YAKIMA UNION GOSPEL MISSION
Women's New Life Program Handbook

Program Definition

The New Life Women's Program is a Biblical based one-year program which seeks to provide an environment to help women live a successful Christian life by ministering to the whole person spiritually, intellectually, emotionally, and physically.

The leadership at the Mission realizes that not all problems in life are of a spiritual nature, but the ultimate problem is. As we experience our new life in Christ – forgiveness, freedom from guilt and fear, and a sense of completeness, we receive the power and ability to face the issues of life.

Purpose

The primary purpose of the program is to see the residents develop a genuine relationship with God. We seek to see residents overcome addictions, failures, and the pains of the past while moving on to the future that God has planned. Personal studies, counseling, classes, and group interaction are designed to help the whole person.

Qualifications

Women who are considering the New Life Program need to:

1. Admit she has a problem and needs help.
2. Must quit all addictive substances ***including smoking*** to start the program.
3. Is willing to submit to the direction and structure provided by the Mission.
4. Desires the transforming power of a relationship with Jesus Christ as Lord.

Goals

1. To help you develop self-management and a commitment to Biblical principles
2. To help you learn to respond to others and life in a Christ like way
3. To help you develop a vision and plan of success for your life
4. To see you develop a relationship with Jesus Christ
5. To help you develop and practice freedom from life dominating addictions and compulsive behaviors.

Plan

"He is like a man building a house, who dug down deep and laid the **foundation** on rock. When a flood came, the torrent struck that house but could not shake it, because it was well built". Luke 6:48

Our plan is to help each woman build a strong and unshakable foundation by:

1. Boundaries which allow women the chance to learn, grow, and start to make changes in her life without the constant tug of the outside world.
2. Present a Biblically based program "Unless the Lord builds the house, the work of the builders labor is wasted" Psalm 127:1
3. Provide counseling to identify problems and their root.
4. Provide for physical needs (food, shelter, and clothing).
5. Encourage participation in a local church body.

Levels of Progress & Expectations

Level 1: Stabilization

Duration: Day 1 - 30

Goals for this level:

1. Complete all studies that are required in Level One.
2. Attend Chapel 5 nights a week
3. Attend Church approved by Women's Program Director.
4. Show that you are able to get along with the other program women.

Individual Growth:

1. Demonstrate to others a good teachable attitude with respect for peers and authority.

Privileges:

1. Bed and personal closet space in women's dorm.
2. Access to the Women's exercise room and lounge.
3. Allowed to have an IPOD or CD player-- Christian music only.
4. Use of Family Shelter laundry room.
5. Allowed to go on outings with other Program Women and staff.
6. Use of swimming pool in accordance with pool rules.

Restriction*:*

During stabilization women will not be allowed to make or receive phone calls or receive visitors except by special permission of the Women's Program Director.

E***valuation of Movement to Next Level:***

Evaluation will be done by the Woman's New Life Program Staff. This level is 30 days if you complete all the requirements for this level within that amount of time and have shown that you are here for the right reasons and committed to completing the program. This time may be extended out as deemed necessary by the NLP Staff. ***This is a probationary period.***

1.
2.

Level 2: Rebuilding

Duration of level: 3 months

Begins: Start of 2nd month

Goals for this level:

1. Satisfactory participation and progress in all individual studies and required classes.
2. Satisfactorily fulfill Ministry Assignment obligations.
3. Be actively working on issues with Counselor.
4. Working towards the fulfilling of Legal/financial obligations.
5. Maintain church involvement.
6. Must attend chapel at least 2 times a week. Let Rhonda know when you are going to chapel.
7.

Individual Growth:

1. Demonstrate growth in Christian attitude, personal relationships, and response to authority.

Privileges:

1. Allowed a private or semi-private room depending on space.
2. Receive visitors at the Women's Program Director discretion.
3. Make and receive phone calls at the Women's Program Director discretion.
4. Leave the premises with another woman on the program of level 2 or above or an escort approved by the Women's Program Director. Must check out and in with Director or Assistant Director during the week and the Resident Assistant on the weekend.
5. You have computer online privileges – ask Director for your password.
6. Walk to Pasta Shack alone for coffee.
7. *Receive semi-monthly sustenance allowance. Base amount $15.00. (**This is only if you do not received any other funds such as GAU, GAX or SSI)**

1. ***Ministry Assignment is approximately 2 hours a day 4 -5 days a week. During this time you will be responsible to the staff person(s) supervising your specific area. If you are too ill to work, you must report to the Women's Program Director and your supervisor in your work area that you are ill. Refusal to do the given assignment or being the cause of continued problems is grounds for dismissal from the New Life Program.***
2.

