

Volume

4

AGAPE MINISTRIES DREAM CENTER

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FREEDOM HOUSE DISCIPLESHIP

# Policy & Procedure Manual

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FREEDOM HOUSE DISCIPLESHIP

# **Policy & Procedure Manual**

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# Introduction to Freedom House Discipleship

*What is Freedom House Discipleship?*

Freedom House Discipleship is an intense Twelve-Month program that is designed to help individuals who are just being released from prison/jail and those struggling with addiction who have attempted to make it on the streets with no success. Too many times when people are released back into society they end up right back in the same environment they were in before their incarceration. It is a vicious cycle of pain, not only for the men, but for their families as well, and it has to end! We are a faith-based discipleship program designed to help our students realize that we can achieve spiritual success if we are properly disciplined.

*And, having been set Free from sin, you have become servants of righteousness  
{Of conformity to the divine will in thought, purpose, and action}.*

## Mission Statement

### VISION

To see Freedom House Discipleship graduates living sober, successful lives and fulfilling the great Commission to make disciples of all nations.

### MISSION

The Dream Center's Freedom House Discipleship Program sole purpose is to raise men to be true followers of Christ. They will come out of the Freedom House ready to radically change the world and be true Priests of their own homes.

## OBJECTIVES

- To create a positive, spiritual environment where the students feel safe, secure and have all their basic needs met and teach them how to eventually meet these needs on their own.
- To have a staff that is committed to going the extra mile in order to help students bring about a lifestyle change in their recovery process.
- To enable students to become spiritually alive, emotionally stable, physically healthy and socially active in all aspects of society.
- To produce graduates that will be true Disciples of Christ fulfilling the great commission to make disciples of all nations that will radically transform the world.

## QUALIFICATIONS

1. Are you willing to commit Twelve months of your life to an intense discipleship-training program?
  - **The Dream Center Discipleship's S.U.C.C.E.S.S. Program which we use here at FHD exists to create an environment where the disciple can study and memorize God's Word with a limited amount of distractions from the outside world.**
  - **This is not a decision to be entered into lightly as it will require much diligence and long hours of study to complete the required components for graduation.**
2. Are you willing to spend the first 30 days with no distractions {telephone calls or letters} to help you learn Godly habits?
  - You will be allowed to make one 15-minute phone call upon arrival to FHD so as to notify family and/or friends of your whereabouts.
3. Do you have any pending legal matters that would take you off campus?
  - FHD is a discipleship school, not a residential care facility and cannot provide transportation for these matters unless local; therefore any legal matters that may need to be taken care of must be dealt with by the disciple at his own expense.
  - If you are on probation or parole you must have a letter from your P.O. stating the conditions of your probation or parole upon entry into the program.

**F R E E D O M   H O U S E   D I S C I P L E S H I P**

4. Do you have any medical conditions {including HIV}; pending or present that would take you off campus during the first 30 days?

- FHD is a discipleship school, not a residential care facility and cannot provide transportation for these matters; therefore any medical matters that may need to be taken care of must be dealt with by the disciple at his own expense.
- You must be medically and physically able to perform volunteer work assignments as part of the program.
- You cannot have been diagnosed with any chronic illnesses, which would prevent you from performing your volunteer work assignments as part of FHD.

5. Have you been diagnosed with any mental illnesses within the past three years?

- FHD is neither a mental health facility nor a hospice. For this reason FHD cannot knowingly allow anyone into the program that has been diagnosed with any mental illness during the previous 36 months.

6. Are you currently taking any prescription medication, including those that are psychotropic in nature?

- All prescribed medication must be noted on the application. Since you are responsible for handling your own medication, no one will knowingly be admitted who is taking any psychotropic or narcotic prescriptions.

7. Do you have any personal matters that would take you off campus?

- FHD is a discipleship school, not a residential care facility and cannot provide transportation for these matters; therefore any personal matters that may need to be taken care of must be dealt with by the disciple at his own expense.

8. Are you currently receiving any kind of income?

- You will be opening your own checking and/or savings account and your money will be deposited into that account minus tithes and offerings.

9. Do you have a vehicle or mode of transportation?

- Due to limited amount of parking space no vehicles are allowed while you are in the FHD S.U.C.C.E.S.S. Program.



## **S.U.C.C.E.S.S. Program**

*Steps Using Choices and Challenges to Experience Spiritual Stability*

The S.U.C.C.E.S.S. Program has been developed by the L.A. Dream Center Discipleship as has much of our curriculum. This program has been designed to help disciples achieve success based on their behaviors and attitudes. This method teaches the disciple who understands that the choices they make directly affect the benefits and rewards they receive in life. Those who are not interested in progressing forward with healthy and positive choices will not reap the benefits and privileges that accompany those positive choices.

All disciples will enter the program at the Orientation Phase. The disciple will have an opportunity to move forward to greater rewards and responsibilities based on the choices the disciple makes. Life is a learning experience, which offers parallels; good choices bring about good consequences or rewards and bad choices bring about bad consequences or discipline. This program has been designed to teach the disciple that his destiny lies with the choices he makes.

