

Fresh Start Training Center

DAILY SCHEDULE & RESIDENT GUIDELINES

7/8/09

MONDAY - FRIDAY

5:30 - 6:15 A.M. RISE & SHINE: During this time you will be expected to make yourself presentable, clean your room, fix your bed, and hang up your clothes. All this must meet staff approval. An unannounced room inspection can be made at any time. You are also encouraged to have a time for personal devotions during this time frame.

6:15 - 7:00 A.M. BIBLE READING TIME: Bible Reading time is required attendance. This time is set aside each day for reading the daily Bible reading assignment (all 4 Chapters) & prayer. Your 1st priority for this time is reading the assigned 4 Chapters from your reading Schedule. After completing this you are free to use Bible study helps, study Bible Memory, pray, or read an approved devotional book. Use this time wisely and God will bless you for it. Your punctuality will help everyone's day to begin properly. Being tardy may result in discipline. i.e. you may be asked to skip breakfast, Etc.

7:00 - 7:30 A.M. BREAKFAST: Breakfast is served at 7:00 a.m. SHARP. Only if you have signed off no later than supper time the evening before can you skip breakfast. It is necessary for everyone to be present for prayer. If you skip the meal, we ask that you spend that time quietly studying in the Training Room.

7:30 - 8:00 A.M. PERSONAL EVALUATION & STUDY TIME: You will be expected to be in the training room during this time. Your first priority for this time is to do a personal evaluation of yourself by completing the Daily Moral Inventory (D.M.I). Providing that your Bible Reading and D.M.I. assignments are finished, you may use the remainder of this time for doing homework, studying Bible memory, or personal studies.

8:00 - 8:15 AM PRAYER TIME: This is a group time of prayer normally led by the lead resident.

8:15 - 10:30 A.M. CLASS TIME: Class time is also required attendance. This time is used to teach and share about God's Word and its personal application. You may not leave the session at any time without permission. There will be one break period during this time. All drinks are to stay in the dining room area only. Here is the breakdown of the class time schedule:

- 8:15 - 9:15 First Class
- 9:15 - 9:30 Break
- 9:30 - 10:30 Second Class

10:30 - 12:00 COUNSELING & WORK TIME: Those not in active DMI shall be working in the shop whether before or after lunch. Some residents may meet with their counselor after lunch and will work in the shop in the time before lunch. Your Counselor will give further directions regarding this time.

12:00 - 1:00 P.M. LUNCH TIME: Everyone is expected to be present for prayer at 12:00. Only if you have signed off no later than breakfast time can you skip the noon meal. Being tardy may result in discipline. If you skip the meal, we ask that you spend that time quietly studying in the Training Room. The upstairs is off limits except for 10 minutes following the lunch dismissal to change clothes.

1:00 - 5:00 P.M. WORK TIME: Work Time is your time to help out in various workshop activities. It is expected of you to work diligently during this time, and not to loiter. You are not to leave the workshop area during this time unless authorized personnel grant you permission to do so. We won't ask you to do anything that the staff wouldn't do. You can be assigned to work longer if the staff deems necessary. A fifteen (15) minute break will be given during the afternoon work time. Its privileges are the same as morning break. Basketball is not to be played during break times. You are not to use any power tools unless you have been trained and granted permission by a staff member. The last several minutes of work time are designated for clean up in which the tools, etc. are picked up and put away. This needs to meet the shop foreman, foreman's assistant, and/or counselor's approval.

5:30 P.M. SUPPER TIME: Everyone is expected to be present for the mealtime prayer. Only if you have signed off no later than breakfast time can you skip the evening meal. Being tardy may result in discipline. If you skip the meal, we ask that you spend that time quietly studying in the Training Room.

6:00 - 7:00 P.M. STUDY HOUR: The study hour is time provided for you to work on any homework assignments, Bible memory, letter writing, etc. that you may have to do.. This hour may be deleted, shortened, or moved to a more convenient time depending on the evening activity. It is also important to be quiet during this time so as not to disturb others. See Study Hour Guidelines for more details.

7:00 - 9:15 P.M. GROUP ACTIVITY TIME: Everyone will be required to be with the group during this time. The Houseparents on duty will be in charge of the activities. Dorms are off limits during this time.

