Adult & Teen Challenge
Mid America

BRIDGING HOPE

TRANSITION HOUSE

Resident Handbook

Bridging Hope Transition House
6228 County Road 621
Cape Girardeau, MO 63701

Introduction

Welcome to the Bridging Hope Transition House! We are honored and humbled that you have chosen to join the BHTH community. We look forward to seeing all that God will accomplish in and through your life in the weeks and months to come!

This handbook is designed to equip you with the information that you will need to find success as a resident in the Bridging Hope Transition House. It also provides you with a clear understanding of the program operations and procedures as well as our expectations and requirements.

First, you may have noticed that this is a handbook, not a rulebook. The purpose in communicating the expectations of the program this way is to create opportunities for discipleship later. If we are having to point to the rules of the program to correct poor decision-making in a man in our program, then there have clearly been missteps in our relationship with him. We do not have a formal disciplinary procedure because you are no longer an Adult & Teen Challenge student. Violating rules indicates that you have drifted far from the vision of this house and we may need to part ways with you. The rules are the farthest boundaries of acceptable behavior in the house and exist to protect us in the instance that it is clear a man is not a good fit for the program anymore. When your behavior, countenance, and/or attitude are changing, we will have a conversation about what is going on long before we need to point to the rules. The idea behind this is that the men coming to us should already have made the changes in their behavior that will allow them to thrive in this environment. We screen you before you come to us to make sure we are bringing in someone that doesn't need a rulebook on paper because it is in their hearts already.

With that said, men in this season of their lives all fall in the same ways, and none of those ways can be prevented by a rulebook. During the orientation process we discuss the ways men fall in this season of their life and what they can expect from us when we see those patterns begin to emerge. This program is structured in a way to correct sin patterns before they start. For example, we utilize accountability software for personal devices and work through curriculum and small groups regarding purity. We start the conversation about lust, pornography, and sexual immorality when you come into the house. The expectation is that every graduate struggles in this area so we start dealing with it right when you come in. Every man that comes to us needs help with their finances, so we start the program off with you saving money and paying off debt. We keep a close eye on your finances throughout the program. When we see a man not tithing immediately and with a grateful heart, we have all the information that we need to see that they're on the path to eventually violating the rules of the program. Thus begins the discipleship

process of discovering what's underneath their unwillingness to tithe and/or steward their finances well. Men graduating from Adult & Teen Challenge need a thriving and fulfilling experience in the local church, so we monitor your involvement with the local church. If we have a man that is unwilling to serve in the local church or appears disconnected or disinterested in church activities, we have all the information we need to see they are on the path to violating the rules. So conversations start long before they make it that far.

During the conversations and discipleship process, if it becomes clear that your attitude regarding any of these areas is unrepentant, then we start a probationary period. We prescribe an appropriate path to addressing the area in question. We then set a time to have another conversation after you have had time to seek God in this area. When we come back together on the issue, if there is no change in your posture towards the area of concern, we will then encourage you to begin your exit process from the home.

Please read and become familiar with this guide. Once you have read it, you will sign a form confirming that you understand and agree to abide by the policies within. It is your responsibility to follow these policies, so be certain you have read and understand them. If at any point you are unsure about any policy, please check with a staff member for clarification.

We believe every resident that comes to us has been hand-selected by God for this season. We want to walk with you and help you on this journey! We want to help you establish a solid foundation for a dynamic life in the power of the Holy Spirit. Hope is within your reach, however the path you choose is your decision. Again, welcome to the House, and may God bless you mightily as you step into this new season!

In His love,

Program Director,

BHTH

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Our Purpose

The purpose of our program is in our name. We are a bridge where you can safely get your footing before moving on to the next season of your life. It is our mission to continue the discipleship process started in the Adult & Teen Challenge program by assisting you to: pursue gainful employment, manage personal finances, acquire reliable transportation, find and afford a safe place to live, and most importantly: establish your place in the body of Christ; that is the local church.

You will be loved, fed, prayed over, mentored, and protected during this process. If you're here, it's because you've exemplified the fruit of a man experiencing a life-changing relationship with Jesus Christ. You will be encouraged to deepen that relationship while continuing the process of sanctification and personal discipline. You will be corrected when you make mistakes, but the discipline assignments that were given during your time as a student should no longer be necessary. If you show signs of reverting to old patterns and behaviors, you may be asked to leave the house and return to a more intensive discipleship program. The operating assumption is that we both want the same things for your life. If it is clear those assumptions differ, then healthy communication and prayer will lead us to the correct path.

