

# NORFOLK RESCUE MISSION

## NEW LIFE PROGRAM GUIDELINES

### 1. INTRODUCTION

Welcome to the Norfolk Rescue Mission's NEW LIFE PROGRAM. By entering this program, you are admitting that there are areas in your life where you need help. We pray that we will be able to give you the environment necessary to enable you to improve your life with God's help.

The NEW LIFE PROGRAM is a four-phase work-study program. The four phases are:

<b>The JUMP-START Phase</b>	2–4 weeks
<b>The FIRM FOUNDATION Phase</b>	3–5 months
<b>The FREEDOM Phase</b>	3–5 months
<b>The FINAL Phase</b>	6 weeks–3 months

### 2. ENTRANCE REQUIREMENTS

1. To begin the **JUMP-START phase**, you may be interviewed by the Executive Director or the Program Director (the Director of Men's or Women's Ministries).
2. Possess or apply for a Social Security card and a valid State ID.
3. Read and sign the Program Admission Application.

### 3. PROGRAM REQUIREMENTS

All persons entering the NEW LIFE PROGRAM must first complete the **JUMP-START Phase**. During the **JUMP-START Phase**, in order to progress to the **FIRM FOUNDATION Phase**, you must complete the Thirty (30) Discipleship Exercises Workbook (or other assigned workbook) and memorize John 3:16, Romans 3:23, Romans 5:8, and Romans 6:23. You will also be required to complete the "Required Meetings and Discipleship Sessions" sheet. All JUMP-STARTers must attend Sunday morning church every week, evening Chapel Service every night, morning Devotions every weekday, accept an assigned Mission job, and display a generally good and teachable attitude. All JUMP-STARTers will need to pass a drug test before advancing to the next phase.

To advance from the **FIRM FOUNDATION Phase** to the **FREEDOM Phase**, you must complete 10 Good News Bible Lesson Packets and memorize the names of the 27 books of the New Testament. You must also choose a church to begin attending regularly, attend Chapel and Devotions, continue with your assigned Mission job, and continue to display a generally good and teachable attitude. Classes in this phase include: STEPS, Biblical Audio and Video Studies, Biblical Purity, Christianity 101, Biblical Peacemaking, Romans, Foundations and electives.

During the **FREEDOM Phase**, you must complete an additional 10 Good News Bible Lesson Packets and memorize the names of the 39 books of the Old Testament. You must also join your church and be baptized (if you haven't already), attend Chapel and Devotions, continue with your assigned Mission job, and continue to display a generally good and teachable attitude. Classes in the phase include: STEPS, Theology, Biblical Finances, Church History, Biblical Worldview, How to Study the Bible, Apologetics, Evangelism and electives.

The **FINAL phase** will be completed and graduation from the NEW LIFE PROGRAM will only occur after the Disciple has obtained a full-time job and held it for a minimum of thirty (30) days along with satisfying the Mission job, chapel, devotions, and discipleship requirements agreed upon with your Program Director. You must also regularly attend Sunday worship services, serve in at least

one area of ministry and attend either a Sunday School class or Small Group Bible Study at your home church. Upon graduation, the graduate may choose one of three options. #1 - Move out independently; #2 - Continue to live at the Mission while working full-time and paying rent to the Mission (rent is only required if you choose to live in a Mission apartment); #3 - Become a Intern and work at least 30 hrs a week for the Mission. For options #2 and #3, there is a maximum time limit of 6 months.

**On all Phases**, Disciples are required to memorize Scripture. Disciples are also required to be able to explain what they have memorized.

**DAILY SCHEDULE:** (Monday through Friday)

07:00 AM	Breakfast
08:00 AM	Devotions
08:30 AM	1 <sup>st</sup> Class
10:00 AM	2 <sup>nd</sup> Class
11:45 AM	Lunch
05:30 PM	Chapel
06:00 PM	Supper
10:00 PM	All Disciples must be in their building.
10:00 PM	If a roommate wishes to sleep, lights in room must be out.

