

The Handbook of the Barnabas House and The Anchor Home for Young Men

Revised October 2008

Purpose and Goals

1. Purpose: The programs are designed to provide long-term, residential Christian care and guidance for our clients. With an attitude of acceptance, the programs seek to maintain an environment most conducive to true life recovery for men who have been struggling with, for example, moral decay, alienation, addictive behavior, criminal conduct, educational inadequacies, financial problems, depression and/or hopelessness.

2. The goals are: (a) to see every client enter into a saving relationship with Jesus Christ and/or restore and improve fellowship and commitment to the Lord; (b) for every client to improve as needed in terms of physical and emotional health; and (c) for every client to complete the program and live thereafter in sobriety, stability, service and support himself financially.

Intake

1. The Barnabas House and The Anchor Home are divisions of the ministry of the Nashville Rescue Mission at 639 Lafayette St., Nashville, TN 37203. (Directions: From I-40, in the heart of downtown Nashville, take the Broadway exit. Go east on Broadway about a half a mile to right on 8th Av. South. Go south four blocks to left on Lafayette Street. Our facility is one block on the right.) The two programs occupy most of the second floor of the building. The Barnabas House is for men age 25 and above. The Anchor Home is for men 18 to 24.

The Anchor Home for Young Men is housed in dorms exclusively its own, and their counseling is handled by a staff member who specializes in younger men. The Anchor Home sometimes takes outings just for themselves. Otherwise, the two programs are the same in function and content, and from here forward in this document the two will simply be referred to together as "the program."

2. The program and all its benefits are free of charge. (There is a nominal fee for men residing in our halfway house.) Considering the scope and quality of our program, it will be very difficult to find a comparable recovery option with fewer obstacles to entry. **Generally speaking, we are prepared, space permitting, to assist any man who fits the following criteria.**

- a. He must come here to be interviewed. We never make commitments about available bed space until potential clients arrive on-site. **This is all the more true when a court is seeking to parole or furlough a man into our care. He must be released first and come to us, with the court accepting the risk that, if denied, the man might not return to its jurisdiction.**
- b. He may need to be patient. We might not have a program bed open immediately, no matter how qualified he is. Fortunately, in that case we operate a large, safe, well-staffed shelter at the same address, and there is always room there until space in the program is available. It is important for a man to act quickly on a feeling of resolve, pack a bag and come to the Mission. It won't be long, if he fits the criteria and really wants help, and he'll be in the program.
- c. He has to demonstrate cooperation.
- d. He must be stable, mentally and emotionally, and able to interact appropriately with the staff and the other clients. Any man who has previously been diagnosed with a mental illness should discuss that with the staff at intake. If medication is necessary, then it must be available on a continuing basis from the beginning.
- e. He must be physically fit enough to climb a flight of stairs several times a day, get into a top bunk, if necessary, and be able to stand on his feet for a hour or more at a time, if necessary.
- f. He must be able to seek and hold full-time employment after the program.
- g. He can't be burdened with too many outside responsibilities, e.g., legal, medical, etc.
- h. He can only come through the program twice at our present location, 639 Lafayette St., Nashville, TN. (After the second time here, we feel clients are better off to seek help elsewhere.)
- i. He must be reasonably fluent in English and legally in this country.
- j. We only have a social detox available. Men must be able to cope safely without medical detoxification at our facility. If a man is prone to seizures, blackouts, or requires any trained medical oversight whatsoever during detoxification, that must happen elsewhere before admission with us.

3. Having read the basic criteria above, if there are further questions call 615-255-2475.

Components

The components of the men's life recovery program are as follows. (a) The program attempts to provide a wholesome, Christian environment. Edifying social interaction between the men themselves, and between the men and the staff, is a crucial part of recovery. (b) The clients receive free of charge: lodging, meals, clothing, toiletries, laundry service, cable television, classes, counseling, a small

allowance weekly and educational materials. (c) All of the men are involved nearly everyday with the entire program staff in one way or another. We eat together, take outings together, and the men hear us all preach, teach, conduct meetings, praise, encourage and discipline. (d) Along with the informal counseling, every man has an assigned counselor he sees regularly: in the office. Part of the duties of the counselor in this relationship is that of case management, including dealing with practical issues of the "where?" and "how?" of life after the program. (e) Every day men on the program participate in "work therapy," several hours of chores: cleaning the building, preparing meals in the kitchen, sorting clothing, etc. (f) All the men attend a morning devotion with a mix of speakers drawn from volunteers from the local church community and Mission staff members. (g) Monday through Friday the men exercise, walking as a group for 30 minutes, and we have a well-equipped exercise room and basketball court that the men are encouraged to use during their time off. (h) All the men attend an evening chapel service led by volunteers from the church community or the staff. (i) Men without a high school diploma, or who do not score well enough on our academic entrance test, are required to participate in GED test prep classes and/or literacy classes.

Also, our school provides computer lab training, internet job searches, job readiness classes, help in obtaining I.D.'s, resume writing, smoking cessation classes, truck driving training, culminating in actually taking the C.D.L. test through the state (an appropriate vehicle is furnished), an extensive library and periodic classes in drug/alcohol relapse prevention. (j) At least once a month, every man on the program takes a day trip: to the Frist Center, Percy Priest Lake, a city park or to a staff member's home. Plus, twice a year a significant percentage of the entire program spends several days at Fall Creek Falls State Park. (k) Monday through Friday, for an hour and half at mid-day, every man on the program is in a core curriculum class with a staff instructor. (l) We have a halfway house to which all graduates can apply after completing the basic part of the program. The conditions for residency there include continued counseling, case management and financial accountability and group meetings. (m) Monthly, the director of the program and the counselors meet to assess every man on the program and their progress. (n) Most mornings Monday through Friday there is a brief business meeting at which the men can ask questions of the staff.

Client rules

1. Clients should always be respectful to each other, to volunteers, and to the staff; the way to get respect is to give it. The program director expects all men on the program to respond to other staff members as if dealing with the program director himself. And, men should follow any directions given by other staff members fully, unless to do so would be dangerous or degrading. Afterwards, if the direction given was questionable, report it to the program director. At the same time no client should ever be subjected to being bullied or talked down to by any member of the staff.

2. It is the responsibility of every client to speak up, one way or another, when aware of a breach of program rules. For example, if it is determined that someone has been smoking in the dorm room, and, if no one admits doing so, it has in the past been considered necessary to punish all of the dorm's residents. Often, the best way to speak up is to address the problem in a non-confrontational way with the other person involved without having to come to the staff at all.

3. No client should enter the program expecting to be able to be employed and earning a regular income until after his graduation.