Our Goals

- **Provide a home that is dedicated to God while being pastored, protected, and provided for by Spirit-filled leaders**
- **Offer assistance in finding reliable gainful employment**
- **Give guidance in acquiring the various legal documents necessary to operate in society**
- **Personalized counsel on finances, debt consolidation, and debt repayment**
- **Complete discipleship: mentoring, accountability, love, and correction**
- **Meaningful connection and involvement in the local church**

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Expectations

It is clear that God is leading your life. Help us to continue to be here for men as God leads them. The way you will be able to do that is by treating this building as it is: literally owned by Jesus. This building is beautiful in every single way. Help us to keep it that way. You will be expected to maintain a high level of excellence in stewardship that will continue on for the rest of your life. You will be expected to help us make sure this home and property remains immaculate.

Schedule

The Daily Schedule will be shared with you and you are expected to adhere to it.

Any deviation from your normal work and travel schedule must be communicated with the Program Director. This includes but is not limited to: extended traffic delays, vehicle issues, late release from work, a later than usual church service or small group, etc. You may be required to share your location via cell phone or Facetime/video call to the Program Director.

Finances

You will open a bank account and will authorize us to monitor your account for the entire duration of your stay in this program. During your orientation you will fill out the Monthly Deductions Authorization Agreement (see Appendix A), giving us access to your personal finances. Our program utilizes a 30/30/30/10 breakdown of all earnings and income (30% to room and board, 30% to savings, 30% discretionary spending, 10% tithe) and requires you to fill out a monthly budget breaking down your expenditures. As previously mentioned, we desire to help you manage your personal finances, and any unwillingness to disclose your spending habits or additional income is a clear indication that this program may not be right for you.

As previously mentioned, you will be expected to contribute 10% of your income to the local church as expected of all practicing Christians. Each member of the transition house must choose between Connection Point Church in Jackson, MO and Discover Life Church in Cape Girardeau, MO as their home congregation for the duration of their stay with us. This decision must be submitted to the Program Director within seven (7) days of your arrival at the house.

Above Reproach

As men of God in this program you are expected to live a lifestyle that is above reproach. Your lives must exemplify what it means to follow Christ. We do not allow sketchy or inconspicuous behavior. After lights out you should not be wandering inside or outside the house. Absolutely any behavior that does not pass the 'smell test' (doesn't smell right, feel right, etc) may land you on a probationary period and may eventually lead to your dismissal from the program. We do not have to have proof of misdeeds to determine that you're lying or behaving in a way that violates the desire and direction of this organization.

Zero Tolerance

Any drug, alcohol, nicotine, or substance abuse (including but not limited to: OTC medications, air duster, Kratom, etc) will lead to your immediate dismissal from the program.

Accountability

As a man who is living above reproach you agree to hold each other accountable. You agree to report all contraband on this property to the Program Director immediately. If it is found out that you knew about illicit substances on this property (or being used by one of the men in this program) you will be dismissed from the house. God is calling us all to work together to fulfill the call He has on each of our lives.

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Personal Rights

By living here, you agree to yield certain rights for the purpose of receiving what guidance and instruction that we have to offer. You have the right to personal property, but while living here you are agreeing to allow the staff unrestricted access to your belongings for the purpose of achieving safety and security in the house as well as helping you maintain full accountability to the rules and guidelines of this program.

Language

All speech must be edifying and holy. Foul language, cursing, gossip, and slander will not be tolerated.

Violence

Any violence will be treated with the involvement of the local police department. You will then be removed from the property in handcuffs. Any threats of violence may lead to your immediate dismissal from the home.

Neatness

Please make sure that your personal area, belongings, and living quarters are completely neat and tidy at all times. If you have to be repeatedly told to keep your area clean and your bed made then you may be asked to leave the program.

Dismissal

If you violate the good faith arrangement you have made with us you may be dismissed from the program. Our dismissal policy requires you to leave the house immediately. You will be escorted to the front door. Your personal items will be collected for you and brought to you. If you choose to leave your personal belongings then they are forfeited to the house. The Program Director may decide to hold them for you to be picked up later, but that is not guaranteed. ***The 30% of your personal finances that was directed to your savings goal will also be forfeited.***

If dismissed from the home, you will no longer be permitted on this property or on the property of the businesses that we have established working relationships with, per our Employer Agreement (see Appendix B).

Program Roadmap

I. Duration

Your stay here will be determined by a number of factors that will be laid out in your personal roadmap that you work out with the Program Director. However, the expected duration of stay is a minimum of 9 months with the maximum stay of 12 months.

II. General Roadmap

Week 1: Move In. Begin orientation, assist around the transition house, receive Thrift Store assignment, and establish local bank account.

Week 2: Begin service as a Re-Entry Mentor at one of the Thrift Stores. You will receive on-the-job training and average 30-40 hours of work per week. You will also begin your required coursework, the Preparing for Success Curriculum.

Week 3: Develop your Personal Roadmap. You will begin the process of identifying your savings goal (i.e. downpayment for a vehicle, securing an apartment, paying off back child support, etc) and the requisite budget to reach it within one year.

