



Barnabas Program Handbook

Welcome

Welcome to the Union Gospel Mission. We are a distinctively Christian organization and operate for the purpose of helping men with spiritual, physical, and emotional needs. The Barnabas Program seeks to provide housing to men in transition, whether from drug/alcohol recovery situations, homelessness, or formerly incarcerated, and to provide support as they strive to re-enter society.

The goal of the Barnabas Project is to:

- Provide aftercare services in a residential living facility for men in transition.
- Provide alcohol and substance abuse education.
- Provide case management linking Program participants to community services to assist with employment readiness, employment placement, education, and a variety of support services.
- Provide spiritual care.

This handbook will serve as a guide for UGM residents on the expectations and requirements of the Program.

Program Overview

Program Intake / Acceptance

To be considered for the Barnabas Program, applicants must read the handbook, complete and submit the application. After submission, UGM will arrange a time for an interview. Upon completion of the interview, tentative acceptance will be offered. Acceptance into and successful completion of the Barnabas Project will be determined by individual work ethic, Program participation, and rule abidance.

Length of Stay

The Barnabas Project is a 90-day (minimum) residential Program. The total length of stay may be determined on a case-by-case basis in accordance with the terms of each client's personal needs and/or release conditions.

Completion

Successful completion of the Barnabas Project:

- Complete 90-day minimum stay
- Complete "The ABCs of Christian Growth" training
- Complete 12 independent class sessions (1 per week)
- Attend 3 religious services/group classes per week
- Complete 3 personal devotions per week
- Maintain sobriety
- Abide by all facility and Program policies, procedures, and expectations – as well as abiding by all requirements associated with their parole/probation guidelines

Program Fees

The Program Fee of the Barnabas Project is \$125 per week (paid in advance). If paying by the month in advance, we offer a discount rate of \$400 per month. For those who qualify, fees for the first 60 days may be covered by the Tennessee Department of Corrections Residential Housing Program (RHP). After this initial period, participants will be responsible for paying \$125 a week for the remainder of their stay. **All Program fees are NON-REFUNDABLE!**

Any member of the Barnabas Program who, for whatever reason Staff allows it, is not paying their program fees; must submit to the same schedule and guidelines of the G.R.A.C.E. Discipleship Program – Phase IV.

Services Provided:

- Case Management
- Housing and Basic Meals
- Independent Living Skills
- Referral to Local Services
- Spiritual Development

Application Requests:

- Male, 18+ years old
- Impending parole status (If applicable)
- Identification (or proof of application): state ID, social security card, birth certificate
- Completed application
- Interview(s)
- Currently, we cannot offer our Programs to those who are “Registered Sex Offenders”.

Resident Services

Case Management

We will provide limited in-house case management and access to extended case management through local organizations.

Housing and Meals

Residents are assigned two to a bedroom. Three meals per day are prepared at our main facility and made available. The client is responsible for any other food/meals beyond the 3 provided. Each apartment will be furnished with a refrigerator and microwave for personal foods and snacks.

Independent Living Skills

Residents will be instructed on the development of independent living skills such as hygiene, cooking, housekeeping, budgeting, banking, time management, and spiritual growth, among others.

Outside Referrals

The UGM will assist in referrals to local agencies for educational and/or vocational opportunities, health services, legal services, mental health services, permanent housing services, etc.

Spiritual Development

Residents are expected to actively participate in the Mission's church attendance and group services. They are also expected to maintain a personal devotion and spiritual development plan.

Program Requirements

Personal Appearance

Hair

Program participants must maintain a neat and clean appearance at all times. Participants that choose to wear a beard must keep it trimmed and neat. Participants who do not choose to have a beard must be clean-shaven-no 5 o'clock shadows, scraggly whiskers, etc. Mustaches must be trimmed and not extend below the corners of the mouth. Hair must be clean and neatly combed every day.

Hygiene

Program participants **MUST** bathe, brush teeth, and use deodorant **EVERYDAY!** Aftershave is encouraged in moderate amounts.

Clothing

Between 7:00 AM and 9:00 PM all residents must be fully clothed. Pajamas should not to be worn during this time (unless you are in bed). Clothing is to be clean and appropriate at all times. At no time during these hours should any participant be in any stage of undressing except in the bathroom.

Due to space restrictions, clothing amounts may be limited.

The daily dress guidelines are as follows:

- No shirts with questionable graphics or advertisements may be worn.
- Shoes and socks are required.
- Overly tight or immodest clothing is not permitted.
- NO sagging pants or exposed underwear.
- Long pants and collared shirts are required for all Church services.
- Sunday morning church services:
 - A shirt with a collar and a tie is preferred.
 - A jacket is strongly encouraged.
 - Denim is not allowed for Sunday Morning services.
- Any "Special Meeting," such as visiting another church or special meeting at the Mission may include a specific dress code.

