

Loving Hands Ministries, Inc.

“Where God’s love in action Saves Our Sons!”



Resident Handbook

Revised January 2025

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I. Purpose

The purpose of Loving Hands Ministries is:

- To glorify our Lord and Savior Jesus Christ by providing a Godly, safe, family-like residence where young men who have life-controlling problems can earnestly seek God and a new life.
 - To demonstrate God's love, mercy, and grace to hurting and troubled young men.
 - To teach men to love God with their whole being and to love our neighbor as we love ourselves.
 - To teach that life is relationships.
 - To train each resident to become a Disciple of Jesus Christ, with the ultimate-goal being that he becomes a Disciple-Maker.
 - To teach that God is our source of supply and the giver of every good gift, therefore since everything we have is provided by God, it is the awesome duty of each of us to fear and honor God in all we do.
 - To teach the word of God in sincerity.
 - To teach men to pray effectively.
 - To teach holiness as the lifestyle the Lord has called all people to live.
 - To teach men to live life in-light-of eternity while expecting the imminent return of Jesus Christ.
 - To teach soul winning.
 - To teach honesty, integrity, and a strong work ethic.
- 1 Peter 4:8
 - Titus 2:11-14
 - Matthew 22:37-40
 - Hebrews 12:14

II. Statement of Faith

We Believe:

- A. The Bible is the inspired and only infallible and authoritative Word of God. 2 Timothy 3:16.
- B. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. 2 Corinthians 13:14.
- C. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. Matthew 16:16 & 1 Corinthians 15:3-4.
- D. In the blessed hope, which is the rapture of the Church at Christ's coming. Titus 2:13.
- E. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. 1 Peter 1:18, 19.
- F. Regeneration by the Holy Spirit is essential for personal salvation. John 3:3-5.
- G. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. 1 Peter 2:24.
- H. The baptism of the Holy Spirit is given to believers who ask for it. Acts 2:4 & Acts 2:39.
- I. In the sanctifying power of the Holy Spirit by who's indwelling the Christian is enabled to live a holy life. Galatians 5:16.
- J. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. John 5:28, 29.
- K. God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and basic structure of human society. Marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:20-24, Matthew 19:4-6, Mark 10:6, Romans 1:24-32, & I Corinthians 6:9.

III. Resident Handbook

- a. This Resident Handbook serves as a guideline for admission and residency to a Loving Hands Ministries Residential Discipleship Program.
- b. This handbook may be revised or modified at any time by Staff without prior notice.
- c. This handbook is designed to provide an applicant with enough information & knowledge to make an informed decision to apply to Loving Hands Ministries for acceptance into its Residential Discipleship Program.
- d. This handbook provides Residents with enough information to comply with most rules required to remain in the Loving Hands Ministries Residential Discipleship Program. It is *not* written to provide an answer to every possible scenario faced by a Resident or by Staff during the duration of a Resident’s time in the Discipleship Program.
- e. A Program Director is authorized to exercise discretion in the application of this handbook consistent with all other internal policies of Loving Hands Ministries. A Resident is *not* entitled to an explanation or justification for a Staff decision simply because it is not addressed within this handbook or is potentially inconsistent with this handbook. Program Directors and other Staff are accountable to their line of authority above them for the exercise of their discretion.

IV. Admissions

- a. A person coming to Loving Hands Ministries as a full-time resident generally has some kind of very serious problem. Our prayer for each Resident is that he will find a new and abundant life in Christ.
- b. Each person who enters the Loving Hands Residential Discipleship Program must see himself as desperate and willing to seek Jesus Christ as his only hope for a changed life. - 2 Corinthians 5:17
- c. The final decision whether an applicant is selected to participate in Loving Hands discipleship training is determined by a Program Director or Intake Director.
- d. All applicants are expected to provide or acquire a recent doctor's physical, hepatitis screening, and STD/HIV screening. Exceptions to this may be at the Program Director's discretion.
- e. Although every effort is given to process applications quickly, there is no set time frame or deadline for reaching a selection decision on an application. Be patient and stay in communication with Intake Staff.
- f. Every person seeking selection to a Loving Hands Ministries Residential Discipleship Program must be willing to make a commitment to a *minimum* stay of eighteen (18) months.
- g. Loving Hands Ministries does not charge an application fee or any other fees for its training program. A Resident's family may voluntarily contribute donations to the ministry to help defray the costs of operating, but such donations cannot be designated for a specific Resident.
- h. An applicant needing to seek Court approval for admission must receive written acceptance from Loving Hands *before* being Court Ordered into our training program. The Intake Staff will work with an applicant's legal representation in obtaining the appropriate provisions in a Court Order.
- i. What to bring upon acceptance:
 - i. One week of clothing suitable for work, classroom, leisure, and church attendance. A Resident may not be permitted to keep any clothing considered unacceptable by Staff on entry such as clothing depicting anything associated with drugs, alcohol, or other secular materials.
 - ii. Personal care items such as razors, toothbrushes, deodorant,

- towels, etc.
 - iii. Bible, paper, pens, envelopes, stamps, and notepads. A Resident may not be permitted to keep any reading material other than the Bible and a personal devotion book approved by Staff.
- j. What to **NOT** bring:
- i. Cell phones, MP3 players, alarm clocks, radios, stereos, laptops, computers, or electronics of any kind.
 - ii. Cash, credit/debit cards, food stamp cards, gift cards, or any other form of currency.
 - iii. Automobiles.
 - iv. Personal Valuables.
 - v. CDs, DVDs, books, or magazines.
 - vi. Musical instruments.
 - vii. Weapons.
 - viii. Alcohol of any kind, tobacco products, OTC medicines, or any other illicit substance.
- k. All personal belongings are subject to search and inspection upon entry.
- l. Any items brought from the above list, or any other item determined by staff to not be allowed on the campus premises, shall be sent off campus with the family or persons who brought the new resident their intake interview. If the family or persons who brought the new resident are unable or unwilling to take those items, the items shall be disposed of in the waste bins.
- m. Upon entry a new Resident will be assigned an Orientation Mentor who shall be a Resident that has reached Junior Phase or higher. The Orientation Mentor will assist the new Resident with training in rules, schedule, chores, etc. The Orientation Mentor is available to answer questions for the new Resident as he adjusts to life at Loving Hands. The Orientation Mentor must follow all directions of staff related to the new Resident and is not a position of authority, but only of guidance.
- n. Any Resident who voluntarily leaves the program or is dismissed from the program may not be allowed to re-enter a Loving Hands Discipleship training program for at least ninety days.
- o. All Residents shall be required, within the first thirty days, to submit a list of people who the Resident requests to communicate with when eligible. The list shall be reviewed by Staff. Persons approved for letters, calls, or visits are at the sole discretion of the Program Director. Communication with people not on this approved list is grounds for discipline.
- p. Leaving the program will not be assisted by Loving Hands Staff. This

means staff will use discretion on whether to transfer a resident, return non-essential belongings, make phone calls, or provide transportation. Residents are encouraged to seek the Lord during times of struggle rather than automatically resorting to running from the growth provided through the Loving Hands Discipleship Ministry.