4. Clients are expected to make an effort to interact in a friendly way with the other men. No document can spell out just the right way to respond in every conceivable situation on the program. When in doubt, following the golden rule, using a little common sense, and asking a staff member first, will carry clients safely through most any situation that could arise.

5. One of the quickest ways to be dismissed from the program is to be aggressive toward others, to be confrontational, or in anyway to attempt to dominate through intimidation, also known as "the prison mentality." Clients will find that the best weapon against conflict is a humble and teachable sense of Christian meekness. Arrogance, selfishness, an unforgiving spirit, foolish pride and the "dog-eat-dog attitude" of the street will always result in trouble fitting in here.

6. Phases/Passes/Visitation. Initially, clients are downstairs in the gateway dorm a few weeks. (The length of time there varies depending on demand.) Then, the introduction phase is approximately one month in length. Following that, the next five phases are exactly one calendar month in length: orientation, freshman, sophomore, junior, senior.

In gateway and introduction clients receive no passes. For orientation, clients receive weekly one 3 hr. Saturday pass. For freshmen, clients receive weekly one 5 hr. Saturday pass and one 2 hr. weekday pass. For sophomores, clients receive weekly one 8 hr. Sunday pass and one 4 hr. weekday pass. For juniors and seniors, clients receive weekly one 12 hr. weekend pass and one 4 hr. weekday pass. Plus, for juniors and seniors, clients receive a one night overnight pass, one for each of the two months in the period. (An overnight pass is either from 3:45 Friday afternoon until 9:30 Saturday evening, or from 3:45 Saturday afternoon until 9:30 Sunday evening.) Passes are a privilege that may be denied by the staff.

Visitation is restricted. All visits must be pre-approved through one's counselor. Visits, which include something being dropped off, are limited to one per week. Visits must occur between 2 and 4 p.m. on Saturdays or Sundays only and cannot interfere with any other responsibilities within the program. All visits are to take place on the second floor of the building, start to finish, not in the parking lot.

7. The curfew is to be inside the building from 9:30 p.m. to 6 a.m. every morning. (Do not ask to go out early to smoke.) If a client misses curfew, for whatever reason, he should spend the night in the transient area, not go somewhere else and not stay out on the street. The monitor room worker will call the transient ministry staff, if necessary, to obtain entry for him. Missing curfew does not automatically mean dismissal from the program. But, the offending client is confined to the property until he can see a program staff member, either the next day or Monday.

8. The Mission is not responsible for the belongings of a client. We can and will provide **everything** a man needs. Items of significant value should not be brought here in the first place. And, if brought in, they are totally at the risk of the client. The program dorms are not lockable, and clients do not have access to lockable storage until residing in the halfway house. If a client arrives with an item or items of value and finds this out, that we do not have a secured place of storage, he should arrange immediately to send/store his valuables somewhere else. If clients have difficulty in this regard they should discuss it with their counselor immediately. Furthermore, it is inadvisable for any client to ever have over \$100 in cash in his possession prior to entering the halfway house. Again, we can provide **everything** a client needs, and there is no need for valuable extras.

When someone is coming to enter the program and has something to bring with him, he should pack as if going on a short vacation. About a week's clothing is enough. No more. We have a free laundry service on site. It is easy for the sheer volume of a man's belongings to become a problem in the dorms. Too much is an imposition on one's roommates. To guard against this we have a box to measure the volume of what a man has in his possession. Everything a man has with him must fit inside the box, at most, filled level to the top. The box will hold the contents of about two large suitcases. Anything more is excessive and unacceptable.

9. This lack of responsibility on the Mission's part is all the more true when something is left behind when a man leaves, regardless of the reason why he left. When clients leave, we want them to take everything with them. We have lockers for rent in the transient area for men who are leaving. It may be when a client leaves that a period of time passes before the staff arranges one way or another to clear out and dispose of what is left behind, but that in no way implies that the Mission is accepting even brief custody, care or responsibility on behalf of the client. In these situations we are simply clearing out and cleaning up our property for the resident that's coming in next. The client accepts the risk of something being lost, stolen, damaged or being the subject of an act of nature. And, the Mission's insurance covers only Mission property, not the possessions of clients.

10. A vital part of recovery as we understand it involves (almost) daily participation in chores within the ministry, usually lasting several hours. The chores at the Mission are not just "make work." A study of American employers

done by the Association of Gospel Rescue Missions cites these results. "The majority of employers (80%) agree that it is more important for entry level employees to have the right work attitude than the right work skills. The top five attributes considered essential for success in entry level positions by employers are: dependability (90%), honesty (89%), the ability to follow instructions (86%), good attendance and punctuality (86%), and cooperativeness (80%)." These attributes are exactly what we are trying to instill in our program participants through the chores, many of whom have a long history of unstable employment, demonstrating in the past just what it is that employers least desire from their workers.

11. There is no minimum number of classes, devotions, chapels, etc. that clients are required to attend each week. Every man should be present at every planned function, unless otherwise excused. Clients are expected to follow the schedule. If a staff member is known to be absent on a particular day, do not assume his class will not be held. Go to class, and let the staff arrange to provide a substitute teacher.

12. Clients must realize there is a low tolerance for outside commitments and off-site trips, regardless of the reason why. We are jealous of influences and involvements apart from our program. Every effort must be made to schedule off-site appointments so as to be the least disruptive to program participation.

13. Men wanting to be excused from work and/or classes because of an illness must go to the sickroom for the entire day. Then, at 9:30 that evening they are to return to their regular room. (The staff is skeptical when clients are sick for the day and then become remarkably better late that afternoon.) The general rule is if a day is missed due to sickness, then that day's chores will be made up on what would have been the client's next day off. And, if a day is taken off for sickness, then smoking is taken off that day, too.

14. Field trips and other outings should be understood to carry the same guidelines about conduct consistent with what is ordinarily the case on property.

15. Clients should be on time, seated, quiet and ready for all classes and meetings. It should be rare that there is ever a need to leave the room in the middle of the session. Disrespect or inattention to speakers is a serious issue. The staff encourages the men to ask questions and politely challenge anything they hear, if objectionable. However, particularly when volunteers are speaking, if something comes up, it will often be better to wait, take notes and ask a staff member about it later. Don't be confrontational.

16. No man should be in his bed after wake-up or before the end of the evening chapel time, Monday-Friday.

17. Every man has an assigned counselor. It is to that counselor that clients should first take his problems.

18. Check the boards at least twice a day for job assignments and messages.

19. Unless excused, at 8 a.m., 3:30 p.m. and 6:30 p.m. Monday through Friday all clients assemble in Rev. Overton's classroom for roll call. The same is true over the weekends except no roll call or meeting is held Saturday night or Sunday morning.

