



TRUE LIGHT
RESCUE MISSION

**HANDBOOK FOR
ADMISSION
&
RULES AND
REGULATIONS**

Check-in

The True Light Rescue Mission is open to anyone who wants to check in without regard to race, color, creed, or religious belief. Each new resident must comply with the regulations of this manual, as set forth by the staff of True Light Rescue Mission.

We are unable to accept people into the program who are:

People with moderate to severe Handicaps, which prohibits them from working.

Anyone who has tested HIV positive.

Any registered sex offender.

Any pending charges must be taken care of before they can enter our program.

Check In will be as follows:

1. A TB and Hepatitis test are required before entering the mission. All residents are to tell the staff if you have TB or Hepatitis positive for the safety of the mission and other residents.
2. A \$250 deposit is required for all those entering the program. (This has a twofold purpose: first it is something we believe if you want the help that we can offer we feel like you would be willing to secure this deposit. The second thing we want to say is if you finish the program, it will be given back to you when you leave the program. If you leave the program early, it will not be given back.)
3. Upon check-in the supervisor on duty will go over the check-in policies.
4. Only the supervisor or approved staff will do the check-in.
5. The completion of the forms will be done in the director's office.
6. All new residents must have an ID.

7. Former residents, who do not have an ID at check in, must have an ID on file. Former residents will then have 30 days to obtain a new ID.
8. If the resident has a steady income (Disability, Soc. Security, etc.), he will be asked to give a suggested donation of 20% monthly.
9. A complete search of a new resident's personal belongings is to occur before the resident is allowed to enter the mission. This resident may be bodily searched if suspicion occurs.
10. Any illegal items that are found will be taken care of and disposed of.

Phases of Residency

The program at True Light Rescue Mission consists of 3 phases, described as follows:

Phase 1: Program Name: Beginners Program. Length of time: 90 days. Introductory restrictions of phone usage and visits. Classes consist of Shining Light Addiction Program, Daily devotions from Psalms and Proverbs, and Principles of Growth for New Christians.

Phase 2: Program Name: Graduate Program. Length of time: 90 days. Phone calls, visits, and home passes are available under mission policy. Classes consist of Shining Light Addiction Program, Daily devotions from Psalms and Proverbs, Continue booklet and daily bible reading.

Phase 3: Program Name: Master's Program. Length of time: 6 months. Focus on establishing accountability, financial planning, and victory over temptation. Job, education, and driver license planning also included. Classes consist of Shining Light Addiction Program, Daily devotions from Psalms and Proverbs, Continue booklet and daily bible reading.

Any resident upon check-in to the mission must commit to at least Phase 1. **Any resident court ordered to be here must commit to at least Phase 1 and Phase 2.**

Medicine

Medicine will be given out according to the directions on the bottle unless an approved doctor's note has been given.

All medication is to be collected upon checking into the mission. This includes all over the counter drugs as well.

At any given time, your room/personal belongings can be searched if suspicion occurs, and it will be done in front of two or more staff members as witnesses.

VISITATION & HOME PASS POLICY

Visitation

- 1. A new resident may not have a visitor for 30 days.**
- 2. After the 30-day period is up, the resident may receive a visit from 2:00pm to 6:00pm on Saturdays and from 2:00pm to 6:00pm on Sundays. The visit on Sunday would start with our True Light Baptist Church service must be approved by Bro. Jamie or Bro. Randy. The visitors must call in by Friday at 5pm to the supervisor on duty and must check in with the supervisor on duty after coming on the property. The supervisor can either accept or refuse the visit. All visitors must sign an agreement of compliance before being allowed to visit any resident. Anyone who does not follow the right procedures will be asked to leave the property and the resident will receive extra duty.**
- 3. Any visitor that brings drugs or alcohol to the mission will be asked to leave with no questions asked and will not be able to come back until approved by the supervisor or staff.**
- 4. All visitors are to be dressed appropriately.**
- 5. Smoking is not allowed on mission property.**
- 6. Pastors are allowed to visit during the week but must be approved.**

Home Pass

Home passes will not be issued for 90 days. Home passes are a privilege and not a right and may vary if the resident lives a great distance from the mission. Home passes will not be granted if someone in your family is sick so you will need to make arrangements that someone other than yourself see to your family members' wellbeing. You may have visitors according to the above guidelines. If you leave for any reason, you will be dismissed for 90 days. Home passes may be allowed at the director's discretion for those who are in Phase 2 or Phase 3 and can be approved for 48 hours or 72 hours. Home passes may be allowed once a month for residents in Phase 2 or Phase 3. Out of town residents may receive longer passes due to driving/bus times.