Evaluation of Movement to Next Level:

Input from Woman's Program Director, Assistant Director, Counselor, Class Teachers, and Ministry Assignment Supervisor will determine if you are ready to move to the next level.

Level 3: Equipping

Duration of Level: 3 months

Begins: Start of 5th month

Goals for this level:

1. Complete individual studies. Satisfactory attendance and participation in all required classes.
2. Satisfactorily fulfill Ministry Assignment obligations.
3. Show continued improvement in personal relationships attitude and response to authority.
4. Show progress on issues identified by Counselor.
5.

Individual Growth:

1. Show continued improvement in personal relationships, attitude and
2. response to authority.

Additional Privileges:

1. Can ride the bus system with a buddy of level 3 or more.
2. May have computer in your room. No internet.
3. May get involved with a Bible Study at your church
4. *Increase sustenance base to $25.00 (If you qualify for sustenance)

Evaluation of Movement to Next Level:

Input from Woman's Program Director, Assistant Director, Counselor and Ministry Assignment Supervisor will determine if you are ready for the next level.

Level 4: Finishing

Duration of Level: 3 months

Beginning of 8th Month

Goals for Level:

1. Complete individual studies. Satisfactory attendance and participation in all required classes.
2. Satisfactorily fulfill ministry assignment obligations.
3. Working towards the fulfilling of legal and financial obligations.

Additional Privileges:

1. Overnight pass to prior approved location by Women's Program Director.
2. Leave the premises alone with prior approval by Women's Program Director.
3. May have own bicycle.
4. May have cell phone from Friday afternoon until Monday morning according to the cell phone guidelines page.

Individual Growth:

1. Develop consistency in personal relationships, attitude and response to authority.
2. Progress on issues identified by Counselor.
3. *Increase sustenance base amount to $35.00

Evaluation of Movement to Next Level:

1. Input from Woman's Program Director, Assistant Director, Counselor, Class Teachers, and Ministry Assignment Supervisor will determine if you are ready for the next level.

Level 5: Transitioning

Duration of level: 2 months

Begins: Start of 11th month

Goals for Level:

1. Completion of all classes.
2. Write resume, explore job options and educational options.
3. Goal setting and orientation
4. Write out testimony and give it at prayer breakfast.
5. Continue being involved in a Bible study through your church.

Additional Privileges:

1. *Increase base sustenance to $45.00
2. May have cell phone full time but must be used according to the guidelines.

Evaluation of Movement to Next Level:
Input from Woman's Program Director, Assistant Director, Counselor, Class Teachers, and Ministry Assignment Supervisor will determine if you are ready for graduation.

Basic Components
Allowances, Incentives, and Demerits

Components:

Spiritual Development
- ? Bible classes
- ? Individual Bible Study
- ? Church attendance and involvement
- ? Chapel attendance and involvement

Personal Responsibility
- ? Physical and medical needs
- ? Legal and financial issues
- ? Educational training as needed

Counseling and Recovery
- ? Counseling assessment and identify issues
- ? Counseling appointments
- ? Life Skills Class
- ? Group Participation

Ministry Assignment
- ? Work Ethic
- ? Basic work skills including punctuality, following instructions
- ? Proper attire
- ? Specific work skills (learning new skills in assigned Ministry Assignment)
- ? Regular evaluation by Ministry Assignment supervisor

*Sustenance Allowances, Incentives and Demerits – A sustenance allowance will be given to each resident twice a month after the completion of Level 1. **A sustenance allowance is only for those who do not receive outside money such as GAU, GAX, SSI, or other types of income.**

Living Arrangements
Privileges and Restrictions

1. All residents will be supplied with clothing as needed as such as available in the Clothing Room. Clothing Room will be open for residents to shop for needed clothing in accordance with the times posted. The amount of clothing allowed to anyone in a room will be limited to that which can be contained in the drawers of the dresser and hung in the closet.
2. Executive staff personnel will make room checks and will be free to check all personal belongings as well as the condition of your living area. The following rules apply to rooms:

   Belongings and visitors:

   a. No food in rooms (except in Women's Lounge)
   b. No cooking (except in Women's Lounge)
   c. No televisions, VCRs, DVD players, coffee pots, hotplates, microwaves, refrigerators, or pets of any kind.
   d. No unauthorized visitors to rooms except by permission of Program Director or Resident Assistant. Acceptable visitors include roommate and other program women.
   e. Potted plants are permissible
   f. Radios, IPOD, CD players are allowed.

