



**COMMUNITY RESOURCE MINISTRIES**  
**FELLOWSHIP HOUSE PROGRAM AGREEMENT**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name You Prefer: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Departure: \_\_\_\_\_ Arriving: City \_\_\_\_\_ State \_\_\_\_\_

**Identification**

State ID#: \_\_\_\_\_ Issuing State: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Birth Place: \_\_\_\_\_

DOC # \_\_\_\_\_ (If applicable) P & P Officer \_\_\_\_\_ (if applicable)

Highest Grade / Education Level \_\_\_\_\_

**Emergency Contact Information**

1<sup>st</sup> Person Name: \_\_\_\_\_ 2<sup>nd</sup> Person Name: \_\_\_\_\_

1<sup>st</sup> Person Phone: \_\_\_\_\_ 2<sup>nd</sup> Person Phone: \_\_\_\_\_

1<sup>st</sup> Person Address: \_\_\_\_\_ 2<sup>nd</sup> Person Address: \_\_\_\_\_

1<sup>st</sup> Person Relationship to Program Participant \_\_\_\_\_ 2<sup>nd</sup> Person Relationship to Program Participant \_\_\_\_\_

**Vehicle Information**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_ State: \_\_\_\_\_

<b>Notes:</b>



## PROGRAM AGREEMENT

Community Resource Ministries is a Christian Organization whose management principles are rooted in Biblical Scripture. We offer access to our programs regardless of individual spiritual beliefs. We do not require any religious or spiritual affiliation to access our programs. However, participants will be required to attend Christian services and/or programs.

The CRM FELLOWSHIP HOUSE is a program designed to assist individuals in finding secure housing, supportive services, and to become productive members of society. All who come into the program agree to participate in developing and following a personalized plan which may include but is not limited to active steps towards stable housing, determining short term goals, attending meetings, attending worship services, events, and trainings as outlined in their program plan. FH and partner agencies will work with program participants to develop and implement this plan. The following rules and requirements are designed to offer the best possible support for program participants and requires your formal agreement.

### **SAFETY AND SECURITY:**

Program participants and staff will conduct themselves in a respectful, civil, law abiding manner for the safety of all.

All participants consent to drug and/or alcohol testing at any time while participating in the program and may be required to go off site for testing at the participant's expense if deemed necessary.

The following actions are prohibited and may result in removal from the program:

1. All participants agree to abstain from drug and/or alcohol use. There is a zero tolerance for use or possession of any drugs or alcohol.
2. Violence or threat of violence
3. Possessing of or viewing pornographic, anything illegal, anything not God honoring (drug paraphernalia, movies or games with excessive violence, nudity, sexual situations, vulgar language, etc.) When in doubt ask.
4. Use of profanity
5. Destruction of property
6. Inappropriate fraternization with others. (ask if you are unsure of what is acceptable).
7. Sharing or abuse of medication
8. Inappropriate contact, insubordination, or illegal activity may result in immediate expulsion, and all appropriate agencies will be notified.

All property (including vehicles, cell phones, mail, computers, etc.), participants' rooms, and any storage areas are subject to inspection at any time without notice. The search may occur with or without the presence of the participant. Searches will be conducted by authorized staff or agency representatives of FH.

All medications must be reported to the Program Manager, House Manager or Manager on duty. The prescription may be secured at the discretion of program staff. Any authorized medication not secured by program staff must be secured by the participant.

**Program participants may not bring or use extension cords, power strips, freestanding heaters, candles, or incense.**

**Please initial that you have read and understand:** \_\_\_\_\_



## **SOCIAL INTERACTIONS:**

This is a time to re-order your life and focus on your future. As such, no participant may initiate or pursue a romantic relationship while participating in the program. Intimate sexual relationships or the fostering of those relationships is prohibited.

Anyone entering the program without a relationship with a significant other is prohibited from beginning or attempting to begin a relationship without the knowledge of the program director. This includes online, social media, text messaging, and voicemail contacts.

Participants who are involved in a relationship prior to admission into the program agrees to contact boundaries as determined by program staff.

All social media accounts (i.e. Facebook, Instagram, LinkedIn, SnapChat, etc.) must be reported to the program director. An unreported social media account may result in immediate dismissal.

Program participants are prohibited from sharing addresses, phone numbers, or other personal information with anyone.