20. Headphones are required for the playing of any music. And, listening to portable C.D. players, tape players, etc. is limited to explicitly Christian music or instrumental music only. Headphones can only be used when not on duty or while on the morning walks, or on weekends; never during chores, meetings, classes, etc. If listening after lights out, clients must be very careful not to disturb his roommates with the sound.

21. Monday through Friday the TV in the dayroom can be turned on at 5 in the afternoon; Saturday and Sunday it can be turned on at wake up time as long as the volume is kept down early in the morning. It can be on no later than 9:30 at night, Sunday through Thursday. It can remain on until 10:30 Friday and Saturday night. If there is a dispute about what channel to watch, there should be a vote at the top of every hour to decide. Only those who intend to stay and actually view the program are eligible to vote to decide what to watch.

22. Graduations are conducted once a month, January through October at 3 p.m. on the last Friday of the month. In November, it is on the morning of the Wednesday before Thanksgiving. December graduations are held at 3 p.m. on the Friday before Christmas.

23. The expectations concerning the condition of the dorms are posted in each room. Following are the key points:

- a. Beds should be made at all times when not occupied;
- b. A made up bed has nothing on it other than a pillow and the sheets and blankets spread evenly and unwrinkled or folded neatly at the foot;
- c. Dirty clothing is stored away in one location per man, preferably in an airtight container;
- d. All clean clothing must be hung up or put away neatly, not on chairs or bedposts;
- e. All shoes in view are to be paired and lined up neatly, side by side, toes out, the tips immediately under the outer rails of the bed;
- f. Trash is to be carried out at least twice a day, before devotion and chapel;
- g. Nothing is to be attached to the walls or ceiling in any way;
- h. Generally, personal items should be put away when not in use, and the rest should be arranged as neatly as possible;

- i. The bathroom is to be cleaned at least once every day (every surface) by the man who has been in the room the shortest amount of time;
- j. The dorm floor is to be swept and mopped regularly.

24. No client is to engage in storing anything on Mission property for anyone else at anytime. So, any item found among a client's belongings is considered his, regardless. No client is to enter into bartering, trading, gifting or selling anything while here, whether or not the client brought the item to the Mission in the first place. Trafficking in food, or clothing, or anything else, particularly something that has been donated to the Mission, or that is an aspect of Mission operations, is grounds for immediate dismissal from the program. Items donated to the Mission are to be distributed at the direction of the staff only. Clients should strongly resist the temptation to play "Santa Claus," understanding that giving something away is all but impossible to distinguish from selling. If a client needs clothing, he should go to the staff or the program clothing room. Using any other means of obtaining clothing, or other donated items, is grounds for immediate dismissal. We provide clothing simply to meet basic needs. We are only committed to furnishing enough for a man to stay clean and warm, maintain dignity and be able to interact unselfconsciously. The longer a man is on the program, the less he should need to go to the clothing room. We will try to provide every senior with a dress suit for graduation if he wants.

25. Clients are not to enter any other dorm room than their own, even if invited to come in by a resident. If a client knocks on a closed door and receives no response, he should simply go away, not open the door.

26. Dormitory doors are to be blocked open 6 a.m. to 7:30 p.m. Monday through Friday. That is unless someone is dressing or undressing inside.

27. Every day clients are provided with three nutritious meals. Clients can store a very limited amount of food in their dorm under the following conditions:

- a. It is all kept in a clear, sealable, Tupperware-like container, no larger than two gallons in volume;
- b. Everything in the container is itself sealed or wrapped;
- c. All food items are to be kept in the container: sugar, salt, coffee, sodas, candy...everything consumable.

28. Chewing tobacco, snuff and all other similar tobacco products are banned. Cigars are also banned. Cigarettes are the only tobacco product (reluctantly) allowed. Clients need to understand coming in, though, that once a week we have "smoke out" day.

29. 10 p.m. is lights out, Sunday through Thursday, and 11 p.m. Friday and Saturday. Every man should be in bed asleep then, or attempting to sleep. The room should be silent. An hour after lights out, if unable to get to sleep, clients

can get up and quietly go to the dayroom to sit up and read or meditate. No phone calls, no games, no talking above a whisper, and no sleeping on the sofas.

30. Every night leading up to lights out is a 30-minute period of quiet time. Generally speaking, men should be in their rooms then, cleaning, bathing, reflecting on the day, in prayer or Bible study, and/or preparing to sleep. Noise should be very low.

31. All men on the program (which includes the halfway house) are subject to drug testing at anytime.

- a. Once a test has been done and the staff member involved makes a determination that a result is positive, that decision is final. Testing done after the fact will not make any difference.
- b. If there is the slightest possibility that a client has something in his system that will produce a false positive, he should report it immediately...not wait until after the test result is produced.
- c. In this process, the clients have to trust both the accuracy of the testing kits and the staff. We will provide more information about the testing kits on request, but, if the staff can't be trusted to honestly state the results as indicated, the client should simply leave the program: immediately.

32. When a client leaves or is put out of the program, he must wait at least 30 days before being considered for re-admission; there is no guarantee that after 30 days space in gateway will be available.

33. The dress code is posted. Following are some of its key points. Anywhere outside the dorms a man should be fully dressed. That means pants from above the hips to the ankles, no "sagging," shoes and socks, and a shirt with sleeves, sleeves that do not give view of the armpit area. The exceptions are that shorts are acceptable when weight lifting, when jogging outside, when exiting or entering the property, on weekends, and after the evening devotion. Shorts are never acceptable in the kitchen or dining room or while doing chores. Hospital "greens" are restricted in the same way as shorts.

Hair on the head and face is to be neatly trimmed, fairly short, and conforming to the shape of the head. Hair can be worn in "corn rows," again, as long as the hair conforms to the shape of the man's head, which excludes any pigtails or ponytails. Facial hair is acceptable as long as it is neatly trimmed and conforms to the shape of the face; no ZZ Top beards. Nothing is to be worn on the head inside the building, except when it serves in the place of a hairnet in the kitchen. Every man must take a bath every day.

34. Alcohol in any form or type, including rubbing alcohol, mouthwash, Nyquil, cough medicine, etc., is banned from Mission property. Intoxication, through alcohol or any mood-altering drug, to any degree, is grounds for dismissal. Keep in mind that just because a doctor prescribes a substance does not make it

acceptable to the program. A client must report to his counselor about all prescription medications being taken or in his possession, and about any changes, and about any prescription that has been written, but, for whatever reason, not filled. When needing medication for pain, say for a toothache, ask for Advil, Tylenol, aspirin or something non-narcotic. Morphine, opiates, oxycodone, fentanyl, oxymorphone, methadone, oxycontin, dilaudid, codeine, percocet, vicodin and any of their pharmaceutical cousins are inappropriate on our property.

