



Barnabas House

of Northeastern North Carolina, Inc

RESIDENT HANDBOOK

Use this address for resident mail:

P O Box 1205
Elizabeth City, NC 27906

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BARNABAS HOUSE

Handbook

Introduction

Welcome to Barnabas House! *In the next few months* you will be introduced to a brand new way of life. This begins with a personal relationship with Jesus Christ and continues by applying Biblical principles to your life. Our goal is to provide a home style atmosphere where you experience the love of Christ and see the Lord open new doors of opportunity for you!

Program Structure

Transformation (Phase I) Residents upon release will participate in a key Christian discipleship curriculum and become involved in a local church. Residents will be involved in community service activities until employment is secured. There will be no fees charged to the resident until said employment is obtained.

Note: Every effort will be made to assist residents in securing employment by providing references and networking with friends of Barnabas House.

Transformation (Phase II) Residents obtain and maintain employment, attend house devotions and classes, actively attend an approved local church, and pay a weekly rental fee of \$100.00 Because each resident has a unique set of circumstances there is no maximum or minimum amount of time a resident may stay at Barnabas House. The staff is here to assist you in developing a personal plan that is right for you.

I. General Program Rules

- A. By virtue of your enrollment at Barnabas House, you have agreed to submit to the program rules and guidelines. You have also agreed to obey and show respect to all staff members.
- B. Possession of drugs, alcohol, tobacco products, or weapons (including knives) of any kind is prohibited. Drug tests will be administered periodically.
- C. Residents are required to participate in all group activities (singing, recreation, work, classes, etc.)
- D. Everything here is God's property. You are expected to treat it as such (i.e., the buildings, equipment, furniture, vehicles, grounds, and utilities). You are asked and expected to maintain it, protect it, and conserve it.

Conservation Rules:

1. The last one out must turn out lights.
 2. Do not leave windows and doors open.
 3. The thermostats are to be controlled by Staff Members only.
 4. Do not leave water faucets running while shaving or brushing teeth.
 5. Report maintenance problems to staff for repair.
 6. Keep windows and doors closed when air conditioner or heat is on.
- E. The Bible teaches us to put off the flesh and to not put stumbling blocks before others; therefore, singing worldly songs, bragging about your past life and talking about the counter-culture (drugs, rock 'n roll, hip-hop or rap music, partying, sexual experience, etc.) is prohibited. Furthermore, the House Manager reserves the right to confiscate any personal item(s) that may hinder the overall success of the ministry. (All drug-related articles are prohibited: posters, shirts, incense, etc.)
- F. Residents are not to grumble and complain about the program with other residents.
- G. All residents are expected to follow the daily schedule and be on time.
- H. Residents leaving the program are to take all personal belongings with them. All items left after 72 hours will be donated to the local Thrift Store.

II. Home Life

Being a residential program, a positive home experience is both necessary and desired. In order to accomplish this, the following guidelines have been established:

- A. Respect the rights of others by not yelling or hollering out of windows or in the house. Also, physical contact (punching, slapping, wrestling, and/or general horseplay) is not allowed.
- B. Respect the property around you. Please do not open and close windows, adjust thermostats, run in the buildings, lie on couches, or put your feet in the chairs.
- C. Personal items such as radios, iPods, mp3 players, cell phones, etc. are the responsibility of the resident to secure. Barnabas House is not responsible for lost or stolen personal property of residents.
- D. Rooms and closets must be kept clean, neat, and organized at all times. (Clothes must be put away.)
- E. Do not leave lights on or fans running when no one is in your room.
- F. You are to close your mini-blinds prior to undressing and during nighttime hours.

- G. No personal property is to be sold, given away, traded, or borrowed without the approval of staff on duty.
- H. When going from room to showers, you must be covered. Bathrobe or a towel is appropriate.
- I. Books and Music: due to the intense study at Barnabas House, residents are only to have personal books, magazines, or music/teaching (CD's, etc.) approved by the director. Music must be played using personal earphones.

III. Personal Grooming

Residents should keep a neat and clean appearance at all times by practicing good personal hygiene. Shower shoes are recommended for use in bathroom facilities.

IV. Dress Code

- A. General Attire: Pants must be worn around the waist. Clothing with worldly sayings, urban gear, or pictures of worldly people (i.e., beer labels, rock groups, movie or TV personalities) are not allowed. Shirts must be worn at all times. Undershirts are not appropriate at any time as outerwear. Bandannas are not allowed. Caps and hats are not to be worn inside buildings. "Do Rags" may only be used during nightly sleep time.
- B. Classroom Attire: The dress for classroom is a collared shirt or a sweater. Dress slacks or nice blue jeans, nice tennis shoes, or dress shoes.
- C. Recreation/Work/Free Time Attire:
 - 1. **Shorts**: Neat, clean, modest shorts may be worn during free time, work. Gym shorts may be used for recreation.
 - 2. **Shirts**: Shirts must be worn at all times
 - 3. **Sunglasses**: Sunglasses may only be worn outside unless prescribed by a medical doctor.
- D. Church Attire:
 - 1. **Sunday Morning**: Dress shoes, socks, belt, suit or sport coat and dress slacks, dress shirt and tie are recommended.