**ATTENDANCE REQUIREMENTS:**

All Disciples are required to attend the following, unless individually excused by the Director of Men's/Women's Ministries:

Morning devotions, Work assignments, all classes, discipleship sessions, Sunday service (and other weekly involvement as directed by your Program Director) in a Christian, Bible-believing church, Evening Chapel Services and any additional activities specifically assigned or announced by the Disciple's Program Director.

Chapel Service Attendance Requirements:	<b>Jump Start Phase</b>	7 times per week
	<b>Firm Foundation Phase</b>	4 times per week
	<b>Freedom Phase</b>	3 times per week
	<b>Final Phase</b>	2 times per week

**Note:** For the Firm and Freedom Phases, 2 of the required chapel services (1 in the Final Phase) may be satisfied in a pre-approved church activity or study.

**MISSION ASSIGNED JOB**

You will receive no wages or salary for work done at the Norfolk Rescue Mission and Hope House. Work is a very important part of the discipleship in this program to enable you to develop into the kind of person God wants you to be.

A bonus will be given twice per month - on the 15<sup>th</sup> and the last day of the month. We believe that it is important that our "Disciples" are not left without any spending money. The semi-monthly bonus is designed to say "thank you" and is to provide encouragement. The bonus is not a wage.

**Those who continue to use tobacco products will receive only half of the standard semi-monthly bonus amount.** (See Smoking Policy below for more details.)

WORK is a very important part of every person's life. We each should be developing good life-long attitudes about working hard at whatever job we may have. Building good work habits here and learning to be part of a team can help you for your entire life. We expect you to be honest and loyal.

Each Program Disciple will be assigned a particular area of service to be performed for the benefit of the guests staying at the Norfolk Rescue Mission. Disciples are required to work around 30 hours per week in this assigned ministry. These 30 hours are fulfilled between 11:00 am and 4:00 pm Monday through Friday. Additional time may be required, especially for meal preparation. A timecard may be used to provide accountability.

Any change in work assignments must be made by the Director of Men's/Women's Ministries. Sickness cannot be used as an excuse for not going to work unless you report your illness to your supervisor on duty, stay in bed, and/or see a medical doctor.

### **WORK OUTSIDE THE MISSION**

Arrangements must be made with the Director of Men's/Women's Ministries prior to seeking or securing employment. Due to the full schedule of the New Life Program, participants usually have very little time to spare. **If you don't absolutely have to work while in the program, please don't! Use this time to study God's Word and grow in Him.**

The hours that you work will be limited to 20 hours a week within the following schedule:

Monday - Friday:	4 pm – 10 pm
Saturday (and Holidays):	6 am – 10 pm
Sunday:	2 pm – 10 pm

**Work outside the Mission is not to interfere with your responsibilities here at the Mission.**

No money earned will be kept by the Mission, however you will be required to use your income for debt reduction, savings or other current financial obligations. **Any personal luxuries must be purchased with bonus money only and not income from employment.** It is required for any who are employed to establish appropriate financial accountability with their Program Director.

### **OTHER FINANCIAL INCOME**

It is the general policy that the Disciples of the New Life Program **do not receive Government financial assistance** of any kind. Rare exceptions may be granted upon prior approval from the Director of Men's/Women's Ministries.

**When entering the program**, any current financial income such as unemployment benefits, welfare or any government aid including pension, social security, veteran pension, SSI, SSDI, food stamps or any regular financial assistance **must be reported to the Director of Men's/Women's Ministries.**

### **DRESS CODE**

Please be constantly aware of how you look. We should not dress to appeal to the opposite sex or attract attention, but for the purpose of **glorifying and honoring God.**

**For the classes, devotions, meals and chapel services**, men must wear collared shirts and long pants (no jeans); a belt must be worn and shirts must be tucked in. Men must also be clean or neatly shaven. No long hair or extreme haircuts. Women must wear blouses or collared shirts and long pants or skirts. (In other words no shorts, sweats or T-shirts) Women may also wear dresses (remember modesty) and collared sleeveless shirts.