35. No smoking is allowing in the building. Also, one day a week is considered "smoke out" day, and every client is asked to refrain from smoking altogether. If someone smokes on "smoke out" day, he will do extra chores. If someone smokes on "smoke out" day but does not confess when given the chance, he will exit the program. (There also are cases where the option to smoke is voided, and the staff insists that the client quit altogether as a condition of program participation.)

36. The following things are banned from Mission property: anti-Christian books or material, weapons, vulgarity, pornography, irons (except in the dayroom), cooking devices (except in the halfway house) and cell phones (until after graduation for those in the worker's dorm or in the halfway house). A cell phone is not to be used even if it belongs to someone else.

37. Most men on the program receive an allowance until they graduate. This is certainly not compensation and program men are in no way understood to be employees of the Mission. The allowance is to help men learn to handle money responsibly and to buy incidental items the Mission doesn't furnish: paper, pen, long distance phone calls, stamps and bus passes.

38. If there is a disturbance at off-hours or on weekends, and the situation cannot be resolved satisfactorily, those involved may be told to go to the Mission's shelter; the security staff will direct them to the transient area at least for the night. Clients will not be allowed in the program/SRO area if intoxicated.

39. A client cannot have access to an automobile until after graduation, nor can he park an automobile on our property. Even after graduation, having an automobile is conditional. (The Mission looks unfavorably on the tendency for men to act impatiently, using some of the money that the Mission has, in effect, enabled them to save, and buy a car from a "tote the note"-type dealer...which will almost always be a rip off financially.) For a client's automobile to be acceptable and allowed to be parked on Mission property it must be properly tagged, in good running condition, be properly insured, and the owner/driver holding a valid Tennessee driver's license.

40. Clients are encouraged to interact with guests and volunteers politely, but keep in mind not to: (1) try to act as a spokesperson for the Mission; (2) ask for favors, gifts or money; (3) be overly friendly, especially not with females or children.

41. Sleeping is not permitted in the lounge areas at anytime, nor should anyone stretch out across the furniture.
42. Do not "hang out" with transients. If you meet a transient that you know, just say "hello" and move on. Don't linger in conversation.
43. Clients should understand that, if we consider it beneficial, we will speak openly within the "recovery team," the staff of the life recovery program, about information that is written or spoken to the staff by the client. This is only done if considered to be beneficial for the client or the program as a whole. Clients should also understand there are instances when, for the good of the client, program or the Mission itself, information about clients may also be shared within the upper management of the Mission. There is a place on our application where incoming men are asked to sign and so agree to give the Mission staff this freedom. The same thing is true when we receive inquiries from probation officers, medical professions, family members, etc. If we consider it beneficial for the client, we will speak openly about his case.
44. After graduation, clients seeking to enter our halfway house are expected to aggressively begin job search. In nearly every case clients who are not too picky and who are willing to take an entry level position, if necessary, can find and begin employment in a maximum of three weeks. If a client recognizes that he will not make this deadline, he must report it. Clients on job search are still considered seniors in terms of privileges until they move into the halfway house.
45. Clients need to understand that the program is not just a matter of spending time in residency. Time alone doesn't obligate the staff to award a diploma. Progress needs to be made, and tests are given, along with homework, to insure that basic aspects of the curriculum have been absorbed.
46. Those clients planning on continuing to reside in Nashville after graduation are expected to make a serious effort toward finding a local, church home. Establishing this relationship is vital to continuing in recovery and avoiding relapse.
47. The south end of the Mission facility, specifically the parking lot between the courtyard and Drexel St., and the entire sidewalk west of the building, are off limits at all times. Men wanting to walk to the west, to the Downtown Clinic, for example, should circle around the front of the building to leave.
48. A client should have his I.D. badge visible and hanging around the neck (not clipped at the waist) at all times anywhere on Mission property outside of his dorm room. If leaving the property, badges should be hung on the board near the snack machines. Defaced badges should be replaced.

49. We will pass out mail as quickly as possible, but there is sometimes a brief delay. We receive a lot of mail to this address, but there is rarely a problem with client mail. However, clients who don't like the service provided can make arrangements to receive mail at the nearby post office as "general delivery." Clients cannot receive food stamps while on the program. Disability checks also are unacceptable in that we are assuming that eligibility means the client cannot take regular employment after the program.

50. All clients, and their belongings, are subject to being searched at anytime while on Mission property. Refusal will automatically mean exiting the program. Under difficult circumstances during any disciplinary action, at the discretion of the staff, a client may be asked to exit the building, or the property, immediately.

51. The consequences for breaking program rules vary. A verbal warning may be considered enough. Privileges may be lost. Extra chores or tasks may be assigned. Or, in some cases, men are dismissed altogether. It is not always about one major event; dismissal can result from a series of minor offences that accumulate.

52. No matter how good the reason is, clients who must be off the property three or more times in a month are jeopardizing their program and may have to repeat the same phase again. (This does not include passes or off-property trips along with staff members.)

53. Exactly how long the program will take depends on several factors, one being the time of the month when a man first arrives. But, it will be about seven months, unless a man is held back for some reason. Once a man comes out of the initial period in the gateway dorm, we can give him his anticipated date of graduation. After that, all graduates can apply, and will probably be accepted, into our halfway house once they have obtained employment.

54. For ten minutes before all classes, chapels, devotions and meetings there is a quiet time for reflection and preparation. There is also a quiet time in the dorms and hallways from the end of the morning devotion until 8:45 a.m.

55. The Mission's parking lot can't be used to perform automobile repairs, except in the case of Mission employees working on Mission-owned vehicles.

56. The SRO laundry, SRO dayroom and SRO phones are off-limits until clients are residing in the SRO.

57. In the event of a fire alarm, night or day, assume that there is a fire threat somewhere in the building and immediately leave the building by the nearest stairway. Do not return until the alarm shuts off. Upon leaving, gather on the

opposite side of the parking lot, if safe there, and follow the instructions of the staff and emergency personnel present.

58. The Nashville Rescue Mission's facilities are intended to be highly public, going to considerable lengths to be as open and inclusive as possible to everyone, both to those needing services and to the community in general: visitors, donors, volunteer workers, the police, social workers, etc. And our recovery programs are operating within this very public environment, and so, outside the counseling office, there aren't a lot of secrets at the Mission. If clients are looking for more privacy and secrecy, they should seek help elsewhere. Again, outside the counseling offices, if, for example, a client is giving a testimony or speaking about himself or the Mission, or singing, or simply acting as a part of a group, or as a participant in the program, there is the possibility that the news media will be present, or that the Mission will be recording the events for its own purposes. Camera shy clients should use a little common sense and, without protest, simply move away, if necessary. At the same time, the Mission has no interest in broadcasting the presence of any particular, unwilling, client or his likeness, and will make an effort to avoid doing so, if notified in advance. If this is of concern, see the program director immediately.