V. Program Structure

- a. Loving Hands Ministries is governed by its Board of Directors who appoints the CEO and approve Ministry Policies.
- b. The Executive Staff supervises all other Staff within the ministry.
- c. A Program Director serves as the manager of a local campus and is responsible for its daily operations. A Program Director supervises the other Staff, Ministry Interns, and Volunteers assigned to a local campus.
- d. A Resident Director serves as the primary residential staff for day-to-day program activities.
- e. An "Overseer" is assigned during an AM and PM shift. An Overseer is normally a Ministry Intern or Staff, but a mature second year Resident may be assigned. The Overseer serves as a liaison between the Program Director and the Resident-On-Duty (ROD – see details of ROD position later in this handbook). The Overseer is responsible for making routine decisions about the schedule or operations of the program. If an Overseer is unsure about a decision, he contacts the Program Director. The Overseer is expected to actively engage with the Residents during worship times, meals, recreation, chapels, etc. The Overseer uses this time to actively disciple, train, and relationship build with the Residents rather than just 'being available.'
- f. Other Staff are assigned duties based upon campus needs and position availability.
- g. Residents are assigned responsibilities as they progress through the program.
- h. Resident Phases:
 - i. Orientation
 - ii. Probation
 - iii. Freshman
 - iv. Sophomore
 - v. Junior
 - vi. Senior
 - vii. Discipleship I

First 3 Days of Freshman
First 10 Days of Freshman
90 Day Minimum
90 Day Minimum
90 Day Minimum
90 Day Minimum
90 Day Minimum

| | |
|-----------------------|-----------------|
| viii. Discipleship II | 90 Day Minimum |
| -Graduation- | |
| ix. Aftercare | 180 Day Minimum |

- i. Note: Residents will not automatically promote from one phase to another based upon time alone. Staff will determine when a Resident is ready for promotion based upon overall maturity, development, time, academics, and progression. Promotion to a new phase provides new opportunities to assist with administrative and practical responsibilities as directed by the Staff while continuing growth in the classroom.
- j. A "Manning Board" is posted to track Residents, room assignments, review dates, and other relevant information.
- k. Leadership Committee. This committee consists of all Executive Staff and Program Directors combined. The purpose of this committee is to ensure consistent application of rules, guidelines, and handbooks across multiple locations.

VI. Daily Schedules

Orientation (First Three Days)

| | |
|----------|--|
| 6:50 am | Wakeup |
| 7:00 am | Breakfast |
| 7:20 am | Kitchen Cleared Shadow Assigned Mentor/No Chores Assigned |
| 7:40 am | Personal Devotions |
| 8:25 am | Break Time: 5 Minutes |
| 8:30 am | Read Resident Handbook in Common Area May be Directed to Other Activity by Staff |
| 9:30 am | Break Time: 10 Minutes |
| 9:40 am | CHAPEL (Mon/Wed/Fri) Observe Character Studies (Tue/Thu) |
| 10:40 am | Break time: 10 Minutes |
| 10:50 am | Book Reports, Memory Verses, or Character Studies Projects May be Directed to Other Activity by Staff |
| 11:50 am | Break: 10 Minutes Wash Up for Lunch |
| 12:00 pm | Lunch (<i>12:25 p.m. Break</i>) |
| 12:30 pm | Kitchen Cleared Shadow Assigned Mentor/No Chores Assigned |
| 12:50 pm | Worship (First 10 minutes) Intercessory Prayer |
| 1:30 pm | 10 Minute Break – Prepare for Work Projects |
| 1:40 pm | Work Projects – May be assigned to Other Activity by Staff <i>3:30 pm clean up</i> |
| 3:40 pm | Recreation Time |
| 4:50 pm | Showers & Free Time |
| 6:00 pm | Dinner |
| 6:30 pm | Kitchen Cleared Shadow Assigned Mentor/No Chores Assigned |
| 7:00 pm | CHAPEL (Attend Church on Wednesday Nights) |
| 8:30 pm | Chapel Ends - Prepare for Bed & Quiet Time (DMI) |
| 8:50 pm | House Prayer led by R.O.D. |
| 9:00 pm | 20min. of Personal Quiet Time - NO TALKING |
| 9:20 pm | Lights Out! <i>May have a personal light for reading for up to 25 Minutes after lights out. Silence required.</i> |

Loving Hands Ministries - Resident Handbook
"Where God's love in action, transforms lives."

Monday through Friday

| | |
|----------|--|
| 6:05 am | Overseer & Resident on Duty (R.O.D.) - Wakeup |
| 6:15 am | Cook on Duty House - Wakeup |
| 6:25 am | House Prayer led by R.O.D Begin Calisthenics/Exercise |
| 6:50 am | End Calisthenics |
| 7:00 am | Breakfast R.O.D. Leads Pledge and Proverbs Reading |
| 7:20 am | Kitchen cleared - Begin Chores |
| 7:40 am | Personal Devotions |
| 8:25 am | Break time: 5 Minutes until Chapel |
| 8:30 am | CHAPEL (Mon/Wed/Fri) (Tue/Thu – Character Studies) First 10 minutes - praise/worship music |
| 09:30 am | Break time: 10 Minutes |
| 09:40 am | CHAPEL (Mon/Wed/Fri) (Tue/Thu – Character Studies) First 10 minutes - praise/worship music |
| 10:40 am | Break time: 10 Minutes |
| 10:50 am | Book Reports, Memory Verses, or Character Studies Projects |
| 11:50 am | Break: 10 Minutes Wash Up for Lunch |
| 12:00 pm | Lunch (<i>12:25 p.m. Break</i>) |
| 12:30 pm | Begin Chores |
| 12:50 pm | Worship (First 10 minutes) Intercessory Prayer |
| 1:30 pm | 10 Minute Break – Prepare for Work Projects |
| 1:40 pm | Work Projects <i>3:30 pm clean up</i> |
| 3:40 pm | Recreation Time |
| 4:50 pm | Showers & Free Time |
| 6:00 pm | Dinner |
| 6:30 pm | Kitchen Cleared – Begin Chores |
| 7:00 pm | CHAPEL (Attend Church on Wednesday Nights) |
| 8:30 pm | Chapel Ends - Prepare for Bed & Quiet Time (DMI) |
| 8:50 pm | House Prayer led by R.O.D. |
| 9:00 pm | 20min. of Personal Quiet Time - NO TALKING |
| 9:20 pm | Lights Out! <i>May have a personal light for reading for up to 25 Minutes after lights out. Silence required.</i> |

Modified Weekday with Snack (As approved by Overseer)

| | |
|---------|--|
| 8:30 pm | Chapel Ends - Prepare for Bed & Quiet Time (DMI) |
| 8:45 pm | Snack Time |
| 9:05 pm | House Prayer led by R.O.D. |
| 9:15 pm | 20min. of Personal Quiet Time - NO TALKING |
| 9:35 pm | Lights Out! <i>May have a personal light for reading for up to 25 Minutes after lights out. Silence required.</i> |

A. Saturday

| | |
|----------|---|
| 7:30 am | R.O.D. & Cook on-duty |
| 7:45 am | Wake-up call |
| 8:10 am | 5 min. until Breakfast |
| 8:15 am | Breakfast |
| 8:35 am | Kitchen Cleared |
| 8:45 am | Morning devotions |
| 9:15 am | Break - 10 min. to get ready for Work Projects |
| 9:25 am | G.I. Chores (White Glove Inspection – High Level Cleaning) |
| 10:00 am | Work Projects |
| 12:25 pm | Clean-up |
| 12:30 pm | Lunch |
| 12:55 pm | Kitchen Cleared |
| 1:15 pm | Worship (First 10 minutes) Intercessory Prayer |
| 1:55 pm | Break – Prepare for Recreation |
| 2:00 pm | Recreation |
| 4:45 pm | Showers & free time |
| 5:55 pm | Break - 5 min. to Dinner |
| 6:00 pm | Dinner |
| 6:30 pm | Kitchen Cleared - Begin Chores |
| 7:00 pm | Chapel begins / Chores Inspected |
| 8:30 pm | End of Chapel |
| 8:40PM | Get ready for bed |
| 8:50PM | House prayer led by R.O.D. |
| 9:00PM | Quiet time – No talking |
| 9:30PM | Lights out <i>May have a personal light for reading for up to 25 Minutes after lights out. Silence required.</i> |

B. Sunday - Varies. As directed by Staff.

C. Modifications

All schedules are subject to change based upon ministry needs and scheduling at Staff discretion.

