

WELCOME
to HOPE GOSPEL MISSION

INFO BOOKLET

Men's Shelter

8 S. Farwell Street, P.O. Box 1127
Eau Claire, WI 54702

Phone: 715.552.5566

Ruth House Women's Shelter

2517 W. Moholt Drive
Eau Claire, WI 54703

Phone: 715.834.4000



Lives Rescued. Rebuilt. Renewed.

WWW.HOPEGOSPELMISSION.ORG

*Hope Gospel Mission
Info Booklet*

Welcome To Hope Gospel Mission

It is a privilege to be able to help you. We want you to know that there is real, meaningful, life-changing help for the one who comes to our doors who is truly seeking a new way of living. We understand that you may be at a crossroads in your life and somewhat apprehensive with many questions. Our staff is here for you. Our Resident Manager will meet with you and see if you are a candidate for any of our programs. You may be here for emergency assistance where we can provide you with food, shelter and if necessary, clothing on an emergency basis. The length of stay with us may vary according to your needs and the Resident Manager's assessment.

You may need some extensive and intensive help with the addictions or sins that are holding you in bondage and keeping you in your situation. As a Mission we are about giving those we serve a hand up not a hand out in a wholly biblical approach. We will introduce you to our Renewed Hope Program. The purpose of the Program is to prepare you for successful, independent living. In order to do that, we will attempt to provide you with guidance in areas such as your spiritual needs with the Gospel of Christ and what is a victorious life in Christ, work related skills and issues, employment assistance, life skills, personal growth, hygiene, and financial guidance. For the length of time you are working, a program fee will be required. Our Program Director will provide complete guidelines on the two year Renewed Hope Program that you will need to commit to.

Our Resident Managers will go over our mission rules and Resident Information Booklet that we encourage you to completely read before you apply at Hope Gospel Mission. You can obtain your own

copy from the front office or go to our web site at hopegospelmission.org and download it for your convenience. This way you will know exactly what we are about and what to expect. Hope Gospel Mission provides accommodations for about 40 men and 12 women on a nightly basis. We ask that you follow these rules in our Information handbook and respect the rights of others during your time here.

Again, we welcome you to Hope Gospel Mission. If you have any questions or concerns during your stay, feel free to talk with our staff.

Because of Christ,

Daniel Adams

Shelters and Program Director

“Blessed is he that considereth the poor:”

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6/30/10

Hope Gospel Mission Staff

Mark Donnelly – President/Founder/Chaplain

Dan Adams – Shelters and Program Director

John Ailie – Stewardship Director

Justin Vajko – Volunteer Coordinator

Sandi Polzin – HR and PR Director

Men's Shelter

Jeff Heughins – Head Resident Manager

Dan Adams – Resident Manager/Head Chaplain

Mickey Johnson – Resident Manager

Bargain Center

Craig Pedersen – Director of Business Operations

Richard Sullivan – Production Manager

Ron Wedlund – Sales Manager

Chris Hedlund – Work Director/Education Director

Ruth House

DeAnn Judson – Resident Manager

Kathy Ailie – Resident Manager

Patti Holden – Resident Manager

Terri Fiore – Resident Manager

Hope Gospel Mission Addresses

Hope Gospel Mission Men’s Shelter715-552-5566

8 S. Farwell Street

P.O. Box 1127

Eau Claire, WI 54702

Hope Gospel Mission Ruth House 715-834-4000

2517 Moholt Drive

Eau Claire, WI 54703

Hope Gospel Mission Bargain Center715-839-9498

2511 Moholt Drive

Eau Claire, WI 54703

Building Hope Center715-828-2084

2108 Western Avenue

Eau Claire, WI 54703

Hope Gospel Mission Auto Sales715-830-0155

2615 Moholt Drive

Eau Claire, WI 54703

Policy of Non-Discrimination

In an effort to reach all who struggle with homelessness and poverty, Hope Gospel Mission adopts the following policy on non-discrimination:

Hope Gospel Mission accepts male and female residents to its shelters who are of the age of majority (18 years or older). Residents must be drug and alcohol free at time of intake and be willing to follow the shelter's policies.

Given this entrance criteria, Hope Gospel Mission accepts all walk-in clients regardless of age, race, sex, creed, religion, sexual orientation, marital status, criminal background* or type or degree of disability. Our facilities are barrier-free, however, residents must be able to work and care for themselves and not require nursing staff.

** In order to maintain a safe environment for residents, staff, and volunteers, admission of individuals with violent or sexual offenses are carefully screened and admission is not guaranteed.*

Hope Gospel Mission and Ruth House Resident Program Categories

NOTE: *In order to receive assistance in any category, there are criteria that must be met. Some of the criteria qualifications are that the resident or prospective resident must not be under the influence of drugs or alcohol (testing for both will be performed upon admission to the facility), must be willing and able to work, and must be "homeless" or have no place to go. Residents must complete a pre-admission screening to qualify for acceptance into any of Hope Gospel Mission and Ruth House Categories. We do not accept residents from out of state or out-of-state referrals.*

1. Emergency Category

This category is for short term assistance. Requirements are that residents are not under the influence of drugs and/or alcohol, are at least 18 years of age, are willing to follow the rules and are willing to work as assigned for their stay. The length of stay is up to one week; however, this is up to the discretion of the Resident Manager.