Living Spaces

Each resident is responsible for cleaning their sections/ rooms daily. They are responsible for keeping their personal areas neat and clean. Food is not permitted in bedrooms for any reason.

Program participants are expected to help with keeping utility costs down by keeping unused lights turned off and by keeping appliances and other electronics turned off when not in use. Participants are not to adjust thermostats merely for personal comfort.

Laundry

Laundry facilities are provided at the main facility. The laundry schedule is posted and updated as necessary. Dirty clothes are to be laundered **every week!** No laundry should be left unwashed for more than 7 days. No laundry is to be left in the laundry room overnight (including in the machines).

Daily Schedule

A daily schedule is provided on an individual Program basis. Assigned schedules are to be followed. Any deviation should be cleared with staff.

Financial Requirements

Clients must be able to prove the ability to maintain their Program fees. ALL PROGRAM FEES ARE NON-REFUNDABLE! A personal budget will be HIGHLY encouraged. Personal expenditures will be monitored. Clients should use this time and this Program to save money towards getting their own permanent housing.

Privileges

Appointments

Any appointments requiring transportation assistance (doctor, lawyer, etc.) should be made in advance and scheduled for specific times according to our current transportation schedule. Staff should be notified of all appointments in writing 24 hours in advance. Transportation to and from appointments will be provided "as available." Anyone leaving the property for personal errands, such as going to the store, etc., must use the sign-out/in sheets.

Telephone

Phone privileges are allowed for the Program participants only during free times. If you are on the phone and another call "beeps" in, let your party know you have to take another call, and you will call them back. Then hang up the phone and wait for it to ring. During business hours, any incoming personal phone calls will be asked to leave a message.

Phone calls must not take place during any chapel service, church service, or work detail.

If you answer the phone, please answer it professionally. Answer incoming phone calls in the following manner: "Union Gospel Mission." If the caller needs information on one of our guests or

Program members, you must refer them to a staff member. If no staff member is present, inform the caller that you can take a message or they can call back later.

Please write down all phone messages!

Cell Phones

Cell phones are allowed as long as they do not present a problem. Cell phones and their usage may be inspected from time to time to verify that they are not being used for pornography or other uses that conflict with UGM/CO policies.

Television/Entertainment/Computers

Television is considered a privilege, not a right. It is the responsibility of every man in the Program to monitor the content of the Programs. No Program that glorifies open immorality is to be watched. No Program with foul language is to be watched. All work details must be completed prior to any television/entertainment privileges. All entertainment may be restricted by staff and schedule.

ALL VIDEOS, DVDS, ETC., MUST BE APPROVED BY STAFF IN ADVANCE.

Program participants are encouraged to use entertainment that will glorify the Lord. If a participant struggles with entertainment (music, television, etc.) that opposes the philosophies of The Union Gospel Mission, they will forfeit their right to possess radios, phones, or other entertainment items.

Discipline

Disciplinary guidelines are essential to maintain good order, efficient operations, and the safety and well-being of Program participants. The object of these guidelines is to encourage Program participants' positive behavior and correct inappropriate actions when they are displayed.

The disciplinary guidelines are as follows:

For a first or minor infraction a participant may receive counseling from the staff at the staff's discretion. For a more serious infraction or where verbal counseling has failed to yield positive results, a participant may receive a "write-up" from the staff. Write-ups during the Program may result in the following actions:

- **First Offense:** Verbal warning and counsel from staff; some disciplinary action.
- **Second Offense:** Written warning filed and counsel from staff; some privileges revoked.
- **Third Offense:** Dismissal from the Program and subject to normal re-admittance policies.

Write-ups may be for the same type of infraction or different types of infractions. A participant may provide a written comment for attachment to a write-up before filing the notice in the participant's record. The participant's signature on the write-up does not necessarily indicate agreement or disagreement, but only that the participant has viewed and been informed of the write-up. For that reason, refusal to sign a write-up constitutes insubordination.

Incident reports will be provided to the necessary authorities.

Policies

The following policies are to explain expected behavior. Failure to comply with policies will be grounds for disciplinary actions, including immediate dismissal from the Program.

Attendance

Residents are expected to attend all required services, classes, activities, and events. Excessive tardiness or absenteeism from daily schedule will result in disciplinary action. Disciplinary action can range from verbal warnings, write-ups, fines, or dismissal from the Program.