9:15 - 9:45 P.M. QUIET TIME: As we conclude each day it is important that we have God share with us through Bible reading and we share with God in prayer. You will also be expected to share the blessings and struggles you have faced throughout the day. Sharing in this way can be an asset to others as well as to yourself. A Counselor will be in charge of this concluding aspect of the day.

10:00 P.M. LIGHTS OUT: Turn all things over to God and relax so you can get a good night's rest and be refreshed for the next day.

A. PREPARATION FOR YOUR STAY AT FRESH START...

1. I will not bring anything into FRESH START without the approval of the Houseparents or Administrator. (Examples: TV, radio, knives, guns, money, rings, wallets, pets, etc.). Unapproved items may be kept in file for you or sent back to your home.
2. I will settle personal business such as my medical, dental, and legal affairs, before entering FRESH START. I understand that I will not be taken to the doctor except for emergencies. Any exceptions must be approved by the director and houseparent of the program.
3. I will not have any undesirable literature in my possession.
4. I will not initiate, cultivate, or continue a boyfriend/girlfriend relationship while at FRESH START, but rather will focus my energies on the spiritual renewal of my inner man.
5. I will turn all my money over to the FRESH START staff, who will then handle my finances as personal needs arise.

B. FRESH START ORIENTATION...

What is Fresh Start? Fresh Start is an intense Christian Discipleship center. Our two primary goals are that you would:

- 1.) Have a greater love for the Lord Jesus Christ.
- 2.) Have a greater love for the people He has placed in your life. *"...Thou shalt love the Lord thy God with all thy heart...and thy neighbour as thyself."* (Luke 10:27)

We believe that all of life is lived from the heart. We will focus on developing a heart that is free from sin and any weight that could hinder you from the highest achievement possible—to love the Lord.

A disciple is a follower of the Lord. He recognizes his need for personal growth and willingly submits to certain measures of control that provide a framework for that growth to take place. Since we have only a limited amount of time together, and Fresh Start operates with the generous gifts of Christians, we work hard in a structured environment.

Orientation is generally viewed as being the first two (2) weeks of the program. During this time the staff will help you adjust to the program, schedules, routines, etc. This will also be your time to familiarize yourself with our guidelines, learn how to beneficially fill out your D.M.I. sheet, etc. In order to allow you time to adjust and to get to know people here, you may be excused from active participation in certain activities (i.e. Sociogram, Jail Ministry, Etc). Use this time diligently to build relationships, especially with your counselor, for this will be the foundation of your stay at Fresh Start.

C. GENERAL GUIDELINES FOR FRESH START RESIDENTS...

6. I will do my utmost to be on time to whatever activities the schedule would dictate. This will require me to think ahead several minutes in order to arrive at the next function on time.
7. I will not use profane language.
8. I will agree to regular evaluations of my behavior and attitudes.
9. I will show respect to all administration, staff members, and residents.
10. I will not whine, beg, or badger a staff member or director after having been told "NO" to some request. I will not complain to the other residents about the staff.
11. I will engage in conversations about my past lifestyle only for the spiritual edification of myself and/or others.
12. I will join in work assignments that are given to me by any staff member.
13. Napping is generally permitted on Sunday afternoons, otherwise, you are expected to be diligent in your quest for leading a disciplined and productive life.
14. I will not trade, sell, or swap clothes.
15. I will not leave any food uneaten which I have placed on my plate. I will not go for "seconds" until given permission nor be excused until dismissed.
16. I will refrain from holding any children (other than my own) while at FRESH START. Supervised interaction with parent's consent is O.K. Exceptions may be granted, but only with the permission of the child's parents. Permission must be had each time of interaction.
17. I will not drive any vehicle while in the FRESH START program.
18. Houseparent apartments and all offices, including the front desk, are off limits (unless accompanied by a staff member).

D. GUIDELINES FOR THE FRESH START PREMISES...

19. I will not leave the building or property for any purpose without permission from a staff member.
20. I will not adjust any temperature controls or any heating or air conditioning units. I also will not open or close windows or heat/air registers at any time.
21. I will show respect to my fellowman by avoiding horseplay (IE. Pushing, shoving, hitting, etc.), while in the program. I will not run anywhere in the FRESH START building except in the gym.
22. I will not go into the kitchen before appointed times; otherwise it is off limits without staff permission.