Freedom House Discipleship is a discipleship school. It is not a residential care facility, rehab center, detox facility or homeless shelter. FHD exists to educate Christians regarding their walk with Christ in helping them overcome life's obstacles. This is accomplished through sound Biblical teaching, Scripture memorization, directed Bible studies and faith in God that He will always lead us to SUCCESS as we trust Him in this journey we call life.

## LEVEL ONE

### ORIENTATION PHASE {Day One to 3 Months}

#### *PRIVILEGES and RESTRICTIONS*

- ⇒ Disciples are to abide by posted schedules and be at least 5 minutes early to each event. This includes morning devotion.
- ⇒ Disciples will wear FHD T-shirts or FHD Polo shirts to church on Wednesday night and on all outreach ministries unless told otherwise by Director. Disciple is responsible for keeping FHD shirts clean and in good condition. Additional shirts are available for purchase if disciple needs a replacement.
- ⇒ FHD is a closed campus facility. Therefore, disciples will not be allowed to leave campus at this level for any reason other than an emergency or for church services without permission from FHD staff or they will be asked to leave the program.
- ⇒ Disciples are allowed to have only minimal amounts of money {\$20.00} in their possession while on this level. There will be a limit of \$50.00 per week.
- ⇒ Visits are allowed on this level after 30 days. One visit per week and only immediate family members or pre-approved persons may visit disciple on property during family visitation times. A maximum of four {4} family members are allowed per visit. Visitation is every **Saturday or Sunday from 2:00 PM – 7:00 PM** {this visit may be approved or disapproved and even modified by the Director, based on disciple's current circumstances}.
- ⇒ There will be no phone privileges for the first 30 days. One 30 minute phone call per week during scheduled time will be allowed for the remainder of Level One.

## LEVEL ONE REQUIREMENTS

- ⇒ Disciple will work on assigned BI-Weekly Bible Studies; Great Truths of the Bible, Great Characters of the Bible, The Call, Confronting Sexual Addiction, Facing Addictions.
- ⇒ Disciple will write an essay on goals, of 1000 words or more in his own words answering the following questions: 1) Why am I in this program? 2) What are my weaknesses? 3) What are my strengths? 4) What are my short-term goals over the next Twelve months? 5) What are my long-term goals over the next 5 years?
- ⇒ Disciple will have House Rules written three times.
- ⇒ Disciple will turn in studies by Monday on the week they are due.
- ⇒ Disciple will take sermon notes on Wednesday night and Sunday Morning and will turn them in to the director with studies on set due date. This includes services we attend at other churches.
- ⇒ Disciple will be current on scripture memorization {See bi-weekly chart page 15}
- ⇒ Disciple must be faithful in attendance to all *Dream Center/Freedom House* activities and services and consistent in adhering to rules, regulations, and policies on this level.
- ⇒ When at any service, disciples are required to sit together in assigned seating area unless otherwise stated by director or staff.
- ⇒ There can be no unresolved Community Service Tickets to move to the next level.

## LEVEL TWO

### ORIENTATION--RECOVERY PHASE

#### {3 Months to 6 Months}

##### *PRIVILEGES and RESTRICTIONS*

- ⇒ Disciples are to abide by posted schedules and be at least 5 minutes early to each event unless directed to do differently by a staff member. This includes morning devotion.
- ⇒ Disciples will wear FHD T-shirts or FHD Polo shirts to church on Wednesday night and on all outreach ministries unless told otherwise by Director. Disciple is responsible for keeping FHD shirts clean and in good condition. Additional shirts are available for purchase if disciple needs a replacement.
- ⇒ FHD is a closed campus facility. Therefore; disciples will not be allowed to leave campus at this level for any reason other than an emergency or for church services *without permission* from FHD staff or they will be asked to leave the program.
- ⇒ One visit per week and only immediate family members or pre-approved persons may visit disciple on property during family visitation times. A maximum of four {4} family members are allowed per visit. Visitation is every **Saturday or Sunday from 2:00 PM – 7:00 PM** {this visit may be approved or disapproved and even modified by the Director, based on disciple's current circumstances}.
- ⇒ Disciples are allowed to have \$50.00 cash on their person while on this level and may be required to turn in **ALL** receipts. The rest of the disciple's money will be either put in a lock box on premises or a savings account will be opened in the disciple's name. There will be a limit of \$50.00 spent per week.
- ⇒ Disciple will have the privilege of making two phone calls per week during scheduled time. You must limit calls to 30 minutes per time slot. This means two-30 minute phone calls, not 60 minutes on the telephone to multiple people.
- ⇒ NO home or off campus visits while on this level unless approved by director.
- ⇒ Disciple will be allowed to enjoy off campus activities at the discretion of the Director and as long as schedule permits.