GENERAL DRESS CODE

1. Clothing must be neat and clean.
2. No torn clothes that expose undergarments are allowed.
3. No tank tops/muscle shirts.
4. No hats are worn in the eating area or the church.
5. No gang related clothing.
6. No offensive words or displays allowed on clothes.
7. Shoes and socks must be worn.
8. Undergarments must be worn.
9. No flip-flops outside living quarters. Flip-flops are only for shower use.
10. No Jewelry is allowed (Except wedding bands). This includes necklaces, earrings, nose rings, tongue rings, eyebrow rings, etc. are not allowed.
12. No sunglasses are to be worn inside of the building or in church services.
13. No shorts are to be worn unless they come down to your knees. **Shorts may only be worn inside the mission premises.**
14. No baggy pants. If pants are baggy, a belt is required to keep pants from falling.
15. No do rags or wave caps to be worn anywhere except inside the mission.
16. No hats to be worn backwards or sideways. Hats are to be worn normally.
17. Haircuts are required and the length would be off of the ears and off of the collar.

DRESS CODE FOR CHURCH SERVICES

It is important that the men at the mission be always presentable to the public.

Acceptable Dress Attire for Church services

1. Collared shirt (long/short sleeve) required.
2. Necktie or encouraged but not required.
3. Khaki or dress pants.
4. A coat is not mandatory.
5. Dress shoes.
6. Must wear a belt with pants.

***** All clothes for church must be ironed*****

Meal Procedures

Meals will be eaten at your discretion. There is food in the cabinets and the freezer. If a food item is needed, then please make a list for staff to pick up at the grocery store. No eating in your sleeping area, all meals must be eaten in the kitchen.

Phone Policy

1. Any new resident may make one 10-minute phone call to whomever, to inform them of his whereabouts.
2. New residents will not be able to use the phone for 30 days unless approved by Bro. Jamie. If you receive an emergency call, then your supervisor on duty will notify you as soon as possible.

3. Phone time will be coordinated with the director or supervisor on duty. Only fifteen minutes on the phone are allowed per call, unless approved by the supervisor, once every 7 days. You can make as many calls as you'd like in your (15) fifteen minutes. If the phone calls are abused, the resident's phone privileges will be canceled, and extra duty will be given.
4. Only residents who work off campus in Phase II or those who are in Phase III may have a cell phone. The acquiring of a cell phone must be approved by Bro. Jamie and must not interfere with any other financial obligations (i.e., buying a cell phone instead of paying your debts, child support, etc.).
5. Letting others use your cell phone will result in the loss of your cell phone. Using your cell phone to assist other residents to circumvent Mission policy and the chain of command will result in disciplinary action and the loss of your cell phone. This includes letting other residents watch videos on your phone.
6. No resident is to make any phone calls for another resident. IF this happens then both residents will lose their phone privileges.
7. Financial or Business calls are to be set up through Bro. Jamie.
8. Doctor appointments are to be made by the supervisors only, and not the residents.
9. Have some respect when others are using the phone and give them some privacy.
10. Mission phones are not to be used to run your own business. You are allowed to put the mission phone number on an application when applying for employment.
11. If a former resident checks back into the mission, some phone restrictions may apply.

GENERAL RULES & TIMES

Monday through Friday

7:00am- Wake-up. Make up bed and pick up room. Eat breakfast.

8:00am -Devotions (Bring your KJV Bible.)

9:00am- Work.
12:00 -Lunch
1:00pm Work
6:00pm Dinner
7:00pm Church Service or Class (Monday, Tuesday and Thursday)
8:00 Free Time.
10:00pm Quiet Time
10:45pm All residents in their rooms
11:00pm Lights Out

Saturday

7:00am Wake-up. Make up bed and pick up room. Eat breakfast.
8:00am Devotions (Bring your KJV Bible.)
9:00am - 10:00am Clean up the mission
12:00pm Lunch
2:00pm Family Visitation or Free Time.
6:00 Dinner
7:00 Free Time
10:00pm Quiet Time
10:45pm All residents in their rooms
11:00pm Lights Out