2. Help Category

This category is for residents that need additional help and more time than the emergency stay. Normal stay is up to thirty days; however, this is up to the discretion of the Resident Manager. Residents must be willing to work as assigned for their stay or have outside employment. If working outside of the facility or receiving public assistance, the resident will be required to pay a fee per day.

3. Program Category

This category is for residents who are willing to make the commitment to change and are willing to accept the help and recommendations of Hope Gospel Mission. Program length requires a 2 year or more commitment. The “Renewed Hope Program” includes, but is not limited to:

- A.** Medical and mental examinations for those with limited health, mental or addiction problems (including monitoring of medications).
- B.** Right Start/Right Step program for those with drug and alcohol problems.
- C.** Sound Gospel teaching and preaching from the Bible.
- D.** Instruction on finance and money management.
- E.** Instruction on job skills, interviewing and a six month internship program.
- F.** Instruction on remedial math, reading and vocabulary.
- G.** Employment assistance through the Work Program Department.
- H.** Instruction on hygiene, health, and nutrition.
- I.** Individualized council on AODA issues.
- J.** Goal setting and progress updates.
- K.** Integration into a local church (Hope Gospel Mission is not a church or a para-church organization).

Mission Rules

- Hope Gospel Mission is alcohol, smoke, drug and weapon free. Therefore alcohol, drug paraphernalia, illegal drugs, guns, knives, or weapons of any kind are not permitted on Hope Gospel Mission property. Persons under the influence of drugs or alcohol, or carrying drug paraphernalia or weapons will not be permitted on Hope Gospel Mission property.
- HGM has a zero tolerance of drug and alcohol use. To relapse results in immediate expulsion and program termination.
- Upon arrival, residents agree to breathalyzer and urinalysis tests.
- All medications are to be kept in the Resident Manager's office and will only be given out by a Resident Manager. You will need to get your meds ahead of time on weekends and holidays and any other time a Resident Manager may not be available.
- Hope Gospel Mission maintains a safe and peaceful environment. Therefore, foul or abusive language, screaming, yelling, fighting, or disruptive behaviors are not permitted at any time on Hope Gospel Mission property. Computers and any kind of Internet access is not permitted.
- All bags and packages entering or leaving this facility are subject to search. Space is provided for storage of personal items; however, the mission is not responsible for lost, stolen, or damaged items. Residents and their property are subject to search at any time for any reason.
- Residents coming into the mission unemployed will be assigned *Work Therapy*. Those Residents in the Renewed Hope Program are not allowed to be employed until employed by the Internship program at the beginning of the sixth month or as otherwise directed by staff.
- To break the Commitment Contract and leave the program results in immediate program termination and you will not be allowed to return at a later date.
- Smoking is not permitted inside **any** Hope Gospel Mission facility. Cigarettes must be smoked outside in the designated areas and at designated times only. No smoking in front of any HGM facility. Cigarette butts must be disposed of in butt cans only.
- Bunkhouse and room cleanliness must be maintained at the mission's usual standard. Residents must properly store all property in the storage room before leaving each day.

- Stay out of unauthorized areas of the building without permission: i.e. offices, kitchen, storage area, upstairs, and downstairs. You must have permission from a staff member to get food or personal items. Assistance may also be required.

- No inappropriate reading/viewing/listening materials allowed (magazines, books, videos, etc.)

- Check-in times are as follows:

Emergency / Help / Phase 1 (5:00 – 6:30pm)

Phase 2 (5:00 – 7:30pm)

Phase 3 (5:00 – 8:30pm)

Phase 4 (5:00 – 10:00pm Fri & Sat,

5:00 – 9:30pm M-Thurs, Sun)

Residents will attend the weekly bible study at 7:30pm Saturday (7:00pm Ruth House)

- All those who are being helped by the mission will be required to attend weekly Bible study unless given permission otherwise.

- Residents must stay at the mission nightly and remain at the facility unless pre-approved by the staff. Theft of any kind will result in immediate removal from the mission.

- Residents are not allowed to associate with former residents not in good standing with the Mission.

- All requests for appointments must be in writing and turned in at least 24 hours in advance.

- No cell phones will be allowed at all, or used inside HGM facilities unless by permission of their financial advisor. Phones should be off at all times in the facilities. Residents in Phase 2 and up with private bedrooms may use cell phones in their rooms as a privilege of their promotion until lights out.

- Eating or drinking in dining areas only. No evening eating is allowed until after the supper meal. No food, snacks, or drinks are allowed in rooms, lockers, bunkhouse or carpeted areas. No food or drinks other than water may be consumed after 8:00pm without Resident Manager's consent.

- Residents are responsible to get medication(s) ready and lunch made the night before work so they are ready when they get up.

- All residents must be in bed no later than 11:00pm. You must stay in bed until the Resident Manager gives the daily wake up call at the Men's Shelter. You may get up to use the rest room at both facilities; however, you must return to the sleeping quarters immediately

following. There is no loitering or reading allowed in the rest room during sleep periods.