## LEVEL TWO REQUIREMENTS

- ⇒ Disciple will work on assigned BI-Weekly Bible Studies; Great Truths of the Bible, Great Characters of the Bible, The Trust, Obedience to God.
- ⇒ Disciple will be current on scripture memorization {See bi-weekly chart page 15}.
- ⇒ Disciple must be faithful in attendance to all *Dream Center/Freedom House* activities and services and consistent in adhering to rules, regulations, and policies on this level.
- ⇒ When at any service, disciples are required to sit together in assigned seating area unless otherwise stated by director or staff.
- ⇒ Disciple will write a 1000 word essay in his own words on the importance of a Faith-Based Recovery Discipleship Program verses a mainstream 12-step program.
- ⇒ Disciple will turn in studies by Monday on the week they are due.
- ⇒ Disciple will take sermon notes on Wednesday night and Sunday Morning and will turn them in to the director with studies on set due date. This includes services we attend at other churches.
- ⇒ If demoted from Level Three, disciple will write a 1000 word essay in your own words why you were demoted and what kind of change you will maintain, once you are promoted back to Level Three.
- ⇒ There can be no unresolved Community Service Tickets to move to the next level.

## LEVEL THREE

### DISCIPLINE PHASE

#### {6 Months to 9 Months}

##### *PRIVILEGES and RESTRICTIONS*

- ⇒ Disciples are to abide by posted schedules and be at least 5 minutes early to each event unless directed to do differently by a staff member. This includes morning devotion.
- ⇒ Disciples will wear FHD T-shirts or FHD Polo shirts to church on Wednesday night and on all outreach ministries unless told otherwise by Director. Disciple is responsible for keeping FHD shirts clean and in good condition. Additional shirts are available for purchase if disciple needs a replacement.
- ⇒ Disciple will have the privilege of making three phone calls per week, during scheduled time. You must limit calls to 30 minutes per time slot. This means three-30 minute phone call, not 90 minutes on the telephone to multiple people.
- ⇒ Disciples are allowed to have \$50.00 cash on their person while on this level and may be required to turn in **ALL** receipts. The rest of the disciple's money will be either put in a lock box on premises or a savings account will be opened in the disciple's name. There will be a limit of \$50.00 spent per week.
- ⇒ Disciples will be allowed to have two visits per week on separate days and not on weekends that an overnight pass has been granted. Only immediate family members or pre-approved persons may visit disciple on or off property during family visitation times. A maximum of four {4} family members are allowed per visit. Visitation is every **Saturday or Sunday from 2:00 PM – 7:00 PM** {this visit may be approved or disapproved and even modified by the Director, based on disciple's current circumstances}.
- ⇒ Disciple may be allowed to have one day pass per week on this level if he has been in the program for at least **six months** and he is current on all his studies and has no unresolved tickets. Day passes are allowed on **Saturday and Sunday only from 2:00 PM – 9:00 PM**, as long as schedule permits, with approved family members unless otherwise approved by the Director.
- ⇒ Overnight passes **are not** allowed while on this level unless otherwise approved by the Director.
- ⇒ Disciple will be allowed to enjoy off campus activities at the discretion of the Director and as long as schedule permits.

## LEVEL THREE REQUIREMENTS

- ⇒ Disciple will work on assigned BI-Weekly Bible Studies; Great Truths of the Bible, Great Characters of the Bible, The Quest, The Fear Factor.
- ⇒ Disciple will be current on scripture memorization {See bi-weekly chart page 15}.
- ⇒ Disciple must be faithful in attendance to all *Dream Center/Freedom House* activities and services and consistent in adhering to rules, regulations, and policies on this level.
- ⇒ Disciple will write an essay on authority and obedience, of 1000 words or more in his own words, answering the following questions: 1) Why should we respect authority? 2) How do you show respect for authority? 3) Why obedience is so important? 4) What are the consequences of disobedience and rebellion?
- ⇒ Disciple will turn in studies by Monday on the week they are due.
- ⇒ Disciple will take sermon notes on Wednesday night and Sunday Morning and will turn them in to the director with studies on set due date. This includes services we attend at other churches.
- ⇒ If demoted from Level Four, disciple will write a 1000 word essay in your own words why you were demoted and what kind of change you will maintain, once you are promoted back to Level Four.
- ⇒ There can be no unresolved Community Service Tickets to move to the next level.