Sunday

7:00am Wake-up. Make up bed and pick up room. Eat breakfast.
8:00am Devotions (Bring your KJV Bible.)
11:00am Attend Church
2:00pm Attend Church
After True Light Visitation Time
6:00 Dinner
7:00 Free Time
10:00 Quiet Time
10:45pm All residents in their rooms

11:00pm Lights Out

GENERAL RULES

1. Be on time for all scheduled events.
2. Bring a KJV Bible to all devotions and classes at the mission for unity.
3. No flip-flops or caps are to be worn in the kitchen or in the chapel during devotions. Flip-flops can only be worn in the shower.
4. Socks must always be worn while in the kitchen and in the chapel.
5. Job assignments will be given out after morning devotion/chapel each morning. Anyone refusing to carry out their job assignment will be checked out of the mission.
6. Work hours are from 9:00 am to 5:00pm Monday through Friday and on Saturday from 9:00 am to 10:00am.
7. Sunday there will be no work.
8. No lying back down on your bed after 7:00am until the workday is complete. On Sundays no lying back down until after the last church service.
9. No extracurricular activities should be engaged in until the workday is completed, unless approved by the supervisor. This includes basketball, the game room, weightlifting, horseshoes, etc.
10. You must take a shower every day, no exceptions. Personal hygiene is a must. Shave, shower, and brush teeth daily. Showers must be taken by 10:00pm every night.
11. No more than two loads per person on any day can be done in the laundry room.
12. All bed linens must be washed weekly.
13. All TV must be approved by the supervisor on duty and will be Christian. TV is to be shut down at 10:00pm.

14. If you have any extra duty hours, you are not allowed to have any privileges until your hours are complete and a supervisor approves them. Privileges include watching TV, being in the game room, talking on the phone or any other activity. You may not complete the extra duties during regular work hours.
15. Anyone who goes to a doctor and gets samples of medicine, or a prescription, must turn them in to a supervisor. Prescriptions should not be filled by anyone but a staff member. If anyone fills their own prescription, they will be checked out for 90 days.
16. If you play basketball or any other activity you need to quit at 9:30 pm to take a shower before 10:00 pm.
17. Anyone who checks in and lies about pending charges or probation will be checked-out for up to 90 days or more.
18. Residents may have a vehicle on campus after completion of Phase I.
19. No visitors except and on Saturdays and Sundays from 2:00pm – 6:00pm unless approved by Bro. Jamie or Bro. Randy. The only exception is your pastor, and they must check-in with the supervisor. Pastors can visit you once a week.
20. If you have personal belongings delivered here (money, clothes, etc.) they must go through the office first before you are allowed to receive them.
21. 10:00pm is quiet time to read, study, pray, or go on to bed. Have respect for others.
22. Any disrespect or defiant behavior towards another resident, supervisor, or staff member will not be tolerated. Automatic checkout is for (6) six-months if this occurs.
23. Any complaints or requests are to be made through the supervisors. If it is necessary to have an appointment with Bro. Jamie, it will be at his convenience.
24. All doctor appointments, dentist, and etc. are to be scheduled only by a supervisor or staff member. Money is required for all medical and dentist appointments.

- 25 All church-related activities are mandatory unless you have prior permission to be absent from Bro. Jamie or Bro Randy. You must be back on the mission property from work 45 minutes before our scheduled departure, church is mandatory.
- 26 All financial dealings, whether medical, personal, or otherwise, are to be handled by Bro. Jamie. This includes making phone calls concerning your financial business.
- 27 No headphones are allowed. All radio stations will be approved by the supervisor on duty.
- 28 All books and literature must be Christian materials and must be approved by Bro. Jamie or Bro Randy.
- 29 Residents are not to lend money to any other resident, for any reason.
- 30 No drinks or open food in dorms.
- 31 No Horseplay is permitted on campus or in dormitories.

NOTE: This is a young mission. There will be some issues that have not occurred or have not been covered by these rules. Any situation that is not covered by these rules will be addressed as they arrive. Any disciplinary action will be discussed and dealt with in a fair manner. ALWAYS ask a supervisor about the rules if you have any questions and not a resident.

Write up policy

1. If a resident breaks a rule, he will be issued a written warning.
2. Once a resident has been given a written warning and commits the same rule infraction, he will be automatically given a write up.
3. Three write ups within thirty days will result in an automatic checkout from the program.

4. Three written warnings will result in an automatic write up for habitual offenses.
5. When a resident has a write up, he loses all privileges.
6. A resident that has a write up is not allowed to have a home pass or any visitors until his write up is complete.