- Residents are responsible to take personal belongings when they leave the mission. Items left at the mission will become the property of the mission.
- Residents are responsible for reading the contents of the “Mission Information Handbook” and complying with its outline.
- Residents will comply with the Basic Renewed Hope Program expectations as outlined in the handbook.
- Residents are not allowed to borrow or lend anything to anyone.
- Piercings and excessive jewelry are prohibited while a resident of the mission (Women may have one in each ear for earrings). New tattoos are prohibited and any existing inappropriate tattoos need to be covered while on HGM properties.
- Modest and gender specific dress is required at all times. Homosexual behavior will not be permitted while a resident at HGM. Sexual harassment of any kind will not be tolerated.
- Residents will not be allowed to have opposite gender friends while they are residents of the mission (Any exception must be approved by Program Director).
- Residents are required to take a daily shower during the length of their stay. If a resident chooses not to take a shower by 10pm, the resident will not be allowed to stay.
- Chaplains are available to help the residents spiritually; therefore, residents are not allowed to proselytize, preach, teach or in any way assist others spiritually. If you feel the need to do so, STOP and refer the individual to the Chaplains.

I give permission to Hope Gospel Mission to exchange information about me as they deem necessary based on the release form.

I agree to have photographs taken for mission use and records.

At no time will I hold Hope Gospel Mission liable, and I further release them from any and all liability associated with my stay.

General Information

Alcohol/Drug Relapse Class

This relapse class is a biblically based drug and alcohol class that teaches how to identify the signs and symptoms of being tempted back into the sins of addiction and how to resist the temptations.

Bible Study

We believe that an important aspect to your stay at the mission is spiritual development. Therefore, we have one Bible study scheduled per week on Saturday nights at 7:30 p.m. at the Men's Shelter and 7:00 p.m. at the Ruth House. Attendance is mandatory unless otherwise authorized.

Bicycles

A bicycle can be obtained with a voucher from the Bargain Center. Once received, it becomes the resident's property and he/she is responsible to secure and maintain the bicycle. Only one bicycle is allowed per stay.

Church Attendance

You must attend one of the local Bible believing churches that work with the mission, during your stay at the mission. Jesus Christ is the Creator of life and the main foundation to turning your life around. The church also can be used to connect with the community and good friends, assisting you as a support network when you leave the mission. Transportation is provided to several local churches. Attending one of these churches is part of our program.

Financial Peace University

This class teaches from the Bible how to manage your money God's way. Residents learn how to get out of debt and stay out of debt as well as all the skills for financial money management.

Fire and Severe Weather Warning

Familiarize yourself with the fire and storm evacuation plans on the bulletin boards and notice the floor map showing the fire and storm exit routes. When the fire alarm sounds, evacuate immediately and

orderly to the designated area marked on the map according to the evacuation route. There the Resident Manager will do roll call to make sure all are present. When severe weather threatens, evacuate to the designated shelter area as identified on the floor map posted on the bulletin board. The Resident Manager will do roll call to make sure all are present.

Laundry

Washers and dryers are provided at no cost and are located in the back laundry room at the Ruth House and on the lower level of the building for the Men's Shelter. Residents need to check with the Resident Manager on duty when doing laundry. In order to save money, please wash your clothes only when you have a full load of laundry. You may share the equipment with another individual to complete a full load. Bed sheets are changed and washed every Tuesday at the Men's Shelter. No personal laundry will be done on that day. The women at the Ruth House wash their bedding weekly with their clothes and must inform the Resident Managers.

Lockers for Personal Belongings

Individual space is provided for your personal belongings at both the Men's Shelter and the Ruth House. Due to limited space, you must share dressers and closets with your roommates. Lockers to store valuable items are located near the west back door of the Ruth House or in the northwest room of the Men's Shelter off the bunkhouse dorm. There is only one locker per resident. Any valuable items not able to fit in private lockers should be taken to the Resident Manager's office for secure storage at the Ruth House and excess luggage at the Men's Shelter will be stored in overhead containers with your name.

Luggage

A maximum limit of personal belongings allowed must fit into two regular size suitcases.

Mail - Men's Shelter

Only legal and work related mail will be accepted while you are a resident of the Men's Shelter. To receive personal mail, you are requested to set up "General Delivery" at the post office. This

service is provided at no cost for a period of 30 days. To receive mail after 30 days, you will need to rent a post office box.

Mail - Ruth House

To receive personal mail while staying at the Ruth House, please address all mail:

Your Name
2517 Moholt Dr.
Eau Claire, WI 54703

If you choose to leave the Ruth House, and notify management of a new address, your mail will be forwarded to this location for up to two weeks. If you choose not to notify management of this information, your mail will be returned to the post office. If it comes back to us a second time, it will be thrown away.

Mortification Class

Mortification class shows how to mortify sin. The Bible word means, “to kill or make dead” the sins of the flesh from two primary passages of scripture. It teaches us how not to give sin a beachhead in our lives.