## LEVEL FOUR

### SUCCESS PHASE

#### {9 Months to 12 Months}

##### *PRIVILEGES and RESTRICTIONS*

- ⇒ Disciples are to abide by posted schedules and be at least 5 minutes early to each event unless directed to do differently by a staff member. This includes morning devotion.
- ⇒ Disciples will wear FHD T-shirts or FHD Polo shirts to church on Wednesday night and on all outreach ministries unless told otherwise by Director. Disciple is responsible for keeping FHD shirts clean and in good condition. Additional shirts are available for purchase if disciple needs a replacement.
- ⇒ Disciple will have the privilege of making three phone calls per week, during scheduled time. You must limit calls to 30 minutes per time slot. This means Three-30 minute phone calls, not 90 minutes on the telephone to multiple people.
- ⇒ Disciples are allowed to have \$50.00 cash on their person while on this level and may be required to turn in **ALL** receipts. The rest of the disciple's money will be either put in a lock box on premises or a savings account will be opened in the disciple's name. There will be a limit of \$50.00 spent per week.
- ⇒ Disciples will be allowed to have two visits per week on separate days and not on weekends that an overnight or weekend pass has been granted. Only immediate family members or pre-approved persons may visit disciple on or off property during family visitation times. A maximum of four {4} family members are allowed per visit. Visitation is every **Saturday or Sunday from 2:00 PM – 7:00 PM** {this visit may be approved or disapproved and even modified by the Director, based on disciple's current circumstances}.
- ⇒ Disciple may be allowed to have one day pass per week on this level if they are current on all their studies and have no unresolved tickets. Day passes are allowed on **Saturday and Sunday only from 2:00 PM – 9:00 PM**, as long as schedule permits, with approved family members only.
- ⇒ Disciples may be allowed to have an overnight stay **or** weekend pass with immediate family members or pre-approved persons only, in or out of the area providing they are current on all of their studies and have no unresolved tickets. The disciple is only allowed one pass per month {overnight or weekend}. All overnight stays will have to meet the approval of the Director.

## LEVEL FOUR REQUIREMENTS

- ⇒ Disciple will work on assigned BI-Weekly Bible Studies; Great Truths of the Bible, Great Characters of the Bible, Men in the Bible, God's Solutions.
- ⇒ Disciple will be current on scripture memorization {See bi-weekly chart page 15}.
- ⇒ Disciple will successfully lead devotions.
- ⇒ Disciple will have written a 1000 word essay in his own words on how the disciple plans to succeed and overcome foreseeable obstacles, problems and temptations upon his leaving FHD.
- ⇒ Disciple will turn in studies by Monday on the week they are due.
- ⇒ Disciple will take sermon notes on Wednesday night and Sunday Morning and will turn them in to the director with studies on set due date. This includes services we attend at other churches.
- ⇒ Disciple must be faithful in attendance to all *Dream Center/Freedom House* activities and services and consistent in adhering to rules, regulations, and policies on this level.
- ⇒ Disciple will have assisted in a tangible way in mentoring and leading others in the program {Disciple could mentor, encourage, help with studies, or have helped in organizing and running events or activities, etc.}.
- ⇒ There can be no unresolved Community Service Tickets to graduate.

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## HOW DO I MAINTAIN A LEVEL STATUS?

⇒ Do not violate automatic demotions which are, but not limited to:

1. Not passing drug test.
2. Refusing to take a drug test.
3. Possession of drugs and/or drug paraphernalia.
4. Drinking alcohol.
5. Possession of alcohol.
6. Using tobacco of any kind.
7. Possession of tobacco of any kind.
8. Leaving property without permission.
9. Perusing an intimate relationship with anyone of same or opposite sex.
10. Taking ANY drug without prescription or permission.
11. Not taking medication and hiding it so others may take it.
12. Hitting or restraining a staff person.
13. Ten {10} unresolved tickets or 50 hours of community service, whichever comes first.

⇒ Ask to do community service. It is your responsibility to complete your hours in the time given.

A black square graphic with the word "Chapter" in white serif font at the top and a large white number "4" in the center.

## **How To Successfully Complete The FHD Program**

- ⇒ Complete all Level Assignments.
- ⇒ Must be in the program a minimum of Twelve {12} months.
- ⇒ Must have a letter of recommendation from the Director.

Upon Director's approval of promotions, disciples will begin to enjoy the benefits of their promotion immediately. We will acknowledge promotions as schedule permits. Upon approval of automatic demotion or single level demotions, staff will begin the process of demotion immediately.

Upon completion of the Freedom House Discipleship program the disciple will receive his Certificate of Completion and graduation ring during a special graduation ceremony at FHD.

## BI-WEEKLY SCRIPTURE MEMORIZATION

Week 2— Old Testament Books

Week 4— New Testament Books

Week 6— John 3:16-18

Week 8— Romans 3:21-24

Week 10— Romans 5:6-8

Week 12— Romans 6:1-4

Week 14— Romans 6:19-21

Week 16— Romans 8:1-4

Week 18— Romans 10:9-13

Week 20— Romans 8:31-39

Week 22— Romans 13:1-5

Week 24— Romans 13:11-14

Week 26—1 Samuel 15:22-23

Week 28— Galatians 5:19-26

Week 30— Matthew 5:3-12

Week 32— Philippians 2:5-15

Week 34— Proverbs 20:1; 23:20-21

Week 36— John 8: 31-32 Prv.23:22-23

Week 38— James 1:2-8, 12-15

Week 40— Psalms 23:1-6

Week 42—1 Peter 4:1-6

Week 44—1 Corin. 6:9-11

Week 46— Isaiah 59:1-2; 61:1-3

Week 48— Psalms 9:7-11

Week 50— Isaiah 55:1, 6-9

Week 52— Graduation Week



## **DREAM CENTER**

# **FREEDOM HOUSE DISCIPLESHIP**

## **HOUSE RULES**

*As for Me and My House....*

Freedom House Discipleship is a program that is based on choices. The choices that we make determine not only where we are headed but also where we have been. Poor choices are sometimes the result of not following boundaries that have been established in our society.