DRUG/ALCOHOL/NICOTINE POLICY

All new residents will be subject to a nicotine and drug test after their 21st day at the mission or randomly if there is any suspicion of drug or alcohol. Failure of either test will result in automatic dismissal from the mission. Any resident that fails a drug or nicotine or breathalyzer test when returning from home pass, will be subject to dismissal from the Mission.

Any resident caught smoking on campus will be checked out immediately without appeal. Any resident who fails a drug test will be checked out without appeal. Use of tobacco or drugs on any mission property or vehicle will be treated as “on campus” use.

Any resident caught looking at inappropriate material on the internet will be subject to the same policy.

WORK POLICY

On-Site Work Policy

Each man at the mission is required to have a job assignment and is expected to perform that job with a good attitude while doing his “fair share”. In order to ensure that the residents begin to reclaim their dignity and to fulfill their GOD given responsibility to work, the following work policy has been established:

1. If a resident is given a job and he refuses to do the job, then he is to be checked out of the Mission for Ninety (90) days.

2. The third time a resident is given a job assignment and he does not complete the job; he is to be checked out of the mission for a period of Ninety (90) days.

Off-Site Work Policy

After the 90-day period is up, residents may have the liberty to go off the campus to work. If they do not have a ride the mission will provide a ride if the resident has gas money. All residents must check with the supervisor on duty before leaving, and they must be back no later than 10:00pm. Anyone who breaks the rules will have extra work hours and will be restricted to the mission until the supervisor gives permission. A resident may be subject to random drug tests at the director's discretion.

1. Residents will be encouraged to start working for the public after 90 days.
2. All jobs must be approved by Bro Jamie or Bro Randy. Working is a primary goal of this mission, it is part of our plan to help our residents find a job. We want to take the right steps in doing this, and make sure the timing and job is right for the residents.
3. Work hours may interfere with Bible study but residents need to attend when not working.
4. All extra money must be turned in to the office unless written permission is given from Bro. Jamie or Bro Randy.
5. Residents are not to accept checks for work they have done that are made payable to the mission unless approved by the staff.
6. A suggested donation of 20% of all income is asked to be given to the mission. This is just for structure in your life. Residents who are on a fixed income such as disability or SSI are asked to give a suggested donation of 20%.
7. All residents transported to and from work by a mission vehicle must help pay for gas (\$10 per day).

PERSONAL FINANCE POLICY

The following applies to your finances while residing at the mission:

1. A 10% tithe will be given for all income received. The tithe is kept by the resident and is to be given by the resident. God knows.
2. 20% of all income earned from outside work is asked to be given as a suggested donation to the mission for cost of living.
3. Your money will be deposited into a savings account on your behalf that will be reconciled by the Financial Advisor.
4. Residents are not allowed to have an ATM card. ATM cards must be submitted to Bro. Randy to be held in the safe.
5. No use of bank accounts is allowed.
6. No more than \$20.00 will be allowed in your possession at one time unless a bill is to be paid or prior approval is given. Any resident who is working a 40 hour a week job may keep \$50 in their possession.
7. All pay stubs will be given to Financial Advisor.
8. The mission does not pay men who work for the mission. Work is done to offset the cost of room and board. Any money given to you by your family or that you brought with you or made by other employment is yours and will be returned to you by stated mission policy. The only exceptions to this are kitchen helpers and supervisors.
9. Money needed from your account may be requested via a request form submitted at least 24 hours before needed. The reason for the need must be stated on the form and is subject to Bro. Jamie's approval.
10. When checking out of the mission, if you are in good standing and plan your departure from the mission, a 24-hour notice is required to plan to withdraw your money from your bank account.
11. If you must leave the mission for breaking the mission contract or without giving 24-hour notice, your money will be responsibility to withdraw at your own convenience.
12. Any man reimbursing a resident ready to leave, to circumvent mission policy will not get his money back. Example: If a man has \$20 in savings and wants to leave without giving the 24-hour notice and a supervisor gives the man \$20 on a promise from the resident that he can have the \$20 in savings, the supervisor loses his \$20. The mission will not reimburse a supervisor or resident when breaking this rule.