   Upkeep:

a. Keep windows and doors closed except bathroom windows (as necessary).
b. Keep your room clean and orderly, doing the following:

   <u>Daily</u>

1. Bed made
2. Clothes put away
3. Bathroom cleaned

   <u>Weekly</u>

1. Bed linens and towels washed.
2. Rooms vacuumed and dusted.

1. **<u>Residents at Level 2</u>** are only allowed to leave the premises with a buddy from the Program who is at least a *Level 2* or an escort approved by the Women's Program Director. Exceptions may be made for legal and medical reasons and by permission of

the Women's Program Director. **Residents on Level 4** may leave alone but must tell Director or Resident assistant giving the destination and the expected time of return. Failure to return to the premises overnight without previous authorization will result in immediate dismissal from the Program.

1. Upon approval of the Program Director a resident's children may be able to come for a visit. The parent will be expected to be with the child 24 hours a day. Arrangements for the person's ministry assignment to be waived or covered by others during the visit must be made before permission is given. Other obligations will be met as the child can accompany the parent. If it is not possible for the child to accompany the parent for class or counseling then child care will have the priority. It is the responsibility of the resident that his or her children understand and obey all the rules and policies of the New Life Program. Children spending the night at this facility will sleep in the parent's room. If the resident shares a room, then she must request a room from the Family Shelter. The resident is responsible for cleaning the room and changing the linens after using.

1. Keep balcony and sidewalk areas clear of furniture, etc. Clothing towels, etc. are not to be hanging from the balcony.

1. Swimming Pool use will be in accordance with the posted rules and schedules. Modest attire is required and is subject to Women's Program Director's approval. Residents are to have no visitors in swimming pool area except by permission of the Women's Program Director.

1. Please respect others, keeping noise outside of rooms to a minimum, and especially quiet after 10:00 pm. Each resident is to be in his or her own room by 11:30 pm. This does not mean near her room as "on the balcony".

1. Family Shelter laundry use is first priority therefore when available you may acquire quarters from Family Shelter office. You are limited to 3 loads per week.

1. All **phone calls** are to be made from the Women's Program office. If a phone call must be made in the evening or on a weekend, ask the Resident Assistant for permission to use her phone.

1. No one is allowed in the **kitchen** unless assigned to ministry assignment there and are on duty.

1. There are to be no meals in between meals times in the dining room. If you miss a meal you will have to wait for the next scheduled one or have a snack from the Women's Program Lounge.

1. The pantry, shop, and warehouse are off limits except by permission, or as access relates to the residents Ministry Assignment.

Expected Standards of Behavior

1. The use of cigarettes, drugs or alcohol while a resident in the New Life Program will not be tolerated. Residents will undergo random drug testing. Use of drugs or alcohol or the refusal to submit to a UA or breathalyzer is grounds for immediate dismissal. A resident may be allowed to stay at the discretion of the Women's Program Director.

1. Sexual involvement will result in immediate dismissal. Violators will also not be allowed to stay or receive services from the Mission for a minimum of 30 days.
2.
3. No Fraternization. Fraternization for the purpose of this program is:
   a. Anything beyond an extremely brief one on one conversation.
   b. Being seated together in any environment.
   c. Phone calls, texting, passing notes or messages or emails.
   d. Any flirtatious behavior.

   The purpose for this is so that residents can focus on the issues that need to be addressed in their lives without distraction. Violators will be disciplined and this may be cause for dismissal.

1. This is a no smoking facility and no smoking program.

2. All residents are required to attend and get involved in a church that is in agreement with the Missions statement of Faith.

3. All forms of gambling and the use of money to take advantage of others are prohibited; as is the selling of blood or plasma for money.

4. The use of profanity, swearing, coarse language, and ungodly jokes as well as rude and demeaning remarks to others are prohibited and will be challenged. Don't allow your tongue to dishonor yourself and our Lord Jesus Christ.