Attitude/Behavior

Program participants are REQUIRED to exhibit a positive “Christ-like” attitude. Participants are expected to comply with staff directives, work details, and Program requirements/policies. Participants are to live in harmony with other Program participants. Residents should refrain from immoral/indecent behavior, profanity, or gambling.

Curfew

Residents need to be in the Mission by the time specified. Residents are responsible for considering all possible delays when returning to the site.

Destruction of Property

We ask that our residents respect the space in which they are living. Anyone caught in the act of destroying Program property, including but not limited to slamming doors, throwing or ripping objects from the wall, or vandalizing the building, will jeopardize their stay at the UGM and may be held responsible for the repair of such destroyed property. This could include criminal charges.

Good Neighbor Policy

Disturbing the peace in or around the UGM is a serious matter that will result in disciplinary action.

Personal Belongings

The UGM is not responsible for lost or stolen property. Any personal belongings must be able to fit in designated storage areas only- additional storage will not be provided. Residents will be expected to remove belongings that do not fit in the designated storage areas.

Physical Fighting/Threats/Violence

Physical fighting, including horseplay, is not permitted in or around the facilities. Engaging in a physical fight at our facility will result in immediate discharge from our Program.

Verbal threats, including those made in jest, are not permitted in or around UGM facilities. A verified threat to a staff member’s safety will result in discharge from our Program. A verified threat to the safety of a UGM resident may result in other consequences and will be applied on a case by case basis.

Violence is not permitted in or around UGM facilities. The term violence refers to any form of physical violence, verbal harassment, sexual harassment, threats of violence, and/or any form of bullying. Taking part in a violent activity while in or around a UGM facility will result in a discharge from the Program.

Pornography

The UGM promotes spiritual growth and godly living. Possession of or viewing pornography (on personal devices and/or Mission owned devices) is prohibited.

Random Testing

All participants are required to comply with random drug and/or alcohol testing.

Smoking

The Union Gospel Mission is a smoke-free facility. Cigarettes, cigars, pipes, chewing tobacco, e-cigarettes, vape pens, etc., are to be kept concealed at all times. If any tobacco product is left out or in open sight, it will be confiscated and destroyed. Participants are encouraged to terminate the use of tobacco products and are required to abide by the smoking times as set by the staff. Tobacco usage is a destructive habit and greatly inhibits one's spiritual walk with Christ.

Smoking will only be allowed during designated "Smoke Breaks" and "Free Time." Anyone smoking outside of these times will be subject to Disciplinary Action. Tobacco products are not to be carried or used when attending group activities, such as special services or occasions (church, conferences, etc.).

Smoking is not permitted in UGM vehicles.

Substance Policy

UGM strives to maintain a safe space for all of our residents. Therefore, the possession or use of drugs, alcohol, or related paraphernalia is prohibited. We ask that our residents also strive to maintain a safe space for one another by not entering the facility under the influence of drugs and/or alcohol. If a resident is struggling with following UGM's substance policy, the treatment team will work to support them in addressing this issue. Repeated disregard for UGM's substance policy may jeopardize their stay in the Program.

Theft

Theft will not be tolerated in UGM facilities. Please respect your fellow residents' belongings and the belongings of the Program. Anyone who steals from a Program member or the Program may be discharged.

Vehicles

Program participants who have vehicles must maintain them appropriately. Non-working vehicles will not be allowed. All vehicles must be insured to the state minimums. The Union Gospel Mission will not be held responsible for vandalism, theft, or any other difficulties related to personal vehicles.

Visitors

UGM residents are permitted to have visitors. Visitation privileges are secondary to the participant's obligations to the Program. Visitation may occur in the chapel, the dining room, or outside/public areas. Visitors are not permitted in other locations without staff approval. Visitation must not take place during work details.

No female visitors are allowed in ANY residential areas! Female visitors are only allowed in "common areas" (dining room, chapel, etc.). While visitors are welcome to attend chapel services, visitation must not take place during chapel or church services. Visitors must be accompanied by their resident host. The resident host is responsible for the behavior of the guest. The visitor will be asked to leave if they violate UGM policy or are disruptive.

Weapons

Weapons are not permitted in or around UGM facilities; this includes personal vehicles. Possession of a weapon or brandishing an object that can be used as a weapon in a UGM facility will result in discharge from the Program. Tools for work and other sharp objects can be kept if submitted to the staff on duty; however, variations to this policy may be made as needed.

I have read (or had read to me) and understood all of the policies outlined in the Union Gospel Mission Resident Handbook. I understand that any violation of the rules will result in disciplinary action. I also understand that the administrative staff reserves the right to amend rules as needed.

Resident Name: _____ Date: _____

Resident Signature: _____

Staff Name: _____ Date: _____

Staff Signature: _____