T-shirts and shorts (not tight or short) may be worn during your work assignment if job appropriate. Women must wear bras. **Unacceptable apparel** is earrings (or any other piercings) on men, T-shirts or sweat shirts with suggestive/offensive messages or advertising (including any alcohol or tobacco advertising), tank-tops, undershirts or muscle shirts. Footwear is required. Please ask the Director of Men's / Women's Ministries **PRIOR** to wearing anything questionable. If you're not sure if an item or outfit is modest enough, take the high road, and wear something else.

## PERSONAL CLEANLINESS

Daily you must shower, brush teeth, give attention to hair, and wear clean clothes. Haircuts must be moderate--if you have questions: **consult a Staff Member BEFORE getting a haircut.** Your bed must be made every morning and your room kept in order.

## ROOM INSPECTION

A periodic room inspection of any or all rooms may be made at anytime by two staff members to check for cleanliness and/or contraband. On unannounced occasions, a specially trained dog from the Police Department will be used to determine the presence of illegal drugs.

## OVERNIGHT PASSES

Overnight passes must be obtained at least 24 hours in advance from the Director of Men's/Women's Ministries. You must submit the date leaving, destination, phone number and time of return. Your work responsibilities must be covered. You must return to the Mission at the time you arranged. In the extremely rare event that you are detained, you must call the Mission before your appointed time of return.

FIRM FOUNDATION Phase Disciples	One pass per month
FREEDOM Phase Disciples	Two passes per month
FINAL Phase Disciples	One pass per week

## 4. CONDUCT AND DISCIPLINE

Discipline is a divinely-ordained activity (Heb. 12:6), designed to be used by God for our good, that we may share in His holiness (Heb. 12:10). In order to best reflect the invariable nature of God, it is important that discipline be administered consistently and without personal favoritism (Jas. 2:1-4). To best reflect the personal nature of God, it is important to allow room for the exercise of grace and mercy (John 1:17). To this end, the following guidelines are provided:

### DISCIPLINARY POINT SYSTEM

#### Entering the **Firm Foundation Phase**

- All new Disciples will be granted 100 points (recorded on a ledger).
- Points can be lost by violating the guidelines of the program.
- Each violation will have an appropriate point value assigned.
- **Examples:** Late to class: minus 5 points, smoking in the building: minus 50 points
- If at any time the ledger balance dips below **50**, the Disciple is on **Probationary Status**.
- If the ledger balance reaches 0, then the Disciple will be dismissed from the program.

#### Promotion to the **Freedom Phase**

- To be eligible to promote, the Disciple must have at least **50** points remaining on the ledger.
- Upon promotion, a bonus of 25 points will be added to the ledger.
- A maximum of 100 points can be on the ledger at any given time.
- If upon receiving the 25 promotion points, the ledger exceeds 100, then any points beyond 100 will be granted in cash (1 point = \$1.00).
- The minimum balance required is now increased to **60** to avoid being on **Probationary Status**.

#### Promotion to the **Final Phase**

- To be eligible to promote, the Disciple must have at least **60** points on the ledger.

- Upon promotion, a bonus of 25 points will be added to the ledger.
- The same 100 point maximum applies to this phase as well.
- The minimum balance required is now increased to **70** to avoid being on **Probationary Status**.

#### **Graduation** of the New Life Program

- To be eligible to graduate, the Disciple must have at least **70** points on the ledger.
- Upon graduation, all remaining points on the ledger will be cashed out and given as a graduation present. (1 point = \$1.00)

#### **Probationary Status**

- Whenever a ledger balance falls below 50, 60 or 70, that Disciple is on Probationary Status.
- The Disciple will be placed on campus restriction (Sunday worship excepted).
- There will also be other disciplinary action taken as deemed appropriate by the applicable staff.
- Examples include: Loss of bonus, moving to Overnight Guest dorms, additional Chapel attendance, additional chores, additional assignments...
- To overcome Probationary Status, the Disciple will need to earn back points to bring the ledger balance above the minimum required for the Phase.