Week 4: After your first month, you are expected to invest 40 hours every week in any combination of job hunting, working an outside job that has been approved by the director, or assisting staff as a Re-Entry Mentor at one of the Thrift Stores.

Months 2-3: Continue serving as a Re-Entry Mentor at the Thrift Stores, while working your Personal Roadmap (i.e. looking for your next residence, reliable and inexpensive transportation, insurance, etc). After 90 days your progress will be assessed and it will be determined if you are ready to accept full-time employment with a local business partner.

Months 4-8: You will work with the Program Director to write, finalize, and implement your exit strategy.

Month 9: Check in. You will assess whether you are within reach of your savings goal, or if you need to submit a request to extend your stay in the program for an additional 90 days. If not, you will submit to an exit interview and eventually move out.

Transportation

We will assist you with transportation during the first few months you live in this home. You may be allowed to use a personal vehicle to drive to and from work after your third month in the program, however you will be required to fill out a Vehicle Use Agreement (see Appendix C).

In order to be allowed to operate a personal vehicle while living here you must be a legal and licensed driver with proper insurance and have permission from the Program Director. Spare keys must be held by the home director for safekeeping and for emergency purposes. The vehicle is primarily used for transportation to and from work. The personal vehicle may be searched at the discretion of the director. When nearing completion of the program, you may be given permission to use the vehicle to look at your next home and for the various errands that season entails. The Program Director reserves the right to limit or prohibit the usage of personal vehicles as needed for the safety and well-being of the men in the home.

General Guidelines

Drug Testing

You may be asked to submit to drug, alcohol, and nicotine testing during your stay here. The Program Director reserves the right to require this type of testing at his discretion.

Medical

We are not a medical facility. Since we are not a licensed medical facility, medical needs and/or medical disabilities may prevent you from living here. If you have medical issues of any kind these must be clearly communicated with the Program Director upon admission and when they occur. If you need medical attention contact the Program Director immediately. If he determines that you need to receive immediate medical assistance and you refuse that assistance you may be dismissed from the program. By living in

this house and signing this document you agree that any and all medical expenses incurred while a member of this program are your responsibility.

Mail

You may have mail and packages sent to the transition house. Mail and packages that are received after you graduate from the program will be held for you. If you are dismissed from the program, mail and packages will be returned to the sender.

Physical Address

Bridging Hope Transition House
6228 Country Road 621
Cape Girardeau, MO 63701

Mailing Address

Your Name
c/o Bridging Hope Transition House
P.O. Box 1089
Cape Girardeau, MO 63702

Meals

You are encouraged to join the main campus for meals when possible. If you are interested, you will be required to attend at the scheduled mealtimes. After you gain access to your personal finances, it is strongly recommended that you do not make regular take-out a habit. The cost of meals eaten out adds up quickly.

You may use the refrigerator and microwave provided by the transition house. Please adhere to the program policies regarding cleaning and upkeep. Everyone is responsible for assisting in clean up after each meal.

Relationships

Simply put, you do not have time for it. Remember this: if she is interested in a man who is coming out of an addictive lifestyle and is just now getting on his feet, she probably isn't right for you. It's important that you have open dialogue and receive counsel in this area of your life. You will go through mentoring and guidance in this area during your stay with us.

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Facilities

Please report any damages to the facility immediately. Please inform the Program Director of any leaks, broken utilities, etc, immediately.

Thermostats will be set on a schedule so please do not adjust them. Do not personalize the dorms. Under no circumstances are you allowed to make changes to the walls, furniture, or decorations in the home. Do not hang, nail, tape, push pin, etc, anything to any wall for any reason whatsoever. Intentional or negligent behavior that leads to the damage of anything in this house or on this property will require replacement and repair at the expense of the man who caused the damages. Do not touch, block, paint over, or tamper with surveillance devices. The Program Director reserves the right to make changes to the facilities at the direction of his leadership or for the health, safety, and well-being of the property.

Chores

We will all work together to maintain this home. You may be assigned specific chores at the discretion of the Program Director. The transition house must be maintained at all times. On Saturdays, we will all deep clean the house for one hour after breakfast or at the time our schedules allow.

Laundry

You may utilize the laundry machines at a time when you are able to wash, dry, and put away your clothes. Please follow all the instructions for how to use the machines. When the house is full you may be assigned a specific laundry day/time.

Mentorship

Although you will receive regular mentorship from the program staff, you may also be allowed a mentor from your church. This can be discussed further with the Program Director. There will be special guidelines and restrictions for this that will be clearly communicated if a mentor is allowed.