E. GUIDELINES FOR THE TRAINING ROOM...

23. I will sign out any books that I use from the library if I intend to keep the book in my briefcase or if I take it out of the Training Room. Study books (from off of the corner cabinet) are not be taken out of the Training Room.
24. I will not watch videos except by assignment from my counselor or a Houseparent.
25. I will not leave the Training Room during any class, study time, or prayer time without permission of a staff member.
26. I will purpose to be attentive and diligent in all Training Room Activities.

F. PERSONAL HEALTH & HYGIENE...

27. I will not smoke, use drugs, or drink alcoholic beverages.
28. I will be given my prescribed medication by or under the direction of the houseparent. All medications (Including vitamins, herbs, minerals, etc.) must be prescribed or recommended by a qualified DR.
29. I understand and agree that FRESH START will not be held liable for bills that I incur, medical or otherwise.
30. As with other issues in my life, I will be diligently disciplined in relation to my food consumption. If I fail to discipline my own eating habits, I will be willing to receive assistance from the staff in order to maintain balanced eating habits.
31. Coffee is limited to a one (1) cup serving. This applies to eating out, visiting in homes, etc. Exceptions may occasionally be offered by a staff member.
32. Breath fresheners are permitted. Gum & candy are not allowed unless served by a staff member.
33. I will bathe everyday because cleanliness is important both spiritually and physically.
34. I will keep my clothes clean and ironed. The houseparent will take care of any mending. The laundry schedule will be in charge of the staff. I will make my bed every morning, wash my bed linens weekly, and keep my room clean at all times.
35. I will keep my hair combed, get a haircut when asked to do so, and be responsible for the hair cleanup. I will comply with the administrator's decision regarding facial hair. The mustache is not permitted. The beard is permitted only in situations where it is a church requirement. Any exceptions will be at the Administrator's discretion.
36. I will not take a shower after 9:00 p.m. without a staff member's permission.
37. I will brush my teeth, shave, and use deodorant daily.
38. I will be responsible to keep my own toiletries (any article relating to personal care) neatly put away.

G. GUIDELINES FOR CHURCH SERVICES...

39. I will wear dress pants (no jeans or corduroys), long sleeved dress shirts, and dress shoes to all church services. For PR PROGRAMS, we require black dress pants & white dress shirt (long sleeve).
40. I will be reverent and attentive in all church services. I will sit in my assigned seat (if any) or where directed by a staff member.
41. We encourage you to fellowship with the larger congregation after services at FRESH START MENNONITE CHAPEL, however we ask that you remain either in the auditorium or the entry foyer until the group is ready to leave.
42. When attending social functions or church services, other than at FRESH START MENNONITE CHAPEL, you will be expected to remain with the group unless permission is granted by a staff member.

H. GUIDELINES FOR JAIL MINISTRY...

43. I will be expected to go along to the jail services, however, I will not expect to share with the inmates until asked by the staff to do so. Please refer to Jail Ministry paper in your FS Manual for specific Jail Ministry details.
44. Staff will also give periodic directives as to relevant issues in relation to Jail Ministry.

I. GUIDELINES FOR SHOPPING...

45. I will accept my counselor's supervision while shopping. This is a privilege and not a right. Any expenditures are subject to staff approval. (You will need to fill out & submit your shopping list to staff prior to town trips). The counselor and residents are to remain in a group while in town. Shopping trips are not allowed before I am in the program four (4) months.
46. I understand that if my cash account is in the red or if I have insufficient funds, that I will not be permitted to make further purchases until my cash account is replenished.

J. GUIDELINES FOR RECREATION...

47. I will attend all recreation but may or may not be required to participate. I will willingly participate when asked to do so. Please refer to dress Code section for appropriate recreational attire.

K. GUIDELINES FOR WORK...

48. I will agree to fulfill my duties in whatever jobs are assigned to me.
"... that if any would not work, neither should he eat." (II Thessalonians 3:10b).
49. I will not drive any vehicle or forklift while in the FRESH START program.
50. I will ask permission if for any reason I need to leave the work area (even the rest room).
51. There are to be no basketballs shot during the afternoon break. Also, there will need to be one 15 MINUTE BREAK forfeited for each basketball shot after WORK TIME is called.
52. If I am late for the start up song at the beginning of Shop Time, I will sing a solo for the group.

