

The Westminster Rescue Mission
Client Rules

Updated 04/20/2011

Welcome to the Westminster Rescue Mission. We are excited that you are here and look forward to seeing what God is going to do in your life. Our program is centered around a relationship with God, as illustrated by God the Father's willingness to give His Son in exchange for our salvation, which is the heart of our therapy. While you are here, you will be expected to follow our rules and guidelines.

1. While in the program you are allowed to have the following wardrobe:

- 2 Complete suits or sport coats
- 7 Pairs of pants total (dress/work)
- 7 Pairs of shorts, knee length only
- 7 Pairs of socks
- 7 T-Shirts
- 7 Changes of underwear
- 3 Sweat shirts & 3 Sweat pants
- 10 Shirts total (dress/work)
- 4 Pairs of shoes
- 2 Coats or jackets
- 1 Pair shower shoes

We do random spot checks and any articles of clothing found over the maximum amount will be taken and recycled through our donations program.

2. If you came into the program without clothing or toiletries, the Mission will give you the allowable amount. See the Night Watchmen.
3. Mission staff will check all luggage coming in and going out and will discard anything inappropriate immediately—No Exceptions.
4. You are allowed to wear knee length shorts on the farm only and may **not** wear them in chapel, during devotion, in the dining hall, in the kitchen, or in the stores.
5. Do not enter or leave the Mission through the front door. Enter and leave the building through the mud room.
6. Office hours (for change and phone needs) are to be kept to a minimum. Therefore, you will be allowed to conduct business from 8:30 a.m. to 9:00 a.m. and again from 2:00 p.m. to 2:30 p.m.
7. You are responsible for the sheets and pillowcases on your bed. Every Thursday morning before devotions, strip your bed of all linens and place them at the foot of your bed. The laundry man will give you clean sheets. If you do not strip your bed, you will not receive clean sheets.

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8. Except on Thursday morning, make your bed before morning devotions.
9. You are required to shower once a day. Showers are permitted between the hours of 5:00 a.m. and 7:15 a.m., and again between the hours of 4:00 p.m. and 10:00 p.m. You are responsible for keeping the bathroom clean at all times.
10. Mission staff will store all medications and distribute them in the main office immediately after devotions.
11. We serve meals as follows:
 - Breakfast 6:00 a.m. – 6:45 a.m. Sunday only 7:00 a.m. – 7:45 a.m.
 - Lunch 12:00 a.m. – 12:45 p.m.
 - Dinner 5:30 p.m. – 6:10 p.m.
 - Snack 8:00 p.m. – 8:30 p.m.

Be on time for all meals. If you come in late and food is put away, you will wait until the next meal to eat.

12. Attendance is required for the following:
 - devotions in the dining room at 7:30 a.m. daily.
 - afternoon class in the chapel at 1:00 p.m. daily
 - chapel services in the chapel at 7:00 p.m. daily
13. You should be at least five minutes early for all devotions, classes, and chapels.
14. You will go through a 30-day blackout period during which you are not permitted to make telephone calls or have visitors. You may write letters and receive mail.

After the first 30 days you may have up to 4 visitors on Sundays between the hours of 1:30 p.m. and 4:30 p.m. You may not leave the property with visitors. They may meet you in the dining room or directly in front of the facility. You will also be allowed one 5 minute phone call per week.

During the first 5 months you must attend church services at Christian Missionary Fellowship which is located on the property. After the first 5 months, you may attend church at other local churches if you have transportation.
17. The Director, Assistant Director, or Night Watchmen must approve all of your telephone calls and someone will remain present during all calls.
18. When attending appointments, you are not permitted to use the phone to be picked up or for any other reason. A representative from the organization must place the call.

19. You may use the weight room and gym from 5:00 a.m. to 6:00 a.m. and from 6:00 p.m. to 10:00 p.m. You may watch the television in the chapel from 8:30 p.m. to 10:00 p.m. Quiet time in the dorms begins at 10:00 pm. You may use reading lamps to read or study. You may not talk in the dorms after 10:00 p.m. Lights out is at 11:00 pm.