Theology

1. The program is Christian in orientation, believing that a commitment to Jesus Christ is not only the right thing to do, but also the healthiest way to approach life. The Bible provides man's best, most adequate answers to the most serious questions of life: What is the meaning of existence? Does my life have meaning? How do I resolve the guilt I feel? How should I act? Is there a God? Can I know him? What happens after I die?

But, we do not exclude men on the basis of religion; we have an open door admission policy, and from time to time we have had men of other religious faiths enter the program and graduate. And, long before race was such a "hot button" social issue, the Nashville Rescue Mission was matter-of-factly operating a "color blind" ministry.

2. The program is not limited to just substance abuse. We are a life recovery program, not just a place of treatment for drug addiction or alcoholism. Nearly every day our clients are in devotion, meetings, chapel, chores, classes, and regularly participating in computer class, counseling, and recreational trips. Our expertise is not in how **not to** live; some of our counselors have never been involved in addictive behavior personally. The strength of the program is in expressing what the Bible offers as the way **to** live.

3. We consider the Bible to be the inspired, inerrant Word of God and incomparable for doctrine, correction and instruction in right living (2 Tim. 3:16). Claims about the human condition from the medical or social sciences are

understood as misguided if in contradiction to the Bible. The theological emphasis of the programs, our treatment of the classic progression of God, Man, Sin and Salvation is informed by the ancient creeds, the "fundamentals of the faith," and a conservative, Protestant, grammatical/historical interpretation of the Bible.

4. We view God as possessing all the traditional superlative attributes to the fullest degree, e.g., his holiness, love, wisdom and ideals. With our clients, it is particularly important to stress God's presence, and willingness and power to comfort, heal and restore fellowship with his children. (Most of our clients profess a prior salvation experience.) So, it is the responsibility of the staff, not only to proclaim "God manifest in the flesh" (John 1:14) in the classroom, but of equal importance, to walk in mature Christ-likeness before the clients every day themselves (Acts 21:24).

5. Often our clients are coming out of a lifestyle of pronounced self-destructive behavior, with associated damage socially, mentally, emotionally and physically. But, we consider the primary problem to be spiritual: sin, stemming from the universal "fallen" condition of man (Gen. 3), broken fellowship and disobedience. (This is not meant to imply that every human dysfunction is a direct result of moral failure. Nor does it mean that the best of moral conduct will insulate a person from pain or suffering.) Though "fearfully and wonderfully made," and in the very "image of God" himself, man's condition, apart from God, is hopelessly in bondage to sin (Rms. 3:23).

6. Despite man's inherently sinful condition, he is responsible for his actions. He knows, but suppresses, the truth (Romans 1:18). Even "...the heavens declare the glory of God" (Ps. 19). The program places considerable importance on the personal accountability of the client, though the staff is at the same time very sympathetic about environmental and biological influences from a client's past. (This is the crucial point where the expression of God's holiness and love converge in effective biblical counseling.) Our society is saturated with a sense of victimization, entitlement and excuses for immorality, which are crippling, passive substitutes for taking responsibility for a healthy resolution to one's own circumstances...by the grace of God, our clients are encouraged to "...work out their own salvation in fear and trembling" (Phil. 2:12).

It is true that some individuals may have a biological or environmental predisposition for addictive behavior, more so than average, culturally or by heredity, but faulty genetics or a bad neighborhood does not make the addict. It is not simply a neurological disorder. (Just the opposite, drug addiction and alcoholism can produce neurological damage.) Bad behavior will never be wiped out solely by the right medication or surgery.

7. At the Nashville Rescue Mission it is demonstrated many times over that no one is ever really powerless in the grip of an addiction. Every day men and women walk into our facilities and abruptly stop using drugs "cold turkey," often after

many years of continuous abuse. Our programs strongly reject the notion that addictive behavior is rooted in a “disease” that a person is simply unfortunate enough to have contracted. Nor do we believe that this condition can at best only be held in check. You can really be a new person in Christ (2 Cor. 5:17). The fundamental human predisposition that really matters is the powerful, built-in capacity for people to change.

8. We believe self-esteem, the subject of so many popular books, can most adequately be nurtured in a loving and accepting Christian context. But, unlike secular approaches, we base self-esteem on a right relationship to the Creator. The truth about who we are is liberating (John 8:32), and it gives meaning and purpose to life. So much of what’s in popular publication really boils down to self-centeredness; instead we emphasize informed, healthy introspection, humility and service.

9. In theological terms, if the client/sinner is justified, delivered from the penalty of sin, the program can concentrate on sanctification, deliverance from the power of sin. Specifically, sanctification is growth in grace and a progressive maturity in holiness, i.e., whole-ness, being set apart for a purpose (Lev. 11:44). All of which takes on specialized application, in counseling and in the classroom, because of the severe circumstances commonly seen in the backgrounds of our clients.

10. The program has a longstanding commitment to the inter-cultural and interracial brotherhood of all human beings (Acts:17:26). God is changeless (Heb. 13:8). This implies, not inalterability, but consistency. God always responds as he has agreed to do. Where the staff is concerned, we strive to act consistent to our basic beliefs, and to respond to our clients as evenhandedly and appropriately as possible. We confront and correct the proud and rebellious, and we comfort and encourage the weak (1 Thes. 5:14; Heb.12:11).

Program Schedule

The following is an outline of the daily schedule that the clients will follow during their stay on our Barnabas House & Anchor Home Life Recovery Programs.

Monday – Friday

TIME	ACTIVITY
6:00am	Rise & Shine / Make Bed
6:15 – 6:45am	Breakfast
7:00 – 7:35am	Roll Call / Exercise
8:00 – 8:45am	Roll Call / Devotions
8:45am	Meet with your counselor (If he is here)
9:00 – 11:00am	GED or Work Therapy

11:15 – 11:45am	Lunch
12:00 – 1:15pm	Core Class (Mon/Tues/Thurs/Fri); Group Counseling (Wed)
3:30pm	Roll Call
5:00 – 5:30pm	Dinner
6:30 – 7:15pm	Roll Call / Program Chapel
9:30pm	Curfew (To be in building) (Every Night)
9:30pm	Quiet Time in your room
10:00pm	Lights Out

Saturday & Sunday

TIME	ACTIVITY
7am	Rise & Shine / Make Bed
7am	Breakfast
8am	Roll Call / Devotion (Saturday)
3:30pm	Roll Call (Saturday & Sunday)
10:30am	Leave program area for church downstairs
10:45am	Church service in transient chapel
6:30pm	Roll Call / Program Chapel (Sunday)
9:30pm	Curfew (to be in building) (Every Night)
10:30pm	Quiet time in room (Saturday)
11:00pm	Lights Out (Saturday)
9:30pm	Quiet Time in your room (Sunday)
10:00pm	Lights Out (Sunday)

Transitional Housing Ministry The Barnabas House & Anchor Home Transitional Housing Program

I. Qualifications for Occupancy

- A. The applicant must be a graduate of the Barnabas House Program.
- B. All residents including employees are in phase two of the Barnabas House Program and therefore subject to respect and meet the requirements of the rules.

