



## Barnabas Program Handbook

## Welcome

Welcome to the Union Gospel Mission. We are a distinctively Christian organization and operates for the purpose of helping men with spiritual, physical, and emotional needs. The Barnabas Project seeks to provide transitional housing to formerly incarcerated men and support as they re-enter society.

The goal of the Barnabas Project is to:

- Provide aftercare services in a residential living facility for men recently released from prison.
- 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 of the expectations and requirements within the program. Below you will find an overview of the program, as well as

## Program Overview

### Program Intake / Acceptance

To be considered for the Barnabas Program, applicants must read the program handbook and fill out the application. Once the application has been submitted, 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 release conditions. At the end of the Barnabas Project, participants who wish to stay longer may then apply to enter the Boarder Program (1 to 6 months). (See Boarder Program Handbook for details.) Those who apply for the Barnabas Project must be willing to abide by the policies and procedures of The Union Gospel Mission.

### 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 Fees of the Barnabus Project is \$125 per week. 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!

### 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
- Identification (or proof of application): state ID, social security card, birth certificate
- Completed application
- Interview(s)

## Resident Services

### Case Management

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

### Housing and Groceries

Residents are assigned to 2 bedroom-1bath apartments. At capacity, each “bedroom” will have two occupants (4 occupants per apartment). Three meals per day are prepared at our main facility and made available. Each apartment will be furnished with a refrigerator and microwave for personal foods and snacks. Food and meals other than the three meals per day, are the responsibility of the client.

### 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 development, 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. Haircuts will be provided once a month by TUGM. 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.

### Hygiene

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

### Clothing

Between the hours of 7:00 AM and 9:00 PM all residents must be fully clothed, pajamas are 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, etc. 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. 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 given on an individual program basis. When one is given it is expected to be followed. Any deviation should be cleared with staff.

Any participant who is unable to meet the daily schedule due to illness, will be required to spend 24 hours in bed; only being able to get up for meals and restroom. Should this happen on a Friday all passes for the following Saturday will be denied. This will help facilitate a quicker and more complete recovery from the ailment. During this 24 hour period, all privileges including smoking are revoked.

## 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. It is our goal for our clients to 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 should be scheduled for Monday or Thursday mornings. 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!

### Television/Entertainment/Computers

Television 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, DVD'S, 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 is in opposition to the philosophies of The Union Gospel Mission they will forfeit their right to possess radios, phones, or other entertainment items.

## Discipline

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.

The disciplinary guidelines are as follows:

For a first infraction or a 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 policy.

Write-ups may be for the same type of infraction or may be for different types of infractions. A participant may provide a written comment for attachment to a write-up prior to filing of the notice in the participant's personnel 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 act provide explanation for expected behavior. Failure to comply with policy 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, including 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 are to refrain from immoral/indecent behavior, using profanity, or gambling.

### Curfew

Residents need to be in the mission by the time specified. Residents are responsible for taking all possible delays into consideration 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 any 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 the safety of a staff member will result in discharge from our program. A verified threat to the safety of an 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 an UGM facility will result in a discharge from the program.

### Pornography

The UGM promotes spiritual growth and godly living. Possession of or viewing of 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 of and/or use of drugs, alcohol and/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, during their stay with us, 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 from the program may be discharged from the program.

### 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. If the guest violates UGM policy and/or is disruptive, the visitor will be asked to leave.

## 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 an 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: \_\_\_\_\_