VII. Rules & Guidelines

- A. General Statements. Residents are here to seek God. Adjusting to the daily schedule, rules, and guidelines should be easy for most people selected to attend Loving Hands. Only as we surrender our will to God's will does the Holy Spirit truly have free reign to lead and guide us. God does not force His will on man.
- a. Because we each have different personalities and spiritual maturity levels individuals may not be allowed to behave independently within the family-style community at a Loving Hands Campus. We must strive to live by the "Golden Rule" and to live Scripturally by considering all others more important than ourselves.
 - b. Discipline is a way to encourage self-reflection before God regarding our own spiritual growth and maturity. Staff shall strive to meet each infraction with an attitude of love, acceptance, and understanding. Staff may conduct investigations into each infraction; however, Residents are not typically granted an opportunity to provide for any self-defense.
 - c. Residents are expected to receive discipline considering the Scriptures in I Peter 2:19-23, "For it brings favor if, because of a consciousness of God, someone endures grief from suffering unjustly. For what credit is there if when you do wrong and are beaten, you endure it? But when you do what is good and suffer, if you endure it, this brings favor with God. For you were called to this, because Christ also suffered for you, leaving you an example that you should follow in his steps. He did not commit sin, and no deceit was found in His mouth; when he was insulted, he did not insult in return; when He suffered, he did not threaten but entrusted Himself to the one who judges justly."
 - d. Investigations into infractions and issuing of discipline typically occurs on a weekly basis, however, at Staff discretion infractions may be looked in to and discipline issued at any time.
- B. Prohibitions. All prohibitions are cause for immediate dismissal from the program.
- 1. Possession of any form of alcohol.
 - 2. Possession of any form of tobacco or related product such as cigarettes, snuff, dip, e-cigarettes, vapes, etc.
 - 3. Possession of any form of pornographic material.
 - 4. Possession of any form of weapon or explosive.
 - 5. Leaving the campus without supervision or prior authorization.
 - 6. Sexual immorality or behavior, sexually oriented jokes, or improper conversation regarding sex.
 - 7. Non-Christian music.

8. Use of a radio, MP3 player, telephone, or other electronic device without prior authorization.
 9. Theft. Possession of something not belonging to a Resident is presumed theft unless reasonably explained.
 10. Fighting or threatening harm to anyone.
 11. Repeated rules violation or a pattern of disregard for proper behavior.
 12. Repeated use of vulgar or profane language.
 13. Untruthfulness or lying.
- C. Improper Behavior. All improper behavior is subject to disciplinary action up to and including dismissal from the program.
1. Possession of unapproved reading material.
 2. Failure to properly perform chores or assigned tasks.
 3. Adjusting the air conditioning, television, radio, computers without prior authorization.
 4. Answering a telephone without specific prior permission from Staff.
 5. Distributing food without prior authorization.
 6. Clothing, drawings, objects, or conversation involving secular music, movies, anything explicit, or other inappropriate content.
 7. No excessively baggy clothing, sleeveless shirts, tank-tops, muscle shirts, A-shirts, or other similar clothing items are permitted. These may be permitted in specific campus areas during designated times typically for work or recreation purposes.
 8. Shirts must always be worn and buttoned up unless given Staff permission.
 9. Wearing hats, caps, or sunglasses inside.
 10. Shorts must be of an appropriate fit and length.
 11. Failure to disclose prohibited or improper behavior to Staff.
- D. Classroom, Chapel, & Devotions Rules. The following rules must be obeyed while in the classroom or chapel and during devotions. Violation is subject to discipline.
1. No chewing gum.
 2. No sweatpants, sandals, or flip flops.
 3. Punctuality is required.
 4. Neat grooming and proper attire.
 5. A Bible, paper, notebooks, and writing tools are standard requirements for each class. Come prepared.
 6. Shoes must remain on your feet.
 7. Sitting up straight in chairs without leaning or slouching with feet under tables or desks is expected.
 8. Push the chair under the table or desk when leaving.
 9. No Eating or drinking. Residents may carry a clear, see-through bottle and drink water from it.
 10. No sleeping.
 11. Bathroom break and water refills are during breaks only, not during classroom or chapel time.

12. Residents shall not engage in private conversations or ask individual questions of teachers. Residents shall not linger with a teacher before or after class for any purpose.
 13. Talking or other disruptive actions are not permitted.
 14. When questions are permitted by a teacher, Residents shall raise a hand and wait to be acknowledged. Keeping a hand raised for an extended time while a teacher continues teaching is considered disruptive. Attempting to ask a question when a teacher does not permit questions is not allowed.
 15. During Personal Devotions, a 10-minute bathroom break may be permitted. The R.O.D. shall be informed at the beginning and end of the break by the Resident taking the bathroom break. No bathroom breaks shall be allowed during the last 10 minutes of Personal Devotion time.
- E. General Rules. The following rules must always be obeyed. Violation is subject to discipline. The Program Director has final discretion on what is acceptable with clothing, hygiene, and behavior.
1. Christian behavior is always expected.
 2. Use of personal hygiene items is mandatory.
 3. Daily showers are during scheduled times only and limited in duration -up to 10 minutes.
 4. Hair must be cut, well-groomed, and of a conservative style.
 - a. Hair may not be shorter than a #2 hair guard on the sides and a #5 hair guard on top. Exceptions may be made by the Program Director for specific things such as thinning, balding, etc. Shaving hair bald is not permitted.
 - b. Hair may not be longer than 2.5" on the sides or 3.5" on top.
 - c. A Program Director's decision on what is considered a conservative style is final.
 5. Facial hair must be short, neatly trimmed, and properly groomed. A Program Director's decision on what is considered properly groomed is final.
 6. Residents must remain in assigned areas for work, recreation, class, or other activity, whether on or off property.
 7. When travelling off property, bathroom breaks should occur prior to leaving the property. Limited bathroom breaks will be granted off property.
 8. Residents must remain in a group unless given permission by Staff.
 9. Residents shall not engage in private conversations with anyone, on or off

property, without Staff permission.

10. Residents shall not engage in direct or indirect communication with people not a part of the Loving Hands group without Staff permission and supervision.
11. Quiet, reverent, and respectable behavior is always expected when travelling off property.
12. Residents shall not accept bulletins or the like when attending a church service or other event without Staff permission.
13. Residents shall not ask for coffee, tea, or soda. Staff will determine when special beverages will be allowed.
14. Residents shall not have any contact of any kind with a female except with explicit permission and direct supervision from Staff.
15. Residents are not allowed to trade things with one another or give away belongings to another Resident without Staff permission.
16. Residents should direct all questions to the ROD who will inquire of the Overseer if necessary.
17. All incoming and outgoing mail shall be monitored and reviewed by Staff. Mail considered inappropriate shall not be delivered and may be returned, destroyed, or placed in the Resident's file at the Program Director's discretion.
18. Residents are not permitted to have a vehicle except as described in this handbook and specifically permitted during end phases.
19. Weekly and daily chores may only be performed during designated times without Overseer permission.
20. Staff office areas are off limits to all Residents unless assigned or approved by Staff.
21. When a Resident leaves the premises, other than as a full group, the Resident shall check-in and check-out with the ROD upon leaving and returning. This includes a Resident leaving with a Staff member.
22. Cups shall not be taken out of the dining area or kitchen without Staff permission.
23. No food or drinks shall be allowed in bedrooms except a personal clear water bottle.

24. Residents shall not be in possession of any money, debit/credit cards, food-stamp cards, or the like unless directly associated with their ministry assignment or as permitted in Year Two.
 25. Residents shall not be present in a bedroom other than the room assigned unless expressly authorized by Staff.
 26. Seatbelts must be always worn in all seats in a ministry vehicle when in motion.
 27. During mealtimes one Scripture Card is placed at a random place setting. The Resident who reads the Scripture Card placed at his place leads the meal prayer after reading the Scripture Card.
 28. During mealtimes one or two supplemental items such as snacks, crackers, or chips may be placed out for optional consumption. The Kitchen Manager shall determine the quantity, and which supplemental items are placed out. Each Resident is limited to one supplemental item in addition to their meal if desired.
 29. Snack Nights typically only occur 2-3 nights per week as approved by the on-duty Overseer. A Program Director may assign 2 specific nights for snacks with one optional night decided by the on-duty Overseer. If specific nights are assigned for snacks, the Overseer shall still determine whether snacks are served.
 30. Care Packages. These are packages delivered to a Resident from an approved person on their communication list. A care package may contain items not typically provided by the ministry or other items such as hard candy, notebooks, clothing, etc. Each care package must be requested in advance and the request must list the specific items to be sent. Approval of a care package request is solely at the Staff's discretion but should not be denied without good cause. Care packages shall be searched prior to delivery to a Resident; unapproved items may be returned or may be disposed of at the Program Director's discretion. A Resident will not receive a care package during a time of discipline.
- F. Official Warnings. A Resident may be issued an Official Warning after receiving numerous written warnings or repeated failure to comply with program rules and structure. A total of three Official Warnings shall result in automatic dismissal from the program. Dismissal shall occur if a Resident receives two Official Warnings within sixty days of each other. This does not apply to a Resident in the first ten-day probationary period.