BASIC RULES AND REGULATIONS

1. No alcoholic beverages, illicit drugs (or prescription drugs not prescribed for the resident) are permitted.
2. The residents' rooms may be searched by the SRO counselor, or any designated staff, at any reasonable hour.
3. Residents must establish and maintain a savings account. NO WITHDRAWAL will be permitted at any time unless approved by the SRO counselor in writing.
4. Each resident is directly responsible for damage to his room and any other area of the Transitional Housing facility.
5. Smoking is prohibited in ALL areas of the building. Smoking is allowed only outside the building, and only in established areas. This area is between the yellow line on the sidewalk and the second entrance, which is between parking isle 3 and 4, in the middle of the building.
6. Guests are not allowed in the Transitional Housing facility without permission. (Refer to section 'Visitors in the Facility'.)
7. Fighting and/or abusive language will NOT be tolerated.
8. While in the recovery program, a resident must observe Christian principles and behavior, regardless of personal beliefs.
9. Rooms must be maintained at a reasonable level of cleanliness.
10. Hot plates, crock-pots and toaster ovens or their equivalents are not permitted.
11. Personal items, paintings, posters, etc. are not permitted on room doors or walls.
12. Residents must be willing to abide by curfew and pass guidelines.
13. Disputes with another resident must be brought to the SRO counselor.
14. Tampering with security or fire equipment is grounds for eviction from the facility.
15. Automobiles will be permitted while in the SRO program. The resident should consult his counselor before buying a car. The insurance data must be given to the SRO counselor to receive a parking permit. They are to be parked from isle 3 to the back of the lot. For other details see page 10-K
16. Residents must be willing to submit to drug/alcohol testing as determined by NRM staff.
17. The Transitional Housing lounge is a public place and everyone is responsible to keep it clean. Snacks, cokes, or carry in food will not be permitted except for NRM sponsored socials. You are permitted to eat in your room or the program day room next door.
18. The television, in the SRO Lounge, is primarily for use for the residents of the Transitional Housing and therefore if seniors are present, they are to be considered as visitors, giving the preference of use to the Transitional Housing.

BEING EVICTED FROM THE FACILITY

***Grounds for possible eviction include (but are not limited to) the following:

1. Use of alcohol and/or drugs.
2. Refusal to submit to alcohol/drug testing by the staff.
3. Failure to pay your housing fee or keep it current.
4. An unwillingness to grow a savings account. (This includes failure to make deposits, or unauthorized withdrawals.)
5. Behavior that does not exhibit Christian conduct.
6. Curfew violations.
7. Being unwilling to attend aftercare, or to meet with your SRO counselor twice a month.
8. Damage to one's room or other areas, beyond normal wear and tear.
9. Failure to keep your room clean.
10. Failure to sign the logbook in and out.

MANDATORY PROGRAM ACTIVITIES

1. Weekly aftercare.
2. Individual sessions with your counselor twice a month.
3. One of the most critical first steps is to establish an emergency fund of a minimum of \$500.00 in the first five months (as was discussed in the senior phase), so, for example, if employment is lost, you can ride out the storm without falling behind.
4. Establishing and growing a *savings* account.
5. Church attendance and participation.

C. The applicant must be employed full time (and willing to maintain the job) at the time of application. (32 to 40 hours per week will be considered full time work.) More than 48 hours per work week needs to be approved by the SRO counselor.

D. The applicant must be willing to grow and maintain a savings account. The account is to be one that allows electronic monitoring. You will be required to permit the SRO counselor to look at your account from time to time, of course only when you are present. Only you will know your pin number. The Mission will never assume the position of handling your money for you.

E. The Mission must be able to see the likelihood for your self-sufficiency financially at some point in the future. The purpose of the Transitional Housing is to help you to recover from your addictions as well as debt recovery. It is not a boarding house, or nursing home, but a program designed to help you get back into the mainstream of life, free from your addictions and with your legal and financial life in order.

F. A resident must be working full time, (see page 10 on work) and can not be primarily supporting himself by SSI or VA or some other disability or retirement check.

II. Personal Information

A. and B. This personal information will be filled out later on a data sheet that is supplied with the handbook.

C. While in the Transitional Housing, there will be tracking of attendance to counseling sessions and aftercare. Care should be taken to be on time and not to leave early. We will also be tracking your drug testing, passes, employment, and your financial standing.

D. Your personal demeanor makes a difference. We value our testimony to those we come in contact with. For this reason we need to guard our attitudes and appearance to those within the Transitional Housing and to those without. Our good grooming habits (this list is not inclusive) should include bathing and shaving daily, and keeping your hair, mustache and beard neatly trimmed. No piercing jewelry will be permitted on the property. No headgear will be permitted outside your room. Clothes should be maintained (not wearing clothes with holes, or that needs repair, or ironing). You are not to leave your room bare-chested, or wearing a bathrobe. The violations to the above could mean expulsion.

E. You will be expected to find a church home. It is not enough to attend church; the resident will be expected to become active in the church program that is provided at his church. The pastor's name and phone number must be provided with your records. There will be some communication with the pastor of your church to verify the role that you are taking in the local church.

F. While in the Transitional Housing program, we will endeavor to continue helping you get your legal affairs in order. With the income that you now have at your disposal, you need to make every effort to get set up on a payment schedule to alleviate pressure from old debt accumulation. If required every effort should be put forth to maintain communication with the officer of the court that has been assigned to you.

G. You will be expected to check the Transitional Housing bulletin board at least daily to keep in touch with announcements, reminders and messages.

III. Housing

A. It is extremely important for you to stay current on your housing fees. There is hardly any better indicator of your appreciation, acceptance of responsibility, progress and wellbeing. The housing fee will always be due on or before the 1st of each month. The fee needs to be paid to NRM with a money order on or before the 1st of the month. The payment must be placed in the "drop box" provided in the monitor room. The SRO counselor will be posting this payment on your account.

1. A \$40.00 clean up and key deposit will be charged at the onset. This deposit will be refunded on the following condition. (You must fulfill a "Good Departure" as indicated on page 12 heading XI.) Your room must be left clean and in the condition you found it when you moved in, except for normal wear and tear.
2. If you need the assistance of a passkey to enter your room or need a replacement key, there will be a charge of \$20.00.