Right Start/Right Step Program

Right Start/Right Step is a 12 step biblically based drug and alcohol recovery program that we take you through while you are at the mission. For more information, contact the Program Coordinator and Women’s Director.

Showers

Upon initial arrival at the mission, all new residents need to take a shower before going to bed. After that, showers must be taken every night by 10:00 p.m. During the weekend, anytime is allowed. Length of time for the showers is 15 minutes.

Smoking

Hope Gospel Mission campuses are smoke-free facilities. Smoking is allowed in the outside designated areas only; cigarette ash containers should be used. Smokers go out once every hour on the hour

from 6:00pm through 10:00pm, unless specified otherwise. Smokers are to go out as a group and return as a group. If working at the Bargain Center, the designated smoking area and time is indicated by Bargain Center guidelines. No smoking in front of any of Hope Gospel Mission buildings.

Spiritual Counseling

We have Chaplains available on a regular basis to assist you in spiritual matters you may be struggling with or to answer any questions that may arise. The staff can assist you with setting up a meeting. Residents are not allowed to teach or counsel other residents but must direct them to a Chaplain.

Telephone Use

There is a telephone provided at no charge in the common area on the second floor at the Men's Shelter and outside the Resident Manager's office at the Ruth House. Long distance calls will require a calling card. You must follow these guidelines when using the phone:

- Use the phone only with Resident Manager's permission. (You must fill out call log)
- Limit all calls to local only: One 10-minute or two 5-minute calls per evening.
- Refrain from making or receiving any calls after 10:00pm unless it is an emergency and approved by the Resident Manager.

TV Viewing/VCR Movies

All videos must have Resident Manager's approval. TV viewing is through approved channel listing only.

Vehicles

Residents in the Renewed Hope Program are not allowed to own a vehicle. If they check in owning a vehicle, they must sell, donate or give title/ownership away to someone else.

Visitation

You may have visitors. You may visit private or semi-private rooms when you are in phase two, three, or four. All guests are required to

sign in and out at the Resident Manager's office. By permission and appointment, visitation is between the hours of 5:00pm and 6:30pm. Weekends: Saturday 1:00–6:00pm with a two hour maximum time limit; Sunday 1:00-7:00pm Only one male visitor at the Men's Shelter or one female visitor at the Ruth House is allowed at a time, unless it includes a family who is approved by staff. If visitation is in a residential room, doors must remain open at all times.

Wake Up

The Resident Manager on duty will give a wake up call on each weekday to Phase One residents. Residents must stay in bed until that wake up call. Residents are required to be up and off the floor by 7:30am.

Sickness

Residents staying home sick must stay in bed or their rooms. They will be monitored by appropriate staff.

Offense Guidelines

Hope Gospel Mission has a “three strikes and you’re out” disciplinary policy. When a resident has accrued three strikes, they have demonstrated a lack of commitment to the program and at that point by their actions they have chosen to leave the mission.

Incidents that constitute a strike include but are not limited to:

- Late check-in
- Quitting a job without permission
- Leaving the building without permission
- Not showing up for work
- Leaving work without permission
- Missing Bible study without permission
- Pocketknives not checked in with Resident Manager on duty
- Not complying with the mission rules
- Creating a disturbance / dissentious behavior / bad attitude

Incidents that constitute immediate removal from program:

- Intoxication or use of drugs
- Smoking indoors in any mission facility
- Drug paraphernalia on person or in room
- Physical assault
- Drugs/alcohol intentionally brought on any of the properties
- Any resident who has to be physically removed from the facility by police
- Theft of any kind

Residents who strike out or require immediate removal from the mission will not be allowed to return to the Mission’s program.

Strike Reduction Policy

In the event that a resident receives a strike for misconduct or rules violations, it should be handled according to this policy:

All strikes should be recorded on the Strike Recording Sheet in the resident's file.

There are two kinds of strikes: Reducible and Non-Reducible. It is at the discretion of the Resident Manager issuing the strike as to which type is issued based on the severity of the infraction. If a Non-Reducible strike is issued, it must be noted in the infraction notes portion of the Strike Recording Sheet.

When residents request strike reduction (reducible strikes only), they must successfully complete the assignment(s) issued by the Manager for the strike to be rescinded from their record. All strike reductions should be noted on the Strike Tab in their file in the Database.

Non-Reducible strikes can only be rescinded from a resident's record as a Phase Promotion reward.

One strike will automatically be rescinded from a resident's record upon successful completion of a Renewed Hope Program Phase. Non-Reducible strikes will be removed first, and then if no Non-Reducible strikes are on file, Reducible strikes can be rescinded.

NOTE: Resident Managers should never offer strike reduction. Residents must request strike reduction on their own. Should a resident receive three strikes without previous requests to reduce their strike load, it is too late and the resident has struck out of the program.

Renewed Hope Program Summary

The Renewed Hope Program is intended to help those who want to change their current way of life. This Program is a Bible and Gospel centered approach and is not a hand out but a hand up for those who truly want such change. These changes take time; therefore a two year commitment is required, or as long as it takes. Oftentimes the first indication of someone wanting to change is found within their attitude and willingness to be open with our staff. Usually if a person is teachable, will work with others, and accept correction and critiquing, progress can be made.