5. Keep yourself clean and appropriately dressed. The Women's Program Staff or Family Shelter staff may prohibit any specific clothing item deemed inappropriate for use at this facility. This includes clothing with vulgar or inappropriate words or pictures, overly tight fitting clothing, ragged or torn clothing.

6. Videos which are pre-approved by the Women's Program Director may be watched in the Lounge or Classroom. Absolutely no "R" rated movies.

7. Television may only be on from 4:00 pm – 11:30 pm weekdays and 8:00 am – 11:30 pm

weekends. Programming should be selected carefully and should reinforce the values you are learning in the New Life Program.

8. Only Christian music is allowed. You may listen to KIT (1280 AM) in addition to Christian radio stations. Violation of this rule may result in music, IPOD, CD player or radio being confiscated.

9. Read Christian and wholesome material only. Secular novels, entertainment magazines will not be allowed. You are here to renew your mind so feed it with that which is Christ honoring.

10. If it becomes obvious that you choose to not comply with the authorities or rules of the Mission after reasonable warnings, you will be dismissed from the New Life Program.

Other Miscellaneous Rules

1. Program residents will receive service at YUGM Dental clinic. Preventative care, Basic care and Major care. Major care will only be administered by approval of the Women's director. Major care will require the individual to pay lab costs.

1. Only Prescriptions and or "over the counter" medications prescribed by a doctor are allowed and these are to be turned over to the Women's Program Director for distribution.
2.
3. You may not use a personal vehicle while on the Program. If you own a car or bicycle, you must arrange for it to be parked or stored during your time in the Program.
4.
5. Mission vehicles are to be driven only by approval from the Union Gospel Mission Executive Director and then only for Mission business. Existing requirements and qualifications for being on the insurance must be met. (These are at the discretion by the Executive Director).
6.
7. The Women's Program Director has the authority to override, revise or add to these rules as needed.

Women's New Life Program Restrictions

The following will result in restrictions:

1. Disobeying the rules (includes fraternization rule)
2. Failure to return at the agreed time or not going to the approved destination
3. Not reporting for Ministry Assignment or not satisfactorily doing the work
4. Not getting permission from Women's Program Staff before leaving the premises
5. Intense arguing
6. Use of foul language

RESTRICTIONS ARE DEFINED AS:

1. No phone calls (made or received)
2. No visitors
3. No leaving the premises
4. No use of Women's Program Lounge
5. No use of the pool
6. Put back into the dorm for a designated amount of time

The following infractions would result in a 30 day restriction:

1. Smoking
2. Physical fighting
3. Leaving the property without permission
4. Violation of curfew

The following infractions would result in immediate dismissal from the Program:

1. Positive Drug/Alcohol test
2. Noncompliance on drug testing
3. Possession of drugs or alcohol
4. Possession of a weapon
5. Failure to return overnight without previous permission

The First 30 days is a probationary period and you will be evaluated at the end of that time to see if you are indeed to continue in the New Life Program.

Any resident who is unwilling to cooperate and follow the rules will be asked to leave the New Life Program.

Pool

Schedules and Rules

WOMEN'S PROGRAM WILL HAVE USE OF THE POOL ON EVEN NUMBERED DAYS

Pool Hours:

Monday – Friday 1:30 – 4:30 PM

Saturday 10:00 AM – 4:00 PM

Sunday 1:00 PM – 4:00 PM

POOL USE RULES

1. A minimum of 2 people in the area in order to swim (for safety reasons).
2. No running or horseplay.
3. No glass containers.
4. Keep it clean (clean up after yourself, and if necessary, after others)
5. No diving.
6. Modest swimwear (no 2 pieces) as outlined in Program Policies and Rules.

7. Violation of these rules, or swim time rules, can result in the loss of pool privileges.

Agreement Regarding Use of Medications

(Prescription and Over-The-Counter)

I, _____, hereby agree to:

1. Report to the Program Director any and all medications (prescribed by a physician or purchased over the counter) that I am taking at the time of enrollment in the New Life Program.

1. Turn over to the staff person designated by the Program Director all such medications currently in my possession. Those prescription medications which are confirmed as still valid prescriptions by the prescribing doctor or by the UGM clinic visiting Nurse Practitioner or Doctor will be dispensed by the designated staff person. Non-confirmed prescriptions cannot be dispensed.