Any social interaction between male and female strictly prohibited unless authorized by program staff. Program participant's bedrooms are limited to roommates only. No visitors are allowed in program participant's bedrooms without permission of staff. Any non-program participant must be escorted into the Fellowship House.

Visitation with guests and family is permitted at the discretion of program staff.

Program participants cannot: request, give, or receive money, services, goods, or favors without prior approval by the Program Director or Resident Manager.

The use or possession of any electronic device will be permitted at the discretion of program staff.

The use or possession of cell phones or computers is prohibited unless previously approved by the program director or his designee.

All cell phone numbers must be registered with the program director or operations manager.

All social media websites or apps must be approved by and registered with program staff.

**Please initial that you have read and understand:** \_\_\_\_\_

## **GROUP MEETINGS:**

All program participants are expected to attend group meetings as scheduled or announced. Participants are expected to be at the meeting place **15 minutes** (unless directed otherwise) prior to the meeting and be ready to participate or at least be attentive.

Prior clearance must be obtained from the program director if the program participant cannot be at a group meeting or expects to be tardy. Excessive absences or tardiness without prior staff approval could result in removal from the transformation program.



Attendance at scheduled daily devotions is mandatory.

Church attendance is not required but is encouraged. All participants are encouraged to attend the Fellowship House home church, or a church approved by FH staff on Sunday, Wednesday, and other designated times. Participants may attend other church services with approval of FH staff. If program participants choose not to participate in church service, they must leave the property during this time.

**Please initial that you have read and understand:** \_\_\_\_\_

**MEALS:**

Meals are not a guaranteed part of the program.

Program participants are responsible for their own meals and may have use of the community kitchen according to house rules.

All program participants may be asked to share in tasks such as; food preparation, table setting, clean-up, sweeping as directed by the house manager.

**Please initial that you have read and understand:** \_\_\_\_\_

**ROOM ASSIGNMENTS:**

Bed and room assignments are made by program staff. No changes can be made without staff approval.

Bed and room assignments, as well as other privileges, shall be based in part on program participant's progress in all areas of their individual plan and success in following program rules. Preference may be given to program participants who are progressing in their program and contributing to the smooth operation of the home.

Factors including but are not limited to; a willingness to volunteer and contribute to the overall community, taking care of all personal obligations, following the program plan, and progress in their program plan may be factors in room assignment.

Age and state of health will be considered when all other factors are considered equal.

Do not take any furnishings from the common areas, hang anything on the walls, or make any alterations to your assigned room. Should you wish to do so, please make it known to the House Manager for review.

**PROPERTY UP-KEEP / SMOKE-FREE ENVIRONMENT:**

Each program participant is responsible for keeping their area as well as the common-areas clean. Beds must be made daily. Rooms will be inspected and consent from the participant is not required.

All tobacco uses and electronic devices (vapes) are prohibited on ministry property or while engaged in ministry functions.



Use of tobacco and electronic devices may be used in the designated area in the back yard at Fellowship House. The use of these items is not permitted in the house, in the front yard, on the front porch, near windows, doors or on the back porch.

**Please initial that you have read and understand:** \_\_\_\_\_

**CONFLICT RESOLUTION:**

Step 1: Step away and consider if you may be at least partly at fault.

Step 2: After praying and thinking it over, try to discuss your differences with the person with whom you've had the disagreement. Try to work out your differences.

Step 3: If the dispute cannot be resolved, agree on a time for a meeting TOGETHER with a staff member who has the authority to decide. Understand both parties will be bound by whatever decision is made.

Step 4: Let it go and learn something positive from the experience. Sometimes the best friendships are formed when friends agree to disagree on a topic.

**Please initial that you have read and understand:** \_\_\_\_\_

**GRIEVANCE PROCEDURE:**

All program participants must follow the directive of the last FH authority figure. If the participant was directed by a different person or disagrees with the new directive; they should carry out the new directive as requested and address any questions with the FH staff at another time. Any problem or concern about inappropriate behavior by staff or volunteers should be directed to the director of the program as soon as possible.

**Please initial that you have read and understand:** \_\_\_\_\_

**CONFIDENTIALITY:**

Staff will not provide information to friends, employers, or family, unless you give permission. Please respect the privacy of everyone in the program by not disclosing any information about any participant to anyone else. This includes the names of anyone in the facility, descriptions of them, their cars, or any other information about them.

