

# 4:14

## Re-Entry Program Handbook

### Requirements:

- Student must be on Honors or have graduated from The Refuge program.
- Students must be pursuing a relationship with Jesus and making true effort to invite God into everyday life.
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### Introduction

This handbook is for students who are living at the 4:14 Re-entry House and working a full-time job. The contents of this document are considered program guidelines and procedures. The student is to adhere to and always abide by the contents in this handbook while in the re-entry program. If any of these guidelines are not followed, discipline or dismissal could result. The re-entry program is offered to assist the participant in continually growing in her relationship with Jesus Christ while having more responsibility. Our goal is to help each student grow and learn how to successfully transition back into the world as a disciple of Christ.

A re-entry student will encounter many new challenges and temptations. Even though you have been substance-free for a year, this does not mean that you are above temptation. Accountability and guidance are something that will last throughout the rest of your life. You will either be on the receiving end or giving back to others in the future. An open-door policy is available to re-entry students. If you have any negative feelings, prayer should always be the first means of dealing with frustrations, but staff will be available if you need counsel. Just like the Refuge program, the more you invest in growing and learning, the more you will get out of this phase. The staff and specifically, the Re-entry Coordinator, are here to assist you in this new phase and opportunity in life. We have been where you are and have come out on the other side. Remember, we are here to HELP you live your life again free in Christ!

This document can change at any given time throughout your stay in the re-entry program. These changes can happen with or without cause. The student will receive orientation on the changes as they occur.

## Goals and Focuses

The goals of the re-entry program are designed to give you a focus of the skills that we think are necessary in this season of your life. Even though you may have had experience in these areas in the past, remember that you are learning how to live life from a Christian perspective. The overall goals of the re-entry program are:

1. Continuing your growth and development in Christ while learning to balance other responsibilities.
2. Learning to deal with basic temptations and trials that one could face in a work environment.
3. Taking care of responsibilities and preparing to live in our culture (job, home, debt, budget, vehicle etc.)
4. Learning how to place appropriate accountability in your life without being forced to do that.
5. Learning how to build good healthy friendships and habits
6. Continuing to build a healthy relationship with your family
7. Starting to set goals and have dreams over your future.

You will be required to provide information on your growth in these areas of your life while in the re-entry program. This is a time for you to take steps integrating back into society.

## Program Duration

The commitment that is required to enter into the re-entry program is a *minimum of 6 months*. If a specific situation arises that shows possible cause for an extension, there will be discussion and prayer as to whether an extension is needed in the transition process.

The 4:14 Re-entry Program consists of 3 phases. The phases are:

### Phase 1 Preparation–(Exodus) Projected Length 21 Days

When a student completes the training phase of The Refuge Teen Challenge program, they will be eligible to enter the re-entry phase. Between the training and re-entry phases, a student will be given a 4-day pass home for the preparation of the re-entry program unless there is a unique and specific case. Then, it will be discussed with the re-entry coordinator and the directors. Upon return from the 4-day pass, you will be required to attend all normal Refuge Teen Challenge evening and weekend events during this time including Wednesday chapels unless the re-entry coordinator approves otherwise. Work duties and class time will be used in looking for a job or starting work. You will be required to have a full-time job or be going to college. You will need to have all the re-entry induction process finished before you are able to move into the re-entry home.

## Phase 2 Wandering–(Wilderness) Projected Length 3 months

The 2<sup>ND</sup> phase of the program is when you move into the 4:14 re-entry house. You will be required to complete a 3-month contract while you are living at the 4:14 re-entry house. This includes your aftercare packets and the Berean books. You will also be required to fill out a *weekly self-evaluation* of what the Lord is teaching you in your new life experiences. This is all to help your continual growth in the re-entry program. You will also be required to attend youth groups unless the re-entry coordinator approves otherwise. You will be required to complete the Financial Peace University, The Power of a focused Life course.

The 2<sup>ND</sup> phase consists of 6 goals that a student should work through while in this phase of the program. These goals include:

1. Maintain job or internship
2. Get a checking account
3. Have a general budget and \$2000 in a savings account
4. Complete the re-entry curriculum
5. Find a place to participate and serve with in that church
6. Have a valid ID or driver's license

The differences in this phase are there to give you some freedom with accountability. The Refuge Teen Challenge reserves the right to alter this contract or the requirements in any way to help in your success and growth. The 4:14 re-entry students are required to stay accountable in all areas to the *re-entry coordinator*, to remain in good standing with The Refuge Teen Challenge. **You are expected to heed sound advice.**

## Phase 3 Settlement (Promise Land) – Projected Length 2 months

The 3<sup>rd</sup> phase is the period when we let you have freedom to continue in your growth with minimal restrictions. Most restrictions are there to keep the order of the 4:14 re-entry house rather than hold you accountable to certain behavior. This is a time when you prove that you have learned how to live for Christ in this world. To enter into the 3<sup>rd</sup> phase of re-entry, you must have your aftercare workbook completed, all of your re-entry goals finished (not including the \$2000 savings), and have started your Berean workbook.