The rules for FHD have been established to help you re-establish and maintain boundaries in your life. These rules have been carefully and prayerfully thought out and have been put in place to help you in your journey to a successful life.

**F R E E D O M   H O U S E   D I S C I P L E S H I P**

**1. ADMISSION**

- Admission into Freedom House Discipleship (FHD) is a privilege and not a right.
- Upon admission, the resident must submit all possessions and person to inspection.
- An inspection may be conducted at any time that there is a reasonable cause to suspect that contraband, drugs and or drug paraphernalia may be present either on the person or in the rooms assigned to that person.

**2. SPIRITUAL LIFE**

- FHD is a Faith-Based Discipleship Home. As such, there is a spiritual component required.
- This includes but not limited to: Chapel services, bible studies, prayer services and public services that are essential to the program.
- All students are required to attend such services or classes. **NO EXCEPTIONS!**
- There will be no talking or writing letters during study time or during FHD class.
- Using the restroom or getting a drink during services at Agape Dream Center will not be allowed. Restrooms may be used before or after services.

**3. PRIVACY**

- Since FHD is a residential live-in program with many residents in the program there should be no expectation of privacy.
- Rooms have at least two persons per room and all residents share community bathrooms.
- FHD reserves the right to perform room searches when deemed necessary by the Executive Director or Program Director.
- FHD also reserves the right to use closed circuit TV in hallways and entrances for security purposes.

**4. PROBATIONARY PERIOD**

- During the first thirty {30} days of residence, the disciple will be on probationary status.
- The disciple will have the opportunity to experience the program and to decide if he desires to complete the 12 month program.
- During this probationary period, the disciple will participate in all activities of FHD.
- The staff will observe the disciple and decide if he meets all requirements to continue in the FHD Program.

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## 5. GROWTH

- During the disciple's stay at FHD, the disciple will be **required** to show progressive growth.
- “**Growth**” constitutes participation in work assignments, classes, Bible studies, prayer, bible reading, room cleanliness, personal hygiene, chapel services, morning devotion, church services, and any other activity required by FHD.
- Growth is also measured in terms of the development of character, attitude, integrity, and relationships with other brothers and sisters in Christ.
- Failure to produce such growth constitutes grounds for dismissal.

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## 6. FAMILY VISITS

- Hours of visitation are from 2:00-7:00 p.m. on Saturday and Sunday only.
- Family visits are not allowed if you have community service hours.
- If spouse visits, disciple will conduct himself in a respectable manner. {i.e. no heavy petting}
- There will be no more than four family members allowed per visit.
- All family visits must be approved prior to taking place, NO EXCEPTIONS.

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## 7. DRUGS

- This includes alcohol, tobacco in any form, any illegal substance and/or paraphernalia as well as prescription medication that is not prescribed to you.
- You are not allowed to have any of these items in your possession or in your room.
- This also includes contact or association with individuals under the influence of, or in possession of the previous mentioned drugs. (Not applicable when on street ministry)
- While in the program you will be required to submit to random drug tests and room searches.
- A positive drug test is grounds for immediate discharge from FHD.

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## 8. VIOLENCE

- Violence, abuse or threats of violence or abuse are not allowed at any time.

- This includes swearing, threats, name-calling or threatening tone or level of voice towards staff, or other disciples, or any other person{s}.
- Horseplay will not be allowed as this can lead to aggressive behavior.

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## 9. WEAPONS

- No weapons of any kind will be allowed during the duration of the program.
- This includes firearms, knives, razor blades, shivs or any other object that may be used as a weapon. {pocket knives are allowed for work purposes}

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## 10. RELATIONSHIPS

- There is to be no fraternization between two or more individuals for the purpose of establishing a romantic relationship. This includes flirting, dating, and inappropriate conversations with members of the opposite or same sex.
- Disciples will conduct themselves as brothers of Christ with members of the opposite or same sex.
- Disciples **will not** be alone with someone of the opposite sex.
- Homosexuality will not be allowed!
- FHD is not a dating service but a discipleship school.

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## 11. ILLEGAL ACTIVITY

- All illegal activity is prohibited and will subject a disciple to appropriate discipline, including but not limited to expulsion from FHD and/or reporting such activity to appropriate legal authority. This includes any activity or behavior, not covered above that would be considered illegal in society.