One of the most difficult things to do in the beginning before being able to make life changes is for men and women to first humble themselves and then to want and ask for the right kind of help. This is the first step towards brokenness; for it is clear, brokenness precedes usefulness.

The Program is designed to help men and women obtain the skills necessary to become productive members of society. Prospective residents must be willing to submit and surrender to all aspects of the Program. The Program offers instruction and assistance in many aspects of life skills; including, but not limited to, spiritual guidance, work, personal hygiene, financial accountability, educational assistance and assistance in combating any addictions and sin issues in their lives. A structured environment conducive to success is provided. We are here to help guide men and women through a process of renewal that comes best through faith in Jesus Christ and His grace in one's life.

Our staff will evaluate the current situation of each man or woman and determine how they can best be helped. Once assessed, individualized program goals will be set. As progress is made through the four phases of the program, these goals will be re-evaluated and adjusted as needed.

If you have any questions about our services, please speak with the Program Director shortly after you arrive.

How The Program Works

The Vision Statement (from the founder)

To help the poor and homeless with the necessary support and resources whereby, if willing, they can become productive members of society.

HGM Purpose Statement (from Vision Statement)

Our purpose is to help the poor and homeless by showing them the love of Christ through:

1. Meeting their basic needs (food, clothing, shelter, medical, dental, jobs, and mental health).
2. Providing them with a sanctified and orderly place for them to stay while at the Mission.
3. Making available to them the necessary life skills and training to successfully live on their own.
4. Requiring them to work and pay their own way while at the Mission.
5. Sharing with them the Gospel of Jesus Christ and encouraging those who want to change by using biblical principles.
6. Involving them in local Bible believing churches that will mentor them with both care and correction.
7. Not enabling them to stay poor by making them dependent on us.
8. Not taking any government funding.

Program Goal Statement (from Purpose Statement)

Hope Gospel Mission's Renewed Hope Program is to improve and to guide the residents in their physical, mental and spiritual well being so that they are stabilized and able to function as productive members of society; giving them the Gospel of Jesus Christ and directing them into Christ's church for spiritual help.

Renewed Hope Program (from Program Goal Statement)