3. The housing fee may be paid by the week for the first few weeks as you are getting settled in, after which it is paid by the month.
 4. After two months a late fee of \$20.00 will be charged if the housing fee is paid after the 4th of the month. After six months the past due will increase to \$40.00 and the payment must be paid in full on the first of the month.
 5. The housing fee should be in the form of a money order. There is a "drop box" located in the monitor room beside the staff mailboxes. Place the money order in the drop box and fill out the paper in the clipboard located on top of the drop box. (Your name, apartment No., date, and amount.) If there is going to be a problem paying your fee, or paying it on time, discuss your situation with the SRO counselor as soon as possible. It would be to your advantage to talk about this before the housing fee is due.
 6. The double occupancy-housing fee is \$200.00 per month. Moving in and beginning your residency with a partial month will make it necessary to calculate the charge by the day till the beginning of the following month. The charge will be at the daily rate of \$6.67 a day. The fee will increase by \$45.00 each year on your anniversary. For instance after one year the double occupancy fee increases to \$245.00
 7. The single occupancy fee is \$290.00 per month or if as above your contract begins or ends in the middle of the month the single occupancy daily rate is \$9.67 per day. After one year the single occupancy housing fee increases to \$355.00 or by \$65.00 every year on your anniversary.
- B. The apartment appearance is important.
1. Residents are to keep their room clean at all times.
 - a. The Mission will supply a vacuum cleaner.
 - b. There is a logbook to log your usage of the vacuum. You are responsible to sign it out putting down the time you checked out the vacuum. You must return the vacuum to its proper storage place within one hour. By doing this, we will all know where the vacuum is at all times. Failure to log your usage of the vacuum or failure to return it within the hour will result in a \$20.00 fine.
 2. All food items not stored in the refrigerator must be placed in sealed containers. DO NOT leave food in open containers.
 3. Use care when using your microwave. The burning of anything will probably set off the fire alarm. The use of improper containers can cause toxic fumes to poison your food and cause toxic fumes through the air to the rest of us. The SRO counselor needs to pre-approve the containers you plan to use in your microwave.
 4. Do not alter anything in your room. This includes the plumbing, wiring, smoke detectors, etc.
 5. The windows are to remain closed unless special permission is given.
 6. Radios and TVs are permitted in resident rooms. Be considerate of others when adjusting the volume of your radio or TV. Some men may be trying to sleep because they work odd hours.

7. Telephone jacks in the resident rooms are NOT operable.
 8. Staff will inspect resident rooms at least once per week.
- C. The facility appearance is important.
1. Residents are to assist staff by depositing trash in proper containers. Trash from your room should be placed in the containers in the program lounge and trash from the common areas (rec. room and laundry room) must be placed into the trash containers in those rooms.
 2. Any spills on the carpet need to be reported to the SRO counselor as soon as possible.
 3. Any plumbing or electrical problem must be reported to the staff immediately.
 4. All general maintenance items should be reported to the SRO counselor.
- D. Visitors in the facility only with permission.
1. Guests are allowed in the facility only with permission of the SRO counselor, or other counselor.
 2. Guests are not permitted inside a resident's room or to sit in a car, but may visit in the program day room, SRO lounge, or Brother Overton's classroom.
 3. Guests must sign in and out in the guest logbook.
 4. Guests must be willing to follow the same rules as a resident or they may be asked to leave.
 5. Guests may visit any day of the week between 7:00 AM and 9:00 PM.
 6. Guests are limited in their stay to 2 hours.
- E. Correspondence to the resident will be in this manner.
1. The mailing address is as follows:
Resident name
Barnabas House SRO
Nashville Rescue Mission
639 Lafayette Street
Nashville TN 37203
 2. When someone leaves you a message it will be taken by the on duty staff and a note will be left on the desk or on the message board at the front of the facility. The general number is (615) 255-2475. The number (615) 780-9486 should be used with respect to work or job application. Do not have anyone leave you a message on a staff telephone voice mail.
 - a. The mission does NOT accept collect calls under any circumstance.
 - b. Residents may not use the desk phone without permission from the staff. If the staff permission is granted, there is a three-minute limit. Remember, this is a business phone.
 - c. There is a pay telephone at the rear of the Transitional Housing facility, near the recreation room. As a courtesy to others, limit your use of this phone. If others need to use the phone, don't linger on unnecessarily. Be courteous also concerning loudness when using the phone.

F. There will be NO smoking permitted anywhere in the building. Smoking is permitted only outside the building in approved areas. After 12:00 Mid-night if you must smoke you may go outside if you stay on the sidewalk. If you get beyond the scope of the camera you will be written up as breaking curfew.

G. A coin-operated laundry has been provided for your convenience. Be careful not to overload the washers or dryers. Remember to clean them both off after you're through. The logbook for the vacuum also serves as a logbook to describe any abnormalities that happens with the machines.

H. The curfew rules are as follows:

1. The curfew is midnight until 5:00am for everyone. (Residents seeking to enter this building at late hours need to understand that there are legitimate reasons why the deskmen may temporarily be away from his post and not able to respond to the bell as quickly as you would like.)
2. The exception to the rule is if you have a work pass filed ahead of time, or you are on an overnight pass.

I. Overnight passes needed for the residents must be obtained 24 hours in advance from your Transitional Housing counselor, except in case of an extreme emergency. No passes will be written after 4:30 P.M. Wednesday. Up to two 2 night passes will be granted per month. If your days off work fall in the middle of the calendar week, you can get your pass to be during these days. Your pass expires at 12:00 midnight on the day after the last day of your pass. Remember that passes may be revoked at any time. NOTE: In the event of an extreme emergency it is not necessary for a resident to reach the SRO counselor or Program Director. Especially if this happens in the evening, on weekends, etc. The man should put a note under the SRO counselor's door explaining the situation, and also notify the desk worker on the way out. The main thing to remember is to stay in touch with us while you are gone. (Example: A resident's mother is on her deathbed in Memphis, and he gets this message at 10:00 PM. He does not need to call the SRO counselor or anyone else to be able to leave.)

J. All residents must utilize the log to sign in and out. Failure to log in and out may result in being asked to leave.

K. All resident automobiles parked on this property must:

1. Must get approval of their counselor and the SRO Counselor.
2. Be in good running condition.
3. Be properly licensed and registered within the state.
4. Have current liability insurance provided by the owner.
5. The owner/driver must also have a current valid Tenn. driver's license.
6. Must be parked in assigned parking area.
7. Vehicles must be locked at all times that they are unoccupied.
8. Vehicles must not be used for storage or a "hang out."
9. No one is to perform work on a vehicle while on the Mission property.