13. If you have not paid your check-in fee it will be deducted from your pay.

STORAGE POLICY

Although the Mission is not designed to be a storage facility, there are times when a resident will leave unexpectedly and leave behind clothing, personal items, and possibly vehicles. In the event we must store a resident's personal items the following has been established:

1. If a resident leaves hastily and makes no arrangements or is unwilling to take his clothes with him, then the mission is not responsible for these items.
2. Disposal is at the mission's discretion.
- 3. The Mission is not responsible for lost or stolen items.**
4. Upon departure, you will be given 72 hours to pick up items. Other arrangements must be made through staff.

Vehicles

1. You are not allowed to have your own personal vehicle at the mission. Only residents in Phase 3 may request to have a vehicle on campus. If they are allowed, the mission will not be responsible for any damage incurred while on any of the mission's properties.
2. Vehicles are not to be stored here for any reason. However, if a resident leaves unexpectedly and is unable or unwilling to take his vehicle, then a storage charge of \$15.00 a day will be charged.
3. If after (7) seven days the vehicle is not moved, the police will be notified that the vehicle has been abandoned and it will be towed from the property or sold to offset the cost of storage.

FRATERNIZATION POLICY

For the first 6 months a man is at the Mission, there will be no fraternizing with women (must be in Phase 3). A resident is only allowed to socialize with his **legal wife** or an immediate family member. This includes no staring and no vulgar comments.

Exchanging telephone numbers, pictures, letters, etc. will not be tolerated in any way.

No disrespect toward woman will be tolerated.

This includes at the mission, at any church, Wal-Mart, or any other place that the mission is being represented.

If you were not in a relationship prior to coming to the mission, no new one is to be started for 9 months.

First Offense: The resident is written up and both are to be warned. The outside party is to be warned that a second offense will be viewed as trespassing on the property.

Second Offense: The resident is to be checked out of the mission for a period of 90 days.

Anyone engaging in the services of a prostitute will be automatically checked out or engaging in any other sex act at the mission.

FIGHTING

Any resident who gets into a fight will be checked out without excuse or appeal.

The resident, who makes the first contact, whether it is pushing, kicking, or punching, will be checked out for 90 days.

The resident who retaliates will be checked out for 90 days.

Any resident who attacks or assaults a staff member will be checked out permanently and possibly prosecuted.

If you have any questions about this policy, you will need to discuss it with your supervisor.

CHECK-OUT POLICY

Checking out of the True Light Rescue Mission occurs in one of two ways:

1. Voluntarily, when the resident decides that he must leave the Mission for some personal reason.
2. Enforced, when a resident is asked by the Staff to leave because of inappropriate behavior.

VOLUNTARY: Check-out time for voluntarily leaving the Mission should occur between the hours of **7:00am** and **8:30pm**. Enforced check-outs could occur at any time and is at the discretion of the Supervisor in charge. In the event of **INAPPROPRIATE-BEHAVIOR** after 9:00pm, the behavior will be addressed the following morning. No one is to be checked out after 9:00pm without approval from Bro. Jamie or Bro Randy.

ENFORCED: Check-outs should occur as follows:

1. The resident is **KINDLY** asked to leave peaceably. He or she MUST leave the building within ten (10) minutes after being checked out.
2. If the resident becomes aggressive and/or abusive call 911. **DO NOT WAIT for the situation to become explosive.**
3. Enforced checkouts usually incur a period of time before the former resident may check back in. It should be stated to the individual **CLEARLY** what that time period is at the time of being checked out and then recorded on his or her record.
4. **In the event the Police must be called a MANDATORY check out period of six (6) months will be imposed.**
5. Anyone who refused to sign **ANY** discipline form, regardless of reason, will be considered **DEFIANT** and will be asked to leave the Mission.

PROCEDURES TO BE USED FOR BOTH TYPES OF CHECK-OUTS:

1. The Supervisor in charge or his Assistant will personally supervise the packing of the former resident's belongings to ensure that no Mission property is packed.
2. The former resident will have 72 hours to claim his possessions.
3. Return ALL medication to the former resident at the time of check out. Should the medication be left on the premises, it will be disposed of after 7 days.
4. Return previously confiscated property to the former resident. (Unless they leave after 9:00pm)
5. Clearly tell the former resident how long before he can check back into the Mission.
6. File ALL paperwork on the former resident in the historical files.
7. When a resident checks out it is the policy of the Mission that the resident **CANNOT RETURN for a period as follows from the date of check-out.**

1st Visit – 3 months

2nd visit – 6 months

3rd visit – 1 year

If a resident returns for his 3rd residency at the mission, he must commit to the full 1 year program, to be allowed to return.