G. Discipline. The following are suggested methods of discipline. Other methods of discipline not prohibited by ministry policies may be used by Staff even though not listed in this handbook. The Program Director has discretion regarding the methods, quantity, and severity of discipline used.

- a. Loss of recreation time. During a lost recreation time a Resident will be assigned Scripture verses to be written during the recreation time, unless given a work assignment.
- b. Work Assignment(s). A Resident on discipline may be assigned work assignment(s) to be done in place of recreation time.
- c. Loss of snacks and condiments. During a day a Resident is considered on discipline, the Resident will not be permitted to participate in snacks or allowed the use of condiments at mealtimes. The disciplined Resident will be required to attend the beginning of meal and snack times to participate in prayer, scripture reading, and receive any announcements.
- d. Loss of communication. A Resident on discipline will lose the privilege to write, make telephone calls, or have visits during the same week they receive any discipline. *A Resident who has lost communication for multiple weeks due to being on discipline may have a phone call granted during a discipline week if in the Program Director's discretion and judgement believes the phone communication will be beneficial to the Resident's growth and behavior; all writing and letters privileges shall remain lost during discipline. Residents with minor children may be permitted to have a phone call during the first week of discipline with the minor children when the Program Director determines it is in the best interest of the children and resident.*
- e. Talking or other fasts. A Resident may have recreation, hobbies, talking or anything else removed as a form of discipline for a time.

H. Campus Rules Addendum. A Program Director shall maintain a local Campus Rules Addendum. The purpose for the addendum is to address rules specific to a campus due to unique characteristics of facilities, buildings, and other local factors at each campus. The addendum does not replace the uniform handbook rules, but only supplements them where needed.

I. Visits.

- a. See specific phase guidelines for specific visitation rules.
- b. A Resident may be granted a visit at the Program Director's discretion.
- c. Visits normally occur on Saturday or Sunday. Visitation days and times are determined at Staff's discretion.
- d. Scheduled visitation may be cancelled or rescheduled due to extenuating circumstances or behavior or as discipline.
- e. All guests must be on the Resident's approved visitation list prior to the visit.

- f. All items brought to a Resident must be approved by Staff and are subject to search.
- g. All guests on Loving Hands property must adhere to appropriate rules such as no smoking, no foul language, etc. and conduct themselves consistent with the spirit of Loving Hands Ministries.
- h. Any guest may be asked to leave the property at the discretion of Staff.
- i. Contact between guests and other Residents shall not be permitted without prior Staff permission and by invitation of the guest.
- j. Visitations are scheduled in the following categories: on-property, off-property, remote video, or overnight.
- k. Any category of visitation may be unsupervised or supervised, including overnight.
- l. On-Property and Off-Property visits may be scheduled for between 4-12 hours in length at Staff's discretion.
- m. A remote video visit is counted as a visit and is limited to one hour. Replacing an in-person visit with an online video visit is with Program Director approval only.
- n. A Resident must wait six weeks after a visit before requesting another visit.
- o. The Program Director shall have the discretion to schedule visits sooner than regular or requested.
- p. Church attendance is required if a Sunday visit is granted.

J. Relationships.

- a. The primary purpose for a Resident to be at a Loving Hands Discipleship Center is regeneration and developing a new life; not marriage or romance. A Resident in need of the residential program offered by Loving Hands is not in a position nor capable of making the life-altering decisions nor time commitments necessary for a successful romance-based relationship.
- b. Contact with all females with any potential for future romantic relationship is forbidden and prohibited for a Loving Hands Resident, including girlfriends or fiancés. Any romantic based communication is grounds for immediate dismissal at the sole discretion of the Program Director.
- c. Residents who are lawfully married will be unable to communicate with their spouse for not less than six months. Extremely rare exceptions may be made at the sole discretion of the Program Director such as a death in the family or child-based emergencies; this is not a guarantee that such extremely rare exceptions will be granted. Upon successful entry into the Junior Phase, a married Resident may be granted limited communication with their spouse for the purpose of rebuilding or reconciliation. The Program Director may grant this communication after consultation with Executive Staff, the Leadership Committee, or both.

VIII. House Duties & Responsibilities

Residents shall be assigned specific chores and are expected to keep their Campus neat, clean, and in good order. The on-duty Overseer or designated Resident will inspect each chore after completion to determine whether it should be repeated. Any chore needing to be repeated will occur during the Resident's next break period, forfeiting that break time.

- A. Kitchen Duty. A Resident and one or more Kitchen Aids will be assigned to Kitchen Duty. This duty is also referred to as KP and KP Aid. This includes washing all dishes, utensils, and cooking supplies; each item must be washed, dried, and put away after each mealtime. The kitchen floor must be swept and mopped. All food and drink must be properly stored and put away. All trash must be taken outside after each mealtime. Ice trays should be filled as soon as emptied.
- B. Bathroom Duty. This includes cleaning toilets, sinks, and showers with proper cleaning and tools. Shower curtains should be wiped dry. Mirrors and cabinets shall be cleaned, and all trash taken out. The floor shall be swept and mopped. Toilet paper shall be re-stocked as needed.
- C. Chapel Duty. This includes dusting all furniture, baseboards, windowsills, etc. with a damp rag. Floors are to be swept and mopped or carpet vacuumed. Trash cans shall be emptied and cleaned as needed.
- D. Rooms & Hallways. This includes sweeping and mopping floors, emptying trash cans, dusting fans, dusting light fixtures. Individual Residents shall maintain bedrooms to be neat and kept daily. Beds shall be made each morning, and all closets, dressers, and desks are to be kept neat, clean, and clutter-free. No food or drinks are allowed in bedrooms.
- E. G.I. Chores. When chores are declared "G.I. Chores" the expectation is the chore will be performed to a higher standard. Inspection will be a 'white glove' level inspection. Saturday chores are typically designated G.I. chores unless otherwise specified by Staff. G.I. Chores are not limited to Saturday or once per week but may be declared by Staff when needed.
- F. Cook. The Cook shall work under the supervision of the Kitchen Manager. The cook is responsible for preparing all meals and snacks for all Residents in accordance with the approved weekly menu. Meal preparation, following the menu, includes planned portion sizes. The Cook may have his schedule adjusted to accommodate cooking needs.
- G. Kitchen Manager. This assignment is responsible for preparing a weekly menu to be approved by Staff. The weekly menu shall include portion sizes for the meals. The Kitchen Manager is responsible for ensuring the refrigerators, freezers, and pantries are maintained, kept clean, and stocked. All menu listed

meals should have the required ingredients available for the Cook prior to the mealtime preparation. The Kitchen Manager is responsible for supervising, training, and overseeing all other kitchen duties. This position is typically reserved for a Year Two Resident.

- H. Work Project Overseer. This assignment is responsible for planning and coordinating all work projects activities in coordination with Staff. One or more Assistants may be assigned to the Work Project Overseer.
- I. Outside Duty. This includes picking up all unsightly trash and debris in the outside Campus areas. Main sidewalks should be swept and kept clutter free.
- J. Other. Other chores may be assigned based upon the needs of the local Campus and facilities. Other chore duties may include, but are not limited to, athletic equipment, donation rooms, shop areas, etc. Based upon the level of responsibility the position may be tagged with the 'Overseer' designator at the discretion of the Program Director.
- K. Resident on Duty (ROD) All Residents are expected to serve in the capacity of ROD before entry into Year Two. A Resident shall reach Junior Phase prior to being appointed to ROD. A ROD is always expected to be an example to other Residents of being a servant under godly authority by demonstrating submission and humility.
 - a. The ROD shall wear dressy casual pants with a collared shirt while on duty.
 - b. The AM ROD shift begins ten minutes prior to general wake-up and ends at 3:45pm. The PM ROD shift begins at 3:45pm and continues until lights out.
 - c. The AM ROD and PM ROD shall meet between 3:30-3:45pm to pray together and transfer ROD items and pass along any relevant information such as messages or schedule changes.
 - d. One-week training is the minimum to be eligible to serve solo as a ROD. A minimum of three training shifts should be given to a training ROD preferably exposing them to an AM, PM, and weekend shift.
 - e. While on duty, the ROD shall not allow the ROD-Clipboard out of his possession.
 - f. ROD is *not* a decision-making position and is without authority. The ROD position is strictly ministerial in nature. When an on-duty ROD needs a decision made, the ROD shall contact the on-duty Overseer to make the decision.