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Family

Visitation with family is allowed on Sundays. With permission from the Program Director, you are allowed to bring another resident with you during your family visit as long as the resident stays with you the entire duration of the visit. Your family may join you for church (not the other way around), and you may enjoy a meal and time with them after church, but you will be required to return to the home by 5:00PM on Sunday. Your first stop after you return to the house at or before 5:00 PM is to check in with on duty staff.

No family is allowed inside the transition house. Please communicate in advance with the Program Director when you plan on visiting family. Remember this: don't burden your family with the expectation of seeing them every week. There will come a season when you're able to spend as much time with them as your life permits. We care about your relationships and we want to see them restored and developed, but this is not your main priority during this season. The Program Director reserves the right to cancel visitation at his discretion for reasons that protect the program or because of scheduling conflicts.

Devices

You're encouraged to have an inexpensive cell phone with a cell phone plan that is affordable and meets your current needs. You will not have consistent access to the WiFi at the transition house. You will be encouraged to limit cell phone usage. Your cell phones will be turned off, on silent, and turned in to staff before lights out.

Your cell phones and other devices will be required to have Covenant Eyes on them. Rule of thumb: if a device will not work with Covenant Eyes then it likely won't be allowed. When having conversations on the phone, you're encouraged to be outside on the porches so as to not bother the other residents in the house. The Program Director reserves the right to confiscate devices at his discretion for reasons that violate program rules or for the health of the men in the program.

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Music & Entertainment

If we have to tell you not to listen to secular music and to guard your hearts and minds from the pattern of this world then you're not in the right place. Honor God with your whole selves. Your body is a temple of the Holy Spirit. Let's keep it that way. Intentionally consuming secular music may result in dismissal from the program. The Program Director reserves the right to determine what is healthy for personal consumption and may disallow certain artists for justifiable reasons.

Privacy

Please do not enter the offices without knocking unless the Program Director is present in his office and the door is open. Do not enter staff bedrooms for any reason.

The Program Director reserves the right to enter the bedrooms at his discretion for the purposes of directing the home and the health and safety of the men in the program.

Dress Code

Please be completely dressed when you are in the common areas. When going to church please dress in a way that shows reverence and respect for the house of God. Please dress appropriately for work. The Program Director reserves the right to deem clothing inappropriate at his discretion.

Keys

You will be given a key to the transition house upon arrival in the program. Please do not make copies of the key. Please turn in the key when you do not need it anymore.

Personal Disciplines

You are required to maintain a fruitful daily prayer life along with regular bible reading/study and practical application.

Recreation

During your off-time you are encouraged to utilize the property for rest, relaxation, and fun appropriately balanced with fulfilling your responsibilities and devotional times.

Christian Conciliation, Mediation, and Arbitration

By living in this home you agree and understand that the Bible is the inspired word of God and provides us the exact path for us to follow in order to resolve disputes with one another. By enrolling in this program you agree that if any dispute arises between you and others in the home you will follow the biblical standards for conflict resolution found in the following passages: 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. If any dispute or controversy arises between you and others in the program that is not resolved using the aforementioned biblical principles then you agree to settle the matter through biblically based mediation and, if necessary, legally binding arbitration. You will be required to sign our Christian Conciliation, Mediation, and Arbitration Agreement (see Appendix D) during your program orientation.

Contraband

The following items are banned from this property: firearms, weapons, explosives, fireworks, drugs, alcohol, nicotine and tobacco products, all narcotic prescription medications, all psychotropic medications, all

non-necessary medications (prescription and OTC), all medications that are known for being used as substitutes for narcotics, unmonitored and/or unapproved electronic devices, air duster, aerosol whipped cream, and drones.

Home Check-In (The Face-to-Face Rule)

Any time you return to the home from work, a family visit, or any other outing, you are required to come face-to-face with the Home Director or on-duty staff before you do anything else (unless you are being transported by the Home Director or staff). If the Home Director or Staff is not at the home, please call the Home Director immediately to check-in. This is a mandatory check-in procedure and any deviation from this mandatory procedure will result in a written warning. If it happens again you may be asked to leave the

program. Please commit this procedure to memory, set reminders, and assist each other in fulfilling this.

At the time that you check in, you may be asked to empty your pockets, yield access to your personal belongings (including your personal vehicle), and submit to a drug, alcohol, or nicotine test.

Good Faith Agreement

By signing this document and living in this transition house you agree to uphold, obey, and enforce all the rules and guidelines of this program, written, expressed, and otherwise collectively assumed. You are also agreeing that you will be living a life that bears the fruit of Jesus Christ to the best of your ability from the day you enter this home and onward. You agree that you have read and understood each and every word in this document.

If you understand and fully agree with the terms of this arrangement, please sign below.

_____ _____
Printed Name Date

_____ _____
Signature Date

Appendices

A. Monthly Deductions Authorization Agreement
B. Employer Agreement
C. Vehicle Use Agreement
D. Christian Conciliation, Mediation, and Arbitration Agreement