



BOARDER PROGRAM
(TRANSITIONAL HOUSING)

I. PROGRAM (TRANSITIONAL HOUSING) OVERVIEW

The Union Gospel Mission is a distinctively Christian organization and is operated for the purpose of helping men with spiritual, physical and emotional needs. The rules are established for those who want all of the benefits that this mission has to offer. The cost of providing this program for each man per week is approximately \$100.00. Each Member of the **Boarder Program** will be required to pay program fees, in order to remain on this program. The amount of program fees may vary depending on the level of cooperation each individual is able and willing to give to the mission. All applicants must understand that they are presenting themselves to God through The Union Gospel Mission for help.

This program is designed for men who are in need of temporary housing. Men in this program must show that they have their lives in some order. Candidates must exhibit a recent period (3-6 months) of stability in their personal lives. This is to be confirmed with a written recommendation from former program Director or other qualified individual or organization. Men who wish to participate in this program must not be active drug addicts, alcoholics, or exhibit any major behavioral issues. Applicants must also understand their need for continued spiritual growth. Men who have completed either the Discipleship Program, or a program from another organization; are considered prime candidates for the Boarder Program.

Those who apply for the Boarder Program must be willing to abide by the policies and procedures of The Union Gospel Mission. The following guidelines will govern the Boarder Program. As with every policy or guideline of The Union Gospel Mission the administration reserves the right to change or modify these guidelines for the benefit of the ministry and its participants.

Being accepted into the **BOARDER PROGRAM** and remaining on the **PROGRAM** will be determined by individual work ethic, program participation, following the rules, and paying program fees on time. Members of the **BOARDER PROGRAM** who are dismissed from the program will be subject to a six month wait before being considered for the program again.

The length of this program is a dependent upon each individual person. Ideally, the **BOARDER PROGRAM** should last no less than four weeks and no more than six months. The application process for candidates of the **BOARDER PROGRAM** will be as follows:

- ◆ First, the candidate must read and have a basic understanding of this handbook.
- ◆ Second, the candidate must fill out the application as completely as possible.
- ◆ Then the candidate will present himself to the Director for his interview.
- ◆ When a candidate completes the interview successfully, he will then be accepted into the SEVEN day evaluation period.

II. GENERAL GUIDELINES

The following guidelines are to act as a general pattern for behavior for participants of the Program. These rules include most but not all of the violations that will be grounds for disciplinary actions, including immediate dismissal from the program.

- † Possession of guns or ammunition or any other weapon.
- † Possession or use of illegal drugs, alcohol, or pornography.
- † Intentional destruction or misuse of UGM property.
- † The use of Profanity directed towards anyone.
- † Making and/or spreading false or malicious statements concerning UGM or those involved with UGM.
- † Theft, fighting, gambling, or immoral/indecent behavior.
- † Insubordination and/or refusing to comply with work details.
- † Excessive tardiness or absenteeism from daily schedule.
- † Inability to live in harmony with other program participants.
- † Violation of any regulation, policy, or rule of The Union Gospel Mission.
- † Participants must have regular work or be in the process of finding regular work. (Participants are allowed one week of “day labor”.)

- † Participants of the Boarder Program must not consume, store, or have any involvement with drugs, alcohol, or any other illegal or immoral issue.
- † Participants must not engage in any immoral relationship.
- † Participants, who are found to be causing strife among men on any program of The Union Gospel Mission, will be dismissed immediately. Any participant who is found to openly express negatively on the policies, procedures, or decisions of the UGM or its staff will be dismissed immediately.
- † As a general rule, participants of the Boarder Program must comply with the standard dress code of the UGM.
- † Participants who wish to attend a church other than TUGM Chapel must submit the request 1-week prior to the service. Each request will be considered independently. If a participant chooses to join another church, it must be approved by the Director,

The Union Gospel Mission staff, guest speakers, and teachers will use the King James Version of the Bible as their standard for preaching and teaching. Program participants are required to use the KJV in all classes and Chapel / Church services.

Program participants are REQUIRED to have a positive “Christ like” attitude. All participants are required to comply with random drug and/or alcohol testing. The staff reserves the right to inspect / search all personal belongings at any time with or without notice. If personal belongings are kept locked a key must be furnished to the staff. Any items found that violate mission policies will be immediately confiscated and the person responsible will be subject to disciplinary procedures.

Program participants are responsible for keeping their personal areas neat and clean. Dirty clothes are to be kept washed regularly. **No food is to be taken into the bedrooms for any reason.**

The UGM kitchen is **not** a break room! It is off limits to anyone not assigned to kitchen duties.

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

III. FINANCIAL GUIDELINES

Weekly program fees will be \$100. Program fees are to be paid ON TIME, and in advance. Any participant who is late on their weekly program fees will be subject to a **10% late fee**. Any **Boarder Program** member who receives a monthly check (retirement, disability, etc.) will be required to submit a portion of that check (to be decided by staff) to The Union Gospel Mission for their upkeep during their time in the **Boarder Program**. The remainder of the income must be placed in the bank for savings purposes. All bills and payments must be discussed with the staff of The Union Gospel Mission.

Participants of the Boarder Program must submit to financial accountability. A full disclosure of their income, spending, and other financial decisions must be given MONTHLY. No purchase greater than \$50 (per month) will be allowed without prior counsel from UGM Staff. Once a participant has shown himself to be trustworthy, this policy can be reviewed on an individual basis. Any program fees that are paid in advance will be forfeited if a member is asked to leave because of disciplinary actions.