- g. The ROD shall announce the daily schedule throughout the shift at appropriate times keeping the Residents informed. When a portion of the schedule runs late, a teacher does not show, or other unintended schedule adjustments happen, the ROD should contact the on-duty Overseer for a schedule change.
- h. The ROD shall report infractions of the schedule or rules to Staff by using the appropriate form or report. The ROD does not have authority to enforce any rules or schedules.
- i. NOTE: A Resident assigned to serve as ROD shall NOT have permission to report infractions except as specifically approved by the Program Director. Typically, an ROD should serve for a few weeks before being allowed to report infractions.
- j. If immediate attention is required, the ROD shall immediately contact the on-duty Overseer or other appropriate Staff to handle the matter.
- k. The ROD shall be required to answer the incoming Campus general telephone line. The ROD shall always be courteous and professional. All incoming and outgoing phone calls made through the ROD phone shall be logged by the on-duty ROD.
- l. No Resident shall be permitted to use the phone for phone calls except with direct permission and supervision by Staff.
- m. All incoming phone callers regarding intake for a potential resident should be directed to the ministry website for further information. The ROD may take a name and telephone number to submit to intake. The ROD shall not engage in discussions about the length, term, difficulty, contents, or other matters related to the program.
- n. A "Collect Call" shall NEVER be accepted.
- o. The ROD shall greet all visitors on to the Campus and notify the appropriate Staff as necessary. All visitors to the Campus shall be logged.
- p. Staff shall always be informed when a member of the criminal justice system visits a Resident, whether law enforcement, judicial, or probation officer.
- q. The on-duty Overseer shall be informed of all incoming packages for proper distribution.

IX. Year One – Requirements, Responsibilities, & Privileges

- A. Book Reports - Residents shall be required to read books and produce book reports between 2-3 pages. A book report shall contain a summary of the book contents, personal reflection, and two quotes from the book cited by page. Book reports are expected to be completed at a pace of one every ten days.
- | | |
|--------------|----------------|
| a. Freshman | 9 Book Reports |
| b. Sophomore | 9 Book Reports |
| c. Junior | 9 Book Reports |
| d. Senior | 9 Book Reports |
- B. Memory Verses – Residents shall be required to memorize Scripture verses. Staff or a designated Resident will determine if the verses are memorized. Memory Verses are expected to be completed at a pace of three every ten days.
- | | |
|--------------|-------------------------------------|
| a. Freshman | 27 Memory Verses (3 every ten days) |
| b. Sophomore | 27 Memory Verses (3 every ten days) |
| c. Junior | 27 Memory Verses (3 every ten days) |
| d. Senior | 27 Memory Verses (3 every ten days) |
- C. Letter Writing – Year One Residents may be allowed to write to family or clergy as approved by the Program Director on the list submitted in the first thirty days. Staff shall have final discretion on whether a Resident is writing or receiving too many letters. All incoming and outgoing mail are subject to screening by Staff. Year One Residents may receive approval for letter writing after not less than thirty days in the program.
- D. Phone Calls – Year One Residents may be allowed to make one weekly phone call under supervision of staff to family or clergy as approved by the Program Director on the list submitted in the first thirty days. Each weekly phone call shall be requested on an individual basis using a request slip. Phone calls shall be monitored and supervised by Staff and last no longer than ten minutes. Year One Residents may be granted approval to submit a call request slip after not less than sixty days in the program. *Year One Residents with minor children may be granted a weekly phone call prior to the sixty-day limit when the Program Director determines it is in the best interest of the children and resident.*
- E. Skills, Hobbies, & Instruments – Year One Residents shall be prohibited from engaging in hobbies until approved. A Resident may be approved to engage in specific skills or hobbies upon successful entry in the Junior Phase. If approved by Staff, skills and hobbies may only be performed at designated times or with Staff approval. Hobbies & Skills include, but are not limited to instruments, art, mechanics, drawing, or similar activities.
- F. Classes & Chapel Services – Year One Residents are required to attend all

scheduled classes and chapel services, including Character Studies, Chapel, Book Reports, Intercessory Prayer, etc.

- G. Counseling & Teaching – Year One Residents shall not teach or counsel other Residents. Freshman should be counseled on a weekly basis; all other Year One Residents should be counseled on a bi-weekly basis.
- H. ROD & Overseer – Year One Residents are eligible to serve as ROD upon entry into the Junior Phase. Year One Residents are not eligible to serve as Overseer.
- I. Searches & Random Testing – All Year One Residents are subject to random and unannounced searches of their person, places, & effects. All Year One Residents are subject to random and unannounced testing for substances such as alcohol or drugs.
- J. Weights – Year One Residents are eligible to use weights to work out during recreation time upon reaching the Sophomore Phase. A Resident shall be approved specifically for weights on designated days only. One Year Residents shall be limited to no more than three times per week to workout. Once permission to workout is granted, weight privileges may be withdrawn by Staff as discipline or overall corrective action.
- K. Cell Phone & Technology Devices – Year One Residents are eligible to receive a ministry issued flip (non-smart) phone and an MP3 player upon successful advancement into the Senior Phase.
 - a. Flip Cell Phone
 - i. Year One Residents may not be in possession of a smartphone.
 - ii. Flip phones are strictly for use or ministry voice calls as assigned by Staff.
 - iii. Flip phones may be used for texting in direct response to a Staff text only.
 - iv. Flip phones may not be used to access any form of web-based communication.
 - v. All issued flip phones shall be turned in to the Resident Director every night.
 - vi. MP3 players must be non-internet accessible. Only staff may add or delete music from the device.
- L. Visitation – Year One Residents may be granted visitation as described below. Visitation is not a right to be demanded by a Resident, but a privilege to be earned and as such may be withheld or withdrawn by Staff as discipline or overall corrective action. Visits must be requested not less than five days after the eligible time period and fifteen days before the

requested visitation time. All visits will be scheduled at Staff discretion and within ministry schedule convenience. *(Note: Video Visitation may be granted by the Program Director as explained in Section VII. I. above).*

- i. Freshman – no visitation
- ii. Sophomore – may be granted two on-property visits
- iii. Junior – may be granted two visits, one may be off-property
- iv. Senior – may be granted two visits, both may be on or off-property

M. Promotion – Year One Residents shall be reviewed prior to an upcoming review date which is typically ninety days unless extended under a prior review.

- a. A Program Director shall review a Resident's file with other Campus Staff to determine whether to promote a Resident from one phase into the next. Staff takes into consideration academic requirements such as book reports & memory verses, discipline history, counseling logs, and other relevant information.
- b. A Resident shall only be promoted to the next phase upon adequate demonstration of spiritual maturity for the current phase. A Resident who is maturing will not only demonstrate current academic standing, but also reveal the character of Christ in his daily actions.
- c. If the Program Director in consultation with other Staff believes a Resident is not ready for promotion, the Resident shall be given a specific time extension (between 7 and 30 days). The Resident shall also be given in writing specific actions or behaviors required from the Resident to achieve promotion and avoid any further extensions.
- d. Upon denying a promotion, the 'manning board' shall reflect the new review date upon which Staff will determine whether to promote the Resident to the next phase.
- e. A Resident who continues to receive extensions should not expect to graduate within eighteen months as each extension pushes each phase further into the future. Our desire is for every man to promote on time for each phase and mature throughout his entire stay at Loving Hands Ministries.

