



TRINITY LIFE MINISTRY

POLICIES & GUIDELINES FOR ALL RESIDENTS

Any violation of Trinity policy could result in your dismissal from the program. We are less concerned with measuring your failure and much more concerned with your heart attitude, honesty, and willingness to confess, repent and/or make Godly amends.

These 4 basic points are an essential part of completing Trinity Life Ministry successfully. They are outlined below along with additional expectations.

1. Overall attitude
 - a. Are you open to God working in your life?
 - b. Are you teachable?
 - c. Are you grateful?
 - d. Are you honest?
 - e. Can you accept correction with a good attitude?
 - f. Are you willing to do whatever it takes for however long it takes?

2. Class/Group participation
 - a. Are you willing to listen and receive from peers and staff?
 - b. Are you willing to get real and be honest about your struggles?
 - c. Are you putting forth your best effort in group activities and assignments?

3. Work ethic
 - a. Will you perform your assigned tasks with a good attitude?
 - b. Will you express gratitude for the opportunity to work “as unto the Lord”?
 - c. Will you show a willingness to submit to any and all authority?
 - d. Are you responsible and dependable?

4. Overall stewardship
 - a. Is your house in order (room/living spaces)?
 - b. Is your personal hygiene done daily?
 - c. What are you investing your resources in?
 - i. Time
 - ii. Finances
 - iii. Energy
 - iv. Gifts

HOUSE RULES

1. Personal hygiene and appearance
 - a. Each man in the program is expected to maintain proper conservative appearance, modesty, cleanliness, and hygiene.
 - b. Everyone should be dressed for the day before chapel (no pajamas, cut-off shirts, etc.).
 - c. Each man must shower and brush his teeth at least once a day.
 - d. Hair should be washed and trimmed regularly. Facial hair and beards should be kept neat.
 - e. Deodorant should always be used; cologne (if used) should not be overwhelming.
 - i. Deodorant or cologne should never be used to make up for poor hygiene.
 - f. The use of any alcohol-based mouthwash is prohibited.
 - g. In general, clothes are to be neatly pressed and clean, and worn properly on the body, especially when serving or meeting the public on behalf of the ministry.
 - h. No additional ear/body piercings or tattoos are permitted. Earrings are subject to staff approval and may be required to be removed at any time.
 - i. Ball caps should be worn with the bill forward and not in classes, groups, or at meal times.
 - j. Graphics, advertising, symbols and lettering on hats, coats, shirts, pants, etc. shall not endorse, promote, depict or include any of the following:
 - i. Beer or liquor products or associated behavior
 - ii. Vulgarity, profanity, nudity, sexual appeal, sexual innuendo, anything that is indecent, immoral, illegal, racist, or deemed offensive or inappropriate by TLM staff
 - iii. Drugs, drug use, paraphernalia and associated behavior
 - iv. Cigarettes, tobacco, tobacco products and paraphernalia
 - v. Secular rock bands, rock music, rock stars, rock concerts
 - vi. Satanic or demonic creatures or practices, anything occult related, any non-Christian religions or practices
2. Bedrooms
 - a. Resident rooms must be kept clean at all times.
 - i. All clothing must be put away and properly stored in the limited space available. Approved areas are:
 - 1) One assigned wardrobe or dresser
 - 2) One half of the closet in assigned room
 - ii. NO CLUTTER, keep your room organized.
 - 1) Personal hygiene items should be put away and stored after each use.
 - 2) Shoes should be paired and lined neatly under the bed or in the closet.
 - iii. Approved pictures, photos, certificates, etc., may be displayed on night stand or bulletin board.
 - 1) No holes, nails, or hooks are permitted to be put into TLM walls or furniture at any time.
 - iv. All curtains and blinds are to be drawn back during the daytime.
 - v. Do not store any Trinity food in rooms. The only food or beverage allowed in rooms is what you personally have purchased.
 - 1) Food or beverages that are being kept in your room must be stored in one small tote with a lid.