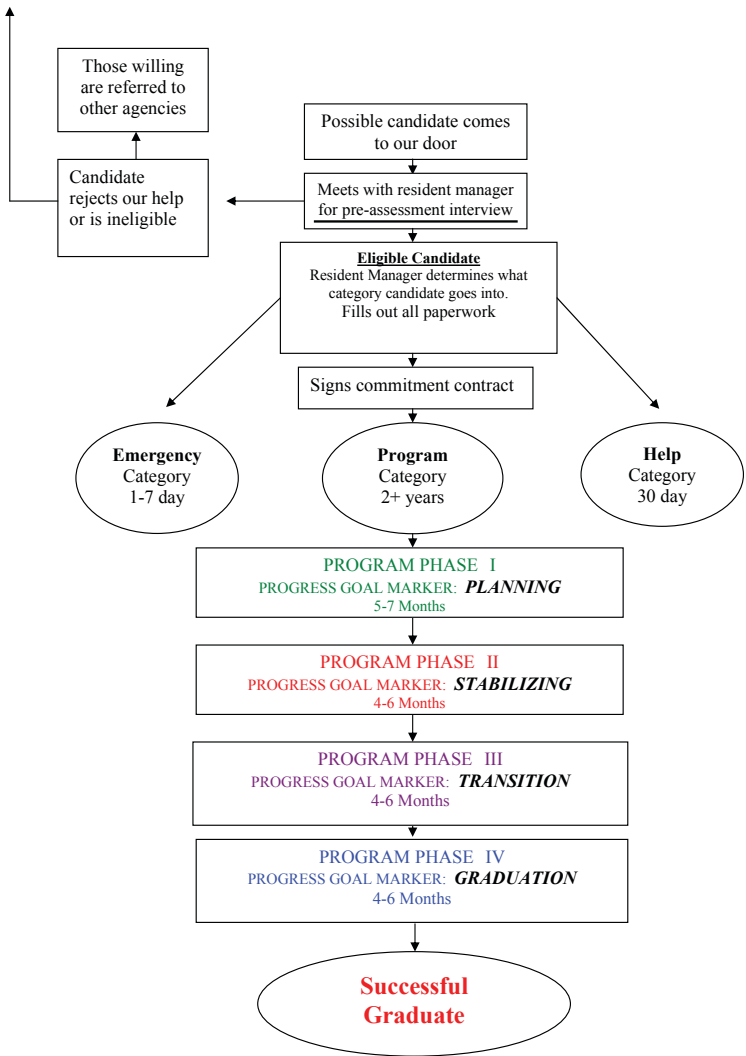
Phase I: **Planning**

Phase II: **Stabilizing**

Phase III: **Transition**

Phase IV: **Graduation**

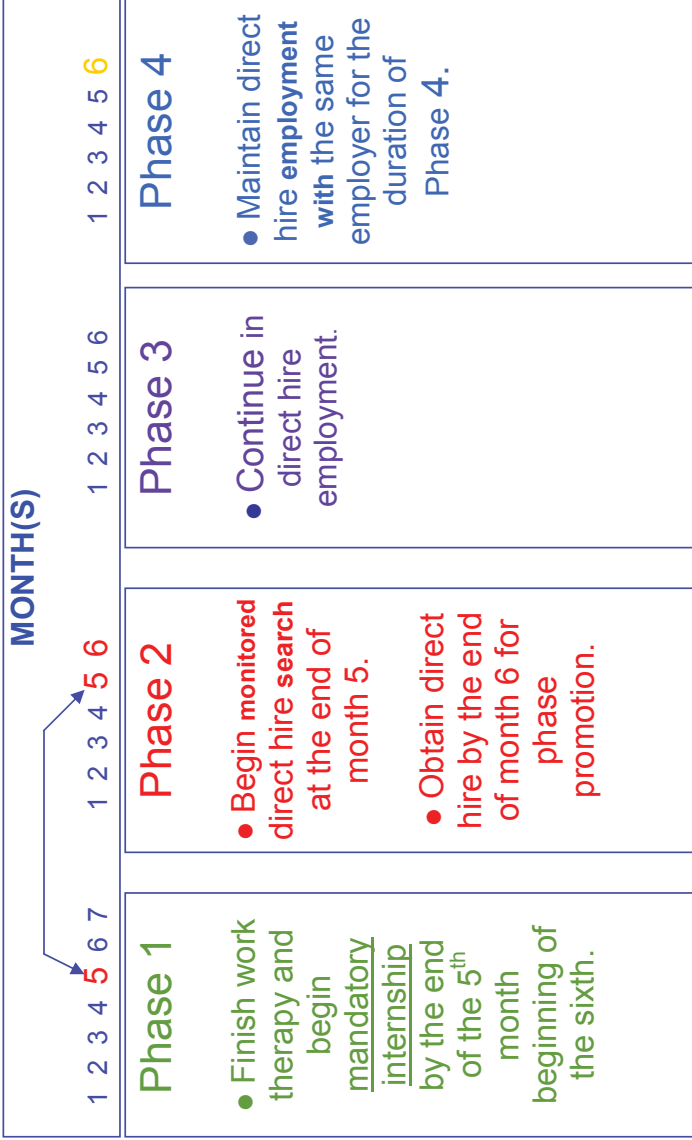
The Graduate is now a person well balanced physically, mentally, and spiritually, and a productive member of society.



Basic Renewed Hope Expectations

1. Adhere to all program rules, policies, and guidelines.
2. Maintain program schedule and attendance requirements.
3. Perform daily work assignments and chores.
4. Attend daily devotions.
5. Keep our standard of hygiene: in showering, deodorant, shaving, brushing teeth twice daily, changing into new, clean clothes after showering, changing daily into clothes that were washed and wearing clothes only one time. Keep shirts, dresses, blouses and pants ironed as needed. Keeping room, shoes and feet clean and smelling good. Haircut for men above the ears and nails clean and trimmed. Dress neatly and modestly to our standard and keeping all body piercings and jewelry removed. Women are allowed to wear one set of earrings.
6. Respect authority and peers.
7. Must continue to maintain all previous phase goals and milestones.
8. Exhibit positive behavior, not sowing dissension, discord or a bad attitude.
9. Demonstrate integrity (being honest and the same person around staff as peers).
10. Maintain a sober life style, keeping the “0” tolerance policy and submitting to all urine analysis and breathalyzer tests.
11. Maintain Work Therapy evaluations to reflect above satisfactory scores.
12. Must complete all assignments given per phase per individual departments.
13. Maintain consistency and punctuality, being on time with all appointments, classes, assignments and therapy. Tardiness is unacceptable.
14. Failure to complete phase milestone goals in allotted goal time frame because one “can’t” results in phase demotion. Failure to complete phase milestone goals in allotted goal time frame because one chooses not to (“won’t”) results in immediate removal from program.

HGM Resident Internship Program



Hope Gospel Mission's Resident Internship Program

As the residents enter the Renewed Hope Program, they sign up for and enter Work Therapy. Residents will remain in Work Therapy until the Work Program Coordinator and the Program Director agree that the resident is ready to proceed to the next step—employment in the Internship Program. This must happen no later than the beginning of the sixth month of phase one. (Note: This step is mandatory and applies to all residents. Residents are not considered to be employed until they begin employment with the internship program.)

Upon successful completion of Work Therapy (decided by Work Program Coordinator and Program Director) residents must enter the Internship Program and be assigned to one of our businesses. Residents must be in the Internship Program for at least thirty days in phase one to meet the 30 day work requirement for Phase Two promotion. (Note: This step is mandatory and applies to all residents.)

Resident's participation in the Internship Program will continue after promotion to Phase Two of the program until the last 30 days of Phase Two. At this time, the resident will begin work search for a direct hire job. Residents must be diligent in seeking employment as they cannot progress to Phase Three without direct hire employment. (Work search involves ½ of the day at the Bargain Center/Internship and ½ of the day searching for work.)