N. Advancement to Discipleship Resident – Year One Residents will be reviewed for advancement to a Discipleship Resident upon successful completion of the Senior Phase of Year One.

- a. A Program Director shall review a Resident's entire file with other Campus Staff to determine whether to advance a Resident from Year One to a Discipleship Resident. Staff takes into consideration academic requirements such as book reports & memory verses, discipline history, counseling logs, and other relevant information.

- b. A Resident shall only be promoted to Discipleship Resident upon adequate demonstration of spiritual maturity. A Resident who is maturing will not only demonstrate current academic standing, but also reveal the character of Christ in his daily actions. A Resident advanced to Discipleship Resident must be prepared in every aspect to submit to a deeper level of discipleship. Year One lays the foundation for humility and submission, while a Discipleship Resident is given a greater opportunity to grow deeper and serve in a fuller way than ever before.

X. Discipleship Residents

A. Discipleship I & II General Concepts

- a. Discipleship Residents progress through two 90-day periods. The first 90-days is referred to as Discipleship I and the second 90-days is referred to as Discipleship II.
- b. Discipleship I & II are designed to build upon the foundation laid in Year One. Discipleship Residents shall be exposed to advanced theological and spiritual concepts with the intent of maturing their walk with Jesus. The Discipleship Resident should be moving from 'recovery' into preparing for transition back into full society as a disciple of Jesus Christ.
- c. Discipleship Residents are guided by Ladder Learning Contracts as discussed below. Discipleship Residents continue to attend Wheel Classes begun in the Senior Phase as included in their Ladder Learning Contract.
- d. Completing all Ladder Learning Contracts should take a Discipleship Resident 20-24 weeks to complete all required contracts to be considered for graduation.
- e. Advancement from Discipleship I into Discipleship II normally occurs during the second Ladder Learning Contract. Demonstration of Christlikeness in daily living, spiritual maturity, willingness to serve others, and the like are the primary factors in determining advancement into Discipleship II.
- f. All Discipleship Residents shall be required to maintain a personal Portfolio. The Portfolio should document all Ladder Learning Contracts, Wheel Classes, books, memory verses, Chapel & Church

attendance, and contain a prayer journal. The prayer journal should have daily entries of prayers, Bible reading, and God's voice. The Portfolio should be reviewed by Staff not less than bi-weekly.

B. Wheel Classes

- a. Wheel classes are courses that concentrate on the practical application of the spiritual maturity being developed by a resident. Each class can be visualized as a spoke on a 'wheel.' Each spoke of the wheel (Wheel Class) is attached to the "HUB" of academics.
- b. Wheel classes are typically scheduled during the 'Character Studies' time blocks, but may be adjusted due to teacher scheduling, ministry needs, or other factors.
- c. A resident who enters the Senior Phase of Year One will be assigned to attend Wheel Classes. A senior resident will be assigned by staff to begin wheel classes during the first full class beginning after advancing into the senior phase. Staff may determine, however, that a senior resident will wait for the second full class based upon which class is occurring and the needs and maturity of the senior resident.
- d. Discipleship Residents I & II will have their required Wheel classes included in their Ladder Learning Contracts.
- e. The "HUB" of academics supports the spokes of the wheel (Wheel Classes). If a Resident does not have his GED or Diploma, he will begin to work toward obtaining one. If he has a GED or Diploma, he may begin working on other aspects of his civil life such as re-obtaining a driver license, taking college preparation courses, etc. Although not all Residents will need to work on their academic HUB, this is the opportunity to advance academically where needed or desired.
- f. Wheel classes consist of 7 sessions meeting with the instructor over a 5-week period. Completing all wheel classes should take a resident about 25-33 weeks to complete and be considered for graduation. (Senior Phase and Discipleship I & II have 36 weeks allowing sufficient time to complete all Wheel Classes).
- g. Wheel Classes continue on a rotating basis with courses being offered in the below areas.

- i. Spoke One – Basic Counseling
 - ii. Spoke Two – Basic Leadership
 - iii. Spoke Three – Personal Finance
 - iv. Spoke Four – Christian Singleness & Relationships
 - v. Spoke Five – Evangelism & Witnessing
- h. Loving Hands Staff may be used to teach each spoke course, but the Program Director should make efforts to have experienced persons within their community teach on each topical spoke.
- i. Each course may require reading books, memorizing scripture, or other practical exercises relevant to the topic.

C. Ladder Learning Contracts (LLC)

- a. An LLC spells out the requirements expected from a Discipleship Resident to climb each rung of the 'ladder.' Each LLC contains books to read, Scriptures to memorize, classes to attend, chapel attendance, and other requirements.
- b. Each LLC will typically cover a 5 to 6-week time-period to complete the requirements of that contract.
- c. Each LLC focuses on a theme. The requirements for each LLC build around that theme to guide the Discipleship Resident to develop spiritual maturity at deeper levels.
- d. The LLCs will be entered in the following order, with each one building upon the next allowing the Discipleship Resident to fully climb the ladder:
 - i. Secret Place Learning Contract – This will require the Discipleship Resident to watch videos, read books, prepare reports, memory verses, and specific activities related to a deeper devotional life.
 - ii. Servanthood Learning Contract – This will require the Discipleship Resident to watch videos, read books, prepare reports, memory verses, and specific activities related to being a servant, whether in ministry or as a layperson.
 - iii. Systematic Theology Learning Contract - This will require the Discipleship Resident to watch videos, read books, prepare reports, memory verses, and specific activities related to the systematic study of theology. Although the Resident may be exposed to differing perspectives, the

material will be presented from a non-denominational Pentecostal perspective.

- iv. Apologetics Learning Contract - This will require the Discipleship Resident to watch videos, read books, prepare reports, memory verses, and specific activities related to a defending his Christian faith & the Scriptures. *Note: Currently the "Aloha" video series is mandatory for this contract and the book by Frank Turek is supplemental. It is not intended for the entire book to be read fully but rather used as a reference to explore on a deeper level the topics of interest discovered in the video series.*

D. Discipleship Resident Responsibilities & Privileges

- a. Visitation – Discipleship Residents may be granted two visits during Discipleship I and two visits during Discipleship II. Visits may be on-property, off-property, or video remote.
- b. Phone Calls
 - i. Discipleship I residents may be allowed to make two weekly phone calls under staff supervision to family or clergy on the resident's approved communication list. Each call may last up to fifteen minutes.
 - ii. Discipleship II residents may be allowed to make four weekly phone calls under staff supervision to family or clergy on the resident's approved communication list. Each call may last up to fifteen minutes.
 - iii. Each phone call shall be requested weekly on an individual basis using request slips.
- c. Chores – Discipleship Resident should continue to be assigned daily chores. A Discipleship II resident may be assigned other duties during chore times in place of a daily chore.
- d. Hobbies, Skills, and Instruments
 - i. Discipleship Residents may be granted permission to perform hobbies & skills or to play a musical instrument.
 - ii. This privilege may be removed as discipline or as a general corrective measure.
 - iii. This privilege may only be exercised during designated times and places or with Resident Director exception approval.
- e. Counseling
 - i. Discipleship I residents should be counseled by staff on a bi-weekly basis and shall not counsel other residents.

- ii. Discipleship II residents should be counseled by staff on a bi-weekly basis.
 - iii. Discipleship II residents may be eligible to counsel other Year One residents after completing the "Basic Counseling" Wheel Class. The Program Director shall determine whether to assign a Discipleship II resident to the counseling schedule.
- f. Daily Schedule
- i. Discipleship I residents
 - 1. Shall follow the regular morning schedule.
 - 2. May be granted a late bedtime by the Program Director. Bedtimes shall not be extended beyond one hour past lights out. Late bedtimes shall only be for the purpose of worship, devotion, or study in the chapel.
 - ii. Discipleship II residents
 - 1. May be granted a late wake up at 6:45 a.m. by the Program Director. If granted a late wake up, this includes an excused absence from participating in any activities scheduled before 6:45 a.m.
 - 2. May be granted a late bedtime by the Program Director. Bedtimes shall not be extended beyond one hour past lights out. Late bedtimes shall only be for the purpose of worship, devotion, or study in the chapel.
- g. ROD & Overseer - Discipleship Resident shall continue to serve as the ROD as assigned. Discipleship II residents may be eligible to serve as Overseer as defined in the "Program Structure" section of this handbook.
- h. Chapel & Church Attendance
- i. Discipleship Residents are required to attend all Wednesday and Sunday church services.
 - ii. Discipleship I residents should attend a minimum of 10 chapel sessions per week.
 - iii. Discipleship II residents should attend a minimum of 7 chapel sessions per week.
 - iv. Absence from a chapel session must be approved by the on-duty Overseer. During a missed chapel session Discipleship Residents must be engaged in productive activities.
 - v. All chapel and church attendance shall be logged in the Discipleship Resident Portfolio.
- i. Teaching
- i. All Discipleship Residents are eligible for teaching Chapel,

Character Studies, or other teaching assignments after completing the Basic Leadership Wheel Class.