L. GUIDELINES FOR DORM LIFE...

53. I will respect the privacy of everyone at FRESH START. I will not bother, use, or take anything without permission.
54. I will stay in the dorm after lights out except to go to the restroom.
55. I will wear a shirt and pants at all times except when going to the restroom from the dorm (a robe or pajamas are then acceptable). Shoes & Socks are to be worn at all times (other than in the Men's Dorm and Lounge Area... socks, slippers, or socks with footwear are then acceptable).
56. I will be in the lounge sitting area ready for the end of the day sharing at the appointed time. Be ready to read, meditate, pray and share. The dorm is off limits until the end of the day sharing time.
57. I will not take food or drinks upstairs or to my room without permission. Any food/snacks etc. accumulated from extra curricular activities shall be turned in to Fresh Start kitchen upon return to Fresh Start.
58. I will not rise before 5:30 a.m. Please do not cause a disturbance or noise previous to this time. If you must rise earlier you can only do so if you have secured permission from your counselor.

M. GUIDELINES FOR DRESS...

59. I will permit my clothing to be inspected by the houseparent and if it does not meet their approval I will refrain from wearing it. Sweat pants are permitted as pajamas only. Cargo style pants are not permitted.
60. All shirts should be tucked in. Hats are permitted for weather protection or religious requirements only, but should not be worn indoors.
61. If your home church's guidelines are more conservative than FRESH START'S, then you will be expected to follow your church's dress codes. In areas where FRESH START'S guidelines are more conservative you will be expected to follow the FRESH START guidelines.
62. Any off campus activities will require a minimum dress code as defined below in "Class Clothes" unless an exception is made by a Houseparent or Administrator. Following is a general definition of minimum dress codes for various activities...
 - a. **Dress Clothes...** Dress Pants (no jeans or corduroys), Long Sleeve Dress Shirt, and Dress Shoes.
 - b. **Class Clothes...** Collared shirt is required. Jeans and casual shoes are permitted.
 - c. **Work / Recreation Clothes...** Same as class clothes, exception that T-shirts are permitted.

N. VISITATION PRIVILEGES...

63. Regular visitation privileges begin after the resident has been in the program one month following orientation. During orientation the resident is allowed two (2) visits.
64. A resident may have visitation privileges from his immediate family every two (2) weeks. Immediate family consists of parents, grandparents, brothers, sisters, wife (excluding common-law) or children. Uncles, aunts, and in-laws may also visit with approval of the Houseparents or director.
65. Visitation privileges (if granted) shall be on Sunday afternoon between 2:00 - 4:00 p.m.
66. Visitors traveling from a distance of 200 miles or more may have visitation privileges from 2:00 - 4:00 p.m. on Saturday and Sunday. If other arrangements need to be made, they must be approved by the houseparent or director.
67. Visitations are privileges and not rights. Should problems result because of visitations, the visits can be terminated.
68. Visitors are to be entertained in designated areas; residents are not to interfere with other residents' visits.
69. Sunday meals may be provided for visitors who have traveled from a distance away. This privilege must be approved and planned with the houseparent ahead of time. Visitors from local areas should provide lunch on their own.
70. Residents are not to invite guests to visit, eat meals, or stay overnight without permission from the houseparent.
71. Pastors of the residents should call the director or houseparent for information regarding their visiting privileges.

O. COMMUNICATION PRIVILEGES...

72. We would encourage that most of your communication be done through letter writing.
73. I will submit to having all incoming & outgoing mail screened by a staff member. I will pay for all of my own postage expenses. There will also be a per page charge of \$.25 for printing faxes, etc.
74. All communication (letters and telephone calls) should include only the immediate family. Immediate family consists of parents, grandparents, brothers, sisters, wife (excluding common-law) or children. News bulletins, magazines, periodicals, etc. are not permitted. Exceptions may be granted with the approval of the director or houseparent.
75. All communication is a privilege, not a right. Should problems arise because of phone calls or letters, this privilege may be taken away.
76. All money received through letter correspondence must be turned in to FRESH START staff and will be kept for you. Should any money be found in your possession without permission it will be donated to FRESH START. Stamps and stamped envelopes are to be in the possession of the counselor.
77. All out-going mail must be given to your counselor who will then see that it gets mailed.
78. All out-going telephone calls must be toll free or by calling card; all phone calls must be no longer than ten (10) minutes, approved by the houseparent, and supervised by the resident's counselor.
79. During orientation, there can be two (2) telephone calls made (either in or out).
80. After orientation, a resident can have or make no phone calls for one (1) month. Thereafter, two (2) phone calls (in or out) per month will be permitted.
81. All phone calls will be monitored by the FRESH START staff.