- 2) No personal refrigerators in Relationship or Transformation Process rooms.
- b. Do not leave the lights, radio or fans on; the last person out of any room is to turn off the lights, radio or fans (this includes restrooms and common spaces).
 - i. Main lights in the dorm rooms (overhead) are to be turned off by 11:00pm and not turned back on until 6:30am.
 - ii. Small lamps are permitted and must be turned off by 12:00am and not turned back on until 6:00am.
3. Daily Chores
 - a. Each Relationship and Transformation Process resident is expected to complete their assigned daily chores each day of the week, including the weekends.
 - i. Chores are to be completed before 8:30am.
 - b. If you make a mess anywhere, clean it up.
 - i. Do not create unnecessary work for others.
 - ii. Take care of what God has given us.
4. Kitchen duties
 - a. All Relationship and Transformation Process residents are expected to be on the cooking rotation.
 - i. The designated cooks for each meal are required to do the dishes that were dirtied during the cooking process.
 - ii. Leave the kitchen in better shape than when you started cooking.
 - b. All residents are expected to wash their own dishes (unless otherwise instructed).
 - i. If you dirtied it, you clean it.
 - c. The kitchen is to be cleaned up by and locked at 7:00pm and unlocked at 6:30am.
 - i. After this time, only those assigned to food preparation are allowed in the kitchen to prepare a meal for the next day.
 - d. ALL FOOD MUST BE CONSUMED IN THE DINING ROOM AND THE KITCHENETTE ONLY.
 - e. All Relationship and Transformation Process residents need to be present for the lunch devotional each day.
5. Television
 - a. TV is a privilege. It can be taken away if it becomes a problem.
 - b. TV is only permitted to be on from 4:00pm-10:00pm weekdays and 7:00am-11:00pm weekends.
 - c. All movies must be approved by staff.
 - i. If staff finds a movie that is not approved, it will be taken and not returned.
 - d. There is a library of movies available in the house to be checked out. If interested, please check with staff.
6. Phone
 - a. Each resident is allowed one 15 minute phone call per day.
 - b. The phone is turned on at 4:00pm and off at 10:00pm.
 - c. Language and conversations must be kept appropriate.
 - d. Phone can be taken away from all residents if it becomes a problem.
7. Classroom/Chapel
 - a. This area is sanctified for class, prayer, homework, and fellowship.
 - b. No watching television or movies in this space without staff approval.

- c. No lying down or sleeping at any time in the classroom.
 - d. Residents are expected to be on time to class and chapel.**
 - e. Chapel attendance is mandatory for Relationship and Transformation Process residents, as well as Multiplication Process residents who are not working at that time.
 - i. If you miss chapel, do not be surprised about consequences.
8. Recreation areas
- a. Recreation throughout the day is only permissible while on break or free time.
 - b. The radio is to be listened to at a respectable volume, and only Christian music is permitted. **NO SECULAR MUSIC AT ANY TIME!**
 - c. Always leave the area you used looking better than it did when you walked in. Clean up after yourself.
9. Creek/Woods
- a. Residents are not allowed to go into the woods or to the creek alone.
 - b. If you go, you **MUST** sign out on the board and notify staff when present.
 - i. This privilege is only permitted during free time from sun-up till sun-down.
 - ii. Curfew is 9:00 pm.
 - c. Only those who have a fishing license are permitted to fish.
 - d. Stay off other people's property.
10. Curfew
- a. Curfew for all residents is 9:00 pm (unless otherwise approved).
 - i. A head count will be done each evening at 9:00 pm.
 - b. All residents must be in their rooms at 11:00pm Sunday–Thursday and at midnight on Friday and Saturday.
11. Tobacco use/“Vaping”
- a. We **STRONGLY** encourage everyone to quit the use of tobacco products and will help those that want to quit. For those who have not yet quit:
 - i. All tobacco use and/or “vaping” **MUST** be done in the designated location.
 - ii. Do not litter on our property. Dispose of your butts and other trash/waste properly.
 - iii. **NO VAPING OR SMOKING IN ROOMS ALLOWED.**
 - 1. It will set off the fire alarms.
 - 2. Due to the \$1000 cost of the Fire Department coming, expect a high consequence for breaking this rule.
12. Visitors
- a. No resident may have **ANY** visitors without approval.
 - i. This includes stopping by just to drop something off.
 - ii. The consequences of an unapproved visitor will fall on the resident.
 - b. If a visitor has been approved, all resident/visitor interaction must be done through a staff member.
 - i. We reserve the right to inspect all packages coming in the house.
 - c. The only person that can visit without permission is your assigned mentor.

PROGRAM GUIDELINES/POLICIES

- 1. **NO** drug, alcohol, or any other form of substance abuse will be tolerated.