- ii. Once eligible, Discipleship Residents should ideally be scheduled to teach not less than once per month.

j. Weights and Working Out

- i. Discipleship Residents are eligible to use weights to work out during recreation time or other designated time. Discipleship Residents shall be approved specifically for weights on designated days only.
- ii. Discipleship I may be scheduled up to four days per week and Discipleship II may be scheduled up to five days per week.
- iii. Once weights privileges are granted, they may be withdrawn by staff as discipline or overall corrective action.

k. Money

- i. Discipleship I shall not be in possession of any money, debit/credit cards, food-stamp cards, or the like unless directly associated with their ministry assignment.
- ii. Discipleship II may be permitted with Program Director approval to carry not more than \$10 cash in his possession; the Resident shall remain accountable for the cash with receipts submitted.

l. Technology Devices

- i. Discipleship II Residents are eligible to carry a smartphone upon successful entry into Discipleship II.
- ii. All issued smartphones shall not have access codes changed and must always be fully accessible to staff.
- iii. All issued Discipleship II smartphones shall have filtering and monitoring software always installed and active.
- iv. Issued smartphones may only be used for texting with other ministry issued phones. Texting outside of ministry persons is prohibited.
- v. Smartphones may not be used to access any form of web-based communication.
- vi. All issued smartphones shall be turned in to the Resident Director every night.

m. Internet Access

i. Discipleship I – Internet Access

- 1. Shall not be allowed to surf the internet or other forms of web-based communication, whether by computer or smartphone.
- 2. Shall receive training on the risks and dangers of the internet.

3. May be allowed to access the internet or other forms of web-based communication after risks and dangers training and with direct supervision by staff for the purpose of a ministry assignment only.
4. Shall not access the internet on a smartphone.

ii. Discipleship II – Internet Access

1. May have limited access to surf the internet during personal free time. Random surfing shall not occur during regular scheduled ministry or work time.
2. Shall not be allowed to surf the internet or other forms of web-based communication, whether by computer or smartphone.
3. May be allowed to access the internet or other forms of web-based communication after risks and dangers training and with direct supervision by staff for the purpose of a ministry assignment only.
4. May be able to access the internet on a smartphone for all authorized purposes on a limited basis.

n. Coffee & Drinks

i. Discipleship I – Coffee & Drinks

1. Shall not drink power or energy drinks.
2. May be granted permission to drink coffee on an occasional basis. Each occasion of permission must be granted on an individual basis by staff.
3. Should not drink coffee in the presence of other Residents unless all Residents were given permission to drink coffee on that occasion.

ii. Discipleship II – Coffee & Drinks

1. May be granted permission to drink power or energy drinks on a rare occasion. Each occasion of permission must be granted on an individual basis by staff.
2. May be granted permission to drink coffee by staff.
3. Should not drink coffee in the presence of other Residents unless all Residents were given permission to drink coffee on that occasion.

- o. Driving – Discipleship I shall not be granted permission to drive. Discipleship II may be granted permission to drive by the Program Director on rare occasions. The Program Director shall take into consideration ministry need, insurance, Leadership Committee & Executive Staff input, and any other relevant information in deciding whether to grant or revoke driving privileges.

- p. Searches & Random Testing – All Discipleship Residents are subject to unannounced, unscheduled searches of their person, places, and effects. All Discipleship Residents are subject to unannounced, unscheduled testing for substances such as nicotine, THC, alcohol, or other drugs.

XI. Loving Hands Aftercare Program

A. General

- a. The Loving Hands Aftercare Program is a post-graduation program designed to give graduates the opportunity to move beyond 'recovery' and into their new life. (See "Program Structure" and "Resident Phases" in the beginning of this handbook).
- b. A Loving Hands graduate who chooses to continue into the Aftercare program will prayerfully select either a vocational, academic, or ministry internship track.
- c. The Aftercare program has its own handbook provided to a resident who selects either vocational or academic pursuits and a Ministry Internship handbook is provided to a resident who selects to continue into the Loving Hands internship program.
- d. The Aftercare program requires a 6-month commitment giving the graduate ample opportunity to settle into their chosen vocation or academic pursuits. A Ministry Intern will complete the first level of internship during these six months.
- e. An Aftercare resident is not limited to a six month stay but may be extended for any amount of time with approval from the Aftercare Coordinator. The purpose of an extension may be for any reason but will assist in establishing a graduate in preparation for moving beyond the Loving Hands program.

Resident & Ministry Commitments

A Loving Hands Ministries Resident Agrees to:

- Maintain an attitude of obedience, humility, and cooperation.
- Follow all written & verbal rules of Loving Hands Ministries.
- Demonstrate respect for Loving Hands Staff and submit to all directions given.
- Attend all scheduled program activities and maintain a teachable spirit.
- Have graduated High School or seek a GED when directed before graduation.
- Surrender myself to Loving Hands Ministries for *not less than* 18 Months.

A Loving Hands Ministries Resident Understands that:

- Leaving the program will not be assisted by Loving Hands Staff.
- He will not be permitted phone, cash, or other communication outside what is permitted by Staff.
- Any personal belongings left at Loving Hands Ministries are considered abandoned, to be used or disposed of at Staff's full and sole discretion.
- Loving Hands Ministries does not accept responsibility for any personal items brought onto a Loving Hands Campus.

Loving Hands Ministries Agrees to:

- Provide for a Resident's basic housing and food needs at no charge during his stay.
- Provide Spiritual Leadership & Guidance.
- Provide transportation to emergency medical services when necessary. All costs of medical transportation or services are the responsibility of the Resident. Loving Hands will assist a Resident in attaining payment assistance where appropriate.
- Provide vocational training opportunities when and where available and practical.
- Provide basic educational opportunities when and where available and practical.
- Provide opportunities for physical development through recreation and exercise.
- Provide opportunities for social skill development through group program settings.
- Provide Christ-Focused Christian-Centered Discipleship Training.
- Provide Pastoral-Style counseling when and where available and practical.
- Provide job search assistance when and where available and practical.
- Assist with locating housing after graduation when and where available.
- Assist with local church placement after graduation.

RESIDENT COMMITMENT CONTRACT

I hereby commit myself as a Resident of Loving Hands Ministries Discipleship Training Program. I understand my commitment will last *not less than* eighteen months. I understand and agree that Program Staff shall make the final determination as to whether I have successfully completed the Loving Hands Ministries Discipleship Training Program and that my successful completion is based upon behavior, maturity, and other factors, not solely a time frame.

This agreement may only be revised by joint written agreement between Executive Staff and the Resident.

Program Staff may cancel this agreement at any time when a Resident, at the sole discretion of a Program Director, is not showing improvement or is not cooperating with the spirit of the Loving Hands Program.

I make a firm commitment to God, myself, and the Staff of Loving Hands to earnestly pursue the goals set forth for me while I remain at Loving Hands.

I understand placement at one Campus location is not a guarantee I will not be relocated to a different Campus location at any time during my stay with Loving Hands.