#### **Earning Back Points**

- Points may be earned back **only** after a Disciple's ledger balance has fallen below the minimum for that Phase. (50, 60 or 70, depending on the Phase)
- A Disciple may only earn back points to bring the balance up to **15 points over the minimum**.
  - Example:** Fred's ledger balance on the Firm Foundation Phase has fallen to 40 points. He will be allowed to earn back 25 points, thus bringing his balance up to 65. If on the Freedom Phase, he could have earned back for 35 points, bringing his balance to 75 (15 over the min.).
- Earning back points can only be accomplished by making **prior arrangements** with either the Director of Men's/ Women's Ministries or the Executive Director.
- There are three categories available for earning back points.
  1. Academic/Theology
  2. Service/Ministry
  3. Physical Labor
- Each "project" will be worth 5-15 points depending on its level of difficulty to complete.
- A project in each of the three categories must be completed before a category can be repeated. **Example:** A Disciple cannot do three labor jobs in a row. Instead, he must do one project from each category before he can perform another labor job.
- After a Disciple earns back enough points to rise 15 points above Probationary Status, he/she is no longer able to continue "growing" his/her ledger balance.
- If however, the Disciple's balance again falls below the minimum, he/she will once again be able to earn back points to regain a firm standing.
- Note: The policy above is a privilege, not a right. At any point, Staff may decide that a Disciple's opportunity to earn back points has been lost. (In other words, don't continue to push the limits with a constant expectation of being able to make things right.)

Offense	Points Lost
Alcohol use	100
Gone overnight without a pass	100
Illegal drug use	100
Purposeful destruction of property	75
Physical fight	75
Pornography	50+
Fraternization with child (Men only)	50
Persistence in Cult or Occult practices	50
Gambling	50
Smoking indoors or in Mission vehicles	50
Theft—Mission/other guests, staff, etc.	25/50
Curfew violation	25
Disobedience toward staff	25
Fraternization with adult	25
Improper use of a pass	25
Lying	25
Smoking in the wrong place on campus	25
Using government money irresponsibly (duplication of services)	25
Disrespect toward Staff	20
Missing Sunday morning church (unexcused)	15
Having non-approved movie	10+
Possession of weapons	10+
Trading, selling, etc. cigarettes	15
Class assignment not done	10
Entering restricted area	10
Failure to sign/check in/out	10
Littering cigarettes	10
Mission job not done/done poorly	10/5
Food/drinks in wrong areas	5
Late to class/Chapel	5
Listening to non-approved music	5
Missing a meeting with staff	5
Not enough Chapel reports	5
Out of dress code	5
Poor personal cleanliness	5
Room messy/cluttered	5
Weekly verses not memorized	5

Note: Staff has the freedom to change point values, and you may lose points for other violations not listed.

Once removed from the program, the Disciple cannot be allowed back on the program for a minimum of 30 days.

All Disciples restarting the program shall begin with the **Jump Start** or **Firm Foundation Phase**.

## 5. POLICIES

**FRATERNIZATION POLICY** (NO socializing with opposite sex or children)

Association with members of the opposite sex or children has been proven to be the downfall of many people attempting to straighten out their lives. Experience has taught us that it is necessary that socializing cannot be permitted with members of the opposite sex (unless married) or children.

### **VEHICLE POLICY**

All Disciples must sign the Mission's vehicle policy if they have a vehicle on campus. You may also be required to check in/out your keys with the Director of Men's/Women's Ministries.

### **RESTRICTED AREAS**

- Disciples are not allowed in the room of another Disciple unless invited in and while the other Disciple is present.
- Women are not allowed in the men's residence, nor are men allowed in the women's residence.
- Women are not allowed to linger in any men's working areas and vice versa.
- The office areas are off-limits unless a Staff member is present.

### **SMOKING POLICY**

Smoking and any use of tobacco or nicotine is a habit that everyone should quit. Since the Christian's body is the dwelling place of God, every effort must be made to keep God's house clean and smelling good. This pleases God. It would also save you money and give you better health.