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## 12. MAIL

- Letter writing is permitted and encouraged after 30 days of admittance into Freedom House Discipleship {FHD}.
- Letters are to be written during free time only so as not to interfere with study or work time.
- FHD does reserve the right to inspect and censor all incoming and outgoing mail and packages for security purposes.
- You must submit a list of addresses of people that will be writing you on a regular basis.
- FHD may, at staff discretion, restrict a disciple from communicating by mail with specified individuals at the request of family members or close

- friends.
- Disciples are encouraged to write their spouse, children, parents or other persons designated as “family,” on a regular basis.
- Each disciple will be allowed to send two letters per week within the United States, free of cost. Any additional mail will be at the Disciple’s own expense.
- Your Director will hand out mail. Therefore, do not ask for mail, as it will be handed out at the designated time.
- Disciples **are not** allowed to check mail.
- All incoming mail needs to be addressed as follows:  
*{Your Name}*  
*C/O Freedom House Discipleship*  
*P.O. Box 3522*  
*Odessa, Texas 79760*

**13. TELEPHONE CALLS**

- Upon entering the program the disciple is allowed one 15 minute phone call within the first 72 hours. After that call, blackout rules are in effect until the student has completed Black Out Phase. {30 days}
- Office telephones are for staff use only.
- Telephone calls will be allowed as follows; after 30 days in Level One-1 per week, Level Two-2 per week, Level Three-3 per week, and Level Four-3 per week.
- All telephone calls are limited to thirty (30) minutes.
- Disciples are not allowed to answer incoming calls, but messages will be taken and the disciple may return the call during their next free time unless it is an emergency.
- An emergency is defined as a death, a life-threatening circumstance or serious illness in the family, etc., and shall be determined by staff.
- Anyone caught using the phones without authorization will be disciplined accordingly.
- A telephone will be provided at a designated location for use during the times listed below. You must sign up in the office Mon-Wed to be scheduled a call time. This is done on a first come basis.

|           | Friday   | Saturday  | Sunday    |
|-----------|----------|-----------|-----------|
| Beginning | 5:00p.m. | 3:00 p.m. | 2:00 p.m. |
| Ending    | 8:00p.m. | 8:00 p.m. | 8:00 p.m. |

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#### 14. MEDICAL CARE

- Only emergency medical and dental work is allowed while disciples are in FHD.
- Each disciple is responsible for any medical bills that he incurs. Therefore, FHD cannot be held responsible for these bills.
- It is the responsibility of the disciple to inform the staff of any chronic medical problems upon entry into FHD.
- FHD is not equipped to provide any ongoing medical or dental needs; therefore, a disciple will be required to leave to attend to such matters.
- Prescription medications are the sole responsibility of the disciple. No medications that are narcotic or psycho-tropic in nature will be allowed on the property.

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#### 15. VEHICLES

- Personal vehicles are **only** allowed for disciples that are near completion of Level 4 and **only** at the discretion of the Director.

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#### 16. FOOD

- Food is allowed only in the designated areas. Food is not allowed at any time in an individual's room.

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#### 17. PERSONAL FINANCES

- Possession of money will be determined for each disciple by Director.
- Panhandling or borrowing money from any person, on or off the property is not allowed.
- Discussion of one's personal financial situation will not be tolerated.
- It is a requirement to save money while in FHD. No more than **\$50.00 per week** should be in the disciple's personal possession at any time unless pre-approved by Director.

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#### 18. DRESS CODE

- Disciples are allowed to have only two week's worth of clothing due to limited space.
- FHD shirts will be provided for each disciple and must be worn at specified times.
- Polo or T-shirts must be worn at all FHD outings unless specified beforehand.
- Sagging or oversized pants will not be allowed.
- Hats and sunglasses are not to be worn indoors, on or off the property at any time.
- Dress must be modest in keeping with Christian moral standards. Use the following guidelines for appropriate attire.

- **Sunday Morning Service**  
Shirts with collar or dress shirts without collar and slacks or nice jeans (No holes or frayed bottoms). Shoes are dress shoes only unless approved by Director.
- **Wednesday Night Service**  
FHD Polo or T-Shirts. No hats or head coverings on during service time.  
No baggy or sagging clothing. Sunglasses may not be worn indoors during service time.
- **All Other Services or Special Events**  
No hats or head coverings on during service time. No baggy clothing.  
Sunglasses may not be worn indoors during service time. Hats and shorts may be worn at outdoor functions with FHD T-shirts {i.e. Adopt-A-Block, New Creation Street Ministry} Dress shirts and slacks will be worn at all other services.
- **Work Duty**  
Proper work clothes, suitable for protection in the work environment, should be worn at all times. Shorts may be no shorter than 5 to 6" above the knee. Tank tops, shirts and jeans must be modest, not revealing, low-cut or tight fitting.
- **General**  
Pajamas may be worn as long as they are modest. Clothing with tobacco or alcohol ads or that endorses drug use, illicit sex or secular music will not be allowed. No cross-dressing will be allowed.

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## 19. LAUNDRY

- Laundry will be done on a weekly basis; this includes sheets and towels.
- Disciples are to use the washer/dryer in their living area.
- Washer/Dryer in laundry room can be used on weekends only, unless pre-approved by Director.