2. **Sunday Evening:** Nice casual dress – coat and tie if desired, nice sweaters, collared shirts are recommended.

**Staff will provide information regarding dress codes for all other activities.

V. Medication and Illness

Medical and Dental: If you require the service of a doctor, dentist, or other outside agency, please submit a written request to the House Manager for approval. For more urgent medical needs, see staff immediately or see the House Manager in person. Please make these requests only if it is absolutely necessary. All Residents are held responsible for payment of services. If you have no financial resources and are in need of treatment, see the House Manager.

VI. Laundry

- A. Each resident is responsible for their own laundry. Laundry may not be done during scheduled program activities.

VII. Blessing Room

A senior staff member will be in charge of keeping this room orderly and will issue clothing and shoes to residents on an individual basis. A “blessing room request form” must be completed by the resident and approved by the staff member in charge of the blessing room. Incoming residents with a clothing need will be given first priority, but exchanges may be made due to size changes and weather changes as appropriate. Toiletries may be issued on the basis of need to incoming residents.

VIII. Finances

- A. After employment is secured residents are required to pay their rent fee of \$100.00 payable to Barnabas House on a weekly basis. You are also encouraged to set up a personal savings account for your eventual departure from the home. Barnabas House is not responsible for lost or stolen resident funds.
- B. Residents are encouraged to practice the principle of tithing while at Barnabas House.

- C. Barnabas House will provide budget and financial counseling to assist you in good money management skills.
- D. Residents are not permitted to borrow money from one another as not to leave the door open for division and conflict.

IX. Spiritual Life

- A. Prayer: Residents are encouraged to make the best use of times provided in the schedule for prayer and devotions. Residents are also encouraged to set some time aside during free time, particularly on weekends, for personal quiet time and prayer.
- B. Church attendance: Residents are required to attend weekly church services at a local church approved by the Barnabas House Director.
- C. Classes & Devotions: Residents are required to attend all Barnabas House group devotions and Bible study classes.

X. Personal Relationships, Mail & Telephone Usage

If you are married, it is expected that you will not have a relationship with any woman other than your wife. Common-law wives are not considered legal wives biblically.

****NOTE:** The ministry of Barnabas House is especially designed to bring about a completely new way of life. Barnabas House staff feels it is advisable to request **no dating** during your stay at the Home.

A. Telephone

1. Local phone calls should be limited to 15 minutes and not be made during House group activities.
2. All long distance calls must be made collect or by phone card.

B. Mail

Residents are encouraged and permitted to send and receive mail.

C. Visits

Residents are encouraged to arrange visits with family and friends off campus in order to respect the privacy of other residents at the home. Exceptions may be accommodated by consulting the House Manager or Director.

XI. Discipline

The purpose of discipline is for you to recognize a particular problem in your life and take steps to deal with that problem. Any act of rebellion will be recorded and addressed with proper disciplinary action. Drugs, cigarettes, cursing, gambling, ungodly attitude, unwillingness to work, refusing instruction, voicing a threat or fighting are valid reasons for discipline or dismissal. **Remember however that any of these offenses may result in dismissal from Barnabas House.**

D. Grievance Procedure:

Any Resident who feels they have been abused or treated unjustly, including physical abuse or threats, violation of Resident rights, and inappropriate sexual behavior, or any other complaint *shall have the right to seek remedy* for the grievance. Residents shall adhere to the following grievance procedure.

1. Report any grievance to any staff member after first reading Galatians 6:1 and prayerfully considering the situation.
2. Do not discuss grievances with other Residents unless they are personally involved in the grievance. Discussing the grievance with uninvolved Residents causes dissension in the home.
3. The Resident must submit the complaint in writing. Assistance in writing will be given if the Resident is unable to read or write.
4. The staff member will acknowledge and document the complaint in writing in the Resident's file within 24 hours (72 hours on weekends) from the incident.
5. The House Manager will meet with the staff with whom the grievance was initially shared, the *person against whom the grievance* is being made, the Resident sharing the grievance, and that Resident's counselor within 48 hours. The meeting shall be documented in the Resident's file.
6. The grievance will be resolved and the decision presented to the Resident within seven (7) days of the complaint. The decision shall be documented in the Resident's file.

7. If the Resident finds the resolution unacceptable, he may appeal to the Executive Director. After reviewing the grievance, the Executive Director will meet with the Resident and the person against *whom the grievance* is being made. The Executive Director will decide on the grievance and present his decision to the Resident within 48 hours. The meeting and decision shall be documented in the Resident's file.

XII. House chores/responsibilities

As a resident at Barnabas House, each Resident assists in maintenance, house cleaning duties, and ground work. A job description is posted at each job site. Please Read and check it daily.

XIII. Fire Drills

Fire drills are performed monthly as required. When the fire alarm sounds, proceed immediately to the nearest exit while verbally alerting others of the danger by yelling, "fire, fire." After exiting the Home, all staff and Residents should meet in the driveway up by the road for head count. All occupants are required to exit the building in no more than one and one-half minutes.