agree that if I abuse the laundry facilities I will have to use a public laundry facility.

## **Understanding Authority**

**Romans 13:1-2** Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against authority is rebelling against what God has instituted, and those who do so will bring judgement on themselves.

**Hebrews 13:17** Obey your leaders and submit to your authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

We are blessed with the opportunity to be vessels of God's love and mercy. The Bible teaches us to lead by example and by serving, just as Christ became a servant. We are entrusted as stewards over each of you, whom God has chosen and separated from the world that you may hear. It is our goal to witness the birth of your new life and a growing intimate personal relationship with Jesus Christ.

- 1) I understand that the staff is here for my benefit.
- 2) I agree to respect the authority God has placed in my life, understanding that they are vessels of God's will and purposes, and not operating off of selfish ambitions and motives.
- 3) I understand that there is great liberty and freedom at F.O.M. Ministries, and will respect the guidelines that I have agreed upon.

## **Arguments, Complaints, Dissensions, Division Guidelines/ Agreements**

- 1) I understand that murmuring, complaining, and causing dissensions regarding F.O.M. Ministries or its residents will not be tolerated and may result in discipline. Verbal threats are considered acts of violence. Violence and aggressive behavior will not be tolerated.
- 2) I recognize the need for unity and will not partake in any gossip that divides residents against one another or staff.
- 3) I understand that this is a Christ-centered program and will refrain from conforming to attitudes which are detrimental to the goals and purposes of F.O.M. Ministries

**Disciplinary Guidelines/ Agreements**

- 1) I understand that breaking my agreement to any of the guidelines in this handbook will result in discipline and/or dismissal.
  
- 2) Discipline will be decided upon by staff and/or a jury of your peers dependent on circumstances.

**I understand that by signing this handbook that I am in agreement with all of the guidelines/agreements that it contains. I have fully read this handbook and completely understand its contents.**

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**Signature**

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**Date**