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## 20. ROOMS

- Rooms must be kept neat and organized at all times.
- Furniture is not to be moved from room to room without permission from the Director.
- No candles or incense burning is allowed in the rooms.
- Personal possessions must fit in the allotted storage space.
- Coffee pots, hot plates, toaster ovens, microwaves, etc. are not allowed in the individual rooms.
- Any books must fit in drawers or in a bookshelf, if available.
- Only luggage, shoes and laundry bags are allowed under your bed.
- Quiet time begins at 10:00 pm and ends at wake-up call the next morning.

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## 21. HYGIENE

- All disciples must maintain personal hygiene habits on a daily basis. This includes but not limited to taking a shower, brushing your teeth, shaving

- (beards must be kept neat and trimmed) and wearing deodorant.
- If you need supplies for any of these, please let your Director know.
- FHD will provide generic hygiene supplies. If you have any special requirements or brand preferences it is up to you to provide these items at your own expense.
- Shower time is 20 minute max. in and out of bathroom. Morning or evening, one shower per day unless otherwise authorized.

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## 22. ACCOUNTABILITY

- This is a discipleship school. The root word of discipleship is *discipline*. It is for this reason you must inform your Director of your whereabouts at all times.
- You cannot leave property at any time without the permission of your Director.
- All excursions outside of the residential area must be done in groups of 2 or more unless authorized by Director. This buddy system will be in effect throughout your entire stay.
- When returning to FHD from work or day pass, disciple **must** notify the Director of his return.

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## 23. CHORES

- You are expected to do your assigned chores at the designated time.
- Any questions regarding work should be directed to your Director.
- If you are ill (fever, vomiting or other acute illnesses), you will remain on bed rest all day.
- Not feeling like going to work or being too tired is not an acceptable excuse for not working.
- There are to be no breaks until the Staff Supervisor calls for a break.
- When chores are over, clean and return all tools to their proper place.
- No disciple is to be in his room during chore time without the permission of the Director.

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## 24. STUDY TIME

- You are expected to be studying during designated study times. No sleeping in your room during study time.
- There will be a scheduled 5-minute break for every hour of study. {at top of hour i.e. 3:00-3:05}.

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## 25. CLASSES

- Disciples must be on time for all classes.
- In the case of a missed class, you may be required to make up the missed class.

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## 26. LANGUAGE

- In order to strengthen and encourage one another, all street talk, cursing, backbiting, gossiping, jail talk, and sharing of past experiences among the students, that is not positive in nature, is to be stopped upon admission into the program.
- It is also unacceptable to speak in a derogatory manner towards any other person, on or off the property.
- You will not be allowed to watch programs on T.V. that use fowl language and/or have to continually Beep out content.

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## 27. PERSONAL POSSESSIONS

- Each disciple is allowed to bring some of his own personal possessions. Personal music devices will be allowed but only if it is used to play Christian music. No secular or mainstream artists. All appliances must be turned off when not in use.
- Disciples are not allowed to use another disciple's personal items without permission.
- Disciples are not allowed to lend or borrow money from staff or other Freedom House Residents.
- Disciples are not allowed to exchange or sell personal items, belongings, or services to each other.
- Disciples are not allowed to have certain items. They include but are not limited to: Cell Phones, TV's, VCR's, DVD Players, Laptops, Electronic Games (Nintendo, Sega, etc.).

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## 28. PORNOGRAPHY

- Possession of or viewing pornographic material in any form will not be allowed. This includes any inappropriate material. {i.e. swimsuit models, etc.}.
- This also includes T.V. programs that have lude or sexual content

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## 29. GENERAL ETIQUETTE RULE

- All disciples will observe and maintain the utmost courtesy and manners demonstrating Christ-like character and attitude toward others.
- We follow the Golden Rule; "Do unto others as you would have them do unto you".

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## 30. PROBATION AND PAROLE

- All disciples will be expected to cooperate with all law enforcement agencies.
- Any disciple who has a court appearance, probation or parole meeting, or legal appointment must set up a meeting with the Director.
- You will be required to provide proof that you are to appear and shall provide your own transportation or the money for the trip to and from the

- destination (unless local).
- No side trips are allowed; you must go to your appointment and straight back.

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### **31. COMMUNITY SERVICE TICKETS**

- Community Service Tickets are a significant mode of discipline we use here at FHD.
- When presented with a ticket, you must sign the ticket to acknowledge receipt of the ticket. If you feel you received the ticket unjustly, you may file a grievance form in the office. Failure to sign a ticket will result in more discipline, up to and including dismissal.
- A community service ticket is issued upon observance of a violation of the posted rules.
- The disciple is required to complete the appropriate number of hours required for the violation by designated time, during his free time.
- All privileges are suspended while a disciple has community service hours pending.
- There is a list of infractions in the FHD Handbook.

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### **32. DISMISSAL**

- If an individual leaves or is dismissed from the program it is mandatory that he takes only what he brought with him or purchased himself. {i.e. clothing and personal possessions}.
- FHD shall not be responsible for any clothing or personal possessions left behind by the disciple.
- If dismissed from the program you may not return for a minimum of 60 days. You will still be allowed to attend services at Agape Dream Center.
- If dismissed, you are not allowed contact with anyone in the program without approval from the Director.