IV. Work

A. Your work experience or field of specialty should be filled out on the data sheets. There are times when this may help you find a job that is in your field.

B. You will be responsible for keeping your work schedule up to date. Keep the SRO counselor updated as to any change of place of employment, change in work hours, or pay changes. This will help us get messages to you in case of an emergency and to know when to expect you in. (See Page 11, VII, B)

C. You are to provide work data for each job that you are working.

D. The Mission understands the possibility of employment problems, but at the same time we expect clients to make every effort to:

1. Not quit one job without another job to go to,
2. Work temporary jobs, if need be, to pay bills until a permanent job can be found;
3. Avoid unnecessary consumer debt and expenses, like automobile loans, cell phones, and family debt etc;
4. Keep the SRO counselor informed about any deviation from consistent, timely, fee payments in full.

V. Financial Management

A. Help will be provided to adopt a budget that will enable you to manage your finances. A systematic method of paying off your debts will help relieve you of a lot of pressure.

B. If you do not have a bank to use close by, you need to locate one.

1. If you presently do not have a checking account with electronic services, you will need to get one. It will be used to help you with your budget.
2. As soon as it is reasonable you need to start your emergency fund and a savings account. It too needs to tie in with your electronic account.

VI. Continuing Your Education

A. There is no reason that your Bible study should stop just because you are now in the Transitional Housing. Additional Bible studies will be offered from time to time.

B. There is also opportunity to continue with your study for your GED if you don't have it. We want you to get the most out of your stay with us here.

C. Financial courses and other types of certification will be offered from time to time to help you get better employment.

VII. Discipline

A. Rent not paid by the 4th of the month will result in a late fee of \$20.00. If you are going to have trouble paying your rent on time, please discuss your situation with the SRO counselor before it is due.

A period of six months will be given for residents to stabilize financially, after which the late fee will increase from \$20.00 to \$40.00 and ALL payments must always be made in FULL and at one time at the beginning of the month, otherwise, the late fee will be applied.

The making of repeated late violations is in itself grounds for eviction.

B. If you change your job or have lost it, you must report it to your SRO Counselor within 24 hours. If you have not found a job within two weeks, you will return to the schedule of the workers dorm including job search, chores and chapel, till you have found a job. If you cannot find a job and repay what is owed within 45 days, you may be asked to leave.

C. If you do not attend your bi-monthly SRO counselor appointment or you are not attending church regularly, you risk being evicted, or put on weekend pass restrictions and/or a \$20.00 fine.

D. If you are finding it impossible fulfilling your obligation to attend the required AfterCare meetings you need to talk to your SRO counselor for alternative meeting times. Missing AfterCare meetings is a serious offence. The fines are not a money making scheme but a gentle encouragement to participate. With this in mind the making of repeated AfterCare violations is in itself grounds for eviction even if they are paid promptly.

E. If you have to be warned twice concerning the dress code or room cleanliness, the third incident will mean weekend restrictions or eviction.

F. If you break curfew, you will be tested for drugs and alcohol when you return. Then you will need to report to the SRO counselor the next day or the Program Director if your SRO counselor is not available.

1. If you work 2nd shift, you will be allowed a two-hour grace period after the shift is scheduled to end, to get in.
2. If you know you will be late due to some unforeseen reason or your work hours were inadvertently changed, you should call before the curfew deadline and advise the staff.
3. If you do not return or call within 72 hours, we must assume that you are not going to return. YOU MUST stay in contact with us if you want to come back, else you will lose your belongings and your room. If you are not returning, you must quickly make arrangements to get your personal belongings. The Mission cannot be held responsible for your personal things, and our insurance does not cover them.

G. If you are found smoking in your room any of the follow may be applied:

1. Possibility of move across the hall if you have a window.
2. Possibility of fine.
3. Possibility of expulsion.

H. If you are found "dirty" (under the influence of alcohol or drugs or with any of its paraphernalia), or with pornography (including accessing it through the

internet), you will be evicted from the Transitional Housing. If this is a first offense situation, there may be a possibility of restoration, but there is no promise of one. If the client chooses to re-enter the earlier phases of the program, or apply for the Grace Dorm, it must be done immediately.

The above conditions will not be counted as a second time through the program. If there is a time lapse before re-entry, the client must start over from the beginning and it will constitute a second time through the program. As you reenter SRO, your date of reentry will be your new anniversary date for setting housing fees and privileges.

I. All fines must be paid within 72 hours of notice.

VIII. Exit Procedures and/or Extended Absences

A. You may be asked to leave due to discipline. When you leave, you should clean your room, as it was when you moved in, and turn in your key to the SRO counselor. Your cleaning fee or any paid up housing fee will not be refunded. Under extreme circumstances you may be asked to gather your things and leave within 90 minutes.

B. If you leave due to an emergency (family problems, sickness, personal injury, or possibly arrest or incarceration), you cannot re-enter the facility until and unless the SRO counselor approves.

1. If the resident has communicated with the SRO counselor, his belongings will be left in his room for 5 business days from the date of agreement.
2. Once the resident has arrived he will be tested for alcohol and drugs.

IX. A Good Departure

If a resident desires to end his program, he may leave at any time between 8:00 AM and 4:30 PM. He should give a two-week notice of his move. The room should be left in as good a condition as he received it excepting for normal wear and tear.

1. The resident will be asked to pay all back payment of rent.
2. The resident cannot leave his belongings behind and expect them to still be there another day.
3. It must be clean and totally vacant just as it was when he moved in. (No extra furniture, trash, etc.)
4. The resident must turn in his key to ensure the return of his deposit. Any other departure will be considered a bad departure and any fees paid in advance will be forfeited.

X. The Cleaning Deposit

A. The cleaning deposit will be returned if the resident left with a good departure.

B. If the resident leaves, without notice or without turning in his key, the cleaning deposit will not be returned.

C. A mailing address is needed to mail the cleaning deposit. This must be left with the SRO counselor.

D. You need to allow ten business days for the cleaning deposit check to arrive.

XI. Mission Liability

A. The Nashville Rescue Mission is not to be held responsible legally in any way in relation to the financial advice or any other type of counseling.

B. The Nashville Rescue Mission is not to be held legally responsible for any accident that happens or sickness that is contracted.

C. The Nashville Rescue Mission is not to be held legally responsible for the loss of any personal items due to theft, negligence, fire, water, or any other reason.

D. The client enters into this relationship solely by his own decision and therefore is responsible for his own action.

XII. Confidentiality

The resident's confidential information will be shared among other staff as needed.

XIII. Revision

All revision of like subject matter takes the place of the previous statement of policy.