During this time you will be required to pray and seek the Lord about what your next step in life is. Part of this time will be **looking for a healthy and stable place to live** and **creating an aftercare plan** with the Re-entry Coordinator. Both of these must be completed before you move out. Before completion of your re-entry stay, you will have the opportunity to share your testimony of your time in re-entry with the students on a Wednesday Chapel. You will also be required to have \$2000 in your savings and finish all of your Re-entry curriculum as well as have fulfilled all your re-entry goals.

## 4:14 Guidelines (Students Living in the House)

These house rules are set up for the well-being of all who are living on the property. Be respectful towards one another as you are sharing a living space. If you have any questions, please contact the re-entry coordinator.

**Curfew** – Students living at the reentry house will have a 9:00 p.m. curfew on the weekdays and a 10:00 p.m. curfew on the weekends. You cannot leave the property without fully disclosing where you are going, and who you are going with. This does not include when you leave for work. Anytime that you will be gone outside of work, it must be approved by the re-entry coordinator. The only circumstance in which you can be out past curfew is if it is with a staff member from The Refuge Teen Challenge. There must be clear communication with the re-entry coordinator.

**Events** – You will be required to attend a Sunday morning church service, Wednesday afternoon Chapel, and one other weekly church event (youth group, local bible study, etc) Re-entry students will be required to attend the Refuge Teen Challenge events (Ministry Services, family weekends, banquets etc.) Teen Challenge reserves the right to request your presence at any other Teen Challenge related event.

**Chores** – Daily chores will be assigned to each re-entry student at the weekly meeting. Chores will be done on Monday nights and Thursday nights. The house does the chores together between 8:30-9:00pm. You may not **under any circumstances** trade chores or ask a student to cover your duty for that day

**Laundry** –If you choose to start your laundry, be prepared to finish it completely and in a timely manner. Laundry may not be left in the washer or dryer overnight. You are responsible to clean your own lint traps and provide your own laundry soap.

**Kitchen** – The kitchen will be shared by all the re-entry students. DO NOT take any food that is not yours without permission. It is encouraged that you write your name on any food you place in the fridge or pantry that you do not want to be touched. You will be responsible to wash your own dishes. You are not allowed to bring any food in the dorms. There will also be a meal once a week where all re-entry students will be required to participate. Each student will pitch in and provide the meal for that night.

**Medication** – Students will be required to keep their medication secured in the lock box that the re-entry coordinator has stored.

**Cell phone guidelines** – During the 2<sup>nd</sup> phase of your re-entry stay you will not be permitted to take your cell phone into your room after 9pm. There is a designated place where your cell phone will be stored and charged overnight. This will also require that you have an alarm clock during this time.

## Financial Guidelines

Finances are a brand-new challenge for a student completing the training phase of the Teen Challenge Program. You have not had a steady income for over a year. This is one of the areas where you now must learn how to handle your finances from a biblical perspective. In the Bible, Jesus speaks a lot about money and the way that we as Christians respond to money. You will be required to complete Financial Peace University; this will be for your benefit and to help you learn in a biblical manner how to handle your money. Remember that you cannot serve God and money at the same time. Keeping Jesus first in the way we handle money is the key.

Students will be required to make a \$50 damage deposit before moving into the re-entry house. This is to ensure that any damage is already taken care of. If you have not damaged any Adult & Teen Challenge property during your stay, the \$50 will be returned to you when you leave. You will also be required to pay \$75 a week for rent or \$300. This will be paid to the Re-entry Coordinator at your weekly meeting.

Each student will be required to maintain a checking account and to have a monthly budget to show where their finances will go.

## Pass and Visitation Guidelines

This is the Refuge Teen Challenge Re-entry house; the home is not your personal home. Because Refuge Teen Challenge is an organization, we have an obligation to consider what could happen and set up basic guidelines to protect the organization and to be above reproach in all things. No one will be allowed on the property that is not a Refuge Teen Challenge staff member, or immediate family member of the re-entry student.

Family members are not allowed at the home during the week unless approved by the Re-entry Coordinator. That does not mean family cannot come to visit you. It just means that you must find other activities to do away from the Refuge Teen Challenge home. You still have an obligation to abide by the weekday curfew.

All visitors must abide by the ethical guidelines in the re-entry handbook. That means no smoking, drinking, drugs, inappropriate clothing, or media on the property.

If a re-entry student desires to go on pass, she is required to fill out a pass request and submit it to the Re-entry coordinator. You will be eligible for home passes once a month, but only on off days. The pass request must be submitted a full week in advance, otherwise the pass could be denied. You will only be eligible for a pass after you have successfully been in the re-entry for 30 days. After 6 months of working and living in the re-entry home, you will be eligible for a one week vacation.