1. Report <u>all new prescriptions</u> (from any source) and <u>any over the counter medications dispensed by the UGM clinic</u> to the Program Director and turn in those medications for dispensing by the designated staff person.

1. This agreement will remain in effect for the duration of my participation in the New Life Program.

I understand that the violation of any of these agreements would mean

immediate dismissal from the New Life Program.

Signed _____ Date _____

New Life Program Director: _____

NOTICE OF POLICY AGREEMENT REGARDING CASH STORED IN OUR SAFE

Any woman on the New Life Program must store her money in the director's safe. The funds will be disbursed on an as needed basis with receipts turned in to verify the use of the money spent. This is an accountability program.

Any funds that are not claimed within 90 days of departure or withdrawal from the program will be treated as a donation to the Union Gospel Mission.

There will be a room check before you leave the program to make sure that you haven't taken things that are to stay with the room. If you have taken items then you will be charged for those items which will be deducted from the money we are holding for you.

I have read this policy and hereby agree to store cash in the safe under these conditions.

Signature: _____ Date _____

Program Director:_____Date _____

Confidential Information Agreement

1. If you wish to give me permission (or anyone working in my department) to release information about you to others, I need the names of those people, the purpose for releasing the information, and what kind of information you want me to release.

For example, you may want me to be able to acknowledge to your doctor that you are here and on the program. I need the name of that doctor, reason for releasing the information might be to facilitate medical care, and information released would be your attendance (that is that you are here).

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I,_____
_____

First Middle Last

authorize The Union Gospel Mission to be able to disclose information about my progress in the

program to the following
people:_____

_____
_____ I

understand that my records are protected under Federal regulations governing confidentiality

of alcohol and drug abuse patient records,42 CFR, Part 2, and cannot be disclosed without

written consent unless otherwise provided for in the regulations. I understand that I may

revoke

this consent at any time except to the extent that action has been taken in reliance on it, and that any event , this consent expires automatically as follows:

Specification of the date, event or conditions upon which this consent expires:

The information will be released in the following form(s):

____written ____verbal_____audio____video____electronic (including fax)_____other

_____ _____ _____

Participant Signature *Program Director* *Date*

DRESS CODE

BE MODEST IN REGARD TO DRESS, SPEECH AND BEHAVIOR

LENGTH: Shorts, dresses and skirts – no more than 4 inches above the knee

Women must wear bras

WHAT IS NOT ALLOWED:

See through clothing

Cleavage showing

Off the shoulder tops or dresses

Open back tops or dresses

Tube tops

Spaghetti strap tops or dresses

No midriff showing (tops must at least meet

the waist band of pants, shorts, or skirt)

Night wear outside of room

Two piece bathing suits

Tight clothing

Clothing that projects gang involvement

Sagging pants

How a product is packaged says a lot about the contents, and how you package yourself says a lot about who you are. You represent the Lord Jesus Christ, and you should always look like you belong to His kingdom. Your witness and your appearance should agree that you are a new creation in Christ Jesus, not walking by the flesh but by the Spirit.

*Signature*_____*Date*_____

Any resident who is unwilling to cooperate and follow the rules will be asked to leave the New Life Program.

MEDICATION RECORD

NAME _____

DATE	MEDICATION	Rx	OTC	DOSAGE

Cell Phone Guidelines

At the beginning of your **Fourth level** on the program you are allowed to have your own cell phone ***on the weekends*** under the following conditions:

1. You can afford to pay for one.
2. You have shown in your past 4 months to be able to make good decisions.
3. Your phone is to be left in your room during class times, ministry assignment or chapel .
4. You are not to call any men except for your immediate family members such as: Father, brother or son.
5. Only be in contact with people who will be supportive to you while in this program.
6. This is a privilege and if abused your phone will be taken away.
7. You are not allowed to let others use your phone except by special permission from the NLP staff. You will lose your phone privileges if this is not held too.
8.

At the beginning of the **Fifth Level** of your program you will be allowed to have your phone full time if you have shown that you have managed your phone according to the above guidelines.

I have read over these guidelines and agree to these conditions.

_____	_____	_____
Participant signature	*Program Staff*	*Date*

Room Check Policy

I agree that my room or any of my possessions may be checked and inspected for any reason at any time by the New Life Program Staff. I, _____, agree to this policy.

_____ _____

NLP Staff Program Woman

_____

Date

Revised March 1, 2013