When a resident has successfully acquired outside direct employment and has met all other phase goals, he will be promoted to Phase Three. The resident must then maintain the outside direct hire position until graduation and beyond. Residents are not allowed to quit or switch jobs without the approval of the Work Program Coordinator. Residents must maintain their direct hire employment with the same employer during the entire fourth phase. One main purpose of this is that it “denotes stability” in their employment.

NOTE: Being unemployed during Phase Three and Four are not an option! Residents who willfully quit a job without the Work Program

Coordinator's permission will be removed from the program. Those residents who lose their job due to misconduct will be removed from the program in accordance to our current policies. Those residents who lose their job due to no fault of their own (as determined by the Work Program Coordinator and the Program Director) will be required to begin immediate job search within the 30 day specified time frame. If the resident does not attain a direct hire job in the 30 day time frame, the resident will be reduced to Phase Two. If they cannot find direct hire employment, the Program Director will decide on whether it is a "can't" or "won't" situation and will respond accordingly. When the resident is successful in acquiring another job and holds it for 30 days, they will be reinstated to their former Phase.

Standard Resident Program Goals

1. Planning Phase

Time Goal: 5 month minimum, 7 month maximum

- Meet with Work Program Coordinator and sign up for work therapy.
- Sign Financial Accountability Power Of Attorney and have financial advisor assigned.
- Begin Work Therapy training half day classes, half day assigned assessment tasks at mission.
- Must complete 500 hours of the Work Therapy by assigned assessment tasks at mission facilities.
- Must complete mandatory work as assigned on Saturday schedule (II Thes. 3:10 principle).
- Maintain Work Therapy evaluations to reflect a score of 2.5 or higher
- Must meet with Program Director and continue as directed.
- Medical assessment completed.
- Dental assessment completed.
- Optical assessment completed.
- Mental assessment completed.
- Spiritual assessment and church assignment completed.
- Educational assessment completed.
- Must complete all required classes at the Solomon Learning Center

for Phase 1.

- Start education at Learning Center if needed.
- Must have successfully addressed medical, mental, dental, educational, spiritual issues.
- Start Financial Peace University Class.
- Maintain consistency and punctuality with all appointments, classes and therapy.
- Must become established in RHPG* and Basic RH* Program expectations in the handbook.
- Must have begun savings, debt reduction, and budget as assigned by financial advisor.
- Start Right Start, Right Step course if applicable.
- Finish Work Therapy & begin mandatory internship in the 6th month finishing 30 days no later than the end of the 7th month.
- Must complete all assignments given during this phase per individual departments.
- Must attend one Chaplain assigned church social function beyond regular services.
- Must attend one Program Director assigned mission social function.
- Must have completed all IRSP goals for this phase.
- Must meet with Program Director for final review.
- Must complete all Individualized Resident *S.M.A.R.T. Program Goals.

After completing Phase 1, the resident will receive completion rewards.

**RHPG – Renewed Hope Program Goals*

**IRSP - Individual Renewed Smart Program*

**RH - Renewed Hope*

**S.M.A.R.T. – Specific, Measurable, Attainable, Realistic, and Trackable*

2. Stabilizing Phase

Time Goal: 4 month minimum, 6 month maximum

- Must be assigned to one church and attend only that church
- Must attend two Chaplain assigned church social functions beyond regular services.
- Must be complying and making progress with all aspects of Financial Advisor's budget.
- Complete Right Start Right Step course if applicable.
- Give 3 typed out examples of how you applied your RSRS coping skills this phase.
- Complete Financial Peace University Class.
- Demonstration of individual responsibility in volunteering for needed tasks.
- Must meet with Program Director and continue as directed.
- Must attend two Program Director assigned social functions.
- Continue to build work-related and interpersonal skills.
- Must meet with Chaplain for spiritual check-up.
- Must begin attending church small group or Bible study.
- Demonstrate progress in social skill areas by taking acceptable social initiatives.
- Must begin diligent, monitored, direct hire job search at the end of the 5th month.
- Must establish independent mode of transportation to work.
- Must be stable in medical, mental and spiritual issues.
- Established in RHPG* and keeps Basic Renewed Program expectations in the handbook.
- Must have completed all IRSP* goals for this phase.
- Must obtain direct hire, full time employment expected to last until graduation for promotion.
- After 6 weeks of Job search, apply for mission business cooperative if needed. See Work Director.
- Must meet with Program Director for final review.
- Must complete all required classes at the Solomon Learning Center for Phase 2.
- Achieve an average score of 2.8 or higher on work evaluations by end of phase.
- Must complete all Individualized Resident *S.M.A.R.T. Program Goals.

After completing Phase 2, the resident will receive completion rewards.