Resident: _____
(Printed Name)

Staff: _____
(Printed Name)

Resident: _____
(Signature)

Staff: _____
(Signature)

Date: _____

Date: _____

Handbook Contract

- I have read and understand the Resident Handbook of Loving Hands Ministries.
- I agree to follow the guidelines that are listed in the handbook as well as any additional guidelines/rules which may be required.
- I understand that Loving Hands Ministries' premises may always be under recorded video surveillance for supervision, as well as the safety and protection of all residents, visitors and staff.
- I understand that the handbook may be revised at any time, and I agree to submit to any revisions during my stay at Loving Hands Ministries.
- I understand the rules are enforced according to the interpretation of the Executive Staff of Loving Hands Ministries.

Resident: _____
(Printed Name)

Staff: _____
(Printed Name)

Resident: _____
(Signature)

Staff: _____
(Signature)

Date: _____

Date: _____

General Release of all Claims

READ AND UNDERSTAND BEFORE SIGNING

This instrument executed by the undersigned Applicant or Resident, has been signed, sealed, and delivered by me to Loving Hands Ministries, Inc. with full knowledge and explanation of the fact that it is a release, whereby I have extinguished, waived, surrendered, and given up forever my rights and claims against Loving Hands Ministries, Inc. and its directors, officers and agents, as such rights and claims are contemplated and enumerated herein. Such waiver extends to all my estates, executors, administrators, guardians, heirs, and assigns.

Now, therefore, in consideration of my being admitted into the Loving Hands Program; of the lodging, board, vocational, biblical, and general training and education, and of the guidance, support, and counseling which I shall receive from Loving Hands Ministries, and fully intend to be legally bound, I affirm and agree as follows:

1. On behalf of myself, my estates, executors, administrators, guardians, heirs, and assigns, I hereby fully release and discharge Loving Hands Ministries, Inc., its directors, officers, employees, agents, successors, and assigns from all rights, claims, and actions which I and my above-mentioned successors now have or may have hereafter Loving hands Ministries, Inc., and its above-mentioned successors, whether in law or equity, including, but not exclusively arising out of;
 1. The publication or other use of my photograph or other physical representation or likeness;
 2. The publication or other use of my personal testimony or accounts of incidents which occurred to me or in which I was involved;
 3. The opening and inspection and monitoring of any incoming or outgoing mail, which at any time may be located on the premises of Loving Hands Ministries, Inc., or its successors;
 4. The inspection of my property and personal belongings which at any time may be located on the premises of Loving Hands Ministries, Inc., or its successors;
 5. Any administrative, disciplinary, or other action undertaken concerning me while I am involved in the Loving Hands Ministries, Inc., program;

(continued on next page)

6. Any medical, dental, or other physical or emotion condition or malady which I may have upon my becoming involved in the Loving Hands Ministries, Inc. program, or which I may have had prior to my becoming involved in the Loving Hands program;
7. Any medical or dental or other physical or emotional condition or malady which I may contact, or which may be aggravated while I am involved in the Loving Hands ministries, Inc., program;
8. Any medical, dental, or other related care which I may receive while I am involved in the Loving Hands ministries, Inc., program;
9. Any assault, distress, injury, damages, or other loss which I may sustain or suffer while I am involved in the Loving Hands Program.

II. I do not have, never have had, nor ever have been exposed to any medical, dental, or other physical or emotional malady other than those listed immediately below:

III. I am eighteen (18) years of age or older and am in all respects legally and medically competent to enter into this instrument or, if otherwise, I have attached hereto the required joiner signed by my parents, parent-in-custody, or other natural or legal guardian.

IV. I am making these representations, including my release as to all injuries, damages, and losses to me, my person and property, real or personal, whether known or unknown, foreseen or unforeseen, patent or latent, for the purpose of including Loving Hands Ministries, Inc., its directors, officers, employees, and agents, to induce the Staff of Loving Hands to admit me into the Loving Hands ministries, Inc., program, and hereby certify and affirm that all of the responsibilities made herein are true and correct.

V. I understand and acknowledge the significance of this general release and the consequences of my specific intentions to release all claims as stated and hereby assume full responsibility and liability for any injury, damage, or loss that I may incur from or during my involvement in the Loving Hands ministries, Inc., program. I have had the opportunity or have had this general release explained to me by competent legal counsel of my choosing.

(continued on next page)

VI. I have freely and voluntarily signed this release after having read it, had its impact and significance explained to me by competent legal counsel of my choosing if I so chose to seek such explanation. My free and voluntary signing of this general release was not done under coercion, compulsion, or duress of any kind.

READ AND UNDERSTAND BEFORE SIGNING

Applicant Signature

Printed name of Applicant

Date

Witness Signature

Printed name of Witness

Date

Staff Signature

Printed name of Staff

Date

Open Letter to Families and Friends of Residents

The purpose of this letter is to help the families and close friends of the Residents of Loving Hands Ministries understand the position of the Loving Hands Staff regarding contact between family members or friends and the Resident during his stay in the Loving Hands Program.

We begin with a mutual understanding that your loved one cannot be "fixed" regardless how much you love or care for him. If you or a program could "fix" your loved one, this would have happened before they realized their need for Loving Hands Ministries Discipleship Training. Sin is the root of addiction. Sin within the human heart and condition says, "I want to live life my way and do whatever makes me feel happy or less pain." This mindset is selfish and regards little of other or God. Jesus Christ is the only One who can forgive and cleanse us from sin. Once a person repents and the heart is changed by God, a person needs to learn to apply God's Word to bring about a change of thinking. This new way of thinking then takes practice being applied in daily life situations. This process almost always requires long term separation from the familiar (people, places, and things). In many cases family members unintentionally prevent the successful process or even need the cleansing power of God from addiction in their own lives.

The Loving Hands Ministries Discipleship Training Program is backed by over 40 years experience in helping people walk through the process out of addiction and into a discipleship lifestyle. This process requires isolation from familiar people, places, and things, particularly those belonging to or influenced by an ungodly world. Because Jesus Christ is the only hope for redemption and a changed life, Loving Hands serves as a cocoon away from those influences. The Loving Hands environment is Christ-Centered and allows a person who sincerely desires change, the atmosphere and time necessary to pursue their God-given purpose in life. Our claim is not that our Staff or our Program can change anyone; we are simply a tool in God's hands to bring about his purposes in a surrendered life. We provide a spiritual environment where a person can position himself to hear from God and respond to Jesus Christ if he chooses.

We are aware, and if their loved ones do not understand, must become aware, that addicts are masters of manipulation and deception. The mental and emotional impact an addictive lifestyle has on a person contributes to this distorted way of thinking. Our rules, regulations, and guidelines are designed to combat these effects in a Resident's lifestyle while at Loving Hands. We encourage family members and loved ones to read and become familiar with the Resident Handbook.

Communication with your loved one is limited and by Staff approval only based upon what has been explained in this letter. Typically, Residents are not allowed more than two letters weekly and they must follow an approval process and review process for all incoming and outgoing mail so be patient with your communication. We ask for your communication to be sensitive to the rules, atmosphere, and cocoon-like setting we attempt to provide. All communication is at the sole discretion of Staff and may or may

not be related to a Resident's behavior. Any communication you have with your loved one should not convey information about other family members, friends, or persons without prior discussion and approval from our Staff. Please familiarize yourself with the letter writing, phone call, and visitation rules within the Resident Handbook. Further understand when a Resident is granted an off-property visit, they will be accompanied by a Staff member and will not be permitted to visit certain places such as movie theaters, beach settings, or places serving alcohol as an example. We ask that you not discuss the future with your loved one until you have discussed those plans with Staff and only during the final phases of the program. You may feel free to contact program Staff to inquire about the well-being of your loved one, however, we ask that you limit this to once per month.

Your cooperation is deeply appreciated and sought if we are to see the desired outcome – a changed life! (II Corinthians 5:17 & I Peter 4:8)

Some closing thoughts: A changed heart brings about transformation of the mind and only occurs through the washing by God's Word. As godly character develops in response to seeking and obeying God, new habits are formed over time. This process requires a full maturing for the changes acquired to become a permanent part of a life. Interrupting the process through distraction or quitting usually results in setback and failure. Allow Jesus the time it takes to perform the work He intends to accomplish in your loved one's heart, mind, and life.

Family Signature(s)

Printed name(s) of Family

Date

Witness Signature

Printed name of Witness

Date