- No tobacco or nicotine in any form is to be used inside any Mission building or vehicle.
- All tobacco/nicotine use is to be done behind the Faith House (Men) or Hope House (Ladies).
- There is to be no tobacco/nicotine use out in front of or to the side of the buildings.
- Cigarette butts are to be disposed of properly (in cans).
- The full semi-monthly bonus money is only granted to Tobacco Free Disciples.
- Tobacco Free = 30 days w/o any form of tobacco/nicotine (cigarettes, cigars, pipes, chew...).
- As soon as the Disciple reaches the 30-day Tobacco Free goal, his/her full bonus begins.
- The Tobacco Free status must be maintained in order to continue to receive a full bonus.
- If any tobacco is used after the full bonus has begun, the bonus will be cut in half until the Disciple has regained the 30-day Tobacco Free status.
- Cigarettes (or any other tobacco/nicotine products) are not to be traded, given, nor sold to any other guest or Disciple.

### **MUSIC AND TV POLICY**

The use of radios, CDs and/or digital music is a privilege to be enjoyed; however it is necessary to set boundaries in this area. Please be considerate of your roommate when not using headphones in the dorms. If you are listening to music during your work assignment, be mindful of the volume and how it may affect those around you. Only music that is God-honoring (Christian) may be listened to on Mission property. Any questionable music must be approved through the Director of Men's/Women's Ministry.

**Note:** There are many Christian Radio Stations available in Norfolk. These are the only stations allowed on Mission property. The following are some examples:

89.7	The Effect	Hard Rock / Alternative
90.9	KPNO	Traditional and Contemporary Music with Bible Teaching
91.7	K-LOVE	Contemporary Christian Music
96.3	BRN	Mostly Bible Teaching with Christian news & information

Only Mission owned and operated TV's are permitted. No antenna or over-the-air TV is allowed.

**VCR and DVD movies are only to be watched after the movie has been approved by the Program Director.**

Video games systems of any kind are not allowed to be used on Mission property.

## **CELL PHONE POLICY**

Cell phones, especially smart phones, have proven to be the downfall of many Disciples. Due to this fact, **cell phones of any kind are not permitted to be used while enrolled in the New Life Program.** Fraternalization with guests here, inappropriate relationships with outside guests, no accountability and pornography are just a few of the reasons we feel it is necessary to restrict their use. Staff will help you to make long distance calls to family and friends if needed.

## **MISCELLANEOUS POLICIES**

All Disciples are being trusted to respect the possessions and rights of others.

You will be required to help keep the Faith House or Hope House clean.

No food or drinks are to be kept in the sleeping areas. Please store them in the pantry areas

## **6. ADDITIONAL SERVICES**

- MAIL service is available.  
Our address is: Norfolk Rescue Mission, 111 N. 9<sup>th</sup> St., Norfolk, NE 68701. Note: The Post Office will forward your mail to the Mission, but not out of the Mission when you leave.
- Use of Office PHONES: Please use only with permission.
- Use of Public PHONES: Calls should not exceed 10 minutes in length if someone is waiting. Long distance calls will be limited to 15 minutes. It may not be used during Chapel or after 9:45 p.m. The phone in the DIC is also available during the day.
- GED classes are required for those who need to complete their high school education.
- Periodically we schedule events such as concerts, bowling and other functions. Some may be required attendance. Others are available to those interested.

## **7. MISCELLANEOUS**

### **SAFETY AND SECURITY**

Fire extinguishers may be found in numerous locations through the building. Please be especially aware where the ones are nearest your room.

**All Disciples must notify the Staff member on duty when leaving Mission Property. You must notify the Staff member on duty upon return.**

### **DONATIONS**

All items donated to the Mission are property of the Mission. No individual may assume that he/she may take anything unless it is cleared by a Staff Member. **ANY ITEMS TAKEN WITHOUT PROPER CLEARANCE WILL BE CONSIDERED STOLEN MATERIAL.**

**IF YOU CHOOSE TO LEAVE THIS PROGRAM, please do not just walk out.**

The Staff at Norfolk Rescue Mission & Hope House has love and concern for you. We are grieved when someone disappears and we have no idea why or where they went. Please let us know your intentions. Re-entry into the New Life Program will be considered again after thirty (30) days.

NOTE: We will not hold, nor can we be responsible for, any clothing or personal items left here longer than 72 hours. If you leave or are dismissed, you must take your possessions with you or make arrangements for them. Our storage space is very limited. Additionally, any mail will be returned to the Post Office unless a forwarding address is provided. We will forward mail for 30 days.

Revised 12/13/18