- a. If a mistake has been made, we expect honest confession before we find out through other means.
 - b. We do not conceal any information from the authorities. If you are on probation/parole we are legally obligated to inform them of any substance abuse.
2. Vehicles
- a. No personal vehicles are allowed during the Relationship and Transformation Processes.
 - i. You must make prior arrangements for your vehicle before coming to TLM.
3. Church
- a. Sunday AM church attendance is expected each week at the church you have been assigned.
 - b. Regular communication is expected each week with assigned mentor(s).
 - c. It is strongly encouraged that you attend at least 1 Bible study/small group from home church per week.
4. No Fraternalization
- a. Fraternalization is defined as any socializing, sitting with, touching, or communicating that goes beyond ordinary courtesies between two people.
 - b. Fraternalization between program residents and female staff, volunteers, guests, visitors or any other female is prohibited.
 - i. This includes your time away from Trinity as well (church, small groups, Celebrate Recovery, etc.)
 - c. The fraternization policy applies to ALL female contact and relationships (except for spouses) outside the program while you are a participant. **You are here for life transformation: don't lose your focus in a female relationship.** (Includes hanging pictures, etc.)
 - i. **We strongly suggest no new dating relationships begin during your time at TLM.**
5. Electronic Devices
- a. No personal electronic devices are permitted in the Relationship and Transformation Processes other than a wrist-watch.
 - i. -For Example: Cell Phone, I-Pod, I-Pad, Lap-top, CD player, etc.
 - b. There will be no access to the internet or computers.
 - i. If for some reason you must use a computer, it will be under close supervision of Trinity staff.
6. Medical Needs/Appointments
- a. Due to the relatively short amount of time you are at Trinity, limited staff, and challenges of appointments and transportation, we would ask that all medical appointments be kept to a minimum.
 - b. We will not deny anyone medical attention that NEEDS it.
 - i. SEEK PRAYER FIRST before requesting medication or doctor visits.
 - ii. All doctor visits/appointments must be approved by staff at least 48 hours in advance.
 - iii. **If an appointment is needed, it must be on a Wednesday or Friday afternoon.**
 - c. Doctor and prescription/non-prescription medication
 - i. Narcotic medication is not permitted.

- ii. All prescription and non-prescription medication must be approved by a staff member even after it is prescribed to you.
 - iii. All medication will be stored and passed out by staff.
 - iv. NO prescription or non-prescription medication is to be stored by any individual man in any location (with the exception of Tylenol or ibuprofen).
 - v. Passing out or sharing prescribed medication is against the law and against our policies here and can RESULT IN IMMEDIATE DISMISSAL. The sharing of any medication, whether prescribed/non-prescribed is prohibited and will not be tolerated. Staff are the only people authorized to pass out OTC medications.
 - vi. Avoid seeking medication constantly.
 - 1. Avoid using medication for aches and pains.
7. Attitude and behavior
- a. Since each program participant is an ambassador for the Lord Jesus Christ and a representative of Trinity, you are expected to conduct yourself accordingly and maintain proper attitude and language toward others.
 - b. Intimidation of any program man, staff, or volunteer is grounds for immediate dismissal.
8. Volunteering/Community Service
- a. **We expect you to be on time.**
 - b. Breaks from work are only permitted during approved times.
 - i. This includes “smoke breaks.”
 - c. While volunteering at the thrift stores, we are there to work, not shop. Do not ask for anything.
 - d. Court-ordered community service must go beyond community service done as part of TLM’s programming.
9. Mail and packages
- a. All mail outgoing or incoming can/will be inspected or opened.
 - b. Anything deemed inappropriate will be confiscated.
 - c. All mail is dispersed by a staff member.
 - d. All mail goes through the Lafayette office:
 - 817 N 12th Street
 - Lafayette, IN, 47904.
10. Money
- a. Residents must turn in all money upon check-in.
 - b. Resident money will be locked up in the safe.
 - i. This includes debit/credit cards.
 - ii. If family/friends give you money while in the program, you MUST notify staff as soon as possible.
 - c. Residents of the Relationship and Transformation Processes will be allowed to carry some money at times, but NEVER more than \$20 cash.
11. Violence/Weapons
- a. Intimidation, violence, or fighting is unacceptable and could result in immediate dismissal.
 - b. Weapons of any kind are prohibited.
12. No buying, selling, or stealing between residents of the program
- a. All services rendered to others in the program, guests or visitors should be given freely without expecting anything in return (haircuts, laundry, etc.).