## Vehicle Guidelines

Re-entry Students are allowed to have personal vehicles after they have been approved by the Directors. You must not only comply with the Teen Challenge rules, but you must

also comply with the state laws in order to have a vehicle in the re-entry program. This includes maintaining a valid driver's license, insurance, and up-to-date registration at all times. If you owe money on your vehicle, that information must be recorded in your monthly budget, and MUST be paid on time.

Your vehicle must be accounted for at the time of curfew. If your vehicle for any reason does not work, you will need to have a plan in place to either have it repaired or remove it from the Refuge Teen Challenge property. Refuge Teen Challenge will not be held responsible for any damaged or stolen vehicles.

Refuge Teen Challenge reserves the right to perform random vehicle searches at any time. There must be an extra vehicle key given to the Student Development Coordinator that he will have in his possession.

## Technology Guidelines

Technology is a growing market and is quickly becoming a necessity in our culture. It is important that you develop the right skills and safeguards when using technology. Technology can be a useful tool, but in the hands of evil, it will be used for evil, but in the hands of a person who fears the Lord, it will be used for good. You will be allowed to carry a smart phone but, a flip phone is plenty sufficient for the season of life that you are in. You may not want to burden yourself with the temptations that come with a smart phone. If you decide to carry a cell phone, strict guidelines must be agreed to BEFORE you purchase a phone. Smart phones will be set up with restrictions that will be determined by the Re-entry coordinator. Phones will be subject to staff searches at any time while in the re-entry program.

Do not use other student's phones or charging cables without permission from the student. Refuge Teen Challenge will not be responsible for lost or damage phones.

A re-entry student is not allowed to have a computer while in the re-entry program unless it is required for their job. All media-streaming-device purchases must be approved by the Re-entry coordinator or those items will be returned or confiscated. Televisions will not be allowed in the bedrooms. There will be a house television located in the living area.

## Code of Conduct Guidelines

Refuge Teen Challenge students shall always abide by Christian ethics, whether they are at home, work, or out with friends. You must abide by the following as a representative of Refuge Teen Challenge and Jesus Christ.

1. You are not allowed to listen to secular music. Christian music is approved only.
2. You may not watch movies that exceed a PG-13 rating, on or off campus.
3. All dating relationships must be approved while in there-entry program.

4. You may not use drugs, alcohol, or nicotine for any reason. You may not abuse over the counter or prescription medications. The Refuge Teen Challenge reserves the right to administer drug tests at any time.
5. You must not purchase any items for students that are in the residential phases of Refuge Teen Challenge.
6. You must maintain a clean and orderly personal area, as well as clean up after yourself at the home.
7. You are expected to listen to the directions of any staff or intern of The Refuge Teen Challenge.
8. You must inform the Re-entry Coordinator of any major changes that happen in your family or work life. This includes promotions, loss of job, family deaths, children etc.

In case of any emergency, you will be required to contact the re-entry house manager immediately. They will give you directions on what to do next and may need to contact the Executive Director and/or proper authorities.

## Discipline or Dismissal

The re-entry phase of the program is a privilege given to students who are ready to transition back into society. This is a testing phase to see where growth is still needed. You may, at any time, be disciplined or be brought back in the facility as a student or lose privileges if there are any infractions of the rules. If there is a major violation, it may result in dismissal from the program. If that were to happen, we will proceed in the same manner that we would dismiss any student in the Refuge Teen Challenge Program. Remember, this is for your growth and development. If you take care of the minor issues they will never turn into major ones.

## Refuge Teen Challenge Waiver of Liability

**Refuge Teen Challenge Indiana will not be held liable for any of the following:** Stolen or damaged vehicles (fallen trees, vehicle collision, flat tires, etc.), stolen personal property (this includes but is not limited to cell phones, medications, clothing, jewelry, etc.)

Injuries caused while on-site at the 4:14 re-entry home (broken bones, bruises, twists, tears, cuts, etc.) If an injury is sustained due to negligence of the homeowner/landlord, then Refuge Teen Challenge Northern Indiana will take the appropriate action.

Students living on-site at 4:14 re-entry home will be expected to repair any damage caused by their own careless actions. This includes but is not limited to holes in the wall, broken door hinges, broken windows, or anything broken or ran over by student. Regular "wear and tear" will be repaired by the homeowner/landlord.

Luke 12:48 “From everyone who has been given much, much will be demanded; and to the one who has been entrusted with much, much more will be asked.”

I have reviewed the content of the 4:14 re-entry program handbook. I will always comply with the content of this document. I understand the purpose of the re-entry program is to grow closer to Christ and maintain a job to save money for the future. My signature denotes understanding of and willingness to comply with, all content of this document.

Projected Completion Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_