**RHPG – Renewed Hope Program Goals*

**IRSP - Individual Renewed Smart Program*

**RH - Renewed Hope*

**S.M.A.R.T. – Specific, Measurable, Attainable, Realistic, and Trackable*

3. Transition Phase

Time Goal: 4 month minimum, 6 month maximum

- Must have 50% of debts paid off.
- Must meet with Program Director and continue as directed.
- Start Alcohol Relapse Course (A.R.C.) if applicable.
- Must continue direct hire employment.
- Must attend at least four Chaplain assigned church social functions beyond regular services.
- Must attend two Program Director Mission assigned social functions.
- Must join church small group or Bible study.
- Increase participation in optional recreational and social activities.
- Must be a good example and encourage other residents.
- Must have dependable mode of transportation established to get to work.
- Must start and finish one Program Director assigned hobby project.
- Must meet with Chaplain for spiritual check up.
- Must meet with Pastor, apply to join Church and request a mentor.
- Must have savings, with established bank account.
- Must have emergency fund of \$3,000 in place.
- Type out testimony and goals and turn into Chaplain.
- Progress interview and program assessment made with Program Director.
- Established in RHPG* and keeps Basic RH Program expectations in the handbook.
- Must have completed all IRSP* goals for this phase.
- Must meet with Program Director for final review.
- Must complete all required classes at the Solomon Learning Center for Phase 3.

- Must post in room ARC Plaques: Prevention Plan, Coping Skills, Support Group.
- Type out how you used 3 of your coping skills and how many times you used your support group.
- Start and Finish Solomon Learning Center classes 1 and 2 by end of phase for those in the school.
- Must complete all Individualized Resident *S.M.A.R.T. Program Goals.

After completing Phase 3, the resident will receive completion rewards.

**RHPG – Renewed Hope Program Goals*

**IRSP - Individual Renewed Smart Program*

**RH - Renewed Hope*

**S.M.A.R.T. – Specific, Measurable, Attainable, Realistic, and Trackable*

4. Graduation Phase

Time Goal: 4 month minimum, 6 month maximum

- Complete Alcohol Relapse Course (A.R.C.) if applicable.
- Must meet with Program Director and continue as directed.
- Must meet with Chaplain for spiritual assessment.
- Must attend at least four Chaplain appointed church social functions beyond regular services.
- Must meet with Pastor and get a mentor from resident’s church.
- Maintain all previous program expectations and Mission standards.
- Must Give 3 typed out examples of how you used your new coping skills by midterm of this phase.
- Must Give 3 typed out examples of how you used your support group by midterm of this phase.
- Must Give 3 typed out examples of how you used your Relapse Prevention Plan by Midterm of this phase.
- Must maintain permanent stable direct hire employment with the same employer for all of phase 4.
- Must have completed all IRSP goals for this phase.
- Make sure financial responsibilities to the Mission are cleared.

- Must have all debts paid off.
- Meet with Pastor and ask him to give you a written evaluation of your spiritual condition.
- Meet with Chaplain to discuss Pastor's spiritual evaluation.
- Established in RHPG* and keeps Basic RH* Program expectations in the handbook.
- Must complete all required classes at the Solomon Learning Center for Phase 4.
- Meet with Program Director for final review and to determine if eligible for graduation.
- Meet with Program Director to set time frame for leaving the mission.
- Review personal financial plan with Financial Advisor and Program Director.
- Program Director will have staff review and get input for exit plan at staff meeting (Director, Program Director, Financial Advisor, Work Program Coordinator, Chaplains, Resident Managers).
- Obtain independent living arrangement including adequate furnishings with Program Director's oversight.
- Graduation ceremony discussed and plans made.
- Meet with Chaplain and Program Coordinator for exit interview.
- Graduation ceremony.
- Physically move out of the mission into housing under Program Director's supervision.
- Start and Finish Solomon Learning Center classes 2 and 3 by end of this phase for those in the School.
- Must complete all Individualized Resident *S.M.A.R.T. Program Goals.

After completing Phase 4, the resident will receive completion rewards.

**RHPG – Renewed Hope Program Goals*

**IRSP - Individual Renewed Smart Program*

**RH - Renewed Hope*

**S.M.A.R.T. – Specific, Measurable, Attainable, Realistic, and Trackable*

Hope Gospel Mission Belief Statement

1. We believe in the verbal, plenary, inspiration of the Bible. We believe His Word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
2. We believe in one true God, the Creator of Heaven and Earth, Sovereign over all, eternally existent in three persons- Father, Son, and Holy Spirit.
3. We believe in God the Son, God manifest in flesh, our Lord Jesus Christ, the world's only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, His burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, His imminent personal return in power and glory.
4. We believe in God the Holy Spirit, who convicts the world of sin, regenerates all believers, indwells them, and enables them to live holy lives of witness to our Lord Jesus Christ.
5. We believe in the sinfulness of mankind. We believe that man is born separated from God and is subject to His eternal wrath and condemnation.
6. We believe in the eternal salvation of every one who believes in the Lord Jesus Christ. This salvation is provided freely by God's grace through the shed blood, the sacrificial death, and the bodily resurrection of our Lord Jesus Christ. This salvation is not by our own works, but is evidenced by good works once obtained.
7. We believe in the eternal security of the believer. We believe that once a person is saved, they can never lose their salvation.
8. We believe in the bodily resurrection of all the dead; believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
9. We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve within and be accountable to it.