Discipline and guidance are greatly important in learning and growing individually, spiritually emotionally and physically. Mission staff members will administer discipline as needed. Discipline constitutes such things as the loss of phone privileges, visitation rights, etc. All discipline is given at the discretion of the staff. Listed below are our guidelines, which will help you succeed during your stay with us.

20. Do not complain.
21. Do not steal from anyone, including other clients, Mission staff members, or from the Mission itself.
22. Do not use profanity.
23. Enter the kitchen and shops only if you are assigned to them.
24. Do not take food, candy, or beverages into the dorms.
25. Do not bring food onto Mission property without staff permission.
26. You are not permitted to possess cars, pets, bikes, motorcycles, etc. while in the initial 6-month program.
27. Do not drive or operate any vehicle, machinery, or power tools without permission. If in doubt, ask.
28. Do not leave personal belongings or trash anywhere on the property or in the vehicles.
29. Do not make outside appointments without the consent of the Executive Director, Assistant Director, or Night Watchman.
30. When in a Mission vehicle, you are required to act appropriately.
31. Mission staff members may open your mail in your presence if we suspect inappropriate material, drugs, etc.
32. You are responsible for any money you have. You may not have more than 20 dollars at a time.
33. Mission staff members will distribute and send out all incoming and outgoing mail. Do not ask anyone other than staff to mail your letter.
34. You are not permitted to develop new romantic relationships while in the program.

35. If you are sick, you may request to be excused from class and/or work assignments by staff.
36. You are responsible for your medical expenses.
37. Dorm rules apply to everyone. You are responsible for keeping your cube clean and in order. Do not enter another cube without being invited. Do not take or use another person's belongings without permission.
38. Do not give or lend money to anyone.
39. Turns lights off when leaving a room.
40. Do not discuss your past with anyone -- "NO WAR STORIES"
41. Notify Mission staff if you notice someone acting extremely troubled. Report any drugs or alcohol on the property.
42. You are not permitted to wear lavish dress related to your past.
43. Wear appropriate clothing to all services—NO t-shirts or shorts. Do not come to the dining room in pajamas, robes, scarves, etc.
44. Keep your conversations pleasant and suitable to good table manners. Speak at normal tone. Be neat and clean up after yourself.
45. Night Watchmen make all job assignments. You are expected to complete your assignments with a good attitude and with excellence.
46. You are not allowed to purchase anything from the stores until after graduation from the initial 6-month program.
47. This is a smoke-free facility. Therefore, you must not use or possess any tobacco products on or off the property. If you violate this rule, you will be disciplined, up to and including dismissal from the program.

Some of our rules result in immediate dismissal. They include:

48. If you refuse random testing for alcohol, narcotics, and tobacco you will be dismissed from the program.
49. Alcohol or drug use will not be tolerated. You may be dismissed for this infraction and not be readmitted for one year.
50. Do not leave the property without permission from the Executive Director, Assistant Director, or Night Watchmen.
51. Violence or threats of violence will not be tolerated and will constitute immediate dismissal.
52. If you start to talk to other clients about leaving the program, you will be dismissed immediately. The reason for this rule is that such talk could potentially prompt other clients who are struggling to leave as well.
53. Mission staff will not provide transportation for clients who are entering or exiting the program. Clients must arrange their own rides.
54. Any destruction or vandalism of any Mission property whatsoever will result in immediate dismissal from the program.
55. Any clothing, hygiene products, electronic equipment, medication, or personal items left by a client whether dismissed or left voluntarily from the program, will be boxed and stored for a period of no longer than **72** hours. At which point all items will be recycled, discarded, or destroyed.

**** The Executive Director has discretion to change the rules at any time. ****

I _____ have read, gone over, and understand the rules that have been given to me. I will and have asked appropriate questions for clarification concerning these rules.

(Signature)

(Date)