- b. No resident is allowed to take ANY donation for ANY reason without staff approval (at Whitlock facility, Thrift Store locations, etc.).

ACTIVITY REQUESTS/PASSES

Passes and activities are privileges and not a right. They will be given on a case-to-case basis. We must be able to trust you in order for you to receive the responsibility that comes with these privileges.

1. Activity Requests

- a. No resident is allowed to leave this facility at any time without staff permission.
 - i. Anything outside of church Sunday morning (bible study, Celebrate Recovery, time with mentor, etc.) requires a written request 24 hours in advance and must be approved by staff.
 - 1) In other words, you need to fill out an activity request.
- b. Any form of deception, lying, manipulation or misconduct will result in a loss of privileges at the very least and could lead to possible dismissal.

2. Passes

- a. Passes are intended for time with family. They are not to be used to spend time with friends. (except in certain situations under staff discretion)
 - i. Staying overnight with a girlfriend or fiancé is not permissible nor is having them stay with you.
- b. Passes will only be allowed on the 1st, 3rd, and sometimes 5th weekend of the month.
 - i. When taking a pass you must call your life coach from the resident phone when you leave Trinity and when you return.
 - 1. This will let us know you are leaving and returning at the proper times.
 - ii. Any form of deception, lying, manipulation or misconduct will result in a loss of privileges at the very least and could lead to possible dismissal.

3. Relationship Process Passes

- a. Day Pass: Each resident is allowed four day passes during the Relationship Process.
- b. No one is allowed a day pass until after being a resident for 30 days and we have established trust.
- c. A day pass is defined as: at maximum a 12 hour period (for example: if you leave at 9:00am, you must return the same day before 9:00pm).
- d. As stated previously, curfew is always 9:00pm regardless of when you left.

4. Transformation Process Passes

- a. Each resident is allowed five 24 hour passes during the Transformation Process.

5. Multiplication Process Passes

- a. Each resident is allowed six 48 hour passes during the Multiplication Process.
- b. Each Multiplication Process resident must call the Multiplication Process Overseer from the resident phone when you leave Trinity and when you return.
 - i. This will let us know you are leaving and returning at the proper times.

- **The Main Point:** You cannot leave this facility without written approval. It's much better to over communicate than under communicate and assume "It's not a big deal."

ADDITIONAL MULTIPLICATION PROCESS GUIDELINES

1. Class
 - a. Each Multiplication Process resident:
 - Must attend at least 1 Bible study/small group from home church per week.
 - Must attend all Multiplication Process classes on Monday and Thursday evenings.
 - Needs 1 or 2 mentors/ leaders who you can be real with and have pour into you.
 - Needs to have weekly schedules, rent, and budgets ready to turn in at the beginning of every Monday night class.
 - Must submit to all random drug screens that are given by the staff.
2. Community Service Projects
 - a. All residents of the Multiplication Process are required to serve the community at least one time per month. This can be an individual assignment, but it is encouraged to work together as a team. All community service needs to be recorded and turned into the Multiplication Process Overseer.
3. Outside employment
 - a. Seek employment at staff-approved location.
 - b. Work must be sometime between the hours of 5am-5pm.
 - i. Participation in group sessions and meetings is mandatory.
4. Personal Electronic Devices
 - a. No loaning phone to Relationship or Transformation Process residents for any reason.
 - b. All electronic devices are subject to staff review/search at any time.
 - c. All electronic devices are not to be used in the presence of Relationship and Transformation Process residents.
5. Vehicles
 - a. All vehicles must be approved by staff and have up-to-date paperwork submitted (registration, insurance, copy of driver's license).
 - b. Parking is only permitted in the east parking lot.
 - i. No parking on the basketball court.
6. Dating Relationships
 - a. All pursuit of dating relationships must be disclosed to staff at the earliest opportune time.
 - b. Dating relationships are not allowed on TLM property except for pick-up and drop-off.
7. Marriage Relationships
 - a. Any family time occurring on TLM property must be approved by the Multiplication Process Overseer in advance.
8. Discipleship
 - a. Each Multiplication Process resident will be trained to lead and will lead a discipleship group. It is each member's responsibility to gather together the men they will be discipling at least one time per week to lead a study.

Please sign this document and return this page to your Life Coach.

I, _____, have read, understand, and agree to these policies and guidelines and will adhere to them. I realize that failure to comply with these policies and guidelines could result in dismissal from this program.

Signed: _____

Date: _____