Staff will divulge information beneficial to the participant. Staff will break confidentiality to disclose illegal activity, respond to a warrant / subpoena, or if they believe someone is going to harm themselves or someone else.

**FINANCES AND PROGRAM FEES:**

Each program participant will be expected to contribute and share in paying for the program services being provided by contributing program fees.

Program Fees are \$10 per night or \$300 per month.



Participants must pay program fees as you are paid. If paid daily, pay daily; weekly, pay weekly; etc. If you receive checks monthly, then you must pay for the entire month when you receive the check.

Failure or inability to pay program fees will result in immediate termination of program participation.

Program Fees are due in advance and must be paid within 2 business days of your pay date.

You must advise staff if a pay-date changes. This responsibility not only helps you establish good habits in paying bills, it is also essential to keep the facility operating.

Program Fee waivers may be available on a case by case basis at the house manager's discretion.

You must inform staff of your place of employment or what steps you are taking to obtain employment.

You must provide program staff with proof of payment (pay stubs).

Employment must be approved by program staff.

Employment cannot be with pay "under the table".

All program fees are non-refundable. Premature exit from the program by FH or resident choice will result in forfeiture of all program fees.

**Please initial that you have read and understand:** \_\_\_\_\_

#### **GENERAL HOUSE RULES:**

Basic house rules and guidelines are established to assure that everyone's needs are considered and to maintain the smooth operation of the household.

All program participants will follow specific rules for rooms in the house. Exceptions to these rules can be made with prior approval of FH staff.

- All participants must use the sign in / sign out sheet.
- All participants must be on property at 9 PM.
- Bed Check is 10 PM.
- Lights out in public areas is 11 PM Sunday-Thursday and 12 PM Friday & Saturday.
- Lights out is 10 PM seven days per week in the bed areas.
- Participants must wear shirts and shorts or pants while in the home.
- Tank tops and short shorts are prohibited.
- All participants must bathe with soap and water and care for personal hygiene daily.
- Clean and appropriate clothes for your assigned job must be worn each day.
- Clothes for a church service are business casual.
- Laundry must be done as scheduled.
- Bed linens must be washed weekly.
- Participants are not permitted to stay at the home alone on any day without management approval.
- Monday through Friday, each participant must exit the home by 9 AM and cannot return until 5 PM.
- Participants can stay home on Saturdays and Sundays apart from church services and community events/service days.
- Personal transportation is the responsibility of the program participant.



- Home A/C and heat temperature is the responsibility of the house manager. Only management is permitted to adjust the thermostat.
- The specific program rules including topics such as television, temperature, storage, laundry room, kitchen use, cleanliness, moving, etc. will be posted.
- If a program participant disagrees with any of the rules, they will comply and then ask for the issue to be reconsidered by staff, leadership and/or brought up in group discussions.
- All rules are subject to change or be suspended by program staff as needs and situations dictate.

**Please initial that you have read and understand:** \_\_\_\_\_

**MONEY and VALUABLES:**

All personal belongings brought into the house will be screened by staff to ensure that they meet appropriate safety standards. Items that aren't in accordance with the policies may not be allowed. The judgment of staff will be absolute in deciding whether an item is appropriate or not.

Each resident is responsible for the safekeeping of their money and valuables. Program participants **SHOULD NOT** give their money or valuables to other program participants or staff for safekeeping.

FH is not responsible for the theft or disappearance of a participant's personal items.

FH will not store or hold personal items. Any items left when a participant exits will be gathered and donated to charity. All items with personally identifiable information will be shredded or otherwise destroyed.

**Please initial that you have read and understand:** \_\_\_\_\_

**ILLNESS:**

Community Resource Ministries/Fellowship House is not responsible for your medical care. We will try to assist you in finding medical care.

**Please initial that you have read and understand:** \_\_\_\_\_

**PROGRAM DISMISSAL/EXPULSION:**

If a program participant is asked to leave the property for any reason by the house manager or other staff member in charge, she must comply immediately.

Permanent expulsion from the program is not effective until the program participant has had a chance to discuss the situation and meet with FH operations staff. Any outside party or social service agency may participate in the program participant's case review. A program participant may still be asked to leave the property until the final review is made.

**Please initial that you have read and understand:** \_\_\_\_\_