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### **33. GRIEVANCES**

- Disciples have the right to file a complaint with a Director.
- The grievance must be in writing and may be given to any staff member.
- Disciples may have direct access to the Executive Director or Senior Pastor at some point in the grievance process, if necessary.
- Grievances will be resolved in a timely fashion, usually within 7 days.

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### **34. SCHEDULES**

- It is your responsibility to know and comply with your posted daily schedule.
- You are required to attend all functions of FHD and all main services at Agape Dream Center and be at least 15 minutes early.
- Any changes to the schedule will be communicated after the morning devotions or through your Director.

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**35. TOBACCO USE**

- The use of any type of tobacco is **strictly prohibited**. This is in effect during the disciple's complete enrollment in Freedom House Discipleship.
- This also includes off campus time. {i.e. work, day pass, etc.}
- If tobacco is found in your possession or the effects of tobacco are found in your possession, on your person, or in your room disciplinary actions will follow.

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**36. CHANGES**

- From time to time it may become necessary to make changes to these rules.
- When this happens notice will be given before such changes take effect.



## *FREEDOM HOUSE DISCIPLESHIP*

### *COMMUNITY SERVICE TICKETS*

Accountability, integrity, and character are some of the key personality traits that are important to succeed in life. FHD's Community Service Program is designed with this in mind. Life is built upon the choices that we make. If we choose to make wise choices then we will reap the rewards of those choices. However, if we choose to make wrong choices then we must also be held accountable and suffer the consequences for those choices.

The following list is not meant to be entirely inclusive, but is meant to be a tool to help in our journey to making right choices and living successful lives.

**F R E E D O M   H O U S E   D I S C I P L E S H I P**

| Ticket Infraction  | Community Service Hours |
|--|-------------------------|
| All automatic demotions to First Level                                     | 20                      |
| Smoking Cigarettes (2 <sup>nd</sup> Offense)                               | 20                      |
| Inappropriate behavior towards opposite/same sex (2 <sup>nd</sup> Offense) | 20                      |
| Pushing or shoving another disciple  | 20                      |
| Name-calling, degrading and/or threatening remarks                         | 20                      |
| Abuse of off-campus privilege  | 20                      |
| Abuse of medical/personal pass privilege                                   | 20                      |
| Gossiping, causing strife, dissension or discord against staff             | 20                      |
| Lying to staff   | 15                      |
| Refusal to follow directions of a staff member                             | 15                      |
| Stealing   | 15                      |
| Destruction of property  | 15                      |
| All single level demotions   | 15                      |
| Arguing with staff   | 15                      |
| Refusal to follow directions of a crew leader                              | 10                      |
| Arguing with crew leader   | 10                      |
| Inappropriate behavior towards opposite/same sex (1 <sup>st</sup> Offense) | 10                      |
| Failure to show up for Community Service                                   | 10                      |
| Horseplay  | 10                      |
| Panhandling in any shape or form   | 10                      |
| Being late for curfew  | 10                      |
| Not letting staff know about rule infractions of other disciples           | 10                      |

**F R E E D O M   H O U S E   D I S C I P L E S H I P**

|   |    |
|---|----|
|   |    |
| Lying to disciples  | 10 |
| Not doing assigned tasks  | 10 |
| Being out of assigned area/building without permission          | 10 |
| Smoking Cigarettes (1 <sup>st</sup> Offense)                    | 10 |
| Gossiping, causing strife, dissension or discord with disciples | 10 |
| Rebellious attitude   | 10 |
| Being in a restricted area                                      | 10 |
| Abuse of a visitation pass privilege                            | 10 |
| Disciple smells like smoke and/or possession of Tobacco         | 05 |
| Rooms smell like smoke  | 05 |
| Borrowing anything from FHD resident                            | 05 |
| Leaving assigned tasks early                                    | 05 |
| Not participating in a FHD/Church activity                      | 05 |
| Not studying during study time                                  | 05 |
| Not having accountability                                       | 05 |
| Being late to a scheduled activity                              | 05 |
| Profanity of any kind, written or verbal                        | 05 |
| Not getting up out of bed                                       | 05 |
| Not taking a shower   | 05 |
| Leaving room after lights out without permission                | 05 |
| Room not cleaned & bed not made                                 | 05 |
| Inappropriate behavior while traveling                          | 05 |
| Dress code violations   | 05 |
| Possession of pornography in any form                           | 05 |

FREEDOM HOUSE DISCIPLESHIP

|  |    |
|--|----|
| Sleeping in church                       | 05 |
| Sleeping during study time or chores     | 05 |
| Leaving church during service            | 05 |
| Abuse of phone and or internet privilege | 05 |
| Arguing with another disciple            | 05 |
| Having food in room                      | 05 |

***And, having been set Free from sin,  
you have become servants of righteousness  
{Of conformity to the divine will in thought,  
purpose and action}.***