IV. APPEARANCE / CLOTHING GUIDELINES

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 must not extend below the corners of the mouth. **Hair must be CLEAN and neatly combed every day.**

Program participants **MUST** bathe, brush teeth, and use deodorant **EVERYDAY!** Monday – Friday each participant is required to be physically presentable and ready to start his day. Between the hours of 8:00 AM until 9:00 PM all participants of the program must be **fully clothed**, pajamas are not to be worn during this time (exceptions can be made based on work schedule). 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 shower room.

The daily dress guidelines are as follows:

- † No shirts with questionable graphics or advertisements may be worn, shoes & socks are to be worn, no overly tight or immodest clothing,
- † Knee-length, loose fitting shorts may be allowed.
- † Long pants and collared shirts are required for all classes and services.
- † Sunday Mornings a shirt with a collar is required for church, a tie and jacket are strongly encouraged. No denim is allowed for Sunday Morning Services. Any “Special Meeting” such as visiting another church or special meeting at the mission, a shirt and tie are required.

V. WEEKLY SCHEDULE

While participating in the **BOARDER PROGRAM** each man is required to submit, in writing, a weekly work schedule provided by his employer. Any time a participant is to be off the property, except for the weekly work schedule, it must be cleared with staff (THIS IS NOT TO GET “PERMISSION”, ONLY TO GIVE STAFF NOTIFICATION). This includes weekends.

- † Paying Boarders are required to attend at least 3 chapel services per week.
- † Non-Paying Boarders are required to abide by Weekly Schedule outlined in Phase IV of G.R.A.C.E. Discipleship Program.
- † Boarders are required to perform weekly work details. If weekly work details interfere with a work schedule, program fees will be adjusted to account for that.
- † Boarders must complete and turn in 3 Daily Devotion Sheets per week. **ANY BOARDER WHO DOES NOT TURN IN HIS 3 DEVOTION SHEETS BY NOON MONDAY MAY BE FINED \$10 PER DEVOTION SHEET (FIRST OCCURANCE), AND PENALTIES WILL INCREASE UP TO AND INCLUDING BEING DISMISSED FROM THE PROGRAM.**

Smoking will only be allowed during designated “Smoke Breaks” and “Free Time”. Anyone smoking outside of these times will be subject to Disciplinary Action. This schedule may be changed without notice at the discretion of the Staff.

VI. DISCIPLINARY GUIDELINES

Disciplinary guidelines are absolutely necessary in order to maintain good order, efficient operations, and the safety and well being of program participants. The object of these guidelines is to encourage the positive behavior of program participants and to correct inappropriate actions when they are displayed.

Because the Boarder Program is designed for men who have exhibited stability in their lives, second chances are few and far between. Any violation of the rules or policies is grounds for dismissal.

VII. TOBACCO GUIDELINES

The Union Gospel Mission is a tobacco free facility. Cigarettes, cigars, pipes, chewing tobacco, etc. are to be kept concealed at all times. If any tobacco product is left laying around or in open sight it will be confiscated and destroyed. Participants are encouraged to terminate the use of tobacco products in their life 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.

VIII. PRIVILEGES

A. TELEVISION / ENTERTAINMENT

Television is to be 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.

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

Non-Paying Boarders will follow the same Television/Entertainment guidelines as G.D.P. Phase IV.

B. VISITATION

Visitation privileges are secondary to the participant's obligations to the Program. Visitation is to take place only in the Chapel, the dining room, or outside. No visitor is allowed anywhere else without staff approval.

C. TELEPHONE (MISSION PHONE)

Phone privileges are allowed for the program participants only during specified times. Phone calls are to be limited to 15 minutes every two hours. If you are on the phone and another call "beeps" in, let your party know you have to take another call. If you have questions or need help in the operation of our phone system, please ask!

PHONE AVAILABILITY

<u>DAY</u>	<u>TIMES</u>
Monday – Friday	5:00 – 9:00 PM
Saturday	9:00 AM – 9:00 PM
Sunday	1:00 – 9:00 PM

- * 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.
- * Staff **MUST** approve any phone calls that are necessary outside of these times.

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

CELL PHONE USAGE WILL BE PERMITTED AS LONG AS IT DOES NOT BECOME A PROBLEM!

D. VEHICLES

The Union Gospel Mission will not be held responsible for vandalism, theft, or any other difficulties related to vehicles. All personal vehicles must be maintained to legal operating condition, including insurance.

The administrative staff reserves the right to amend the rules for the betterment of the mission.

I have read and/or have had the rules explained to me. I understand them and accept them. I also understand that any willful violation of the rules will result in disciplinary action.

Place of Employment: _____

Supervisor's Name & Phone Number: _____

Employment Start Date: _____ **Hours per Week:** _____

Pay Rate: _____ **Hourly** **Weekly** **Bi-Weekly** **Bi-Monthly**

Day of Week / Month you are paid: _____

Weekly Program fees Rate: _____ **Date 1st Program fees Due:** _____

Program fees due day / date: _____

Date/Amount Pd:				
____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
____ / ____	____ / ____	____ / ____	____ / ____	____ / ____

I am committing to this program for _____ **weeks.**

Signature _____ **Date** _____

Printed Name _____ **S.S. #** _____

Staff Signature: _____

Position: _____